

School's own data guidance

In addition to this guidance, you can find a step-by-step document including screenshots within the RAISEonline library in the 'Data management' folder.

The ability to amend pupil data is only granted to the school RAISEonline administrator. These amendments are only made to the school's own dataset within RAISEonline and will not be reflected in the published data.

- The school administrator must log into RAISEonline with their username and password.
- On the RAISEonline homepage (below the Ofsted/DfE logo) click the 'data management' link (this is only visible to the school RAISEonline administrator).
- On the data management screen under 'amend data' click on 'amend existing individual pupil records'. This takes you to a 'search pupil' page.
- In the 'search pupil' page enter the name of the pupil to be amended **or** enter the UPN (it is not necessary to enter both). Click the 'search records'.
- Select the 'pupil data to be amended from the displayed list' by clicking 'edit'. This will display the 'edit pupil' page.
- From the 'edit pupil' page which displays general pupil data by default click the blue 'national assessment' tab. This will display the 'edit attainment' page.
- Using the drop-down box select 'Key Stage 1' (or the key stage that you require) and enter the appropriate levels and marks for the pupil. Once changes have been made to a pupil's results **you must scroll to the bottom of the screen and click 'update changes'**.
- If you need to amend another pupil click on 'search pupil' on the breadcrumb trail below the main blue tabs towards the top of the screen and follow the steps above.
- At various points in this process you will be asked to confirm changes as you proceed. Always carry these out to ensure the editing of results takes place.
- When all pupils have been amended return to the home screen.

You can now run any relevant report within RAISEonline to see the impact of the changes you have made.

It is important to note that you must select 'school's own data' from either the reports home page or within any reports data drop-down menu to ensure that the amended results are included in analyses viewed.