

Using the tracking spreadsheet for Core Practicals and CPAC

Introduction

The spreadsheet has a number of tabs:

- Attendance, to record the names of your students and the date they do each Core Practical;
- Core Practical tabs (CP1, CP2 etc), to record whether your students meet the CPAC requirements for each Core Practical;
- CP overview, for an at-a-glance look at the progress of your students through the Core Practicals;
- CPAC overview, for an at-a-glance look at the progress of your students towards CPAC competency;
- Pie chart overview, to give a graphical summary of the whole cohort's progress towards CPAC competency;
- **Summary (on the "revised version" only), which summarises the information from "CPAC overview" to give a tally of the numbers of 'green lights' for each CPAC statement.**

Attendance tab

1. Fill in the names of your students in the first column. This will automatically populate the "Names" column in all the other tabs. Next, complete the "date" for each Core Practical. A "catch-up date" row is also provided, in case some students do the Core Practical at a different time.
2. If you click on the number of a Core Practical in the "Core Practical" row, then you can see the title of the Core Practical.
3. The Attendance tab is automatically set up to show each student being present for the Core Practical. If a student is absent, then place an "a" in the appropriate cell. It will grey out - and this record will be carried forward to the relevant Core Practical (CP) tab. If you accidentally mark a student as absent, then simply re-click on the cell, and place a "p" in it.
4. Note that four additional columns are provided for Extra Practicals (EP1 - EP4), in case you need to schedule additional practicals in order to provide more evidence for CPAC competency.

Core Practical (CP) tabs

1. In order to keep the assessment of your students manageable, we have suggested about three CPAC skills for you to assess on each Core Practical. These are distributed in such a way that each CPAC statement will be assessed at least 4 times over the series of Core Practicals. Of course, you do not have to follow this suggestion: you can assess whichever CPAC statements you want; as long as each statement is tested sufficiently.
2. The skills that we suggest you assess on each Core Practical are those in white; those in purple are those that are not assessed.
3. You have the following options to fill in the cells for each CPAC statement:
 - y (the student has met the CPAC statement - the cell turns green);
 - n (the student has not met the CPAC statement - the cell turns red);
 - w (the student has partially met the CPAC statement and is 'working towards' competency - the cell turns yellow);
 - a (the student was absent - the cell turns grey. Note that this will be greyed out automatically if a student was marked absent on the "Attendance" tab);
 - x (this skill was not assessed - the cell turns purple. This is filled in automatically on the non-assessed columns; but is provided in case you wish to make alterations to the suggested CPAC statements for assessment).
4. To see the wording of a CPAC statement, click on its corresponding cell e.g. 1a, 2b etc.

'Working towards'

1. You do not have to use this option – but it has been added, in case you wish to take this approach with monitoring CPAC.
2. To illustrate its use, imagine a student in the first term of A level. The student does as well as you expect, bearing in mind it is the first term, but is not yet at the level that you know they will achieve with a little more experience. You may choose to mark this student as "y", because they are on track for where you expect them to be; or you may choose to mark this student as "w" to acknowledge that they are on track, but not yet at the final standard. Both methods are acceptable – it will depend on the policy that you choose, as a school.

CP overview: *Note that this sheet will fill automatically once you have completed the CP tabs.*

1. This tab shows a summary of each student's progress on the Core Practicals. It is set up to show only those skills that were recommended for assessment on the corresponding CP tab for each Core Practical. All the other tabs are there: but they are hidden for neatness. So, if you've assessed skills other than those recommended for any Core Practical, you'll need to:
 - go to the "Review" option in the Excel toolbar, and then click on "Unprotect sheet"
 - enter the password (edexcel)
 - highlight the columns for the Core Practical you want to expand
 - right-click on the column heading and then select "Unhide" from the mouse menu
2. The Extra Practical columns are shown with all CPAC statements, so you can assess any statements you wish to on these. You can, of course, "Hide" any columns that you don't use.
3. If you want to see the description of a Core Practical or CPAC statement, just click on it.

CPAC overview: *Note that this sheet will fill automatically once you have completed the CP tabs.*

1. This tab shows a summary of each student's progress against the CPAC statements. Like the CP overview, it is set up to show only columns corresponding to skills that were recommended for assessment for each Core Practical (and, just as in the CP overview tab, the other columns are there, but are hidden and can be revealed by unprotecting the sheet and using "Unhide").
2. As before, the Extra Practical options appear for each CPAC statement, but you can "Hide" these columns if you do not use them.
3. Again, click on the Core Practical or CPAC statement number if you want to see its description.

Pie chart overview

1. This tab shows a whole-class summary of the information in the CPAC overview tab, as a pie chart. Note that the charts do not show until there is data to run, so all you'll see before you start recording information in the spreadsheet is a series of empty boxes, with their keys!
2. One other word of caution about the pie chart view: the size of the segments is based on the number of times that a CPAC statement has been assessed, not on the total number of assessment opportunities. So, if you've completed Practical 1, and all students were marked as passing CPAC 1a, this will show as 100% pass in the CPAC 1a pie chart, even though there are still 3 or 4 assessment opportunities for this statement in later Core Practicals.

Summary tab *(on the revised tracking spreadsheet only)*

1. This tab takes information from the CPAC overview tab, and does a sum to work out how many times each student has been given a "yes", a "no" or a "working towards" for each of the CPAC statements.
2. This tab gives a very useful summary at the end of the course when deciding whether your students should be graded as "Pass" or "Not Classified".