

# Alis and Cambridge Insight IBE Uploading Exam Results 2024-25

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# 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 <u>(CSV Comma</u> 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.

1	A	В	С	D	E	F	G	Н	1	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	М	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 I	Exam Results Export													
Season: June (Summer) Exams 2009			Series: (All)											
Level: (All)			Element Type: All											
Group: Cur	Group: Curriculum Year 11			Export I	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	М	[13]	(N)		95137007	X123456789012		В	С			С
Banana	Beth	21/03/1994	F	[13]	(J)		95137007	D123456789012	С		В			
Carrot	Chris	05/06/1993	М	[13]	(Q)		95137007	L123456789012			D		С	С
Damson	David	30/11/1992	М	[13]	(N)		95137007	P123456789012		A	В			

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
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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 Cambridge Insight IBE

Go to the Alis+/Cambridge Insight IBE+ website as appropriate. This can be accessed via www.cambridge.org/insight selecting **LOGIN > Alis/Cambridge Insight IBE**.



Log in by entering your Username and Password.

IICK UI	i Exam Res	ults Cen	tre.						
UPLOA	D EXAM RESU	LTS							
Here you ca So that we o	n upload files containing an correctly match your	g exam results. O r data, we will ask	nce uploaded a few questic	, we will match as mar ons about the format c	ny results as possible of the data file that yo	to our records u are providinį	s of your g.	students.	
What Key St	age and Exam Vear wou	ld you like to up	oad results fo	-2					
Key Stage:	age and Examined wou	na you like to upi	Jau results to	2					
Key Stage	5 (ALIS) 🗸 🗸								
Exam Year:									
2024	~								
	t will your uploaded file	be in?							
What forma	·····								
What forma	~								
What forma Longlist ☑ Use the fi	rst row as column heade	rs							
What forma Longlist Use the fi	rst row as column heade	s	4.						

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	М	A123456789013	A2	Physical Education	AQA	2581	A*
Bob	Banana	18/04/1997 00:00:00	М	A123456789013	AS	Biology	AQA	1411	A

Below the preview you will see the first mapping screen:

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

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.

VALU	JES 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 suppl continue.	ied for "Gender" to our kn	own valu	es for "Gender". Please confirm or amend the mapping to
VALUES IN FILE	VALID VALUES		
M:	Male	~	
R	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 suppl mapping to continue.	ied for "Qualification" to c	our known values for "Qualification". Please confirm or amend the
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			
AQA:	AQA	~		
Qualification: Advanced GCE				
OCR:	OCR			
Qualification: Advanced GCE				
AQA:	AQA			
Qualification: Advanced Subsidiary GCE				
BLANK: Qualification: Pre-LL Full Course	Other			
Quanication. The o Fun Course				
BLANK: Oualification: Pre-U Short Course	Please Select			
				CONFIRM
We have mapped the values that you have support continue.	olled for "Subject" to our k	iown values for "Subj	ect". Please confirm c	or amend the mapping to
Physics: <u>Qualification</u> : IB Higher	Physics			
Mathematics: Qualification: IB Higher	Mathematics			
Chemistry: 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 Re	sults Centre				
UPLOAD EX/	AM RESULTS				
There are <b>3</b> errors	within your file.				
Please fix these err	rors using the following grid	2		c	Only show rows with errors 🗹
Surname	Forename	Date of Birth	Subject	Qualification	Result
	. 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:



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**

🛓 Upload Exam Results		🛔 Match Students	🥜 Edit Results
EDIT RESULTS			
So that we know which o	f your results we should be edi	iting, please can you provide the following details:	
Key Stage:			
Key Stage 5 (ALIS)	~		
Exam Year:			
2024	~		
			SURMIT

#### 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.

+	ADD NEW RESULT	🛍 DELETE SEL	ECTED RESULTS			
	Surname	Forename	Date of Birth	Qualification	Subject	Grade
	* Banana	Bertie	01/01/2000	Advanced GCE	Mathematics	A •
	* Banana	Bertie	01/01/2000	Advanced Subsidiary GCE	Biology AS	B 🔻
	* Carrott	Carol	02/01/2000	Advanced GCE	Chemistry	A* •
	* 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.

what student wou	Id you like to add a result for?	
Student:	* Banana Bertie, 01/01/2000, Male	٠
* Students marked by a they will not appear in y	star do not match a student record in our our Value Added Reports until matched.	database, so
What subject is the	e result in?	
Qualification:	Select qualification	Ŧ
Board:	Select board	٣
Subject:	Select subject	Ŧ
What is the grade	of the result?	

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		S	🎒 Match Students	🖋 Edit Results	
MATCH STUDE	NTS				
So that we know which o	f your students	we should be ma	atching against, please can you provide the following d	etails:	
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	1	Edit Results
MATCH STUDENTS				
To correctly assign your results, we need to kno students have been matched. You can use the "	w which studen Edit" button to	ts from your files correspond to change matches.	the students on our system. Th	e grid below shows how your
Once finished, click the "Save Matches" button a have made here. You will not be able to change	it the bottom of your matches a	f the page, and our system will st gain until our system has finishe	art re-assigning your results ba d this process.	sed on any changes that you
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: A12345	6789012	No Match		/ Edit
Apple Alice, 15/07/1998, Female, UPN: N2026	30709001	No Match		🖌 Edit
(x x 1 2 3 4 5 6 7 8	9 10	(+)(+)		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/Cambridge Insight IBE website, go to REPORTS > VALUE ADDED.



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

Value Added I	Downloads -
The table below lists the	e Value-Added reports and spreadsheets that are available for download.
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: 
OGCSE (Substituting Test Where No GCSE)
OTest Only

Subject Level Analysis	Syllabus Level Analysis	Institution Type Analysis	
Report Type		Downlo	ad 🔨
Executive Summary			
Summary Report			
Student Level Data (SLR) Rep	ort		
Student Level Data Spreadshe	eet	×	
Gender Report			
Supported Subjects - Average	GCSE (0-8) Baseline		
Supported Subjects - CABT Ba	aseline		
Supported Subjects - Average	GCSE (0-9) Baseline		~
<			>

Should you require further assistance please contact our Helpdesk.

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