# End of Key Stage Assessment Return

# Slough Schools Guidance 2018/19

Applicable to 7.186 onwards

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# Introduction

Schools are obliged to assess pupil/students under current regional regulations. Although these regulations are subject to change, the principle remains that pupil/students are tested and/or assessed by their teachers at the end of each Key Stage. These results are then forwarded to external agencies for analysis and aggregation into national statistics.

This guide covers the end of Key Stage procedures common to all the Key Stages in England. Guides to the assessment and reporting arrangements for all the Key Stages can be downloaded from the Department for Education website.

The **Wizard Manager**, which is available in SIMS Assessment, provides an easy way of managing the statutory end of Key Stage procedures. It guides you through each of the following processes:

- selecting the required Key Stage wizard(s)
- selecting the pupil/student group
- entering, editing and validating the results in marksheets
- generating and printing the reports to be sent home to parent/carers
- exporting the results to an XML file.

The Key Stage wizards contain aspects and templates, which the system uses to create the necessary Key Stage marksheets and individual reports. The Key Stage wizards are provided in the Assessment Manager and Performance Analysis Resource Kit (AMPARK). Full details of the files supplied are available (please see *Wizards and Templates* on page *9*).

The AMPA folder is installed on each SIMS workstation as part of each release (via SOLUS). When the latest version of AMPA has been downloaded and installed, the various resources (i.e. aspects, templates and wizards) can be imported into SIMS Assessment.

NOTE: All files are imported into the C:\PROGRAM FILES\SIMS\SIMS .NET\AMPA folder (where C: represents the local drive where the SIMS .net folder is held).

When the **Wizard Manager** has been run and the results have been entered, the results can be exported, either from the **Export** page in the **Wizard Manager** or via **Routines | Data Out | CTF | Export CTF**.

**IMPORTANT NOTE:** Due to the sensitive nature of some of the data stored in SIMS, careful consideration should be given when specifying the location of any folder into which you save sensitive data, e.g. census returns, imported and exported CTFs, etc. You should be mindful of your school's responsibilities with respect to information security. Consider which users have access to the chosen folder, especially if the folder is shared on a server. The DfE recommends ISO27001 as the standard for information security (<u>http://www.itgovernance.co.uk/iso27001.aspx</u>). If you are in any doubt, you should consult with your IT Security Officer before proceeding.

# What's New in this Release?

A number of enhancements have been incorporated for this release:

#### Annual Updates to Early Years Foundation Stage Profiles for 2019

#### Routines | Data In | Assessment | Import

The following resources have been updated for 2019 and are available from the AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager folder:

- EYFS Profile Template 2019.xml
- EYFS Profile Wizard 2019.xml.

#### More Information:

*Early Years Foundation Stage Resources: Reception Baseline Assessments* on page *10* 

#### Annual Updates to Phonics Resources for 2019

#### Routines | Data In | Assessment | Import

The following resources have been updated for 2019 and are available from the AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager folder:

- Phonics Screening Templates 2019.xml
- Year 1 Phonics Screening Wizard 2019.xml
- Year 2 Phonics Screening Wizard 2019.xml.

#### More Information:

Years 1 and 2 Resources: Phonics on page 12

#### Annual Updates for Key Stages 1 and 2 for 2019

#### Routines | Data In | Assessment | Import

To address the statutory responsibilities for schools to report end of Key Stage information, Key Stage wizards and templates have been provided to align with official government guidance and assessment reporting arrangements for 2019. These resources are available from the AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager folder:

- Key Stage 1 Wizard England 2019.xml
- Key Stage 2 Wizard England 2019.xml
- EN KS1 Templates 2019.xml
- EN KS2 Templates 2019.xml.

#### More Information:

*Key Stage 1 Wizard England 2019* on page *13 Key Stage 2 Wizard England 2019* on page *14* 

#### Assessments for Early Years

The following resources are provided for EYFS baseline assessments:

- EYFS Baseline Assessment Template CEM 2019.xml
- EYFS Baseline Assessment Template EE 2019.xml
- EYFS Baseline Assessment Template NFER 2019.xml.

The Early Years Foundation Stage Profile is collected annually. The following resources are provided for Early Years Foundation Stage assessments:

- EYFS Profile Wizard 2019.xml
- EYFS Profile Template 2019.xml.



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#### More Information:

*Early Years Foundation Stage Resources: Reception Baseline Assessments* on page 10

Early Years Foundation Stage Resources: Profiles on page 10

# Assessments at Key Stage 1

Assessments at Key Stage 1 include tasks and tests that can be performed at any time during Year 2. These can be undertaken informally in the classroom so that the children do not know that they are being assessed and the results form the basis for the Teacher Assessments for English Reading, English Writing, Mathematics and Science. The results of these assessments are reported to the Standards and Testing Agency (STA) as well as to parents.

The Key Stage Assessments also include the Phonics Screening check that is applied to all pupils in Year 1 and Year 2 (for those pupils who did not achieve or did not take the assessment in Year 1).

The following resources are provided for the Phonics Screening assessments:

- Phonics Screening Templates 2019.xml
- Year 1 Phonics Screening Wizard 2019.xml
- Year 2 Phonics Screening Wizard 2019.xml.

The following resources are provided for Key Stage 1 assessments:

- Key Stage 1 Wizard England 2019.xml
- En KS1 Templates 2019.xml.

#### More Information:

Years 1 and 2 Resources: Phonics on page 12 Key Stage 1 Wizard England 2019 on page 13

## Assessments at Key Stage 2

The Key Stage 2 Assessments are designed to determine a pupil/student's knowledge and understanding of various components of the National Curriculum that they have been taught up to the end of Key Stage 2.

English and Mathematics tests are taken at the end of Year 6 when pupil/students are 11 years of age.

Teacher Assessments for English, Science and Mathematics are also conducted at the end of Year 6. The results of these assessments are reported to the Standards and Testing Agency (STA) as well as to parents.

The following resources are provided for Key Stage 2 assessments:

- Key Stage 2 Wizard England 2019.xml
- En KS2 Templates 2019.xml.



#### More Information:

Key Stage 2 Wizard England 2019 on page 14

# Assessments at Key Stage 3

Key Stage 3 extends across the age range between 11-14 and covers the first three years of secondary school. It is no longer statutory to conduct assessments at Key Stage 3.

# **Measuring Progress**

For each National Curriculum subject, there is a programme of study. The programmes of study describe the subject knowledge, skills and understanding that pupil/students are expected to develop during each Key Stage.

Age in Years	National Curriculum Year	Applicable Key Stage
3	Nursery 1	EYFS
4	Nursery 2	EYFS
4-5	Reception	EYFS
5-6	Year 1	Key Stage 1
6-7	Year 2	Key Stage 1
7-8	Year 3	Key Stage 2
8-9	Year 4	Key Stage 2
9-10	Year 5	Key Stage 2
10-11	Year 6	Key Stage 2
11-12	Year 7	Key Stage 3
12-13	Year 8	Key Stage 3
13-14	Year 9	Key Stage 3
14-15	Year 10	Key Stage 4
15-16	Year 11	Key Stage 4

# Installing the AMPA Resources

The Assessment Manager and Performance Analysis resources (AMPA) provide the Key Stage Wizards and other resources required for the End of Key Stage process in SIMS Assessment. The AMPA folder is installed as part of the SIMS release (either by downloading from the My Account website (https://myaccount.capita-cs.co.uk) by navigating to Knowledge Base | AMPARK documents or by installing via SOLUS).

You can also download and print the latest version of the AMPARK release note from the My Account website (<u>https://myaccount.capita-cs.co.uk</u>). The release note contains the details of the most up-to-date resources available for use when managing the statutory end of Key Stage procedures and should be used in conjunction with this handbook. School users <u>must</u> click the **Yes** button on the **Import Assessment Manager Resources** dialog when prompted to import the new and updated SIMS Assessment resources.

Import Assessment Manager Resources         ?				
There are new/updated Assessment Manager Resources available for import. Do you wish to update your system ?				
Please note that this may take some time.Do not close SIMS until this import process is complete. Using some areas of SIMS during import may cause a system crash.				
The New Curriculum Programme of Study screen relies on resources being present in the local SIMS System, we therefore strongly recommend updating your AMPARK resources via this auto import routine. If you choose not to import these resources you may find that some features are not present and you will subsequently have to manually import the missing files. Please choose the 'yes' option to automatically update AMPARK resources.				
AMPARK Resources				
☑ Tracking Templates and Grids				
Programme of Study Tracking Resources				
Yes Remind me later				

If you click the **Remind me later** button, you will continue to be presented with the **Import Assessment Manager Resources** dialog each time you access SIMS until the new resources have been imported. The **No** button has been removed from the **Import Assessment Manager Resources** dialog to ensure that the new resources are imported as soon as possible.

After the AMPA folder has been downloaded or updated from the My Account website (<u>https://myaccount.capita-cs.co.uk</u>), you need to import the resources into SIMS Assessment.

Any additional versions of AMPA are made available for download. These resources are available from the My Account website (<u>https://myaccount.capita-cs.co.uk</u>) by navigating to **Knowledge Base | AMPARK** documents.

**IMPORTANT NOTE:** The graphics used are for representation purposes only and should not be considered as exact replicas of what is displayed on screen.

If necessary, the files can be imported directly from the AMPA folder (C:\PROGRAM FILES\SIMS\SIMS .NET\AMPA).

You can now import the resources into SIMS Assessment (please see *Importing the Key Stage Wizards into Assessment* on page 15).

# **Checking for Updates to A\_Comp Files**

The English A\_Comp file specifies the framework against which the assessment of pupil/student attainment is measured. For each Key Stage or year group, the framework details the subjects and components against which the pupil/students are measured.

You are always advised to check on the DfE website (<u>https://www.gov.uk/government/organisations/department-for-education</u>) for any changes to the A\_Comp file for the forthcoming academic year.

# Completing the End of Key Stage Process Using SIMS Assessment

The steps for completing the End of Key Stage process are as follows.

- 1. Consider the groups to include in the process and import the Key Stage wizard(s) relevant to the specific groups from the AMPA folder.
- 2. Select **Tools | Performance | Assessment | Wizard Manager** and select the required Key Stage Wizard(s).
- 3. Select the Pupil/Student group the wizard displays the relevant Key Stage marksheets.
- 4. Open each marksheet to add/edit results.
- 5. Validate the marksheet entries as required (refer to marksheet notes).
- 6. Correct any incorrect entries then save and exit the marksheet.
- 7. Generate, preview and print Individual Reports.
- 8. Export Key Stage Data, if required.

These procedures are described in detail in the following chapters.

## Where to Find More Information

Online help can be accessed by pressing **F1** or clicking the applicable **Help** button in SIMS.

A wide range of documentation is available from the SIMS **Documentation Centre**, including handbooks, quick reference sheets and tutorials. Click the **Documentation** button (located on the top right-hand side of the SIMS **Home Page**), select the required category and then select the document you require. Alternatively, use the **Search** facility to locate the required document.

Documentation is also available from the My Account website (<u>https://myaccount.capita-cs.co.uk</u>).

- 1. Enter the required text in the **Search** field to display a list of documents that match the search criteria.
- To refine the search further, click **Documents** and then select the required **Document type**, **File type** and/or **Date** range (click **Show more** to view additional options, if required).

Alternatively, click **SIMS Publications** (located in the **Popular Searches** list) to display a list of all SIMS publications.

The search results are displayed automatically.

#### Tips for using the My Account Search Facility

Here are some key tips for using the search facility in My Account. For additional explanations, please refer to the My Account website.

NOTE: You no longer need to use + / - / "" when searching.

- Cut down on the amount of words that you type in the search field and only use key words, e.g. instead of typing pupil showing as a contact search for the word contact.
- Use the **Product Type** filter to refine results further.

#### 01/ Overview of the End of Key Stage Procedures

 Use the advanced filters located on the left-hand side of the Search results page.

# **O2**/Resources Provided for End of Key **Stage Assessments**

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# **Wizards and Templates**

The Wizards are the foundation of the SIMS solution for Key Stage results in England. They provide a simple method for users to input and validate End of Key Stage results in preparation for the National Data Collection.

Each Wizard contains all the Aspects, Templates and Reports needed to fulfil the mandatory minimum requirement, as defined by the DfE.

When imported into SIMS Assessment, the Wizards can be used via the Tools | Performance | Assessment | Wizard Manager route, where you are guided though the process of creating marksheets, inputting and validating results and generating reports.

Each year the Wizard names are updated with the assessment year (that is the year of the result). The Wizard imports as a new Wizard and does not overwrite the previous years.

The following wizards and templates are available from the AMPA folder. This folder and all the files are located in the C:\Program Files\SIMS\SIMS. net\AMPA folder (where C: represents the local drive where the SIMS .net folder is held).

#### Wizards

The following wizards are available for 2019:

- EYFS Profile Wizard 2019.xml
- Year 1 Phonics Screening Wizard 2019.xml
- Year 2 Phonics Screening Wizard 2019.xml
- Key Stage 1 Wizard England 2019.xml
- Key Stage 2 Wizard England 2019.xml.

#### Templates

The template files contain only the marksheet templates specific to each individual data collection. The following templates are available for 2019:

- PoS Tracking Templates England Primary 2015.xml
- Phonics Screening Templates 2019.xml
- En KS1 Templates 2019.xml
- En KS2 Templates 2019.xml

*NOTE:* The two previous files include a template for recording on-going assessments.

- EYFS Baseline Assessment Template CEM 2019.xml
- EYFS Baseline Assessment Template EE 2019.xml
- EYFS Baseline Assessment Template NFER 2019.xml
- EYFS Profile Template 2019.xml
- QCDA Test Templates KS2 2013.xml
- QCDA Test Templates KS3 2013.xml
- PoS Individual Reports England Secondary.xml
- PoS KS3 Aspects.xml
- Progress 8 KS2 Fine Level Template.xml.

# Early Years Foundation Stage Resources: Reception Baseline Assessments

The DfE provides the facility to carry out a baseline assessment which can be conducted in the Reception year, providing an additional measure of progress being made in Primary schools.

The Standards and Testing Agency (STA) has approved the following three providers:

- Centre for Evaluation and Monitoring, Durham University (CEM) EYFS Baseline Assessment Template CEM 2019.xml file
- Early Excellence, using Capita partner Learning Ladders (EE) EYFS Baseline Assessment Template EE 2019.xml file
- National Foundation for Educational Research (NFER) EYFS Baseline Assessment Template NFER 2019.xml file.

Templates have been provided for each of the three approved providers. Each provider uses different assessment values and the data returned varies accordingly.

# Early Years Foundation Stage Resources: Profiles

The Early Years Foundation Stage Profile is collected annually. It must be completed for all pupils in the final term of the Reception year during which the pupil reaches the age of five, before the 30 June.

The EYFS Profile Template 2019.xml file contains the EYFS Profile 2019 Template (with validation).

The EYFS Profile Wizard 2019.xml file contains the following:

- EYFS Profile 2019 Template (with validation)
- EYFS Profile Pupil Report 2019
- EYFS Profile School Report 2019
- EYFS Profile National Report 2019.

There are 17 statutory Profile Aspects or Early Learning Goals to enable the recording of End of Year Assessment results for Reception year pupils. They make up the seven Prime and Specific areas of Learning and Development that pupils must be helped to work towards.

#### Prime Goals

- Communication and Language
  - Listening and Attention
  - Understanding
  - Speaking.

#### Physical Development

- Moving and handling
- Health and Self-care.

#### Personal, Social and Emotional Development

- Self-confidence and Self-awareness
- Managing Feelings and Behaviour
- Making Relationships.

#### **Specific Goals**

- Literacy
  - Reading
  - Writing.
- Mathematics
  - Numbers
  - Shapes, Space and Measures.

#### Understanding the World

- People and Communities
- The World
- Technology.
- Expressive Arts and Design
  - Exploring and Using Media and Materials
  - Being Imaginative.

For each of these goals, teachers can specify a grade to indicate whether the pupil is:

- 1 at the emerging level.
- 2 at the expected level.
- 3 at the exceeding level.

A - indicates a pupil who has not been assessed due to long periods of absence, for instance a prolonged illness; a pupil who arrives too late in the summer term for teacher assessment to be carried out, i.e. within two weeks of the data submission date; or a pupil who has an exemption. If any of the 17 Learning Goals is graded with an A, then all should be graded with an A.

# Years 1 and 2 Resources: Phonics

The Phonics Screening assessments comprise an annual screening check that is assessed by a teacher. This consists of 40 words, both real and made up, read by each pupil to a teacher. Each word that the pupil pronounces correctly is awarded a single mark and the total mark for this test is 40. The threshold mark is normally 32 out of 40.

Data is collected for all pupils in year 1 and any pupils in year 2 who did not take the test during year 1 or who did not achieve the expected level.

The Phonics Screening Templates 2019.xml file contains the two templates for use in Phonics Screening for 2019. One template is for year 1, the other is for year 2.

- Template: Phonics Screening Year 1 2019 (including validation)
- Template: Phonics Screening Year 2 2019 (including validation).

The Year 1 Phonics Screening Wizard 2019.xml file contains a marksheet template that can be used to enter data for the year 1 Phonics Screening data collection in 2019. It also contains an individual pupil report and a comparative report that enables comparison between the school's outcome and the National Outcomes from last year.

- Template: Phonics Screening Year 1 2019
- Individual Report: KS1 Y1 Phonics Student Eng 2019
- Individual Report: KS1 Y1 Comparative Eng 2019.

The Year 2 Phonics Screening Wizard 2019.xml file contains a marksheet template that can be used to enter data for the year 2 Phonics Screening data collection in 2019. It also contains an individual pupil report and a comparative report that enables comparison between the school's outcome and the National Outcomes from last year.

- Template: Phonics Screening Year 2 2019
- Individual Report: KS1 Y2 Phonics Comparative Eng 2019
- Individual Report: KS1 Y2 Phonics Student Eng 2019.

#### **Composition of Years 1 and 2: Phonics Screening**

The following xml files contain the marksheet templates and individual reports needed to manage the Phonics Screening process for schools in England.

#### Phonics Screening Templates 2019.xml – containing:

- Template: Phonics Screening Year 1 2019 (includes validation)
- Template: Phonics Screening Year 2 2019 (includes validation).

#### Year 1 Phonics Screening Wizard 2019.xml - containing:

- Template: Phonics Screening Year 1 2019
- Individual Report: KS1 Y1 Phonics Student Eng 2019
- Individual Report: KS1 Y1 Phonics Comparative Eng 2019.

#### Year 2 Phonics Screening Wizard 2019.xml - containing:

- Template: Phonics Screening Year 2 2019
- Individual Report: KS1 Y2 Phonics Comparative Eng 2019
- Individual Report: KS1 Y2 Phonics Student Eng 2019.

# Key Stage 1 Wizard England 2019

This wizard contains all the marksheets, individual reports and all other resources needed to manage the Key Stage 1 process for schools in England.

#### Contents of the En KS1 Templates 2019 XML File

The following marksheet templates are provided in the En KS1 Templates 2019.xml file:

KS1 A. Teacher Assessments 2019

This marksheet can be used to store the Outcome for the KS1 Reading, Writing, Mathematics and Science Performance Descriptor of the new curriculum (Assessment without Levels) Teacher Assessment from 2016 onwards.

KS1 B. P Scale Data Entry 2019

This marksheet enables you to enter a P Scale assessment for pupils who are working below the standard of the Pre-Key Stage (BLW) in Reading, Writing or Maths or who have not met the expected standard (HNM) in Science.

KS1 C. Test Outcomes 2019

This marksheet can be used to enter results of the new curriculum (Assessment without Levels) tests that supported the Teacher Assessments made as part of the Key Stage 1 arrangements from 2016 onwards.

KS1 D. Broadsheet (Review) 2019

This marksheet can be used to review the Test, Teacher Assessment and P Scale results of the new curriculum (Assessment without Levels) that have been entered in support of the Key Stage 1 arrangements from 2016 onwards.

# Key Stage 2 Wizard England 2019

This wizard contains the marksheets, individual reports and all other resources needed to manage the Key Stage 2 process for schools in England.

#### Contents of the En KS2 Templates 2019 XML File

The following marksheet templates are provided in the En KS2 Templates 2019.xml file:

KS2 A. Teacher Assessments 2019

This marksheet can be used to store the Outcome for the KS2 Reading, Writing, Mathematics and Science Performance Descriptor of the curriculum (Assessment without Levels) Teacher Assessment from 2016 onwards.

NOTE: It is no longer a statutory requirement to record assessments for pupil/students who are working at the expected level or higher in Reading or Maths. Where a pupil/student is working at a pre-Key Stage standard or lower, assessments <u>must</u> still be recorded during 2019. It is still a statutory requirement to record assessments for Writing and Science at <u>all</u> levels.

KS2 B. P Scale Data Entry 2019

This marksheet enables you to enter a P Scale assessment for pupils who are working below the standard of the Pre-Key Stage (BLW) in Reading, Writing or Maths or who have not met the expected standard (HNM) in Science. For 2019, the associated gradeset for the relevant P Scales has been amended to remove the grades P5, P6, P7 and P8.

KS2 C. Test Outcomes 2019

This marksheet can be used to enter results of the new curriculum (Assessment without Levels) tests that supported the Teacher Assessments made as part of the Key Stage 2 arrangements from 2016 onwards.

KS2 D. Broadsheet (Review) 2019

This marksheet can be used to review the Test, Teacher Assessment and P-Scales results of the new curriculum (Assessment without Levels) that have been entered in support of the Key Stage 2 arrangements from 2016 onwards.

#### KS1 and 2 Subject Comment Free Test Aspects 2019

The following aspects have been made available again in line with DfE requirements for 2019. These comment aspects are not linked to Teacher Assessments or Tests. They have been provided to enable the creation and subsequent transfer of a comment about the pupil's achievements in a given subject.

- EN KS1: English Subject Free Text
- EN KS2: English Subject Free Text
- MA KS1: Maths Subject Free Text
- MA KS2: Maths Subject Free Text

- SC KS1: Science Subject Free Text
- SC KS2: Science Subject Free Text.

#### Progress 8 - KS2 Fine Level Template

The template called KS2 Average Fine Points Score and Level contained in the Progress 8 - KS2 Fine Level Template.xml file includes the following additional aspects:

- KS2: English Fine Level with values of 0-6.99
- KS2: Maths Fine Level with values of 0-6.99.

# Permissions Required to Run the Wizard Manager

Only members of the Assessment Co-ordinator and Assessment Operator user groups have the necessary permissions to access the Wizard Manager.

If a user has been granted the appropriate Permissions, they can access marksheets and individual reports through the marksheet and individual report menu routes.

### Importing the Key Stage Wizards into Assessment

Before being able to use the Wizard Manager to carry out end of Key Stage processing, you must import the required Key Stage wizard(s) into SIMS Assessment.

Select Routines | Data In | Assessment | Import to display the first 1. page of the **Import** wizard.

sims Import		? <b>×</b>
Select the file to import from		
Header comments from the import file:		
Overwrite with default values		
	<back next=""> Finish</back>	Cancel
		Cunter
		H

Navigate to the AMPA folder and select the file to import by clicking the 2. Field Browser button to display the Open dialog.



I Field Browser button

#### 02 | Resources Provided for End of Key Stage Assessments

Look in: 🌗	Assessment Ma	anager 🔻	G 🦻 🖻	<b>.</b>
Recent Places	EAL TA Aspect En KS1 Templa En KS1 Templa En KS1 Templa En KS1 Templa En KS2 Templa En KS2 Templa En KS2 Templa EYFS Baseline - EYFS Paseline - EYFS Paseline -	ates 2016.xml ates 2018.xml ates 2019.xml ates 2019.xml ates 2019.xml ates 2019.xml Assessment Template CEM 201 Assessment Template CEM 201 Assessment Template EE 2016. Assessment Template EE 2018. Assessment Template EE 2019. Assessment Template NFER 20 Assessment	L8.xml L9.xml xml xml xml 16.xml 18.xml	Key Stage 1 Wizard England 2016.xml         Key Stage 1 Wizard England 2019.xml         Key Stage 1 Wizard England 2019.xml         Key Stage 2 Wizard England 2016.xml         Key Stage 2 Wizard England 2019.xml         Key Stage 2 Wizard England 2019.xml         Kst and 2 Subject Comment Free Text Aspects 2016.xml         KS1 and 2 Subject Comment Free Text Aspects 2016.xml         Phonics Screening Templates 2016.xml         Phonics Screening Templates 2018.xml         Phonics Screening Templates 2019.xml         PoS EYFS Aspects.xml         PoS Individual Reports England Primary.xml         PoS Tracking Templates England Primary 2015.xml         Progress 8 - KS2 Fine Level Template.xml         QCDA Test Templates KS2 2013.xml         Year 1 Phonics Screening Wizard 2016.xml         Year 2 Phonics Screening Wizard 2019.xml         Year 2 Phonics Screening Wizard 2019.xml         Year 2 Phonics Screening Wizard 2018.xml         Year 2 Phonics Screening Wizard 2018.xml         Year 2 Phonics Screening Wizard 2018.xml
File	name:	1		▼ Open
Files	s of type:	Xml files (* xml)		✓ Cance

3. Highlight the Key Stage file you wish to import and click the **Open** button to return to the wizard. The name of the selected file is displayed in the **Select the file to import from** field.

Import
Select the file to import from         C:\Program Files (x86)\SIMS\SIMS .net\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager\Ki         Header comments from the import file:         Key Stage 2 England 2019         This wizard holds the Marksheets and Individual Report that you will need in order to manage the Key Stage 2 process for schools in England.         Once the import is complete, you will need to         1. Select the Wizard Manager from the Tools   Performance   Assessment menu option and run this wizard, 'Key Stage 2
England 2019' 2. Within the Wizard select NC Year 6 to complete the Marksheets and print the Reports. Please click 'Finish' to complete the import process. This may take a little time.
Overwrite with default values (not applicable to PoS imports)
<pre></pre>

- 4. Click the **Finish** button. A message prompts for confirmation to proceed with the import.
- 5. Click the **Yes** button to start the import process. This may take some time to complete.

An **Activity Log** is displayed when the import is complete.

Activity Log	? <mark>x</mark>
🚔 Print 💾 Save	
Activity	
Assessment Manager Import from KSM(s) Date : 16/01/2019 11:49:26	<u>^</u>
The following Gradeset(s) were successfully imported: Gradeset: KS2-ENG-GPM-TT-NE-OutcomeGrade Gradeset: KS2-ENG-REM-TT-NE-OutcomeGrade Gradeset: KS2-ENG-WRI-TA-NC-OutcomeGrade Gradeset: KS2-MAT-MAM-TT-NE-OutcomeGrade Gradeset: KS2-MAT-MAM-TT-NE-OutcomeGrade Gradeset: KS2-SCI-SCI-TA-NC-OutcomeGrade Gradeset: P Scale English and Maths Gradeset: P Scale English and Maths Gradeset: P Scale Science Gradeset: KS2-ENG-GSS-TT-NB-ScaledGrade Gradeset: KS2-ENG-RSS-TT-NB-ScaledGrade Gradeset: KS2-MAT-MS-TT-NB-ScaledGrade Gradeset: KS2-MAT-MS-TT-NB-ScaledGrade	E
The following Aspect(s) were successfully imported: Aspect: EN KS2: GPV Test Mark AWL Aspect: EN KS2: GPVS Outcome AWL	Ŧ
	Close
	ii.

The **Wizard Manager** can now be used to complete the End of Key Stage process.

02 | Resources Provided for End of Key Stage Assessments

# **03**/Running the Wizard Manager

Introduction	19
Running the Wizard Manager	19
Exporting Results Using the Wizard Manager	30
Exporting Results Using the CTF Routine	32
Transferring Key Stage Results to your LA	32

# Introduction

Before running the **Wizard Manager**, you should consider which pupil/student groups' results you will be working on. For example, you might want to include pupil/students who are working out of year. In this case, you would create a user defined group, which would include your choice of pupil/students and supervisors (who might be from more than one year group).

Once created, the user defined group is available anywhere in SIMS Assessment where groups can be selected, e.g. within marksheet creation, report generation, Key Stage Results wizard, etc.

# **Running the Wizard Manager**

The **Wizard Manager** guides you through the end of Key Stage process, from selecting the relevant Key Stage wizard and pupil/student group, adding, editing and validating the results, through to producing the individual reports and exporting the results.

Before running the **Wizard Manager**, ensure that the required Key Stage wizards have been imported, as described in the previous chapter.

NOTE: The examples used in this section show the process of running the Wizard Manager using the Key Stage 1 wizard. However, the process is the same for all Key Stage wizards.

#### Selecting the Key Stage Wizards

1. Select **Tools | Performance | Assessment | Wizard Manager** to display the first page of the wizard.

SIMS Wizard					
Select Wizard					
Filter Incomplete -					
Name	Edit Date	Complete			
EYFS Profile Wizard 2019	01/09/2018				
Key Stage 1 Wizard England 2019	01/09/2018				
Key Stage 2 Wizard England 2019	01/09/2018				
Year 1 Phonics Screening Wizard 2019	01/09/2018				
Year 2 Phonics Screening Wizard 2019	01/09/2018				
	< Back Next	> Finish Cancel			

Any Key Stage wizards that have already been imported into SIMS Assessment are displayed. The list can be sorted by clicking the **Name** or **Edit Date** column headings. The **Edit Date** refers to the date the Key Stage wizard was last updated by Capita SIMS.

If the display is empty, ensure that you have successfully imported the required Key Stage wizard(s) (please see *Importing the Key Stage Wizards into Assessment* on page 15).

2. Select **Incomplete**, **Complete** or **All** from the **Filter** drop-down list to filter the Key Stage wizards.

Selecting **Incomplete** filters out any Key Stage wizards that have already been processed through the **Wizard Manager** and are marked as **Complete**.

NOTE: Once a Key Stage wizard has been processed successfully, select the related **Complete** check box and click the **Next** button. A message informs you that the 'Complete' status has changed and prompts you to save the changes. Click the **Yes** button then click the **Cancel** button to close the **Wizard Manager**.

*Each time the wizard is opened, the view defaults to* **Incomplete** *Key Stage wizards.* 

3. Highlight the required Key Stage wizard and click the **Next** button.

NOTE: Even if only one definition is displayed, it must be highlighted before continuing to the next page of the wizard.

## Selecting the Pupil/Student Group

This page of the wizard enables you to select the group that contains the results on which you want to report. It is possible to select any previously created user-defined groups, if required.

s	Wizard - Key Stage 2 Wizard England 2019	? ×
F	Select Group	
L		Q
L		
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L		
l		
		_
L		
	< Back         Next >         Finish	Cancel
Ľ		

#### 03/ Running the Wizard Manager

SIMS Group Selector			8 ×
Select the effective Group date From 01/09/2018	То	31/08/2019	Refresh
<ul> <li>Course</li> <li>National Curriculum Year</li> <li>Exam Season Candidates</li> <li>Assessment User Defined</li> <li>Ethnicity</li> <li>Home Language</li> <li>House</li> <li>New Intake Group</li> <li>Registration Group</li> <li>Year Group</li> <li>Special Needs</li> <li>User Defined Groups</li> <li>First Language</li> <li>Exam Performance Cohort</li> <li>Discover</li> </ul>			
		Apply Clear	Selection Cancel

1. Click the **Field Browser** button to display the **Group Selector** dialog.

- 2. The **From** and **To** dates default to the date range of the current academic year. To change these dates, e.g. to include pupil/students who have already left the school, click the respective **Calendar** button and select an alternative date. Click the **Refresh** button.
- 3. Click the + or symbols to expand or contract the groups as necessary. To clear a selection, click the **Clear Selection** button.

4. Highlight the required group and click the **Apply** button to select the group and return to the wizard.

elect Group		
Year 3		Q
	< Back Next >	Finish Cancel

- 5. Click the **Next** button to display the **Marksheets** page.
- 6. Click the **Yes** button if you are prompted to save.

#### Validating the Key Stage Marksheets

The **Marksheets** page of the wizard displays the available marksheets in the imported Key Stage wizard. The marksheets can be sorted on any column by clicking the required column heading.

NOTE: The Teacher Assessments for English, Maths and Science for all Key Stages are collated in one marksheet.

arksheets				
ilter: Incomplete		e select a Marksheet and cli	ck on the pencil to enter/edit d	lata.
Template	Group	Last Used	Complete	0
KS2 A. Teacher Assess	Year 6			
KS2 B. P Scale Data Er	n Year 6			
KS2 C. Test Outcomes.	Year 6			
KS2 D. Broadsheet (Re	Year 6			

The marksheets can be opened directly from this page to add, edit or validate results. Complete the following steps for each marksheet.

1. Highlight the required marksheet and click the **Edit Marksheet** button.



#### Edit Marksheet button

Any results previously entered against the aspects are displayed.

The marksheet functionality accessed via the **Wizard Manager** is the same as when accessed via **Focus | Assessment | Marksheet Entry**. However, the display is different in that the marksheet browser and the **Focus | Assessment** menu routes are not available. **IMPORTANT NOTE:** Please read the text in the **Notes** field of each marksheet because this offers guidance and information relating to the adding, editing and validating of results in that particular marksheet. Schools are responsible for their own data and must judge entries made on that basis. Any validation discrepancies should be reported to your Local Support Unit.

Last Used Data entry for this Marksheet is complete  Marksheet Result Date 17/01/2019 Group Filter  AKEMAN, Rebeca AKEMAN, Rebeca ASTONI, Sonya ASTWICK, Wills BAKET, Anthony BASSETT, Anthony BASSETT, Joseph BENSON, Zachary CANDY, Tilly CHING, Susie CLARKE, Anabel	standa the exp read-or	Aarksheet enal ard of the Pre I pected standard nly columns. F	Key Stage (F ard (HNM) in Please read	3LW) in Read Science. To all the notes b	ling, Writing o help identify selow and the	or Maths or o these pupils, en follow the	ptionally for t existing TA e five steps:-	hose who ha entries are di	ive not met	Mathematics P Scales	reeze Addi
Notes	standa the exp read-or	and of the Pre I pected standa nly columns. F	Key Stage (I ard (HNM) in Please read : 17/01/2019	3LW) in Read Science. To all the notes b	ling, Writing of help identify elow and the	or Maths or o these pupils, an follow the Summary	ptionally for t existing TA e five steps:-	hose who ha entries are di v a Zoom	ve not met splayed in		
Data entry for this Marksheet is complete  Marksheet Result Date 17/01/2019 Group M Group Filter	embers	ship Date [1	17/01/2019			_			2 Scales Check	∫ ∫ ∫	
Marksheet Result Date 17/01/2019 S Group M Group Filter AKEMAN, Rebecca AKEMAN, Rebecca ARKELL, Irene ASTONI, Sonya ASTWICK, Wills BAKER, Fiona BARETT, Anthony BASSETT, Joseph BENSON, Zachary CANDY, Tilly CANDY, TANDY, T	embers		Q			_			2 Scales Check	f	
Result Date 17/01/2019 Group M Group Filter			Q			_			2 Scales Check	f	
Group Filter			Q			_			<sup>2</sup> Scales Checkl	f	
AKEMAN, Rebecca AKEMAN, Rebecca ARKELL, Irene ASTONI, Sonya ASTWICK, Wills BAKER, Fiona BARRETT, Anthony BASSETT, Joseph BENSON, Zachary CANDY, Tilly CANDY, Tilly CLING, Susie CLARKE, Anabel	English P acales	KS2 Reading TA Key Stage 2 Validated Result		KS2 Wrting TA Key Stage 2 Validated Result	Scale: Writing ey Stage 2 Validated Result	Scale: Speaking sy Stage 2 Validated Result	Scale: Listening y Stage 2 Validated Result	cale: English • Stage 2 Validated Result	د. lish P Scales Checkl	L, Cales	aths T.A.
AKEMAN, Rebecca ARKELL, Irene ASTONI, Sonya ASTWICK, Wills BAKER, Fiona BARRETT, Anthony BASSETT, Joseph BENSON, Zachary CANDY, Tilly CANDY, Tilly CLING, Susie CLARKE, Anabel		KS2 Reading TA Key Stage 2 Validated Result	P Scale: Reading Key Stage 2 Validated Result	KS2 Writing TA Key Stage 2 Validated Result	Scale: Writing ey Stage 2 Validated Result	Scale: Speaking sy Stage 2 Validated Result	Scale: Listening y Stage 2 Validated Result	cale: English · Stage 2 Validated Result	ید. lish P Scales Check!	ج. ematics P Scales	atha TA
AKEMAN, Rebecca ARKELL, Irene ASTONI, Sonya ASTWICK, Wills BAKER, Fiona BARRETT, Anthony BASSETT, Joseph BENSON, Zachary CANDY, Tilly CHING, Susie CLARKE, Anabel	5	ξ Υ Υ	ũ S	X S				6 0 2		- Ĕ	2
ARKELL, Irene ASTONI, Sonya ASTWICK, Wills BARKER, Fiona BARRETT, Anthony BASSETT, Joseph BENSON, Zachary CANDY, Tilly CANDY, Tilly CLING, Susie CLARKE, Anabel					_₽⊼	τž	τž	٥ž	ت ا	ž	ž
ASTWICK, Wills BAKER, Fiona BARRETT, Anthony BASSETT, Joseph BENSON, Zachary CANDY, Tilly CHING, Susie CLARKE, Anabel				SINS View	Select Grad	p			2 2	x	
ASTWICK, Wills BAKER, Fiona BARRETT, Anthony BASSETT, Joseph BENSON, Zachary CANDY, Tilly CHING, Susie CLARKE, Anabel											
SARRETT, Anthony SASSETT, Joseph SENSON, Zachary CANDY, Tilly CINIG, Susie CLARKE, Anabel				Calact	Grade for cun	not coll					
3ASSETT, Joseph EINSON, Zachary CANDY, Tilly HING, Susie CLARKE, Anabel				Select	arade for cun	ent cell				_	
3ASSETT, Joseph EINSON, Zachary CANDY, Tilly HING, Susie CLARKE, Anabel				Grade		Descrip	tion				
BENSON, Zachary CANDY, Tilly CHING, Susie CLARKE, Anabel				P4		P4					
CANDY, Tilly CHING, Susie CLARKE, Anabel				NOTSE	EN						
CHING, Susie CLARKE, Anabel											
-											
LOVER, Frederick											
OLINS, Stephen											
URTIS, Leon											
AVIES, Ben											
OROTA, Imber											
DMUNDS, Carl											
GIBBONS, Freya											
ADDON, Connor											
ARRISON, Daniel										_	
ARRISON, Michael											
IACKSON, Carl				Apply &	Next	Skip			Close		
ENNINGS, Adam											
JONES, Robin											

- 2. If there are missing entries or if entries need to be updated, right-click in the required cell and select the appropriate option from the pop-up menu.
- 3. Choose Select Grade for Cell to display the View Select Grade dialog. Highlight the required Grade and click the Apply & Next button. This enters the grade in the selected cell and continues to enter the same grade into subsequent cells until you select another grade from the dialog. Click the Skip button if you want to miss out the next cell and subsequently return to it to assign a different grade. Click the Close button on the View Select Grade dialog when you have finished assigning grades to cells on the marksheet.

Alternatively, choose **Select Colour for Cell** to display the **Color** palette dialog and specify a colour for the cell on the marksheet. Click the **OK** button to return to the marksheet.



NOTE: If the marksheet being viewed requires data to be added, and the teacher who assessed the pupil/students does not have Assessment Co-ordinator or Assessment Operator permissions, they can access the same marksheets via **Focus | Assessment | Marksheet Entry**.

If an incorrect value is entered, the **View Invalid Result** dialog is displayed, giving details of the valid grades that can be entered into the specific column.

sins View Invalid Result	? <mark>X</mark>
📥 Print 💾 Save	
Activity The entered result value '8' is invalid	*
The valid range of values for this column are:	
P4 NOTSEN	
	-
(	Close

- 4. Click the **Close** button and correct the required grade.
- 5. Click the **Save** button to calculate the results and save the marksheet.

If the marksheet contains formula columns for data review, click the **Calculate** button after saving to view the output of those columns (e.g. to see if there are any missing entries). This ensures that correct results are recorded for delivery to your Local Authority (LA).

- 6. When you have completed the marksheet, select the **Data Entry for this Marksheet is Complete** check box and click the **Save** button again.
- 7. Click the **Close** button to close the marksheet and return to the **Wizard Manager**.
- 8. Repeat steps 1-6 for each required marksheet.
- 9. Click the **Next** button. Click the **Yes** button if you are prompted to save.

*NOTE:* You should not move on to producing individual reports until you have fully completed the mandatory Key Stage Results marksheets. Once the mandatory Key Stage result marksheets are complete, you should preview and print individual reports (please see Previewing and Printing Individual Reports on page 29).

#### What are P Scale Validations?

P Scales have changed as a result of the Rochford review and the Key Stage 1 and Key Stage 2 resources have been amended to reflect these changes. Schools should familiarise themselves with the latest available guidance from the DfE.

For full details on how to use the CTF routine please refer to the *Managing Pupil/Students* handbook. All handbooks can be accessed from the **Documentation Centre**, which is launched by clicking the **Documentation** button on the **Home Page** in SIMS. Once open, click the **Handbooks** button, select the required category, then click the required handbook from the **Handbooks** page.

NOTE: When exporting the results using the CTF routine, ensure that the **Assessment Data** check box is selected and that all other check boxes are deselected in the **Data to be Exported** panel, except in Foundation Stage Profiles, where the **Address** check box <u>must</u> be selected.

#### What are P Scale Templates?

The P Scales are a set of criteria or performance descriptions for measuring the progress of pupil/students for whom the early levels of the National Curriculum are not appropriate. P Scale Core marksheets enable you to record information against such pupil/students. These marksheets are created from a set of P Scale templates.

All Key Stages have associated P Scale Core marksheets.

#### 03/ Running the Wizard Manager

To open a P Scale marksheet in SIMS, select **Focus | Assessment | Marksheet Entry**, click the **Browse** button and select the required marksheet.

Save 🏾 🏐 Undo 📥 Print 褖 Ex	port 👻 🙀 Cal	culate													
asic Details 2 Marksheet															
Basic Details										_					
Notes	standa	ard of the Pre ted standard	Key Stage ( (HNM) in Sci	BLW) in Rea ience. To he	dina. Writina	or Maths or f se pupils, ex	at KS1, who a for those who isting TA entri steps:-	have not me	t the	÷					
Last Used		6													
Data entry for this Marksheet is con	nplete														
Marksheet															
Result Date 16/01/2019	Group Member	ship Date	16/01/2019		Refresh	<ol> <li>Summar</li> </ol>	y 👬 Narrow	/ 🔍 Zoom	🔀 Reveal	Freeze	Additional S	Student Colu	mns		
Group Filter															
	f								f	f					
Students	English P Scales	KS1 Reading TA Key Stage 1 Validated Result	P Scale: Reading Key Stage 1 Validated Result	KS1 Writing TA Key Stage 1 Validated Result	P Scale: Writing Key Stage 1 Validated Result	P Scale: Speaking Key Stage 1 Validated Result	P Scale: Listening Key Stage 1 Validated Result	P Scale: English Key Stage 1 Validated Result	English P Scales Check!	Mathematics P Scales	KS1 Maths TA Key Stage 1 Validated Result	P Scale: Number Key Stage 1 Validated Result	P Scale: Use Maths Key Stage 1 Validated Result	P Scale: Shape Key Stage 1 Validated Result	P Scale: Maths
ADAMS, Nancy	>	EXS	5P4	GDS	P4	P4	P4							8 X	
ALALA, Candis	>	EXS	P4	GDS	P4	P4	P4		sits view s	elect Grade					- 1
BARDEN, Olivia	>	EXS	P4	GDS	P4	P4	P4								- H
ATEMAN, Vincent	>	EXS	P4	GDS	P4	P4	P4		Select G	ande for curre	nt cell				
BHATI, Aini	>	EXS	P4	GDS	P4	P4	P4		Grade		Descripti	on			
30IAN, Claudiu	>	EXS	P4	GDS	P4	P4	P4		P3i		P3ii				111
BROWN, Ingrid	>	EXS	P4	GDS	P4	P4	P4		P3		P3i				
3ROZ, Konrad	>	EXS	P4	GDS	P4	P4	P4		P2i		P2ii				
CAIRNS, Matthew	>	EXS	P4	GDS	P4	P4	P4		P2i		P2i				
CANZANO, Michael	>	EXS	P4	GDS	P4	P4	P4		P1ii		P1ii				
CARLTON, Eleanor	>	EXS	P4	GDS	P4	P4	P4		P1i		P1i				
CARTER, Tom	>		_						NOTSE	:N					
CHABAN, Julia	>		_		_										
CHAVA, Jaden	>														
CHAVA, Sila	>		_												
COLMAN, Tamsin	>														
COOPER, Andrew DENNIS, Lilv	>														
	>							-							
ELLERY, Jake EWY, Monica	>														-
	>	-	-		-	-									
RANK. Dominik	>				_				Apply & I	Next	Skip			Close	
GHIO, Imhan GILLOT, Fave	>		_					_							

When this marksheet is saved, or the results are calculated, the validation routine displays a message in the **Validation** column.

#### **Previewing and Printing Individual Reports**

This page of the wizard displays the individual report templates from the selected Key Stage wizard and from here the statutory end of Key Stage reports can be printed. Before printing, an individual pupil/student's report can be previewed in Microsoft<sup>®</sup> Word.

<b>dividual Report Fo</b> Name	III MAR	Edit Date	_	C			
	174.0040						
KS2 P1 Student Eng		01/09/2					
-	and TA and TT 2019	01/09/2					
KS2 P2 Comparative	England 2019	01/09/2	0				
embership Dates f From 15/01/2 Group Filter		)19 🛃 Refre	sh				
udents Sumame	Forename	DOB	Reg Grp				
Akeman	Richard	02/02/2011	3TO				
Akeman	Steven	02/02/2011	3CB				
Alamilla	Sofia	02/12/2010	3TO				
Balik	Karolina	15/02/2011	3CB				
Banin	Valeriya	22/10/2010	3TO				
Banks	Chloe	04/04/2011	3CB				
	eselect All						

- 1. Highlight the required Individual Report Format.
- 2. The membership **From** and **To** date fields default to today's date and are used to display the pupil/students who are currently on-roll. To change these dates, e.g. to include pupil/students who have left, directly enter the dates in dd/mm/yyyy format, or click the down arrow adjacent to the required field and select a date from the displayed Calendar.
- 3. Click the **Refresh** button.

#### **Previewing Key Stage Reports**

1. In the **Students** panel, select the check box adjacent to the required pupil/student name (the first pupil/student in the list is selected by default).

Sumame	Forename	DOB	Reg Grp	-
Abdullah	Tamwar	12/01/2009	3TO	
Beynon	Harvey	15/02/2009	3CB	
Carrick	Oliver	12/11/2008	3TO	
Carter	Daniel	04/04/2009	3CB	
Cassidy	Michael	02/01/2009	3TO	
Cedric-Smith	Lucie	08/05/2009	3CB	-

 Click the Preview Report button on the right-hand side of the Individual Report Format panel to open the selected pupil/student's report in Microsoft<sup>®</sup> Word.

Preview Report button

3. When you have finished previewing the report, close Microsoft Word to return to the **Wizard Manager**.

NOTE: If P Scale Results are present, they are displayed on the Pupil/Student Report.

#### Printing Pupil/Student Key Stage Reports

Only the reports for the selected pupil/students are printed. If you have not previewed any reports, the first pupil/student in the list is selected by default.

1. To print the reports for all the pupil/students in the group, click the **Select All** button.

To print only a selection of pupil/students in the group, select the check boxes of the pupil/students whose reports you wish to print.

*TIP:* Multiple members of a group can be selected by holding down the *Ctrl* key and clicking each member's name. Sequentially listed members can be highlighted by clicking the first name in the list, holding down the *Shift* key, then clicking the last name in the list.

2. Click the **Print Report** button to print the selected pupil/student reports.



3. Click the **Next** button to export the results.

# **Exporting Results Using the Wizard Manager**

The **Wizard Manager** can be used to export the results for subsequent forwarding to your LA, if the LA accepts this format.

*NOTE:* Use the CTF routine to export the results. To do this, click the **Finish** button on the **Wizard Manager** to close the wizard and see Exporting Results Using the CTF Routine for further information.

		Edit Date	e	C		
KS2 P1 Student Englar	nd TA 2019	01/09/2	01/09/2018			
KS2 P1 Student Englar	nd TA and TT 2019	01/09/2	018	->		
KS2 P2 Comparative E	ngland 2019	01/09/2	01/09/2018			
u <b>dents</b> Sumame	Forename	DOB	Reg Grp			
Akeman	Richard	02/02/2011	3TO			
	Steven	02/02/2011	3CB			
Akeman			3TO			
	Sofia	02/12/2010				
	Sofia Karolina	02/12/2010 15/02/2011	3CB			
<ul> <li>Alamilla</li> <li>Balik</li> <li>Banin</li> </ul>			3TO			
<ul><li>Alamilla</li><li>Balik</li></ul>	Karolina	15/02/2011				

The **Group Membership Dates** default to the date range of the current academic year. To change these dates, e.g. to export the results for pupil/students who have already left the school, enter them in dd/mm/yyyy format or click the relevant **Calendar** button to select a date.

- 1. Click the **Refresh** button.
- Deselect the check boxes adjacent to any pupil/students whose results you do not want to export. If you need to export only one or two from a long list of pupil/students, click the **Deselect All** button and then select the required pupil/students. To select all the pupil/students, click the **Select All** button.

-	Sumame	Forename	DOB	Reg Grp	
1	Abdullah	Tamwar	12/01/2009	3TO	
/	Beynon	Harvey	15/02/2009	3CB	
/ (	Carrick	Oliver	12/11/2008	3TO	
<b>v</b> (	Carter	Daniel	04/04/2009	3CB	
/ (	Cassidy	Michael	02/01/2009	3TO	
7 (	Cedric-Smith	Lucie	08/05/2009	3CB	-

3. Click the **Export** button in the **Results for export** panel to export the results.

Export button

4. The results that are exported are saved as an XML file. To specify the storage location of the XML file, click the **Browser** button to display the **Save As** dialog.

Browser button

**IMPORTANT NOTE:** Due to the sensitive nature of some of the data stored in SIMS, careful consideration should be given when specifying the location of any folder into which you save sensitive data, e.g. census returns, imported and exported CTFs, etc. You should be mindful of your school's responsibilities with respect to information security. Consider which users have access to the chosen folder, especially if the folder is shared on a Server. The DFE recommends ISO27001 as the standard for information security (<u>http://www.itgovernance.co.uk/iso27001.aspx</u>). If you are in any doubt, you should consult with your IT Security Officer before proceeding.

- 5. Enter a name for the results file and navigate to the location where you would like to save the file.
- 6. Click the **Finish** button.
- 7. When the export is complete, a message is displayed. Click the **OK** button to complete the process.

# **Exporting Results Using the CTF Routine**

Use the Common Transfer File (CTF) process in SIMS via **Routines | CTF | Export CTF** to export Key Stage results if your LA does not accept the **Wizard Manager** export format.

# Transferring Key Stage Results to Slough LA

#### COMMON TRANSFER FILE:

Use the Common Transfer File (CTF) export process in SIMS to export Key Stage results for the following Key Stages:

- EYFSP to Slough LA
- Key Stage 1 Teacher Assessments to Slough LA
- Phonics Assessment to Slough LA
  - This should include your Year 1 pupils plus your current Year 2 pupils who did not meet the expected standards for phonics decoding in Year 1 or who were absent or dis-applied from the check or have not taken the check for other reasons.

 Key Stage 2 Teacher Assessments to Standards and Testing Agency (STA) via NCA Tools website <u>https://ncatools.education.gov.uk/</u>

#### PROFORMA:

Use the relevant Microsoft Excel Pro forma to submit the following returns to Slough LA:

- GCSE
- Post 16

#### USING COMMON TRANSFER FILE (CTF)

#### Exporting results to Slough LA

- 1. Go to Routines Data Out CTF Export CTF
- 2. In box 1 ensure all check boxes are selected including addresses.
- 3. In box 2 ensure you are viewing current students AND that you select the check box for "include students already exported". Click on refresh students.
- 4. In box 3 filter on the relevant year group i.e. for Key Stage 1 assessment select Year 2. You should now only see Year 2 pupils.
- 5. Underneath destination LA/Other, right click in the first white box and left click on "select all". All pupil records should now be highlighted in blue.
- 6. Left click in the first white box again and you should see a drop down box containing Local Authority names. Scroll down and select "Slough LA". Slough LA should then be automatically populated in all records.
- 7. Now click on export CTF. Once the CTF has been successfully generated, you will receive a message containing the filename. Make a note of this (do not change the filename) and make sure you are familiar with where your CTFs are exported to. The message will include the number of pupils exported in the CTF. Double check this number with the number of pupil's eligible to ensure that all pupils eligible have been included.
- The CTF is now ready for transfer to Slough LA. This needs to be transferred using the DfE The School to School system (S2S) website: <u>https://sa.education.gov.uk/idp/Authn/UserPassword</u>.
- Log in entering your username & password. Click on "S2S". On the left hand side select "upload" and then "upload CTF File". Next click on "choose file" and select the CTF file from where it's saved on your network drive. Once selected click on "upload file".
- 10. Ensure you see the **"successfully transferred"** message. Otherwise review the error message and repeat upload process.
- 11. The file should now be available to the LA. Please e-mail or ring either Aman Gill or Imran Mirza to confirm that the file has successfully transferred to the LA.

email: aman.gill@slough.gov.uk or Tel: 01753 875731 Aman Gill Imran Mirza email: Imran.mirza@slough.gov.uk or Tel: 01753 875706

#### Exporting Key Stage 2 Teacher Assessment (TA) and P scales results to Standards & Testing Agency (STA) via NCA Tools website:

https://ncatools.education.gov.uk/Home.aspx

Data must be submitted to STA via the 'Teacher assessment' section of the NCA tools website https://ncatools.education.gov.uk/. Teacher assessment data must be submitted by Thursday 27th June 2019. Early return of data is encouraged.

#### Teacher assessment: how to use the NCA tools website

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_dat a/file/803093/2019\_key\_stage\_2\_submitting\_teacher\_assessment\_data.pdf gives step-by-step instructions on how to:

- upload data
- view the data you have submitted •
- deal with common errors

# **O4** Key Stage 1 Teacher Assessments and Tests

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#### Introduction

As a result of significant curriculum reforms and the withdrawal of levels, teacher assessments and tests were implemented in 2016.

The tests are used to determine the necessary teacher assessments; these can also be based on class and homework. Schools are not required to send their test results to the LA and the data is not sent to the DfE. However, parents can request sight of their own child's test results at any time.

#### Key Stage 1: Phonics Screening

Marks for the Phonics Screening assessment range from 0-40.

The **Phonics Outcome** field is populated with the following values <u>only</u> if a pupil was unable to participate in the test:

- A Absent
- Q Maladministration
- **D** Disapplied
- L Left.

The following outcomes are no longer required. However, if the DfE receive a file containing these outcomes, the file will not be rejected.

- Wa Met expected Phonics standard
- Wt Did not meet expected Phonics standard.

#### **Contents of the Phonics Wizards**

The following templates and individual reports are provided in the Phonics wizards and templates:

Phonics Screening Templates 2019.xml - containing:

- Template: Phonics Screening Year 1 2019 (includes validation)
- Template: Phonics Screening Year 2 2019 (includes validation).

Year 1 Phonics Screening Wizard 2019.xml - containing:

- Template: Phonics Screening Year 1 2019
- Individual Report: KS1 Y1 Phonics Student Eng 2019
- Individual Report: KS1 Y1 Phonics Comparative Eng 2019.

Year 2 Phonics Screening Wizard 2019.xml - containing:

- Template: Phonics Screening Year 2 2019
- Individual Report: KS1 Y2 Phonics Comparative Eng 2019
- Individual Report: KS1 Y2 Phonics Student Eng 2019.

#### Contents of the En KS1 Templates 2019 XML File

The following marksheet templates are provided in the En KS1 Templates 2019.xml file:

KS1 A. Teacher Assessments 2019

This marksheet can be used to store the Outcome for the KS1 Reading, Writing, Mathematics and Science Performance Descriptor of the new curriculum (Assessment without Levels) Teacher Assessment from 2016 onwards.

KS1 B. P Scale Data Entry 2019

This marksheet enables you to enter a P Scale assessment for pupils who are working below the standard of the Pre-Key Stage (BLW) in Reading, Writing or Maths or who have not met the expected standard (HNM) in Science.

KS1 C. Test Outcomes 2019

This marksheet can be used to enter results of the new curriculum (Assessment without Levels) tests that supported the Teacher Assessments made as part of the Key Stage 1 arrangements from 2016 onwards.

KS1 D. Broadsheet (Review) 2019

This marksheet can be used to review the Test, Teacher Assessment and P Scale results of the new curriculum (Assessment without Levels) that have been entered in support of the Key Stage 1 arrangements from 2016 onwards.

# **Composition of Key Stage 1 Teacher Assessments**

The Key Stage 1 Teacher Assessments for 2019 consist of:

- English Reading
- English Writing
- Mathematics
- Science.

There is no longer an overall English assessment.

A code has been added to all Key Stage 1 Teacher Assessments from 2018. The following gradesets have been extended to include the new Q code for Maladministration:

- KS1-ENG-REA-TA-NC-OutcomeGrade
- KS1-ENG-WRI-TA-NC-OutcomeGrade
- KS1-MAT-MAT-TA-NC-OutcomeGrade
- KS1-SCI-SCI-TA-NC-OutcomeGrade.

Grade Set Detai	ls : KS1-E	NG-REA-TA-NC-(	OutcomeGrade				
💾 Save 🏼 🖨 Un	do 📥 Prin	t 🕀 Clone					
1 Basic 2 Proper	ties	·					
<u>1</u> Basic							
Name	KS1-ENG-	REA-TA-NC-Outcon	neGrade				
Notes	Performance	ovide the grade set be Descriptor of the nt without Levels) T	reformed curriculu	um 🗌	2016	*	
Version	Start Date		End Date				New
	01/09/20	15	31/08/2017				🗇 Open
	01/09/20		31/08/2018				💥 Delete
Grades for	Grade	Description		Value	PG		
selected	GDS	Working in greate	er depth at the e	0			New
version	EXS	Working at the ex	pected standar	0			Celete
	WTS	Working towards	the expected st	0			
	PK4	Pre Key Stage St	andard 4	0			Down
	PK3	Pre Key Stage St	andard 3	0		Ξ	O PG Colour
	PK2	Pre Key Stage St	andard 2	0			
	PK1	Pre Key Stage St	andard 1	0			
	BLW	Below the standa	rd of the pre-ke	0			
	A	Absent		0			
	D	Disapplied		0		-	

The Q code is an allowed import value in files from STA but schools and Local Authorities must <u>not</u> input the code manually.

#### Key Stage 1 Teacher Assessments and Tests - Grade Sets and Result Sets

The following new grade sets are available from the Key Stage 1 Wizard England 2019.xml file.

There is one grade set per aspect.

- KS1-ENG-GPM-TT-NE-OutcomeGrade
- KS1-ENG-REM-TT-NE-OutcomeGrade
- KS1-MAT-MAM-TT-NE-OutcomeGrade
- KS1-ENG-REA-TA-NC-OutcomeGrade
- KS1-ENG-WRI-TA-NC-OutcomeGrade
- KS1-MAT-MAT-TA-NC-OutcomeGrade
- KS1-SCI-SCI-TA-NC-OutcomeGrade.

The result set has not changed and remains the Key Stage 1 Validated Result.

#### Key Stage 1 Teacher Assessments and Tests - Aspects

The aspect names contain 'AWL' to indicate that these aspects relate to the Assessment Without Levels curriculum.

Aspect External_ID	Aspect Name	Aspect Column Heading
KS1-ENG-SPE-TT-NM	EN KS1: Spelling Test Mark AWL	KS1 Spelling Mark
KS1-ENG-GPV-TT-NM	EN KS1: GPV Test Mark AWL	KS1 GPV Mark
KS1-ENG-GPS-TT-NS	EN KS1: GPVS Test Total Mark AWL	KS1 GPVS Total Mark
KS1-ENG-GSS-TT-NB	EN KS1: GPVS Test Scaled Score AWL	KS1 GPVS Scaled Score
KS1-ENG-GPM-TT-NE	EN KS1: GPVS Test Outcome AWL	KS1 GPVS Outcome
KS1-ENG-RD1-TT-NM	EN KS1: Reading Test 1 Mark AWL	KS1 Reading 1 Mark
KS1-ENG-RD2-TT-NM	EN KS1: Reading Test 2 Mark AWL	KS1 Reading 2 Mark
KS1-ENG-RDT-TT-NS	EN KS1: Reading Test Total Mark AWL	KS1 Reading Total Mark
KS1-ENG-RSS-TT-NB	EN KS1: Reading Test Scaled Score AWL	KS1 Reading Scaled Score
KS1-ENG-REM-TT-NE	EN KS1: Reading Test Outcome AWL	KS1 Reading Outcome
KS1-MAT-MAR-TT-NM	MA KS1: Maths Arithmetic Test Mark AWL	KS1 Maths Arithmetic Mark
KS1-MAT-MRE-TT-NM	MA KS1: Maths Reasoning Test Mark AWL	KS1 Maths Reasoning Mark
KS1-MAT-SUB-TT-NS	MA KS1: Maths Test Total Mark AWL	KS1 Maths Total Mark
KS1-MAT-MSS-TT-NB	MA KS1: Maths Test Scaled Score AWL	KS1 Maths Scaled Score
KS1-MAT-MAM-TT-NE	MA KS1: Maths Test Outcome AWL	KS1 Maths Outcome
KS1-ENG-REA-TA-NC	EN KS1: Reading TA AWL	KS1 Reading TA
KS1-ENG-WRI-TA-NC	EN KS1: Writing TA AWL	KS1 Writing TA
KS1-MAT-MAT-TA-NC	MA KS1: Maths TA AWL	KS1 Maths TA
KS1-SCI-SCI-TA-NC	SC KS1: Science TA AWL	KS1 Science TA

### Marksheet Entry: Key Stage 1 A. Teacher Assessments

- 1. Enter the performance descriptor outcomes for English Reading and Writing, Mathematics and Science.
- 2. Click the **Calculate** button. The final two columns alert you to any missing entries.

		010 V 0					
Marksheet Entry : KS1 A. Teacher As							
💾 Save 🏾 🔄 Undo 📥 Print 🛃 Expor	t 🝷 🙀 Cal	culate					
1 Basic Details 2 Marksheet							
<u>1</u> Basic Details							
Notes	Perfor	arksheet car nance Descr mwards.	n be used to iptor of the re	store the Out formed curri	tcome for the culum (Asses	KS1 Reading sment without	, Writing, Mathematics and Science Levels) Teacher Assessment from
Last Used		E.					
Data entry for this Marksheet is comple	ete 🗆						
2 Marksheet							
Result Date 16/01/2019 🔂 Gr	oup Member	ship Date	16/01/2019		Refresh	<ol> <li>Summary</li> </ol>	👬 Narrow 💐 Zoom 🎉 Reveal 🛛 Freeze Additional Student Columns
Group Filter			Q				
				1			1
Students	KS1 Reading TA Key Stage 1 Validated Result	KS1 Writing TA Key Stage 1 Validated Result	KS1 Maths TA Key Stage 1 Validated Result	KS1 Science TA Key Stage 1 Validated Result	Missing Entries Check	No of Missing Entries	
ADAMS, Nancy	EXS	GDS	WTS	EXS	Ok!	0.00	
ALALA, Candis	EXS	GDS	WTS	EXS	Ok!	0.00	
BARDEN, Olivia	EXS	GDS	WTS	EXS	Ok!	0.00	
BATEMAN, Vincent	EXS	GDS	WTS	EXS	Ok!	0.00	
BHATI, Aini	EXS	GDS	WTS	EXS	Ok!	0.00	
BOIAN, Claudiu	EXS	GDS	WTS	EXS	Ok!	0.00	
BROWN, Ingrid	EXS	GDS	WTS	EXS	Ok!	0.00	
BROZ, Konrad	EXS	GDS	WTS	EXS	Ok!	0.00	
CAIRNS, Matthew	EXS	GDS	WTS	EXS	Ok!	0.00	
CANZANO, Michael	EXS	GDS	WTS	EXS	Ok!	0.00	
CARLTON, Eleanor	EXS	GDS	WTS	EXS	Ok!	0.00	

- 3. Review the outcomes and repeat the process, if necessary.
- 4. Click the **Save** button.

Validation checks are performed for missing result entries and an indication given of the number of missing entries that still require completion.

**IMPORTANT NOTES:** P Scale assessments for pupils who are working below the standard of the Pre-Key Stage (BLW) in Reading, Writing or Mathematics or who have not met the expected standard (HNM) in Science should be entered in Marksheet KS2 B. P Scale Data Entry.

It is recommended that the D grade is used <u>instead</u> of the U grade to indicate a disapplied grade in the **KS1 Science TA Key Stage 1 Validated Result** column. This is in keeping with the grades used in the other teacher assessments for Reading, Writing and Maths at Key Stage 1.

### Marksheet Entry: Key Stage 1 B. P Scale Data Entry

For 2019, the associated gradeset for the relevant P Scales has been amended to remove the grades P5, P6, P7 and P8.

Save 🄄 Un do 📥 Print 🕹 Exp asic Details 2 Marksheet	<b></b>														
asic Details 2 Marksheet															
Basic Details															
	This I	Marksheet ena	ables you to e	enter a P Sca	le assessmer	nt for pupils,	at KS1, who a	are working	below the	*					
Notes	stand	ard of the Pre sted standard solumns. Pleas	Key Stage (I (HNM) in Sci	BLW) in Rea ence. To he	ding, Writing pidentify the	or Maths orf se pupils.ex	or those who isting TA entri	have not m	et the						
Last Used		6													
Data entry for this Marksheet is comp	olete 🛛														
Marksheet															
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		KST Reading TA Key Stage 1 Validated Result	P Scale: Reading Key Stage 1 Validated Result	KS1 Writing TA Key Stage 1 Validated Result	P Scale: Writing Key Stage 1 Validated Result	P Scale: Speaking Key Stage 1 Validated Result	Result	P Scale: English Key Stage 1 Validated Result			KS1 Maths TA Key Stage 1 Validated Result	P Scale: Number Key Stage 1 Validated Result	P Scale: Use Maths Key Stage 1 Validated Result	P Scale: Shape Key Stage 1 Validated Result	
		8	8	8	8	8	8	8	2	8	8	8		8	
		- F	50	dat .	dat i	문문	50	- E	Ö	3	1 P	100	4 the	të j	
	ale:	1 F3	-up/s	Z <sup>R</sup>	Zale.	Vali	Val	- Sala	l ale	ě.	All	Vaf	N N N	83	5
	P Scales	in the second se	25	25	18 L	8	P Scale: Listening Key Stage 1 Validated	25	P Scales Check!	Mathematics P Scales	5	15	S.F.	e 1 e	
2	<u>_</u>	age of	age F	il de la companya de	1.0	iag e	l ag	1.0	<u>_</u>	E .	tage 1	age 1	1.0	a a	3
Students	English F	E S	2 Sel	S≥S	Sel	Sel	Sel	Sel	English F	the second	N S	Sel	200	Sig	D Scale: Mathe
Ste	5	Ke	с ¥	Ke	d X	d X	d X	d ¥	5	Na Na	Ke	d X	d X	d X	ä
ADAMS, Nancy	>	EXS	P4	GDS	P4	P4	P4		sus View S	elect Grade				? X	
ALALA, Candis	>	EXS	P4	GDS	P4	P4	P4		VIEW S	elect orace	100				
BARDEN, Olivia	>	EXS	P4	GDS	P4	P4	P4			irade for curre					11
BATEMAN, Vincent	>	EXS	P4	GDS	P4	P4	P4		Select G	rade for curre	ent cell				_
BHATI, Aini	>	EXS	P4	GDS	P4	P4	P4		Grade		Descripti	on			
BOIAN, Claudiu	>	EXS	P4	GDS	P4	P4	P4		P3i		P3ii				
BROWN, Ingrid	>	EXS	P4	GDS	P4	P4	P4		P3i		P3i				
BROZ, Konrad	>	EXS	P4	GDS	P4	P4	P4		P2i		P2ii				
CAIRNS, Matthew	>	EXS	P4	GDS	P4	P4	P4		P2i		P2i				
CANZANO, Michael	>	EXS	P4	GDS	P4	P4	P4		P1i		P1ii				
CARLTON, Eleanor	>	EXS	P4	GDS	P4	P4	P4		P1i		P1i				
CARTER, Tom	>								NOTSE	N					
CHABAN, Julia	>							1							
CHAVA, Jaden	>					1									
CHAVA, Sila	>														
COLMAN, Tamsin	>							1							
COOPER, Andrew	>														
DENNIS, Lilv	>														
DENNIS, LIIY	>														
		-					-								
ELLERY, Jake	>														
ELLERY, Jake EWY, Monica	>		-												
ELLERY, Jake EWY, Monica FRANK, Dominik GHIO, Imhan			_					_	Apply &	Next	Skip			Close	

- 1. For pupils with an English Reading or Writing outcome of BLW, ensure that there is a P Scale entry for English or one of its components.
- 2. For pupils with a Maths Outcome of BLW, ensure that there is a P Scale entry for Maths or one of its components.
- 3. For pupils with a Science Level of HNM, a P Scale entry is optional.
- 4. Once data has been entered, click the **Calculate** button to apply validation rules. Pupils with issues will be shown as **Failed!**. Amend data as necessary and then click the **Calculate** button again.
- 5. Click the **Save** button.

#### **Important Notes to Remember**

- P Scale parameters for an assessment cannot be present for both overall subject and for subject component, unless all parameters are recorded as NOTSEN.
- If Reading is BLW, then English or Reading P Scale should be entered. Speaking and Listening are optional.
- If Writing is BLW, the English or Writing P Scale should be entered. Speaking and Listening are optional.
- Reading and Writing must both be set to BLW if overall English P Scale is in use.

# Marksheet Entry: Key Stage 1 C. Test Outcomes

There are no validation checks performed on the results entered for test outcomes.

Marksheet Entry : KS1 C. Test Outco	mes 2019 : Ye	sar 2										
💾 Save 🄄 Undo 📥 Print 👆 Expo												
1 Basic Details 2 Marksheet												
1 Basic Details	-									-		
Notes	This M support	arksheet can ted the Teac	be used to e her Assessm	enter results o ents made as	of the reform part of the	ed curriculum KS1 arranger	(Assessment nents from 20	without Leve 16 onwards.	els) tests that	- -		
Last Used												
Data entry for this Marksheet is compl	ete 🗆											
2 Marksheet												
Result Date 16/01/2019 🚺 G	roup Members	ship Date	16/01/2019	<b>I</b>	Refresh	<ol> <li>Summary</li> </ol>	/ 👬 Narrov	/ 🔍 Zoom	🔀 Reveal	Freez	e Additional \$	Student Coli
Group Filter			Q									
	4			4			4			4		
Sindents	KS1 GPVS Tests	KS1 GPV Mark Key Stage 1 Validated Result	KS1 Spelling Mark Key Stage 1 Validated Result	KS1 GPVS Total Mark Key Stage 1 Validated Result	KS1 GPVS Scaled Score Key Stage 1 Validated Result	KS1 GPVS Outcome Key Stage 1 Validated Result	KS1 Reading Tests	KS1 Reading 1 Mark Key Stage 1 Validated Result	KS1 Reading 2 Mark Key Stage 1 Validated Result	KS1 Reading Total Mark Key Stage 1 Validated Result	KS1 Reading Scaled Score Key Stage 1 Validated Result	KS1 Reading Outcome Key Stage 1 Validated Result
ADAMS, Nancy	>					AS	>				115	
ALALA, Candis	>					AS	>				115	
BARDEN, Olivia	>					AS	>				115	
BATEMAN, Vincent BHATI, Aini	>					AS	>				115	
BHATT, Am BOIAN, Claudiu	>					AS AS	>				115 115	
BROWN, Ingrid	>					AS	>				115	
BROZ. Konrad	>					AS	>				115	
CAIRNS, Matthew	>					AS	>				115	
CANZANO, Michael	Ś						>					

#### Marksheet Entry: Key Stage 1 D. Broadsheet (Review)

The results displayed in the Broadsheet Review marksheet are separated by coloured spaces, to differentiate between the different teacher assessments and tests.

Aarksheet Entry : KS1 D. Broads	heet (Review) 20	19 : Year 2										
🗄 Save 🍐 🗐 Undo 📥 Print 🕹 E	xport 👻 🚺 Cal	culate										
Basic Details 2 Marksheet	· •											
<u>1</u> Basic Details	<b>T</b> • 10			<b>.</b> .			100.1	h 64		1		
Notes	curricu					Assessment ntered in supp				<b>.</b>		
Last Used			,									
Data entry for this Marksheet is co	mplete											
2 Marksheet												
Result Date 16/01/2019	Group Members	ship Date [	16/01/2019	<b>I</b>	Refresh	<ol> <li>Summary</li> </ol>	👬 Narrov	/ 🔍 Zoom	🔀 Reveal	Freez	e Additional S	Student Co
Group Filter			Q									
	f			ſ			ſ			ſ		
si nu dents	KS1 GPVS Tests	KS1 GPV Mark Key Stage 1 Validated Result	KS1 Spelling Mark Key Stage 1 Validated Result	KS1 GPVS Total Mark Key Stage 1 Validated Result	KS1 GPVS Scaled Score Key Stage 1 Validated Result	KS1 GPVS Outcome Key Stage 1 Validated Result	KS1 Reading Tests	KS1 Reading 1 Mark Key Stage 1 Validated Result	KS1 Reading 2 Mark Key Stage 1 Validated Result	KS1 Reading Total Mark Key Stage 1 Validated Result	KS1 Reading Scaled Score Key Stage 1 Validated Result	KS1 Reading Outcome Key Stage 1 Validated Result
ADAMS, Nancy						AS					115	
ALALA, Candis						AS					115	
BARDEN, Olivia						AS					115	
BATEMAN, Vincent						AS					115	
BHATI, Aini						AS					115	
BOIAN, Claudiu						AS					115	
BROWN, Ingrid						AS					115	
BROZ, Konrad						AS					115	
CAIRNS, Matthew						AS					115	

NOTE: This marksheet is for review purposes only. If you wish to amend any of the data shown in it, please use Marksheets KS2 A, B or C and then reload this marksheet.

#### **Composition of Key Stage 1 Tests**

The tests consist of:

- English Spelling (20 marks)
- English Grammar, Punctuation and Vocabulary (20 marks)
- = Total Score (40 marks)
- + Scaled Score (999)
- + Outcome (Performance Descriptor).
- English Reading Paper 1 (20 marks)
- English Reading Paper 2 (20 marks)
- Total Score (40 marks)
- + Scaled Score (999)
- + Outcome (Performance Descriptor).

NOTE: There is no longer a separate test for English Writing.

- Mathematics paper 1: Arithmetic (25 marks)
- Mathematics paper 2: Reasoning (35 marks)
- = Total Score (60 marks)
- + Scaled Score (999)
- + Outcome (Performance Descriptor).

04 | Key Stage 1 Teacher Assessments and Tests

# **05**/Key Stage 2 Teacher Assessments and Tests

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#### Introduction

As a result of significant curriculum reforms and the withdrawal of levels, teacher assessments and tests were implemented in 2016. These still occur at the end of each Key Stage: KS1 (year 2) and KS2 (year 6).

Three outcomes are in effect, two for tests only and the third for both assessments and tests:

- Outcome (Performance Descriptor) a brief description of a pupil's ability based on tests and/or class and home work.
- Raw Score a mark assigned from a number of tests in each area of learning, e.g. Reading or Maths.
- Scaled Score the raw score is converted to a fixed scale between
   0-999. The scale will be determined once the 2018 tests are complete.

#### Contents of the En KS2 Templates 2019 XML File

The following marksheet templates are provided in the En KS2 Templates 2019.xml file:

KS2 A. Teacher Assessments 2019

This marksheet can be used to store the Outcome for the KS2 Reading, Writing, Mathematics and Science Performance Descriptor of the curriculum (Assessment without Levels) Teacher Assessment from 2016 onwards. NOTE: It is no longer a statutory requirement to record assessments for pupil/students who are working at the expected level or higher in Reading or Maths. Where a pupil/student is working at a pre-Key Stage standard or lower, assessments <u>must</u> still be recorded during 2019. It is still a statutory requirement to record assessments for Writing and Science at <u>all</u> levels.

KS2 B. P Scale Data Entry 2019

This marksheet enables you to enter a P Scale assessment for pupils who are working below the standard of the Pre-Key Stage (BLW) in Reading, Writing or Maths or who have not met the expected standard (HNM) in Science. For 2019, the associated gradeset for the relevant P Scales has been amended to remove the grades P5, P6, P7 and P8.

KS2 C. Test Outcomes 2019

This marksheet can be used to enter results of the new curriculum (Assessment without Levels) tests that supported the Teacher Assessments made as part of the Key Stage 2 arrangements from 2016 onwards.

KS2 D. Broadsheet (Review) 2019

This marksheet can be used to review the Test, Teacher Assessment and P-Scales results of the new curriculum (Assessment without Levels) that have been entered in support of the Key Stage 2 arrangements from 2016 onwards.

#### En KS2 Aspects for 2019

The following aspects are available for use with the En KS2 templates:

- EN KS2: Reading TA AWL
- EN KS2: Writing TA AWL
- MA KS2: Maths TA AWL
- SC KS2: Science TA AWL
- EN KS2: GPV Test Mark AWL
- EN KS2: GPVS Outcome AWL
- EN KS2: GPVS Scaled Score AWL
- EN KS2: GPVS Total Test Mark AWL
- EN KS2: Reading Test Mark AWL
- EN KS2: Reading Test Outcome AWL
- EN KS2: Reading Test Scaled Score AWL
- EN KS2: Spelling Test Mark AWL
- MA KS2: Maths Arithmetic Test Mark AWL
- MA KS2: Maths Outcome AWL
- MA KS2: Maths Reasoning Test 1 Mark AWL
- MA KS2: Maths Reasoning Test 2 Mark AWL
- MA KS2: Maths Scaled Score AWL
- MA KS2: Maths Total Test Mark AWL

- EN P Scale: English
- EN P Scale: Listening
- EN P Scale: Reading
- EN P Scale: Speaking
- EN P Scale: Writing
- MA P Scale: Maths
- MA P Scale: Number
- MA P Scale: Shape, Space, Measures
- MA P Scale: Using Applying Maths
- SC P Scale: Science.

#### **Composition of Key Stage 2 Teacher Assessments**

The Key Stage 2 Teacher Assessments from 2018 consist of:

- Reading
- Writing
- Mathematics
- Science.

Schools are required to send the Teacher Assessment results to the STA for inclusion in the National Curriculum Assessment process. Additionally, schools have a responsibility to inform parents of their child's Teacher Assessment results.

A new Q code for Maladministration has been added to all Key Stage 2 Teacher Assessments from 2018. The Q code is an allowed import value in files from STA but schools and Local Authorities must <u>not</u> input the code manually.

Grade Set Deta	ails : KS2-E	NG-REA-TA-NC-C	)utcomeGrade				
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1 Basic 2 Prope	erties						
<u>1</u> Basic							
Name	KS2-ENG-F	REA-TA-NC-Outcon	neGrade				
Notes	Performance	ovide the grade set be Descriptor of the nt without Levels) T	reformed curriculu	um	2016	*	
					_	*	
Version	Start Date		End Date				New
	01/09/20		31/08/2017				🗁 Open
	01/09/20		31/08/2018				💥 Delete
Grades for	Grade	Description		Value	PG	*	New
selected	PK6	Pre Key Stage St	andard 6	0			/ Edit
version	PK5	Pre Key Stage St	andard 5	0			Delete
	PK4	Pre Key Stage St	andard 4	0			O Up
	PK3	Pre Key Stage St	andard 3	0		Ξ	C Down
	PK2	Pre Key Stage St	andard 2	0			PG Colour
	PK1	Pre Key Stage St	andard 1	0			
	BLW	Below the standa	rd of the pre-ke	0			
	A	Absent		0			
	D	Disapplied		0			
	L	Left		0		-	

#### Key Stage 2 Teacher Assessments and Tests - Grade Sets and Result Sets

The following grade sets are available from the Key Stage 2 Wizard England 2019.xml file.

There is one grade set per aspect.

- KS2-ENG-GPM-TT-NE-OutcomeGrade
- KS2-ENG-REA-TA-NC-OutcomeGrade
- KS2-ENG-REM-TT-NE-OutcomeGrade
- KS2-ENG-WRI-TA-NC-OutcomeGrade
- KS2-MAT-MAM-TT-NE-OutcomeGrade
- KS2-MAT-MAT-TA-NC-OutcomeGrade
- KS2-SCI-SCI-TA-NC-OutcomeGrade.

The result set has not changed and remains the Key Stage 2 Validated Result.

### Key Stage 2 Teacher Assessments and Tests - Aspects

The aspect names contain 'AWL' to indicate that these aspects relate to the Assessment Without Levels curriculum.

Aspect External_ID	Aspect Name	Aspect Column Heading
KS2-ENG-GPV-TT-NM	EN KS2: GPV Test Mark AWL	KS2 GPV Mark
KS2-ENG-SPE-TT-NM	EN KS2: Spelling Test Mark AWL	KS2 Spelling Mark
KS2-ENG-GPS-TT-NS	EN KS2: GPVS Total Test Mark AWL	KS2 GPVS Total Mark
KS2-ENG-GSS-TT-NB	EN KS2: GPVS Scaled Score AWL	KS2 GPVS Scaled Score
KS2-ENG-GPM-TT-NE	EN KS2: GPVS Outcome AWL	KS2 GPVS Outcome
KS2-ENG-RD1-TT-NM	EN KS2: Reading Test Mark AWL	KS2 Reading Mark
KS2-ENG-RSS-TT-NB	EN KS2: Reading Test Scaled Score AWL	KS <sub>2</sub> Reading Scaled Score
KS2-ENG-REM-TT-NE	EN KS2: Reading Test Outcome AWL	KS <sub>2</sub> Reading Outcome
KS2-MAT-MAR-TT-NM	MA KS2: Maths Arithmetic Test Mark AWL	KS2 Maths Arithmetic Mark
KS2-MAT-MR1-TT-NM	MA KS2: Maths Reasoning Test 1 Mark AWL	KS2 Math Reasoning 1 Mark
KS2-MAT-MR2-TT-NM	MA KS2: Maths Reasoning Test 2 Mark AWL	KS2 Math Reasoning 2 Mark
KS2-MAT-SUB-TT-NS	MA KS2: Maths Total Test Mark AWL	KS2 Maths Total Mark
KS2-MAT-MSS-TT-NB	MA KS2: Maths Scaled Score AWL	KS2 Maths Scaled Score
KS2-MAT-MAM-TT-NE	MA KS2: Maths Outcome AWL	KS2 Maths Outcome
KS2-ENG-REA-TA-NC	EN KS2: Reading TA AWL	KS2 Reading TA
KS2-ENG-WRI-TA-NC	EN KS2: Writing TA AWL	KS2 Writing TA
KS2-MAT-MAT-TA-NC	MA KS2: Maths TA AWL	KS2 Maths TA
KS2-SCI-SCI-TA-NC	SC KS2: Science TA AWL	KS2 Science TA

# Marksheet Entry: Key Stage 2 A. Teacher Assessments 2019

- 1. Enter the performance descriptor outcomes for English Reading and Writing, Mathematics and Science.
- 2. Click the **Calculate** button. The final two columns alert you to any missing entries.

Marksheet Entry : KS2 A. Teacher As	sessments	2019 : Year	5, Holyoake,	Gerald			
💾 Save 🏾 🄄 Undo 📥 Print 🚽 Expor	- 😥 Cal	culate					
1 Basic Details 2 Marksheet	_						
<u>1</u> Basic Details							
Notes	Perfor						g, Witing, Mathematics and Science Levels) Teacher Assessment from
Last Used							
Data entry for this Marksheet is comple	te 🗆						
2 Marksheet							
Result Date 16/01/2019 SG	oup Member	ship Date	16/01/2019		🗟 Refresh (	<ol> <li>Summary</li> </ol>	r 誌 Narrow 🌉 Zoom 🎉 Reveal 🛛 Freeze Additional Student Columns
Group Filter			Q				
					f	f	
Students	KS2 Reading TA Key Stage 2 Validated Result	KS2 Writing TA Key Stage 2 Validated Result	KS2 Maths TA Key Stage 2 Validated Result	KS2 Science TA Key Stage 2 Validated Result	Missing Entries Check	No of Missing Entries	
ABDULLAH, Tamwar	PK5	EXS	PK5	EXS	Ok!	0.00	
BEYNON, Harvey CARRICK, Oliver	PK5	EXS	PK5	EXS	Ok!	0.00	
CARRICK, Oliver CARTER, Daniel	PK5 PK5	EXS EXS	PK5 PK5	EXS EXS	Ok! Ok!	0.00	
CASSIDY, Michael	PK5 PK6	GDS	PK5 PK5	EXS	Ok!	0.00	
CEDRIC-SMITH, Lucie	PK6	GDS	PK5	EXS	Ok!	0.00	
CIPRIO, Alicia	PK6	GDS	PK5	EXS	Ok!	0.00	
CLARKE, Matthew	PK6	GDS	PK5	EXS	Ok!	0.00	

3. Review the outcomes and repeat the process, if necessary.

4. Click the Save button.

Validation checks are performed for missing result entries and an indication given of the number of missing entries that still require completion.

**IMPORTANT NOTE:** P Scale assessments for pupils who are working below the standard of the Pre-Key Stage (BLW) in Reading, Writing or Mathematics or who have not met the expected standard (HNM) in Science should be entered in Marksheet KS2 B. P Scale Data Entry.

#### Marksheet Entry: Key Stage 2 B. P Scale Data Entry 2019

For 2019, the associated gradeset for the relevant P Scales has been amended to remove the grades P5, P6, P7 and P8.

			lolyoake, Ge	rald									
Save 👘 Undo 📥 Print 蟵 E	xport 🔹 🙀 Cal	culate											
Basic Details 2 Marksheet													
1 Basic Details										_			
Notes	standa the ex	rd of the Pre	Key Stage (I ard (HNM) in	BLW) in Rea Science, To	ding, Writing help identify	or Maths or o these pupils	ptionally for t existing TA	are working b hose who ha entries are di	ive not met	•			
Last Used	16/01	/2019											
Data entry for this Marksheet is co	mplete 🛛												
2 Marksheet													
Result Date 16/01/2019	Group Member	ship Date	16/01/2019		Refresh	<ol> <li>Summary</li> </ol>	* Narroy	v 🗖 700m		Erees	ze Additional :	Student Colu	mne
Group Filter			Q										
	4			1					f	1			
	P I			_					P .	P .			
Students	English P Scales	KS2 Reading TA Key Stage 2 Validated Result	P Scale: Reading Key Stage 2 Validated Result	KS2 Writing TA Key Stage 2 Validated Result	P Scale: Writing Key Stage 2 Validated Result	P Scale: Speaking Key Stage 2 Validated Result	P Scale: Listening Key Stage 2 Validated Result	P Scale: English Key Stage 2 Validated Result	English P Scales Check!	Mathematics P Scales	KS2 Maths TA Key Stage 2 Validated Result	P Scale: Number Key Stage 2 Validated Result	P Scale: Use Maths Kov Stano 2 Validated Beauth
ABDULLAH, Tamwar	English P Scales	PK5	P4	EXS	P4	P4	P4	P3ii	English P Scales Check!	1	SS & Y Y PK5	P Scale: Number Key Stage 2 Validated Result	P Scale: Use Maths Key Stane 2 Validated Result
ABDULLAH, Tamwar BEYNON, Harvey		PK5 PK5	P4 P4	EXS EXS	P4 P4	P4 P4	P4 P4	P3ii P3ii		1	PK5 PK5		
ABDULLAH, Tamwar BEYNON, Harvey CARRICK, Oliver		PK5 PK5 PK5	P4 P4 P4	EXS EXS EXS	P4 P4 P4	P4 P4 P4	P4 P4 P4	P3ii P3ii P3ii		1	PK5 PK5 PK5 PK5		
ABDULLAH, Tamwar BEYNON, Harvey CARRICK, Oliver CARTER, Daniel		PK5 PK5 PK5 PK5	P4 P4 P4 P4 P4	EXS EXS EXS EXS	P4 P4 P4 P4 P4	P4 P4 P4 P4	P4 P4 P4 P4	P3ii P3ii P3ii P3ii		1	PK5 PK5 PK5 PK5 PK5 PK5		
ABDULLAH, Tamwar BEYNON, Harvey CARRICK, Oliver CARTER, Daniel CASSIDY, Michael		PK5 PK5 PK5 PK5 PK6	P4 P4 P4 P4 P4 P4	EXS EXS EXS EXS GDS	P4 P4 P4 P4 P4 P4	P4 P4 P4 P4 P4 P4	P4 P4 P4 P4 P4 P4	P3ii P3ii P3ii P3ii P3ii		1	PK5 PK5 PK5 PK5 PK5 PK5 PK5		
ABDULLAH, Tamwar BEYNON, Harvey CARRICK, Oliver CARTER, Daniel CASSIDY, Michael CEDRIC-SMITH, Lucie		PK5 PK5 PK5 PK5 PK6 PK6	P4 P4 P4 P4 P4 P4 P4	EXS EXS EXS GDS GDS	P4 P4 P4 P4 P4 P4 P4 P4	P4 P4 P4 P4 P4 P4 P4 P4	P4 P4 P4 P4 P4 P4 P4	P3ii P3ii P3ii P3ii P3ii P3ii		1	PK5 PK5 PK5 PK5 PK5 PK5 PK5 PK5 PK5		
ABDULLAH, Tamwar BEYNON, Harvey CARRICK, Oliver CARTER, Daniel CASSIDY, Michael		PK5 PK5 PK5 PK5 PK6	P4 P4 P4 P4 P4 P4	EXS EXS EXS EXS GDS	P4 P4 P4 P4 P4 P4	P4 P4 P4 P4 P4 P4	P4 P4 P4 P4 P4 P4	P3ii P3ii P3ii P3ii P3ii		1	PK5 PK5 PK5 PK5 PK5 PK5 PK5	£	

- 1. For pupils with an English Reading or Writing outcome of BLW, ensure that there is a P Scale entry for English or one of its components.
- 2. For pupils with a Maths Outcome of BLW, ensure that there is a P Scale entry for Maths or one of its components.
- 3. For pupils with a Science Level of HNM, a P Scale entry is optional for Science.
- 4. Once data has been entered, click the **Calculate** button to apply validation rules. Pupils with issues will be shown as **Failed!**. Amend data as necessary and then click the **Calculate** button again.
- 5. Click the **Save** button.

#### **Important Notes to Remember**

- P Scale parameters for an assessment cannot be present for both overall subject and for subject component, unless all parameters are recorded as NOTSEN.
- If Reading is BLW, then English or Reading P Scale should be entered. Speaking and Listening are optional.
- If Writing is BLW, the English or Writing P Scale should be entered. Speaking and Listening are optional.
- Reading and Writing must both be set to BLW if overall English P Scale is to in use.

### Marksheet Entry: Key Stage 2 C. Test Outcomes 2019

There are no validation checks performed on the results entered for test outcomes.

Marksheet Entry : KS2 C. Test Outco	mes 2019 : Ye	ear 5, Holyo	ake, Gerald										
💾 Save 🏾 🏐 Undo 📥 Print 🎝 Expor	t 🝷 🙀 Calc	ulate											
1 Basic Details 2 Marksheet	_												
1 Basic Details										_			
Notes	This Marksheet can be used to enter results of the reformed curriculum (Assessment without Levels) tests that supported the Teacher Assessments made as part of the KS2 arrangements from 2016 onwards.												
Last Used													
Data entry for this Marksheet is comple	ete 🗆												
2 Marksheet													
Result Date 16/01/2019 🔂 Gr	roup Members	hip Date	16/01/2019	<b>S</b> 6	Refresh (	<ol> <li>Summary</li> </ol>	/ 👬 Narrow	a Zoom	🔀 Reveal	Freez	e Additional S	Student Colu	mns
Group Filter			Q										
	f			f			f				f		
	KS2 GPVS Tests	KS2 Spelling Mark Key Stage 2 Validated Result	KS2 GPV Mark Key Stage 2 Validated Result	KS2 GPVS Total Mark Key Stage 2 Validated Result	KS2 GPVS Scaled Score Key Stage 2 Validated Result	KS2 GPVS Outcome Key Stage 2 Validated Result	KS2 Reading Tests	KS2 Reading Mark Key Stage 2 Validated Result	KS2 Reading Scaled Score Key Stage 2 Validated Result	KS2 Reading Outcome Key Stage 2 Validated Result	KS2 Mathematics Tests	KS2 Maths Arithmetic Mark Key Stage 2 Validated Result	KS2 Math Reasoning 1 Mark Key Stage 2 Validated Result
ABDULLAH, Tamwar	>					£	>				>		
BEYNON, Harvey	>						>				>		
CARRICK, Oliver	>						>				>		
CARTER, Daniel	>						>				>		
CASSIDY, Michael CEDRIC-SMITH, Lucie	>						>				>		
CEDRIC-SMITH, Lucie CIPRIO, Alicia	>						>				>		
CLARKE. Matthew	>						>				>		
COLE, Samuel	>						>				>		
				F						1			

# Marksheet Entry: Key Stage 2 D. Broadsheet Review 2019

The results displayed in the Broadsheet Review marksheet are separated by coloured spaces, to differentiate the different teacher assessments and tests.

Marksheet Entry : KS2 D. Broadsheet	(Review) 20	19 : Year 5,	Holyoake, G	Gerald							
- Export 🔁 Save 🍯 Undo 📥 Print 🛃 Export											
1 Basic Details 2 Marksheet	- North	uidic									
1 Basic Details											
-	This Ma	arksheet can	be used to n	eview the Te	st, Teacher	Assessment a	and P-Scales	results of the	e reformed		
Notes			ent without L	evels) that h	ave been en	tered in supp	ort of the KS	52 arrangeme	ents from		
	2016 or	nwards.									
										-	
Last Used		5									
			_								
Data entry for this Marksheet is complet	te 🗆										
2 Marksheet											
Result Date 16/01/2019 🔂 Gro	oup Members	hip Date	16/01/2019	8	Refresh 🤇	Summary	Narrow	Zoom	💥 Reveal	E Freezo	e Additional S
Group Filter			Q								
	f						ſ				ſ
		4	4	벽	4	4		4	4	4	
		les .	l s	les l	e Se	Result		l se	Sore	iss i	10
		g	ed H	4 b	ed P	e e		- B	ed F	e e	ests
	so a	논면	idat	IMc	idat	id at	SIS	dat	idat	dat	<u>8</u>
	l is	Ma Val	<sup>∠ar</sup>	Val	Val	Sal	Ĕ		Sec.	07	atic
	.s	Spelling Mark Stage 2 Validated Result	GPV Mark Stage 2 Validated Result	GPVS Total Mark Stage 2 Validated Result	GPVS Scaled Score Stage 2 Validated Result	VS (	, in the second se	in di	in di	Reading Outcome Stage 2 Validated Result	hen
all state	E G	State	Star	Star	Star	Star	Ë	Star	Star	Star	Mat
Students	KS2 GPVS Tests	KS2 Key	KS2 Key	KS2 Key	KS2 Key	KS2 GPVS Outcome Key Stage 2 Validated	KS2 Reading Tests	KS2 Reading Mark Key Stage 2 Validated Result	KS2 Reading Scaled Score Key Stage 2 Validated Result	KS2 Key	KS2 Mathematics Tests
ABDULLAH. Tamwar	>	**		**		**	>	**	**	**	
BEYNON, Harvey	>						>				>
CARRICK, Oliver	>						>				>
CARTER, Daniel	>						>				>
CASSIDY, Michael	>						>				>
CEDRIC-SMITH, Lucie	>						>				>
CIPRIO, Alicia	>						>				>
CLARKE, Matthew	>						>				>
COLE, Samuel	>						>				>
DANES, Tilly	>						>				>
DEXTER, Bethany	>						>				>
DIMONACO, Silvana	>						>				>
ERICKSON, Scarlett	>						>				>
EVANS, Chelsey	>						>				>
EWAS, Kasia	>						>				>

NOTE: This marksheet is for review purposes only. If you wish to amend any of the data shown in it, please use Marksheets KS2 A, B or C and then reload this marksheet.

# **Composition of Key Stage 2 Tests**

The tests consist of:

- English Spelling (20 marks)
- English Grammar, Punctuation and Vocabulary (50 marks)
- = Total Score (70 marks)
- + Scaled Score (999)
- + Outcome (Performance Descriptor).
- English Reading Paper 1 (50 marks)
- Scaled Score (999)

• + Outcome (Performance Descriptor).

NOTE: There is no longer a separate test for English Writing.

- Mathematics paper 1: Arithmetic (40 marks)
- Mathematics paper 2: Reasoning (35 marks)
- Mathematics paper 3: Reasoning (35 marks)
- = Total Score (110 marks)
- + Scaled Score (999)
- + Outcome (Performance Descriptor).

05/ Key Stage 2 Teacher Assessments and Tests

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56 End of Key Stage Data Processing (England) handbook, applicable to 7.186 onwards