

# Achievement Analysis Data Manager's guide

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#### **Contact details**

web: <a href="https://www.jtb-education.co.uk/">https://www.jtb-education.co.uk/</a>
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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	<b>✓</b>	obvious
Forename	<b>✓</b>	obvious
Sex	<b>✓</b>	M or F
Year		Any format
Form	<b>✓</b>	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	<b>✓</b>	"Y" or "T" or "TRUE" indicates Gifted & Talented
LAC	<b>✓</b>	"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	<b>✓</b>	Unique Pupil Number used to match students across subject files
Surname	<b>✓</b>	obvious
Forename	<b>✓</b>	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 <a href="http://register.ofqual.gov.uk/Qualification">http://register.ofqual.gov.uk/Qualification</a>

# Permitted Subject codes – common

# **GCSEs**

## **Others**

Art	Code	Subject	Code	Subject	Qualification Type
BS   Business Studies	Art	Art	Bu_BT4	Business Diploma	BTEC
Ch Chemistry	Bi	Biology	HS_BT4	Health & Social Care	BTEC
Chn     Chinese     PA BT4     Sport     BTEC       Co     Computing     Nat 2     ICT National     Nationals       Dr     Drama     Sc Nat 2     Science National       Fd     DT Food Technology     Troughies     Troughies     ITQ       Gr     DT Graphies     Troughies     ITQ 2 Ce     ICT ITQ Certificate     ITQ       PD     DT Product Design     ITQ     ITQ     ITQ     ITQ       RM     DT Resistant Materials     ITQ	BS	Business Studies	IT_BT4	IT	BTEC
Co Computing Da Dance Dance Dance Dance Dr Drama Sc_Nat_2 Science National Sc_Nat_2 Science National  Sc_Nat_2 Science National  Sc_Nat_2 Science National  Sc_Nat_2 Science National  Sc_Nat_2 Science National  Sc_Nat_2 Science National  Sc_Nat_2 Science National  Sc_Nat_2 Science National  Sc_Nat_2 Science National  Sc_Nat_2 Science National  Sc_Nat_2 Science National  Sc_Nat_2 Science National  Sc_Nat_2 Science National  Sc_Nat_2 Science National  Sc_Nat_2 Science National  Sc_Nat_2 Science National  Nationals  Sc_Nat_2 Science National  ITQ_ Certificate  ITQ  ITQ_2_Ce ICT ITQ Certificat	Ch	Chemistry	PA_BT4	Performing Arts	BTEC
Da Dance Nat_2 ICT National Nationals  Dr Drama Sc_Nat_2 Science National  Fd DT Food Technology  Gr DT Graphics TTQ_Ce ICT ITQ Certificate ITQ  DT Product Design  RM DT Resistant Materials  Tx DT Textiles  ELL English Lang and Lit  En 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  Sci-Add Science (Core)  Sp Spanish  St Statistics  TT Travel and Tourism  Tk Turkish	Chn	Chinese	PA_BT4	Sport	BTEC
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 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 PP 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	Co	Computing			
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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	Gm	German			
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	Gj	Gujarati			
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	HS	Health and Social Care			
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	Hi	History			
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	НС	Hospitality and Catering			
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	Hu	Humanities			
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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	La	Latin			
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	Ma	Mathematics			
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Ph Physics Po Polish RS Religious Studies SciAddl Science (Additional) SciCore Science (Core) Sp Spanish St Statistics TT Travel and Tourism Tk Turkish	Mu	Music			
Po Polish  RS Religious Studies  SciAddl Science (Additional)  SciCore Science (Core)  Sp Spanish  St Statistics  TT Travel and Tourism  Tk Turkish	PE	Physical Education			
RS Religious Studies SciAddl Science (Additional) SciCore Science (Core) Sp Spanish St Statistics TT Travel and Tourism Tk Turkish	Ph	Physics			
SciAddl Science (Additional) SciCore Science (Core)  Sp Spanish St Statistics  TT Travel and Tourism Tk Turkish	Po	Polish			
SciCore Science (Core)  Sp Spanish St Statistics TT Travel and Tourism Tk Turkish	RS	Religious Studies			
SpSpanishStStatisticsTTTravel and TourismTkTurkish	SciAddl	Science (Additional)	-		
St Statistics TT Travel and Tourism Tk Turkish	SciCore	Science (Core)			
TT Travel and Tourism Tk Turkish	Sp	Spanish			
Tk Turkish	St	Statistics			
	TT	Travel and Tourism			
Ur Urdu	Tk	Turkish			
	Ur	Urdu			

## Less common codes

## **GCSEs**

#### **Others**

Code	Subject	Code	Subject	Qualification Type
MaAd	Additional Maths			
Ara	Arabic			
At	Astronomy			
BCS	Business and Communication Studies			
CC	Classical Civilization			
DT	Design Technology			
DPht	Digital Photography			
EP	DT Electronic Products			
Du	Dutch			
Eg	Engineering			
Eth	Ethics			
Ex	Expressive Arts			
EA	Expressive Arts			
FS	Film Studies			
De	German			
Gk	Greek			
HE	Home Economics			
Но	Hospitality			
ННР	Human Health and Physiology			
Ir	Irish			
In	Italian			
LT	Leisure and Tourism			
MaP	Mathematics Pilot			
OT	Office Technology			
PA	Performing Arts			
Pht	Photography			
Ru	Russian			
Sc	Science			
SciAdAp	Science (Add App)			
SciApp	Science (Add App)			
So	Sociology			
Sys	Systems and Communication			