

INTEGRIS Exams COURSE OUTLINE

What's the secret to your exam technique?

Surely there can be no greater reward for teachers than to see the culmination of all their efforts expressed in the delight of pupils achieving examination success. With ever greater emphasis on good examination results, the pressure on pupils and schools has never been more intense – pupils as they pursue their ambition to progress onto further and higher education, schools as they bear the financial and personal pressure of delivering good league table results.

At RM School Management Solutions we believe that success in raising achievement and the use of leading edge MIS solutions to underpin that success go firmly hand in hand. Integrus Exams delivers an ordered and comprehensive approach to the administration of examinations, supporting all the key responsibilities of an examinations officer ranging from interacting electronically with the Exam Boards right through to the analysis and reporting of results.

What's Covered ?

- A quick review of Integrus core features
- Bridging the technology gap
- Knowing your way around system parameters
- Managing your Basedata confidently and effortlessly
- Recording and maintaining candidate entries
- Making submissions to the Exam Boards via EDI transfer
- Capturing those all important results
- Introducing the flexible reporting functions

Course Benefits

Dispelling the jargon of Electronic Data Interchange, empowering you to interact confidently and efficiently with all the Exam Boards.

Establishing the correct order of sequence for the management of examination entries.

Providing all the necessary tools and techniques to identify how a school measures up against its attainment targets.

Helping to form comparisons of the actual performance of pupil groups against their expected results.

Raising user confidence prior to these time-critical events, where financial penalties can often be levied for late submissions.

Who Should Attend?

The course is aimed primarily at Examination Officers and those who will have responsibility for submitting and managing examination entries. We strongly recommend that training also be undertaken by those who will act as cover in situations of staff sickness, maternity leave etc.

In addition, the course is relevant to local support and training teams who will be offering services to schools on this product.

All delegates registering for the course should possess both relevant computer experience and a working knowledge of the Microsoft Office suite.

Course Outline

A quick review of Integris core features –

- Gaining confidence in the core areas of the software that are utilised within Integris Exams e.g. the Student Find tool

Bridging the technology gap –

- What is EDI (Electronic Data Interchange) and how does it work?
- What information is contained within the files that are transmitted to and from the boards?
- What is a Service Provider and how does it interact with Integris Exams?

Knowing your way around system parameters –

- Creating and maintaining Exam Board information
- Defining examination grades and point scores
- Familiarisation with examination levels and qualification titles
- Establishing the right EDI settings

Managing your Basedata confidently and effortlessly –

- Importing new Basedata from the relevant Exam Boards
- Updating Basedata with Exam Board revisions
- Browsing and refining your Basedata
- Allocating your specific subject codes to options

Recording and maintaining candidate entries –

- Dealing with current and external candidates
- Allocating UCI (Unique Candidate Identifier) values and Examination Numbers
- Holding an indication of entry and predicted grades
- Storing grades or marks against each candidate
- Capturing coursework grades or marks
- Recording final results along with any subsequent endorsements

Making submissions to the Exam Boards via EDI transfer –

- Submitting an entries file for a given examination series
- Coping with changes to personal candidate details and to their original entries - submitting an amendments file
- Submitting forecast grades (where required)
- Submitting coursework marks

Capturing those all important results –

- Downloading results files from the relevant Exam Boards
- Exploring the archive procedure

Introducing the flexible reporting functions –

- Statement of entry: providing information about the examination options for which a candidate has been entered
- Individual candidate timetables: these may be distributed to each candidate, providing a personalised timetable showing exact start times, duration, examination names and options
- Summary examination timetable: provides a summary of scheduled examination events to match the selected season or specified date range

Related Courses

We all acknowledge that we are very good at recording data but we must then allow it to inform our decision-making process and feed back into the learning environment.

Our two day Integris Assessment course will allow you to do just that, taking both attainment targets and examination results as a starting point for analysis and statistical reporting. Integris Assessment and Integris Exams should be seen as complimentary modules in the management of pupil achievement.

Whatever your training requirements we are here to help. For instance, we are very happy to discuss the feasibility of delivering bespoke courses upon request.

Contact Us

Should you require further clarification on the course content, or would like to register your interest, please contact our Training Administrator, Susan Marsh, on (01235) 401842 or via e-mail (see address below).