Guidance on using the stop and search and GCSE tools

GCSE Results Tool

The GCSE Results Tool is very simple to use and allows you to display GCSE results by Local Authority for Gender and Ethnicity, and show comparisons both regionally and nationally.

Opening the tool and selecting a local authority

- Save the **GCSE Results Tool** on your desktop and unzip.
- Open the GCSE Results Tool from the desktop.
- Click on the cell with the Local Authority in (highlighted in red), a small arrow will appear to the right of this cell.
- Click on the arrow to display a list of the Local Authorities.
- Click on the Local Authority you wish to display data for.

Scroll down and have a look at the data and graphs provided.

Stop and Search Tool

The Stop and Search Tool is very simple to use and allows you to display Stop and Search data by ethnicity, crime type and stop and search type.

Opening the tool and selecting a police force area

- Save the **Stop and Search Tool** on your desktop.
- Open the Stop and Search Tool from the desktop.
- Click on the cell with the police force area in (highlighted in purple), a small arrow will appear to the right of this cell.
- Click on the arrow to display a list of the police force area.
- Click on the police force area you wish to display data for.

Scroll down to view the summary graphs and data. At the bottom of the spreadsheet are links to the more detailed data sets. These are automatically filtered for the police force area you have selected above. To access the detailed data simply click on the relevant link. To return to the summary sheet (perhaps to select a new police force area) click the **‘Return to Main Summary’** link at the top of these detailed sheets.