

CES Census 2020

Quickstart Guide for non-SIMS users

Before completing the Census:

1. Ensure all data is up to date
2. Download the 2020 Census Excel Form from <https://cescensus.org.uk/excel.html>
3. Rename the form with a unique name: CESCensus2020_<school DfE number or URN>.xls
4. Open the form and read the introduction page

For further information see main guidance section 3

While completing the Census:

1. Refer to *Guidance* Section 6 (<http://cescensus.org.uk/excel/questions.html>) for help with every question
2. Print the form at any stage of the completion process
3. If the answer to a question is not available, save the form and come back later
4. Refer to the help information in hover-overs, indicated by a little red arrow next to the question number

For further information see main guidance sections 3, 4, & 5

After completing the Census questions:

1. Go to the 'Validation' tab and correct any discrepancies

At the bottom of page 5 there are four boxes that must be ticked to confirm that:

2. The form has been re-named correctly
3. All relevant questions have been answered
4. Answers have been validated by checking the validation sheet
5. The headteacher/principal has signed off the form

When all the boxes have been checked:

6. Go to <https://www.cescensus.org.uk> and click on 'Upload'
7. Log in with the id and password issued in the letter sent by email in December 2019
8. Upload the completed form to the Census website

For further information see main guidance section 6