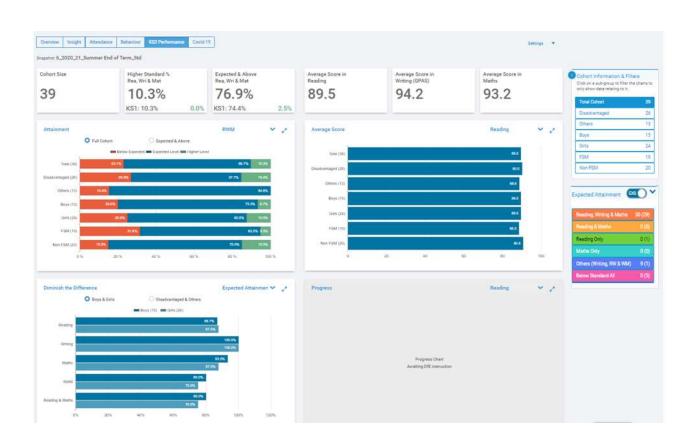


Analysis Headline Figures Guide KS2 Performance Dashboard for Primary Tracker (Version One, May 2021)



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Introduction

KS2 Performance dashboard is a powerful and easy to use page for analysing termly assessment data, configured to reflect DfE Performance measures for the Year 6 cohort. It enables the user to have an informed view of each key performance measure at the click of a button, whether for the whole cohort or by individual context.

Version 1 of the dashboard works as a complement to Bromcom's **Primary Tracker** and only key references are made in this guide to the tracker.

The purpose of this guide is to take the user through the steps required to set up and manage the system to make the most of the **KS2 Performance dashboard**.

The key components which feature in this guide are described below:

KS2 Cohort Manager allows the user to manage each cohort of students, excluding students individually according to school need. This component will determine the cohort output on the dashboard

Headline Figures Datasets are used to create "**Snapshots**" of data which can be used to analyse key performance measures for **Year 6 Cohorts**. Bromcom MIS will automatically generate the **Snapshots** for each **Term** by checking to see if the **Summative Assessment** or **Standardised Tests** set up wizard has been completed. Where both have been set up, the system will prioritise **Standardised Tests** over **Summative Assessment**

Cohort Information & Filters allows a user to filter directly to a selected cohort, for example **Disadvantaged** and the dashboard will update instantly to return measures just for that cohort of students. The system is primed with default **Cohorts: Total Cohort, Boys, Girls, Disadvantaged and Others.** Additional fixed and **Custom Cohorts** can also be added to the output.

Dashboard Charts – each chart has an expand option and filtering by simply clicking the cohort bar on the chart; This opens a related data table according to the chart under review. The principal Attainment panel has 2 options: Full Cohort and Expected & Above Attainment, to allow you to view current performance for All students or just the default Expected & Above group of students; The Diminish the Difference chart reverses the analysis and has options to toggle between comparisons of Disadvantaged/Others or Boys/Girls. The associated dropdown then allows you to select Expected (& Above) Attainment, Higher Attainment or Average Scores.

The Progress chart will be activated once we have had guidance from DfE as to how they intend to measure this

Attainment Banding Panel – this panel groups the students into one of the pre-set bands for attainment and has a toggle to view either those with Expected & Above Attainment, or just those achieving a Higher Attainment level. All students in the Cohort will appear in one of these bands: Reading, Writing & maths, Reading Only, maths only, Reading and maths, Other (Writing, Writing and maths or Reading & Writing) and finally Below All Standard (no results or not yet achieving expected in any subject). Where the students have KS1 Prior Attainment, they will be grouped under the band based on their KS1 achievement in each subject. In this way, progress can be measured directly by clicking a band to reveal options to view any movement from or to that band.

Setting up Components

All basic components will be created automatically for new or existing users of Bromcom's **Primary Tracker**. Version 1 does not allow users of custom assessment to create their own performance output. As the dashboard has been designed primarily as a performance dashboard, the **Standardised Tests Tracker** will produce more accurate output on the **Average Score** charts. It therefore takes priority over **Summative Assessment** if both are in use.

Please note there is a single permission to access the **KS2 Performance** dashboard, but an additional permission is required to enable the **Cohort Manager** found within the dashboard **Settings**

Permissions

The following permissions are required for full use of the dashboard:

Module>Profile>Dashboards>KS2 Dashboard

Module>Analysis>Routines>Key Stage Cohort Definition (Cohort Manager)

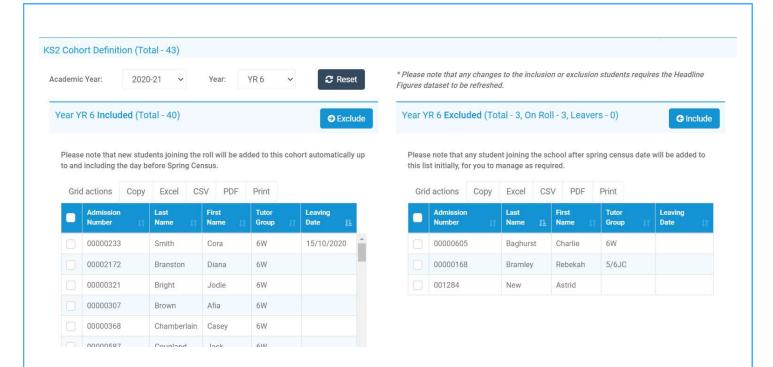
KS2 Cohort Manager

The **KS2 Cohort Manager** page is a simple control mechanism found within the dashboard **Settings**, to ensure that the students "Included" in the cohort are students used in the **KS2 Performance** dashboard. The process is simple to manage and gives the school total control of who is included. Staff may be given access to the dashboard without this control. See permissions above

Refresh the list with students on roll at the start of each academic year. Thereafter, any new students will be added to the "Included" list unless joining the school roll after Spring census, in which case these will automatically be "excluded" They may be manually be included as required.



Note, however, that we have left the "leavers" as a manual process. Simply sort for leavers by **Leaving Date**, check the boxes and **Exclude** them before analysing data.



Students do not have to be leavers to be excluded. Students may be excluded if the school wants to see what results would look like without certain individuals. These can be restored at any time simply by selecting them from the **Exclude** list and including them again.



Headline Figures Datasets (Snapshots)

The dataset is the driver of the KS2 Performance dashboard and is called a Snapshot, to reflect the data it is analysing. The dashboard will not work without it! All datasets are stored under Analysis>Routines>Headline Figures Datasets and will appear automatically in the Snapshot selection option in Settings on the dashboard. For centrally controlled management, see Managing Datasets below

Following these general rules will help avoid surprises in output!

- 1. Check your **Primary Tracker Setup** to ensure the **Grades, Thresholds** and **Terms** you require have been selected for your **Year 6 Cohort.** (Note Version 1 requires a Year 6 cohort)
- 2. Check the **Year 6 Cohort** using **KS2 Cohort Manager** on the dashboard to ensure you have refreshed the **Cohort** and included/excluded all students as required.

- 3. The system will generate a full set of **Snapshots**, one for each **Term** based on either **Standardised Tests** or **Summative Assessment**; These will become active once the **Cohort** has been activated/refreshed for the first time; **Refresh** an individual snapshot to update the elements before applying.
- 4. The **Cohort** does not need updating if only data has been changed or a new **Term** added; simply **Refresh** the **Snapshot** in this case.
- 5. Add additional **Cohorts** for filtering or create your own **Custom Groups** to analyse specific cohorts of students

Datasets for both types of results (standardised or summative) have similar construction and are generated automatically from the **Primary Tracker** associated elements.

A **Dataset** is made up of the following elements:

Name — mandatory field up to 50 characters — Tracker structure is: Year Group_Academic Year_Term_Tracker Type where the suffix .Std = Standardised Tests and .Sum = Summative Assessment

Description – default text

Cohort – defined by Academic Year and Year Group from KS2 Cohort Definition page (Version 1 = Year 6 only)
Focus – Tracker Results (pre-selected)

Enabled Status – Read only by default (Tracker datasets can only be disabled - see Managing Datasets below)

Managing Datasets

Datasets created automatically from Primary Tracker have limited options

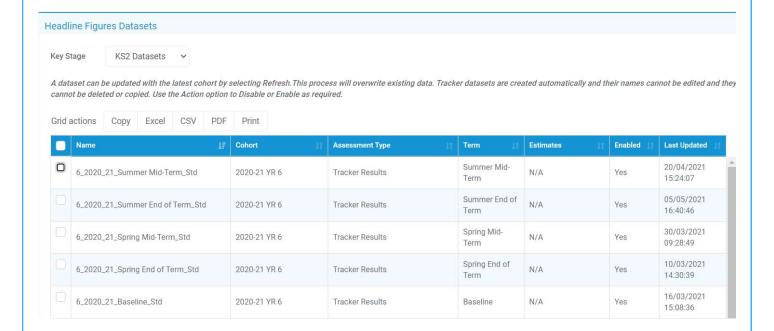
Creating New - automatic process and not available manually for Primary Tracker Datasets

Please note: if a new Term is added into the Primary Tracker Setup a new Dataset will be created automatically

Editing - automatic process and not available for Primary Tracker generated Datasets

Copy - Not available for Primary Tracker generated Datasets

Delete - Not available for Primary Tracker generated Datasets. See Enabling/Disabling Datasets below



Refreshing a Dataset

This is a single selection process and does not update all datasets, for the reasons explained here. The **Refresh** function will update the dataset and overwrite existing data. Once **Refresh** is clicked, it starts a background process to update data for use on the dashboard. It is expected that in most cases the **Snapshots** will be refreshed directly from **Settings**

on the dashboard. It is possible, however, to **Refresh** from the **Headline Figures Dataset** page if, for example, multiple users have access to the **Dashboard** but the school wishes to control the **Cohort** centrally.



Enabling and Disabling Datasets

For **Primary Tracker** users, the system will automatically hide a **Dataset** if the **Terms** are deselected within the respective **Standardised Tests** or **Summative Assessment Setup** wizard

Datasets can also be disabled from the **Headline Figures Dataset** page. This is a multi-selection process. Select the **Datasets** to be **Disabled** then simply select **Action>Disable**



This will hide the **Datasets** to keep the **Homepage** tidy and they will not appear for selection within the dashboard **Settings**. Unchecking the **Show Only Enabled Datasets** tick box will reveal all **Datasets** along with their status on the right of the table.



To reverse the process, for **Primary Tracker** users, either simply **Edit** the **Terms** for **Year 6** in the **Tracker Setup pages** and complete the wizard or alternatively, if it has been **Disabled** from the **Headline Figures Dataset** page simply uncheck **Show Only Enabled Datasets** to display all, select the **Datasets** to be restored to their **Active** status and click **Action>Enable.**

KS2 Performance Dashboard

The KS2 dashboard has a single permission to enable access to the page. **Configuration>Setup>Roles & Permissions>...Module>Profile>KS2 Dashboard**

The dashboard is composed of a set of default measures, widgets and a cohort information panel, examples of which can be see below.

Measures:



Static widgets are: **Attainment, Average Score** and **Diminishing the Difference.** The **Progress** chart will be activated once DfE has announced how **Progress** will be measured



Except the **Diminishing the Difference** chart, the output on the charts is driven by the **Cohort Information** panel. **Cohort Groups**, such as EAL, SEN and their converse counterparts may be added in addition to 10 **User-defined Cohorts**. This allows the user to add up to a maximum of 6 additional **Cohort Groups** to the **Cohort Information** panel. See **Settings** below.

Default setting for **Cohort Information** panel:



Total Cohort, Disadvantaged, Others, Boys and **Girls** are fixed as they are used to compile the **Diminishing the Difference** dashboard by measure rather than contextual **Cohort**. Filters may still be applied. See the next section **Using the KS2 Dashboard**.

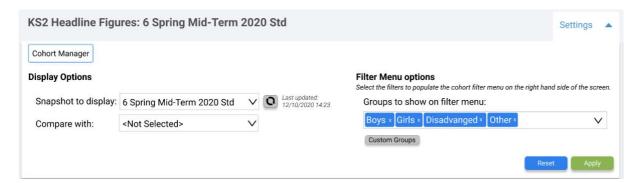
<u>On first use, no data will be displayed</u>. To activate, simply select **Settings** from the top right of the dashboard, open the **Cohort Manager*** and refresh the **Cohort** to reveal all students (manage this if required), then select the **KS2 Performance Dashboard** button again to refresh the page. The **Snapshots** will then appear under **Settings**. Select the desired **Snapshot, Refresh** and **Apply**.

Thereafter, you will be able to amend the **Cohort** and refresh a **Snapshot** directly before applying it.

*If centrally controlled, an administrator will have access to the **Cohort Manager** by default, but the initial **Refresh** could be performed on the definition page, **Analysis>Routines>Key Stage Cohort Definition**

Settings

There are several options within the **Settings** panel: **Cohort Manager** (see above), **Snapshot** selection and **Refresh** option; **(Additional) Cohort Groups and Custom Groups Settings.** Use **Apply** to save and update the settings; use **Reset** to restore to the previous **Settings.** Except the main **Snapshot**, the rest are optional and instructions for set up and management of each are described below:



Snapshot Selection

The system generated **Snapshots** will appear as **Snapshots to display**: once the **Cohort** has been refreshed at least once simply select a **Snapshot** from the dropdown list. If nothing has changed (cohort or assessment data) then it is not necessary to refresh each time. The date and time of the last **Refresh** for each **Snapshot** is displayed next to the **Refresh** button



Adding Cohort Groups to the Dashboard

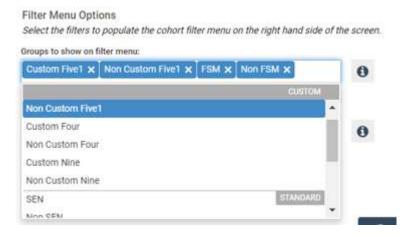
To add additional **Cohort Groups**, simply start typing or select them from the dropdown list by clicking in the **Group to Show on Filter Menu** window. A maximum of 6 additional cohorts may be selected.



Once the maximum of 6 has been reached, no further **Cohort Groups** may be added. To **Edit** the list, simply deselect one or more groups to enable the selection dropdown again.

Adding Custom Groups

Custom Groups are user-defined groups and are based on the **Snapshot Cohort** selected. When creating the **Custom Group**, a second complementary **Custom Group** containing the rest of the **Cohort** will be created automatically. This secondary group will inherit the **Custom Group** name prefixed with "Non-". If created, these will be contained in a subgroup within the **Group to Show on Filter Menu** dropdown



Simply click the • to Add a new Custom Group



Name is mandatory (Remember a second group will also be created with "Non-" prefix) and in order to fit comfortably onto the Cohort Information panel and charts has been restricted to 12 characters.

Description will populate with the **Name** if left blank.

Select the **Students** for the group from the list. Please note that these will have been defined by the **Included Students** in the **KS2 Cohort Definition** page for that **Year Group**.

Note – A Snapshot must have been applied to the dashboard once for the Custom Group selection to become available

Once saved, both **Custom Group** and **"Non-Custom Group"** will become available individually in the **Cohort Group** list. As this group is defined by the **Cohort**, it will remain available for other **Snapshots** of the same **Academic Year Cohort**.

Note also that if any student has been **Excluded** from the **Cohort** for this other **Snapshot**, they will also be **Excluded** from the **Custom Group**. If the student is returned to the **Included Cohort**, their name will appear again.

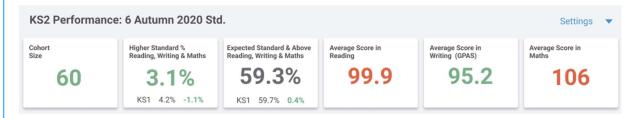
To **Edit**, simply click the record. To **Delete**, click the

To **Add Custom Groups** to the **Cohort Information** panel, select them from the **Cohort Group** dropdown list, then click **Apply**

Using the KS2 Dashboard

Overview

Using the dashboard could not be simpler! The static measure tiles will display Cohort Size, Higher Attainment %, Expected & Above Attainment % in Reading, Writing and maths; Reading, Writing (GPAS) and maths Average Scores



An additional fixed comparison of **KS1 Prior Attainment** for both **Higher** and **Expected & Above Attainment** measures based on the current cohort is available as a quick comparison.

Once you have applied your dashboard settings, the **Snapshot** name will be displayed towards the top left of the page.

The default and selected **Cohorts** will be displayed on each chart: **Attainment** and **Average Score**. As data is displayed on a different axis for **Diminishing the Difference**, this chart has each measure displaying **Disadvantaged** and **Others** cohorts as well as an option to review **Boys** and **Girls**.

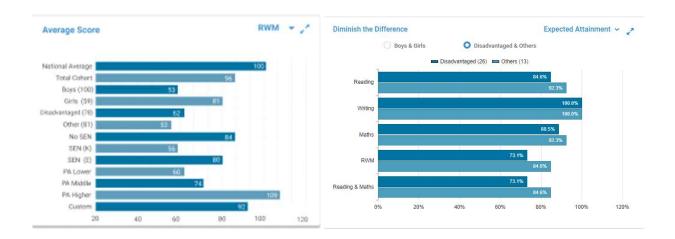
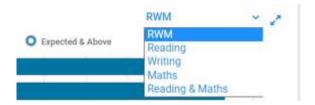
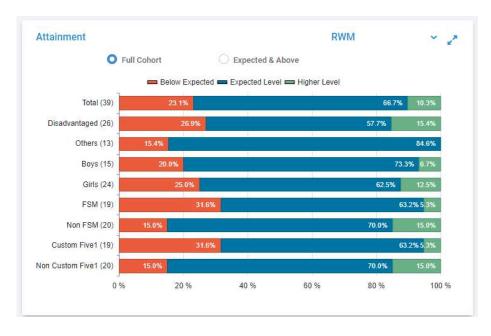


Chart Functionality - Attainment, Average Score & Diminishing the Difference

Each chart type has 3 further functions: a dropdown to change focus, a maximise/minimise icon [3] to expand the chart, which will also expand if any of the bars in the chart are selected. The resulting expanded chart view will include an appended table of data related to the **Cohort** and the measure under review.

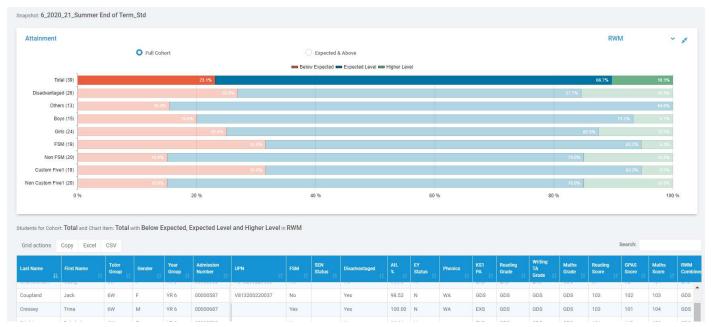


Expanding the chart using the maximise icon without selecting a specific bar will expand the chart and display the **Total Cohort** as a table. Clicking the **Cohort** chart bar will also expand it.



When expanded the **Cohort Information & Filters** panel as well as the **Pupil Attainment** panel are hidden. Using the expand arrows again or clicking the small blue badge towards the top right of the page will minimise the chart again.





Each table focuses on the **Chart Option** elements and can be copied or downloaded for further analysis. Each export will identify the **Snapshot** chart and related selections.

(Note - There is no pdf or print option due to the size of some of the tables)

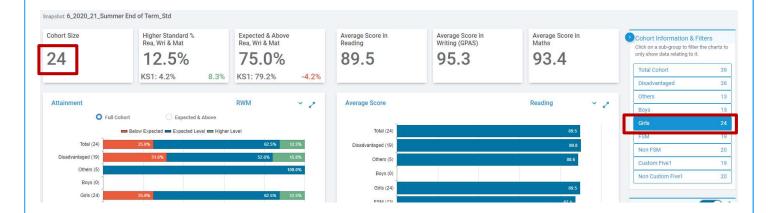
With respect to the **Attainment** chart, a toggle allows you to view either student percentages achieving the **Performance Measure Expected & Above** or a **Full Cohort** view; This latter has additional filtering by simply clicking the key of any item not required





Cohort Filtering

Clicking on any of the Cohort options on the **Cohort Information & Filters** panel updates the dashboard to focus on that **Cohort.**



Pupil Attainment Panel

In addition to the charts, there is an **Attainment banding** panel, organised into a range of groups for instant analysis of attainment, to help identify changes in performance.



A toggle allows a switch from Expected & Above (EXS) to Higher Attainers (GDS); an information panel is viewable but may be closed using the arrow



By default the system will check each student's KS1 achievement in Reading, Writing TA and maths; Each student will then be placed into the corresponding band and the count is displayed in (). A student can only appear once in any band for any **Snapshot**.

In the example below, 29 students reached the **Expected (& Above)** standard (EXS) at KS1 in each of Reading, Writing and maths. The count outside the brackets is the number of students reaching the **Expected (& Above)** standard based on the selected **Snapshot**, and in this case example it is 30 students

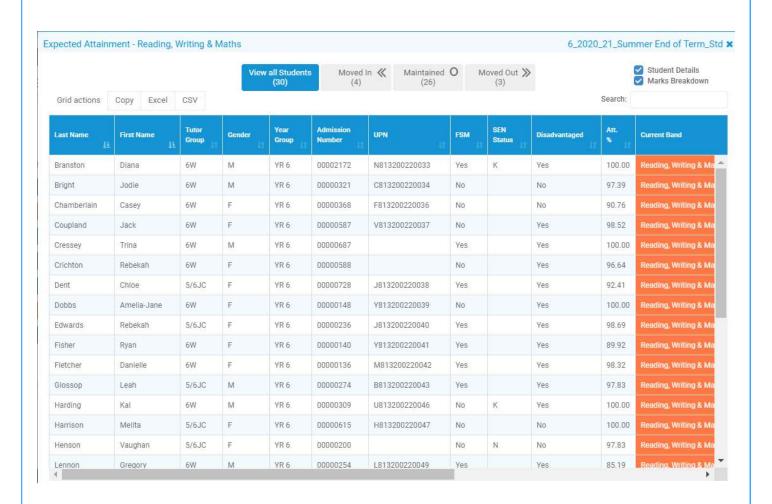


At first glance this looks like 1 student has joined the band and looks positive – 30 now in the band with 29 expected based on KS1. However, this can be deceptive and simple hover over the band reveals more.

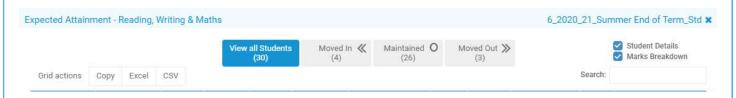


We can now see that 26 students have maintained their performance but 3 students are no longer in this band (**Students Out**), whereas 4 students have joined the band (**Students In**)

By clicking the band we can investigate this change very quickly to see the movement between bands



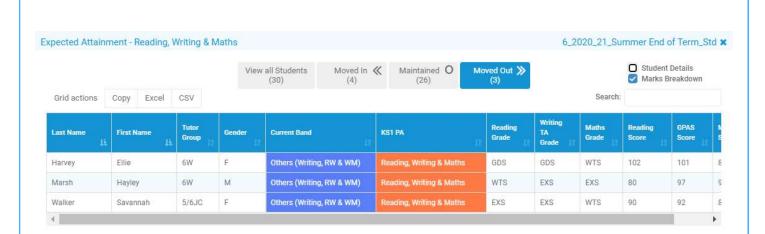
The popout defaults to **View all Students** currently in the selected band and there are options to query the band using the **Moved In**, **Maintained** and **Moved Out** buttons. Note the count of students below.



Each band table contains key student details as well as the scores achieved, each of which can be removed if not required. A Search bar is also available if looking for an individual student



Removing the ticks simplifies the **Table View**. Students' **Current Bands** are compared with the **KS1 PA Band** they had achieved. By selecting **Moved Out** it is easy to see who is no longer in the band. The **KS1 PA** will be the same as the band selected but the current band will easily identify where they are now.



The table can be exported using the grid actions if desired.