ASSESSMENT ANALYSIS GUIDE

Please log Arbor issues via by emailing misassessment@bdcs.org.uk

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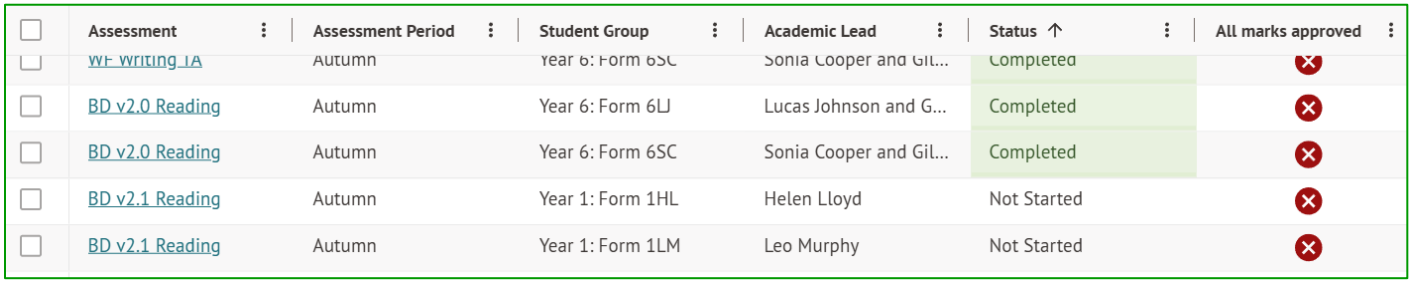
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Checking assessments completed

Before you start any analysis, check the assessments have been completed.

- Go to **Students > Assessments > Summative tracking**
- This opens the **Assessments Dashboard**
- Click on Status column to sort the assessments and see if they have been completed.



Assessment	Assessment Period	Student Group	Academic Lead	Status	All marks approved
WF Writing TA	Autumn	Year 6: Form 6SC	Sonia Cooper and Gil...	Completed	
BD v2.0 Reading	Autumn	Year 6: Form 6LJ	Lucas Johnson and G...	Completed	
BD v2.0 Reading	Autumn	Year 6: Form 6SC	Sonia Cooper and Gil...	Completed	
BD v2.1 Reading	Autumn	Year 1: Form 1HL	Helen Lloyd	Not Started	
BD v2.1 Reading	Autumn	Year 1: Form 1LM	Leo Murphy	Not Started	

- Clicking on the name of an assessment gives you two options – to go to the **marksheet** or to see the **grade distribution** analysis (see section 5 below).

Analysis Tools

The analysis tools work in similar ways – change the settings to set the student group and assessment(s) you want to analyse. The resulting graphs and tables can be downloaded in various formats, including Excel and Word.

1. Attainment over time analysis

Attainment over time allows you to see the percentage of students currently working at a specific grade for one assessment. You can view the distribution for each assessment period (e.g. termly) and compare the spread of grades for different year groups.

- Go to **Students > Assessments > Summative tracking > Analysis > Attainment over time**

Click on Settings to set:
- Year group / class students are in (can choose multiple if they use the same grade set)
- Additional group if wanted e.g. Pupil premium eligible (who are also in…)
- Assessment (subject – can only choose one) and grade set
- Display options – to group by class or demographic, display names and / or baseline

Data is displayed as a graph showing percentages at each grade.
Click on section in graph to see slide over with pupil list for that section.
Click on table view to see same data as a table, with percentages and number in each section.
Click on data to see slide over with pupil list.



Further guidance on Attainment over time analysis on Arbor help site.

2. Attainment expectations analysis

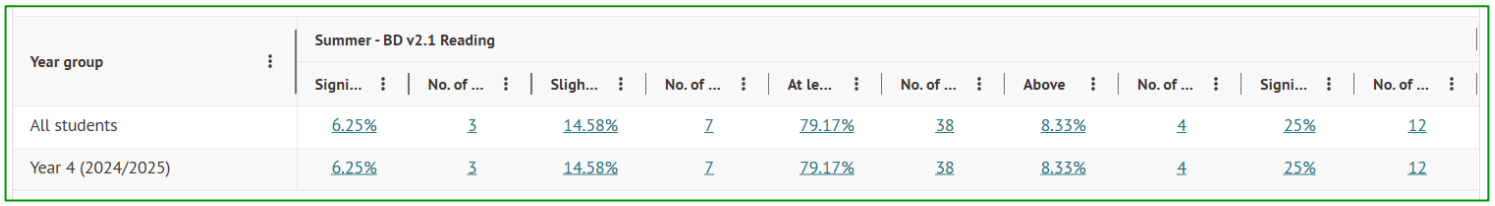
The **Attainment expectation** tool allows schools to see the percentage of children who are below, at or above their attainment expectations e.g. their end of year target at a certain point in time or across multiple assessment periods.

Please note: You must have set targets for this page to work.

- Go to **Students > Assessments > Summative tracking > Analysis > Attainment expectations**

Click on Settings to set:
- Assessment periods
- Year group / class students are in (can choose multiple if they use the same grade set)
- Additional group if wanted e.g. Pupil premium eligible (who are also in…)
- Assessments (subjects – can choose multiple)
- Group by – to group by class or demographic

Click on data to see slide over with pupil list.
With multiple subjects selected (e.g. reading, writing and maths), the overall statistics on the right will give combined data – based on targets.



Year group	Summer - BD v2.1 Reading									
	Signi...	No. of ...	Sligh...	No. of ...	At le...	No. of ...	Above	No. of ...	Signi...	No. of ...
All students	6.25%	3	14.58%	7	79.17%	38	8.33%	4	25%	12
Year 4 (2024/2025)	6.25%	3	14.58%	7	79.17%	38	8.33%	4	25%	12

Further guidance on Attainment expectations analysis on Arbor help site.

3. Expectation over time analysis

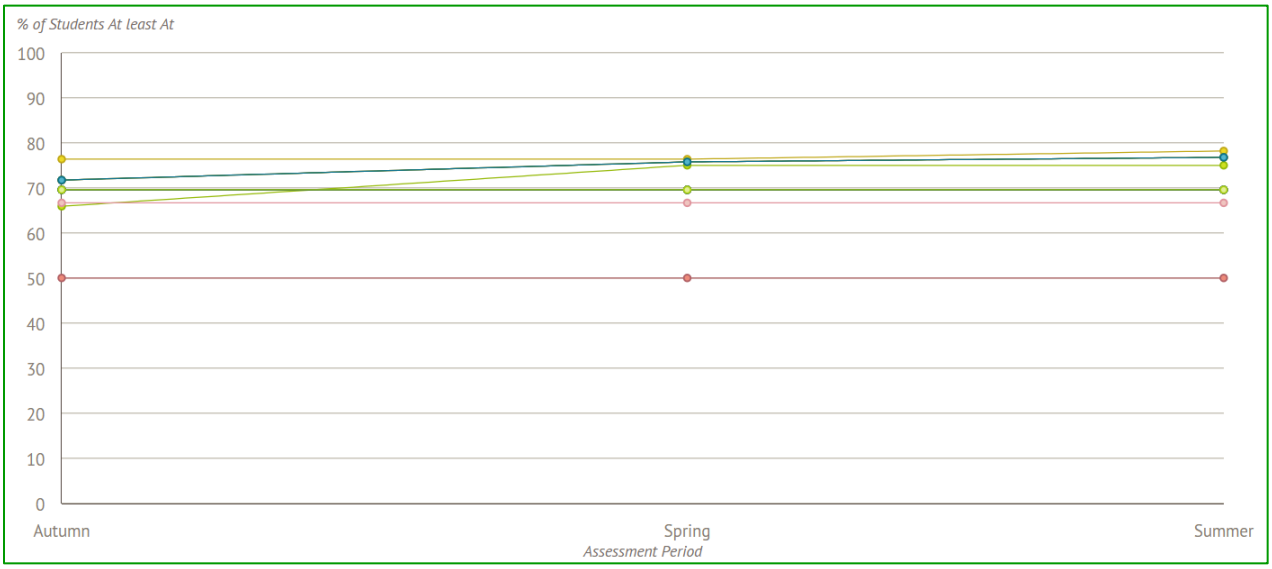
On the **Expectations over time** page you can see where students are working (below, at or above) in relation to their targets e.g. their end of year target, over time in a graphical format. This will pick up any students who meet the rule in all selected assessments.

Please note: You must have set baselines and targets for this page to work.

- Go to **Students > Assessments > Summative tracking > Analysis > Expectation over time**

Click on Settings to set:
- Assessment periods
- Year group / class students are in (can choose multiple if they use the same grade set)
- Additional group if wanted e.g. Pupil premium eligible (who are also in…)
- Assessments (subjects – can choose multiple)
- Group by – to group by class or demographic

Graph shows percentage at least at target (can change if want).
Click on point on graph to see slide over with pupil list.



Further guidance on Expectation over time analysis on Arbor help site.

4. Grade distribution

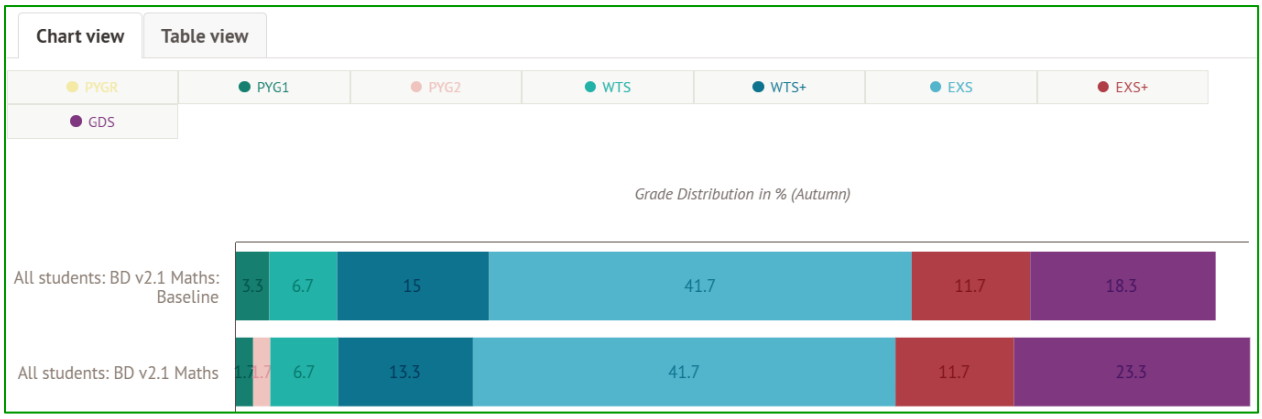
The **Grade distribution** tool lets you view the spread of student grades for assessments.

- Go to **Students > Assessments > Summative tracking > Analysis > Grade distribution**

Click on Settings to set:

- Year group / class students are in (can choose multiple if they use the same grade set)
- Additional group if wanted e.g. Pupil premium eligible (who are also in…)
- Assessment period
- Assessment (subject – can choose multiple) and grade set
- Display options – to group by class or demographic, display names and / or baseline

Data is displayed as a graph showing percentages at each grade.
Click on section in graph to see slide over with pupil list for that section.
Click on table view to see same data as a table, with percentages and number in each section.
Click on data to see slide over with pupil list.



Further guidance on Grade distribution on Arbor help site.

5. Transition matrix

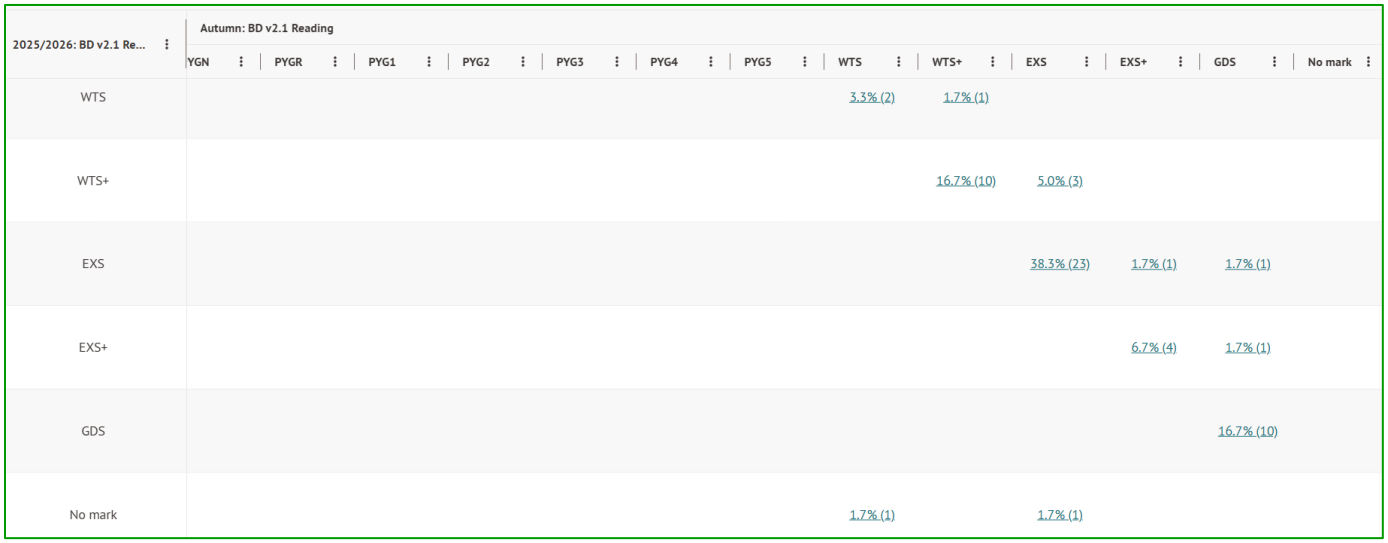
The **Transition matrix** tool allows you to compare student's grades in two assessments.

- Go to **Students > Assessments > Summative tracking > Analysis > Transition matrix**

Click on Settings to set:

- Year group / class students are in (can choose multiple if they use the same grade set)
- Additional group if wanted e.g. Pupil premium eligible (who are also in…)
- Assessment and period for Y axis (e.g. Baseline reading – start point for transition)
- Assessment and period for X axis (e.g. Autumn reading – end point for transition)
- Display options – to group by class or demographic, display names

Data is displayed as a transition matrix showing numbers and percentages at each grade.
Click on data to see slide over with pupil list.



2025/2026: BD v2.1 Re...	Autumn: BD v2.1 Reading												
	YGN	PYGR	PYG1	PYG2	PYG3	PYG4	PYG5	WTS	WTS+	EXS	EXS+	GDS	No mark
WTS								3.3% (2)	1.7% (1)				
WTS+									16.7% (10)	5.0% (3)			
EXS										38.3% (23)	1.7% (1)	1.7% (1)	
EXS+											6.7% (4)	1.7% (1)	
GDS												16.7% (10)	
No mark								1.7% (1)		1.7% (1)			

Further guidance on Transition matrix on Arbor help site.

6. Statistics

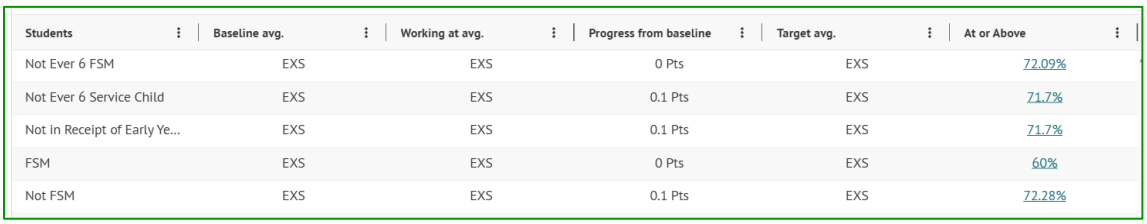
The **Statistics** page shows a table of students' average grades including average baseline, average working at grade and average target. It can also be used to find a breakdown of raw progress points made by certain groups from their baselines, and the percentage of students working below, at or above their targets.

- Go to **Students > Assessments > Summative tracking > Analysis > Statistics**

Click on Settings to set:

- Year group / class students are in (can choose multiple if they use the same grade set)
- Additional group if wanted e.g. Pupil premium eligible (who are also in...)
- Assessments (can choose multiple), grade point scale and grade set
- Group by class or demographic if wanted
- Select measures wanted in statistics e.g. baseline, working at, progress, targets

Data as average grade / points (as relevant) and percentages at or above target.
Click on data to see slide over with pupil list.



Students	Baseline avg.	Working at avg.	Progress from baseline	Target avg.	At or Above
Not Ever 6 FSM	EXS	EXS	0 Pts	EXS	72.09%
Not Ever 6 Service Child	EXS	EXS	0.1 Pts	EXS	71.7%
Not in Receipt of Early Ye...	EXS	EXS	0.1 Pts	EXS	71.7%
FSM	EXS	EXS	0 Pts	EXS	60%
Not FSM	EXS	EXS	0.1 Pts	EXS	72.28%

Further guidance on Statistics on Arbor help site.

Overview dashboard

Go to **Students > Assessments > Summative tracking > Analysis > Overview dashboard**

The overview dashboard enables you to easily see an overview of key assessment measures; these have to be set up first.

1. Set up school assessment measures:

Go to **Students > Assessments > Annual Policy > School Assessment Measures**

You need to consider what key assessment measures you want to use, for example:
EYFS:

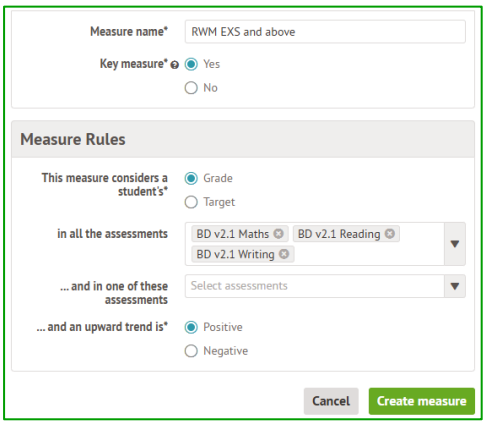
- All areas EXS and above
- GLD EXS and above
- Each of 7 areas EXS and above

KS1/2:

- RWM EXS and above
- RWM GDS
- Each of Reading, Writing and Maths EXS and above
- Each of Reading, Writing and Maths GLD

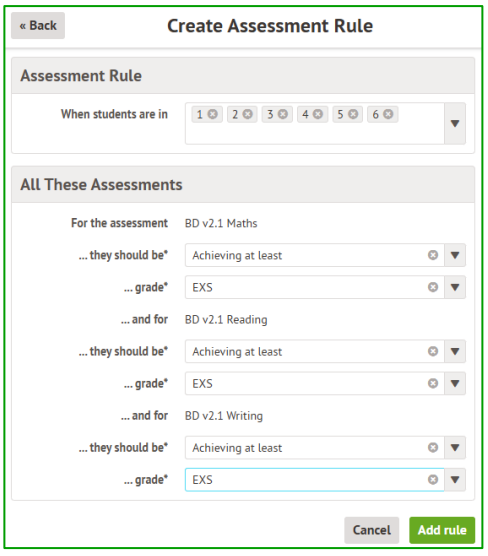
To create a measure:

- Click on **Create new measure for 2025/2026**
- Enter the measure name
- Select if you this to be a key measure (key measures appear on the dashboard, others appear on the
- Select if measure considers a student's grade or target
- Select the assessments that are relevant (all or all and in one…)
- Select if upward trend is positive or negative
- Click **Create measure**
    - *Example for RWM EXS+ measure:*



The details of the measure will be shown and rules need to be set up:

- Click on **Add new assessment rule**
- Select year group(s) relevant for this rule
- Complete rule for **each** assessment
- Click **Add rule**
    - *Example for RWM EXS+ measure:*



The details of the measure and rules will be shown. Additional rules can be added if needed, or click **Back** to return to **School assessment measures** page, where additional measures can be created.

Example measures and rules:

Measure name	Measure assessments	Rule year groups	Rule for each assessment
GLD EXS and above	CL ListenAttUnd CL Speaking PSED SelfReg PSED ManagSelf PSED BuildingRel PD GrossMotor PD FineMotor Lit Comprehension Lit WordReading Lit Writing Maths Number Maths NumPatterns	Nursery and Reception	Achieving at least **EXS**
EY All Areas EXS and above	Strands above plus: UW PastPresent UW PeopleCulCom UW NatWorld EAD CreatingMat EAD BeingImagExp	Nursery and Reception	Achieving at least **EXS**
EY CL EXS and above	CL ListenAttUnd CL Speaking	Nursery and Reception	Achieving at least **EXS**
EY PSED EXS and above	PSED SelfReg PSED ManagSelf PSED BuildingRel	Nursery and Reception	Achieving at least **EXS**
EY PD EXS and above	PD GrossMotor PD FineMotor	Nursery and Reception	Achieving at least **EXS**
EY Lit EXS and above	Lit Comprehension Lit WordReading	Nursery and Reception	Achieving at least **EXS**
EY Maths EXS and above	Maths Number Maths NumPatterns	Nursery and Reception	Achieving at least **EXS**
EY UW EXS and above	UW PastPresent UW PeopleCulCom UW NatWorld	Nursery and Reception	Achieving at least **EXS**
EY EAD EXS and above	EAD CreatingMat EAD BeingImagExp	Nursery and Reception	Achieving at least **EXS**
RWM EXS and above	Y1-6 Reading Y1-6 Writing Y1-6 Maths	Year 1 to 6	Achieving at least **EXS**
RWM GDS	Y1-6 Reading Y1-6 Writing Y1-6 Maths	Year 1 to 6	Achieving at least **GDS**
R and W not M EXS	Y1-6 Reading Y1-6 Writing Y1-6 Maths	Year 1 to 6	Achieving at least **EXS** in Reading and Writing **Below EXS** in Maths
R and M not W EXS	Y1-6 Reading Y1-6 Writing Y1-6 Maths	Year 1 to 6	Achieving at least **EXS** in Reading and Maths **Below EXS** in Writing
M and W not R EXS	Y1-6 Reading Y1-6 Writing Y1-6 Maths	Year 1 to 6	Achieving at least **EXS** in Maths and Writing **Below EXS** in Reading
RWM below EXS	Y1-6 Reading Y1-6 Writing Y1-6 Maths	Year 1 to 6	**Below EXS**
Reading EXS and above	Y1-6 Reading	Year 1 to 6	Achieving at least **EXS**
Writing EXS and above	Y1-6 Writing	Year 1 to 6	Achieving at least **EXS**
Maths EXS and above	Y1-6 Maths	Year 1 to 6	Achieving at least **EXS**
Reading GDS	Y1-6 Reading	Year 1 to 6	Achieving at least **GDS**
Writing GDS	Y1-6 Writing	Year 1 to 6	Achieving at least **GDS**
Maths GDS	Y1-6 Maths	Year 1 to 6	Achieving at least **GDS**

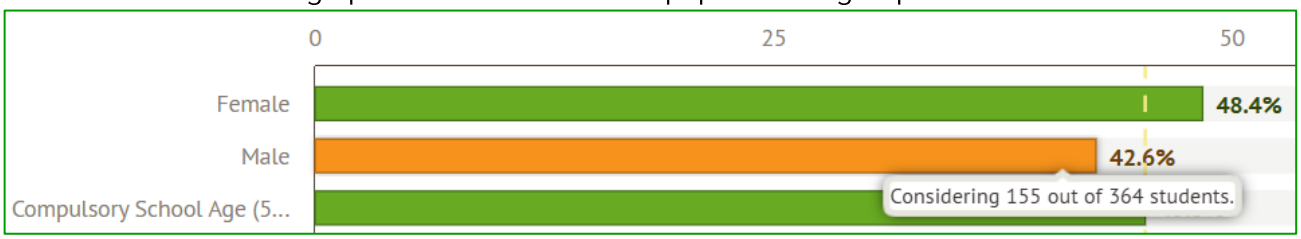
2. Analysing school assessment measures:

Go to **Students > Assessments > Summative tracking > Analysis > Overview dashboard**

By default, the dashboard will show assessment measures for all current roll pupils for that date; if a measure was set up for multiple year groups, the percentage will be for all the relevant year groups combined.

- Click on **All Measures** tab to show percentages for all measures created (key measures plus any others created).
    - Click on a percentage to get to demographics page for that measure (see also below)

- From **Headlines** tab, click on a measure to show breakdown by year group and by demographic.
    - **Hover** over a bar in the graph to see the number of pupils in that group



    - **Click** on a bar in the graph to see the pupil list in that group
    - Click **back** to return to dashboard

- To show measures for a specific year group:
    - Click on **Settings**
    - Change date (if relevant)
    - From **students** drop down select year group
    - Click on **save changes**
    - *Not all the measures will be relevant for each year group, so there will be some N/A.*

- **Classes** are not listed on the demographics page, so select an individual class from **Settings** to see data for that class.

Measures set up one year can be copied across to the next academic year.

Further guidance on school assessment measures on Arbor help site.

Custom reports

The **Custom Report Writer** enables you to create bespoke reports to show in a table grid, which you can then share or export. Custom reports can also be set up to download assessment data from Arbor, that will then be copied into a spreadsheet for analysis. If user-defined fields have been set up in Arbor (e.g. school-defined vulnerable, children with a social worker), these fields can be used with custom reports.

Note: If you are setting up a custom report for use with an analysis spreadsheet, ensure the field options are the same, e.g. if your Sex field is expecting M/F, you need to change the format of this column to M/F – see below.

1. Creating the report

Go to **School > Custom Report Writer**

- Click on **Create New Report**
- Click on **Create a New Report**
- Enter the **Report title** and click **Next**
- Keep the date range for the academic year, click **Next**

Creating a report is done in three stages:

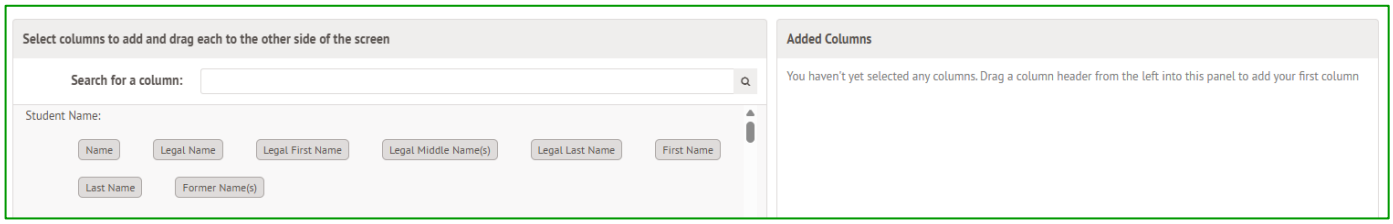
1. Adding contextual columns
2. Adding assessment columns
3. Organising the data

1. Adding contextual columns

On the left are all the possible contextual columns you can include in your report, and on the right are columns that will be included.

By default '**Name**' is included but in surname, firstname in one field. If you need them in two separate fields then do the following:

- Click on the bin icon next to **Name in format Preferred name (e.g. Smith, Jonny)**
- Find **last name** column from left and drag to right of screen



- You will be presented with an **Edit Column** slide over. We don't need to change anything for this column, so click **Save**
- Repeat for **first name**

Use the search box to locate the additional contextual columns you want in your report. It is best to add them in the order you want them on the report. User-defined fields (UDFs) are available – search for the name of the UDF.

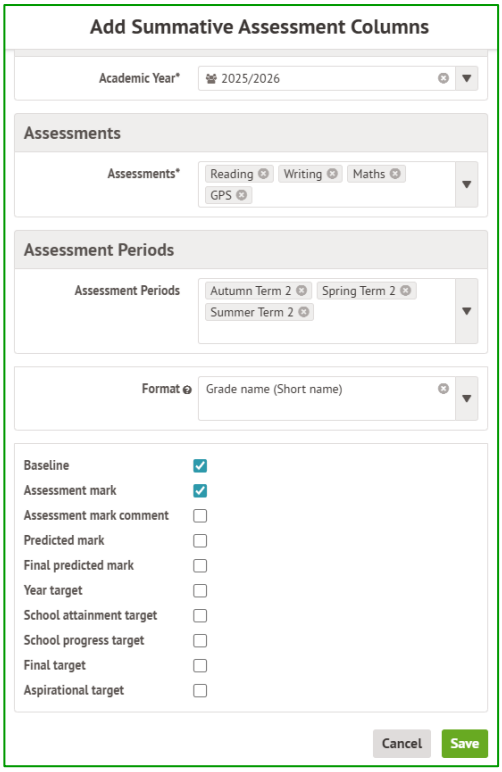
Some contextual columns might need changes made so they match with an analysis spreadsheet. Example contextual columns are:

Column	Potential changes in edit slide over
Last Name (already added above)	No changes

First Name (already added above)	No changes
Registration Form	Change Column label to **Class** (optional)
Sex	Change format (drop-down) to **Abbreviation (M, F)**
Date of Birth	Change format (drop-down) to **dd/mm/yyyy**
EAL?	Change column label to **EAL** Change format (drop-down) to **Y/N**
Ethnicity	Change format (drop-down) to **Code ("CSNG", "MWBA")**
Ever 6 FSM?	Change format (drop-down) to **Y/N**
Looked After (In Care)?	Change format (drop-down) to **Y/N**
SEN Status	Change format (drop-down) to **DfE Code ("S", "K")**
Entry Date (First)*	Change format (drop-down) to **dd/mm/yyyy**

2. Adding assessment marks

Once all the contextual columns have been added as above, click on **Bulk Add Assessment Columns > Add Summative Assessment Columns**



- In the Assessments drop down, select the appropriate assessments you want included in your report, e.g.:
  - Reading
  - Writing
  - Maths
  - GPS

Note: Select the assessments in the order you want them to appear in the report.

- Either keep the assessment periods as '**All available assessment periods**' or select the relevant assessment period(s) you want included in the report.
- In the **Format** drop-down, select '**Grade name (short name)**'
- Tick **Baseline** (if you want baseline grades included) and **Assessment mark**
- Click **Save**
- Click **Preview columns and continue**

3. Organising the data

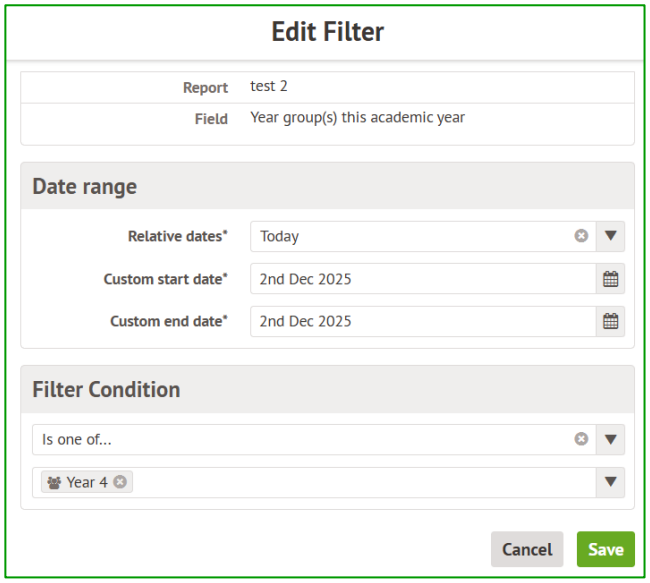
Column order:

- Check the columns are in the correct order – you can reorder them at this stage if you wish.
- Click on **Continue to column sorting**

Sorting:

- The report will automatically **sort** by name, so if no further sorting is needed, click **Save and continue**

Filters:
By default the report will show all pupils from all year groups with the relevant data added (contextual and assessment). If you want a report for a specific year group, you need to add a **filter** at this stage.



- On the **Filters** drop-down menu select **Year group(s)** and click **Set parameters**
- On the slide-over change **Relative dates** to **Today** (if you just want current pupils)
- Change the filter condition so it reads 'is one of... Year 1' (for year 1, '6' for year 6 etc)
- Click **Save**
- Click **Next**

Filters can be applied to any column of data in the report as needed.

Groupings:
Adding a grouping will give you the number of records that satisfy that grouping, rather than the individual pupil data. You can group by assessment data, e.g. percentage at or above a certain grade, but the resulting table is not as useful, and you can't see who the pupils are.

- If no grouping is needed, click **Next**

Collations:
Collations allow you to alter how the pupil data is viewed and downloaded, e.g. if you have a report with data for the whole school, you can collate by year group. When the data is then downloaded, each year group's data will be on a separate tab / page.
Note: collations do not work with groupings – you can't have the two together.

- Add a collation if needed (there are fewer options for collation)
- If no collations are needed, click **View Report**

You will now see a copy of the report – check it is showing the pupils you are expecting, and the data you are expecting.

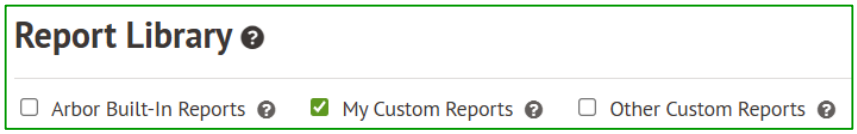
If the report needs amending you can click on **Edit**, where you can review the columns and amend as needed.

Further guidance on creating bespoke reports on Arbor help site.

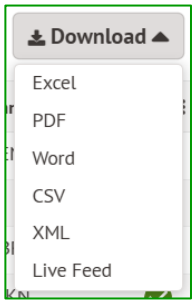
2. Using the reports

Once a report has been created, you can download the data, duplicate the report if you wish to make a similar report, and share it with colleagues.

You can return to reports you have written via **School > Custom Report Writer**, or via **Reporting > Report Library** and unticking **Arbor Built-in Reports** and **Other Custom Reports**



Downloading the data

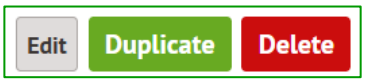


- Open the required report
- On the Download drop-down, click on the preferred download option
- Data can then be manipulated / printed as needed

Note: if you are going to copy and paste the downloaded data into an analysis spreadsheet, then selecting CSV for the download is the best option.

Duplicating reports

You can duplicate a report if you want to make a copy but amend it slightly.



- Open the required report
- Click on **Duplicate**
- In the blue bar with information about the report, click on **Edit**



- Amend the title, date range, columns, sorting, filters, groupings and collations as needed.
- Click on **Save and View Report**

Sharing reports

You can share a report with colleagues so they can access it too.

- Go to **School > Custom Report Writer**
- Click on the report you wish to share
- Click Share on the right-hand side
- Find the relevant user(s) or staff group from the Share in Arbor window
- Decide whether you want to grant View or Edit access
    - **Note**: Recipients will only be able to see the data they have permission to view
- If you wish to send the report to someone not on your Arbor system, use the email option
    - **Note**: Recipients will only be able to see the data that the sender had permission to view.

Further guidance on sharing custom reports on Arbor help site.

Further guidance on Reporting and the Custom Report Writer on Arbor help site.