

Training Course Agenda.

Exam Results



Introduction

Target Audience

The **Exam Results** training is recommended for delivery to the following people from your school:

- ✓ Examinations Manager
- ✓ Examinations Administrator

Facilities/Requirements

For **Onsite Training**:

Using the means provided by the establishment for example a whiteboard or projector, the trainer will deliver a session for the module being trained on. An internet connection will be required.

In some instances, attendees will be able to login to follow along with the session, this will be arranged beforehand and in this case login information will be supplied.

For **Webinar Training**:

This session will be delivered via an internet connection, you will be sent a link and login details in an e-mail. We ask that you test the link before the session to make sure you have access, if you do not your IT support should be able to help you with this. If you still cannot connect please let us know as soon as you can, we will try to help or arrange an alternative method to deliver the training.

Objectives of Session & Timings

The Attendees will work together with their trainer to learn about the host of features within the module being trained and how best they can take advantage of these.

These sessions will teach you how to operate and manage your Bromcom MIS on a day-to-day basis.

Agenda Overview

Part One: Pre Results Day Checks

- ✓ A2C Centre Setup
- ✓ Basedata
 - WJEC
 - Pearson 7B Files
 - OCR Technical
- ✓ Entries/Submission Files
- ✓ Student Portal/MCAS Settings
- ✓ Embargoed Results
 - Defining which staff can view

Part Two: Importing Results

- ✓ Importing Data Files (manually and via A2C)
- ✓ Importing/Refreshing Basedata (if needed)
- ✓ Adding Results Manually (EDI/Non EDI)
- ✓ Amending Results (EDI/Non EDI)

Part Three: Reporting on Results

- ✓ Exporting Results via Manage Results Page
- ✓ Creating Exam Sheets to show Results
- ✓ Built-In Reports
 - Results by Group/Grade Analysis
 - Results Overview
 - Candidate Results by Class
 - Results by Student
- ✓ Quick Reports
 - Exam Results Analysis Domain

Part Four: Analysing Results

- ✓ Creating Assessment Marksheets
- ✓ KS4 Performance Dashboard
 - Setting the Embargo
- ✓ Discounting Exam Results

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