

2022 FFT KS4 GCSE Early Results Service Guidance

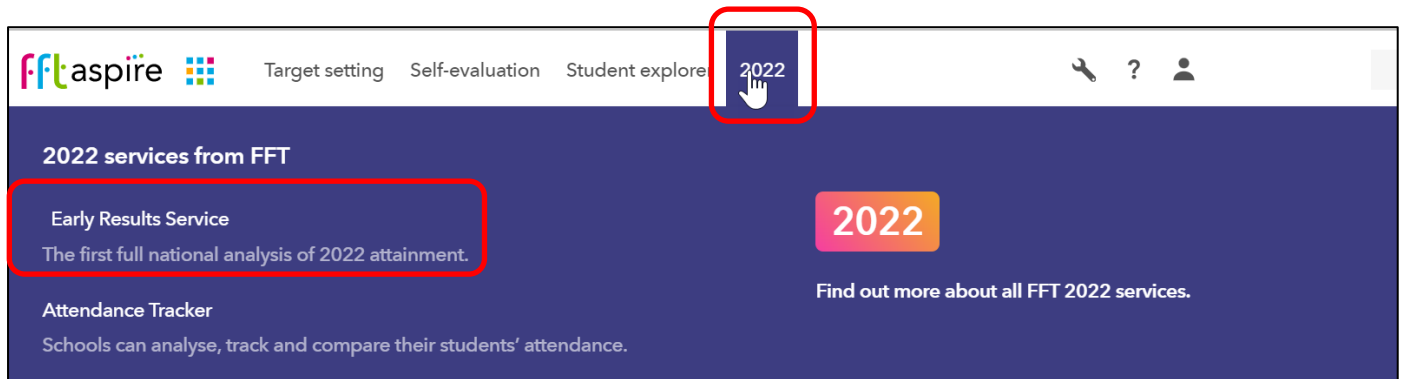
Overview

This document provides you with guidance on how to upload your 2022 KS4 GCSE results to Aspire as part of this year's FFT Early Results Service.

Accessing the 2022 GCSE Results service

- Schools need an active Aspire subscription to access this service, <https://fftaspire.org>
- Access the service by clicking the 2022 tab within the Aspire menu;
- You will be taken directly to the 'File Exchange' page from which you can submit your KS4 GCSE Results.

Note that you'll need 'Manage Data' permissions to participate in this service.



Important - before you begin

We'll use the latest Y11 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 (ADX) by 31 May 2022. You can check if you have Aspire Data Exchange set up by viewing the Status box on the File Exchange page.

School status

- ✔ FFT Aspire is connected to your school's MIS
- ✔ Latest FFT data agreement accepted
- ① Your MIS provider is:
- ① Your connection partner is: Wonde

Any school that had not connected their MIS to FFT Aspire on **31 May 2022** will not be able to participate in this year's Results Service.

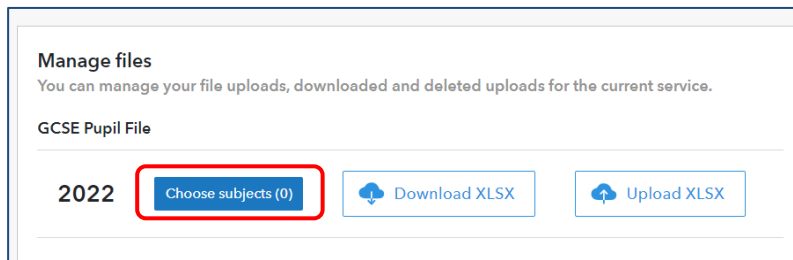
How to submit to the service

The service works in 4 simple steps, all within the File Exchange page.

Choose your subjects; download your template; populate the template with your GCSE results and upload it back once completed. That's it! You'll be able to access your reports once they're available.

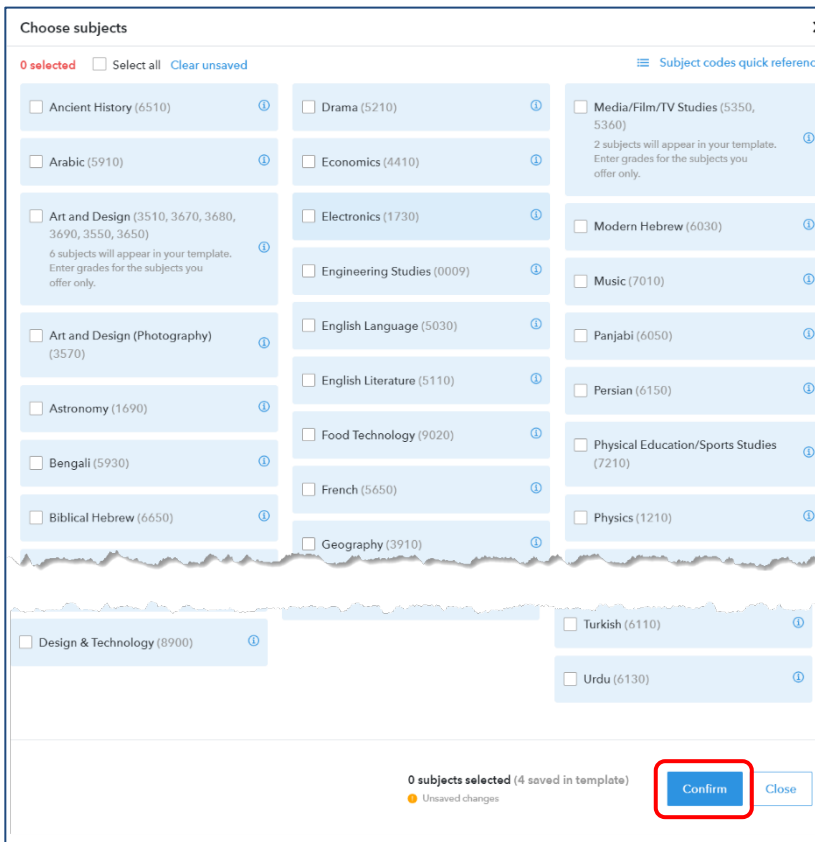
Note: You need Manage Data permissions in order to submit your KS4 results to the service. Please contact your school's FFT Administrator if you need this permission level assigned to you.

Step 1: Choose your subjects to generate a bespoke template



Click 'Choose subjects'

From the subject picker choose the GCSE subjects you wish to enter results for. There are 59 GCSE subjects we are collecting data from.



Select 'Confirm' once you have made your subject selection.

This will generate your bespoke template

A subject code *quick reference guide* is available to download from the top of the page

Step 2: Download your bespoke template

Manage files
You can manage your file uploads, downloaded and deleted uploads for the current service.

GCSE Pupil File

2022

Confidential: Personal Information										Discount Code	JA2	JA2	JA2	JA2	JA2	JA2	RH3	RD1	VF1	FK2B	FC4	FKF		
Organisation	DfE Number	Key Stage	NC Year	UPN	Forename	Surname	Day	Month	Year	Gender	Subject code	3670	3680	3690	3550	3650	3510	1010	1110	8900	5030	5110	5650	
											Valid Results	9,8,7,6,5,4,3,2,1,U	9,8,7,6,5,4,3,2,1,U	9,8,7,6,5,4,3,2,1,U	9,8,7,6,5,4,3,2,1,U	9,8,7,6,5,4,3,2,1,U	9,8,7,6,5,4,3,2,1,U	9,8,7,6,5,4,3,2,1,U	9,8,7,6,5,4,3,2,1,U	9,8,7,6,5,4,3,2,1,U	9,8,7,6,5,4,3,2,1,U	9,8,7,6,5,4,3,2,1,U	9,8,7,6,5,4,3,2,1,U	
											Art and Design - 3D Stds													
											Art and Design - Crit and Cont													
											Art and Design - Fine Art													
											Art and Design - Graphics													
											Art and Design - Textiles													
											Art Craft and Design													
											Biology													
											Chemistry													
											D and T													
											English Language													
											English Literature													
											Free													

To Note:

- The subjects and qualifications have been taken from the DfE's list of approved qualifications;
- You CANNOT delete, re-order, edit or add any subject columns – generate a new template if required;
- Please only include Year 11 pupils who have taken GCSE qualifications in the academic year 2021/22;
- You can delete pupils in the template, cell by cell, but NOT add pupils.

Step 3: Entering pupil grades

Populate the template with your pupils' GCSE results for each subject.

The spreadsheet includes, for your chosen subjects, the discount code, subject code and valid results that can be entered. 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:

- 1-9; U
- For Combined Science, use two digits for the grade, with the highest number on the left (e.g. 98; 65; 32)
- Blank = no entry for that subject

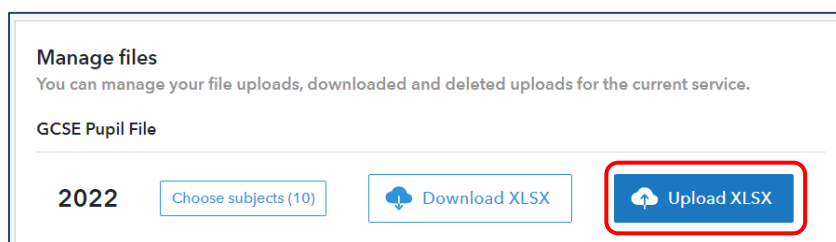
The system will not accept any other codes or non-alphanumeric symbols (e.g. dashes; X; Abs; Unclassified)

Organisation	DfE Number	Key Stage	NC Year	UPN	Forename	Surname	Day	Month	Year	Gender	Discount Code	DB21	FKM	JA2
Whitborn Academy	9876543	4	11	U123456789	John	Smith	4	4	2005	Male	6510	5910	3670	
											Valid Results	9,8,7,6,5,4,3,2,1,U	9,8,7,6,5,4,3,2,1,U	9,8,7,6,5,4,3,2,1,U
											Ancient History		Arabic	Art and Design - 3D Stds
												7		
												6		
												5		
												4		
												3		
												2		
												1		
												U		

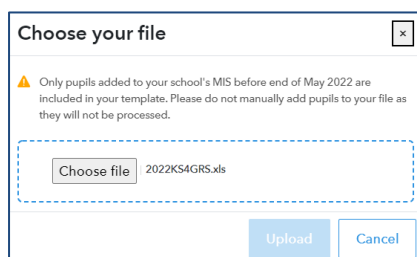
If you are wanting to cut and paste grades from other systems, please do this subject by subject as there are many hidden columns in the template. Please ensure that the grades pasted meet the criteria.

Once you've added all your results, save the file in xlsx format.

Step 4: Upload

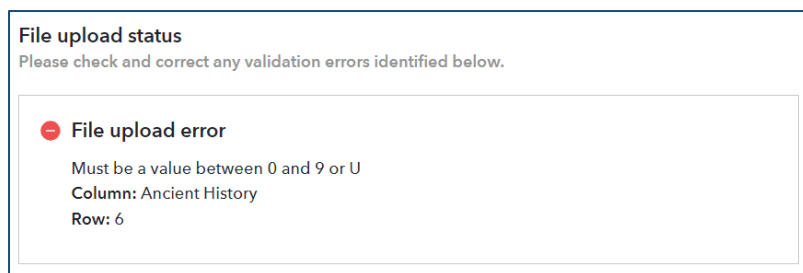


Click Choose file and select your completed Excel template:



Make sure that you upload the completed files containing your own pupil data and not the original blank template that you downloaded initially.

1. 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. You can upload your files multiple times; we will process the latest file we have at 5pm on the published closure date for the upload window. <https://fft.org.uk/2022-secondary-early-results-service/>
3. To view the uploaded file, 'File upload history'

Manage your uploads

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

- status of your upload
- date & time of upload
- who uploaded
- file upload details

Understanding your upload status


Upload status		Next steps
	Download	Download the template used – useful if corrections to grades are required
	Successful	This file will be used to generate your report data
	Overwritten	Where multiple files are submitted, only the latest will be processed. Overwritten files can be accessed in the file history table
	Upload error	This file contains errors and will not be used to generate report data View the error(s) in the file upload details 
	Delete upload	This will delete the upload together with any reports produced from this upload. These files cannot be retrieved. Reports will be removed by the end of the following day

What happens next?

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

We'll collect the data at the 5pm deadline on the advertised window, using the latest files that you've uploaded, to provide you with an early KS4 analysis of your results.

Your reports will be available from the File Exchange homepage menu:

 **Reports are available**

[2022 Reports](#) ›

When will my reports be ready?
See the [key dates](#) for this year's service.

Reports will give schools a complete FFT summary analysis of 2022 results on a single page. Comparing a schools results to other FFT schools who have taken part in the service. Plus;

- An analyses by key pupil groups including gender, FSM, SEND, Term of Birth and new this year, by Attendance;
- A breakdown of results by extended ethnicity categories;
- An interactive list showing all your pupils' attainment and Value Added progress on a single report;
- An individual pupil-based report for every student.

A full analysis of school and national data will be released into Aspire later in the autumn term.

Key Dates:

Service opens 15th August

Window	Closes	Reports available from
1	Friday 26 August, 5pm	Friday 2 September
2	Friday 2 September, 5pm	Friday 9 September
3	Friday 9 September, 5pm	Friday 16 September

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 about Combined Science?

For Combined Science, please use two grades, with the highest grade listed first (e.g. 44, 54, 65 etc.). Please DO NOT leave a gap (e.g. 5 4) or insert any other characters between the digits (e.g. 6-5, 4/3) as these will fail the validation routine.

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 or non-alphanumeric characters (e.g. F, X, /) will cause the file validation process to fail.

Can I 'cut & paste' grades from other systems?

Yes, this has to be done subject by subject, not multiple subjects at once. Please ensure that valid grades are used.

Can I add pupils to the template?

No, only pupils who were in your MIS on the 31 May can be included in this service.

Can I delete pupils from the template?

Yes, this has to be done cell by cell.

What should I do if a pupil hasn't been entered for a particular subject?

You should simply leave the relevant cell(s) blank in your file.

What should I do if a pupil has not been awarded a grade in any subject in the template?

Pupils must have at least one subject with a valid grade; otherwise delete the pupil.

Can I add additional subjects or move/edit subjects in my upload file?

No, if you need to amend the subjects in your template please return to the subject picker.

Can I upload more than one file for my school?

Yes you can but we will only use your latest files we receive in the within the upload window 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.

Will this data be used to generate Y12 estimates?

No, we will receive a national data set in the autumn term which we use to generate estimates and to produce a full KS4 Self-Evaluation set of reports in Aspire.

Further guidance

If you have any queries or would like to speak with a Support Team member about FFT's 2022 GCSE Results Service, then please contact us on **01446 776 262 (option 2)**, or you can send an email to **support@fft.org.uk**