

2023 KS5 Early Results upload guidance



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 17 August

The file upload function will be available and enabled up until 4pm on 25th August 2023. The last file successfully submitted by the deadline will be used to generate the full range of Aspire KS5 Self-Evaluation Reports in the early part of the autumn term.

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)

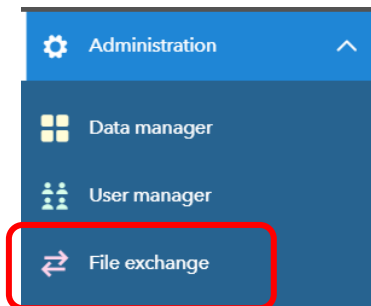
Monday - Thursday: 9am - 4.30pm

Friday: 9am to 4pm

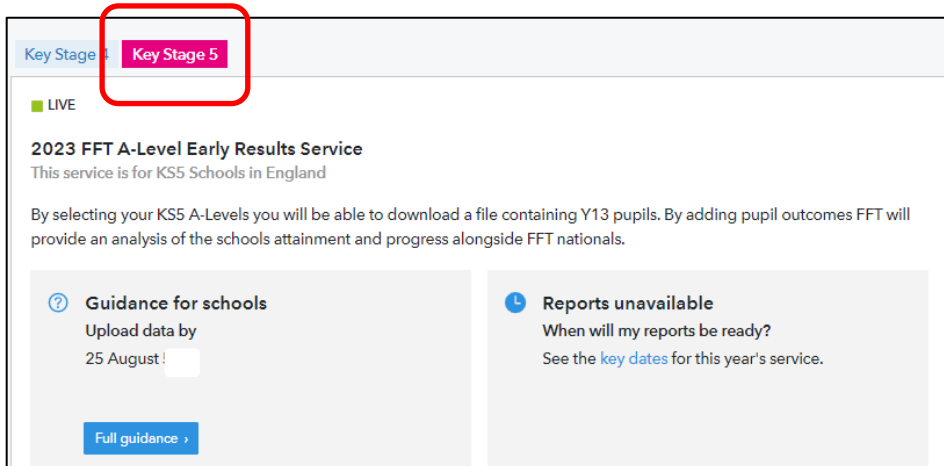
Or use the 'Chat with an Expert' facility on the Aspire log-in page

Taking part in the 2023 KS5 Early Results Service

1. Log into FFT Aspire <https://fftaspire.org>
2. From the side navigation menu; go to 'Administration' then 'File exchange'

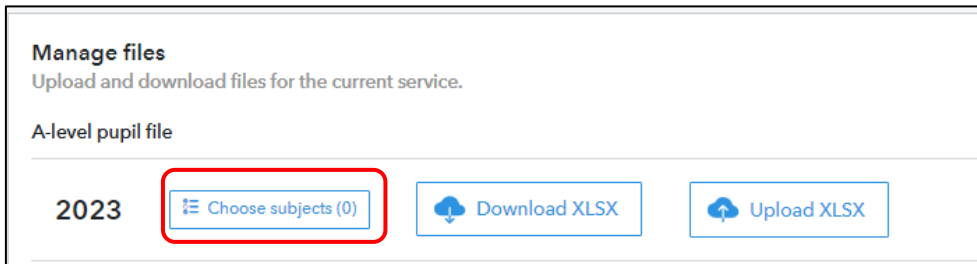


3. This will take you through to the File Exchange area within Aspire
4. Choose the 'Key Stage 5' tab



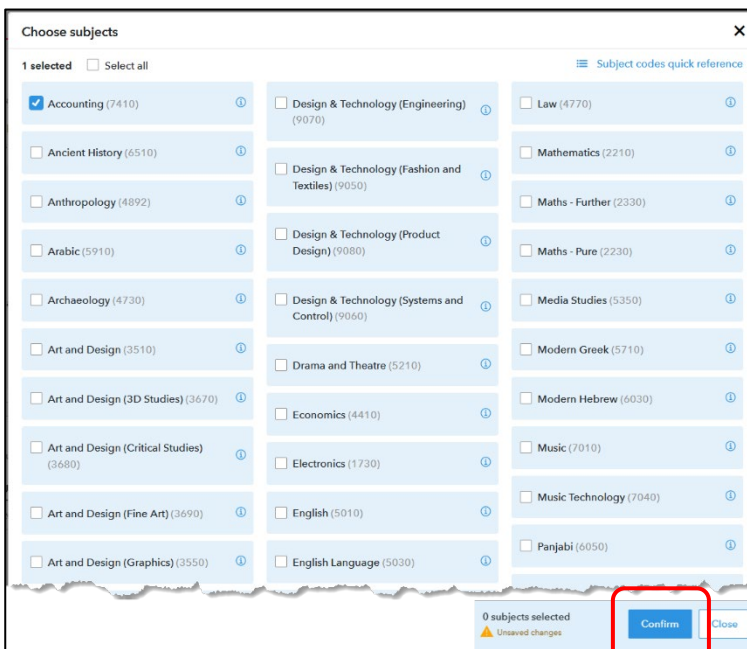
1. The service works in 4 simple steps, all within the File Exchange page:
Choose your subjects; download your template; populate the template with your A-Level results and upload it back once completed.

Step 1: Choose your A-Level subjects to generate a bespoke template



Click 'Choose subjects'

From the subject picker choose the A-Level subjects you wish to enter results for. There are 74 A-Level subjects we are collecting results from.

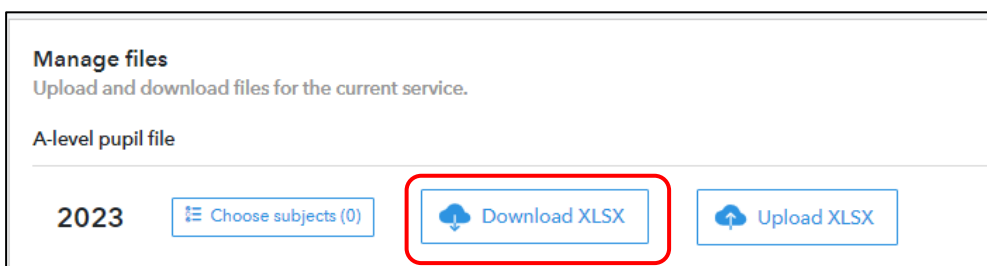


Select 'Confirm' once you have made your subject selection.

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



								Discount Code	1010	1110	1210	1730	1770	2200
								Valid Results	*, A, B, C, D, E, U	*, A, B, C, D, E, U	*, A, B, C, D, E, U	*, A, B, C, D, E, U	*, A, B, C, D, E, U	*, A, B, C, D, E, U
NC Year	UPN	Forename	Surname	Day	Month	Year	Gender	Biology	Chemistry	Physics	Electronics	Geology	Use of Maths	
13	P12345678	John	Smith	6	7	2005	Male		*		U	C		
13	A23456764	Ann	Brown	13	4	2005	Female	B		D		C		
13	B34567890	James	Page	3	9	2004	Male	D				*		
13	C45678901	Anna	Samuals	10	11	2004	Female		A			A		

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 from the subject picker if required;
- Please only include Year 13 pupils who have taken A-Level qualifications in the academic year 2022/23;
- 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 template with your pupils’ A-Level results for each subject.

The spreadsheet includes, for your chosen subjects, the discount 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 in .xlsx format.

Step 4: Upload

Return to File Exchange

Manage files
Upload and download files for the current service.

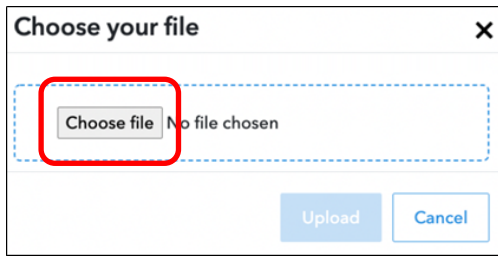
A-level pupil file

2023

☰ Choose subjects (0)

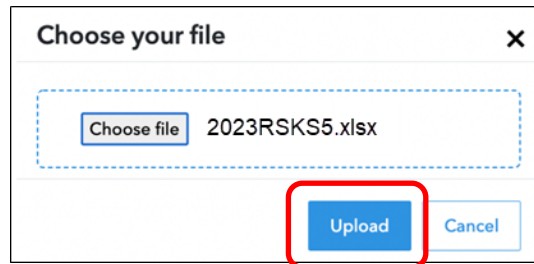
⬇️ Download XLSX

⬆️ Upload XLSX



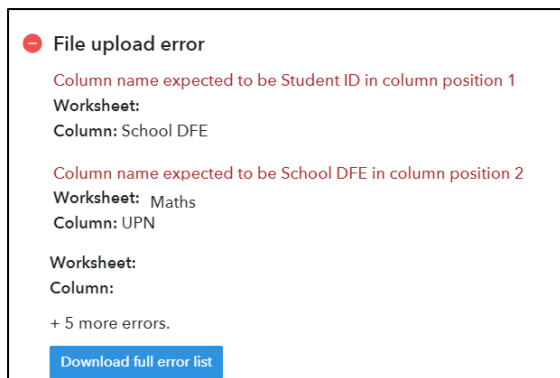
Click 'Choose file' and select your completed Excel template.

NOTE: Make sure that you upload the completed files 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.



7. Changes to the submission can be made up until the published 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.

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

FFT will use the latest successfully uploaded file to generate your KS5 Aspire Self-Evaluation report in the first half of the autumn term

Upload history

The Upload history section is a chronological list of each attempted upload to the KS5 Early Results service by the school.

File upload history					Status	Year	Service
These are all the files uploaded by your organisation.					All ▾	All ▾	All ▾
Name	Manage	User	Date	Status			
2023RSKS5.xlsx		School@ABCTrust.co.uk	01/06/2023 09:11				
2023RSKS5.xlsx		School@ABCTrust.co.uk	01/06/2023 09:11				
2023RSKS5.xlsx		School@ABCTrust.co.uk	01/06/2023 09:11				
2023RSKS5.xlsx		MATAdmin@ABCTrust.co.uk	01/06/2023 09:11				

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 Aspire Self-Evaluation Reports in the Autumn term
	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

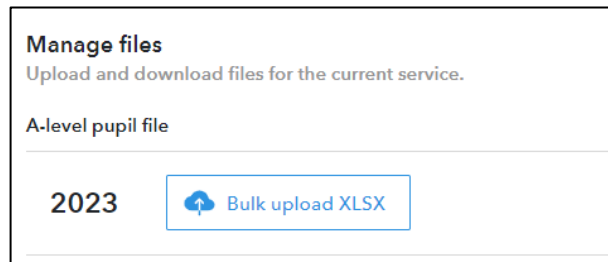
Schools who are part of a Trust will be able to see if their MAT Administrator colleague has uploaded a file on their behalf. See Appendix A

Appendix A - MAT Administrators

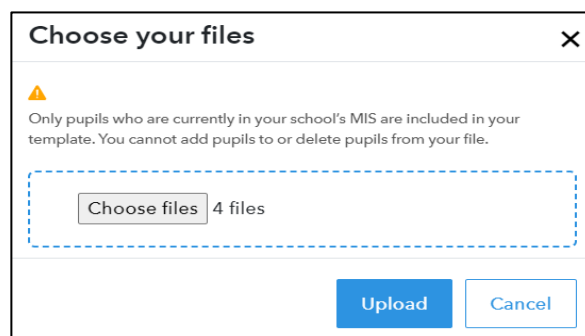
This section is for MAT Administrators uploading on behalf of their schools.

1. You will need to have a copy of all of the completed KS5 files for each of your schools

Select the 'Bulk upload' option.



2. Navigate to the location of the saved completed KS5 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.

File upload status
Please check and correct any validation errors identified below.

Uploaded files
Note: you only need to re-upload files that contain errors.

<p>2023RSKS5.xlsx hide detail ↑</p> <p>File upload error</p> <p>— Must enter at least 1 grade for at least 1 pupil. Column: Valid Row: 4</p>
<p>2023RSKS5.xlsx detail ↓</p>
<p>2023RSKS5.xlsx detail ↓</p>
<p>2023RSKS5.xlsx detail ↓</p>

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

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

FFT will use the latest successfully uploaded file to generate your KS5 Aspire Self-Evaluation report in the first half of the autumn term

Upload history

The upload history section is a chronological list of each attempted upload to the KS5 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.

File upload history Organisation: All Status: All Year: All Service: All

These are all the files uploaded by your organisation.

Name	Manage	User	Date	Status
2023RSKS5.xlsx		MATAdmin@ABCTrust.co.uk	01/06/2023 09:11	
2023RSKS5.xlsx		MATAdmin@ABCTrust.co.uk	01/06/2023 09:11	
2023RSKS5.xlsx		MATAdmin@ABCTrust.co.uk	01/06/2023 09:11	
2023RSKS5.xlsx		School@ABCTrust.co.uk	01/06/2023 09:11	
2023RSKS5.xlsx		School@ABCTrust.co.uk	31/05/2023 16:51	
2023RSKS5.xlsx		MATAdmin@ABCTrust.co.uk	31/05/2023 16:51	
2023RSKS5.xlsx		School@ABCTrust.co.uk	31/05/2023 16:51	

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 Aspire Self-Evaluation reports in the autumn term
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
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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 KS5 A-Level data.

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 KS5 service