

# Exam Results.

Training Agenda



## Target Audience

The **Exam Results** training is recommended for delivery to the following people from your school:

- ✓ Examinations Manager
- ✓ Examinations Administrator

## Objectives of Session

By the end of this session, attendees will be able to:

- Complete necessary checks prior to results day, such as checking access to embargoed results
- Import and manage examination results accurately
- Produce and analyse key results reports

## Agenda Overview

- ✓ **Pre Results Day Checks**
  - Student Portal/MCAS Settings
  - Embargoed Results
    - Defining which staff can view
  
- ✓ **Importing Results**
  - Importing Data Files (manually and via A2C)
  - Importing/Refreshing Basedata (if needed)
  - Adding Results Manually (EDI/Non EDI)
  - Amending Results (EDI/Non EDI)
  
- ✓ **Reporting on Results**
  - Exporting Results via Manage Results Page
  - Creating Exam Sheets to show Results
  - Built-In Reports
    - Results by Student
    - Results Overview
    - Results by Group/Grade Analysis
    - Candidate Results by Class
  - Quick Reports
    - Examination Candidates Domain
  
- ✓ **Analysing Results**
  - Creating Assessment Marksheets
  - KS4 Performance Dashboard
    - Setting the Embargo
  - Discounting Exam Results