Bromcom
No.1 Choice for Cloud MIS & Finance

Data Migration Scope for CMIS

As a part of
Data Migration to Bromcom MIS

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1 STUDENTS

1.1 Student Details

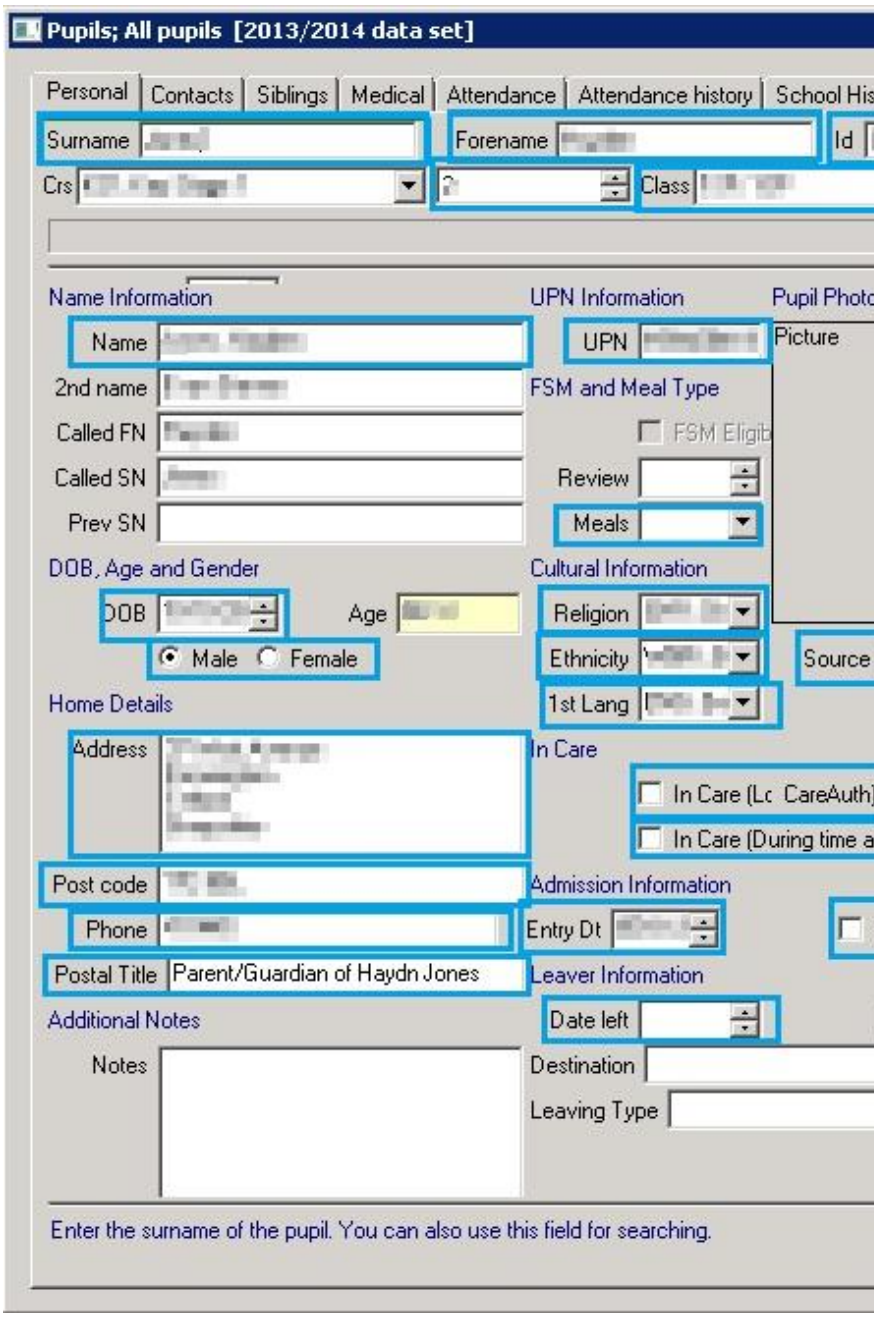
Student basic, registration, address/telephone/email, additional information details.

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

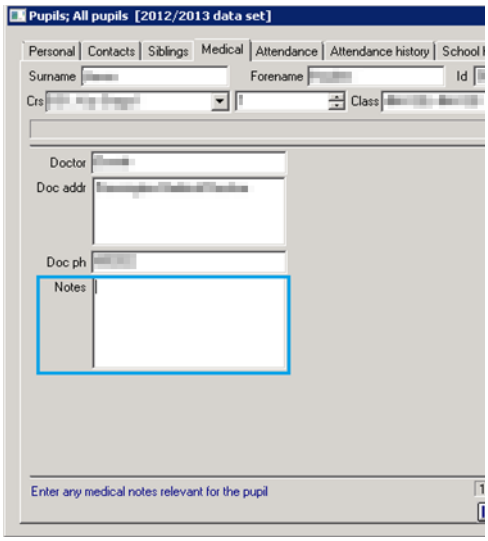
Testing Note(s):

- 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)

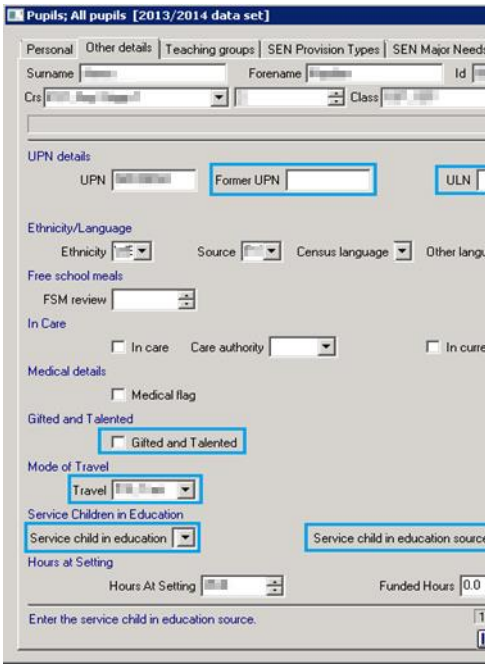
Students > Students



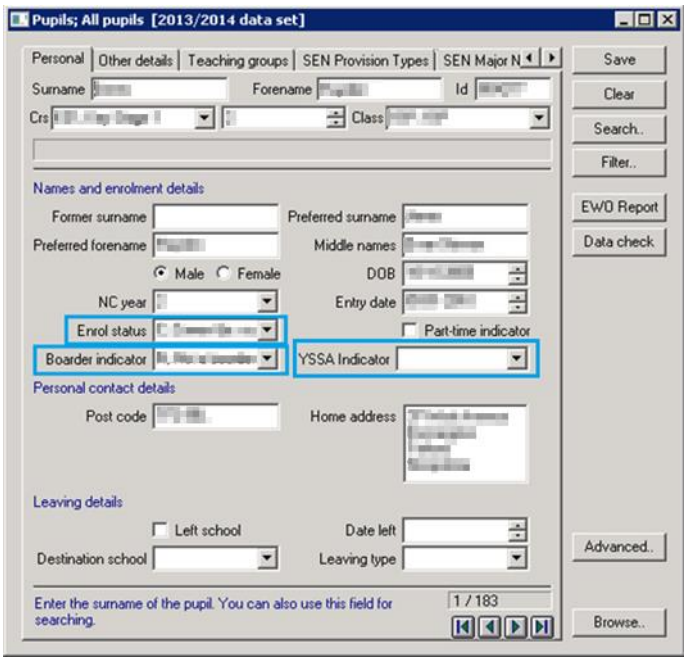
Students > Students



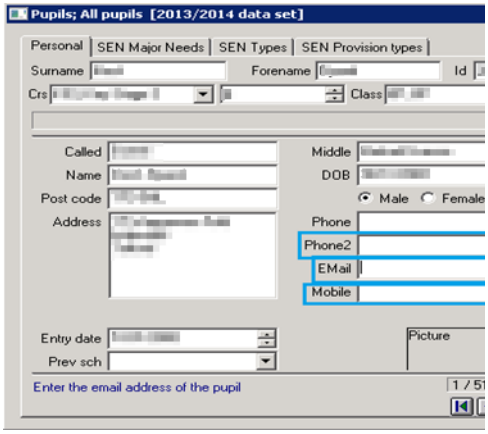
Students > Views > School Census View



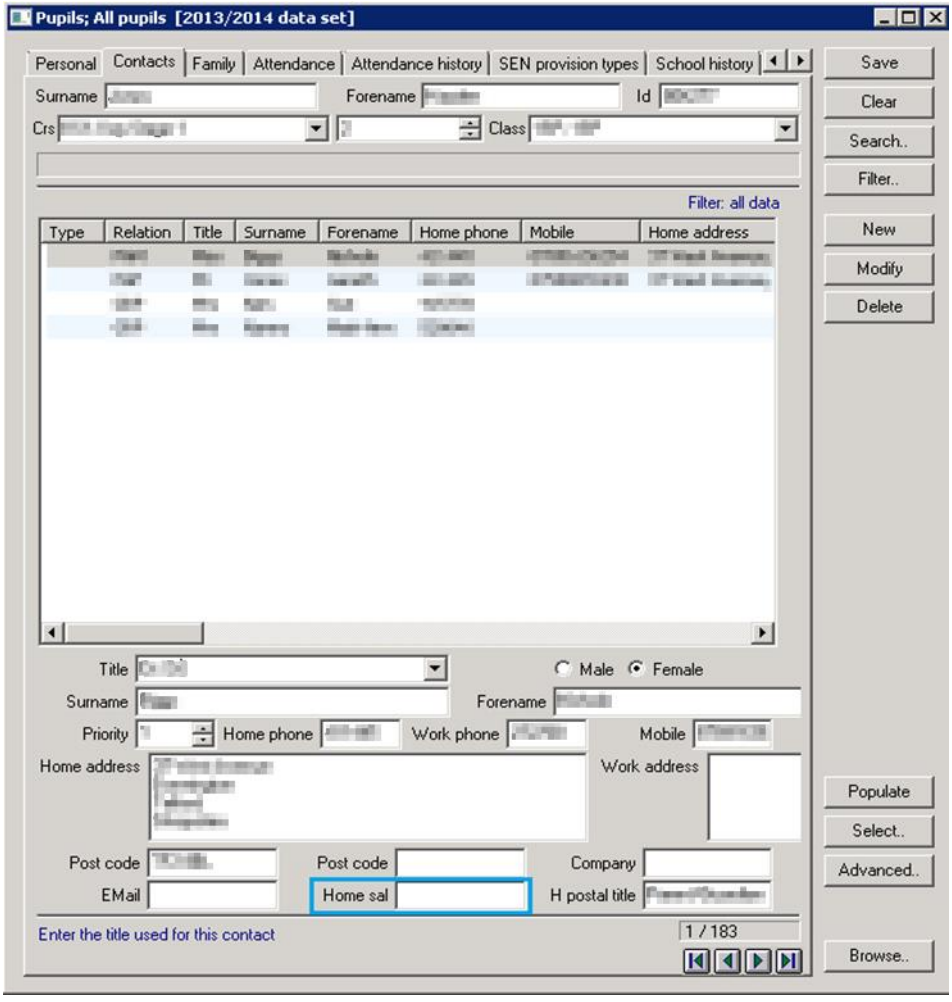
Students > Views > School Census View

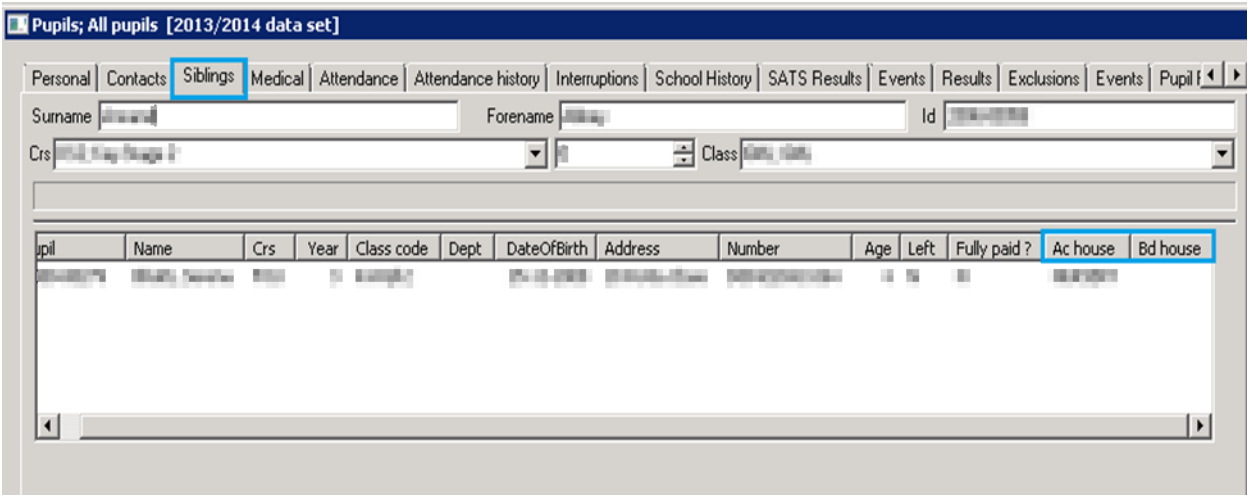


Students > Views > SEN View



Students > Views > Standard View





Testing Note(s):

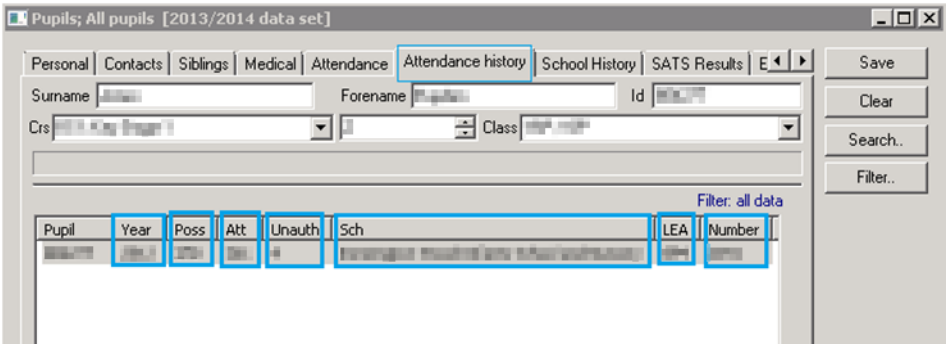
- Ac House – Academic House; Bd – Boarding House (CMIS). We migrate data from Academic Houses first. If there's no data present, then only from Boarding Houses
- Refer Student > Key Data – House. Check the House information for the selected Sibling records (MIS)

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



Testing Note(s):

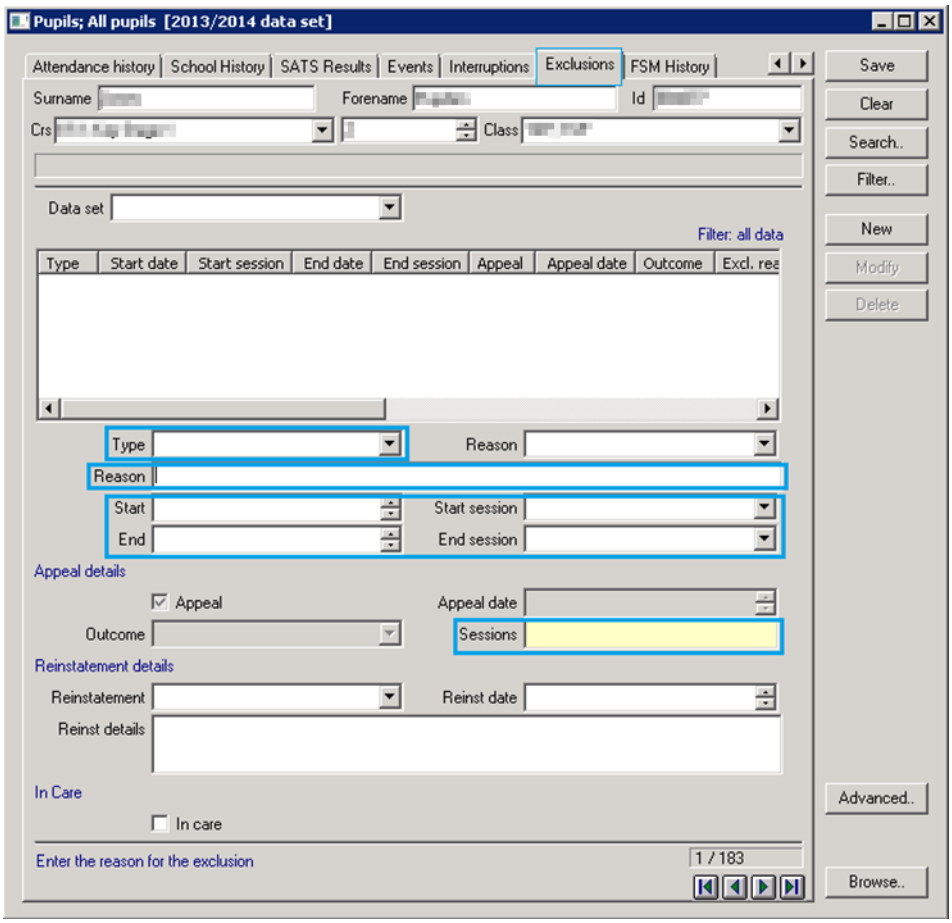
- Refer Student > Previous School – CTF Attendance (MIS)

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):

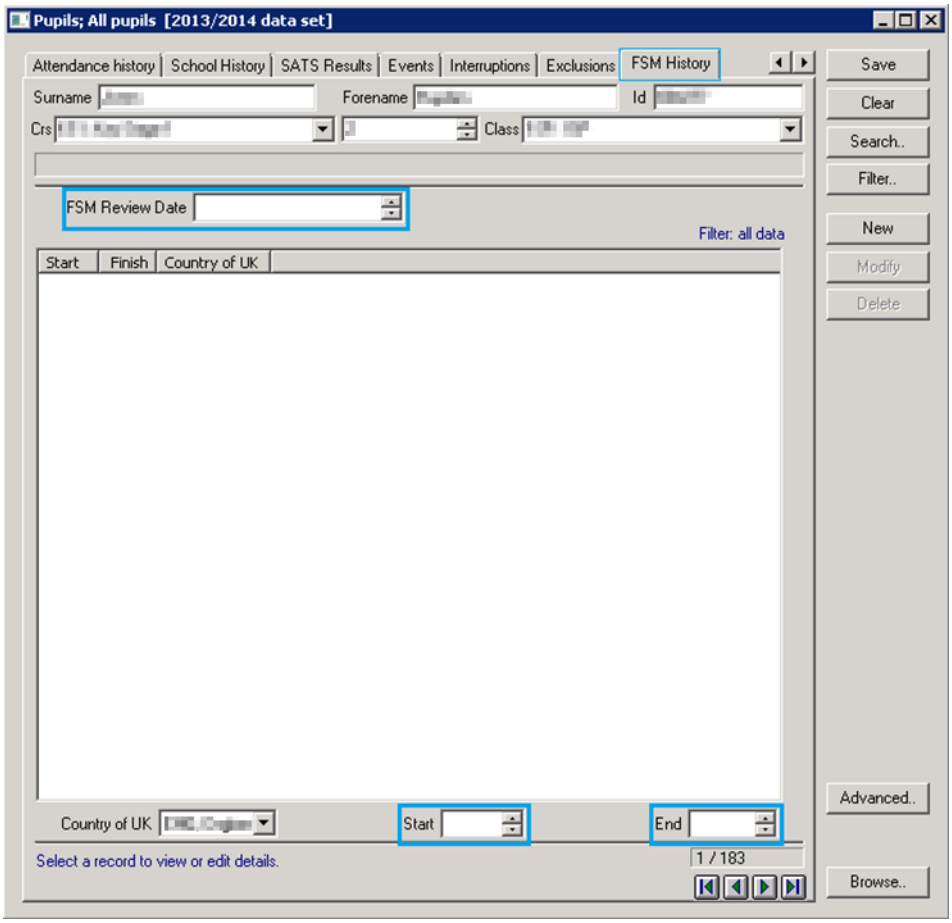
- Refer Student > Student Exclusions; Student Exclusions Report (MIS)

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



Testing Note(s):

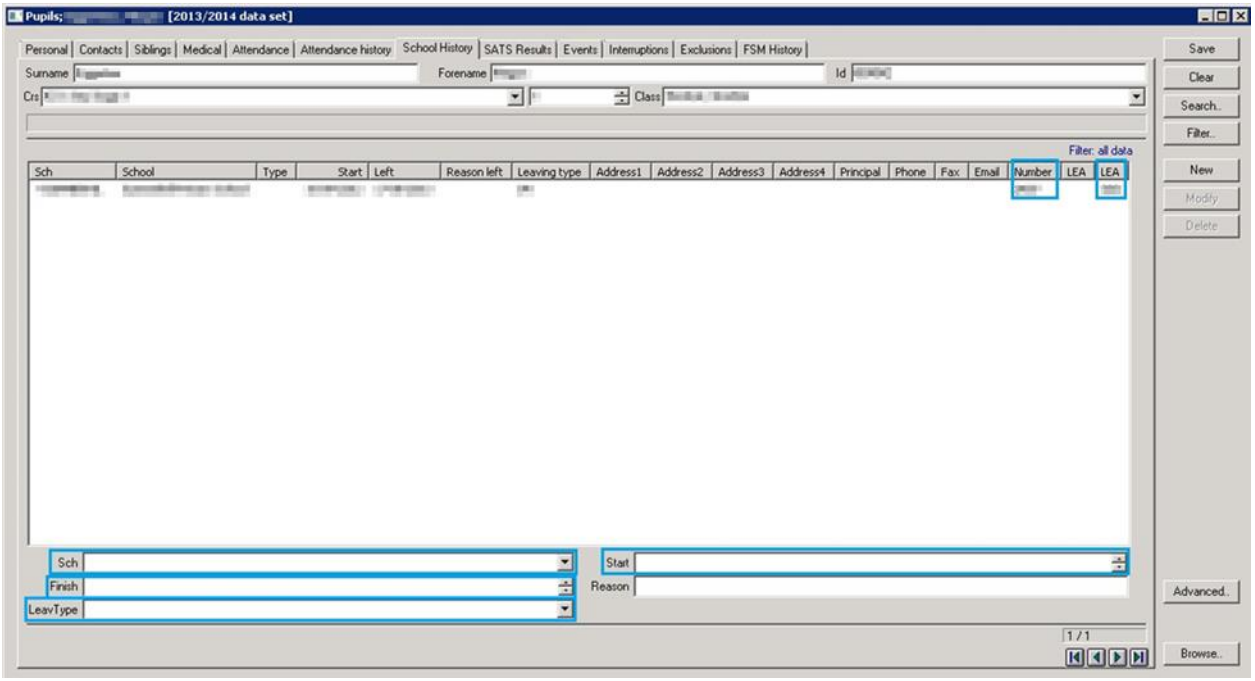
- Refer Student > Meal & Transport (MIS)

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



Testing Note(s):

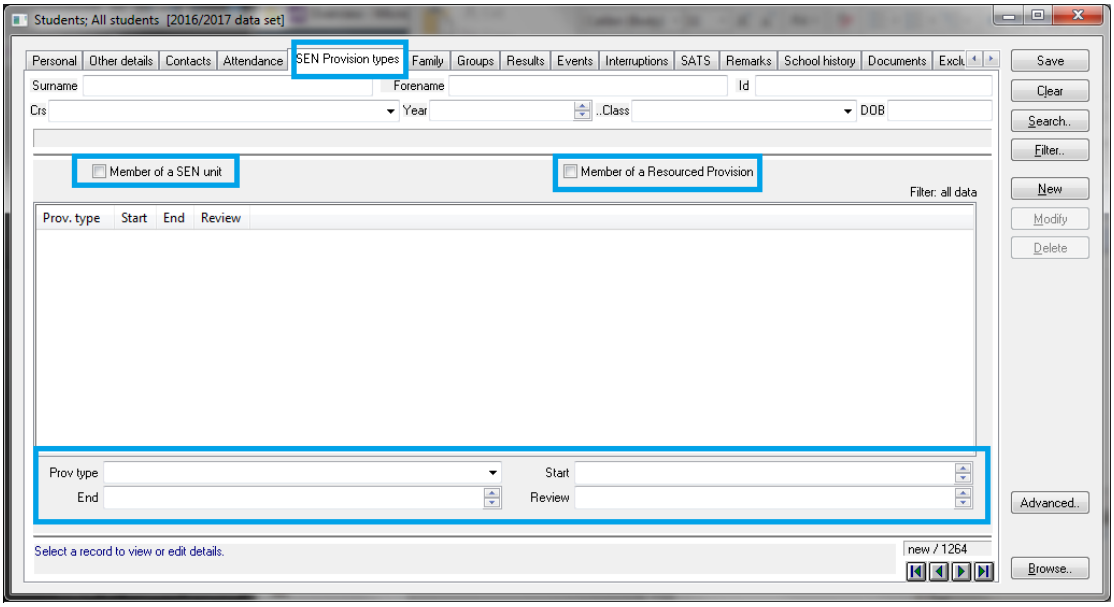
- Refer Student > Previous School (MIS)

1.6 Student SEN

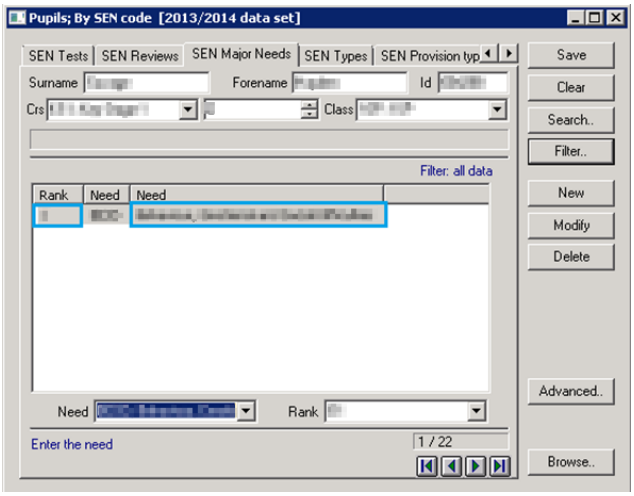
Students' special education needs related information

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):

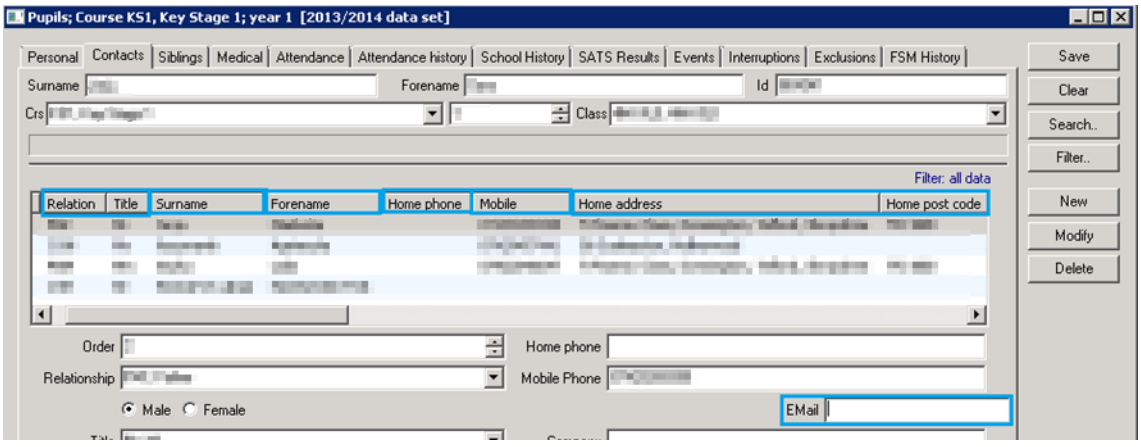
- We migrate sibling, which is student relationships between each other based on contacts.
- Refer Student > Contacts > Siblings (MIS)

1.8 Student Contacts

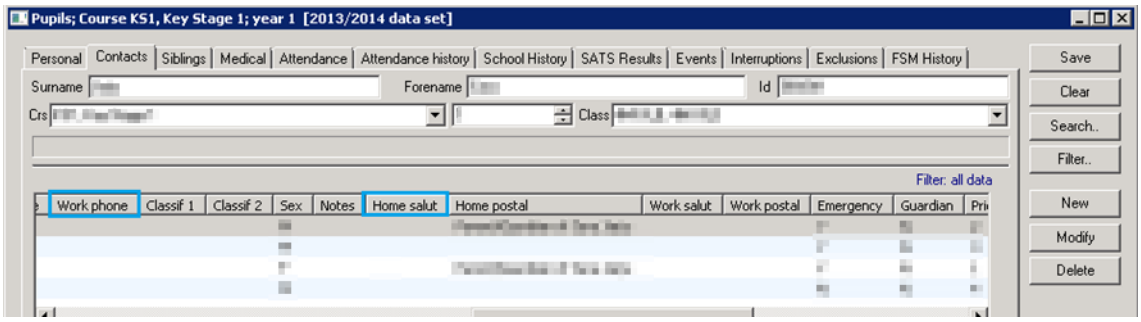
Students' contacts and their related information

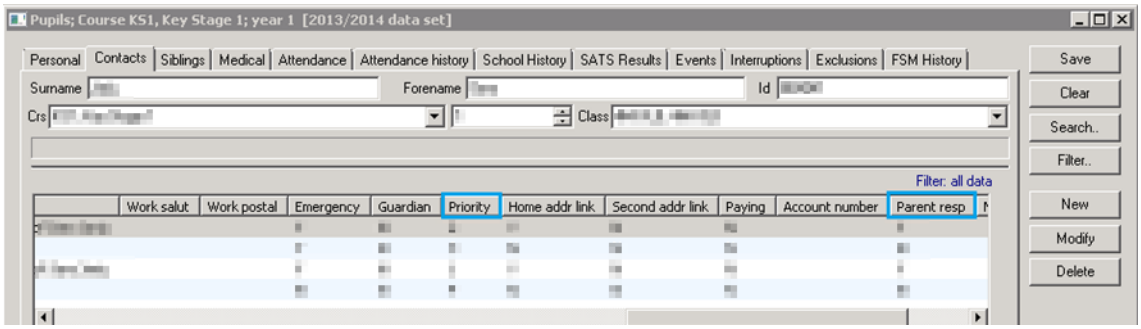
Reference	Data Item Name	Data Item Description
1.8.01	Forename	Contact's first name
1.8.02	Surname	Contact's last name
1.8.03	Homephone	Contact's home telephone number
1.8.04	Mobilephone	Contact's mobile telephone number
1.8.05	Workphone	Contact's work telephone number
1.8.06	Emailaddr	Contact's e-mail 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



Students > Students





Testing Note(s):

- Refer Student > Contacts (MIS)

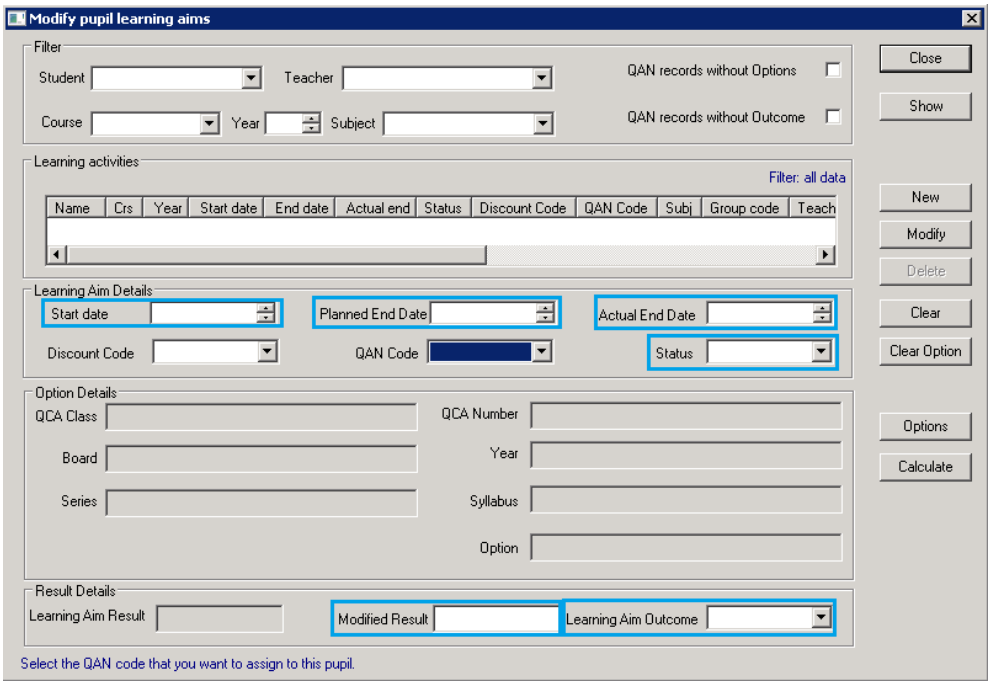
1.9 Student Learning Aims

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 panned 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



Testing Note(s):

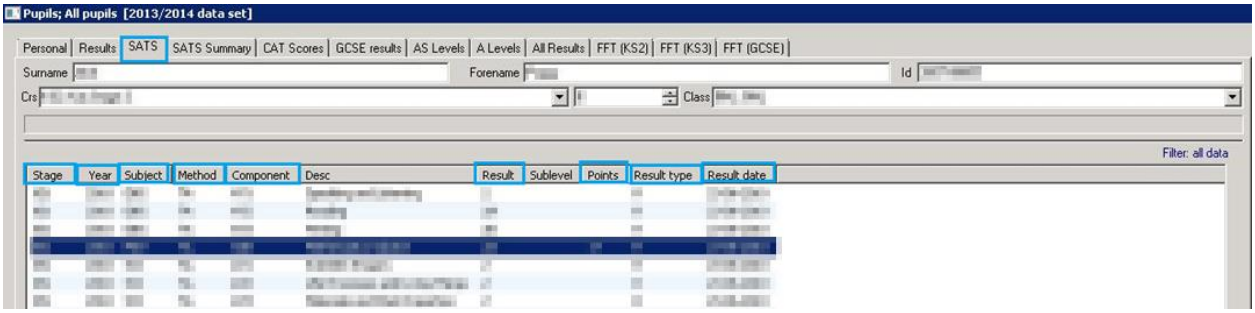
- Refer Student > Learning Aims; Curriculum > Learning Aims Report (MIS)
- If the status is empty, then it will across as 'continuing'

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



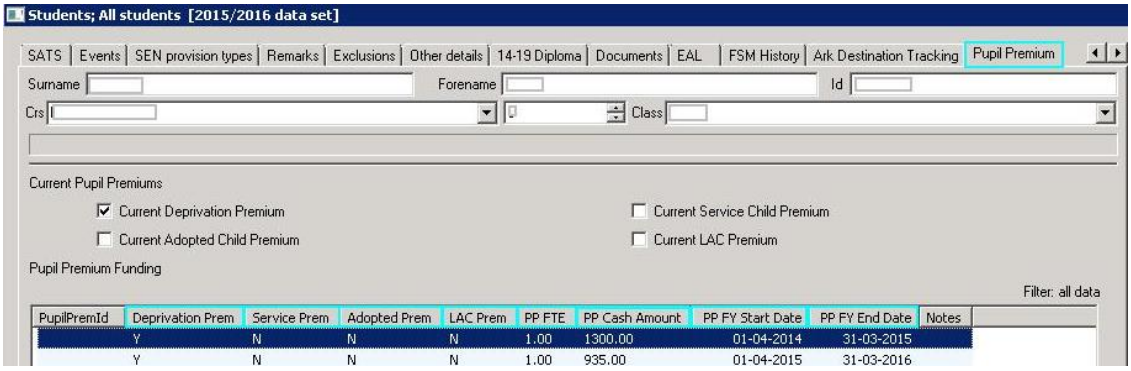
Testing Note(s):

- 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



Testing Note(s):

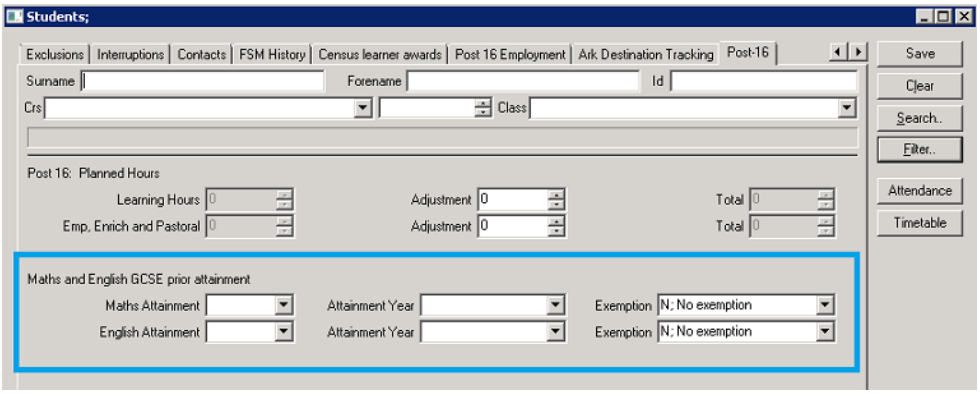
- Student > Students > Pupil Premium (CMIS)
- Refer Student > Funding & Allowances > Pupil Premiums (MIS)

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



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

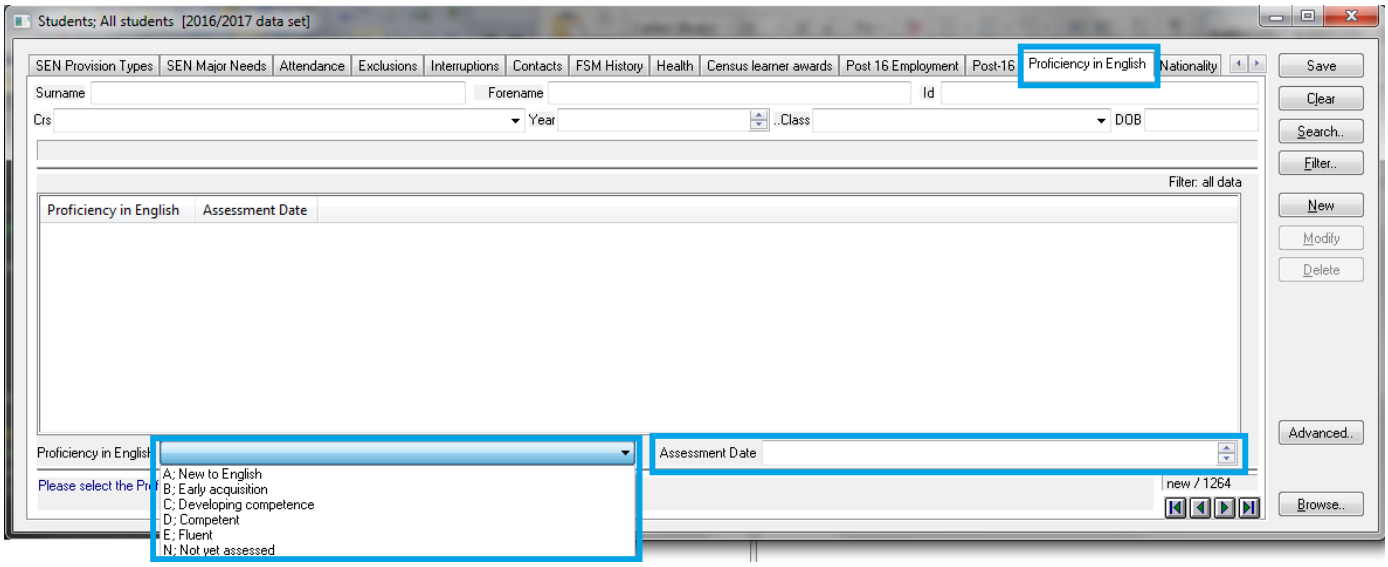
Reference	Data Item Name	Data Item Description
1.13.01	LinkedStudentID	
1.13.02	Academic Year (SetID)	
1.13.03	Total Planned Learning Hours	Qualified Hours in Bromcom MIS
1.13.04	Total Planned Emp Enrich & Pastoral Hours	Non Qualified Hours in Bromcom MIS

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

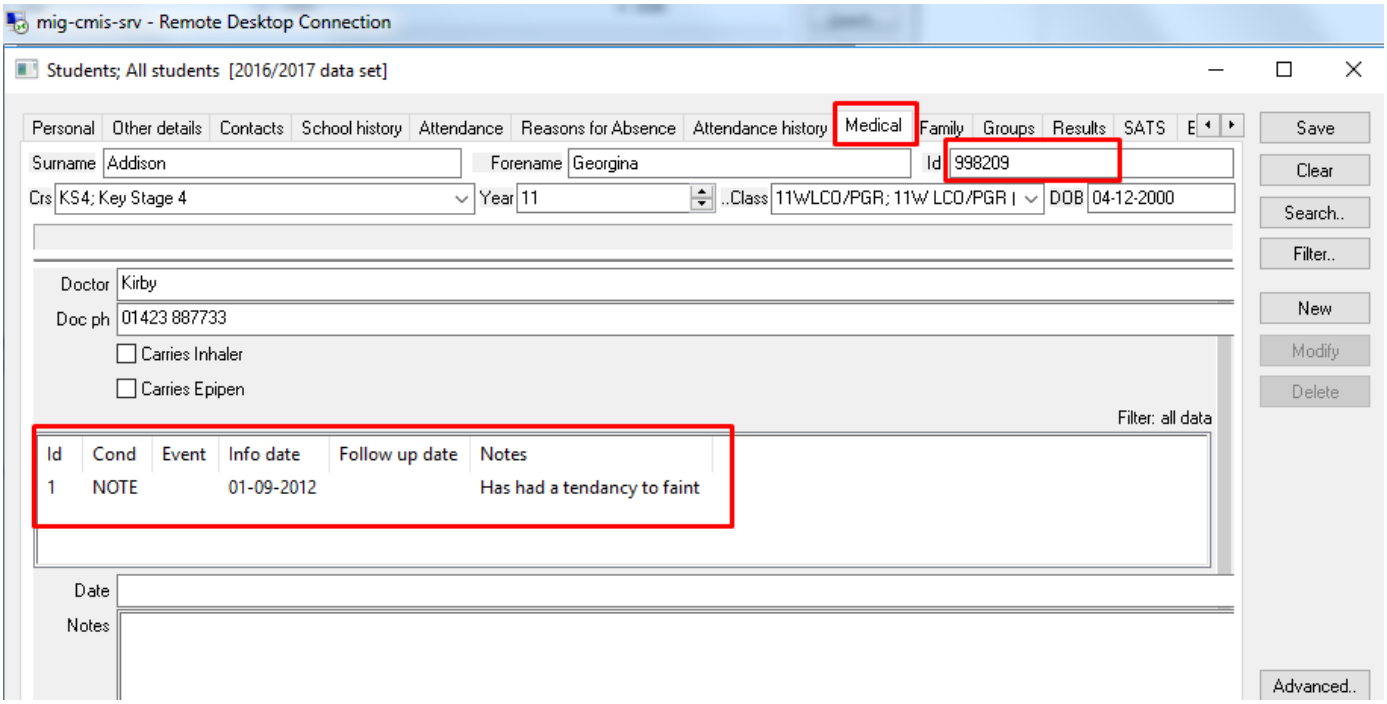
1.15 Student English Proficiency

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



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.



2 STAFF

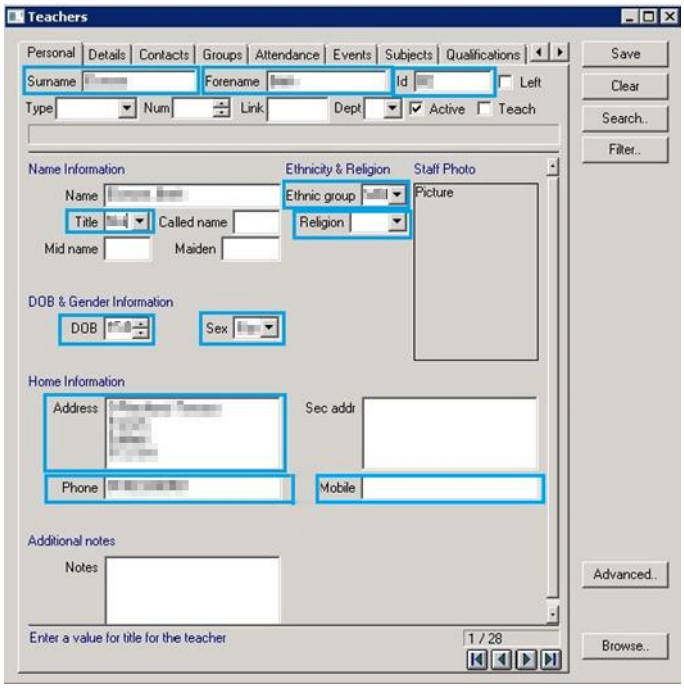
2.1 Staff Basic Details

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	HLTAStatus	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

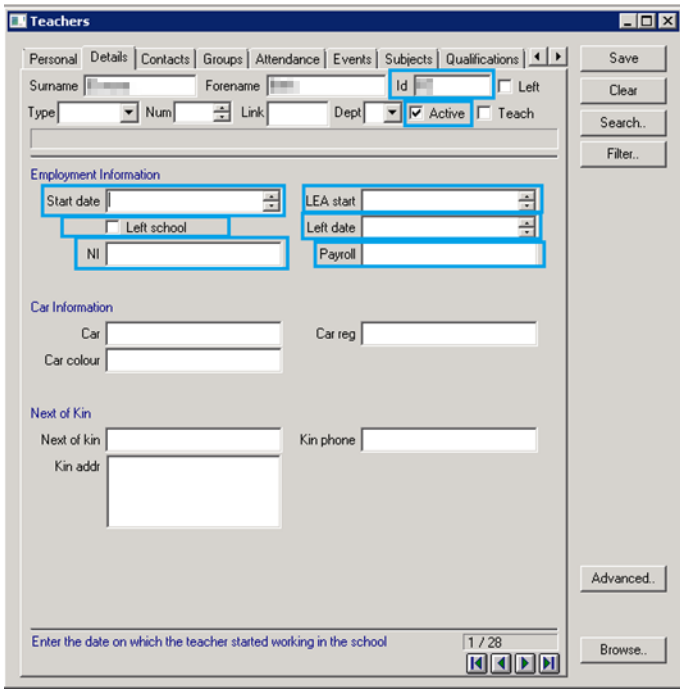
Testing Note(s):

- 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)

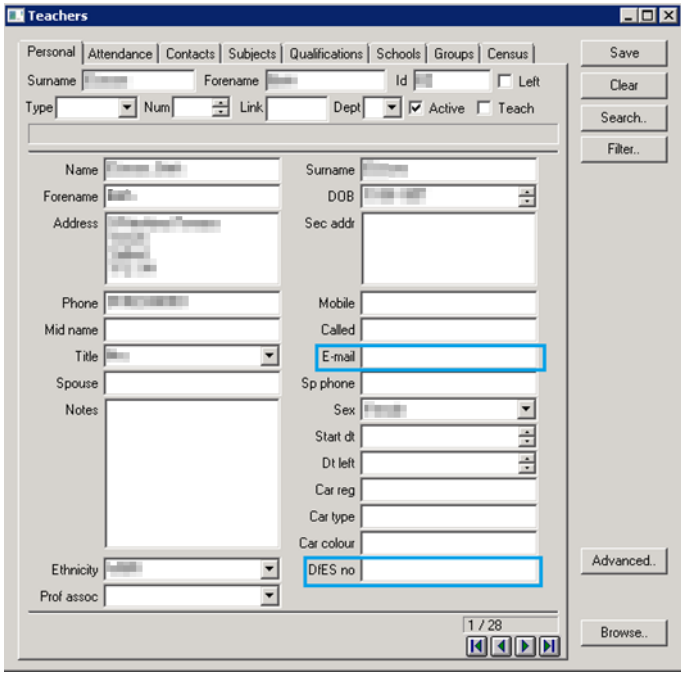
Staff > Staff



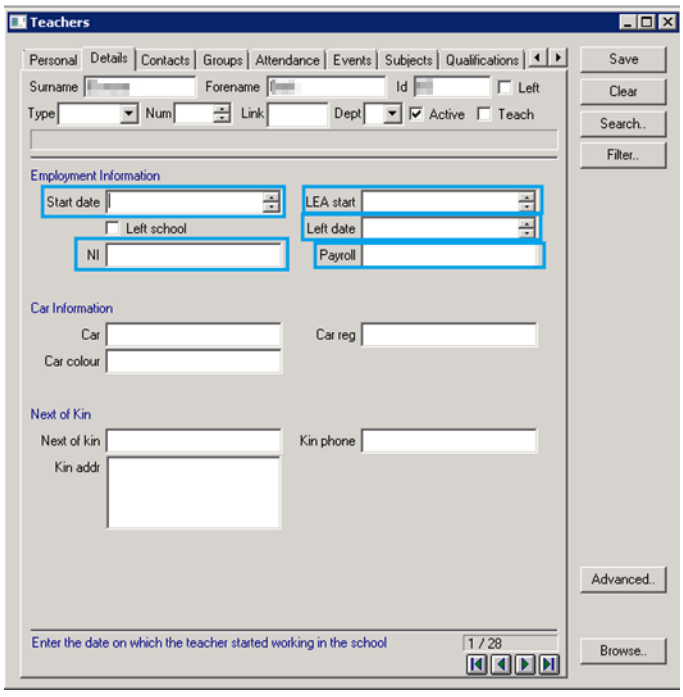
Staff > Staff



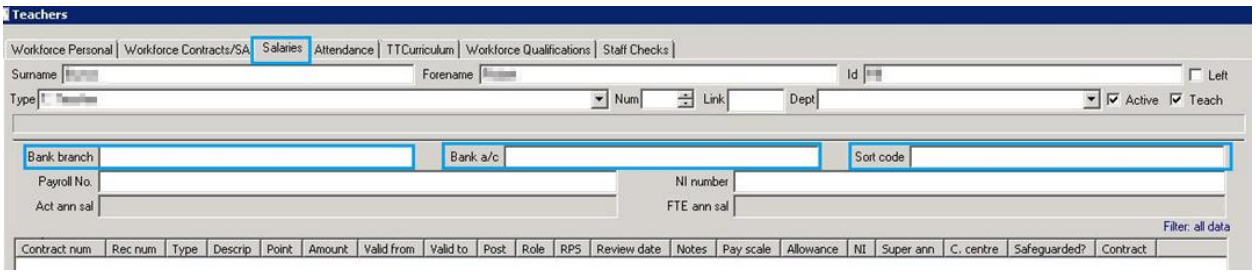
Staff > Views > Workforce View



Staff > Staff



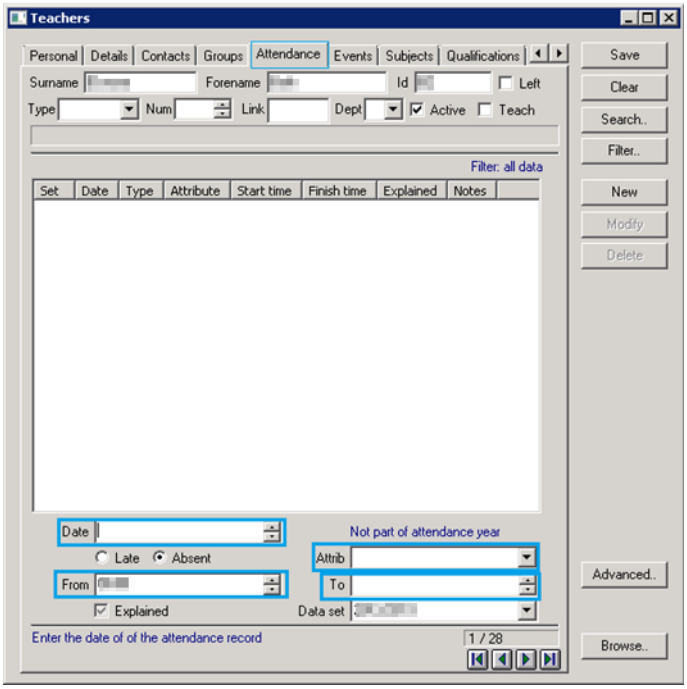
Staff > Views > Workforce View



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



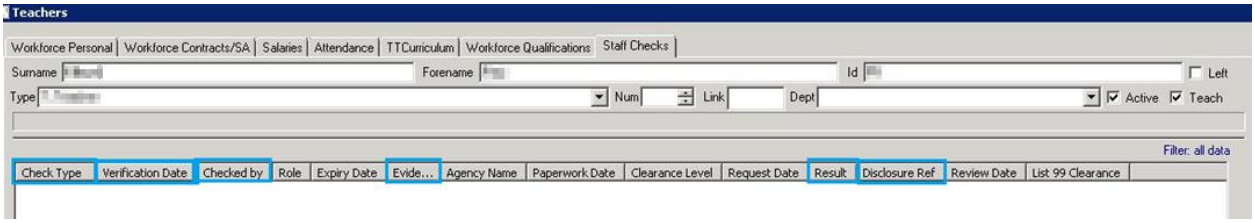
Testing Note(s):

- 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

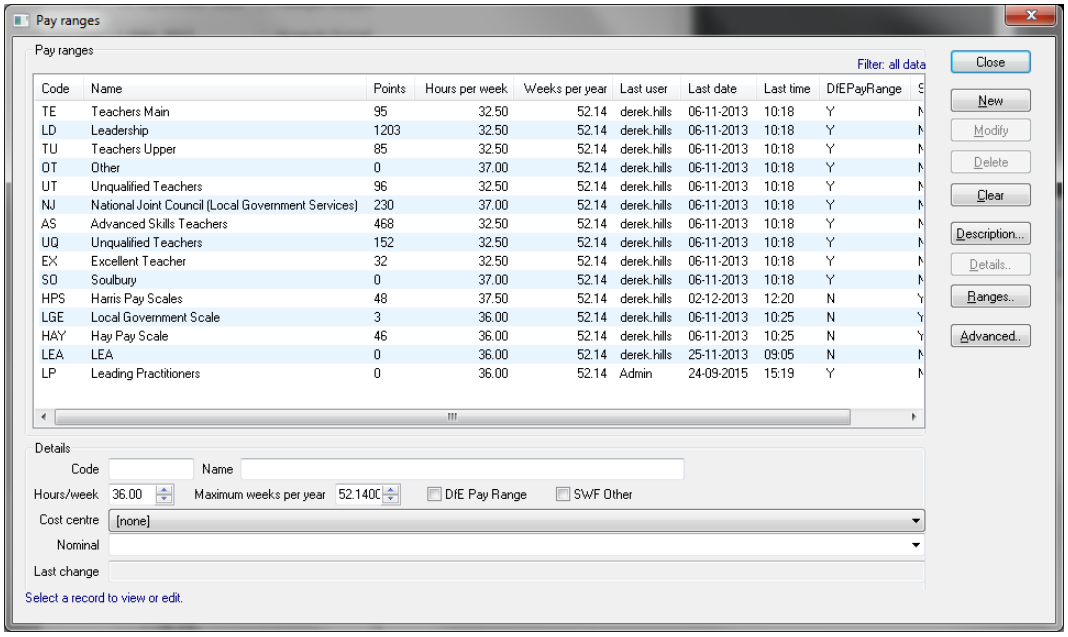


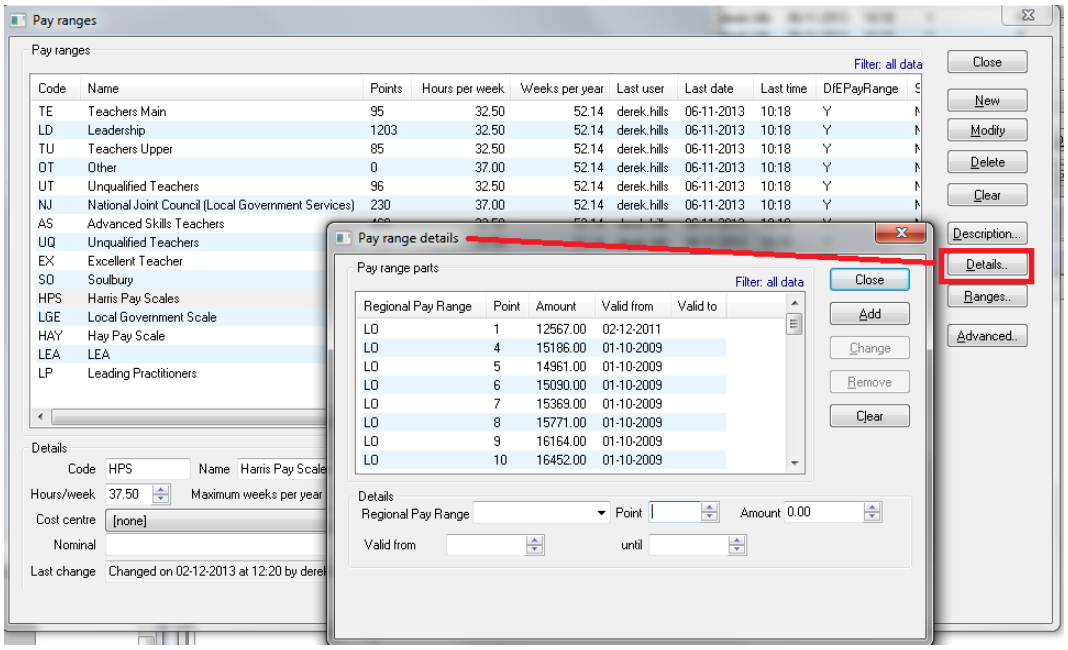
Testing Note(s):

- 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	

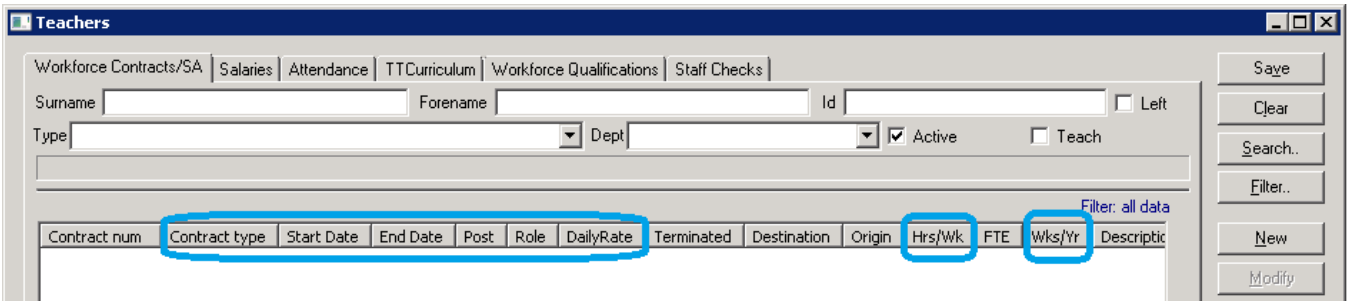




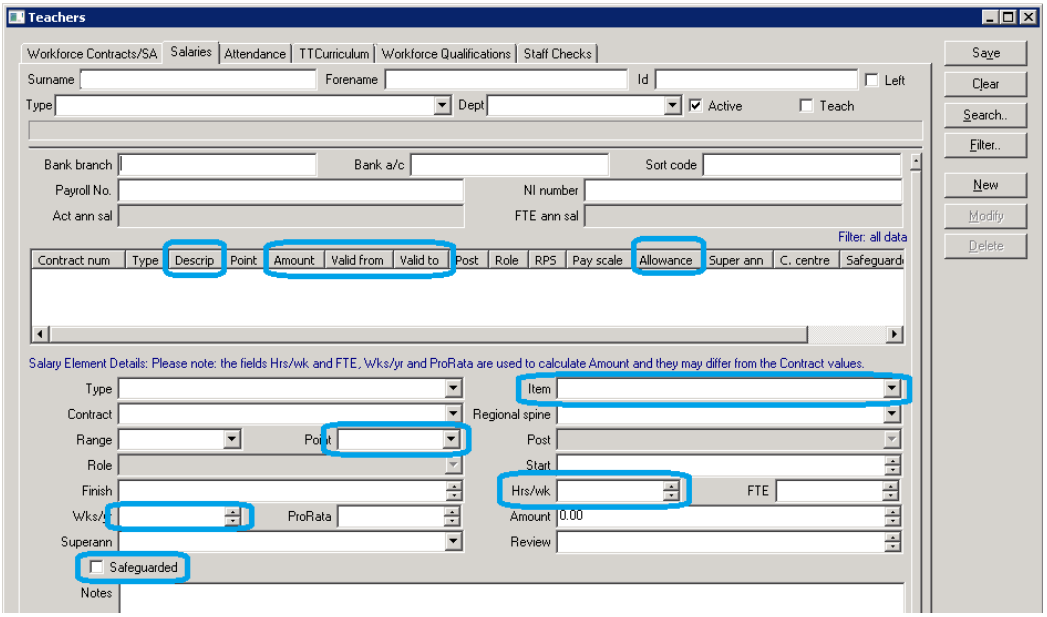
2.5 Staff Contracts

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

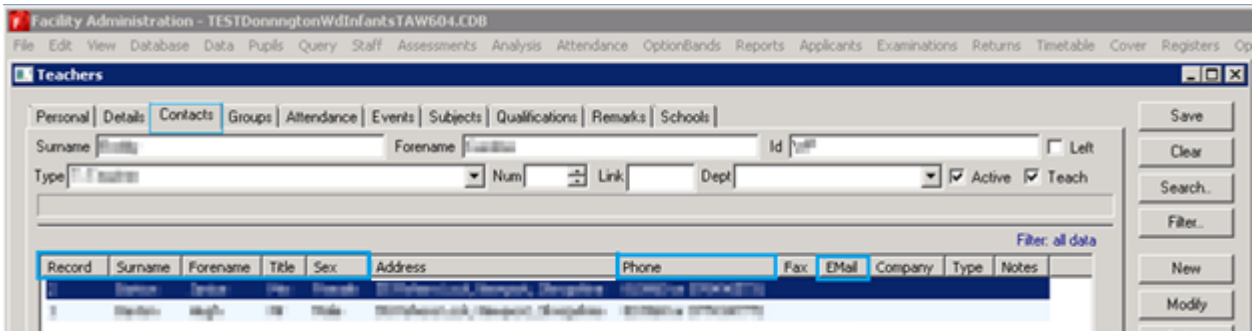
Testing Note(s):

- 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



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.

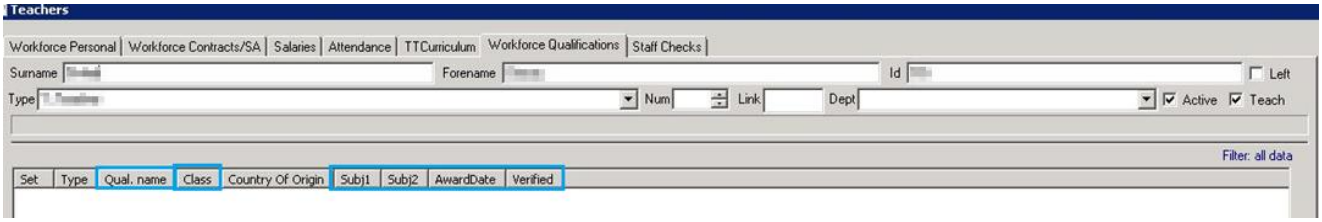
Testing Note(s):

- 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



Testing Note(s):

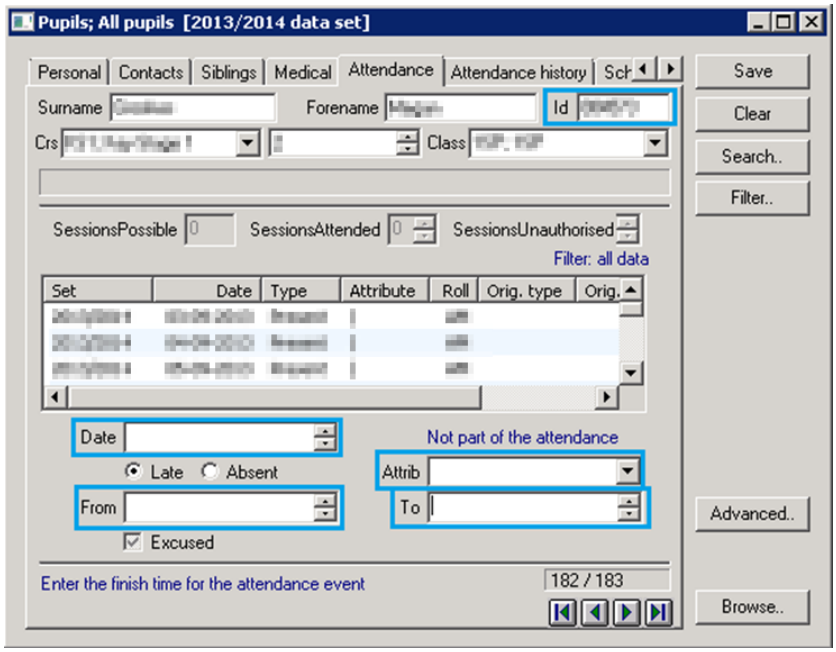
- Refer Staff > Qualifications > Qualifications (MIS)

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

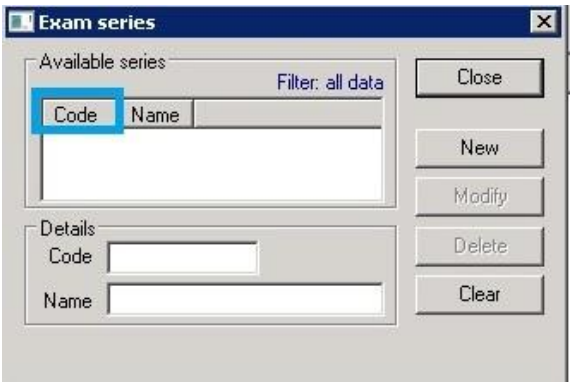
Pages 8->13

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



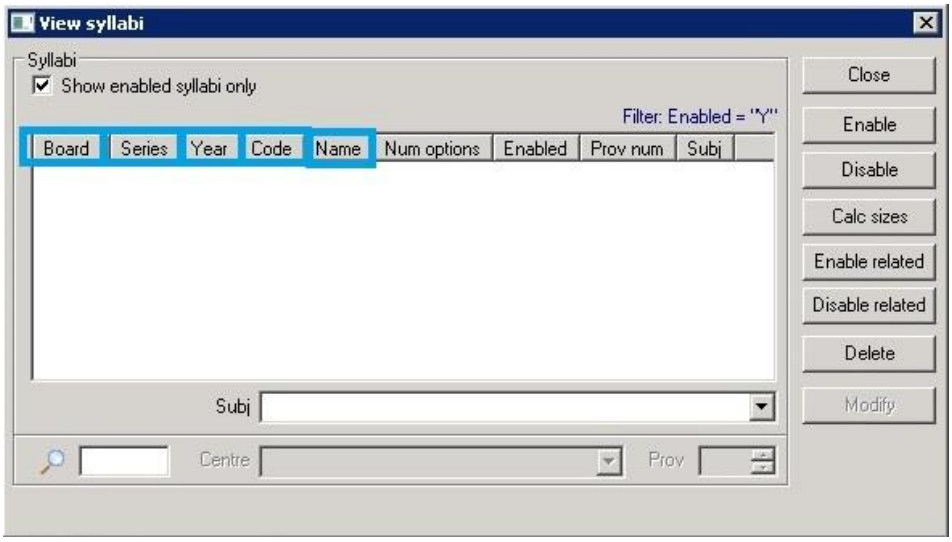
Testing Note(s):

- 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):

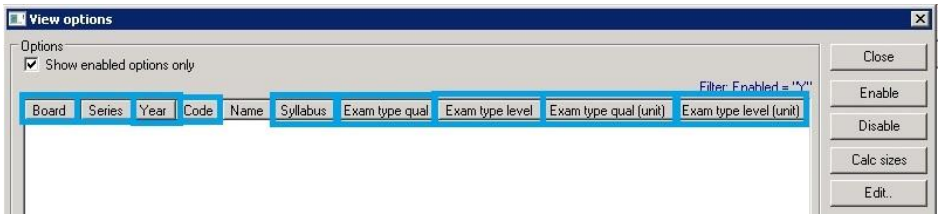
- Refer Examination > Exam > Active Season - to Select/Change Active season
- Refer Examination > Routines > View/Edit Base Data (Current Year – All Seasons) and (for entire date range ex – 5 years)

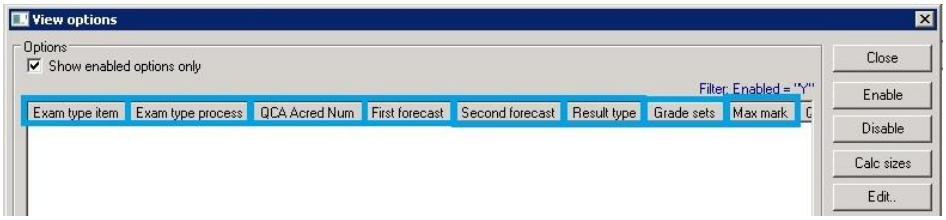
  NOTE: This approach should be followed for Boards; Series; Qualifications; Options; Components

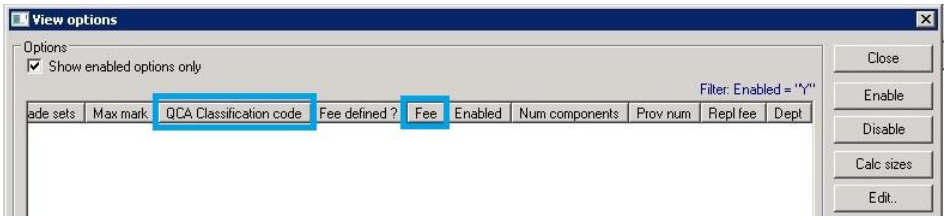
4.3 Exams Options

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	QCAAcredNumber	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







Testing Note(s):

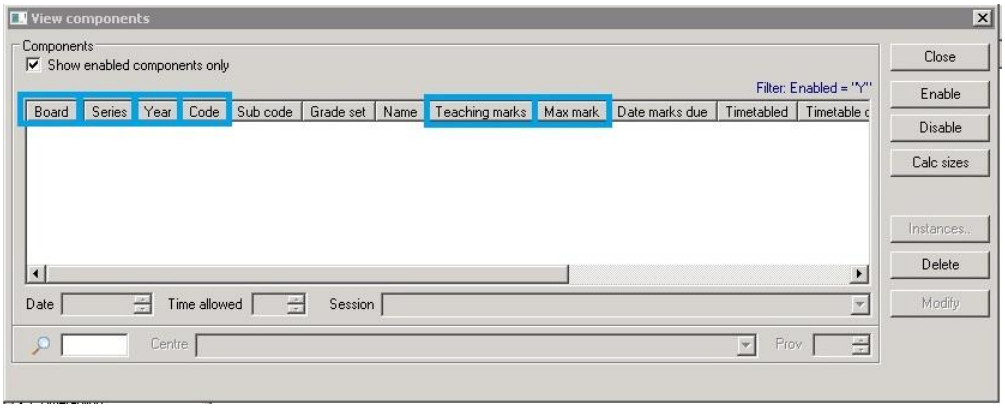
- Refer Examination > Exam > Active Season - to Select/Change Active season
- Refer Examination > Routines > View/Edit Base Data (Current Year – All Seasons) and (for entire date range ex – 5 years)

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

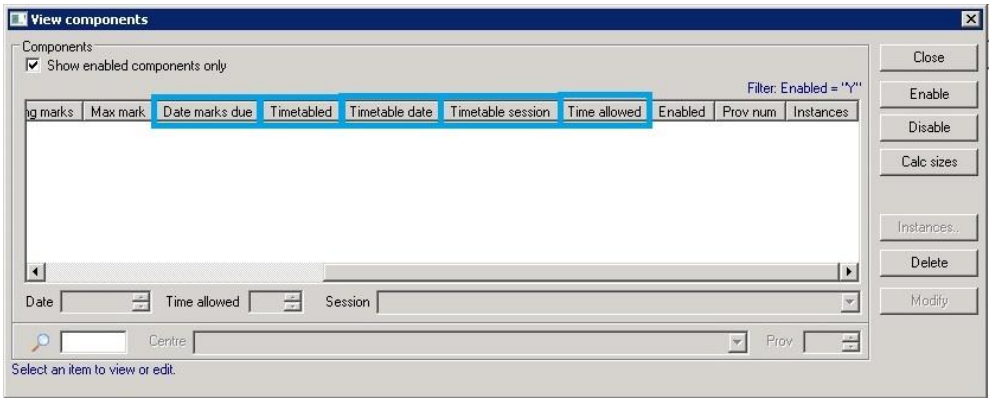
4.4 Exams Components

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):

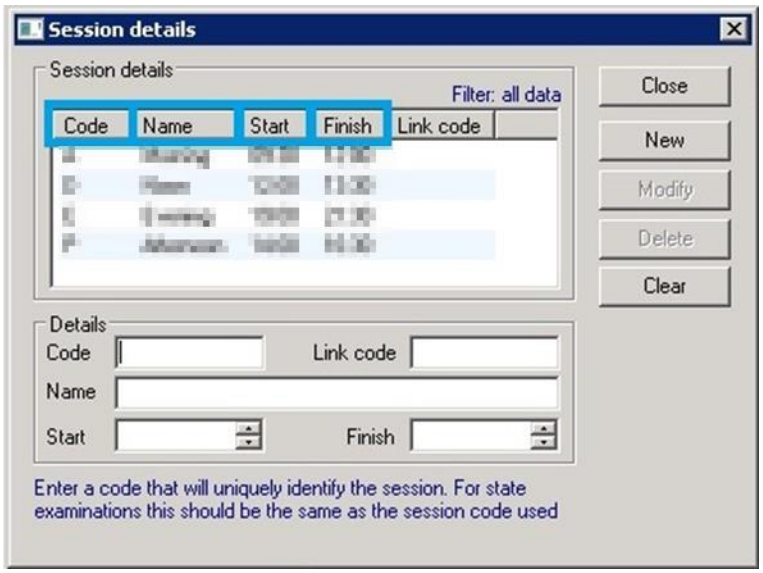
- Refer Examination > Exam > Active Season - to Select/Change Active season
- Refer Examination > Routines > View/Edit Base Data (Current Year – All Seasons) and (for entire date range ex – 5 years)

  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



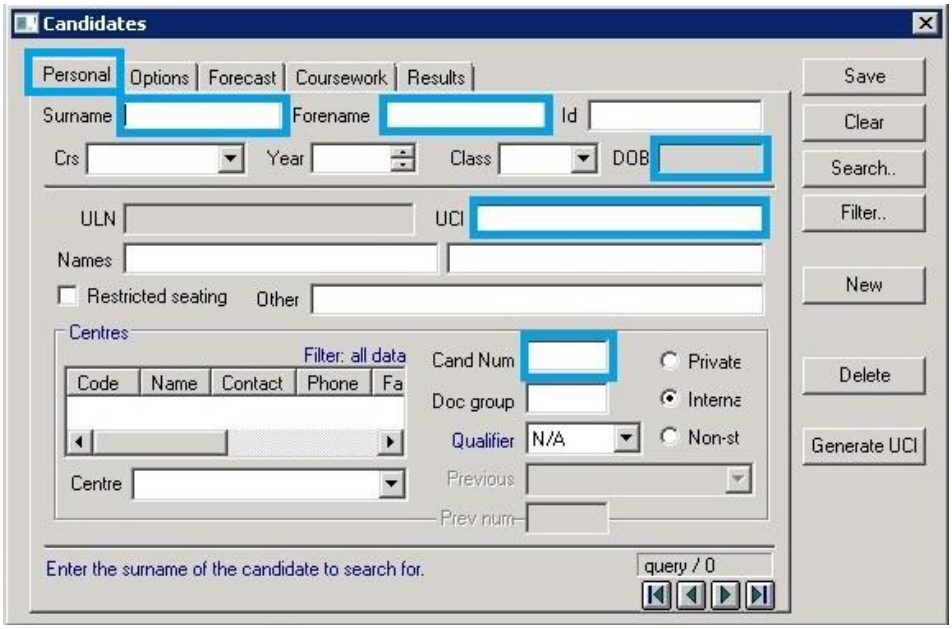
Testing Note(s):

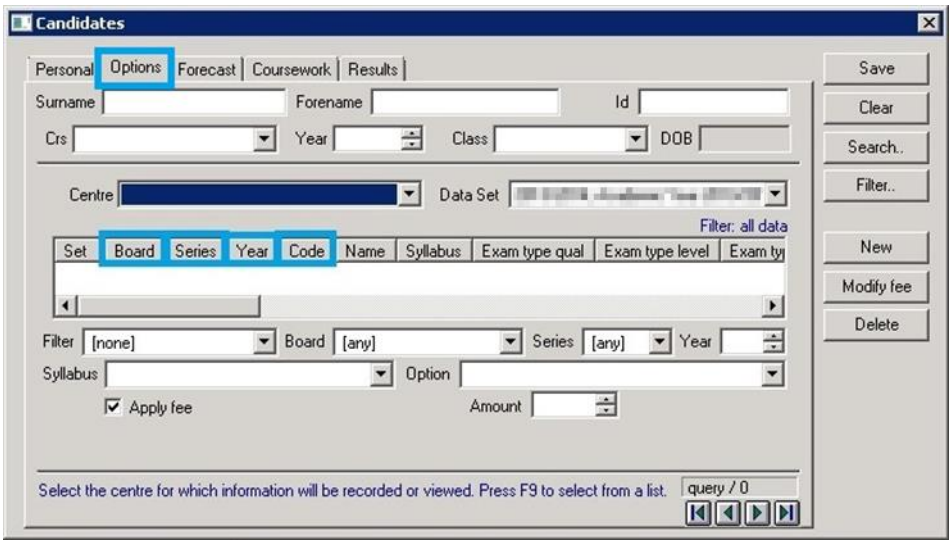
- Refer Examination > Maintenance > Configurations > Sitting Start Time (MIS) – check for AM, PM and Evening

4.6 Exams Candidate Details & Options

Reference	Data Item Name	Data Item Description
4.6.01	UniqueId	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





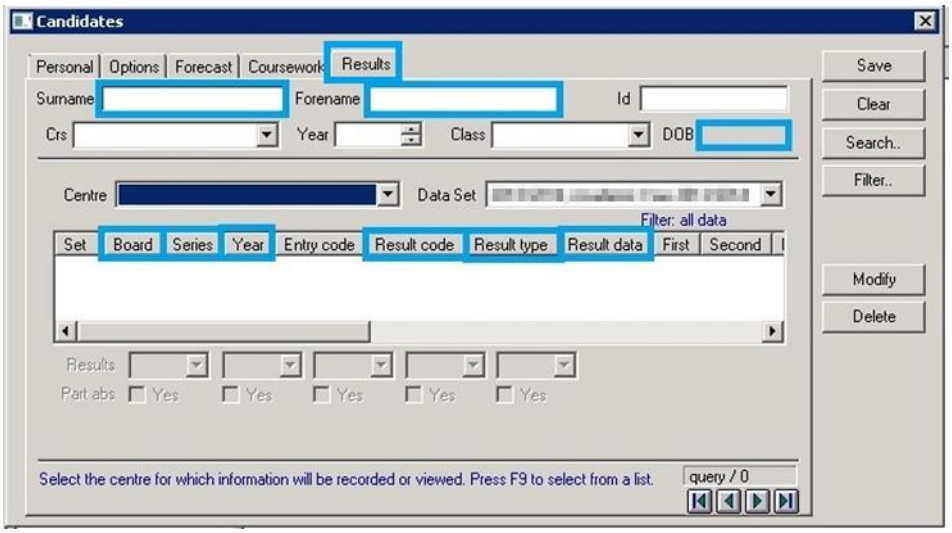
Testing Note(s):

- 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	UniqueId	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



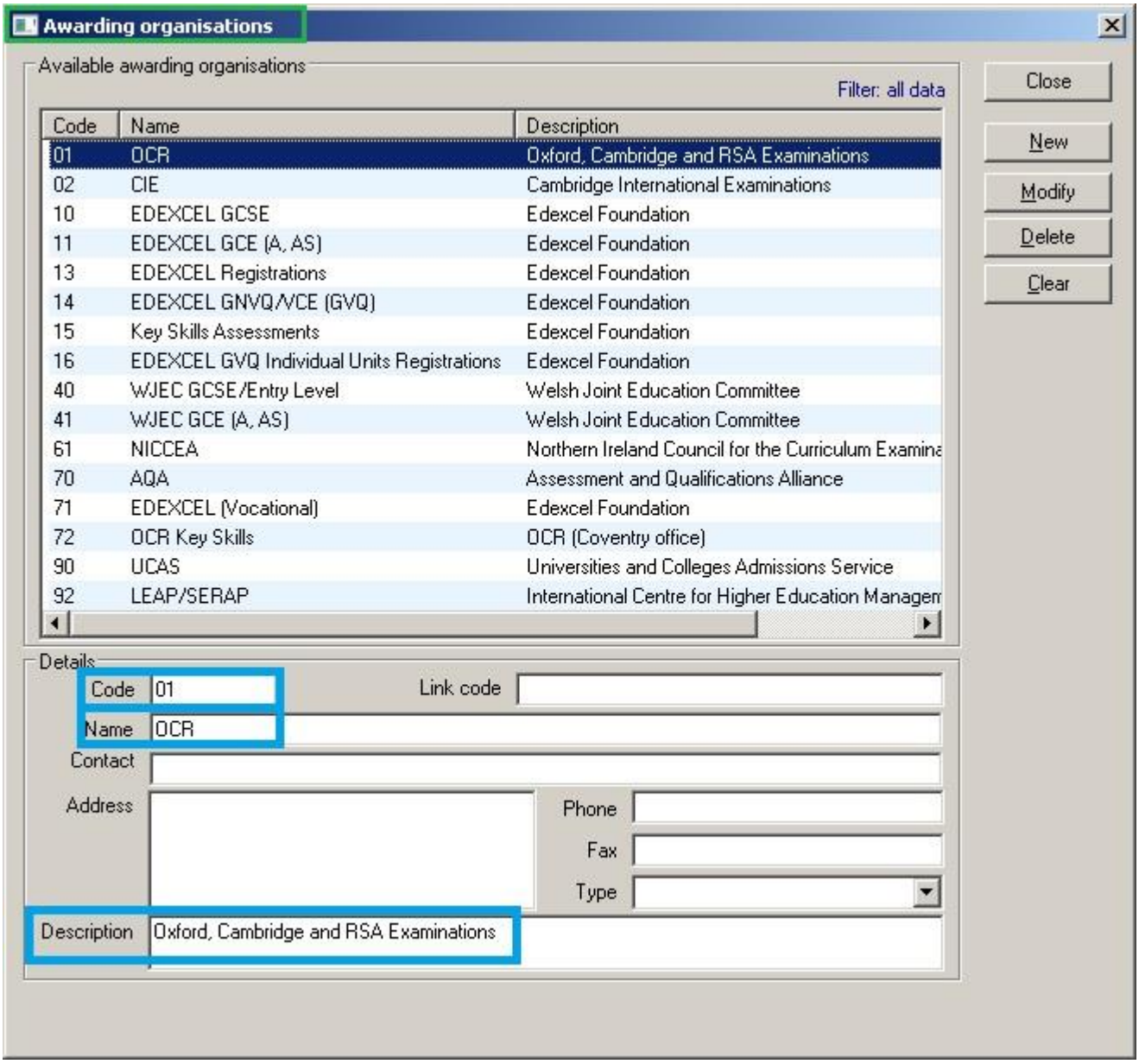
Testing Note(s):

- 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



Testing Note(s):

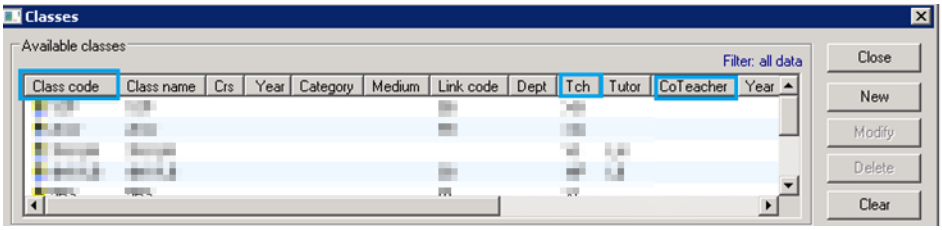
- Examinations > Data > Boards/Awarding Organisations (SIMS)
- Refer Examination > Maintenance > Exam Boards (MIS) – Edit for Board details

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)*

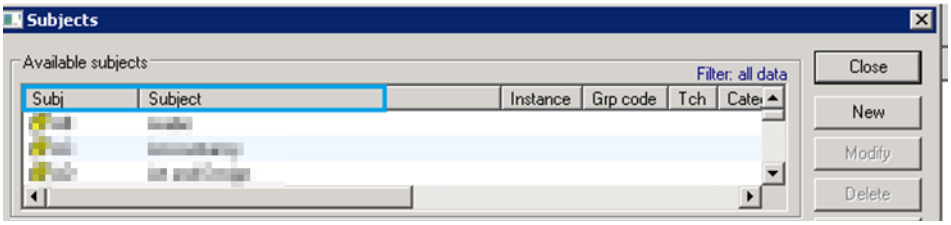
Data > Academic > Class Groups



Testing Note(s):

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

Data > Academic > Master Subject List



Testing Note(s):

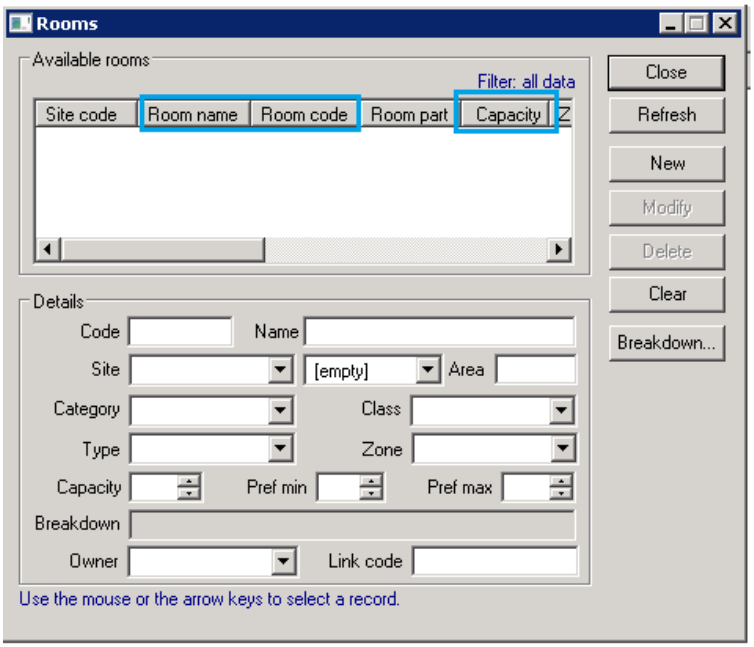
- Data > Academic > Master Subject list (CMIS)
- Refer Curriculum > Pastoral > Subjects (MIS)

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



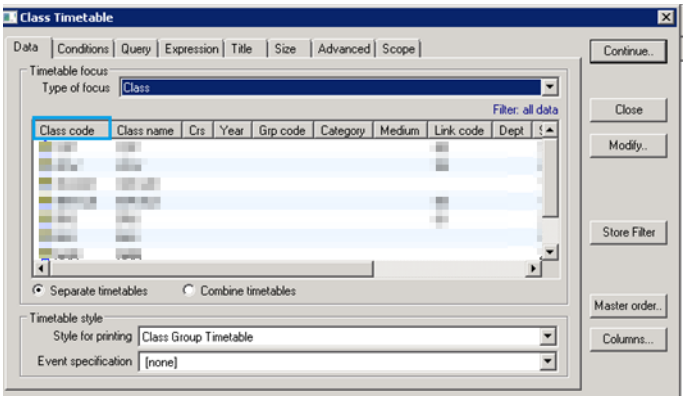
Testing Note(s):

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

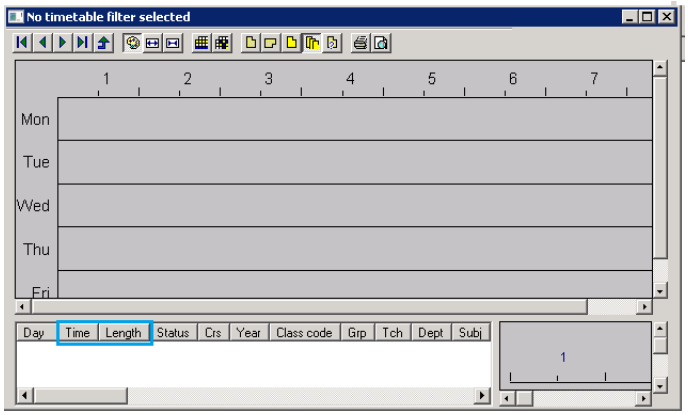
5.3 Timetable

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

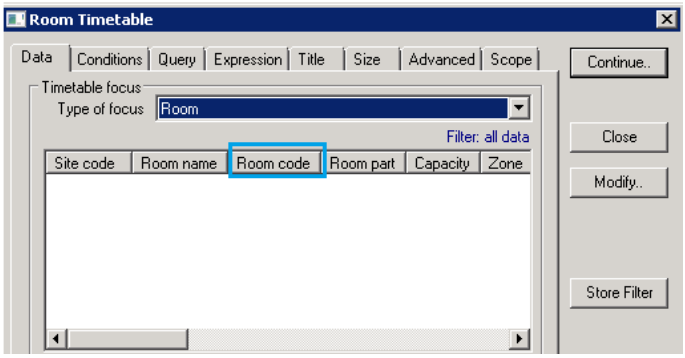
Data > Academic > Class Groups



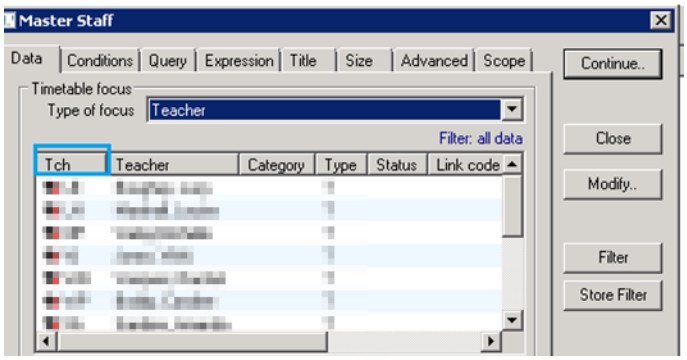
Timetable > Period-Based Timetables > PB–Class Group

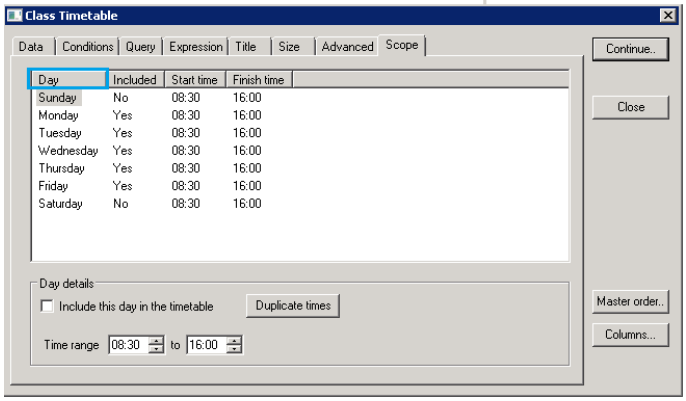


Data > Physical > Rooms

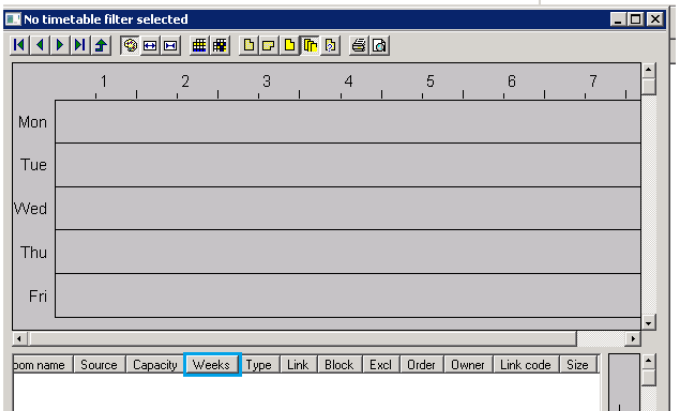


Staff > Staff List Window





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)** 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

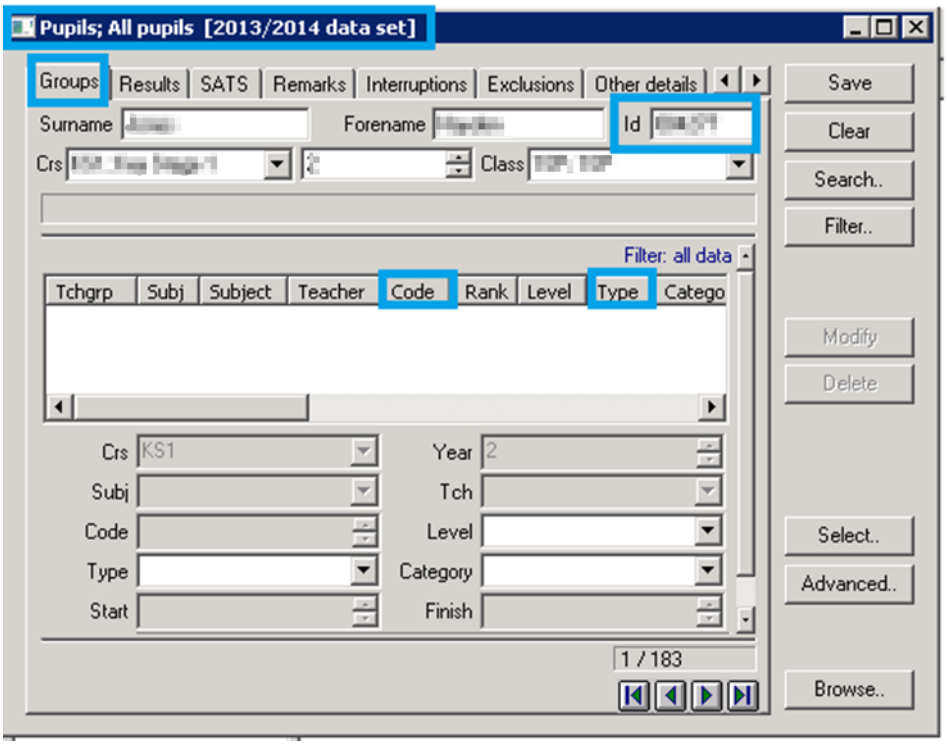
Summer 1 15/16 27/03/2016 to 28/05/2016

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

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

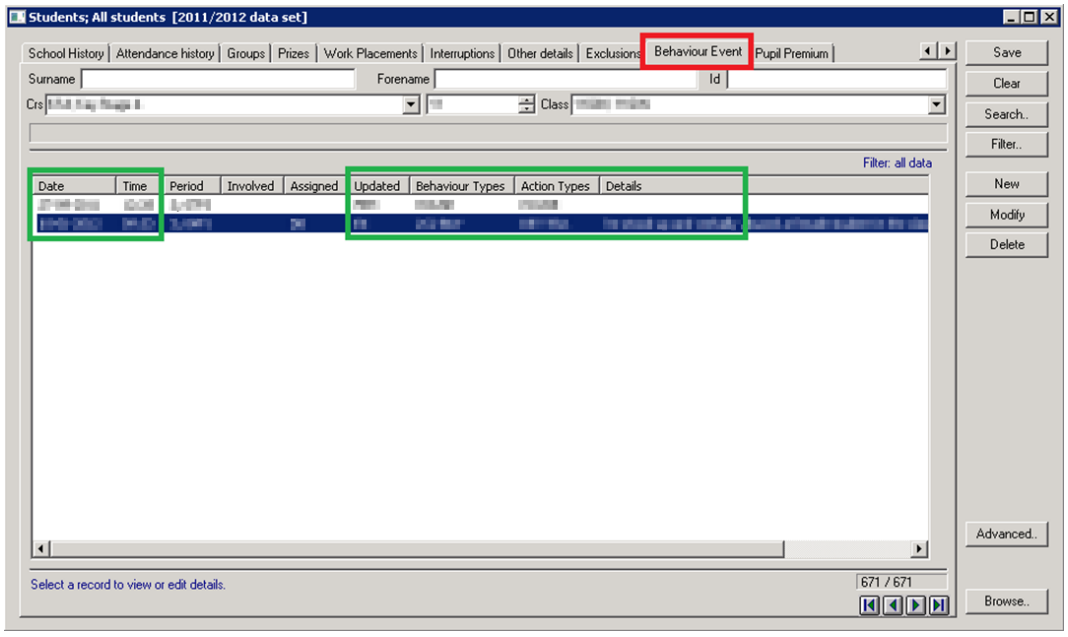
Reference	Data Item Name	Data Item Description
8.1.1	SetID	Data Set
8.1.2	ClassID	Event Code
8.1.3	Name	Event Name/description

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)