

# Training Course Agenda.

Assessment Part Two – School  
Assessment Reports and Data  
Analysis



# Introduction

## Target Audience

The **Assessment Part Two** training is recommended for delivery to the following people from your school:

- ✓ Assessment Team (members of staff responsible for Assessment)
- ✓ Deputy Headteacher/Senior Teacher

## Facilities/Requirements

For **Onsite Training**:

Using the means provided by the establishment for example a whiteboard or projector, the trainer will deliver a session for the module being trained on. An internet connection will be required.

In some instances, attendees will be able to login to follow along with the session, this will be arranged beforehand and in this case login information will be supplied.

For **Webinar Training**:

This session will be delivered via an internet connection, you will be sent a link and login details in an e-mail. We ask that you test the link before the session to make sure you have access, if you do not your IT support should be able to help you with this. If you still cannot connect please let us know as soon as you can, we will try to help or arrange an alternative method to deliver the training.

## Objectives of Session & Timings

The Attendees will work together with their trainer to learn about the host of features within the module being trained and how best they can take advantage of these.

These sessions will teach you how to operate and manage your Bromcom MIS on a day-to-day basis.

## Before the session – Complete Assessment Part One

Before starting this **Assessment Part Two** course, please ensure you have completed the **Assessment Part One** training course. This will ensure you have the fundamental knowledge of Assessment in Bromcom before then moving onto how to analyse your Assessment Data. Please use the following link to the [Book Training Page](#) to book onto this course.

## After the session

**New for 2025** – Once you have completed the Assessment training you will be able to book a 45 minute one to one follow up session with one of our knowledgeable trainers. This can be used to ask further questions you may have or look over your setup. Your trainer will provide you with the details of this at the end of the session.

# Agenda Overview

## Part One: Assessment Webmerge

- ✓ How to create personalised grade reports for parents via Quick Report Webmerge

## Part Two: Assessment Analysis

- ✓ Analysis Data Transfer
  - Assessment Component Exclusions
  - Overnight Transfer
  - Manual Transfer
- ✓ Template Creation & Use (Settings, Data Scope, Cohort,)
  - Summary
  - Grade Distribution
  - Student Grade Analysis by Subject
  - Student Grade by Group Summary

## Part Three: KS4 Performance Dashboard

- ✓ Setup
  - Attainment Estimates
  - Review KS2 Fine Levels
  - Key Stage Cohort Definitions
  - Subject Mapping
  - Headline Figures Grade Mapping
  - Headline Figures Datasets
- ✓ Using the Dashboard
  - Settings
  - Headline Figures
  - Widgets
  - Cohort Information
  - Progress/Focus Panels

## Part Four: How to book the 45 minute one to one follow up session

## Part One: Assessment Webmerge

- ✓ How to create personalised grade reports for parents via Quick Report Webmerge

Notes:

## Part Two: Assessment Analysis

- ✓ **Analysis Data Transfer**
  - Assessment Component Exclusions
  - Overnight Transfer
  - Manual Transfer
  
- ✓ **Template Creation & Use (Settings, Data Scope, Cohort, Options)**
  - Summary
  - Grade Distribution
  - Student Grade Analysis by Subject
  - Student Grade by Group Summary

Notes:

## Part Three: KS4 Performance Dashboard

✓ Setup

- Attainment Estimates
- Review KS2 Fine Levels
- Key Stage Cohort Definitions
- Subject Mapping
- Headline Figures Grade Mapping
- Headline Figures Datasets

Notes:

## Part Three: KS4 Performance Dashboard

- ✓ Using the Dashboard
  - Settings
  - Headline Figures
  - Widgets
  - Cohort Information
  - Progress/Focus Panels

Notes: