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Instructions for schools on saving a copy of their SEF or SIEF

Guidance for maintained, non-maintained and independent schools for summer term 2011

This guidance is for use by maintained, non-maintained and independent day, boarding and residential special schools, during the summer term 2011.

It provides instructions for schools on saving a copy of the information they have entered into their online self-evaluation form for maintained schools (SEF) or school information and self-evaluation form for independent schools (SIEF). Schools may wish to take this action during the summer term, before Ofsted's online SEF and SIEF are discontinued.

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Introduction

Discontinuation of Ofsted's SEF and SIEF

1. In line with the Government's programme for reducing bureaucracy, we will no longer be expecting schools to complete a SEF or SIEF from September 2011.

2. Ofsted will discontinue the SEF website from **22 July 2011**. From this date, schools will no longer be able to access their SEF for maintained schools or SIEF for independent schools.

3. We recognise that many headteachers make good use of the SEF and SIEF as management tools, including evaluating the quality of welfare provision in boarding and residential special schools. Self-evaluation remains an important aspect of a school's work, and inspectors will continue to welcome evaluations of school performance in whatever format schools wish to provide it and consider the evidence when making their judgements.

Can I keep a copy of my SEF or SIEF after the website closes?

4. If you wish to keep a copy of the data and information you have entered in your SEF or SIEF you must save your SEF or SIEF to your school's own electronic filing system by **21 July 2011** at the latest. This guidance provides instructions on how to do this.

5. You must save take this action by 21 July. From 22 July the SEF website will be closed.

6. Please note that Ofsted will **not** be able to access schools' SEFs or SIEFs, or any of the data and information that schools have recorded in their forms, after 21 July.

Instructions

How do I log in and access my SEF or SIEF

7. You can access your school's individual SEF or SIEF at https://forms.ofsted.gov.uk using your username, which is your school's unique reference number (URN), and your password.

8. Your password is case sensitive, and must be typed exactly as it was provided to you.

9. Please note that if you enter your login details incorrectly three times, your password will need to be re-set. This can be actioned quickly by contacting the Ofsted helpdesk by telephone on 0300 123 4234.

10. If you have a query about your password, please email enquiries@ofsted.gov.uk, or telephone 0300 123 4234. Please include your URN in any communication.

11. Please note that we will not be able to tell you your password over the telephone.

12. Once you have logged in to the SEF website, you will reach the homepage. From here you can access your SEF or SIEF by clicking on 'Edit Form' from the blue menu bar, which is visible on every page of the SEF website apart from the log in page – see Figure 1. Alternatively, select 'Edit Current Form' on the menu bar at the bottom of the homepage, shown in Figure 2.

Figure 1: Blue menu bar (visible on every page once you have logged in)

Home   Edit Form   History   Submit Form   Print Form   FAQs   Help

Figure 2: Menu bar at the bottom of the homepage

| Last Question Updated | Last Submitted Form | Download Current PDF | Edit Current Form |
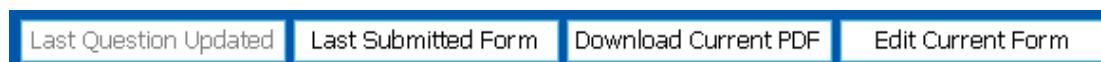
How do I save my SEF or SIEF on the SEF website?

13. To save the information you have entered in your SEF or SIEF, click on any of the 'Save' 'Previous', 'Validate' or 'Next' buttons which appear at the top or bottom of the pages of your online form – see Figure 3. (These buttons are not available on the other pages of the SEF website.)

Figure 3: Previous, validate, save and next buttons (visible at the top or bottom of the pages of your form)

Previous   Validate   Save   Next

14. Please note that clicking the 'Back' or 'Forward' buttons of your internet browser will **not** save your work.

15. When saving your data, make certain that you wait for the page to load fully before navigating to another page or exiting the SEF website.

How do I correct my SEF/SIEF validation errors?

16. The self-evaluation forms system includes validation rules to prevent data-entry errors, and to ensure that data are consistent throughout your SEF or SIEF.

17. Click the 'Validate' button to check the current page for any errors. Errors are displayed in red text at the top of the page, with a more detailed explanation provided below the questions to which the errors relate.

18.	Clicking 'Previous', 'Save', or 'Next' also checks the current page for validation errors.

19.	If your SEF or SIEF does not contain any validation errors, the information panel at the top right hand corner of the screen will display 'Validation: no errors detected'.

How do I submit my SEF or SIEF on the SEF website?

20.	To submit your SEF/SIEF, click 'Submit form' on the blue menu bar (see Figure 1).

21.	Clicking 'Submit Form' makes a final check for any validation errors in the entire form. If there are any errors, a list of them will appear. It is not possible to submit a form until all validation errors have been corrected.

22.	When validation errors have been corrected, the 'Submit form' screen shown in Figure 4 will appear.

23.	Your school's governing body or the appropriate authority must approve the data entered into your SEF or SIEF before it is submitted. Tick the box on the 'Submit form' screen to confirm that the appropriate authority has approved the content of your SEF/SIEF.

24.	Once submitted, you will be able to download a PDF version of your SEF/SIEF, which will be stored within your school's secure account within the SEF website.

25.	If you wish to create a PDF version that is accessible for partially sighted users, select 'Large' PDF font size at the bottom of the 'Submit form' screen.

26.	To submit your form, click 'Submit'.

Figure 4: Submit form screen

Submit Form

By submitting your form you agree to share the contents with Ofsted, relevant Regional Inspection Service Providers (RISPs) and inspectors for the purposes of planning and running inspections and for analysing school information and data.

The appropriate authority* for the school has ultimate responsibility for the form. Please tick this box to confirm the contents of this form have been approved by the appropriate authority for the school. ☐

*Appropriate authority - This is usually the 'Governing body' unless the school is one of the following:

1.	*a maintained school whose governing body does not have a delegated budget, or has had its delegated budget withdrawn, wherefore the 'Local Education Authority' should be inserted*

2.	*an Academy, a city technology college or a city college for the technology of the arts, wherefore the 'Proprietor of the school' or 'Proprietor of the college' should be inserted.*

PDF Font Size: ○ Standard ● Large

[Submit]

27. A message will appear to confirm the successful submission of your form (see Figure 5).

Figure 5: Confirmation of successful submission screen

Submit Form

Your form has been submitted successfully.

You can access a PDF copy of your last submitted form from the homepage. Access to previously submitted forms can be found in the history section.

28. Please note that Ofsted will only access your submitted SEF/SIEF if your school is notified that it will be inspected during the summer term 2011.

How can I save PDF versions of my SEF or SIEF to my school's electronic filing system?

29. There are several ways to do this. You can save a PDF copy of your:

- most recently submitted form
- last 10 submitted forms
- all of the data in, or particular sections of, the version of your SEF/SIEF that you are currently working on and have not submitted.

30. With the final option in the list above, it is possible to create a PDF version which is accessible for partially sighted users (see paragraph 41). If you wish to create an accessible PDF of a submitted version of your SEF/SIEF, please refer to paragraph 25.

31. You will need Adobe Reader to view a PDF document. If you do not have this, guidance on how to install Adobe Reader is available in the FAQs section of the SEF website, which can be accessed from the blue menu bar.

32. We recommend that you save a copy of your last submitted form, since the data will have been validated, and also agreed by your appropriate authority. The front cover of the PDF will also show the date that the form was submitted.

Saving a PDF of your most recently submitted SEF/SIEF

33. To download a PDF of your most recently submitted SEF/SIEF, go to the homepage and click 'Last submitted form' on the menu bar at the bottom of the page (see Figure 2). The screen shown in Figure 6 will appear automatically. To save the PDF to your school's electronic filing system, click 'Save'. (Choosing 'Open' will allow you to view the content of the PDF.)

Figure 6: Downloading a PDF
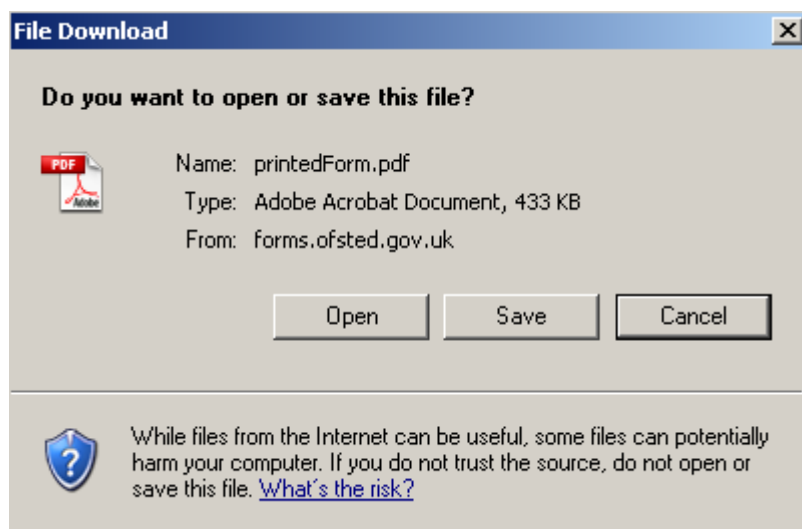
Saving PDFs of your last 10 submitted SEFs/SIEFs

34. Your last 10 submitted forms, including the most recently submitted version, are available in the history section of your account. This can be accessed by clicking on the 'History' button on the blue menu bar at the top of every page of the SEF website (see Figure 1). An example of the history section is shown in Figure 7.

Figure 7: History section

Submission Number	Submission Date	Select
12	17/03/2010 14:46:56	Select
11	19/01/2010 10:21:42	Select
10	19/01/2010 10:21:34	Select

35. The previously submitted forms in the history section can only be downloaded individually. To save a version to your school's electronic filing system, click the corresponding 'Select' button. The 'Downloading a PDF' screen shown in Figure 6 will then appear automatically. To save the PDF to your school's electronic filing system, click 'Save'. (Choosing 'Open' will allow you to view the content of the PDF.)

36. Please be aware that if you already have 10 submitted forms in the history section of your account, and then submit a further version, the earliest submission of the 10 will be removed from the list and become irretrievable. This is the case with every subsequent submission.

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Saving a PDF of your current un-submitted SEF/SIEF

37. Clicking the 'Download current PDF' button on the menu bar at the bottom of the homepage (see Figure 2) will create a PDF of all the data saved in your current un-submitted form. The screen in Figure 6 will appear automatically. To save the PDF to your school's electronic filing system, click 'Save'. (Choosing 'Open' will allow you to view the content of the PDF.)

Saving sections of your current un-submitted SEF/SIEF

38. To save sections of your current online SEF/SIEF, choose 'Print form' from the blue menu bar at the top of every page of the SEF website (see Figure 1). On the screen that appears, which is shown in Figure 8, use the tick boxes to select the sections of your form you wish to save.
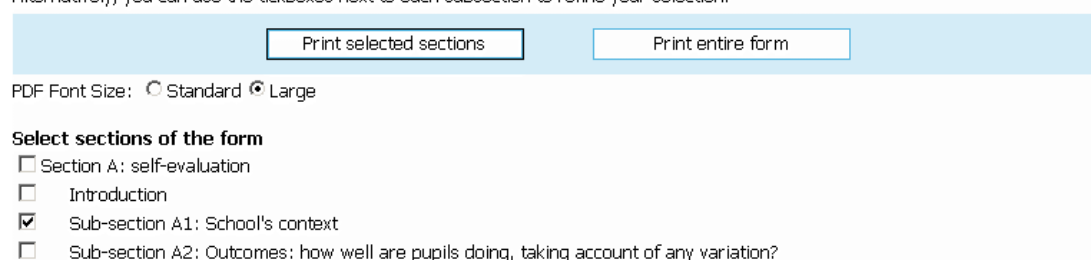
Figure 8: Print form screen

Print form

The following facilities allow you to download a PDF copy of your current form that will be formatted for printing. You should always print your form using these options.

To download the entire form, please click 'Print entire form'. To download the sections you have selected using the tick boxes, please click 'Print selected sections'.

The tick boxes allow you to select the sections you would like to download. Ticking Part A/Part B/ Part C will automatically select the appropriate subsections.
Alternatively, you can use the tickboxes next to each subsection to refine your selection.

| Print selected sections | Print entire form |

PDF Font Size: ○ Standard ● Large

Select sections of the form
☐ Section A: self-evaluation
☐   Introduction
☑   Sub-section A1: School's context
☐   Sub-section A2: Outcomes: how well are pupils doing, taking account of any variation?

39. Next, click 'Print selected sections'. The 'Downloading a PDF' screen shown in Figure 6 will appear automatically. To save the PDF to your school's electronic filing system, click 'Save'. (Choosing 'Open' will allow you to view the content of the PDF.)

40. To save all of the data in your current un-submitted form in the print form section of your account, select 'Print entire form'. Again, the 'Downloading a PDF' screen shown in Figure 6 will automatically appear. To save the PDF to your school's electronic filing system, click 'Save'. (Choosing 'Open' will allow you to view the content of the PDF.)

41. To save a large-font version of your current un-submitted SEF/SIEF in PDF so that it is accessible for partially sighted users, select 'Large' to increase the font size of the whole form. This action must be taken before clicking 'Print selected sections' or 'Print entire form'.

Technical questions about SEF and SIEF

42. Answers to most technical questions can be found in the tutorial and FAQs sections of the SEF website. These can be accessed from the homepage and the blue menu bar, respectively.

43. If you cannot find the answer in these sections, please contact our technical helpdesk. Support is available from 9am to 5pm, Monday to Friday.

   ■ Complete the help form in the contact us section of the SEF website.

   ■ Technical helpdesk number: 08450 264704.

   ■ Helpdesk email address: onlineformsservice@forvus.co.uk.