

Data management in RAISEonline

This is an introductory data management guide for schools' RAISEonline administrators. The information covers how to make the most of the system including:

- updating pupil characteristics and attainment
- defining your own criteria for analysing selected groups of pupils
- assigning teaching groups
- target-setting
- question level analysis of test results



Data management in RAISEonline

Introduction

The interactive reporting and analysis in RAISEonline allows you to look in detail at pupil attainment and progress using the key stage National Curriculum test data provided centrally in the system. This level of analysis is available to schools and non-school users of RAISEonline such as local authorities, and does not require data management.

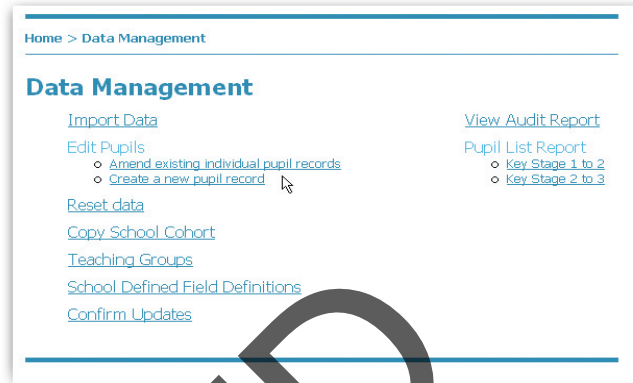
As well as the published data in RAISEonline, schools have access to a second data set known as the School's Own Data. This is a copy of the published data that can be edited by the school's RAISEonline administrator using data management.* This data set is not accessible by non-school users.

Data management allows a school to make use of a wider range of reporting and analysis features in RAISEonline:

- The use of school defined fields to identify additional groups of pupils. This could be in response to a local need to evaluate a particular intervention carried out by the school, such as the use of a boys' writing programme, or the performance of those deemed to be gifted and talented.
- The modification of pupil attainment data in response to re-marking of tests and changes in contextual data to ensure that the school has an accurate and up-to-date data set.
- The assignment of teaching groups.
- The setting of targets by means of loading cohorts for school years not pre-loaded into the system. This will enable schools to review and analyse the moderated targets that schools then enter into the system.
- Question-level analysis, through importing pupils' question-level results. This feature, to be released during the spring term, will enable schools to identify strengths and weaknesses in pupils' responses to the national tests. The use of filters enables these analyses to be for a wide range of pupil groups in addition to individual pupils.

Once you have logged in as administrator, you have access to the grey **Data management** link at the top of the RAISEonline screen. Clicking on this takes you to the data management home page, where you may select the various data management options.

The data management home page



All of the features of data management are supported in step-by-step detail in the Tutorial area of RAISEonline which can be accessed from the home page.

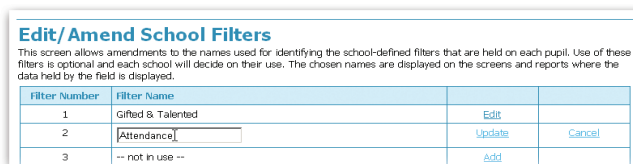
Data management for school defined fields

Schools will often wish to explore and evaluate the attainment and progress of pupil groups other than those defined centrally.

How did those with poor attendance perform in terms of contextual value-added (CVA) progress measures? Do our gifted and talented children perform highly? Are those children who have arrived in our school in the past 12 months performing differently from the National Standards?

To set up school-defined filters, you should go to the data management home page and click the link **School Defined Field Definitions**, which will take you to the page **Edit/Amend School Filters**.

The Edit/Amend School Filters screen

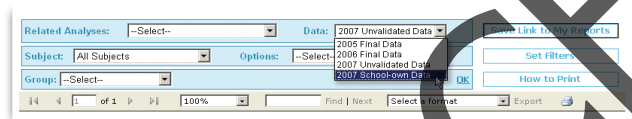


* Data management is available only to a school's RAISEonline administrator. Along with the headteacher account, the administrator account was set up in RAISEonline centrally, and the details forwarded to the school. If for some reason you no longer have your administrator account details, you should contact enquiries@ofsted.gov.uk requesting that the password be reset and the details posted to the headteacher.

Up to 10 filters can be set up, changed or removed on this page. Before you can work with a new filter, however, you must assign values for it in pupils' records. For instance, you may wish to investigate whether there are progress and attainment issues relating to attendance. Having created an attendance filter, you could assign three bands for attendance: good, medium and poor. These values can be applied to individual pupils in one of two ways: **Import Data** or **Edit Pupils**. Using **Edit Pupils** lets you assign an attendance value on a per-pupil basis, whereas **Import Data** provides you with a template pre-populated with the selected cohort and current school-defined filters, which is available through the link **Download example templates**. Once you have entered a value for each pupil, the template can be imported into RAISEonline by selecting the **School User-Defined Data** option on the **Import Data** page.

Once filter attributes have been assigned, the school-defined filters can be applied to any RAISEonline report where filters are available. Remember to select the School's Own Data from the drop-down **Data** menu in the report header.

Using the drop-down Data menu



Data management for amending pupil data

When key stage results are first released the data is described as provisional because errors or omissions may exist. In addition, data sets need to incorporate the results of remarks and appeals. While the process of the annual checking exercise exists to capture these amendments, this takes time. The data management function allows schools to make the amendments as soon as possible and so produce from the School's Own Data set up-to-date evaluations of attainment and progress.

To modify any pupil characteristics or attainment, you should go to the data management home page and click the **Amend existing individual pupil records** link. Individual pupils can be searched for using either their unique pupil number or by name. Once a pupil has

been selected you can choose to amend either the **Pupil Information**, **National Assessment**, **Question Level Analysis** or **Pupil Teaching Groups**. It is necessary to click on 'update changes' and later to confirm updates to bring these changes about. Amended changes carried out in the School's Own Data set are marked with a red asterisk.

The Edit Pupil screen

Data management for teaching groups

Teaching groups work in a similar way to school-defined filters, except that they may be set for each core curriculum subject. Teaching groups are defined using the **School Teaching Groups** page, which is reached through the **Teaching Groups** link on the data management page.

School-defined filters and teaching groups can be used in isolation, or in combination with each other or any of the pupil characteristics filters available in RAISEonline. As well as their use in reporting and analysis, these filters are also available when selecting pupils and groups in target-setting and question-level analysis.

Data management for setting targets

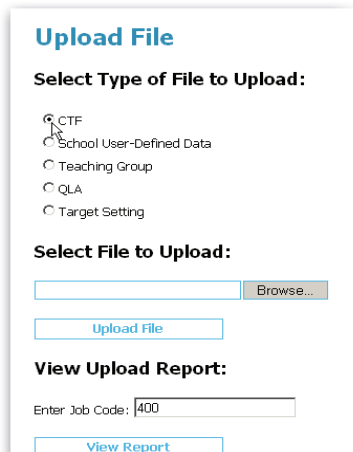
The target-setting function in RAISEonline provides you with information to support the setting of moderated targets for each pupil in the core curriculum subjects at Key Stages 2 and 3 and in a range of GCSE and vocational qualification courses at Key Stage 4. Details of the pupils for whom targets are being considered must be entered into the system.

This pupil information is uploaded into RAISEonline using a

Data management in RAISEonline

common transfer file (CTF) which is produced by a school's management information system. The CTF contains pupil details, characteristics and prior attainment data. Using the **Pupil Records (CTF)** option on the **Import Data** page, the CTF can be imported into RAISEonline from your local computer or network.

The Upload File selector



Once this has been done, details of the year groups you have imported will be available for target moderation through the blue **Target Setting** tab at the top of the RAISEonline screen.

Among the range of reports available are some which will highlight low pupil progress and performance in English

and mathematics as well as providing this information for a wide range of pupil groups.

Data management for question-level analysis

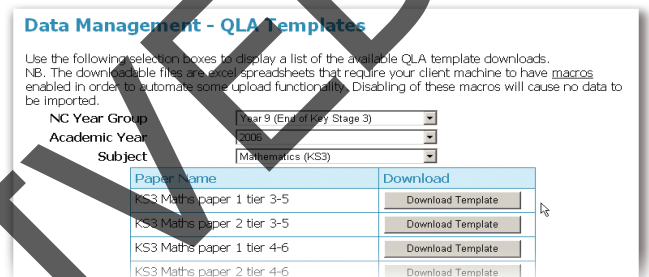
Question-level analysis will be a powerful tool in revealing pupil performance by attainment target, assessment focus or mark point in National Curriculum or optional tests. These are useful in evaluating historic performance and prompting informed adjustments to future provision. In addition, timely question-level analysis at pupil level can inform appropriate interventions for individual pupils as well as celebrating their successes. The question-level analysis function of RAISEonline allows detailed consideration of the performance of a cohort, a group or an individual pupil across the range of questions in a National Curriculum or optional test.

With the exception of question-level test results for Key Stage 3 National Curriculum English, which will be provided centrally, all question-level data must be imported into RAISEonline by the school, using data management.

The process for importing question-level data into

RAISEonline will use a series of templates that contain the details of all the questions and available marks for a given test paper. The wizard for downloading the question-level analysis template will be available by clicking the box **Download QLA** from **Download example templates** in the **Import Data** area. On selecting a National Curriculum year group, academic year and subject, the wizard will present you with all the available templates matching your choice. Templates will be pre-populated with the pupils in the cohort you selected and will present you with a grid for you to enter the question-level results for each pupil.

The QLA template download selector



Paper Name	Download
KS3 Maths paper 1 tier 3-5	Download Template
KS3 Maths paper 2 tier 3-5	Download Template
KS3 Maths paper 1 tier 4-6	Download Template
KS3 Maths paper 2 tier 4-6	Download Template

Once the template is complete, it will be imported into the system using the **Import Data** function, selecting the **Question Level Analysis** option.

Question level analysis will be accessed through the blue **Question Level Analysis** tab at the top of the RAISEonline screen.

Confirm updates and resetting data

All of the data management described here involves the modification of the School's Own Data. Any changes you make to the School's Own Data will only be retained permanently on the system if you click **Confirm Updates** on the data management page. You will be prompted to confirm updates if you navigate away from data management after having made changes that have not been confirmed.

At any time, you may overwrite all or part of the School's Own Data with the centrally published data. This is done by following the **Reset data** link from the data management page. You may select which types of data you wish to reset and for which years you wish to do this.