

Programmes of Study

Customising Schemes

It is possible to create school-specific resources, enabling you to augment and complement existing DfE expectations, subjects, strands and statements to further enhance the Programme of Study area in SIMS. Existing users who are members of the Assessment Co-Ordinator and Assessment Operator groups are assigned an additional permission automatically on upgrade, which enables the creation and maintenance of user-defined statements.

Resources created in-school can be identified by an additional 'C' in the aspect name, e.g. CASC (Capita Assessment Services Customer) created instead of those defined by CAS (Capita Assessment Services).

Understanding the Programme of Study Content Management Page

1. Select **Focus | Assessment | Programme of Study Management | Managing Content** to display the **Programme of Study Content Management** page.

This page is separated into two main areas - subjects/strands and statements. Statements can be created and added to existing subject/strand combinations, so any new subjects and strands must be defined before new statements are created. It is also possible to define school-specific statements and associate them with existing DfE subject/strand combinations.

The **NC Year** filter defaults to the lowest national curriculum year defined in your school. Ensure that the required national curriculum year is selected from the drop-down list before creating a new statement. The subjects/strands and statements displayed are dependent on the national curriculum year selected from the **NC Year** drop-down list, e.g. selecting **NC Year 9** displays the associated information for Year 9 on the **Programme of Study Content Management** page.

It is possible to display strands that have no associated statements by selecting the **Include Empty Strands** check box.

2. Select an academic year from the **Show Inactivity for** drop-down list. This displays all subjects/strands and statements that have an inactive period specified during the selected academic year. If a subject is set to inactive for a specified period, all strands and statements associated with the subject are also set to inactive. These items are displayed in red text.

From the **Subjects/Strands** panel, it is possible to view existing DfE subjects/strands and to add, edit and delete new subjects/strands that have been defined in your school. This includes the ability to set an inactive period for a subject/strand combination. You can also search for a subject or strand by entering a partial description and then clicking the **Search** button.

After selecting a subject/strand combination, all associated statements are displayed in the **Statements** panel. It is possible to add, edit, delete and re-arrange the display order of statements. When the display order has been changed to your satisfaction, save the order or undo any recent changes.

3. Once a statement has been selected, it is possible to change the explanatory text that defines the details of the statement. Enter the text in the User Description panel. The current text is displayed in the **Default Description** panel for ease of reference.
4. Click the **Spell Check User Description** button to ensure that the text is spelt correctly. It is important that the statement descriptions are worded in a professional manner because they will be displayed in the **Programme of Study Tracking** grid and included in reports that are sent to parents, etc.

Searching for a Subject or Strand

It is possible to search for a subject or strand by entering a partial description in the **Subjects/Strands** panel, then click the **Search** button. The search facility identifies all instances that match the search criteria entered, in descending order from the top of the list in the **Subjects/Strands** panel.

NOTE: The national curriculum year selected from the **NC Year** drop-down list affects which results are returned. Ensure that you specify the national curriculum year associated with the subjects/strands for which you are searching.

Adding a Subject

1. Select **Focus | Assessment | Programme of Study Management | Managing Content** to display the **Programme of Study Content Management** page.
2. In the **Subjects/Strands** panel, click the **Add Subject** button to display the **Add Subject** dialog.
3. Enter a unique name for the **Subject**.

The information entered is populated in the **Name** and **Heading** fields after clicking into the **Common Aspect Details** panel.

The **Aspect name preview** and **Aspect column heading preview** fields indicate how the subject details will be displayed in the **Overall**, **Strengths** and **Next Steps** columns in the **Programme of Study Tracking** grid.

It is possible to add an inactive period to a new subject.

If you want to associate a new strand with the subject, click the **New** button to display the **Add Strand** dialog. Alternatively, highlight an existing strand and click the **Open** button to display the **Edit Strand** dialog.

4. Click the **OK** button.
5. Click the **OK** button to save the details on the **Add Subject** dialog.

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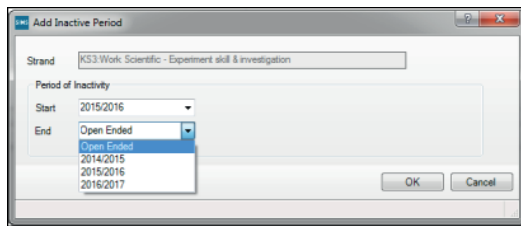
Adding an Inactive Period

It is possible to add an inactive period to statements, subjects and strands. This enables you to manage the curriculum in line with what is being taught in the school from one academic year to the next. As there may be historical Assessment data recorded against various Programme of Study resources, it is recommended that resources are not deleted because you may want to teach the subject, strand or statement in a future academic year.

If a subject is set to inactive for a specified period, all strands and statements associated with the subject are also set to **[Inactive]**.

1. In the **Inactive Periods** panel, click the **New** button to display the **Add Inactive Period** dialog.

The name of the subject, strand or statement is displayed.



2. To specify the **Period of Inactivity**, select the required academic year from the **Start** drop-down list. The period of inactivity can only be set in terms of an entire academic year.
3. Select the required academic year from the **End** drop-down list. If the **Open Ended** option is selected, the subject, strand or statement will remain inactive until an alternative end date is specified.
4. Click the **OK** button.

If you are adding an inactive period to a subject or strand, the subject or strand name is marked as **[Inactive]**.

If you are adding an inactive period to a statement, a warning message is displayed, advising that setting the statement as inactive will exclude it from the Formative Progress Analysis report calculations.

5. Click the **OK** button if you are certain that you want to proceed.

Editing an Existing Subject

1. Select the required **Subject** from the **Subjects/Strands** panel, and then click the **Edit Subject** button to display the **Edit Subject** dialog. The **Subject** name cannot be edited.
2. Add an inactive period by clicking the **New** button to display the **Add Inactive Period** dialog. Alternatively, highlight an existing inactive period and click the **Open** button to display the **Edit Inactive Period** dialog.
3. To add or edit a strand that is associated with the subject, click the **New** button to display the **Add Strand** dialog. Alternatively, highlight an existing strand and click the **Open** button to display the **Edit Strand** dialog.
4. Make any required changes and click the **OK** button.

Deleting a Subject

It is possible to delete a subject that has been created. However, the following exceptions prevent a subject from being deleted:

- The associated aspects of Overall, Strengths and Next Steps have results recorded against them
- The subject was not created by your school
- The associated aspects of Overall, Strengths and Next Steps have been used elsewhere in the Assessment Mapping Tool, Assessment templates, Progress Grids or Tracking Grids the subject has a strand associated with it; the strand must be deleted before the subject can be deleted.

You cannot delete associated aspects via **Tools | Performance | Assessment | System Utilities | Aspects** or via **Focus | Assessment | Aspect**.

If the related subject is deleted, all aspects that are associated with the subject are deleted automatically.

Adding a Strand

It is possible to associate strands with subjects. This enables you to separate each curriculum subject into specific areas of learning.

1. In the **Strands** panel, click the **New** button to display the **Add Strand** dialog.
2. Enter a unique name for the **Strand**. A suggested name is provided, but this can be edited.

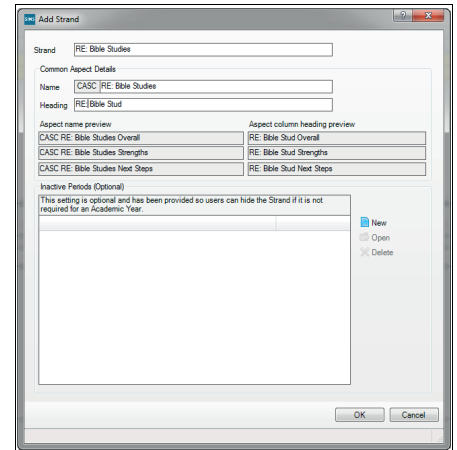
The information entered is populated in the **Name** and **Heading** fields after clicking into the **Common Aspect Details** panel.

The **Aspect name preview** and **Aspect column heading preview** fields indicate how the strand details will be displayed in the **Overall**, **Strengths** and **Next Steps** columns in the **Programme of Study Tracking** grid.

If the details entered for the name and heading are not unique, the new strand cannot be created.

For a new strand, it is possible to add an inactive period.

3. Click the **OK** button to save the record.



Editing an Existing Strand

1. Select the required strand from the **Subject/Strands** panel, and then click the **Edit Strand** button.

In the **Edit Strand** dialog, the name of the **Strand** and the **Common Aspect Details** can be edited, if required.

It is also possible to add or amend an inactive period.

2. Click the **OK** button to save the changes.

Deleting a Strand

It is possible to delete a strand that has been created. However, the following exceptions prevent a strand from being deleted:

- The associated aspects of Overall, Strengths and Next Steps have results recorded against them
- The strand was not created by your school
- The associated aspects of Overall, Strengths and Next Steps have been used elsewhere in the Assessment Mapping Tool, Assessment templates, Progress Grids or Tracking Grids
- The strand has a statement associated with it; the statement must be deleted before the strand can be deleted.

You cannot delete associated aspects via **Tools | Performance | Assessment | System Utilities | Aspects** or via **Focus | Assessment | Aspect**. If the related strand is deleted, all aspects associated with the strand are deleted automatically.

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