

The checks below should be completed in the latest grades series unless stated otherwise.

Check 1: Is 4Matrix up to Date?

Before proceeding, please go to *Help > About 4Matrix* and make sure the version is 3.9.9.0 . If you are not using 3.9.9.0, please ask your IT Dept to update 4Matrix.

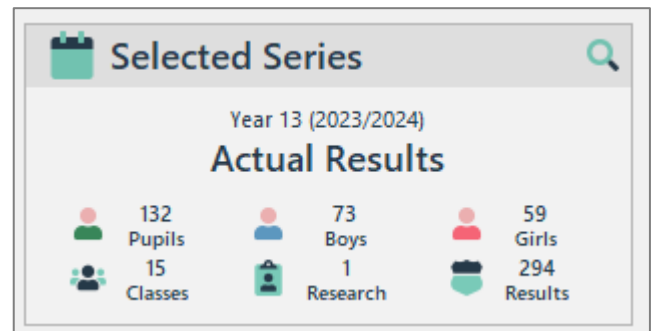
Check 2: Is Your Cohort Number Correct?

Check the cohort numbers.

The 'Selected Series' box on the Home Page displays the number of pupils 'on roll' in the current selected series.

You can check the DFE Guidance on this using the link below.

[16-18 accountability measures technical guidance.pdf](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/100000/16-18_accountability_measures_technical_guidance.pdf)
(publishing.service.gov.uk) (Page 15 Students included in 16 to 18 performance measures)



Check 3: Pupil Characteristics Check

Check the overall numbers for different pupil characteristics (e.g., Gender, Disadvantaged). Remember that most pupil characteristic fields are series-focussed, so these data fields need to be imported into the series or copied from another series via *Admin > Edit Series > Copy Indicators*.

If copying indicators from another series, please be sure they are accurate for the series you are copying them to. For example, data like FSM can change over time so copying indicators from an autumn series could result in out-of-date data for a summer series. Further information on pupil fields is available at <https://www.4Matrix.com/import>

Pupil characteristic numbers can be checked using the Advanced Filter panel in the Press Release tool. Click on a filter option such as Disadvantaged= T. The number of pupils meeting the criteria will be displayed at the top of the Filter Panel.

You may also wish to import attendance data into 4Matrix, this can be done via a spreadsheet.

Check 4: KS4 Baseline and Prior Attainment Check

The most accurate and easiest way to populate 4Matrix with KS4 APS scores is to obtain them via GIAP (*Get Information About Pupils*). You can import the UPNs for that cohort into GIAP and it will produce a KS4.csv file that you can import into 4Matrix using the *Admin > Spreadsheet > GIAP import wizard*.

See [Importing KS4 APS for KS5 Progress Measures \(Year 13 and 12 - Academic year 2023/24\) \(4matrix.com\)](#) article for further information.

Please note that the Value Added measures is expected to return for 2024, with new national data published in October.

Check 5: Qualification Subject Checks

1) Qualifications

Select *Help > Support Tools > See Inclusion Status* to show a summary report which can be exported to a spreadsheet via *File > Export*. For a more detailed report, run the **Current Series Report** via *Admin > Edit Subjects* and then *File > Export > Current Series Report*.

Both reports will show which qualifications your subjects are mapped to along with other details such as the grades and points.

Subject Name	QAN	KSS_Status	KSS_Facilitating
A Level Art and Design	60144567	Included A-Level	False
A Level Biology	60146254	Included A-Level	True
A Level Chemistry	60157318	Included A-Level	True
A Level English Literature	60153271	Included A-Level	True
A Level French	60187025	Included A-Level	True
A Level Geography	60185764	Included A-Level	True
A Level History	60149735	Included A-Level	True
A Level Mathematics	60311642	Included A-Level	True

Circulate the subject list to the school's Exams Officer or other relevant staff to check the correct qualifications are being used and adjust the selected QANs where necessary.

You may wish to review the subject names to follow a consistent naming convention such as *A level Biology, A Level Physics* etc, (please note that you will have to update your map files if a subject is renamed, see point 2 below). Also, ensure each subject has a selected subject(s) in '**Linked Timetable Subjects**' as this connects the subject with the specific teaching group(s).

If you are trying to add a subject in 4Matrix but the QAN/qualification is missing, please go to <https://www.4Matrix.com/qualifications> to check if you can download the qualification file and import into 4Matrix via *Admin > Missing Quals*. If not, please submit a request for the qualification. **Please do these checks in advance of results day.**

2) Import Map

Once all the QANs for the qualifications have been checked, an **Import Map file** can be created for use on results day if you are importing using a spreadsheet. This is done via *Admin > Edit Subjects* and then *File > Export > Create Map File*.

Check 6: Group Checks

1) Staff and Classes

Check that staff details and pupil classes are showing correctly in *Admin > Edit Groups* for the series.

The easiest way to ensure that these are correct is to import an extract from the school's MIS system via *Admin > MIS > SIMS/Bromcom/Arbor* extract selecting the date on which you want the data to be based. If you do not wish to update contextual data, simply deselect these options by marking them as 'Not Included' in Step 3 of the import. Make sure that the '*Clear Existing Classes for this series*' tick box is ticked in the final step of the import.

2) Research Groups

Prepare the Research Groups that you will want to use with your results series in your latest series for the cohort - these can then be quickly copied into the new results series on results day using the *Copy Groups* function in the Group Manager tool or via *Admin > Edit Series > Copy Groups*. The groups can then be edited further if required in the Group Manager tool, and new groups can be added.

Check 7: User Group Permissions

[JCQ regulations](#) state Key Stage 5 Exam results will be released to schools on Wednesday 14th August 2024 with the strict understanding that the results will remain entirely confidential to the Head of Centre, examinations office staff and senior members of teaching staff. This embargo of results is lifted on Thursday 15th August 2024 after pupils have received their results.

Basic Details		Groups		
Name	Admin	SLT	Staff	
Targets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Actual Results	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Spring	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

- The series *Visibility* settings in 4Matrix allow you to select which groups of users can view each series.
- This can be set in the first step of the import process, or in the *Admin > Edit Series > Visibility* tool.
- There are 3 default Access Levels in 4Matrix: Admin, SLT and Staff. Admin is the highest level, with access to the Admin tab and all data series.
- We recommend setting the exam results series to Admin and SLT only Wednesday 14th August 2024.
- It is important prior to results day to check users have the correct access rights. Via *Admin > Manage Users* you can view which group your users have been assigned to.
- **If 4Matrix asks users to supply a username and password when launched:** The groups that users have been assigned to can be viewed or edited via *Admin > Manage Users* for users with a Type = '4Matrix'.
- **If 4Matrix does not ask users to supply a username and password when launched:** This indicates that Active Directory is being used to authenticate users. Please check with your IT Dept which members of staff belong to each Active Directory Group – 4MatrixAdmin, 4MatrixSLT and 4MatrixUser. Only IT can change the group the user is assigned to. There may be more Active Directory Groups if your school has customised the groups.

Useful Links

DfE Approved Qualifications:

[16 to 18 qualifications, discount codes and point scores - GOV.UK \(www.gov.uk\)](#)

DfE Key Stage 4 Accountability Measures:

[16 to 18 accountability headline measures - GOV.UK \(www.gov.uk\)](#)

JCQ: [Notice to Centres-Release of results June 2024 FINAL.pdf \(jcq.org.uk\)](#)

4Matrix Links

Website: <https://www.4Matrix.com/>

Facebook: <https://www.facebook.com/groups/4Matrixdata/>

Support portal: <https://help.4Matrix.com>

X/Twitter: <https://twitter.com/4Matrix>

Additional Results Day Guidance:

<https://www.4Matrix.com/resultsdays>