

Programmes of Study

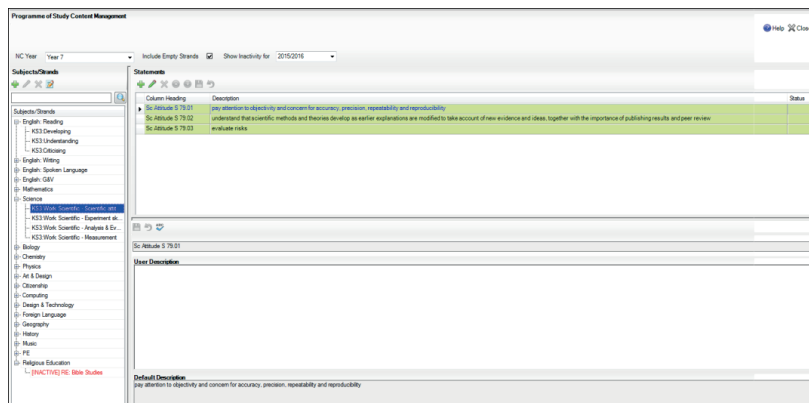
Customising Statements

It is possible to create school-specific resources, enabling you to augment and complement existing DfE expectations, 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. For further information relating to the creation and editing of subjects and strands, please refer to the *Programme of Study Customising Subjects and Strands* Quick Reference Sheet. A statement can be added only if you have selected a strand.

Adding a User-Defined Statement

Permissions have been provided that enable the creation and maintenance of user-defined statements. Existing users who are members of the Assessment Co-ordinator and Assessment Operator groups are assigned this additional permission automatically on upgrade to the latest version of SIMS. A statement can be added only if you have selected a strand. If you have selected a subject, the **Add Statement** button is disabled.

1. Select **Focus | Assessment | Programme of Study Management | Managing Content** to display the **Programme of Study Content Management** page.
2. Highlight the required subject in the **Subject/Strands** panel and click the plus button to expand the node.
3. Click one of the associated strands to activate the **Add Statement** button in the **Statements** panel.



Before adding a new statement, review the list of existing statements associated with the selected subject/strand combination.

4. Click the **Add Statement** button to display the **Add Statement** dialog.
- The **Subject**, **Strand** and **NC Year** details are already populated.

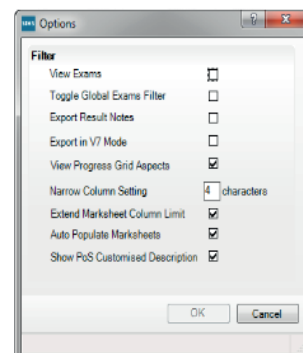
5. Enter a unique **Name** and **Column Heading**. A suggested name is provided but this can be edited. These details are displayed in related Assessment marksheets. If the details entered for the name and column heading are not unique, the new statement will not be created.
6. Enter a clear **Description** for the new statement. It is important that you can identify the difference between similar statements by comparing the detailed descriptions. The description of the statement is displayed in the **Programme of Study Tracking** grid with a pale yellow background.
7. Click the **Spell Check Description** button to ensure that the text is spelt correctly. It is important to ensure that the statement descriptions are worded in a professional manner because they will be visible to parents, etc.
8. Select the relevant **Optional NC Years** check box(es). The year that is currently selected from the **NC Year** drop-down list on the **Programme of Study Content Management** page is highlighted by default. For a new statement, it is possible to add an inactive period.
9. Click the **OK** button to save the details.

The associated grade set is called CAS APP Bullets. For a more detailed explanation of the steps involved in the process of managing and customising the grade sets in Programmes of Study, please refer to the *Managing Programme of Study Content and Gradesets* chapter in the *Life Without Levels* handbook. Alternatively, please refer to the *Customising Gradesets in Programme of Study* Quick Reference Sheet. These documents can be accessed by clicking the **Documentation** button on the SIMS **Home Page**.

Displaying Customised Descriptions

It is possible to control whether or not other users are given the option to view the aspects, grade sets, result sets, templates, marksheets, OMR templates and individual reports from within SIMS Assessment. You can also ensure that user-defined descriptions are visible on the **Programme of Study Statement** and **PoS Comment** tags for inclusion in individual reports.

1. Select **Tools | Performance | Options** to display the **Options** dialog.
2. Select the **Show PoS Customised Description** check box.
3. Click the **OK** button.



Arranging the Order of User-Defined Statements

A number of activities can be undertaken from the **Statements** panel.

- Click the **Add Statement** button to create a new user-defined statement.
- Click the **Edit Statement** button to amend the details of an existing A number of activities can be undertaken from the **Statements** panel.
- Click the **Delete Statement** button to remove a user-defined statement from a subject/strand combination.
- Click the **Move Statement Up** or **Move Statement Down** buttons to re-arrange the display order of the user-defined statements.

Column Heading	Description
En Vilorad Read S 1.01	apply phonic knowledge and skills as the route to decode words
En Vilorad Read S 1.02	respond speedily with the correct sound to graphemes (letters or groups of letters) for all 40+ phonemes, including, where read accurately by blending sounds in unfamiliar words containing GPCs that have been taught
En Vilorad Read S 1.03	read common exception words, noting unusual correspondences between spelling and sound and where these occur in read words containing taught GPCs and 's, 'es, 'ing, 'ed, 'er and 'est endings
En Vilorad Read S 1.04	read other words of more than one syllable that contain taught GPCs
En Vilorad Read S 1.05	read words with contractions [for example, I'm, I'll, we'll], and understand that the apostrophe represents the omitted letter
En Vilorad Read S 1.06	read aloud accurately books that are consistent with their developing phonic knowledge and that do not require them to re-read these books to build up their fluency and confidence in word reading
En Vilorad Read S 1.07	read the three little pigs
En Vilorad Read N 1.01	pupils should revise and consolidate the GPCs and the common exception words taught in Reception. As soon as they

When the user-defined statements are organised to your satisfaction, click the **Save Display Order** button. Alternatively, click the **Undo Display Order** button to discard the changes made. It is not possible to discard the changes if the record has been saved.

Programmes of Study

Customising Statements

Managing User-Defined Statements

It is possible to add a new statement or to edit an existing statement by clicking the **Manage** button on the **Programme of Study Tracking** page. This option is available only when the National Curriculum **View** and a specific **Strand** name have been selected in the **Selection Parameters** panel. If the default of **<All Strands>** is not changed, the **Manage** button is not available to users with Assessment Co-ordinator or Assessment Operator permissions.

NOTES: It is possible to edit a statement only if you have previously added one. If a subject has been marked as inactive for an academic year, a warning message is displayed if the subject is selected from the **Selection Parameters** panel when populating the **Programme of Study Tracking** page for an academic year during which the subject is inactive. Inactive statements are not available for selection from the **Programme of Study Tracking** page.

Editing a Statement

1. Select the required subject from the **Subject/Strands** panel and click the green **Plus** button to expand the node.
2. Highlight an existing strand and click the **Edit Statement** button to display the **Edit Statement** dialog.

The **Name**, **Column Heading**, **Description** and **Optional NC Years** can be edited.

NOTE: It is possible to change the national curriculum year designation of a statement. However, once a statement has been set as a school expectation for a specific national curriculum year, the association with the national curriculum year cannot be removed because this would affect historical records. If the statement is no longer set as a school expectation, it is possible for it to be unassigned from a specific national curriculum year.

3. If you edit the **Description**, click the **Spell Check Description** button to ensure that the text is spelt correctly. This button is only available when editing the details of a user defined statement.

For an existing statement, it is also possible to add, edit or delete an inactive period.

The remainder of the details cannot be amended.

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

It is also possible to amend the description text for a statement directly from the **Statements** panel. You must ensure that the statement which will be amended is highlighted.

The current description text is displayed in the **Default Description** panel.

5. Enter alternative text in the **User Description** panel and click the **Save User Description** button.

Alternatively, click the **Undo User Description** button to abandon the changes.

NOTE: It is not possible to delete a statement from the **Programme of Study Tracking** page. This can only be achieved from the **Programme of Study Content Management** page.

The screenshot shows the 'Programme of Study Tracking' interface. The 'Selection Parameters' panel is at the top, with 'View' set to 'National Curriculum', 'Year' set to 'Year 1', 'Subject' set to 'English: Reading', and 'Strand' set to 'Comprehension'. Below this is the 'PoS for NC Year: Year 1 (Academic Year: 2014/2015)' table. The table has columns for 'Summary Columns', 'Overall', 'Strengths', 'Next Steps', and four 'En Compre S' columns. The 'Summary Columns' column is expanded, showing 'Students' and 'Year 1 at 22/01/2016'. The 'Students' column lists names like 'Abira_Abit', 'Abira_Ahna', 'Abira_Neel', 'Adrian_Shan', and 'Andrew_Josef'. The 'Year 1 at 22/01/2016' column shows percentages like '15.38 %' and '16.26 %'. The 'Overall' column shows 'CDS En Reading Comp Overall'. The 'Strengths' column shows 'CDS En Reading Comp Strengths'. The 'Next Steps' column shows 'CDS En Reading Comp Next Steps'. The four 'En Compre S' columns show descriptions like 'listening to and discussing a wide range of poems, stories and non-fiction at a level beyond that at which they can read independently', 'being encouraged to link what they read or hear read to their own experiences', 'becoming very familiar with key stories, fairy stories and traditional tales, retelling them and considering their particular characteristics', and 'recognising and joining in with predictable phrases'.

Deleting a Statement

It is possible to delete a statement that has been created. You can delete a statement only from the **Programme of Study Content Management** page. However, the following exceptions prevent a statement from being deleted:

- There are results recorded against the statement.
- The statement was not created by your school.
- The statement is used elsewhere in the Assessment Mapping Tool, Assessment templates, Progress Grids or Tracking Grids.

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

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