

School Checking Exercise 2018-19

The SSSP report was introduced in 2008 and contains summary KS4 and KS5 examination information, specific to each school, compiled by FFT Education (FFT) on behalf of the Welsh Government. By using data from a number of awarding organisations in England, Wales and Northern Ireland each year, a cumulative record of achievement of each pupil in Wales is created. These pupil level results are then aggregated to school level on the SSSP report. As in previous years, we plan to send provisional and final versions of the SSSP reports to schools during October to December 2019, so that schools can check their pupil and attainment data.

The school checking exercise is undertaken via an online helpdesk co-ordinated by WG and FFT, which allows tickets to be issued for queries raised by schools. This document provides more information about the helpdesk process.

The document also sets out the process and timetable for the 2018-19 exercise, including information on the pupil cohort and approval of qualifications. Section 4 of the document asks schools to provide FFT with information about missing awarding organisations and to verify their Helpdesk user accounts – **please can schools ensure that this information is sent to FFT by 27th September 2019**. More information is provided in the document.

1. The School Checking Exercise for 2018/19

1.1 Changes to the School Checking Exercise for this year

First Exam Entry for Year 11

From this 2018/19 we will be publishing figures based on a Year 11 pupil's first entry to an exam, not the best entry as in previous years (e.g. a pupil attaining a better mark by resitting an exam). Please ensure when raising tickets that you are comparing data from the first entry. This does not apply to students above Year 11, regardless of qualification level.

New Headline Indicators for Year 11

We are introducing five new headline indicators: Capped points score (see below), Literacy point score, Numeracy point score, Science point score and the Welsh Baccalaureate Skill Challenge Certificate. Each of the three subject scores takes the best qualification in that category and attributes a point score based on the grade achieved. The SSSP will only include these new indicators. The L1, L2, L2 inclusive, 5A*-A and subject breakdowns from last years SSSP have been moved into the file Additional Indicators.

Capped points score

The subject specific requirements have been reduced. The capped points score now covers the best literacy qualification, best numeracy qualification, best single science qualification and 6 (volume) other qualifications for each pupil.

Only GCSEs will count towards the science qualification requirement of the capped points score, as recommended by the Review of Qualifications. Non-GCSE Science qualifications can still count towards the remaining 6 qualifications that are not subject specific.

The following changes from last year still apply in 2018-19:

Limit to the contribution of non-GCSE qualifications

As recommended by the Review of Qualifications, there is a limit on the maximum contribution that non-GCSE qualifications can make to the threshold indicators (e.g. L2 inclusive, Level 2). The maximum contribution is set at 40%. In effect this means that to achieve the L2 inclusive this year a pupil must have achieved at least three GCSE qualifications at grade C or above.

This limit does not apply to the capped point score.

Reformed qualifications

Only the new reformed GCSE qualifications in English language, Welsh first language, mathematics and mathematics – numeracy will be included in any indicator where there are specific subject requirements, for example the L2 inclusive and the capped 9 points score.

Full details of all these changes to KS4 performance measures can be found at the following web page:

<https://gov.wales/interim-key-stage-4-school-performance-arrangements>

Non-GCSE qualifications

For 2016-17 onwards there is a limit to the contribution value of non-GCSE qualifications to performance measures. Any single qualification will have a maximum equivalence value, in performance terms, of 2 GCSEs. This applies to all performance measures.

Ticket Templates

As was done in 2017-18, schools are expected to complete and attach an Excel template alongside ticket types 1-6. The templates will help schools to provide the information that needs to be submitted alongside each ticket and will also help FFT with the processing of tickets. Each ticket type 1-6 has an individual Excel template, and more information on this is provided in section 1.4. The ticket templates have been sent to you alongside this letter, so that you can familiarise yourself with them before the checking exercise.

Please note that failure to fully complete the Excel template for tickets 1-6 will invalidate tickets.

Re-marks

Note that this section relates to exam results that have been re-marked, not to resits.

The process for remarks remains the same as last year. The label for Ticket Type 4 is “Re-marks and Incorrect Grades”. Any queries relating to EAR (Enquiries About Results) cases with awarding organisations should be logged under this ticket type.

Regular updates are collected from awarding organisations after results day, and, in many cases, re-marks may still be received after publication of the Provisional data. Since this cannot be guaranteed, however, queries relating to remarks on the **Provisional** Candidate Report should be reported under **Ticket Type 4** during the first checking exercise, **ideally by Tuesday 15th October and no later than Friday 18th October. Note that any tickets submitted after Tuesday 15th October will be reviewed after the helpdesk has closed and actioned only if sufficient information has been provided.**

The pupil/qualification identifying information as detailed in the table in section 1.4 must be provided in the Excel ticket template. Please indicate if the EAR is still open with the awarding organisation, and mark the correct grade as pending.

Any marking query that is outstanding with an awarding organisation, whether an individual EAR case or an Extended Review of marking for a cohort or class of pupils, must have a ticket logged in the first checking period. Where re-marks are still outstanding by the close of the first checking exercise, the late evidence window should be used to provide evidence of grade changes. Evidence will be accepted only against pupils/qualifications indicated by tickets created during the first checking exercise. The late evidence window is open from Monday 21st October to Friday 25th October, allowing time for re-marks to be fed through to FFT from the awarding organisations. **However please note that if a remark ticket has not been raised or sufficient information provided during the first checking period, there is still a possibility that the remark will not be reflected in the SSSP.**

Schools are advised to take the earliest opportunity after results day to submit EARs, to allow sufficient time for grade changes to be reflected in the SSSP.

1.2 Timetable

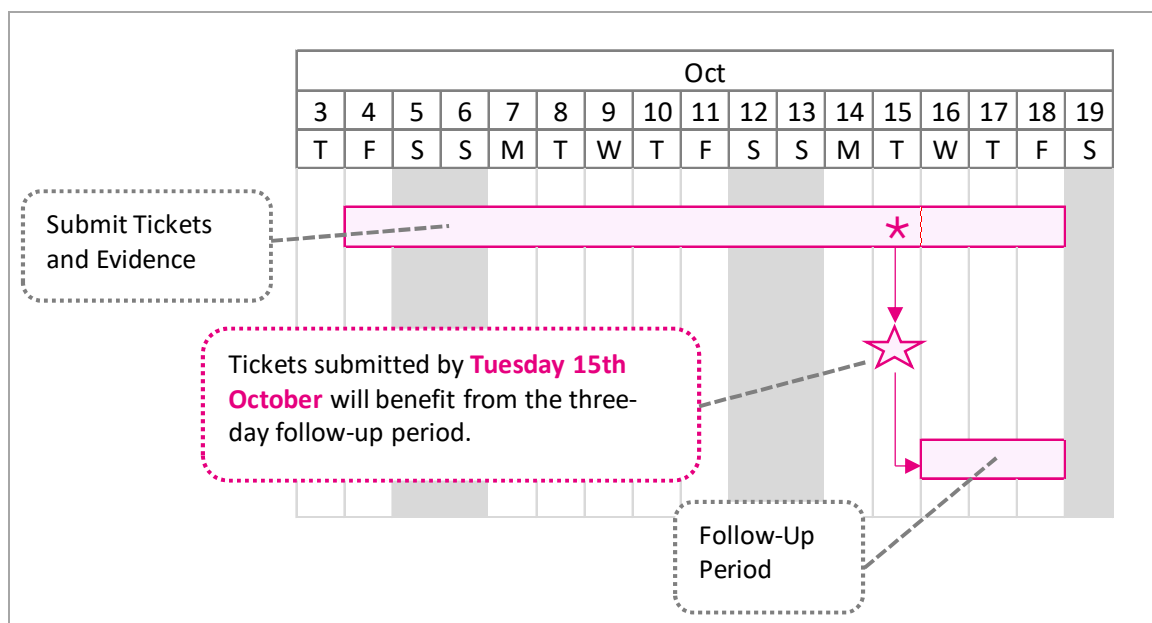
SSSP Version		Checking Exercise		Start	Finish
Provisional SSSPs available for download from DEWI: Fri 4/10/19					
Provisional	1	Submit Tickets and Evidence Aim for all tickets to be submitted by Tuesday 16th October		Friday 4/10/19	Friday 18/10/19
	Helpdesk Closed				
	2	Late Evidence Window (No new tickets)		Mon 21/10/19	Friday 25/10/19
	Helpdesk Closed				
Corrected SSSPs available for download from DEWI: Thu 07/11/19					
Corrected	3	Outstanding tickets (no new tickets or evidence)		Wednesday 13/11/19	Tuesday 19/11/19
	Helpdesk Closed				
Final SSSPs available for download from DEWI: Friday 6/12/19					

1 - The helpdesk will be open from 9am on Friday 4th October until 4pm on Friday 18th October. Schools are strongly advised to submit all tickets by 4pm on Tuesday 15th October.

2 - This window will provide a final opportunity for schools to submit evidence. New tickets cannot be created and the scope of existing tickets cannot be extended.

3 - During this week schools should update any tickets for which corrections agreed via the provisional checking exercise have not been actioned. New tickets cannot be created and the scope of existing tickets cannot be extended.

Tickets submitted 3 days or more before the end of the first checking period will be reviewed for completeness by FFT and schools provided with the opportunity to add missing information.



Any ticket submitted after Tuesday 15th October will be reviewed after the helpdesk has closed and actioned only if the relevant template, fully completed, has been provided. The follow-up opportunity will not apply.

1.3 Ticket Type for Missing Qualifications

Below you will find information on the ticket type for queries about missing qualifications that relate to prior attainment or awarding organisations from which it has not been possible to collect data.

(a) Awarding organisations from which 2018/19 data are being collected:

ABC Awards, Agored Cymru, AQA, ASDAN, Associated Board of the Royal Schools of Music (ABRSM), British Computer Society (BCS), British Safety Council (BSC), CACHE, City and Guilds, CCEA, Cambridge International Examinations (CIE), Chartered Institute of Environmental Health (CIEH), C Skills, EMTA Awards Ltd (EAL), IFS School of Finance, IMI Awards Ltd (IMIAL), NCFE, National Open College Network (NOCN), OCR, Pearson (Edexcel/EDI), Prince's Trust, Rock School Ltd (RSL), Sports Leaders UK, VTCT, WJEC.

(b) Awarding organisations from which 2018/19 data are **no longer being collected:**

- Association of Accounting Technicians (AAT)
- Imperial Society of Teachers of Dancing (ISTD)
- Royal Academy of Dance (RAD)
- Royal Society for Public Health (RSPH)
- Open Awards (OA)
- University of West London (UWL)
- Trinity College London (TCL)
- Any other awarding organisation not listed

As per the 2017-18 exercise, approved qualifications for these awarding organisations will be added into the Welsh Examinations Database using Ticket Type 1.

If any schools are using awarding organisations not listed in either (a) or (b), please email wedsupport@fft.org.uk with the name of the awarding organisation, the qualifications being taken, including their QAN codes, and the number of pupils taking the qualifications. Approved qualifications for these awarding organisations should be added via **Ticket Type 1**.

The purpose of the additional ticket type is to optimise the processing of missing qualifications queries, by separating cases that will be evidence-based additions into the Welsh Examinations Database, from cases that require investigation due to not having been identified in 2018/19 data submissions from awarding organisations (Ticket Type 2).

Any queries relating to missing qualifications taken prior to the 2018/19 academic year (i.e. the Summer 2018 exam series and earlier) should also be submitted using **Ticket Type 1**.

1.4 Ticket Types for the 2018/19 School Checking Exercise

Ticket Type		Dealt with by FFT or the Welsh Government (WG)?
1	Qualification not collected	FFT
2	Missing qualification investigation	FFT
3	Unknown/unrecognised qualification	FFT
4	Re-marks and incorrect grades	FFT
5	Missing pupil	FFT
6	Unknown/unrecognised pupil	FFT
7	Pupil numbers (Page 4 on the SSSP form)	WG
8	NEWBES query	WG
9	Qualification accreditation	WG
10	Calculations on the SSSP form or the School Categorisation Indicators	WG
11	Other query	FFT

Submitting Queries about Missing Qualifications

Ticket Type 1 – Qualification Not Collected – should be used for:

- Awarding organisations listed in (b)*, and
- Awarding organisations not listed in either (a) or (b)*, and
- All qualifications (regardless of awarding organisation) taken in 2017/18 or earlier.

Ticket Type 2 – Missing Qualification Investigation – should be used for:

- Qualifications taken in 2018/19 with awarding organisations listed in (a).

*Schools using any of the awarding organisations listed in (b), or any other awarding organisations not listed in either (a) or (b), should prepare in advance for the submission of their Type 1 tickets. The pupil/qualification identifying information that needs to be captured is detailed below, and should be made ready for submission.

As mentioned earlier, schools are expected to complete and attach an Excel template alongside ticket types 1-6. Each ticket type 1-6 will have an individual template, and the table below provides

detail on the information required. The ticket templates have been sent to you alongside this letter, so that you can familiarise yourself with them before the checking exercise.

- Please note that failure to fully complete the Excel template for ticket types 1-6 will invalidate tickets.
- Schools will need to note their school number and ticket reference number on the file name of each Excel template. Ticket reference numbers are generated when tickets are first created and are also sent out via email – more detail will be provided in the FFT Helpdesk Guidance which will be sent out in October.

	Ticket Type	School No.	SSSP CandNo	Forename	Surname	MiddleNames	Gender	UPN	DOB	ExamNo	QANCode	QualTitle	Awarding Organisation	SSSP Grade	Correct Grade	Award Date	External Centre
1	Qualification Not Collected	•	•	•	•				•		•	•	•		•	•	☐
2	Missing Qualification Investigation	•	•	•	•				•		•	•	•		•	•	☐
3	Unknown/Unrecognised Qualification	•	•	•	•					•	•	•	•				
4	Re-marks and Incorrect Grades	•	•	•	•					•	•	•	•	•	*	•	
5	Missing Pupil	•		•	•	•	•	•	•								
6	Unknown/Unrecognised Pupil	•	•	•	•												

KEY - REQUIRED FIELDS

•	Required - failure to supply this information invalidates tickets.
*	Required <u>except</u> for outstanding marking queries, in which case please note Correct Grade as Pending.
☐	Required <u>where relevant</u> , i.e. where an external centre registered the award.

KEY - FIELD DEFINITIONS

School No.	7-digit school number (NOT awarding organisation centre number).
SSSP CandNo	SSSP candidate number (NOT awarding organisation candidate number).
Forename	Pupil details should be provided as they appear on the SSSP - please indicate if pupil details submitted for PLASC differ from the details submitted to the awarding organisation, or if you are aware of any misspellings or incorrectly typed personal details on any exam registrations.
Surname	
MiddleNames	
Gender	
UPN	
DOB	
ExamNo	Examination number as it appears on the SSSP.
QANCode	The 8-character qualification code.
QualTitle	The full title and subject of the qualification.
Awarding Organisation	The full name of the examination board.
SSSP Grade	Grade as it appears on the SSSP.
Correct Grade	Correct grade, if known.
Award Date	Date the qualification was awarded - the date does not have to be exact if not known, but please indicate whether the award was recently (i.e. post Summer results day) claimed or completed.
External Centre	Details (name and NCN or centre number) of the centre that registered the award, if different from School No.

1.5 Evidence

Attachments can be added to tickets throughout the two-week checking exercise, and during the late evidence window.

Ticket Type	Evidence Required?	Additional Information
1	✓	Failure to provide acceptable evidence will invalidate tickets.
2	✓	Updates from awarding organisations may, in some cases, negate the need for evidence. Where evidence is required, and has not been submitted, schools will be informed.
4	✓	

Acceptable Evidence:

- ✓ Clear copies of official awarding organisation stamped documents, such as examination certificates and result slips.
- ✓ Clear screen shots from awarding organisation online systems, where the awarding organisation, pupil and qualification details, and the overall grade awarded for the qualification, are all clearly displayed.

Unacceptable Evidence:

- ✗ Extracts from school information management systems cannot be accepted as evidence of achievement.
- ✗ Evidence displaying contributing units, but not showing the overall achievement for the qualification, cannot be accepted.

2. Information about the pupil cohort

For the 2018-19 results, we will be reporting school performance on a year 11 cohort basis rather than for pupils aged 15 at the start of the year. More information on this change is provided in section 1.1.

For 2018-19, the KS4 cohort will be based on the number of pupils who were registered as being on roll in year 11 in the school on 15 January 2018, the day of the school census. Only pupils with an enrolment status of “C” (Current) or “M” (Main) in the school census will be included.

Data for independent schools will continue to be based on 15 year olds as year group is not collected for this sector.

The KS5 cohort remains the same definition as last year. The KS5 examinations data will be based only on those pupils who were aged 17 on 31st August 2017 and were registered as being on roll in the school on 15 January 2019, the day of the school census. Only pupils with an enrolment status of “C” (Current) or “M” (Main) in the school census will be included. Pupils aged 17 taught in year groups other than year 13 will be included. Pupils in year 13 who are not aged 17 will not be included.

Pupils who joined the school after the day of the school census will be matched back to the school they were on roll at on the day of the school census and all qualifications will be attributed to the census school.

3. Information about the approval of qualifications

This year, we will be using the new Qualifications in Wales (QiW) Database, maintained by Qualifications Wales, to determine whether a qualification is approved for the 2018/19 academic year.

<https://www.qiw.wales/>

For 2018/19, a qualification is defined as being approved if its certification end date is after 31 August 2018 (if the certification end date is before this, then no certificate can have been issued in the current 2018/19 academic year). We will also use Age Range field to determine approval for specific age groups. For example, only qualifications which are marked as approved for pre-16 will be included in KS4 performance measures.

4. Administration of the School Checking Exercise for 2018/19

4.1 Helpdesk Accounts and Awarding Organisation Information

Please can schools ensure that the contact responsible for checking the SSSPs in October/November has their own Helpdesk User Account. This will ensure that all the documentation, including the guidance notes, can be downloaded by the relevant contact in the school.

Having reviewed this guidance document please could all schools now ensure that they email wedsupport@fft.org.uk by **Friday 27th September** to provide the following required information:

(i) Account Verification

Please confirm the user accounts required for the checking exercise. FFT will be using a new helpdesk system this year and **all** users will require a new login. Please let FFT know you require a user account by emailing wedsupport@fft.org.uk and provide your full name, job title and email address. Later in the year, prior to the start of the checking exercise, an email will be sent with a link to activate your account and will request you to set your password.

(ii) Awarding Organisations not listed in Section 1.3

Please include the name of the awarding organisation, the qualifications being taken (including their QAN codes) and the number of pupils taking the qualifications. Approved qualifications for these awarding organisations should be added via the 'Qualification Not Collected' Ticket Type 1 during the checking exercise later in the year. Schools that have all their awarding organisations listed may still need to submit Type 1 tickets and should prepare the required information accordingly.

4.2 Helpdesk Guidance

Full guidance notes for the helpdesk will be available for download from DEWI alongside the provisional SSSP reports in October.

4.3 Enquiries

Note that the online FFT helpdesk is currently closed and will open when the SSSP School Checking Exercise commences on Friday 4th October.

Prior to this date, the Welsh Examinations Database (WED) team at FFT are unable to process individual queries from schools.

If necessary, please contact the Welsh Government with general enquiries: school.stats@gov.wales.