

Data Migration Scope for CMIS

As a part of
Data Migration to Bromcom MIS



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1 STUDENTS

1.1 Student Details

Student basic, registration, address/telephone/email, additional information details.

Reference	Data Item Name	Data Item Description
1.1.01	AdmissionNufmber	Admission number
1.1.02	LegalForename	Legal first name
1.1.03	MiddleName	Middle name
1.1.04	LegalSurname	Legal last name
1.1.05	PreferredForename	Preferred first name
1.1.06	PreferredSurname	Preferred last name
1.1.07	DateOfBirth	Date of birth
1.1.08	Sex	Gender
1.1.09	StartDate	Admission date
1.1.10	EndDate	Leaving date
1.1.11	UPN	Unique pupil number/identifier
1.1.12	FormerUPN	Former Unique pupil number/identifier
1.1.13	PartTime	Indicates if student is part time or not
1.1.14	CurrentBoarder	Current boarder of student
1.1.15	RollMode	Enrolment type/status of student
1.1.16	SourceOfEthnicity	Source of ethnicity information
1.1.17	InCare	Indicates if student in care
1.1.18	CareAuthority	Local Authority that student is in care
1.1.19	ServiceChildren	Indicates type, if student is service in education
1.1.20	SourceOfService	Source of "Service Children" information
1.1.21	ULN	Unique learner number
1.1.22	Religion	Religion
1.1.23	Ethnicity	Ethnicity
1.1.24	LanguageCode	First language information of student
1.1.25	TravelMode	Travel mode information of student
1.1.26	MealType	Meal type information of student
1.1.27	HomeAddress	Home address information of student (Building, Locality, Town, County, etc.)
1.1.28	HomePostCode	Home address post code
1.1.29	HomePhone	Home telephone number
1.1.30	MobilePhone	Mobile telephone number
1.1.31	OtherPhone	Any other telephone number
1.1.32	EmailAddress	Primary email address of student
1.1.33	House1	First House name of student
1.1.34	House2	Second House name of student
1.1.35	PostalTitle	Parental addressee
1.1.36	SLASCGiftedTalented	Indicates if student is gifted/talented
1.1.37	DocNotes	Medical condition entry into student medical conditions information
1.1.38	HomeSalut	Parental salutation
1.1.39	CnxAssent	Connexions assent/YSSA status
1.1.40	MedicalFlag	Medical flag tickbox
1.1.41	StuNotes	Note
1.1.42	Nationality	Nationality
1.1.43	AdoptFromCare	Adopted from care/Post Looked After Arrangements

Testing Note(s):

- Data for ALL the above fields should be covered while checking data in MIS (where available in CMIS). Also all the Students Views to be referred in case data is not available in the specified Views (from screenshots below)
- Refer Student > Basic Details; Key Data; Contacts; Ethnic & Religious; Meal & Transport; Health Background; Gifted & Talented; Other Information (MIS)

Students > Students

Students > Students

Students > Views > School Census View

Students > Views > School Census View

Pupils; All pupils [2013/2014 data set]

Personal | Other details | Teaching groups | SEN Provision Types | SEN Major N... | Save

Surname: [text] Forename: [text] Id: [text]

Crs: [text] Class: [text]

Names and enrolment details

Former surname: [text] Preferred surname: [text]

Preferred forename: [text] Middle names: [text]

☒ Male ☐ Female DOB: [text]

NC year: [text] Entry date: [text]

Enrol status: [text] ☐ Part-time indicator

Boarder indicator: [text] YSSA Indicator: [text]

Personal contact details

Post code: [text] Home address: [text]

Leaving details

☐ Left school Date left: [text]

Destination school: [text] Leaving type: [text]

Advanced..

Enter the surname of the pupil. You can also use this field for searching. 1 / 183

Browse..

Students > Views > SEN View

Pupils; All pupils [2013/2014 data set]

Personal | SEN Major Needs | SEN Types | SEN Provision types | Save

Surname: [text] Forename: [text] Id: [text]

Crs: [text] Class: [text]

Called: [text] Middle: [text]

Name: [text] DOB: [text]

Post code: [text] ☒ Male ☐ Female

Address: [text] Phone: [text]

Phone2: [text] EMail: [text]

Mobile: [text] Picture: [text]

Entry date: [text] Prev sch: [text]

Enter the email address of the pupil 1 / 5

Students > Views > Standard View

Pupils; All pupils [2013/2014 data set]

Personal | Contacts | Family | Attendance | Attendance history | SEN provision types | School history | Save

Surname: [text] Forename: [text] Id: [text]

Crs: [text] Class: [text]

Filter: all data

Type	Relation	Title	Surname	Forename	Home phone	Mobile	Home address
Parent	Mrs	Dr	Smith	John	01234 567890	07788 999999	123 Main Street, London
Parent	Mr	Dr	Smith	John	01234 567890	07788 999999	123 Main Street, London
Parent	Mrs	Dr	Smith	John	01234 567890	07788 999999	123 Main Street, London
Parent	Mr	Dr	Smith	John	01234 567890	07788 999999	123 Main Street, London

Title: [text] ☐ Male ☒ Female

Surname: [text] Forename: [text]

Priority: [text] Home phone: [text] Work phone: [text] Mobile: [text]

Home address: [text] Work address: [text]

Post code: [text] Post code: [text] Company: [text]

E-Mail: [text] Home sal: [text] H postal title: [text]

Enter the title used for this contact 1 / 183

Browse..

Populate Select.. Advanced..

Pupil	Name	Crs	Year	Class code	Dept	DateOfBirth	Address	Number	Age	Left	Fully paid ?	Ac house	Bd house
10000000	10000000	1000	10	10000000	10000000	10-10-2000	10000000	10000000	10	10	10000000	10000000	10000000

Testing Note(s):

- Ac House – Academic House; Bd – Boarding House (CMIS). We migrate data from Academic Houses first. If there's no data present, then only from Boarding Houses
- Refer Student > Key Data – House. Check the House information for the selected Sibling records (MIS)

1.2 Student CTF Attendance

Students past attendance information, which are imported via CTF files from previous establishments.

Reference	Data Item Name	Data Item Description
1.2.01	YrStart	Start date of related attendance collection
1.2.02	Poss	Possible attendance count
1.2.03	Att	Present attendance count
1.2.04	UnAuth	Unauthorised attendance count
1.2.05	SchLEA	Related school LA reference
1.2.06	SchNumber	Related school/establishment number
1.2.07	SchName	Related school name

Students > Students

Pupil	Year	Poss	Att	Unauth	Sch	LEA	Number
10000000	1000	1000	1000	1000	10000000	10000000	10000000

Testing Note(s):

- Refer Student > Previous School – CTF Attendance (MIS)

1.3 Student Exclusions

Students' exclusions information

Reference	Data Item Name	Data Item Description
1.3.01	ExclType	Exclusion type
1.3.02	StartDate	Date of incident and start date of exclusion
1.3.03	StartSession	Starting session of exclusion on start date
1.3.04	EndDate	Exclusion end date
1.3.05	EndSession	Ending session of exclusion on end date
1.3.06	ExclReas	Exclusion reason name/code
1.3.07	ExclSessions	Number of sessions student excluded for

Students > Students

Testing Note(s):

- Refer Student > Student Exclusions; Student Exclusions Report (MIS)

1.4 Student FSM

Students' free school meal information

Reference	Data Item Name	Data Item Description
1.4.01	FSMStartDate	Free school meal start date
1.4.02	FSMEndDate	Free school meal end date
1.4.03	ReviewDate	Free school meal review date

Students > Views > School Census View

The screenshot shows a software interface for viewing pupil data. The title bar reads 'Pupils; All pupils [2013/2014 data set]'. There are several tabs at the top: 'Attendance history', 'School History', 'SATs Results', 'Events', 'Interruptions', 'Exclusions', and 'FSM History' (which is selected). Below the tabs are input fields for 'Surname', 'Forename', 'Id', 'Crs', and 'Class'. A 'FSM Review Date' field is also present. To the right of these fields are buttons for 'Save', 'Clear', 'Search..', 'Filter..', 'New', 'Modify', and 'Delete'. Below the input fields is a table with columns 'Start', 'Finish', and 'Country of UK'. The table is currently empty. At the bottom of the window, there is a 'Country of UK' dropdown menu set to 'England', and 'Start' and 'End' date pickers. A status bar at the bottom indicates '1 / 183' records. Navigation buttons (back, forward, etc.) are located at the bottom right.

Testing Note(s):

- Refer Student > Meal & Transport (MIS)

1.5 Student School History

Students' school history information

Reference	Data Item Name	Data Item Description
1.5.01	StartDate	Admission date to related school history record
1.5.02	LeftDate	Leaving date from related school history record
1.5.03	ReasonCode	Leaving reason from related school history record
1.5.04	SchNumber	Related school's establishment number
1.5.05	LEA	Related school's LA
1.5.06	Postcode	Related school's post code
1.5.07	SchoolName	Related school's name

Students > Students

The screenshot shows the 'Pupils' application window with the 'Students' tab selected. The window contains a table with the following columns: Sch, School, Type, Start, Left, Reason left, Leaving type, Address1, Address2, Address3, Address4, Principal, Phone, Fax, Email, Number, LEA, and LEA. The 'Number' and 'LEA' columns are highlighted with blue boxes. The 'Filter: all data' dropdown is visible in the top right corner. The bottom of the window shows search filters for Sch, Start, Finish, Reason, and LeaveType.

Testing Note(s):

- Refer Student > Previous School (MIS)

1.6 Student SEN

Students' special education needs related information

Reference	Data Item Name	Data Item Description
1.6.01	StartDate	Start date of related SEN record
1.6.02	EndDate	End date of related SEN record
1.6.03	ReviewDate	Review date of related SEN record
1.6.04	SENCode	SEN code of related SEN record
1.6.05	SENDescription	SEN description of related SEN record
1.6.06	SortOrder	Priority of related SEN record
1.6.07	NeedType	Need type of related SEN record
1.6.08	SLASCSENResourced	Member of a resourced provision
1.6.09	SLASCSENMember	Member of a SEN unit/class

Students > Views > SEN View [or (School Census View)]

Students > Views > SEN View

Testing Note(s):

- Refer Student > SEN, Gifted & Talented. Check for Provisions and Needs (MIS)

1.7 Student Sibling

Student siblings' relations information get migrated.

Note: There is no specific information migrated, other than relations between students.

Reference	Data Item Name	Data Item Description
1.7.01	Sibling1	Admission Number
1.7.02	Sibling2	Admission Number

Testing Note(s):

- We migrate sibling, which is student relationships between each other based on contacts.
- Refer Student > Contacts > Siblings (MIS)

1.8 Student Contacts

Students' contacts and their related information

Reference	Data Item Name	Data Item Description
1.8.01	Forename	Contact's first name
1.8.02	Surname	Contact's last name
1.8.03	Homephone	Contact's home telephone number
1.8.04	Mobilephone	Contact's mobile telephone number
1.8.05	Workphone	Contact's work telephone number
1.8.06	Emailaddr	Contact's e-mail address
1.8.07	Conpriority	Contact's priority
1.8.08	Conrelat	Relation type
1.8.09	Contitle	Contact's title
1.8.10	Homesalut	Parental addressee
1.8.11	HomeAddress	Home address information of contact (Building, Locality, Town, County, etc.)
1.8.12	Homepostcode	Home post code
1.8.13	Parentalresp	Indicates if contact has "Parental Responsibility"
1.8.14	ConSex	Gender

Students > Students

Pupils; Course KS1, Key Stage 1; year 1 [2013/2014 data set]

Personal | Contacts | Siblings | Medical | Attendance | Attendance history | School History | SATS Results | Events | Interruptions | Exclusions | FSM History

Surname: [] Forename: [] Id: []

Crs: [] Class: []

Filter: all data

Relation	Title	Surname	Forename	Home phone	Mobile	Home address	Home post code
1	Mr	Smith	John	01234 567890	07123 456789	123 Main St, London, England	EC1A 1AA
2	Ms	Johnson	Emily	01234 567890	07123 456789	456 Oak St, London, England	EC1A 1AA
3	Mr	Williams	David	01234 567890	07123 456789	789 Pine St, London, England	EC1A 1AA

Order: []

Relationship: []

Home phone: []

Mobile Phone: []

Male ☒ Female ☐

Email: []

Save Clear Search Filter New Modify Delete

Students > Students

Pupils; Course KS1, Key Stage 1; year 1 [2013/2014 data set]

Personal | Contacts | Siblings | Medical | Attendance | Attendance history | School History | SATS Results | Events | Interruptions | Exclusions | FSM History

Surname: Forename: Id:

Crs: Class:

Filter: all data

Work phone	Classif 1	Classif 2	Sex	Notes	Home salut	Home postal	Work salut	Work postal	Emergency	Guardian	Pri

Save Clear Search.. Filter.. New Modify Delete

Pupils; Course KS1, Key Stage 1; year 1 [2013/2014 data set]

Personal | Contacts | Siblings | Medical | Attendance | Attendance history | School History | SATS Results | Events | Interruptions | Exclusions | FSM History

Surname: Forename: Id:

Crs: Class:

Filter: all data

Work salut	Work postal	Emergency	Guardian	Priority	Home addr link	Second addr link	Paying	Account number	Parent resp

Save Clear Search.. Filter.. New Modify Delete

Testing Note(s):

- Refer Student > Contacts (MIS)

1.9 Student Learning Aims

Student's learning aim relationships and related information

Note: Bromcom MIS already contains learning aim information as static data, so we only migrate relationship (by using "Discount Code" and "QAN") and related information.

Reference	Data Item Name	Data Item Description
1.9.01	StartDate	Student's learning aim relationship start date
1.9.02	FinishDate	Student's learning aim relationship planned end date
1.9.03	ActEndDate	Student's learning aim relationship end date
1.9.04	CompletionStatus	Student's learning aim status type
1.9.05	AimOutcome	Student's learning aim outcome
1.9.06	ModResult	Student's learning aim result
1.9.07	Core Aim	Is this the student's core learning aim?
1.9.08	Withdrawn Reason	Reason for being withdrawn from learning aim

Returns > Post-16 Learning Aims > Modify Student Learning Aims

Modify pupil learning aims

Filter

Student Teacher QAN records without Options ☐

Course Year Subject QAN records without Outcome ☐

Learning activities Filter: all data

Name	Crs	Year	Start date	End date	Actual end	Status	Discount Code	QAN Code	Subj	Group code	Teach
<div></div>											

Learning Aim Details

Start date Planned End Date Actual End Date

Discount Code QAN Code Status

Option Details

QCA Class QCA Number

Board Year

Series Syllabus

Option

Result Details

Learning Aim Result Modified Result Learning Aim Outcome

Select the QAN code that you want to assign to this pupil.

Close

Show

New

Modify

Delete

Clear

Clear Option

Options

Calculate

Testing Note(s):

- Refer Student > Learning Aims; Curriculum > Learning Aims Report (MIS)
- If the status is empty, then it will across as 'continuing'

1.10 Student Stage Assessments

Student's Stage Assessment data, which is sent/received in CTFs.

Reference	Data Item Name	Data Item Description
1.10.01	Result	Result of stage assessment
1.10.02	ResultStatus	Result status
1.10.03	YearTaken	Year Taken
1.10.04	PointsScore	Points Score
1.10.05	Locale	Locale
1.10.06	Stage	Stage
1.10.07	Year	Year
1.10.08	Subject	Subject
1.10.08	Component	Component
1.10.09	Method	Method
1.10.10	ResultType	Result Type
1.10.11	ResultDate	Result Date

Students > Views > Assessment View

Testing Note(s):

- Refer Student > Assessment > CTF Stage Assessments (MIS)
- FSP and EYFS is not part of migration and should be migrated via CTF Import.

1.11 Student Pupil Premium

Student's Pupil Premium data **Students > Students**

Reference	Data Item Name	Data Item Description
1.11.01	PPFTEquiv	FTE amount
1.11.02	FYStartDate	Pupil premium start date
1.11.03	FYEndDate	Pupil premium end date
1.11.04	DepPrem	Is Deprivation Pupil Premium
1.11.05	ServPrem	Is Service Child Premium
1.11.06	AdoptPrem	Is Adopted From Care Premium
1.11.07	LACPrem	Is Looked After Premium
1.11.08	PPCash	Pupil Premium Cash Amount

Students; All students [2015/2016 data set]

SATS | Events | SEN provision types | Remarks | Exclusions | Other details | 14-19 Diploma | Documents | EAL | FSM History | Ark Destination Tracking | **Pupil Premium**

Surname Forename Id

Crs Class

Current Pupil Premiums

☒ Current Deprivation Premium ☐ Current Service Child Premium

☐ Current Adopted Child Premium ☐ Current LAC Premium

Pupil Premium Funding

PupilPremId	Deprivation Prem	Service Prem	Adopted Prem	LAC Prem	PP FTE	PP Cash Amount	PP FY Start Date	PP FY End Date	Notes
	Y	N	N	N	1.00	1300.00	01-04-2014	31-03-2015	
	Y	N	N	N	1.00	935.00	01-04-2015	31-03-2016	

Filter: all data

Testing Note(s):

- Student > Students > Pupil Premium (CMIS)
- Refer Student > Funding & Allowances > Pupil Premiums (MIS)

1.12 Student Prior Attainments

Student's prior attainment data for Maths & English.

Reference	Data Item Name	Data Item Description
1.12.01	Maths Attainment Grade	
1.12.02	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
1.12.03	Maths Attainment Exemption	
1.12.04	English Attainment Grade	
1.12.05	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
1.12.06	English Attainment Exemption	

Students > View > School Census View

Students;

Exclusions | Interruptions | Contacts | FSM History | Census learner awards | Post 16 Employment | Ark Destination Tracking | Post-16

Surname Forename Id

Crs Class

Post 16: Planned Hours

Learning Hours Adjustment Total

Emp. Enrich and Pastoral Adjustment Total

Maths and English GCSE prior attainment

Maths Attainment Attainment Year Exemption

English Attainment Attainment Year Exemption

Save | Clear | Search... | Filter... | Attendance | Timetable

Testing Note(s):

- Students > View > School Census View > Post-16
- Refer Census > Routines > Student Prior Attainment (check for Post 16 students i.e., Yr 11 and above) (MIS)

1.13 Student Learning Hours / Post 16 Planned Hours

Reference	Data Item Name	Data Item Description
1.13.01	LinkedStudentID	
1.13.02	Academic Year (SetID)	
1.13.03	Total Planned Learning Hours	Qualified Hours in Bromcom MIS
1.13.04	Total Planned Emp Enrich & Pastoral Hours	Non Qualified Hours in Bromcom MIS

1.14 Student Educational Funding

Reference	Data Item Name	Data Item Description
1.14.1	LinkedStudentID	
1.14.2	Code	Learning support code
1.14.3	AwardDate	Date of learning support awarded

1.15 Student English Proficiency

Reference	Data Item Name	Data Item Description
1.15.1	LinkedStudentID	
1.15.2	Code	Proficiency in English Code
1.15.3	AssessmentDate	Date of assessment of English proficiency

Students; All students [2016/2017 data set]

SEN Provision Types | SEN Major Needs | Attendance | Exclusions | Interruptions | Contacts | FSM History | Health | Census learner awards | Post 16 Employment | Post-16 | **Proficiency in English** | Nationality

Surname: _____ Forename: _____ Id: _____

Crs: _____ Year: _____ Class: _____ DOB: _____

Filter: all data

Proficiency in English: **Assessment Date:**

Proficiency in English dropdown options:

- A: New to English
- B: Early acquisition
- C: Developing competence
- D: Competent
- E: Fluent
- N: Not yet assessed

new / 1264

Buttons: Save, Clear, Search, Filter, New, Modify, Delete, Advanced, Browse

1.16 Student Medical Conditions

Reference	Data Item Name	Data Item Description
1.16.1	LinkedStudentID	
1.16.2	ConditionType	Type of the Medical Condition
1.16.3	Description	Small Description for Student's Medical Condition.
1.16.4	DateTaken	The Date Medical Condition was saved into System.

mig-cmis-srv - Remote Desktop Connection

Students; All students [2016/2017 data set]

Personal Other details Contacts School history Attendance Reasons for Absence Attendance history **Medical** Family Groups Results SATS E

Surname Addison Forename Georgina Id 998209

Crs KS4; Key Stage 4 Year 11 ..Class 11W LCO/PGR; 11W LCO/PGR I DOB 04-12-2000

Doctor Kirby

Doc ph 01423 887733

☐ Carries Inhaler

☐ Carries Epipen

Filter: all data

Id	Cond	Event	Info date	Follow up date	Notes
1	NOTE		01-09-2012		Has had a tendency to faint

Date

Notes

Advanced..

2 STAFF

2.1 Staff Basic Details

Reference	Data Item Name	Data Item Description
2.1.01	LecturerId	Unique Identifier
2.1.02	Title	Title
2.1.03	Surname	Last name
2.1.04	Forename	First name
2.1.05	LectNumber	School staff number
2.1.06	PayrollNumber	Payroll number
2.1.07	HomeAddr1	Building name/number of staff address
2.1.08	HomeAddr2	Locality of staff address
2.1.09	HomeAddr3	Town of staff address
2.1.10	HomeAddr4	Administrative area of staff address
2.1.11	HPostCode	Post code of staff address
2.1.12	Phone	Main phone number (if starts with 07, type is MOBILE otherwise LANDLINE)
2.1.13	OtherPhone	Other phone number (if starts with 07, type is MOBILE otherwise LANDLINE)
2.1.14	Email	Email address
2.1.15	NInumber	National insurance number
2.1.16	LEAStartDate	Local authority start date
2.1.17	DFEnum	DfE Number
2.1.18	QTStatus	Indicates, if staff is qualified teacher or not
2.1.19	HLTASStatus	Indicates, if staff is higher level teaching assistant or not
2.1.20	Ethnicity	Ethnicity
2.1.21	Religion	Religion
2.1.22	LanguageCode	First language
2.1.23	DateOfBirth	Date of birth
2.1.24	StartDate	Employment start date
2.1.25	DateLeft	Employment end date
2.1.26	Disability	Indicates, if staff has disability or not
2.1.27	BankAccount	Bank account number
2.1.28	BankName	Bank name
2.1.29	SortCode	Bank account sort code
2.1.30	Sex	Gender
2.1.31	LectLeft	Used to determine if staff a leaver
2.1.32	Active	Used to determine if staff a leaver
2.1.33	DisplayCode	Staff Code
2.1.34	Notes	Staff Notes field

Testing Note(s):

- Data for ALL the above fields should be covered while checking data in MIS (where available in CMIS). Also all the Staff Views to be referred in case data is not available in the specified Views (from screenshots below)
- Refer Staff > Staff Details; Personal Details; Contact Details; Bank Details; Contracts; Qualifications (MIS)

Staff > Staff

Staff > Staff

Staff > Views > Workforce View

Staff > Staff

Staff > Views > Workforce View

2.2 Staff Absences

Reference	Data Item Name	Data Item Description
2.2.01	CDate	Absence start date
2.2.02	DAttr	Absence code
2.2.03	StartTime	Absence start time
2.2.04	FinishTime	Absence end time

Staff > Staff

Testing Note(s):

- Refer Staff > Staff Absences (MIS)
Note: Absences of Type 'Training' (CMIS): Select the checkbox 'Include Trainings' in Staff Absences panel (MIS)

2.3 Staff Background Checks

Reference	Data Item Name	Data Item Description
2.3.01	ChkType	Background check type
2.3.02	ChkDate	Background check date
2.3.03	CheckPers	Background checked by
2.3.04	CRBResult	Background check clearance
2.3.05	CRBRefNum	Reference number
2.3.06	Evidence	Background check evidence

Staff > Views > Workforce View

Teachers

Workforce Personal | Workforce Contracts/SA | Salaries | Attendance | TTCurriculum | Workforce Qualifications | **Staff Checks**

Surname Forename Id ☐ Left

Type Num Link Dept ☒ Active ☒ Teach

Filter: all data

Check Type	Verification Date	Checked by	Role	Expiry Date	Evide...	Agency Name	Paperwork Date	Clearance Level	Request Date	Result	Disclosure Ref	Review Date	List 99 Clearance
------------	-------------------	------------	------	-------------	----------	-------------	----------------	-----------------	--------------	--------	----------------	-------------	-------------------

Testing Note(s):

- Refer Staff > Staff Background Checks (MIS)

2.4 Contract Base Payment Structures

Reference	Data Item Name	Data Item Description
2.4.01	Code	
2.4.02	Name/description	
2.4.03	Hours per week	
2.4.04	Weeks per year	
2.4.05	Scale point number	
2.4.06	Pay scale region	
2.4.07	Valid from	
2.4.8	Valid to	
2.4.9	Pay Amount	

Pay ranges

Filter: all data

Code	Name	Points	Hours per week	Weeks per year	Last user	Last date	Last time	D/E Pay Range	S
TE	Teachers Main	95	32.50	52.14	derek.hills	06-11-2013	10:18	Y	N
LD	Leadership	1203	32.50	52.14	derek.hills	06-11-2013	10:18	Y	N
TU	Teachers Upper	85	32.50	52.14	derek.hills	06-11-2013	10:18	Y	N
OT	Other	0	37.00	52.14	derek.hills	06-11-2013	10:18	Y	N
UT	Unqualified Teachers	96	32.50	52.14	derek.hills	06-11-2013	10:18	Y	N
NJ	National Joint Council (Local Government Services)	230	37.00	52.14	derek.hills	06-11-2013	10:18	Y	N
AS	Advanced Skills Teachers	468	32.50	52.14	derek.hills	06-11-2013	10:18	Y	N
UQ	Unqualified Teachers	152	32.50	52.14	derek.hills	06-11-2013	10:18	Y	N
EX	Excellent Teacher	32	32.50	52.14	derek.hills	06-11-2013	10:18	Y	N
SO	Soulbury	0	37.00	52.14	derek.hills	06-11-2013	10:18	Y	N
HPS	Harris Pay Scales	48	37.50	52.14	derek.hills	02-12-2013	12:20	N	Y
LGE	Local Government Scale	3	36.00	52.14	derek.hills	06-11-2013	10:25	N	Y
HAY	Hay Pay Scale	46	36.00	52.14	derek.hills	06-11-2013	10:25	N	Y
LEA	LEA	0	36.00	52.14	derek.hills	25-11-2013	09:05	N	Y
LP	Leading Practitioners	0	36.00	52.14	Admin	24-09-2015	15:19	Y	N

Details

Code: Name:

Hours/week: Maximum weeks per year: ☐ D/E Pay Range ☐ SWF Other

Cost centre:

Nominal:

Last change:

Select a record to view or edit.

Pay ranges

Filter: all data

Code	Name	Points	Hours per week	Weeks per year	Last user	Last date	Last time	D/E Pay Range	S
TE	Teachers Main	95	32.50	52.14	derek.hills	06-11-2013	10:18	Y	N
LD	Leadership	1203	32.50	52.14	derek.hills	06-11-2013	10:18	Y	N
TU	Teachers Upper	85	32.50	52.14	derek.hills	06-11-2013	10:18	Y	N
OT	Other	0	37.00	52.14	derek.hills	06-11-2013	10:18	Y	N
UT	Unqualified Teachers	96	32.50	52.14	derek.hills	06-11-2013	10:18	Y	N
NJ	National Joint Council (Local Government Services)	230	37.00	52.14	derek.hills	06-11-2013	10:18	Y	N
AS	Advanced Skills Teachers	468	32.50	52.14	derek.hills	06-11-2013	10:18	Y	N
UQ	Unqualified Teachers	152	32.50	52.14	derek.hills	06-11-2013	10:18	Y	N
EX	Excellent Teacher	32	32.50	52.14	derek.hills	06-11-2013	10:18	Y	N
SO	Soulbury	0	37.00	52.14	derek.hills	06-11-2013	10:18	Y	N
HPS	Harris Pay Scales	48	37.50	52.14	derek.hills	02-12-2013	12:20	N	Y
LGE	Local Government Scale	3	36.00	52.14	derek.hills	06-11-2013	10:25	N	Y
HAY	Hay Pay Scale	46	36.00	52.14	derek.hills	06-11-2013	10:25	N	Y
LEA	LEA	0	36.00	52.14	derek.hills	25-11-2013	09:05	N	Y
LP	Leading Practitioners	0	36.00	52.14	Admin	24-09-2015	15:19	Y	N

Details

Code: Name:

Hours/week: Maximum weeks per year: ☐ D/E Pay Range ☐ SWF Other

Cost centre:

Nominal:

Last change:

Select a record to view or edit.

Pay range details

Filter: all data

Regional Pay Range	Point	Amount	Valid from	Valid to
LO	1	12567.00	02-12-2011	
LO	4	15186.00	01-10-2009	
LO	5	14961.00	01-10-2009	
LO	6	15090.00	01-10-2009	
LO	7	15369.00	01-10-2009	
LO	8	15771.00	01-10-2009	
LO	9	16164.00	01-10-2009	
LO	10	16452.00	01-10-2009	

Details

Regional Pay Range: Point: Amount:

Valid from: until:

2.5 Staff Contracts

Reference	Data Item Name	Data Item Description
2.4.01	ContractType	Contract type
2.4.02	StartDate	Start date of contract
2.4.03	EndDate	End date of contract
2.4.04	DailyRate	Indicates, if it's paid daily rate or not
2.4.05	HoursPerWeek	Hours per week (From salaries tab unless empty, then contracts tab)
2.4.06	WeeksPerYear	Week per year (From salaries tab unless empty, then contracts tab)
2.4.07	Safeguarded	Indicates, if contract is safeguarded or not
2.4.8	Post	Post
2.4.9	Role	Role
2.4.10	BasePaymentName	Base payment
2.4.11	PaymentAmount	Payment amount
2.4.12	AllowanceCode	Allowance type code
2.4.13	AllowanceDescription	Allowance type description
2.4.14	AllowanceStartDate	Allowance start date
2.4.15	AllowanceEndDate	Allowance end date
2.4.16	Scale Point	Scale Point

Staff > Views > Workforce View

Staff > Views > Workforce View

Testing Note(s):

- Refer Staff > Staff Contracts (MIS)
Note: Contracts and Salaries (CMIS): Contracts and Pay info (MIS)

BromcomFieldName	CMIS Equivalent
Hours Per Week	Salaries tab –Hrs/Wk if empty then Contracts Tab Hrs/Wk
Weeks Per Year	Salaries tab –Wks/Yr if empty then Contracts Tab Weeks/Year
FTE	Calculated by page (not migrated)
Pro Rata	Calculated by page (not migrated)
Pay Factor	Calculated by page (not migrated)
Base Pay Hours per week	Not migrated
Base Pay Week Per Year	Not migrated

Any allowance codes that match DFE ones, but have different description will be tagged with [CMIS] on them, to prevent them being matched incorrectly.

2.6 Staff Non-Contact Codes

Reference	Data Item Name	Data Item Description
2.6.01	NonConCode	Non-contact code name
2.6.02	NonConName	Non-contact code description

Testing Note(s):

- Data > Timetabling > Non-contact activities (CMIS)
- Refer Curriculum > Maintenance > Staff Non-Contact & Duty Codes (MIS)
- Refer Curriculum > Reports > Timetable > Non-Contact & Duty – Find for list of codes(MIS)

2.7 Staff Non-Contact Codes Timetable

Reference	Data Item Name	Data Item Description
2.7.01	StartTime	Start time of allocated non-contact period
2.7.02	EndTime	End time of allocated non-contact period
2.7.03	TimetableDay	Timetable day of allocated non-contact period
2.7.04	ContactCode	Non-contact code
2.7.05	StaffCode	Non-contact period related staff's code
2.7.06	Duration	Non-contact period duration

Testing Note(s):

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

2.8 Staff Contacts

Reference	Data Item Name	Data Item Description
2.8.01	RecNum	Staff contact's priority
2.8.02	Surname	Staff contact's last name
2.8.03	Forename	Staff contact's first name
2.8.04	Title	Staff contact's title
2.8.05	Sex	Staff contact's gender
2.8.06	Phone	Staff contact's main phone number
2.8.07	EMail	Staff contact's main email

Staff > Staff

The screenshot shows the 'Facility Administration' software interface. The 'Teachers' form is open, and the 'Contacts' tab is selected. The form contains fields for Surname, Forename, Title, Sex, Address, Phone, Fax, EMail, Company, Type, and Notes. A table at the bottom displays a list of staff records with columns for Record, Surname, Forename, Title, Sex, Address, Phone, Fax, EMail, Company, Type, and Notes. The table shows one record with the following details: Record 1, Surname Smith, Forename John, Title Mr, Sex Male, Address 123 Main St, Phone 01234 567890, Fax 01234 567890, EMail j.smith@school.co.uk, Company School, Type Teacher, and Notes.

Testing Note(s):

- Refer Staff > Contact Details (MIS)

2.9 Staff Subjects

Note: There is no specific information migrated, other than relations between staff and subjects.

Testing Note(s):

- Staff > Staff > Subjects (CMIS)
- Refer Staff > Qualifications > Subjects Offered (MIS)

2.10 Staff Qualifications

Reference	Data Item Name	Data Item Description
2.10.01	QualName	Name of qualification
2.10.02	Subj1	First subject of qualification
2.10.03	Subj2	Second subject of qualification
2.10.04	AwardDate	Date qualification awarded
2.10.05	AResult	Class of qualification
2.10.06	Verified	Verified true/false

Staff > Views > Workforce View

Teachers

Workforce Personal | Workforce Contracts/SA | Salaries | Attendance | TTPCurriculum | Workforce Qualifications | Staff Checks |

Surname Forename Id ☐ Left

Type Num Link Dept ☒ Active ☒ Teach

Filter: all data

Set	Type	Qual. name	Class	Country Of Origin	Subj1	Subj2	AwardDate	Verified

Testing Note(s):

- Refer Staff > Qualifications > Qualifications (MIS)

3 ATTENDANCE

3.1 AM/PM Attendance

Reference	Data Item Name	Data Item Description
3.1.01	StudentId	Attendance related student identifier
3.1.02	Day	Which day of the month the attendance is for
3.1.03	Mark	Attendance mark
3.1.04	CalYear	Used to identify year of month of the attendance mark
3.1.05	CalMonth	Used to identify the month of the attendance mark

Students > Students

Testing Note(s):

- Student > Attendance (Current Year – whole academic year data) and (for entire date range ex – 5 years) (CMIS)
- Refer Attendance > Reports > Student Attendance (MIS)
- 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

NOTE: Please note any attendance marks that are not a single character need to be changed to a single character before the migration is run. Any attendance that is marked with an attendance mark that is not a single character will not be migrated. Marks with numerals (in CMIS) will be migrated as ‘/’ (in MIS)

3.2 Class Attendance

Reference	Data Item Name	Data Item Description
3.2.01	StudentId	Attendance related student identifier
3.2.02	DayPosn	From the timetable, find the related day for this attendance mark
3.2.03	StartTime	From the timetable, find the related time for this attendance mark
3.2.04	GroupCode	From the timetable, find the related class for this attendance mark
3.2.05	Mark	Attendance mark – SINGLE CHARACTERS ONLY
3.2.06	MinutesLate	Start time of period, which attendance linked with
3.2.07	WeekNumber	Used to determine which week the attendance mark is for

Testing Note(s):

- Student > Attendance > Reports > Lesson by lesson by Individuals (Current Year – whole academic year data) and (for entire date range ex – 5 years) (CMIS). Select/Check for **ONLY** one student at a time
- Refer Attendance > Reports > Student Attendance (MIS)
- 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

NOTE: Please note any attendance marks that are not a single character need to be changed to a single character before the migration is run. Any attendance that is marked with an attendance mark that is not a single character will not be migrated. Marks with numerals (in CMIS) will be migrated as ‘/’ (in MIS)

Any non-standard DFE attendance codes will be imported as /.

The standard list of attendance codes can be found here:

<https://www.gov.uk/government/publications/school-attendance>

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/518586/Advice_on_school_attendance.pdf

Pages 8->13

4 EXAMS

4.1 Exams Season/Series

Reference	Data Item Name	Data Item Description
4.1.01	Series	Exam series code
4.1.02	CrsYear	Exam series related Season/Year

Examinations > Data > Exam Series

The screenshot shows a software window titled "Exam series". Inside, there's a section labeled "Available series" which contains a table with two columns: "Code" and "Name". The "Code" column header is highlighted with a blue selection box. To the right of this table is a button labeled "Filter: all data". Below the table, there are five buttons stacked vertically: "Close", "New", "Modify", "Delete", and "Clear". At the bottom of the window, there is a "Details" section with two input fields: "Code" and "Name".

Testing Note(s):

- Refer Examination > Maintenance > Seasons; Season Patterns (MIS)

4.2 Exams Qualifications

Reference	Data Item Name	Data Item Description
4.2.01	Series	Qualification related series
4.2.02	Board	Qualification related board
4.2.03	CrsYear	Qualification related season/year
4.2.04	SyllCode	Qualification code
4.2.05	SyllName	Qualification name
4.2.06	Level	Qualification related exam level

Examinations > Base Data > View Syllabi/Schemes

Testing Note(s):

- 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 Boards; Series; Qualifications; Options; Components

4.3 Exams Options

Reference	Data Item Name	Data Item Description
4.3.01	Board	Exam option related board
4.3.02	Series	Exam option related series
4.3.03	CrsYear	Exam option related season/year
4.3.04	OptCode	Exam option code
4.3.05	SyllCode	Exam option related qualification
4.3.06	OptName	Exam option name
4.3.07	QCA	Exam option QCA code
4.3.08	OptFee	Exam option fee
4.3.09	ExamTypeQual	Exam option related exam level
4.3.10	ExamTypeLevel	Exam option related level
4.3.11	ExamTypeItem	Exam option item type
4.3.12	ExamTypeProcess	Exam option process type
4.3.13	QCAAcresNumber	Indicates, if exam option QCA code provided by board or not
4.3.14	FirstForeGrade	First forecast grade gradeset code
4.3.15	SecondForeGrade	Second forecast grade gradeset code
4.3.16	ResultType	Exam option result type
4.3.17	GradeSets	First result gradeset code
4.3.18	MaxMark	Second result gradeset code
4.3.19	ExamTypeUnitQual	Exam option related exam level (if ExamTypeQual is empty)
4.3.20	ExamTypeUnitLevel	Exam option related level (if ExamTypeLevel is empty)

Exam > Base Data > View Options/Awards/Learning Units

The 'View options' dialog box is shown in three states, illustrating the different tabs available for viewing exam options. Each dialog has a title bar, a close button, and a filter set to 'Enabled = "Y"'. The 'Options' section is checked for 'Show enabled options only'.

- First Screenshot:** The 'Board' tab is selected. The tabs visible are Board, Series, Year, Code, Name, Syllabus, Exam type qual, Exam type level, Exam type qual (unit), and Exam type level (unit).
- Second Screenshot:** The 'Exam type item' tab is selected. The tabs visible are Exam type item, Exam type process, QCA Acres Num, First forecast, Second forecast, Result type, Grade sets, and Max mark.
- Third Screenshot:** The 'QCA Classification code' tab is selected. The tabs visible are Grade sets, Max mark, QCA Classification code, Fee defined?, Fee, Enabled, Num components, Prov num, Repl fee, and Dept.

Testing Note(s):

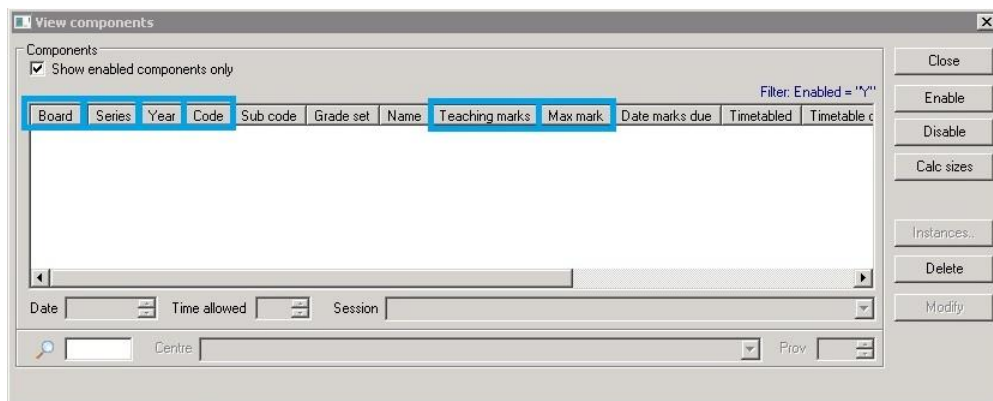
- Refer Examination > Exam > Active Season - to Select/Change Active season
- Refer Examination > Routines > View/Edit Base Data (Current Year – All Seasons) and (for entire date range ex – 5 years)

NOTE: This approach should be followed for Boards; Series; Qualifications; Options; Components

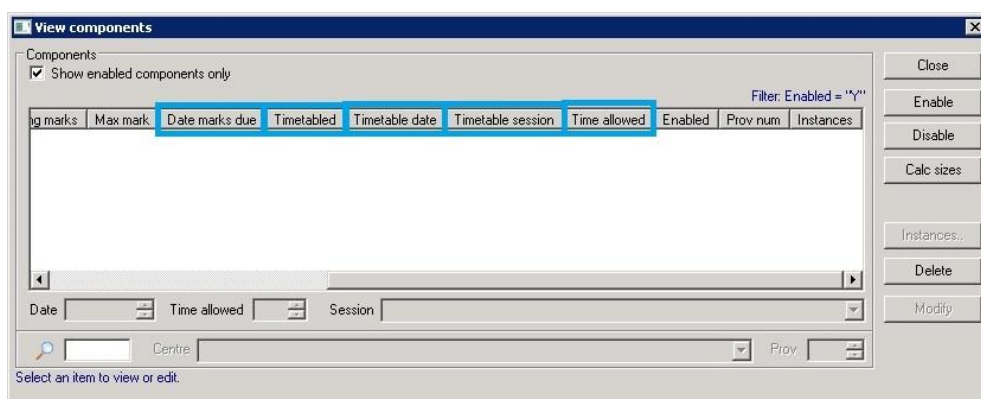
4.4 Exams Components

Reference	Data Item Name	Data Item Description
4.4.01	Board	Component related board
4.4.02	Series	Component related series
4.4.03	CrsYear	Component related season/year
4.4.04	CompCode	Component code
4.4.05	CompName	Component name
4.4.06	TchMarks	Component assessment mode
4.4.07	MaxMark	Component maximum mark
4.4.08	Timetabled	Component type
4.4.09	MarkDueDate	Mark due date
4.4.10	TimetableDate	Timetabled date
4.4.11	TimeSession	Timetabled time/session
4.4.12	NumMins	Component duration
4.4.13	GradeSet	Gradeset code
4.4.14	OptCode	Component related exam option code

Examinations > Base Data > View Components/Assessables



Examinations > Base Data > View Components



Testing Note(s):

- 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 Boards; Series; Qualifications; Options; Components

4.5 Exams Sessions

Reference	Data Item Name	Data Item Description
4.5.01	SessCode	Session code
4.5.02	SessName	Session name
4.5.03	StartTime	Session start time
4.5.04	FinishTime	Session end time

Examinations > Sessions and Seating > Session Details

Session details

Filter: all data

Code	Name	Start	Finish	Link code
1	Morning	08:30	12:00	
2	Afternoon	13:00	16:30	
3	Evening	17:00	20:30	
4	Afternoon	18:00	21:30	

Details

Code: Link code:

Name:

Start: Finish:

Enter a code that will uniquely identify the session. For state examinations this should be the same as the session code used

Buttons: Close, New, Modify, Delete, Clear

Testing Note(s):

- Refer Examination > Maintenance > Configurations > Sitting Start Time (MIS) – check for AM, PM and Evening

4.6 Exams Candidate Details & Options

Reference	Data Item Name	Data Item Description
4.6.01	Uniqueld	Candidate's UCI
4.6.02	Surname	Candidate's last name
4.6.03	Forename	Candidate's first name
4.6.04	DOB	Candidate's date of birth
4.6.05	IsMale	Indicates, if candidate is male or female (gender)
4.6.06	UPN	Candidate's UPN
4.6.07	CandNumber	Candidate's exam number
4.6.08	OptCode	Candidate's entered exam option code
4.6.09	Series	Exam option related series code
4.6.10	Board	Series related board code
4.6.11	CrsYear	Indicates the season/year exam options slotted in

Examinations > Candidate Window

Testing Note(s):

- Examinations > Candidates Window > Internal/External (for Internal/External candidates) (CMIS) (Current Year – All Seasons) and (for entire date range ex – 5 years) – Check Personal and Options tabs
- Refer Examination > Exam > Active Season - to Select/Change Active season (MIS) (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

4.7 Exams Candidate Results

Reference	Data Item Name	Data Item Description
4.7.01	Board	Result related board
4.7.02	Series	Result related series
4.7.03	CrsYear	Result related season/year
4.7.04	ResultCode	Result code
4.7.05	ResultType	Result type
4.7.06	ResultData	Result data
4.7.07	Uniqueld	Candidate's UCI
4.7.08	Surname	Candidate's last name
4.7.09	Forename	Candidate's first name
4.7.10	DOB	Candidate's date of birth
4.7.11	IsMale	Candidate's gender

Examinations > Candidate Window

The screenshot shows the 'Candidates' window with the 'Results' tab selected. The window contains various input fields for candidate information, a table for results, and a status bar at the bottom.

Testing Note(s):

- Examinations > Candidates Window > Internal/External (for Internal/External candidates) (CMIS) (Current Year – All Seasons) and (for entire date range ex – 5 years) – Check Results tabs
- 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)

4.8 Boards

Reference	Data Item Name	Data Item Description
4.8.01	BoardCode	
4.8.02	BoardName	

Examinations > Data > Boards/Awarding Organisations

Awarding organisations

Available awarding organisations Filter: all data

Code	Name	Description
01	OCR	Oxford, Cambridge and RSA Examinations
02	CIE	Cambridge International Examinations
10	EDEXCEL GCSE	Edexcel Foundation
11	EDEXCEL GCE (A, AS)	Edexcel Foundation
13	EDEXCEL Registrations	Edexcel Foundation
14	EDEXCEL GNVQ/VCE (GVQ)	Edexcel Foundation
15	Key Skills Assessments	Edexcel Foundation
16	EDEXCEL GVQ Individual Units Registrations	Edexcel Foundation
40	WJEC GCSE/Entry Level	Welsh Joint Education Committee
41	WJEC GCE (A, AS)	Welsh Joint Education Committee
61	NICCEA	Northern Ireland Council for the Curriculum Examinations
70	AQA	Assessment and Qualifications Alliance
71	EDEXCEL (Vocational)	Edexcel Foundation
72	OCR Key Skills	OCR (Coventry office)
90	UCAS	Universities and Colleges Admissions Service
92	LEAP/SERAP	International Centre for Higher Education Management

Details

Code: 01 Link code:

Name: OCR

Contact:

Address:

Phone:

Fax:

Type:

Description: Oxford, Cambridge and RSA Examinations

Buttons: Close, New, Modify, Delete, Clear

Testing Note(s):

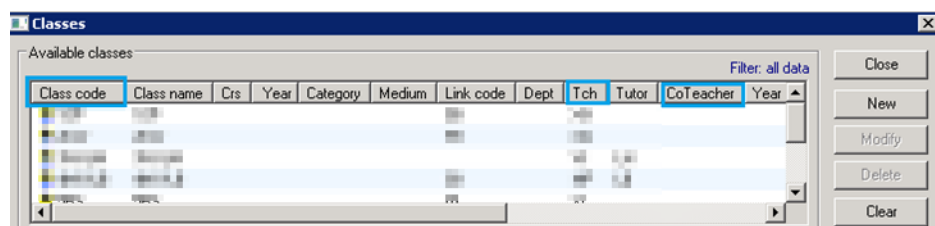
- Examinations > Data > Boards/Awarding Organisations (SIMS)
- Refer Examination > Maintenance > Exam Boards (MIS) – Edit for Board details

5 CURRICULUM

5.1 Classes

Reference	Data Item Name	Data Item Description
5.1.01	GroupCode	Class/Tutor group code
5.1.02	SubjectCode	Class subject code
5.1.03	SubjectName	Class subject name
5.1.04	Lect1	Class main teacher staff code
5.1.05	Lect2	Class additional teacher staff code
5.1.06	CrsYear	Year group of group
5.1.07	TutorGroup	Indicates if this group is tutor group or class
5.1.08	DiscCode	Discount code (if secondary school and if group is for 6-form class)
5.1.09	QANCode	QAN code (if secondary school and if group is for 6-form class)

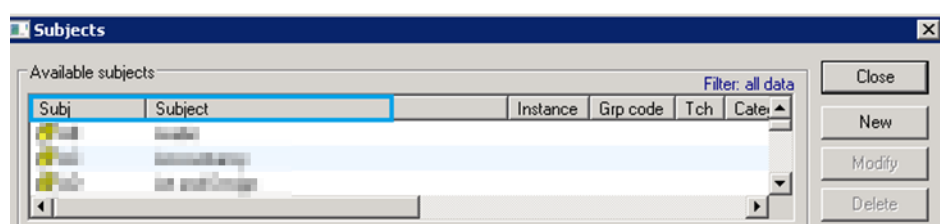
Data > Academic > Class Groups



Testing Note(s):

- Data > Academic > Class Groups(Tutor Groups) (CMIS)
- Refer Curriculum > Curriculum > Tutor Groups (MIS)

Data > Academic > Master Subject List



Testing Note(s):

- Data > Academic > Master Subject list (CMIS)
- Refer Curriculum > Pastoral > Subjects (MIS)

Main Screen



5.2 Room

Reference	Data Item Name	Data Item Description
5.2.01	RoomId	Room code
5.2.02	Name	Room name
5.2.03	Capacity	Room capacity

Data > Physical > Room

The screenshot shows the 'Rooms' application window. It has a title bar with 'Rooms' and standard window controls. The main area is divided into two sections: 'Available rooms' and 'Details'.

Available rooms: This section contains a table with columns: Site code, Room name, Room code, Room part, Capacity, and a filter icon. The 'Room name' and 'Room code' columns are highlighted with blue boxes. A 'Filter: all data' link is visible. To the right of the table are buttons: Close, Refresh, New, Modify, Delete, Clear, and Breakdown... Below the table is a scroll bar.

Details: This section contains various input fields and dropdown menus: Code, Name, Site, Area, Category, Class, Type, Zone, Capacity, Pref min, Pref max, Breakdown, Owner, and Link code. The 'Site' dropdown is set to '[empty]'. Below the details section is a note: 'Use the mouse or the arrow keys to select a record.'

Testing Note(s):

- Data > Physical > Rooms (CMIS)
- Refer Administration > School > Rooms (MIS)

5.3 Timetable

Reference	Data Item Name	Data Item Description
5.3.01	AcademicYear	Academic year that timetable record applied
5.3.02	GroupCode	Timetabled class code
5.3.03	Room	Timetabled room code
5.3.04	StartTime	Start time of lesson
5.3.05	Duration	Duration of lesson
5.3.06	CalendarName	Period name
5.3.07	LecturerId	Timetabled staff code
5.3.08	DayPosn	Timetabled day
5.3.09	Weeks	Timetabled week number
5.3.10	WeekName	Timetable week name

Data > Academic > Class Groups

Timetable > Period-Based Timetables > PB-Class Group

Data > Physical > Rooms

Staff > Staff List Window

Timetable > Period-Based Timetables > PB-Class Group

Testing Note(s):

- Timetable > Period-based Timetables > PB – Teacher (Current Year – whole academic year) and (for entire date range ex – 5 years) (CMIS)
- Refer Curriculum > Reports > Timetable (for Teacher) (MIS)
- Current/latest Year: (MIS) Make sure Timetables (for Registration Groups and Classes/Groups) exist until the end of year

Note: AM/PM as well as Class timetables to be checked for 5 years

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

NOTE: 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)

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

5.4 Memberships

Reference	Data Item Name	Data Item Description
5.4.01	AcademicYear	Academic year that membership is active
5.4.02	StudentId	External student identifier
5.4.03	GroupCode	Student membership group code
5.4.04	GroupType	Student membership group type

Students > View > Standard View

Testing Note(s):

- Refer Curriculum > Curriculum > Tutor Groups (MIS)

Note: We check for Group details; Applied timetables; Associated Staff; Associated Room; Student Memberships etc., to be checked for 5 years

6 BEHAVIOUR

6.1 Events

Reference	Data Item Name	Data Item Description
8.1.1	SetID	Data Set
8.1.2	ClassID	Event Code
8.1.3	Name	Event Name/description

6.2 Outcomes

Reference	Data Item Description
8.2.1	Data Set
8.2.2	Outcome Code
8.2.3	Outcome Name/description

6.3 Event Records

Reference	Data Item Name	Data Item Description
8.3.1	SetID	Data Set
8.3.2	StudentID	Student Admission Number
8.3.3	DateTimeWhen	Date and time of event, if empty will not be migrated
8.3.4	UpdatedBy	Staff code who last updated event
8.3.5	BehaviourTypes	Event codes, if lists many will create new event record on same date/time (outcomes will be duplicated for each event)
8.3.6	ActionTypes	Outcome codes, can have many.
8.3.6	Details	Comment field associated with event

Testing Note(s):

- Students > Students > Behaviour Event/BM Events > Behaviour Types; Action Types (CMIS) (for entire date range ex – 5 years)
- Refer Student > Behaviour (MIS). Also Behaviour > Student Events (for entire date range ex – 5 years)