

## Guide to using the electronic Candidate Performance Summary

### BEFORE THE CYCLE

- Open the file.
- Look at the tabs at the bottom of the screen. There are 11 of these tabs:
  - Front Page
  - one for each of the five Stations
  - one for each of the five candidates
- Click on the *Front Page* tab.
  - Enter the centre number, date and cycle number into the relevant boxes.
  - Enter the names and examination numbers of each of the five candidates. The candidate starting at Station 1 should be Candidate 1 and so on.
- Click on each of the five Station sheets in order.
  - Enter the names and numbers of the two examiners assigned to each Station.
- **YOU DO NOT NEED TO ENTER ANY DATA INTO THE FIVE CANDIDATE SHEETS – THESE ARE AUTOMATICALLY COMPLETED FROM THE ENTRIES YOU MAKE INTO THE FRONT PAGE AND STATION SHEETS.**
- Save the file now and frequently thereafter as *PACESnnnn.xls*, where nnnn is the number of the first candidate.

### DURING THE CYCLE

- There is a separate data entry sheet for each of the five Stations.
- If a candidate is absent on the day of the exam, please enter 'ABSENT' next to their name on the Front Page. For example, enter: Joe Smith – ABSENT. Please leave the examiner judgement fields for this candidate blank.
- When you receive a batch of mark sheets after each 20 minute Station, copy the examiner judgements for each skill assessed into the relevant box for the relevant examiner at the relevant encounter at each Station.
- The programme will only accept S, U and B values (in upper or lower case).

### AFTER THE CYCLE

- Each of the five candidate sheets will now have been completed automatically. If any data are missing a red box is visible at the top right hand corner of the page, and the relevant boxes are pink. Please note that absent candidates who are recorded as above, will appear as having data missing. All calculations will have been performed for you.
- The total test score and likely outcome (expressed as probable fail, probable pass, and borderline) are shown at the bottom of the sheet for each candidate. (The scores for each skill are also shown at the bottom of each column but will not initially inform the pass-fail decision).
- Examiner concordance is shown in the far right column. (The lower this value the better the examiner agreement – zero indicating perfect agreement in judgements in each skill assessed).
- Centres who use the electronic Performance Summary should print two copies of each candidate's summary, including any absent candidates, one of which should be returned to the Examinations Department, and the other retained by the Host for one year. No electronic copies of the spreadsheets should be retained and completed records should **NOT** be e-mailed back to the College.