2019 KS4 Early Results upload guidance

FFT aspire

V4.1

August 2019

Important - before you begin

Please note that the following steps to import 2019 KS4 Results data in FFT Aspire can only be performed by users with Manage data rights for their Aspire account. They must also have full access to pupil data within their Aspire account role.

If you are not sure about your school role type, level of access or do not have either of these account types, please speak to your school's FFT Aspire administrator.

The file upload function within the 2019 KS4 results day page will be available from about the 8th August 2019, to download the KS4 Early Results template, but the schools will not be able to upload the completed template until the 22nd August 2019. This will remain enabled up until 10.30am on 29th August 2019 (29/08/2019). FFT will then provide you with the KS4 Early Results report by Friday 6th September, 2019.

NOTE: Should any changes need to be made following the initial upload, amended files can be submitted to include further pupils' results data. Changes to the submission can be made up until the deadline above but these changes need to be made in the form of an updated file which include any pupils who have previously been included – for example, if 20 pupils are submitted and a further 2 need to be included, a file of 22 students should be uploaded to replace the existing one. FFT will only use the most recently submitted file as of the deadline so the importance of uploading the full 2019 KS4 cohort by the deadline must be stressed.

For schools that utilise Aspire Data Exchange (ADX)

The students listed on the KS4 results upload template will reflect the Year 11 population from the most recent update from Aspire Data Exchange (ADX).

Year 11 Leavers

If you have set leaving dates in your school MIS for Year 11 pupils before the end of August 2019, we strongly suggest that before pressing the 'Import Changes' button on ADX, you untick the students that you wish to be included in your KS4 results template. If your Year 11 leavers have already been updated through ADX please email support@fft.org.uk

Rolling Forward Year Groups

If you have rolled forward your year groups in your school MIS ready for the 2019-20 academic year, please do **not** choose 'Import Changes' within ADX until September 2019. Aspire will automatically roll forward all year groups at the end of August. Clicking 'Import Changes' now would result in the current Year 10s being listed in the KS4 results template for 2019. If you have rolled forward and updated ADX already please email support@fft.org.uk

Upload your 2019 KS4 results

1. Log into FFT Aspire https://fftaspire.org

2. Select the Administration icon in the top right hand of the screen and a menu will display on the right side.
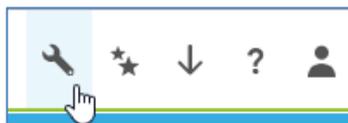
3. Under Manage data, select '**2019 KS4 results upload'** and '**Upload your 2019 KS4 results for analysis by FFT'** from the dropdown options.
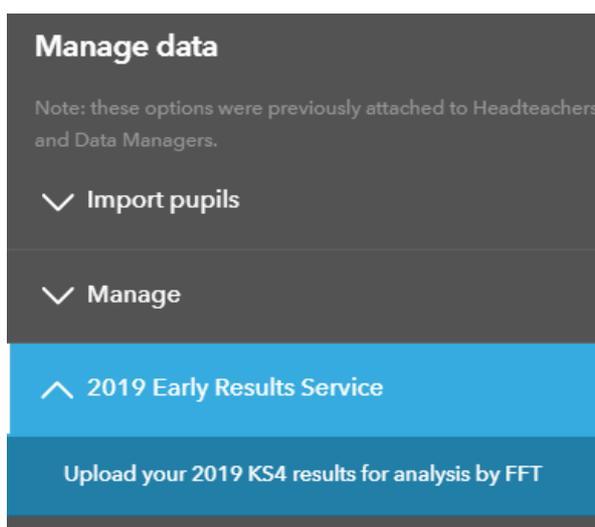
4. Download the Excel spreadsheet template for your school.
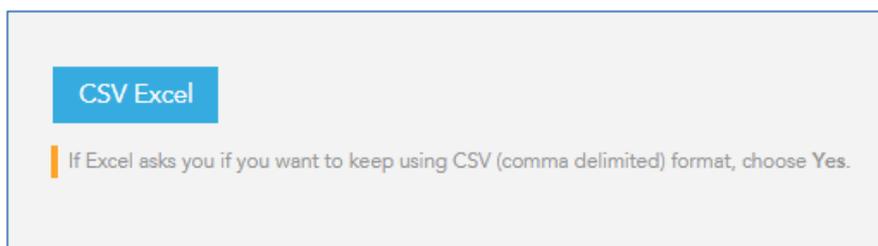
5. Complete the Excel spreadsheet by entering your Attainment 8 score, English Literature GCSE Grade, English Language GCSE Grade, Maths GCSE Grade, A8 Ebac Element Total Score, and A8 Open Element Total Score data. Please note the following:

- The pupils shown in the file are all Year 11 pupils (recorded on roll in the Autumn Census and pupils subsequently imported into Aspire).

6. Results should be input as follows:

Please note: last year a small number of schools submitted their pupils' A8 DfE estimates rather than their actual results! Please double check that the correct figures are being entered.

- Accepted Attainment 8 score (overall) should be between 0 and 108.

- Accepted grades for English Literature, English Language and Maths GCSE are 1-11 inclusive, or U (i.e. did not post a grade), or enter 'Z' if a pupil did not sit the exam.

- The Ebacc and Open elements are optional to complete. If you are opting to provide these results please ensure that a value is entered for every pupil. Enter the total sum of points scored for the three slots (up to three subjects) within each element. Do not average the points. Accepted scores are between 0 and 32.25. If you are choosing not to provide results please ensure that both columns remain blank for all pupils

- If a student is absent for all subjects, then place 'Z' against the subjects and 0 for A8. If you are providing Ebacc and Open Element scores, then please record a 0 for absent students. If you are not providing scores for these two elements then leave them blank for absent students.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	School DFE	UPN	Forename	Surname	Gender	Date of birth	NC Year	Attainment 8 score	English Literature G	English Language GCSE (	Maths GCSE Grade	A8 Ebac Element Total Score	A8 Open Element Total Score
2	9994000	W11111111111	William	Barabus	Male	2002-11-28	11						
3	9994000	D222222222222	Polly	Ester	Female	2003-06-07	11						
4	9994000	N333333333333	Spencer	Kent	Male	2003-04-17	11						
5	9994000	P444444444444	Malvin	Hamish	Female	2003-01-10	11						
6	9994000	E555555555555	Audrey	Hepburn	Female	2003-03-24	11						
7	9994001	K666666666666	Marcia	Sestanovich	Female	2003-03-25	11						
8	9994001	R777777777777	Gill	Mandova	Female	2003-04-22	11						
9	9994001	G888888888888	James	Strand	Male	2003-07-20	11						
10	9994001	F999999999999	Mike	Norman	Male	2003-02-15	11						

- You can delete pupils and also add additional pupils at the bottom of spreadsheet (up to a maximum of 500 pupils). The required fields are school DFE number, pupil name, gender, UPN and date of birth, but please make sure you don't change the spreadsheet format in any other way. Save the spreadsheet on your computer.

- The file will need to be saved as CSV format otherwise the upload will not be compatible with FFT's matching processes and won't be successful.

7. Once you have entered all available data, save the file to a secure location on your computer and return to the Aspire 2019 KS4 results upload screen.

8. Select the '**Choose file**' option.
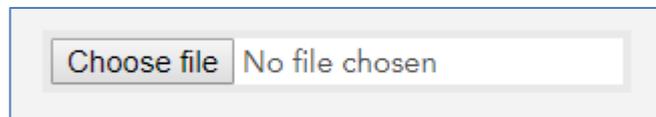
9. Navigate to the location of the saved Excel file and select '**open**'.
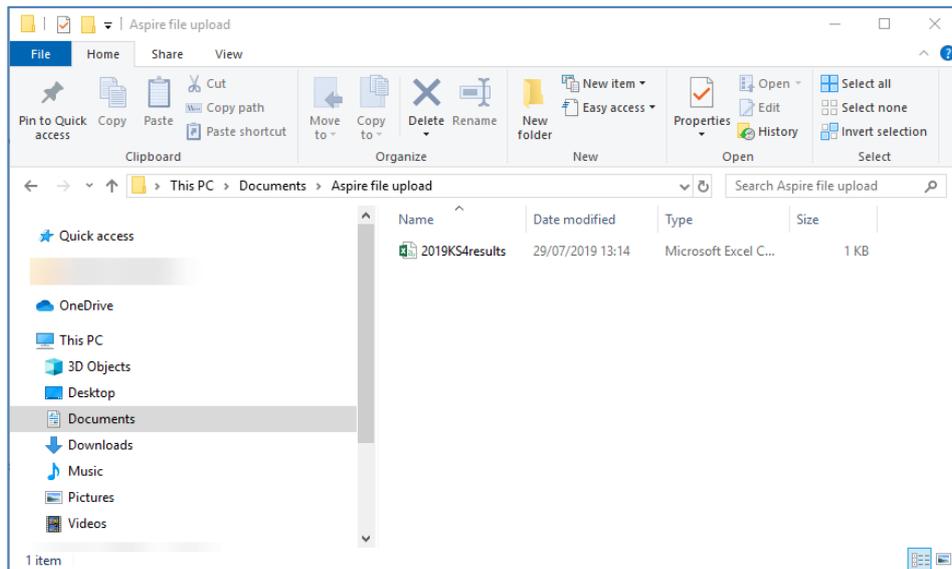
10. Once the file has been selected, tick the box to confirm that you have read the data protection statement and click the '**Upload KS4 Results**' button.

The file will not be successfully uploaded until this declaration has been ticked.

11. If there are any errors with the upload file, you will be alerted and provided with information on the possible cause and will be required to correct the error.

   If the upload was successful, the below message will display:

The file was uploaded successfully

   NOTE: You will be able to upload this file until 10.30am on 29th August 2019 and FFT will use the latest successfully uploaded file to generate your KS4 report from the data provided. We will also inform you via email when the report is available.

Upload history

The Upload history section is a chronological list of every attempted upload to the KS4 Results Day service by the school.

Date/time	Filename	User	Status
29/07/2019 12:54	KS4_320400_Success.csv	Test School Admin New TestSchoolAdminNew	✅ Success Data for 148 pupils
29/07/2019 12:53	KS4_320400_Success.csv	Test School Admin New TestSchoolAdminNew	⛔ Error Invalid spreadsheet format

Date/time   The date and time which the file upload attempt was made. This is shown in chronological order with most recent file at the top of the list.

Filename   Name reference for the uploaded file.

User   Identifies the Aspire user who uploaded the CSV file.

Status   Indicates whether the uploaded file was successful or unsuccessful. If successful is will display the number of pupils included in the file and if unsuccessful it will display an error message. As mentioned in the **NOTE** for the **'Before you begin'** page, the most recent successful upload will be the file used by FFT to produce your 2019 KS4 results report.

Further help and support

If you need any further help, support or advice then please contact our support team. We can take you through the process step-by-step or help with any individual issues.

FFT Support
Our support team are available:
Mon - Thur 8.30am - 5.30pm | Fri 8.30am - 5.00pm
Email: support@fft.org.uk
Tel: 01446 776 262 (option 2)
Twitter: @FFTSupport