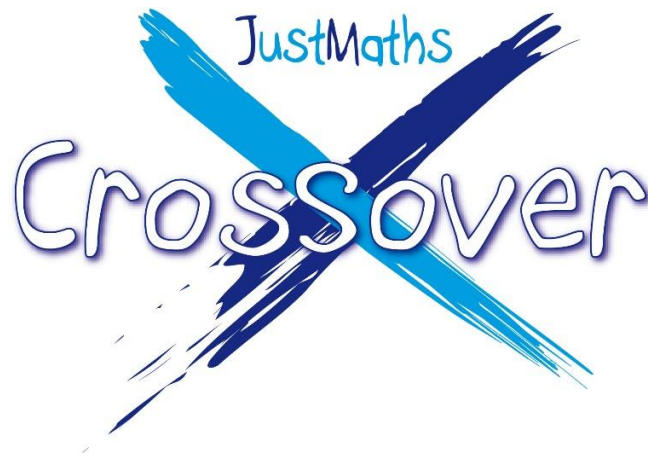# Exam QLA

There are three ways to use this spreadsheet:

1. Following the 2017 sitting you can download your student data and copy and paste the cohort data into the relevant sheets (instructions below).
2. Following internal assessments, you can either:
   a. Enter each student's data manually into the sheets for each paper
   b. Print off the blank analysis sheets and get students to fill in their actual marks and colour code the RAG column themselves. (I always use this method as the students get a lot out of seeing where they've lost marks themselves).

Instructions for importing ResultsPlus data.

This workbook works by using "lookup" tables from 3 sheets which are downloaded from Edexcel and copied into the workbook. To use the analysis you need the student reference number from the student reference sheet (one of the tabs at the bottom) which is entered into CELL E1. All of the data for that specific student is pulled onto the main sheet as shown below. This can then be printed on one page.
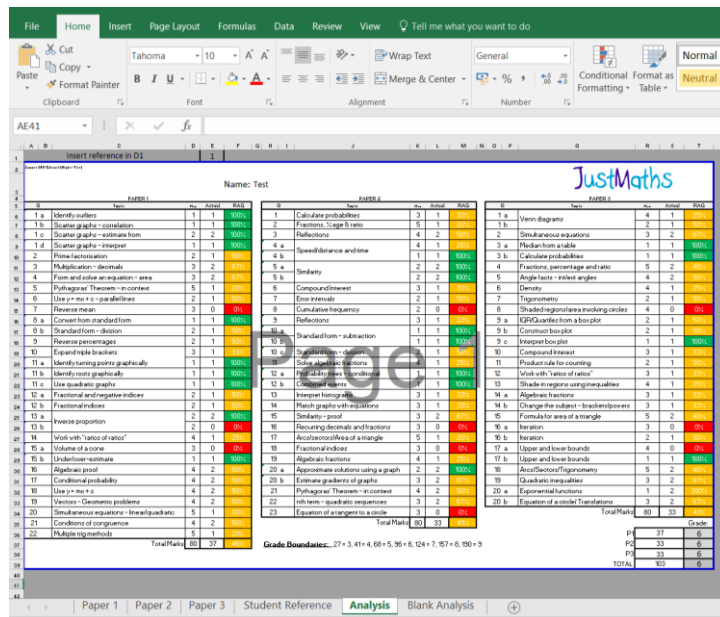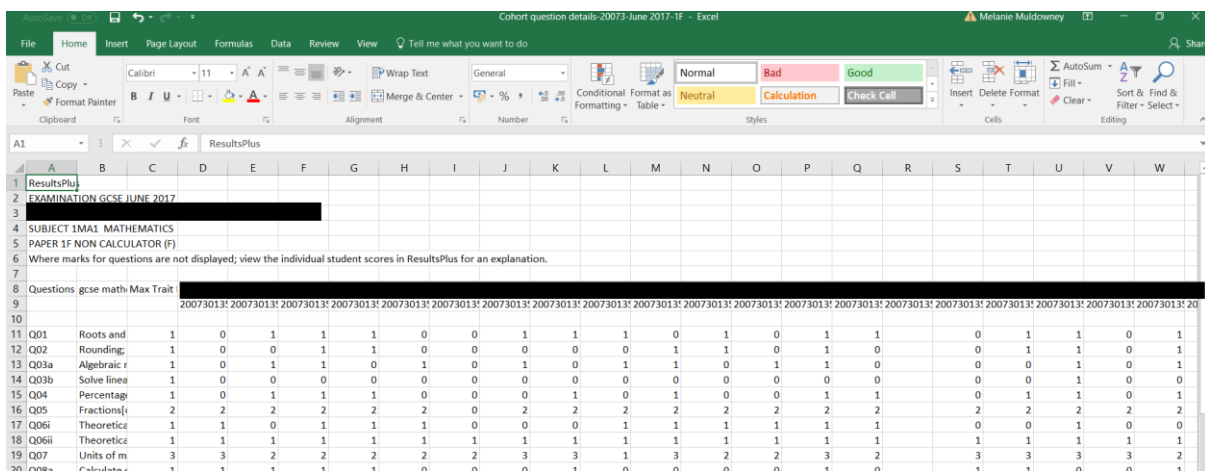

Importing your own data
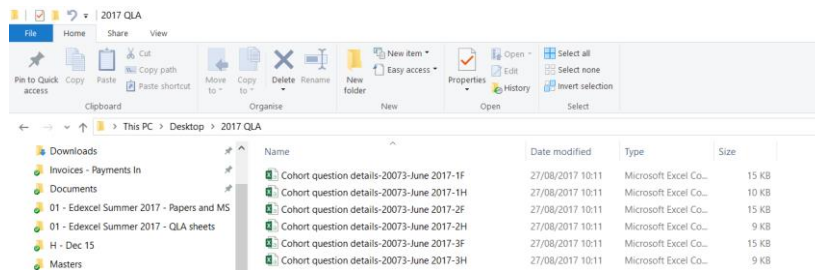
Download the 3 files from Edexcel for the specific and paper and save somewhere obvious on your computer.
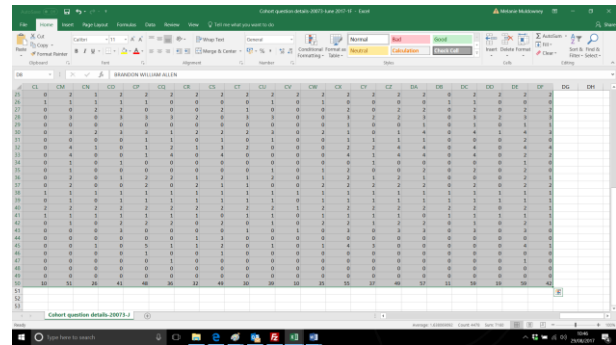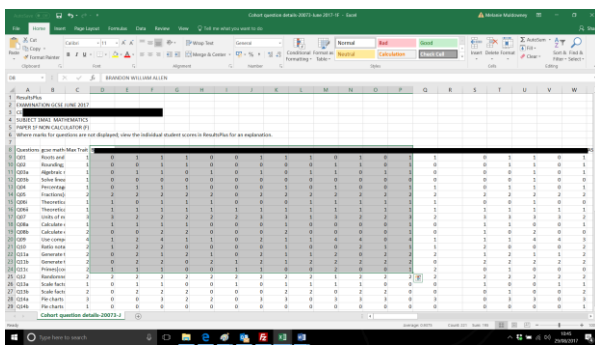
STEP 1 - Open the ResultsPlus template and the paper 1 data which should look like this when opened.

STEP 1 - delete the two rows underneath the student names, so that the sheet now looks like this:

STEP 2 - You now need to copy and paste VALUES the data (NOT ALL OF IT – AND IT IS IMPORTANT YOU COPY THE CORRECT CELLS) – Highlight the cells from (and including the first students' name) and drag your cursor to the **end** of the data
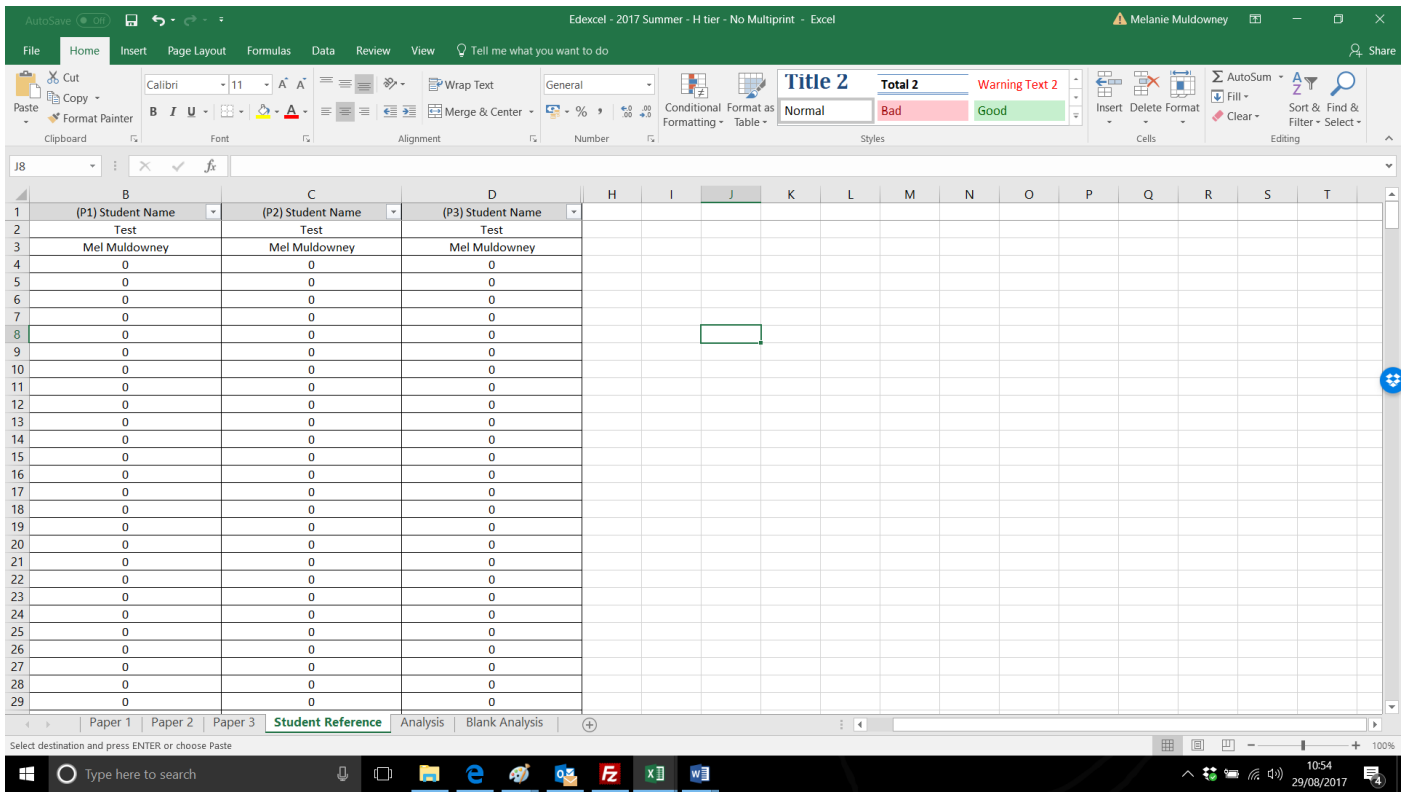

STEP 3 - Once you have highlighted this data (and clicked copy) – go to the ResultsPlus template and click on the "Paper1" tab, put your cursor in cell B2 and click "paste VALUES".
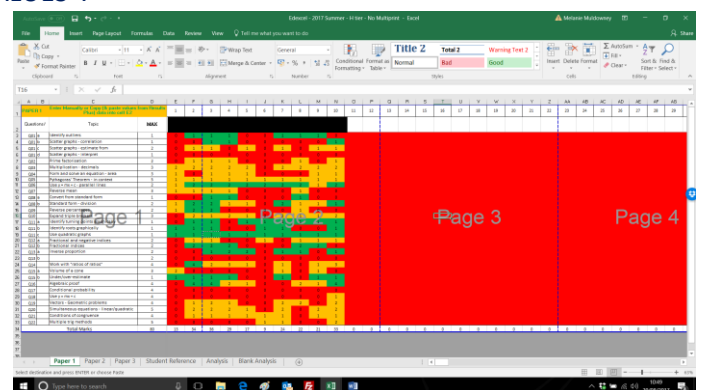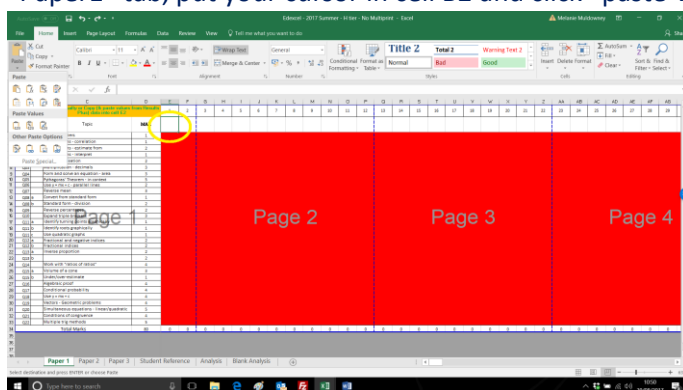
STEP 4 - Repeat the above step of deleting a row/rows and copying and pasting for papers 2 and 2 into the relevant tabs at the bottom of the template.

STEP 5 - One final check that this has worked. On the student reference file the student names under the 3 columns must be the same. I have never known them to not be the same, but if they don't match, unfortunately importing the data is a bit trickier. I am happy to do this for you if you send me your schools' files. Obviously, the data will be destroyed etc after creating your specific excel workbook.

MATCHING NAMES ON STUDENT REFERENCE SHEET

THE WORKBOOK IS NOW READY TO USE