

KS3/4 EAP: Creating EAPs

This guide covers what EAPs are and the various ways they can be set up, as well as how to create or copy EAPs.

EAPs **must** be created within Analytics for each grade method, as this allows you to define the grade method for each qualification. EAPs also provide the option to enter expected grades to produce on track analysis in the reports. This is covered in more detail throughout this guide.

Contents

What is an EAP?	2
<i>What functionality does entering expected grades into EAPs provide?</i>	2
<i>We don't plan to enter expected grades, what do we do next?</i>	2
1 / Plan EAPs	3
<i>How many EAPs do we need to create?</i>	3
2 / Prepare and Upload EAP Baselines.....	4
<i>Confirm Upload Qualification Names.....</i>	5
<i>Refreshing EAP Baselines</i>	6
3 / Set up EAP Baselines	6
4 / Create (or Copy) an EAP	7
Setting up EAPs for Qualifications Awarded No Points.....	9
5 / Define EAP Pathways (Optional)	9
<i>Option 1 / Import Expected Grades</i>	9
<i>Option 2 / Manually Enter Expected Grades.....</i>	10
Example EAP	11
Copying an Existing EAP	11
EAP Exceptions (Only for students with an EAP baselines).....	11
EAP Colour Coding	12
Appendix 1 – Alternative EAP Baseline Examples.....	14
<i>KS3/4 Grade Methods (e.g. Internal Bands, Targets etc.).....</i>	14
<i>Number Range (e.g. for unique flight paths per student)</i>	15
<i>KS2 Baselines or Baseline Groups</i>	16
Appendix 2 – Creating Baseline Groups.....	17
Appendix 3 – File Health Check Issues	18
<i>Defining EAPs (Importing Expected Grades)</i>	18

What is an EAP?

Within Analytics you must create EAPs (Expected Attainment Pathways) to define the grade method for each qualification.

However, an EAP can also be used to generate a group of custom flight paths that allow you to measure the performance of students, term by term, against admin defined expected grades. Flight paths can be created for each prior attainment group or alternative baseline, depending on which you would prefer. The EAP baseline chosen is used as a starting point to group students onto their pathway.

Each EAP can contain up to 16 points (3 terms within each school year from KS3-4 and 1 for KS4 Exams), where you specify the grade expected at each point. If you choose to enter expected grades, this will allow you to identify if students are on, above or below track to meet their expected grades, using the functionality explained below.

What functionality does entering expected grades into EAPs provide?

- On / Above / Below Track

This compares the students' grades uploaded into a particular data set (e.g. their latest assessment) to the grades they are expected to achieve in that term (based on the grades entered within the EAPs). For example, if a student is expected to achieve a grade 5 in Y11 Term 1 and achieves a 6, they would be seen as 'above track'. This allows performance to be easily filtered in the reports by on/above, above, on or below track.

Name	Total Grades	Total Points	Average Grade	Average Points	Residual	Avg EAP Diff (Sub)	On/Above Track	Above Track	On Track	Below Track	Inc In Track	In A8 Basket
Art	55	299.00	5+	5.44	0.49	-1.3	17	11	6	38	55	50
Business Studies	23	104.00	C+	4.52	-0.04	-0.6	10	2	8	13	23	21

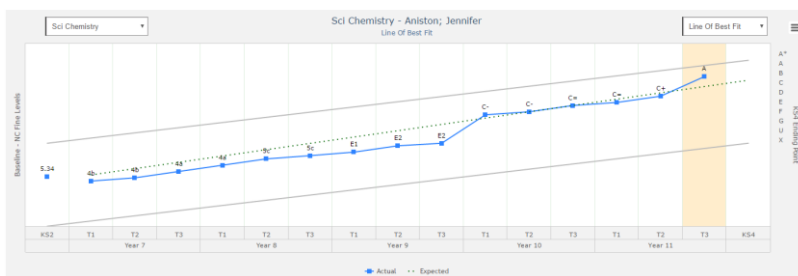
- Sisra Basic Projections

Allows schools to see the grades that students might achieve at the end of KS4 and therefore their contribution towards school headline figures, based on their current attainment and expected grades. For information on how SBP is calculated, please [see our article here](#).

- Student Flight Paths

These provide a graphical representation of individual students' performance in a data set to their expected performance (EAP grade).

We have included an [example](#) of this on the right, using fictitious expected grades.



We don't plan to enter expected grades, what do we do next?

In this case, you only need to create one EAP **per** grade type awarded in a cohort. For example, one EAP for your GCSE 9-1 qualifications, one for your Combined Science (99-11 grades), one for your BTECs, etc. so you can define the grade method each qualification should use. If a school does not wish to make use of the additional functionality, the grades expected each term within the EAP can be left blank and you can skip to step 4 of this guide.



If you choose to create blank EAPs, you would still need to upload EAP baselines to set up and select within your EAPs. In this case, **ANY baseline** can be used as this will not impact your reports. For example, you could upload your Target grades file as the EAP Baselines (so they're available if you decide to make use of the On Track functionality in future).

1 / Plan EAPs

Before creating an EAP, you must have imported student data, have at least one grade method created using Attainment 8 points, and have uploaded and set up your chosen EAP baseline.

The most popular EAP setup we have found is **Target based EAPs** (which will be used in the examples in this guide, however we have some examples of other options available in [Appendix 1](#)). This involves uploading and setting up your students' Targets as EAP baselines, which can then be used to group students onto their pathways and to create one EAP per subject or qualification.

This means you can have separate EAPs for Art, English Language, English Literature etc. based on the student's targeted performance in that specific qualification. When entering expected grades, you could then use one of the following approaches:

- Flat Line Approach**

A flat line approach is where the student's grade remains the same as their target, throughout each term, allowing you to measure if they are on, above or below their target instantly in the reports. As shown in the example below, a student targeted a grade 8 at the end of KS4, has the same grade 8 entered each term across the EAP.

	Year 7			Year 8			Year 9			Year 10			Year 11				
Baseline	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	KS4 Exams	Actions
KS3/4 Method	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	
9																	
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	

- Linear Approach**

A linear approach is where the student's grade and performance is expected to increase gradually over time. As shown in the example below, a student targeted a grade 8 at the end of KS4 is shown to gradually improve over time (7= in Y11 Term 1, 7+ in Y11 Term 2 and so forth), until they reach their end goal.

	Year 7			Year 8			Year 9			Year 10			Year 11				
Baseline	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	KS4 Exams	Actions
KS3/4 Method	NC Sub Levels	NC Sub Levels	NC Sub Levels	NC Sub Levels	NC Sub Levels	NC Sub Levels	Trinity Mastery	Trinity Mastery	Trinity Mastery	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	
9																	
8	6b	6a	7c	7c	7b	7a	A1	A2	A3	6=	6+	7-	7=	7+	8-	8	
7	5b	5a	6c	6c	6b	6a	I2	I3	I4	5+	6-	6=	6+	7-	7=	7	

How many EAPs do we need to create?

Finally, we recommend identifying how many EAPs you'll need to create. For example, if you have different baselines for each qualification or different expectations for each qualification, then you'll likely need to create one EAP per qualification. However, if multiple qualifications share the same baseline and expectations, you could use the same EAP for all of these qualifications. For example, creating an EAP for each faculty or grade type.

The main point to remember is that you need to have at least one EAP for each unique grade type used in a cohort. Get in touch with the Support team (via Live Chat or email sisrasupport@junipereducation.org) if you have any questions.

Planning EAPs (Admin):



<https://sisraanalytics.support.junipereducation.org/hc/en-gb/articles/4974422571293-Planning-EAPs-Admin->

2 / Prepare and Upload EAP Baselines

Once you have decided upon the EAP baselines to use, you must ensure these are in a four-column list (Student ID, Student Name, Subject and Grade), saved in **CSV (MS-DOS)** format in Excel. You can run the file through the Sisra Analytics Excel Add-In to ensure the data is in the correct format, as shown below.

We also recommend using clear subject names to ensure your EAP baselines are treated separately to your official KS2 data. For example, you could use 'KS2 Maths' for your KS2 Maths Scaled Scores and 'KS4 Target – Maths' for your EAP Baseline. You should also split out subjects with different grade types using the subject name if necessary.

Upload Format Example

	A	B	C	D
1	Student ID	Student Name	Subject	Grade
2	000001	John Smith	English	3.64646

Preparing and uploading EAP baselines (Admin):



<https://sisraanalytics.support.junipereducation.org/hc/en-gb/articles/4946173931293-KS3-4-Preparing-and-uploading-EAP-baselines-Admin->

Once prepared, upload the EAP baselines by clicking into DATA (A1) > select Key stage 3/4 & Cohort (A2) > KS2/EAP (A3) > Uploads (A4) > 'Upload Grades File' (A5).

The screenshot shows the Sisra Analytics web interface. The top navigation bar includes links for HOME, DATA (A1), CONFIG, USERS, and REPORTS. The left sidebar shows a tree view with categories: STUDENTS, KS2 / EAP (A3), and GRADES. Under KS2 / EAP, there are sub-items: Publish KS2 / EAP, Uploads (A4), KS2 / Baseline, Baselines, and EAP. The 'Uploads' section is active, showing a table titled 'KS2 / Baseline Uploads'. The table has columns: Type, Students, Qualifications, Title, Created By, and Actions. Two uploads are listed: 'Upload - 02/09/2020 13:53' and 'Upload - 13/08/2020 11:37'. A callout A5 points to the 'Upload Grades File' button. A callout A2 points to the 'Keystage' dropdown menu set to '3/4'. A callout A1 points to the 'DATA' link in the top navigation bar.

Next, select the file to upload, enter a clear file title (to help identify the contents of the upload on the KS2 / EAP tab) and click 'Upload' (A6).

Grade Data Upload

Please browse for a file to upload (this must be in .CSV format):

No file chosen

File Title:



"The file submitted does not contain valid data. Please check that the file has been saved as CSV (MS-DOS), there are no blank student IDs and that the file contains a header row."

If you are presented with the above message, this is usually due to the file format being imported, as some newer versions of Office can default to CSV (Macintosh). To resolve this, click 'Cancel the import', resave your file with a different name and manually select **CSV (MS DOS)** in the 'Save as type' dropdown, then re-upload.



During the upload process, Analytics will perform a file health check, which will inform you of issues found in the file. We recommend checking this, as well as checking the number of students and qualifications listed in the upload summary are as you expect for this file.

If there are issues, then you can view further details by clicking 'Show/Hide Warnings'. You can click 'Cancel the upload' (A7), address the issues and then re-upload the amended file. For more information on these potential issues, see [Appendix 3 – File Health Check Issues](#).

However, if you are happy with the file (or want to address issues in Analytics where possible) and you have checked the upload summary, click 'Continue with the upload' (A8).

KS2 / Baseline Grade Data Upload



Upload Date	Uploaded by	File Title
Today at 12:01	Bex Support	Target EAP Baselines

File Health Check

No potential issues have been identified in your upload file.

Upload Summary

1966 Grade(s) will be uploaded.
210 Student(s) are included in the file.
27 Qualification(s) are included in the file.

[Cancel the upload](#) [Continue with the upload](#)

Confirm Upload Qualification Names

When uploading subsequent baseline grade files containing qualifications that have not been uploaded previously for that cohort, the Confirm Upload Qualification Names page will prompt you to merge these with existing baseline qualifications or create these as new qualifications.

If the qualification you're uploading grades for has not been uploaded before for that cohort and is therefore new, select 'New' in the SISRA Qualification dropdown.

However, if this qualification exists for the cohort, but has been named slightly differently in the KS2/Baselines page compared to your file, you can merge these together by selecting the appropriate qualification from the SISRA Qualification dropdown.


Once you have completed the selections for all qualifications shown, click 'Complete the upload'. Any new qualifications will need to be set up in the Baseline Management section, covered in step 3.

KS2 / Baseline Qualification Naming

File Qualification	SISRA Qualification
KS4 Target - Art	<input type="text"/>
KS4 Target - BTEC Dance Single	<input type="text"/>
KS4 Target - Business Studies	<input type="text"/>


Once completed, you will see your file has been uploaded and there are a number of options available to manage your file. Here you can export (A9) your grades list to Excel, edit the title or date of your file (✎), see a preview of the files contents (🔍), or permanently delete the file (✖).

KS2 / Baseline Uploads

Upload Grades File						 Export
Type	Students	Qualifications	Title	Created By	Actions	
Upload - 20/11/2019 12:12	210	26	KS4 Targets	Heather Support	✎ 🔍 ✖	
Upload - 20/11/2019 12:07	210	2	KS2 Baselines	Heather Support	✎ 🔍 ✖	

Refreshing EAP Baselines

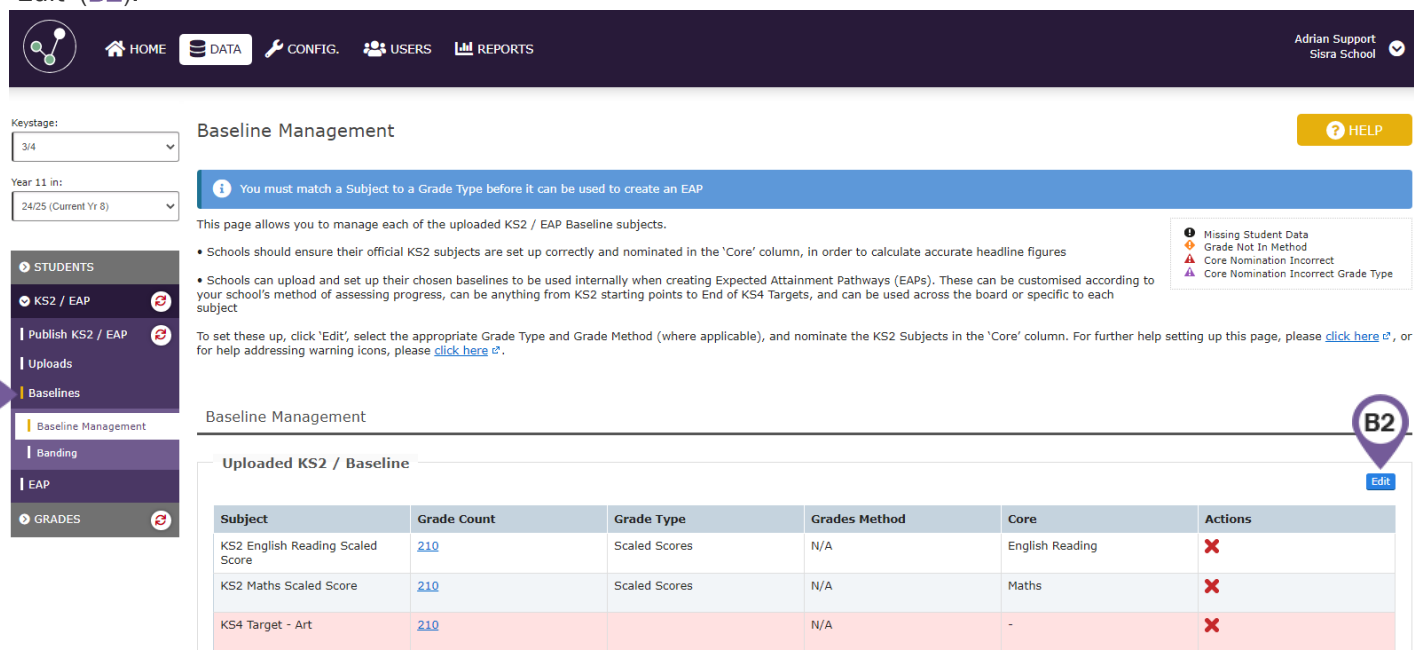
To refresh EAP baselines, for example if you're using Targets and you have collected updated Targets for a cohort, we would recommend uploading your new EAP baselines file first, using the same qualification names. This will ensure that these qualifications merge and existing setup is not affected (if they're using the same grade type or grade method).

If any of your existing baselines are no longer assessed and will not be included in your new file, we recommend exporting the existing baselines (A9), and adding your additional grades to this in Excel to ensure historical EAPs are not affected. You can then delete the previous file using the  icon.

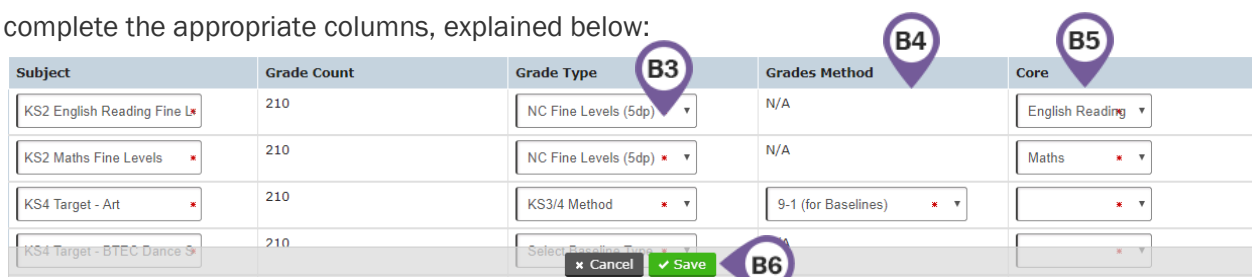
For more information on this, feel free to take a look at our help centre article below:

3 / Set up EAP Baselines

Next, you must set up the EAP baselines to use within your EAPs. To do this, click KS2/EAP > Baselines (B1) > 'Edit' (B2).



Then, complete the appropriate columns, explained below:



Subject	Grade Count	Grade Type	Grades Method	Core
KS2 English Reading Fine	210	NC Fine Levels (5dp)	N/A	English Reading
KS2 Maths Fine Levels	210	NC Fine Levels (5dp)	N/A	Maths
KS4 Target - Art	210	KS3/4 Method	9-1 (for Baselines)	
KS4 Target - BTEC Dance	210	Select Baseline Type		

Grade Type (B3): Select the grade type based on the type of grades uploaded for that EAP baseline. The options available are:

- NC Whole / Sub Levels (3, 4, 5 or 3a, 3b, 3c, etc.)
- NC Fine Levels (2dp)
- NC Fine Levels (5dp)
- Scaled Scores (whole numbers, ranging from 59 – 120)
- Number Range (whole numbers, ranging from 0 – 300)
- KS3/4 Method

Grades Method (B4): This column will activate if “KS3/4 Method” has been selected in the Grade Type column. Select the appropriate grade method, taken from those created in CONFIG. > Grade Methods (EAP) > KS3/4 Methods.

Core (B5): Here you must only nominate the **KS2 subjects** that the DfE consider “core” KS2 subjects for that cohort. This is covered specifically in our KS3/4 EAP: KS2 Core Baselines article linked on page 17 and should not affect alternative EAP baselines.

Once you have completed this for all subjects, click ‘Save’ (B6). If there are any warning icons flagged, see our article below for information on resolving these BEFORE creating EAPs:

KS3/4 - Baseline Management: Missing Student Data, Grade Not In Method, Core Nomination Incorrect, Incorrect Grade Type (Admin)



<https://sisraanalytics.support.junipereducation.org/hc/en-gb/articles/4632041356573-KS3-4-Baseline-Management-Missing-Student-Data-Grade-Not-In-Method-Core-Nomination-Incorrect->

4 / Create (or Copy) an EAP

To create or copy an existing EAP, click KS2/EAP (C1) > EAP (C2) > ‘Create EAP’ (C3).

Keystage: 3/4

Year 11 in: 24/25 (Current Yr 8)

EAP List

Create EAP (C3)

Expected Attainment Pathways (EAPs) allow schools to create completely customised pathways against which they can measure their students from Year 7 all the way through to Year 11. These can be created using anything from KS2 starting points to End of KS4 targets as the 'Baseline' to group students into starting points, and each EAP can be tailored to individual qualifications or used across multiple similar qualifications.

Expected grades can be entered for every term across all 5 years as well as KS4 Exams, allowing in-depth On Track analysis throughout the KS3/4 lifecycle.

The [full guide is available here](#), or you can get started by clicking 'Create EAP'.

EAPs

There are no EAPs to display

Q: Can I set up just one EAP to cover all qualifications & grade types?

A: EAPs define the grade method/s used in a qualification during each year / term, meaning qualifications using different grading methods will require separate EAPs. For example, if students are taking qualifications awarded 9-11 (i.e. Combined Science), 9-1 or DMP grades, you will require at least 3 separate EAPs.

You must then work through the following:

- EAP Name:** This won't appear in the reports, but should be clear and concise to make it easy to identify when filling in the EAP column on the Matching page. The EAP description is optional.
- Baseline Type:** Select from the baseline types uploaded. This determines how students are grouped onto their flight paths if expected grades are entered. *For example, if you have uploaded and set up Targets as baselines, you can select “KS3/4 Method”.* If you are not going to enter expected grades, you can select any baseline type available.

Create EAP

EAP Name

Art 9-1

EAP Description

Baseline Type

KS3/4 Method

KS2/Baseline

KS4 Targets - Art

Using method: 9-1 (for Baselines)

Please note, this cannot be changed once the EAP has been created!

- **Lower Limit / Upper Limit:** If you have selected to use the 'Number Range' baseline type, two additional boxes will appear which allow you to enter the 'Lower' and 'Upper' limits which will define the range of your EAP pathway (any whole values between 0 and 300). For example, if you were looking to only create EAP pathways for 0 to 140, you would enter "0" as the lower limit and "140" as the upper limit.
- **KS2/Baseline:** This will list the baseline qualifications uploaded in KS2/EAP > Uploads, for the selected baseline type. This determines the grades that will be used to define the starting point to group students onto their pathways, if expected grades are entered.
- **Create New EAP or Copy an Existing EAP:** You have the option to create a new EAP from scratch or copy another EAP you have set up for any KS3/4 EAP cohort.

Baseline Type
Number Range

Lower Limit
0

Upper Limit
140

KS2/Baseline
Number Range - History

Copying an EAP may be useful if you're using the same baseline type, and would like to use the same grade method and expected grades for other qualifications. This is explained in more detail on [page 15](#).

Assessment Method: If 'Create New EAP' is selected, you'll be presented with a series of dropdowns. Here you must select the appropriate grade method for each year or term (from Year 7 to Final KS4 Exams). The grade method selected must correspond to the type of grades planned to be uploaded for qualifications using that EAP. This tells Analytics the grades to expect in uploads associated to those years or terms.

You must select a grade method for each year, even if you're not planning to upload grades for that year in this cohort. This only applies to historical data for that specific cohort. *For example, if you're working with Current Y11 and are not planning on uploading their historical Y7 grades, you must still select a grade method in this dropdown.*

If you plan to use a different grade method part-way through the year, tick 'By Term' (C4) to enable the dropdowns for each term. *For example, in our Art 9-1 EAP we've specified that their grades collected in Y7 and Y8 will be based on our 'NC Sub Levels' method, but we will start collecting 9-1 sub grades from Year 9 Term 2 onwards.*

Assessment Method	By Term	Term 1	Term 2	Term 3
Year 7 NC Sub Levels	<input type="checkbox"/>	Y7 T1 NC Sub Levels	Y7 T2 NC Sub Levels	Y7 T3 NC Sub Levels
Year 8 NC Sub Levels	<input type="checkbox"/>	Y8 T1 NC Sub Levels	Y8 T2 NC Sub Levels	Y8 T3 NC Sub Levels
Year 9 C4	<input checked="" type="checkbox"/>	Y9 T1 NC Sub Levels	Y9 T2 9-1 Sub Grades	Y9 T3 9-1 Sub Grades
Year 10 9-1 Sub Grades	<input type="checkbox"/>	Y10 T1 9-1 Sub Grades	Y10 T2 9-1 Sub Grades	Y10 T3 9-1 Sub Grades
Year 11 9-1 Sub Grades	<input type="checkbox"/>	Y11 T1 9-1 Sub Grades	Y11 T2 9-1 Sub Grades	Y11 T3 9-1 Sub Grades
Final Exam Grades 9-1 Sub Grades				

Only grade methods created with Attainment 8 points may be selected in the 'Final Exam Grades' dropdown!

Cancel Create C5

Once you have made the relevant selections, click 'Create' (C5). Completing the above is the minimum requirement for creating EAPs. If you **DO NOT** want to utilise flight path functionality and on track analysis in the reports by entering expected grades (as this is optional), then you can create additional EAPs for remaining qualifications and move onto uploading grades.

If you want to enter expected grades and take full advantage of the reports' analysis, continue to [step 5](#).

Setting up EAPs for Qualifications Awarded No Points

If you are creating an EAP for a qualification not officially awarded points, you can select a grade method without points across each year between Y7 and Y11. However, you will need to select a grade method using Attainment 8 points for the 'Final Exam Grades' term.

For more information on this, please see our article linked below:

FAQ: KS3/4 - How do I create an EAP for a qualification awarded no points? (Admin)



<https://sisraanalytics.support.junipereducation.org/hc/en-gb/articles/4945772152733-FAQ-KS3-4-How-do-I-create-an-EAP-for-a-qualification-awarded-no-points-Admin->

5 / Define EAP Pathways (Optional)

After creating an EAP, you're taken to the EAP Detail page. The baseline is used to group students onto their pathway and is listed down the column on the left. The grade method(s) selected for each term are listed along the top.

There are two ways in which the pathways for an EAP can be managed, either manually within Analytics or via an Excel import, these are both explained in more detail below.

EAP Detail

You can export this page to Excel, complete it in Excel and then import that file to populate this page.

EAP Name: Art 9-1
EAP Description: No Description Supplied
Baseline Type: KS3/4 Method
KS2 Baseline: KS4 Targets - Art

Export EAP Import EAP

Edit EAP Clear EAP

Baseline	Year 7			Year 8			Year 9			Year 10			Year 11			KS4 Exams	Actions
	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3		
KS3/4 Method	NC Sub Levels	NC Sub Levels	NC Sub Levels	NC Sub Levels	NC Sub Levels	NC Sub Levels	NC Sub Levels	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	
9																	
8																	
7																	
6																	
5																	
4																	
3																	
2																	
1																	

Baselines shown on the left are based on the selected baseline type and cannot be changed. NC Fine Levels will be rounded to 1dp here using conventional rounding.

To clear all expected grades in your EAP, click 'Clear EAP' (D1), or to return to step 1 and edit your EAP name, description, baseline subject or grade methods used, click 'Edit EAP' (D2).

Q: Do all students with the same baseline in a subject need to be on the same pathway?

A: No, you can set up 'EAP Exceptions' for any pupil with different expectations from their peers. For example, a pupil studying French who has French parents will likely be expected to outperform other pupils and so can have a unique EAP for French, etc. See [page 12](#) for more information.

Option 1 / Import Expected Grades

Click 'Export EAP' (D3, on previous page) to export your EAP into Excel, as shown on the previous page. Here, paste in the grades or type these into the grid in Excel, then save as a CSV (MS DOS) file, as shown in the example below. This may be easier than manually typing these into Analytics.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Baseline	Year 7 Term 1	Year 7 Term 2	Year 7 Term 3	Year 8 Term 1	Year 8 Term 2	Year 8 Term 3	Year 9 Term 1	Year 9 Term 2	Year 9 Term 3	Year 10 Term 1	Year 10 Term 2	Year 10 Term 3	Year 11 Term 1	Year 11 Term 2	Year 11 Term 3	KS4 Exams
2	9																
3	8 6b	6a	7c	7c	7b	7a	7a	6=	6=	6=	6+	7-	7=	7+	8-		8
4	7 5b	5a	6c	6c	6b	6a	6a	5+	5+	5+	6-	6=	6+	7-	7=		7
5	6 5c	5b	5a	5a	6c	6b	6b	5-	5-	5-	5=	5+	6-	6=	6=		6
6	5 4b	4a	5c	5c	5b	5a	5a	4=	4=	4=	4+	5-	5=	5+	5+		5
7	4 3a	3a	4c	4c	4b	4a	4a	3=	3=	3=	3+	4-	4=	4+	4+		4
8	3 2a	2a	3c	3c	3b	3a	3a	3-	3-	3-	3-	3=	3=	3+	3+		3
9	2 2b	2b	2a	2a	3c	3b	3b	2-	2-	2-	2=	2=	2=	2+	2+		2
10	1 2c	2c	2b	2b	2b	2a	2a	1+	1+	1+	1+	1+	1+	1+	1+		1

You would need to ensure that the correct number of baseline rows and term columns are included, in order for your expected grades to be entered in the correct cells. Another thing to bear in mind is that the grade methods accepted for each term won't be shown in Excel, so you need to ensure you're using the correct grades for each term.

Once saved, click 'Import EAP' (D4), and select the file you wish to import. Analytics will then carry out a file health check to identify any issues with the file, for example if there is a duplicated baseline or if the baseline does not match any in the EAP. For more information on these potential issues, see [Appendix 3 – File Health Check Issues](#).

Import Details

Import Date	Imported by
Today at 14:29	Heather Support

File Health Check

9 paths are valid and will be imported.

Please note: Any existing paths that are in your import file will be updated. Any existing paths that are not in your import file will be removed.


Cancel

Import

D5

Click 'Import' (D5) and Analytics will populate the EAP with the expected grades in the file.

Option 2 / Manually Enter Expected Grades

You can define or edit the pathway for a specific baseline using the blue  icon in the Actions column. This will display 16 boxes where you can enter the expected grades for each Y7 – Y11 and KS4 Exams term. Valid grades will be highlighted **yellow**, whilst grades that do not match the assigned grade method for that term will be highlighted **red**. You can press TAB on your keyboard to quickly move across to the next box. Click 'Save' to save the changes.

	Year 7			Year 8			Year 9			Year 10			Year 11			KS4 Exams	Actions
Baseline	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	KS4 Exams	
KS3/4 Method	NC Sub Levels	NC Sub Levels	NC Sub Levels	NC Sub Levels	NC Sub Levels	NC Sub Levels	NC Sub Levels	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	
9																	< Copy Row
8	6b	6a	7c	7c	7b	7a	6=	6=	6=	6=	6+	7-	7=	7+	8-	8	+ Save - Cancel
7																	< Copy Row

< Copy Row

Copies the grades from the row immediately above/below into the selected row.

+

Increases grades in the selected row by one sub grade** based on the grade method.

-

Decreases grades in the selected row by one sub grade** based on the grade method.



** + and - works indiscriminately of the grade methods selected. If intervals between sub grades aren't consistent, then an increment could be greater for one grade than the other. As such, we'd recommend double checking the grades generated.

You can then work through each relevant baseline. It's not essential to complete every pathway, you only need to complete those that are relevant for your data.

Example EAP

A completed EAP may look something like the example shown; however bear in mind that the expected grades you would enter would need to be decided by the school and those shown below are for demonstration purposes.

	Year 7			Year 8			Year 9			Year 10			Year 11			KS4 Exams	Actions
Baseline	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	KS4 Exams	Actions
KS3/4 Method	NC Sub Levels	NC Sub Levels	NC Sub Levels	NC Sub Levels	NC Sub Levels	NC Sub Levels	NC Sub Levels	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	
9																	
8	6b	6a	7c	7c	7b	7a	7a	6=	6=	6=	6+	7-	7=	7+	8-	8	
7	5b	5a	6c	6c	6b	6a	6a	5+	5+	5+	6-	6=	6+	7-	7=	7	
6	5c	5b	5a	5a	6c	6b	6b	5-	5-	5-	5=	5+	6-	6=	6=	6	
5	4b	4a	5c	5c	5b	5a	5a	4=	4=	4=	4+	5-	5=	5+	5+	5	
4	3a	3a	4c	4c	4b	4a	4a	3=	3=	3=	3+	4-	4=	4+	4+	4	
3	2a	2a	3c	3c	3b	3a	3a	3-	3-	3-	3-	3=	3=	3+	3+	3	
2	2b	2b	2a	2a	3c	3b	3b	2-	2-	2-	2=	2=	2=	2+	2+	2	
1	2c	2c	2b	2b	2b	2a	2a	1+	1+	1+	1+	1+	1+	1+	1+	1	

Rows/columns can be left blank if they aren't relevant to your school

You can then repeat this process to create additional EAPs for your remaining qualifications, or copy an existing EAP (explained further below). Once all EAPs have been created, you can upload grades. You will then need to select the appropriate EAP for each qualification on the Matching page (in GRADES > Matching). For more information, see our guide below:

KS3/4 – Completing the Matching page (Admin)



<https://sisraanalytics.support.junipereducation.org/hc/en-gb/articles/4420320852637-KS3-4-Completing-the-Matching-page-Admin->

Copying an Existing EAP

Once you have created an EAP in any cohort, you then have the option to copy the setup to produce another EAP using the same baseline type, grade methods and expected grades (KS2/EAP > EAP > 'Create EAP').

To do this, you would firstly need to select the cohort you want to copy from (this can be from the same cohort, or another KS3/4 cohort), followed by the EAP you want to copy. Once you have made the relevant selections, click 'Create'.

Please select cohort to copy from:

18/19 (Leavers) *

Please select EAP to copy:

Art *

This will copy the selected EAP along with the expected grades entered, creating the new EAPs with the names and baselines you have entered, as outlined on [page 7](#).

EAP Exceptions (Only for students with an EAP baselines)

The pathways created in the EAP will be applied to all students with the respective baseline. Sometimes, it may not be appropriate for students to follow the same pathway as students with the same baseline, and therefore an exception can be created.

One example may be where a student has an N at KS2, perhaps because they came from abroad. Instead of creating a general flight path for all 'N' students, who may have different abilities, you could create an EAP exception, entering a particular pathway for this student. Similarly, you may have an EAL student sitting an exam

in their first language, who you may believe are unlikely to follow the same flight path as a peer with similar prior attainment.

To create an EAP Exception, click into KS2 / EAP (E1) > EAP (E2) > EAP Exceptions (E3) > click the exceptions count for the relevant EAP.

Keystage: 3/4

Year 11 in: 24/25 (Current Yr 8)

Showing Exceptions for: Art EAP

EAP Exceptions

Back to EAP Exceptions

STUDENTS

- KS2 / EAP
- Publish KS2 / EAP
- Uploads
- Baselines
- EAP
- EAP List
- EAP Exceptions
- Colour Coding

EAP Exceptions in Art EAP

Student ID	Student Name
This EAP has no exceptions	

Add Exception

Add an EAP Exception

Add an exception for:

Cancel Continue

On the EAP Exceptions Detail page for your chosen EAP, click 'Add Exception' (E4), select the student from the dropdown and click 'Continue' (E5).

Enter any expected grades different to those shown in the 'Default' row, and click 'Create' (E6).

	Year 7			Year 8			Year 9			Year 10			Year 11			
Baseline	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	KS4 Exa
KS2 Levels	NC Sub Levels	NC Sub Levels	NC Sub Levels	NC Sub Levels	NC Sub Levels	NC Sub Levels	NC Sub Levels	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades						
5	Default															
	4b	4a	5c	5c	5b	5a	5a	4-	4-	4=	4+	5-	5=	5+	5+	5
	Exceptions															
								4+	5-	5+	6=	6+	7=	7+	8=	8

You only need to enter the grades which differ from the default flight path – not every cell!

Cancel Create

You can then repeat this process if you need to add any additional EAP exceptions.

EAP Colour Coding

You can set up EAP colour coding to highlight in the reports whether the grades a student has achieved are above, on or below the expected grades entered into your EAP. By default, this would be switched **on** for all published data sets and assessments.

To turn this off for a specific data set, click KS2/EAP (F1) > EAP (F2) > Colour Coding (F3) > 'Edit' (F4). You can then use the dropdowns to turn this off where necessary. For example, you may have a predicted grades data set, but current attainment expectations are entered into your EAPs, and so automatic colour coding is not required. Once you have done this, click 'Save'.

Keystage:
3/4

Year 11 in:
24/25 (Current Yr 8)

EAP Colour Coding

HELP

EAP Colour coding is available at the student level and would highlight whether each grade is on/above/below that student's EAP grade for that point in time (EAP Term). EAP Colour coding will take place in the reports (at Student level) if the following criteria are met:

- EAP Colour Coding = "On" for the Data Set below
- You are not using the "Compare With" function
- You are not using the Tracker reports
- You are viewing a single data set at student level (list of students or an individual student)

EAP Colour Coding

Dataset	EAP Colour Coding
Exams	On
Assessments	On
KS3 Targets	On
KS3 FFT Est	On
KS4 Targets	On
Data Set 4	On
Data Set 5	On
TAGs / CAGs	On

F1

F2

F3

F4

Exit

Appendix 1 – Alternative EAP Baseline Examples

Below we have outlined each of the grade types available when creating/upload EAP baselines, alongside examples of how you might use these for alternative ideas for EAPs.

KS3/4 Grade Methods (e.g. Internal Bands, Targets etc.)

Custom KS3/4 methods that have been created in CONFIG. > Grade Methods (EAP) > KS3/4 Methods, can be used for bespoke baselines. For example, GCSE or BTEC grade methods could be used to set up FFT Estimates or Target grades (as covered in this guide) as EAP baselines. Alternatively, you could set up a grade method to cater for internal bands or pathways, e.g. Low, Middle and High.

The first example below shows an EAP created specifically for Art, using Art 9-1 Targets as the baseline. The flight path shows student performance is expected to increase linearly.

	Year 7			Year 8			Year 9			Year 10			Year 11			KS4 Exams	Actions
Baseline	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3		
KS3/4 Method	NC Sub Levels	NC Sub Levels	NC Sub Levels	NC Sub Levels	NC Sub Levels	NC Sub Levels	Trinity Mastery	Trinity Mastery	Trinity Mastery	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	
9																	
8	6b	6a	7c	7c	7b	7a	A1	A2	A3	6=	6+	7-	7=	7+	8-	8	
7	5b	5a	6c	6c	6b	6a	I2	I3	I4	5+	6-	6=	6+	7-	7=	7	

This would display the students' Target grades in the EAP Baseline column in the reports, and the grade they are expected to achieve in the current term in the EAP Grade column.

For example, Jeff is targeted to achieve a grade 7 in Art at the end of KS4, which is shown in the EAP Baseline column. The screenshot below is taken from the Y10 Summer report, which is set to Y10 Term 3. Jeff has achieved a grade 5-, however his expected grade for that term is 6=, which means he is 'below track' to achieve the grade 7 at the end of Y11.

Name	Class	KS2 Prior	Eligibility	Grade	Grade Points	Attitude Behaviour Organisation	Residual	EAP Grade	EAP Diff (whole)	EAP Diff (sub)	EAP Baseline	Subject Progress Index	SPI Chart	In A8 Basket
1 Ament: Jeff (005003)	11AAr1	5.1	★	5-	5.00	C C C	1.82	6=	-1	-4	7	1.63		Y

In this second example, again a specific EAP for Art has been created using Art Targets. However, this shows a flat line with students remaining on the same grade throughout.

	Year 7			Year 8			Year 9			Year 10			Year 11			KS4 Exams	Actions
Baseline	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3		
KS3/4 Method	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	
9																	
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	

This would display the students' Target grades in the EAP Baseline and EAP Grade columns in the reports.

For example, Minnie is targeted to achieve a grade 6 in Art, which is shown in the EAP Baseline and EAP Grade column. Minnie has achieved a grade 7-, meaning she is 'above track' to achieve the grade 6 at the end of Y11.

Name	Class	KS2 Prior	Eligibility	Grade	Grade Points	Attitude Behaviour Organisation	Residual	EAP Grade	EAP Diff (whole)	EAP Diff (sub)	EAP Baseline	Subject Progress Index	SPI Chart	In A8 Basket
1 Driver: Minnie (005057)	11BAr1	5.5	★	7-	7.00	C C B	2.27	6	1	2	6	1.00		Y

Number Range (e.g. for unique flight paths per student)

Setting up unique starting points for all students in the cohort allows you to create individual flight paths for each student. This can be achieved using the 'Number Range' grade type (including whole numbers ranging from 0-300), by assigning a unique number to each student or assigning multiple students who share the same flight path, to the same number.

To do this, you can either group students under the same number or if your cohort contains no more than 301 students, allocate unique numbers to each student (examples below).

Students grouped on the same flight path.

	A	B	C	D
1	Student ID	Student Name	Subject	Grade
2	5001	Adams; William	FFT Group for History	1
3	5002	Albarn; Damon	FFT Group for History	2
4	5003	Ament; Jeff	FFT Group for History	2
5	5004	Aniston; Jennifer	FFT Group for History	2
6	5005	Ant; Adam	FFT Group for History	3

Every student with a unique flight path.

	A	B	C	D
1	Student ID	Student Name	Subject	Grade
2	5001	Adams; William	Individual Pathway - History	1
3	5002	Albarn; Damon	Individual Pathway - History	2
4	5003	Ament; Jeff	Individual Pathway - History	3
5	5004	Aniston; Jennifer	Individual Pathway - History	4
6	5005	Ant; Adam	Individual Pathway - History	5

The example below displays an EAP specifically created for History in a dummy school which has a cohort number of 259. It has a unique baseline for each student in the cohort, allowing for bespoke pathways to be entered, tailored to each student.

	Year 7			Year 8			Year 9			Year 10			Year 11			KS4 Exams	Actions
Baseline	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3		
Number Range	NC Sub Levels	NC Sub Levels	NC Sub Levels	NC Sub Levels	NC Sub Levels	NC Sub Levels	Trinity Mastery	Trinity Mastery	Trinity Mastery	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	
259	6b	6a	7c	7c	7b	7a	A1	A2	A3	6=	6+	7-	7=	7+	8-	8	
258	5b	5a	6c	6c	6b	6a	I2	I3	I4	5+	6-	6=	6+	7-	7=	7	
257	5c	5b	5a	5a	6c	6b	I1	I2	I3	5-	5=	5+	6-	6=	6=	6	

This would display the students' unique baseline in the EAP Baseline column in the reports, and the grade they are expected to achieve in the EAP Grade column.

For example, Emily has the unique baseline 257 in the cohort, which is shown in the EAP Baseline column. The screenshot below is taken from the Y10 Summer report, which is set to Y10 Term 3. Emily has achieved a grade 5-, and her expected grade for that term is 5+, which means she is 'on track' (when using whole grades) to achieve the grade 6 at the end of Y11.

	Name		Class	KS2 Prior	Eligibility	Grade	Grade Points	Attitude	Behaviour	Organisation	Residual	EAP Grade	EAP Diff (whole)	EAP Diff (sub)	EAP Baseline	Subject Progress Index	SP1 Chart	In A8 Basket
1	Osmont, Emily ATT	(005144)	11Bar1	4.5	★	5-	5.00	0	0	0	0.28	5+	0	-2	257	0.48		Y

Schools could also use Number Ranges to reflect MidYIS or CAT standardised scores, which range from 80-140, which may be useful for independent schools. In the example below, you can see flight paths have been entered based on a student's MidYIS score.

	Year 7			Year 8			Year 9			Year 10			Year 11			KS4 Exams	Actions
Baseline	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3		
Number Range	Bespoke KS3	Bespoke KS3	Bespoke KS3	Bespoke KS3	Bespoke KS3	Bespoke KS3	9-1	9-1	9-1	9-1	9-1	9-1	9-1	9-1	9-1	9-1	
140	5	5	5	6	6	6	6	6	7	7	7	8	8	9	9	9	
139	5	5	5	6	6	6	6	6	7	7	7	8	8	9	9	9	
138	5	5	5	6	6	6	6	6	7	7	7	8	8	9	9	9	

This would display the students' MidYIS score in the EAP Baseline column in the reports, and the grade they are expected to achieve in the EAP Grade column.

For example, Mike has a MidYIS score of 138, which is shown in the EAP Baseline column. The screenshot below is taken from the Y11 Autumn report, which is set to Y11 Term 1. Mike has achieved a grade 5, and his expected grade for that term is 8, which means he is 'below track' to achieve the grade 9 at the end of Y11.

Name	Class	KS2 Prior	Eligibility	Grade	Grade Points	Attitude Behaviour Organisation	Residual	EAP Grade	EAP Diff (whole)	EAP Diff (sub)	EAP Baseline	Subject Progress Index	SP1 Chart	In AS Basket
1 McReady, Mike (005128) PP	11Bar1	4.7	★	5	4.00	<div><div></div><div></div><div></div></div>	-0.06	8	-3	-9	138	-0.79		Y

KS2 Baselines or Baseline Groups

KS2 data can also be used as baselines for EAPs, for example schools may create a Maths EAP which groups students onto their pathway using their Maths KS2 fine levels or scaled scores. Alternatively, EAPs could be created for other qualifications using the students' average of their KS2 data. These could be created using whole levels (3, 4, 5), sub levels (3a, 3b, 3c), fine levels to 1dp (3.1, 3.2) or scaled scores (80, 81, 82, etc.).

In the example below, a generic EAP has been created for a qualification (which uses the GCSE 9 – 1 grade type). The average of English Reading and Maths Scaled Scores is used as the EAP baseline.

Baseline	Year 7			Year 8			Year 9			Year 10			Year 11			KS4 Exams	Actions
	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3		
Scaled Scores	Above, On, Below	Above, On, Below	Above, On, Below	Above, On, Below	Above, On, Below	Above, On, Below	Above, On, Below	Above, On, Below	Above, On, Below	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	9-1 Sub Grades	
120	O	O	O	O	O	O	O	O	O	9	9	9	9	9	9	9	
119	O	O	O	O	O	O	O	O	O	9	9	9	9	9	9	9	
118	O	O	O	O	O	O	O	O	O	9	9	9	9	9	9	9	
117	O	O	O	O	O	O	O	O	O	8	8	8	8	8	8	8	
116	O	O	O	O	O	O	O	O	O	8	8	8	8	8	8	8	
115	O	O	O	O	O	O	O	O	O	8	8	8	8	8	8	8	
114	O	O	O	O	O	O	O	O	O	8	8	8	8	8	8	8	
113	O	O	O	O	O	O	O	O	O	8	8	8	8	8	8	8	

This would display the students' average Reading and Maths Scaled Score in the EAP Baseline column in the reports, and the grade they are expected to achieve in the EAP Grade column. The EAP Baseline column differs from the KS2 Prior column, which would display the average Reading and Maths Scaled Score of 80-120 used in the Headline calculations.

Q: I'd like to use an average of my official KS2 data as the EAP Baseline. What do I do?

A: If you would like to use the average of your KS2 data, you can create a baseline group to calculate the average for you (rather than uploading this). For more information on creating a baseline group, see [Appendix 2 – Creating Baseline Groups](#), below. For more information on uploading official KS2 data, see our guide below:

KS3/4 - Preparing & Uploading KS2 Core Baselines (Admin)

<https://sisraanalytics.support.junipereducation.org/hc/en-gb/articles/4719045604381-KS3-4-Preparing-Uploading-KS2-Core-Baselines-Admin>

Appendix 2 – Creating Baseline Groups

Once you have uploaded KS2 data or Number Ranges, you have the option of creating baseline groups. These allow you to calculate the average or best grade of a group of subjects to use as the starting points for EAPs and **DO NOT** affect headline measures. To do this, click KS2/EAP (G1) > Baselines (G2) > 'Add New' (G3).

Keystage:
3/4

Year 11 in:
24/25 (Current Yr 8)

STUDENTS

KS2 / EAP

Publish KS2 / EAP

Uploads

Baselines

Baseline Management

Banding

EAP

GRADES

Baseline Management

This page allows you to manage each of the uploaded KS2 / EAP Baseline subjects.

- Schools should ensure their official KS2 subjects are set up correctly and nominated in the 'Core' column, in order to calculate accurate headline figures
- Schools can upload and set up their chosen baselines to be used internally when creating Expected Attainment Pathways (EAPs). These can be customised according to your school's method of assessing progress, can be anything from KS2 starting points to End of KS4 Targets, and can be used across the board or specific to each subject

To set these up, click 'Edit', select the appropriate Grade Type and Grade Method (where applicable), and nominate the KS2 Subjects in the 'Core' column. For further help setting up this page, please [click here](#), or for help addressing warning icons, please [click here](#).

Baseline Management

Uploaded KS2 / Baseline

Subject	Grade Count	Grade Type	Grades Method	Core	Actions
KS2 English Reading Scaled Score	210	Scaled Scores	N/A	English Reading	✗
KS2 Maths Scaled Score	210	Scaled Scores	N/A	Maths	✗

Baseline Groups

There are no baseline groups for this cohort.

Enter a suitable group name, select the grade type to use and click 'Continue'.

Select whether the group should use the average or best grade (G4), then tick the subjects to be included in this calculation (G5).

You must select a minimum of two subjects to form a group. Then, click 'Save' (G6). The group will then be available to select as the baseline for your EAPs.

Select Group Options

Using:

☒ Average
 ☐ Best

Baseline Subject	Include
KS2 English Reading Scaled Score	<input checked="" type="checkbox"/>
KS2 Maths Scaled Score	<input checked="" type="checkbox"/>

✗ Cancel

✓ Save

Appendix 3 – File Health Check Issues

Below we have covered the main file health check issues that can be identified when uploading an EAP baselines file or importing expected grades into your EAP, and how to check and resolve these. When issues are identified, you can click 'Show/Hide Warning' to see the students affected.

EAP Baselines

"X Student(s) do not have any student data or the Student IDs are not recognised"

This is caused when one or more students in your file do not currently exist in your student data for this cohort and therefore are not recognised.

If the student should be included, you can click 'Continue with the upload' to proceed and then import a new student data file including this student, or add the student and their classes manually to Analytics. For more information on importing student data, see below:

KS3/4 - Importing Student Data (Admin)



<https://sisraanalytics.support.junipereducation.org/hc/en-gb/articles/4407479537053-KS3-4-Importing-Student-Data-Admin->

If the student should not be included, you can either continue with your upload and manually delete the baseline within Analytics, or cancel the upload, remove their grade from your file and re-upload your baseline file.

"X Student(s) have conflicting grades for a qualification"

This issue can arise when a student has more than 1 baseline for the same qualification in your file. *For example, if Joe Bloggs is listed twice in your file with different values for English Language.*

We recommend checking the correct baseline for the student in your Excel file and removing the row for the incorrect baseline. Click 'Cancel the upload' and re-upload your corrected EAP baselines file.

"X Student(s) have incomplete data"

This warning is shown when you have baselines within your file, but the students ID or name is missing. To resolve this, click 'Cancel the upload' and amend this for the affected student in your file and re-upload your EAP baselines file.

Defining EAPs (Importing Expected Grades)

"X path(s) have an invalid baseline grade and will be excluded from the import"

You will see this message within the health check if there are more rows in the file, than there are baselines within the EAP. We'd recommend clicking 'Show/Hide Warnings' to see which paths would not be included.

If you do not need these pathways, you can click 'Continue with the import'.

If these are needed, we recommend checking the EAP is set up to use the correct baseline via KS2/EAP > EAP, using the 'KS2 Baseline' column. You may also need to check whether the correct method has been set for the baseline on the Baseline Management page, using the 'Grades Method' column.

If the baseline is correct, check the file again and re-import this.

If the baseline is not correct, this would need to be amended. For help with this, feel free to pop on to Live Chat.

"There are no valid rows in the import"

This issue can occur if the expected grades file you are importing contains one or more baselines which are in a different format to the ones expected for that EAP (based on the baseline type and baseline qualification selected during creation). *For example, importing baselines in DMP format instead of 9-1.*

We recommend clicking 'Cancel the import' and amending the file in Excel, ensuring that the correct baseline is being used. Then you can re-import the amended expected grades file.

"X path(s) have conflicts within the imported file"

This error occurs when you have the same baseline listed in the EAP file for more than one row. To resolve this, click 'Cancel the import' and remove the additional row, ensuring that each baseline is only listed once. Then, re-import your expected grades file.

Thanks for reading. Feel free to pop onto Live Chat if you have any queries.