

# 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](#).

**Create Headline Figures Dataset**

Name\* Exam Results 2023

Description

Cohort 2022-23 Year 11

Attainment Estimates DfE Fine Score Estimates 2022-23

Focus Exam Results

Enabled

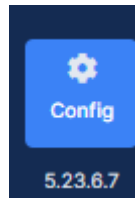
Embargoed  When a dataset is embargoed, it is only available for users with "View embargoed results" permission.

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](#)

**MyChildAtSchool (MCAS):** Parents viewing exam results in MyChildAtSchool.Bromcom has the facility to share candidate's exam results with parents via **Config>MyChildAtSchool>Exams**. We would **recommend** that this facility is **turned off** i.e., **Untick Enable Exam Results** in Config>MCAS>Exams

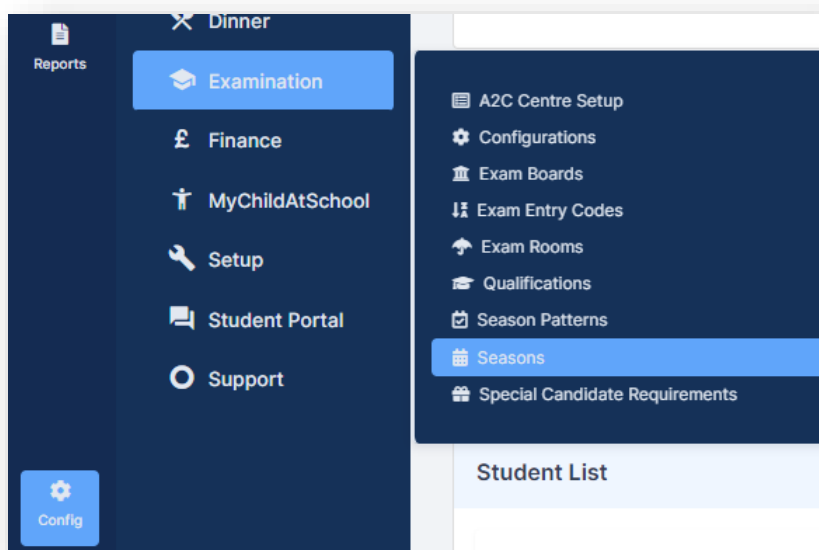
## Results Embargo

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.

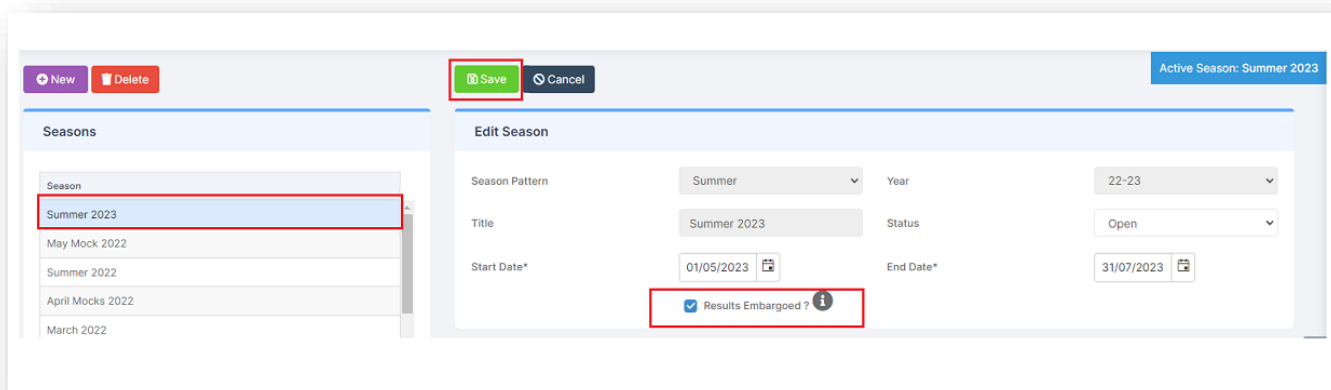
Make sure this setting is in place **BEFORE** you import results

**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.

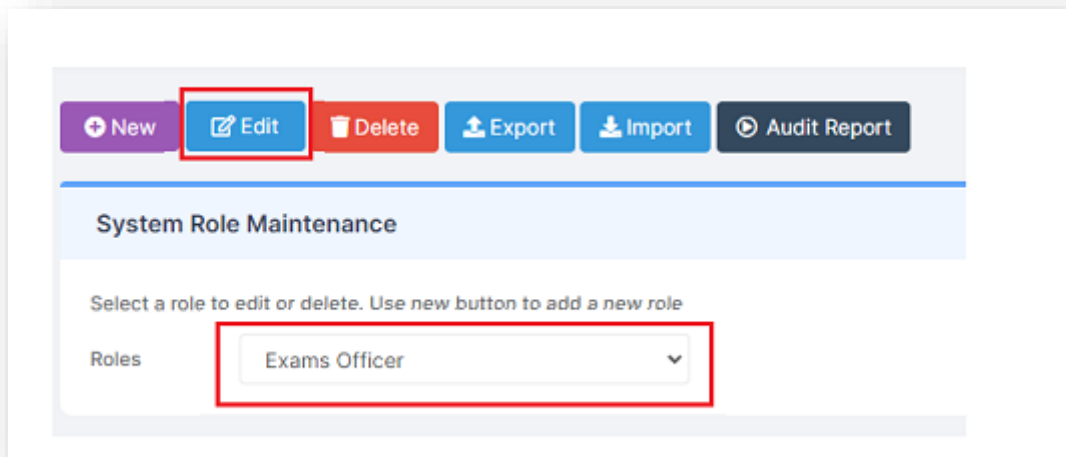
Click **Save**.



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

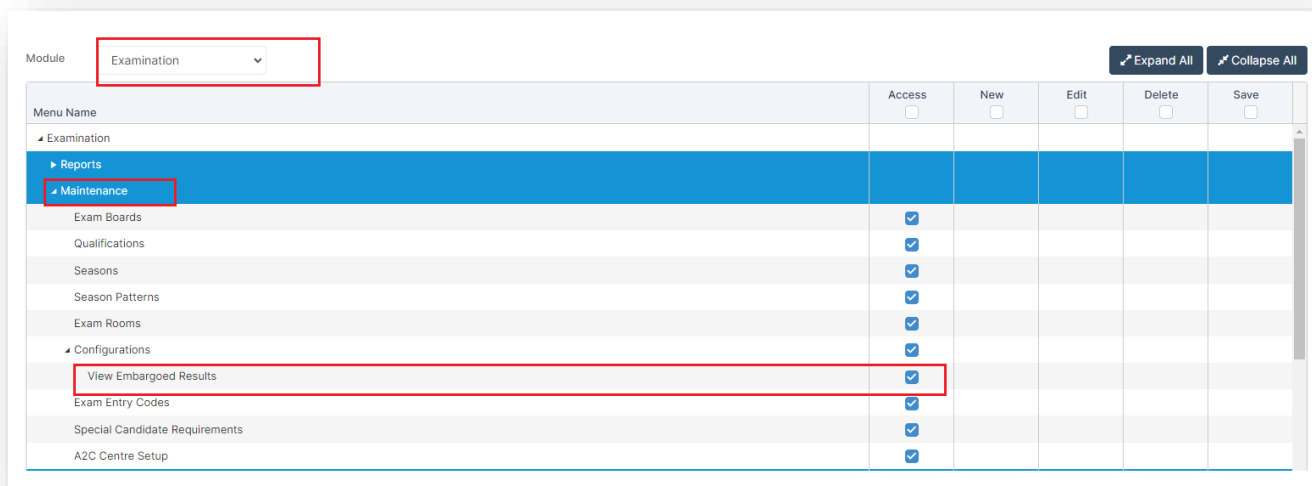
**School Staff Viewing Embargoed Results:** System Administrators can define which roles(staff) can **View Embargoed Results** in Bromcom by going to **Config>Setup>Roles and Permissions**. Permissions for roles are normally controlled by system administrators ( not Exams Office Staff)

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**.

**Save**

**Exam Result Settings**

- Enable Exam Results**
- Exam Results Title:
- Exam Results Subtitle:
- Courseworks
- Forecasts
- Result 1
- Result 2
- Mark/Grade
- Board

**Exam Timetable Settings**

- Enable Exam Timetables
- Exam Timetables Title:
- Exam Timetables Subtitle:
- Show Past Exams
- Limit Future Timetables to  days
- Show Exam Rooms
- Show Seat Location in Exam Rooms

Visible Exam Seasons

- Display All Seasons
- Summer 2023
- May Mock 2022
- Summer 2022
- April Mocks 2022
- March Mocks 2022
- March 2022
- February Mocks 2022
- January Mocks 2022
- January Exams 2022
- November Mocks 2021
- Autumn 2021

## A2C Integration and Results Import

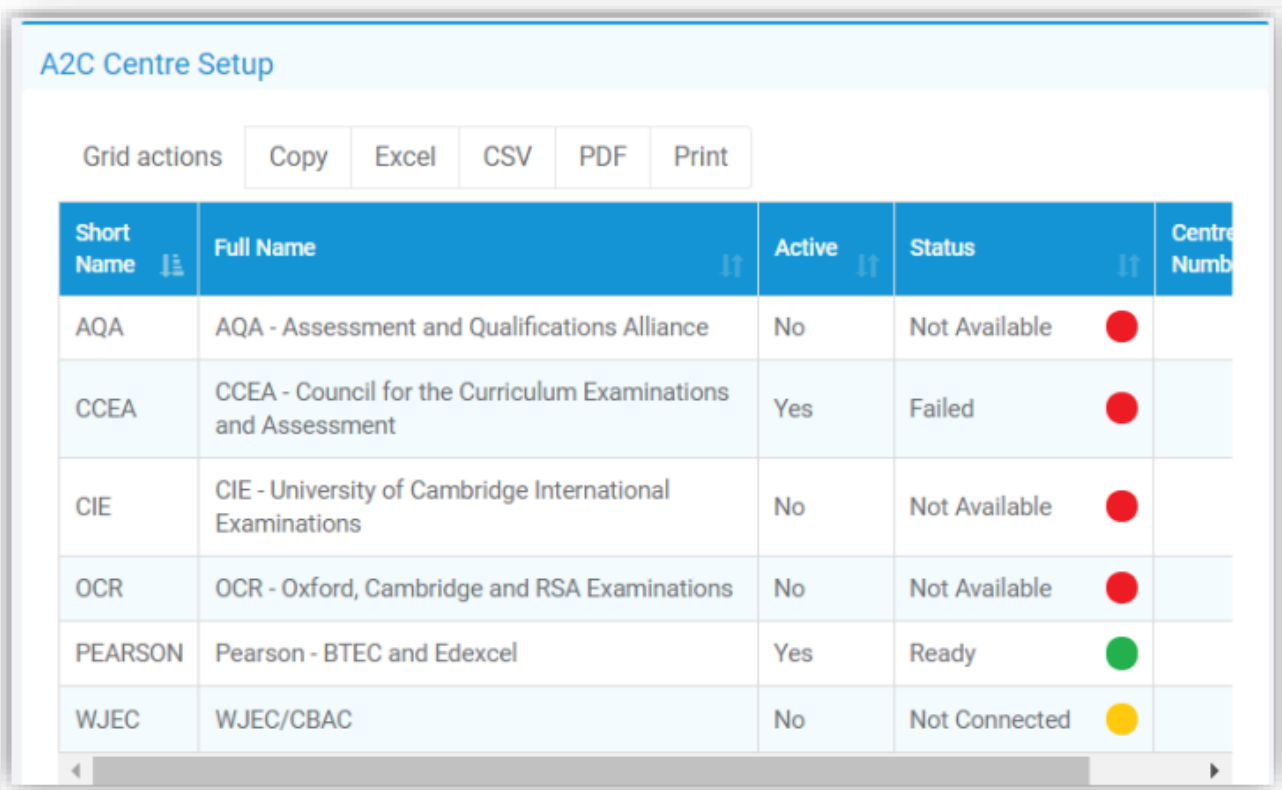
For further guidance on the **A2C Integrated Exchange Set Up Guide**, see [here](#)

### 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.



The screenshot shows the 'A2C Centre Setup' interface. At the top, there are 'Grid actions' buttons for Copy, Excel, CSV, PDF, and Print. Below is a table with columns: Short Name, Full Name, Active, Status, and Centre Number. The table lists several awarding organisations with their respective status indicators (colored circles).

Short Name	Full Name	Active	Status	Centre Number
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

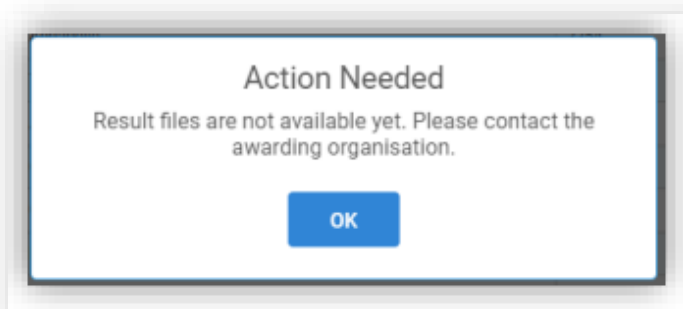


## Importing Results using the A2C Exchange

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 an additional process.

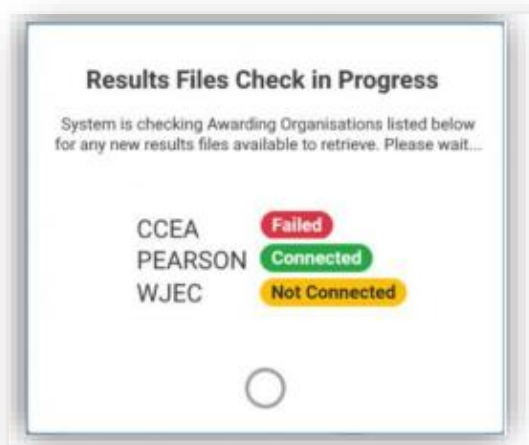
Firstly, **Results** files are not yet available. This could be because the **Import Results** process has been actioned before any **Results** have been released, or perhaps the wrong Season has been selected. It is most likely to occur though where the files are not yet available in the **A2C Exchange**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

## 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.



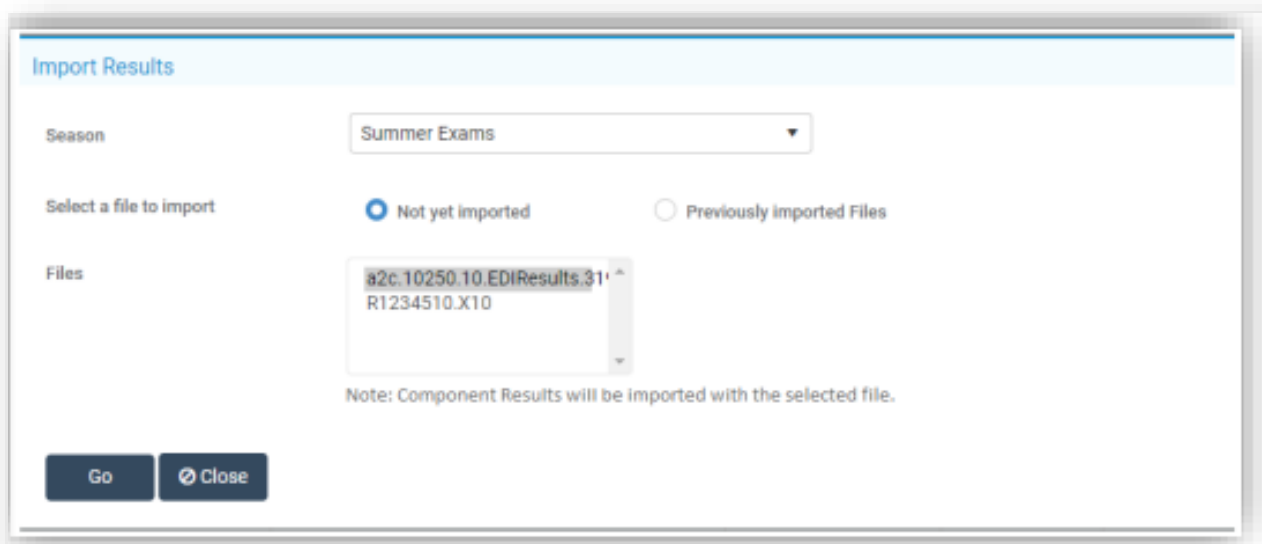
Clicking **OK** will close the message and open the **Import Results** page, where the retrieved **Results** file will be displayed in the **Import Results** window.

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.

**Report Parameters**

First select the Season and then the Exams and Candidates to report on

Season: Summer 2023

Exam Level: BTEC, BTEC Next Generation, GCE, GCSE

Candidate Name: [Input Field] [Find] [Clear] [Select Last]

Content:  Grades,  Marks,  Points,  Residuals

Order By:  Name,  Candidate Number,  Points Score,  Tutor Group then Name

Coverage:  Results to Date,  Results for this Season only

Page Break:  None,  Tutor Group

Result Type:  Certification,  Unit

Include Non-EDI Exam Results

Include only ExamOption Codes.

Horizontal Header

Include subsidiary students

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 is 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	<a href="http://www.aqa.org.uk">http://www.aqa.org.uk</a>
CCEA	<a href="http://www.ccea.org.uk">http://www.ccea.org.uk</a>
Pearson	<a href="http://qualifications.pearson.com">qualifications.pearson.com</a>
NCFE	<a href="https://www.ncfe.org.uk">https://www.ncfe.org.uk</a>
OCR	<a href="http://www.ocr.org.uk">http://www.ocr.org.uk</a>
WJEC / CBAC	<a href="http://www.wjec.co.uk">http://www.wjec.co.uk</a>
CIE	<a href="http://www.cie.org.uk">http://www.cie.org.uk</a>
ICAA	<a href="http://www.icaa.com">http://www.icaa.com</a>

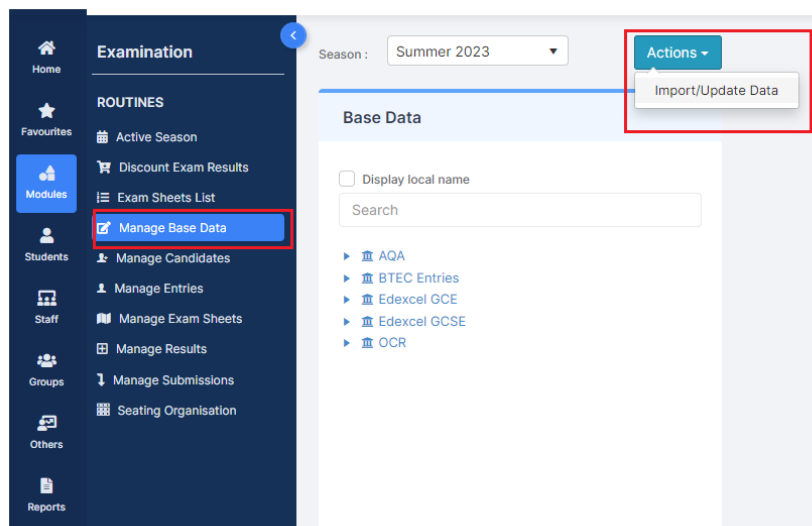
**Note:** Download the **Basedata** as **Zip Files** but do not extract the files within. These will be automatically unzipped during the upload process

## Refreshing Basedata

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

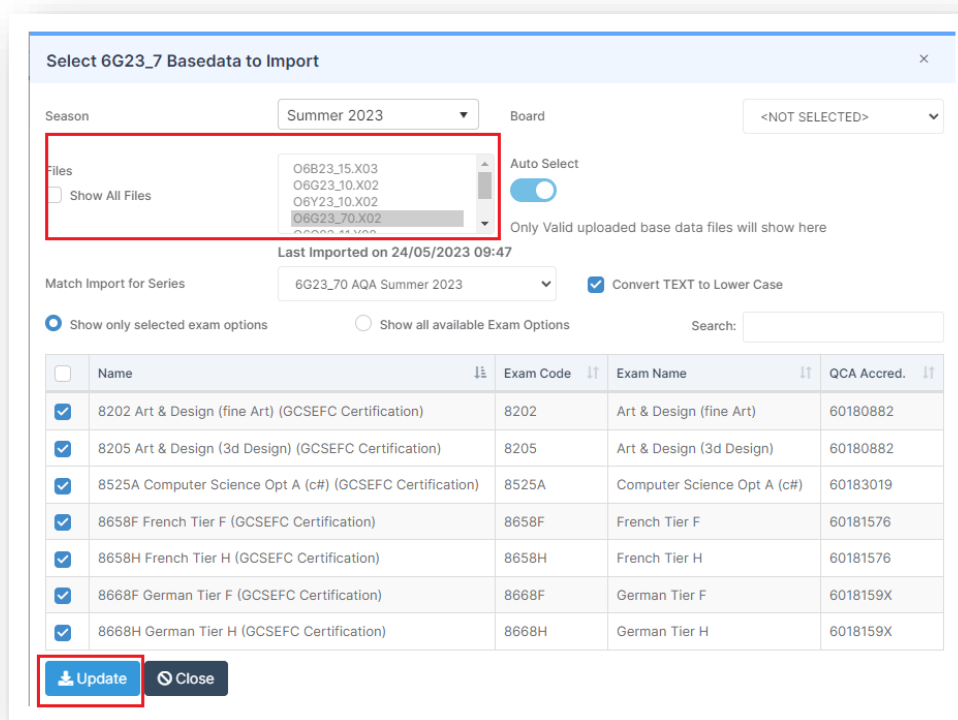
Go to **Modules>Examination>Manage Basedata**.

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,

Import Base Data

Season: Summer 2023 Board: AQA

Files: 06G23\_70.X02, 06A23\_70.X02

Auto Select:

Match Import for Series: <NOT SELECTED>

Convert TEXT to Lower Case:

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**.

Show only selected exam options  Show all available Exam Options  Search:

<input type="checkbox"/>	Name	Exam Code	Exam Name	QCA Accred.
<input checked="" 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 checked="" type="checkbox"/>	8382F Statistics Tier F (GCSEFC Certification)	8382F	Statistics Tier F	60311770
<input checked="" type="checkbox"/>	8382H Statistics Tier H (GCSEFC Certification)	8382H	Statistics Tier H	60311770
<input checked="" type="checkbox"/>	8461F Biology Tier F (GCSEFC Certification)	8461F	Biology Tier F	60187529

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



## Confirmation

Any changes to the time & date of the original component for the selected exams will be lost, do you want to continue?

Cancel

Proceed

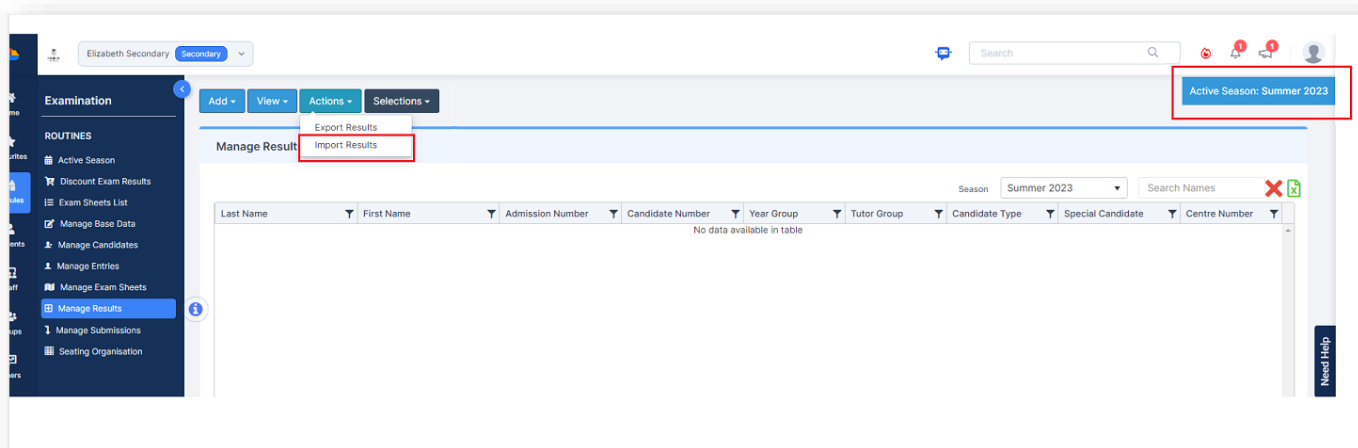
Click **Proceed** to complete the update.

## 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.

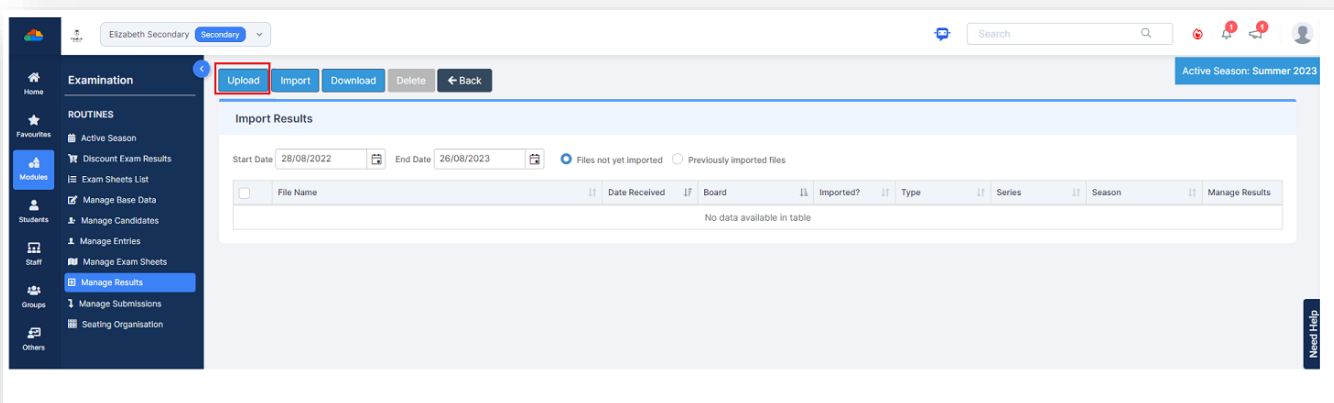
Once you have downloaded your **Exam Board Results Files** and saved them locally, go to **Modules>Examination>Manage Results**.

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



**Note:** You can select all your **Exam Board Results Files** at the same time 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.

<input type="checkbox"/>	File Name	Date Received	Board
<input type="checkbox"/>	R1234511.X11	27/07/2018 17:05	Edexcel GCSE
<input type="checkbox"/>	R1234511.X09	27/07/2018 16:38	Edexcel GCSE
<input type="checkbox"/>	R1234511.X07	01/06/2018 15:16	Edexcel GCE
<input type="checkbox"/>	R1234510.X01	04/06/2016 06:11	Edexcel GCSE
<input type="checkbox"/>	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.

Upload Import Download Delete Back

### Import Results

Start Date: 28/08/2006 End Date: 26/08/2023

Files not yet imported  Previously imported files

<input type="checkbox"/>	File Name	Date Received	Board
<input checked="" type="checkbox"/>	R1234511.X11	27/07/2018 17:05	Edexcel GCSE
<input type="checkbox"/>	R1234511.X09	27/07/2018 16:38	Edexcel GCSE
<input type="checkbox"/>	R1234511.X07	01/06/2018 15:16	Edexcel GCE
<input type="checkbox"/>	R1234510.X01	04/06/2016 06:11	Edexcel GCSE
<input type="checkbox"/>	R1234510.X10	04/06/2016 06:11	Edexcel GCSE

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.

### Import Results

Hide Result Records Imported already.  
 This panel shows the Results which would have issues during Import, any changes can be made to the Exam Options Code before Import.

Candidate	UCI	Candidate No	Exam Code	Exam Name	Problem	Results File Entry Code	Ignore Entry	Current Candidate Exam Entries	All Exam Codes of the Series	Exam Option
Adam R Barnes	956190220350D	0350	8300F	Mathematics Tier F	Exam Code not in Candidate entered Exams.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Leya E Borysiewicz	956190220351K	0351	8658F		Exam Code not in Basedata.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Samantha L Bottomley	956190220352V	0352	8461H		Exam Code not in Basedata.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Samantha L Bottomley	956190220352V	0352	8462F		Exam Code not in Basedata.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Samantha L Bottomley	956190220352V	0352	8463H		Exam Code not in Basedata.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Samantha L Bottomley	956190220352V	0352	8698F		Exam Code not in Basedata.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Samantha L Bottomley	956190220352V	0352	8300F	Mathematics Tier F	Exam Code not in Candidate entered Exams.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Adele Bromley	956190220353B	0353	8698F		Exam Code not in Basedata.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

For example, if you choose **Current Candidate Exam Entries** then you can choose the relevant **Exam Option** from the **Exam Option** dropdown.

### Import Results

Hide Result Records Imported already.  
 This panel shows the Results which would have issues during Import, any changes can be made to the Exam Options Code before Import.

Candidate	UCI	Candidate No	Exam Code	Exam Name	Problem	Results File Entry Code	Ignore Entry	Current Candidate Exam Entries	All Exam Codes of the Series	Exam Option
Adam R Barnes	956190220350D	0350	8300F	Mathematics Tier F	Exam Code not in Candidate entered Exams.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	8202
Leya E Borysiewicz	956190220351K	0351	8658F		Exam Code not in Basedata.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Samantha L Bottomley	956190220352V	0352	8461H		Exam Code not in Basedata.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Samantha L Bottomley	956190220352V	0352	8462F		Exam Code not in Basedata.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Or if you choose **All Exam Codes of the Series** again you can choose from the **Exam Option** dropdown.

**Import Results**

Hide Result Records Imported already.  
 This panel shows the Results which would have issues during Import, any changes can be made to the Exam Options Code before Import.

Candidate	UCI	Candidate No	Exam Code	Exam Name	Problem	Results File Entry Code	Ignore Entry	Current Candidate Exam Entries	All Exam Codes of the Series	Exam Option
Adam R Barnes	956190220350D	0350	8300F	Mathematics Tier F	Exam Code not in Candidate entered Exams.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	8202
Leya E Borysiewicz	956190220351K	0351	8658F		Exam Code not in Basedata.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Samantha L Bottomley	956190220352V	0352	8461H		Exam Code not in Basedata.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Samantha L Bottomley	956190220352V	0352	8462F		Exam Code not in Basedata.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Samantha L Bottomley	956190220352V	0352	8463H		Exam Code not in Basedata.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Samantha L Bottomley	956190220352V	0352	8698F		Exam Code not in Basedata.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Samantha L Bottomley	956190220352V	0352	8300F	Mathematics Tier F	Exam Code not in Candidate entered Exams.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Adele Bromley	956190220353B	0353	8698F		Exam Code not in Basedata.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

**Import Results**

Result file 'R1234511.X11' for Edexcel GCE was imported successfully for the season Summer 2018. 6 problem(s) were detected. 0 records successfully imported currently. 102 records previously imported.

The panel below shows the details not imported along with the reason for its failure.

Grid actions

Line	Name	UCI	Candidate No	Exam Code	Exam Name	Problem
32		123450120222D	0001	for 1EN0	1EN0	Not matched by a candidate in this season

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

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

Once you click **Import** you will see the following , in this example one panel with **results not yet imported** and if you scroll down another panel for **successfully imported results**.

## Import Results

Result file 'a2c.95619.70.EDIResults.2a1c9c94-9b7f-4804-a473-779f2b78fa7a.xml' for AQA was imported successfully for the season Summer 2023. 1210 problem(s) were detected. 65 records successfully imported.

The panel below shows the details not imported along with the reason for its failure.

Grid actions

Line	Name	UCI	Candidate No	Exam Code	Exam Name	Problem
13	Adam R Barnes	956190220350D	0350	7 for 8958	8958	Not in grade range
21	Leya E Borysiewicz	956190220351K	0351	for 8658F		Result Ignored (Exam Code not in Basedata.)
24	Samantha L Bottomley	956190220352V	0352	for 8461H		Result Ignored (Exam Code not in Basedata.)
25	Samantha L Bottomley	956190220352V	0352	for 8462F		Result Ignored (Exam Code not in Basedata.)
26	Samantha L Bottomley	956190220352V	0352	for 8463H		Result Ignored (Exam Code not in Basedata.)
27	Samantha L Bottomley	956190220352V	0352	for 8698F		Result Ignored (Exam Code not in Basedata.)
29	Samantha L Bottomley	956190220352V	0352	for 8300F	Mathematics Tier F	Result Ignored (Exam Code not in Candidate entered Exams.)
31	Adele Bromley	956190220353B	0353	for 8698F		Result Ignored (Exam Code not in Basedata.)
34	Katie D Brooks	956190220354G	0354	9 for 8958	8958	Not in grade range
37	Katie D Brooks	956190220354G	0354	for 8698F		Result Ignored (Exam Code not in Basedata.)

The panel below shows the details successfully imported.

Grid actions

Line	Name	UCI	Candidate No	Exam Code
1	Shaun L Ahmed	956190220347X	0347	8464F
2	Shaun L Ahmed	956190220347X	0347	8202
3	Shaun L Ahmed	956190220347X	0347	8145AA
4	Shaun L Ahmed	956190220347X	0347	8700
5	Shaun L Ahmed	956190220347X	0347	8300F
6	Jessica Bailey	956190220348D	0348	8700
7	Katie D Brooks	956190220354G	0354	8958

## 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**.

Non-EDI Results

Results

Active Season: Summer

Season: Summer 2023 Search Names

Last Name	First Name	Admission Number	Candidate Number	Year Group	Tutor Group	Candidate Type	Special Candidate	Centre Number
Bailey	Jessica	S0271A	0067	11	11A	Internal	Yes	12345
Bishop	Eleanor	S0373A	0227	11	11B	Internal	Yes	12345
Borysiewicz	Leya	S0246A		11	11A	Internal	No	12345

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**, only one can be chosen at a time then click **Done**.

### Exam Option Selector ✕

Season  
Summer 2023 ▼

Board  
<NOT SELECTED> ▼

Series  
<NOT SELECTED> ▼

Qualification Code

Qualification Title

Option Code

Option Title

Component

Certification Code

Exam Level  
GCSE ▼

9 results found | 0 items selected

Find
Clear
Select Last
Done

Board	Series	Exam Level	Option Title	Option Code
AQA	6G23_70	GCSE	French Tier F	8658F
AQA	6G23_70	GCSE	French Tier H	8658H
Edexcel GCSE	6G23_10	GCSE	Mathematics Option F	1MA1F
Edexcel GCSE	6G23_10	GCSE	Mathematics Option H	1MA1H
OCR	6a23_01	GCSE	Religious Studies (sc)	J125
OCR	6a23_01	GCSE	Art, Craft And Design	J170
OCR	6a23_01	GCSE	Media Studies C Crd Fwd	J200C
OCR	6a23_01	GCSE	Psychology	J203
OCR	6a23_01	GCSE	Business	J204

You can now complete the **Result Details**, note you must enter the mark 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	<input type="text" value="9"/>	Mark	<input type="text"/>
Possible Grades		Possible Marks	0 - 240
<input type="checkbox"/> Is Result Discounted			

 Save

 Close

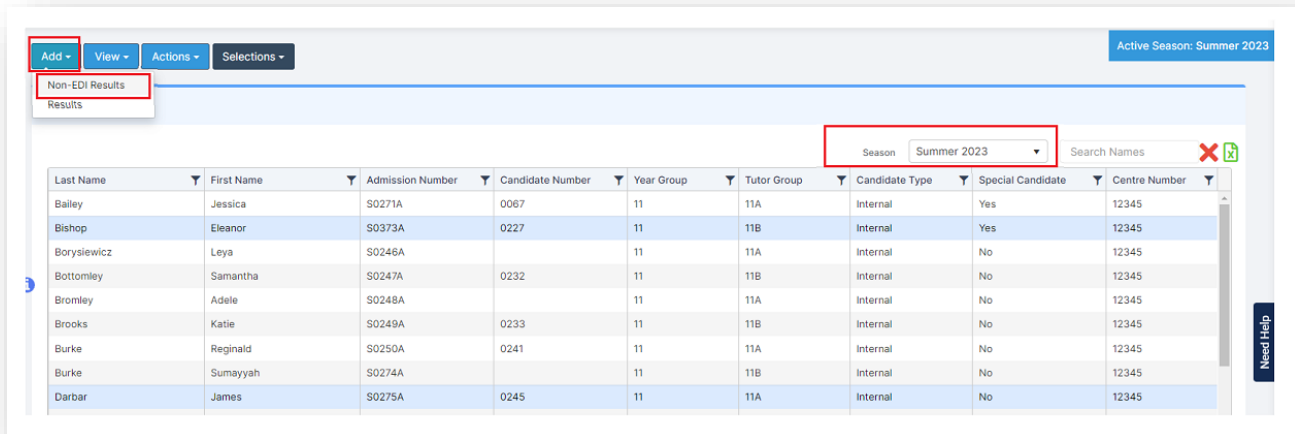
## Adding Non-EDI Exam Results

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

**Please Note:** to use this method you DO NOT need an Entry 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**.



The screenshot shows the 'Add' dropdown menu with 'Non-EDI Results' selected. The 'Season' dropdown is set to 'Summer 2023'. Below the dropdowns is a table of candidate details.

Last Name	First Name	Admission Number	Candidate Number	Year Group	Tutor Group	Candidate Type	Special Candidate	Centre Number
Bailey	Jessica	S0271A	0067	11	11A	Internal	Yes	12345
Bishop	Eleanor	S0373A	0227	11	11B	Internal	Yes	12345
Borysiewicz	Leya	S0246A		11	11A	Internal	No	12345
Bottomley	Samantha	S0247A	0232	11	11B	Internal	No	12345
Bromley	Adele	S0248A		11	11A	Internal	No	12345
Brooks	Katie	S0249A	0233	11	11B	Internal	No	12345
Burke	Reginald	S0250A	0241	11	11A	Internal	No	12345
Burke	Sumayyah	S0274A		11	11B	Internal	No	12345
Darbar	James	S0275A	0245	11	11A	Internal	No	12345

**Note:** You can only add one Result at a time, 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.



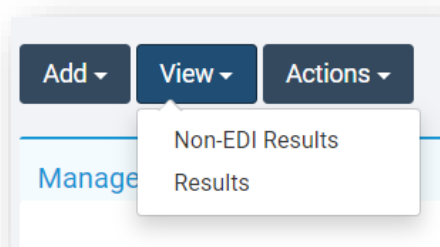
When you are happy with the **Exam Result** click the **Save** button.

## 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.

Results Details									
Selected candidate is Eleanor Bishop									
Exam Option	Exam Option Code	Board	Board Code	Level	Season	Mark	Grade	Points	Discounted
Mathematics Option F	1MA1F	Edexcel GCSE	10	GCSE	Summer 2023	239	8	8.00	No

New Edit Close Back Next

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.

**Results Details**

Exam Option Code: 8382H      Season: Summer 2022

Exam Option Name: Statistics Tier H

Grade: 8      Mark: 159

Possible Grades:      Possible Marks: 0 - 160

Is Result Discounted

**Save** **Close**

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

**Results Details**

Selected candidate is James Darbar

Exam Option	Exam Option Code	Board	Board Code	Level	Season	Mark	Grade	Points	Discounted
Mathematics Option F	1MA1F	Edexcel GCSE	10	GCSE	Summer 2023	239	8	8.00	No

**New** **Edit** **Close** **Back** **Next**

## 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.

[Edit](#) Active Season: Summer 2023

**Discount Exam Results**

Season: Summer 2023  Only Discounted Search:

Last Name	First Name	Year Group	Tutor Group	Date of Birth	UCI	Exam number	UPN	# Results	# Discounted
Bailey	Jessica	11	11A	15/07/2007	123450210067R	0067	Q93663981206G	1	0
Bishop	Eleanor	11	11B	09/10/2006	123450210227B	0227	R204639820006	0	0
Borysiewicz	Leya	11	11A	07/07/2007	123450220387C	0387	E93663981123A	0	0
Bottomley	Samantha	11	11B	26/04/2007	123450210232Y	0232	P93663981151A	0	0
Bromley	Adele	11	11A	07/02/2007	123450220388H	0388	X93663981321Y	0	0
Brooks	Katie	11	11B	04/11/2006	123450210233E	0233	U93663981126A	0	0
Burke	Reg	11	11A	03/11/2006	123450210241A	0241	J93663981220X	0	0

[Need Help](#)

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

[Edit](#) Active Season: Summer 2023

**Discount Exam Results**

Season: Summer 2023  Only Discounted Search:

Last Name	First Name	Year Group	Tutor Group	Date of Birth	UCI	Exam number	UPN	# Results	# Discounted
Bailey	Jessica	11	11A	15/07/2007	123450210067R	0067	Q93663981206G	1	0
Bishop	Eleanor	11	11B	09/10/2006	123450210227B	0227	R204639820006	0	0

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.

[Update](#) [Reset to System Discounts](#) [Close](#) Active Season: Summer 2023

**Discount Exam Results**

Performance Results: Bailey Jessica System Discounts ■ User Discounts ■

Title	QN	Subject Code	Level	Qual Level	Board	Exam Code	Season	Grade	Points	Discounted
Mathematics	60313079	RB1	GCE ASB	Level 3	Edexcel GCE	8MA0	Summer 2023	C	7	<input type="checkbox"/>
Mathematics Tier H	60146084	RB1	GCSE FC	Level 1/2	AQA	8300H	Summer 2022	8	8	<input type="checkbox"/>

## 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.

The screenshot shows the 'Manage Results' interface. At the top, there are buttons for 'Add', 'View', 'Actions', and 'Selections'. The 'Active Season' is set to 'Summer 2023'. Below the buttons is a table with columns: Last Name, First Name, Admission Number, Candidate Number, Year Group, Tutor Group, Candidate Type, Special Candidate, and Centre Number. A filter cup is open over the 'Year Group' column, showing a search box and radio buttons for 'Select All', '11', and '12'. The '11' option is selected. The table lists several students, including Addison, Ahmed, Aspinall, Aziz, Bailey, Bishop, and Borysiewicz.

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

This image shows a close-up of the 'Selections' dropdown menu. The menu is open, showing two options: 'Select All' and 'Remove All'. The 'Select All' option is highlighted.

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

The screenshot shows the 'Manage Results' interface with the 'Actions' dropdown menu open. The 'Export Results' option is highlighted. The table below shows the same data as the previous screenshot, but with the 'Year Group' column filtered to '11'. The 'Export Results' option is highlighted in the 'Actions' dropdown menu.

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

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

**Export Results**

Export Results for  Qualifications  Exam Options

Qualification Code

Include Non EDI Results

Row per

Sort by  File Format

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**.

**Exam Qualification Selector**

Season: Summer 2022

10 results found | 0 items selected

Board	Series	Exam Level	Qual Code	Qual School Title	Expiry Date
AQA	6G22_70	GCSE	8300	Mathematics	
AQA	6G22_70	GCSE	8382	Statistics	
AQA	6G22_70	GCSE	8461	Biology	
AQA	6G22_70	GCSE	8462	Chemistry	
AQA	6G22_70	GCSE	8463	Physics	
AQA	6G22_70	GCSE	8464	Combined Science: Trilogy	
AQA	6G22_70	GCSE	8700	English Language	
AQA	6G22_70	GCSE	8658	French	
Edexcel GCSE	6G22_10	GCSE	1DR0	Drama	
Edexcel GCSE	6G22_10	GCSE	1CN0	Chinese	

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**.

**Exam Qualification Selector**

Season: Summer 2023

20 results found | 0 items selected

**Find** Clear Select All Select Last Done

Board: <NOT SELECTED>

Series: <NOT SELECTED>

Qualification Code:

**Exam Level: GCSE**

Board	Series	Exam Level	Qual Code	Qual School Title	Expiry Date
AQA	6G23_70	GCSE	8261	Drama	
AQA	6G23_70	GCSE	8061	Religious Studies (short Course)	
AQA	6G23_70	GCSE	8132	Business	
AQA	6G23_70	GCSE	8236	Dance	
AQA	6G23_70	GCSE	8300	Mathematics	
AQA	6G23_70	GCSE	8382	Statistics	
AQA	6G23_70	GCSE	8461	Biology	
AQA	6G23_70	GCSE	8462	Chemistry	
AQA	6G23_70	GCSE	8463	Physics	
AQA	6G23_70	GCSE	8145	History	
AQA	6G23_70	GCSE	8271	Music	
AQA	6G23_70	GCSE	8552	Design And Technology	
AQA	6G23_70	GCSE	8702	English Literature	

**Export Results**

Export Results for: Qualifications

Qualification Code: [Search]

Include Non EDI Results

Row per: Candidate

Sort by: Last Name

File Format: Excel

**Export** Close

**Selection List**

10 qualification(s) selected

- Mathematics
- Statistics
- Biology
- Chemistry
- Physics
- Combined Science:...
- English Language
- French
- Drama
- Chinese

Bromley	James	S0194A	0357	11	11B	Internal	No
Broughton	Connie	S0195A	0292	11	11A	Internal	No

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**

**Export Results**

Export Results for  Qualifications  Exam Options

Option Code

Include Non EDI Results

Row per

Sort by  File Format

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

**Export Results**

Export Results for  Qualifications  Exam Options

Option Code

Include Non EDI Results

Row per

Sort by  File Format

<input checked="" type="checkbox"/>	Bowden-Bevan	Jessica	0068	11	11A
-------------------------------------	--------------	---------	------	----	-----

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.

The screenshot shows the 'Report Parameters' form with the following settings:

- Season:** Summer 2023
- Exam Level:** GCE, GCSE
- Option Code:** (Empty field)
- Content:** Overall Result
- Candidate Name:** (Empty field)
- Display:** Percentage
- Coverage:** Results for this Season only
- Display Grade:** Code
- Include subsidiary students:** (Unchecked)

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	Language (LENO)	English Literature (LETO)	French Option H (1FRSH)	French Tier F (655F)	Geography A (6AD)	History Option AT (110AF)	Mathematics Tier F (630F)	Mathematics Tier H (630H)	Music (1MU)	Physics Option H (1PHOH)
11A	Aaron A Baggaley	4004	10	7	8	8	7	6	8	7	7	5	8	
	Rachel M Barron	4006	8	8	7	7	6	6	6	6	9	9	8	
	Natalie L Bhudia	5002	9	5	7	6	6	6	7	6	6	6	5	
	Sneha T Bretherton	5004	9	2	3	4	3	4	4	5	3	5	3	
	Grace A Hammsworth	5007	9	4	5	5	5	5	5	4	4	4	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 Mand) Tier H	Computer Science (1CP1)	Design And Technology	Economics (8136)	Engineering (8952)	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						
	Claire Bi	4019	8					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			
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	
:Cruikshank, Laura	8768	8	
:Evans, Thomas	8247	9	
:Ewing, Rick	8258	9	
:Gregg, Charlotte	8316	8	
:Killfeather,	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 **Reports > 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 	
<b>Name:</b>	Bosma, Karen			<b>Date:</b>	16/11/2017					
<b>Season:</b>	Summer Bromcom 2017			<b>DoB:</b>	20/11/2000		<b>Tutor Gp:</b>	C6VH		
<b>Candidate No:</b>	8083		<b>UCI:</b>	123450158083W		<b>Year Gp:</b>	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

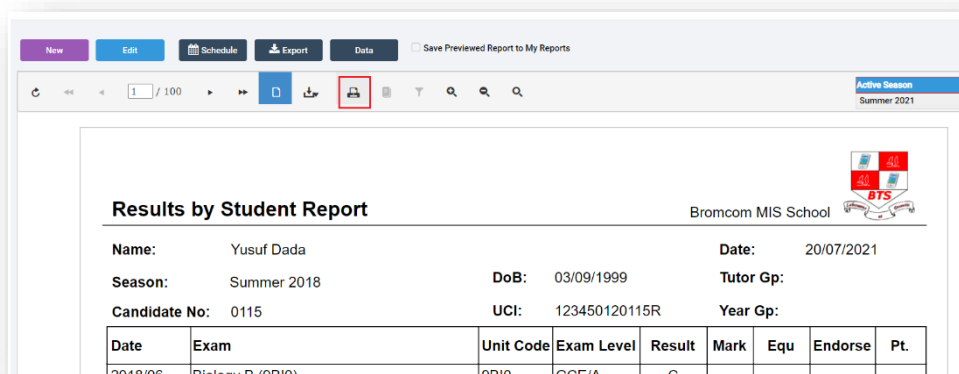
**Important Note:** For guidance on sharing Examination Results, see [JCQ Publication of Results](#).

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

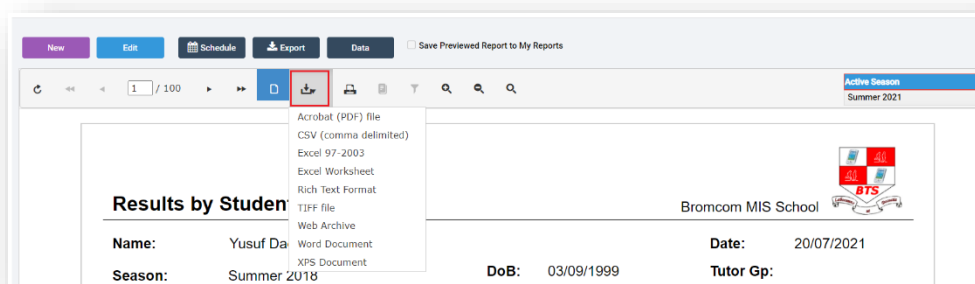
- **Print the Reports**
- **Export Locally**
- **Export to My Documents** with functionality to **Email the Reports to the Individual Students** and/or **Publish to the Student Portal** if required.

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**.

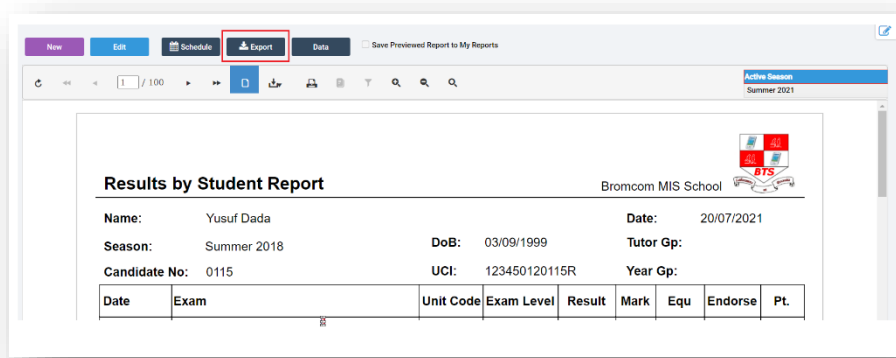


**Export Locally:** Once you have previewed the reports, click the **Export Icon** to **Export Locally** with the option to choose the format of the reports.



**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](#).

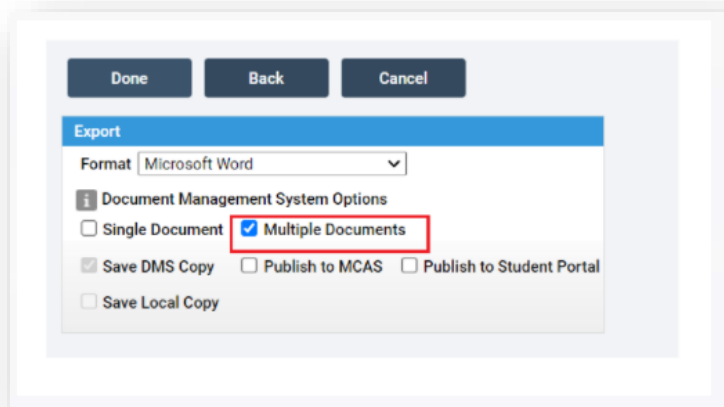
Once you have previewed the reports, click **Export**.



In the **Export Page** choose the **Format of Report** in the **Format** drop down and ensure **Multiple Documents** is ticked – 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.

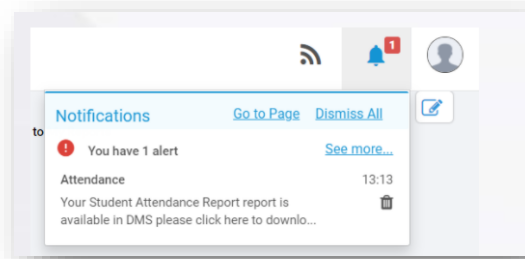
**Note: ticking Publish to Student Portal will IMMEDIATELY** publish the **Statement of Results** to all the Students selected.



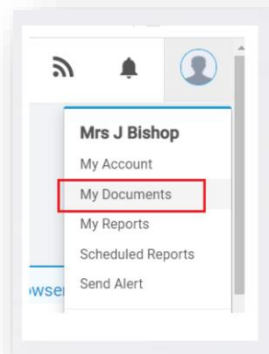
Click **Done**.

**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 the **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.

My Documents											
Drag a column header and drop it here to group by that column											
	Status	Format	Create Date	Create Time	Document T...	Focus	Category	Size	Version	Expire Date	Originator
<input type="checkbox"/>	Exported		20/07/2021	12:34:30	Results by Student Report	Multiple	Examination	0.59 MB	1	03/08/2021	Jennifer Bishop
<input type="checkbox"/>	Exported		20/07/2021	12:35:24	Results by Student Report		Examination	0.59 MB	1	03/08/2021	Jennifer Bishop
<input checked="" type="checkbox"/>	Exported		20/07/2021	12:35:27	Results by Student Report	Moram Chris	Examination	0.07 MB	1	03/08/2021	Jennifer Bishop
<input checked="" type="checkbox"/>	Exported		20/07/2021	12:35:27	Results by Student Report	Asvani Angela	Examination	0.07 MB	1	03/08/2021	Jennifer Bishop
<input checked="" type="checkbox"/>	Exported		20/07/2021	12:35:27	Results by Student Report	Smith Jane	Examination	0.07 MB	1	03/08/2021	Jennifer Bishop
<input checked="" type="checkbox"/>	Exported		20/07/2021	12:35:27	Results by Student Report	Kuukua Cindy	Examination	0.07 MB	1	03/08/2021	Jennifer Bishop
<input checked="" type="checkbox"/>	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.

**Send Document**

Recipient  Contact  Student

From

Subject

Selected DMS Document(s)

64560_Results by Student Report.DOCX	⬇
64561_Results by Student Report.DOCX	⬇
64562_Results by Student Report.DOCX	⬇

The selected DMS document(s) will be send to the associated student(s) of the particular document(s).

Message

166/2500 Dynamic Fields

Only include students who are 18 or over

The messages with selected documents will be sent to contacts priorities indicated below:

Notification Priority

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.215@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

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**.

**Addison Rachel** All ▾

Gender: Female | Date of Birth: 01/03/2006 | Year Group: 10 | Admission No.: S0193A | House: Jupiter | Tutor Group: 10B | Tutor Name: Mr S Mehmet | UPN: P93663981081A

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📍 81, Worsley Bridge Road, London, Lower Sydenham, SE21 1BS

Non FSM | **B** White British

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