Bromcom
No.1 Choice for Cloud MIS & Finance

Data Migration Scope for SIMS

As a part of
Data Migration to Bromcom MIS

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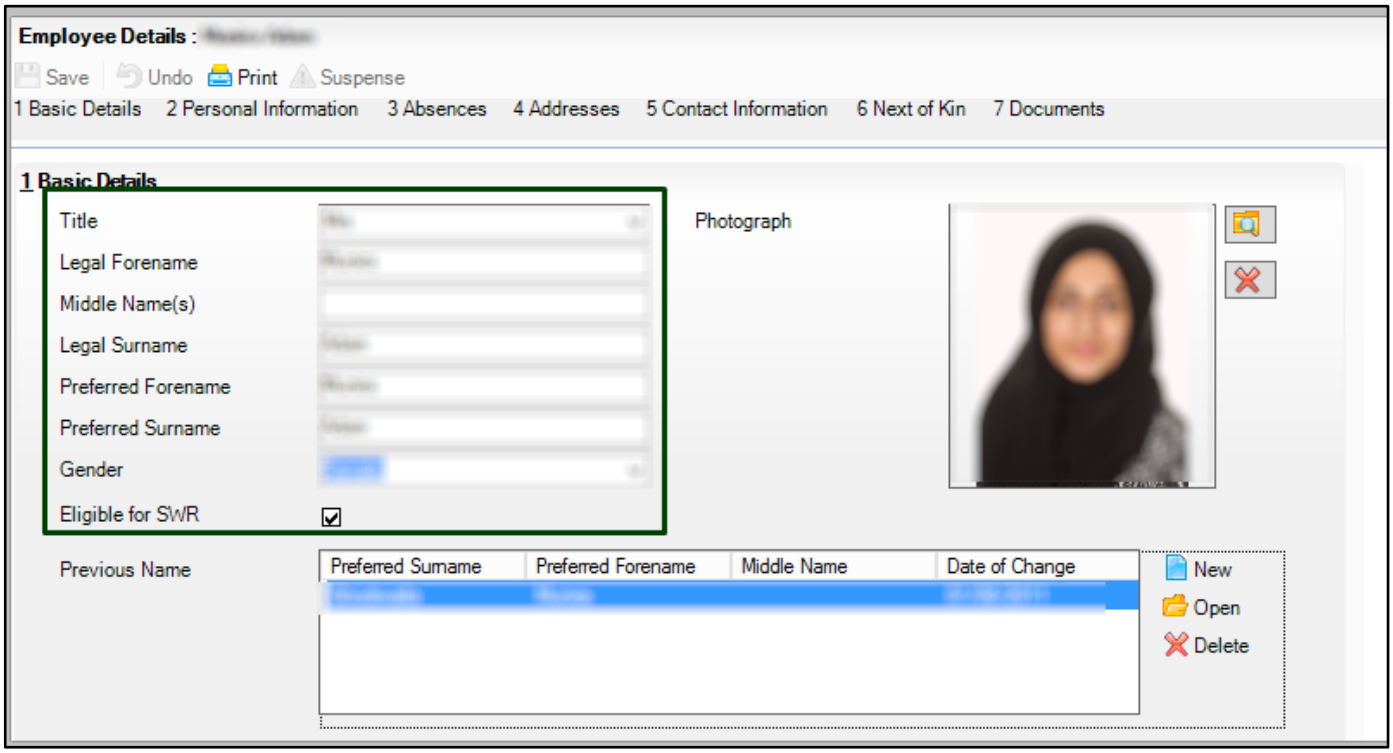
Migration Scope for SIMS

1 STAFF

1.1 Staff Details

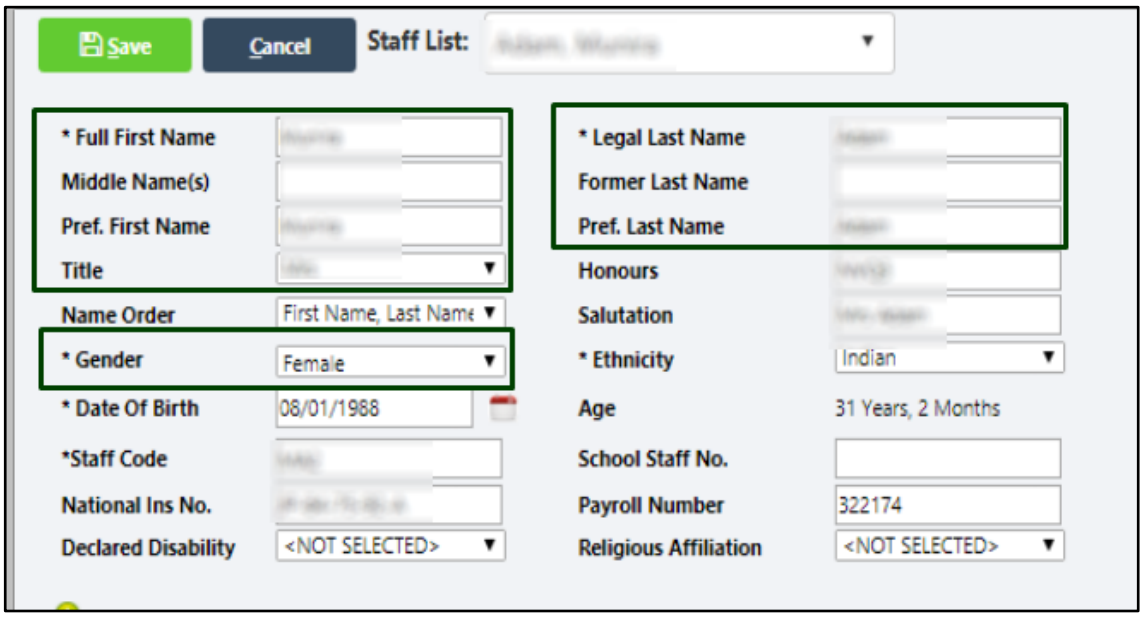
Reference	Data Item Name	Data Item Description
1.1.01	LegalForename	
1.1.02	LegalSurname	
1.1.03	MiddleName	
1.1.04	PreferredForename	
1.1.05	PreferredSurname	
1.1.06	Gender	
1.1.07	EligibilityForSWR	
1.1.08	Title	
1.1.09	Photo	

SIMS > Staff > Personal Details > Basic Details



MIS > People> Staff > View Staff Details > Personal Details

Migration Scope for SIMS



Testing Note(s):

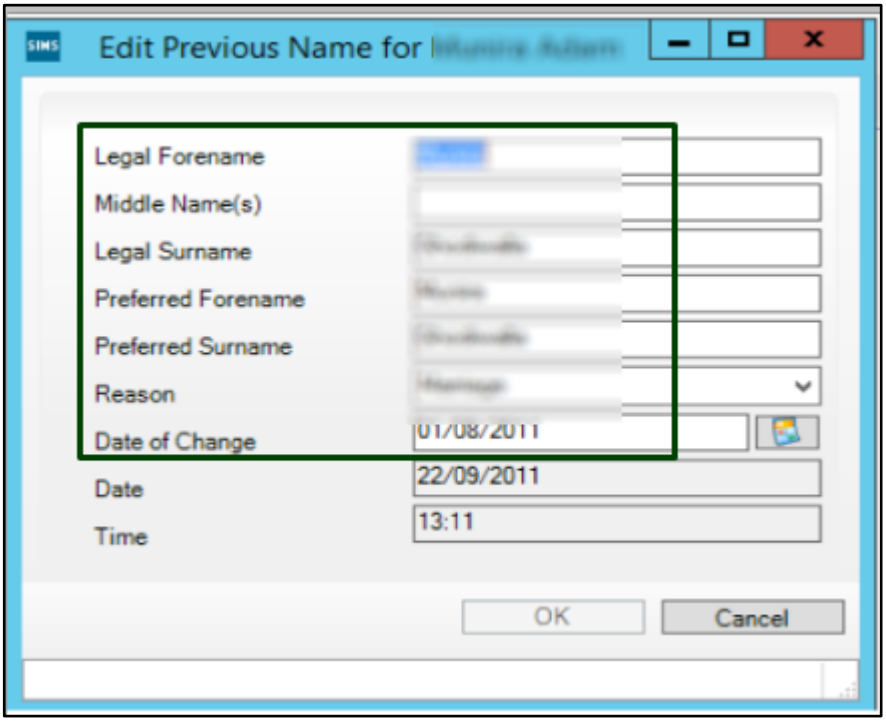
- Refer Staff > Personal Details > Basic Details (SIMS)
- Refer Administration> Staff Details > Personal Details (In MIS)
- Eligibility for SWR (SIMS): Staff > Contracts > Do not include in Census (in MIS)
  If ticked in SIMS – should be unticked in MIS and vice-versa, as Bromcom MIS has option for "Exclude from Census" and SIMS has option to "Include into Census".

1.2 Previous Names

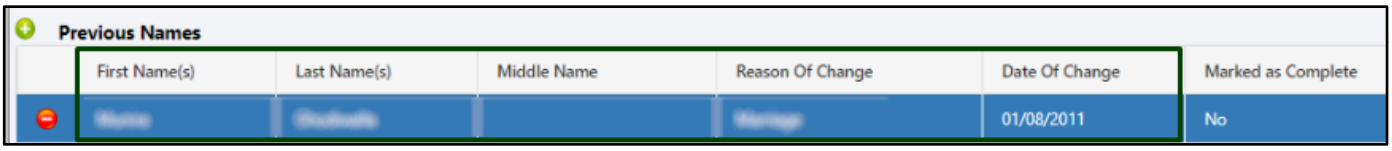
Reference	Data Item Name	Data Item Description
1.2.01	PreviousLegalForename	
1.2.02	PreviousLegalSurname	
1.2.03	PreviousPreferredForename	
1.2.04	PreviousPreferredSurname	
1.2.05	Middle name	
1.2.06	Reason for change	
1.2.07	Date of change	

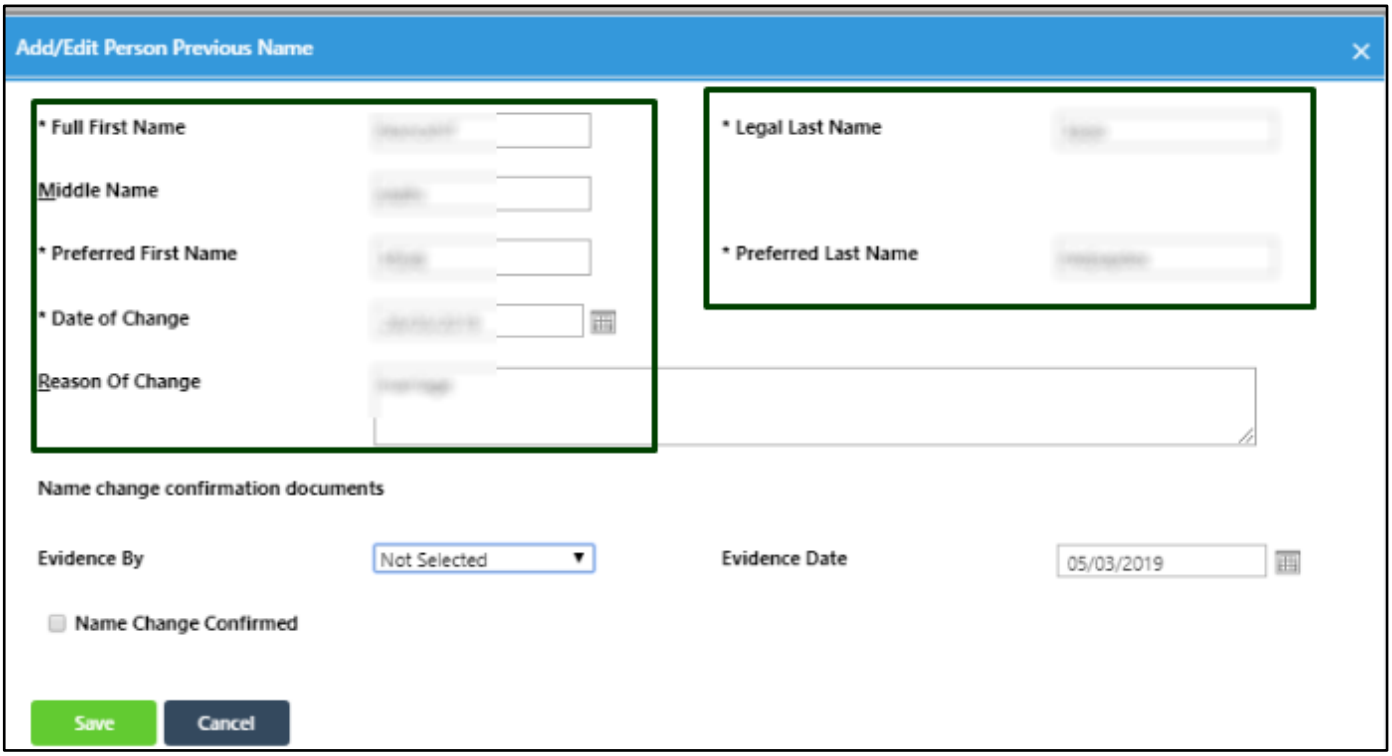
SIMS > Staff > Personal Details > Basic Details

Migration Scope for SIMS



MIS > People > Staff > View Staff Details > Personal Details > Previous Names



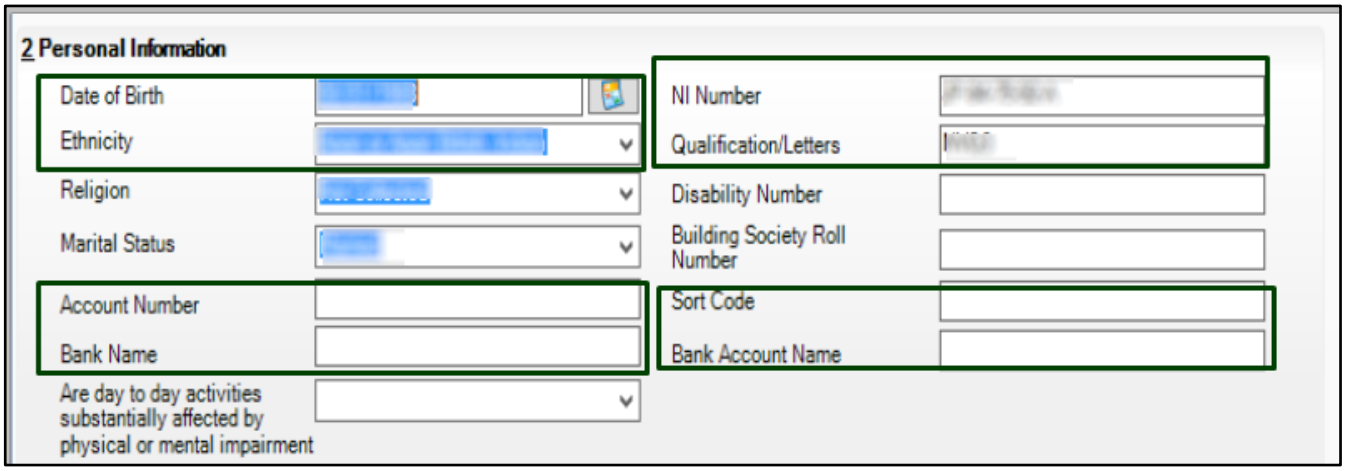


Testing Note(s):
- Refer Staff > Personal Details > Basic Details (SIMS)
- Refer Administration > Staff Details > Personal Details (MIS)

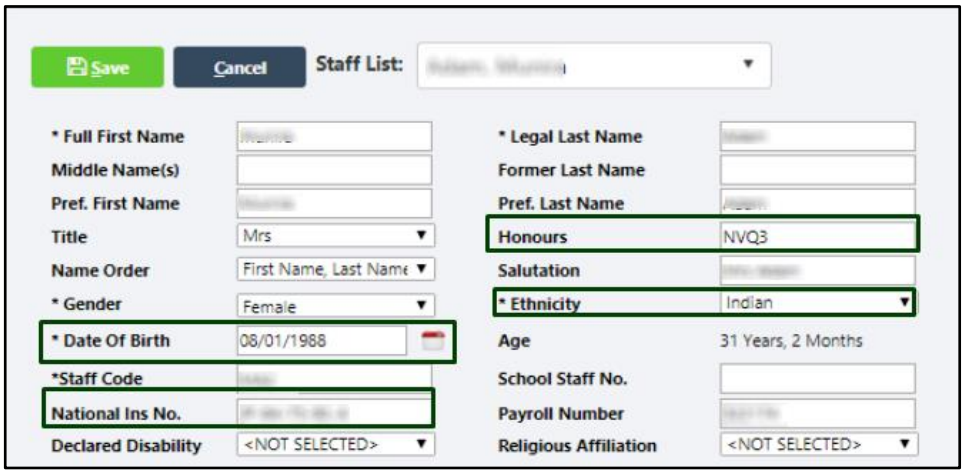
1.3 Personal Information

Reference	Data Item Name	Data Item Description
1.3.01	BankAccountName	
1.3.02	BankAccountNumber	
1.3.03	BankAccountSortCode	
1.3.04	BankName	
1.3.05	DOB	
1.3.06	Ethnicity	
1.3.07	Honours	
1.3.08	NationalInsuranceNumber	

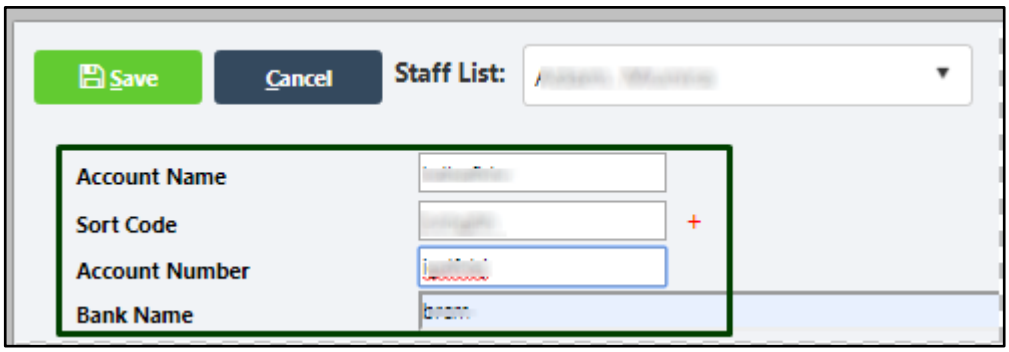
SIMS > Staff > Personal Details > Personal Information



MIS > People > Staff > View Staff Details > Personal Details



MIS > People > Staff > View Staff Details > Banking



Testing Note(s):

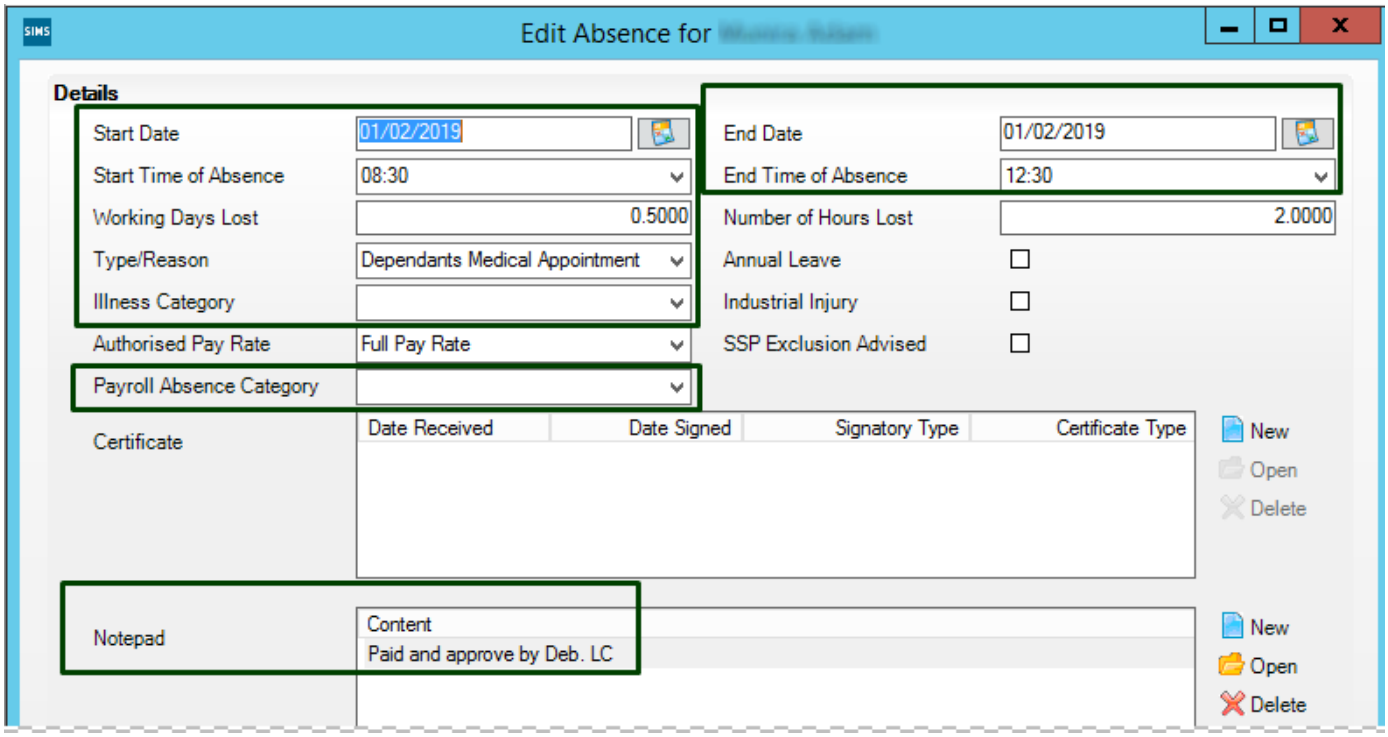
- Refer Staff > Personal Details > Personal Information (SIMS)
- Refer People > Staff > View Staff Details > Banking (MIS)
- Refer People> Staff > View Staff Details > Personal Details (MIS)

1.4 Absences

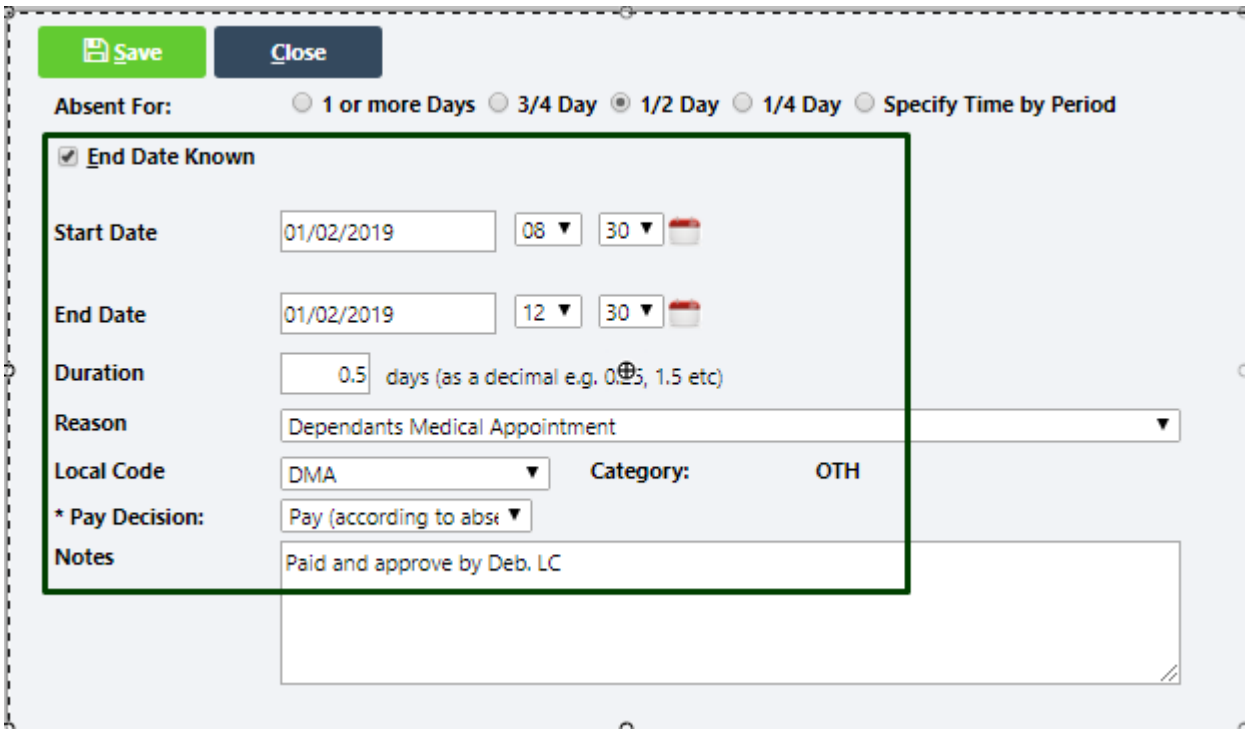
Reference	Data Item Name	Data Item Description
1.4.01	Start Date	
1.4.02	End Date	
1.4.03	Start Time of Absence	
1.4.04	End Time of Absence	
1.4.05	Duration	Working days Lost (SIMS)
1.4.06	Reason/Local Code	Type/Reason (SIMS)
1.4.07	Pay Decision	Payroll Absence Category(SIMS)
1.4.08	Notes	

SIMS > Staff > Personal Details > Absences

Migration Scope for SIMS



MIS > People > Staff > View Staff Details > Absences



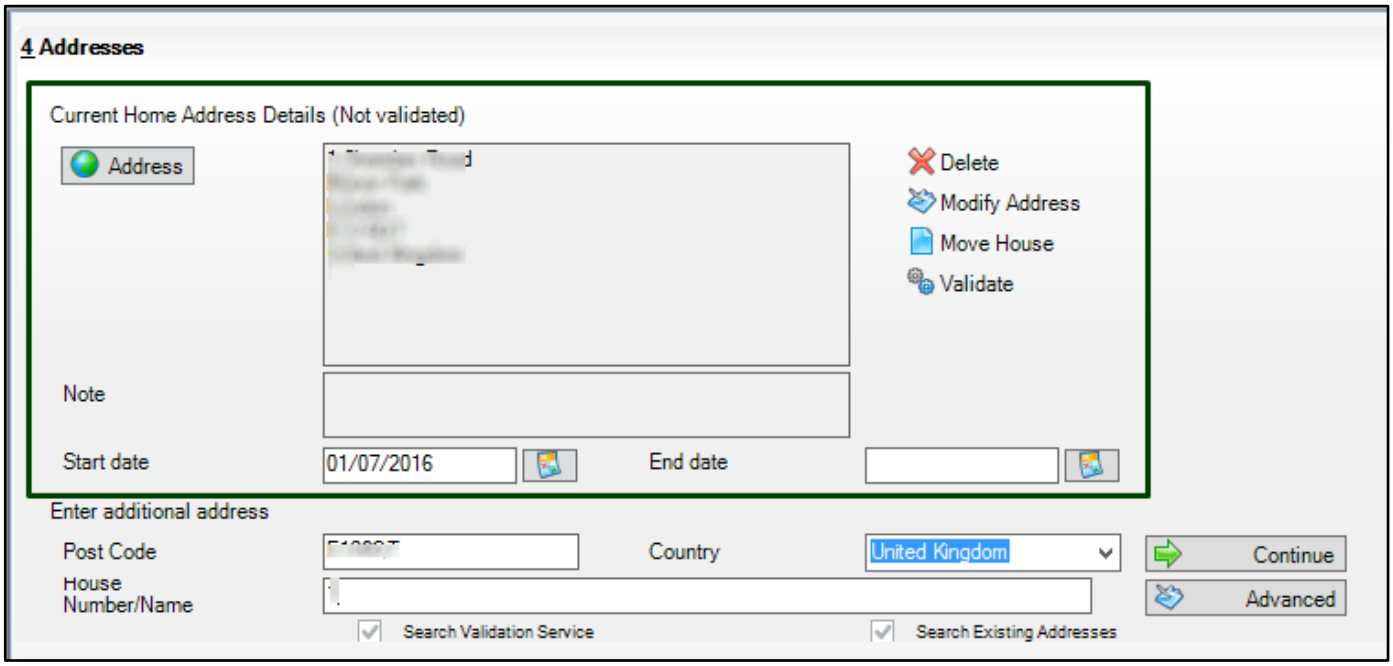
Testing Note(s):

- Refer Staff > Personal Details > Absences (SIMS)
- Refer Administration > Staff Details > Absences (MIS)
  Absences of Type 'Training' (SIMS): Staff > Absences > Select the checkbox 'Include Trainings' (MIS)

1.5 Addresses

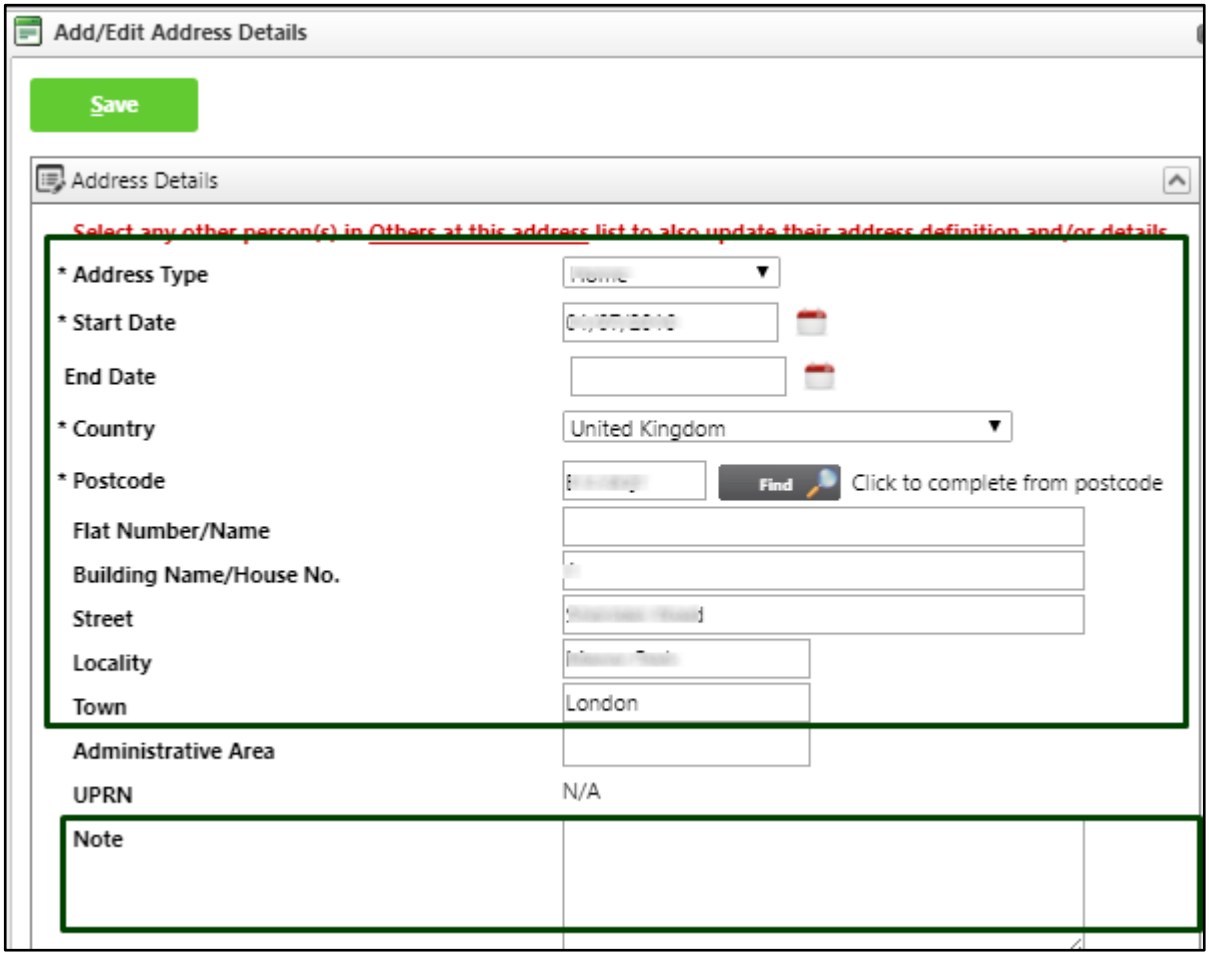
Reference	Data Item Name	Data Item Description
1.5.01	FlatNameNumber	Apartment(SIMS)
1.5.02	BuildingNameNumber	House Name, House No (SIMS)
1.5.03	District	Locality(MIS)
1.5.04	Street	
1.5.05	County	
1.5.06	Town/City	
1.5.07	Country	
1.5.08	Post Code	
1.5.09	Start Date	
1.5.10	End date	
1.5.11	Address Type	
1.5.12	Note	

SIMS > Staff > Personal Details > Address



MIS > People > Staff > View Staff Details > Contact Details

Migration Scope for SIMS



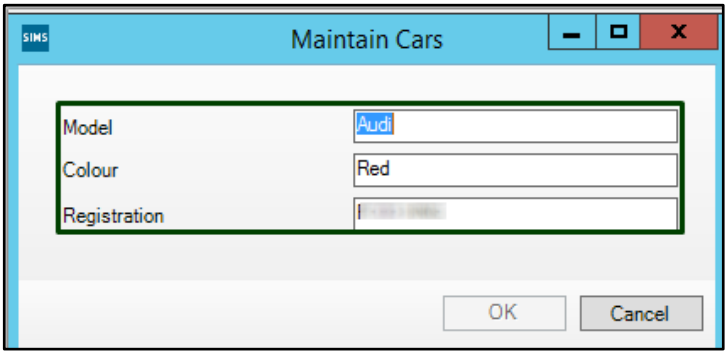
Testing Note(s):

- Refer Staff > Personal Details > Address (SIMS)
- Refer Administration > Staff Details > Contact Details(MIS)

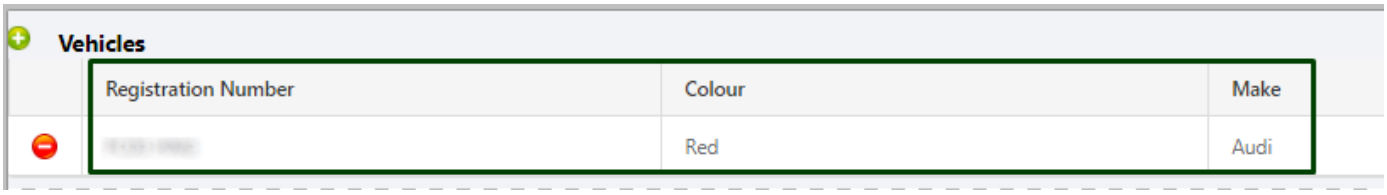
1.6 Car Information

Reference	Data Item Name	Data Item Description
1.6.01	Colour	
1.6.02	Model	
1.6.03	Registration	

Staff > Personal Details > Contact Information



MIS > People > Staff > View Staff Details > Personal Details



Testing Note(s):

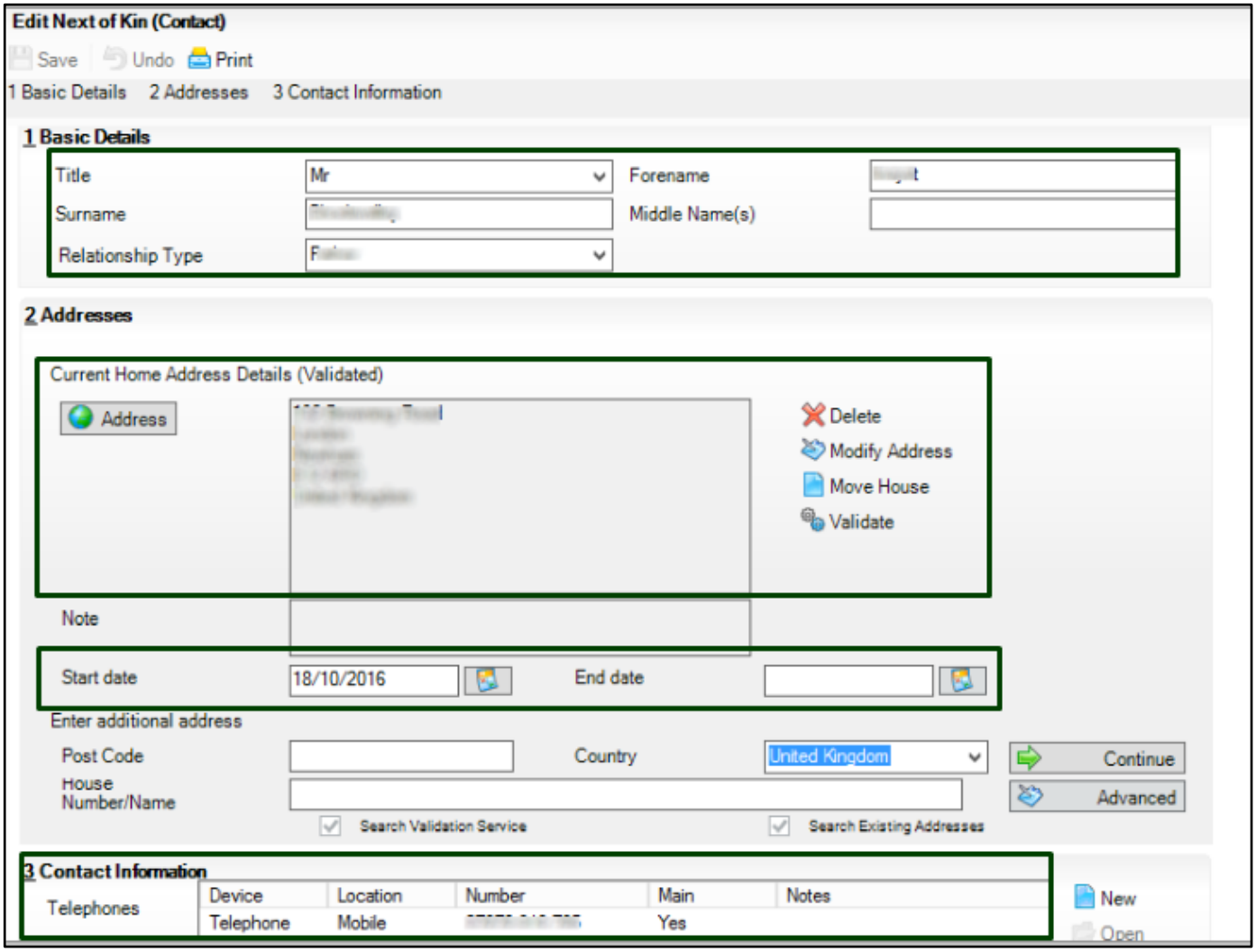
- Refer Staff > Personal Details > Contact Information (SIMS)
- Refer People > Staff > View Staff Details > Personal Details (MIS)

1.7 Next of Kin Details

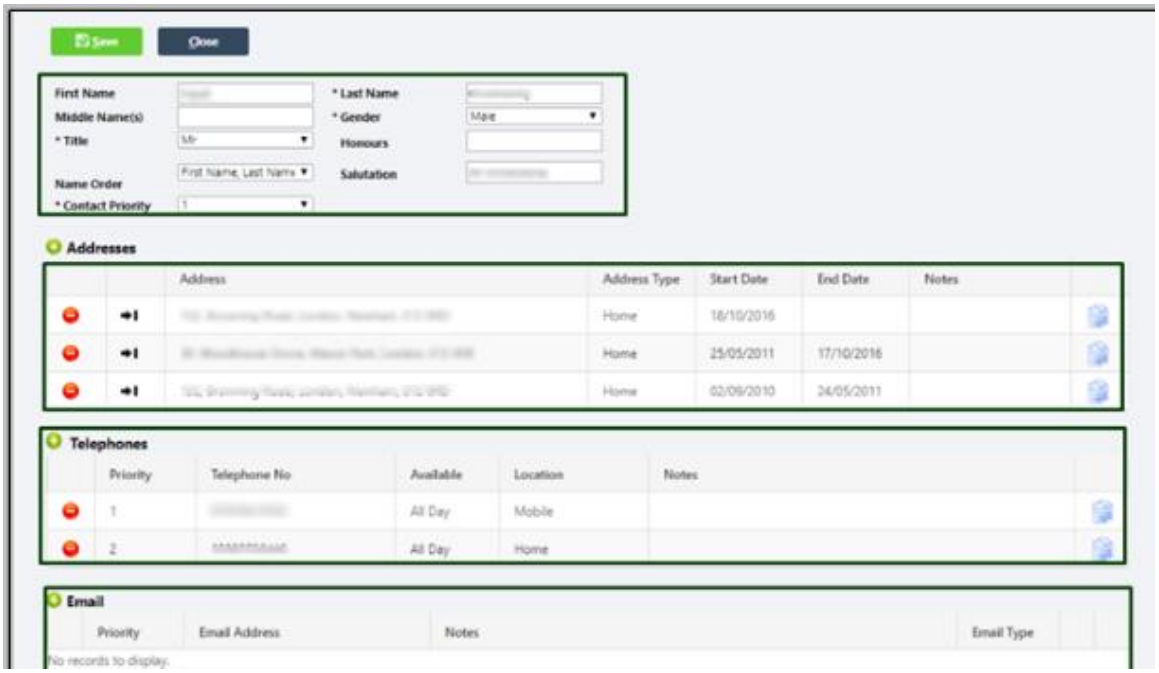
Reference	Data Item Name	Data Item Description
1.7.01	Title	
1.7.02	Forename	
1.7.03	Surname	
1.7.04	Middle Name	
1.7.05	Address	
1.7.06	Start date	
1.7.07	End date	
1.7.08	Notes	
1.7.09	Telephone Number	
1.7.10	Location	
1.7.11	Email Address	
1.7.12	Type	

SIMS > Staff > Personal Details > Next of Kin

Migration Scope for SIMS



People > Staff > View Staff Details > Contact Details



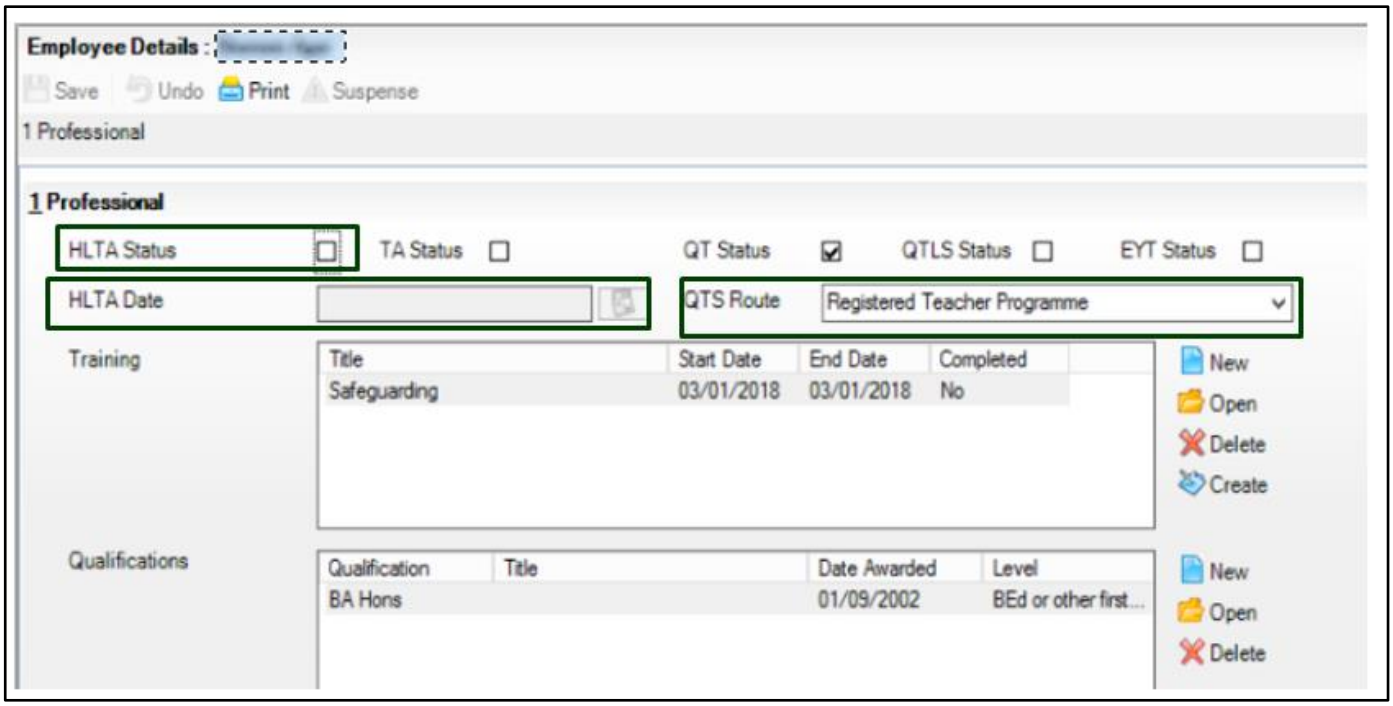
Testing Note(s):

- Refer Staff > Personal Details > Next of Kin(SIMS)
- Refer People > Staff > View Staff Details > Contact Details (MIS)

1.8 Professional Details

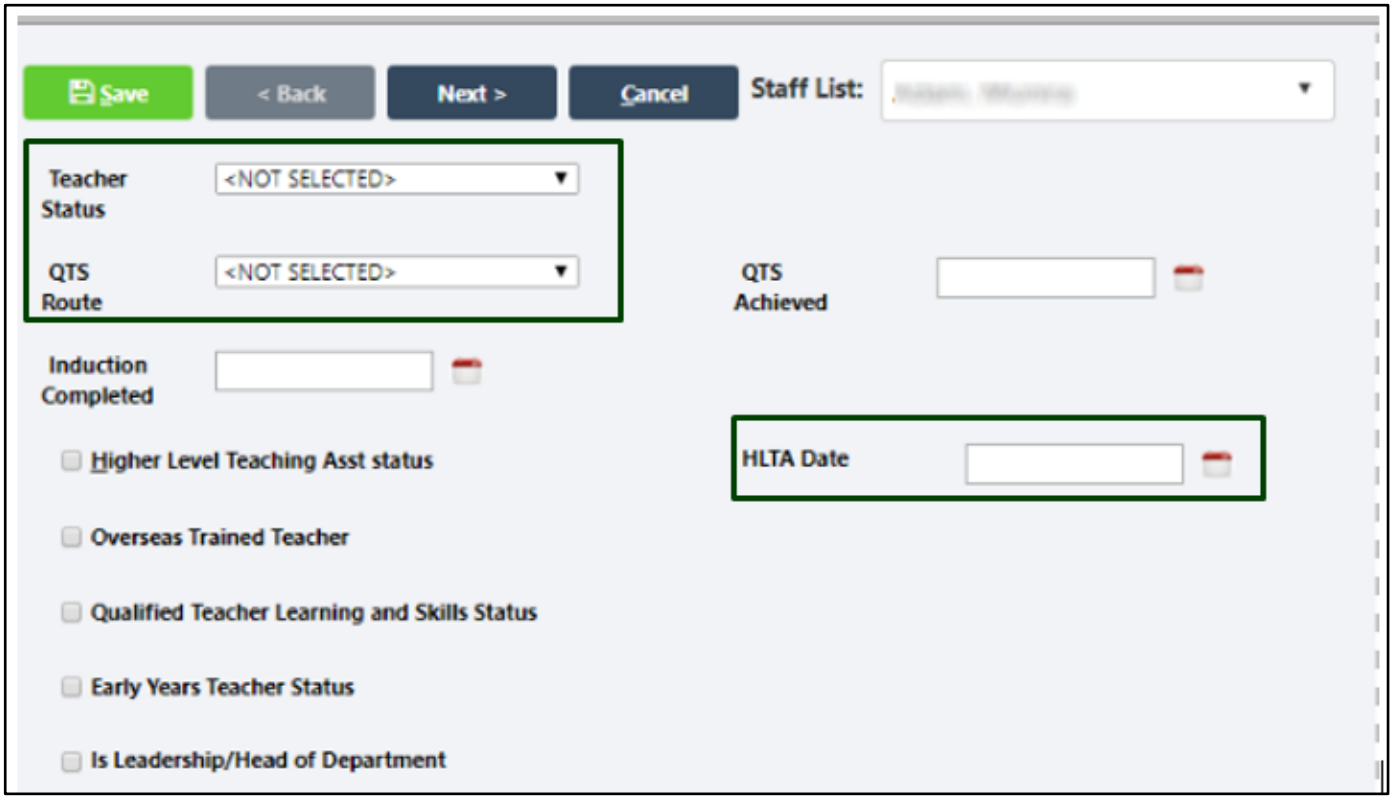
Reference	Data Item Name	Data Item Description
1.8.01	HLTA Status	
1.8.02	HLTA Date	
1.8.03	QTS Route	

SIMS > Staff > Professional Details



MIS > People > Staff > View Staff Details > Qualifications

Migration Scope for SIMS



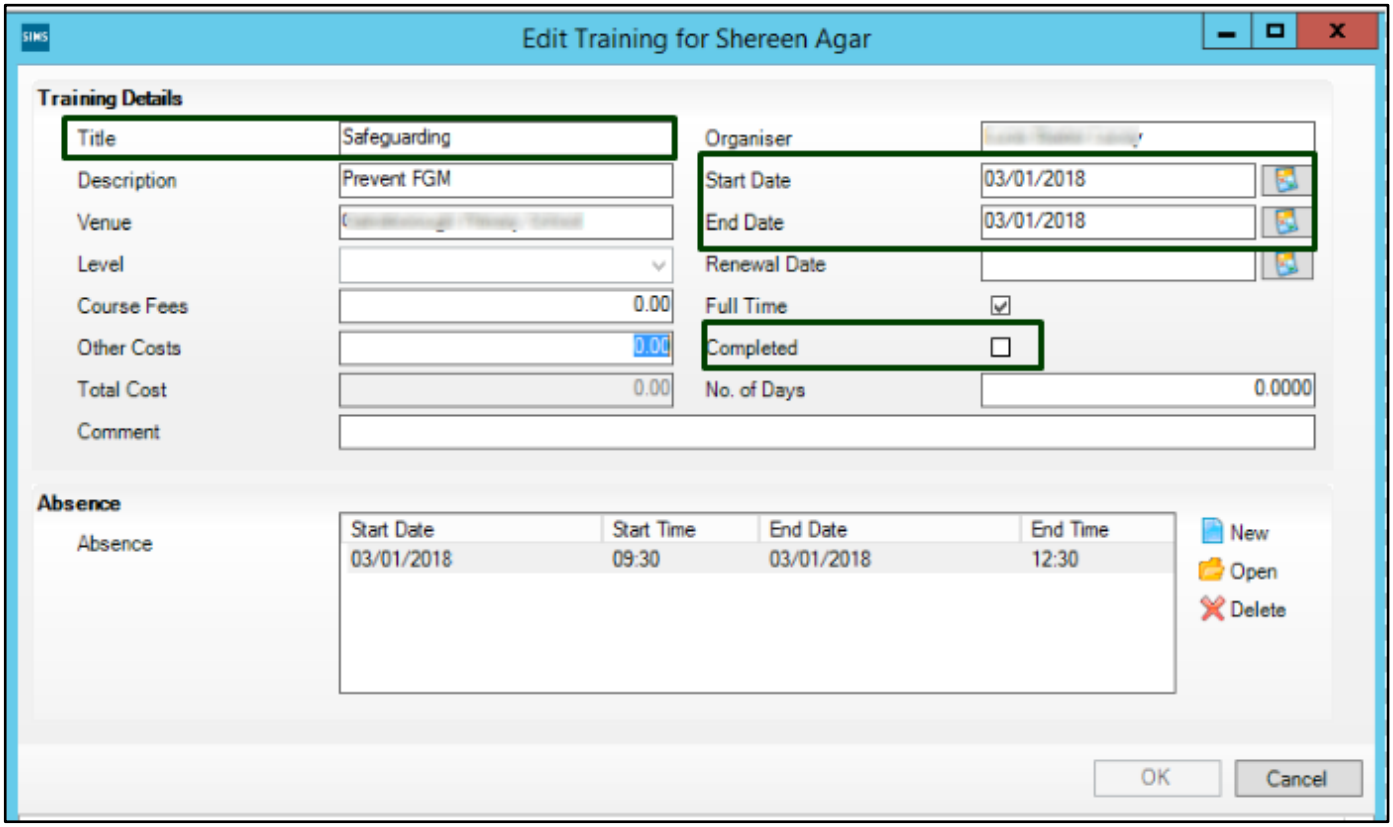
Testing Note(s):

- Refer Staff > Professional Details (SIMS)
- Refer People > Staff > View Staff Details > Qualifications (MIS)

1.9 Staff Training

Reference	Data Item Name	Data Item Description
1.9.01	Title	
1.9.02	Start Date	
1.9.03	End Date	
1.9.04	Completed	

SIMS > Staff > Professional Details



MIS > People > Staff > View Staff Details > Qualifications

Testing Note(s):

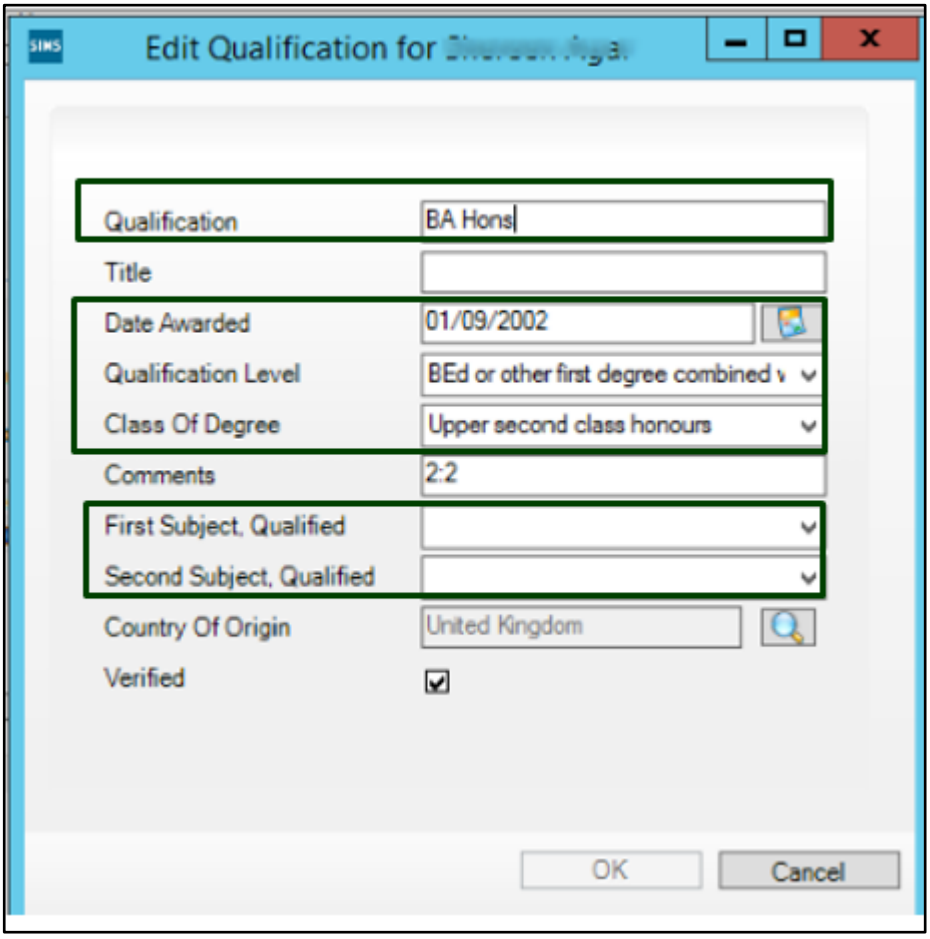
- Refer Staff > Professional Details (SIMS)
- Refer People > Staff > View Staff Details > Qualifications (MIS)

1.10 Staff Qualifications

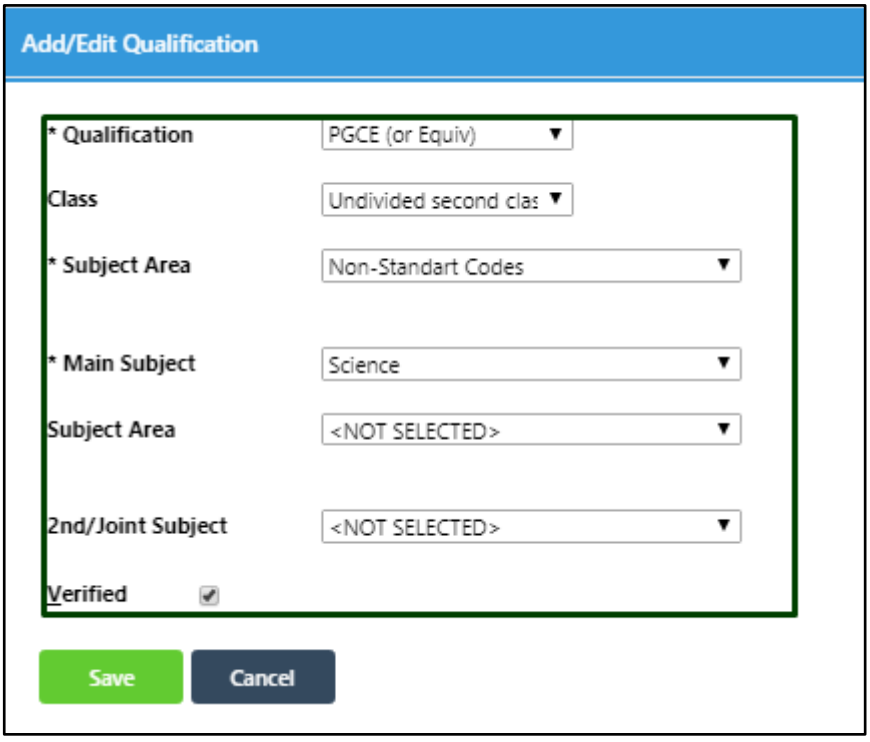
Reference	Data Item Name	Data Item Description
1.10.01	Qualification	
1.10.02	Qualification Level	
1.10.03	Date Awarded	
1.10.04	Class of Degree	
1.10.05	First Subject	
1.10.06	Second Subject	

SIMS > Staff > Professional Details

Migration Scope for SIMS



MIS > People > Staff > View Staff Details > Qualifications



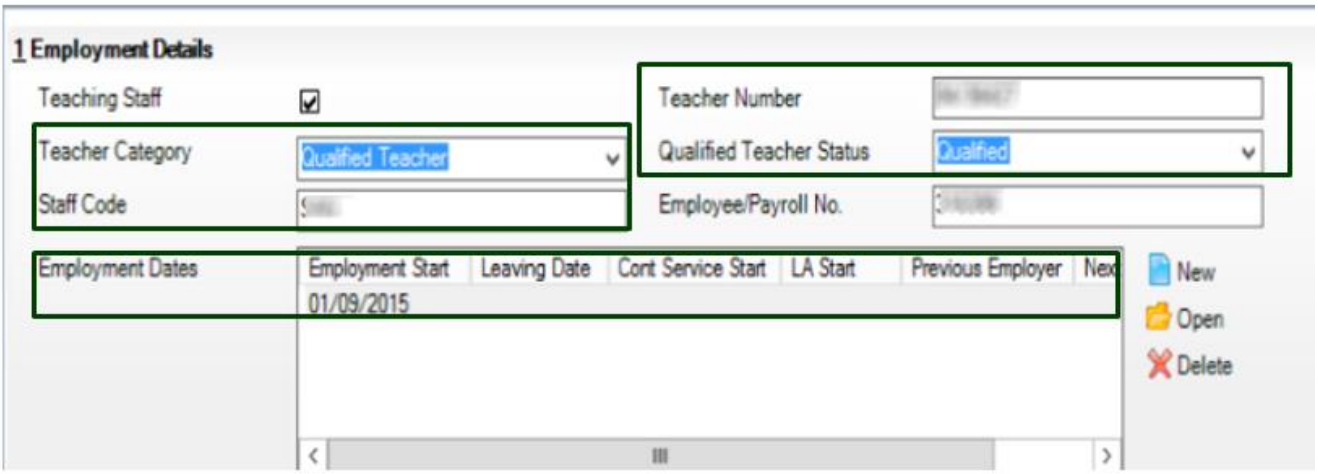
Testing Note(s):

- Refer Staff> Professional Details (SIMS)
- Refer Administration >Staff > Qualifications (MIS)
  Note- We do not migrate staff qualification if first subject is missing,

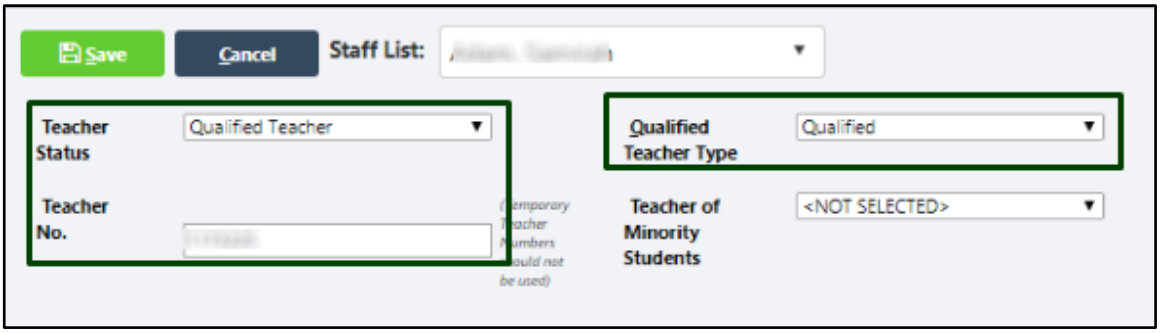
1.11 Employment Details

Reference	Data Item Name	Data Item Description
1.11.01	EmploymentEnd	
1.11.02	EmploymentStart	
1.11.03	ContinuousServiceStartDate	
1.11.04	LocalAuthorityStartDate	
1.11.05	NextEmployer	
1.11.06	PreviousEmployer	Refer Staff details > Background checks in MIS
1.11.07	Qualified Teacher Status	Qualified Teacher Type in MIS
1.11.08	Teacher Number	
1.11.09	StaffCode	
1.11.10	QTSCode	Teacher Category In SIMS and Teacher Status in MIS

SIMS > Staff > Employment Details

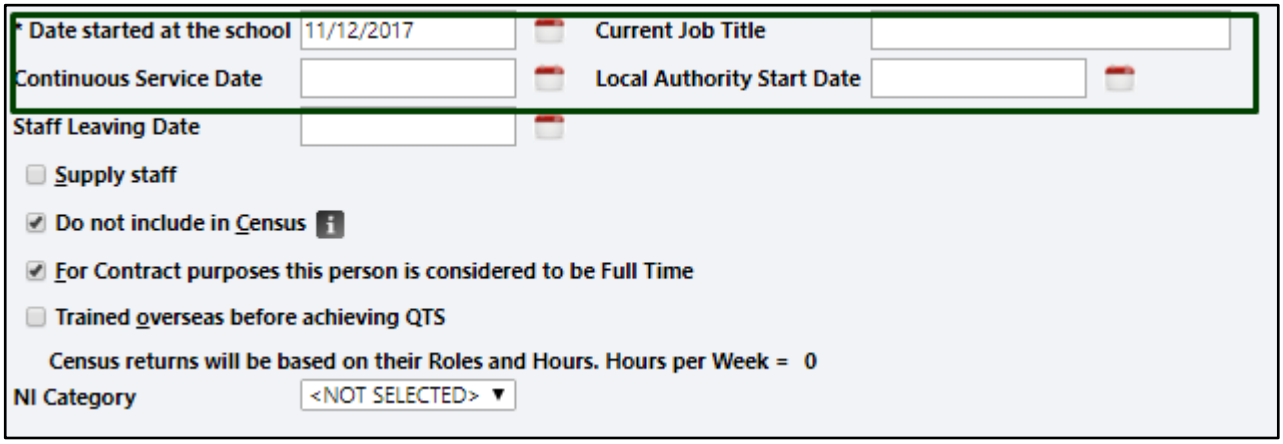


MIS > People > Staff > View Staff Details > Qualifications



MIS > People > Staff > View Staff Details > Contracts

Migration Scope for SIMS



People > Staff > View Staff Details > Background Checks

Testing Note(s):

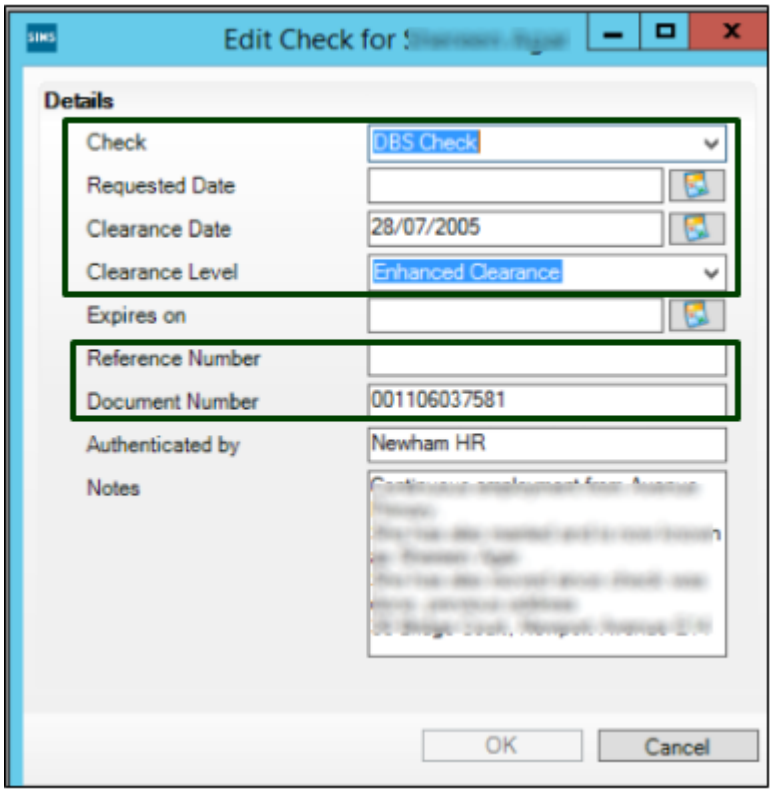
- Refer Staff > Employment Details (SIMS)
- Refer People > Staff > View Staff Details > Qualifications, Contracts and Background Checks (MIS)
  Note: If staff is an active staff then we do not migrate Next Employer.

1.12 Checks

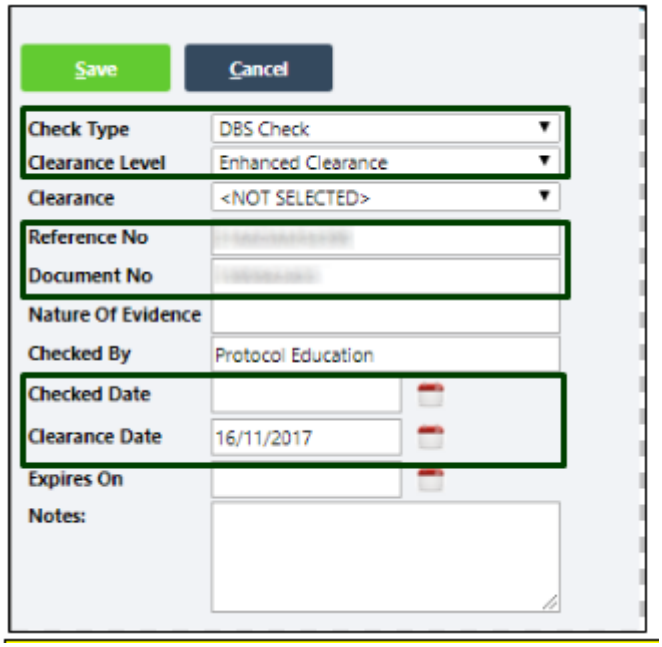
Reference	Data Item Name	Data Item Description
1.12.01	CheckType	
1.12.02	ClearanceLevel	
1.12.03	ReferenceNumber	
1.12.04	DocumentNumber	
1.12.05	AuthenticatedBy	
1.12.06	Requested Date	(Requested date)
1.12.07	Returned Date	(Clearance date)

SIMS > Staff > Employment Details > Checks

Migration Scope for SIMS



MIS > People > Staff > View Staff Details > Background Checks > DBS Evidence



Testing Note(s):

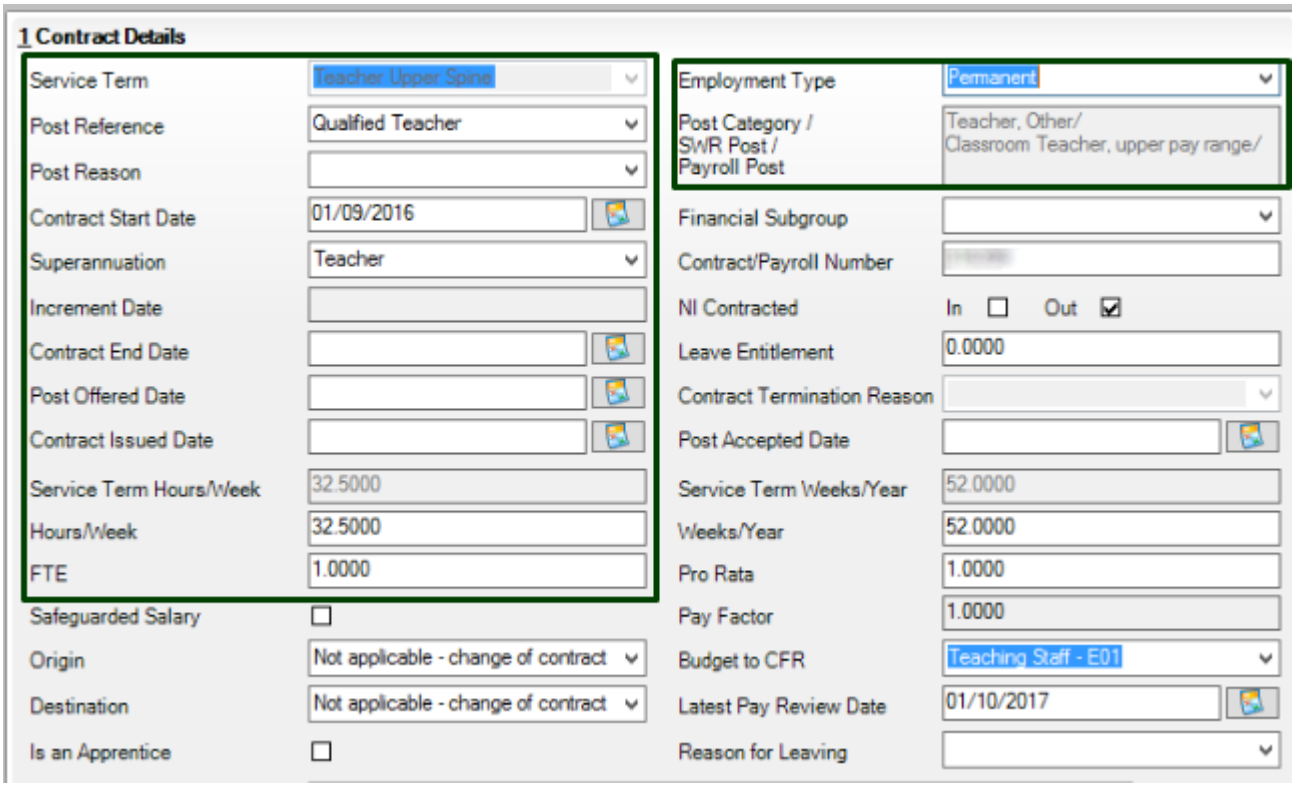
- Refer Staff> Employment Details (SIMS)
- Refer People>Staff> View Staff Details > Background Checks > DBS Evidence (MIS)

1.13 Contract Details

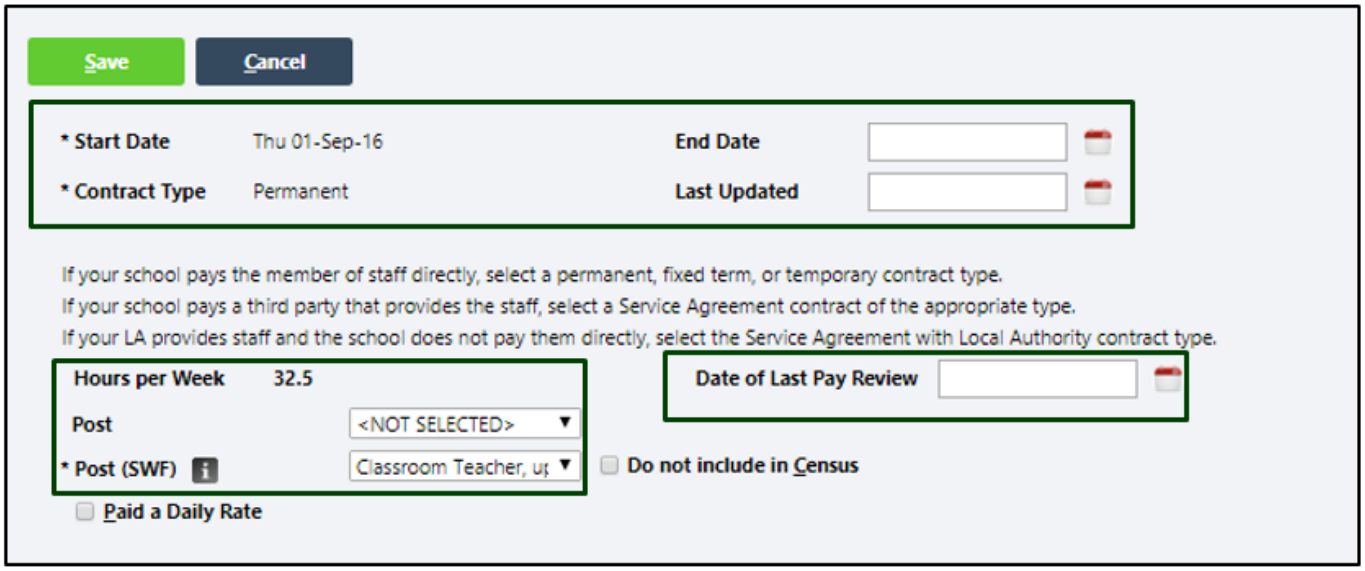
Reference	Data Item Name	Data Item Description
1.13.01	ContractEndDate	
1.13.02	ContractStartDat	
1.13.03	ContractTerm	
1.13.04	FTE	
1.13.05	HoursWeek	
1.13.06	Post	
1.13.07	SafeguardedSalary	
1.13.08	ContractIssuedDate	
1.13.09	DestinationCode	
1.13.10	DestinationDescription	
1.13.11	IncrementMonth	
1.13.12	LeaveEntitlement	
1.13.13	NIContractedOut	
1.13.14	OriginCode	
1.13.15	OriginDescription	
1.13.16	PayrollNumber	
1.13.17	PostAcceptedDate	
1.13.18	PostOfferedDate	
1.13.19	PostReasonCode	
1.13.20	PostReasonDescription	
1.13.21	PostReasonOrder	
1.13.22	SuperAnnCode	
1.13.23	SuperAnnDescription	
1.13.24	WeeksYear	

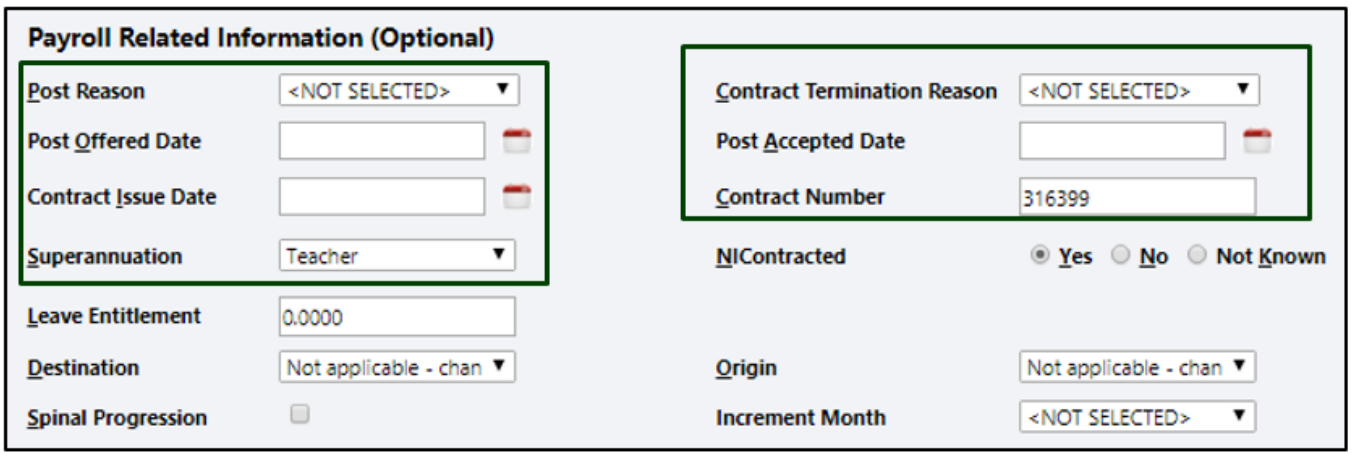
SIMS > Staff> Employment Details >Contracts

Migration Scope for SIMS



MIS > People>Staff> View Staff Details > Contracts





Testing Note(s):

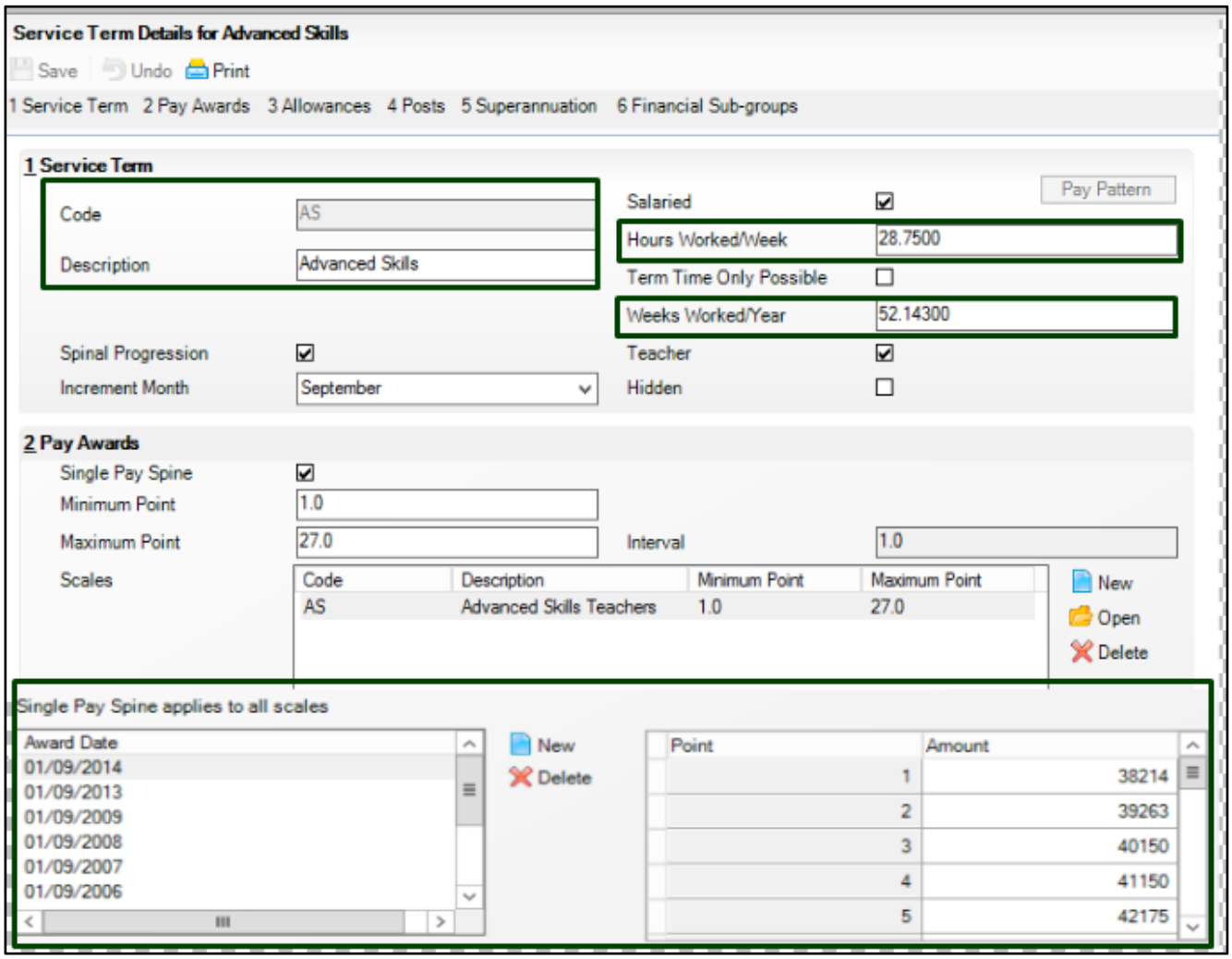
- Refer Staff > Employment Details > Contracts (SIMS)
- Refer People > Staff > View Staff Details > Contracts (MIS)

1.14 Service Term/Base Payments

Reference	Data Item Name	Data Item Description
1.14.01	ServiceTermCode	
1.14.02	ServiceTermDescription	
1.14.03	HoursWorkedPerWeek	
1.14.04	WeeksWorkedYear	
1.14.07	AwardDate	
1.14.08	ScalePoint	
1.14.09	ScaleAmount	

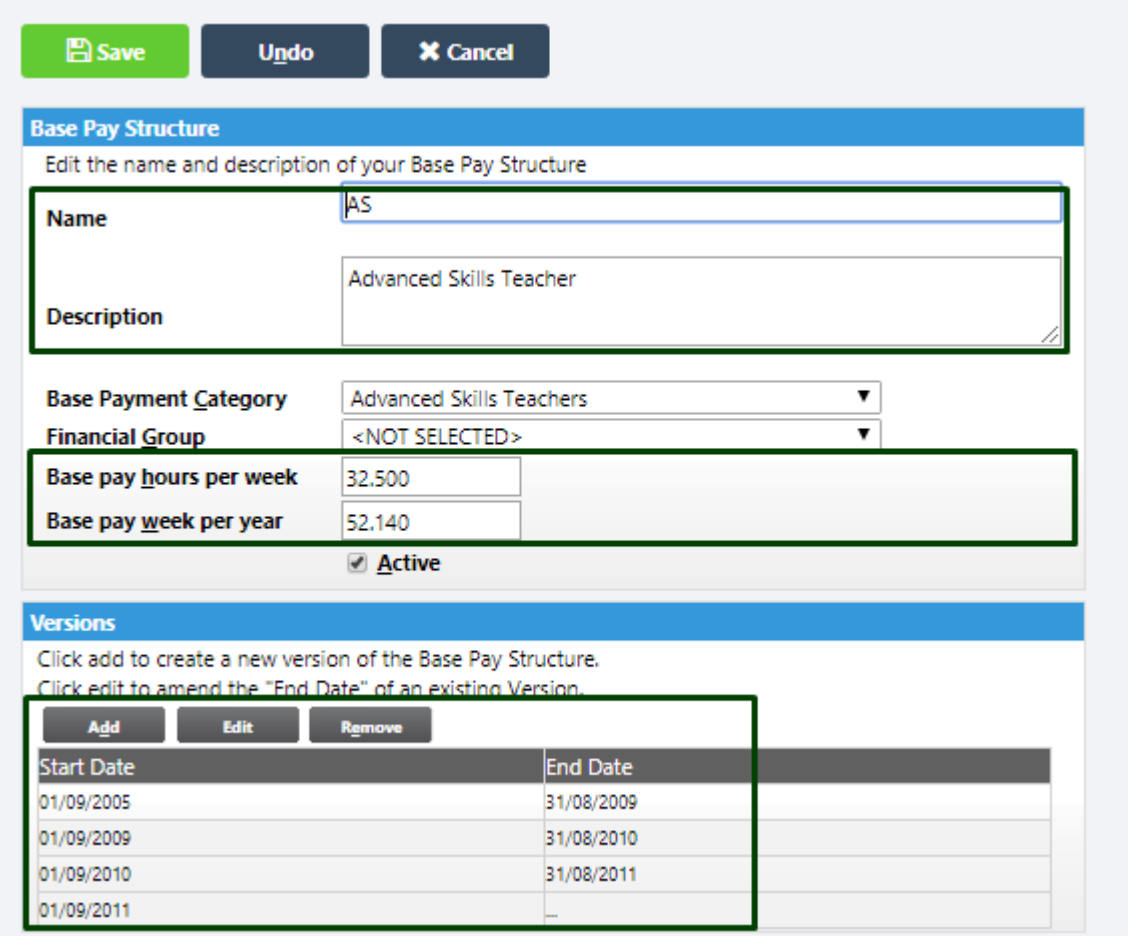
SIMS > Tools > Staff > Pay Related

Migration Scope for SIMS



Administration > Maintenance > Base Pay Structures

Migration Scope for SIMS



Testing Note(s):

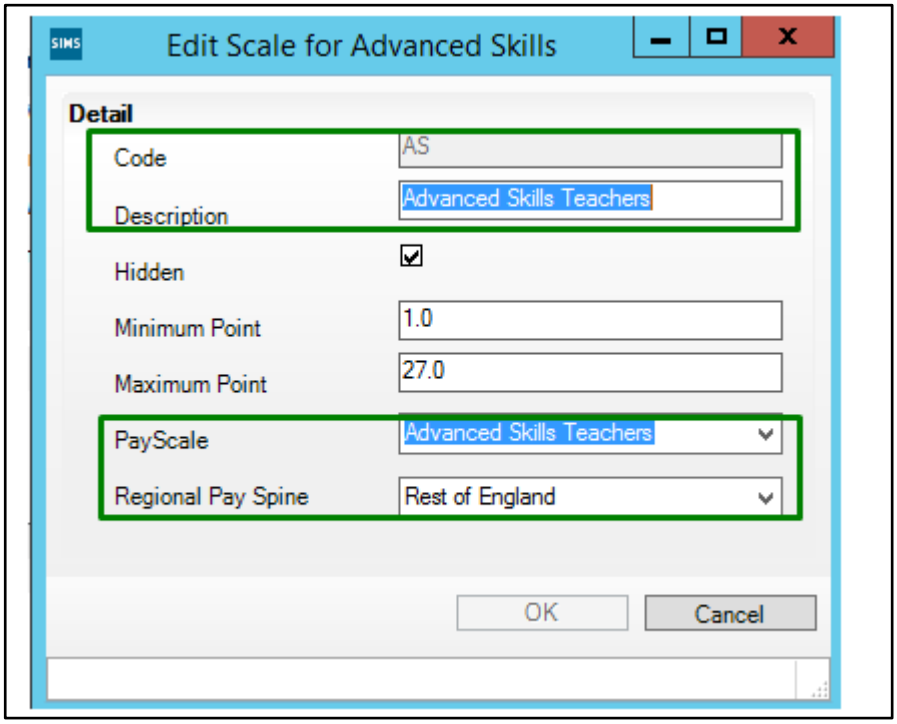
- Refer Tools > Staff > Pay Related (SIMS)
- Admin > Maintenance > Base Pay Structures (MIS)

1.15 Service Term Pay Scale

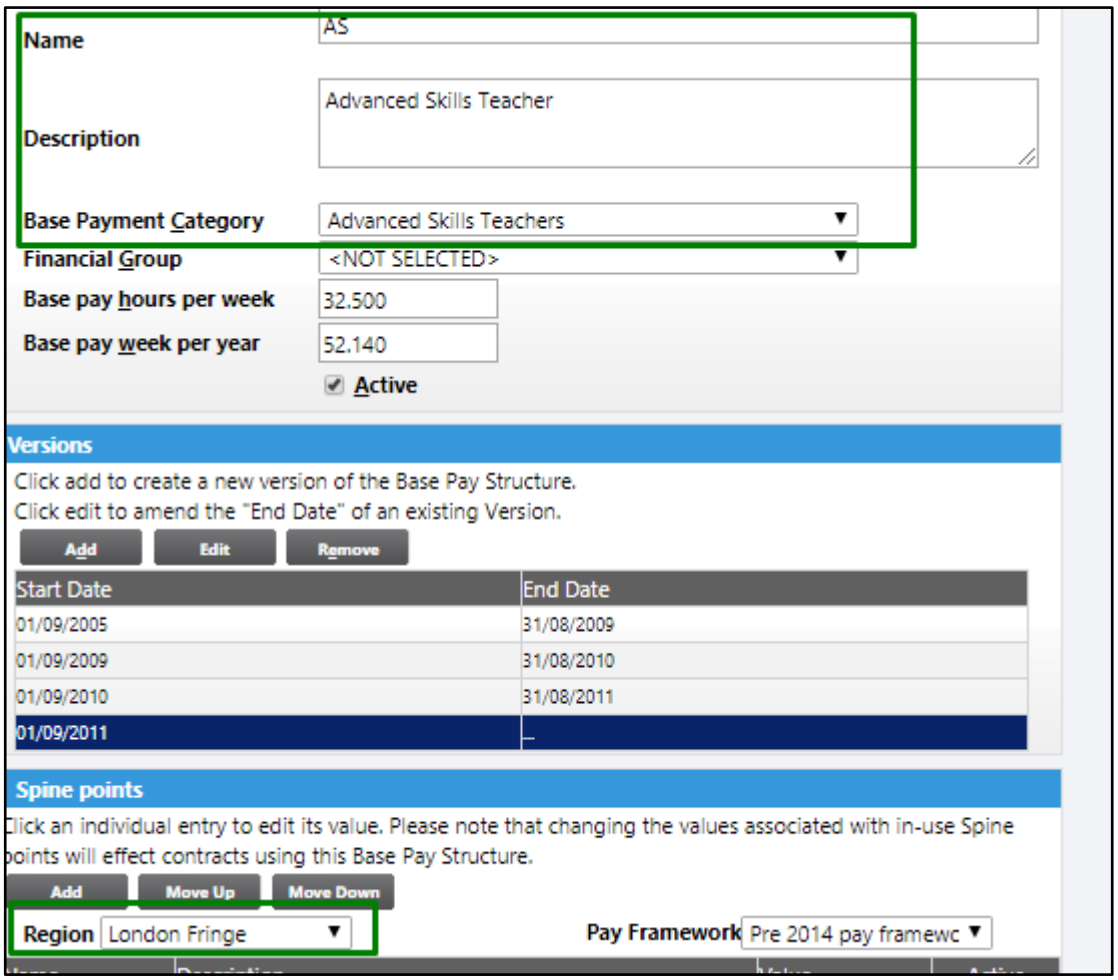
Reference	Data Item Name	Data Item Description
1.15.01	PayScale	
1.15.02	PayScaleDescription	
1.15.03	PayRegion	
1.15.04	DFEPayScale (Code)	Need to check with MP/MB
1.15.05	DFEPayScaleDescription	Need to check with MP/MB

SIMS > Tools > Staff > Pay Related > Pay Awards

Migration Scope for SIMS



MIS > Admin > Maintenance > Base Pay Structures

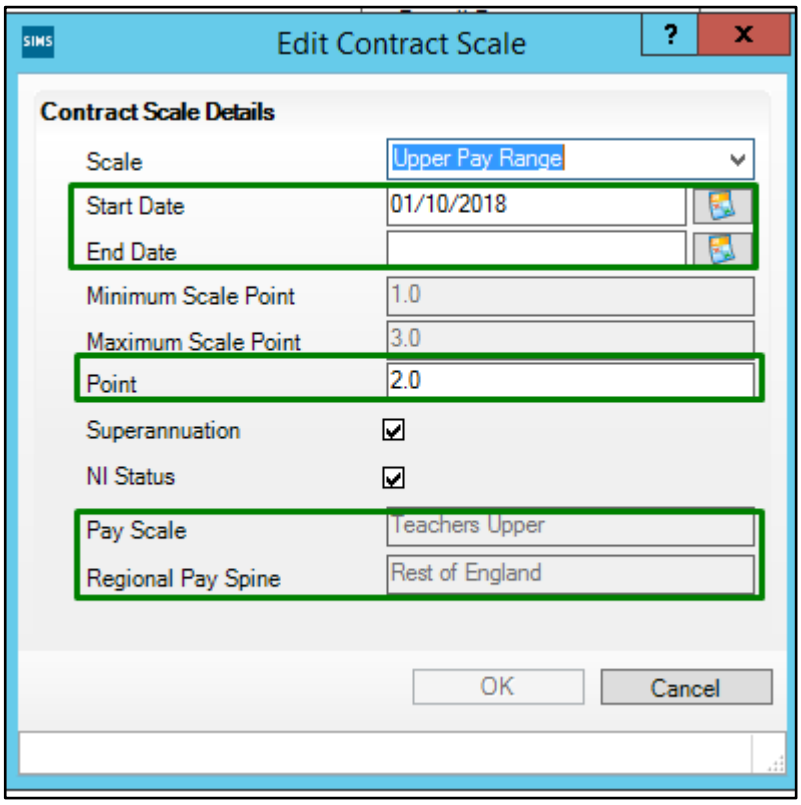


Testing Note(s):
- Refer Tools > Staff > Pay Related > Pay Awards (SIMS)
- Admin > Maintenance > Base Pay Structures (MIS)

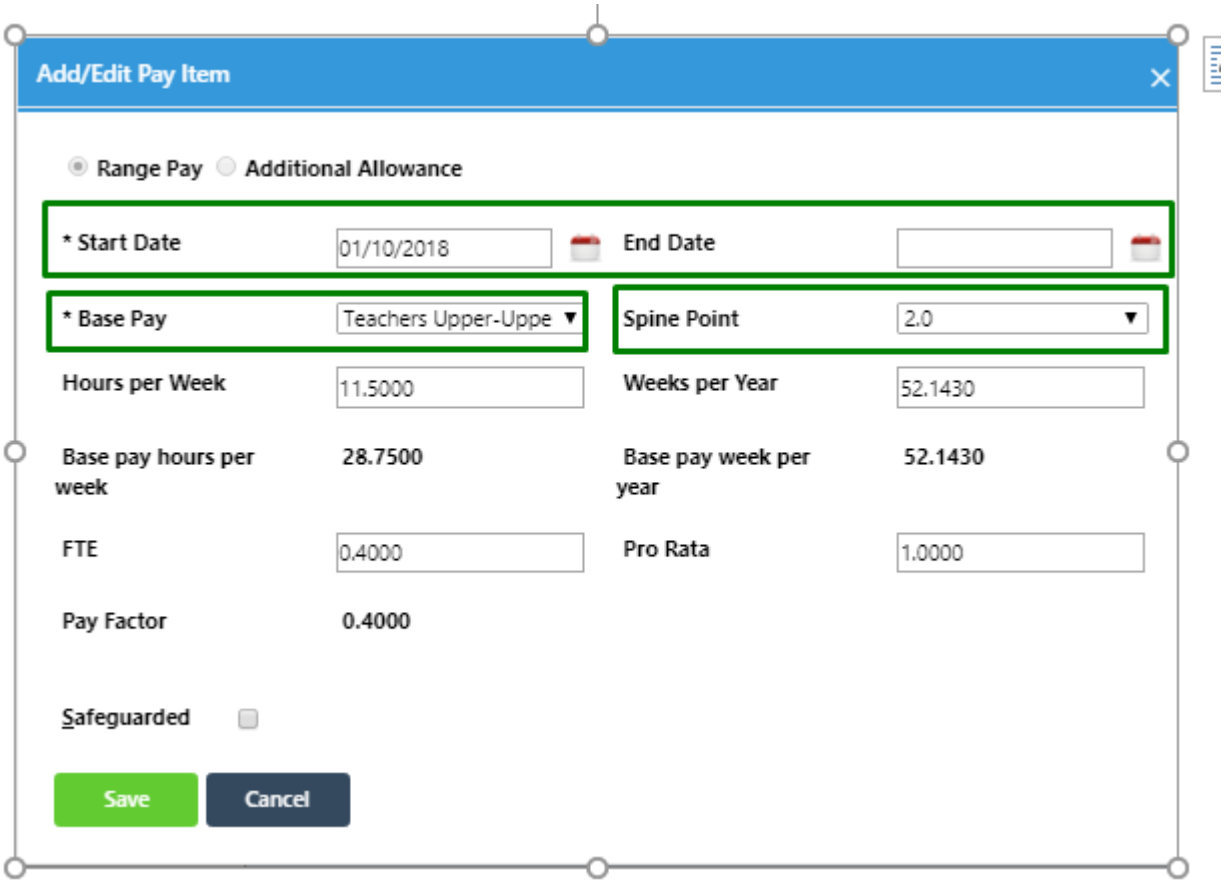
1.16 Contract Pay Scale

Reference	Data Item Name	Data Item Description
1.16.01	Spine Point	
1.16.02	PayScale/ Base Pay	
1.16.03	Region	
1.16.04	PaymentStart	
1.16.05	PaymentEnd	

SIMS > Staffs > Employment Details > Contracts > Pay Scale



MIS > People > Staff > View Staff Details > Contracts



Testing Note(s):

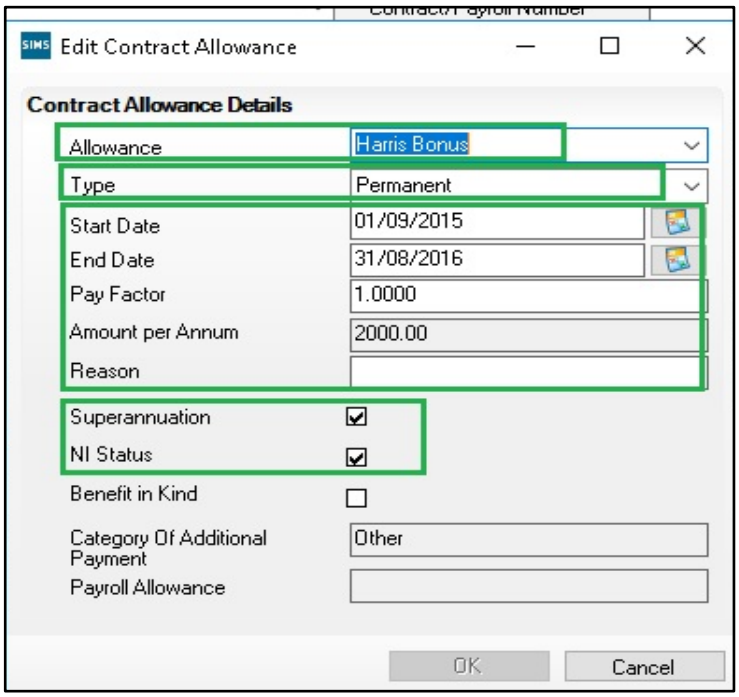
- Refer Tools > Staff > Employment Details > Contracts > Pay Scale (SIMS)
- Staff > Employment Details > Contracts > Pay Scale (SIMS)
- Admin > Maintenance > Base Pay Structures (MIS) and Staff > Contracts

1.17 Staff Allowances

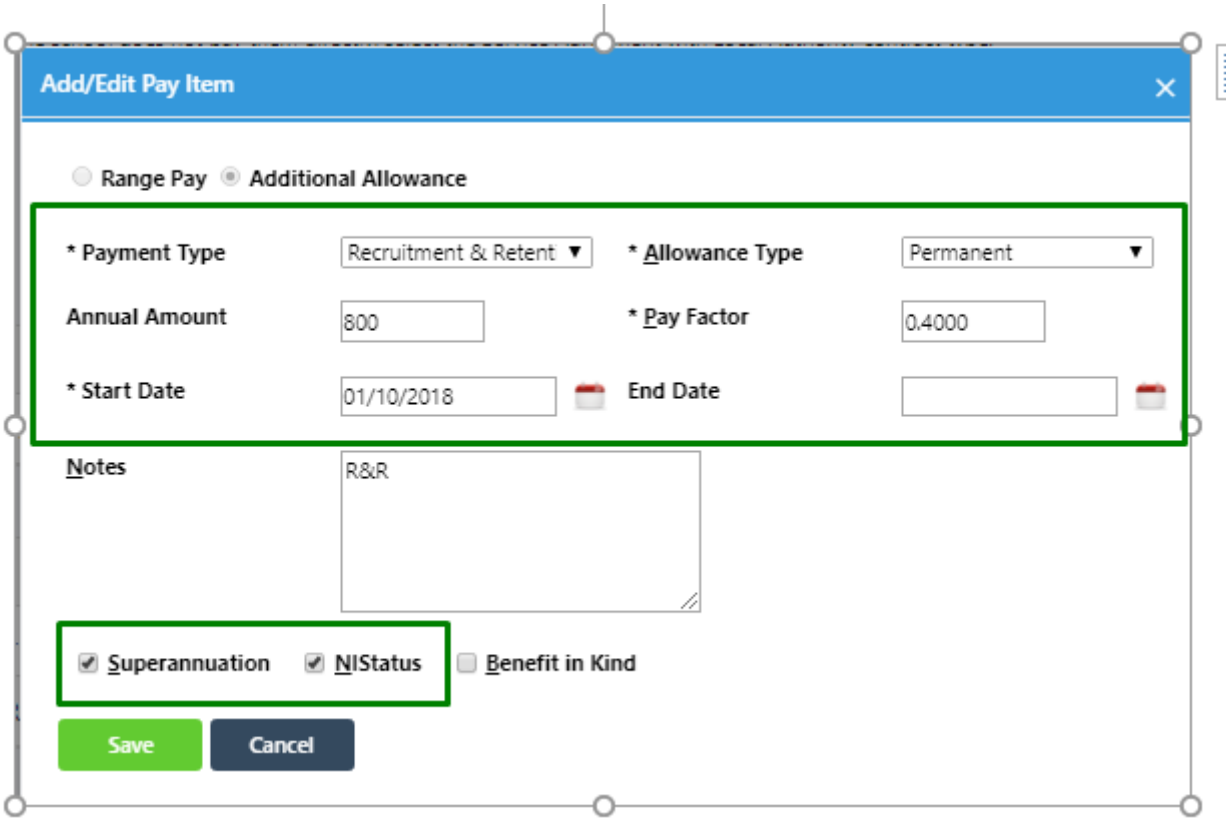
Reference	Data Item Name	Data Item Description
1.17.01	AllowanceEndDate	
1.17.02	AllowanceStartDate	
1.17.03	UserAllowanceCode	
1.17.04	UserAllowanceDescription	
1.17.05	AllowanceType	
1.17.06	Amount	
1.17.07	Reason	
1.17.08	Super Annuation	
1.17.09	NI status	
1.17.10	Pay Factor	

Staff > Employment > Contracts

Migration Scope for SIMS



MIS > People > Staff > View Staff Details > Contracts



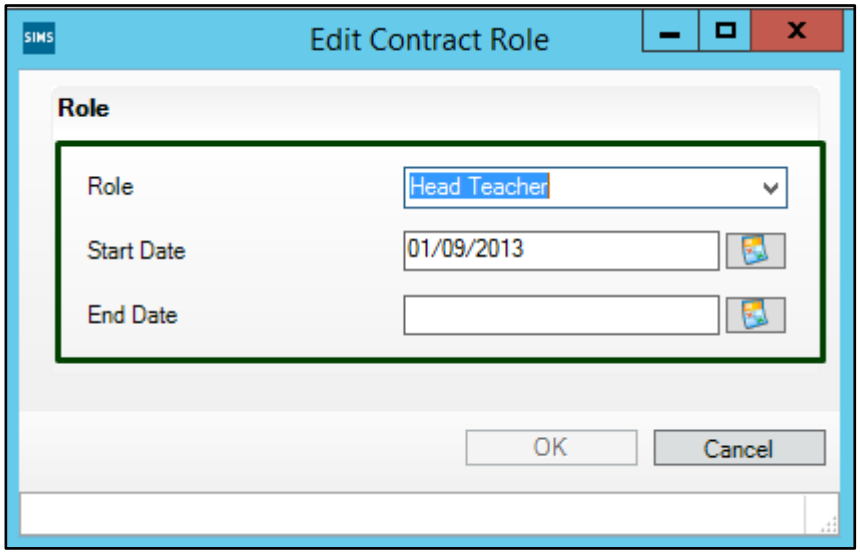
Testing Note(s):

- Refer Tools > Staff > Pay Related (SIMS) and Staff > Employment > Contracts
- Refer Admin > Maintenance > Base Pay Structures (MIS) and People > Staff > View Staff Details > Contracts

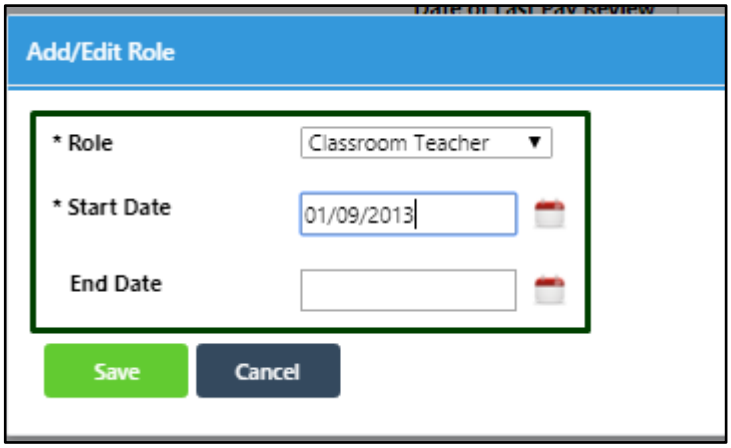
1.18 Roles

Reference	Data Item Name	Data Item Description
1.18.01	Role	
1.18.02	RoleEndDate	
1.18.03	RoleStartDate	

SIMS > Staff > Employment > Contract > Role



People > Staff > View Staff Details > Contracts > Roles



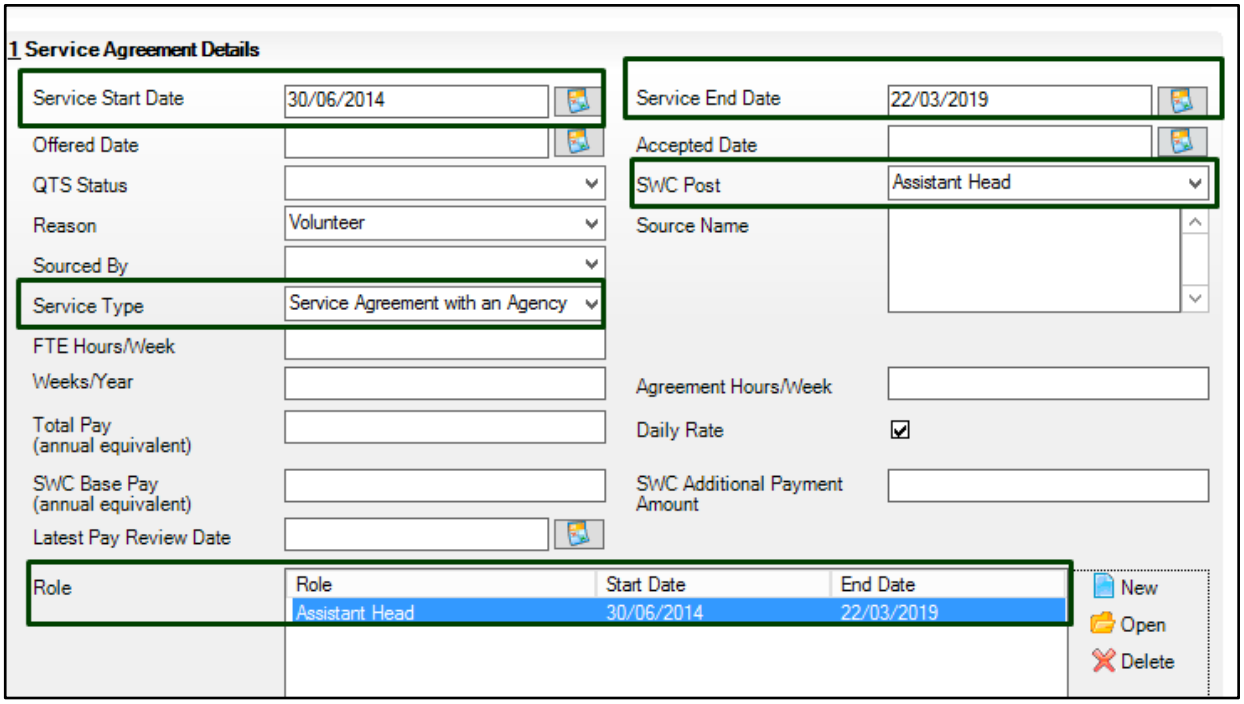
Testing Note(s):

- Refer Staff > Employment > Contract > Role (SIMS)
- Refer People > Staff > View Staff Details > Contracts > Roles (MIS)

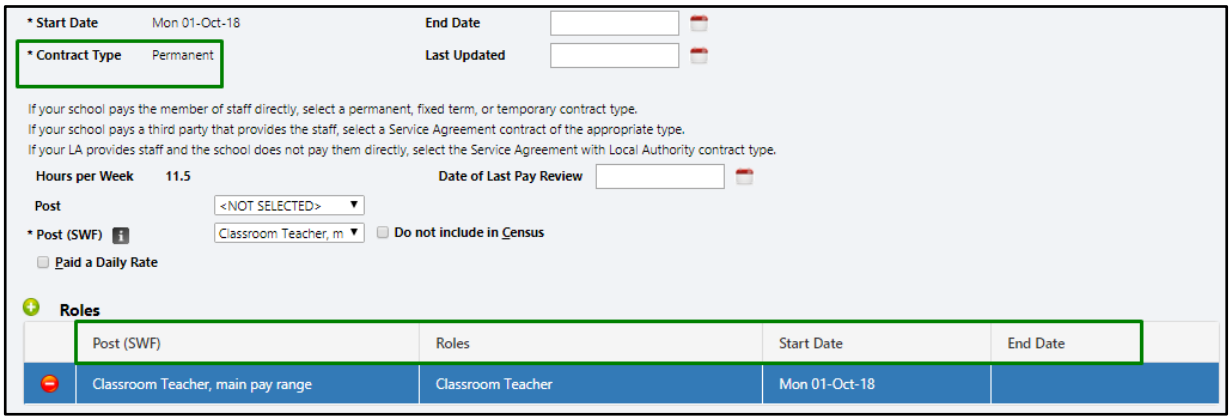
1.19 Service Agreements

Reference	Data Item Name	Data Item Description
1.19.01	ContractEndDate	
1.19.02	ContractStartDate	
1.19.03	Post	
1.19.04	Role	
1.19.05	ServiceType	

SIMS > Staff > Employment Details > Service Agreements



MIS > People>Staff> View Staff Details > Contracts >Roles



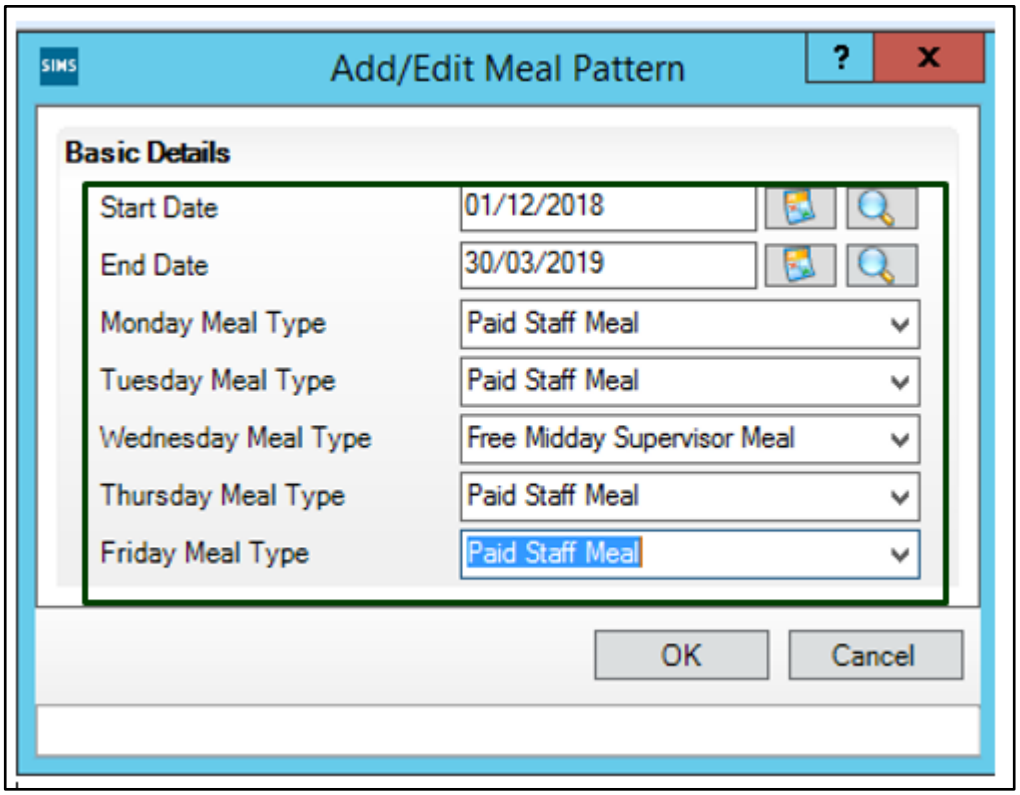
Testing Note(s):

- Refer Staff > Employment Details > Service Agreements (SIMS)
- Refer People > Staff > View Staff Details > Contracts > Roles (MIS)

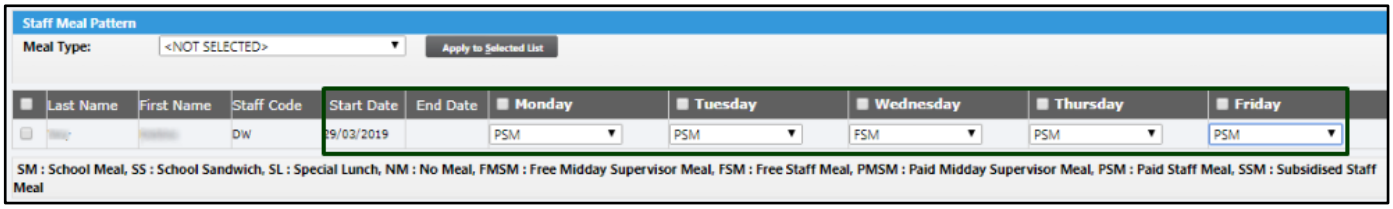
1.20 Meal Patterns

Reference	Data Item Name	Data Item Description
1.20.01	StartDate	
1.20.02	EndDate	
1.20.03	Monday	
1.20.04	Tuesday	
1.20.05	Wednesday	
1.20.06	Thursday	
1.20.07	Friday	
1.20.08	Saturday	
1.20.09	Sunday	

SIMS > Staff > Personal details > Meal Patterns



MIS > Dinner > Routine > Update Meal Pattern



Testing Note(s):

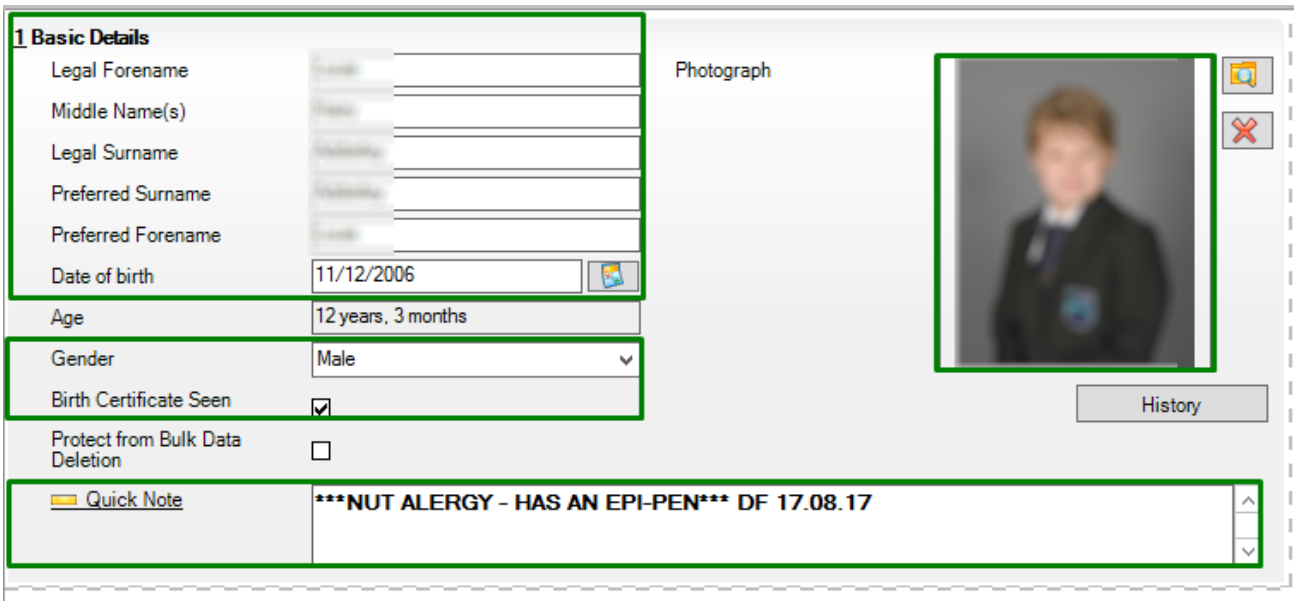
- Refer Staff > Personal details > Meal Patterns (SIMS)
- Refer > Dinner > Routine > Update Meal Pattern (MIS)

2 STUDENTS

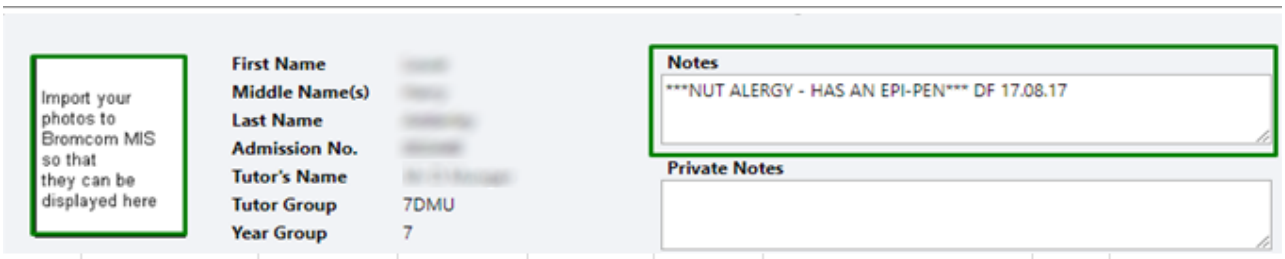
2.1 Basic Details

Reference	Data Item Name	Data Item Description
2.1.01	Photo	
2.1.02	LegalForename	
2.1.03	LegalSurname	
2.1.04	MiddleName	
2.1.05	PreferredForename	
2.1.06	PreferredSurname	
2.1.07	DateOfBirth	
2.1.08	Gender	
2.1.09	BirthCertificateSeen	
2.1.10	Notes	
2.1.11	PreviousLegalForename	
2.1.12	PreviousLegalSurname	
2.1.13	PreviousMiddleName	
2.1.14	ReasonForChangeName	
2.1.15	Date	

SIMS > Basic Details

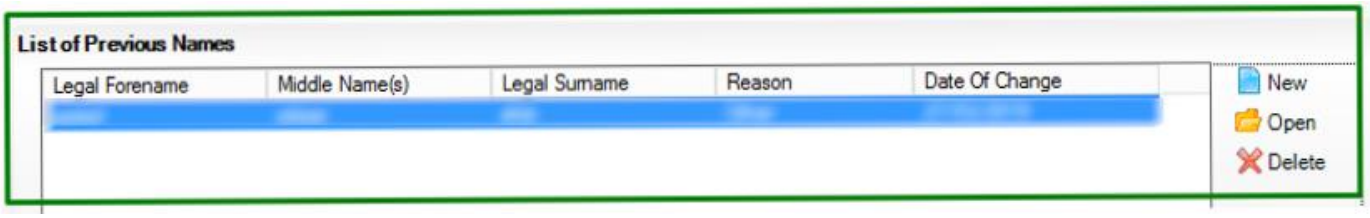


MIS > People > Students > View Student details

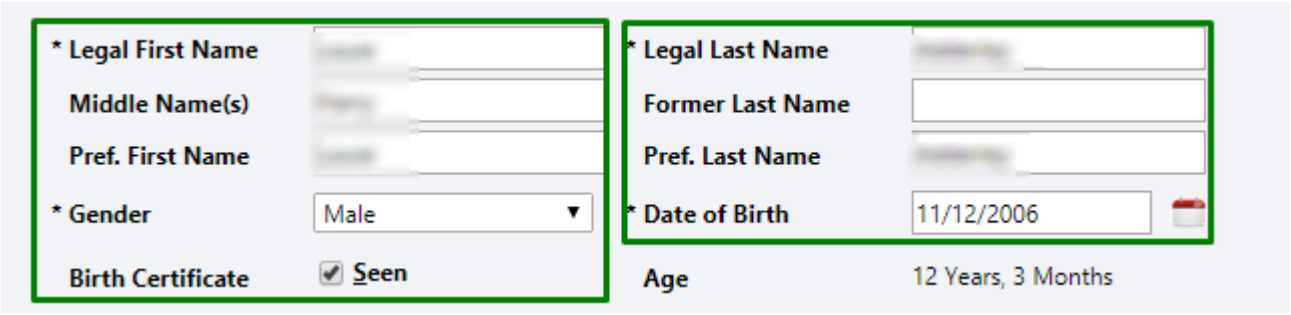


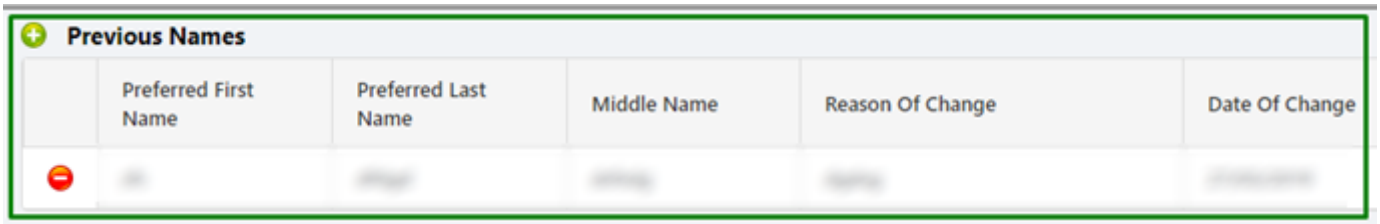
Migration Scope for SIMS

SIMS > Click On 'History' to view 'Previous Names'



MIS > Student details > Key Data



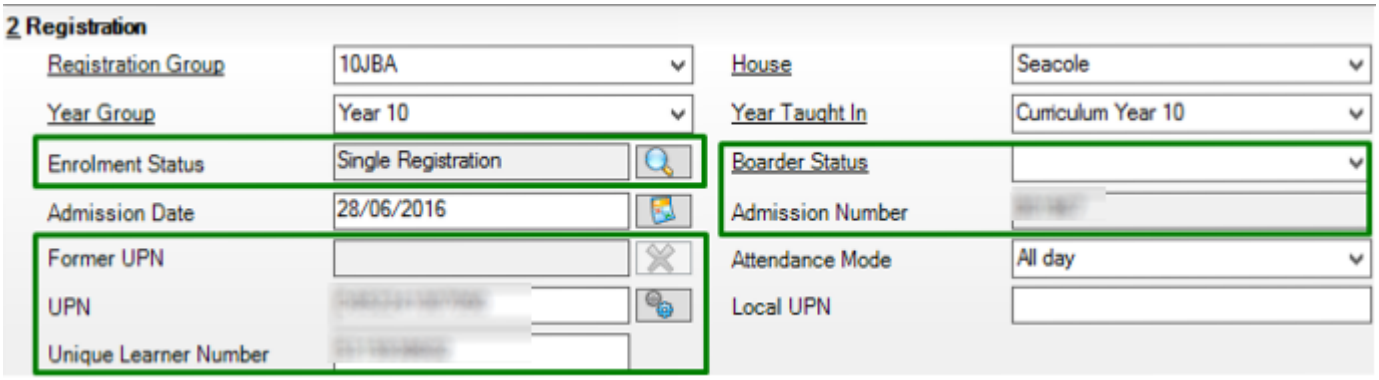


Testing Note(s):

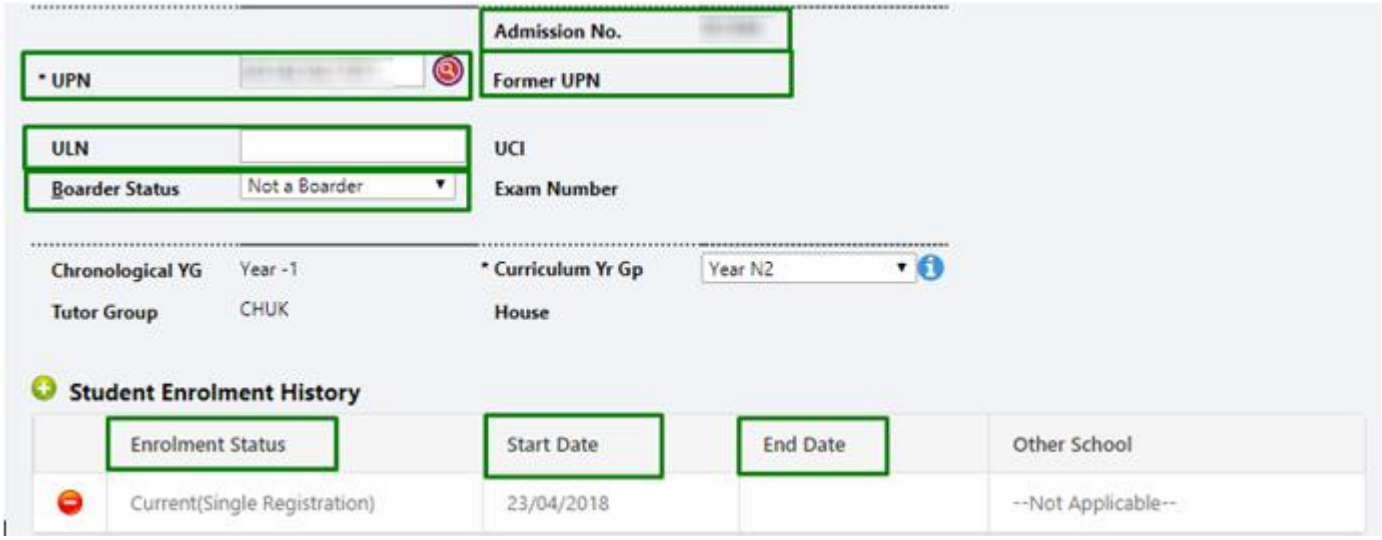
- Refer Student > Basic details (SIMS)
- Refer People> Students> View Student Details> Basic details and Key Data (MIS)
  Note: Click on History to view Previous Name in (SIMS)

2.2 Registration Details (Incl Student Admissions**)

Reference	Data Item Name	Data Item Description
2.2.01	AdmissionNumber	
2.2.02	CurrentBoarder**	Labelled as 'Boarder Status'
2.2.03	ULN	
2.2.04	UPN	
2.2.05	FormerUPN**	
2.2.06	RollMode	
2.2.07	Start Date**	
2.2.08	EndDate	



MIS > Student Details > Key Data

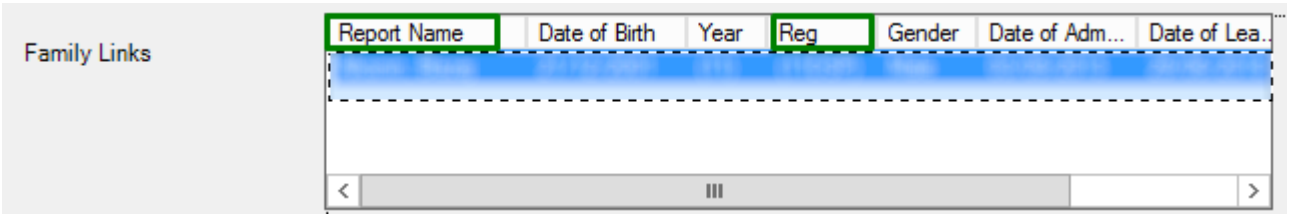


Testing Note(s):

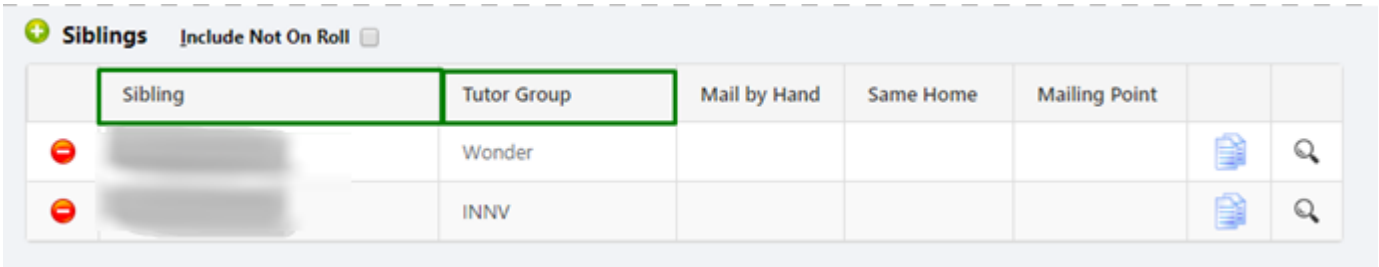
- Refer Student > Registration Details (SIMS)
- Refer Pre-Admission Students > Registration Details (SIMS)
- Refer People> Students > View Student Details > Key Data (MIS)

2.3 Siblings (Incl Student Admissions)

Reference	Data Item Name	Data Item Description
2.3.01	Sibling Name	
2.3.02	TutorGroup	



MIS > Student Details > Contacts > Siblings

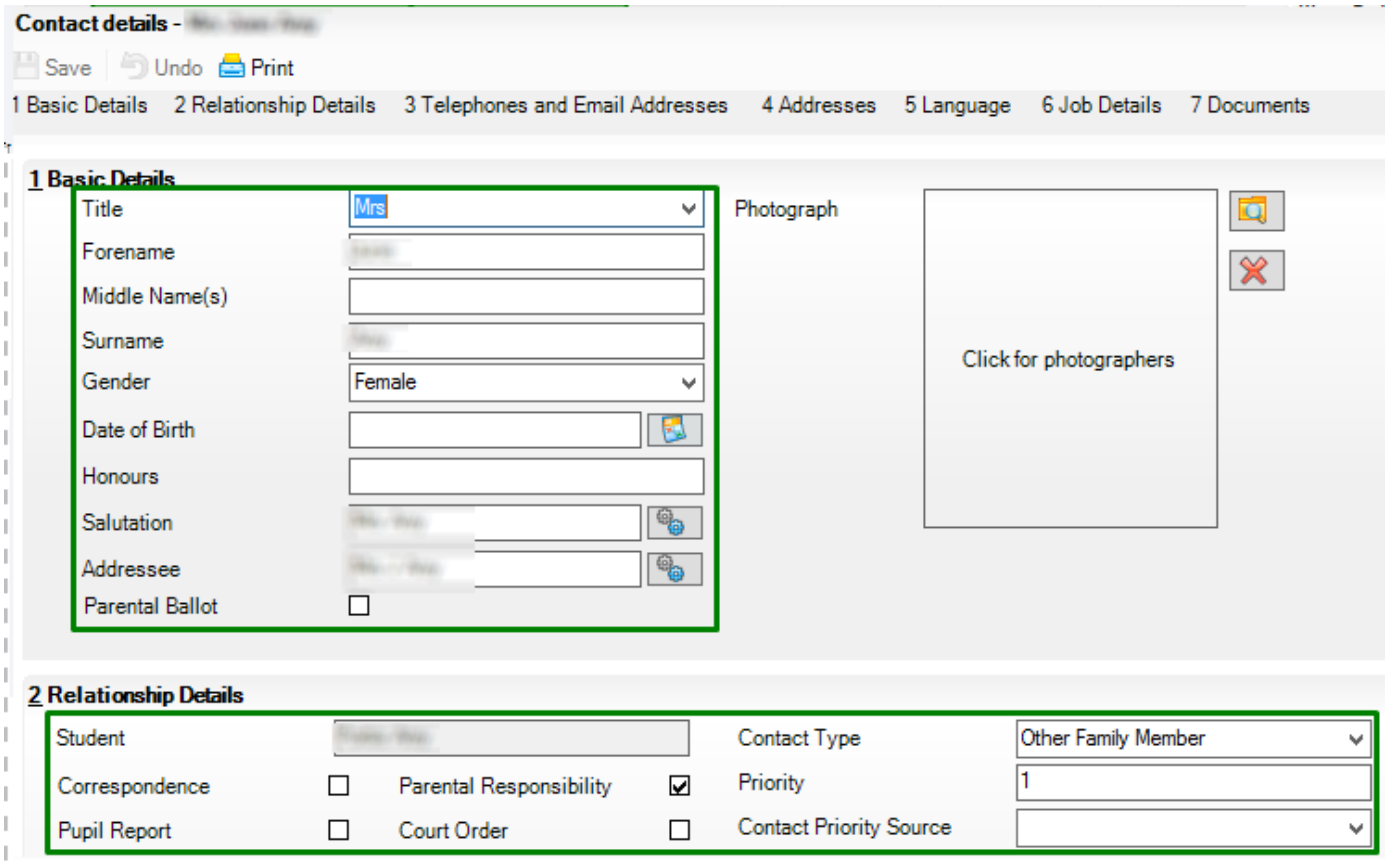


Testing Note(s):

- Refer Student > Family Home > Family Links (SIMS)
- Refer People > Students > View Student Details > Contacts > Siblings (MIS)
  Note: We migrate sibling, which is student relationships between each other based on contacts.

2.4 Contacts (Incl Student Admissions)

Reference	Data Item Name	Data Item Description
2.4.01	Title	
2.4.02	Forename	
2.4.03	Surname	
2.4.04	MiddleName	
2.4.05	Gender	
2.4.06	Salutation	
2.4.07	Honours	
2.4.08	Addressee	
2.4.09	ParentalBallot	
2.4.10	LinkedStudentName	
2.4.11	RelationType	
2.4.12	Correspondence	
2.4.13	ParentalResponsibility	
2.4.14	Priority	
2.4.15	Student report	
2.4.16	CourtOrderRestriction	
2.4.17	ContactSource	Source of Contact Priority in MIS
2.4.18	Home Address Can Be Disclosed	Found on Address panel of contact



MIS > Student Details > Contacts

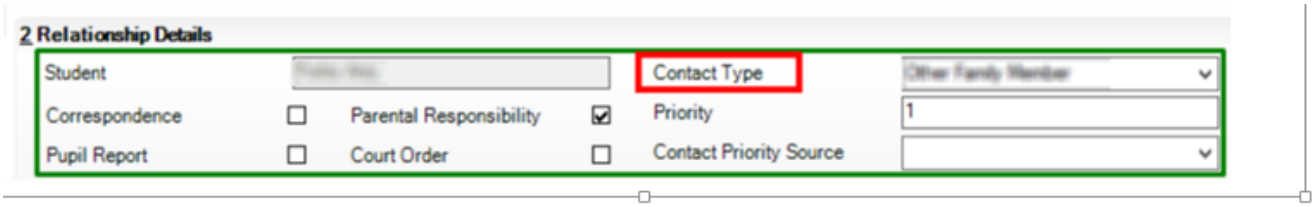
Testing Note(s):

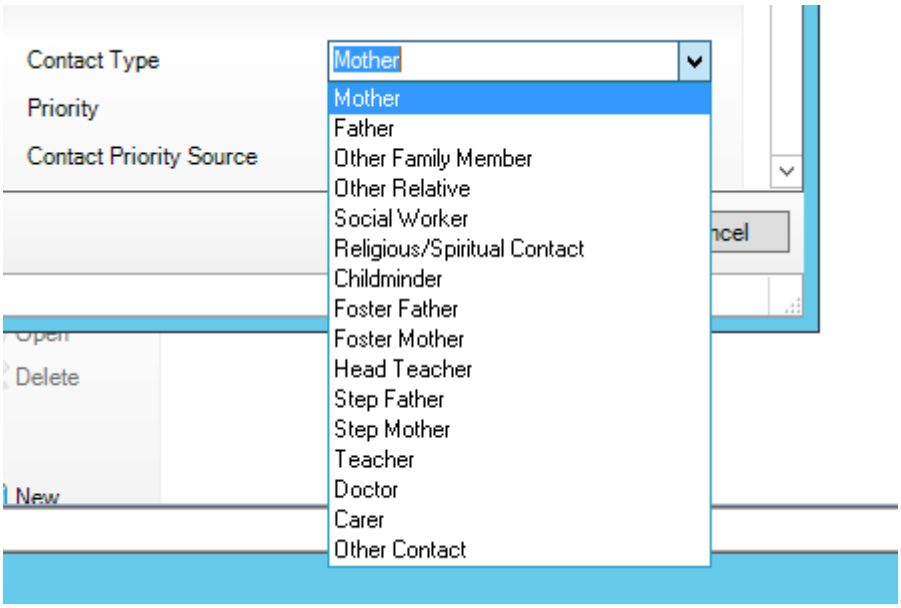
- Refer Student > Family Home (SIMS)
- Refer People > Students > View Student Detail > Contacts (MIS)

2.5 Contact Relationships

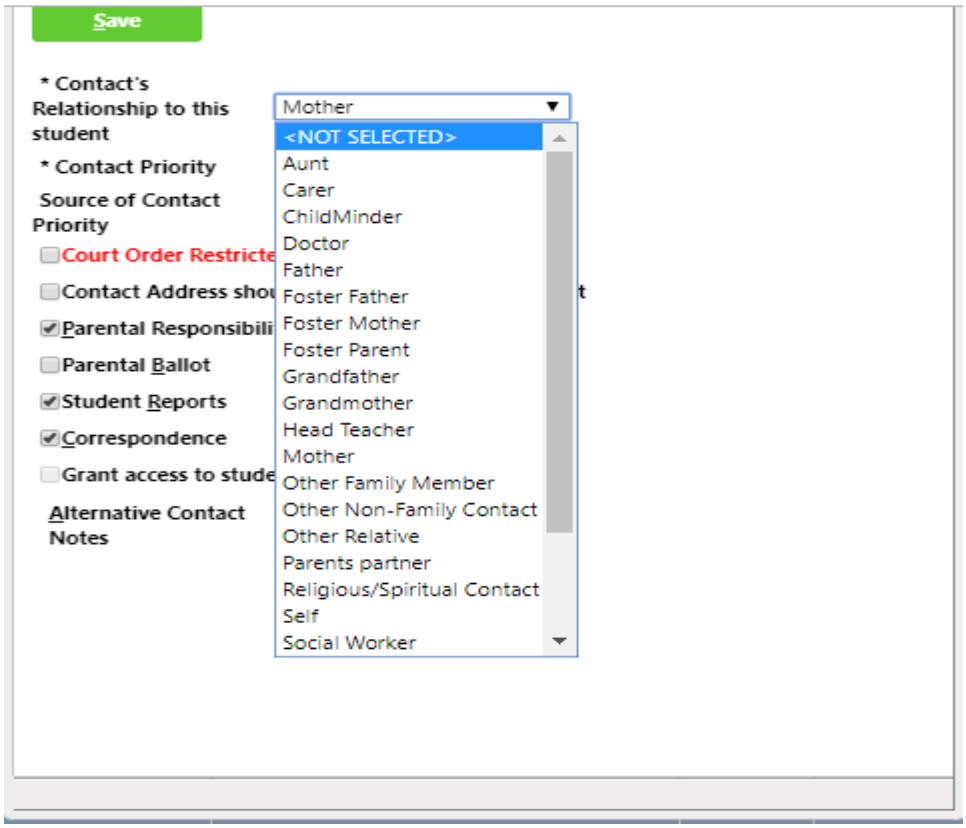
Reference	Data Item Name	Data Item Description
2.5.01	DisplayOrder	
2.5.02	RelationTypeCategoryCode	
2.5.03	RelationTypeCategoryDescription	
2.5.04	RelationTypeCode	
2.5.05	RelationTypeDescription	MB: Include screenshot showing dropdown values
2.5.06	Contact type	

SIMS





MIS

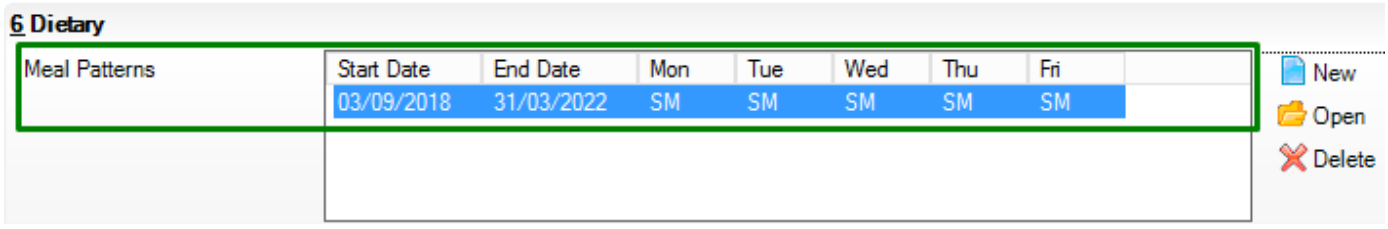


Testing Note(s):

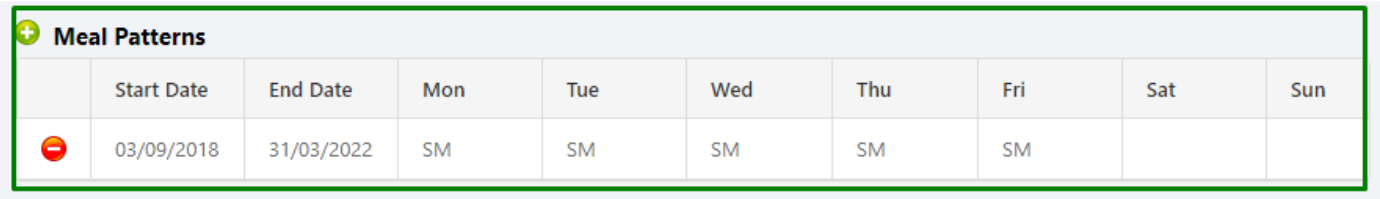
- Refer Student > Family Home (SIMS)
- Refer People > Students > View Student Detail > Contacts (MIS)

2.6 Meal Patterns (Incl Student Admissions)

Reference	Data Item Name	Data Item Description
2.6.01	StartDate	
2.6.02	EndDate	
2.6.03	Monday	
2.6.04	Tuesday	
2.6.05	Wednesday	
2.6.06	Thursday	
2.6.07	Friday	
2.6.08	Saturday	
2.6.09	Sunday	



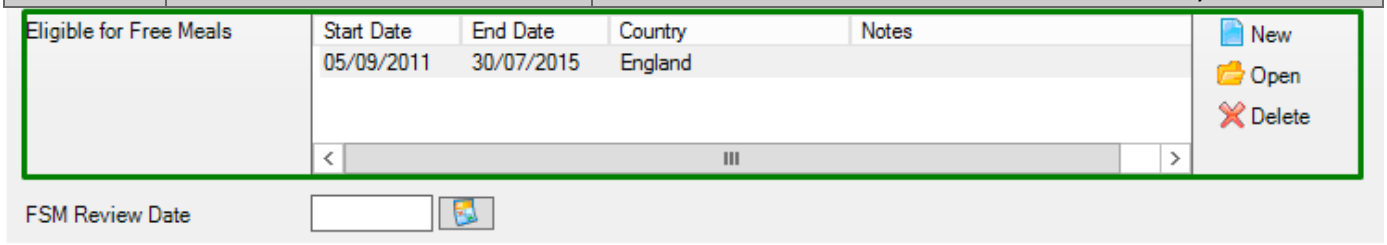
MIS > Student Details > Meal & Transport > Meal Patterns



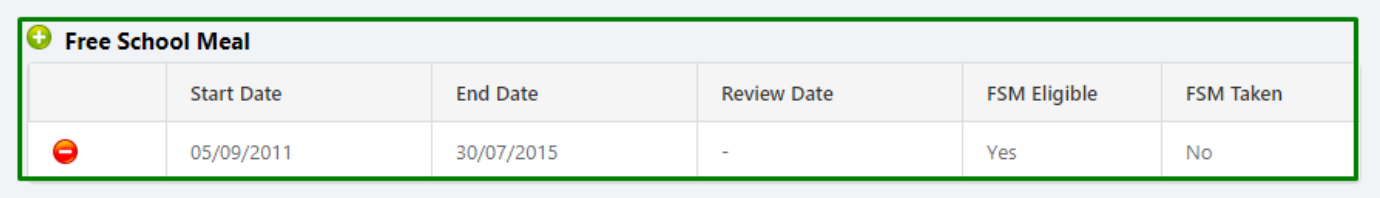
Testing Note(s):
- Refer Student > Dietary (SIMS)
- Refer People> Students> View Student Details> Meal & Transport (MIS)

2.7 Free School Meals (Incl Student Admissions**)

Reference	Data Item Name	Data Item Description
2.7.01	StartDate**	
2.7.02	EndDate**	
2.7.03	Review date	This field is attached to the most recent FSM entry.



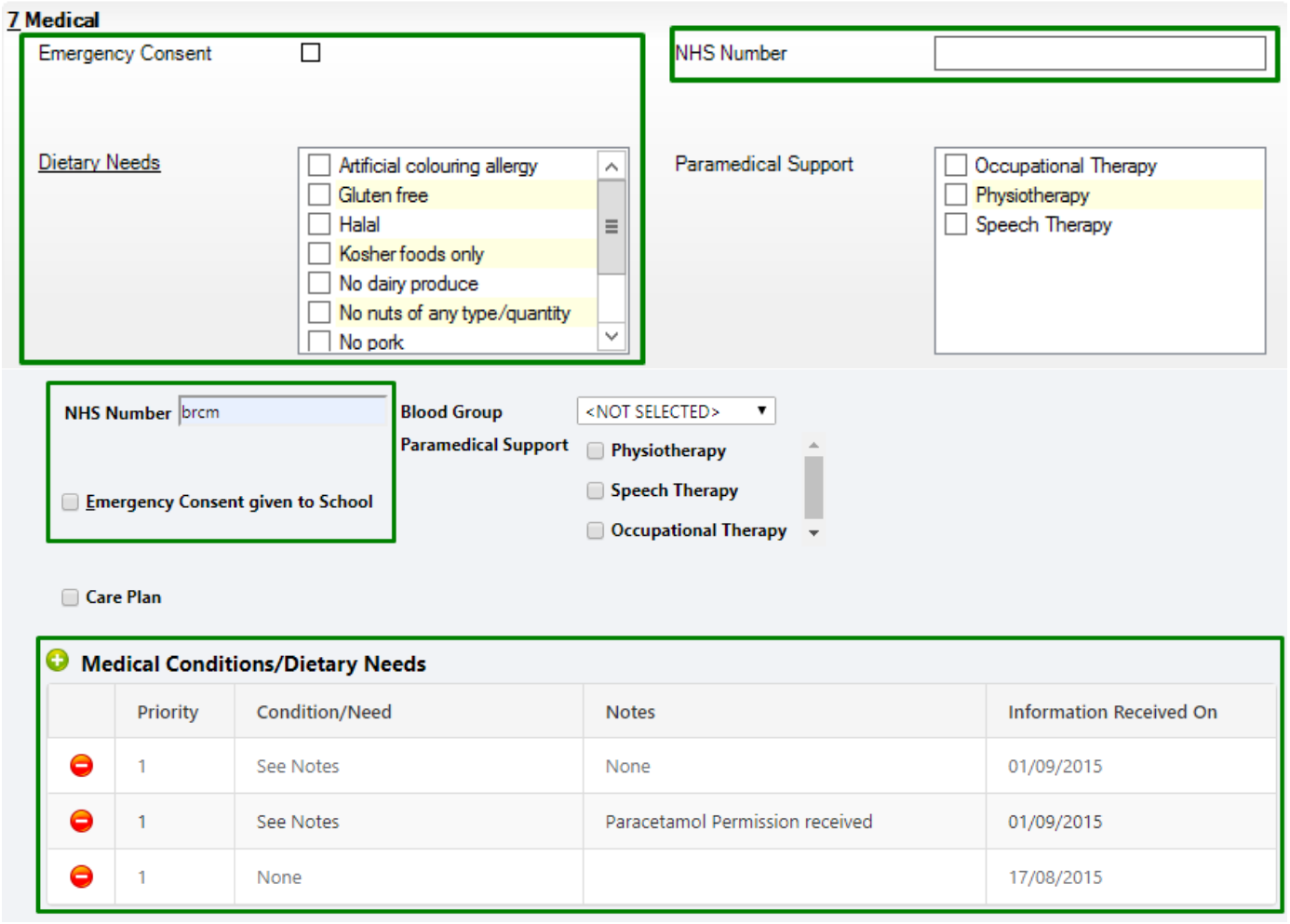
MIS > Student Details > Meal & Transport > Free school Meal



Testing Note(s):
- Refer Student > Dietary (SIMS)
- Refer People> Students> View Student Detail> Meal & Transport (MIS)

2.8 Medical Details (Incl Student Admissions)

Reference	Data Item Name	Data Item Description
2.8.01	NHSNumber	
2.8.02	EmergencyConsent	
2.8.03	DietaryNeed	

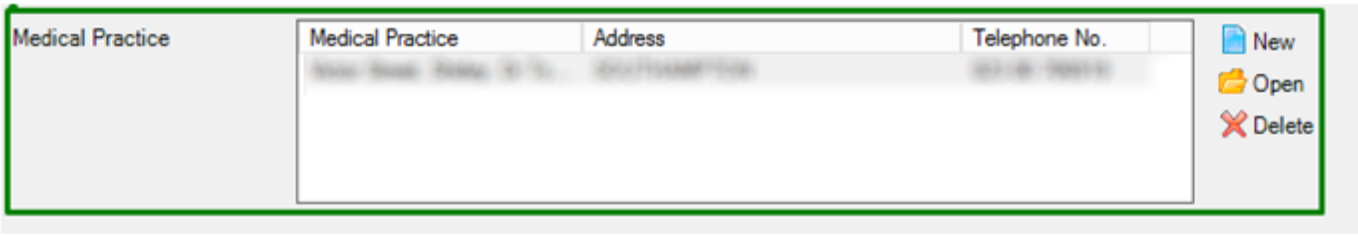


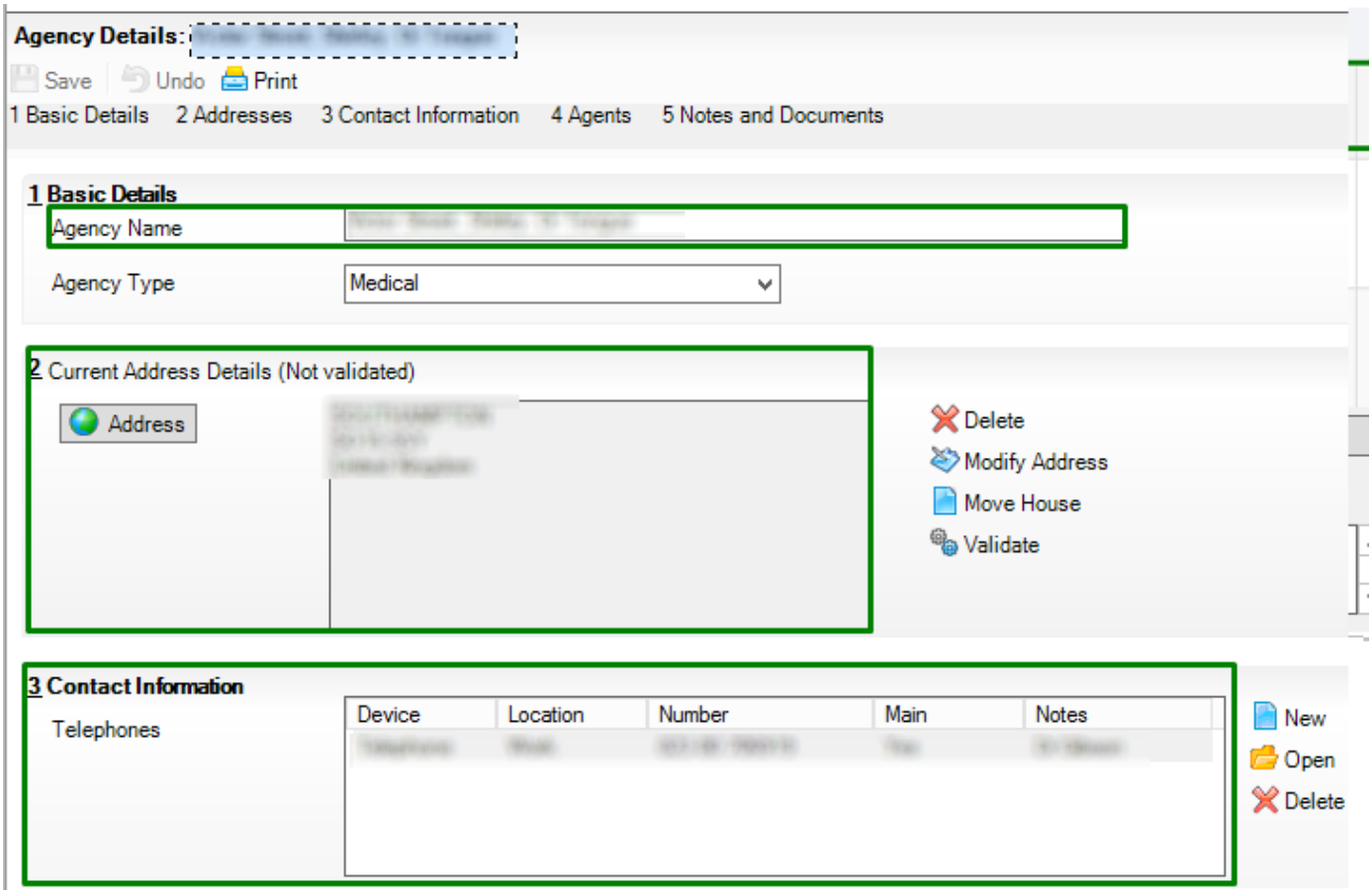
Testing Note(s):

- Refer Student > Medical (SIMS)
- Refer People> Students> View Student Details> Health Background (MIS)

2.9 Surgery/Agency Details (Incl Student Admissions**)

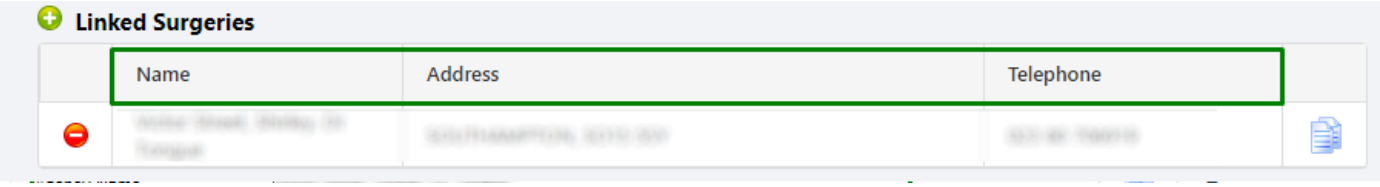
Reference	Data Item Name	Data Item Description
2.9.01	AgencyName**	
2.9.02	FlatNameNumber	
2.9.03	BuildingNameNumber	
2.9.04	Street	
2.9.05	Town	
2.9.06	Locality	
2.9.07	Location	
2.9.08	AdministrativeArea	
2.9.09	Country	
2.9.10	PostCode	
2.9.11	PhoneNumber	
2.9.12	Main	
2.9.13	Notes	



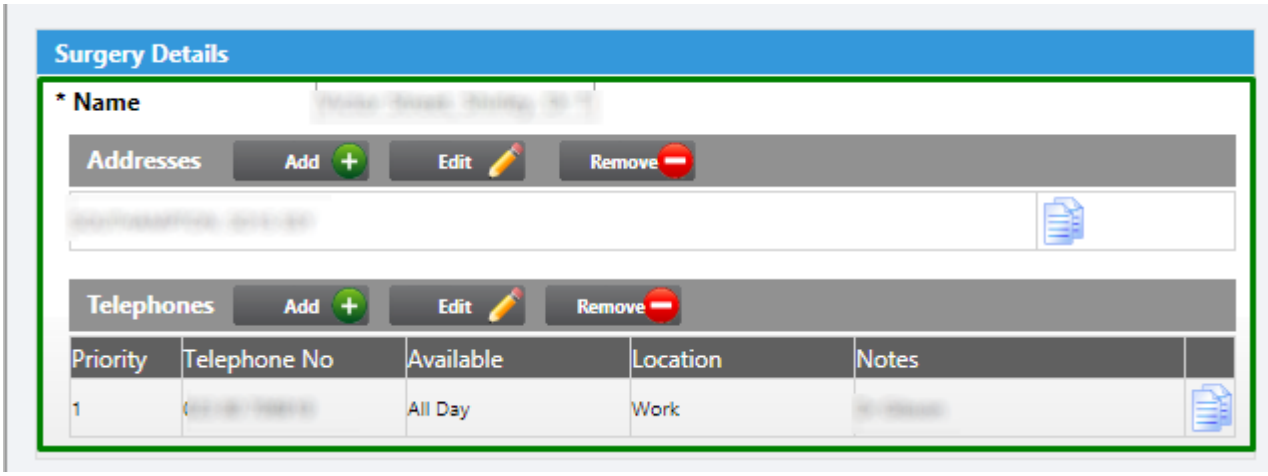


Migration Scope for SIMS

MIS > Student Details > Health and Background > Linked Surgeries



MIS > Community > Doctor Surgeries

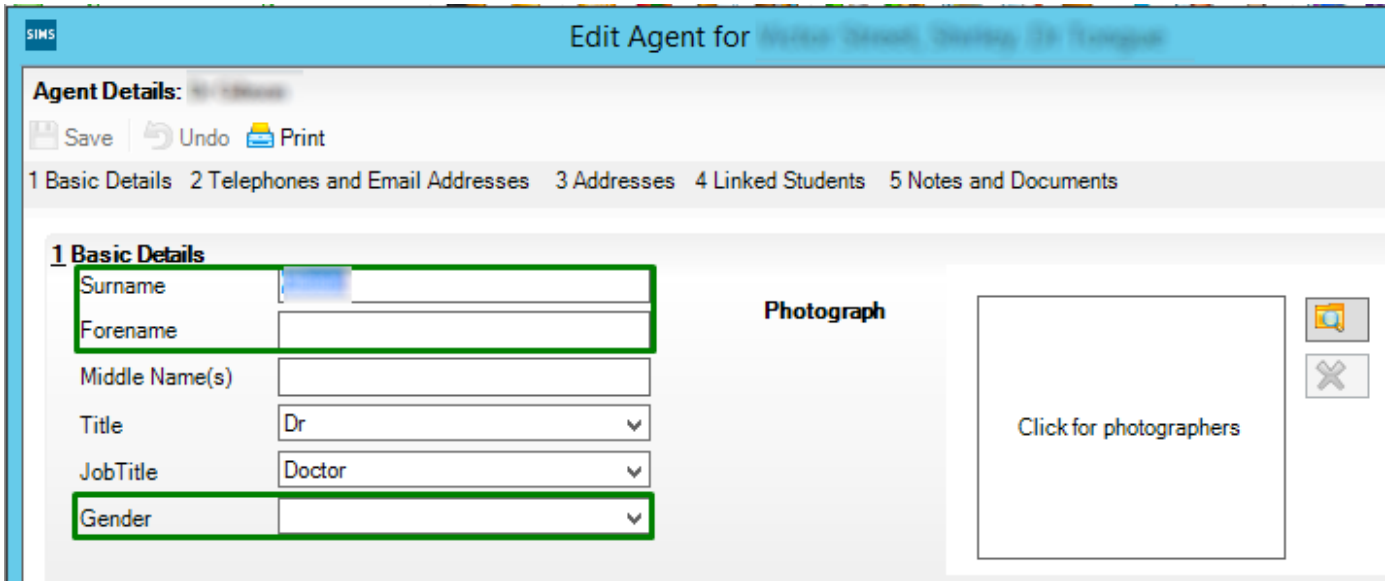


Testing Note(s):

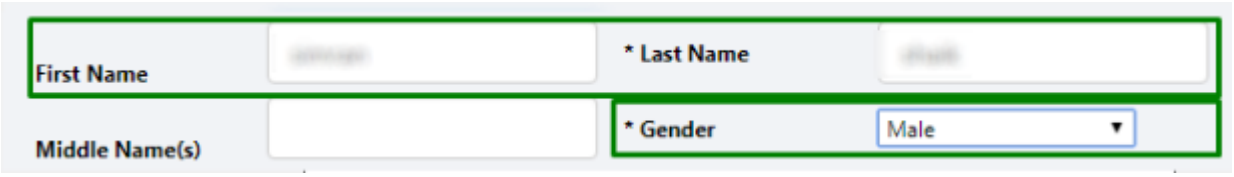
- Refer Student > Medical (SIMS)
- Refer People> Students> View Student Details> Health and Background> Linked Surgeries (MIS)
- Refer Administration > Community > Doctor Surgeries (MIS)

2.10 Doctor/Medical Practices

Reference	Data Item Name	Data Item Description
2.10.01	AgencyName	
2.10.02	Forename	
2.10.03	Surname	
2.10.04	Gender	



MIS > Community > Doctors Details

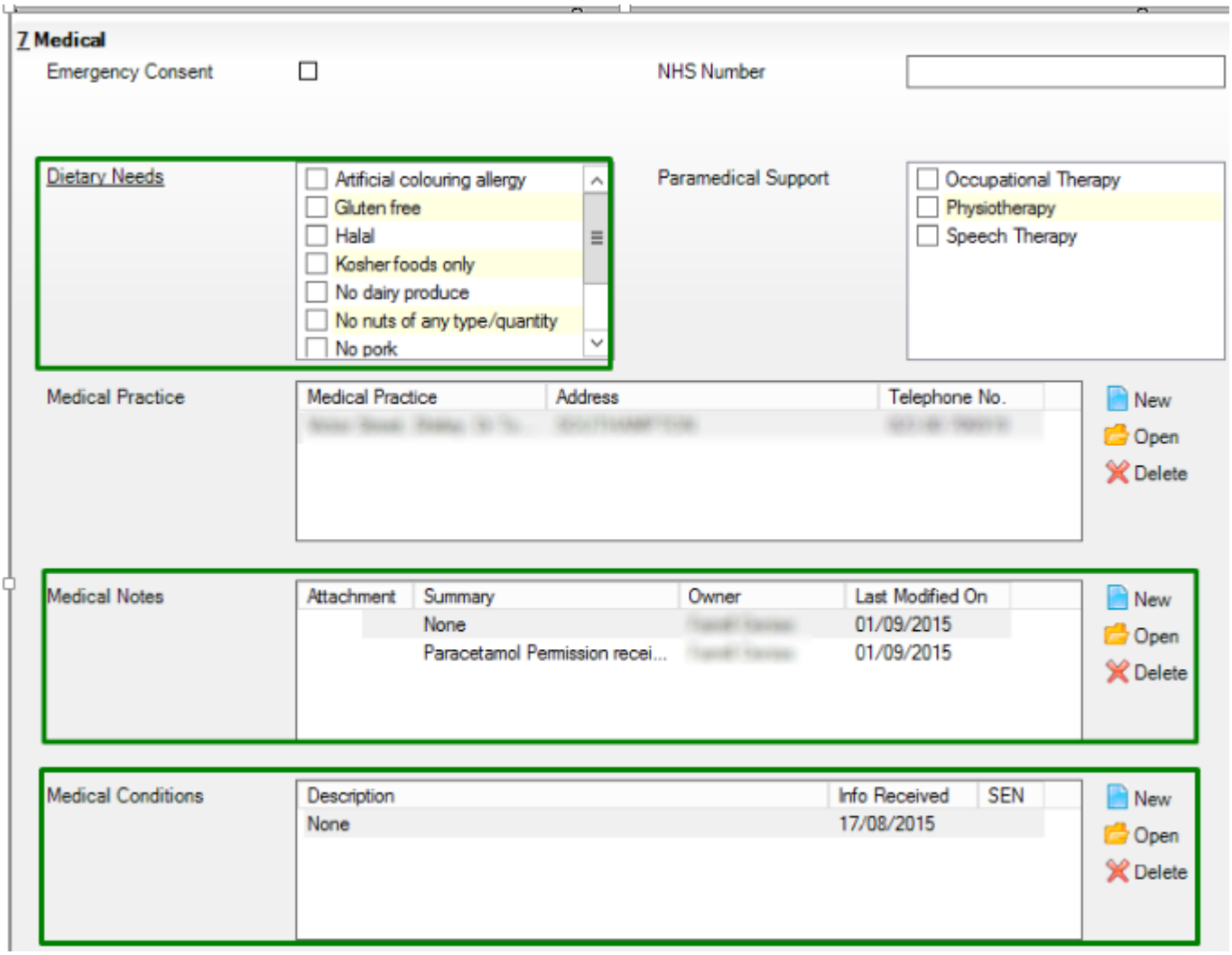


Testing Note(s):

- Refer Student > Medical > Medical Practice > Agency-Student Link > Agents (SIMS)
- Refer People> Students> View Student Details> Health and Background> Doctors (MIS)

2.11 Medical Conditions ((Incl Student Admissions**)

Reference	Data Item Name	Data Item Description
2.11.01	InformationReceivedOn	
2.11.02	MedicalConditionCode	
2.11.03	MedicalConditionDescription	



MIS > Student > Health Background > Medical Conditions

Medical Conditions/Dietary Needs

	Priority	Condition/Need	Notes	Information Received On
	1	See Notes	Allergic eye syndrome - Eye drops as and when eyes become itchy and sore	13/01/2019
	1	See Notes	Paracetamol permission received	13/01/2019
	1	See Notes	Undiagnosed nut allergy - feels sick when eating them	13/01/2019
	1	None		14/01/2019

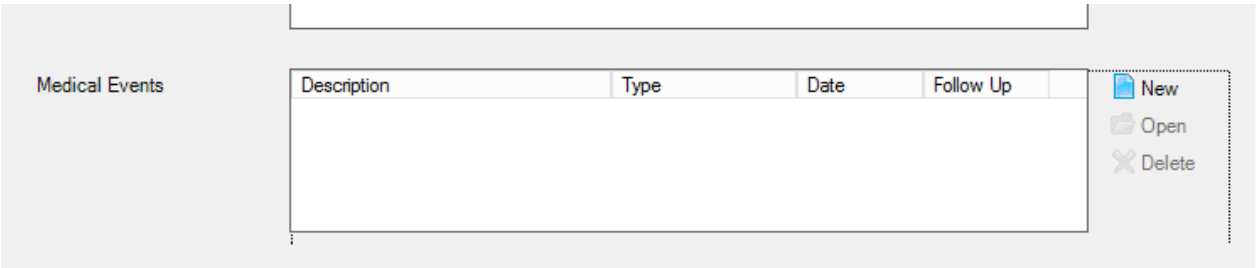
Testing Note(s):
Refer:

- Student > Medical > Medical Conditions (SIMS)
- Student > Medical > Dietary Need (SIMS)
- Student > Medical > Medical Notes (SIMS)
- Student > Medical > Medical Events (SIMS)
- People > Students > View Student Details > Health Background > Medical Conditions (MIS)

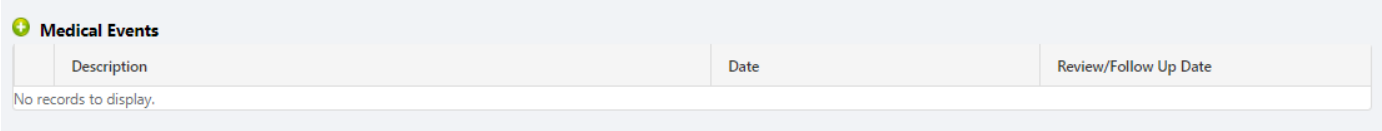
2.12 Medical Events (Incl Student Admissions**)

Reference	Data Item Name	Data Item Description
2.12.01	EventDate	
2.12.02	FollowUpDate	
2.12.03	MedicalEventCode	MB to review
2.12.04	MedicalEventDescription	
2.12.05	MedicalEventTypeCode	
2.12.06	MedicalEventTypeDescription	
2.12.07	Medical Event Note	

SIMS



MIS >

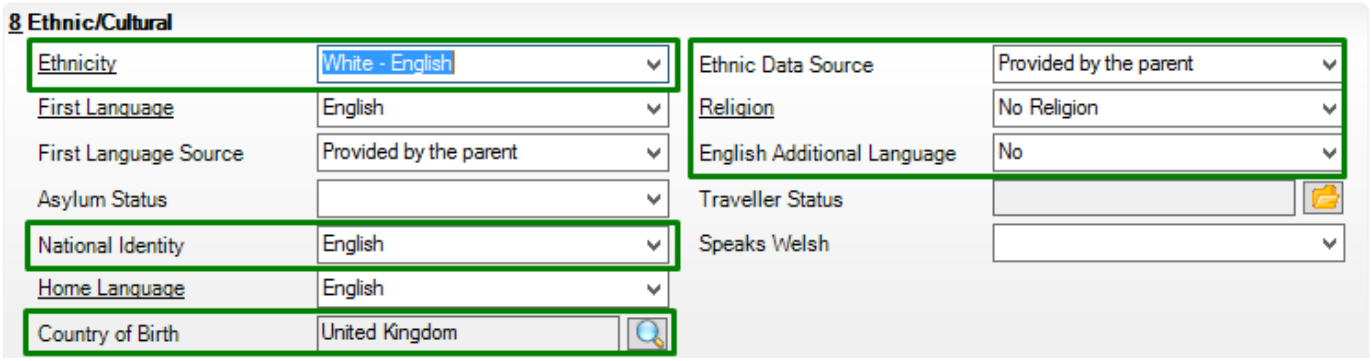


Testing Note(s):

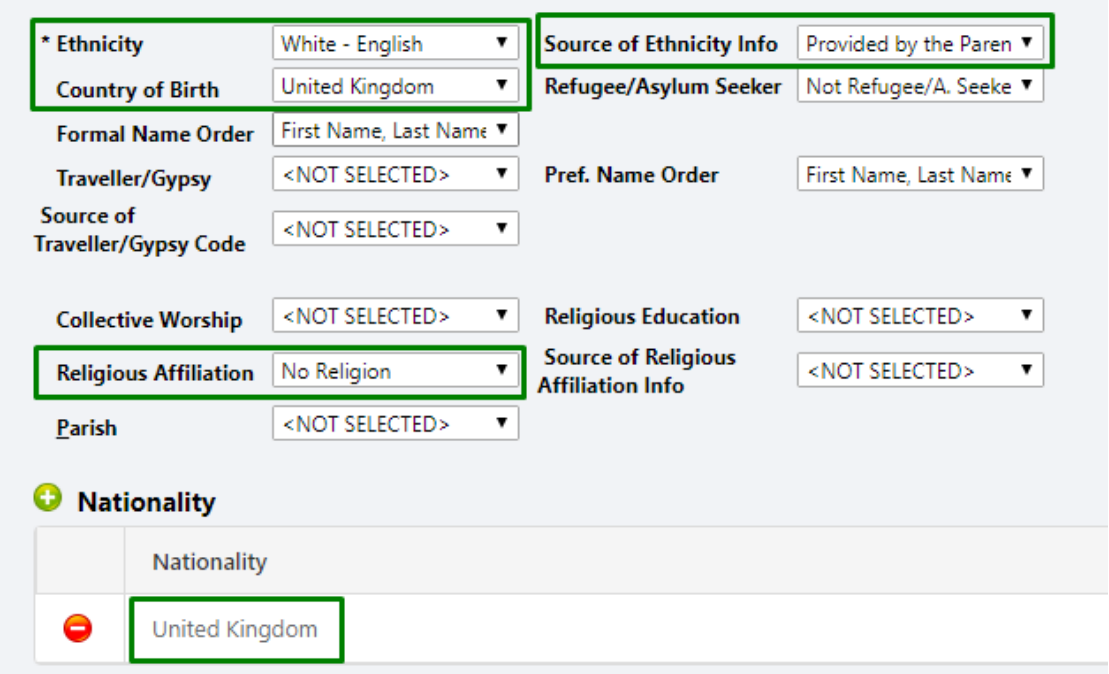
- Student > Medical > Medical Event (SIMS)
- Refer People > Students > View Student Details > Health Background > Medical Event (MIS)

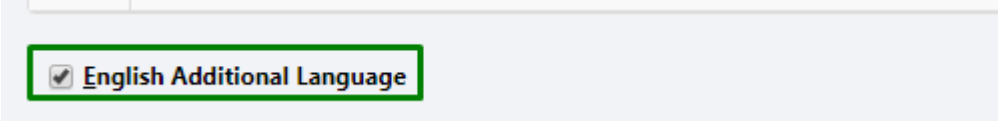
2.13 Ethnicity and Religion (Incl Student Admissions**)

Reference	Data Item Name	Data Item Description
2.13.01	Ethnicity**	
2.13.02	EthnicitySource**	
2.13.03	Nationality**	
2.13.04	Religion**	
2.13.05	EnglishAsAdditionalLanguage**	
2.13.06	CountryOfBirth	



MIS> Student Details > Ethnic & Religious



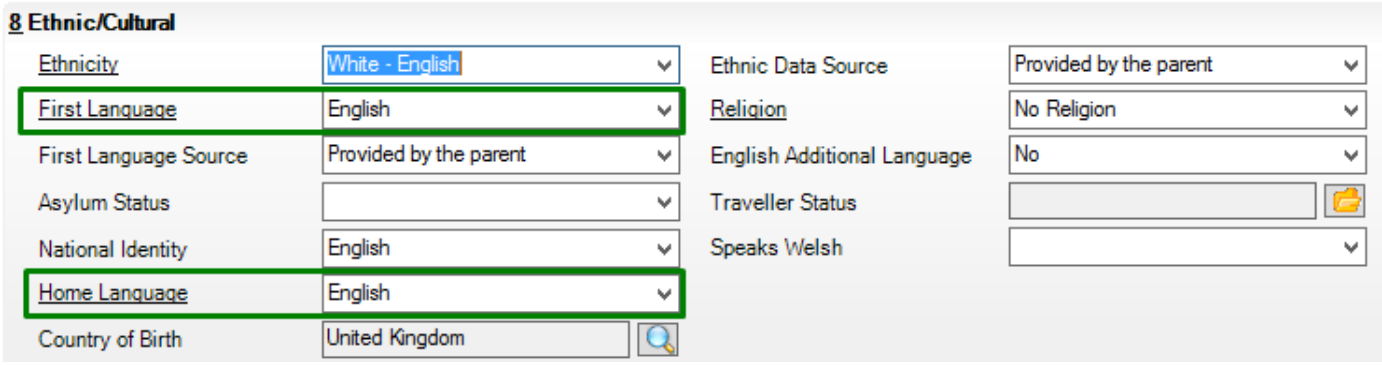


Testing Note(s):

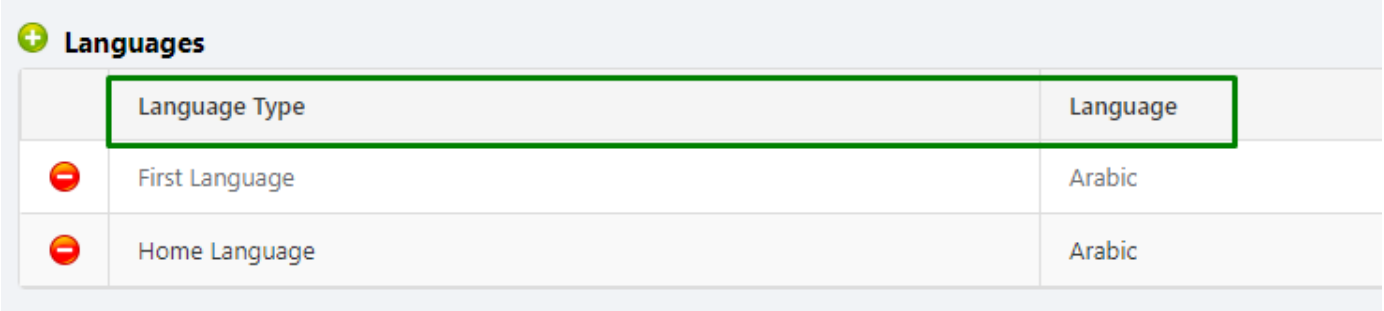
- Refer Student > Ethnic/Cultural (SIMS)
- Refer People > Students > View Student Details > Ethnic & Religious (MIS)

2.14 Languages (Incl Student Admissions)

Reference	Data Item Name	Data Item Description
2.14.01	LanguageName	
2.14.02	LanguageType	



MIS > Student Details > Ethnic & Religious > Languages (MIS)

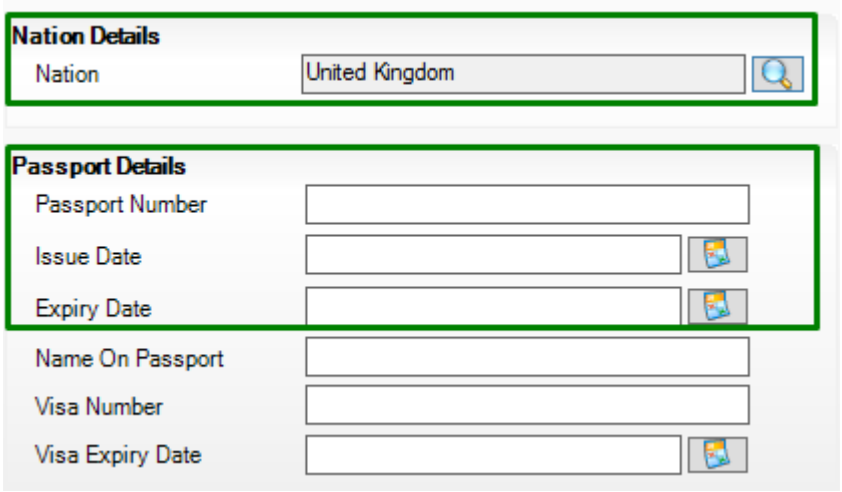


Testing Note(s):

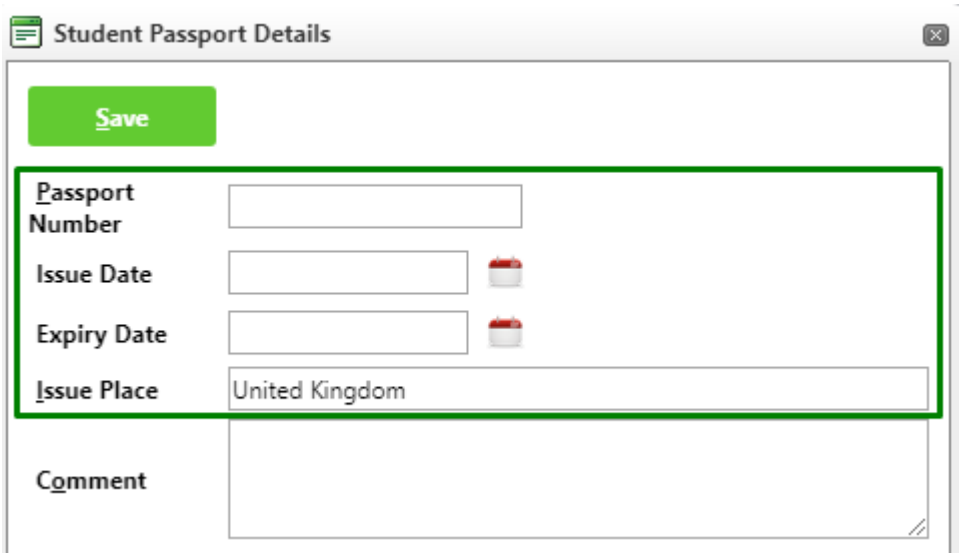
- Refer Student > Ethnic/Cultural (SIMS)
- Refer People > Students > View Student Details > Ethnic & Religious > Languages (MIS)

2.15 Passports (Incl Student Admissions)

Reference	Data Item Name	Data Item Description
2.15.01	ExpiryDate	
2.15.02	IssueDate	
2.15.03	IssueNation	
2.15.04	PassportNumber	



Migration Scope for SIMS



Testing Note(s):

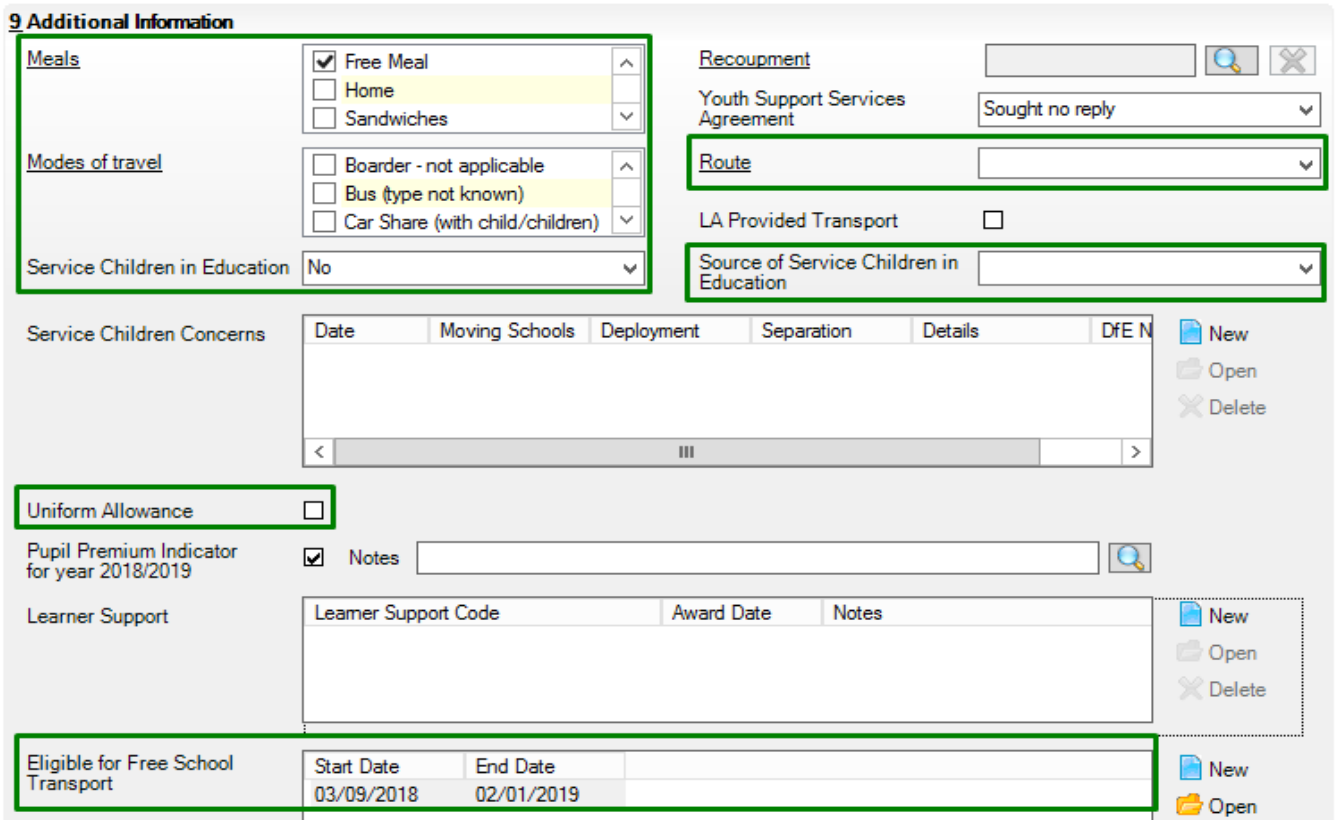
- Refer Student > Ethnic/Cultural (SIMS)
- Refer People > Students > View Student Details > Passport Information (MIS)

Note: Administration > School > Admissions Settings > Enable Student visa and course entry – should be enabled in order to view this data in Student record (MIS)

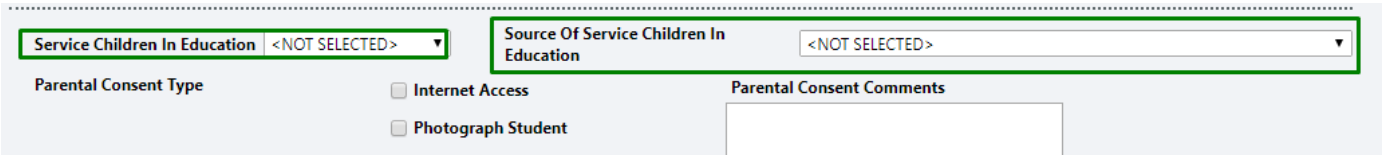
2.16 Additional Details (Incl Student Admissions**)

Reference	Data Item Name	Data Item Description
2.16.01	ServiceChildren	
2.16.02	SourceOfService	
2.16.03	UniformAllowance**	
2.16.04	Meal**	
2.16.05	TravelMode	
2.16.06	RouteName**	
2.16.07	StartDate**	Free School Transport Start date
2.16.08	EndDate**	Free School Transport End date

Migration Scope for SIMS

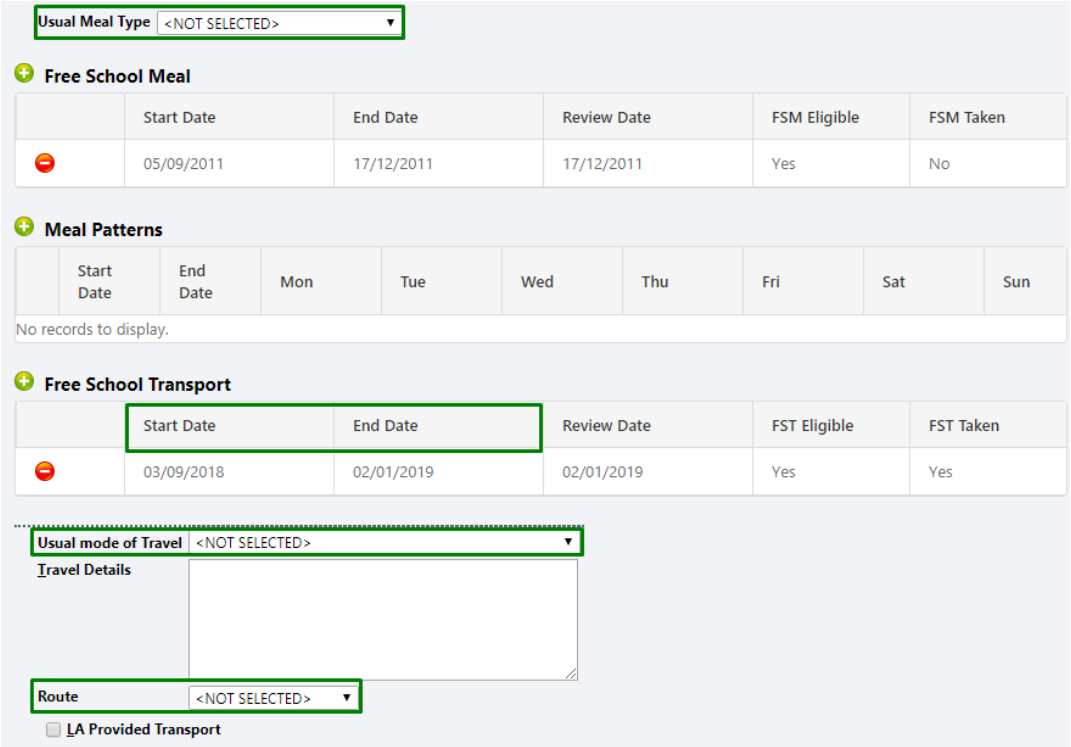


MIS > Student Details > Other Information



MIS > Student Details > Meal &Transport

Migration Scope for SIMS

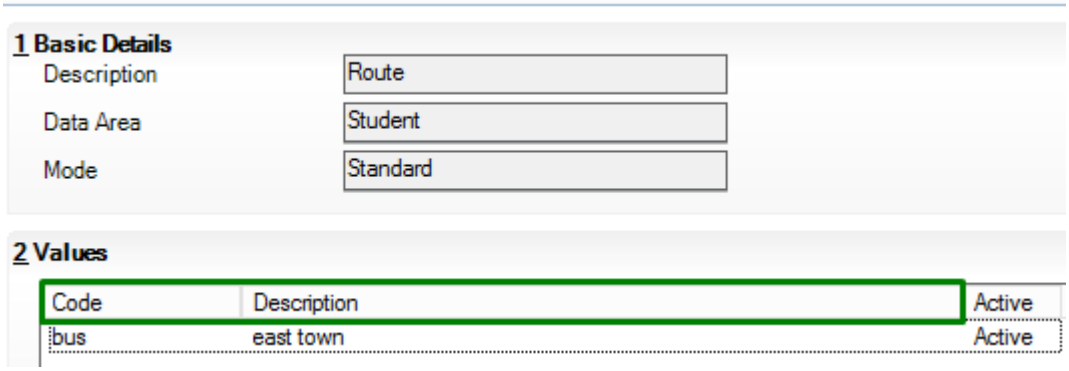


Testing Note(s):

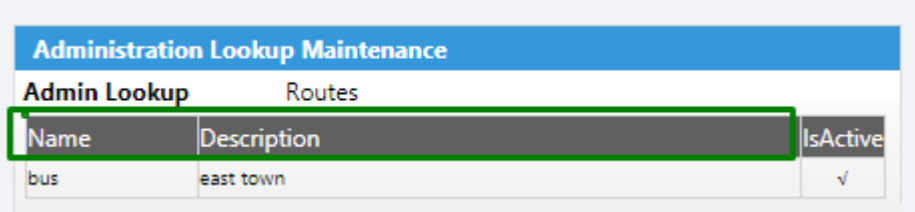
- Refer Student > Additional Details (SIMS)
- Refer People > Students > View Student Details > Meal & Transport
- Refer People > Students > View Student Details > Other Information (MIS)

2.17 Routes

Reference	Data Item Name	Data Item Description
2.17.01	RouteDescription	
2.17.02	RouteName	



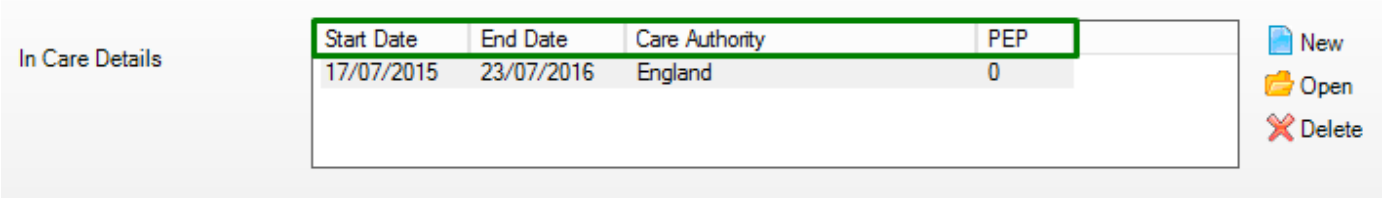
MIS > Maintenance > Lookup Tables > Route (MIS)



Testing Note(s):
- Refer Tools > Lookup > Maintain > Route (SIMS)
- Refer Maintenance > Lookup Tables > Route (MIS)

2.18 Welfare Details (Incl Student Admissions)

Reference	Data Item Name	Data Item Description
2.18.01	ActiveCare	If an entry is available in the table, then it is Active
2.18.02	StartDate	
2.18.03	EndDate	
2.18.04	CareAuthority	LEA
2.18.05	PEP	

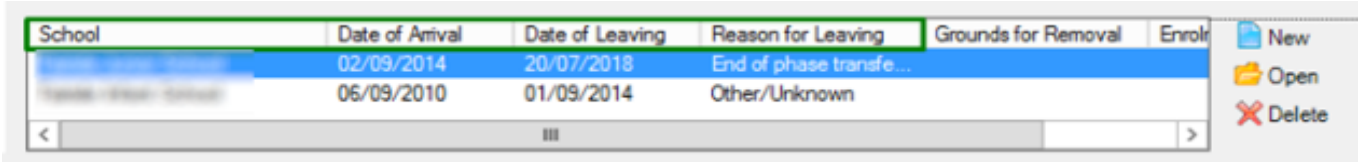


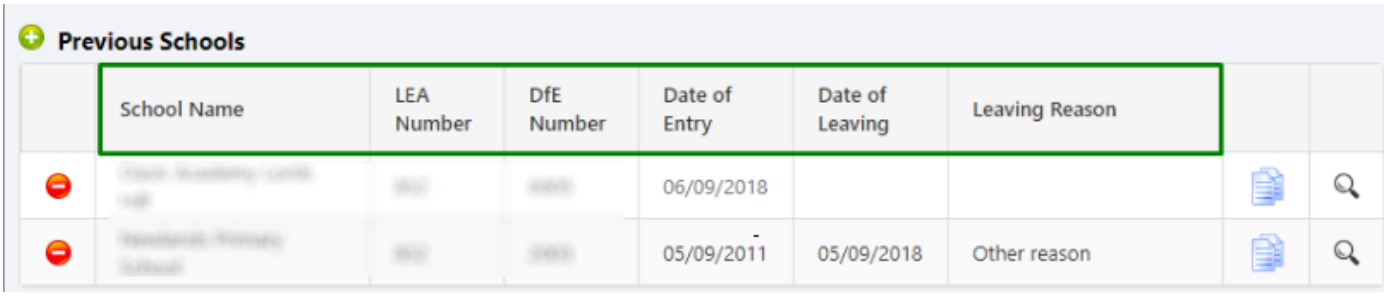
Testing Note(s):
- Refer Student > Welfare Details (SIMS)
- Refer People > Students > View Student Details > Other Information > Looked After (MIS)

2.19 School History (Incl Student Admissions)

Reference	Destination School Name	MB to review
2.19.01	EndDate	
2.19.02	LEANumber	
2.19.03	LeavingCode	
2.19.04	SchoolName	
2.19.05	StartDate	

2.19.06	LeavingReasonNote	



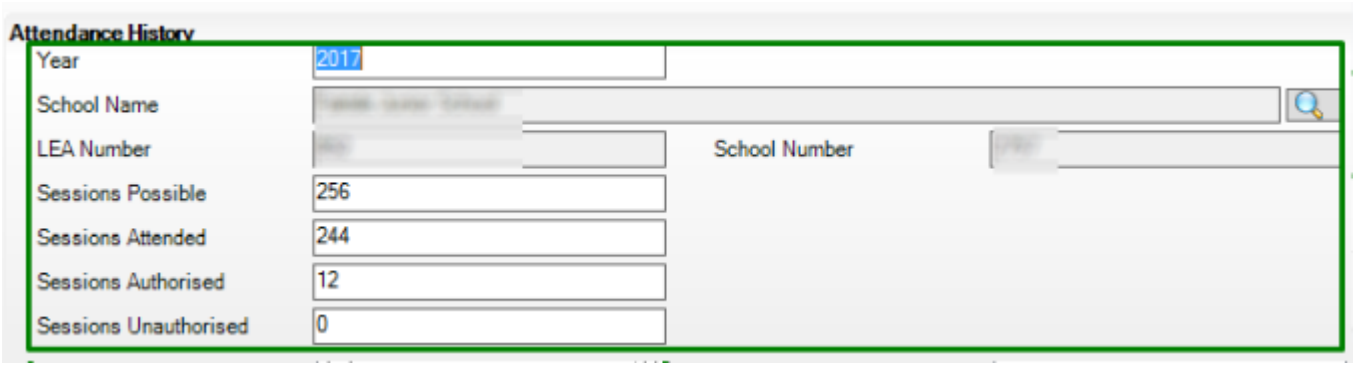


Testing Note(s):

- Refer Student > School History (SIMS)
- Refer People > Students > View Student Details > Previous School (MIS)

2.20 CTF Attendance History

Reference	Data Item Name	Data Item Description
2.20.01	LEANumber	
2.20.02	SchoolName	
2.20.03	SchoolNumber	
2.20.04	SessionsAttended	
2.20.05	SessionsAuthorised	
2.20.06	SessionsPossible	
2.20.07	SessionsUnauthorised	
2.20.08	Year	



CTF Attendance

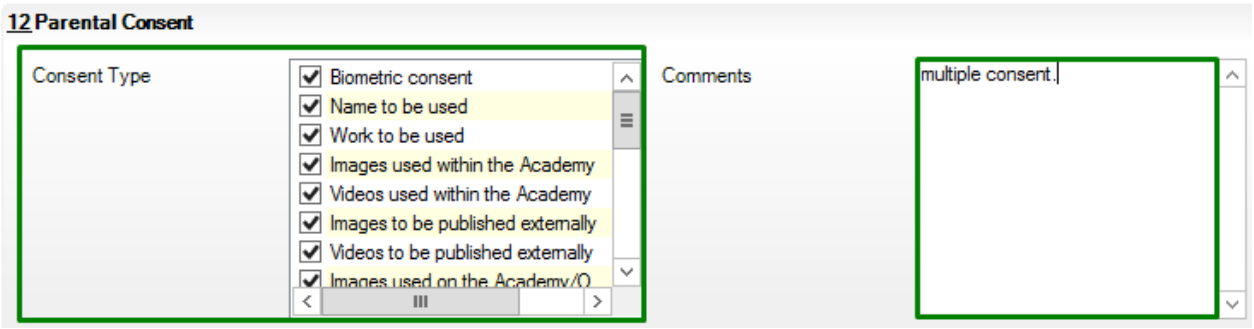
Year	LEA Number	DfE Number	School	Possible	Attended	Authorised	UnAuthorised
2017	[redacted]	[redacted]	[redacted]	256	254	2	0
2016	[redacted]	[redacted]	[redacted]	380	366	14	0
2015	[redacted]	[redacted]	[redacted]	314	308	6	0

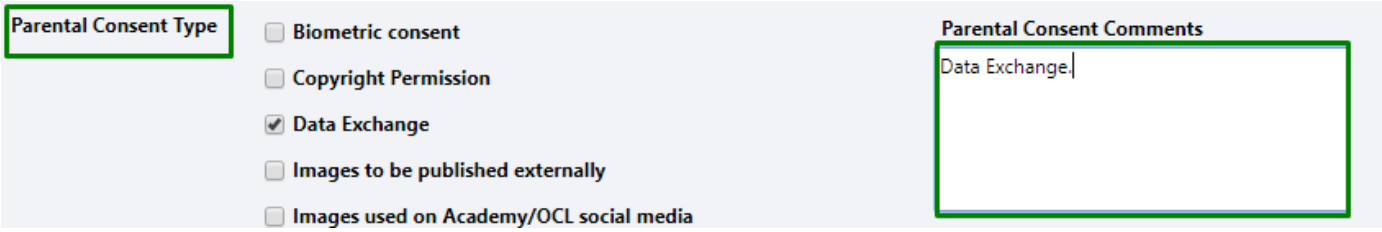
Testing Note(s):

- Refer Student > School History > CTF Attendance (SIMS)
- Refer People > Students > View Student Details > Previous School > CTF Attendance (MIS)

2.21 Parental Consent (Incl Student Admissions)

Reference	Data Item Name	Data Item Description
2.21.01	ConsentDescription	
2.21.02	ConsentType	
2.21.03	ParentalConsentComments	





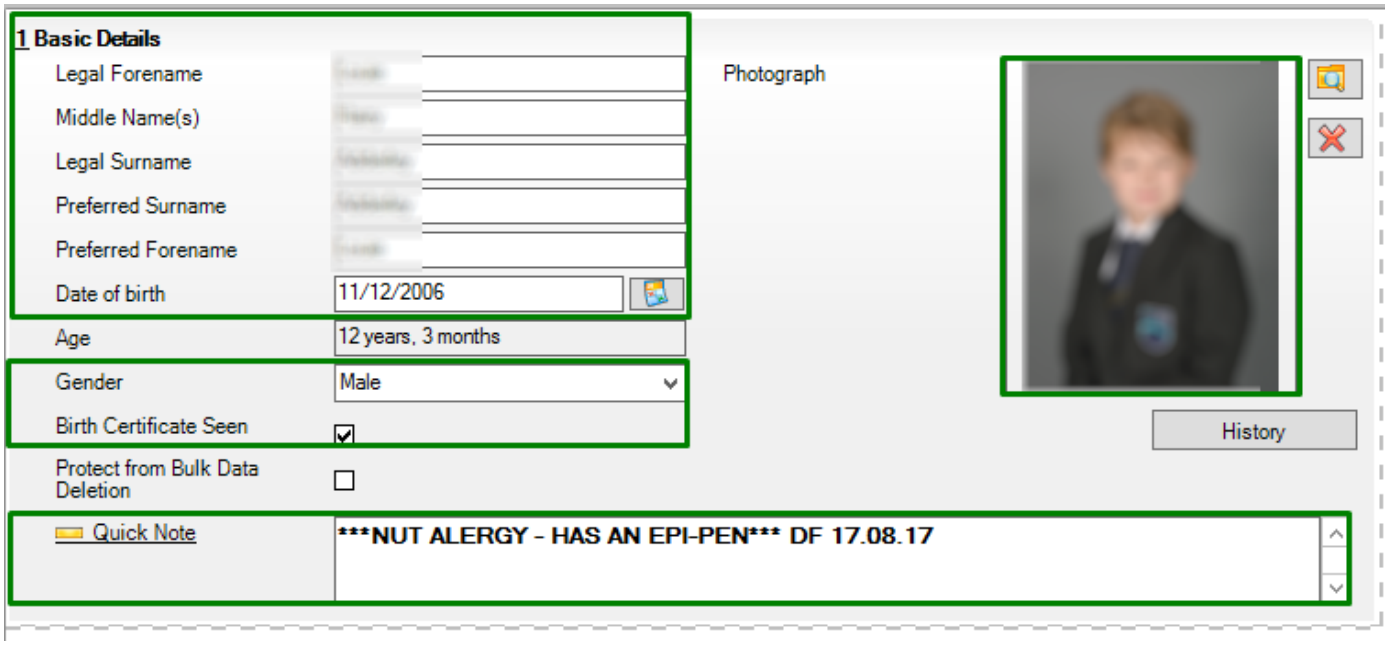
Testing Note(s):

- Refer Student > Parental Consent (SIMS)
- Refer People> Students> View Student Details> Other Information (MIS)

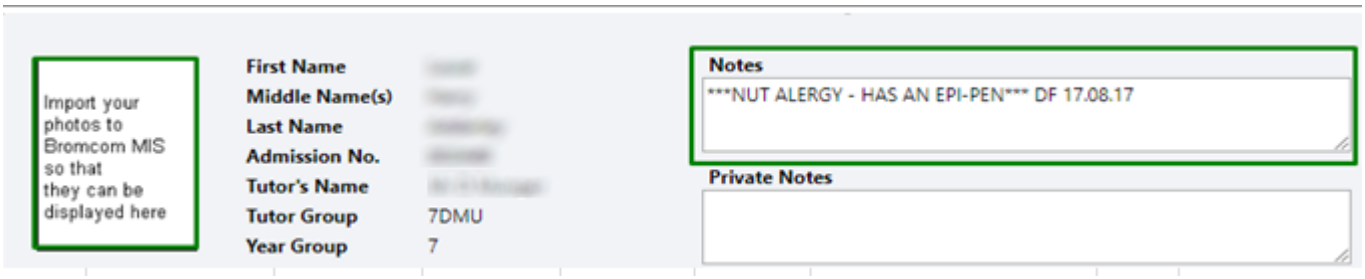
2.22 Application Basic Details (Student Admission)

Reference	Data Item Name	Data Item Description
2.22.01	DateOfBirth	
2.22.02	LegalForename	
2.22.03	LegalSurname	
2.22.04	MiddleName	
2.22.05	Notes	
2.22.06	PreferredForename	
2.22.07	PreferredSurname	
2.22.08	Sex	
2.22.09	UPN	
2.22.10	FormerUPN	
2.22.11	BirthCertificateSeen	
2.22.12	PreviousLegalForename	
2.22.13	PreviousLegalSurname	

SIMS > Application > Basic Details

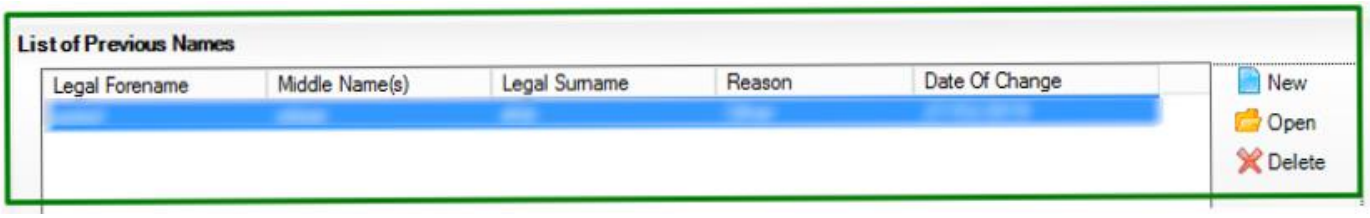


MIS > People > Students > View Student details

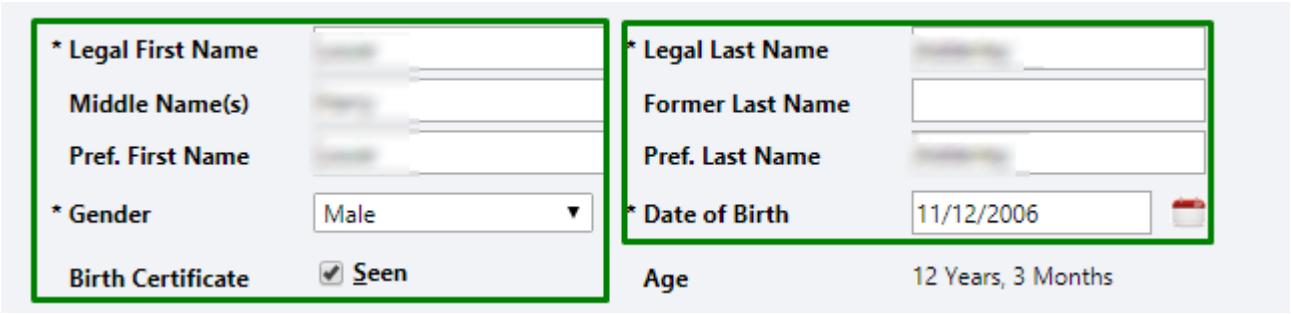


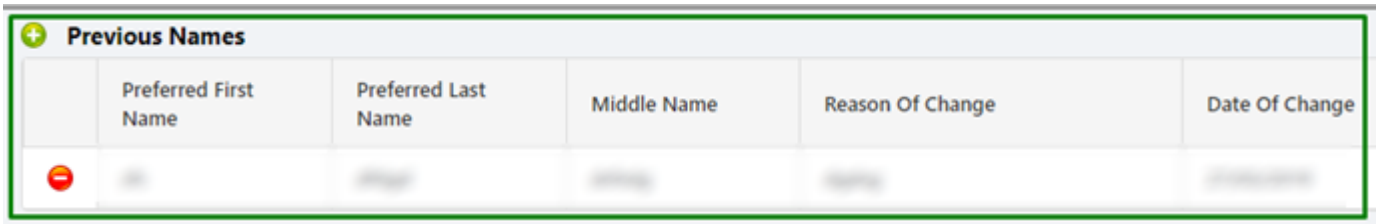
Migration Scope for SIMS

SIMS > Click On 'History' to view 'Previous Names'



MIS > Student details > Key Data





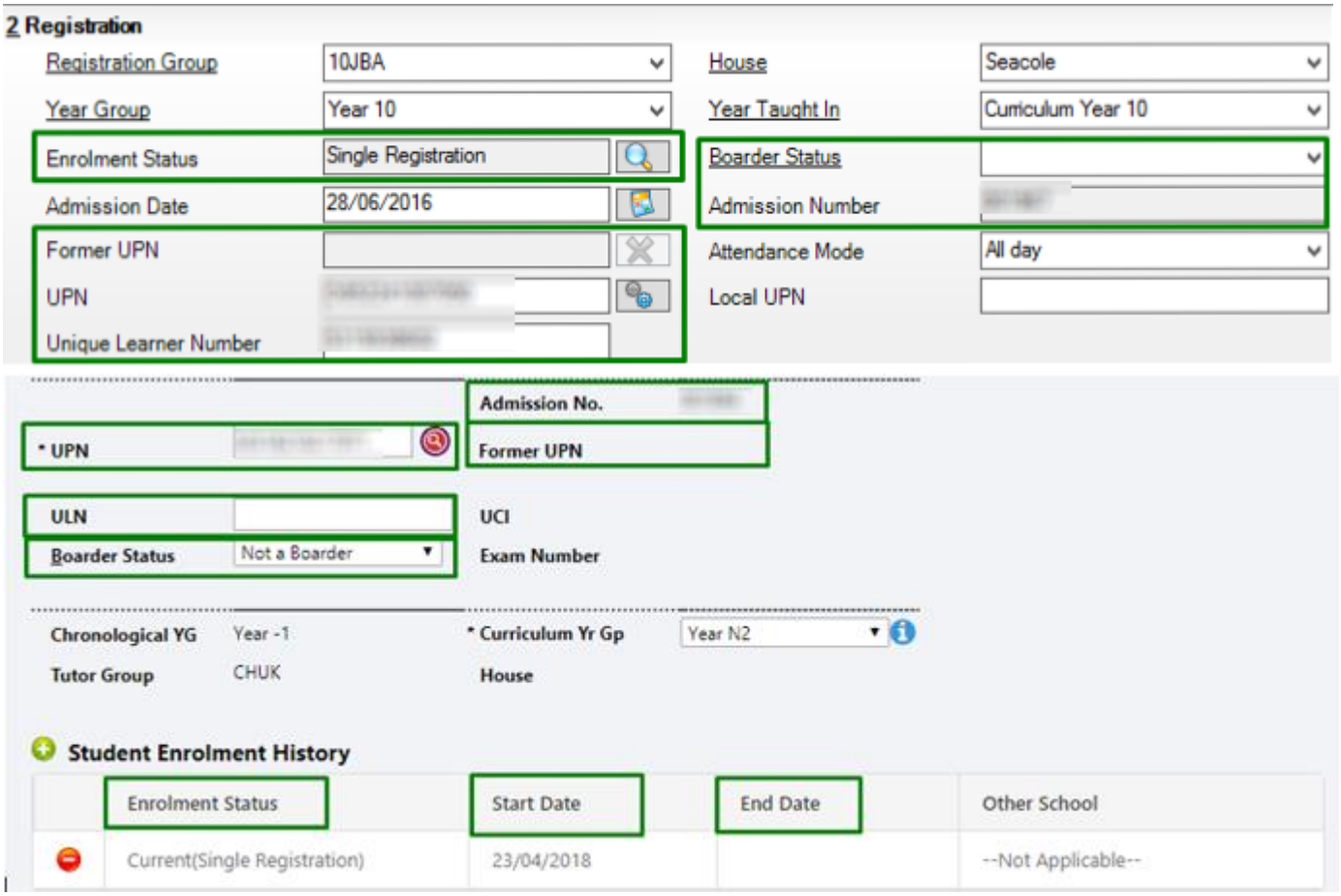
Testing Note(s):

- Refer Application> Basic Details(SIMS)
- Refer Administration > Admissions > Pre-Admission Students; also correlate info from Students page [People> Students> View Student Details> Basic Details] (for 2.24, 2.25) (MIS)

2.23 Application Registration Details (Student Admissions)

Reference	Data Item Name	Data Item Description
2.23.01	AdmissionGroup	
2.23.02	ApplicationStatus	
2.23.03	Boarder	
2.23.04	DateOfAdmission	
2.23.05	ULN	
2.23.06	YearGroup	

Migration Scope for SIMS



Testing Note(s):

- Refer Application > Registration Details(SIMS)
- Refer Administration > Admissions > Pre-Admission Students; also correlate info from Students page [People > Students > View Student Details > Key Data] (for 2.24, 2.25) (MIS)

2.24 Application Family/Medical Details (Student Admissions)

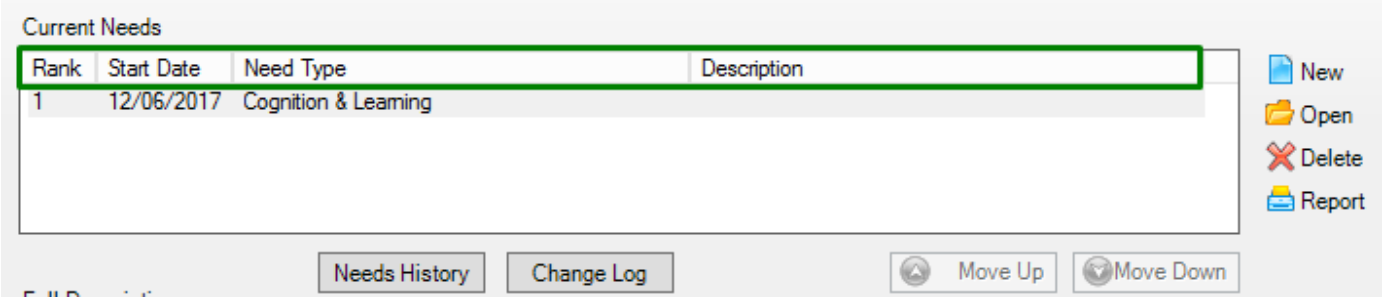
Reference	Data Item Name	Data Item Description
2.24.01	ParentalAddressal	
2.24.02	Salutation	
2.24.03	EmergencyConsent	
2.24.04	NHSNumber	
2.24.05	UniformAllowance	

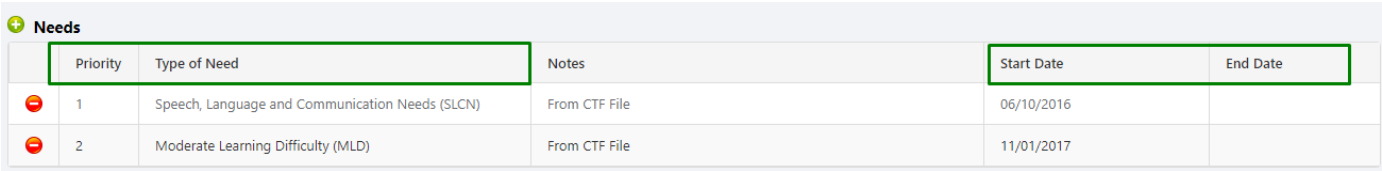
Testing Note(s):

- Refer Application > Registration Details(SIMS)
- Refer Administration > Admissions > Pre-Admission Students; also correlate info from Students page [People > Students > View Student Details > Health Background (MIS)] (for 2.24, 2.25) (MIS)

2.25 SEN Needs ((Incl Student Admissions**)

Reference	Data Item Name	Data Item Description
2.25.01	NeedCode	
2.25.02	NeedNote	
2.25.03	SortOrder	



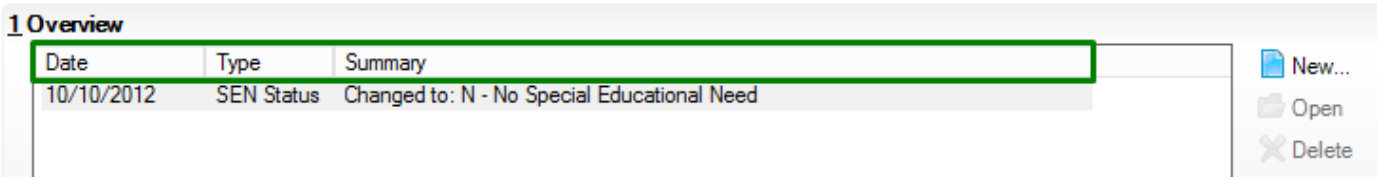


Testing Note(s):

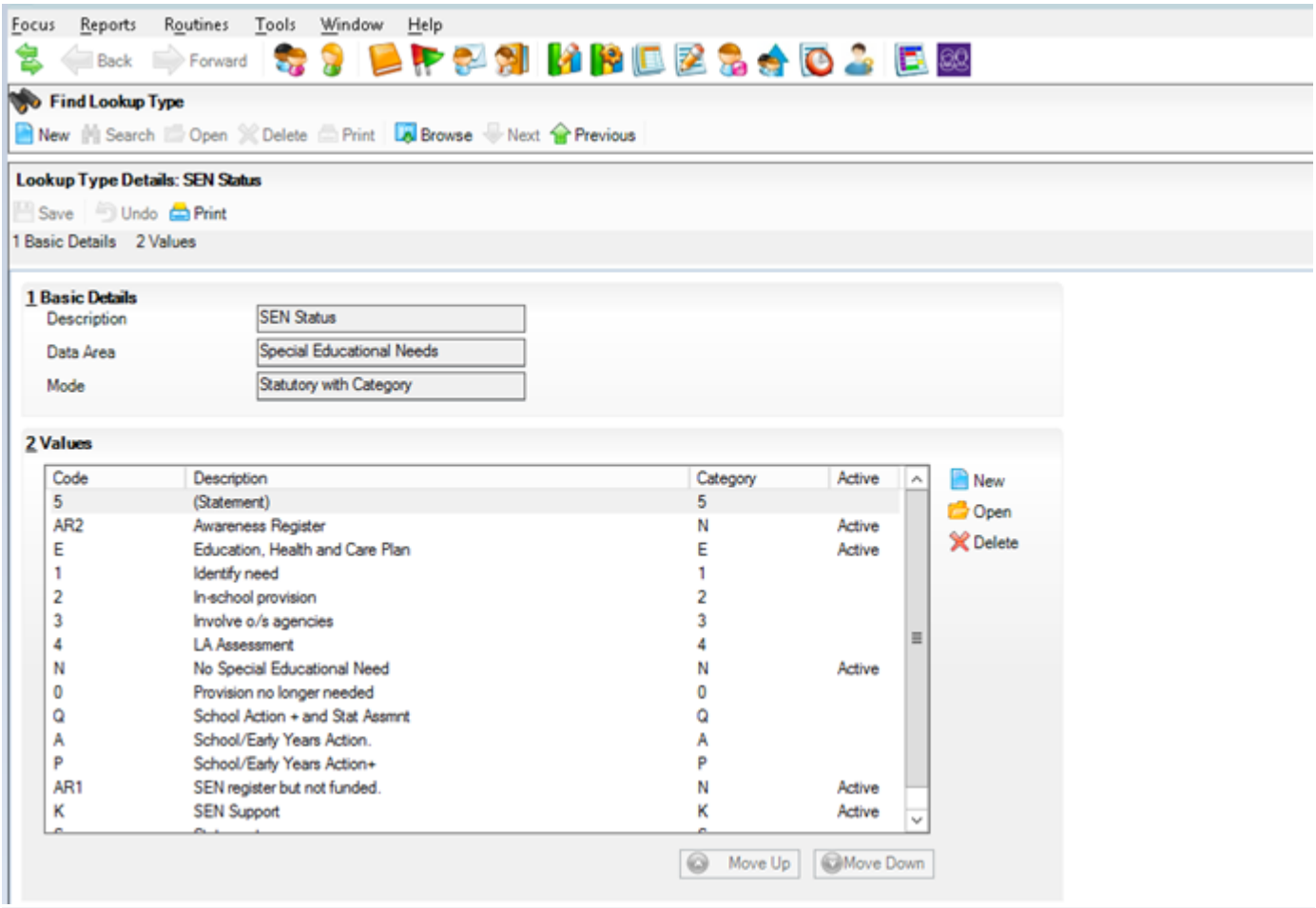
- Students > Links > SEN (SIMS). Check Overview/Basic SEN Details (Status History and Needs History) where required
- Refer People> Students> View Student Details> SEN, Gifted & Talented > Needs (MIS)

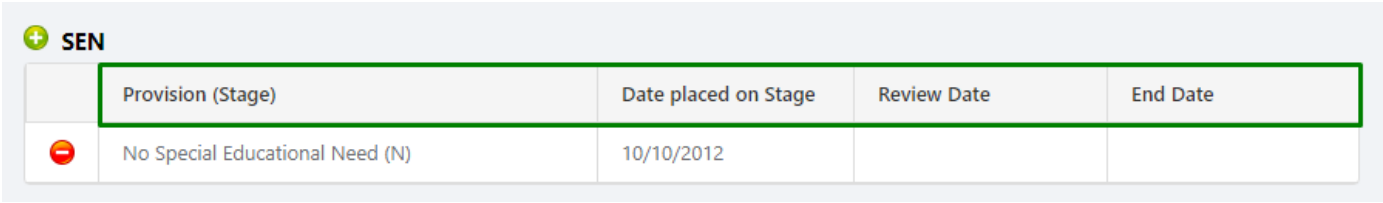
2.26 SEN Provisions (Incl Student Admissions)

Reference	Data Item Name	Data Item Description
2.26.01	ProvisionType	
2.26.02	StartDate	
2.26.03	EndDate	
2.26.04	code	
2.26.05	Description	
2.26.06	Catagory	



Migration Scope for SIMS



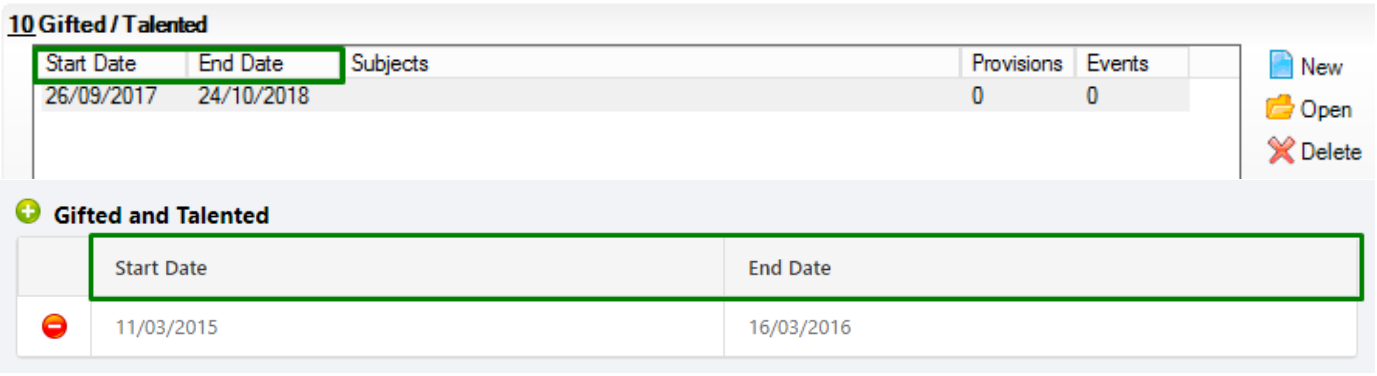


Testing Note(s):

- Students > Links > SEN (SIMS). Check Overview field
- Refer People> Students> View Student Details> SEN, Gifted & Talented > SEN (MIS)

2.27 Gifted/Talented (Incl Student Admissions)

Reference	Data Item Name	Data Item Description
2.27.01	StartDate	
2.27.02	EndDate	



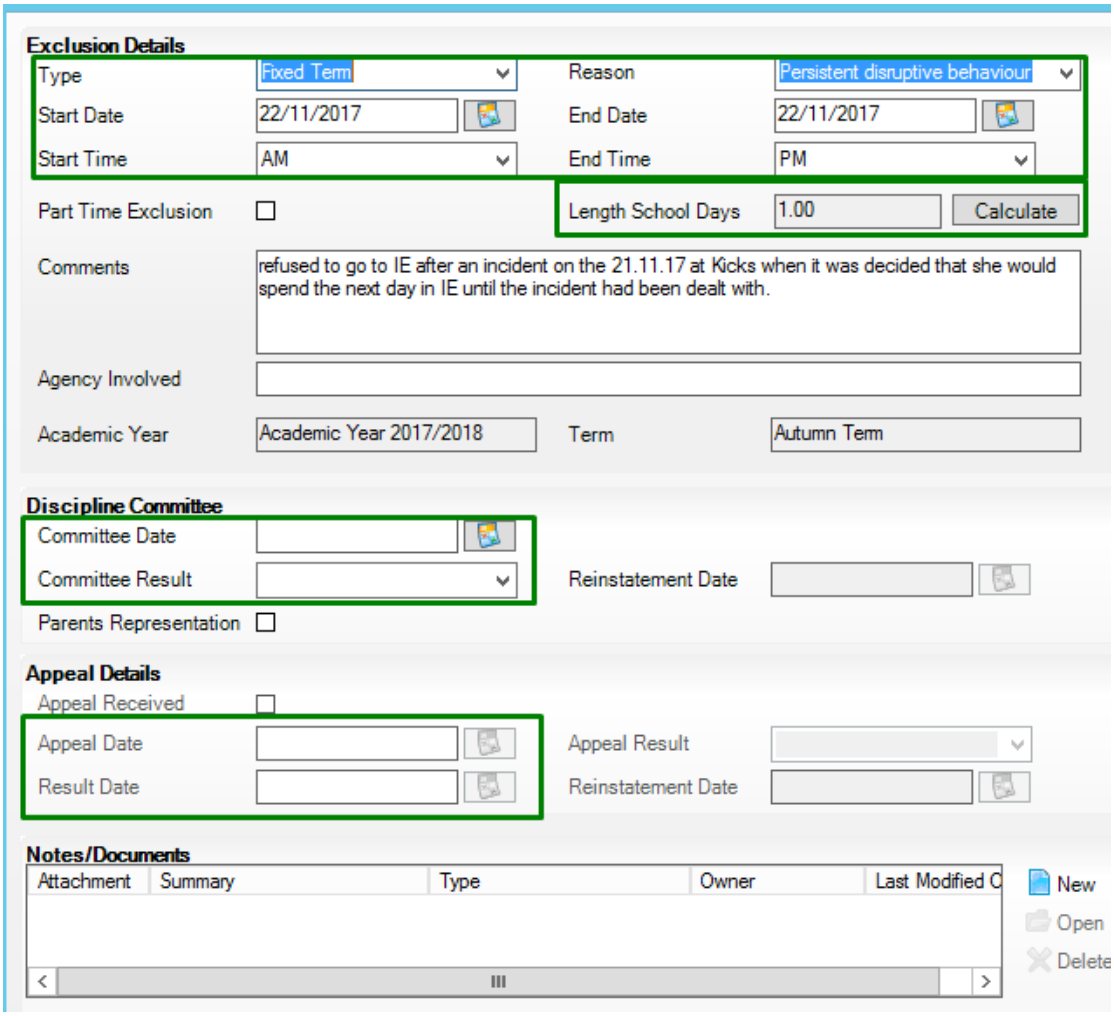
Testing Note(s):

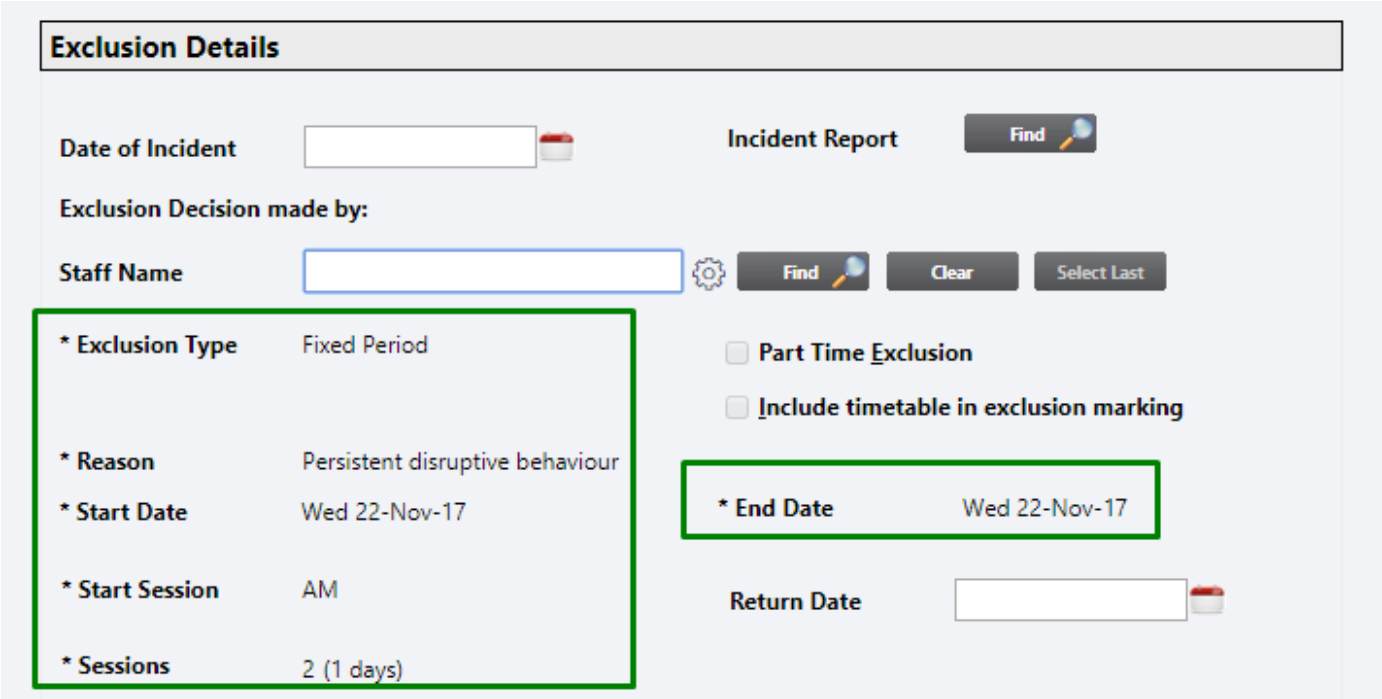
- Students > Links > SEN > Gifted & Talented (SIMS)
- Refer People > Students > View Student Details > SEN, Gifted & Talented > Gifted & Talented (MIS)

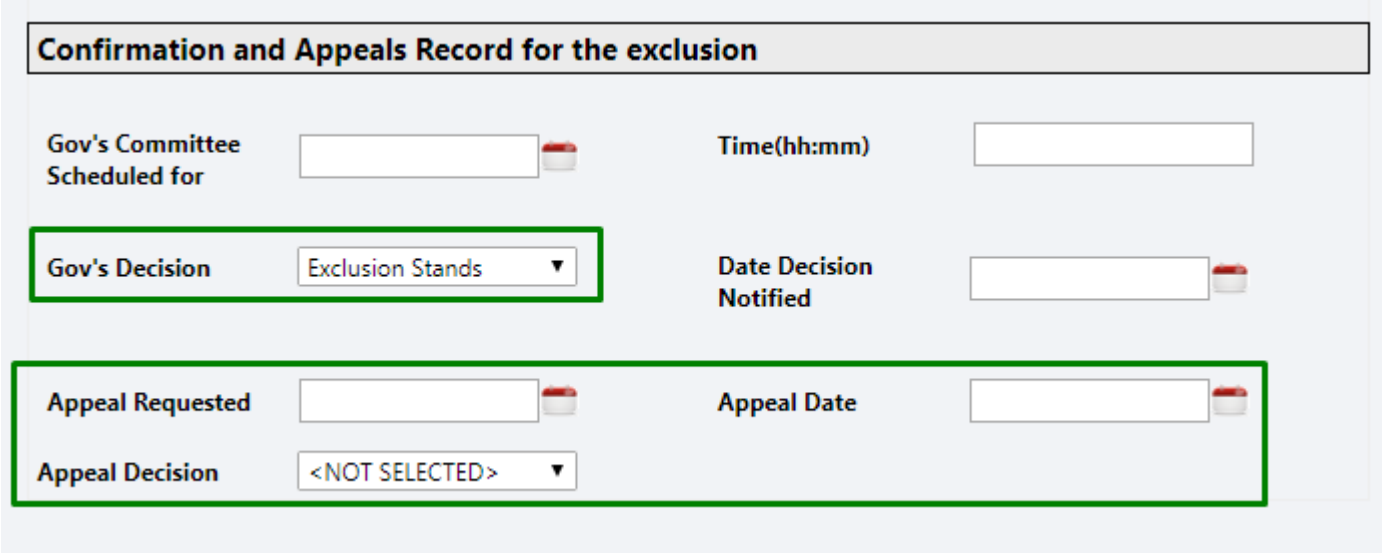
2.28 Exclusions

Reference	Data Item Name	Data Item Description
2.28.01	ExTypeCode	
2.28.02	ReasonCode	
2.28.03	StartDate	
2.28.04	EndDate	
2.28.05	ExclusionLength	
2.28.06	SessionCode	AM/PM
2.28.07	AppealDate	
2.28.08	AppealResultDate	
2.28.09	Gov'sDecision	'Committee Result' in SIMS
2.28.10	HearingDate	
2.28.11	ScheduledDate	

Migration Scope for SIMS





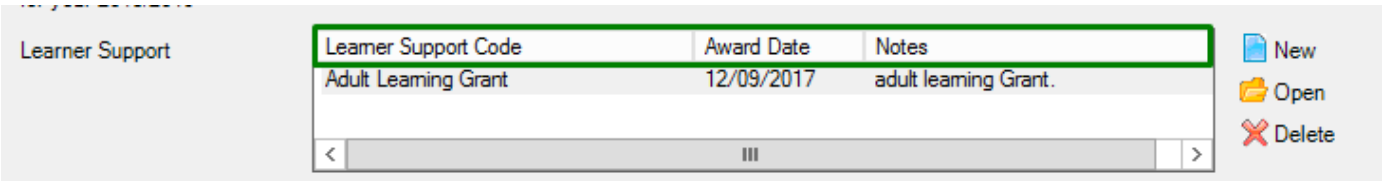


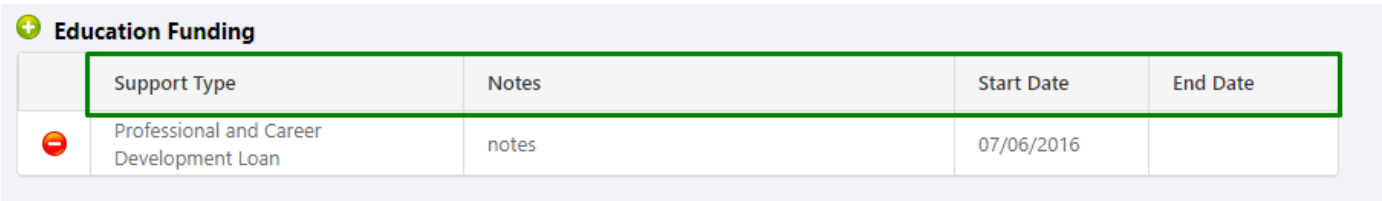
Testing Note(s):

- Students > Links > Exclusions (SIMS)
- Refer People > Students > View Student Details > Exclusions (also Student Exclusions report) (MIS)

2.29 Student Educational Fundings

Reference	Data Item Name	Data Item Description
2.29.01	Code	Learning support code
2.29.02	Description	Learning support description
2.29.03	Notes	Associated note field
2.29.04	AwardDate	Date of learning support awarded



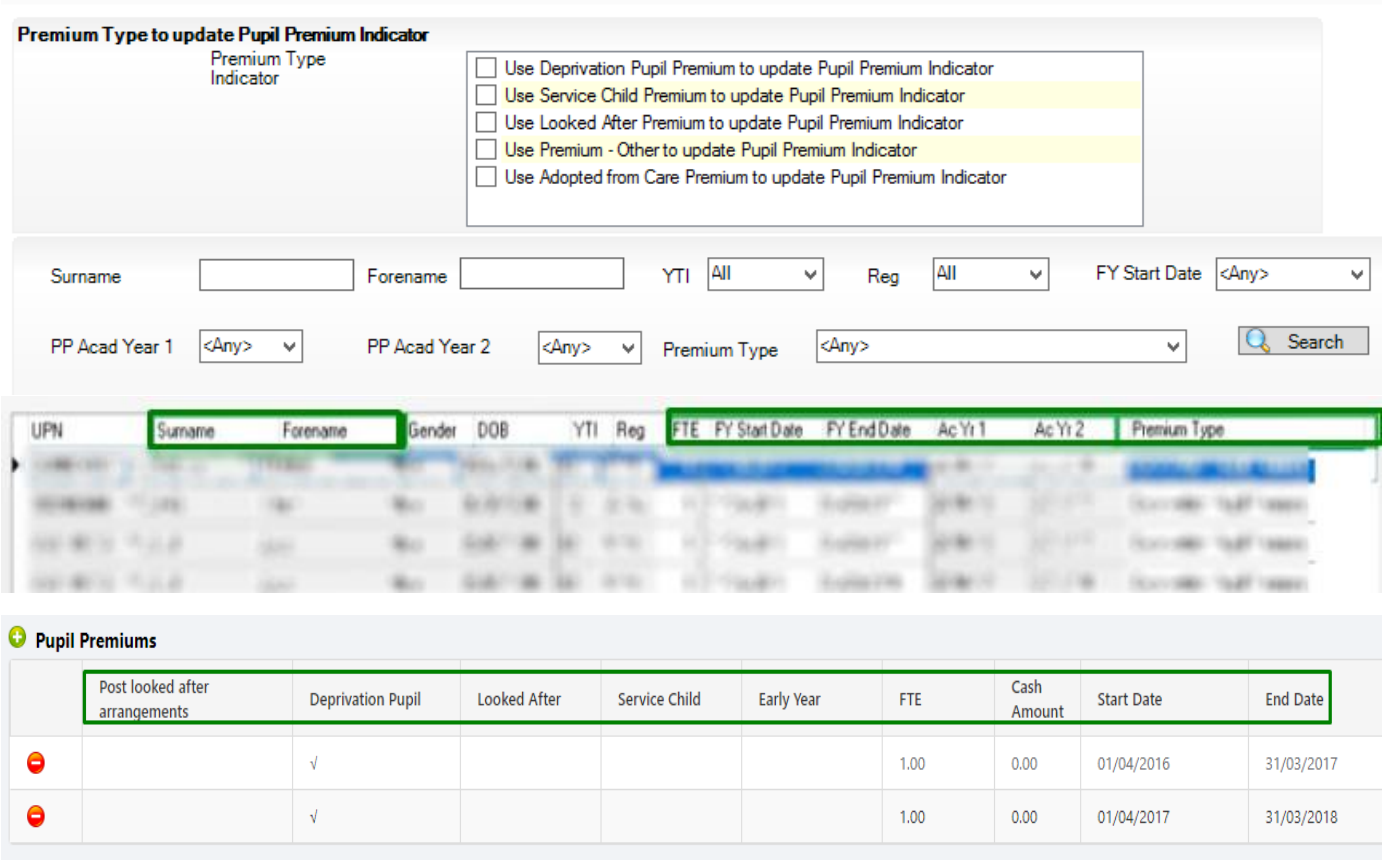


Testing Note(s):

- Students > Additional Information > Learner Support (SIMS)
- Refer People> Students> View Student Details> Funding & Allowances > Education Funding (MIS)

2.30 Student Pupil Premium

Reference	Data Item Name	Data Item Description
2.30.01	FTE	FTE value
2.30.02	FY Start date	Financial Year Start Date
2.30.03	FY End Date	Financial Year End Date
2.30.04	Pupil Premium Type	Deprivation Pupil, Service Child, Looked After, Adopted from Care



Testing Note(s):

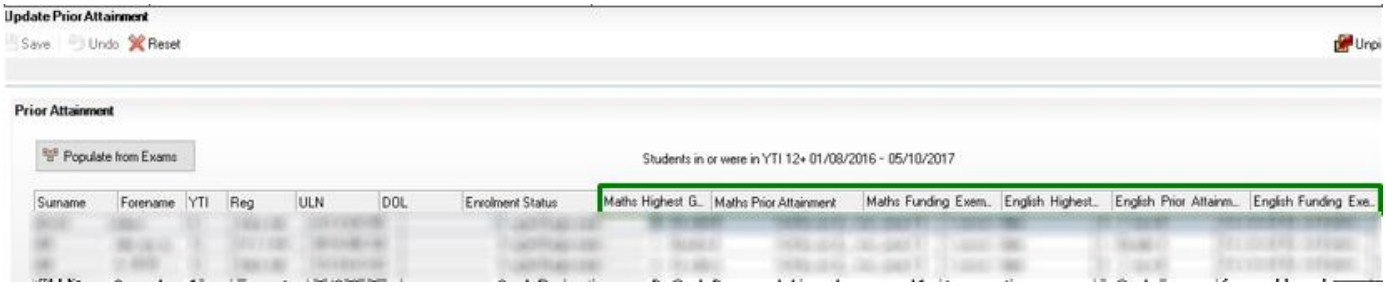
- Tools > Pupil Premium > Maintain (SIMS)
- Refer People > Students > View Student Details > Funding & Allowances > Pupil Premiums (MIS)

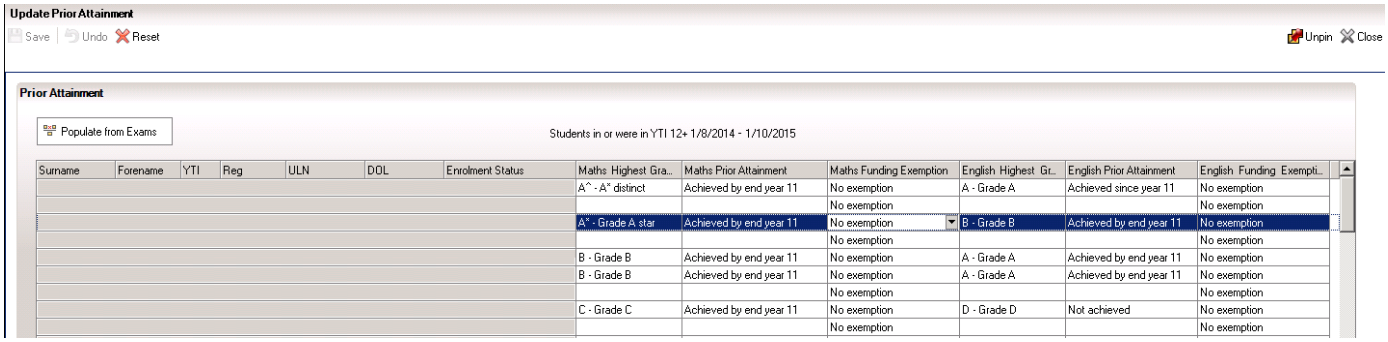
2.31 Student Prior Attainments

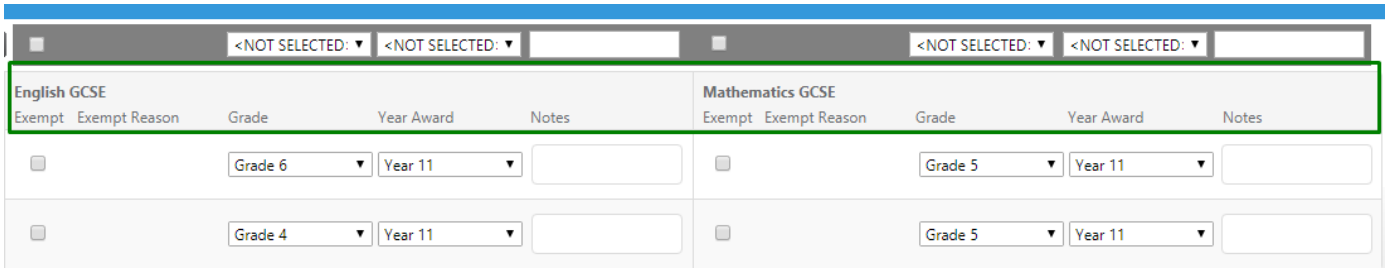
Reference	Data Item Name	Data Item Description
2.31.01	Maths Attainment Highest Grade	
2.31.02	Maths Attainment Year	When by end of year 11, comes across as Y11 When after year 11, comes across as Y12 When does not have GCSE Maths, (@ A*-C) comes across as Y11

Migration Scope for SIMS

2.31.03	Maths Attainment Exemption	
2.31.04	English Attainment Highest Grade	
2.31.05	English Attainment Year	When by end of year 11, comes across as Y11 When after year 11, comes across as Y12 When does not have GCSE English, (@ A*-C) comes across as Y11
2.31.06	English Attainment Exemption	





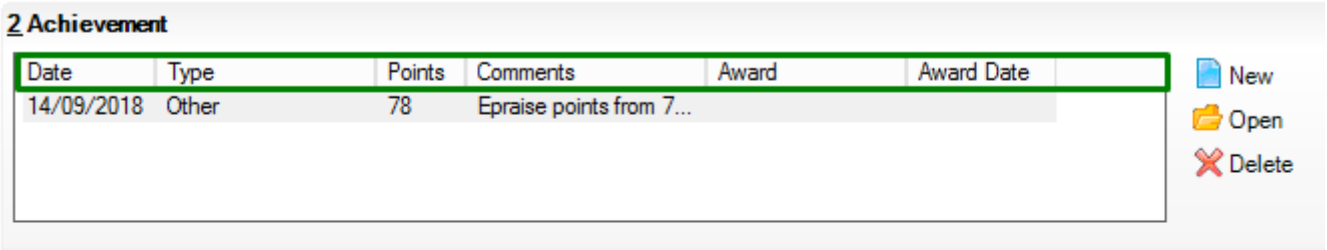


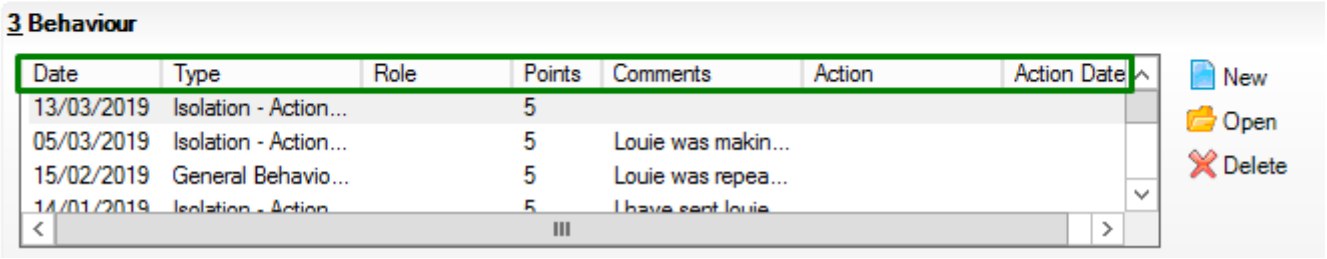
Testing Note(s):

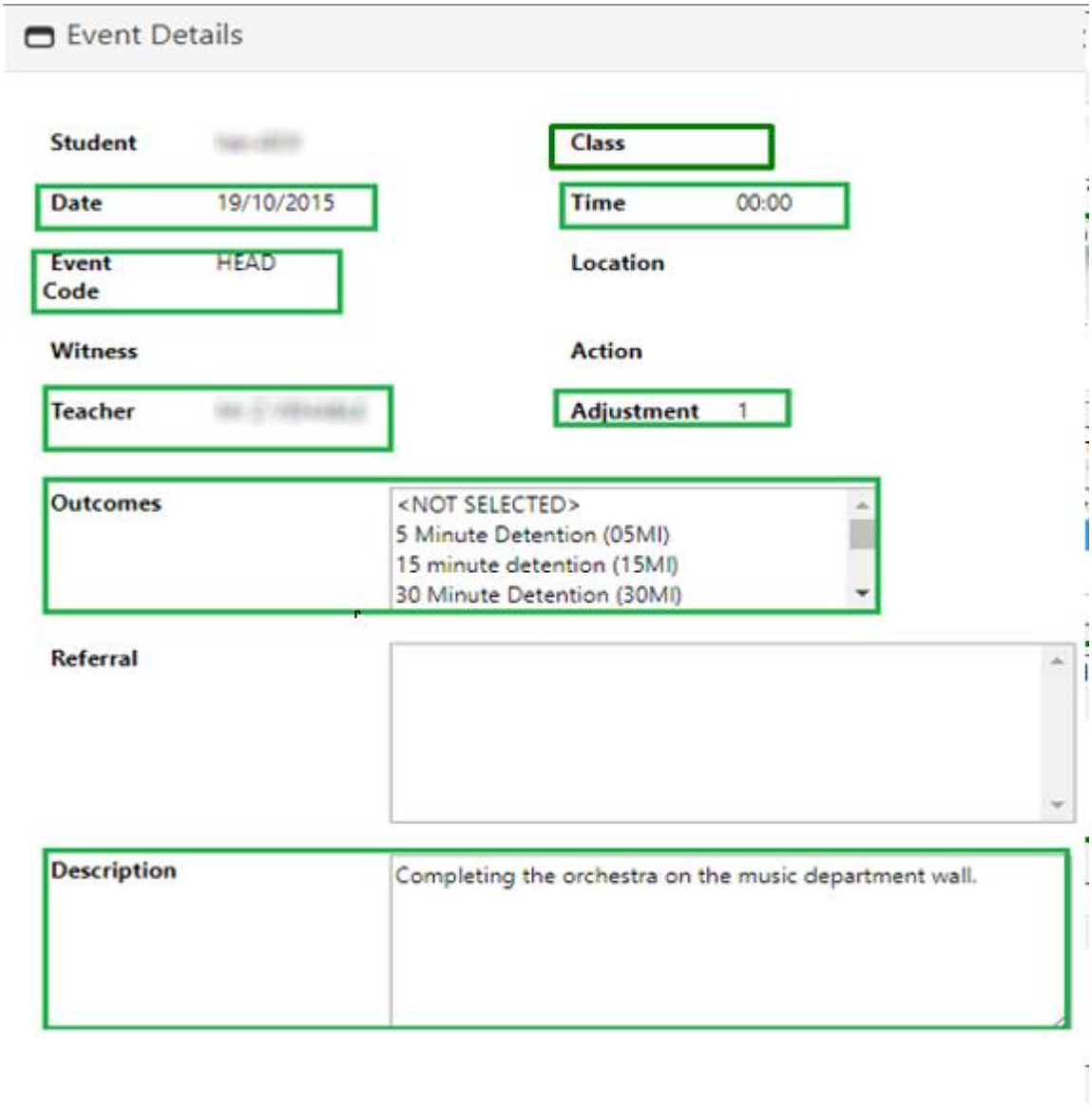
- Tools > Statutory Returns > Update Prior Attainment (SIMS)
- Refer Census > Routines > Student Prior Attainment (check for pupils in Yr 11 and above) (MIS)

2.32 Behaviour/Achievement

Reference	Data Item Name	Data Item Description
2.32.01	RecordedDate	
2.32.02	Code	
2.32.03	LinkedGroup	Class in MIS
2.32.04	Points	
2.32.05	RecordedBy	
2.32.06	OutcomeCode	
2.32.07	Comments	
2.32.08	ShortName	MB: Outcome ShortName







Testing Note(s):

- Focus > Behaviour Management > Student Behaviour(SIMS)
- Behaviour > Student Event (MIS) (for entire date range ex – 5 years)

2.33 Behaviour/Achievement Events

Reference	Data Item Name	Data Item Description
2.33.01	Code	
2.33.02	Description	
2.33.03	Points	Note To MB: Screenshots to show the drop-down values

2.34 Behaviour Actions/Awards (as Outcome)

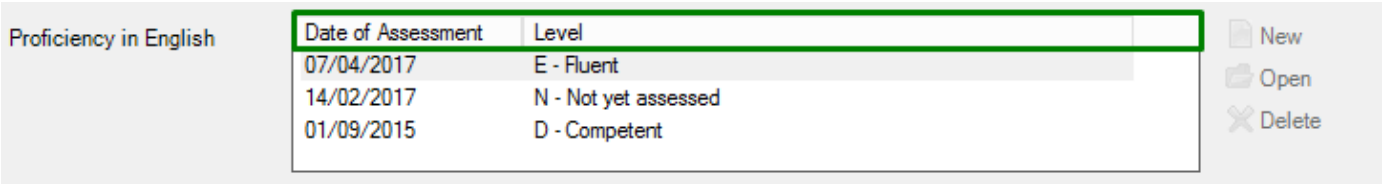
Reference	Data Item Name	Data Item Description
2.34.01	Code	
2.34.02	Description	
2.34.03	Points	Note To MB: Screenshots to show the drop-down values

Testing Note(s):

- Tools > Setups > Behaviour Management > Behaviour Type; Achievement Type (SIMS)
- Refer Student > Behaviour > Events (MIS). Check for Achievement Type
- Refer Student > Behaviour > Outcomes (MIS). Check for Behaviour Type

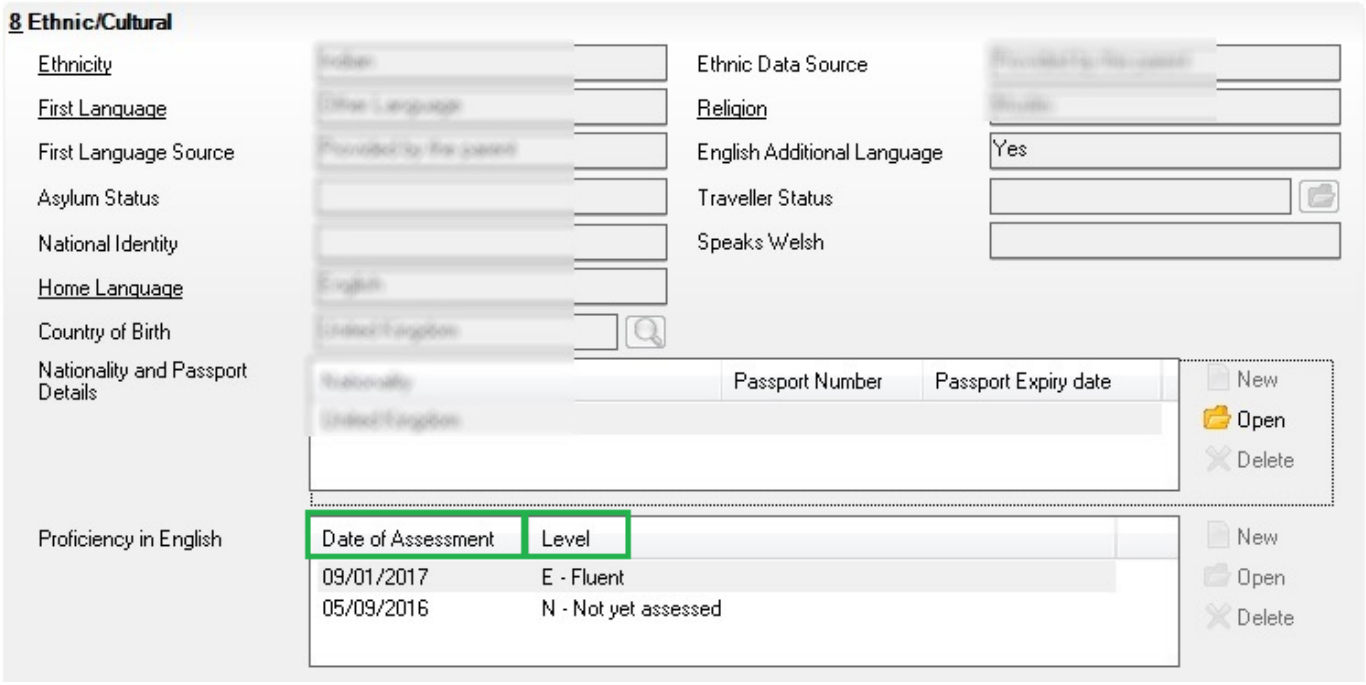
2.35 Student English Proficiency

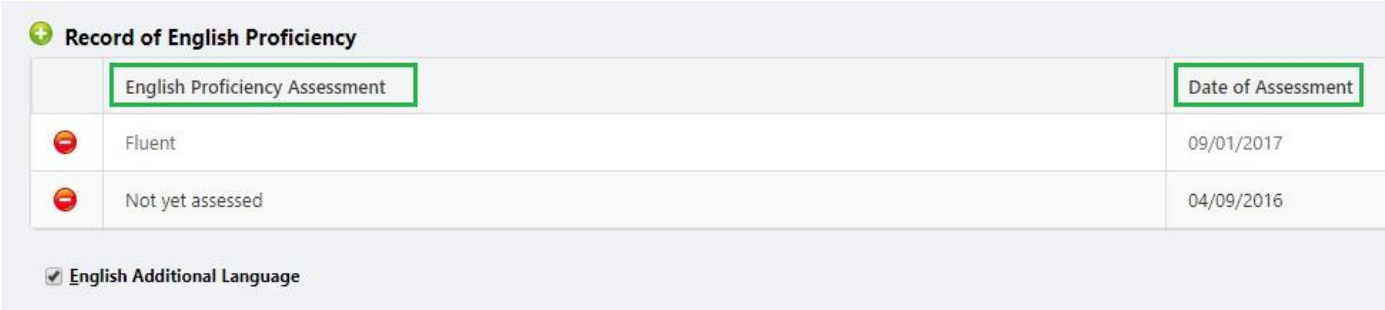
Reference	Data Item Name	Data Item Description
2.35.01	Code	
2.35.02	AssessmentDate	



Testing Note(s):

- Focus > Student > Ethnic/Cultural > Proficiency in English (SIMS)
- Refer People> Students> View Student Details> Ethnic & Religious> English Proficiency (MIS)

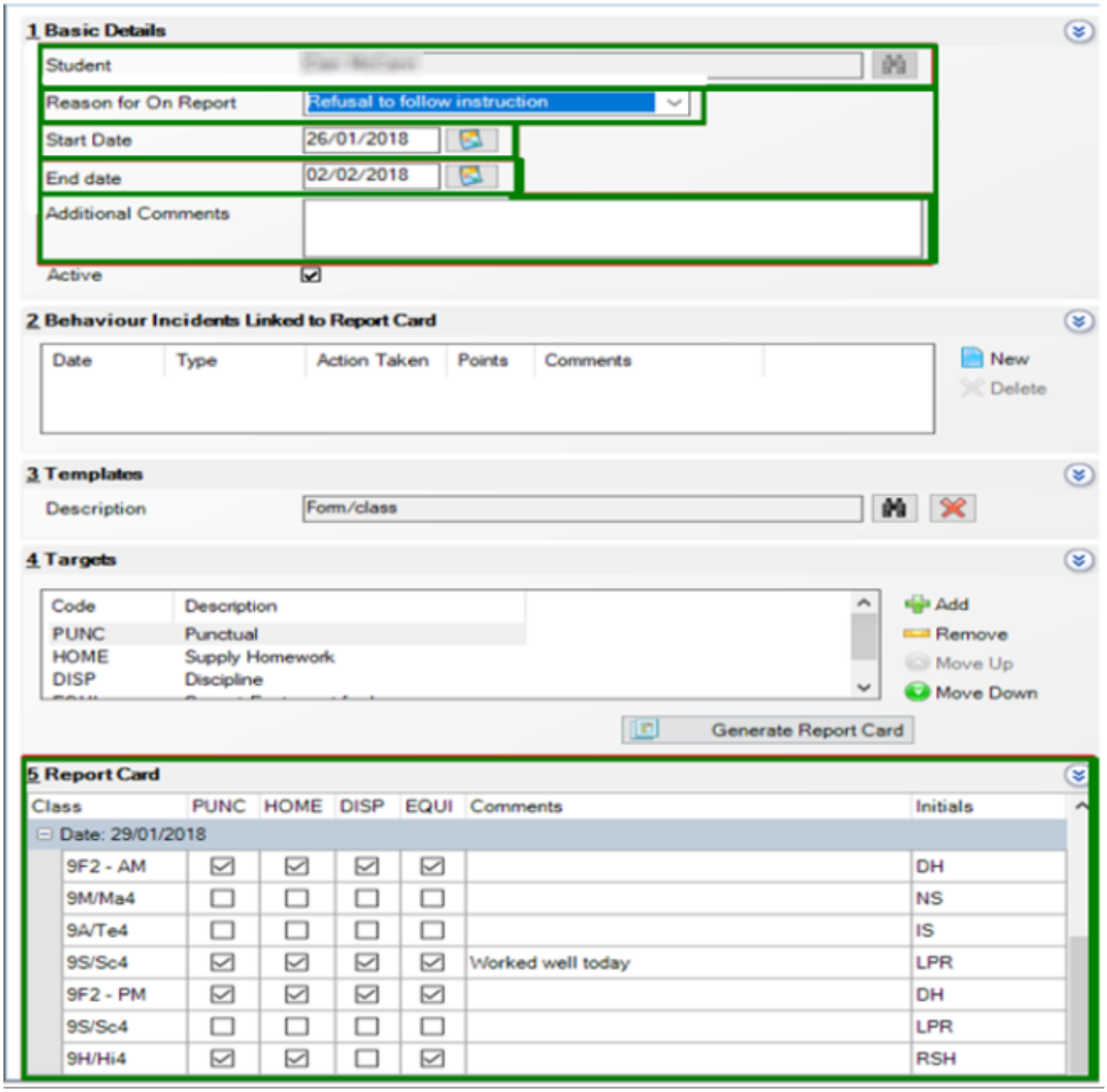


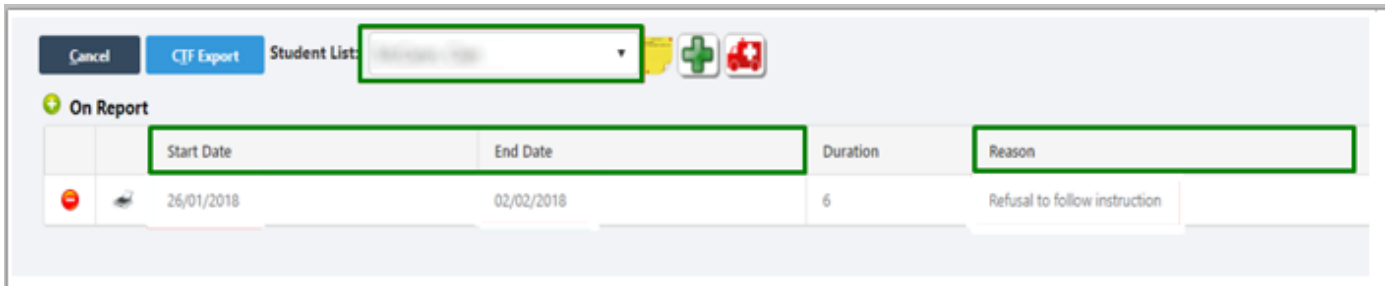


2.36 Student On Report

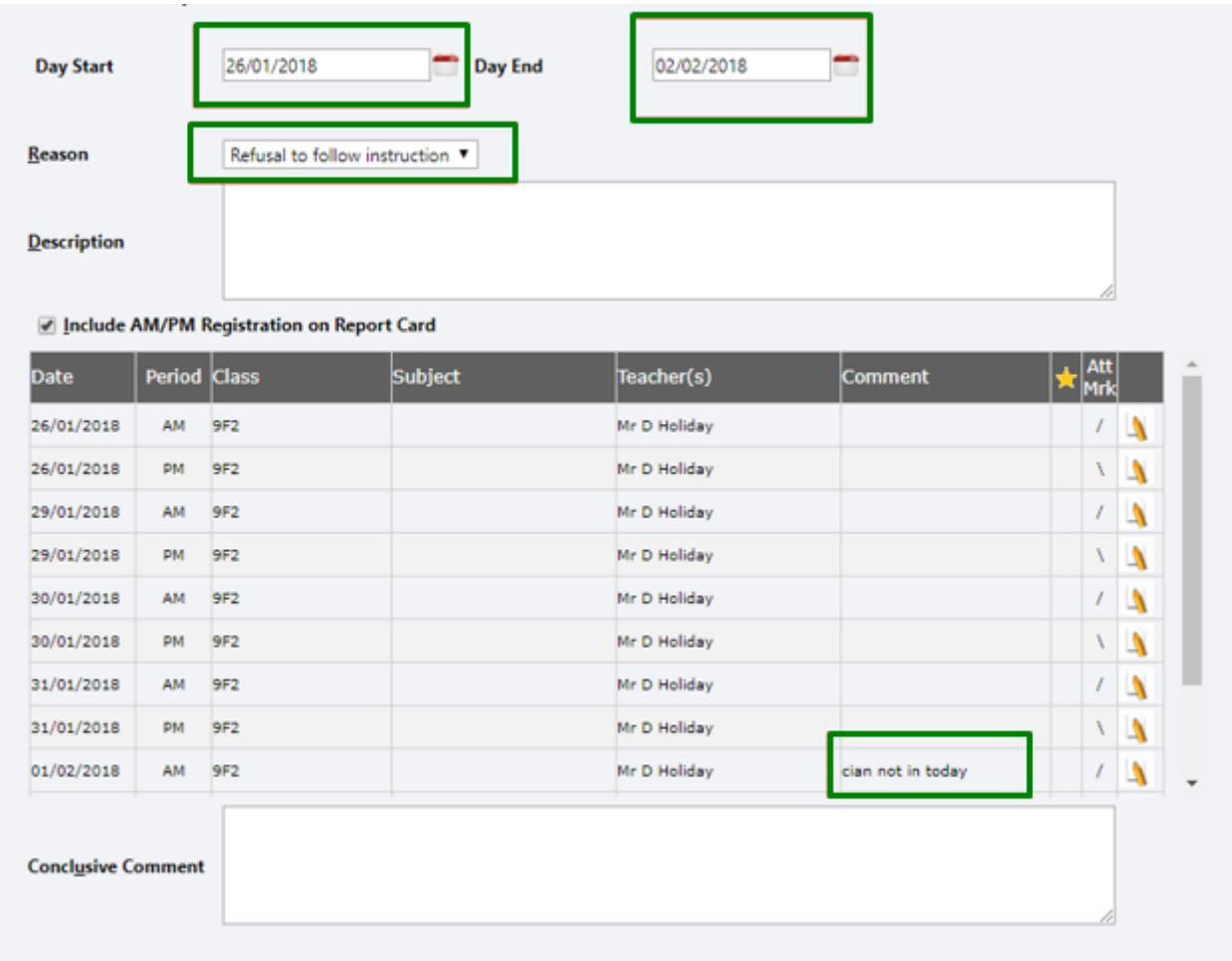
Reference	Data Item Name	Data Item Description
2.36.01	ReasonName	
2.36.02	ReasonDescription	
2.36.03	ReportStartDate	
2.36.04	ReportEndDate	
2.36.05	OnReportComment	
2.36.06	ReportCardStartDate	
2.36.07	ReportCardEndDate	
2.36.08	Period	
2.36.09	ClassName	
2.36.10	ReportCardComment	

Migration Scope for SIMS





Migration Scope for SIMS

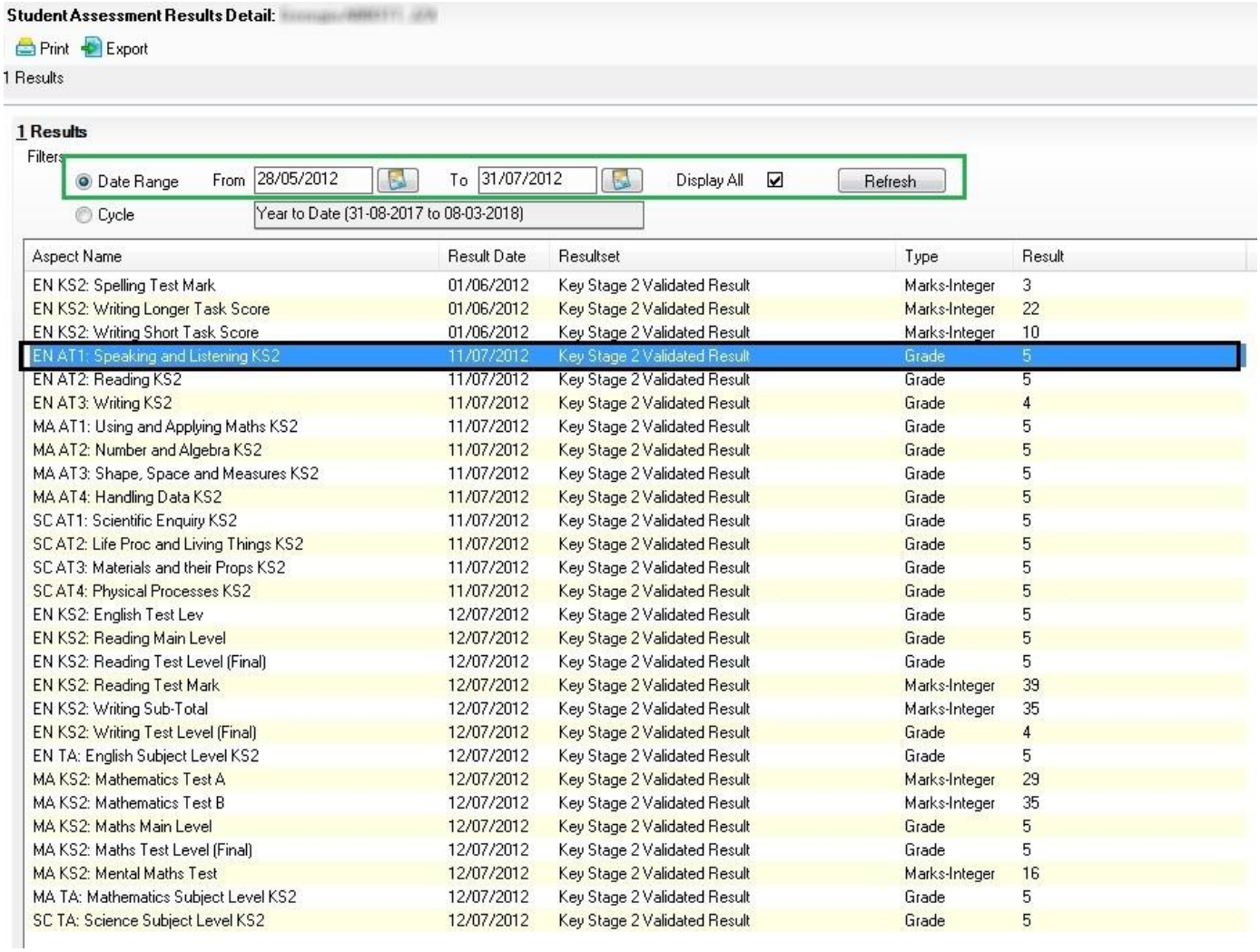


Testing Note(s):

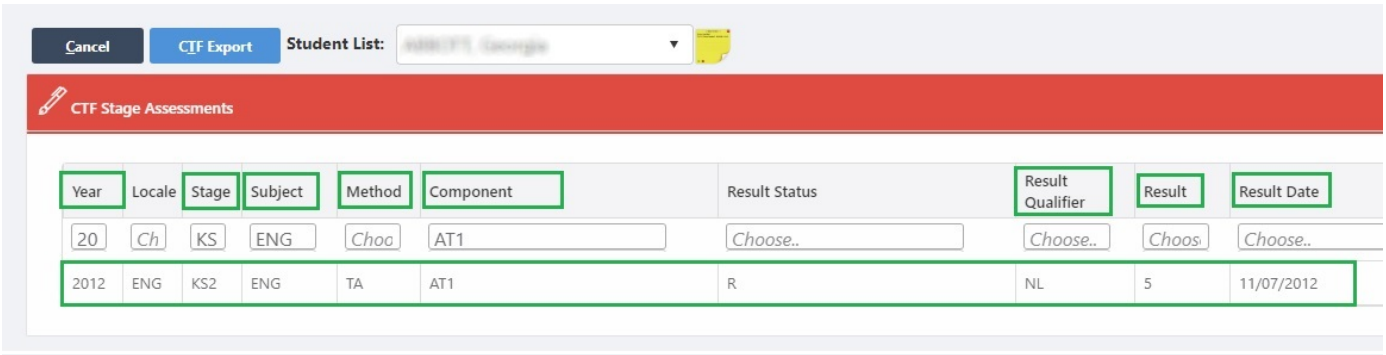
- Focus > Behaviour Management > Report Card > Search Student > Open (SIMS)
- Refer Student > On Report > Open Record (MIS)

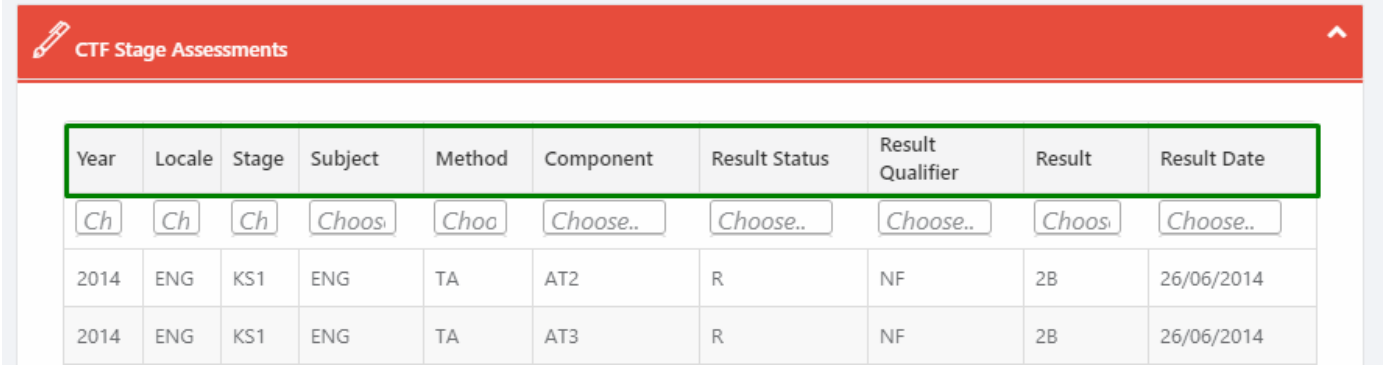
2.37 Student Stage Assessment

Reference	Data Item Name		Data Item Description
2.37.01	Result		Result of Stage Assessment (should be within Valid Entries)
2.37.02	Result Date		Result Date
2.37.03	Stage		Stage
2.37.04	Year		Year
2.37.05	Subject		Subject
2.37.06	Method		Method
2.37.07	Component		Component
2.37.08	Result Qualifier		Result Qualifier
2.37.09	Locale		Locale (is not visible in SIMS UI)



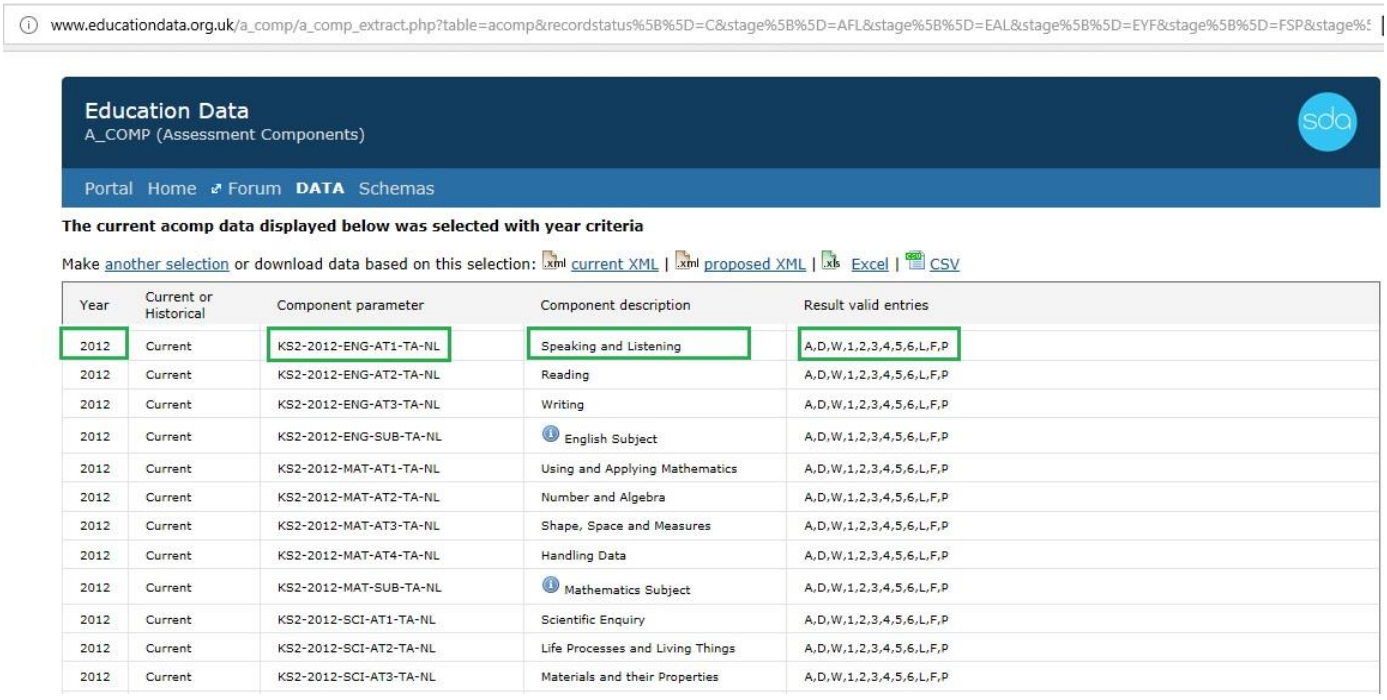
Migration Scope for SIMS





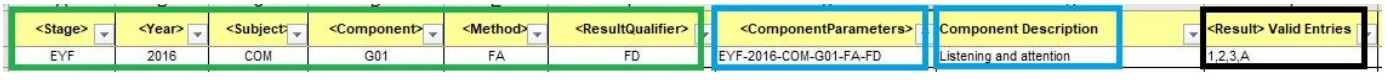
CTF Stage Assessments

Year	Locale	Stage	Subject	Method	Component	Result Status	Result Qualifier	Result	Result Date
Ch	Ch	Ch	Choos	Choo	Choose..	Choose..	Choose..	Choos	Choose..
2014	ENG	KS1	ENG	TA	AT2	R	NF	2B	26/06/2014
2014	ENG	KS1	ENG	TA	AT3	R	NF	2B	26/06/2014



Year	Current or Historical	Component parameter	Component description	Result valid entries
2012	Current	KS2-2012-ENG-AT1-TA-NL	Speaking and Listening	A,D,W,1,2,3,4,5,6,L,F,P
2012	Current	KS2-2012-ENG-AT2-TA-NL	Reading	A,D,W,1,2,3,4,5,6,L,F,P
2012	Current	KS2-2012-ENG-AT3-TA-NL	Writing	A,D,W,1,2,3,4,5,6,L,F,P
2012	Current	KS2-2012-ENG-SUB-TA-NL	English Subject	A,D,W,1,2,3,4,5,6,L,F,P
2012	Current	KS2-2012-MAT-AT1-TA-NL	Using and Applying Mathematics	A,D,W,1,2,3,4,5,6,L,F,P
2012	Current	KS2-2012-MAT-AT2-TA-NL	Number and Algebra	A,D,W,1,2,3,4,5,6,L,F,P
2012	Current	KS2-2012-MAT-AT3-TA-NL	Shape, Space and Measures	A,D,W,1,2,3,4,5,6,L,F,P
2012	Current	KS2-2012-MAT-AT4-TA-NL	Handling Data	A,D,W,1,2,3,4,5,6,L,F,P
2012	Current	KS2-2012-MAT-SUB-TA-NL	Mathematics Subject	A,D,W,1,2,3,4,5,6,L,F,P
2012	Current	KS2-2012-SCI-AT1-TA-NL	Scientific Enquiry	A,D,W,1,2,3,4,5,6,L,F,P
2012	Current	KS2-2012-SCI-AT2-TA-NL	Life Processes and Living Things	A,D,W,1,2,3,4,5,6,L,F,P
2012	Current	KS2-2012-SCI-AT3-TA-NL	Materials and their Properties	A,D,W,1,2,3,4,5,6,L,F,P

Component Parameter structure is formed by <Stage>, <Year>, <Subject>, <Component>, <Method> and <ResultQualifier> as shown below



<Stage>	<Year>	<Subject>	<Component>	<Method>	<ResultQualifier>	<ComponentParameters>	Component Description	<Result> Valid Entries
EYF	2016	COM	G01	FA	FD	EYF-2016-COM-G01-FA-FD	Listening and attention	1,2,3,A

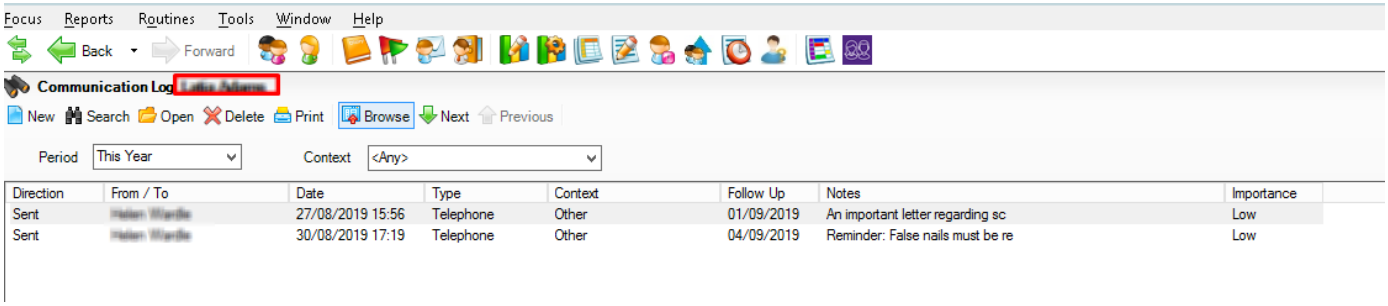
Testing Note(s):

- Focus > Student > Student Details > Links > Assessment (SIMS)
- Student > Links > Assessment (SIMS) [to check for valid date range based on selected student]
- Student Details > Student > Assessment tab > CTF Stage Assessments [to check for all valid **Stages** (**FSP, EYFS, KS1, KS2, KS3**) based on selected student]
- Data to be verified against Assessment Components (A_COMP) data by making relevant selection of Key Stages/Years/Subjects from: http://www.educationdata.org.uk/a_comp/a_comp_select.php?table=acomp
- Refer screenshots below for additional help

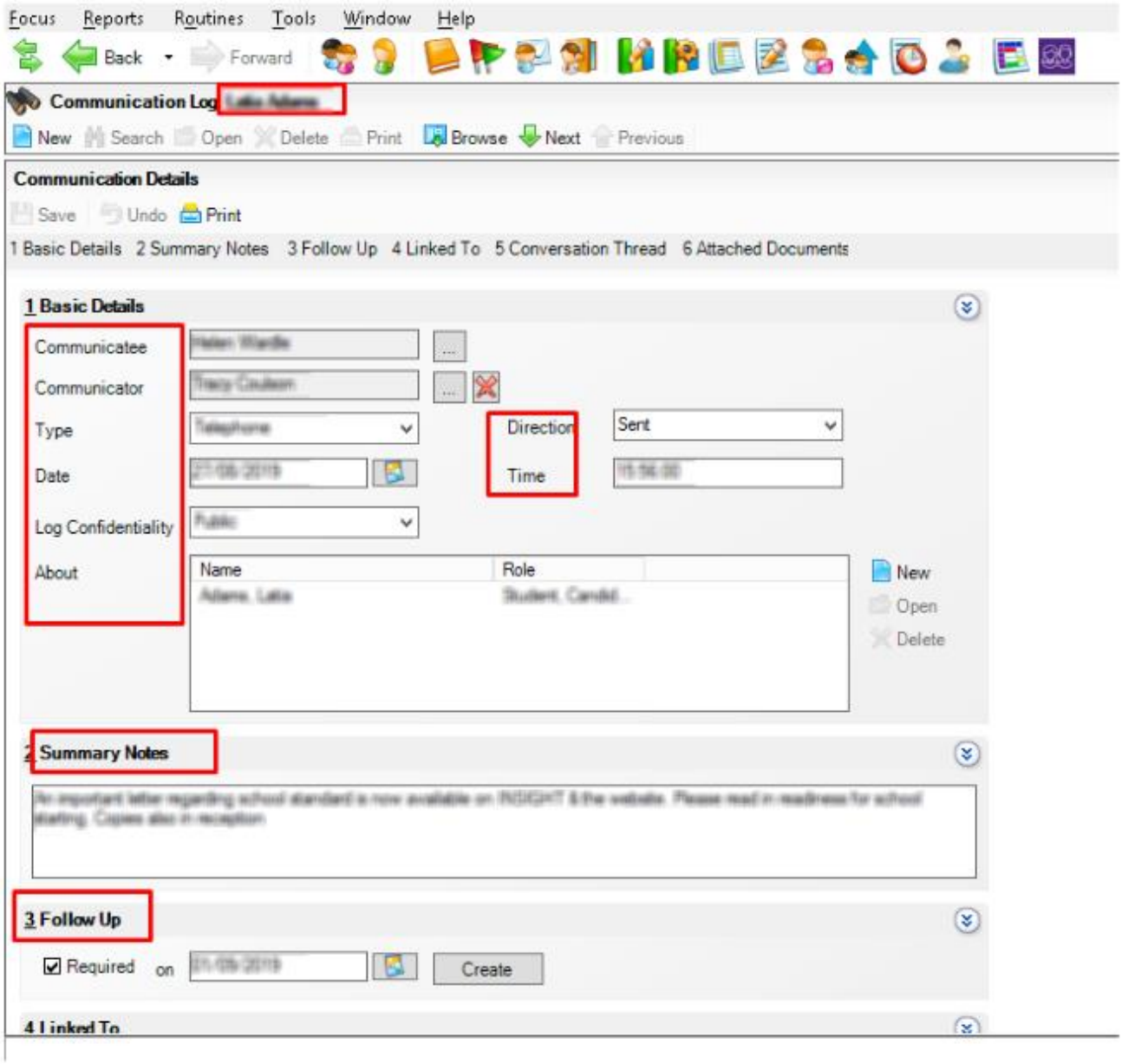
2.38 Student Communication Log

Reference	Data Item Name		Data Item Description
2.38.01	communicate		
2.38.02	Communicator		
2.38.03	Type Direction		
2.38.04	Date		
2.38.05	Time		
2.38.06	Follow Up		

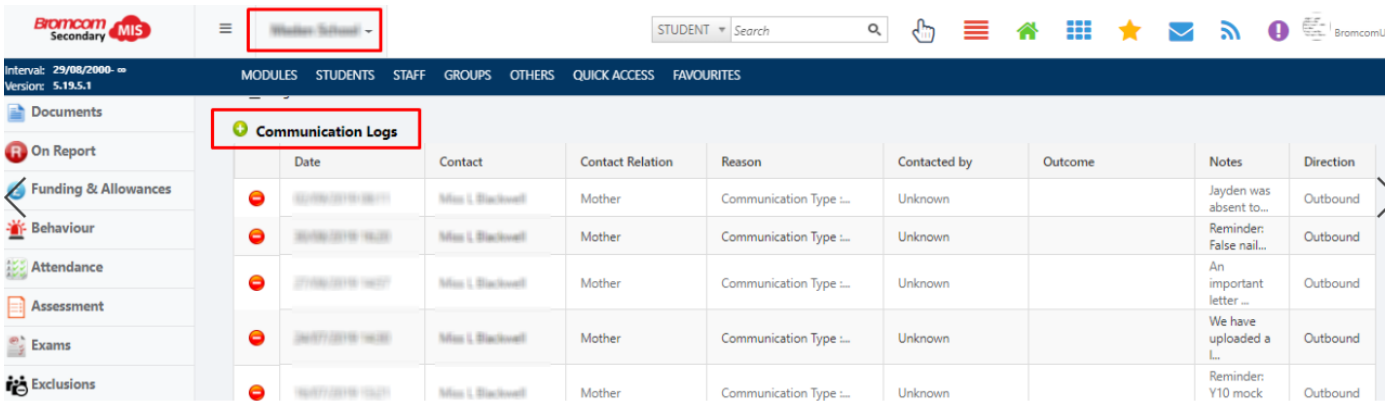
SIMS Path

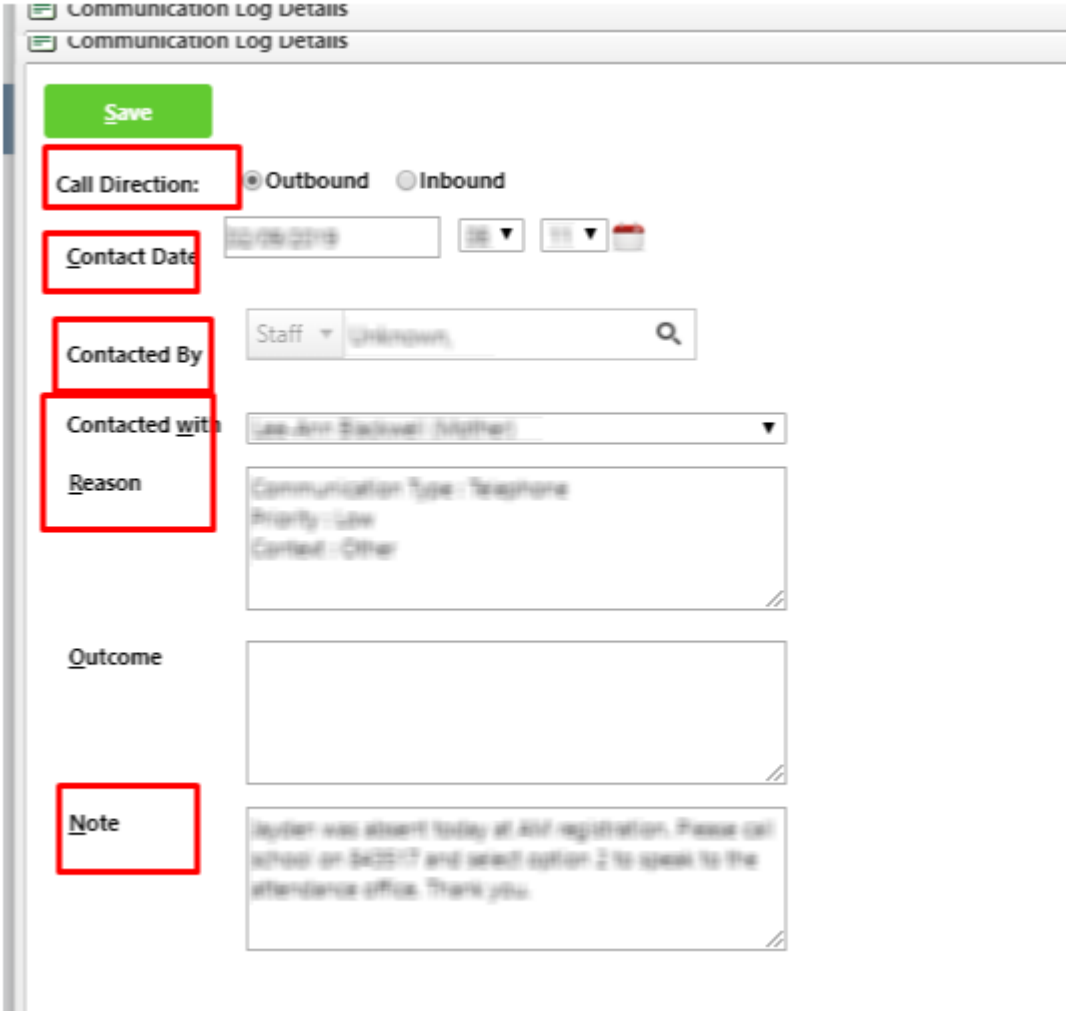


Migration Scope for SIMS



MIS





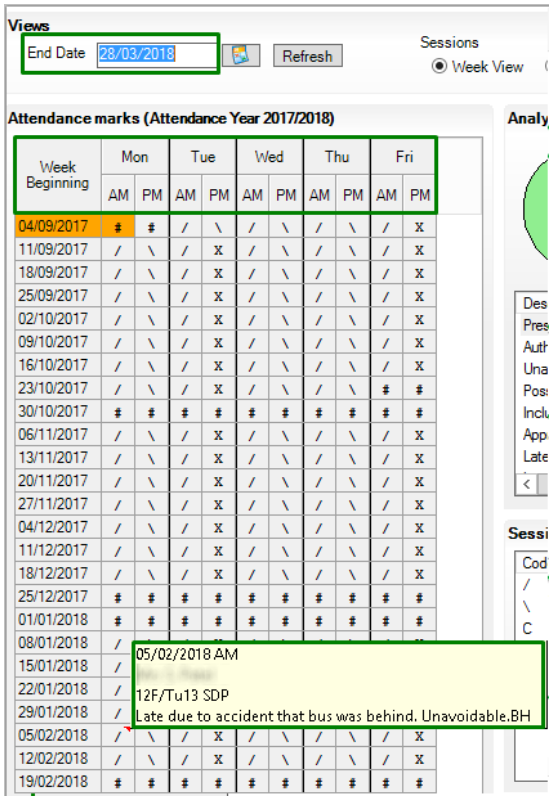
Testing Note(s):

- Student > View student > Links > communication log. (SIMS)
- Student > View student record > Contacts > Communication log. (MIS)

3 ATTENDANCE

3.1 AM/PM Attendance

Reference	Data Item Name	Data Item Description
3.1.01	AttDate	
3.1.02	LinkedGroup	
3.1.03	Mark	
3.1.04	MinutesLate	
3.1.05	SessionName	
3.1.06	Comments	



Migration Scope for SIMS

For: 006210 [redacted]

Yr/Tr/Wk Wk Begin	Pos	Pr	%	Mon A	Mon P	Tu A	Tu P	Wed A	Wed P	Th A	Th P	Fri A	Fri P
2016/1/01 04/09/16	8	8	100	$	$	/	\	/	\	/	\	/	\
2016/1/02 11/09/16	10	10	100	/	\	/	\	/	\	/	\	/	\
2016/1/03 18/09/16	10	10	100	V	V	/	\	/	\	/	\	/	\
2016/1/04 25/09/16	10	10	100	/	\	/	\	/	\	/	\	/	\
2016/1/05 02/10/16	10	9	90	/	\	O	\	/	\	/	\	/	\
2016/1/06 09/10/16	10	10	100	/	\	/	\	/	\	/	\	/	\
2016/1/07 16/10/16	10	10	100	/	\	/	\	/	\	/	\	/	\
2016/1/09 30/10/16	8	8	100	$	$	/	\	/	\	/	\	/	\
2016/1/10 06/11/16	10	10	100	/	\	/	\	/	\	/	\	/	\
2016/1/11 13/11/16	10	10	100	/	\	/	\	/	\	/	\	/	\
2016/1/12 20/11/16	10	10	100	/	\	/	\	/	\	/	\	/	\
2016/1/13 27/11/16	10	10	100	/	\	/	\	/	\	/	\	/	\
2016/1/14 04/12/16	10	10	100	/	\	/	\	/	\	/	\	/	\
2016/1/15 11/12/16	10	10	100	/	\	/	\	/	\	/	\	/	\
2016/2/01 01/01/17	8	8	100	#	#	/	\	/	\	/	\	/	\
2016/2/02 08/01/17	10	10	100	/	\	/	\	/	\	/	\	/	\
2016/2/03 15/01/17	10	10	100	/	\	/	\	/	\	/	\	/	\
2016/2/04 22/01/17	10	10	100	/	\	/	\	/	\	/	\	/	\
2016/2/05 29/01/17	10	10	100	/	\	/	\	/	\	/	\	/	\
2016/2/06 05/02/17	10	10	100	/	\	/	\	/	\	/	\	/	\
2016/2/07 12/02/17	10	10	100	/	\	/	\	/	\	B	B	/	\

Commented Attendance Report

[redacted]

Register Date From: 03/09/2018 To: 02/04/2019

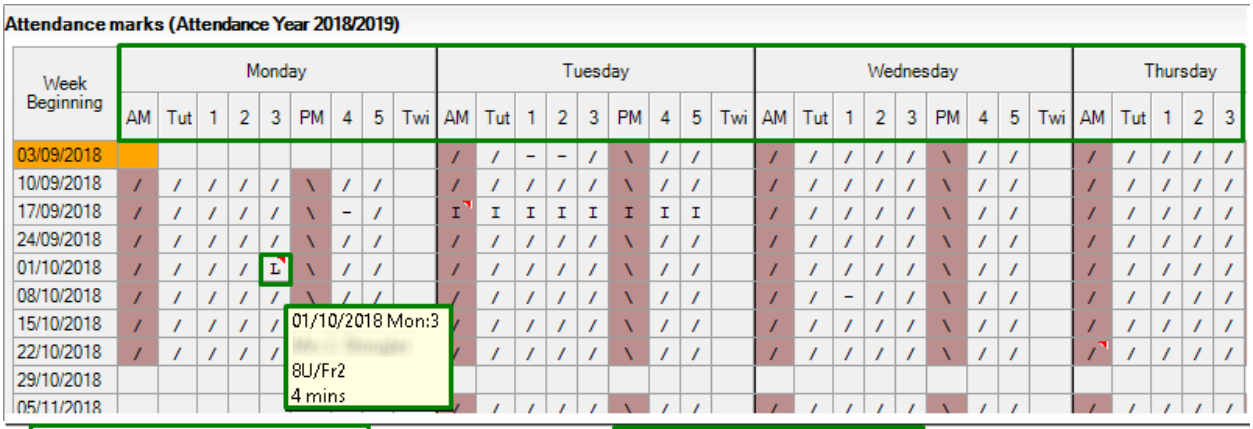
Class	Student	Register Date	Period	Mark	Comment	Commenter
12Br/Tu1	[redacted]	04/09/2018	2	/	Kept behind and had a word about puntuality and attendance. LMA	[redacted]
11Tu/11H	[redacted]	05/09/2018	1	/	L4L - Presentation by L Aitken on Achievement File	[redacted]

Testing Note(s):

- Student > Links > Attendance (Current Year – whole academic year) and (for entire date range ex – 5 years) (SIMS)
- Refer Attendance > Reports > Student Attendance (MIS)
- Refer Attendance > Reports> Commented Attendance (MIS) {to check comments}
- Current/latest Year: (MIS) Attendance marks for future should show '?' marks in Registers – which indicates Classes/Groups are present. This is to make sure Timetables exist until the end of year

3.2 Class Attendance

Reference	Data Item Name	Data Item Description
3.2.01	AttDate	
3.2.02	LinkedGroup	
3.2.03	Mark	
3.2.04	MinutesLate	
3.2.05	PeriodName	
3.2.06	Comments	



Attendance marks (Attendance Year 2018/2019)

Week Beginning	Monday									Tuesday									Wednesday									Thursday				
	AM	Tut	1	2	3	PM	4	5	Twi	AM	Tut	1	2	3	PM	4	5	Twi	AM	Tut	1	2	3	PM	4	5	Twi	AM	Tut	1	2	3
03/09/2018										/	/	-	-	/	\	/	/		/	/	/	/	/	\	/	/		/	/	/	/	/
10/09/2018	/	/	/	/	/	\	/	/		/	/	/	/	/	\	/	/		/	/	/	/	/	\	/	/		/	/	/	/	/
17/09/2018	/	/	/	/	/	\	-	/		I	I	I	I	I	I	I	I		/	/	/	/	/	\	/	/		/	/	/	/	/
24/09/2018	/	/	/	/	/	\	/	/		/	/	/	/	/	\	/	/		/	/	/	/	/	\	/	/		/	/	/	/	/
01/10/2018	/	/	/	/	L	\	/	/		/	/	/	/	/	\	/	/		/	/	/	/	/	\	/	/		/	/	/	/	/
08/10/2018	/	/	/	/	/	\	/	/		/	/	/	/	/	\	/	/		/	/	-	/	/	\	/	/		/	/	/	/	/
15/10/2018	/	/	/	/	/					/	/	/	/	/	\	/	/		/	/	/	/	/	\	/	/		/	/	/	/	/
22/10/2018	/	/	/	/	/					/	/	/	/	/	\	/	/		/	/	/	/	/	\	/	/		/	/	/	/	/
29/10/2018																																
05/11/2018										/	/	/	/	/	\	/	/		/	/	/	/	/	\	/	/		/	/	/	/	/

01/10/2018 Mon:3
8U/Fr2
4 mins

For: 008004 [redacted] **Tutor Group:** 12M/TuNH

				Mon										Tu										Wed										Th										Fri							
Yr/Tr/Wk	Wk Begin	Pos	Pr	%	A	1	2	3	4	P	5	6	7	A	1	2	3	4	P	5	6	7	A	1	2	3	4	P	5	6	7	A	1	2	3	4	P	5	6	7	A	1	2	3	4	P	5	6	7
2018/1/01	02/09/18	16	16	100	$	$	$	$	$	$	$	$	$	X	-	-	-	-	X	-	-	-	/	-	/	/	-	\	/	/	-	/	-	/	/	/	X	-	-	-	L	-	L	/	-	\	/	/	-
2018/1/02	09/09/18	24	24	100	/	-	/	/	/	\	/	/	-	X	-	-	-	-	X	-	-	-	/	-	/	/	-	\	/	/	-	/	-	/	/	/	X	-	-	-	/	-	/	/	/	\	/	/	-
2018/1/03	16/09/18	24	24	100	/	-	/	/	/	\	/	/	-	X	-	-	-	-	X	-	-	-	/	-	/	/	-	\	/	/	-	/	-	/	/	/	X	-	-	-	/	-	/	/	/	\	/	/	-
2018/1/04	23/09/18	24	23	96	L	-	L	/	/	L	L	/	/	-	L	-	L	M	-	X	-	-	-	X	-	-	-	\	/	/	-	/	-	/	/	/	\	/	/	-	/	-	/	/	/	X	-	-	-
2018/1/05	30/09/18	20	20	100	/	-	/	/	/	\	/	/	-	/	-	/	/	-	X	-	-	-	X	-	-	-	\	/	/	-	/	-	/	/	/	\	/	/	-	$	$	$	$	$	$	$	$	$
2018/1/06	07/10/18	24	24	100	L	-	L	/	/	\	/	/	-	/	-	/	/	-	X	-	-	-	X	-	-	-	\	/	/	-	/	-	/	/	/	\	/	/	-	L	-	L	/	/	X	-	-	-

Commented Attendance Report

[redacted]

Register Date From: 03/09/2018 To: 02/04/2019

Class	Student	Register Date	Period	Mark	Comment	Commenter
12Br/Tu1	[redacted]	04/09/2018	2	/	Kept behind and had a word about puntuality and attendance. LMA	[redacted]
11Tu/11H	[redacted]	05/09/2018	1	/	L4L - Presentation by L Aitken on Achievement File	[redacted]

Testing Note(s):

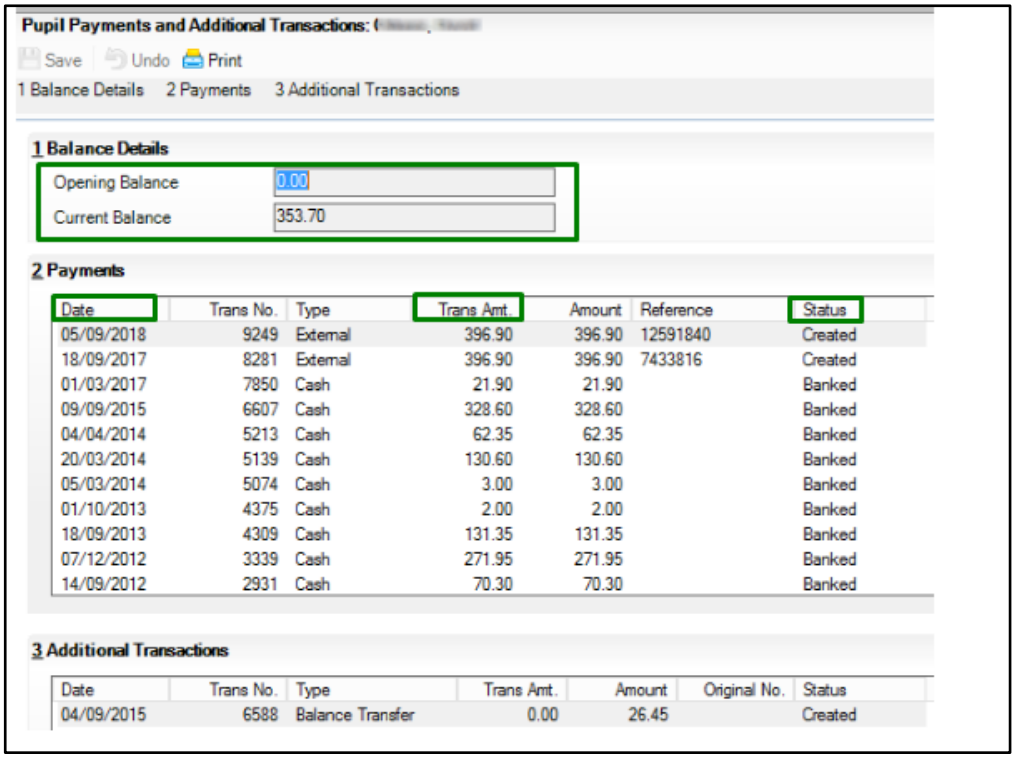
- Student > Links > Attendance (Current Year – whole academic year) and (for entire date range ex – 5 years) (SIMS)
- Refer Attendance > Reports > Student Attendance (MIS)
- Refer Attendance > Reports> Commented Attendance (MIS) {to check comments}
- Current/latest Year: (MIS) Attendance marks for future should show '?' marks in Registers – which indicates Classes/Groups are present. This is to make sure Timetables exist until the end of year

4 DINNER MONEY

4.1 Dinner Payments

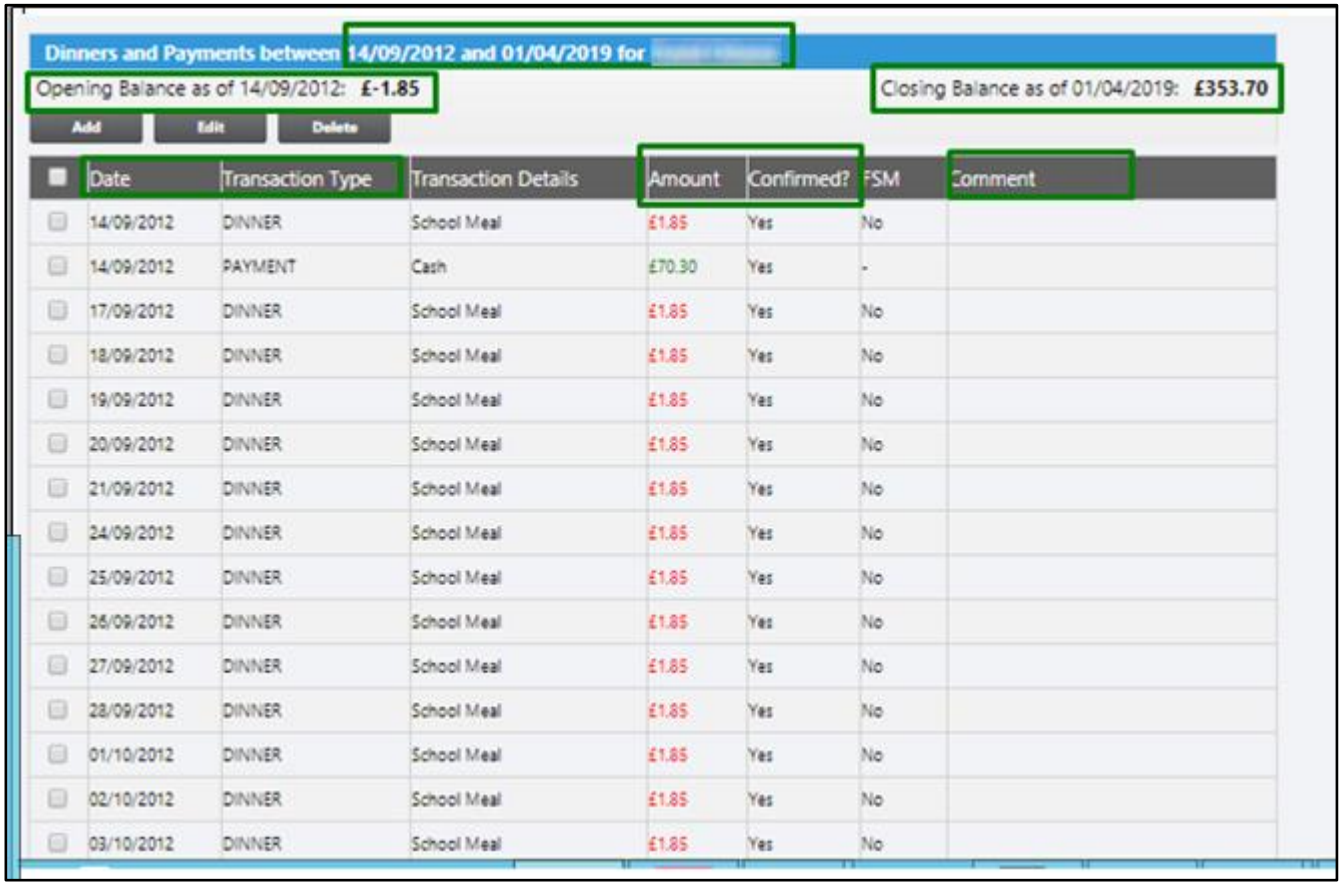
Reference	Data Item Name	Data Item Description
4.1.01	Comment	
4.1.02	IsConfirmed	
4.1.03	PaymentType	
4.1.04	TransactionAmount	
4.1.05	TransactionDate	
4.1.06	line_amount	
4.1.07	LinkedPerson	
4.1.08	Opening Balance	

SIMS > Student > Links > Dinner Money Financials



MIS > Dinner> Account Balance

Migration Scope for SIMS



Date	Transaction Type	Transaction Details	Amount	Confirmed?	FSM	Comment
14/09/2012	DINNER	School Meal	£1.85	Yes	No	
14/09/2012	PAYMENT	Cash	£70.30	Yes	-	
17/09/2012	DINNER	School Meal	£1.85	Yes	No	
18/09/2012	DINNER	School Meal	£1.85	Yes	No	
19/09/2012	DINNER	School Meal	£1.85	Yes	No	
20/09/2012	DINNER	School Meal	£1.85	Yes	No	
21/09/2012	DINNER	School Meal	£1.85	Yes	No	
24/09/2012	DINNER	School Meal	£1.85	Yes	No	
25/09/2012	DINNER	School Meal	£1.85	Yes	No	
26/09/2012	DINNER	School Meal	£1.85	Yes	No	
27/09/2012	DINNER	School Meal	£1.85	Yes	No	
28/09/2012	DINNER	School Meal	£1.85	Yes	No	
01/10/2012	DINNER	School Meal	£1.85	Yes	No	
02/10/2012	DINNER	School Meal	£1.85	Yes	No	
03/10/2012	DINNER	School Meal	£1.85	Yes	No	

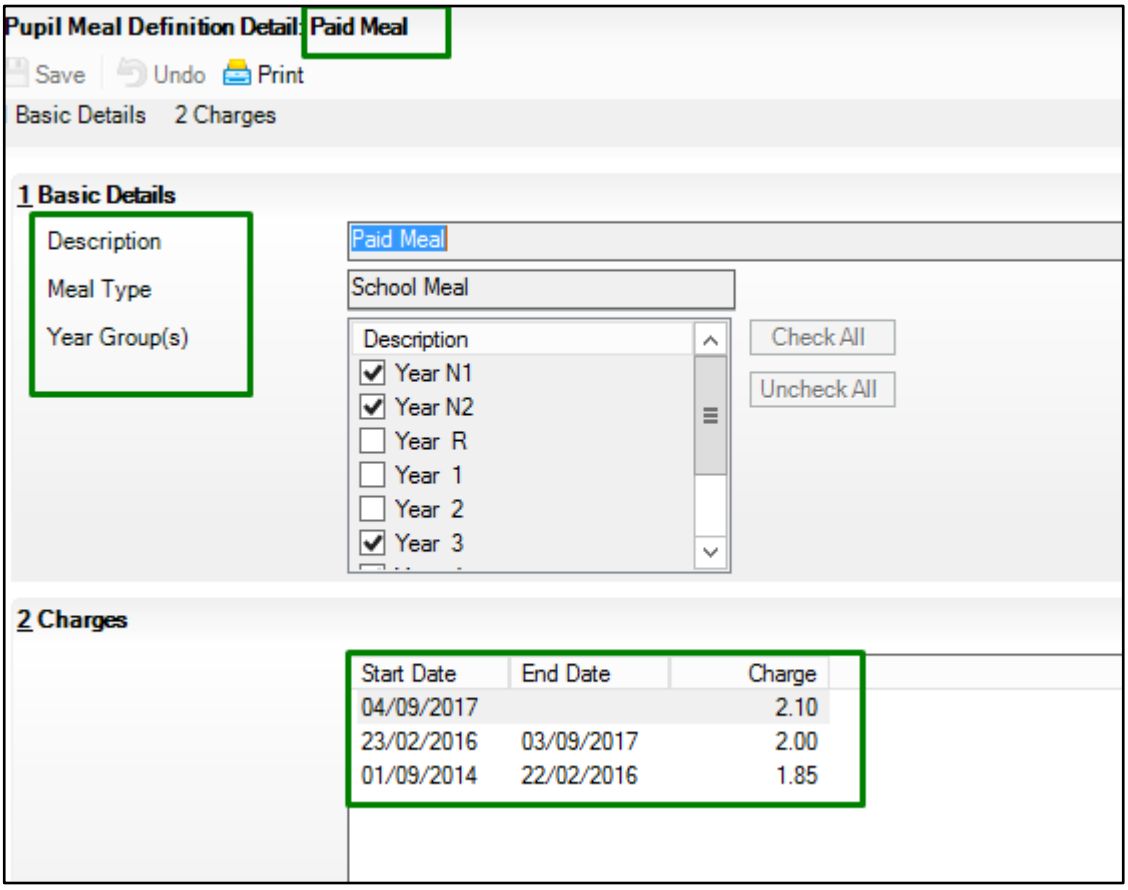
Testing Note(s):

- Refer Focus > Dinner Money > Pupil Payments(SIMS)/ Student > Links > Dinner Money financials (SIMS)
- Refer Focus > Dinner Money > Staff Payments(SIMS)/ Staff > Links > Dinner Money financials (SIMS)
- Refer Dinner > Account Balance (MIS)
- Refer Dinner > Reports > Dinner Numbers (MIS)

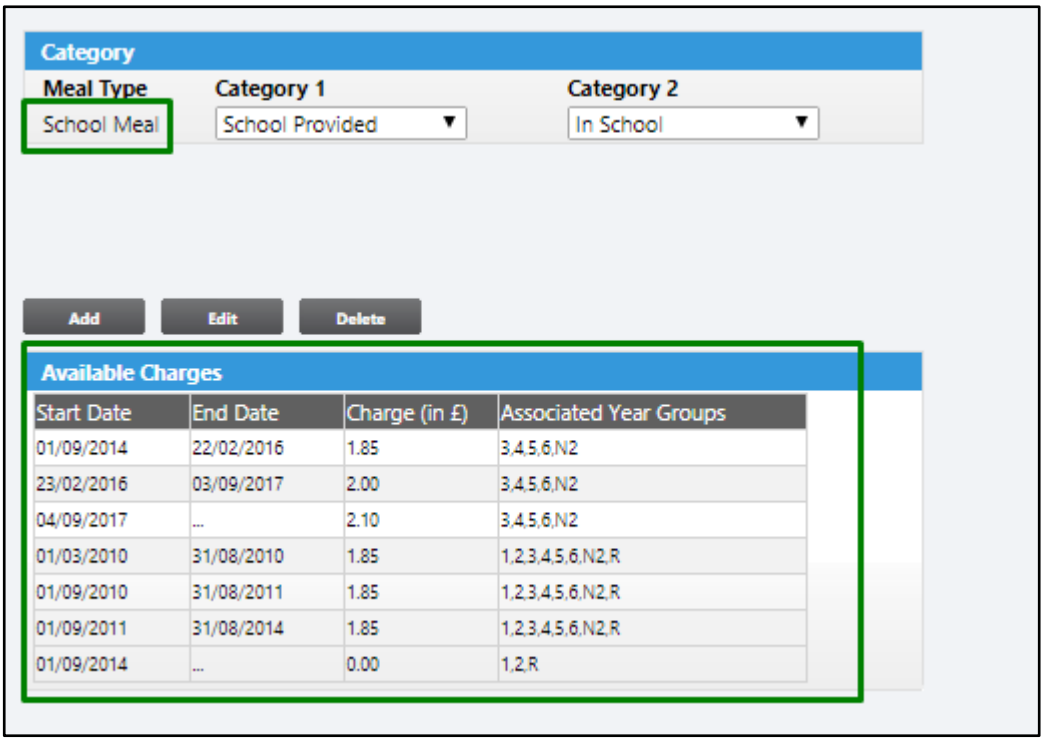
4.2 Dinner Meal Types and Costs

Reference	Data Item Name	Data Item Description
4.2.01	Meal Code	
4.2.02	Meal Description	
4.2.03	Meal Type	
4.2.04	Charge	
4.2.05	Start Date	
4.2.06	End Date	

SIMS > Tools > Dinner Money > Pupil/Staff Meal Definitions



MIS > Dinner > Maintenance > Student/Staff Meal Definitions



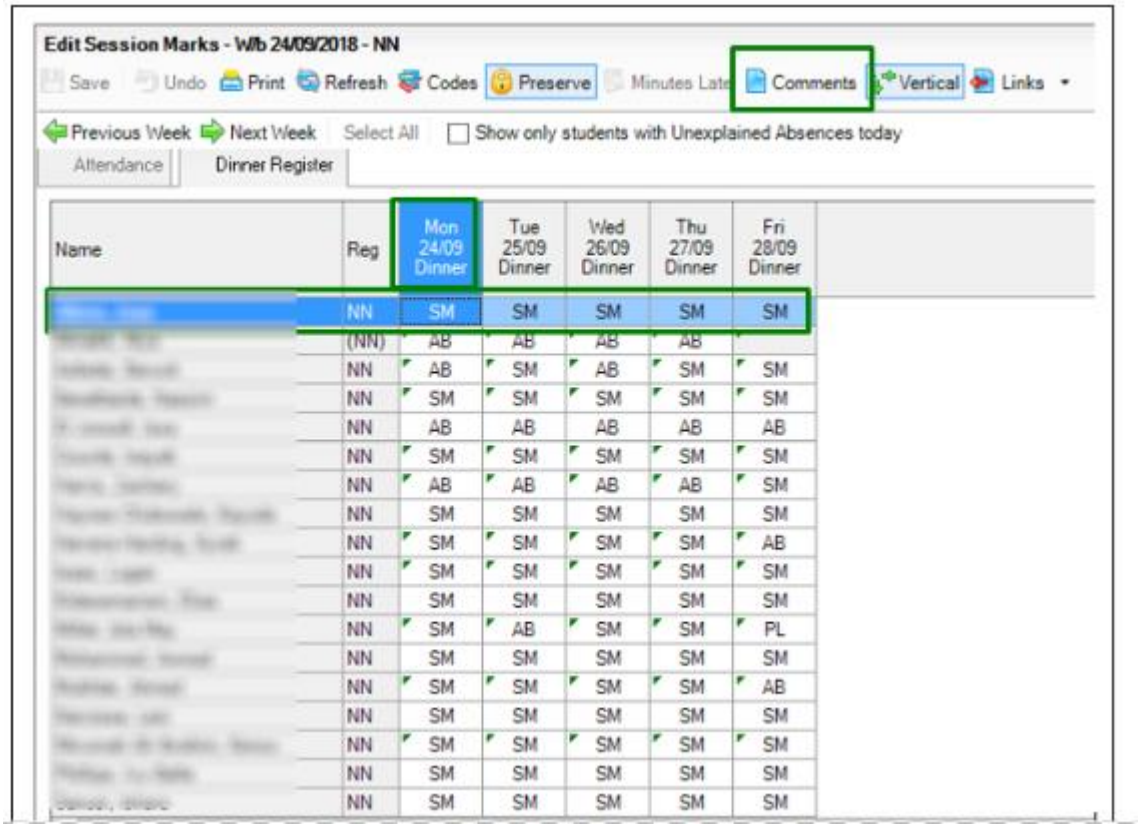
Testing Note(s):

- Refer Tools > Dinner Money > Pupil/Staff Meal Definitions (SIMS) / Student > Default Meal Pattern
- Refer Dinner > Maintenance > Student/Staff Meal Definitions (MIS)

4.3 Dinner Registers

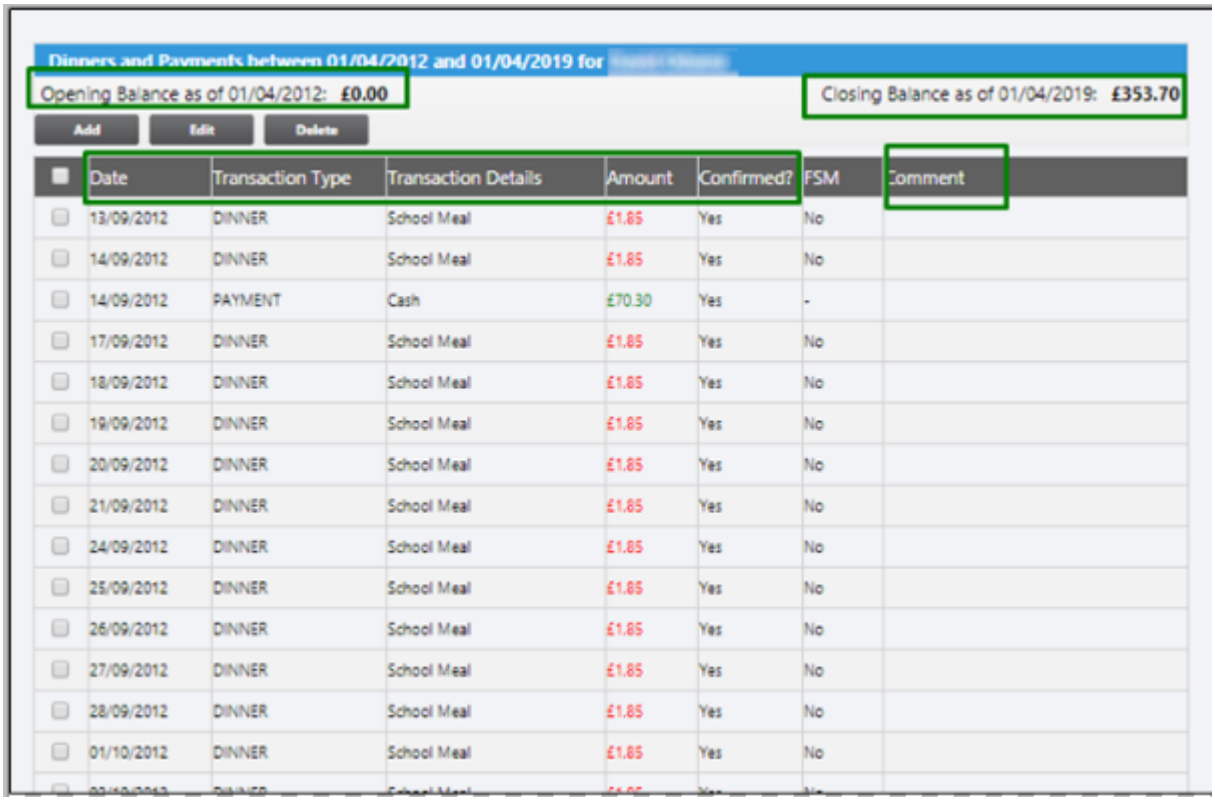
Reference	Data Item Name	Data Item Description
4.3.01	Comments	
4.3.02	MealDate	
4.3.03	MealType	
4.3.04	LinkedPerson	
4.3.05	PersonType	
4.3.06	IsProcessed	

SIMS > Focus > Dinner Money >Edit Pupil Meals/Staff Meals



MIS > Dinner> Account Balance

Migration Scope for SIMS



Dinners and Payments between 01/04/2012 and 01/04/2019 for

Opening Balance as of 01/04/2012: **£0.00**

Closing Balance as of 01/04/2019: **£353.70**

Add | Edit | Delete

Date	Transaction Type	Transaction Details	Amount	Confirmed?	FSM	Comment
13/09/2012	DINNER	School Meal	£1.85	Yes	No	
14/09/2012	DINNER	School Meal	£1.85	Yes	No	
14/09/2012	PAYMENT	Cash	£70.30	Yes	-	
17/09/2012	DINNER	School Meal	£1.85	Yes	No	
18/09/2012	DINNER	School Meal	£1.85	Yes	No	
19/09/2012	DINNER	School Meal	£1.85	Yes	No	
20/09/2012	DINNER	School Meal	£1.85	Yes	No	
21/09/2012	DINNER	School Meal	£1.85	Yes	No	
24/09/2012	DINNER	School Meal	£1.85	Yes	No	
25/09/2012	DINNER	School Meal	£1.85	Yes	No	
26/09/2012	DINNER	School Meal	£1.85	Yes	No	
27/09/2012	DINNER	School Meal	£1.85	Yes	No	
28/09/2012	DINNER	School Meal	£1.85	Yes	No	
01/10/2012	DINNER	School Meal	£1.85	Yes	No	

Testing Note(s):

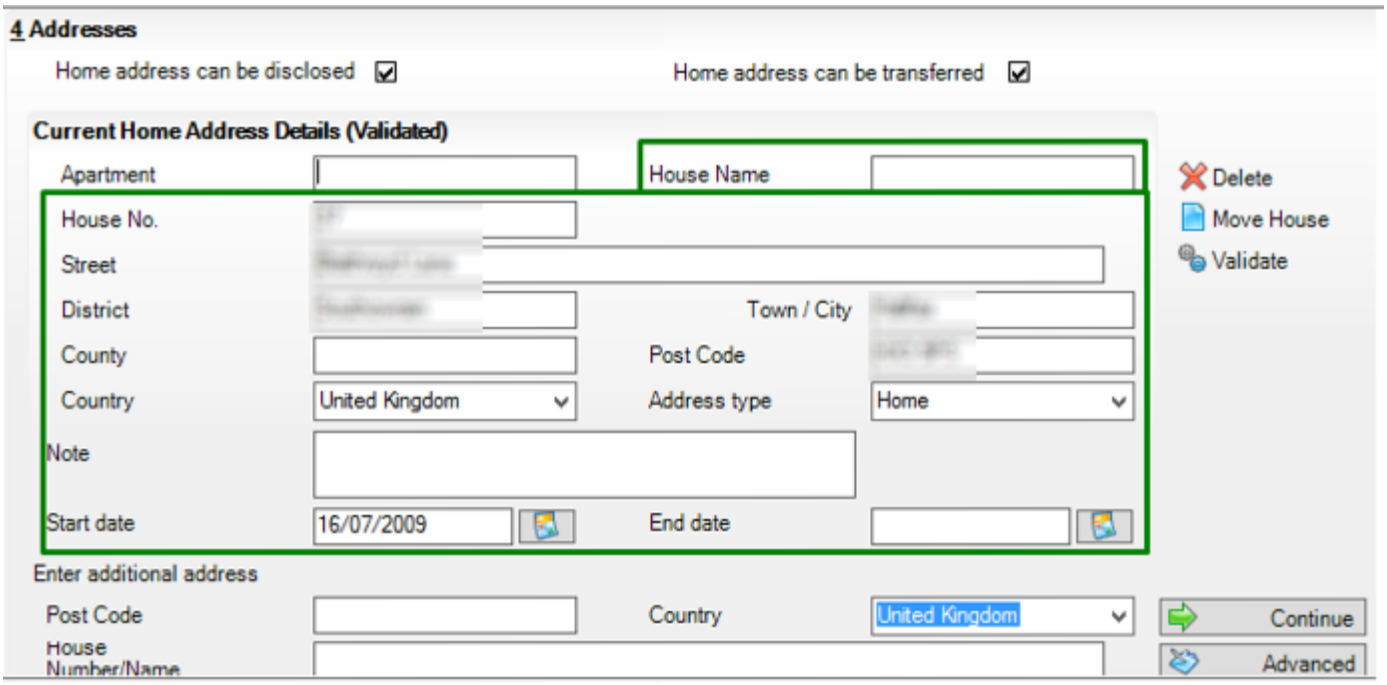
- Refer Focus > Dinner Money >Edit Pupil Meals (Current Year – whole academic year) and (for entire date range ex – 5 years) (SIMS)
- Refer Focus> Dinner Money> Record Staff Meals (Current Year – whole academic year) and (for entire date range ex – 5 years) (SIMS)
- Refer Dinner> Account Balance (MIS)
- Refer Dinner > Reports > Dinner Numbers (MIS)

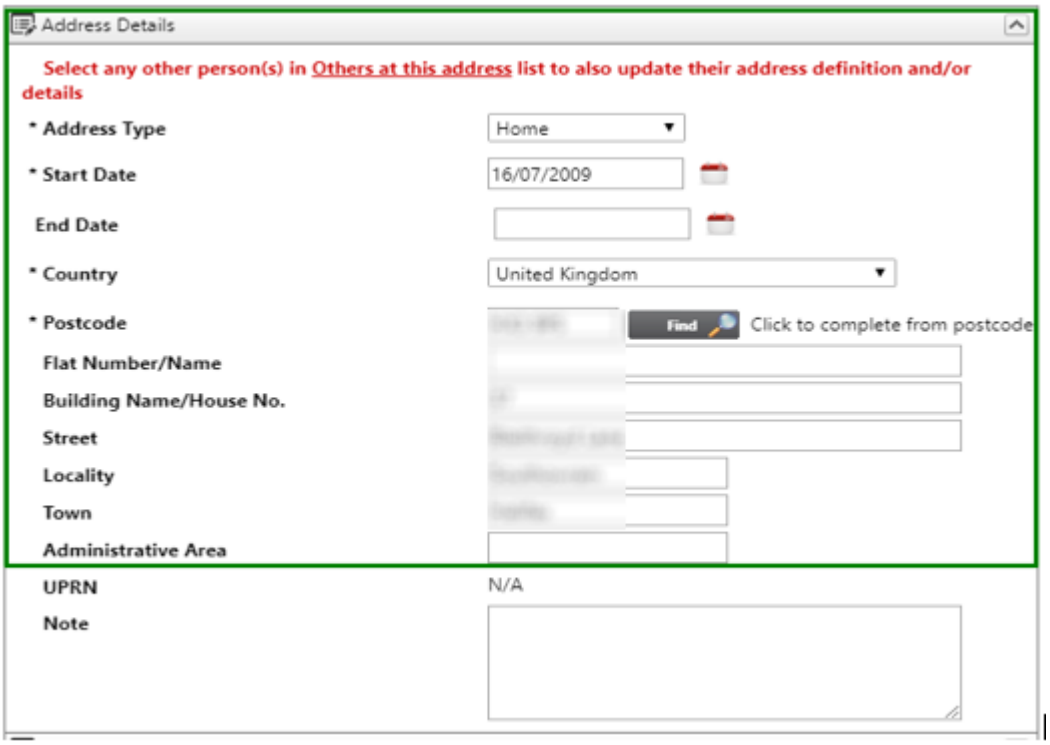
NOTE: If there's no Meal Type 'Category' assigned in MIS, then the Dinner Numbers report wouldn't show any data for Student(s). This needs to be assigned by the customer post migration Refer Dinner > Reports > Dinner Numbers (MIS)

5 OTHERS

5.1 Person Addresses (Student, Staff & Student Contacts)

Reference	Data Item Name	Data Item Description
5.2.01	AdministrativeArea	
5.2.02	BuildingNameNumber	
5.2.03	Country	
5.2.04	EndDate	
5.2.05	FlatNameNumber	
5.2.06	Locality	
5.2.07	Location	
5.2.08	Notes	
5.2.09	PostCode	
5.2.10	StartDate	
5.2.11	Street	
5.2.12	Town	



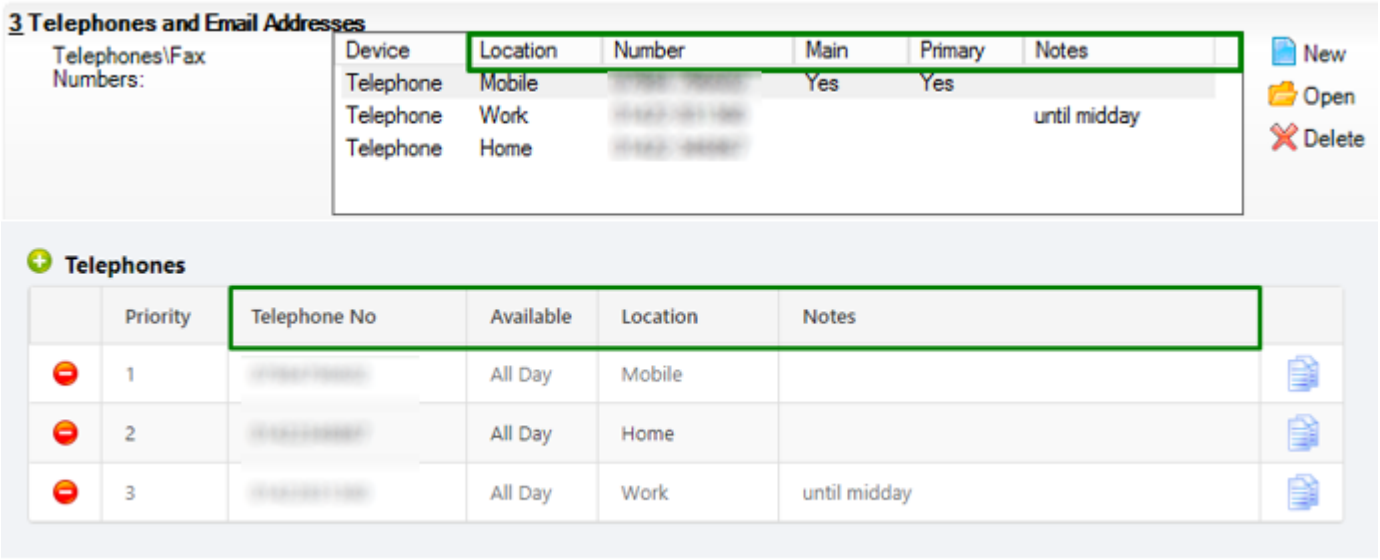


Testing Note(s):

- To be checked in Student; Staff; Contact Maintenance pages (also for 5.3, 5.4 and 5.5)
- Refer Student > Family Home > Addresses (SIMS)
- Refer People > Students > View Student Detail > Contacts > Addresses (MIS)

5.2 Person Telephones (Student, Staff & Contacts)

Reference	Data Item Name	Data Item Description
5.3.01	Location	
5.3.02	Main	
5.3.03	Notes	
5.3.04	PhoneNumber	

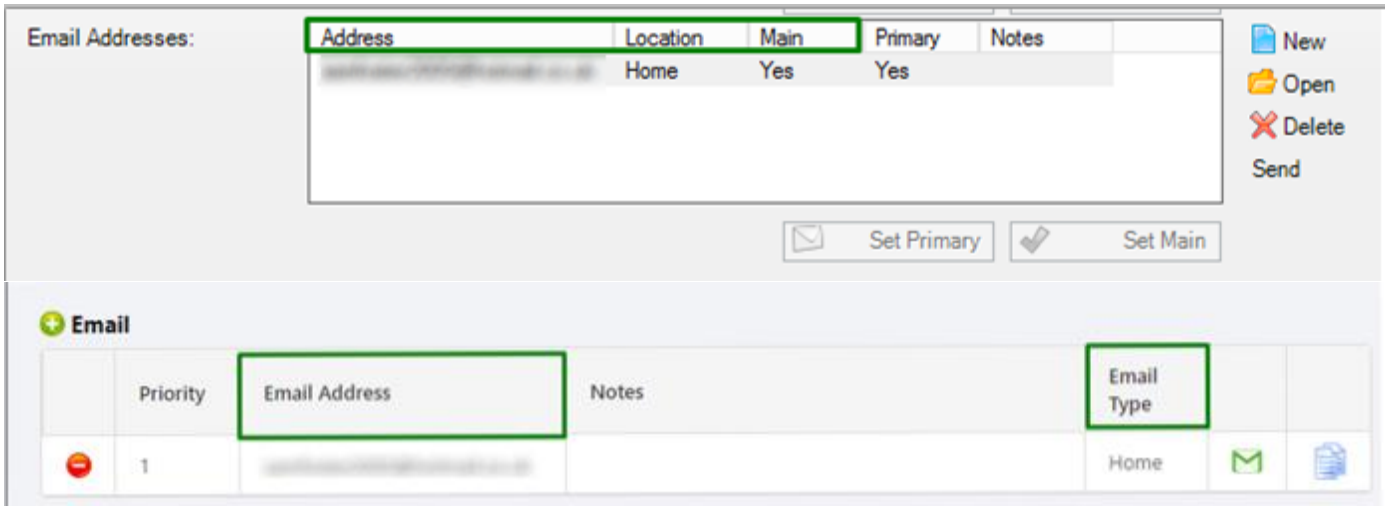


Testing Note(s):

- To be checked in Student; Staff; Contact Maintenance pages (also for 5.4 and 5.5)
- Refer Student > Family Home (SIMS) > Telephones and Email Addresses.
- Refer People> Students > View Student Detail > Contacts (MIS) > Telephones.

5.3 Person E-mail Addresses (Student, Staff & Contacts)

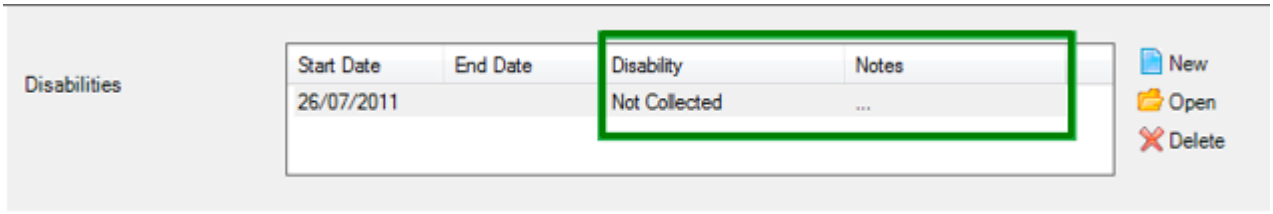
Reference	Data Item Name	Data Item Description
5.4.01	EmailAddress	
5.4.02	Location	
5.4.03	Main	

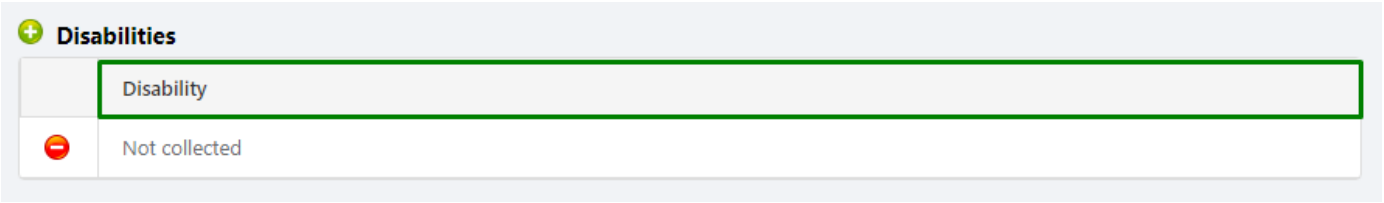


Testing Note(s):
- To be checked in Student; Staff; Contact Maintenance pages (also for 6.4 and 6.5)
- Refer Student> Family Home (SIMS)>Telephones and Email Addresses.
- Refer People> Students> View Student Detail> Contacts(MIS) >Email.

5.4 Person Disabilities (Student, Staff)

Reference	Data Item Name	Data Item Description
5.5.01	Disability Description	
5.5.02	Notes	





Testing Note(s):
- Refer People> Students> View Student Detail(MIS)
- Only 'active' disabilities are imported, as we do not have start/end dates for them in our MIS

5.5 Superannuations

Reference	Data Item Name	Data Item Description
5.6.01	Superannuation Code	
5.6.02	Supperannuation Description	
5.6.03	Application Date	
5.6.04	Superannuation Value	

Migration Scope for SIMS

Find Superannuation

New | Search | Open | Print | Browse | Next | Previous | Links

Scheme Code | Description

Code	Decription
0	NONE
LGSA	Local Government Superanuation
LGSC	Local Govt. Super.-Manual
NONE	None
SERP	SERPS
TEAC	Teachers

1 Superannuation

Scheme Code: LGSA | Scheme Description: Local Government Superanuation

Values

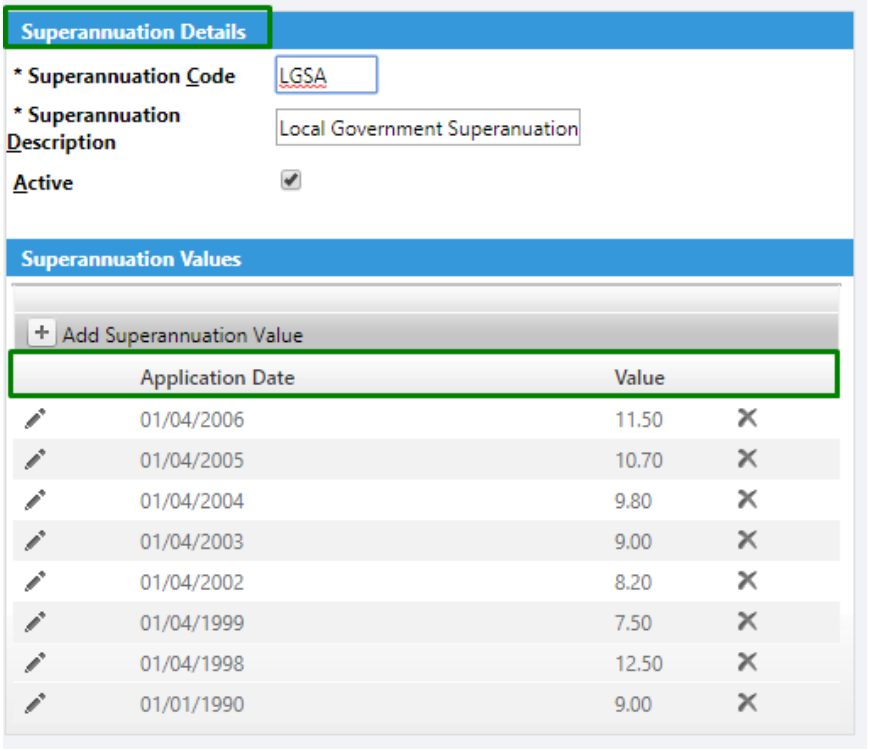
Application Date	Value
01/04/2006	11.50
01/04/2005	10.70
01/04/2004	9.80
01/04/2003	9.00
01/04/2002	8.20

New | Open | Delete

Superannuations

Code	Description	Value	Is Active
LGSA	Local Government Superanuation	11.50	Yes
LGSC	Local Govt. Super.-Manual	9.00	Yes
NONE	None	0.00	Yes
TEAC	Teachers	13.50	Yes
0	NONE		Yes

Migration Scope for SIMS



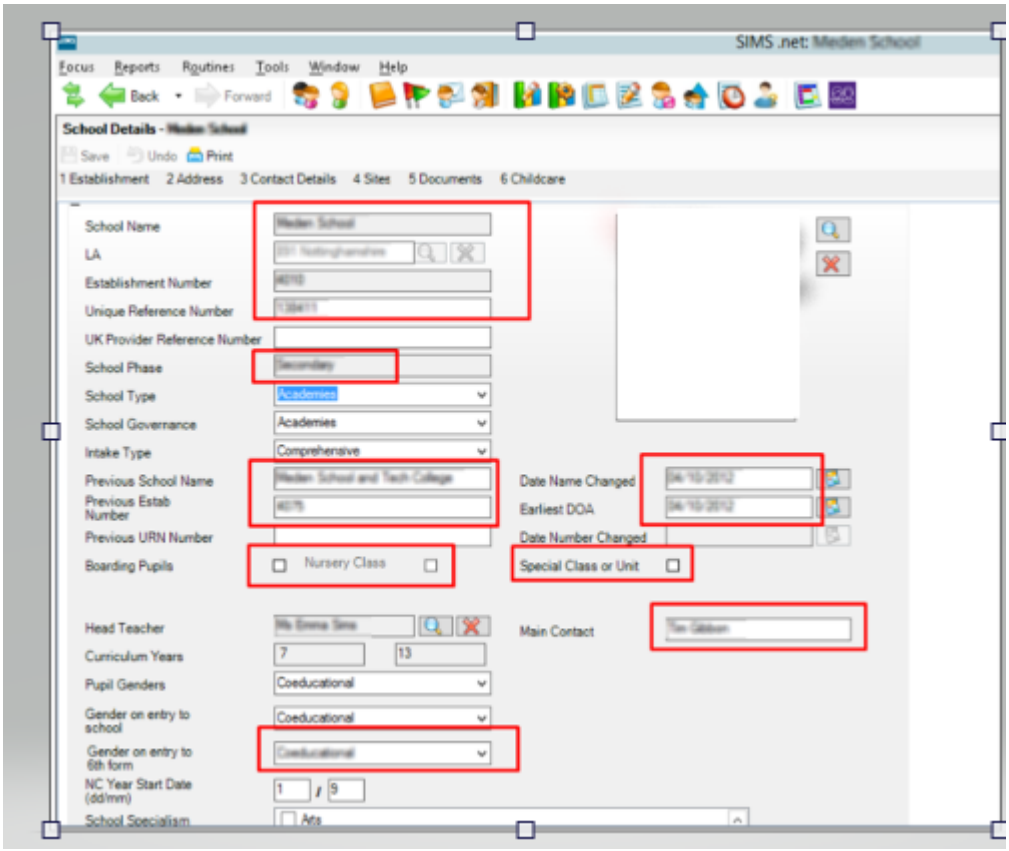
Testing Note(s):

- SIMS: Tools > Staff > Superannuation
- MIS: Administration > Maintenance > Superannuations

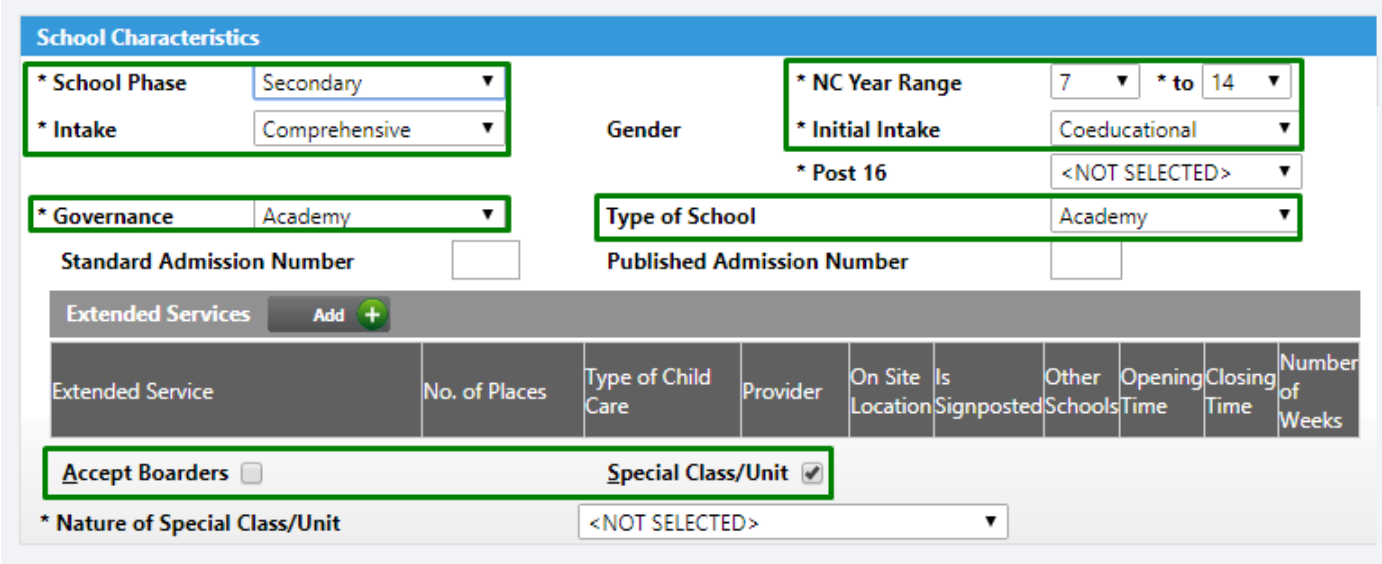
5.6 School Characteristics

Reference	Data Item Name	Data Item Description
5.7.01	School Phase	
5.7.02	National Curriculum Year Start	
5.7.03	National Curriculum Year End	
5.7.04	Intake	
5.7.05	Initial Intake	
5.7.06	Governance	
5.7.07	School Type	
5.7.08	Accept Boarders	
5.7.09	Special Class Or Unit	
5.7.09	Gender on entry to 6th form	
5.7.10	LA	
5.7.11	Establishment number	
5.7.12	Unique number	
5.7.13	Date of Change	
5.7.14	DOA	
5.7.15	Boarding Pupils	

Migration Scope for SIMS



MIS



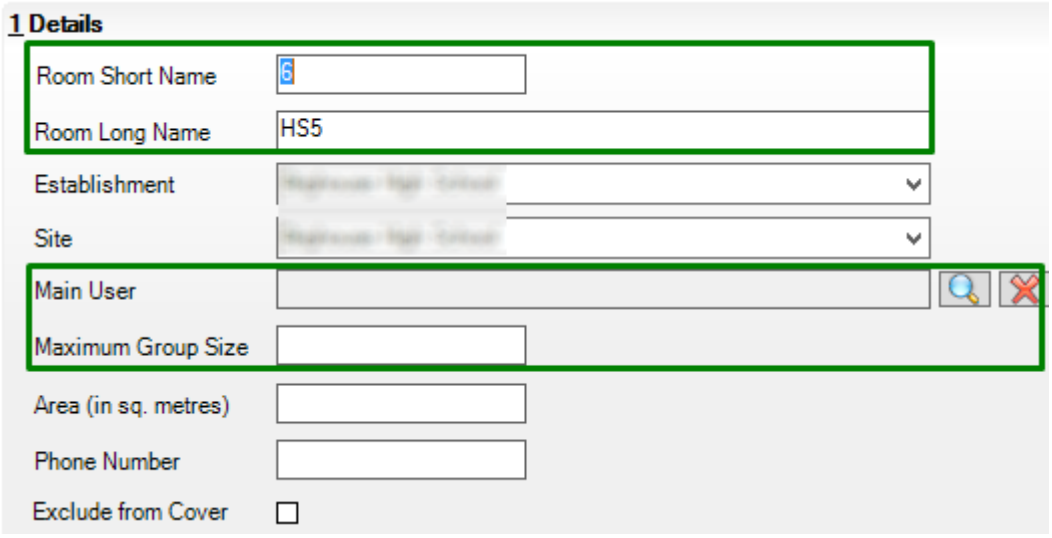
Testing Note(s):

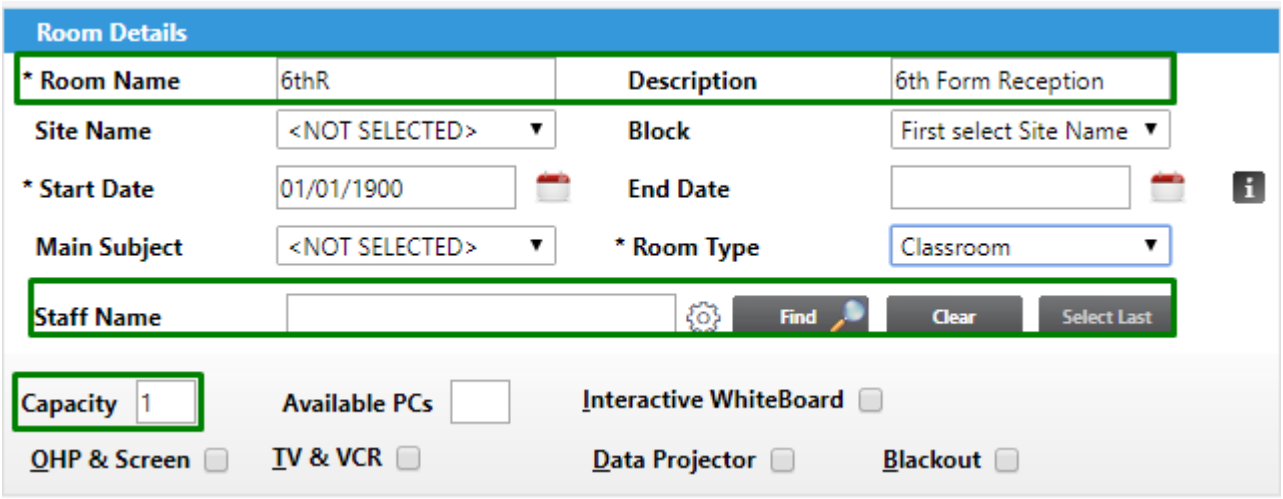
- SIMS: Focus > School > School Details
- MIS: Administration > School > Characteristics

6 CURRICULUM

6.1 Rooms (Locations)

Reference	Data Item Name	Data Item Description
6.1.01	MaxGroupSize	'Capacity' in MIS
6.1.02	RoomCode	
6.1.03	RoomName	
6.1.04	MainUser	'Staff Name' in MIS





Testing Note(s):

- Focus > School > Rooms (SIMS)
- Administartion > School > Rooms (MIS)

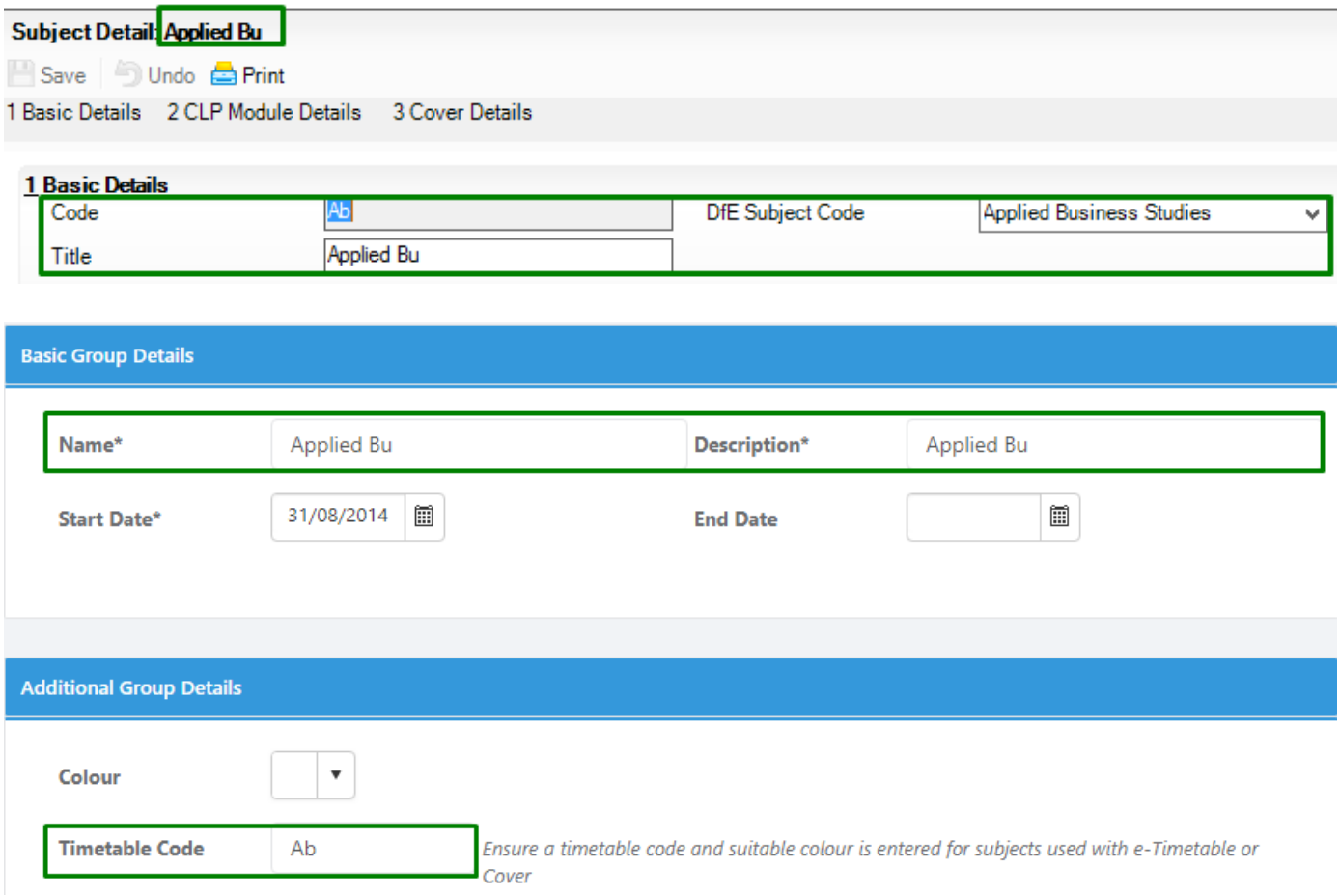
6.2 Groups and related information

We migrate only following group types:

- *Subjects*
- *Classes*
- *Registration groups*
- *Year groups*
- *Houses*
- *Courses*
- *User defined groups (Reporting Group In MIS)*

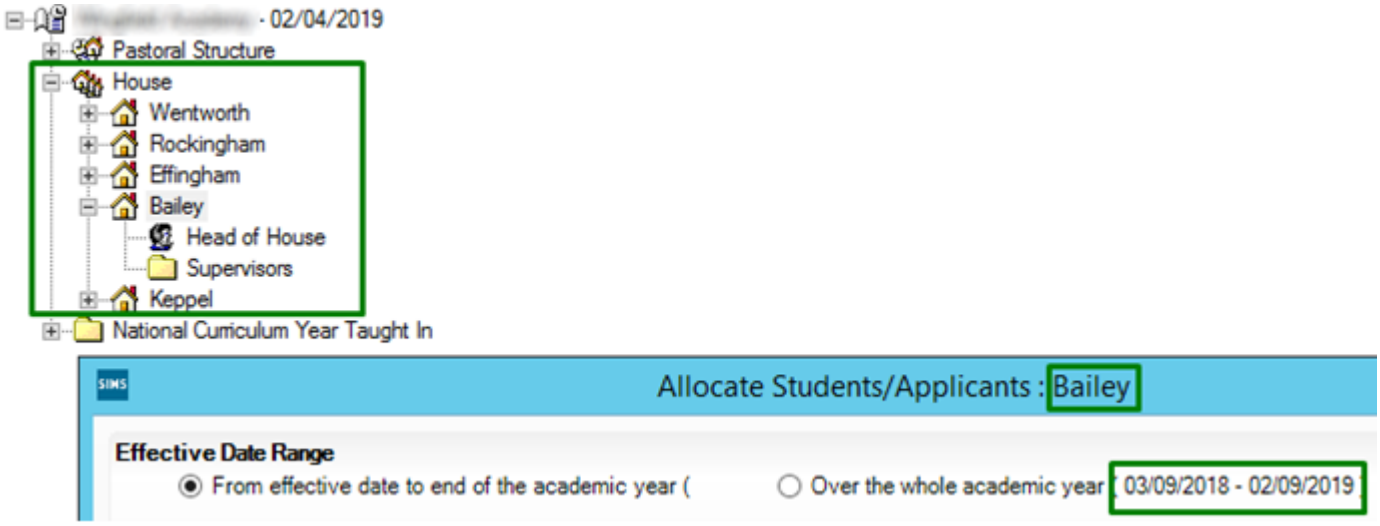
Also, we migrate their relationships between each other, as well as linked rooms & teachers and group memberships.

Subjects:

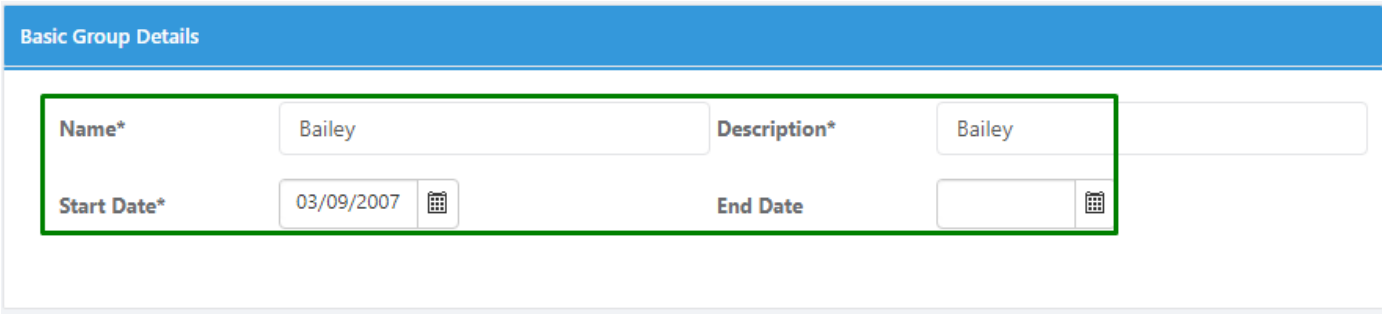


Houses:

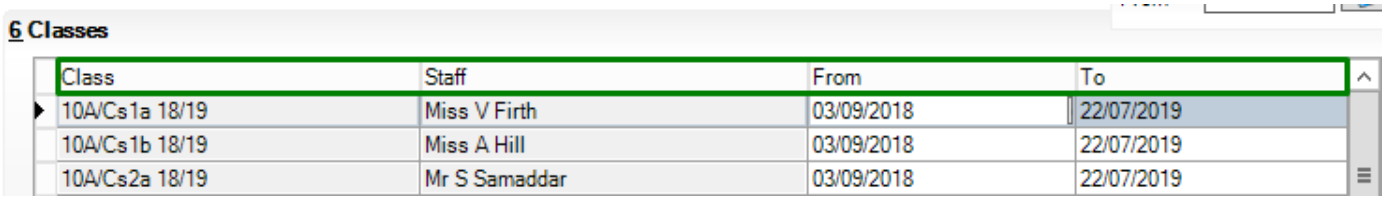
Migration Scope for SIMS



MIS: People > Groups > Houses



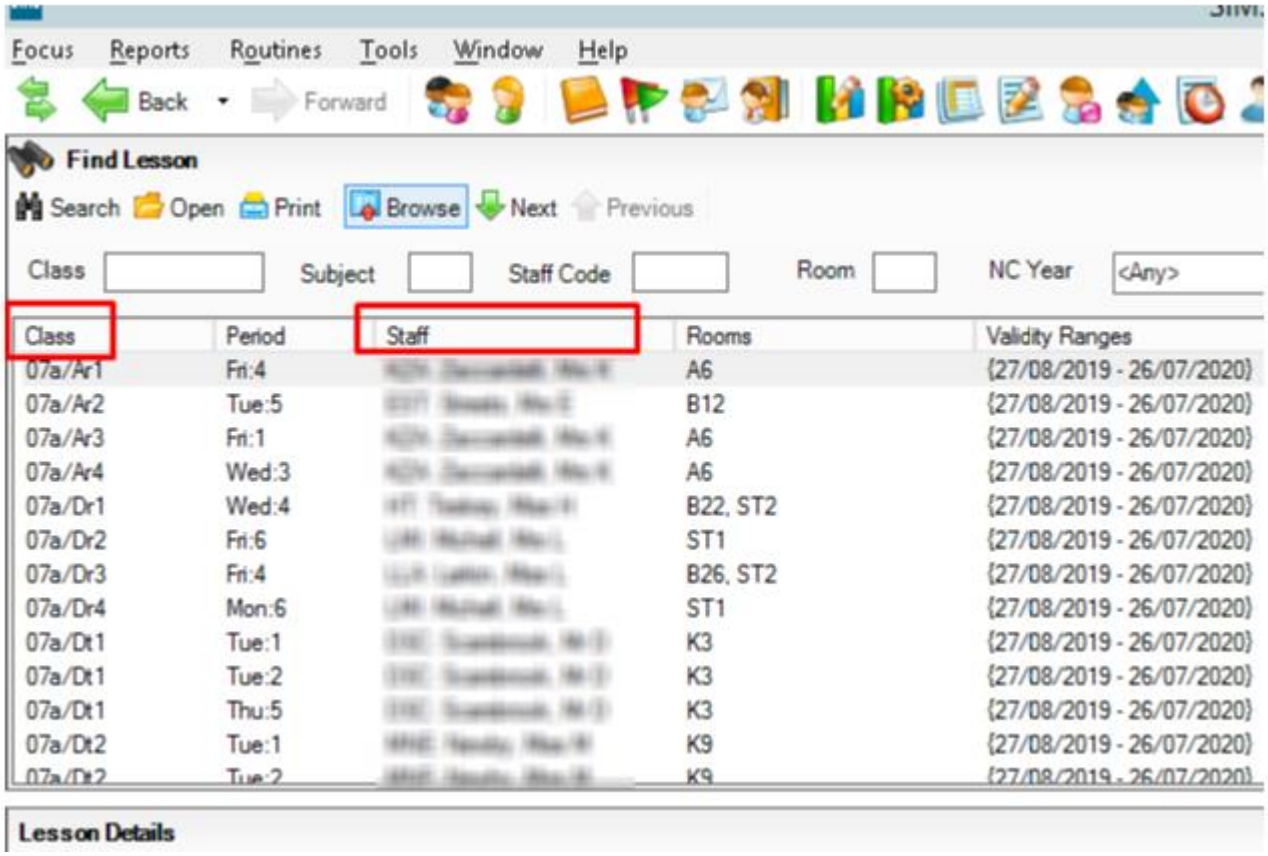
Classes:



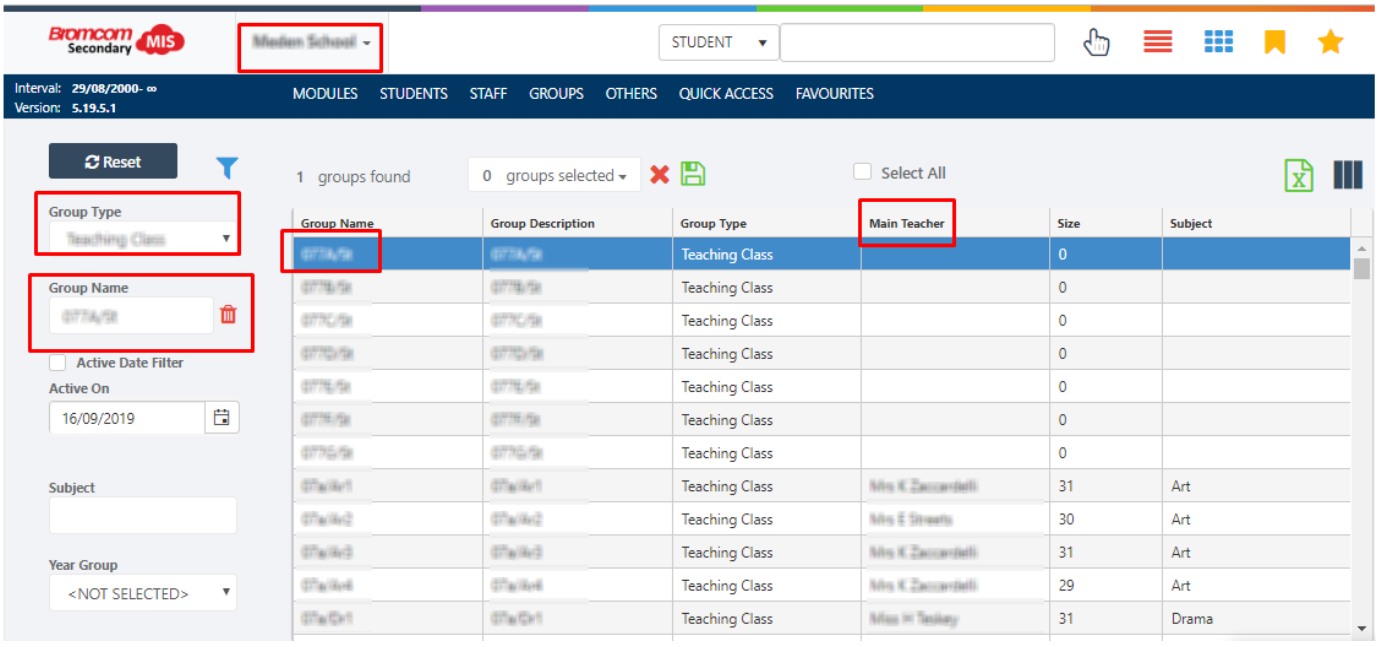
Curriculum Class

SIMS

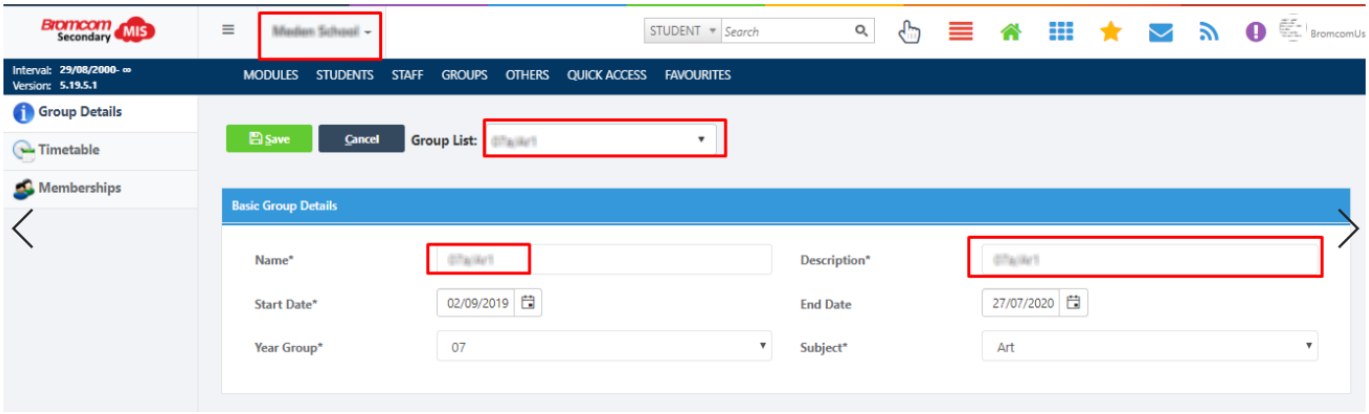
Migration Scope for SIMS



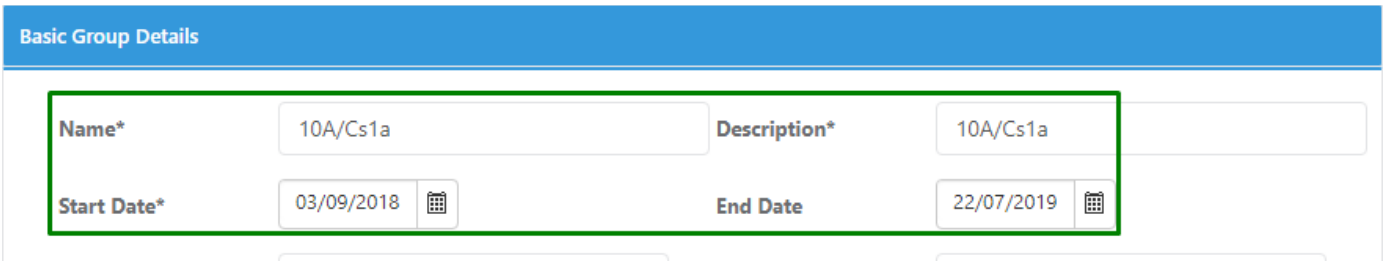
MIS



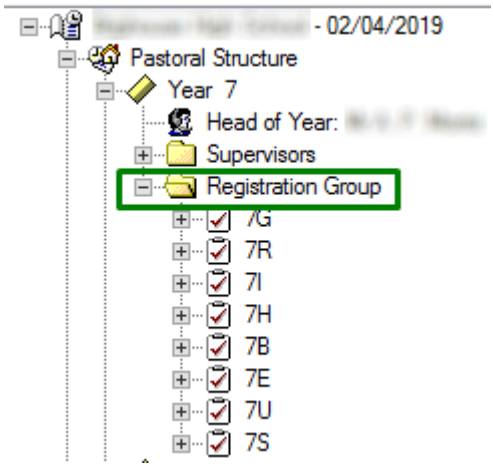
Migration Scope for SIMS



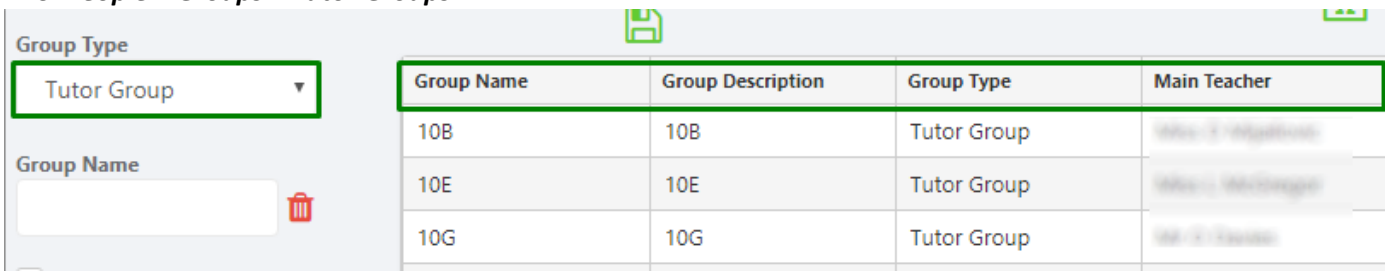
MIS: People > Groups > Teaching Classes



Registration Groups:

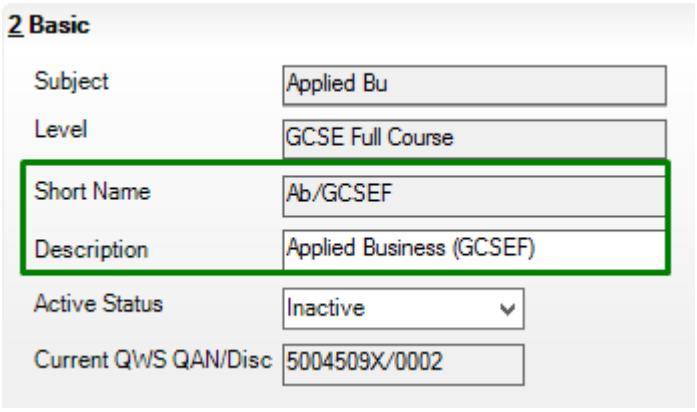


MIS: People > Groups > Tutor Groups

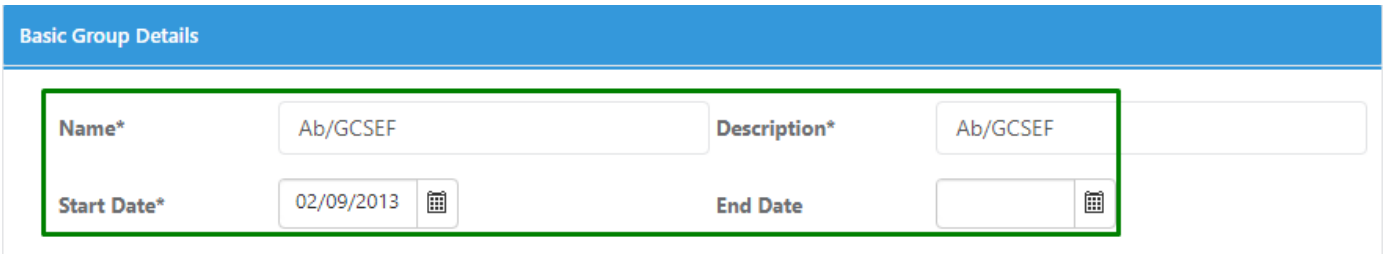


Courses:

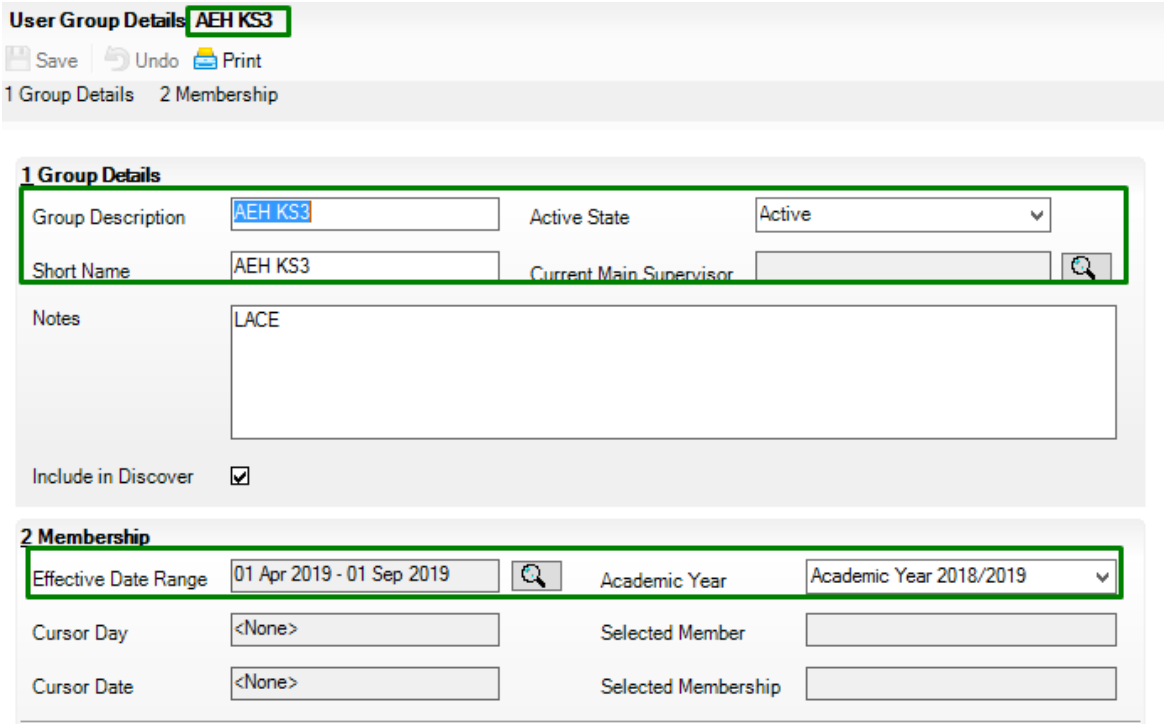
Migration Scope for SIMS



MIS*: *People > Groups > Course

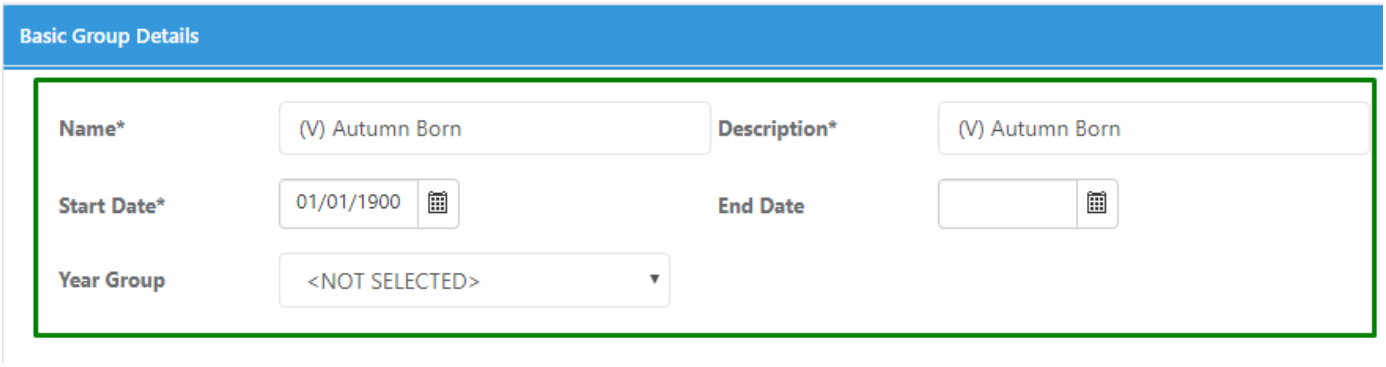


Report Groups:



MIS*: *People > Groups > Report Groups

Migration Scope for SIMS



Testing Note(s):

- *Subject → (Tools > Setups > Subjects) - People > Groups > Subject (MIS)*
- *Classes → (Tools > Academic Management > Course Manager > Maintain Course > Classes) - People > Groups > Teaching Classes (MIS)*
- *Registration Groups (Tutor Group) → (Focus > School > Pastoral Structure > Current Structure) - People > Groups > Tutor Groups (MIS)*
- *Houses → (Focus > School > Pastoral Structure > Current Structure) - People > Groups > House (MIS)*
- Courses → *(Tools > Academic Management > Course Manager > Maintain Course) - People > Groups > Course (MIS)*
- User Defined Groups (Report Group) → *(Focus > Groups > User Defined Groups) (SIMS) – People > Groups > Report Groups (MIS)*
- *Curriculam Class : Focus >School > Academic structure > Edit lesson Staff and rooms/Curriculam assigned by scheme*

6.3 Student Learning Aims (via Course Manager)

Reference	Data Item Name	Data Item Description
6.3.01	LinkedStudent	
6.3.02	Code	
6.3.03	LearningAimStatus	
6.3.04	StartDate	
6.3.05	EndDate	
6.3.06	PlannedEnd	
6.3.07	Core Aim	
6.3.08	Withdrawal Reason	

Migration Scope for SIMS

Learning Aims

	QN Code	Qualification	Subject Classification Code	Start Date	End Date	Planned End Date	Exclude	Protect	Core Aim	Trainee	Withdrawal Reason
⛔	10010828 / 5650	AQA Level 1/Level 2 GCSE in French A	5650	01/09/2014	20/07/2015	20/07/2015	No	No	No	No	

Testing Note(s):

- Tools > Academic Management > Course Manager > Maintain Course (SIMS)
- People > Students > View Student Details > Learning Aims (MIS)

6.4 Class QANs (via Course Manager)

Reference	Data Item Name	Data Item Description
6.4.01	LinkedClass	
6.4.02	Code	
6.4.03	StartDate	
6.4.04	EndDate	
6.4.05	IsQANorLevel	
6.4.06	Planned qualification hours	
6.4.07	Planned non-qualification hours	

Description	Short Name	Subject	Level	QAN/Disc Code	QAN Expiry	Active Status	Qual Hours	Non-Qual Hrs
Applied IT (BTXe3)	Ai/BTXe3	App. It	BTEC Extended Certificate ...	60175758/CJ3	31/12/2050	Active	171	

Name	YTI	Reg	ULN	Class	Start	End	P End	Status	Reas...	Prote...	Result	AO...	QWS QAN/Disc
[redacted]				12C/Ai1	19/09/2017	20/07/2018	20/07/2018						60175758/CJ3
[redacted]				13C/Ai1	05/09/2016	20/07/2018	20/07/2018			✓			60175758/CJ3
[redacted]				13B/Ai1	06/09/2016	20/07/2018	20/07/2018			✓			60175758/CJ3

Learning Aims

	QN Code	Qualification	Subject Classification Code	Start Date	End Date	Planned End Date	Exclude	Protect	Core Aim	Trainee	Withdrawal Reason
⛔	10010828 / 5650	AQA Level 1/Level 2 GCSE in French A	5650	01/09/2014	20/07/2015	20/07/2015	No	No	No	No	

Testing Note(s):

- Tools > Academic Management > Course Manager > Maintain Course > Classes > QANs (SIMS
- People > Students > View Student Details > Learning Aims (MIS)

6.5 Student Planned Hours / Post 16 Programmes of Study

Reference	Data Item Name	Data Item Description
6.5.01	LinkedStudent	
6.5.02	Academic Year	
6.5.03	Qualification hours	
6.5.04	Non qualification hours	

Student	YTI	Reg	Enrolment Status	DOL	Core Aim	O...	TT Hours	Qual Hours	Non-Qual Hrs
[redacted]	12	12T/TuLA	Single Registration		Hf/Gen	Br	18	349	453
[redacted]	13	13M/TuPW	Single Registration			Li	17	617	131
[redacted]	13	13Th/TuALS	Single Registration		Lw/BTXe3	Hi	16	617	131

Last Name	First Name	UPN	Year Group	Tutor Group	Courses	Qual Hours	Non-Qual Hours	Total Hours
[redacted]	[redacted]	[redacted]	12	12T/TuLA	Pas, Cp/GCSEF, En/GCSNF~1, Tu/Gen~3, Br/Other, Cs/GCSNF, Hf/Gen, Sc/GCSND, We/Other	349	453	802
[redacted]	[redacted]	[redacted]	13	13Th/TuTF2	Pas, Tu/Gen, Li/GCE2Y, Ss/GCEA, Lw/GCE2Y, Po/GCE2Y	617	131	748

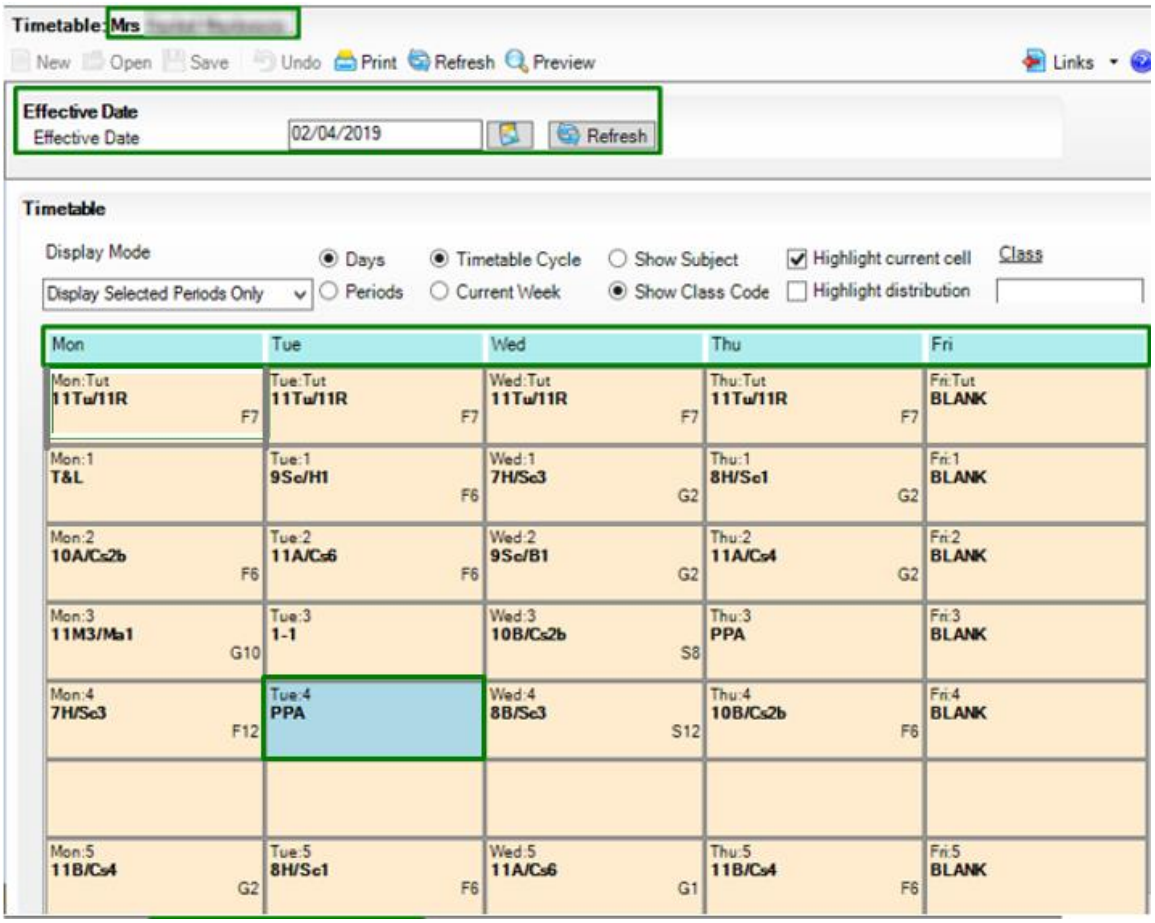
Testing Note(s):

- Tools > Academic Management > Course Manager > Post 16 Programmes of Study (SIMS)
- Census > Routines > Learning Hours Maintenance (MIS)

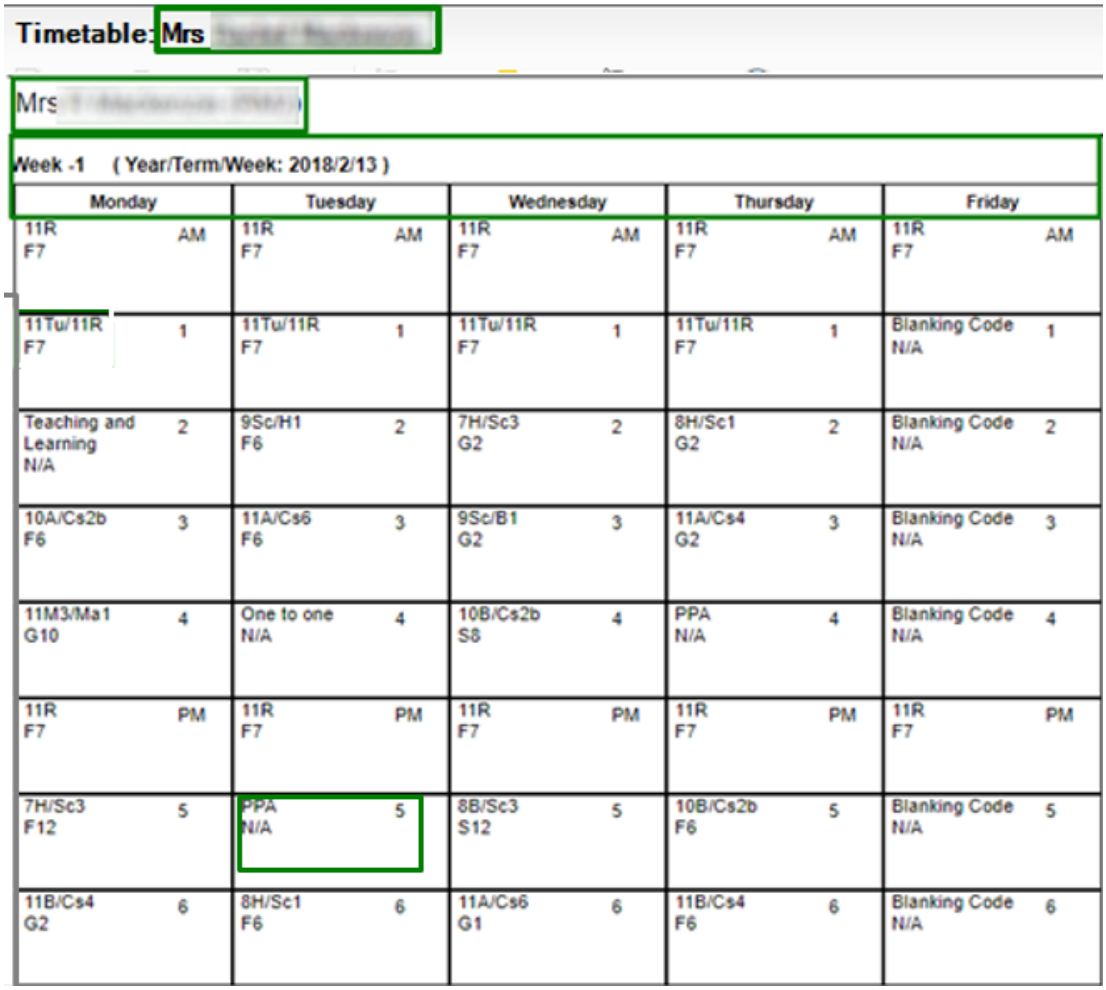
6.6 Non-Teaching Timetables

Reference	Data Item Name	Data Item Description
6.6.01	EventDescription	
6.6.02	EventTypeCode	
6.6.03	EventTypeDescription	
6.6.04	NonClassCodeDescription	
6.6.05	NonClassCodeName	
6.6.06	LinkedStaff	
6.6.07	LinkedRoom	
6.6.08	StartDate	
6.6.09	EndDate	

Migration Scope for SIMS



Migration Scope for SIMS



Timetable: Mrs [redacted]

Mrs [redacted]

Week -1 (Year/Term/Week: 2018/2/13)

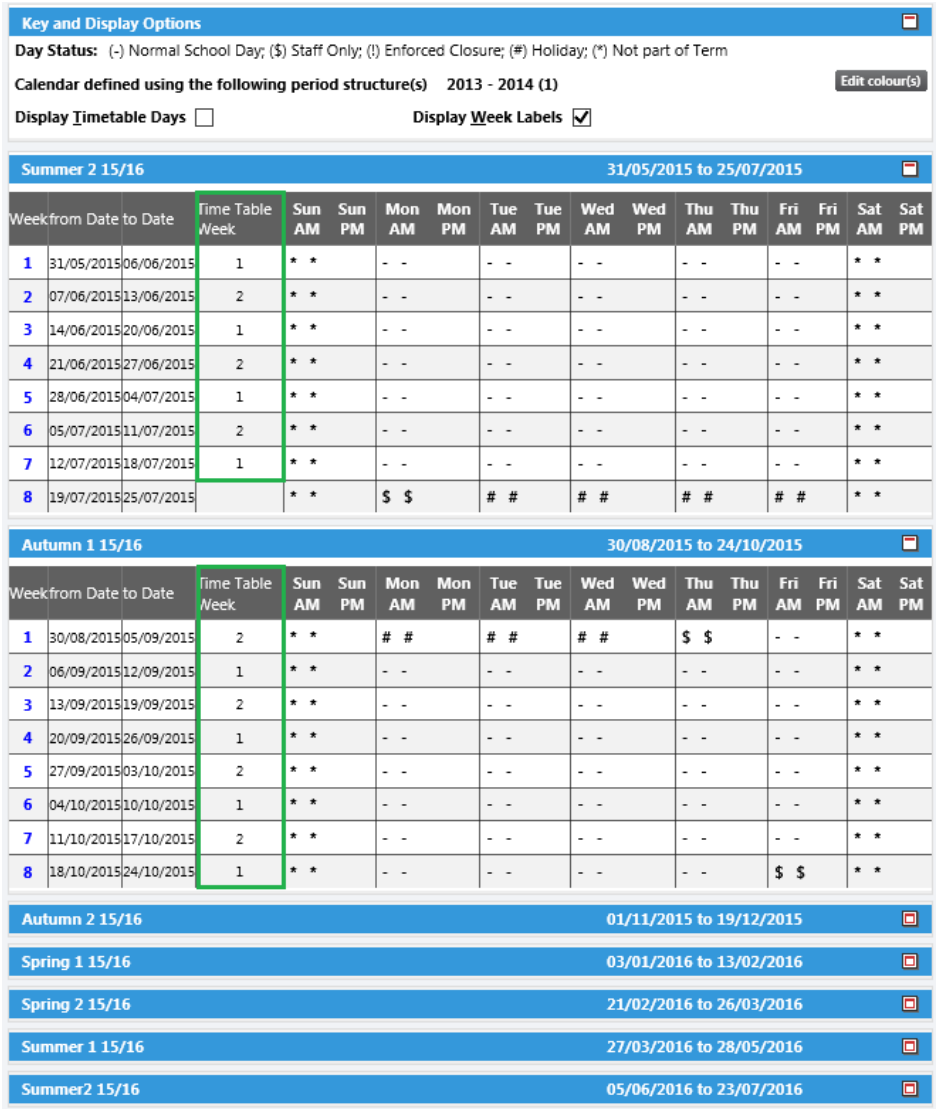
	Monday	Tuesday	Wednesday	Thursday	Friday
AM	11R F7	11R F7	11R F7	11R F7	11R F7
1	11Tu/11R F7	11Tu/11R F7	11Tu/11R F7	11Tu/11R F7	Blanking Code N/A
2	Teaching and Learning N/A	9Sc/H1 F6	7H/Sc3 G2	8H/Sc1 G2	Blanking Code N/A
3	10A/Cs2b F6	11A/Cs6 F6	9Sc/B1 G2	11A/Cs4 G2	Blanking Code N/A
4	11M3/Ma1 G10	One to one N/A	10B/Cs2b S8	PPA N/A	Blanking Code N/A
PM	11R F7	11R F7	11R F7	11R F7	11R F7
5	7H/Sc3 F12	PPA N/A	8B/Sc3 S12	10B/Cs2b F6	Blanking Code N/A
6	11B/Cs4 G2	8H/Sc1 F6	11A/Cs6 G1	11B/Cs4 F6	Blanking Code N/A

Testing Note(s):

- Staff > Links > Staff Timetable (Current Year – whole academic year) and (for entire date range ex – 5 years) (SIMS)
- Refer Curriculum > Reports > Timetable (for Non-Contact codes/Teacher) (MIS)
- Current/latest Year: (MIS) Make sure Timetables (for Non-Contact/Teaching codes) exist until the end of year

Note(s): Extra checks as requested by Deployment Manager

Calendar checks (MIS): Curriculum > Academic Calendar > Academic Days & Periods – ONLY when the Academic Year has a 2-Week timetable, weeks pattern should follow the structure as shown below. In case if it doesn't follow the alternating pattern, it has to be double-checked (with ME/BM) if that's intentional (i.e., School wanted it that way). This has to be for Current Year (whole academic year) and for entire date range (ex – 5 years)



Key and Display Options

Day Status: (-) Normal School Day; ($) Staff Only; (!) Enforced Closure; (#) Holiday; (*) Not part of Term

Calendar defined using the following period structure(s) 2013 - 2014 (1) — Edit colour(s)

Display Timetable Days ☐ Display Week Labels ☑

Summer 2 15/16 31/05/2015 to 25/07/2015

Week	from Date	to Date	Time Table Week	Sun AM	Sun PM	Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thu AM	Thu PM	Fri AM	Fri PM	Sat AM	Sat PM
1	31/05/2015	06/06/2015	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*
2	07/06/2015	13/06/2015	2	*	*	-	-	-	-	-	-	-	-	-	-	*	*
3	14/06/2015	20/06/2015	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*
4	21/06/2015	27/06/2015	2	*	*	-	-	-	-	-	-	-	-	-	-	*	*
5	28/06/2015	04/07/2015	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*
6	05/07/2015	11/07/2015	2	*	*	-	-	-	-	-	-	-	-	-	-	*	*
7	12/07/2015	18/07/2015	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*
8	19/07/2015	25/07/2015		*	*	$	$	#	#	#	#	#	#	#	#	*	*

Autumn 1 15/16 30/08/2015 to 24/10/2015

Week	from Date	to Date	Time Table Week	Sun AM	Sun PM	Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thu AM	Thu PM	Fri AM	Fri PM	Sat AM	Sat PM
1	30/08/2015	05/09/2015	2	*	*	#	#	#	#	#	#	$	$	-	-	*	*
2	06/09/2015	12/09/2015	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*
3	13/09/2015	19/09/2015	2	*	*	-	-	-	-	-	-	-	-	-	-	*	*
4	20/09/2015	26/09/2015	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*
5	27/09/2015	03/10/2015	2	*	*	-	-	-	-	-	-	-	-	-	-	*	*
6	04/10/2015	10/10/2015	1	*	*	-	-	-	-	-	-	-	-	-	-	*	*
7	11/10/2015	17/10/2015	2	*	*	-	-	-	-	-	-	-	-	-	-	*	*
8	18/10/2015	24/10/2015	1	*	*	-	-	-	-	-	-	-	-	$	$	*	*

Autumn 2 15/16 01/11/2015 to 19/12/2015

Spring 1 15/16 03/01/2016 to 13/02/2016

Spring 2 15/16 21/02/2016 to 26/03/2016

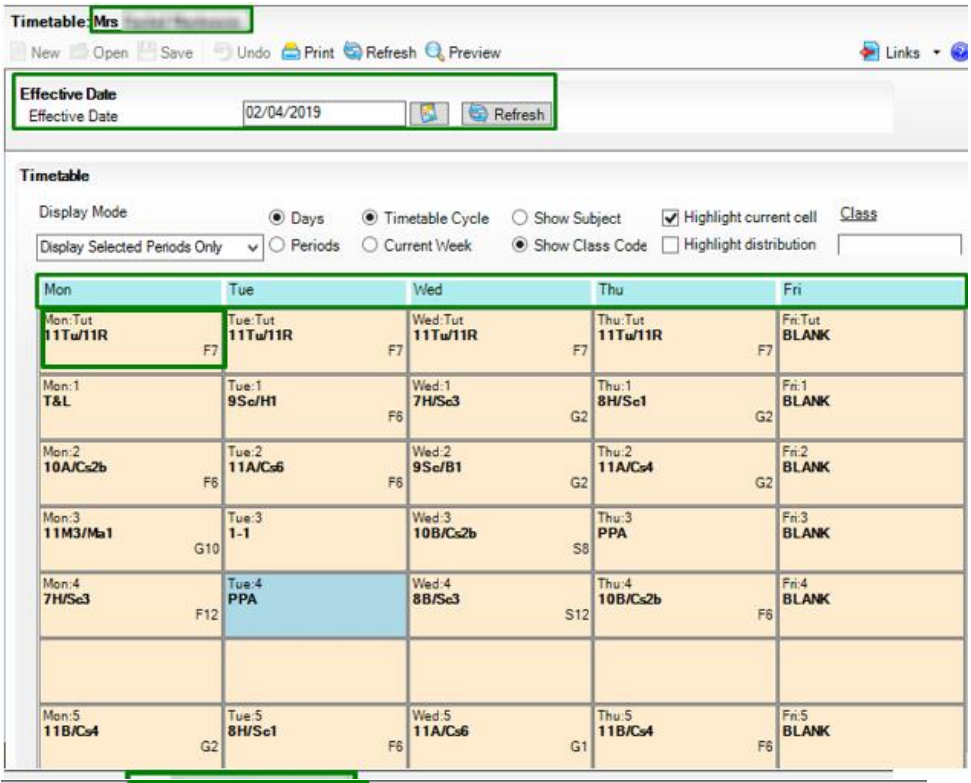
Summer 1 15/16 27/03/2016 to 28/05/2016

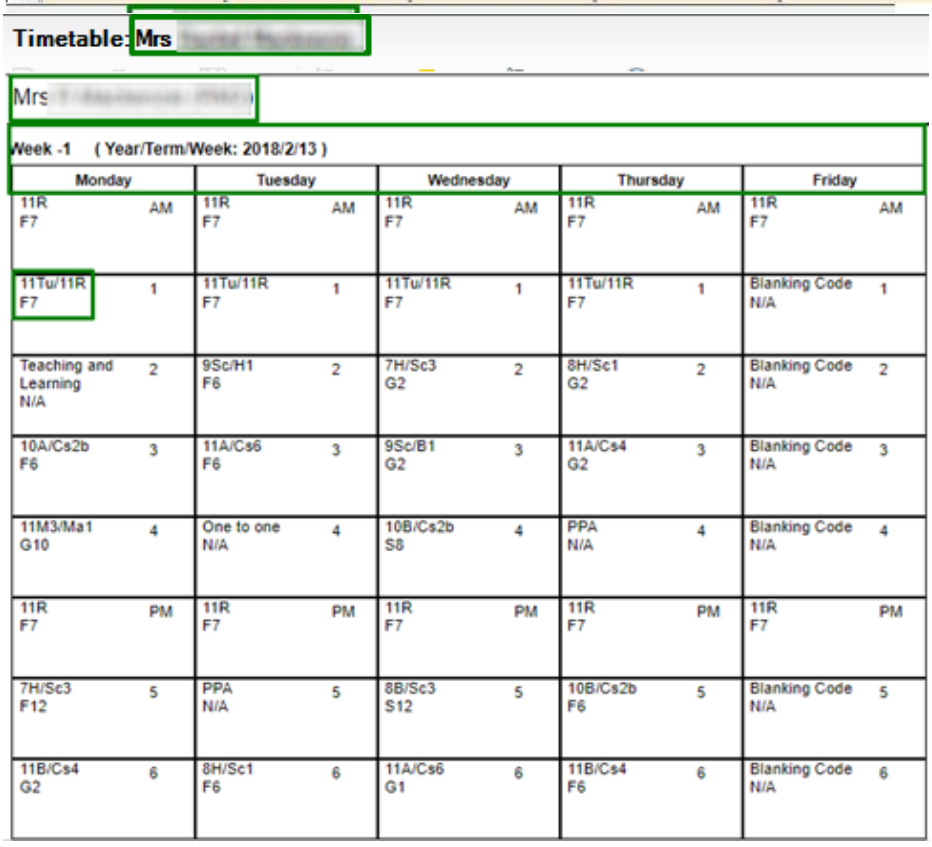
Summer2 15/16 05/06/2016 to 23/07/2016

6.7 Class Timetables

Reference	Data Item Name	Data Item Description
6.7.01	Group	
6.7.02	Period	
6.7.03	Staff	
6.7.04	Room	
6.7.05	StartDate	
6.7.06	EndDate	

Migration Scope for SIMS





Testing Note(s):

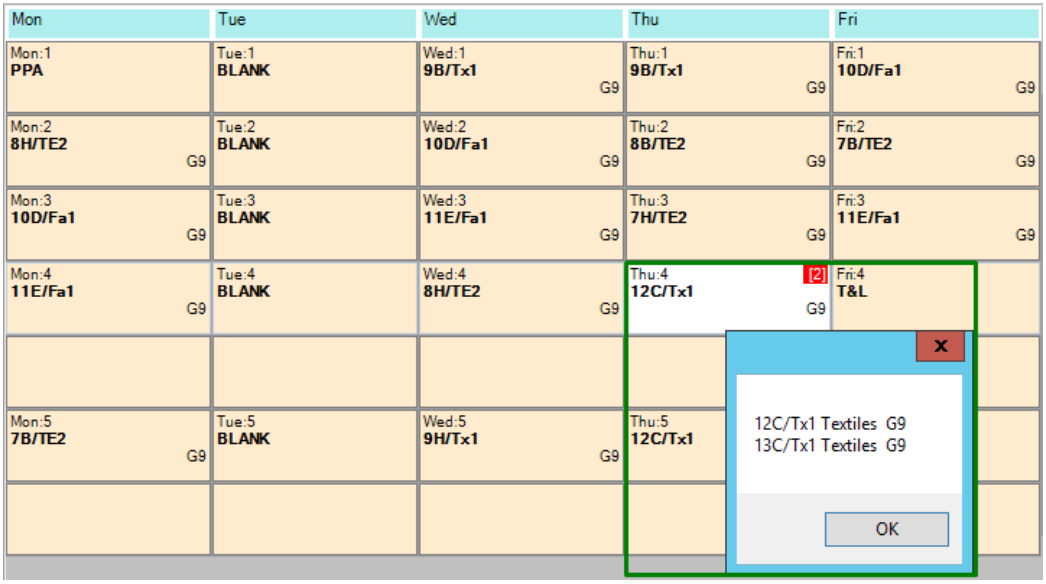
- Staff > Links > Staff Timetable (Current Year – whole academic year) and (for entire date range ex – 5 years) (SIMS)
- Refer Curriculum > Reports > Timetable (for Teacher) (MIS)
- Curriculum > Academic days > For week checks
- Current/latest Year: (MIS) In Registers, Attendance marks for future should show '?' marks and not '–'. This is to make sure Timetables (for Classes/Groups) exist until the end of year

Note(s): Extra checks as requested by Deployment Manager

Calendar checks (MIS): Curriculum > Academic Calendar > Academic Days & Periods – ONLY when the Academic Year has a 2-Week timetable, weeks pattern should follow the structure as shown in above screenshot. In case if it doesn't follow the alternating pattern, it has to be double-checked (with ME/BM) if that's intentional (i.e., School wanted it that way). This has to be for Current Year (whole academic year) and for entire date range (ex – 5 years)

6.8 Timetable Exceptions

Reference	Data Item Name	Data Item Description
6.8.01	Group	
6.8.02	Period	
6.8.03	ExceptionType	
6.8.04	Student	
6.8.05	StartDate	
6.8.06	EndDate	



Migration Scope for SIMS

Monday	Tuesday	Wednesday	Thursday	Friday
8B G9 AM	8B G9 AM	8B G9 AM	8B G9 AM	8B G9 AM
Tutorial 8Tu/8B G9 1	Blanking Code N/A 1	Tutorial 8Tu/8B G9 1	Tutorial 8Tu/8B G9 1	Tutorial 8Tu/8B G9 1
PPA N/A 2	Blanking Code N/A 2	Textiles 9B/Tx1 G9 2	Textiles 9B/Tx1 G9 2	Fashion and Textiles 10D/Fa1 G9 2
Technology 8H/TE2 G9 3	Blanking Code N/A 3	Fashion and Textiles 10D/Fa1 G9 3	Technology 8B/TE2 G9 3	Technology 7B/TE2 G9 3
Fashion and Textiles 10D/Fa1 G9 4	Blanking Code N/A 4	Fashion and Textiles 11E/Fa1 G9 4	Technology 7H/TE2 G9 4	Fashion and Textiles 11E/Fa1 G9 4
8B G9 PM	8B G9 PM	8B G9 PM	8B G9 PM	8B G9 PM
Fashion and Textiles 11E/Fa1 G9 5	Blanking Code N/A 5	Technology 8H/TE2 G9 5	Textiles ! 12C/Tx1 G9 5	Teaching and Learning N/A 5
Technology 7B/TE2 G9 6	Blanking Code N/A 6	Textiles 9H/Tx1 G9 6	Textiles ! 12C/Tx1 G9 6	PPA N/A 6
7	7	7	7	7

Key ! = Clashing entry	
Thu 5	13C/Tx1 with 12C/Tx1
Thu 6	13C/Tx1 with 12C/Tx1

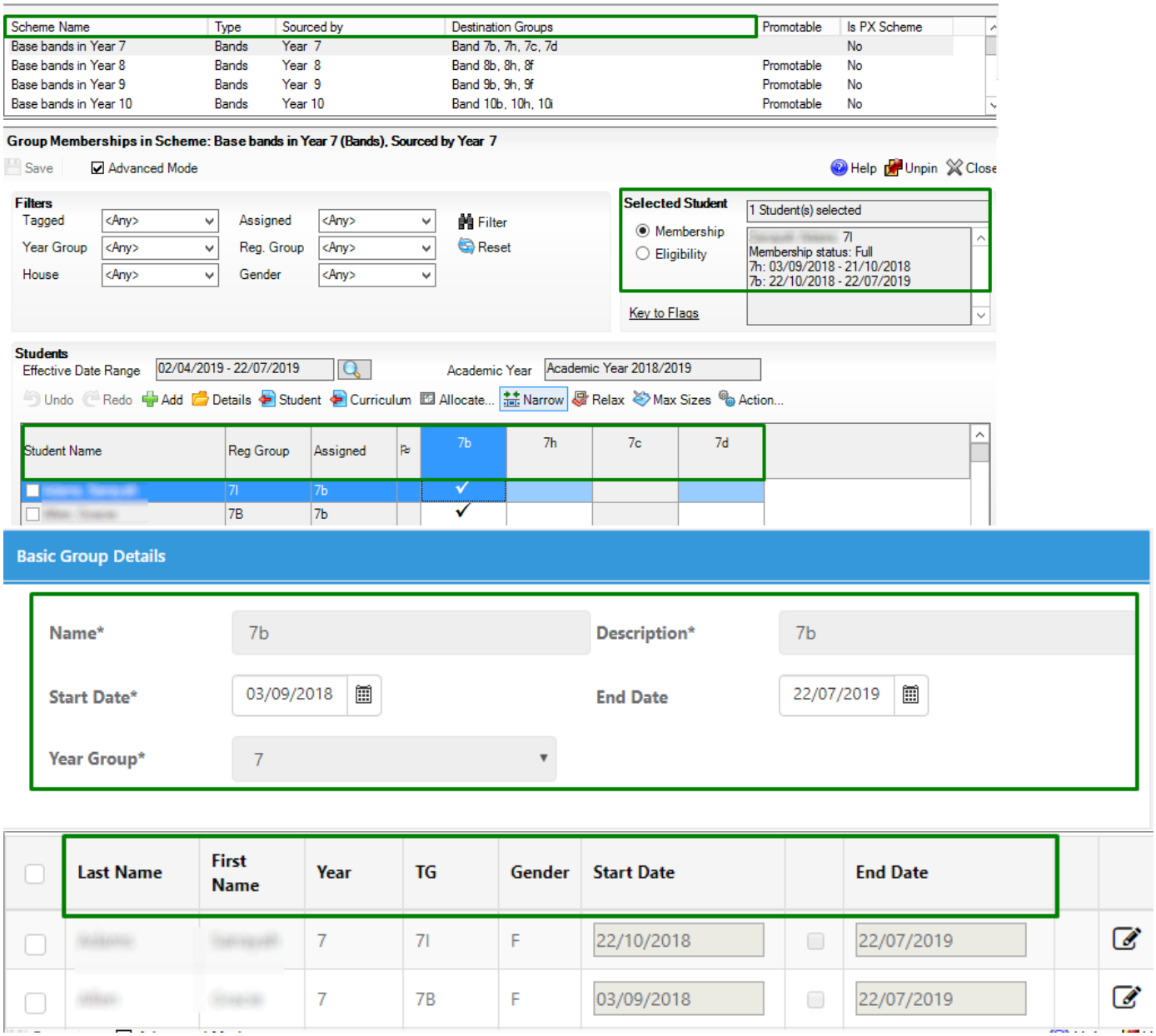
Testing Note(s):

- Student > Links > Student Curriculum > Timetable (SIMS)
- Refer Curriculum > Reports > Timetable (for Student) (MIS), Check for timetables clashes

6.9 Student Bands

Reference	Data Item Name	Data Item Description
6.9.01	BandName	
6.9.02	YearGroup	
6.9.03	Student	
6.9.04	StartDate	
6.9.05	EndDate	

Migration Scope for SIMS

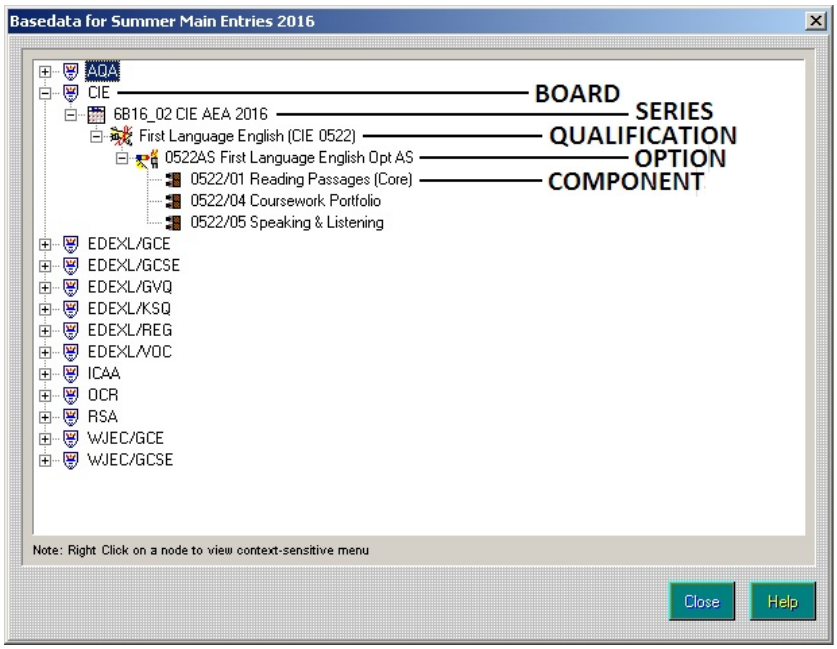


Testing Note(s):

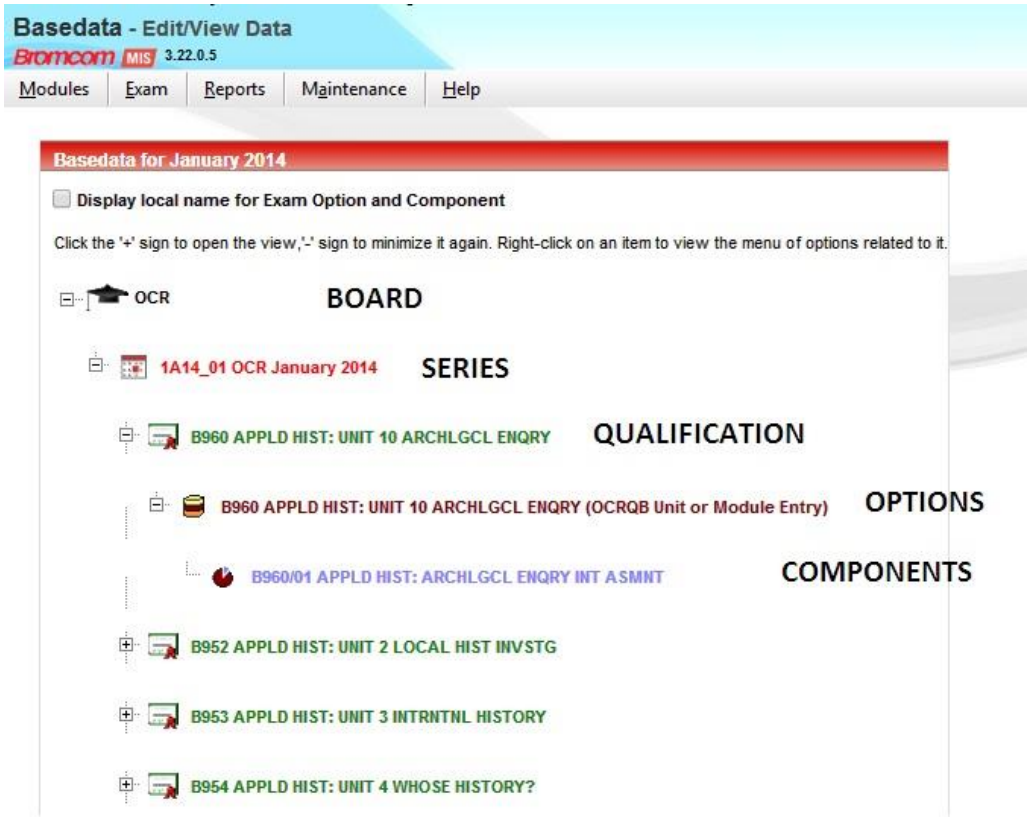
- Focus > School > Academic Structure > Curriculum Assignment by Scheme (SIMS)
- Refer People > Groups > Bands (MIS)

7 EXAMS (FOCUS > EXAMINATIONS) (SIMS)

Exams hierarchy in SIMS



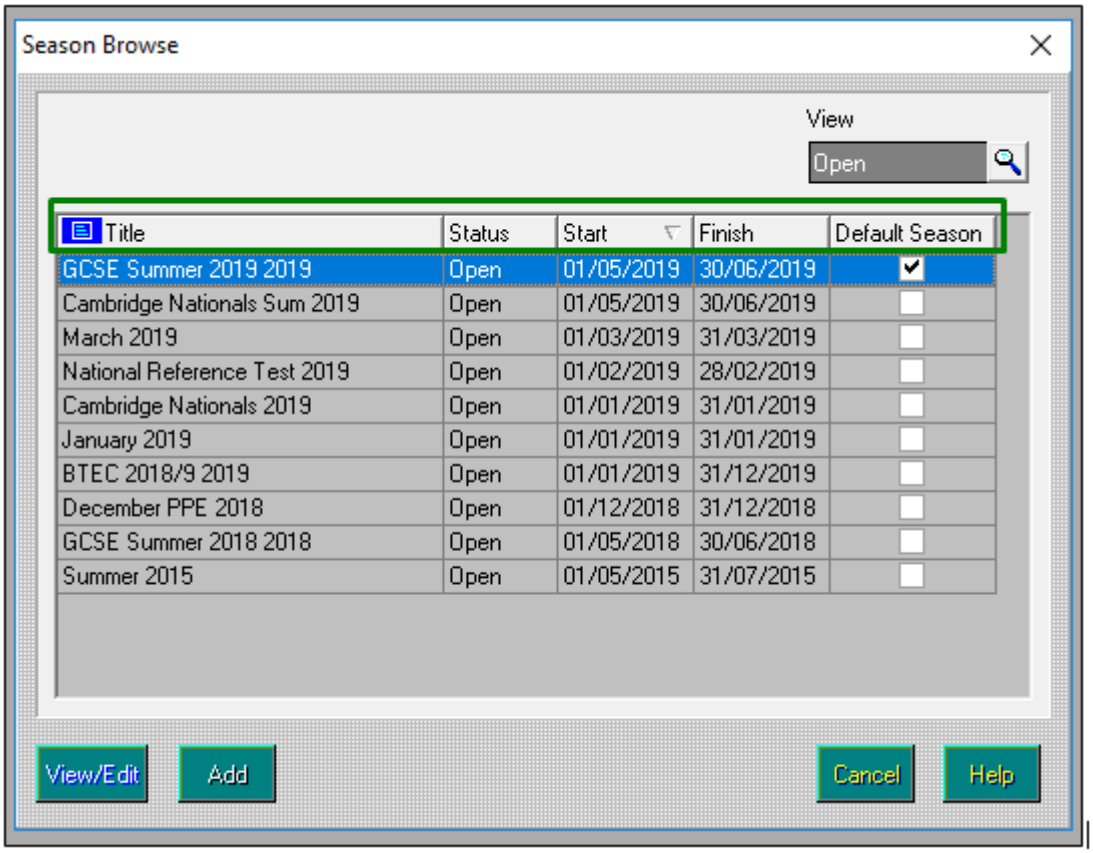
Exams hierarchy in MIS



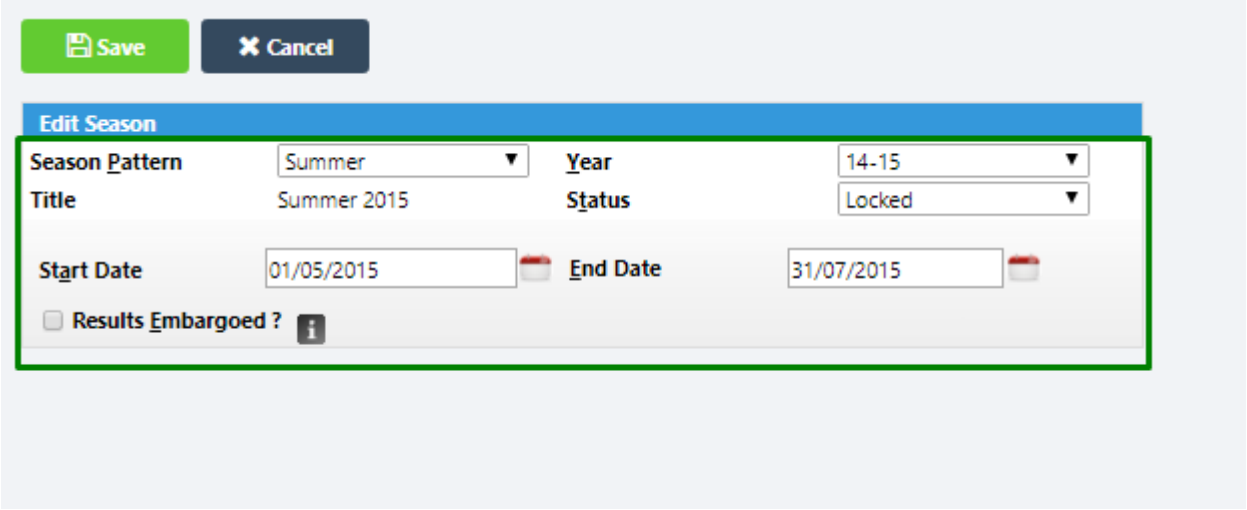
7.1 Exam Seasons

Reference	Data Item Name	Data Item Description
7.1.01	SeasonPatternCode	
7.1.02	SeasonStatus	
7.1.03	StartDate	
7.1.04	EndDate	

SIMS > Tools > School Setup > Seasons (SIMS) – View/Edit



MIS > Examination > Maintenance > Seasons



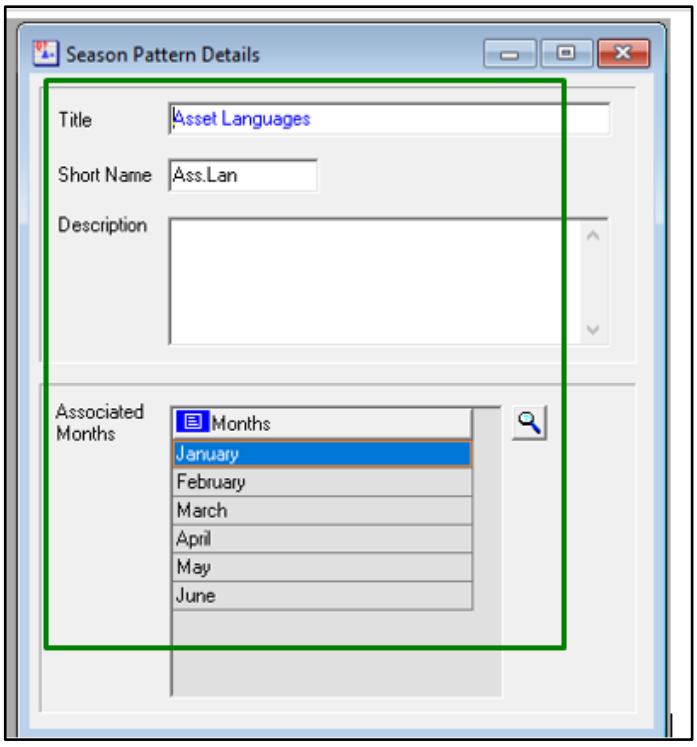
Testing Note(s):

- Tools > School Setup > Seasons (SIMS) – View/Edit for Season details
- Focus > Change Current Season – to Select/Change season
- Refer Examination > Maintenance > Seasons (MIS) – Edit for Season details; also check Season Patterns
- Refer Examination > Exam > Active Season - to Select/Change Active season

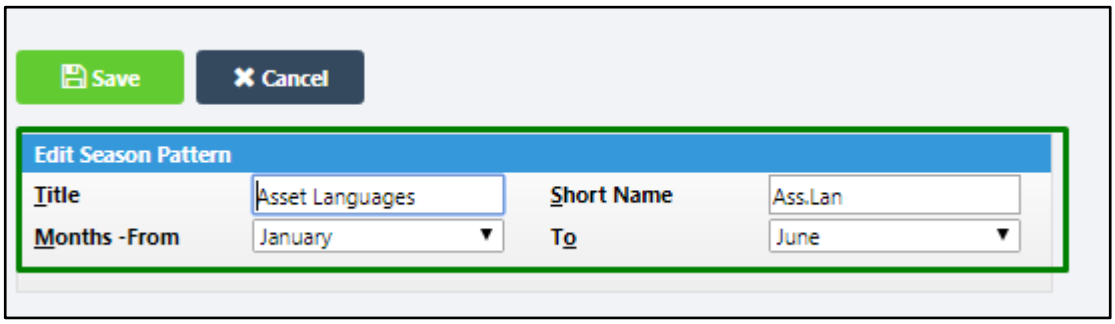
7.2 Exam Season Patterns

Reference	Data Item Name	Data Item Description
7.2.01	SeasonPatternCode	
7.2.02	Description	
7.2.03	Months	

SIMS >Tools > School Setup > Season Pattern



MIS > Examination > Maintenance > Season Patterns

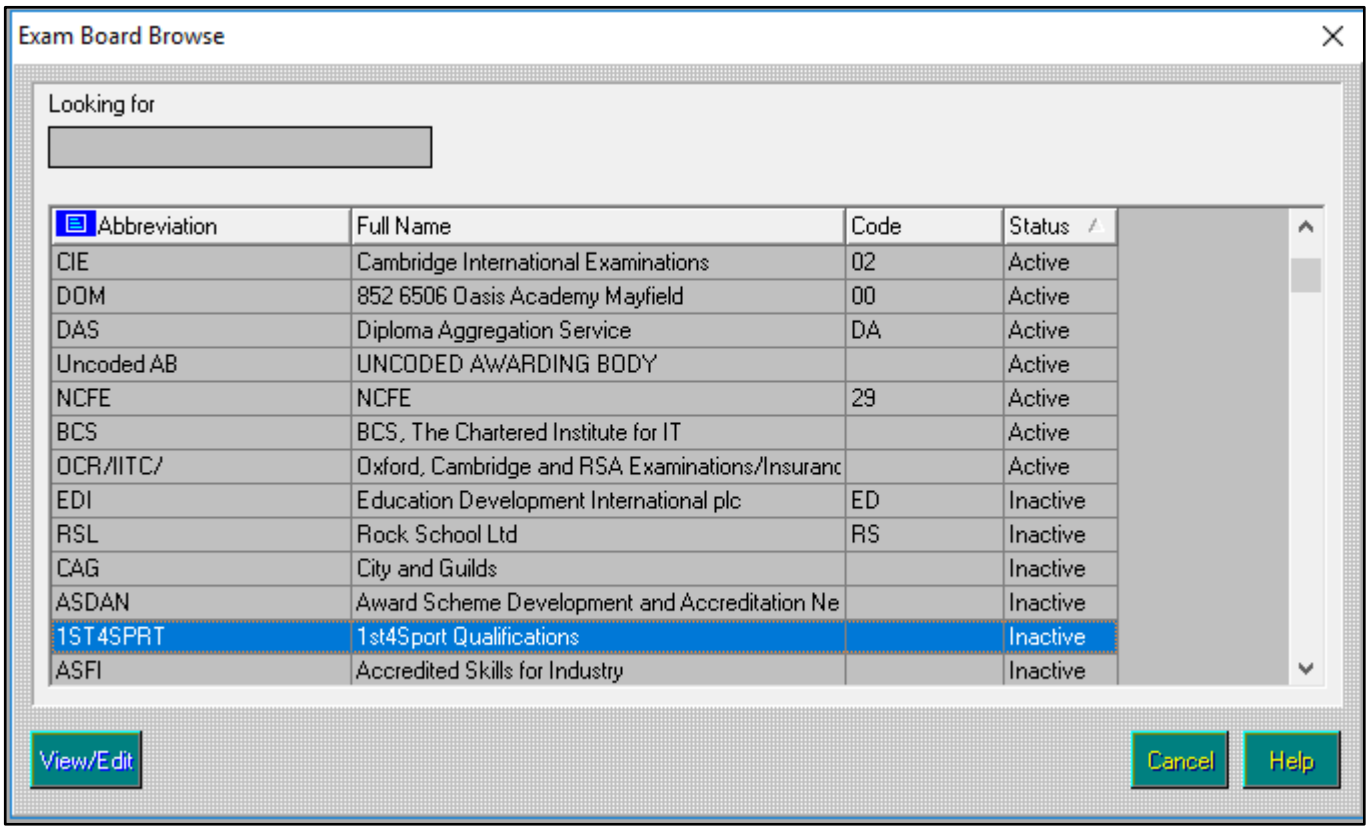


Testing Note(s):

- Tools > School Setup > Season Pattern (SIMS)
- Refer Examination > Maintenance > Season Patterns (MIS)

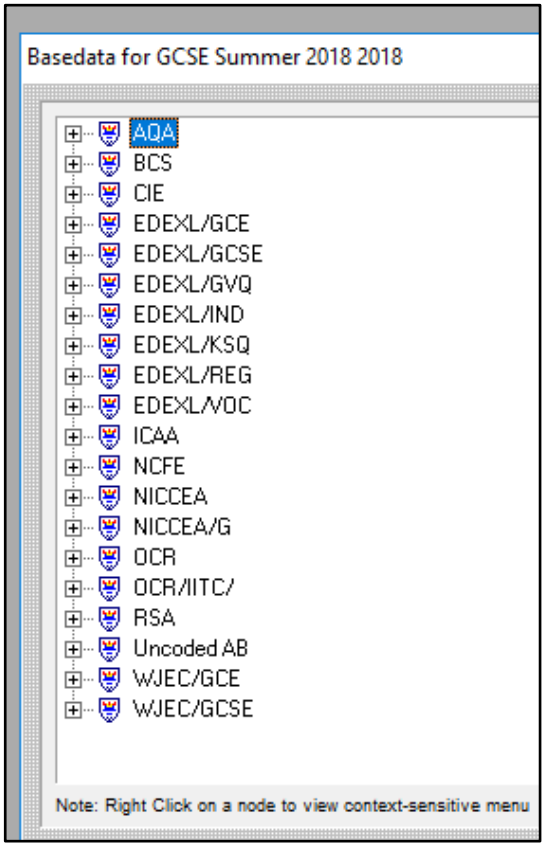
7.3 Boards

SIMS > Tools > School Setup > Exam Boards

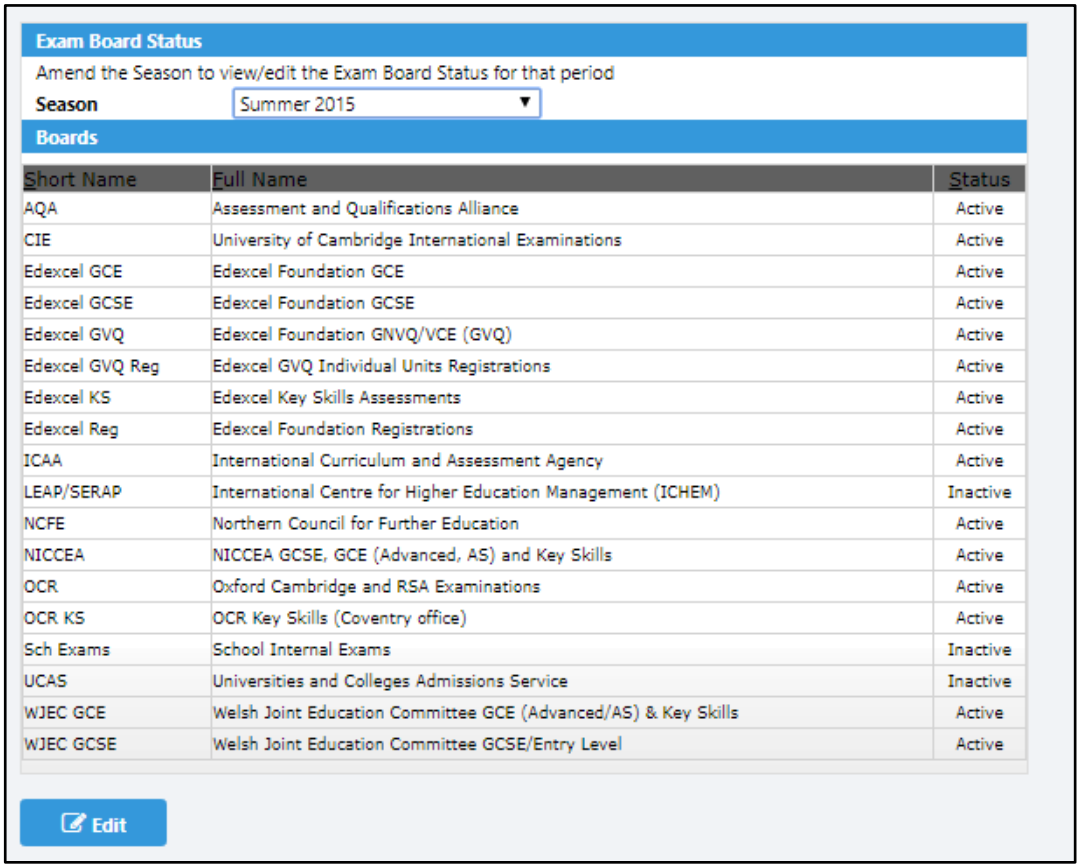


SIMS > Focus > Basedata

Migration Scope for SIMS



SIMS > Examination > Maintenance > Exam Boards



Exam Board Status

Amend the Season to view/edit the Exam Board Status for that period

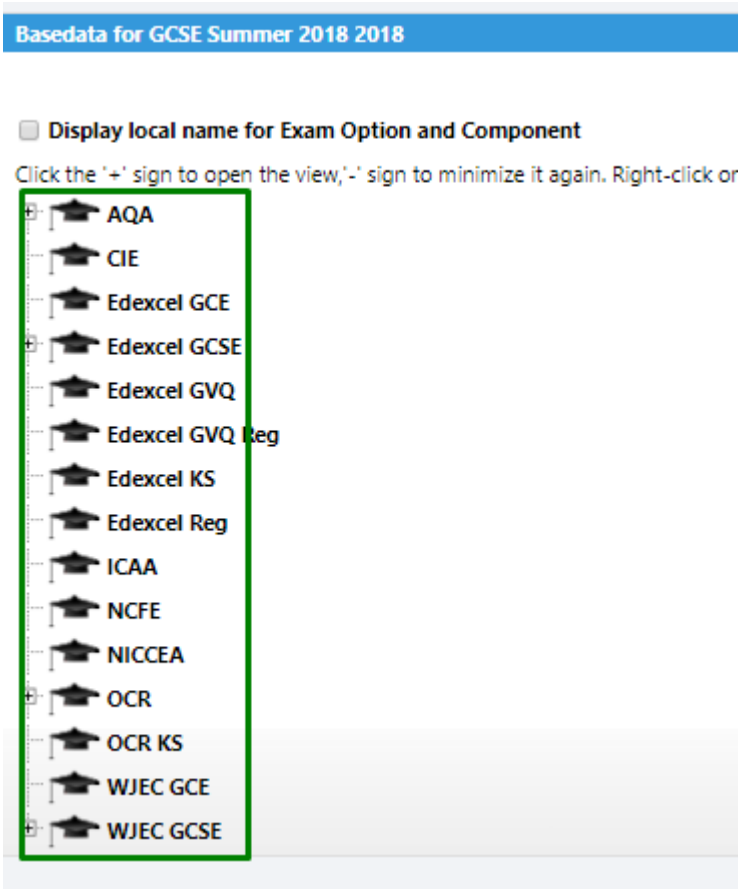
Season Summer 2015

Boards

Short Name	Full Name	Status
AQA	Assessment and Qualifications Alliance	Active
CIE	University of Cambridge International Examinations	Active
Edexcel GCE	Edexcel Foundation GCE	Active
Edexcel GCSE	Edexcel Foundation GCSE	Active
Edexcel GVQ	Edexcel Foundation GNVQ/VCE (GVQ)	Active
Edexcel GVQ Reg	Edexcel GVQ Individual Units Registrations	Active
Edexcel KS	Edexcel Key Skills Assessments	Active
Edexcel Reg	Edexcel Foundation Registrations	Active
ICAA	International Curriculum and Assessment Agency	Active
LEAP/SERAP	International Centre for Higher Education Management (ICHEM)	Inactive
NCFE	Northern Council for Further Education	Active
NICCEA	NICCEA GCSE, GCE (Advanced, AS) and Key Skills	Active
OCR	Oxford Cambridge and RSA Examinations	Active
OCR KS	OCR Key Skills (Coventry office)	Active
Sch Exams	School Internal Exams	Inactive
UCAS	Universities and Colleges Admissions Service	Inactive
WJEC GCE	Welsh Joint Education Committee GCE (Advanced/AS) & Key Skills	Active
WJEC GCSE	Welsh Joint Education Committee GCSE/Entry Level	Active

Edit

MIS > Examination > Routines > View/Edit Base Data



Testing Note(s):

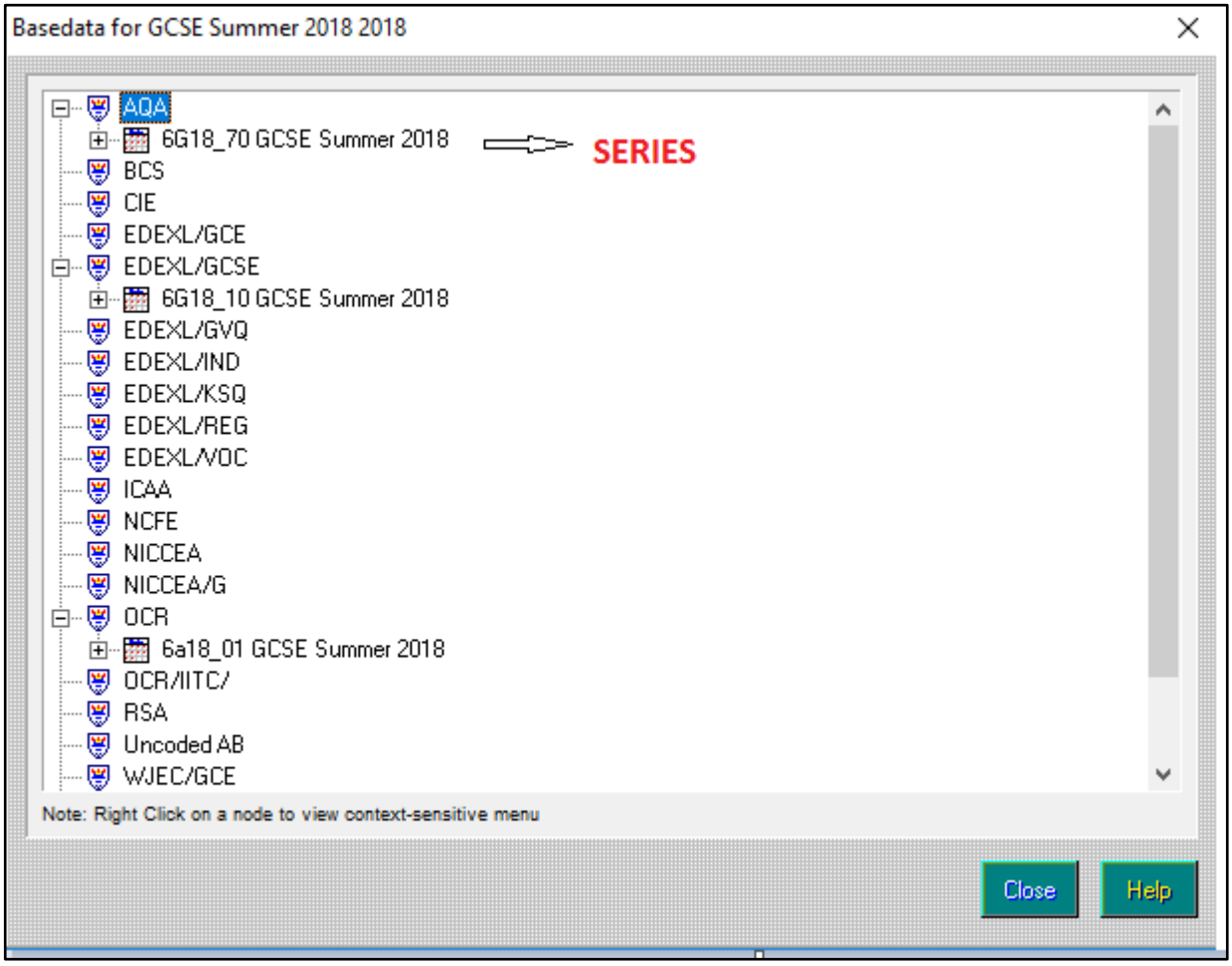
- Any custom boards are not imported, only the ones on the JCQ approved list
- Internal board 00 is not imported and its associated data is not imported either

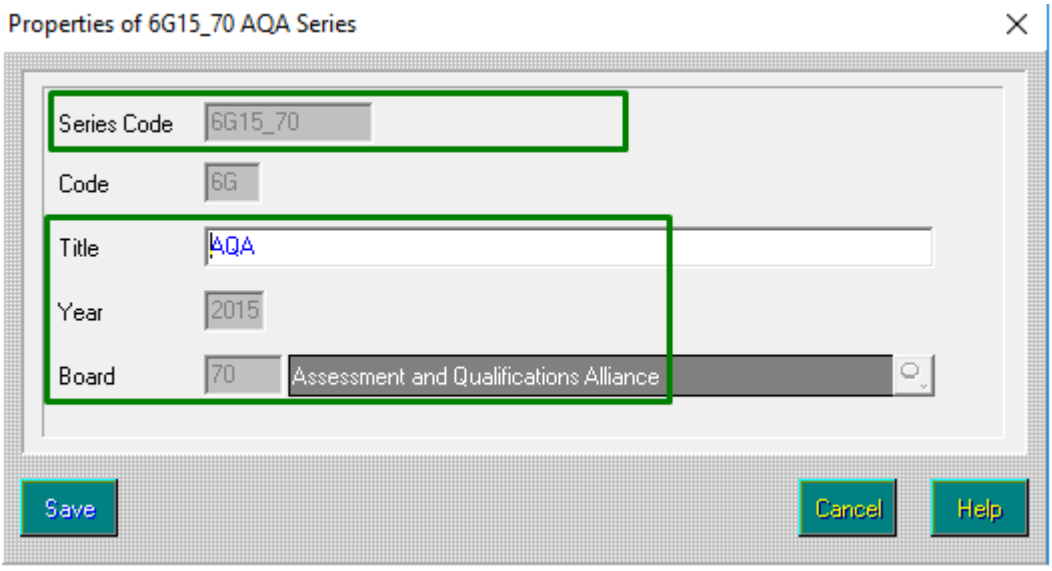
7.4 Series

Reference	Data Item Name	Data Item Description
7.4.01	EventEnd	
7.4.02	EventStart	
7.4.03	BoardCode	
7.4.04	Season	
7.4.05	SeasonPatternCode	
7.4.06	SeriesTitle	
7.4.07	SeriesCode	

SIMS > Focus > Basedata

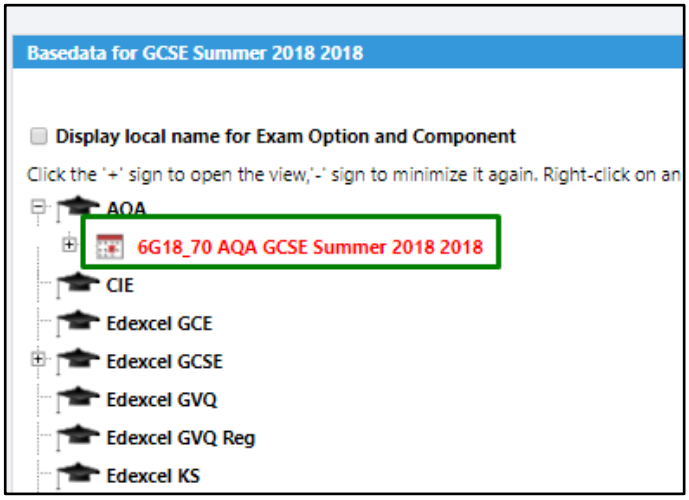
Migration Scope for SIMS

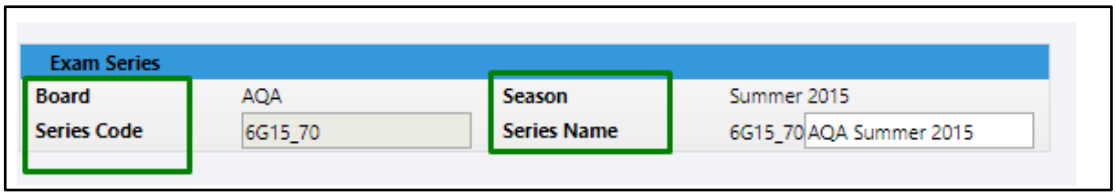




MIS > Examination > Routines > View/Edit Base Data

Migration Scope for SIMS





Testing Note(s):

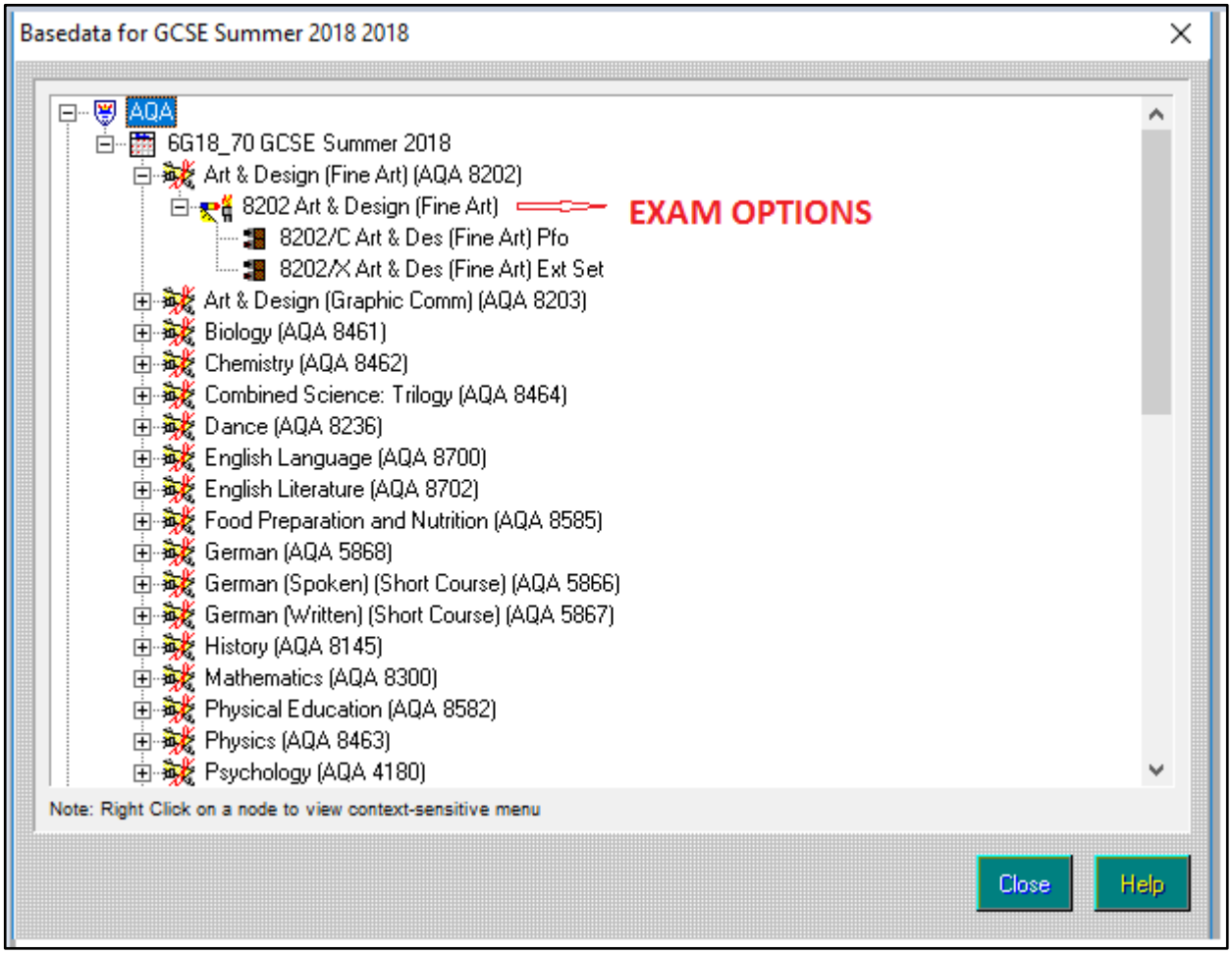
- Focus > Change Current Season – to Select/Change season (SIMS)
- Focus > Basedata (SIMS) (Current Year – All Seasons) and (for entire date range ex – 5 years)
- Refer Examination > Exam > Active Season - to Select/Change Active season
- Refer Examination > Routines > View/Edit Base Data (Current Year – All Seasons) and (for entire date range ex – 5 years)

  NOTE: This approach should be followed for 8.3 (Boards); 8.5 (Awards/Options); 8.6 (Components); 8.10 (Qualifications)

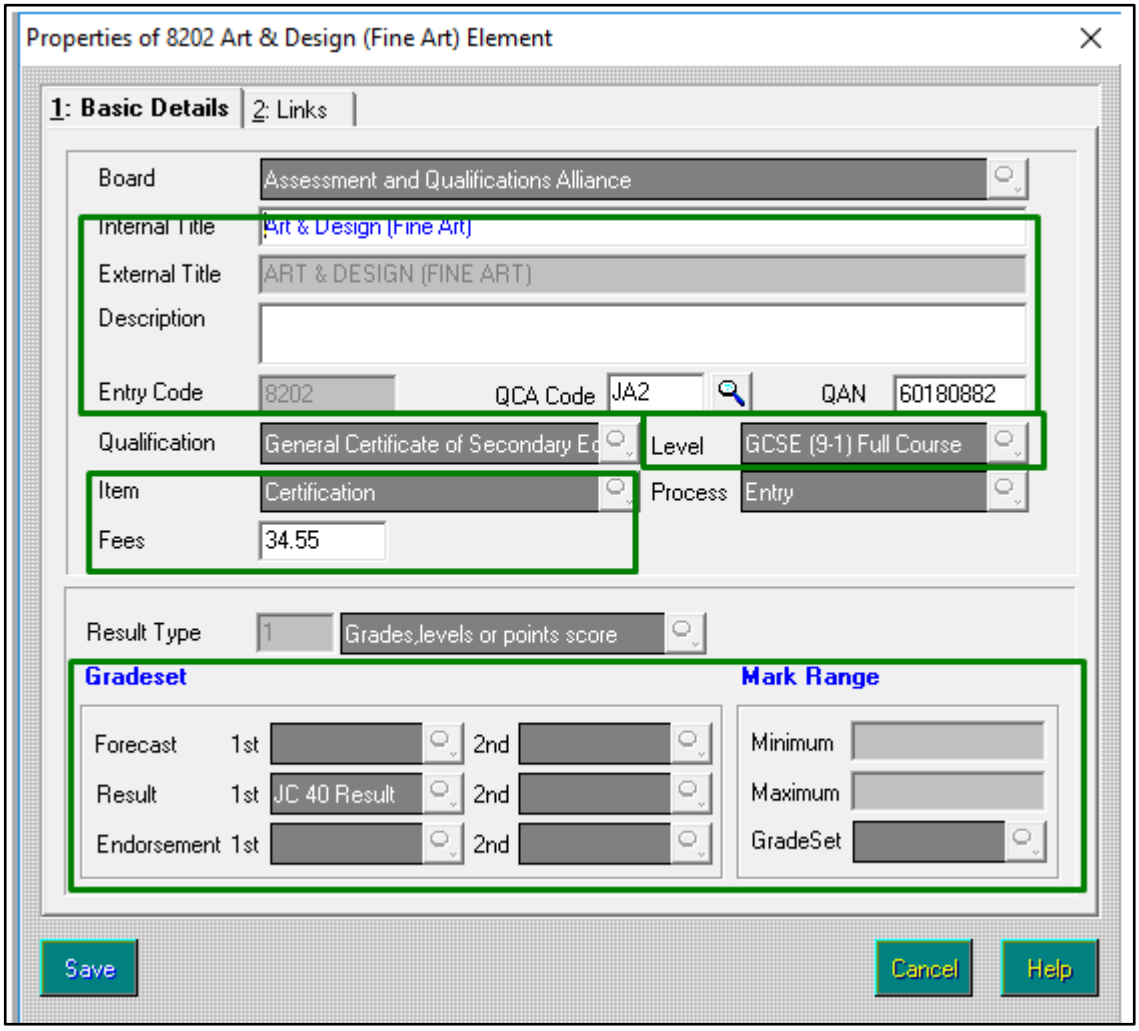
7.5 Awards (Exam Options)

Reference	Data Item Name	Data Item Description
7.5.01	Code	
7.5.02	Description	
7.5.03	ElementCode	
7.5.04	ElementType	
7.5.05	ExamFee	
7.5.06	ExternalTitle	
7.5.07	InternalTitle	
7.5.08	JCLevelCode	
7.5.09	ProcessCode	
7.5.10	QAN	
7.5.11	ResultType	
7.5.12	SeriesCode	
7.5.13	IsSubmitted	

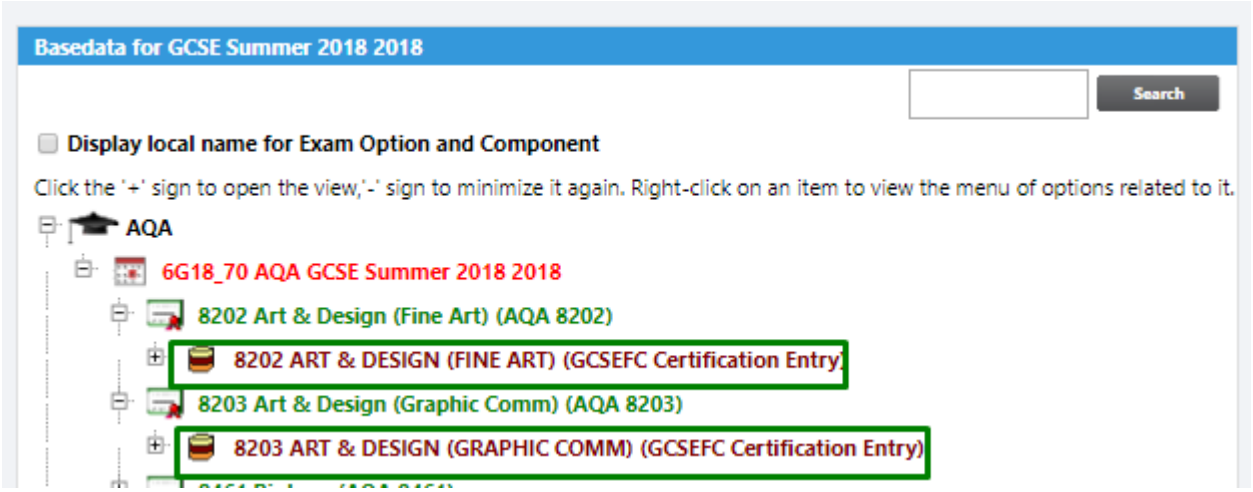
SIMS > Focus > Basedata



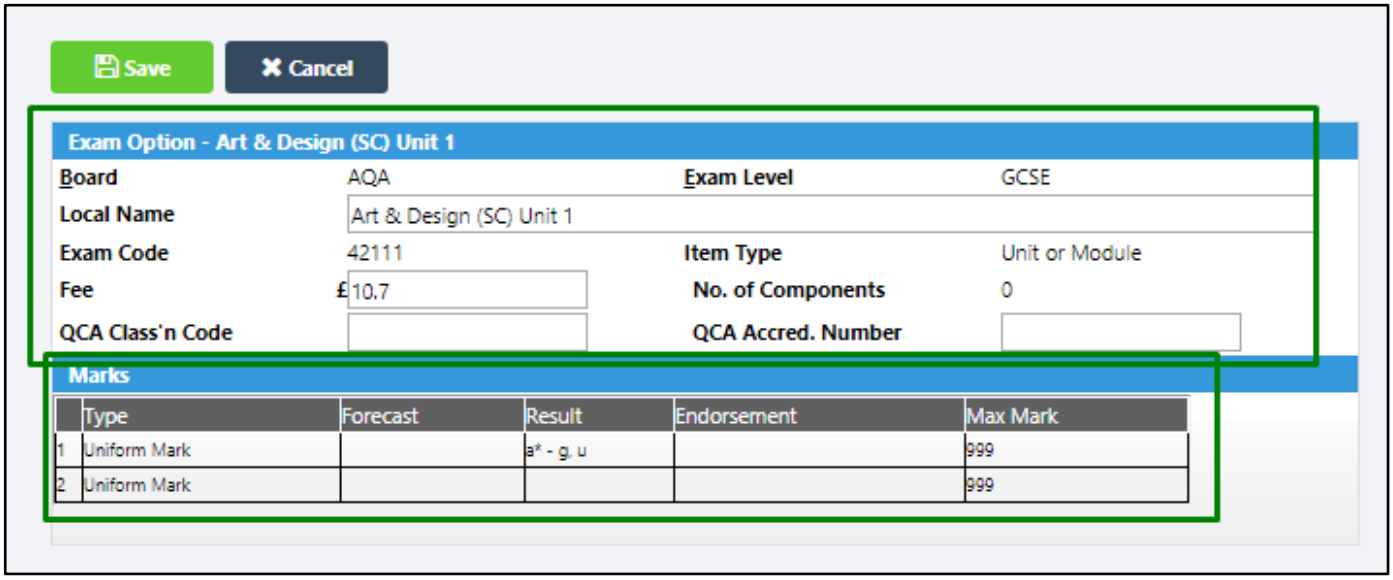
Migration Scope for SIMS



MIS > Examination > Routines > View/Edit Base Data



Migration Scope for SIMS



Testing Note(s):

- Focus > Change Current Season – to Select/Change season (SIMS)
- Focus > Basedata (SIMS) (Current Year – All Seasons) and (for entire date range ex – 5 years)
- Refer Examination > Exam > Active Season - to Select/Change Active season
- Refer Examination > Routines > View/Edit Base Data (Current Year – All Seasons) and (for entire date range ex – 5 years)

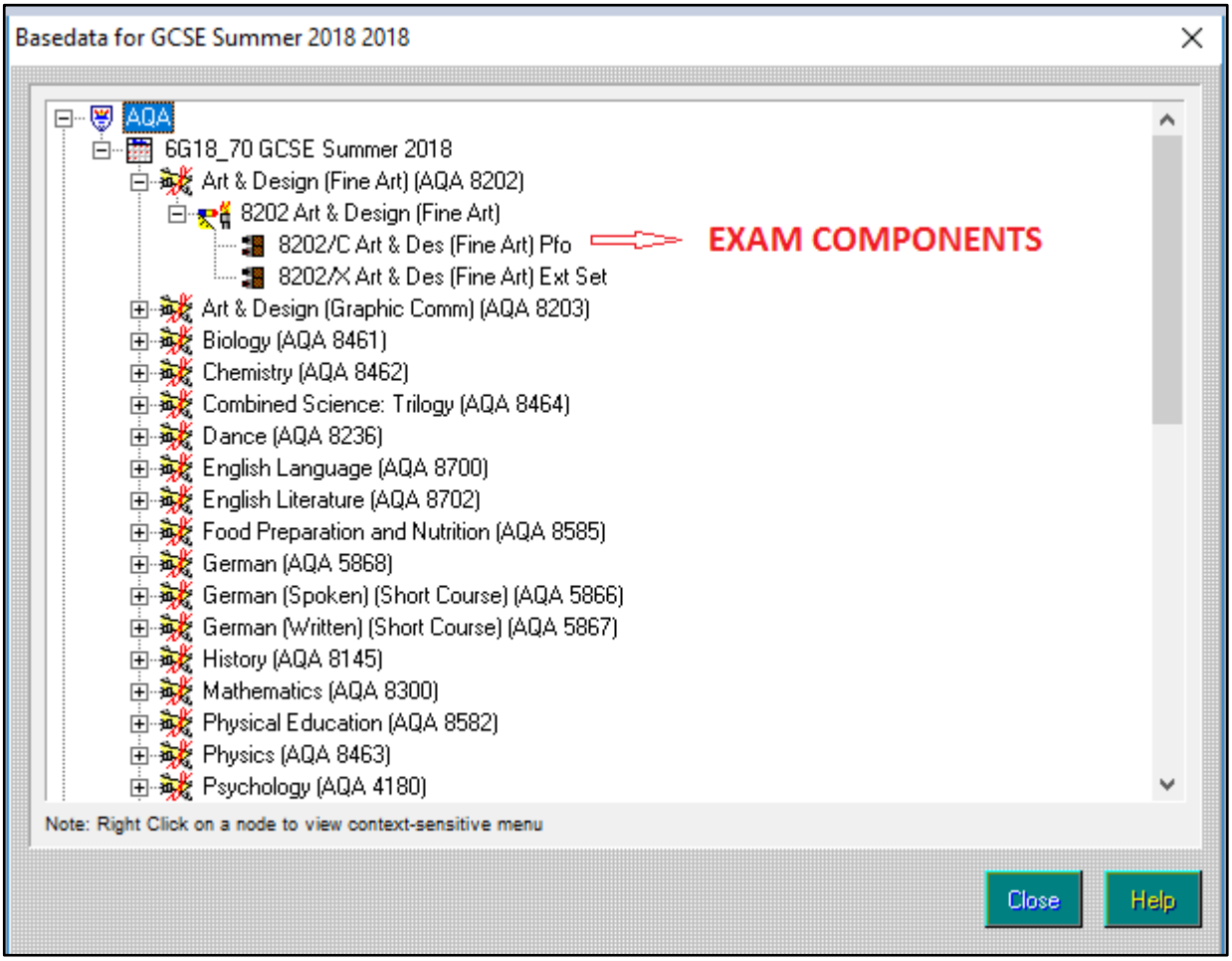
  NOTE: This approach should be followed for 7.3 (Boards); 7.4 (Series); 7.6 (Components); 7.10 (Qualifications)

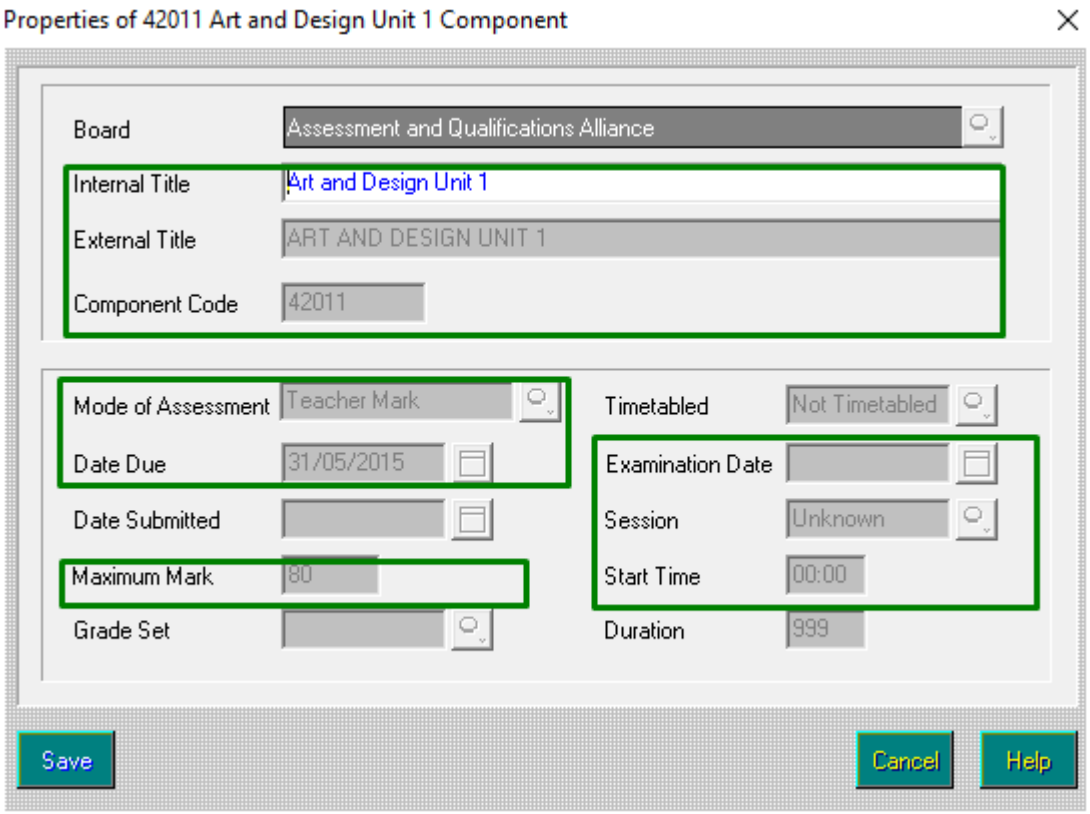
7.6 Components

Reference	Data Item Name	Data Item Description
7.6.01	AssessmentMode	
7.6.02	ComponentCode	
7.6.03	ComponentSittingDate	
7.6.04	ComponentSittingDuration	
7.6.05	ComponentSittingMode	
7.6.06	DateMarksDue	
7.6.07	ElementCode	
7.6.08	ExternalTitle	
7.6.09	InternalTitle	
7.6.10	SeriesCode	

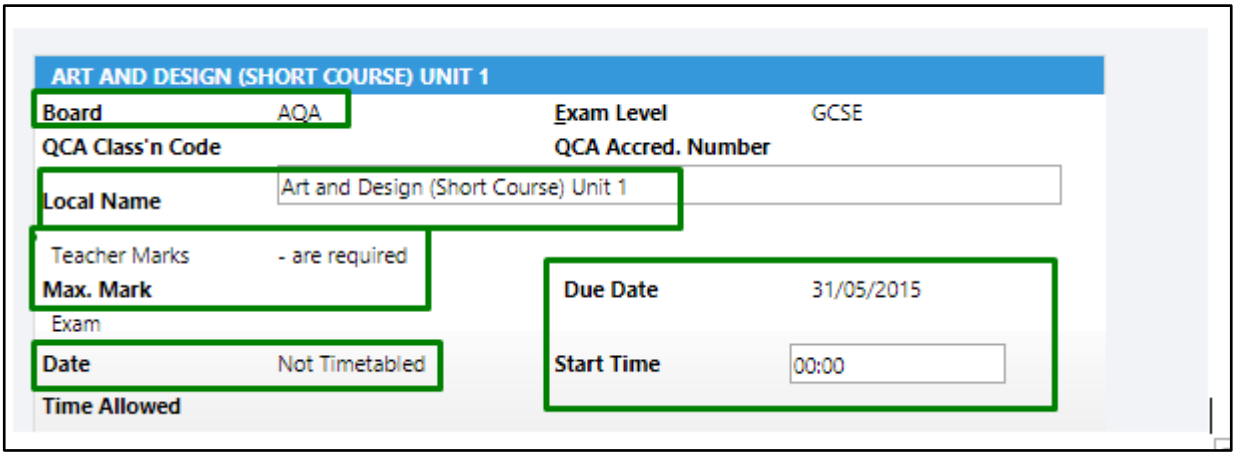
SIMS > Focus > Basedata

Migration Scope for SIMS





MIS > Examination > Routines > View/Edit Base Data



Testing Note(s):

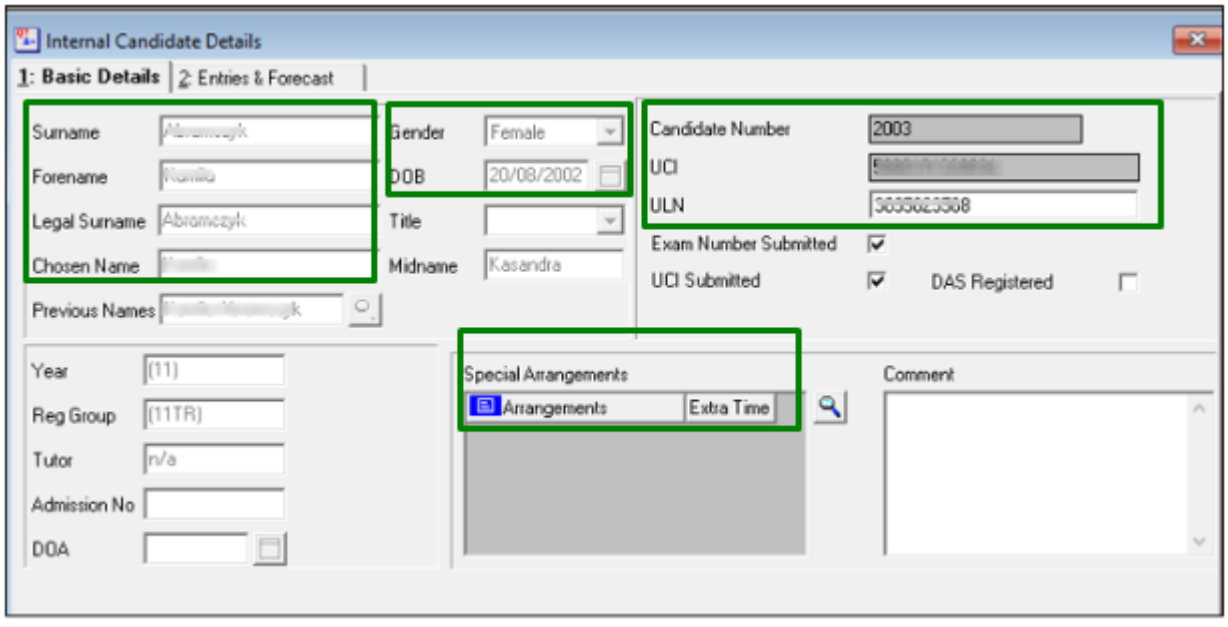
- Focus > Change Current Season – to Select/Change season (SIMS)
- Focus > Basedata (SIMS) (Current Year – All Seasons) and (for entire date range ex – 5 years)
- Refer Examination > Exam > Active Season - to Select/Change Active season
- Refer Examination > Routines > View/Edit Base Data (Current Year – All Seasons) and (for entire date range ex – 5 years)

  NOTE: This approach should be followed for 7.3 (Boards); 7.4 (Series); 7.5 (Awards/Options); 7.10 (Qualifications)

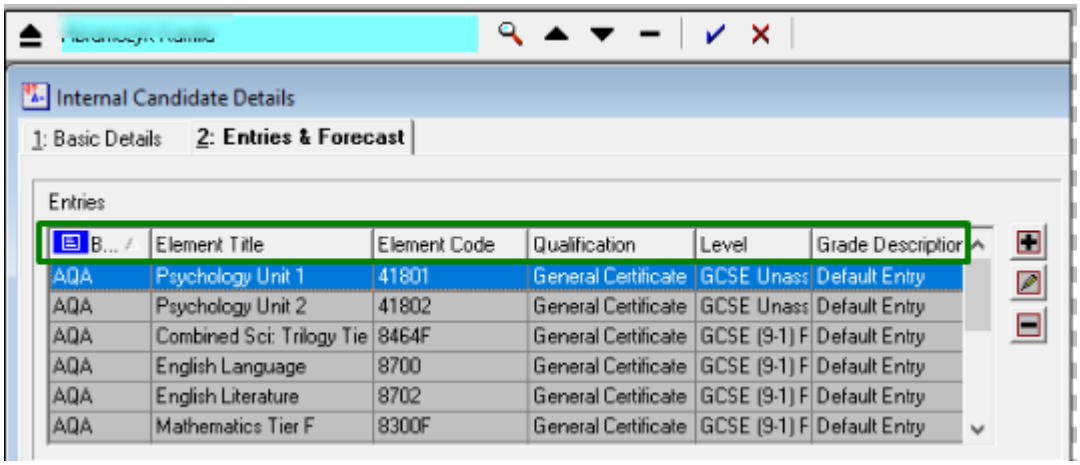
7.7 Candidate Exam Entries

Reference	Data Item Name	Data Item Description
7.7.01	UPN	
7.7.02	UCI	
7.7.03	Surname	
7.7.04	ChosenForename	
7.7.05	LegalSurname	
7.7.06	NameFormat	
7.7.07	DateOfBirth	
7.7.08	ExamNumber	
7.7.09	Forename	
7.7.10	Gender	
7.7.11	Honours	
7.7.12	InternalTitle	
7.7.13	JCLevelCode	
7.7.14	SeasonPatternCode	
7.7.15	SeasonStart	
7.7.16	SeasonEnd	
7.7.17	SeriesCode	
7.7.18	SpecialConsiderationFlag	
7.7.19	ExamOption	
7.7.20	ElementCode	
7.7.21	StudentSpecialConsiderationCodes	

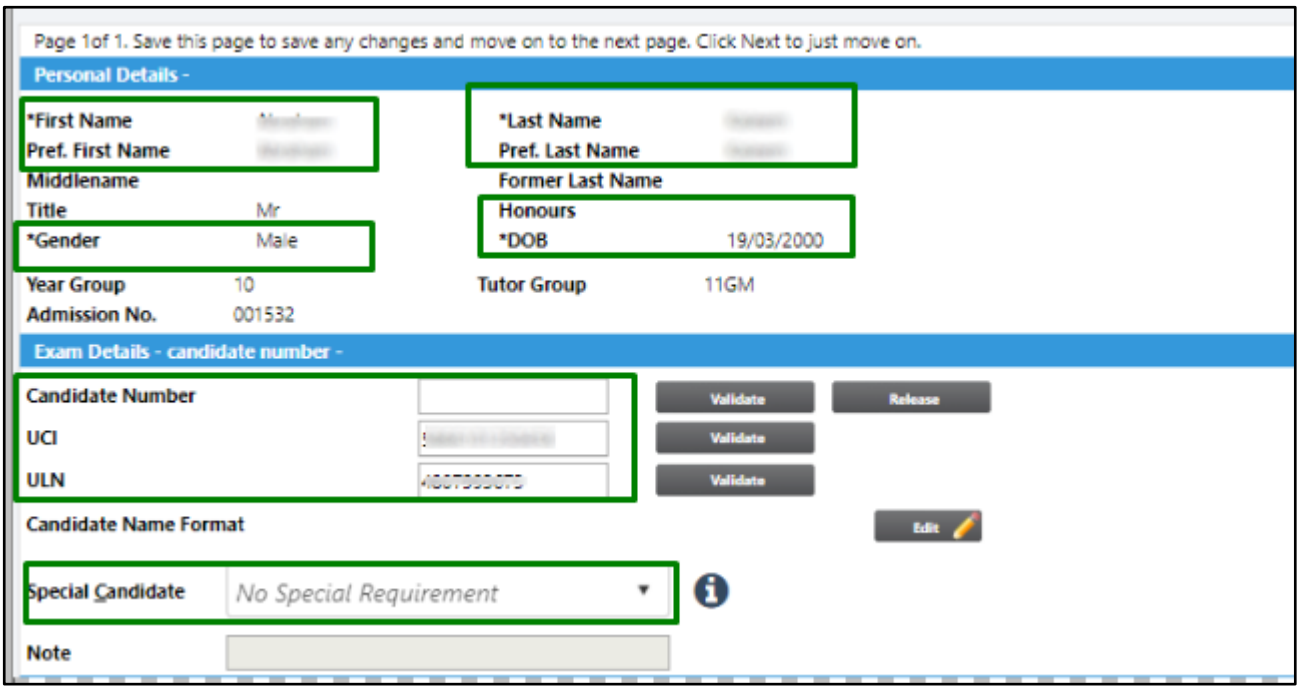
SIMS > Focus > Candidates > Internal/ External



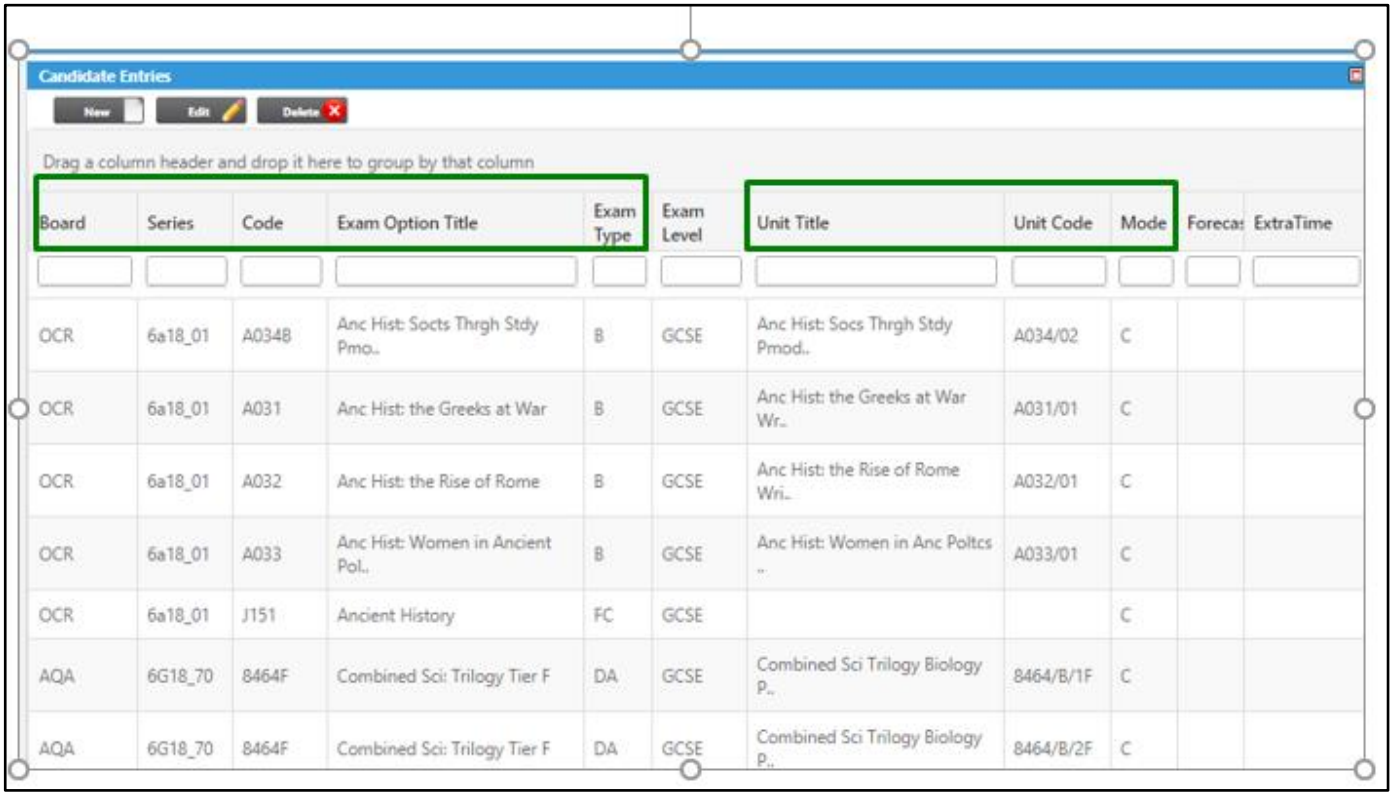
Migration Scope for SIMS



MIS >Examination > Candidates > Internal / External



Migration Scope for SIMS



Board	Series	Code	Exam Option Title	Exam Type	Exam Level	Unit Title	Unit Code	Mode	Forecas	ExtraTime
OCR	6a18_01	A034B	Anc Hist: Socts Thrgh Stdy Pmo..	B	GCSE	Anc Hist: Socs Thrgh Stdy Pmod..	A034/02	C		
OCR	6a18_01	A031	Anc Hist: the Greeks at War	B	GCSE	Anc Hist: the Greeks at War Wr..	A031/01	C		
OCR	6a18_01	A032	Anc Hist: the Rise of Rome	B	GCSE	Anc Hist: the Rise of Rome Wri..	A032/01	C		
OCR	6a18_01	A033	Anc Hist: Women in Ancient Pol..	B	GCSE	Anc Hist: Women in Anc Poltcs ..	A033/01	C		
OCR	6a18_01	J151	Ancient History	FC	GCSE			C		
AQA	6G18_70	8464F	Combined Sci: Trilogy Tier F	DA	GCSE	Combined Sci Trilogy Biology P..	8464/B/1F	C		
AQA	6G18_70	8464F	Combined Sci: Trilogy Tier F	DA	GCSE	Combined Sci Trilogy Biology P..	8464/B/2F	C		

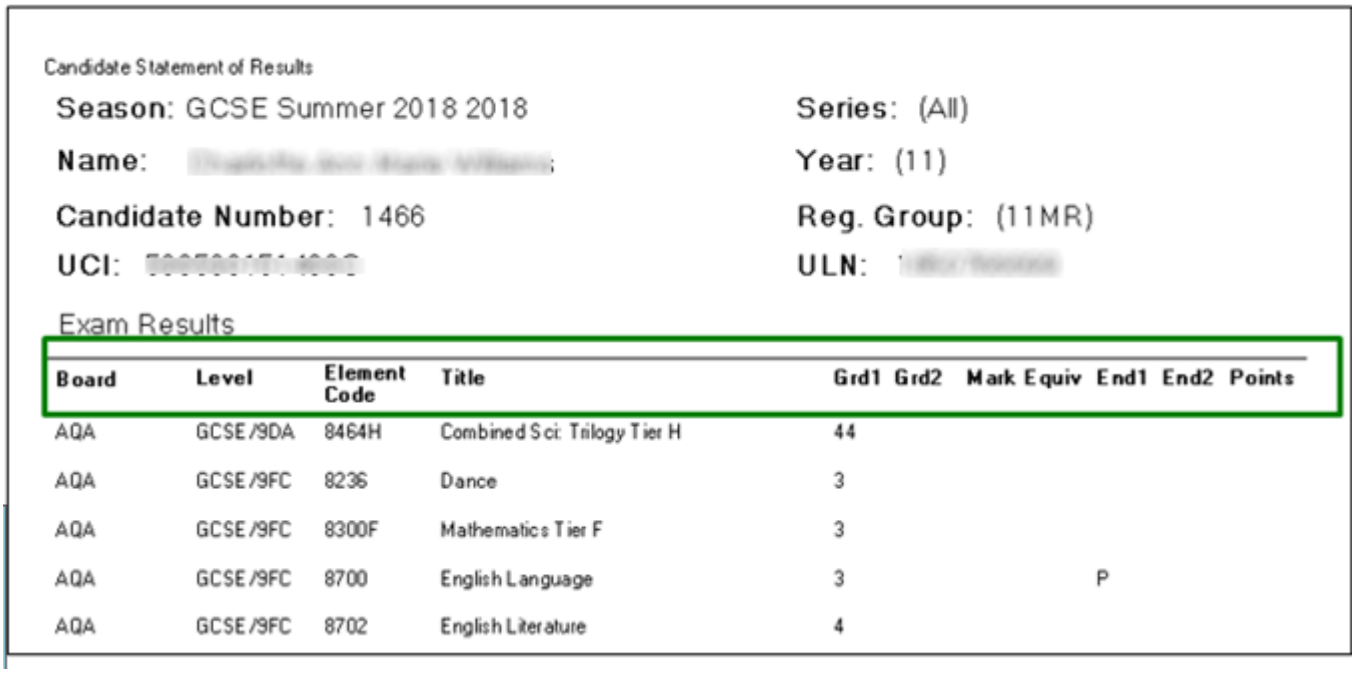
Testing Note(s):

- Focus > Change Current Season – to Select/Change season (SIMS) (Note - Data is shown relevant to selected season ONLY)
- Focus > Candidates > Internal (for Internal candidates) (SIMS) (Current Year – All Seasons) and (for entire date range ex – 5 years) – check Basic Details and Entries tabs
- Focus > Candidates > External (for external candidates) (SIMS) (Current Year – All Seasons) and (for entire date range ex – 5 years) – check Basic Details and Entries tabs
- Refer Examination > Exam > Active Season - to Select/Change Active season (Note - Data is shown relevant to selected season ONLY)
- Refer Examination > Candidates > Internal Candidates (MIS) (Current Year – All Seasons) and (for entire date range ex – 5 years) – check Personal Details, Exam Details and Candidate Entries sections
- Refer Examination > Candidates > External Candidates (MIS) (Current Year – All Seasons) and (for entire date range ex – 5 years) – check Personal Details, Exam Details and Candidate Entries sections

7.8 Candidate Results (SIMS)

Reference	Data Item Name	Data Item Description
7.8.01	DateOfBirth	
7.8.02	ExamOptionCode	
7.8.03	Forename	
7.8.04	InternalTitle	
7.8.05	JCLevelCode	
7.8.06	LegalSurname	
7.8.07	Result	
7.8.08	SeriesCode	
7.8.09	UCI	
7.8.10	DOB	
7.8.11	ExamOptionCode	
7.8.12	Forename	
7.8.13	GradeType	
7.8.14	InternalTitle	
7.8.15	JCLevelCode	
7.8.16	LegalSurname	
7.8.17	Result	
7.8.18	GradeSetCode	

SIMS > Student > Links > Examinations > Results



Candidate Statement of Results

Season: GCSE Summer 2018 2018 Series: (All)

Name: [redacted] Year: (11)

Candidate Number: 1466 Reg. Group: (11MR)

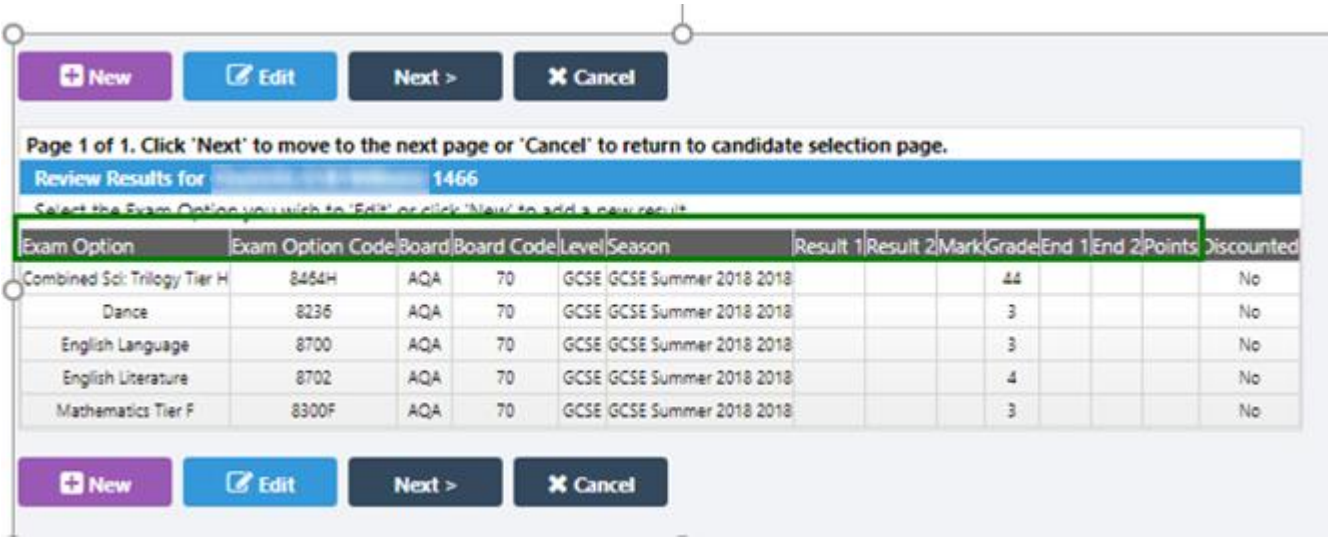
UCI: [redacted] ULN: [redacted]

Exam Results

Board	Level	Element Code	Title	Grd1	Grd2	Mark	Equiv	End1	End2	Points
AQA	GCSE/9DA	8464H	Combined Sci: Trilogy Tier H	44						
AQA	GCSE/9FC	8236	Dance	3						
AQA	GCSE/9FC	8300F	Mathematics Tier F	3						
AQA	GCSE/9FC	8700	English Language	3				P		
AQA	GCSE/9FC	8702	English Literature	4						

MIS > Examination > Candidates > Internal/External Candidates – Candidate Results section

Migration Scope for SIMS



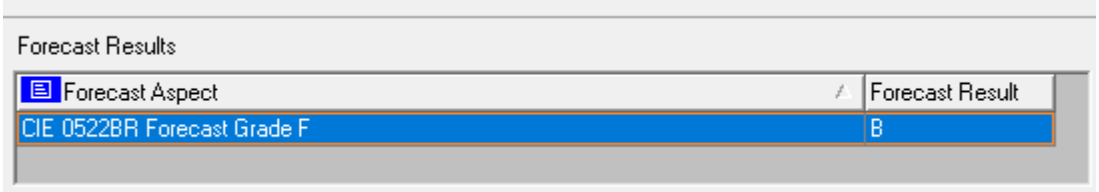
Testing Note(s):

- Student > Links > Examinations > Results (SIMS) (Current Year – All Seasons) and (for entire date range ex – 5 years)
- Refer Examination > Exam > Active Season - to Select/Change Active season (Note – Results Data is shown relevant to selected season ONLY)
- Refer Examination > Candidates > Internal/External Candidates – Candidate Results section (MIS) (Current Year – All Seasons) and (for entire date range ex – 5 years)

7.9 Candidate Forecasts

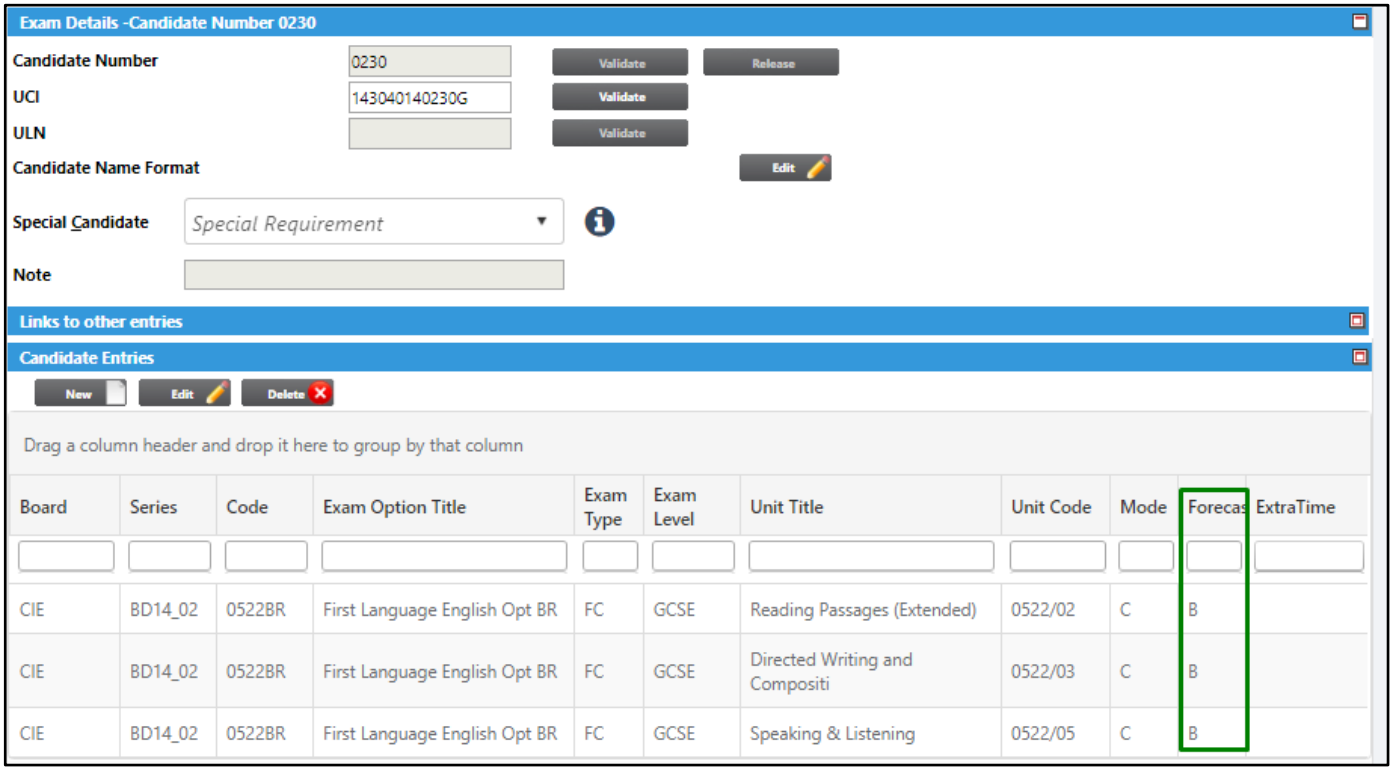
Reference	Data Item Name	Data Item Description
7.9.01	Candidate	
7.9.02	Series	
7.9.03	Exam Option	
7.9.04	Result	

SIMS > Focus > Candidates > Internal/External > Forecasts



MIS > Examination > Candidates > Internal/External Candidates – Candidate Entries section

Migration Scope for SIMS



Testing Note(s):

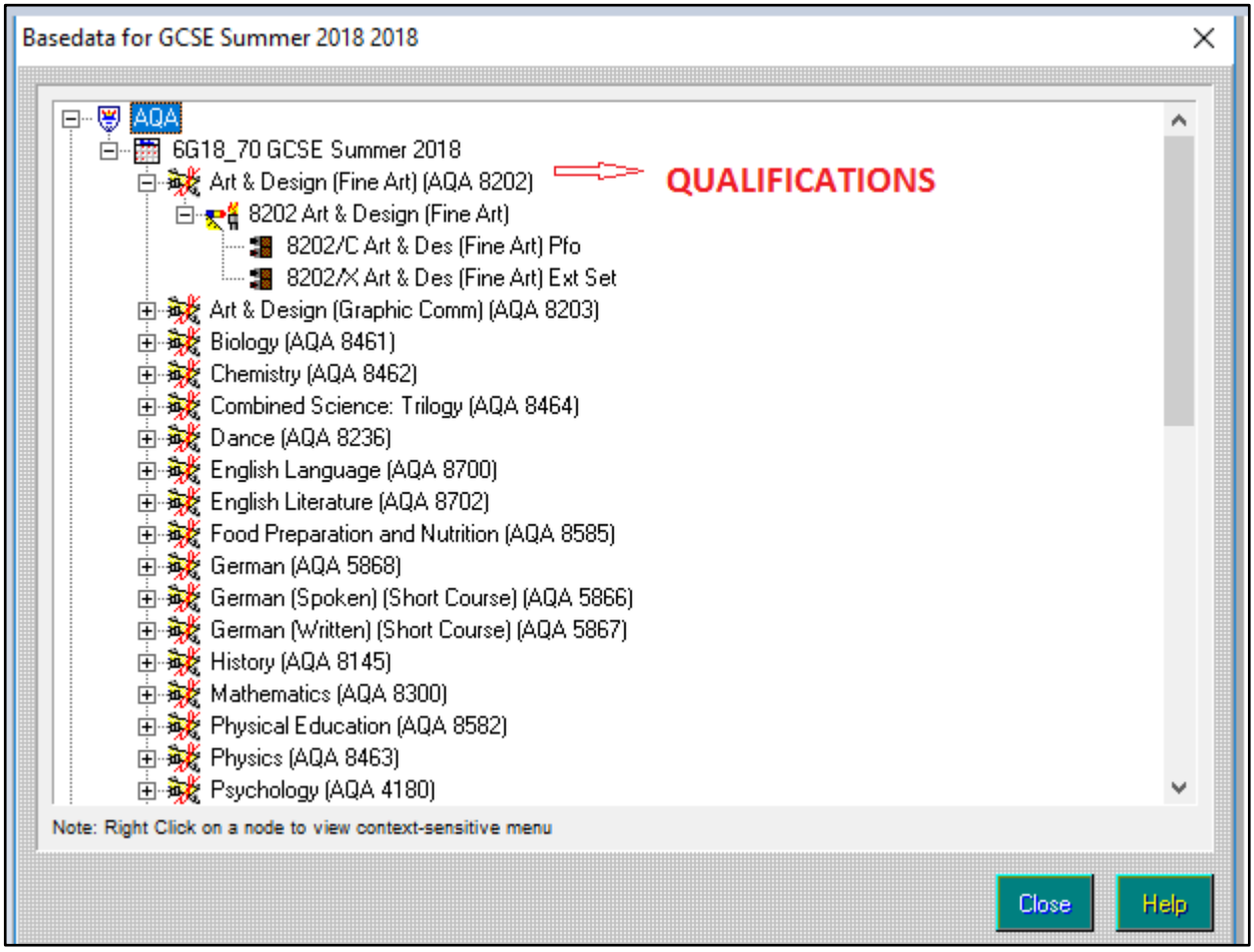
- Student > Links > Examinations > Entries and Forecasts - (SIMS) (Current Year – All Seasons) and (for entire date range ex – 5 years)
- Refer Examination > Exam > Active Season - to Select/Change Active season (Note – Results Data is shown relevant to selected season ONLY)
- Refer Examination > Candidates > Internal/External Candidates – Candidate Entries section (MIS) (Current Year – All Seasons) and (for entire date range ex – 5 years)
- Refer Examination > Entries > By Candidates and Exam Options - Forecasts

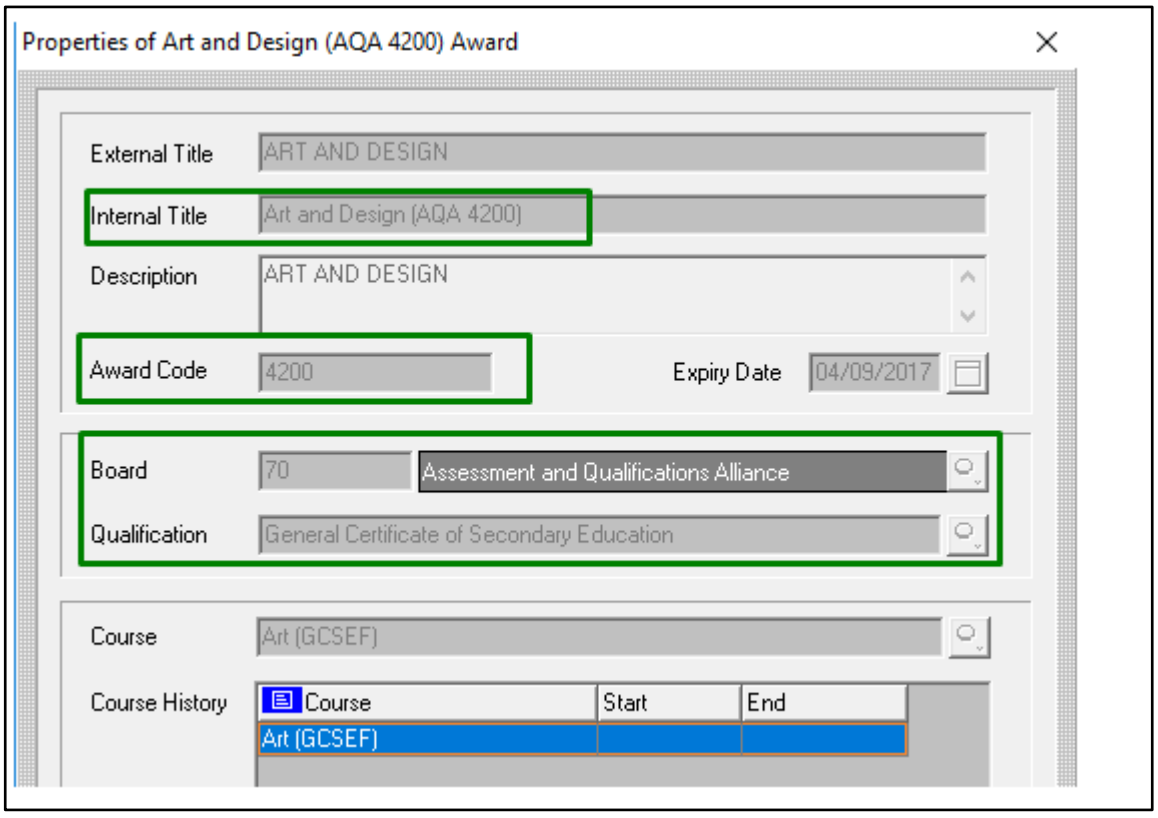
7.10 Exam Qualifications

Reference	Data Item Name	Data Item Description
7.10.01	ElementCode	
7.10.02	ExternalTitle	
7.10.03	InternalTitle	
7.10.04	Board	MB: to double check - JCLevelCode
7.10.05	Exam Level	MB: to double check - JCQualificationCode

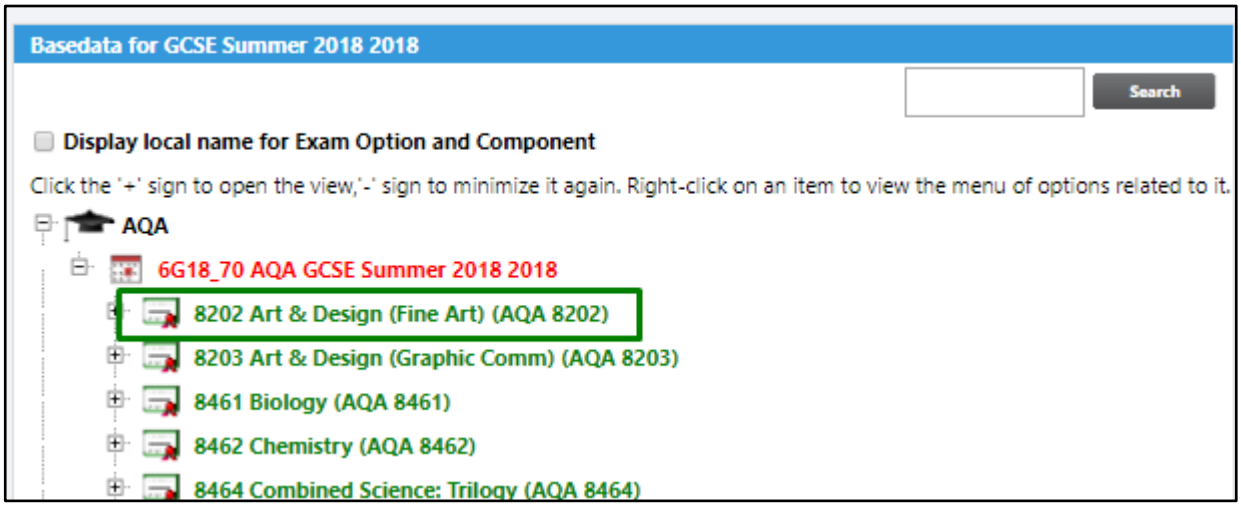
SIMS > Focus > Basedata

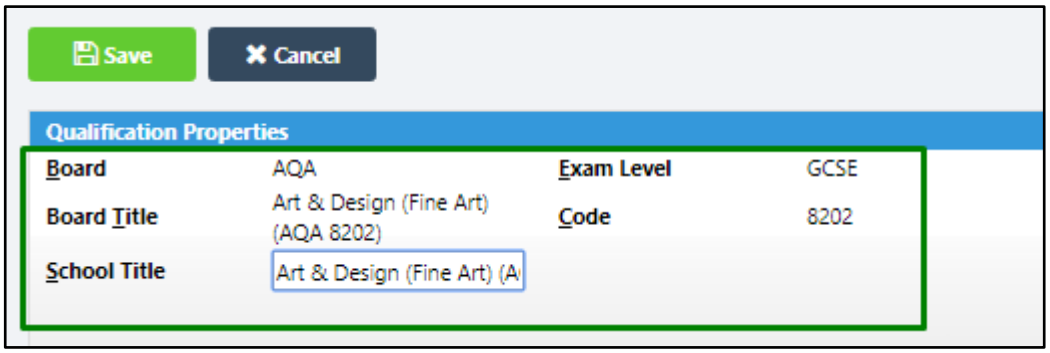
Migration Scope for SIMS





MIS > Examination > Routines > View/Edit Base Data





Testing Note(s):

- Focus > Change Current Season – to Select/Change season (SIMS)
- Focus > Basedata (SIMS) (Current Year – All Seasons) and (for entire date range ex – 5 years)
- Refer Examination > Exam > Active Season - to Select/Change Active season
- Refer Examination > Routines > View/Edit Base Data (Current Year – All Seasons) and (for entire date range ex – 5 years)

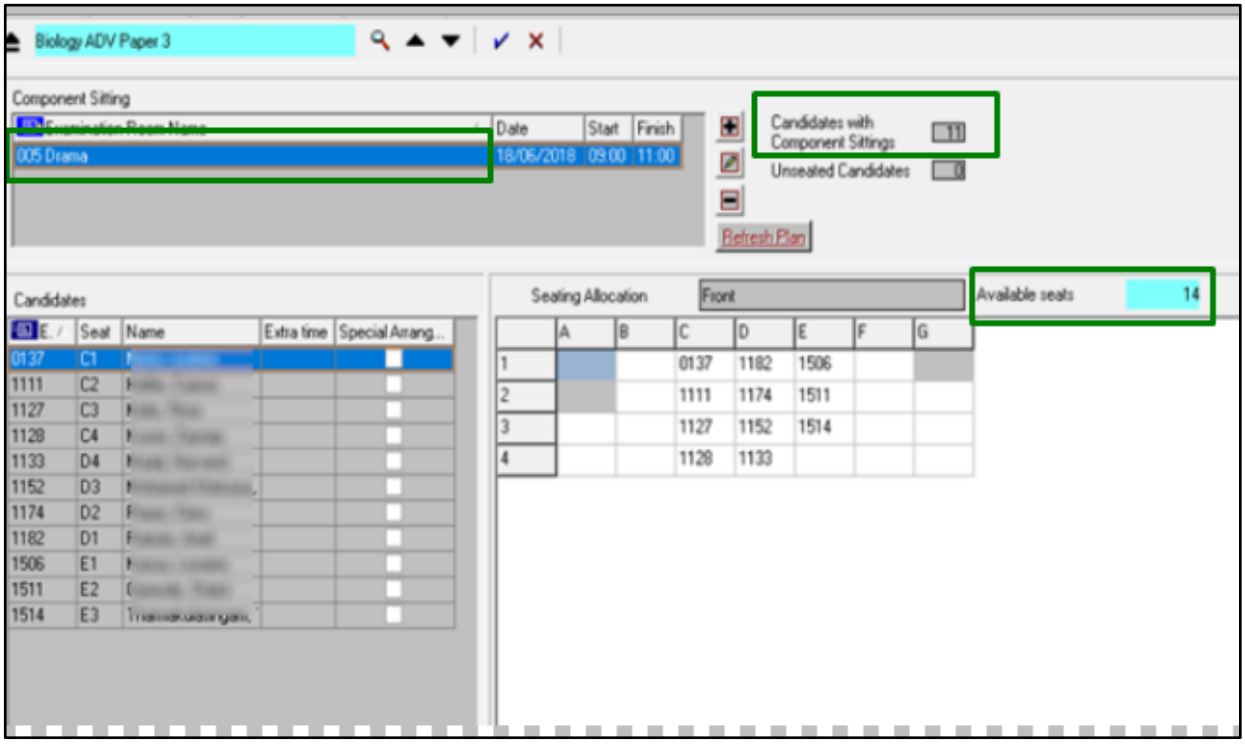
  NOTE: This approach should be followed for 7.3 (Boards); 7.4 (Series); 7.5 (Awards/Options); 7.6 (Components)

7.11 Exam Rooms

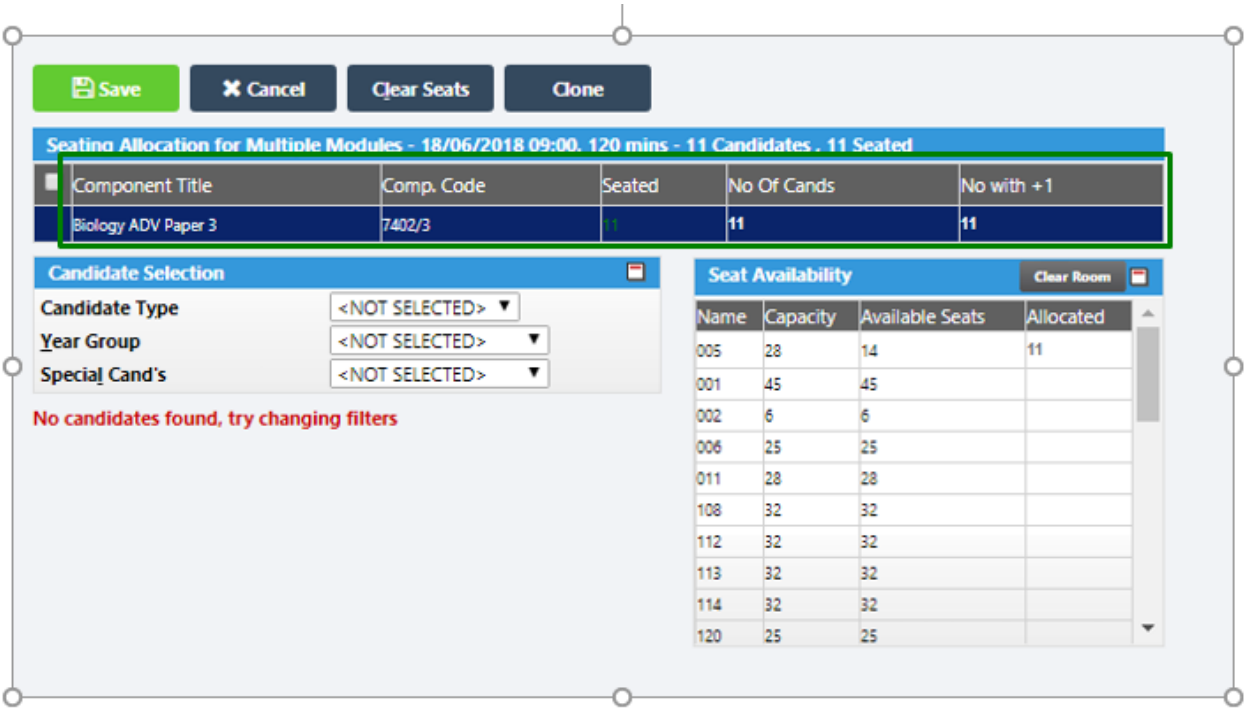
Reference	Data Item Name	Data Item Description
7.11.01	RoomCode	
7.11.02	RoomColumn	
7.11.03	RoomRow	

SIMS > Focus > Seating Organiser > Refresh > Select Exam>View/Edit for Exam details > Component Sitting

Migration Scope for SIMS



MIS > Examination > Exam > Seating Organisation >Component Selection > Seat/Review > Seat Availability



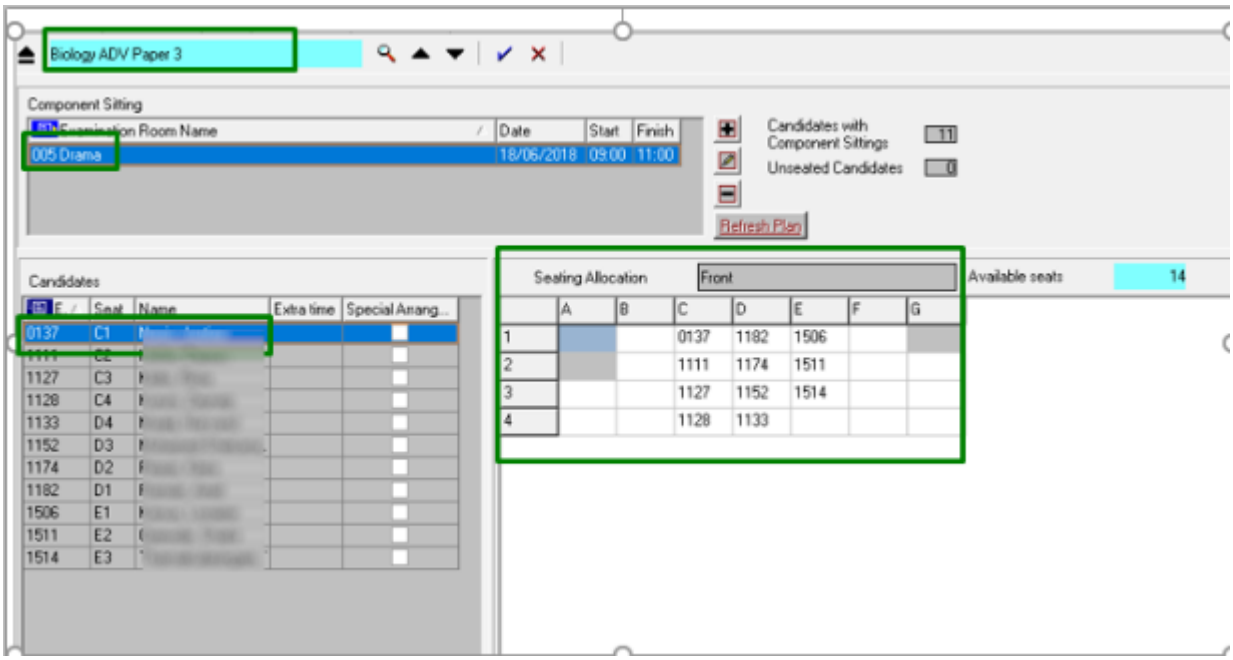
Testing Note(s):

- Focus > Seating Organiser – Refresh – Select Exam – View/Edit for Exam details – Component Sitting (SIMS)
- Refer Examination > Exam > Seating Organisation – Component Selection – Seat/Review – Seat Availability (MIS)

7.12 Exam Seating

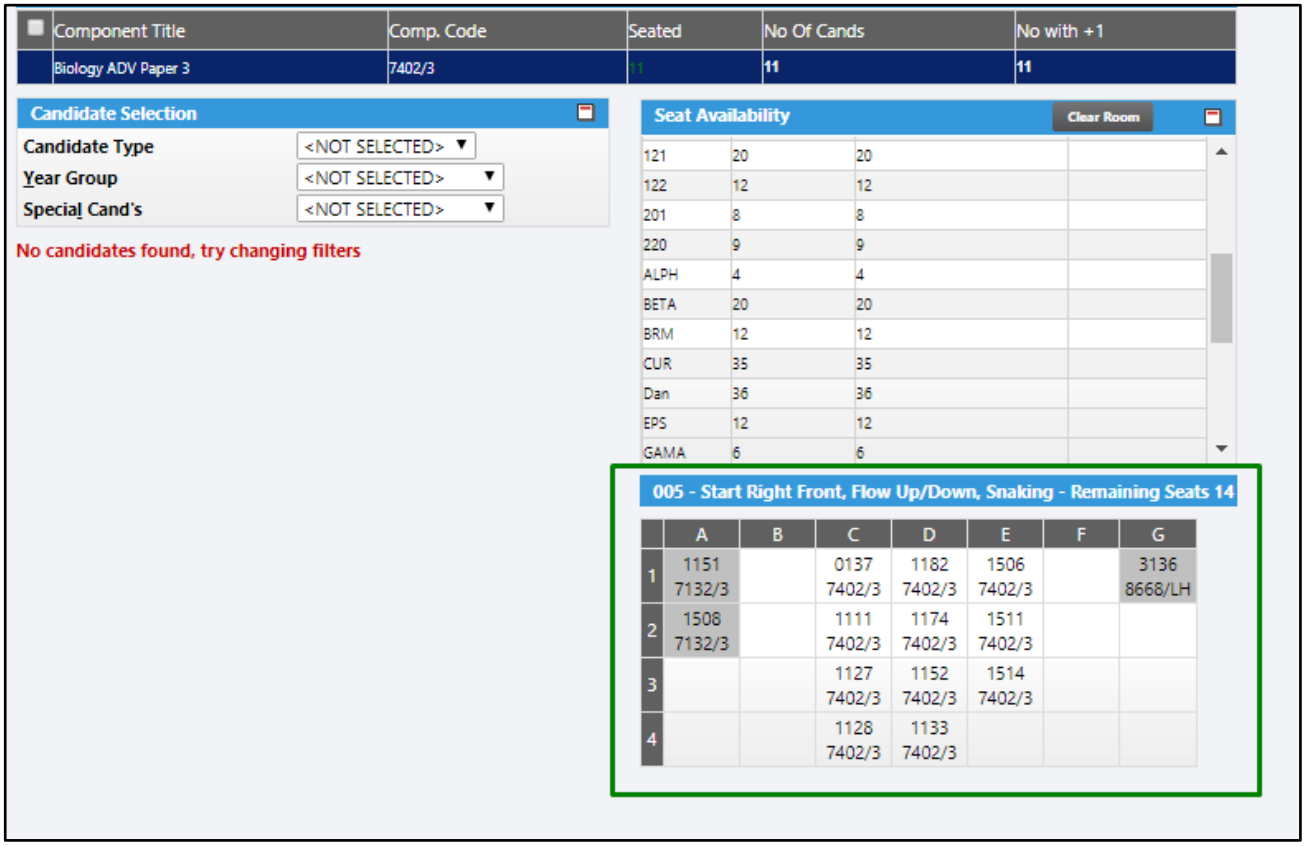
Reference	Data Item Name	Data Item Description
7.12.01	Candidate	
7.12.02	ComponentCode	
7.12.03	OptionCode	
7.12.04	SeriesCode	
7.12.05	RoomCode	
7.12.06	SeatRow	
7.12.07	SeatColumn	

SIMS>Focus>Seating Organiser>Refresh>Select Exam>View/Edit for Exam details >Component Sitting



MIS > Examination > Exam > Seating Organisation >Component Selection >Seat/Review >Seat Availability

Migration Scope for SIMS



Testing Note(s):

- Focus > Seating Organiser – Refresh – Select Exam – View/Edit for Exam details – Candidates; Seating Allocation (SIMS)
- Refer Examination > Exam > Seating Organisation – Component Selection – Seat/Review – Candidate Selection; Seat Availability (MIS)

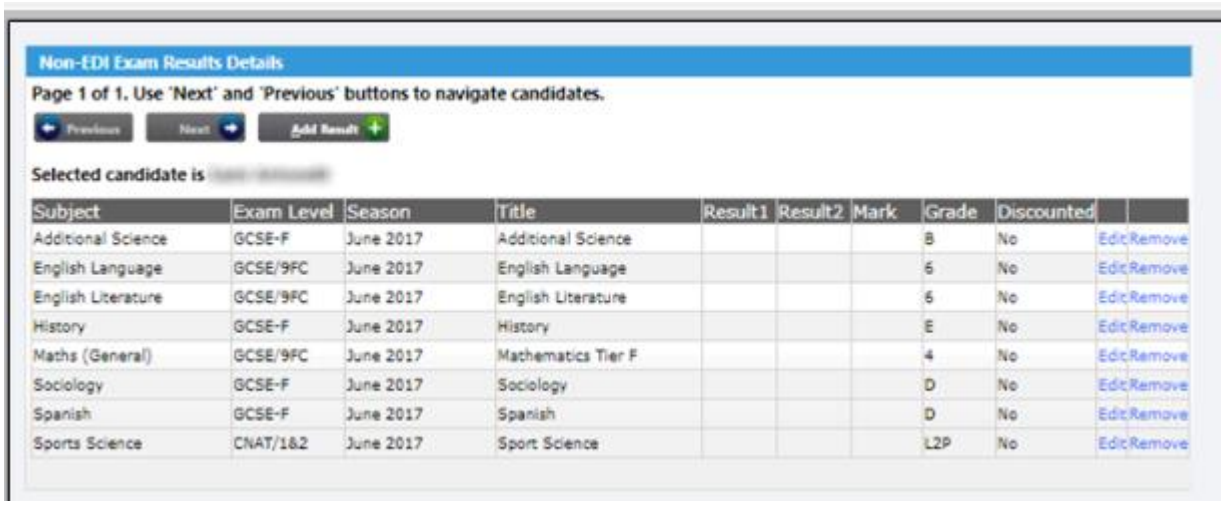
7.13 Non-EDI results (PI data)

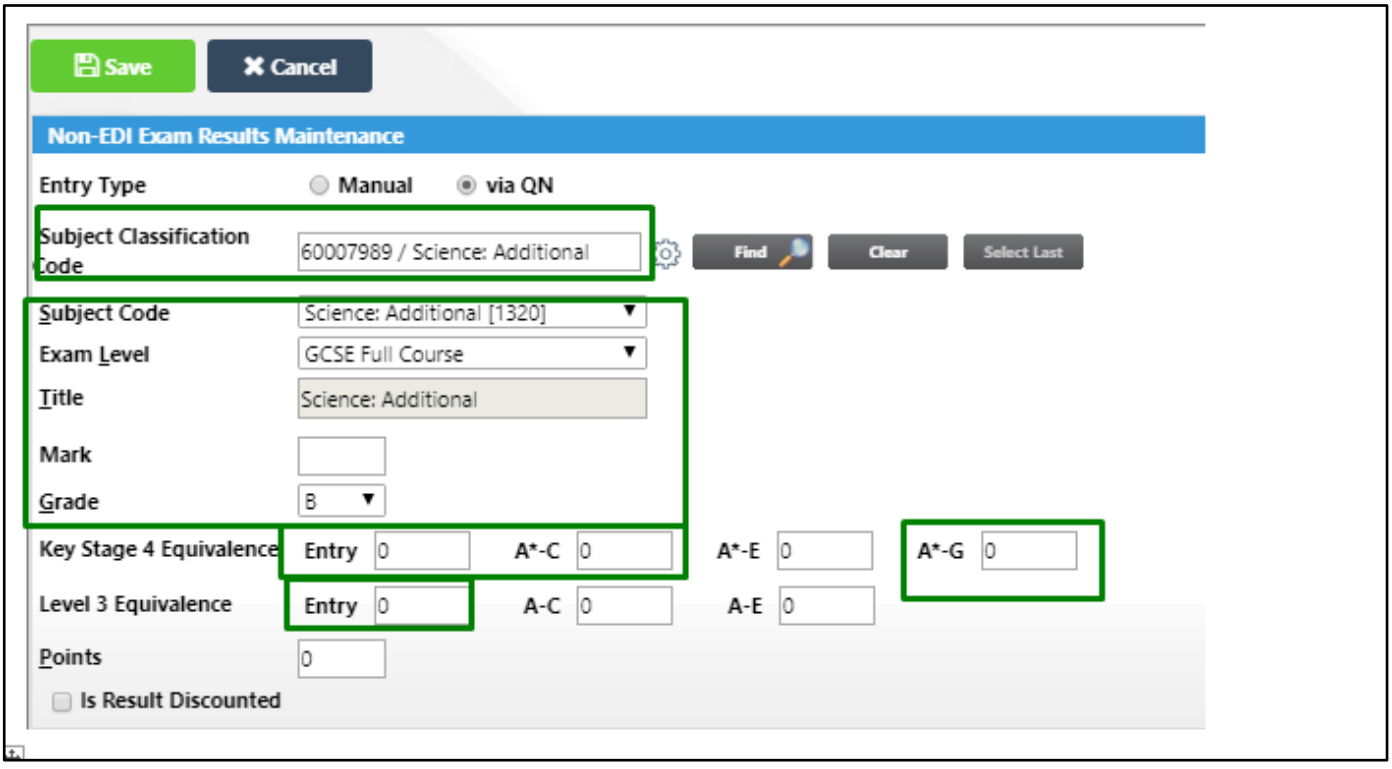
Reference	Data Item Name	Data Item Description
7.13.01	Candidate	
7.13.02	QAN	
7.13.03	Subject Code	
7.13.04	Exam Level	
7.13.05	Exam Title	
7.13.06	Grade	
7.13.07	Points	
7.13.08	Key Stage 4 Equivalence Entry	
7.13.09	Key Stage 4 Equivalence A*-C	
7.13.10	Key Stage 4 Equivalence A*-E	
7.13.11	Key Stage 4 Equivalence A*-G	
7.13.12	Level 3 Equivalence Entry	
7.13.13	Level 3 Equivalence A-C	
7.13.14	Level 3 Equivalence A-E	

Migration Scope for SIMS

SIMS > Tools > Examinations > PI Setup; Edit PI Data (SIMS) – to select Season

MIS > Exams > Results > Add/Edit Non-EDI Exam Results





Migration Scope for SIMS

Testing Note(s):

- Tools > Examinations > PI Setup; Edit PI Data (SIMS) – to select Season; check Non-EDI Results data respectively (Current Year – All Seasons) and (for entire date range ex – 5 years)
- Refer Exams > Results > Add/Edit Non-EDI Exam Results – edit each exam entry for selected candidates (Current Year – All Seasons) and (for entire date range ex – 5 years)