

# ICT Schools Team Managing Exam Results in Arbor Seminar Summer 2025

Presented by – Gill Kershaw





#### What we will cover....

- Permissions
- Embargo
- Import
- Manual Single/Multiple Results Entry
- Reporting

# Generic Exams information from JCQ

JCQ Website: Restricted Release to Centres

Date	Qualifications
00:01 on Wednesday 13 August 2025	GCE, FSMQ Extended Project  *Level 3 Vocational and Technical qualifications
00:01 on Wednesday 20 August 2025	GCSE, ELC, Foundation and Higher Projects, *Level 1 and Level 2 Vocational and Technical qualifications

- Results files and their contents are confidential to the head of centre, examinations office staff and senior members of teaching staff within the centre, the consortium, or Multi Academy Trust.
- Results, or information derived from results, must not be divulged to or discussed with:
  - other teachers;
  - candidates or parents;
  - educational institutions and Local Authorities;
  - the media;
  - any other persons.
- Additionally, the results, or information derived from results, must not be divulged or discussed on social media such as Facebook or Twitter.
   Where a centre does not comply with these requirements, an awarding body reserves the right not to issue results under embargo in future series.

JCQ Website: Release of Results to Candidates

Date	Qualifications
08:00 on Thursday 14 August 2025	GCE, FSMQ, Extended Project,  *Level 3 Vocational and Technical qualifications
08:00 on Thursday 21 August 2025	GCSE, ELC Foundation and Higher Projects,  *Level 1 and Level 2 Vocational and Technical qualifications

- The results **must not** be despatched until after 08:00 on the appropriate date for the publication of results. **Candidates must not receive results by e-mail, post or otherwise prior to 08:00.**
- Any breach of these requirements will be considered as malpractice by an awarding body.
- Centres should remind candidates that results are issued on a provisional basis. They may be subject to amendment by an awarding body, for example through the published post-results services, prior to the issuing of certificates.

**BUCKINGHAMSHIRE COUNCIL** 

<sup>\*</sup>Please see the OCR website for details of the Cambridge Technicals results release or the Pearson website for details of release of results for Level 1, Level 2 and Level 3 Vocational and Technical qualifications

JCQ Website: Additional Restrictions on the Release of Results

- Results data must not be shared more widely until after the candidates have received their results.
- Once candidates have received their results, centres **must not** release results data to Local Authorities, <u>or share more widely</u>, until after 09.30 on the appropriate date for the publication of results.
- Similarly, centres **must not** issue press releases or statements to the media under any circumstances until after 09.30 on the appropriate date for the publication of results.
- Any breach of these requirements will be considered as malpractice by an awarding body.

BTEC Restricted early release dates:

- **06/08/2025 BTEC Nationals** release to students 15/08/2025
- 15/08/2025 BTEC Technicals release to students 21/08/2025

#### Useful links

- 16 to 18 qualifications, discount codes and point scores GOV.UK (www.gov.uk)
- Key stage 4 qualifications, discount codes and point scores GOV.UK (www.gov.uk)
- https://www.jcq.org.uk/wpcontent/uploads/JCQ Format 14 exam Codes 2023-2024 v04 FINAL

# Managing results in:



#### Useful links

- Exams Help Centre
- Results File Import Issues

- Results and Analysis
- Statement of Results
- Setting Embargo

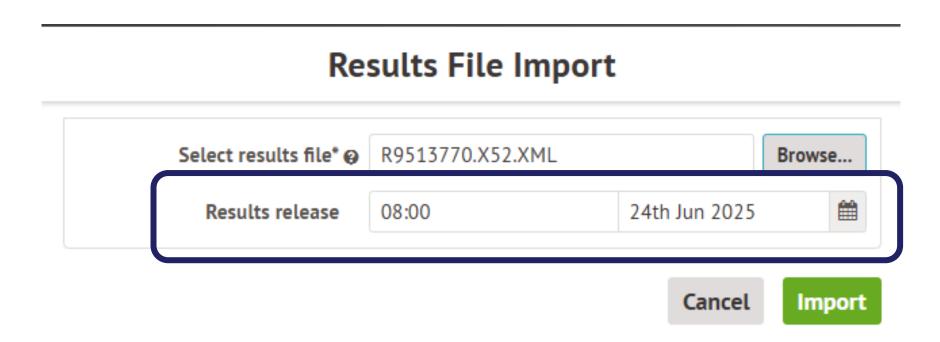
#### Permissions:

• By default those with EO Business Role have permissions to access exams. Other users require:

#### **Qualifications: View All Students - Overview**

Permission Overview	
Section	Student Profile
Name	Qualifications: View All Students
Access type €	View
Description	<ul> <li>- View candidate entries</li> <li>- View candidate statement of entries</li> <li>- Download candidate exam timetables</li> <li>- View qualifications</li> <li>- View qualification results</li> <li>- View candidate access arrangements</li> <li>- View exam fees</li> </ul>

- Students > Examinations > Administration > Results Embargo Settings
  - Select staff that are approved to view results BEFORE the official embargo release times
- Embargo dates must be set individually for <u>each qualification</u> when you add the results, or all staff in your school will be able to see the results early.



- Results will be viewable to other staff members via candidate/student profiles under *Examinations > Statement of Provisional Results* once the embargo date and time have passed
- You can choose whether to apply Arbor embargo to the data synced to 4Matrix, or to have all data pull through.
- Results must be exported manually into SISRA and AIPS Connect, so the Embargo only applies to who can access the data in Arbor.

- Results will be viewable to other staff members via student profiles under *Examinations > Statement of Provisional Results* once the embargo date and time have passed
- The embargo also prevents results being viewed and downloaded on the Parent Portal or Student Portal until after the deadline
- f you don't want guardians to be able to see statements of results once the embargo date and time has passed, you can turn off the Exams setting on the <u>Parent Portal Settings</u> page, then switch it back on whenever you would like to share the results with parents.

#### Results Files

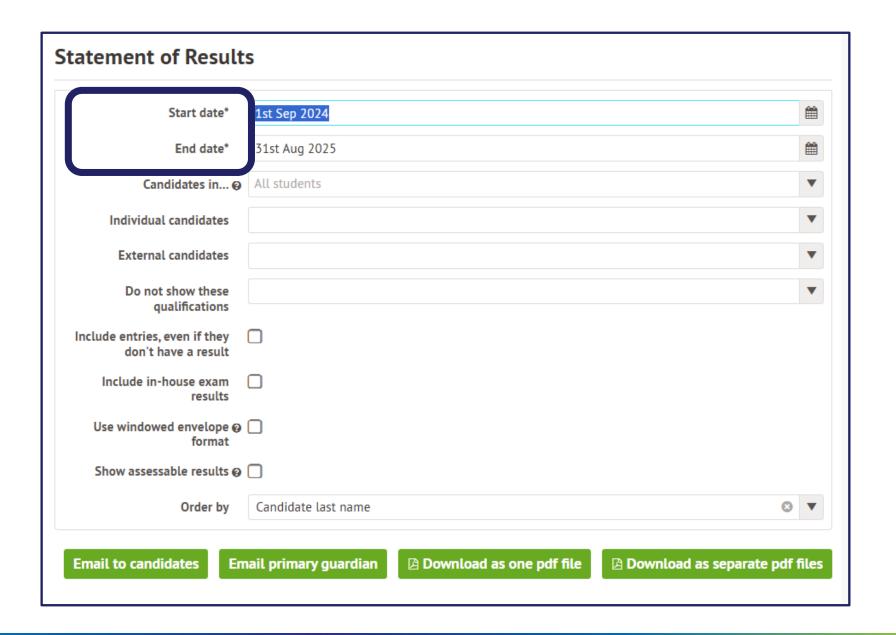
R4321501.X25
 Contains Award results only

a2c.42315.10.EDIResults.319E47E7-40B4-A4D1-EB609DB48ED2.xml
 Contains Award and Component Results

# CHOOSE ONLY ONE TO PREVENT DUPLICATE AWARD RESULTS in some reports

#### Statement of Results

• Remember to change the start date to prevent results from earlier in the academic year from showing:



# Viewing results for a specific qualification

- To see all student results for a specific qualification, broken down by results for each award and unit within the qualification, go to the *Per Qualification* page.
- Filter as appropriate

# Exam Results into Arbor Assessment Analysis

- There isn't a way to match the exam Qualification to an assessment in the Annual Policy.
- Exam results you've added won't automatically populate into your assessment marksheets or analysis pages.
- You can either:
  - copy and paste the results from the results table in exams into the marksheet
  - import the results using an Arbor spreadsheet template.

Follow these instructions: <u>Admin or SLT - Get to the summative marksheet and</u> add or import assessment marks – Arbor Help Centre

#### KS4 Analysis

- Arbor does have a built in analysis for results which can be downloaded but recommend using an external source.
- There is no similar analysis for KS5

# Exporting results for analysis outside of Arbor

- 4Matrix built in extractor to pull data from Arbor
- SISRA
- ALPS Connect

Exporting your examination results for analysis outside of Arbor –
 Arbor Help Centre

#### Arbor Exams Webinar Link

• Resources | Arbor HQ (circle.so)

#### THANK YOU

The ICT Schools Team is manned throughout the Summer Holidays – Please do not hesitate to call if you are working and have any problems.

If you have time off – RELAX and enjoy!



01296 383500 Option 1 (Option 3 for upgrades and patch release)



ictschools@buckinghamshire.gov.uk