exampro

DATA MANAGER

The data manager plays an easy, yet essential, role in ensuring your school enjoys the full benefits of the mocks and MERiT, our mark entry and reporting service.

You need to provide us with a list of your pupils, teachers and classes. Without this information, your school will not be able to enter test results or generate reports.

We have tried to make this process as simple as possible and it takes just a few minutes to get set up.

QUICK GUIDE

OPTION A – If your school uses SIMS

1 Download the Report Definition File (RptDef) from the SIMS IMPORT section

If you use SIMS, you will need to run a Report Definition File (RptDef). This can be downloaded from our website. Log in via **exampro.co.uk** and then launch **MERiT** from the appropriate link in the subject list. Once MERiT has opened, select the **Manage school data** section.

2 Extract the data

Import the RptDef into SIMS and then run the report called Doublestruck Students, under Focus > Student.

NB. You should use the **SIMS data manager account** to run the RptDef as this account will have the correct permissions to extract the required data.

When this is complete, the spreadsheet should be saved in a **CSV (comma delimited) format**.

3 Upload the data

Upload your file containing **pupil, teacher and class data** using the **Select and upload your file** button in the **Manage school data** section of MERiT.

4 Teacher accounts

Teacher accounts can be added and edited within the **Manage teacher accounts** section if you are unable to extract them directly from SIMS.

Please turn over if your school does not use SIMS and for school support details

1 **Download the Import Template Spreadsheet from My school does not use SIMS section**

Log in via **exampro.co.uk** and then launch **MERiT** from the appropriate link in the subject list. Once MERiT has opened, select the **Manage school data** section and download the **import template spreadsheet**. This is a correctly formatted, empty spreadsheet that details the **pupil and teacher data** required.

2 **Complete the spreadsheet**

Populate the spreadsheet with the pupil data required and save the file in a **CSV (comma delimited) format**.

3 **Upload the data**

Upload your file using the **Select and upload your file** button in the **Manage school data** section of MERiT.

4 **Teacher accounts**

Teacher accounts can be added and edited within the **Manage teacher accounts** section if you are unable to extract them directly from your MIS.

Whoops! Did something go wrong?

Answers to the most commonly asked questions can be found at **support.exampro.co.uk**
Alternatively you can get help at any time by emailing **support@exampro.co.uk**