CAMBRIDGE
UNIVERSITY PRESS & ASSESSMENT

Centre for Evaluation & Monitoring

GCSE Exam
Results Collection

2024-25

Contents

Results Collection for Value Added

In order to provide your school with value-added progress reports from the Pre-16 assessments, copies of your GCSE (and IGCSE) entries and results are needed as soon as possible.

To make things simpler, and to reduce the number of returns you need to make to CEM, you can now submit your entries and results files at the same time.

You only need to submit your entries and results files to us once, even if you use more than one of the Pre-16 systems. (Please note: Pre and Post 16 examination results are collected separately using a different method – if you have Post 16 results to return these will need to be submitted through the Alis+/CEM IBE+ secure site).

Please note: EDI Entries and Results Files should be uploaded at the same time. Files uploaded even 30 minutes apart are unlikely to be matched within our system, and you might have to upload both again. Files can be uploaded together or separately, as long as the separate uploads are in quick succession.

We will provide analysis for subjects where we have received sufficient and well-distributed results from a number of schools, and where the relationship between the baseline test and the subject results is considered strong enough.

Wherever possible, we will provide separate value-added analyses for IGCSE subjects. If the sample is not big enough for us to be able to offer this, IGCSEs will be analysed with their corresponding or closest matching GCSE.

Value Added on results day

CEM now provides value-added progress reports on results day – in most cases your reports will be produced on the same day you upload your results to CEM.

Finding your Entries and Results files (UK Schools)

Locating your GCSE EDI Entries and Results files is simple. The files are easy to find because they have a very distinctive file name format where aaaaa is your 5-digit Exam Board Centre Number, bb is a two- digit code number for the Board and cc is a two-digit serial number:

Eaaaaabb.**X**cc   An Entries file

Raaaaabb.**X**cc   A Results file

You may need to check the date-stamp on the files to make sure they are for this year's GCSE results, plus any early results from the last examination year. Once you have located the files, you can upload them.

Please note – When your upload is complete, you will receive an email. This email confirms that we have received your file(s) but it does not confirm that the file is correct and has been processed. You will be contacted separately by email if your file cannot be processed for any reason.

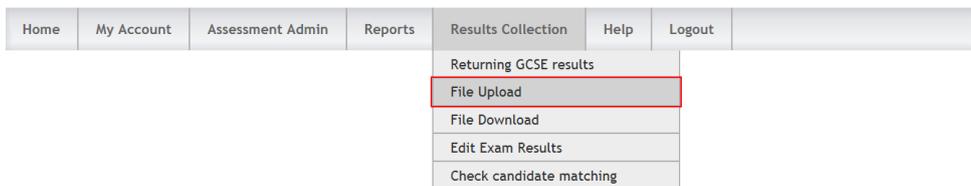*All file formats are submitted using the same upload process described below.*

Option 1

File Upload – EDI Entries and Results Files (UK Schools)

You can upload your GCSE EDI entries and results files through the **Secondary+** website: **www.cem.org > Login**
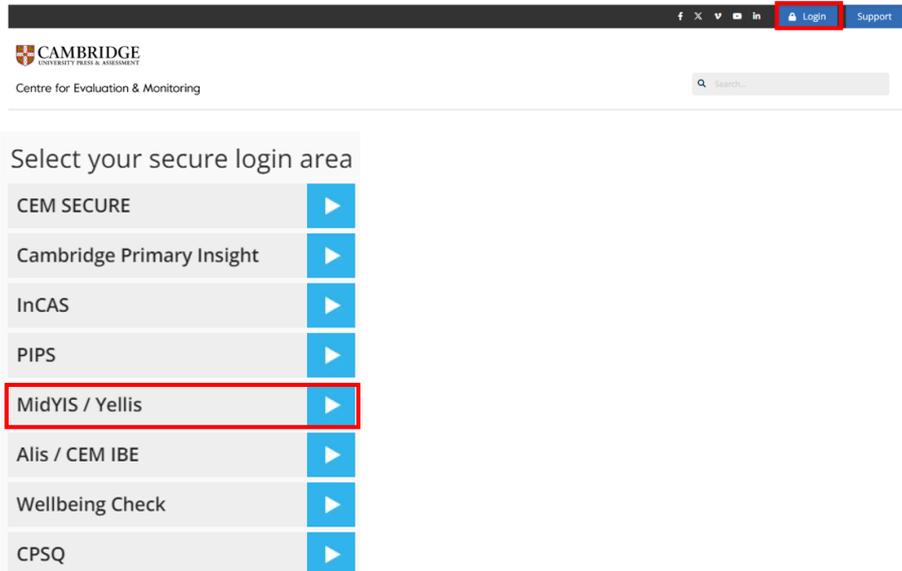
Once you have logged in, select the **Results Collection** menu and **File Upload** option.

The **File Upload** facility will ask you to enter a contact name and email address, once you have entered these details click Proceed .

Browse for the EDI Entries and Results files and click **Upload Files**. You will see a confirmation message in green text under the upload files button to confirm your file has been received. This is not validation that your file is correct. You will be contacted separately if your upload has failed to process.

If your students took any early GCSEs, please make sure you include these EDI Entries and Results files.

In most cases you will be able to select multiple files to upload in one go. If this will not work for you, try a different browser or upload each file separately.

What do I do if I can't locate copies of my EDI Entries files?

If your EDI Entries are missing, we will not be able to automatically use your Results Files, because this is how we collect your students' candidate numbers. However, if you cannot locate your Entries Files, we can process your students' entries details from a text (or CSV) file. In a CSV file the data must be put in the following columns and returned using the upload facility as described in **Option 1:**

- Exam Candidate Number (4 digits)
- Surname Text
- Forename Text (Multiple forenames separated by a space)
- Gender Text (M / F)
- DOB Text (dd/mm/yyyy)
- Level Text (G for GCSE)

In a text file each field must be separated from the next by a comma, for example:

1234,Jones,Jennifer Jane,F,01/01/1999,G

Please name the file: E-General Number-E.csv

The 5 digit **General Number** can be located in the name of your **Pre-formatted Results Spreadsheet** (see page 6)**.**

We do not need to know which subjects your students have been entered for, as this information will be collected in the GCSE EDI Results files.

Option 2

File Download – Pre-formatted Results Spreadsheet (International schools and UK schools not using EDI files)

You can download a copy of the GCSE Results Collection Spreadsheet from the **Secondary+** website. You will need your school's username and password to log in.

Once you have logged in, select the Results Collection menu and follow the link to File Download.

Ensure that the correct UK Key Stage 4 (KS4) exam year is selected then tick the boxes next to all the (I)GCSE types you need to be represented in your spreadsheet.

All of the students for whom the system is expecting (I)GCSE results in the exam year you have selected will automatically appear in the spreadsheet. Type the grade into the appropriate cell for each exam result. Take care when entering grades that you are doing so in the correct (I)GCSE category. The different (I)GCSE types are labelled at the top of the spreadsheet and the column headers relating to each type are in different colours to help avoid confusion.

Save the spreadsheet to a location on your desktop or 'My Documents' folder before you start working on it. **Do not change the name of the file as this will stop the results file from processing correctly and will cause delays with your feedback.**

If you find the same pupil listed more than once, please enter the examination grades in each row: e.g.

SMITH Johnny 14/02/99 B C D A C C

SMITH John Alan 14/02/99 B C D A C C

The names, as they are recorded on the spreadsheet, cannot be altered. If any pupils have left the school or have not sat any examinations, please leave these lines blank. Candidates who do not appear on the list do not have a MidYIS, or Yellis Assessment Score so we will be unable to provide you with value-added data for them.

Save and upload your completed spreadsheet to Secondary+. Go to **Results Collection > File Upload**. Enter an email address so that a confirmation email can be sent to you once the files arrive with us.

Subject headings

- **Art & Design** includes all related subjects and Photography
- **Biology** includes Human Biology
- **Business Studies** does not include Accounting
- **Design & Technology** includes all D&T-related subjects, such as Food Technology, Graphic/Electronic Products, Resistant Materials, Systems & Control
- **Drama** includes Expressive/Performing Arts
- **Home Economics** includes Child Development and Food & Nutrition
- **ICT**
- **Computer Science**
- **Other Science** includes all sciences other than the GCSE Core/Additional Science suite, Biology, Chemistry, Physics or Single/Double GCSE Science – e.g. includes Rural/Agricultural or Environmental Science, Geology, Astronomy
- **Welsh** only refers to Welsh 2nd Language

If you are unsure about which headings to use for certain subjects, then be guided by the start of the syllabus title, for example:

- **Textiles**

  'D&T: Textiles' goes under Design & Technology

  'Art & Design: Textiles' goes under Art & Design

  'Home Economics: Textiles' goes under Home Economics

- **Food**

  'D&T: Food Technology' goes under Design & Technology

  'Home Economics: Food & Nutrition' goes under Home Economics

Entering multiple grades for the same subject or subject group

- If any candidate has taken two or more subjects that are members of the same group or has two different grades for the same subject, please enter the highest grade only.
- For Double Award GCSEs or Vocational GCSEs enter the HIGHEST grade only.

Option 3

Edit Exam Results

You can check that your exam results have uploaded successfully, edit results already uploaded or input results from scratch in the Exam Results Editor.

PLEASE NOTE: If you are returning IGCSE results please use Option 1 or 2. IGCSE results can be amended using the GCSE Results Editor, but if they are added using the online editor they will be listed as GCSEs.

Use the drop down menus in each cell to enter the appropriate grade, making sure to check that you are in the correct (I)GCSE section of the spreadsheet (separated by a heavier black line in the column headers). Click Save changes when you have finished entering the grades. More details guidance can be seen in **Using the Results Editor.**

Option 4

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 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):

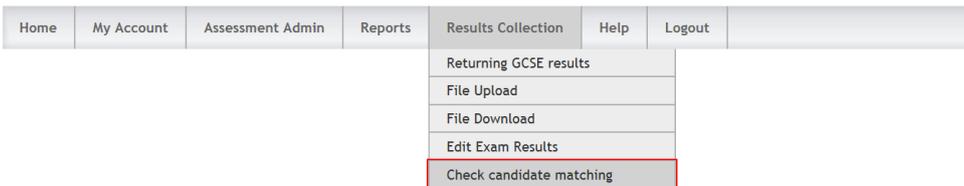| Exam Results Export										
Season: June (Summer) Exams 2024				Series: All						
Level: (All)				Element Type: All						
Group: Curriculum Year 11				Export Date: 30/08/2024						
Surname	Forename	DOB	Gender	Exam No	Year	UPN	UCI	AQA 8035 Geography	AQA 8201 Art & Design (Art Craft & Des)	A
Apple	Andrew	11/03/2006	M	7005	Year 11	B999990117005	999990177005C			5
Banana	Bethany	25/07/2006	F	7006	Year 11	S999990117006	999990177006H	9		
Carrot	Christopher	13/10/2005	M	7007	Year 11	H999990117007	999990177007T		9	

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

AQA 8035 Geography	AQA 8201 Art & Design (Art Craft & Des)	AQA 8461H Biology Tier H

PLEASE NOTE: If following these instructions does not generate the report you require, please contact SIMS customer support for assistance. We are currently unable to offer guidance on how to obtain this report from any other Management Information System (MIS).

Check Candidate Matching

This function is required if the name of a student is expressed differently in the student records than in the exam results upload or if a student has completed Midyis/Yellis assessments in more than one year group.

Home	My Account	Assessment Admin	Reports	Results Collection	Help	Logout

Returning GCSE results
File Upload
File Download
Edit Exam Results
Check candidate matching

Set the correct exam year using the drop down menu then use the Edit/Delete Match buttons to match the students correctly then Click on Update to confirm the selection or Cancel if you change your mind. You can use the Delete Match option if you make a mistake or notice the student is matched incorrectly. Click Save Changes when all edits are complete.

Please select the Exam Year you wish to edit entries for.

Exam Entry Year   2024

Please select the Entry Type you wish to edit then continue…

Exam Entry Type   GCSE Entry   Continue

Whenever a duplicate is identified (based on duplicate Surname, Forename, Sex and Date of Birth) the grid shows only one occurrence of that pupil.

Value Added Reports

To access your Value Added reports on your **Secondary+** website go to **Reports > Data and Reports**

See our Help Centre for further guidance **https://help.cem.org/hc/en-gb**

Contact us

If you require any further assistance please contact our Helpdesk.

Email: cem@cambridge.org or Phone: +44 (0) 1223 790122

If you are uploading historical EDI files or CSV files for previous assessment years, please email cem@cambridge.org. In these cases, we need to process your value-added reports as manual requests.