Bromcom

No.1 Choice for Cloud MIS & Finance

Examinations

Results Day Guide 2023

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Brief Overview

The purpose of this document is to provide school examinations officers with the latest information regarding **Exam Results Day,** please take your time to read through this document thoroughly.

Even if you did not use the Bromcom MIS to create your initial entries, you will still be able to import results or add them manually.

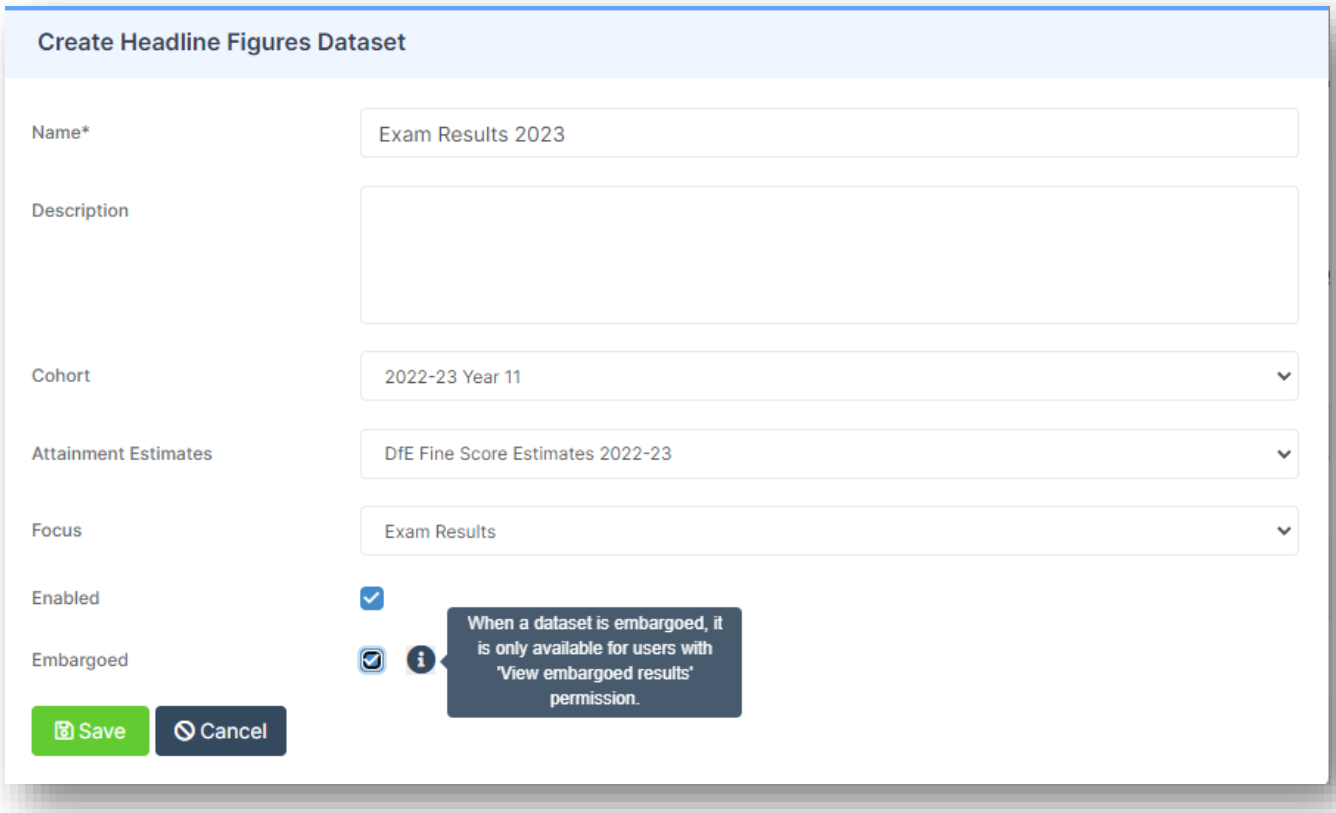
Important Note: Included in this guide is information on communicating **Examination Results with Candidates**, for guidance on sharing **Examination Results** please see JCQ Publication of Results.

Exam Results Analysis can be also performed in the Bromcom **KS4 Dashboard**, if you are using this analysis tool, please see the KS4 Performance Guide.

If you are using the **KS4 Dashboard,** please ensure you have set the required **Results Embargo** for the **Exam Results Data Set.** To do this go to **Modules>Analysis>Headline Figures Data Sets**. Choose the 2023 **Exam Results Data Set** and click **Edit**. Tick **Embargoed** to ensure only roles with **View Embargoed Results** selected can see the results.

Click **Save.**

Note: How to create a Dataset for the analysis of **Examination Results** is covered in the KS4 Performance Guide.

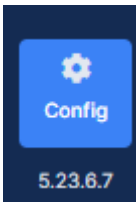


When a dataset embargoed, it is only available for users with **'View Embargoed Results'** Permissions. See Results Embargo in this guide.

Preliminary tasks to complete before Results Day

Versions: Note for stand-alone and Non-Cloud Schools, ensure that you are currently running the most up-to-date version of Bromcom **5.22.7.10**

The version number is displayed in the bottom left-hand corner of the MIS screen.



Basedata: Ensure that you have reviewed all the relevant imported **Basedata** from the **Awarding Organisations**, including checking for any amended **Basedata** files which may have been produced by the **Awarding Body.** See How to Import/Refresh Basedata.

Examination Entries: Respective examination entries can be created at the point of importing results files but you should carry out further checks against examination entries prior to Exam Results Day see How to Manage Exam Entries.

Student Portal: If you are using the Student Portal to publish examination results, please see: How to Configure Exams for the Student Portal

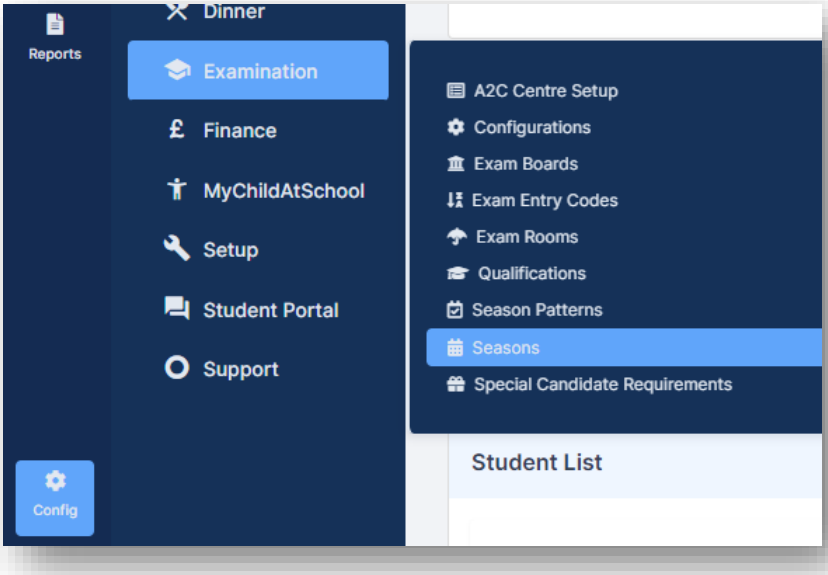
Results Embargo

The Department for Education requires that access to all **Exam Results** is limited **to specific staff within schools** until the official results publication days arrive, see JCQ Results and Certification.

Please Note: Any **Exam Results** in a **Season** which has an **Embargo** in place will be unable to be reported on by unauthorized personnel; this will be the case until the **Exam Results Embargo** is removed.

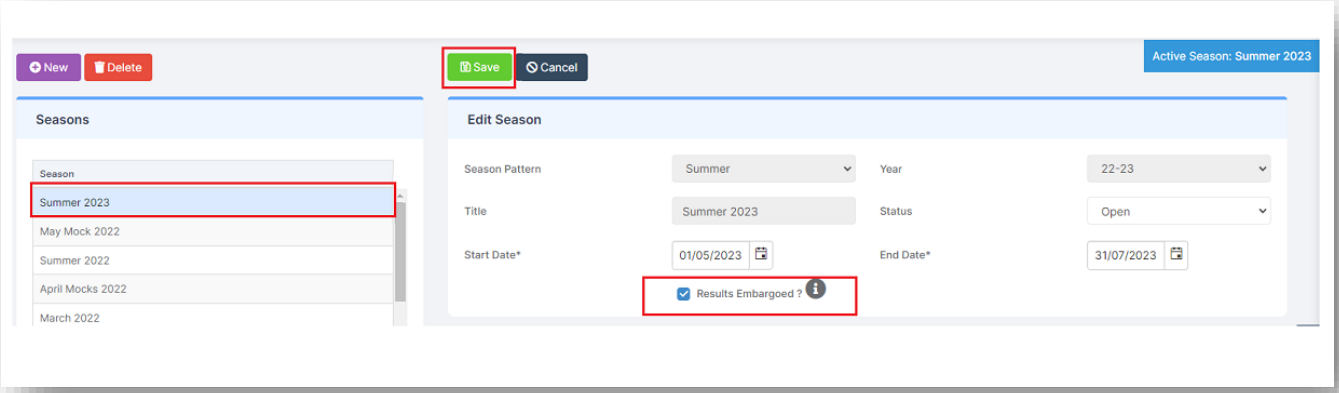
Make sure this setting is in place **BEFORE** you import results

Exams Module: to begin the implementation of the **Results Embargo,** go to **Config>Examination>Seasons.**



From the **Seasons** page, click on the relevant **Season** and you will be able to implement the **Results Embargo** by ticking the **Results Embargoed** tick box; this will make it so that only authorised personnel can access the results.

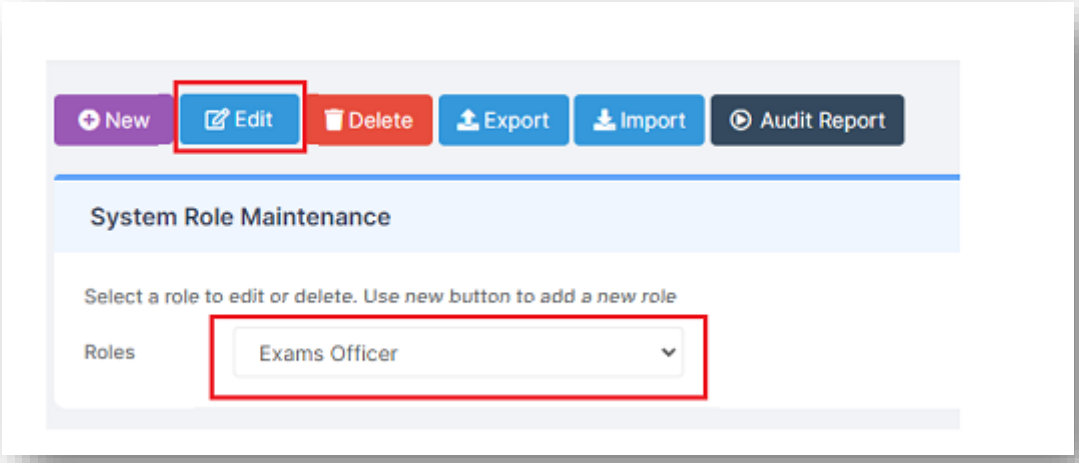
Click **Save.**



To remove the **Embargo** just repeat the process but remove the tick from the **Embargoed** tick box. Click **Save.**

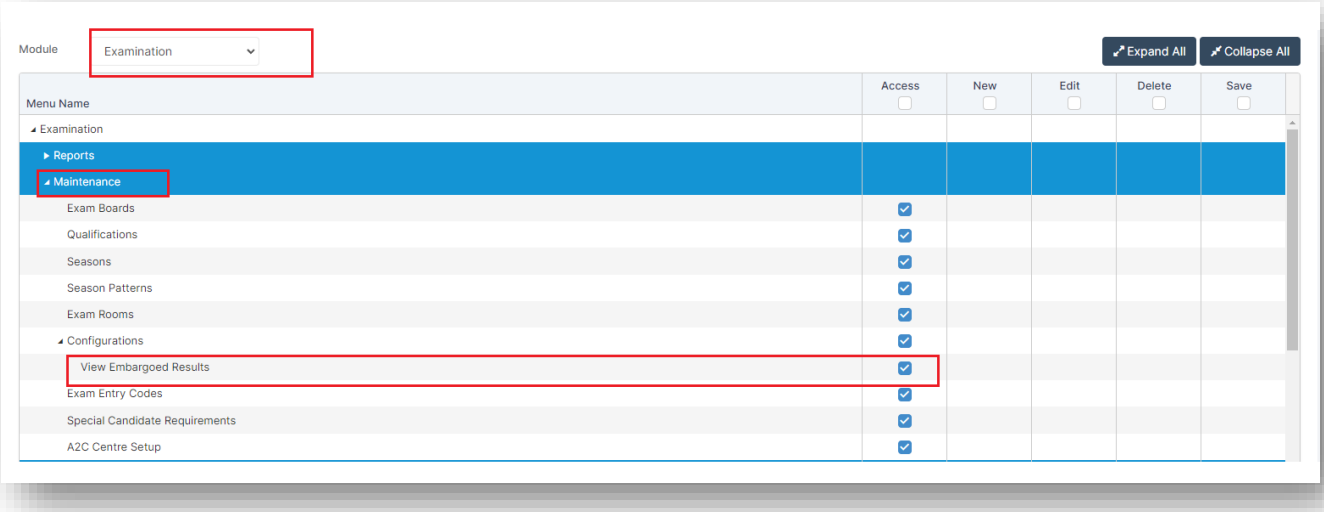
School Staff Viewing Embargoed Results: you can define which staff can **View Embargoed Results** in Bromcom by going to **Config>Setup>Roles and Permissions**.

Once you have chosen the **Role** from the **Roles** drop down click **Edit,** in the example below we have chosen a role called Exams Officer



Then choose **Examination** from the **Module** drop down and from within **Maintenance**, you can see **View Embargoed Results.**

Click **Save**



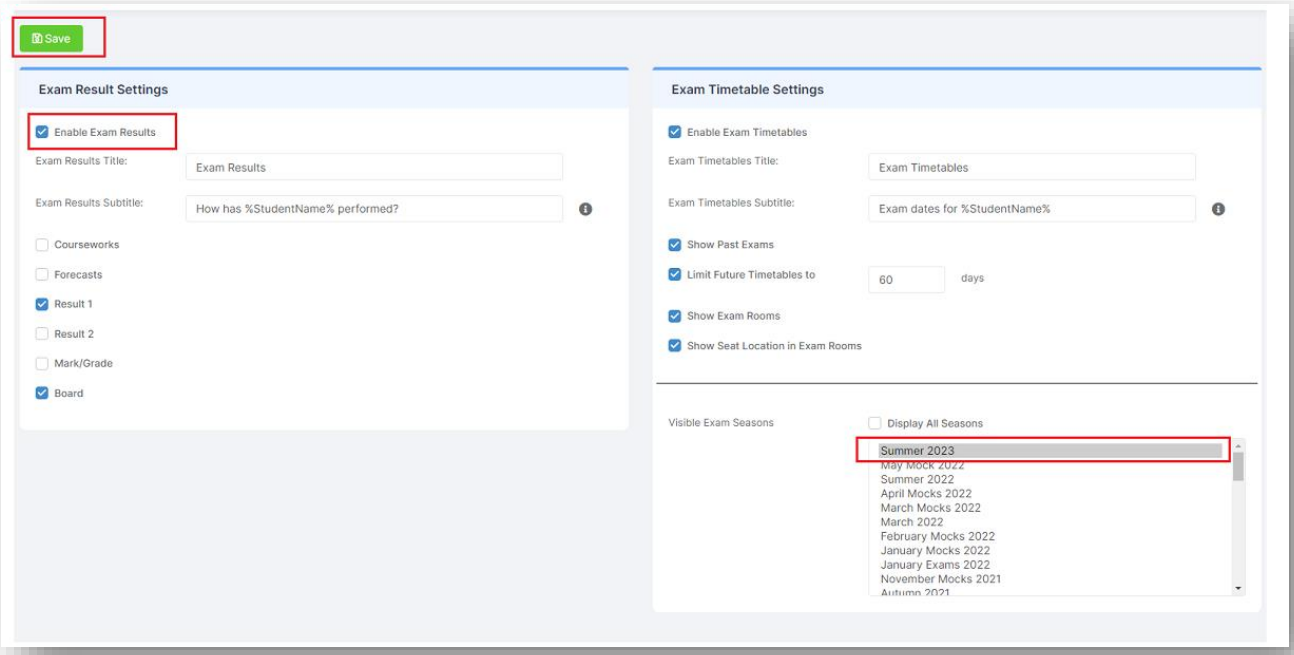
Parents viewing exam results in MyChildAtSchool:
Bromcom has the facility to share candidate's exam results with parents via **Config>MyChildAtSchool>Exams.**

Please check your school's data consent policies in relation to sharing student exam results information with parents before performing this process.

Note: If an **Examination Season** is **Embargoed** in the **Exams Module,** then the parents will not be able to see the exam results until you remove the embargo.

In the example below we have ticked **Enable Exam Results** and ticked Result 1 and Board in the **Exam Result Settings** panel and in the **Visible Exam Seasons** panel we have selected the **Summer 2023** Exam Season.

Click **Save.**



A2C Integration and Results Import

For further guidance on the **A2C Integrated Exchange Set Up Guide,** see here

Preparation for Importing Results

As it is possible to have a combination of states for different awarding organisations, it is important to check the **Status** of each awarding organisation in the **A2C Centre Setup** page.

This may be because the school does not use certain awarding organisations, or some submissions have been made using the manual download process.

The **A2C Exchange** process will look to retrieve **Results files** for awarding organisations which are in a **Ready** state in the **A2C Centre Setup** page, regardless of how the initial submission was made.

A2C Centre Setup

Grid actions | Copy | Excel | CSV | PDF | Print

Short Name	Full Name	Active	Status	Centre Numb
AQA	AQA - Assessment and Qualifications Alliance	No	Not Available	
CCEA	CCEA - Council for the Curriculum Examinations and Assessment	Yes	Failed	
CIE	CIE - University of Cambridge International Examinations	No	Not Available	
OCR	OCR - Oxford, Cambridge and RSA Examinations	No	Not Available	
PEARSON	Pearson - BTEC and Edexcel	Yes	Ready	
WJEC	WJEC/CBAC	No	Not Connected	

In the example above, only results for **Pearson** can be retrieved through the **A2C Exchange** as it is the only one in a **Ready** state. However, an attempt has been made to connect both **CCEA** and **WJEC/CBAC,** so their state should be corrected if results are to be successfully retrieved using the **A2C Exchange.**

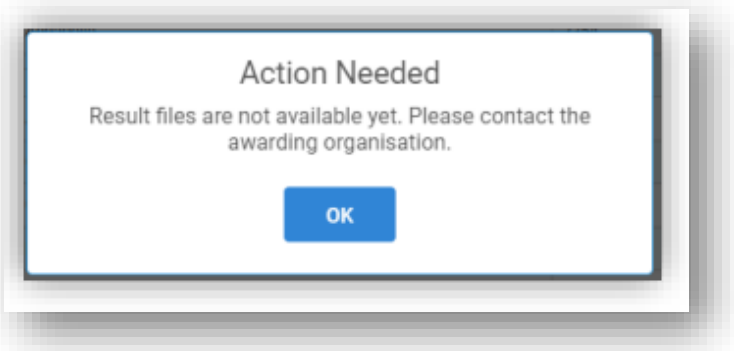
Any awarding organisation in a **Not Available** state will be ignored and the manual results **Upload** process will be available for any Exam Board not in a **Ready** state

Importing Results using the A2C Exchange

Importing through the **A2C Exchange** works through the same **Import Results** action in the **Manage Results** page. Where no **Exam Boards** are in a **Ready** state, selecting **Import Results** will open that page directly and the process will be entirely manual.

However, selecting Import **Results** where at least one **Exam Board** is in a **Ready** state on the **A2C Centre Setup** page, will begin and additional process.

Firstly, **Results** files are not yet available. This could be because the **Import Results** process has been actioned before any **Results** have been released, or perhaps the wrong Season has been selected. It is most likely to occur though where the files are not yet available in the **A2C Exchange** and the following message will be displayed.



The assumption is that the **Examination Officer** has selected the correct Season and the **Results** are available, so the only remaining problem is that the **Results** file is not present in the **A2C Exchange**, a state initiated by the awarding organisation.

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Processing Results

When selecting **Import** the system will display a message as it starts the check for **Results** files, which will summarise the **Status** of the awarding organisations based on **Submissions** and their **A2C Status.**

Once the check is complete, a second message returning the summary of **Results** retrieved will be displayed against each awarding organisation.

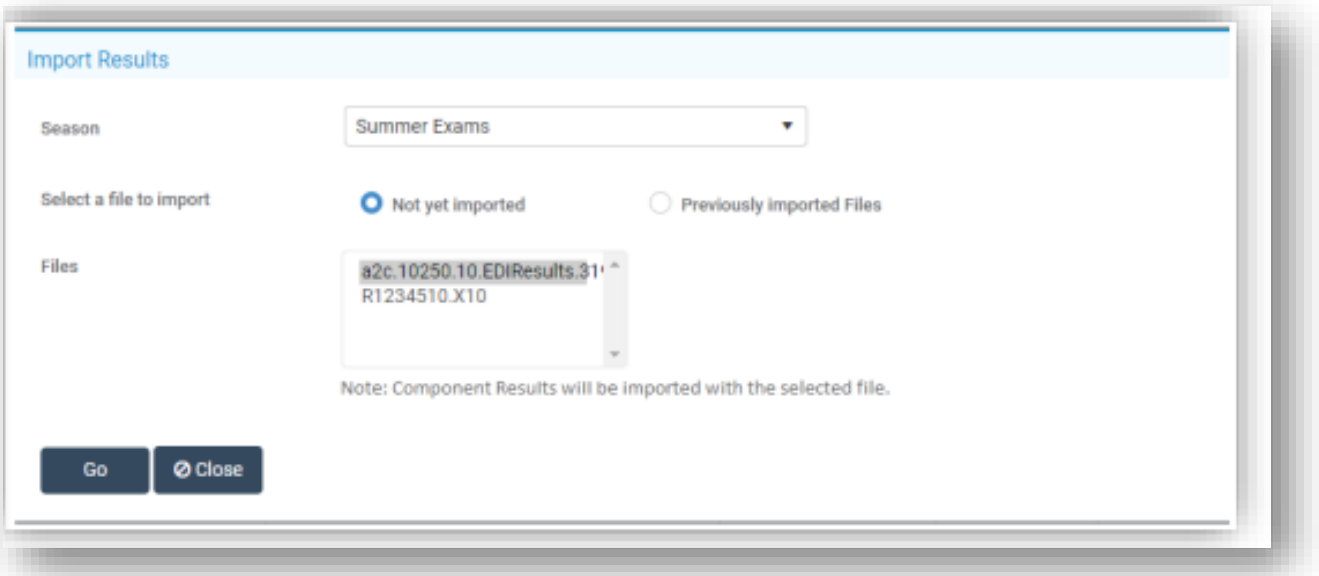
Clicking **OK** will close the message and open the **Import Results** page, where the retrieved **Results** file will be displayed in the **Import Results** window.

If all available awarding organisations are configured in the **A2C Centre Setup** page, no **Upload** button will be visible where all are in a **Ready** state.

For **Results** to be imported, Basedata must have been imported for that season.

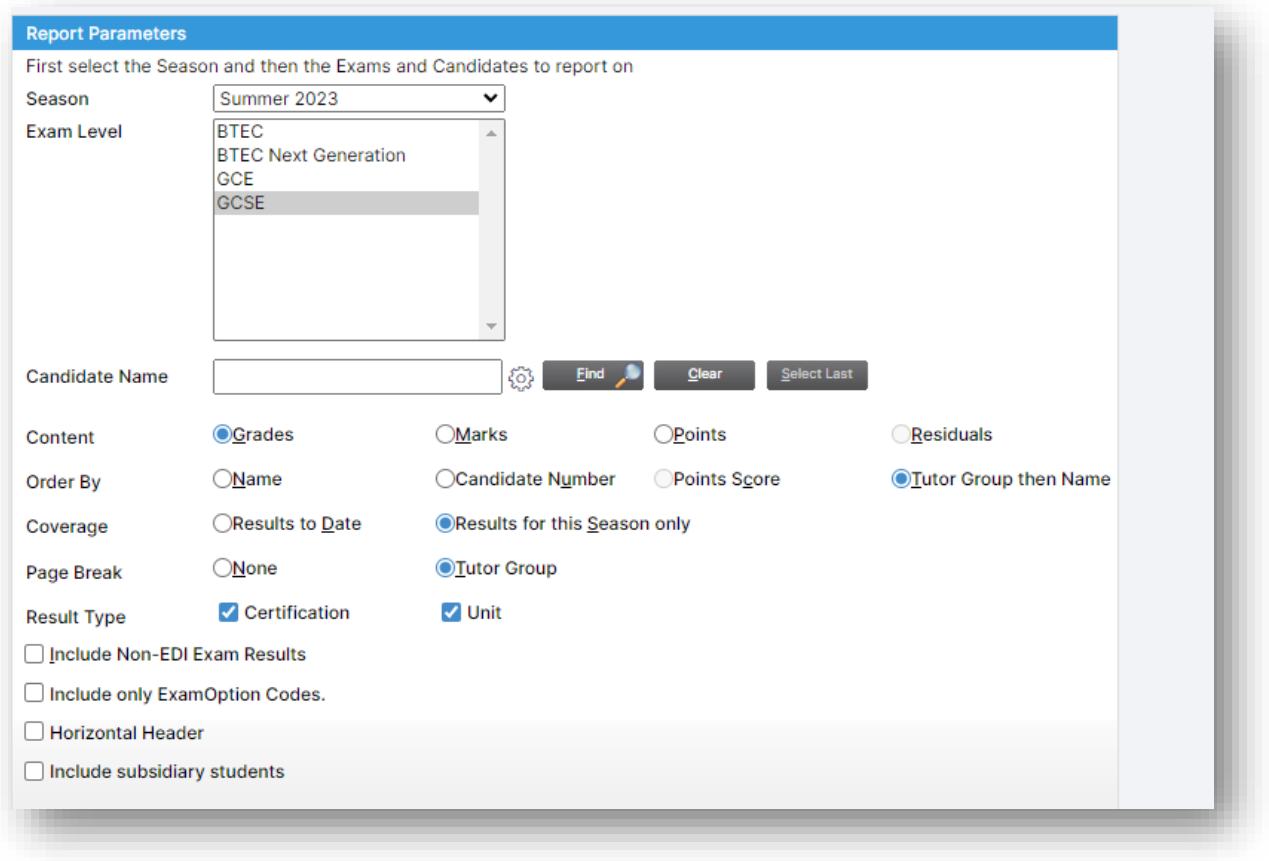
Importing Component Results Files.

From **Autumn 2021**, new xml **Component Results** files prefixed with "a2c." will form part of the **EDI Results** process and these will also be handled using the **Importing Results** routine. When selecting a file for Import, a note will appear indicating that **Component Results** will be Imported.



The system will only display one file type (**EDI or a2c.)** however, as the **a2c.** file also contains the **Award Results.**

As the **Components** equate mostly to Exam **Units**, in **Reports>Examination>Results Overview** this report will include any **Component Results**. This also applies where there are **Components** as well as Exam Unit options, both of which will be displayed in the report.



The additional **Component Results** data item has also been added to the Ad hoc Reporting Examinations domain, if customised reports are preferred.

Importing Basedata

This an automatic process except for Pearson BTEC and CIE. For these 2 Exam Boards prior to importing **Results Files,** use this process to ensure you have both the latest version of **Basedata** and the correct **Basedata** for all entries you are expecting to receive. See also How to Import/Refresh Basedata.

This tool enables you to carry out this procedure, however you must first:

1. Download the required **Basedata** from the Exam Boards you are planning to use
2. Import the downloaded **Basedata** into Bromcom

To import the downloaded **Basedata** into Bromcom, you must first obtain the **Basedata** from the **Exam Board(s)** you are going to use. We have compiled a list of the most common **Exam Boards**, these are: **AQA**, **CCEA**, **Pearson Edexcel**, **OCR**, **WJEC/CBAC**, **CIE** and **ICAA**.

Exam Board	Website
AQA	http://www.aqa.org.uk
CCEA	http://www.ccea.org.uk
Pearson	qualifications.pearson.com
NCFE	https://www.ncfe.org.uk
OCR	http://www.ocr.org.uk
WJEC / CBAC	http://www.wjec.co.uk
CIE	http://www.cie.org.uk
ICAA	http://www.icaa.com

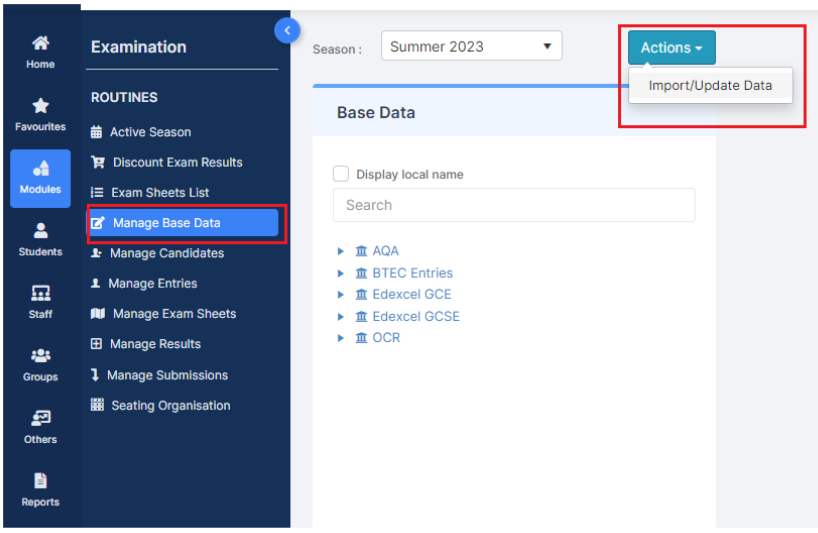
Note: Download the **Basedata** as **Zip Files** but do not extract the files within. These will be automatically unzipped during the upload process

Refreshing Basedata

Use this process to ensure you have the latest version of the **Basedata.**

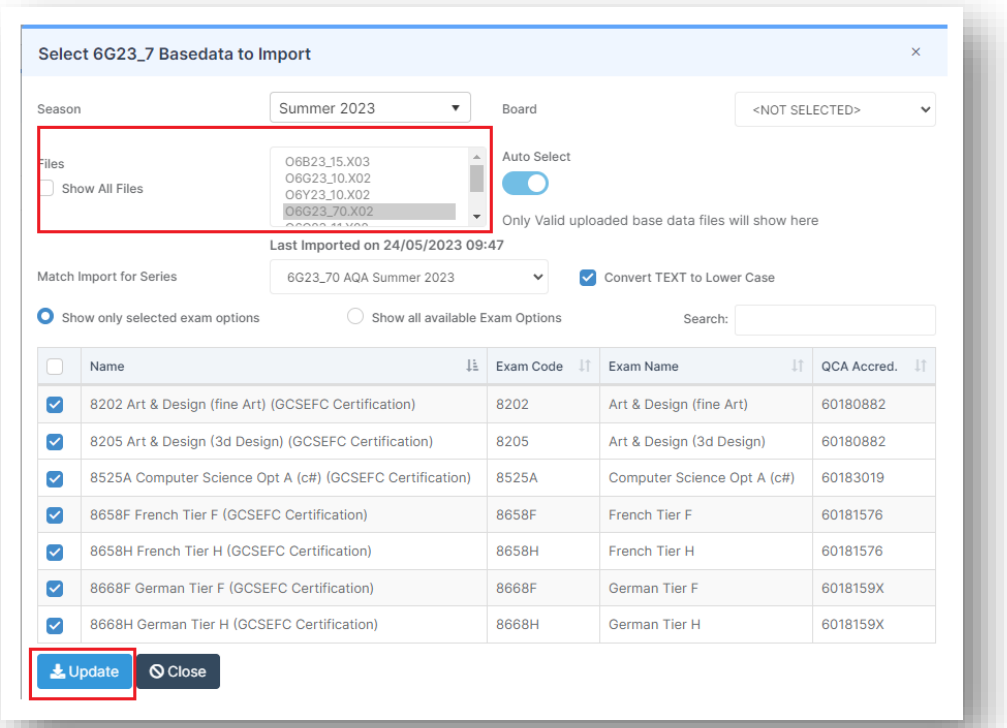
Go to **Modules>Examination>Manage Basedata.**

From the **Actions** drop down, you can select the **Import/Update Data** option.

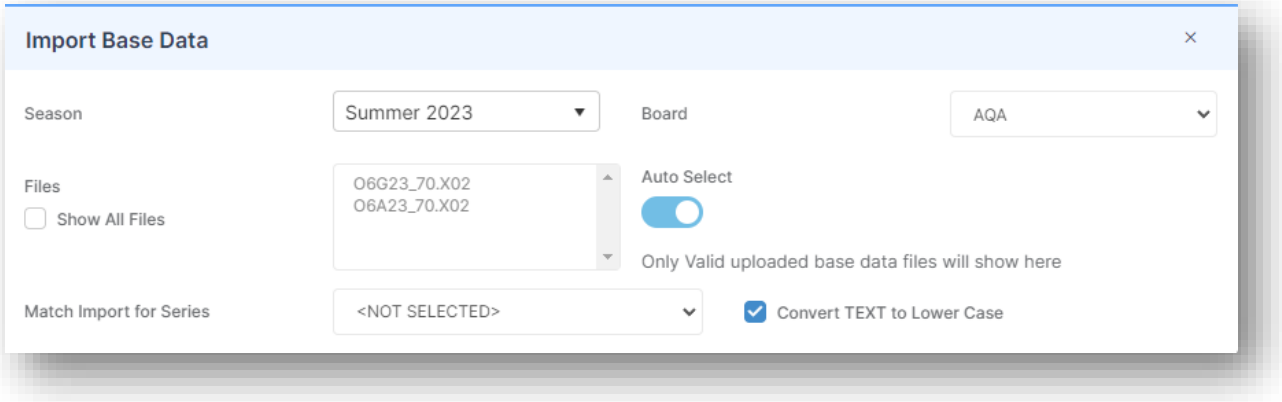


From the **Files** area select the **Basedata** file you wish to **Refresh** and select the **Match Import for Series** from the dropdown list.

By default, the system automatically ticks the **Exam Options** you have already imported.



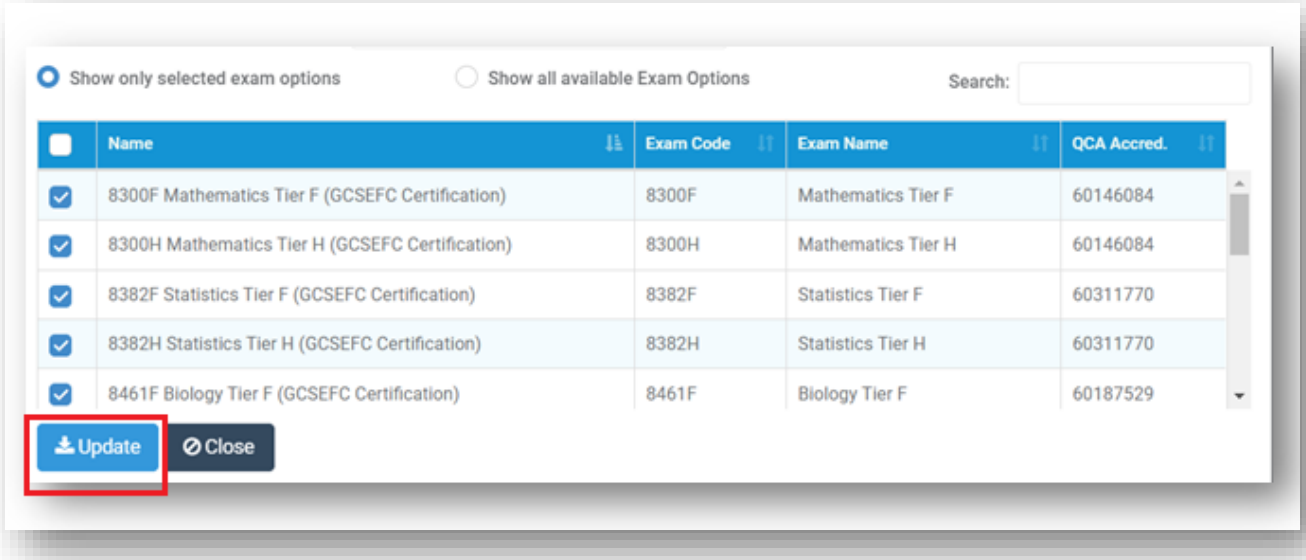
Note: If required, you can use the **Season** and/or the **Board** dropdown list to refine the list of available **files.** In the example below AQA has been chosen from the **Board** dropdown,



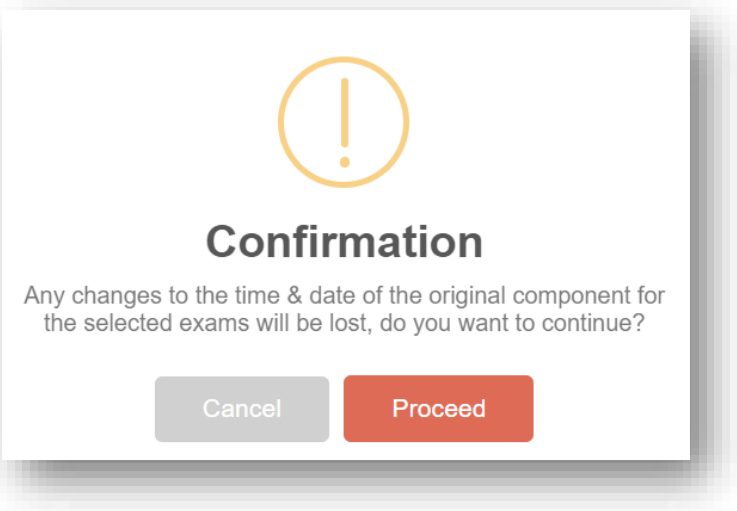
The **Convert Text to Lower Case** tick box will convert any BLOCK CAPITAL DATA found within the **Basedata**, into a lower-case format. This is ticked by default.

From here, you can individually select any additional **Exam Options** you wish to update the **Basedata** for or use the top left tick to **Select/Deselect All** Options.

Once you are happy with your selections , click the **Update** button to **Refresh** the basedata for the selected **Exam Options.**



The **Confirmation** pop confirms that <u>any changes you have made to the Local Name and Time of the original exam component for the selected exams will be lost.</u>



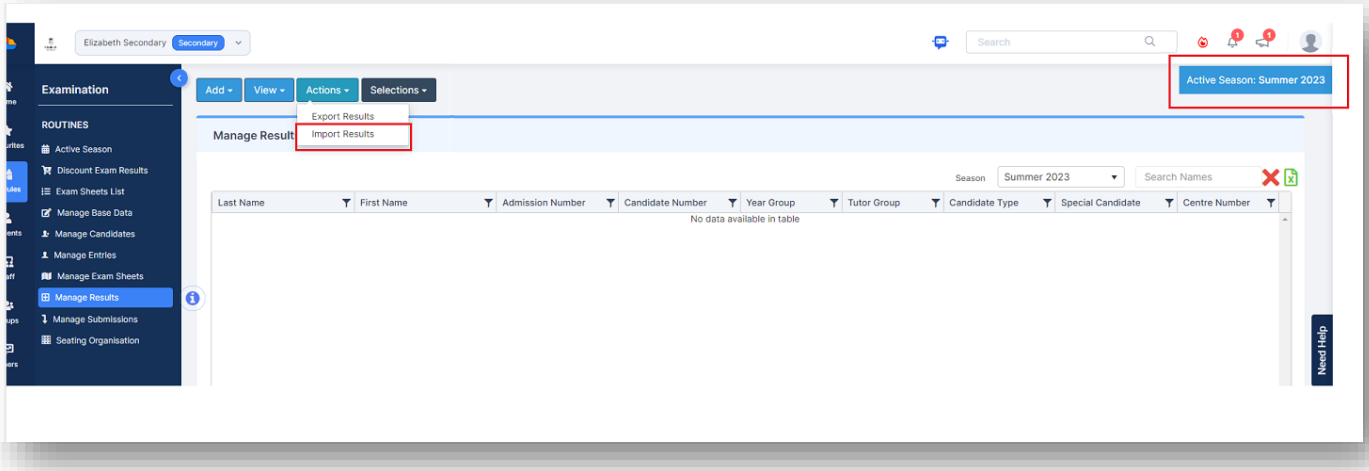
Click **Proceed** to complete the update.

Importing Exam Board Results Files

If you are not using the A2C Integration, then before **Importing Results Files** into Bromcom, ensure you have first downloaded your **Exam Board Results Files** and saved locally to your PC.

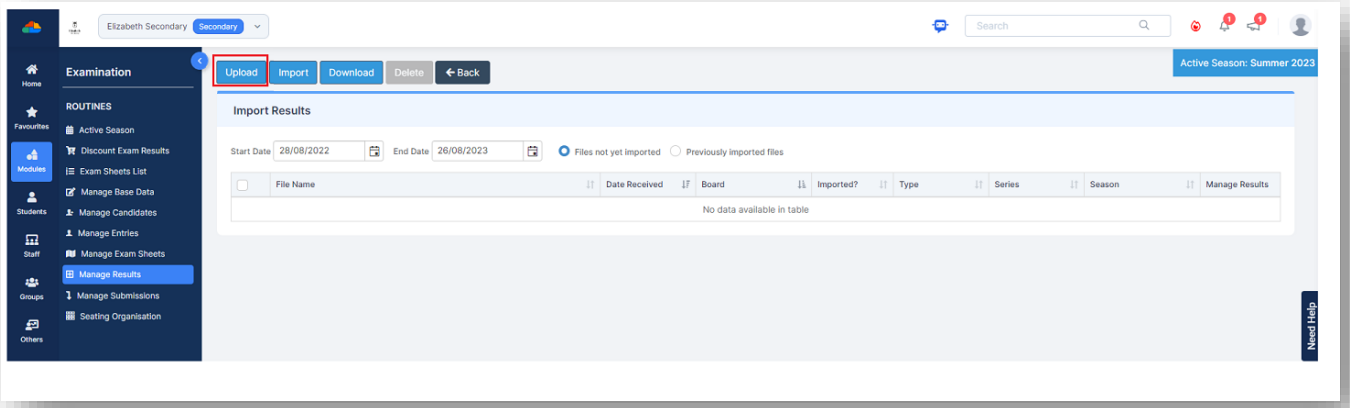
Once you have downloaded your **Exam Board Results Files** and saved them locally, go to **Modules>Examination>Manage Results.**

Check you have the correct **Season** on the top right and then from the **Actions** drop down, select **Import Results.**



Note: You can select <u>all your **Exam Board Results Files** at the same time</u> for this process.

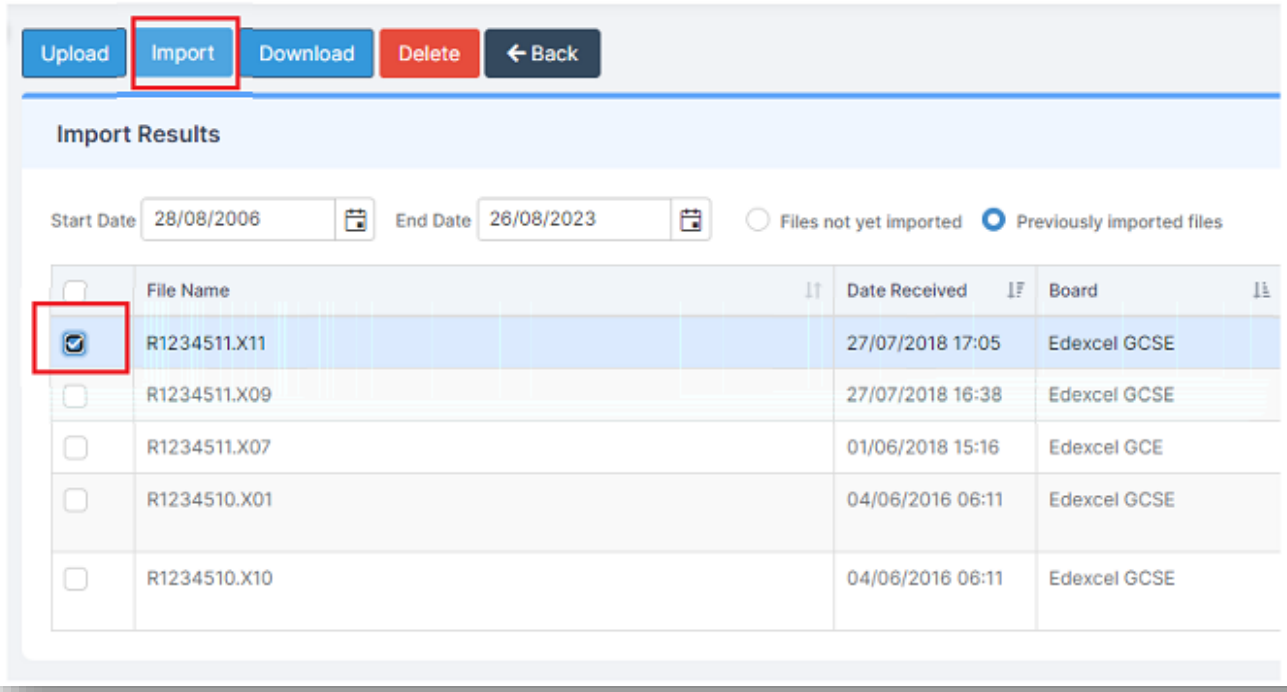
To select your **Exam Board Results Files** from your PC, click **Upload** and locate your **Exam Board Results Files** saved on your PC.



Uploaded Results Files will now appear in the **Files** window with the **Files not yet imported** radio button selected.

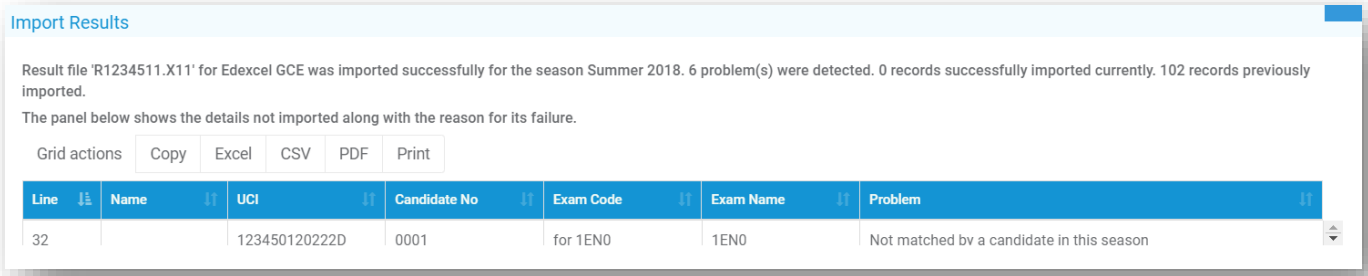
	File Name	Date Received	Board
	R1234511.X11	27/07/2018 17:05	Edexcel GCSE
	R1234511.X09	27/07/2018 16:38	Edexcel GCSE
	R1234511.X07	01/06/2018 15:16	Edexcel GCE
	R1234510.X01	04/06/2016 06:11	Edexcel GCSE
	R1234510.X10	04/06/2016 06:11	Edexcel GCSE

Now select each of your **Exam Board Results Files** in the **Files** box **one at a time** and click the **Import button**.



The system will check the **EDI Results File** against the corresponding **Basedata Entries** and then return a **Summary** of the **Imported Data** once the process is complete.

In cases of mismatching data, it will provide you with a choice of options to follow and provide a description of the problem for you to decide upon the course of action; simply select the appropriate outcome before proceeding.



Above is a sample of the available options according to the radio button selected.

Once the failure has been corrected, return to the **Import Results** page, and select the **Previously Imported** button, select the **File,** and **Import** again.

Add EDI Results manually

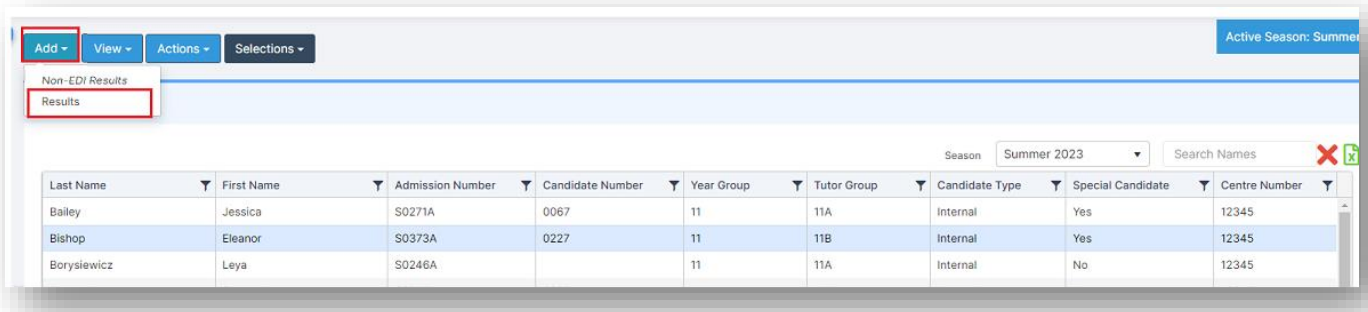
To add **EDI Results** to the MIS system manually, go to **Modules>Examination>Manage Results.**

Please Note: to use this method **you must have created an Entry** for the **Candidate** from within the **Examination** module

Ensure the correct **Season** is selected from the **Season** dropdown

select one or more **Candidates** to add the results manually. **Results** may only be added one **Option** at a time with the **same Result** for the selected Candidates.

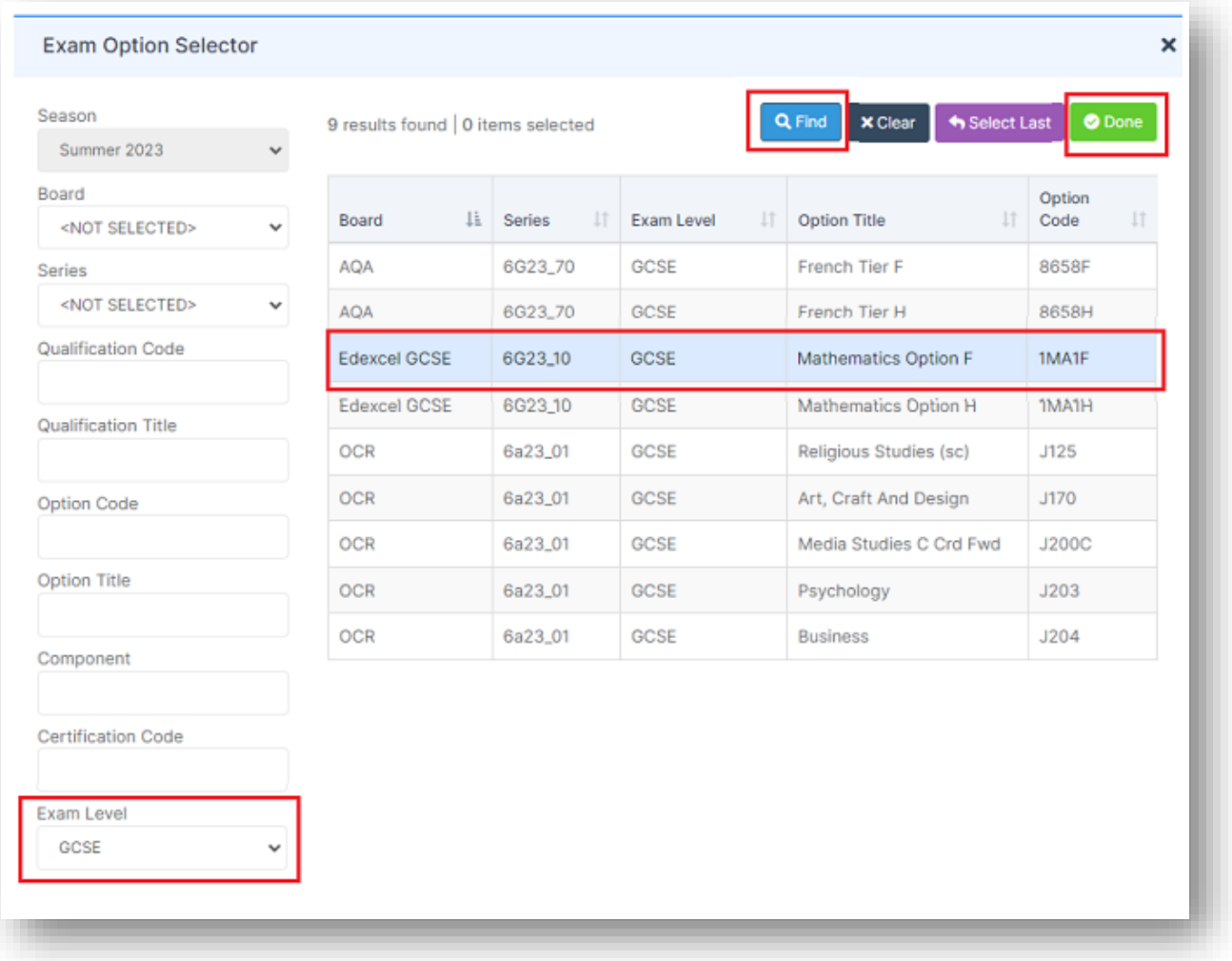
Then from the **Add** drop down (top left), select **Results.**



Find the **Exam Option**, using the left hand filters to if required.

In the example below **GCSE** has been chosen in the **Exam Level** dropdown then click **Find** to refresh the **Exam Options Selector** List to show only GCSE Exam Options.

Click on the required **Exam Option**, <u>only one can be chosen at a time</u> then click **Done.**

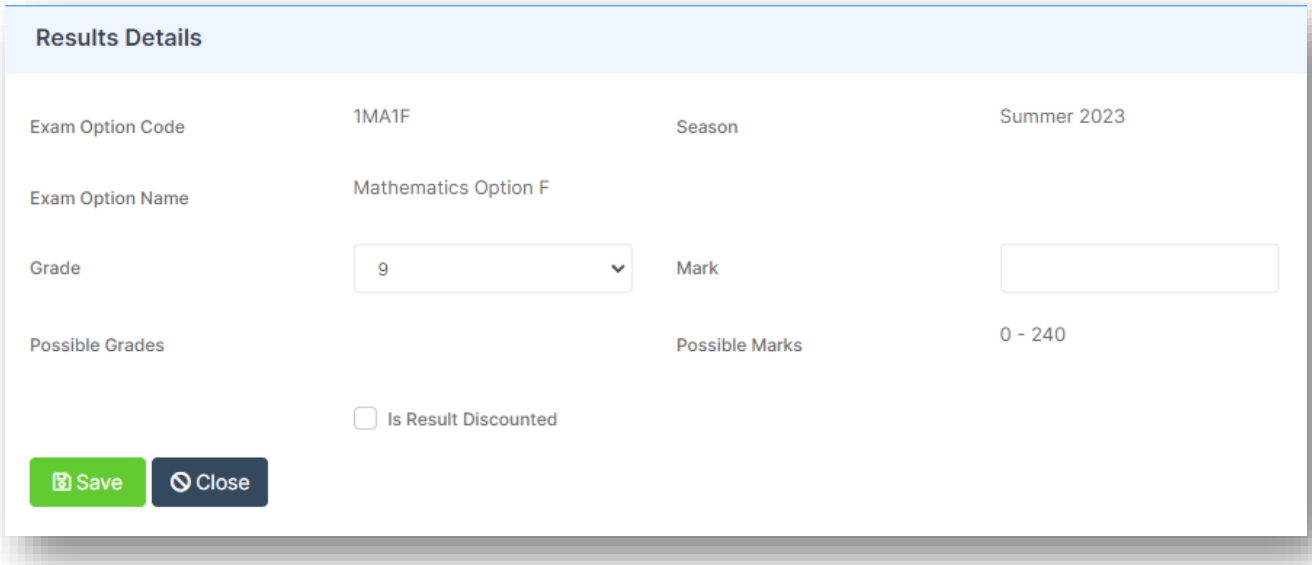


You can now complete the **Result Details,** note you <u>must enter the mark</u> for the Result.

Add the **Grade** from the dropdown and the **Mark** in the box provided for marks.

If you know the **Result** should be discounted from **Headline Figures**, tick the **Is Result Discounted** tick box.

Click **Save.**


Results Details
Exam Option Code
1MA1F
Season
Summer 2023
Exam Option Name
Mathematics Option F
Grade
9
Mark
Possible Grades
Possible Marks
0 - 240
Is Result Discounted
Save
Close

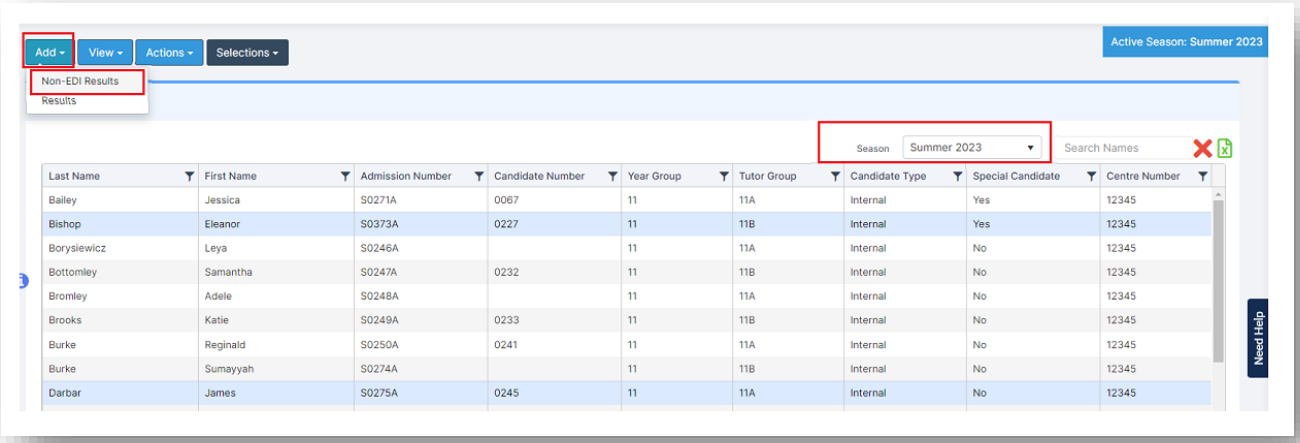
Adding Non-EDI Exam Results

To add your **Non-EDI Results,** go to **Modules>Examination>Manage Results.**

Please Note: to use this method <u>you DO NOT need an Entry</u> for the **Candidate** from within the **Examination** module.

Check the Season is correct in the Season dropdown then select the **Student** or **Multiple Students** if you wish to add the same **Result** to **more than one student.**

From the top left **Add** drop down, select **Non-EDI Results.**

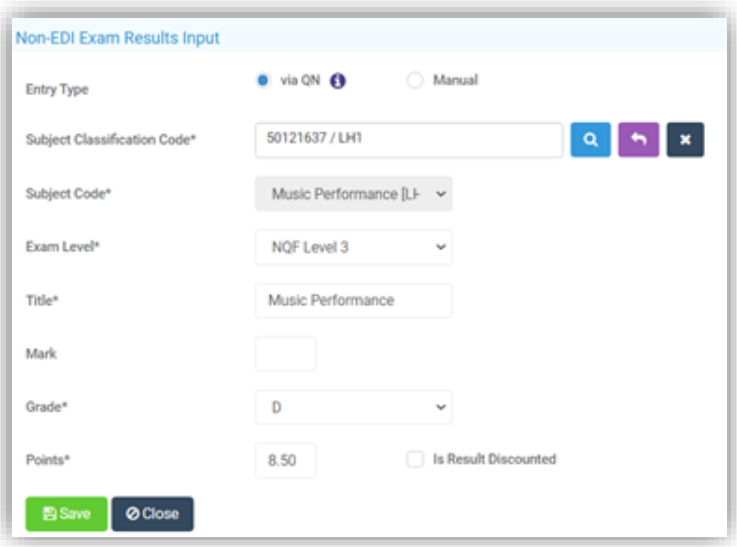


Note: <u>You can only add one **Result** at a time</u>, but this can be applied to **Multiple Candidates** at the same time.

Tip: it would be advisable to have the **QN Number** for the **Qualification** to hand and switch the radio button to **via QN**. This way, you can type the **QN Number** into the search window and the basic details of the **Qualification** will automatically appear in most of the respective fields. Often, a grade dropdown will activate for you to select the appropriate grade.

If the award is included in official performance tables, the points' field will also update automatically. An **Exam Level** is still required so if this remains **<Not Selected>,** add an appropriate **Level** from the dropdown list. The **KS4** and **KS5 Equivalence Fields** are no longer required for use with the systems' **Analysis Headline Figures but** do ensure that the **Points Field** is populated (add zero if this is blank) and ensure that the **Is Result Discounted** is ticked (if appropriate).

Using the **via QN Option,** start typing the **QN** (or awarding body name) and select the **Qualification** from the predicted list.



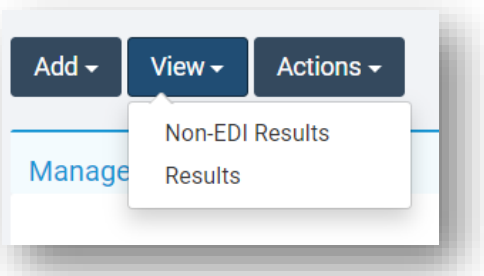
When you are happy with the **Exam Result** click the **Save button**.

Amending Results (EDI and Non-EDI)

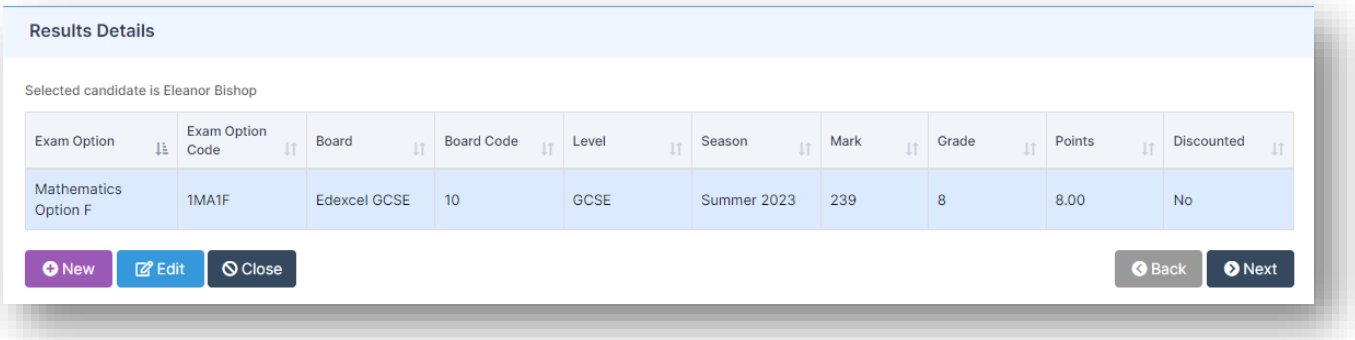
If you need to amend your **Exam Results,** for example following an **Enquiry About Result** that has resulted in a Grade or Mark change, go to **Modules>Examination>Manage Results.**

If needed, you can select the relevant **Season** from the **Season** drop down.

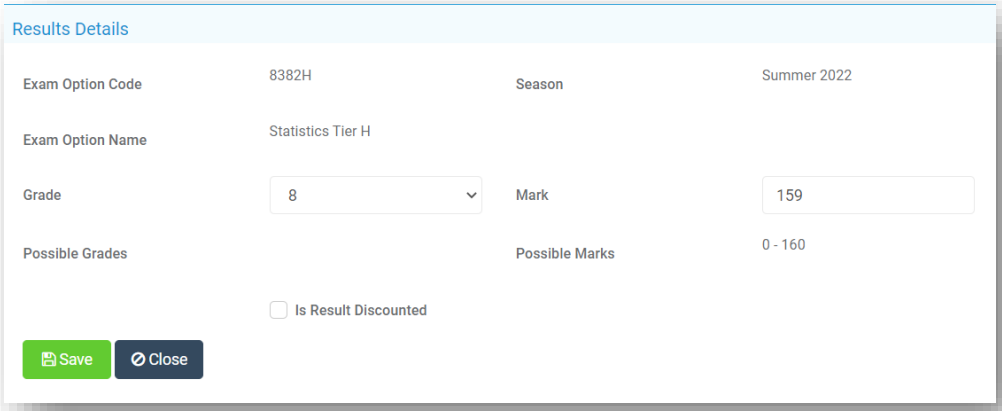
Then you can select the **Candidate or Candidates** whose **Results** you wish to **Edit** by clicking the **View** drop down and selecting either **Results** or **Non-EDI Results.**



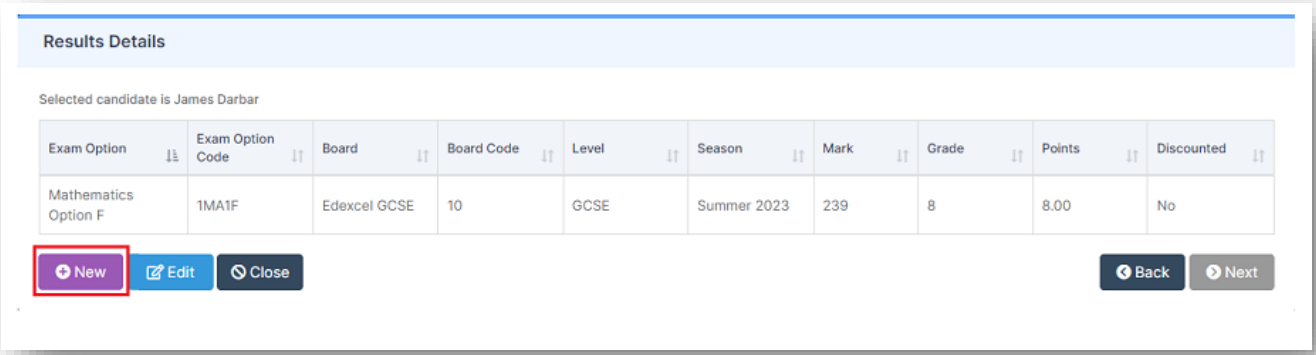
From the **Results Details** page, use the **Back** and **Next** buttons to navigate through **Candidates** if more than one **Candidate** has been selected.



Click on the **Exam Option** and then click **Edit** to open the **Results Details** Page to **Edit the Result** and click **Save** to store the amended result.



Using the **New** button will simply open the **Exam Option Selector** page to enable you to add the selected **Result** for that individual **Student**.

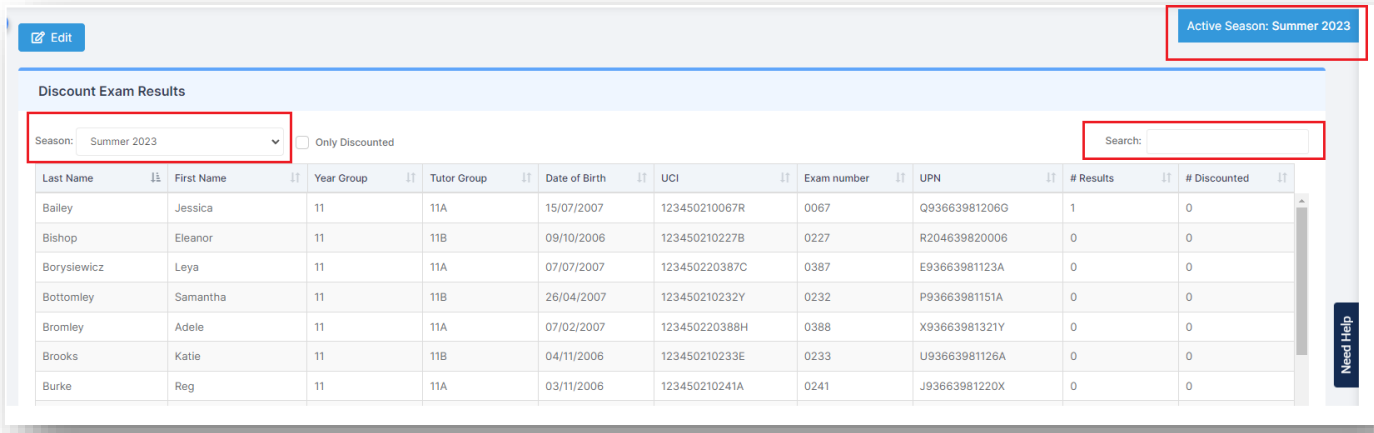


Discounting Exam Results

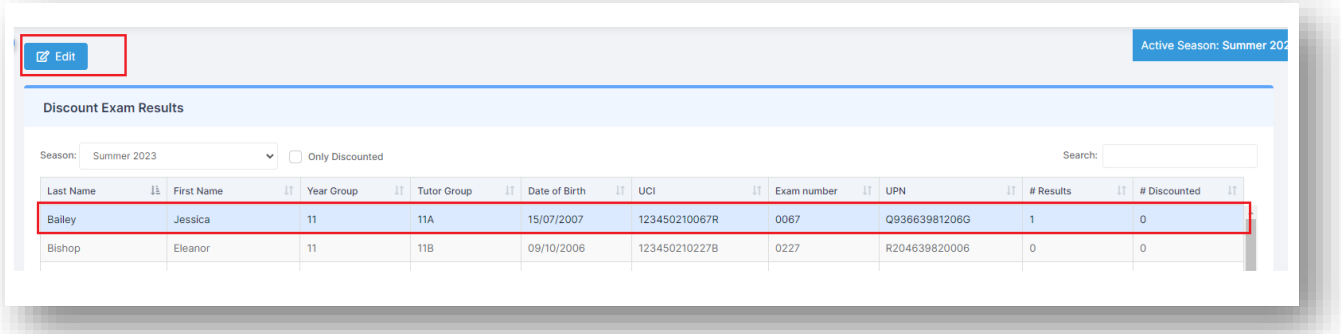
The Bromcom MIS includes a page which enables you to **Edit Discount** (**Subject Classification**) **Codes** to ensure the correct data is used in performance output reports and statistics.

Go to **Modules>Examination>Discount Exam Results.** The page will then populate with the active **Season** which can be changed if required using the **Season** dropdown choices.

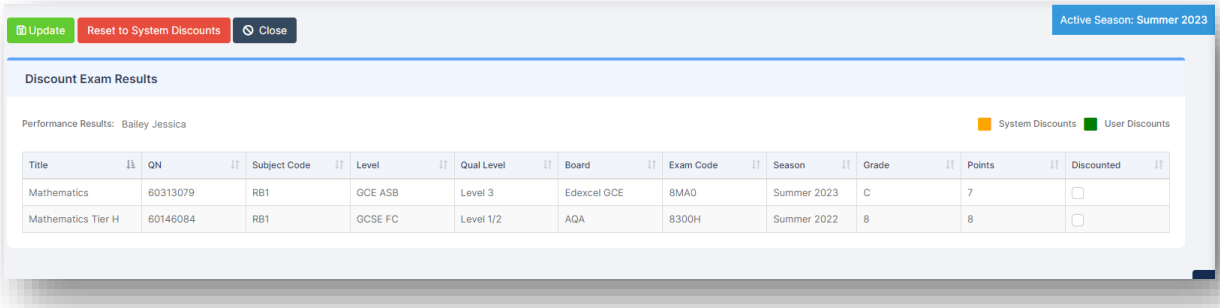
All **Candidates** along with their **Exam Details** and **Number of Results** will be displayed, use the top right **Search** to locate Individual Candidates or use the **Column Headers** to sort the individual columns if required.



Select a single **Student** and click **Edit** to display their **Entries** then tick **Discounted** on the required Entry.



Any changes made by the **User** will be **highlighted in green** and can be confirmed by clicking the **Update** button. Click **Reset to System Discounts** if required.



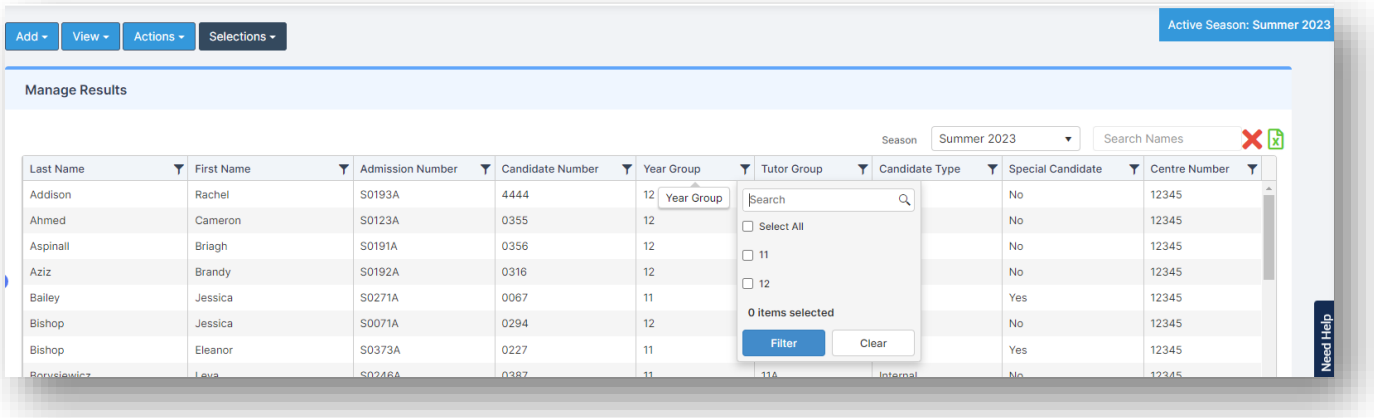
Exporting Results

Use this process to export **Exams Results** into either an excel spreadsheet, csv format or as text.

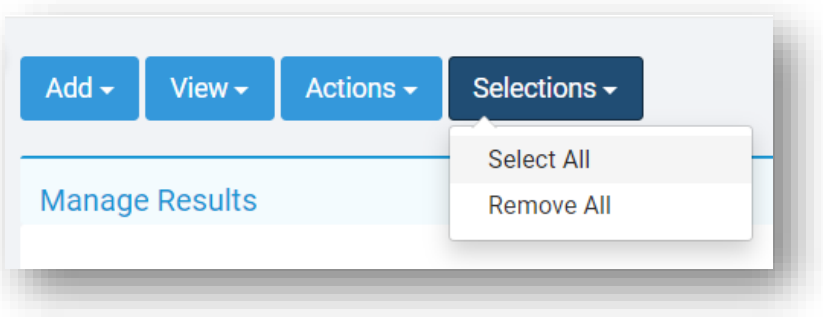
To **Export Results,** go to **Modules>Examinations>Manage Results.**

Ensure you have the correct **Season** selected, then select the required **Candidate or Candidates.**

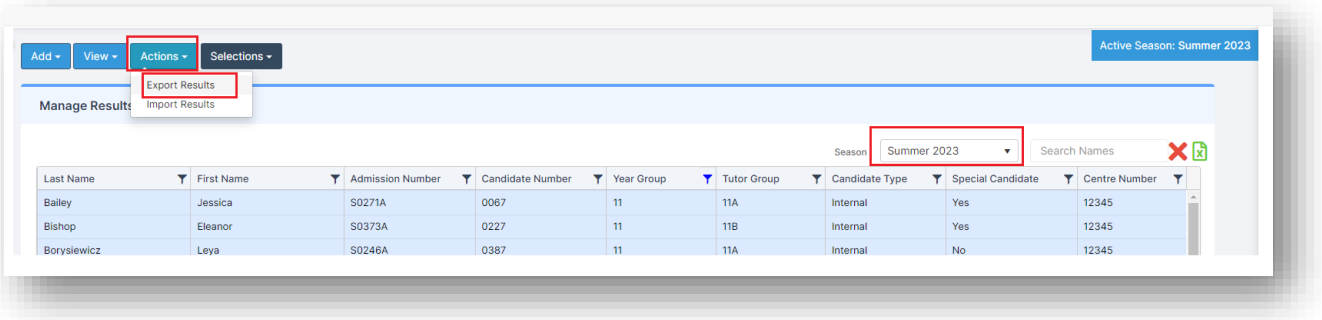
You can use the **filter cup** on the **column heading** for **Year Group** to choose **for example Year 11**, meaning only students from that year will show.



Then from the **Selections** drop down, choose **Select All** to highlight every student**.**

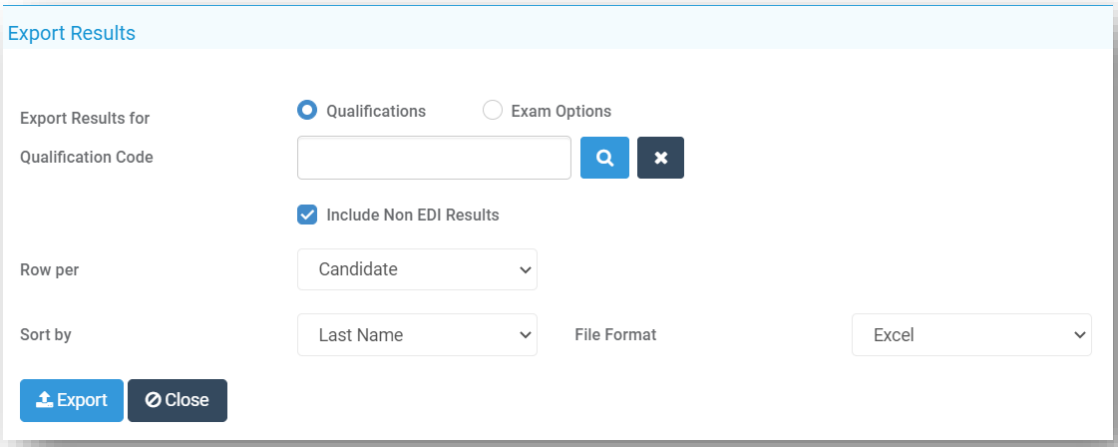


From the **Actions** drop down, select **Export Results.**



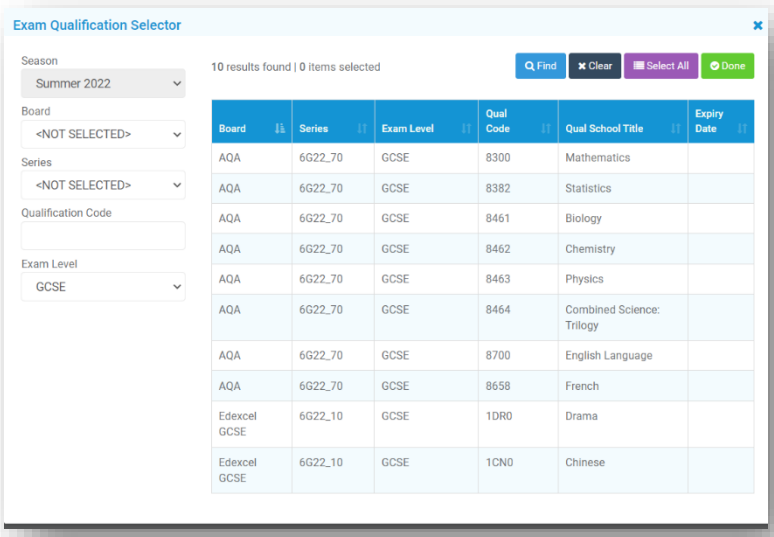
From the **Export Results** page, choose either **Qualifications** or **Exam Option.**

Note: include **Non-Edi Results** is **ticked by default.**



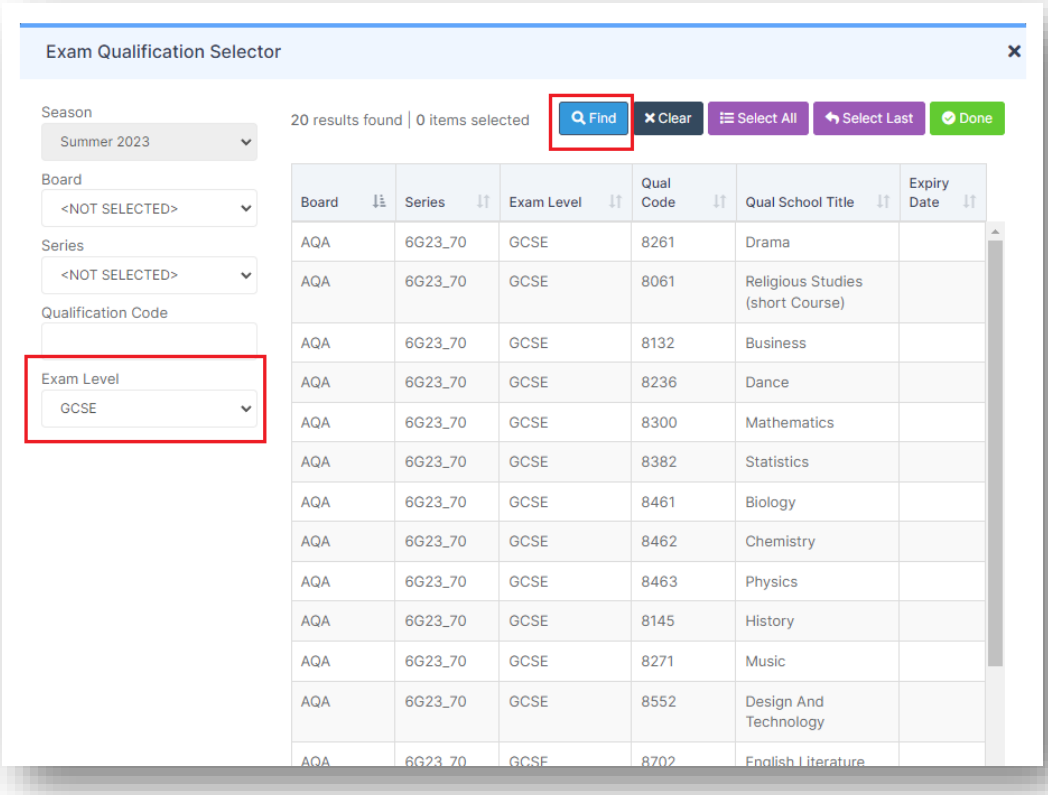
In this example, **Qualification** has been selected and further filtered to show **Exam Level GCSE.**
Note: more than one Exam Level can be selected by leaving the **Exam Level** drop down as **not selected** and then selecting all the individual required qualifications to export.

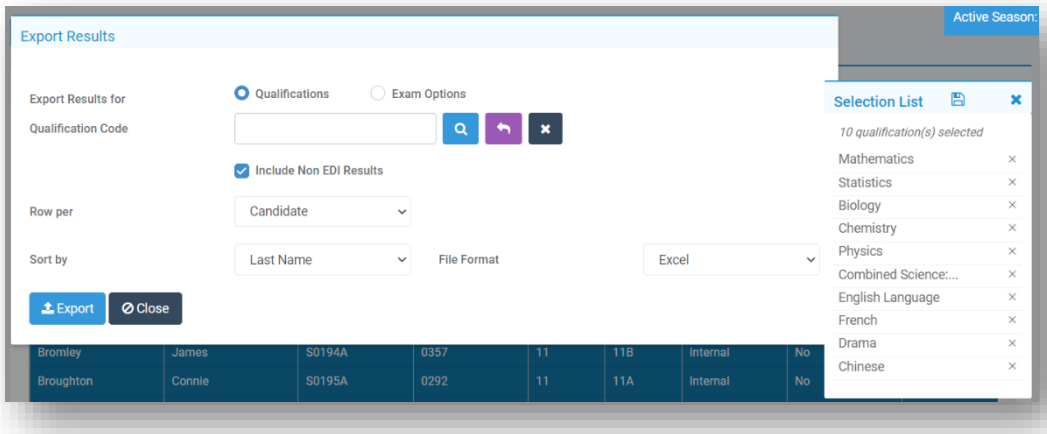
Alternatively, **Select All** or click to select the required individual **Qualifications** and **Click Done** to return to the **Export Results Page**.



In the example above, **Exam Qualification** has been selected and then again filtered to **Exam Level = GCSE** on the left-hand filters.

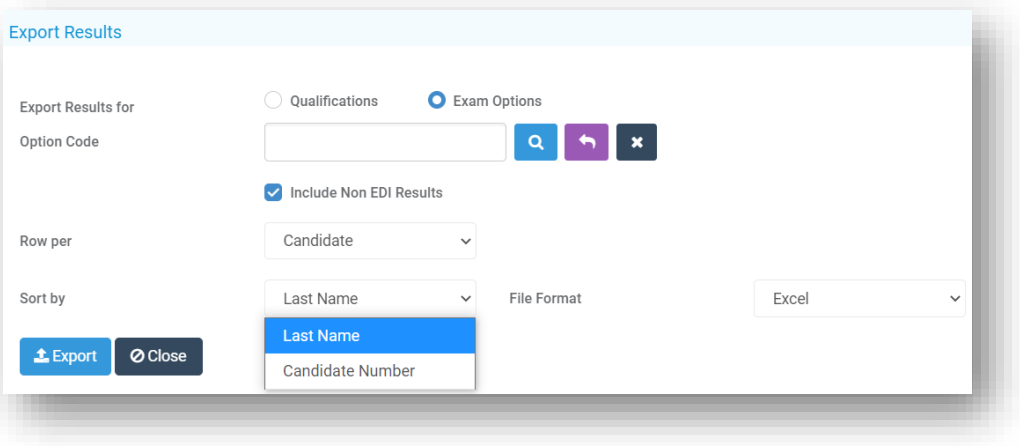
Click **Find** to refresh the Selector list to just show GCSE then either select the qualifications one by one or **Select All** and click **Done** to return to the **Export Results** page.



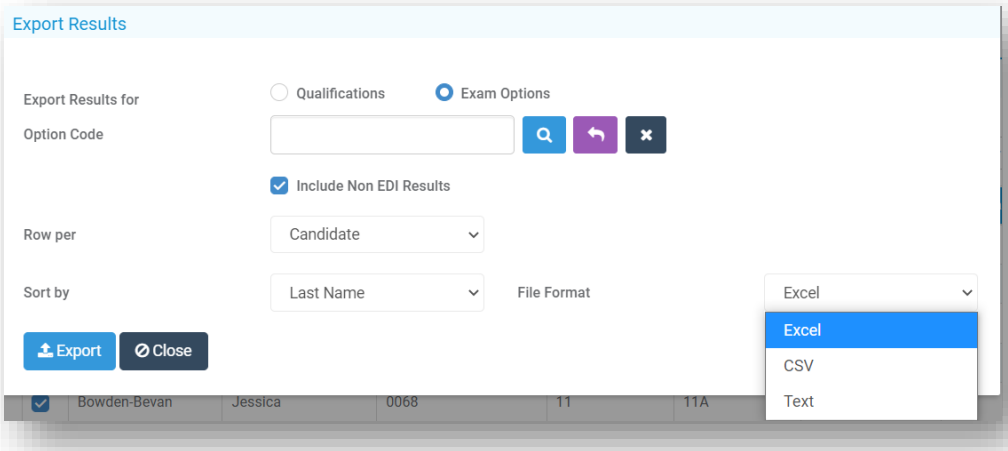


Next, choose to either show **Row by Candidate** or **Row by Result** on the **Export.**

Then choose to **Sort** by either **Last Name** or **Candidate Number**



Finally, choose the file format as either **Excel, CSV,** or **Text Format.**



Now click **Export** to complete the process.

Reporting: Results by Group/Grade Analysis

The **Results by Group/Grade Analysis** reports are readily available to view once the **Candidate Results** have been imported to the Bromcom MIS. This report will display all specified results in a **Grade Distribution** style, in a table format.

Go to **Reports>Examination>Results>Results by Group/Grade Analysis**.

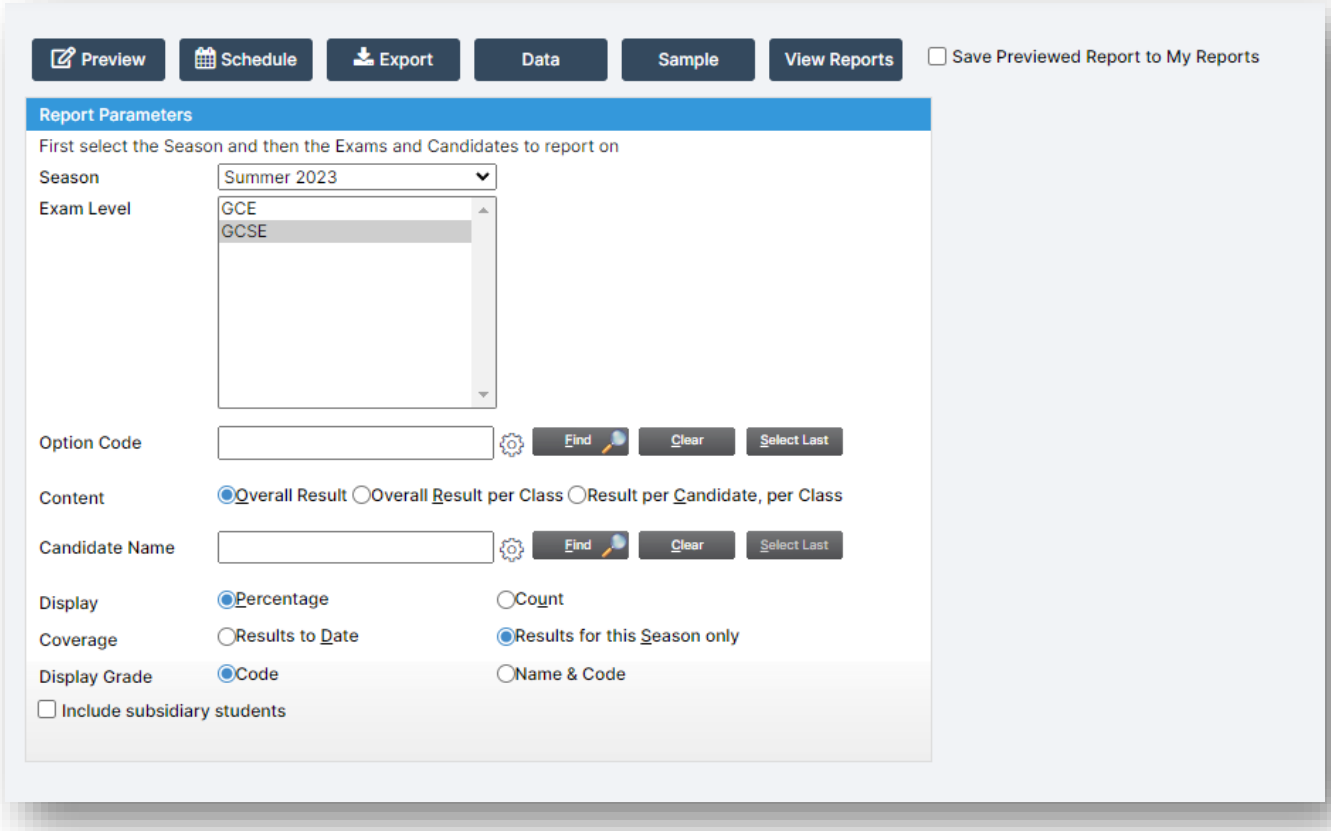
Start by selecting the relevant **Season** and **Exam Level,** you can control and click to choose more than one Exam Level if required.

Next, decide on the **Option Codes** to be included, use the **Option Code Find** tool to locate the relevant **Option Code(s)** for your report.

Switch the radio button to the required **Content Field**; your selection from within this **Field** will determine the formatting and appearance of the report.

Select the **Candidates** whom you wish to report on by using the **Candidate Select** tool.

Finally, set the **Display/Format** option for the report by selecting either **Percentage** or **Count**. Once you have completed the criteria for each field, you can finalise the process and run the report by clicking the **Preview** button.



Below are some example Results by Group/Grade Analysis Reports.

Results by Group/Grade Analysis Report

Season: Summer 2019 **Exam Level:** GCSE

Displayed as Percentage Results for this Season

Exam	Entries	9	8	7	6	5	4	3	2	1	U
1CH0H Chemistry Option H	12	0.00	16.67	8.33	0.00	8.33	33.33	16.67	8.33	8.33	0
1EN0 English Language	12	0.00	16.67	16.67	0.00	25.00	25.00	16.67	0.00	0.00	0
1ET0 English Literature	12	0.00	8.33	16.67	8.33	33.33	25.00	8.33	0.00	0.00	0
1FR0H French Option H	12	0.00	0.00	16.67	16.67	16.67	33.33	8.33	8.33	0.00	0
1GA0 Geography A	12	0.00	8.33	16.67	16.67	25.00	25.00	8.33	0.00	0.00	0
1HI0AF History Option Af	12	0.00	0.00	16.67	25.00	16.67	33.33	8.33	0.00	0.00	0
1MU0 Music	12	8.33	8.33	8.33	41.67	25.00	0.00	8.33	0.00	0.00	0
1PH0H Physics Option H	12	0.00	25.00	0.00	0.00	8.33	41.67	16.67	8.33	0.00	0

Results by Group/Grade Analysis Report

Season: Summer 2020 **Exam Level:** GCSE

Displayed as Percentage Results for this Season

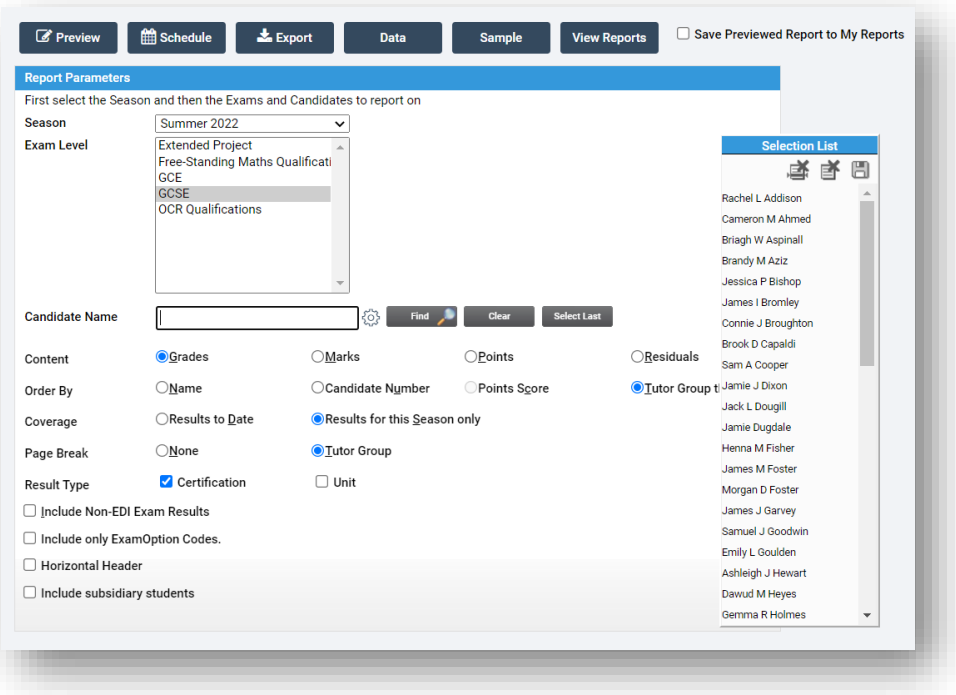
Exam	Code	Entries	6	5	4	3	2
Computer Science	**1CP1**	120	0.00	100.00	0.00	0.00	0.00
Design And Technology Option E	**1DT0E**	10	0.00	100.00	0.00	0.00	0.00
English Language	**1EN0**	200	0.00	87.50	12.50	0.00	0.00
English Literature	**1ET0**	200	0.00	87.50	12.50	0.00	0.00
History Option Au	**1HI0AU**	140	0.00	85.00	15.00	0.00	0.00
Mathematics Option F	**1MA1F**	17	0.00	0.00	100.00	0.00	0.00
Mathematics Option H	**1MA1H**	183	0.00	95.63	4.37	0.00	0.00
Statistics Option H	**1ST0H**	20	0.00	100.00	0.00	0.00	0.00
Business	**8132**	34	0.00	26.47	73.53	0.00	0.00
Economics	**8136**	33	0.00	24.24	75.76	0.00	0.00
Art & Design (art,craft & Des)	**8201**	30	0.00	100.00	0.00	0.00	0.00
Art & Design (photography)	**8206**	28	0.00	100.00	0.00	0.00	0.00
Biology Tier F	**8461F**	21	0.00	95.24	4.76	0.00	0.00

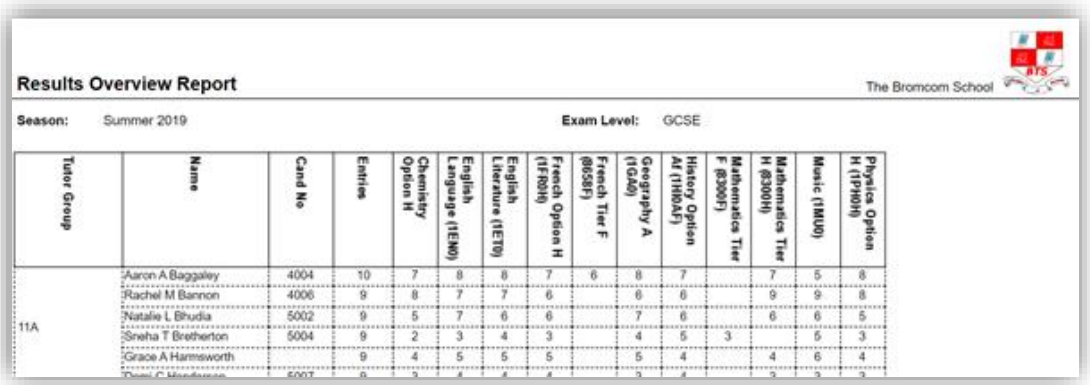
Reporting: Results Overview

The **Results Overview** report allows you to produce an **Overview** on **Individuals** or **Groups** of **Students**. To do this go to **Reports>Examination>Results>Overview.**

Simply select the **Season** and the **Exam Level**, hold control, and click to select multiple Exam Levels.

Find the **Candidates** using the **Candidate Name** selector; check the required fields for inclusion in the report and finally, choose the appropriate format. Select **Preview** to view the report.





Results Overview Report — The Bromcom School

Season: Summer 2019 **Exam Level:** GCSE

Tutor Group	Name	Cand No	Entries	Chemistry Option H	English Language (1EN0)	English Literature (1ET0)	French Option H (1FR0H)	French Tier F (8658F)	Geography A (1GA0)	History Option A/ (1HB0A/)	Mathematics Tier F (8300F)	Mathematics Tier H (8300H)	Music (1MU0)	Physics Option H (1PH0H)
11A	Aaron A Baggaley	4004	10	7	8	8	7	6	8	7		7	5	8
	Rachel M Bannon	4006	9	8	7	7	6		6	6		9	9	8
	Natalie L Bhudia	5002	9	5	7	6	6		7	6		6	6	5
	Sneha T Bretherton	5004	9	2	3	4	3		4	5	3		5	3
	Grace A Harmsworth		9	4	5	5	5		5	4		4	6	4

Results Overview Report

Season: Summer 2020 **Exam Level:** GCSE

Tutor Group	Name	Cand No	Entries	Bengali Tier F (8638F)	Bengali Tier H (8638H)	Business (8132)	Chinese (spoken Mandi) Tier H	Computer Science (1CP1)	Design And Technology	Economics (8136)	Engineering (8852)	Geography A (geographical	Religious Studies Option	Urdu Tier F (8648F)	Urdu Tier H (8648H)
	Christian Akers	4177	13		5	5	5	5		5	5				5
	Rehana Akhtar	4137	14	5		5	5			5				5	
	Natalie Ali	4028	10			5		5	5				5		
	Claire Bi	4019	8					5				5	5		
	Delmante Da Silva	4079	7					5							
	Mohammad Hills	4042	9										5		
	Iqbal	4140	7					5					5		

Reporting: Candidate Results by Class

The **Candidates Results by Class Analysis** reports are readily available to view once the **Candidate Results** have been imported to the Bromcom MIS. This report will display all specified **Grade** and **Unit Results** for a **Group** or **Class** of **Students**.

To begin go to **Reports>Examination>Results>Candidates Results by Class**.

Start by selecting the relevant **Season**, then decide on the **Option Codes** to be included; use the **Option Code Find** tool to locate the relevant **Option Code(s)** for your report.

If you would like to report on all **Students** with **Results** for a particular **Option** or set of **Option Codes**, then simply check the tick box.

Otherwise, use the **Group Find** tool to locate the **Group** of **Students** you require.

Set the **Date** for the **Class Memberships,** decide in which order you would like the MIS to produce the reports and lastly, select the appropriate format.

Finally, select **Preview** to see the report before using one of the other report options to produce your report.

Candidate Results By Class Report

Bromcom Technology School

Season: Summer Bromcom 2017

Class: 12AMm1

Exam: Further Mathematics (3892); Further Mathematics (7892); Further Mathematics (8360); Mathematical Studies Option A (1350A); Mathematics (3890); Mathematics (7890); Mathematics (linear) Tier F (4365F); Mathematics (linear) Tier H (4365H); Mathematics Tier F (8300F); Mathematics Tier H (8300H); Maths: Core Mathematics 1 (4721); Maths: Core Mathematics 2 (4722); Maths: Core Mathematics 3 (4723); Maths: Core Mathematics 4 (4724); Maths: Decision Mathematics 1 (4736); Maths: Decision Mathematics 2 (4737); Maths: Further Pure Mathematics 1 (4725); Maths: Further Pure Mathematics 2 (4726); Maths: Mechanics 1 (4728); Maths: Mechanics 2 (4729); Maths: Mechanics 3 (4730); Maths: Probability And Statistics 1 (4732); Maths: Probability And Statistics 2 (4733)

Name	Cand No	8300H	8360
Aggas, Agusta	8003	9	A*
Bray, Julia	8021	9	A
Chapman, A	8500	8	
Codling, Rebecca	8162	8	
Crowley, Lewis	8197	8	
Cruickshank, Laura	8768	8	
Evans, Thomas	8247	9	
Ewing, Rick	8258	9	
Gregg, Charlotte	8316	8	
Kilfeather,	8432	9	
Kilgower, Eileen	8331	8	
Loch, Callum	8463	8	
Parker, Thomas	8571	9	A
Penny, Frederick	8576	8	
Runciman, Charlie	8682	8	
Spillett, Owen	8715	8	

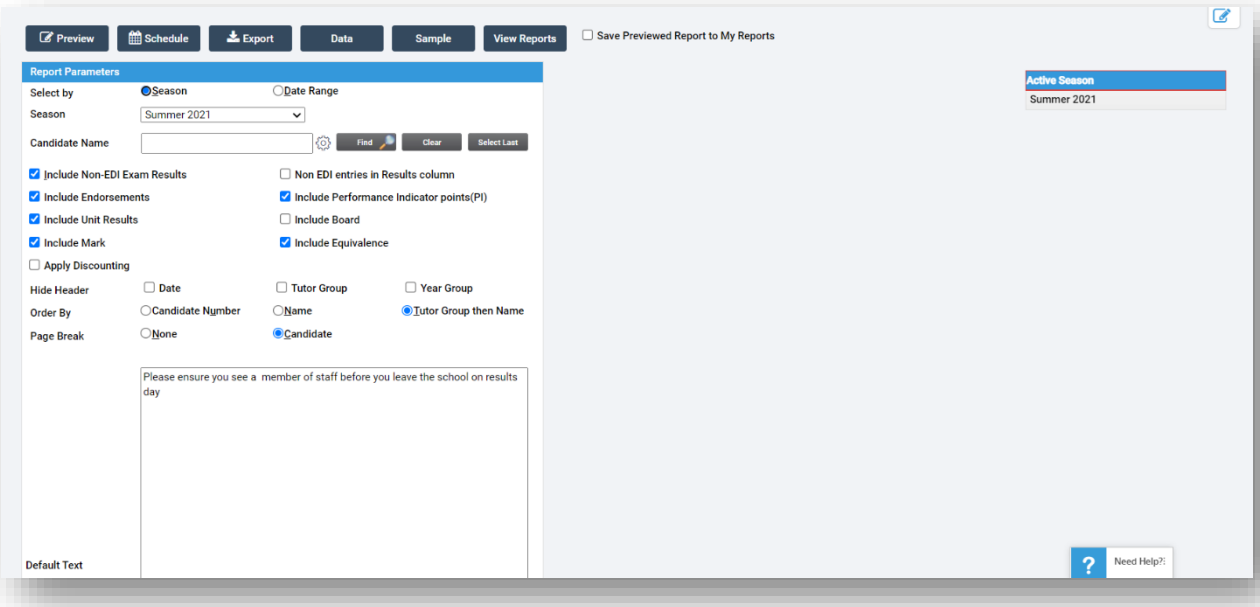
Reporting: Results by Student

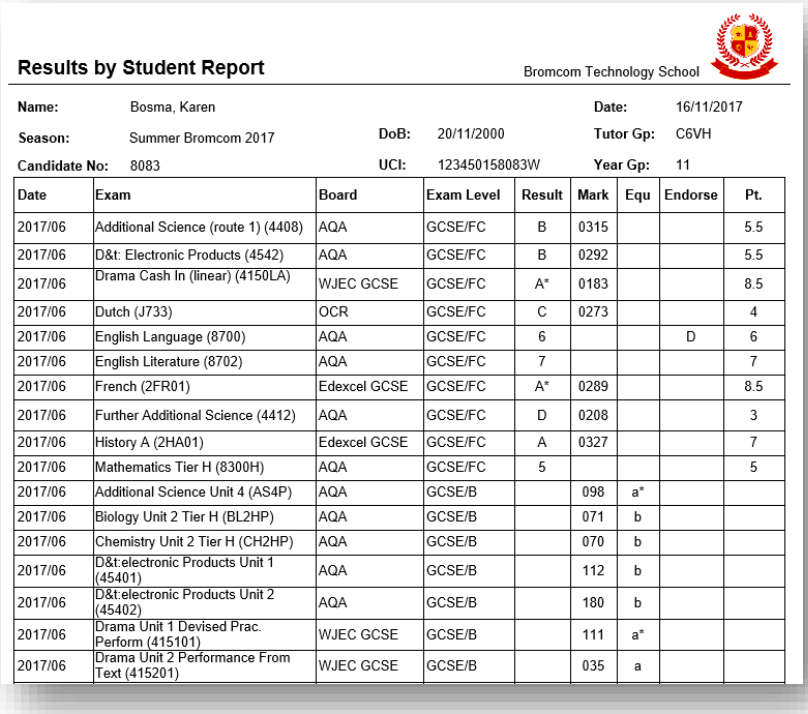
Use this process to produce **Individual Candidate Results** reports (one per Candidate)

First go to R**eports >Examination>Results by Student**.

Select the **Season** or **Date Range**, find the **Candidates** using the **Candidate Name** selector and check the required fields for inclusion in the report.

Now choose the required format and select **Preview**.





Results by Student Report Bromcom Technology School

Name: Bosma, Karen **Date:** 16/11/2017

Season: Summer Bromcom 2017 **DoB:** 20/11/2000 **Tutor Gp:** C6VH

Candidate No: 8083 **UCI:** 123450158083W **Year Gp:** 11

Date	Exam	Board	Exam Level	Result	Mark	Equ	Endorse	Pt.
2017/06	Additional Science (route 1) (4408)	AQA	GCSE/FC	B	0315			5.5
2017/06	D&t: Electronic Products (4542)	AQA	GCSE/FC	B	0292			5.5
2017/06	Drama Cash In (linear) (4150LA)	WJEC GCSE	GCSE/FC	A*	0183			8.5
2017/06	Dutch (J733)	OCR	GCSE/FC	C	0273			4
2017/06	English Language (8700)	AQA	GCSE/FC	6			D	6
2017/06	English Literature (8702)	AQA	GCSE/FC	7				7
2017/06	French (2FR01)	Edexcel GCSE	GCSE/FC	A*	0289			8.5
2017/06	Further Additional Science (4412)	AQA	GCSE/FC	D	0208			3
2017/06	History A (2HA01)	Edexcel GCSE	GCSE/FC	A	0327			7
2017/06	Mathematics Tier H (8300H)	AQA	GCSE/FC	5				5
2017/06	Additional Science Unit 4 (AS4P)	AQA	GCSE/B		098	a*		
2017/06	Biology Unit 2 Tier H (BL2HP)	AQA	GCSE/B		071	b		
2017/06	Chemistry Unit 2 Tier H (CH2HP)	AQA	GCSE/B		070	b		
2017/06	D&t:electronic Products Unit 1 (45401)	AQA	GCSE/B		112	b		
2017/06	D&t:electronic Products Unit 2 (45402)	AQA	GCSE/B		180	b		
2017/06	Drama Unit 1 Devised Prac. Perform (415101)	WJEC GCSE	GCSE/B		111	a*		
2017/06	Drama Unit 2 Performance From Text (415201)	WJEC GCSE	GCSE/B		035	a		

Printing/Exporting/Sending the Results by Student Report to Candidates

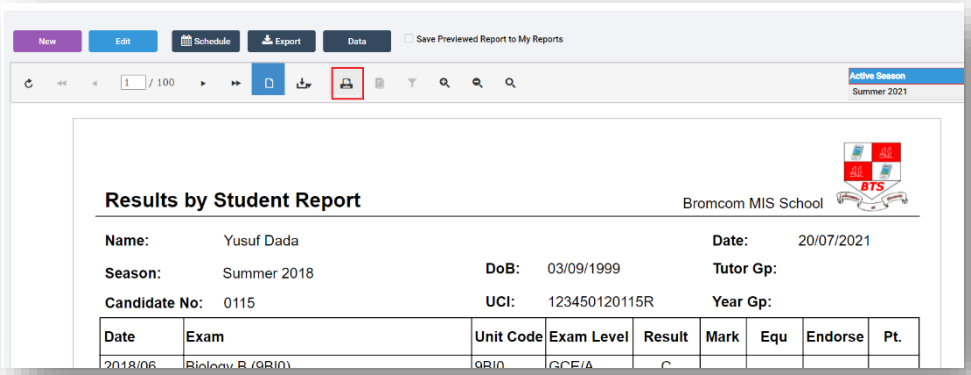
Important Note: For guidance on sharing Examination Results, see JCQ Publication of Results.

Use this process to produce **Individual Statement of Results** for each **Candidate** with the option to;

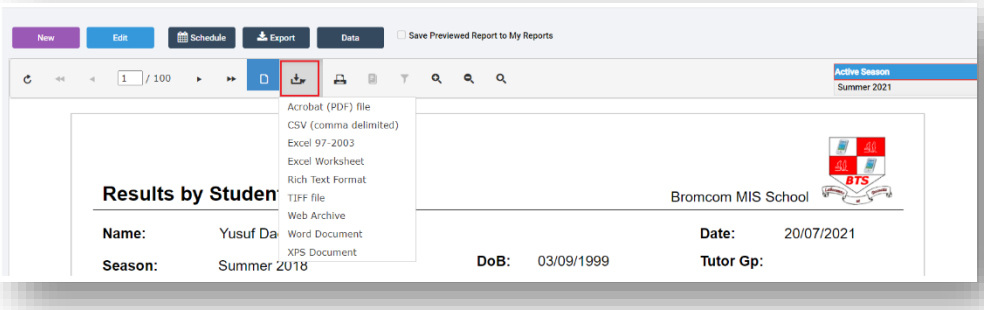
- **Print the Reports**
- **Export Locally**
- **Export to My Documents** with functionality to **Email the Reports to the Individual Students** and/or **Publish to the Student Portal if required.**

Please see **Reports: Results by Student** in this guide to produce the **Individual Statement of Results** for each **Candidate**

Print Reports: Once you have previewed the reports, click the **Print Icon** to **Print off Individual Reports.**

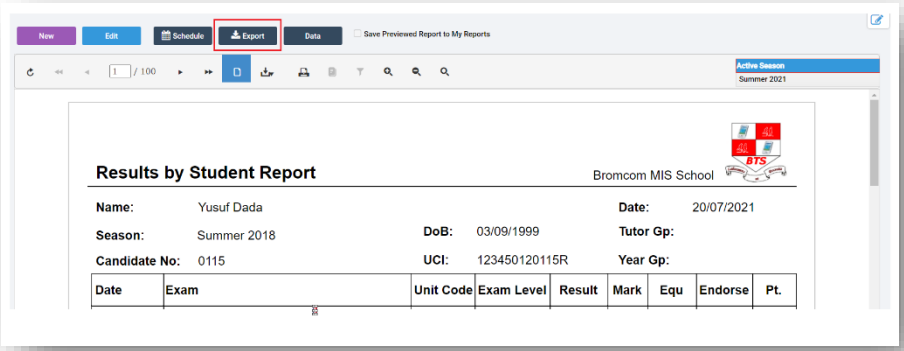


Export Locally: Once you have previewed the reports, click the **Export Icon** to **Export Locally** with the option to choose the format of the reports.



Export to My Documents: with functionality to **Email the Individual Reports to the Students** from the DMS and/or **Publish to the Student Portal** if required. **See also** How to Send Documents from the DMS.

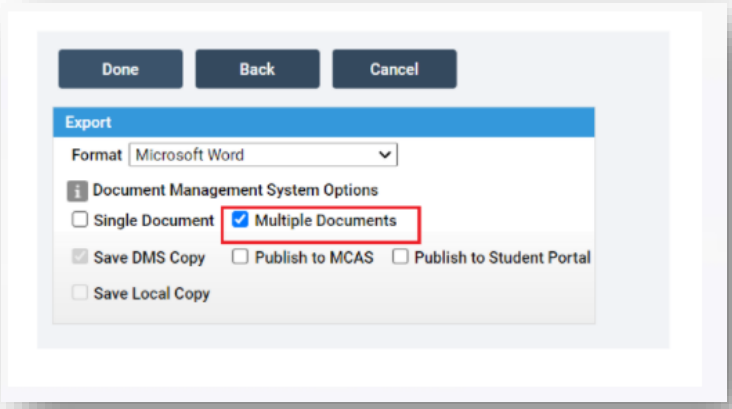
Once you have previewed the reports, click **Export.**



In the **Export Page** choose the **Format of Report** in the **Format** drop down and <u>ensure **Multiple Documents** is ticked</u> – this will produce **individual document files** i.e., 1 per student

Once **Multiple Documents** is selected, the option to **Publish to Student Portal** is available to be ticked.

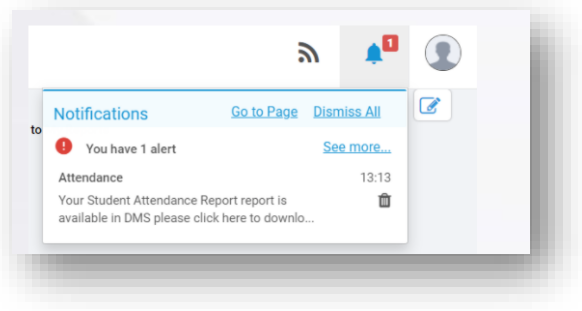
Note: ticking Publish to Student Portal will <u>IMMEDIATELY</u> publish the **Statement of Results** to all the Students selected.



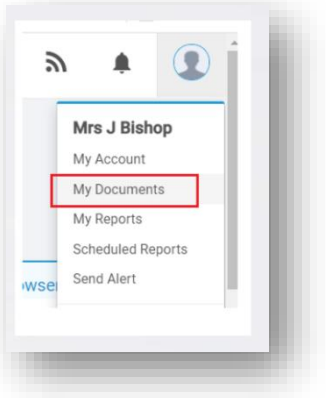
Click **Done.**

Please wait while the reports are being prepared, this may take some time if a large number of students have been selected to report on.

When the reports are ready, a **red number** will appear next to the **notification bell** on th**e top right of the screen.**



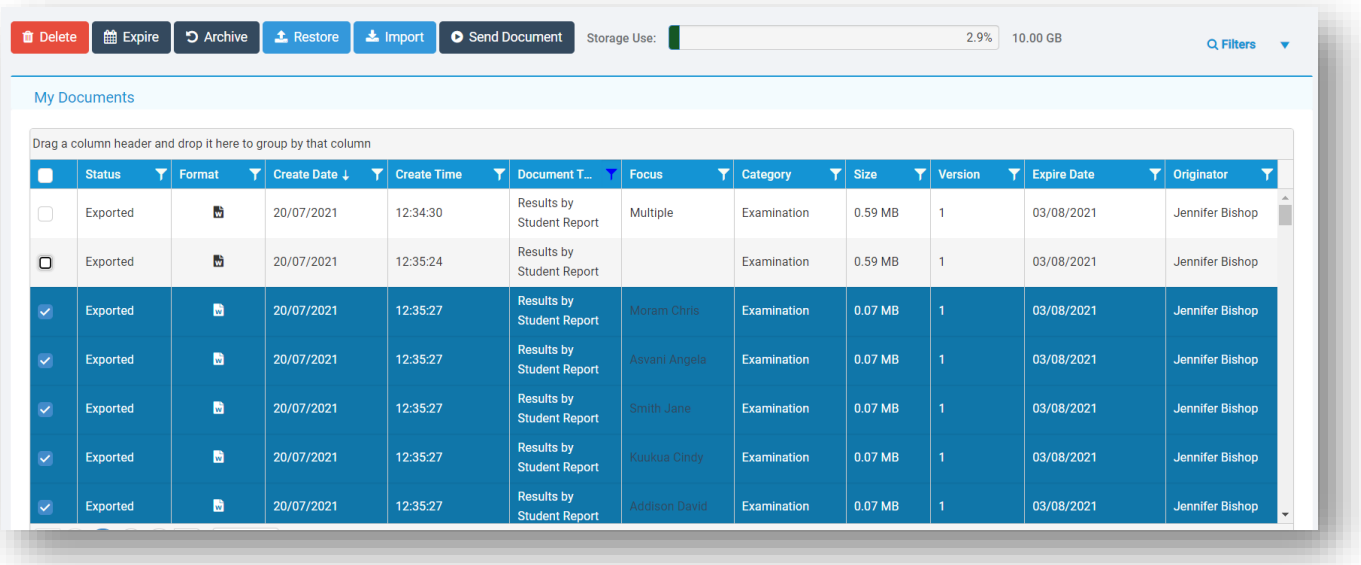
From the **top right of the screen,** click on your user profile menu/profile picture and select **My Documents.**



From the **My Documents** list, select the required document(s). Use the **filter cups** on each **column header** to filter if required.

Important: Ensure the Focus column is populated with the student's name this ensures the reports contain only their data.

If the **Focus** column is not populated this means the student does not have an email attached to his/her name.



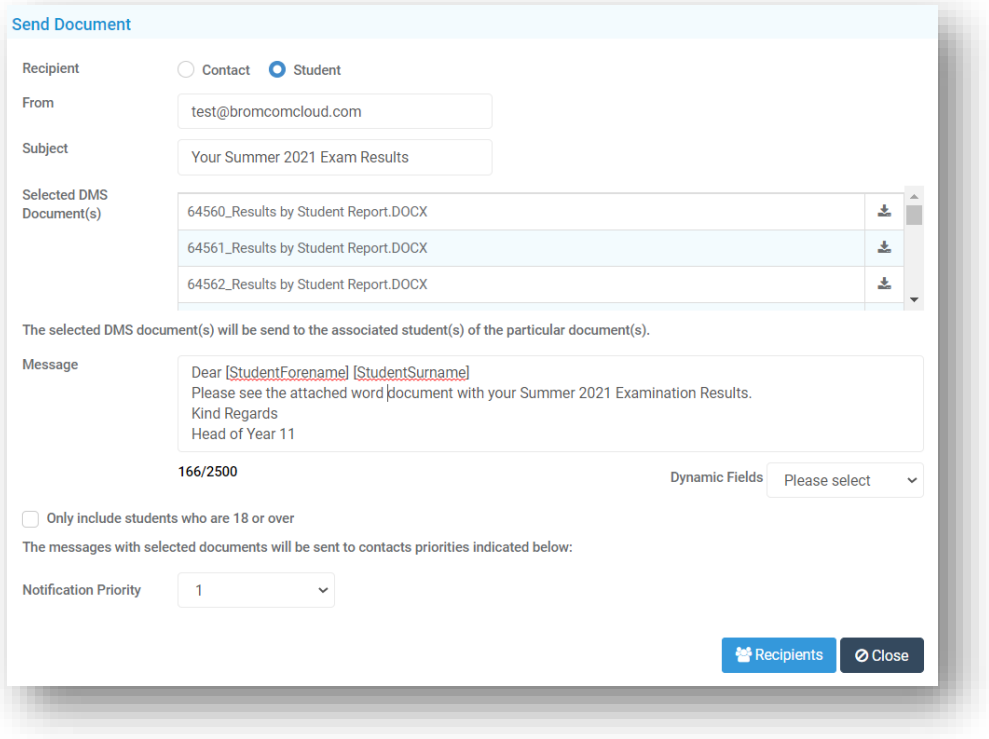
Status	Format	Create Date	Create Time	Document T...	Focus	Category	Size	Version	Expire Date	Originator
Exported		20/07/2021	12:34:30	Results by Student Report	Multiple	Examination	0.59 MB	1	03/08/2021	Jennifer Bishop
Exported		20/07/2021	12:35:24	Results by Student Report		Examination	0.59 MB	1	03/08/2021	Jennifer Bishop
Exported		20/07/2021	12:35:27	Results by Student Report	Moram Chris	Examination	0.07 MB	1	03/08/2021	Jennifer Bishop
Exported		20/07/2021	12:35:27	Results by Student Report	Asvani Angela	Examination	0.07 MB	1	03/08/2021	Jennifer Bishop
Exported		20/07/2021	12:35:27	Results by Student Report	Smith Jane	Examination	0.07 MB	1	03/08/2021	Jennifer Bishop
Exported		20/07/2021	12:35:27	Results by Student Report	Kuukua Cindy	Examination	0.07 MB	1	03/08/2021	Jennifer Bishop
Exported		20/07/2021	12:35:27	Results by Student Report	Addison David	Examination	0.07 MB	1	03/08/2021	Jennifer Bishop

Click **Send Document**.

From the **Send Document** screen, complete the **Recipient,** this defaults to **Contact** change to **Student**

Enter the **Subject** of the Email.

Selected DMS Document(s): multiple documents with different numbers are visible in this example.



Complete the **Message** using the **Dynamic Fields** drop down to personalize the message if required.

Choose the Notification **Priorities** for the Student Email Address.

Finally Select **Recipients** to view the **Recipients.**

Note: you may have to shrink your screen resolution to see all results if many students have been selected.

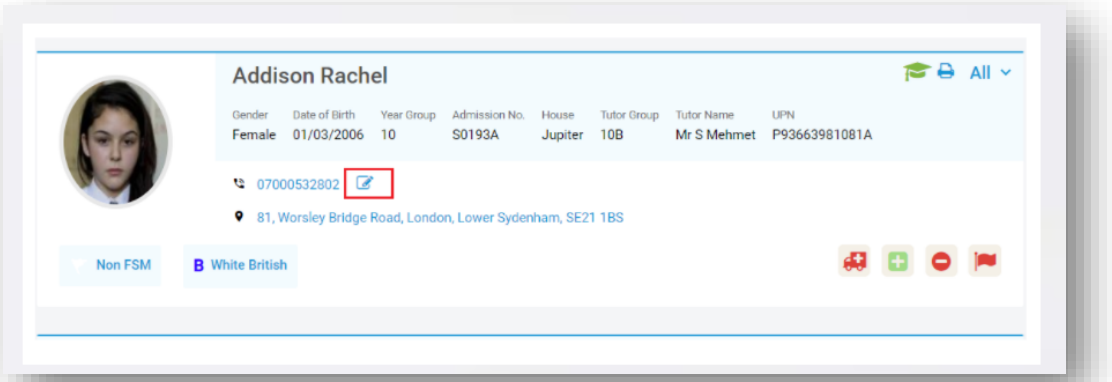
Send Document Recipient(s) list

	Admission No	First Name	Last Name	Tutor Group	Message Type	Destination	Attached Files
	00000	Jane	Smith	13A	Email	jane.smith@bromcom.com	64562_Results by Student Report.DOCX
	00032	David	Addison		Email	david.addison217@harry.com	64564_Results by Student Report.DOCX
	00047	Vivienne	Ballard	13A	Email	VBallard.435@bromcomcloud.com	64576_Results by Student Report.DOCX
	S0112A	Michelle	Ahmed	12A	Email	MichelleAhmed@hotmail.com	64580_Results by Student Report.DOCX
	00050	David	Chege	13A	Email	DChege.406@bromcomcloud.com	64581_Results by Student Report.DOCX
	00068	Mark	Alexander		Email	NAlexander.315@bromcomcloud.com	64594_Results by Student Report.DOCX
	00078	Josephine	Rathbone	13A	Email	JRathbone.444@bromcomcloud.com	64597_Results by Student Report.DOCX
	00083	Sonny	Cascoe		Email	AWebb.136@bromcomcloud.com	64598_Results by Student Report.DOCX
	00097	Harry	Addison		Email	HAddison.96@bromcomcloud.com	64601_Results by Student Report.DOCX
	00153	Tariq	Addy		Email	TAddy.19@bromcomcloud.com	64607_Results by Student Report.DOCX
	00155	Jack	Ahmed		Email	VAhmed.16@bromcomcloud.com	64609_Results by Student Report.DOCX
	00160	Alexa	Osman	13A	Email	AOsman.14@bromcomcloud.com	64614_Results by Student Report.DOCX
	00164	Adam	Jeronimo		Email	AJeronimo.94@bromcomcloud.com	64617_Results by Student Report.DOCX
	00172	Ismaha	Singh	13A	Email	ISeedansingh.442@bromcomcloud.com	64622_Results by Student Report.DOCX
	00182	Kerrie	Archer		Email	KArcher.10@bromcomcloud.com	64631_Results by Student Report.DOCX
	00187	Corey	Bates		Email	KRutland.74@bromcomcloud.com	64637_Results by Student Report.DOCX
	S0070A	Charles	Chan	12A	Email	CharlesChan@hotmail.com	64657_Results by Student Report.DOCX

Send Back

Click **Send** to complete the process.

Note: To **Edit** a **Students Email Address,** you will need to go to the **Individual Student Profile** and click next to the Student Telephone Number from any page in the **Student Profile.**



This is the **End of the Results Day Guide 2023**