



# Achievement Analysis Data Manager's guide

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## Contact details

web: <https://www.jtb-education.co.uk/>

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## Overview

- You provide the data for Achievement Analysis in two spreadsheets in .csv format. This can easily be exported from Excel or other spreadsheet software.
- One spreadsheet contains all the pupil details. The first column is the UPN (Unique Pupil Number)
- The second spreadsheet contains all the qualification results (or predictions) for each student. Again, the first column is the UPN. The UPN allows pupil details to be matched to the results and to FFT estimates.
- You upload all the files to JTB Education through your secure area on the website. Look for the “Upload” menu item there.
- JTB Education then analyses the data and makes pdf files for each subject and for whole-school indicators, and places them on your Download area.
- You can also look at the online interactive online charts, and download pdf files from the interactive area.

## Files required

### ***Pupils file***

One file in .csv format.

### ***Results file***

One file in .csv format.

## Fields in the pupils datafile

All *13 columns* shown below are *required*, and *in this order*, but some do not have to contain data. Any remaining columns are optional and contain pupils membership

Row Heading (Case sensitive)	Data required?	Notes
UPN	✓	Unique Pupil Number used to match students across subject files
Surname	✓	obvious
Forename	✓	obvious
Sex	✓	M or F
Year		Any format
Form	✓	Registration Group – may include year but not necessary to
FSM	✓	“Y” or “T” or “TRUE” indicates a child currently eligible for Free School Meals
Ethnic	✓	Shown in vulnerabilities panel if it is not “WBRI” or “White – British” or blank. Do NOT just give “Y” or “N”.
SENCode	✓	Special Needs Code (N or blank for none, A for School Action, P for School Action Plus and S for statement)
GT	✓	“Y” or “T” or “TRUE” indicates Gifted & Talented
LAC	✓	“Y” or “T” or “TRUE” indicates a Looked After Child
EAL	✓	“Y” or “T” or “TRUE” indicates English as an Additional Language
PP	✓	“Y” or “T” or “TRUE” indicates a child for whom school receives the Pupil Premium
EnGrp, MaGrp etc.	✓	A series of optional columns which indicate teaching group membership for each subject. Recommendation: use the subject codes with “Grp” on the end e.g. EnGrp for English teaching groups. If you do not give teaching group membership, the subject file will still be produced but will not give teaching group breakdowns.

## Fields in the results datafile

The first 3 *columns* shown below are *required*, and *in this order*.

All subsequent columns contain qualification data and should have the exact grades used in the qualification e.g. BTEC grades may be D\*, D, M, P or U and should **not** be converted to a GCSE equivalent.

Row Heading (Case sensitive)	Data required?	Notes
UPN	✓	Unique Pupil Number used to match students across subject files
Surname	✓	obvious
Forename	✓	obvious
En, Ma etc.	✓	A series of optional columns which indicate the subject/qualification e.g “En” for English Language.

### ***Permitted Subject codes***

Please use the subject codes given below.

If you have a subject which is not listed, please call JTB Education on 0792 9079420 so we can give you a subject code.. If it is not a GCSE subject, please let us know the QAN number for the qualification which you can find on <http://register.ofqual.gov.uk/Qualification>

## Permitted Subject codes – common

### GCSEs

Code	Subject
Art	Art
Bi	Biology
BS	Business Studies
Ch	Chemistry
Chn	Chinese
Co	Computing
Da	Dance
Dr	Drama
Fd	DT Food Technology
Gr	DT Graphics
PD	DT Product Design
RM	DT Resistant Materials
Tx	DT Textiles
ELL	English Lang and Lit
En	English Language
Lit	English Literature
Fr	French
Gg	Geography
Gm	German
Gj	Gujarati
HS	Health and Social Care
Hi	History
HC	Hospitality and Catering
Hu	Humanities
ICT	ICT
La	Latin
Ma	Mathematics
MS	Media Studies
Mu	Music
PE	Physical Education
Ph	Physics
Po	Polish
RS	Religious Studies
SciAddl	Science (Additional)
SciCore	Science (Core)
Sp	Spanish
St	Statistics
TT	Travel and Tourism
Tk	Turkish
Ur	Urdu

### Others

Code	Subject	Qualification Type
Bu_BT4	Business Diploma	BTEC
HS_BT4	Health & Social Care	BTEC
IT_BT4	IT	BTEC
PA_BT4	Performing Arts	BTEC
PA_BT4	Sport	BTEC
Nat_2	ICT National	Nationals
Sc_Nat_2	Science National	
ITQ_2_Ce	ICT ITQ Certificate	ITQ

