

# Alis and CEMIBE

## Uploading Exam Results

### 2024-25

Tel: +44 (0)1223 790 122

Email: [CEM@cambridge.org](mailto:CEM@cambridge.org)

[www.cem.org](http://www.cem.org)

# Contents

Choosing your file format .....	3
Long List Format .....	3
Examination Result Fields .....	3
SIMS Results Export file.....	4
Accessing the Exam Results Centre for Alis and CEM IBE.....	5
Uploading your file .....	6
Mapping your upload file.....	7
Fixing errors in your upload file.....	8
Editing exam results .....	9
Matching results to students.....	10
Accessing Value Added Reports.....	11

# Choosing your file format

Please upload your results in one of the following formats:

1. Long List
2. SIMS broadsheet (Not suitable for IB) - See below for details.

These spreadsheets can be in either a comma separated variable format i.e. csv comma delimited (.csv) or a Microsoft Excel spreadsheet (.xlsx or .xls).

**Please note: we are only able to process data in the above formats (CSV Comma Delimited is the recommended long list format).**

## Long List Format

This format is 1 row per student per result and can contain the following fields.

**Student Detail Fields** - \* indicates a compulsory field.

Column Header	Description
* Forename	The first name by which the candidate is usually known
* Surname	The surname by which the candidate is usually known
* Date Of Birth	dd/mm/yyyy
* Gender	M for male candidates or F for female candidates
UPN	Unique Pupil Number – Must be a genuine Unique Pupil Number. No other student identifier will be accepted

## Examination Result Fields

One of the following combinations of Examination Result Fields is compulsory:

Option 1. Qualification + Subject + Result

Option 2. Board + Option Code + Result

Option 3. Qualification + Subject + Board + Option Code + Result

**(See upload tip on page 6 when including all 5 columns)**

Column Header	Description
Qualification	Qualification Type (A2, AS, IBH, IBS PREUFC, PREUSC)
Subject	Subject Name (Biology, Mathematics etc.)
Board	Board Name or Code (AQA or 70, Edexcel or 11 etc.)
Option Code	Syllabus Option/Cash-In Code (see below)
Result	Examination Result (grade) - <b>do not include X grades</b>

An example of a correctly formatted long list file with all 5 examination result fields included is given below. If you choose options 1 or 2 (above), the columns you do not wish to include should be excluded from the spreadsheet altogether rather than included and left blank.

	A	B	C	D	E	F	G	H	I	J
1	Forename	Surname	Date of Birth	Gender	UPN	Qualification	Subject	Board	Option Code	Result
2	Alice	Apple	02/12/1996	F	A123456789012	A2	D&T Product Design 3D	AQA	2551	D
3	Alice	Apple	02/12/1996	F	A123456789012	A2	Psychology	OCR	H568	U
4	Bob	Banana	18/04/1997	M	A123456789013	A2	Physical Education	AQA	2581	A*
5	Bob	Banana	18/04/1997	M	A123456789013	AS	Biology	AQA	1411	A

**OPTION CODE:** Cash-in or Option Codes are required for our Syllabus Level analyses (A2/AS Level only). Examples of cash-in/option codes are H155 (OCR AS Physical Education) and H555 (OCR A2 Physical Education). If you wish to include the cash-in /option codes, you must include the exam board name/code too. Including the board and option codes can also enable more accurate identification of the qualification.

**SUBJECT:** If you are including subject names in your spreadsheet, make sure these are named clearly, in particular

1. **A2/AS** distinguish between:

- **Textiles:** Art & Design (Textiles) and DT Product Design (Textiles)
- **Graphics:** Art & Design (Graphics) and DT Product Design (Graphics)
- **English:** English Literature, English Language or English Language and Literature

2. **IB Languages MUST** be classified as A, B or ab initio in addition to Qualification of IBH or IBS e.g. English A, French B

- **English A only:** please specify additionally as Literature or Language and Literature or Literature and Performance
- **No board or option code should be entered for IB qualifications**

3. Pre-Us must be specified as Full Course or Short Course i.e. PREUFC or PREUSC. Board may be selected as CIE or Other.

**PLEASE NOTE: If you need to upload a mixture of qualifications with and without board and option codes, please prepare 2 spreadsheets: one for the qualifications with codes and one for those without codes and upload them separately. If all or none of your qualifications have codes, they can all be included on the same spreadsheet.**

## SIMS Results Export file

This format is the one obtained directly from SIMS Management Information System. This can be obtained from SIMS using the following menu options:

**Focus > Examinations > Reports**, which will get to the Exam Results module part of SIMS. Then choose the following menu option to generate the report:

**Reports > Results > Export Results**, choosing the one row per pupil option and saving the file as a Comma Separate Variable (.csv) file type. This should result in a file that looks like this (when displayed in Excel):

Exam Results Export															
Season: June (Summer) Exams 2009					Series: (All)										
Level: (All)					Element Type: All										
Group: Curriculum Year 11					Export Date: 21/07/2016										
Surname	Forename	DOB	Gender	Year	Reg	ExamNu	UCI	UPN	AQA 3031	AQA 3031	AQA 3041	AQA 3543	AQA 3543	AQA 4411	
Apple	Andrew	12/07/1993	M	[13]	(N)		95137007	X123456789012		B	C			C	
Banana	Beth	21/03/1994	F	[13]	(J)		95137007	D123456789012	C		B				
Carrot	Chris	05/06/1993	M	[13]	(Q)		95137007	L123456789012			D		C	C	
Damson	David	30/11/1992	M	[13]	(N)		95137007	P123456789012		A	B				

The subject column headers are shown in detail in the image below. These should be generated in this format automatically via SIMS.

AQA 4461 Science A	AQA 4463 Additional Science	EDEXL/GCE 8371 Mathematics
--------------------	-----------------------------	----------------------------

**PLEASE NOTE:** If following these instructions does not generate the report you require, please contact SIMS customer support for assistance. We are unable to offer guidance on how to obtain this report from any other Management Information System (MIS). Also, board and option code details are included in this format and cannot be removed so it is not suitable for IB qualifications. Please use the Long List Format for these qualifications.

Uploading your school's results is carried out via our schools **Exam Results Centre**.

## Accessing the Exam Results Centre for Alis and CEM IBE

Go to the Alis+/CEM IBE+ website as appropriate. This can be accessed via [www.cem.org](http://www.cem.org) selecting **LOGIN > Alis/CEMIBE**.

LOG INTO YOUR CEM ACCOUNT

Reminder: your CEM assessments will be automatically renewed. [Find out more here.](#)

Select your secure login area

- CEM SECURE
- Cambridge Primary Insight
- InCAS
- PIPS
- MidYIS / Yellis
- Alis / CEM IBE**
- Wellbeing Check
- CPSQ

Log in by entering your Username and Password.

Home Assessment Reports **Exam Results Collection** My Account Help Centre Logout

Click on Exam Results Centre.

### UPLOAD EXAM RESULTS

Here you can upload files containing exam results. Once uploaded, we will match as many results as possible to our records of your students. So that we can correctly match your data, we will ask a few questions about the format of the data file that you are providing.

What Key Stage and Exam Year would you like to upload results for?

Key Stage:  
Key Stage 5 (ALIS)

Exam Year:  
**2024**

What format will your uploaded file be in?

**Longlist**

Use the first row as column headers

Please choose the results file that you wish to upload:

Select file...

**UPLOAD**

Use the dropdown menus to select the appropriate exam year and file format. If you are uploading historic exam results, make sure you select the correct exam year i.e. the year the exam results were awarded.

## Uploading your file

After you have made the appropriate selections on the above page, then navigate to your results file using the **Select File** button and click **Upload**.

The next page will display a preview of your file and the detected headings.

### UPLOAD EXAM RESULTS

For reference, this is how we have interpreted your file:

Forename	Surname	Date of Birth	Gender	UPN	Qualification	Subject	Board	Option Code	Result
Alice	Apple	02/12/1996 00:00:00	F	A123456789012	A2	D&T Product Design 3D	AQA	2551	D
Alice	Apple	02/12/1996 00:00:00	F	A123456789012	A2	Psychology	OCR	H568	U
Bob	Banana	18/04/1997 00:00:00	M	A123456789013	A2	Physical Education	AQA	2581	A*
Bob	Banana	18/04/1997 00:00:00	M	A123456789013	AS	Biology	AQA	1411	A

Below the preview you will see the first mapping screen:

We have tried to detect the headers of the columns in your file. Please confirm/amend these:

VALUES IN FILE	VALID VALUES
SURNAME:	Surname
FORENAME:	Forename
GENDER:	Gender
DOB:	Date of Birth
SUBJECT:	Subject
QUAL:	Qualification
GRADE:	Result

**CONFIRM**

If you upload a SIMS broadsheet, some column headings will appear that are not needed. Map the ones that have an option in the Valid Values and select Ignore against the rest.

VALUES IN FILE	VALID VALUES
Surname:	Surname
Forename:	Forename
DOB:	Date of Birth
Gender:	Gender
Year:	Ignore
Reg:	Ignore
Exam Number:	Ignore
UCI:	Ignore
UPN:	UPN
Board:	Board
Option Code:	Option Code
Subject:	Subject
Result:	Result

**UPLOAD TIP:** You may include all 5 examination result fields in your spreadsheet and choose to select the Ignore option for qualification type and subject name during the upload process. This will force you to map to board and option code only which is a simpler and more accurate way to map qualifications as some subject names can be ambiguous.

Click **Confirm** once you have mapped the column headings.

Please check that the column headings in your file match those in the Valid Values and correct any which do not match using the drop down options.

## Mapping your upload file

You will now be presented with a succession of mapping screens. You will be asked to map the values present in the columns of your file to known values in our database for gender, qualifications, subjects, board and option codes if these are included in your file. The first screen is to map the values for gender in your file.

We have mapped the values that you have supplied for "Gender" to our known values for "Gender". Please confirm or amend the mapping to continue.

VALUES IN FILE	VALID VALUES
M:	Male
F:	Female

**CONFIRM**

Click **Confirm** once you have matched the values in your file. You will then be shown the screen for mapping qualifications if that column is present in your file

Check that the values match, **even those that have mapped automatically**, and add or amend them as necessary using the drop down options next to each valid value.

We have mapped the values that you have supplied for "Qualification" to our known values for "Qualification". Please confirm or amend the mapping to continue.

VALUES IN FILE	VALID VALUES
IBH:	IB Higher
IBS:	IB Standard
A2:	-- Please Select --
AS:	-- Please Select --

Click **Confirm** once you have matched the values in your file. You will then be shown the screen for mapping subject names if that column is present in your file. If you chose to upload your file containing board and option codes then these will also be shown for mapping.

VALUES IN FILE	VALID VALUES
<b>AQA:</b> Qualification: Advanced GCE	AQA
<b>OCR:</b> Qualification: Advanced GCE	OCR
<b>AQA:</b> Qualification: Advanced Subsidiary GCE	AQA
<b>BLANK:</b> Qualification: Pre-U Full Course	Other
<b>BLANK:</b> Qualification: Pre-U Short Course	-- Please Select --

**CONFIRM**

We have mapped the values that you have supplied for "Subject" to our known values for "Subject". Please confirm or amend the mapping to continue.

VALUES IN FILE	VALID VALUES
<b>Physics:</b> Qualification: IB Higher	Physics
<b>Mathematics:</b> Qualification: IB Higher	Mathematics
<b>Chemistry:</b> Qualification: IB Higher	Chemistry

Click **Confirm** once you have matched the values in your file.

**Remember to check that the mapping is correct, even where the system has auto-mapped the values.**

## Fixing errors in your upload file

You may now be presented with a screen which will display any cells in your file which have not been validated and can now be edited to show correct values. The question mark to the right of any cell will display information about why the validation failed and, in some cases, the allowed values. If there are no corrections to make, you will not see this page.

### Exam Results Centre

#### UPLOAD EXAM RESULTS

There are 3 errors within your file.

Please fix these errors using the following grid.

Only show rows with errors

Surname	Forename	Date of Birth	Subject	Qualification	Result
<input type="text"/>	Example	29/01/1996	ENGLISH LANGUAGE	Advanced GCE	Select
Test	Pupil	07/01/1997	Russian_A1	IB Higher	Select

Make the necessary corrections to each record by typing in the missing data or selecting it from the **drop down menus** as appropriate.

Click **Confirm** once you have completed the corrections

When your upload has been successful, you will see the following page:

English (United Kingdom) [+]

### Exam Results Centre

Upload Exam Results

Match Students

Edit Results

#### RESULTS HAVE STARTED LOADING

Thank you for using Exam Results Centre.

Your results have started loading. During this time, you can upload more files, but you cannot edit your student matches or results until the loading has finished.

**UPLOAD ANOTHER FILE**

If you have another file to upload, select **Upload Another File** and repeat the process.



# Editing exam results

Once your results have been uploaded, you can add or remove exam results or amend the grade to correct errors or following re-marks.

## Exam Results Centre



### EDIT RESULTS

So that we know which of your results we should be editing, please can you provide the following details:

Key Stage:  
Key Stage 5 (ALIS) ▼

Exam Year:  
2024 ▼

**SUBMIT**

Select **Edit Results** then **Submit** to launch the editing function.

### EDIT RESULTS

The grid below is a record of all of the students and results that you have uploaded through Exam Results Centre. If there are any students missing, you will need to upload them in a separate results file.

Once finished, click the "Save Changes" button at the bottom of the page, and our system will start updating your results based on any changes that you have made here. You will not be able to change your results again until our system has finished this process.

<b>+ ADD NEW RESULT</b>		<b>DELETE SELECTED RESULTS</b>				
	Surname	Forename	Date of Birth	Qualification	Subject	Grade
<input type="checkbox"/>	* Banana	Bertie	01/01/2000	Advanced GCE	Mathematics	A ▼
<input type="checkbox"/>	* Banana	Bertie	01/01/2000	Advanced Subsidiary GCE	Biology AS	B ▼
<input checked="" type="checkbox"/>	* Carrott	Carol	02/01/2000	Advanced GCE	Chemistry	A* ▼
<input type="checkbox"/>	* Carrott	Carol	02/01/2000	Advanced Subsidiary GCE	Mathematics	E ▼

**To delete results:** select the results to be deleted by clicking in the tick box to the left of each result. This will highlight them in orange. Click on **Delete Selected Results** then **Save Changes**.

**To amend grades:** click on the **drop down menu** in the grade box next to the results to be amended and select the correct grade. Then click on the **Save Changes** box.

**To add a new result:** click **Add New Result**.

Add New Result ×

What student would you like to add a result for?

**Student:** \* Banana Bertie, 01/01/2000, Male ▼

\* Students marked by a star do not match a student record in our database, so they will not appear in your Value Added Reports until matched.

What subject is the result in?

**Qualification:** Select qualification... ▼

**Board:** Select board... ▼

**Subject:** Select subject... ▼

What is the grade of the result?

**Grade:** Select grade... ▼

**CANCEL** **ADD**

Use the **drop down menus** to enter the required information then click on Add. **When adding IB results, select board 'other'.**

# Matching results to students

This function allows you to match results that have not automatically matched to students in our database, preventing them from appearing in your Value Added Reports. This can happen if the student details in the results file are not exactly the same as our database.

## Exam Results Centre

Upload Exam Results **Match Students** Edit Results

### MATCH STUDENTS

So that we know which of your students we should be matching against, please can you provide the following details:

Key Stage:  
Key Stage 5 (ALIS) ▼

Exam Year:  
2024 ▼

**SUBMIT**

Select **Match Students** then **Submit** to launch the matching function  
Click on the Edit box next to the student you wish to match. A **drop down** option will appear from the No Match box. Select the student record you wish to match to from the drop down list and click **Update** then **Save Matches**. You can filter the list to show only students with results that do not match by ticking the appropriate box.

## Exam Results Centre

Upload Exam Results **Match Students** Edit Results

### MATCH STUDENTS

To correctly assign your results, we need to know which students from your files correspond to the students on our system. The grid below shows how your students have been matched. You can use the "Edit" button to change matches.

Once finished, click the "Save Matches" button at the bottom of the page, and our system will start re-assigning your results based on any changes that you have made here. You will not be able to change your matches again until our system has finished this process.

Search file students:  **Only show file students that do not have a match**

From your Files	From our System	
Apple Alice, 02/12/1996, Female, UPN: A123456789012	No Match	Edit
Apple Alice, 15/07/1998, Female, UPN: N202630709001	No Match	Edit

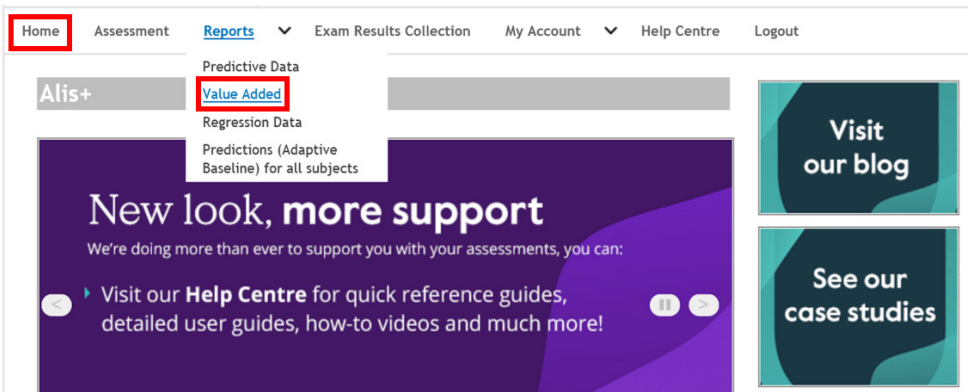
11 - 20 of 296 items

**SAVE MATCHES**

Use of the editor or matching functions will prompt a re-generation of your reports, usually the same day.

# Accessing Value Added Reports

From the Home page of the Alis/CEMIBE website, go to [REPORTS > VALUE ADDED](#).



Select Reports > Value Added then select the appropriate exam year.



The exam year will default to the most recent and show the suite of reports as below. To look at previous exam years, change the year in the Exam Year drop down box.

**Report Baseline:**  GCSE (Substituting Test Where No GCSE)  Test Only

Report Type	Download
Executive Summary	
Summary Report	
Student Level Data (SLR) Report	
Student Level Data Spreadsheet	
Gender Report	
Supported Subjects - Average GCSE (0-8) Baseline	
Supported Subjects - CABT Baseline	
Supported Subjects - Average GCSE (0-9) Baseline	

Should you require further assistance please contact our Helpdesk.

Email: [cem@cambridge.org](mailto:cem@cambridge.org) or Telephone: +44 (0) 1223 790122