2021 FFT KS5 Results Service Guidance

In this guidance

Overview

This document provides you with guidance on how to upload your 2021 KS5 results to Aspire as part of this year's FFT Results Service. Participating schools will receive a full analysis of their results in their interactive Aspire dashboards in October. This will allow you to compare your school's attainment and value-added progress to other schools nationally.
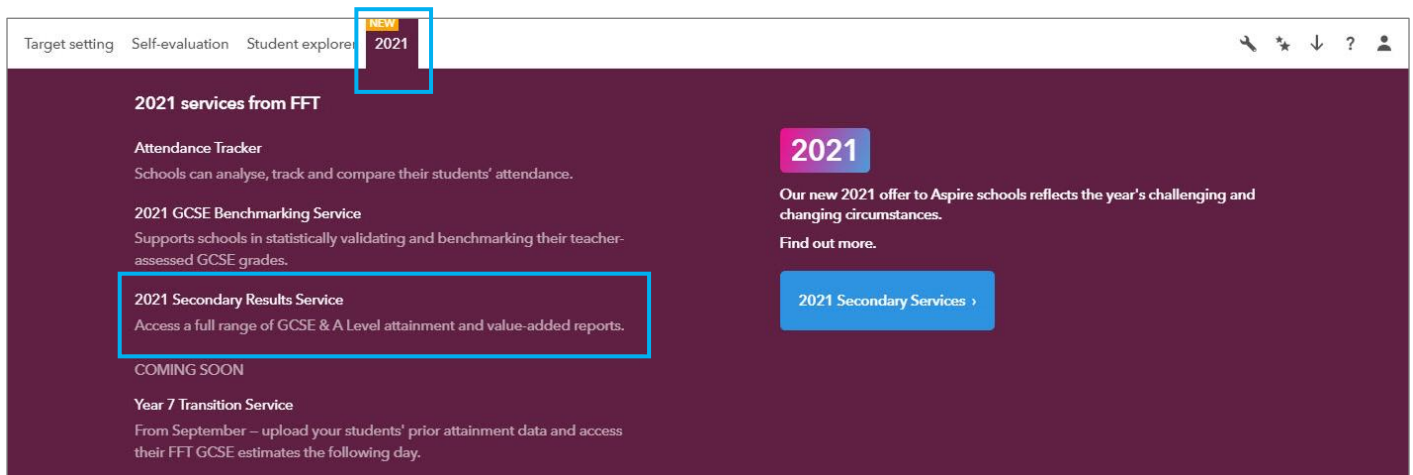
Background

The 2021 FFT Results Service will be more important than ever as the DfE and Ofsted will not be providing schools with any analysis of performance at KS5. Simply upload your KS5 results to Aspire in order to access the full range of interactive, self-evaluation reports.

Note: Schools who also upload their KS4 results will also be able to access KS5 benchmark estimates for new Year 12 pupils.

Accessing the 2021 Results service

- Note that you'll need 'Manage Data' permissions to participate in this service.
- The 2021 KS5 Results service is available through FFT Aspire, https://fftaspire.org
- Access the service by clicking the **2021** link within the Aspire menu
- You will be taken directly to the Results service homepage

- From the Results Service homepage, navigate to the KS5 Results Service, via the drop down menu towards the top right hand side of the screen:

Important - before you begin

We'll use the latest Y13 pupil data from Aspire to populate your Excel template. To participate in this service, you needed to have connected your school's MIS via Aspire Data Exchange by 16th July 2021. You can check if you have Aspire Data Exchange set up by viewing the **Status box** on the **Results service homepage**.

If your school has set up Aspire Data Exchange

Great! You just need to make sure that you have enabled your connection. To do this, simply click the **'Enable'** link within the Status box, which will take you through the process. Do make a note of your connection partner before accessing the link.

Note: You must be have Aspire Setup permissions to be able to connect your MIS or enable Aspire Data Exchange. If you do not have the relevant permissions, please contact your school's FFT Administrator.

If your school has not set up Aspire Data Exchange

Any school that had not connected their MIS to FFT Aspire by 16th July 2021 will not be able to participate in this year's Results Service.

How to submit to the service

The service works in **3 simple steps**, all within the **Results service homepage**. Download your template, populate the template with your results and upload it back once completed. That's it! You'll be able to access your reports once they're available.

Note: You do need **Manage Data permissions** in order to submit your KS4 results to the service. Please contact your school's FFT Administrator if you need this permission level assigned to you.

Step 1: Get template

Once you are fully connected to Aspire Data Exchange, **'Get template'** will become active.

1. Click **'Get template'**
2. Download the A-Level template. See also: 16 to 18 qualifications, discount codes and point scores from DfE
3. When you're ready to submit your template, click **'Upload'**

Important
- The subjects and qualifications have been taken from the DfE's list of approved qualifications.
- You **SHOULD NOT** delete, re-order, edit or add any subject columns

- Please only include Year 13 pupils who would have taken KS5 qualifications in the academic year 2020/21
- You **CAN** add, delete and edit pupils in the template

- For any additional pupils, you'll need to provide the following valid data for all Y13 pupils (1 row per pupil) that you upload:
  - Organisation (text)
  - DfE number (7 digit) *
  - Key stage (5)
  - Year (13)
  - UPN (valid)
  - Forename (text)
  - Surname (text)
  - Day (day of birth 1-31)

- o Month (month of birth (1-12)
- o Year (year of birth 2002/2003)
- o Gender (Female or Male)

* To find your school's 7 digit DFE number please visit: https://get-information-schools.service.gov.uk/

Step 2: Entering pupil grades

Populate the template with your pupils' KS5 results for each relevant subject

The A-Level spreadsheet includes the discount code, valid results and subjects. Please ensure that you only use results that match the valid results displayed. If an invalid result is added the file will fail the upload validation. We have also provided a dropdown for each subject, which allows you to choose the valid result:

- o A*-E
- o U
- o **Blank = no entry for that subject**

											Discount Code	1010	1110
											Valid Results	*, A, B, C, D, E, U	*, A, B, C, D, E, U
Organisation	DfE Number	Key Stage	NC Year	UPN	Forename	Surname	Day	Month	Year	Gender	Biology	Chemistry
Whitborn Academy	9876543	5	13	U123456789	John	Smith	23	6	2003	Male	B	

Once you've added all your results, save the file in **xlsx format** using a **file name of your choice**

Step 3: Upload

1. Click **Choose file** and select your completed Excel file:

- Make sure that you upload the completed file containing your own pupil data and **not the original blank template that you downloaded initially**.
- Upon upload, a validation routine will check the pupil data you have submitted:
   a. If the file has been submitted successfully, you will be notified on screen
   b. If the upload has been unsuccessful, errors will be listed on screen. If errors do occur, you'll need to amend your data and upload the updated file again

2. Before you submit your files, it is important that you read the terms and conditions for this service.
3. Once you are happy, tick the box and click the 'Confirm submission' button. If you don't tick the confirmation box, the confirm button will remain inactive and we will not be able to process your data or provide your school with any reports.
4. To view the uploaded file, click **Manage Uploads.**

Manage your uploads

You can view and manage all uploads via the **upload history**. For each upload, you will see:

- status of your upload
- number of pupils included
- date of upload
- who uploaded
- report status

Understanding your upload status

Upload status		Next steps
	Processing	View the report due date and access reports when available
	Reports available	View reports via the link provided in the upload history or via the Results service homepage menu
	Overwritten	Where multiple files are submitted, only the latest will be processed. Overwritten files can be accessed in the file history table
	Upload error	View the error list spreadsheet, amend your data and upload the amended file
	Deleted upload	You can view these in the file history but cannot access the file itself or associated reports

You can hide the deleted and overwritten uploads by checking the box:

Deleting uploads

You can delete any uploads via the icon. The file will immediately be removed but deleted uploads will still be listed within the file history. These files will not be retrievable.

Accessing previous upload files

You can access any of the files you have uploaded previously, with the exception of those that have been deleted. Previously uploaded files are accessed via the [icon] icon.

What happens next?

Once you've uploaded your results via the Excel spreadsheets then that's it!

We'll collect the data at **5pm on Friday 3rd September 2021**, using the latest files that you've uploaded, to provide you with a full interactive analysis via your regular Aspire dashboards in September.

For further guidance about 2021 Results Service, please visit the [FFT Help Centre](#)

Key Dates

10 August
Service opens. Schools can upload their KS5 results to Aspire via a pre-populated template.

3 September
Final closing date for uploading KS5 results

October
Full KS5 Aspire 2021 interactive self-evaluation dashboards available to all participating schools

Frequently asked questions

What grades should I use?
For each qualification we have added information within the spreadsheets on which grades can be entered and also provided drop down options containing the available results for each qualification

What do I do in the case where a pupil is assessed as ungraded or a fail?
Please use a 'U' in all cases. Using any letters (e.g. F, X, U) will cause the file validation process in Aspire to fail.

What should I do if a pupil hasn't been entered for a particular subject or my school doesn't offer a specific subject?
You should simply leave the relevant cell(s) blank in your file(s).

Can I add, delete or amend pupil details in my file?
Yes you can do all of the above. However, please ensure that all details are correct, especially the pupil's Unique Pupil Number (UPN)

Can I add additional subjects or move/edit subjects in my upload file?
No, please do not add, remove, edit or re-order the pre-existing subjects in the file. Your file will not pass the Aspire validation routine.

Can I upload more than one A-Level file for my school?
Yes you can but we will only use your latest files to produce your reports.

Can I upload individual subject files one by one?
No. Please upload a single file with ALL of your subjects. If you upload a file with a single subject (or a subset of subjects) then we will only be able to produce a single report using your latest uploaded file.

Further guidance
If you have any queries or would like to speak with a Support Team member about FFT's 2021 KS5 Results Service, then please contact us on 01446 776 262 (option 2), or you can send an email to support@fft.org.uk