

## Printing Exam Results Summary for Children's Services

Once you are satisfied that all results have been recorded in SIMS (either by importing downloaded files or adding manual additional results) and Performance Indicator (PI) data has been collated and calculated, you should print the Performance Table Reports from SIMS via **Tools | Examinations | PI Reports**.

**Important Note** Schools should ensure they have (a) upgraded\* to the SIMS Summer 2018 release – version 7.182 and (b) Managed Performance Indicators in SIMS (See HfL Doc ref DMS022).

\*The version number of SIMS can be checked via **Help | About SIMS .net**.

**Additional Results (Non-EDI results)** Additional Results (for results without basedata) should be added for inclusion in the PI Calculations. These are added in SIMS via **Tools | Examinations | Edit PI Data**. **Note: You must ensure that once all additional results are added, you re-collate PI using the CRD or CKD button.**

Please refer to the **HfL Exam Results Survival Guide 2018 Doc ref: DMS031** (which will be available mid-July) on the HGfL at <http://bit.ly/hertsexamresults> for guidance pertaining to the import of results, manually adding additional results and discounting.

<b><u>KS4 Summary Report:</u></b>	<b><u>Age 16 -18 Summary Report:</u></b>
<ol style="list-style-type: none"> <li>1. Log into <b>SIMS .net</b>.</li> <li>2. Navigate to <b>Tools   Examinations   PI Reports</b>.</li> <li>3. <u>Use the following parameters:</u> <ul style="list-style-type: none"> <li>➤ Season: <b>June (Summer) Exams 2018</b>.</li> <li>➤ Level: <b>Keystage 4</b>.</li> <li>➤ Group Filter: Expand <b>Exam Performance Cohort</b> and tick <b>PI Cohort 2018 KS4</b>.</li> <li>➤ Report Type: <b>Summary</b>.</li> </ul> </li> <li>4. Click <b>Run</b>.</li> <li>5. The Performance Table Summary is then displayed on screen with the option of exporting as Word, Excel or PDF. Clicking on the <b>Print</b> button will send a copy of the report to the printer.</li> </ol>	<ol style="list-style-type: none"> <li>1. Log into <b>SIMS .net</b>.</li> <li>2. Navigate to <b>Tools   Examinations   PI Reports</b>.</li> <li>3. <u>Use the following parameters:</u> <ul style="list-style-type: none"> <li>➤ Season: <b>June (Summer) Exams 2018</b>.</li> <li>➤ Level: <b>Age 16 - 18</b>.</li> <li>➤ Group Filter: Expand <b>Exam Performance Cohort</b> and tick <b>PI Cohort 2018 Age 16+</b>.</li> <li>➤ Report Type: <b>Summary</b>.</li> </ul> </li> <li>4. Click <b>Run</b>.</li> <li>5. The Performance Table Summary is then displayed on screen with the option of exporting as Word, Excel or PDF. Clicking on the <b>Print</b> button will send a copy of the report to the printer.</li> </ol>

The reports can be faxed to the Data Collection Team at County Hall on 01992 588890 (Comnet 28890) or alternatively you can opt to email a Word or PDF copy to the Data Collection Team at [data.collection@hertfordshire.gov.uk](mailto:data.collection@hertfordshire.gov.uk)

If you have any problems producing these reports please call the ICT Service desk on 01438 844777 option 1 and then option 1 again or email [help@sd.hertsforlearning.co.uk](mailto:help@sd.hertsforlearning.co.uk)