

Importing Basedata Quick Guide

Importing Examinations Basedata Using the Auto Import Process



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Introduction

As part of the broader A2C project, Bromcom has updated and improved the process for managing basedata in the MIS. Basedata is used to allow approved institutions, known as exam centres by awarding organisations, to submit all their entries and receive the associate results through an electronic mechanism called EDI. A centre traditionally is required to go to each awarding organisation's website periodically through the year and select appropriate basedata corresponding to the "series" of examinations. Bromcom facilitates the upload of this basedata .zip format and can unpack multiple the zip files, ready for the examination officer to process.

The first step is to select a series and follow a series of actions before finally importing the required examination options. Each one must be administered individually and the examination officer needs to have the correct information to hand. Historically, schools tend to follow similar patterns and many options remain the same from one year to the next. This is where Bromcom has reviewed its processes and has improved the whole mechanism of not only importing the basedata but also helping the examination officer by presenting a full set of available basedata, drawn directly from the awarding organisations.

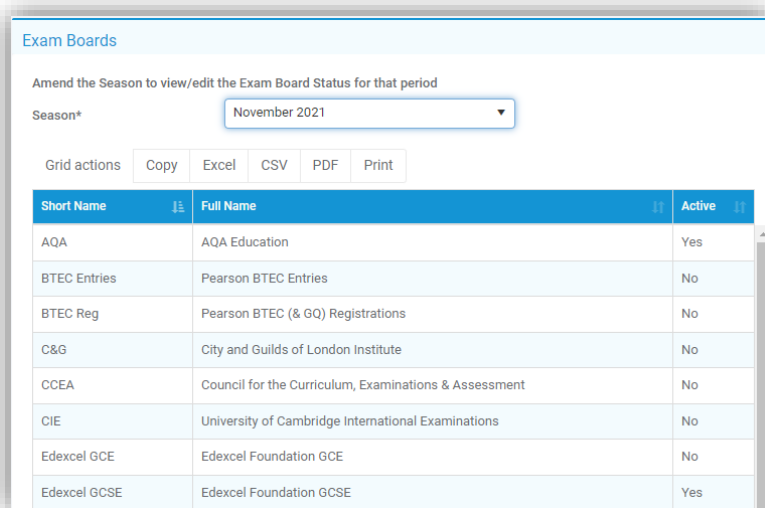
Please read the following for details of how the process has been changed. The option to import basedata manually has been retained and will still be required where the awarding organisation provides its basedata as a download from their secure portal.

Importing Basedata (from 2021-22)

Preparation

The process for setting up **Season Patterns** and **Seasons** to hold basedata has not changed. This preparation is not covered in this guide. For more information on **Season** management, please refer to the **Help Centre** documentation.

To reduce the possible number of files available, it would be good practice to deactivate any **Exam Boards** that are not required for the upcoming season, this can be done from **Config > Examinations > Exam Boards**.

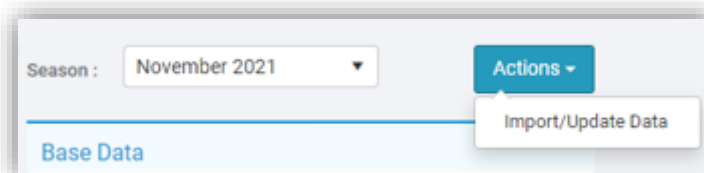


The screenshot shows the 'Exam Boards' configuration page. At the top, there is a dropdown menu for 'Season*' set to 'November 2021'. Below this are buttons for 'Grid actions', 'Copy', 'Excel', 'CSV', 'PDF', and 'Print'. The main part of the page is a table with three columns: 'Short Name', 'Full Name', and 'Active'.

Short Name	Full Name	Active
AQA	AQA Education	Yes
BTEC Entries	Pearson BTEC Entries	No
BTEC Reg	Pearson BTEC (& GQ) Registrations	No
C&G	City and Guilds of London Institute	No
CCEA	Council for the Curriculum, Examinations & Assessment	No
CIE	University of Cambridge International Examinations	No
Edexcel GCE	Edexcel Foundation GCE	No
Edexcel GCSE	Edexcel Foundation GCSE	Yes

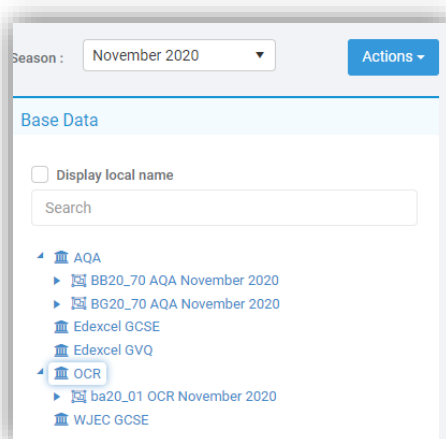
Automatic Process

On the **Manage Basedata** page select **Actions > Import Basedata**.



The automatic process now starts and the examination officer will be presented with a similar screen to the manual method but with some key differences.

The system will identify any **Series** imported to the previous equivalent **Series** from last year.



For example, if AQA was used in November 2020 then the system will find the basedata for AQA November 2021 and place it in the available **File** selector window.

On the same page, a new process will begin. The system will present the examination officer with a list of pre-selected **Exam Options** based on the entries for the previous year.

	Name	Exam Code	Exam Name	QCA Accred.
<input checked="" type="checkbox"/>	8300H Mathematics Tier H (GCSEFC Certification)	8300H	Mathematics Tier H	60146084
<input checked="" type="checkbox"/>	8700 English Language (GCSEFC Certification)	8700	English Language	60142923

These can be unchecked if no longer required and the view can also be changed to **Show all available Exam Options**. The **Search** field is available to filter the options accordingly.

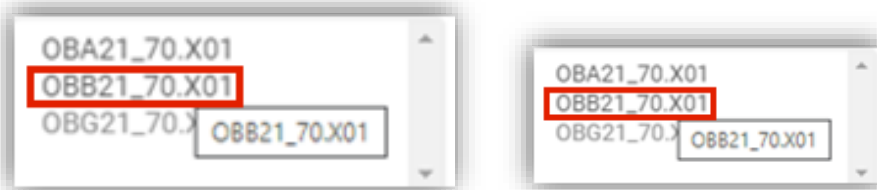
	Name	Exam Code	Exam Name	QCA Accred.
<input type="checkbox"/>	7993 Extended Project (EXPJB Certification)	7993	Extended Project	60095349
<input type="checkbox"/>	8300F Mathematics Tier F (GCSEFC Certification)	8300F	Mathematics Tier F	60146084
<input checked="" type="checkbox"/>	8300H Mathematics Tier H (GCSEFC Certification)	8300H	Mathematics Tier H	60146084
<input type="checkbox"/>	8361 Mathematics Level 1 (FSKLL1 Certification)	8361	Mathematics Level 1	60342572
<input type="checkbox"/>	8362 Mathematics Level 2 (FSKLL2 Certification)	8362	Mathematics Level 2	60342584
<input checked="" type="checkbox"/>	8700 English Language (GCSEFC Certification)	8700	English Language	60142923
<input type="checkbox"/>	8720R English Level 1 Reading (FSKLL1 Unit or module)	8720R	English Level 1 Reading	
<input type="checkbox"/>	8720S English Level 1 Speaking (FSKLL1 Unit or module)	8720S	English Level 1 Speaking	
<input type="checkbox"/>	8720W English Level 1 Writing (FSKLL1 Unit or module)	8720W	English Level 1 Writing	

Once the required **Exam Options** have been checked, the examination officer will click the **Import** button.

	Name	Exam Code	Exam Name	QCA Accred.
<input checked="" type="checkbox"/>	8300H Mathematics Tier H (GCSEFC Certification)	8300H	Mathematics Tier H	60146084
<input checked="" type="checkbox"/>	8700 English Language (GCSEFC Certification)	8700	English Language	60142923

This will import the basedata as normal and then return to the **Import Basedata** page so that the examination officer can select the next file. Selecting **Close** will close the page.

Imported files will be moved to the bottom of the list. Hovering over them will display the either the filename if not yet imported or the last **Imported on Date** accordingly. Note also the slightly paler font for imported files.



Automatic Process for Series Not Imported Last Year

Occasionally, a new exam **Series** is required for the upcoming **Season** and this **Series** was not used in last year's equivalent **Season**. In this instance, there is still no need to download the basedata.

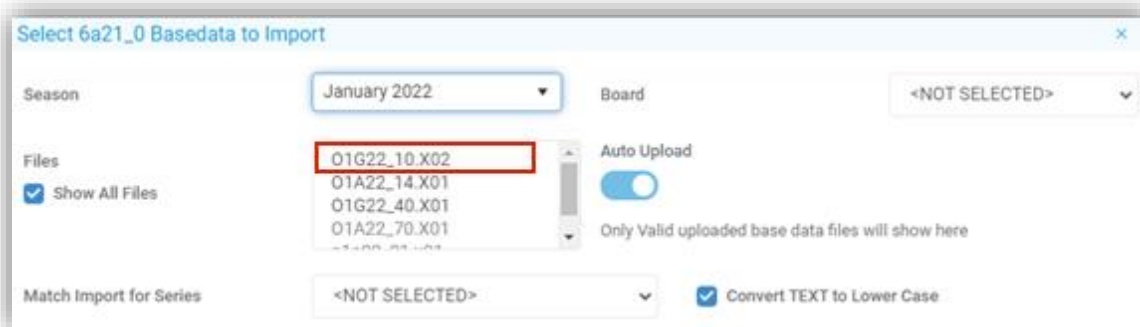
The basedata series can be selected by clicking **Show All Files**. Using the **Board** filter will display only related **Series**.

The only difference is that by default, the **Show all available Exam Options** will be selected. Click each **Exam Option** as required and then click **Import**.

	Name	Exam Code	Exam Name	QCA Accred.
<input type="checkbox"/>	8035 Geography (GCSEFC Certification)	8035	Geography	60184103
<input type="checkbox"/>	8061A Religious Studies (sc) Opt A (GCSESC Certification)	8061A	Religious Studies (sc) Opt A	60183998
<input type="checkbox"/>	8061B Religious Studies (sc) Opt B (GCSESC Certification)	8061B	Religious Studies (sc) Opt B	60183998
<input type="checkbox"/>	8061C Religious Studies (sc) Opt C (GCSESC Certification)	8061C	Religious Studies (sc) Opt C	60183998
<input type="checkbox"/>	8061D Religious Studies (sc) Opt D	8061D	Religious Studies (sc) Opt D	60183998

Checking for Updates

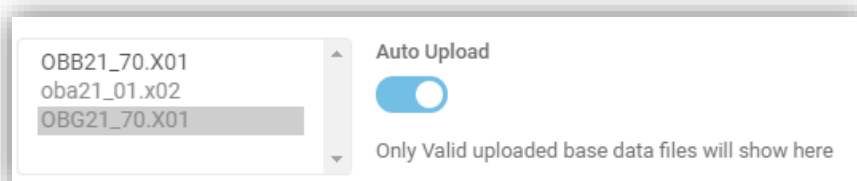
As all public files will appear on their website when released by the awarding organisations, if a new version of the basedata has been released, selecting **Import Basedata** will also present this new file. The examination officer can select and import this file without affecting basedata already imported using an earlier version.



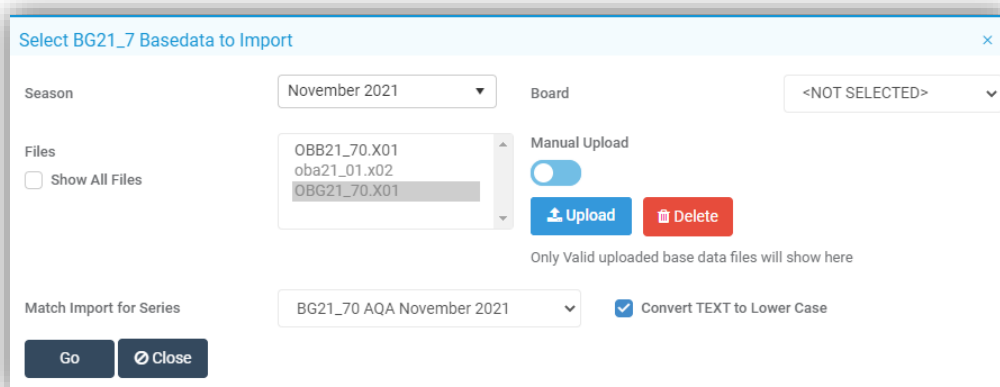
All active **Exam Boards** with an imported series will be checked for updates and the later versions will appear towards the top of the **File** selector window. Where a new version of basedata produced in the awarding organisation extranet is generated, this requires the process to be toggled to manual, as described below.

Manual Process

The **Manual** process for importing basedata is still available and can be actioned by simply switching the **Auto Upload** toggle next to the **File** window.



This should only be required where the basedata is not available in the public domain on the awarding organisations' websites. Selecting **Manual** will revert the page to the existing manual process.



All active board files if imported manually or displayed through prior relationship will be displayed in the **File** selector window, regardless of method of import.

Updating Imported Basedata

All files previously imported for the **Season** remain available for editing and follow the same process. The difference here, however, is that manually imported files will also appear in the **File** window, even if the process is set to **Auto Upload**.