2023 KS4 Early Results upload guidance

fftaspire

V1.0

August 2023

Important - before you begin

You will need to have Administration permissions to access this service

MAT Administrators uploading on behalf of their schools can now do this in bulk – please refer to Appendix A in this guide.

Service opens on Thursday 24 August

The file upload function will be available and enabled up until 4pm on Friday 8th September 2023. The service will work in the following two windows:

The first submission window closes on **4pm Friday 25 August** with interim reports available on the 1st September.
This data, and data submitted past this deadline will be used to generate the full range of Aspire KS4 Self-Evaluation Reports in the early part of the autumn term.

Full details of the service / window dates: https://fft.org.uk/2023-secondary-early-results-service/

NOTE: The last file successfully submitted within the window will be used by FFT to produce reports

Further help and support

If you need any further help, support or advice then please contact our support team. We can take you through the process step-by-step or help with any individual issues.

Email: support@fft.org.uk
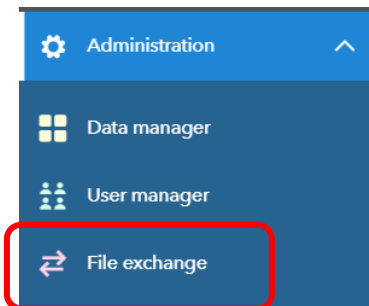
Telephone: 01446 776 262 (option 2)

Monday – Thursday: 9am – 4.30pm

Friday: 9am to 4pm

Or use the 'Chat with an Expert' facility on the Aspire log-in page

Taking part in the 2023 KS4 Early Results Service

1. Log into FFT Aspire https://fftaspire.org

2. From the side navigation menu; go to '**Administration**' then '**File exchange**'

3. This will take you through to the File Exchange area within Aspire

4. Choose the '**Key Stage 4**' tab
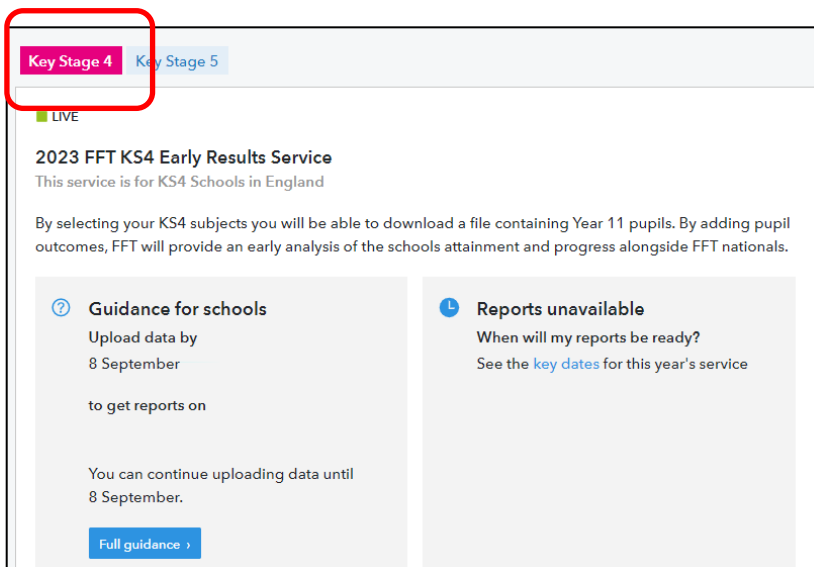
5. The service works in 4 simple steps, all within the File Exchange page:
Choose your GCSE and, if applicable, your non-GCSE vocational subjects; download your template(s); populate the template(s) with your GCSE / non-GCSE results and upload them back once completed.
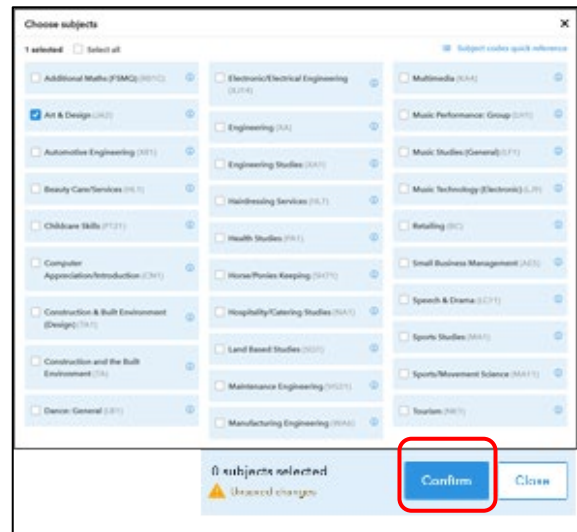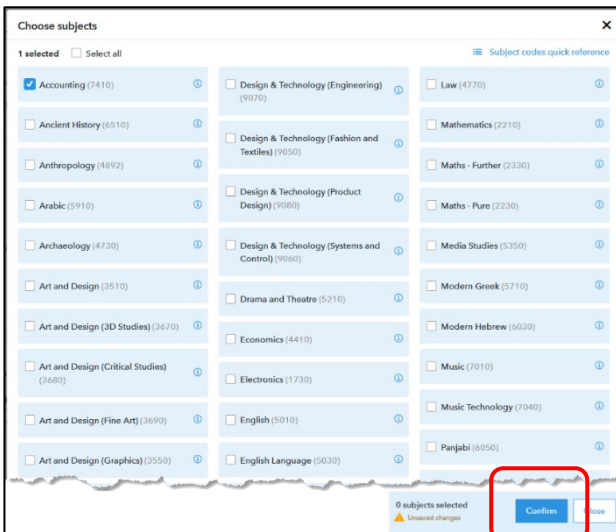
Step 1: Choose your GCSE / non-GCSE subjects to generate bespoke template(s)
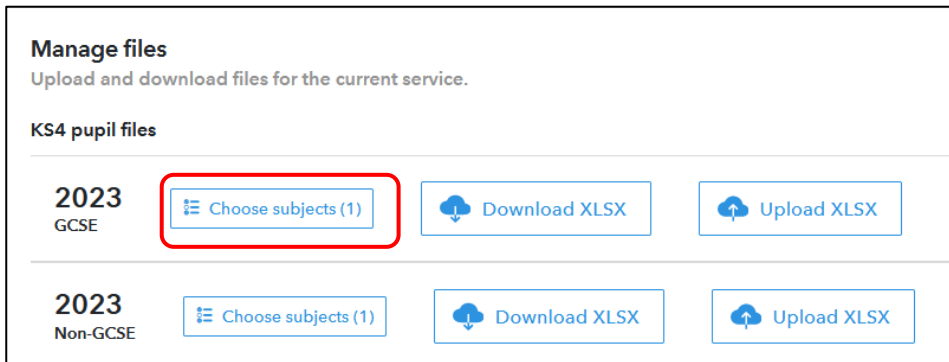
Click 'Choose subjects'

You will need to do this separately for your GCSE and, if necessary, for your non-GCSE subjects

From the subject picker choose the subjects you wish to enter results for. There are 59 GCSE and 64 non-GCSE subjects we are collecting results from.

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

This will generate your separate bespoke templates

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

Step 2: Download your bespoke template(s)

Manage files
Upload and download files for the current service.

KS4 pupil files

2023 GCSE	Choose subjects (1)	Download XLSX	Upload XLSX
2023 Non-GCSE	Choose subjects (1)	Download XLSX	Upload XLSX

GCSE:

								Discount Code	RH3	AA3	RD1	FK2B	FC4	FKF	RB1	RA1E
								Subject code	1010	3210	1110	5030	5110	5650	2210	1370
								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	99,98,88,87,77,76,66,65,55,54,44,43,33,32,22,21,11,U
NC Year	UPN	Forename	Surname	Day	Month	Year	Gender	Biology	Business Studies	Chemistry	English Language	English Literature	French	Mathematics	Science Double Award
11	A123456789	John	Smith	6	7	2005	Male								
11	B234567891	Ann	Brown	13	4	2005	Female				9				99
11	C345678912	James	Page	3	9	2004	Male				8				98
11	D456789123	Anna	Samuals	10	11	2004	Female				7				88

Non-GCSE:

								Discount Code		AE5			CN1		KA4		
								Subject		Small Business Management			Computer Appreciation/Introduction		Multimedia		
								Qualification	BTEC TechAwd/	NCFE Level 1/2	WJEC L1/L2	BTEC TechAwd/	City & Guilds	BTEC TechAwd/	NCFE Level 1	NCFE Level 2
								QAN codes	60306464 60319161	60329555	60177020	60313110 60327406	60172423	60070432 60312385	60308515	60308527
								Valid Results	*2,D2,M2,P2,D1,M1,P1,U	*2,D2,M2,P2,*1,D1,M1,P1,U	*2,D2,M2,P2,P1,U	*2,D2,M2,P2,D1,M1,P1,U	*,D,M,P,U	*2,D2,M2,P2,D1,M1,P1,U	D*,D,M,P,U	*,D,M,P,U
NC Year	UPN	Forename	Surname	Day	Month	Year	Gender									
11	A1234567	John	Smith	6	7	2005	Male		D2							
11	B2345678	Ann	Brown	13	4	2005	Female						M			
11	C3456789	James	Page	3	9	2004	Male							D		
11	D4567891	Anna	Samuals	10	11	2004	Female		*2				P			

To Note:
- The subjects and qualifications have been taken from the DfE's list of approved qualifications;
- Some subjects, mainly non-GCSE, will have a range of grading schema; ensure you complete the correct one for your subject. QAN codes are displayed to help. Leave the other columns blank.
- You CANNOT delete, re-order, edit or add any subject columns – generate a new template from the subject pickers if required;
- Please only include Year 11 pupils who have taken GCSE / non-GCSE qualifications in the academic year 2022/23 (or in Y10 in 2021/22 which will count in this year's performance);
- The system will not accept any other codes or non-alphanumeric symbols (e.g. dashes; X; Abs; Unclassified);
- Leave a blank cell if a pupil does not take that subject.

Step 3: Enter pupils' grades

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

The spreadsheets include, for your chosen subjects, the discount code, qualification, QAN 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.

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.
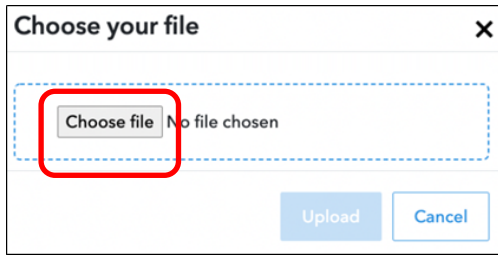
Once you've added all your results, save the file(s) in .xlsx format.
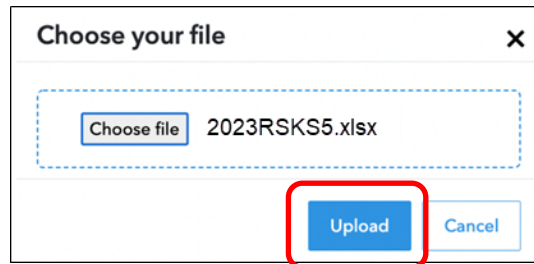
Step 4: Upload

Return to File Exchange

**Ensure that you upload the correct file into the correct area**

Click **'Choose file'** and select your correct completed Excel file.

NOTE: 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 complete updated file again.
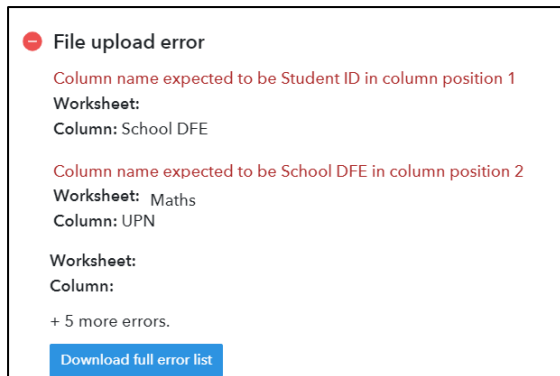
Changes to the submission can be made up until the published window deadline date but these changes need to be made in the form of an updated file which include any pupils who have previously been included – for example; if you added data for 20 pupils in the first submission and a further 2 results need adding, a file including data for all the 22 students should be uploaded to replace the existing one.

NOTE: You will be able to upload this file until 4pm on the final day of the service window.

Full details of the service / window dates: https://fft.org.uk/2023-secondary-early-results-service/

FFT will use the latest successfully uploaded file to generate your reports

Upload history

The Upload history section is a chronological list of each attempted upload to the KS4 Early Results service by the school.

Name – Filename reference for the uploaded file.

Manage – Uploaded files can be deleted only by the user who uploaded to the service. All users can download a copy of the template that has been uploaded. Users may want to check a file they previously uploaded or download a file, make amendments and reupload to the service

User – Identifies the Aspire user who uploaded the Excel file.

Date – The date and time which the file upload attempt was made. This is shown in chronological order with most recent file at the top of the list. A tick is shown to identify which file is being processed and used for the school's report.

Status -

Upload status		Next steps
	Download	Download your submitted template – useful if corrections to results are required
	Successful	This data will be used to generate reports on the published date
	Overwritten	This file has been overwritten so reports will no longer be generated from its data
	Processing	Report generation is in progress for this file
	Upload error	This file contains errors and will not be used to generate a report/ there is an error in the report creation process

View the error(s) in the file upload details |

|		
🗑️	Delete upload	This will delete the uploaded file from the file history, no reports will be produced from this file

Schools who are part of a Trust will be able to see if their MAT Administrator colleague has uploaded a file on their behalf. See Appendix A

Appendix A – MAT Administrators

This section is for MAT Administrators uploading on behalf of their schools.

1. You will need to have a copy of all of the completed KS4 files for each of your schools

   Select the **'Bulk upload'** option.
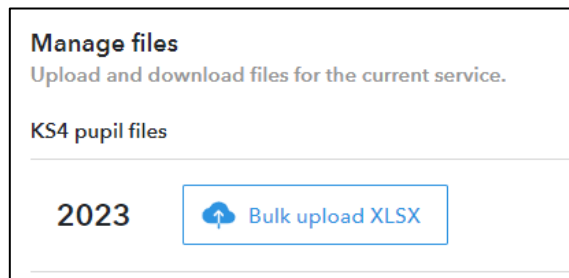
2. Navigate to the location of the saved completed KS4 Excel files.
   Here you will be able to select multiple files to upload; (hold down the shift key) select **'Choose files'** then click **'Upload'**.
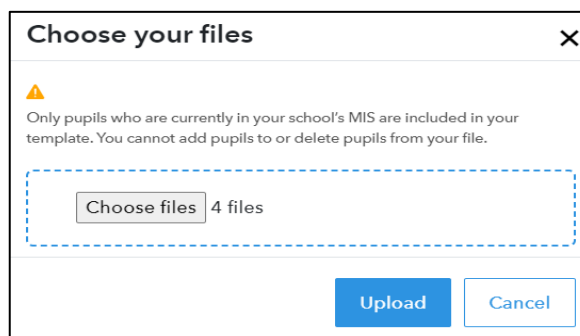
NOTE: MATs have found it useful to have the DfE number for each school in the file name for ease of identification.

3. There is a limit of 8 files that can be bulk uploaded at any one time, if you need to upload more than 8 school files, please do this in batches.

4. If there are any errors with the upload files, you will be alerted and provided with information on the errors within the appropriate template.

NOTE: You will be able to upload these files until 4pm on the final day of each of the service window

https://fft.org.uk/2023-secondary-early-results-service/

FFT will use the latest successfully uploaded file to generate your KS4 report from the data provided. New Y12 estimates will be generated from this data in the autumn term.

Upload history

The upload history section is a chronological list of each attempted upload to the KS4 Early Results service.

A school Administrator will be able to see when their MAT has uploaded their data file on their behalf.

Likewise, should a school user upload a later file, this will be visible by the MAT Administrator and will overwrite any previous versions.

Name – Filename reference for the uploaded file.

Manage – Uploaded files can be deleted only by the user who uploaded to the service. All users can download a copy of the template that has been uploaded. Users may want to check a file they previously uploaded or download a file, make amendments and reupload to the service

User – Identifies the Aspire user who uploaded the Excel file.

Date – The date and time which the file upload attempt was made. This is shown in chronological order with most recent file at the top of the list. A tick is shown to identify which file is being processed and used for the school's Aspire Self-Evaluation reports.

Status -

Upload status		Next steps
	Download	Download your submitted template – useful if corrections to scores are required
	Successful	This data will be used to generate reports on the published date
	Overwritten	This file has been overwritten so reports will no longer be generated from its data
	Processing	Report generation is in progress for this file
	Upload error	This file contains errors and will not be used to generate a report/ there is an error in the report creation process View the error(s) in the file upload details
	Delete upload	This will delete the uploaded file from the file history; any reports will not be generated

File Upload history details can be filtered by **Organisation**; **File Status**; **Year** (of the service) and **Service** (type)

Appendix B – FAQ

1. What should I do if I have no data for a pupil?

   Leave the all the cells blank for that pupil.

2. What data do I need to submit?

   We require end of KS4 data. This will be Y11 results in 2022/23 but may also include any results taken by Y11 pupils in 2021/22 when they were in Y10 that count towards performance tables.

3. Can I add additional pupils to the template?

   You cannot manually add pupils to the template.

4. Can I resubmit my data during the upload window?

   Changes to the submission can be made up until the deadline date but these changes need to be made in the form of an updated file which includes any pupils who have previously been included – for example, if you added data for 20 pupils in the first submission and a further 2 within the template need data adding, a file including data for **all** the 22 students should be uploaded to replace the existing one.

5. Can my MAT load my files on my behalf?

   Yes, your MAT Administrator can load completed school files on your behalf. Your 'File Upload history' pane will show the details of who uploaded files and when this was - see Appendix A

6. As a MAT Administrator can I upload a mixture of KS4 / 5 files from each service together?

   Each Early Results Service operates separately; it is therefore only possible to upload to the KS4 service