End of Key Stage Guide 2018
for
Ealing Schools with Primary-aged pupils

Before you begin the Assessment data collection process, please have a look through this booklet to familiarize yourself with the sections you need to follow in your school.

Section 1 - The End of Key Stage Process

Schools have a statutory obligation to record assessment data for pupils at the end of every Key Stage. For schools with Primary age pupils these key stages are:

- ❖ Early Years Foundation Stage (Reception)
- ❖ Key Stage 1 Year 1 Phonics
- ❖ Key Stage 1 Year 2 Phonics re-test
- ❖ Key stage 1 (Year 2)
- ❖ Key Stage 2 (Year 6)

You are required to send EYFSP, Year 1 and 2 Phonics and Key Stage 1 (Year 2) information electronically to the Local Authority (LA) **SECURELY**, either on S2S via Secure Access, or by Egress Switch.

Y1 & 2 Phonics to be at the LA by Friday 22nd June 2018, KS1 TAs to be at the LA by Thursday 28th June 2018, and EYFSP to the LA by Friday 29th June. **These dates are much later than usual, which is what the teaching unions have insisted on, but it leaves us less time to check your results and for schools to make any corrections to get everything uploaded to the DFE by the end of summer term, so if you are able to send in your returns earlier it will give us more time to help you.**

Key Stage 2 (Year 6) Teacher Assessments must be submitted directly to the DfE via the NCA Tools website at https://ncatools.education.gov.uk/
The NCA Tools website closes for submissions at the end of the day on Thursday 28th June.

In the past there have been serious issues for some schools who left it to the very last couple of days to submit KS2 TAs, for example:

❖   results excluded from the provisional figures because there were issues when they tried to upload, and there was no time to resolve them with the NCA Tools Helpdesk before the database closed
❖   schools results transpired to be 'below floor' – they had submitted so late that there was no time before the database closed for the Analysis Team at the LA to make any checks on the schools behalf and eliminate the obvious mistakes.

The Data & Analysis team at the LA will endeavor to check KS2 TAs uploaded to NCA Tools in good time, and get back to schools with any queries.

End of Key Stage Teacher Assessments, Who Should and Shouldn't be Included

EYFSP	Who to include	Who shouldn't be included	Pupils who recently moved schools	Pupils who arrive from abroad
Children must be assessed by 29th June at the latest. Results to the LA by 29th June 2018	Each child who will be 5 years old on, or before, 31 August 2018.	Children who are staying down in EYFS provision beyond the year in which they turn 5. Children should only take the test once at the end of the EYFS stage.	If a child moves to a new school or provider during the academic year, the original school must send the child's development assessments on to their new school. If a child transfers schools or providers before the summer half term holiday, the new school or provider must report the child's EYFS profile data to the LA. If a child transfers schools during the second half of the summer term, the previous school must report the profile data to the LA.	If the child has very recently arrived from abroad *(previous ARAs defined this as less than 2 weeks before the submission deadline but the latest ARA says practitioners can use their professional judgement to decide whether an accurate assessment can be made in the time available),* their results can be submitted as **A** – "arrived too late in the summer term for teacher assessment to be carried out' ***These children need to be submitted but are not included in the school's figures***

Phonics Year 1	Who to include	Who shouldn't be included	Pupils who recently moved schools	Pupils who arrive from abroad
Results to the LA by Friday June 22nd 2018 STA will publish the threshold mark on Monday 25 June on GOV.UK	Pupils who have reached the end of year 1 and are on roll at your school during phonics check week. The Phonics test needs to be administered during the week of 11th – 15th June 2018. Pupils who were absent during that week can be tested during the week 18th – 22nd June. If a pupil doesn't take the check during this period because of absence and returns to school after Friday 22 June they must be recorded as **A** - absent. Pupils *shouldn't take the check* if: - they haven't shown any understanding of grapheme-phoneme correspondences; - they have recently moved to the country and are unable to understand letters and sounds in English; - they use British Sign Language or other sign-supported communication, such as communication boards, to spell out individual letters; - they are mute or selectively mute. **But they must still be submitted with the "D" code (did not sit the test).**		The school where the pupil attended during the phonics check week should submit the check result. If the pupil is still on roll at your school but does not attend during the period 11th – 15th June or 18th – 22nd June they must be recorded as **A** for 'absent'.	Can be marked **D** – did not sit the test because "recently moved to the country and unable to understand letters & sounds in English". *They will be included in the school's figures, however.*

Phonics Year 2	Who to include	Who shouldn't be included	Pupils who recently moved schools	Pupils who arrive from abroad
Results to the LA by Friday June 22nd 2018 STA will publish the threshold mark on Monday 25 June on GOV.UK	Pupils who have reached the end of year 2 and who are on roll at your school during phonics check week (11th – 15th June) who did **not** meet the required standard in year 1. This includes pupils recorded as "D" in year 1 and pupils who haven't taken it before, (*for example children who were not in the country in Year 1).* You need to check the result for any children who have come to your school from another school to see if they met the standard or not, or whether they have not taken it before and act accordingly. As in Year 1, pupils shouldn't take the check if: - they haven't shown any understanding of grapheme-phoneme correspondences; - they have recently moved to the country and are unable to understand letters and sounds in English; - they use BSL or other sign-supported communication, such as communication boards, to spell out individual letters; - they are mute or selectively mute. **But they must still be submitted with the "D" code** *(even if you already submitted them as "D" in Year 1).*	Any child who achieved the threshold in year 1. Please ensure you **only submit details of re-takes, those who have never sat the check and pupils who are taking the test for the first time in your return.**	The school where the pupil attended during phonics check week period should submit the check result. If the pupil is still on roll at your school but does not attend during the period 11th – 15th June or 18th – 22nd June they must be recorded as **A** for 'absent'.	Can be marked **D** – did not sit the test because "recently moved to the country and unable to understand letters & sounds in English". *They will be included in the school's figures, however.*

KS1 Teacher Assessments	Who to include	Who shouldn't be included	Pupils who recently moved schools	Pupils who arrive from abroad
Last day to submit to the LA - Thursday 28th June 2018 **This is also the statutory deadline for schools to have submitted their data and completed their head teacher declaration form.**	All pupils at the end of KS1. Pupils who are not yet "working towards the expected standard" should be assessed using the **interim pre-key stage standard.** *P scales should be used (alongside the "BLW" code) for* pupils with SEN who are working below the interim pre-key stage standard. This is the last year that P scales are going to be used "NOTSEN" should be used alongside the "BLW" code for non-SEN children who are working below the interim pre key stage standard.		If a pupil changes school before Tuesday 1 May, the receiving school must administer the KS1 tests to the pupil and submit TA data for them. If a pupil changes school during the KS1 test period (May 2018), the receiving school must find out which tests have already been administered to the pupil and administer any remaining tests. The school where the pupil was registered for the greater number of school days in May should submit TA data for that pupil to the LA. If a pupil changes school after Thursday 31 May, the school where the pupil was registered during the KS1 test period must submit TA data.	Recently arrived pupils where the child has not been at the school long enough to generate a body of classwork evidence on which to make a judgment can be given the teacher assessment code **A** *– not enough information to provide a TA judgement.* ***They will be included in the school's figures, however as there is no discounting at KS1*** However for <u>very</u> new arrivals STA advised one LA last year that "*if a pupil arrives after the test administration window (that is after May) they do not need to be included in the school's submission of KS1 teacher assessment. Rather than using a code to represent this, these pupils should be removed from the data submission*".

KS2 Teacher Assessments	Who to include	Who shouldn't be included	Pupils who recently moved schools	Pupils who arrive from abroad
KS2 (to NCA tools): Thursday 28th June 2018 **This is also the statutory deadline for schools to have submitted their data and completed their head teacher declaration form.** **If your data is not submitted and any errors resolved by 5pm on 28th June 2018 your teacher assessment data will not be included in the autumn term release of Analyse School Performance or the IDSR.**	All pupils at the end of KS2. Pupils older than 11 who have not been assessed before should have this done at the end of the year in which they complete KS2. Pupils who are not yet "working towards the expected standard" in writing or who have not been entered for the tests *(because they are working below the standard of the tests in reading and maths)* should be assessed using the **interim pre-key stage standards.** *P scales should be used (alongside the "BLW" code) for* pupils with SEN who are working below the interim pre-key stage standard. This is the last year that P scales are going to be used "NOTSEN" should be used alongside the "BLW" code for non-SEN children who are working below the interim pre key stage standard. HNM should **only** be used for children entered for the test who have not achieved the expected standard in the TA.		If a pupil changes school before test week, the receiving school must submit TA data for them. If a pupil changes school during test week, the school where the pupil was registered at the beginning of test week must submit TA data for them. If a pupil changes school after test week, the school where the pupil was registered during test week must submit TA data for them Any child who started your school after the Easter holidays from another school can now be removed from your published data, if you wish to, during the September checking exercise.	Recently arrived pupils where the child has not been at the school long enough to generate a body of classwork evidence on which to make a judgment can be given the teacher assessment code "**A"** *– not enough information to provide a TA judgement* Any EAL child who arrived from a country with a non-English education system and started school in the UK for the first time on or after the start of Year 5 can be removed from your KS2 published data during the September checking exercise.

<u>**SIMS Assessment**</u>

Ways of recording teacher assessments in the classroom will differ from school to school according to which pupil progress tracking methods have been chosen (Target Tracker, Pupil Monitor SIMS Assessment etc.). However, **teacher assessments need to be recorded in SIMS to ensure that when a pupil leaves your school the statutory requirements for the transfer of records between schools are fulfilled,** including the completion of the common transfer file as noted in the Education (Pupil Information) (England) Regulations 2005, SI 2005/1637. Also, if you use SIMs to produce end of term reports for your pupils the Teacher Assessments and test results will be included in these.

The examples used in this guidance document mostly show the process for Key Stage 1 (KS1) but can also be applied for Early Years Foundation Stage (EYFSP), Phonics and Key Stage 2 (KS2).

<u>Section 2 - Importing the Key Stage Wizards into SIMS Assessment</u>

This section tells you how to make the latest version of AMPARK (Assessment Manager and Performance Analysis Resource Kit) available for use in SIMS. <u>This process can be done as soon as you are upgraded to SIMS 7.180 in readiness for the Assessment collections.</u>

Some schools use AMPARK throughout the year to record pupil attainment, but there is always an updated version included in the Spring Upgrade which includes the End of Key Stage Wizards. The update is not deployed automatically when SIMS is upgraded, so there is a procedure to be followed, after which you can attach the groups of pupils to the various marksheets for the TA results that need to be returned. Only one person in the school needs to perform the import to make the Wizards available to all users in the school.

Before you begin the process please check that you have been upgraded to SIMS.net version 7.180. You can import the Key Stage Wizards in preparation for the Key Stage Data collections as soon as you are upgraded to the correct version of SIMS.net.

Log into SIMS.net and select **Routines| Data in| Assessment| Import** to display the first page of the **import** wizard.
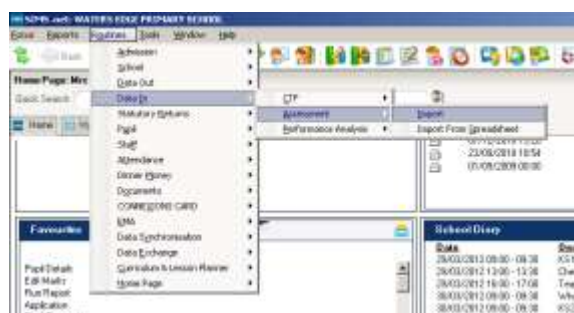
The first time you follow this route, you may see the following screen. It is offering to import all the assessment resources included in AMPARK. As we are only interested in the End of Key Stage Wizards at the moment, close the message by clicking the x in the top RH corner.
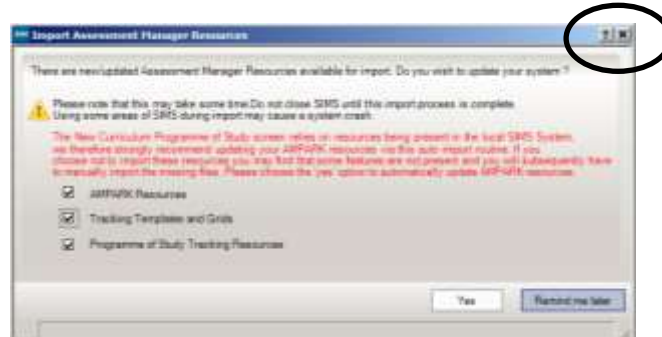
When the **Import** dialog comes up, click on the yellow folder
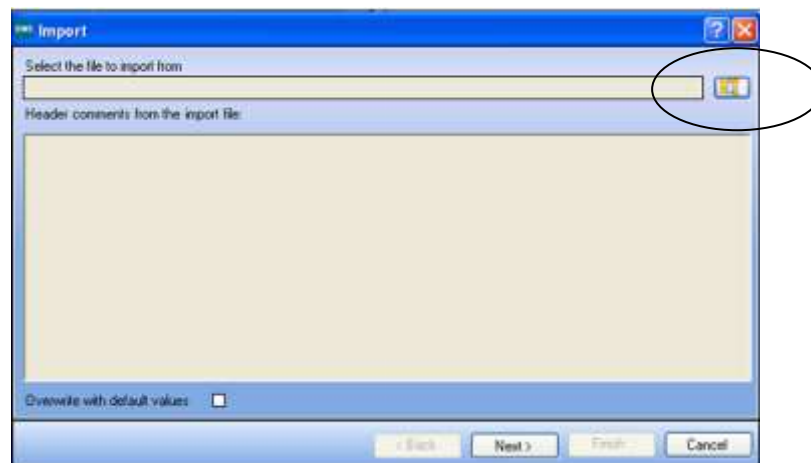
You need to navigate to the place on your computer where AMPARK is stored. This could be different places for different schools. With luck, when you click the yellow folder button it will take you directly to the correct place.

Just in case it doesn't, these are a couple of the places that AMPARK is commonly stored:

R:\SIMS\AMPARK\2018 (where R is your SIMS drive) *or perhaps,*

C:\Program Files\SIMS\SIMS.net\AMPA\England Primary (and Middle Deemed Primary)

Open the **England Primary (and Middle Deemed Primary)** folder and then the **Assessment Manager** folder.
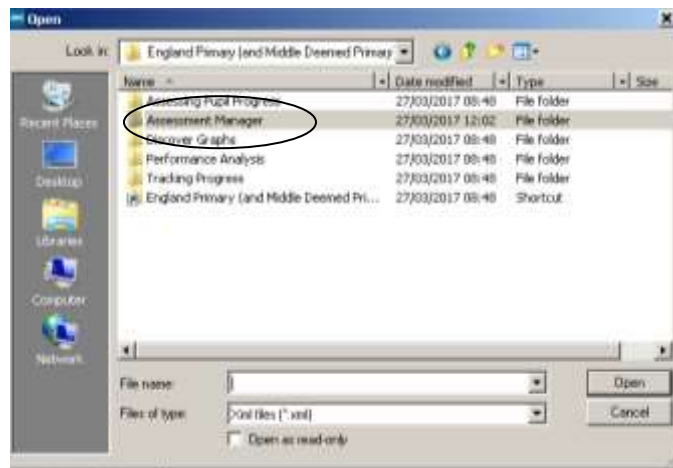
Inside this you will find a whole series of Templates and Wizards relating to the last few years. For the moment, we are interested in things with **Wizard** and **2018** in the name!
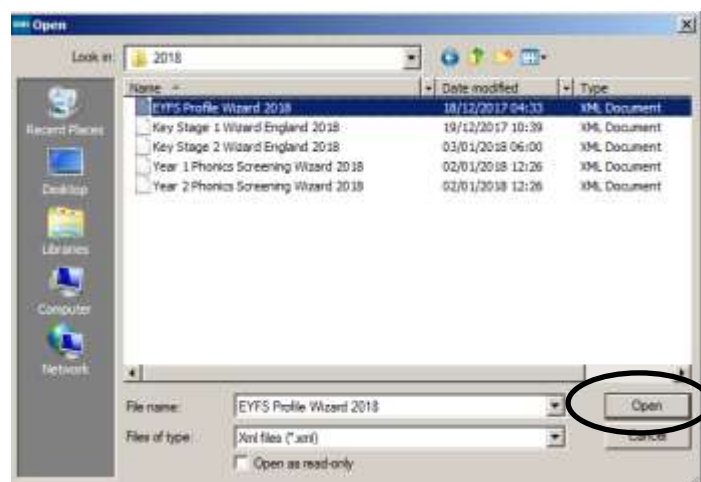
Highlight the name of the first wizard you want to import – here I have chosen Key Stage 1 Wizard England 2018.XML then click **Open**

The following screen will appear. Click **Finish** to import the wizard…
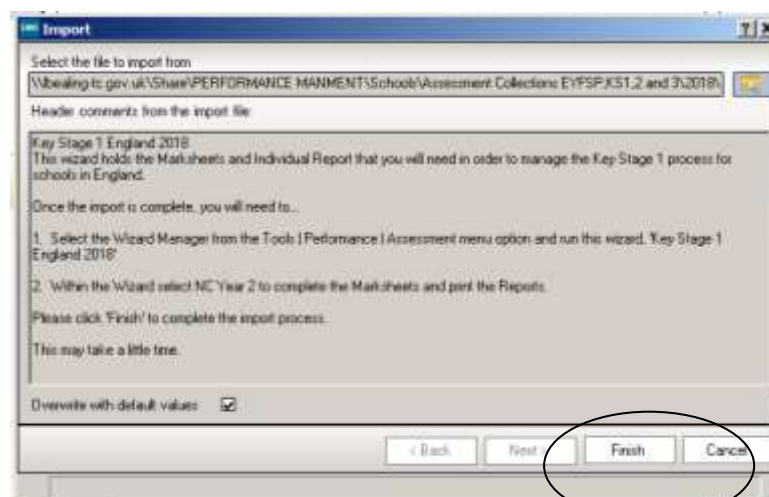
…and **Yes** to start the import process (this may take a short while).

An **Activity Log** will be displayed when the import is complete. Check the wording of the Activity Log to make sure it says everything was **'successfully imported'**. Then you can click the **Close button**.
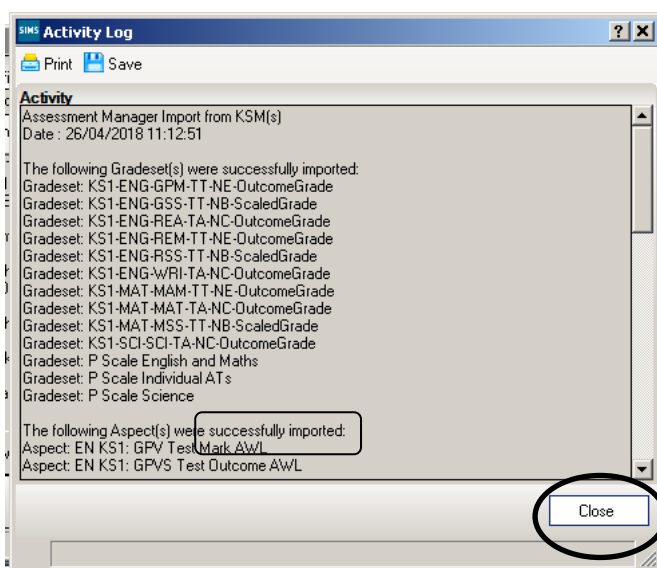
Choosing a relevant wizard each time, repeat the above steps to import the remaining wizards. You only need to import the Wizards that are relevant to the pupils in your school:

- ❖ **Infant schools** need EYFS Profile Wizard 2018, Key Stage 1 Wizard England 2018, Year 1 Phonics Screening Wizard 2018 and Year 2 Phonics Screening Wizard 2018.
- ❖ **Junior schools** need Key Stage 2 Wizard England 2018, **but also Key Stage 1 Wizard England 2018** (to pick up the Key Stage 1 TA results from the CTFs of the pupils coming into Year 3 next academic year), **EYFSP and the Y2 Phonics Screening Wizard 2018** (this picks up pupil's results from when pupils were in Year 1 **and** Year 2).
- ❖ **4 – 11 Primary schools** will need them all.

Once you have imported the wizards relevant to you, they will be available to use by following the route **Tools | Performance | Assessment | Wizard Manager**

Hiding previous year's marksheets

The Wizard dialog has a Filter field with a drop-down menu. In the screenshot above, is showing Wizards recorded as **Incomplete**, some of them for previous years.
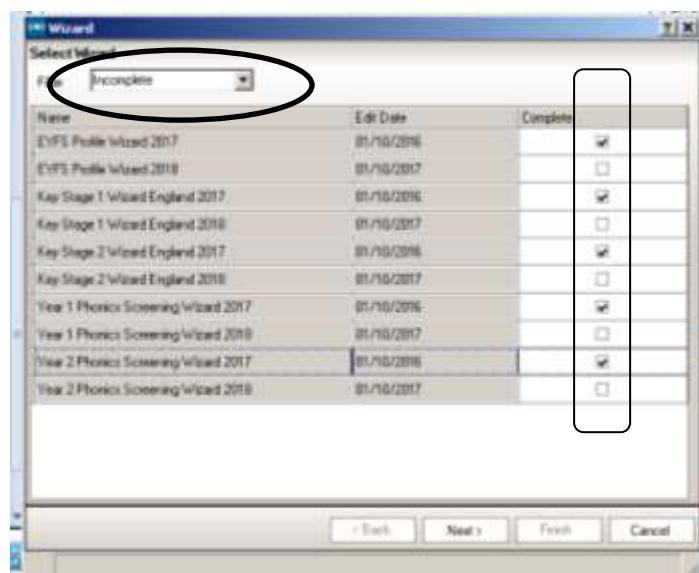
You can choose to look at just the Wizards for 2018 by ticking the **Complete** box next to any Wizards from previous years, and then using the drop-down menu to choose **Incomplete** Wizards again.

Click **Yes** to choose to view just this year's Wizards**.**

Section 3 - Choosing groups of pupils using the Wizard Manager
This section tells you how to attach the appropriate year group to each Wizard, so that the correct set of pupils is pulled through to each marksheet.

The following shows the Key Stage 1 Wizard however the principles of the Wizard Manager apply to all the Key Stage assessments

Select **Tools| Performance| Assessment| Wizard Manager** to display the first page of the wizard. Click on the required Key Stage to highlight it (it just gets a slightly thicker line around it when it is highlighted) and click **Next**.
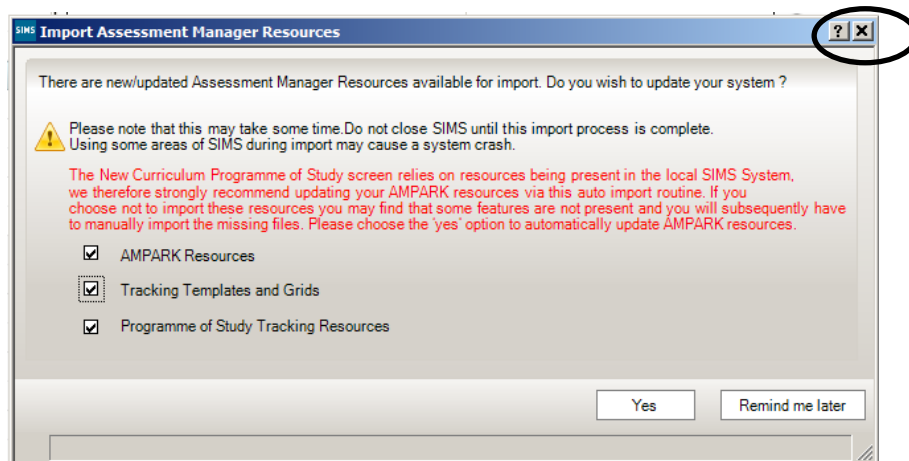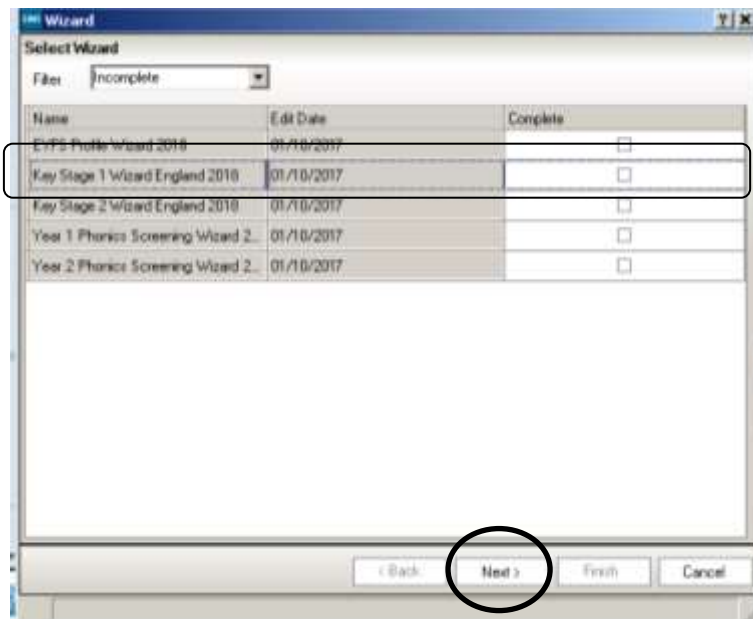
At this point, if you see the **Import Assessment Manager Resources** dialog again – just click the x to close it.

If the next screen is not automatically populated with the year group (Year 2 for Key Stage 1), click on the magnifying glass and choose the appropriate year group for the Assessment…
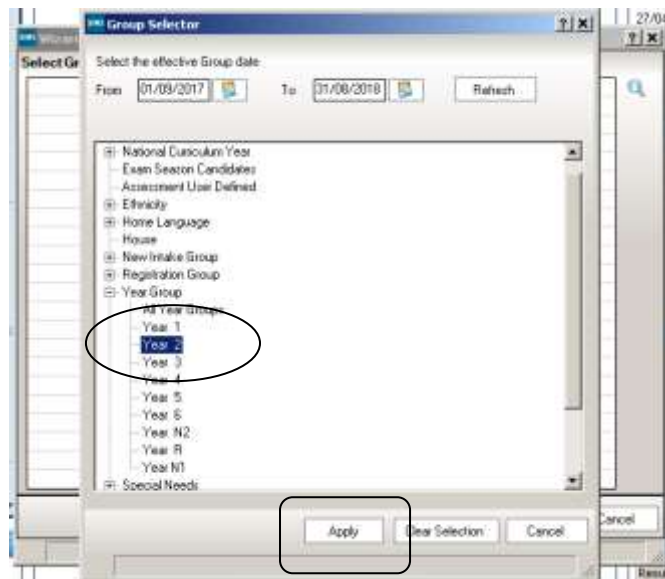
…then click on **Apply**
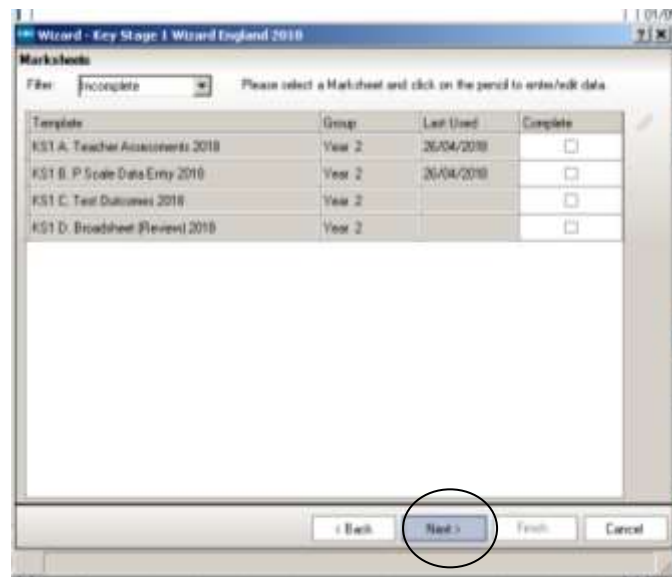
Click on **Next** to see the marksheets available in this Key Stage with the selected Year Group attached.

Now repeat the process for the other Wizards, attaching the appropriate Year group each time:

- ❖ Reception for Early Years Foundation Stage
- ❖ Year 1 for Year 1 Phonics
- ❖ Year 2 for Year 2 Phonics re-test
- ❖ Year 2 for Key Stage 1
- ❖ Year 6 for Key Stage 2

Section 4 - Getting Results into the Marksheets

This section outlines various ways of getting the pupil's results into the marksheets. These will vary from school to school.

Key Stage assessments can be entered by:
- Typing individual results directly into a marksheet
- Importing from an Excel spreadsheet
- Importing a CTF created in other pupil progress tracking software

Whichever option you choose you will need Wizard Manager.

Manual Entry

To open a marksheet, follow the route **Tools | Performance | Assessment | Wizard Manager** and select the required Key Stage. Click the **Next** button at the bottom of the dialog box on this screen,
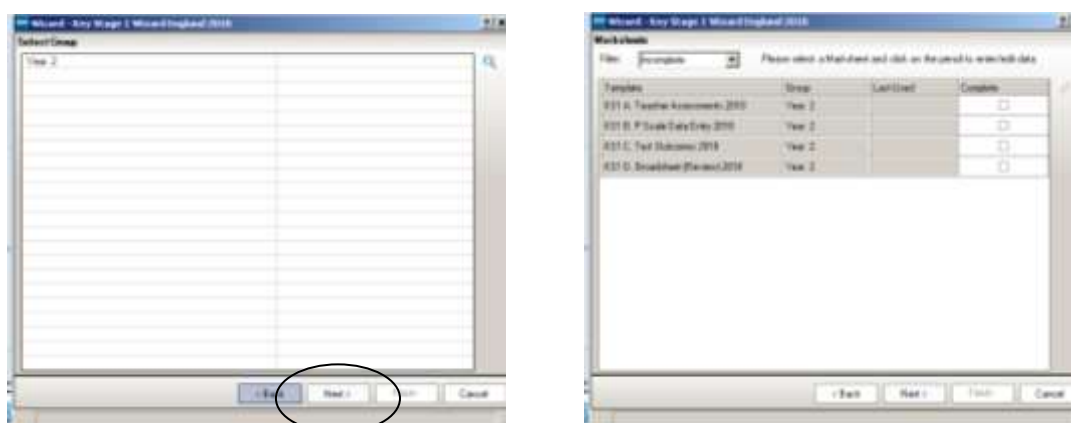
and click **Next** on the screen that shows the relevant Year Group, to reach the page where the marksheets for this key stage are listed.
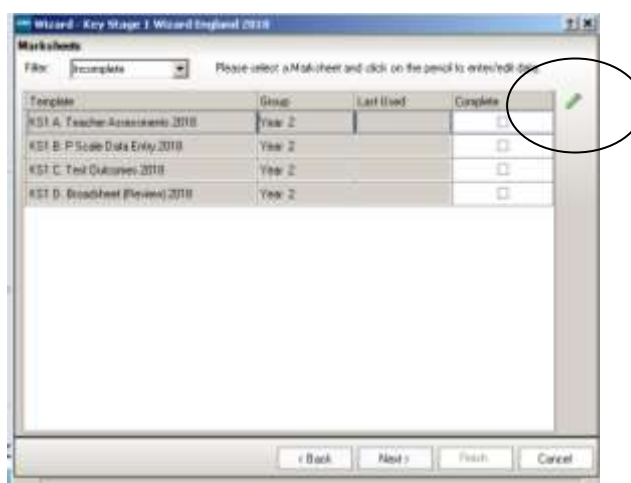
Click on the name of the marksheet you want to open so that it gets a slightly darker line around it, and then click the pencil button on the RH side to open the marksheet.
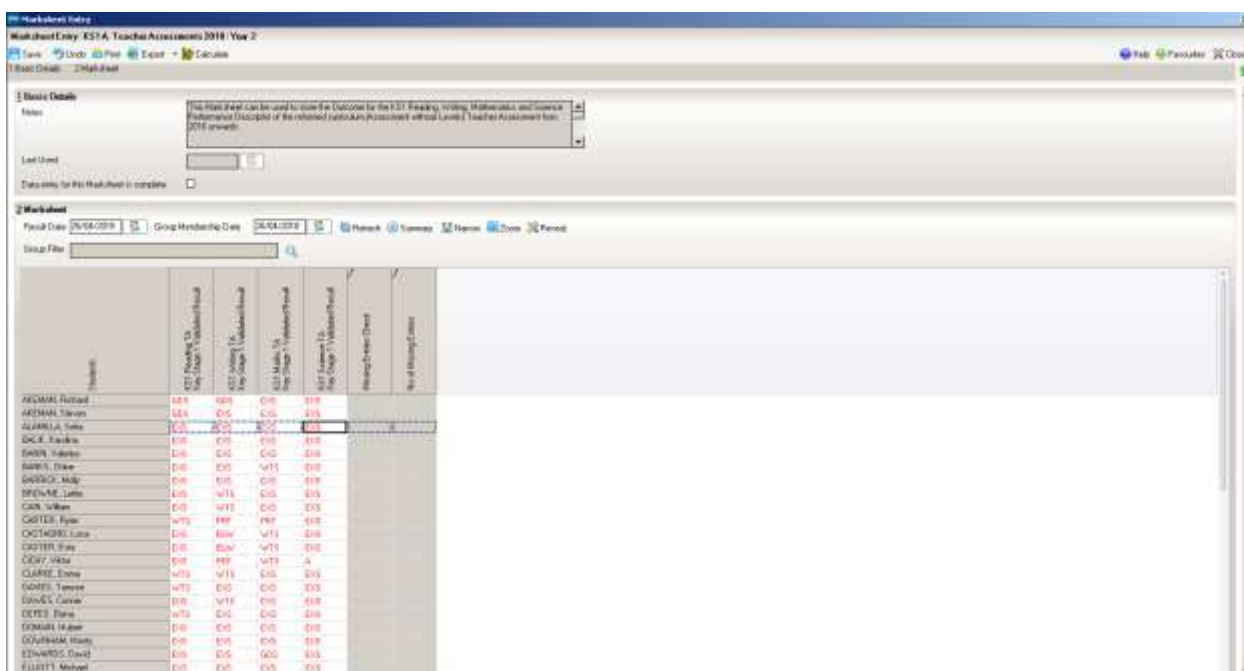
When entering marks manually, there are ways to manipulate the layout of the sheet in order to make the task easier:

- ❖ You can choose to work on a marksheet for the whole year group, but in Registration Group order, by right clicking over the column heading **Students** and then selecting **Select Additional Student Columns**

Tick **Registration Group** from the table that appears and then click **OK**
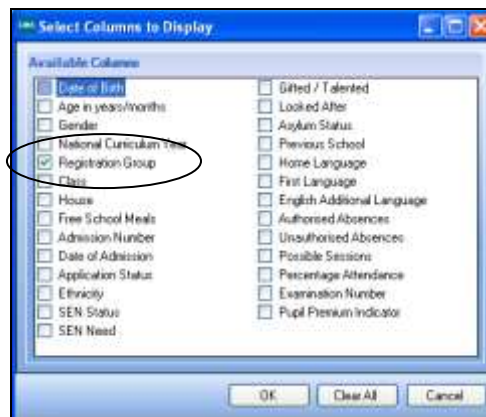
This will add the additional column of Reg Group to the marksheet table. By clicking on the Reg Group column heading the students will be re-ordered by Reg Group and then Surname.

❖ If you prefer to work on a marksheet one Reg Group at a time, click on the magnifying glass next to group filter to change it, then choose the Reg group you want to display and click **Apply**
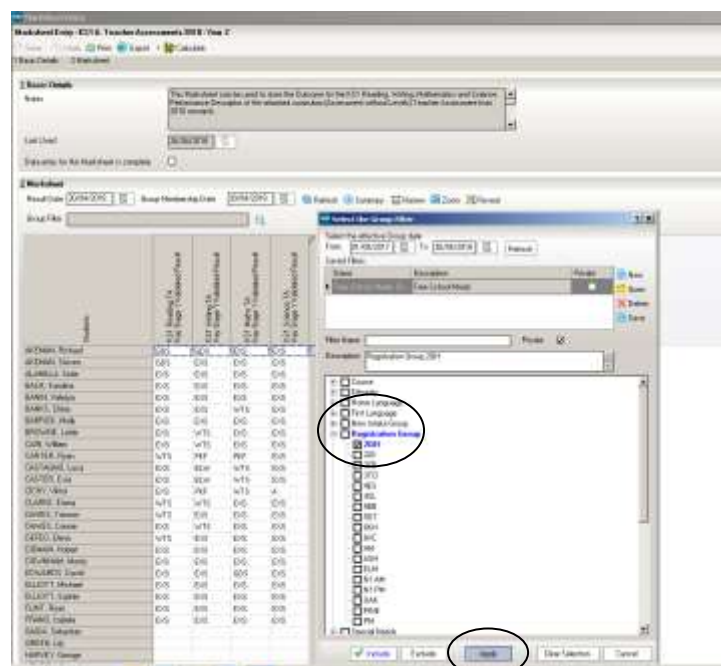
❖ Marksheets can be printed by clicking on the **Print** button in the top LH corner
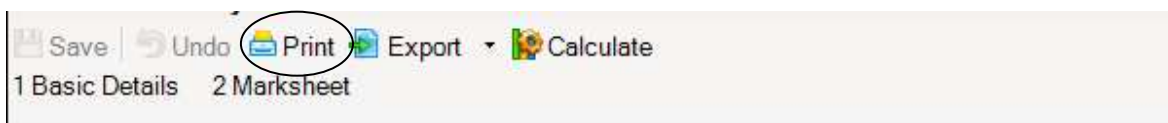
❖ When you have entered all the results click on the **Calculate** button to generate the data in the formula columns (identified by f in the column heading)
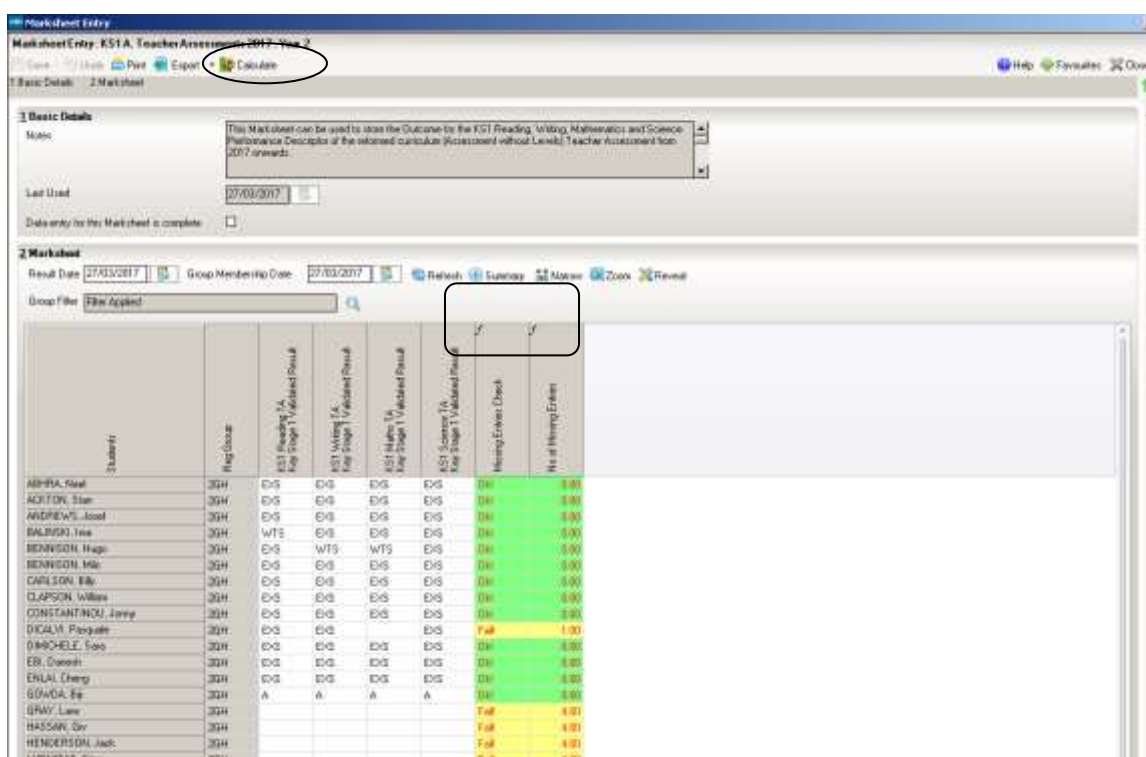
❖ When you are satisfied the correct data has been entered click on **Save**. Entries that have been saved go from red to black.

❖ BLW (for Reading, Writing, or Maths) and HNM (for Science) results entered in the previous marksheet are pulled through to the P Scale marksheets automatically and displayed in the grey, read-only columns. If you want to display the SEN status and/or the EAL indicator for pupils, right click over the column heading Students and select **Select Additional Student Columns,** and tick **SEN status** and/or **English Additional Language.** **Then, i**f you wish to re-order the students on the marksheet, click on the appropriate column heading.

Schools where teachers use SIMS Assessment from their classroom

In some schools it is routine for the teachers to enter pupil assessment information throughout the school year directly into SIMS using the route **Focus | Assessment | Marksheet Entry** and searching for their own class marksheets.

If this happens in your school, as an alternative to exporting an Excel spreadsheet (as described below) you can set SIMS up so that the teachers can type in the marks for their class on their classroom SIMS, and the marks will appear in the full marksheet when accesses in the school office via the Wizard.

You can make the End of Key Stage marksheets appear in the teacher's list of marksheets using the Wizard Manager.

Follow the route **Tools | Performance | Assessment | Wizard Manager** and click on the Key Stage you require to select it. Click **Next**
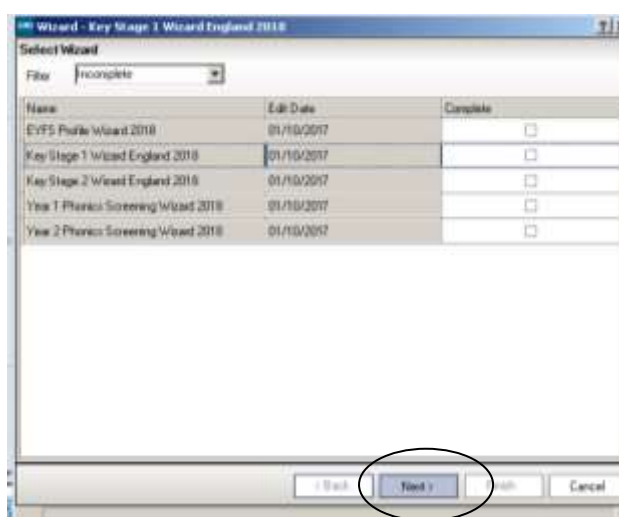
Click on the magnifying glass on the **Select Group** dialog, and choose the name of the first registration group.
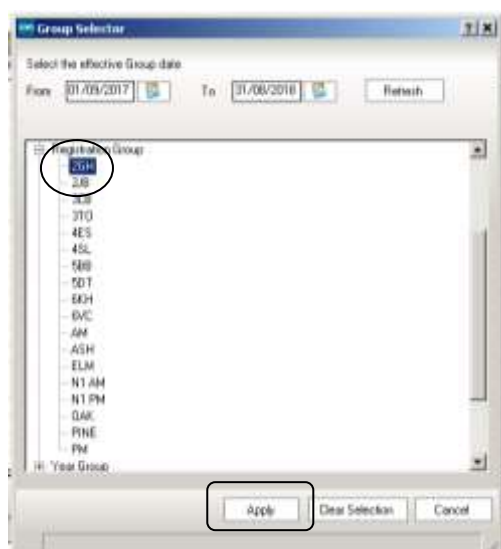
Click on **Apply**, and then **Next**, so that the following message comes up. Select **Yes**.
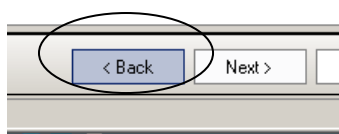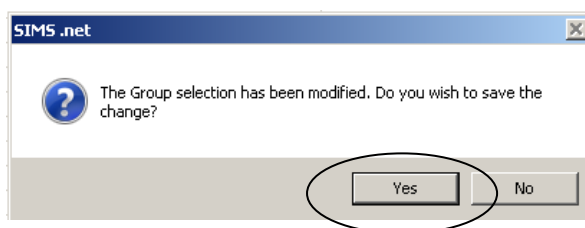
Click the **Back** button on the Marksheets screen to be returned to the **Select Group** dialog, where you can repeat the process, but this time choose another/the other registration group for that national curriculum year.

When you have gone through the steps for all the registration groups you have in that year, click the back button one last time, and attach the correct curriculum **year** to the marksheet once more, so that when **you** go through the Wizard you will see and be able to check the results all the pupils in that year.

Repeat the process for the other Wizards.

Now when a teacher follows the route **Focus | Assessment | Marksheet Entry** and chooses to look at their own marksheets, the End of Key Stage marksheets with just the pupils in their class will appear.

The teachers can type in the marks for their class on their classroom SIMS, and the marks will appear in the full marksheet when accessed in the school office via the Wizard.

Using Excel to Import Results

This process only works if the teacher has completed the end of key stage results in an Excel spreadsheet generated and exported from the Key Stage Wizard Marksheet. The completed spreadsheet can then be imported back into SIMS.

This is most useful when you need to enter the results for a whole school year of pupils – it is quite rigmarole to go through for a P-Scale marksheets where there is much less data to be added.

Exporting the marksheet

To generate the spreadsheet for the teacher to record the assessment results on select **Tools | Performance | Assessment | Wizard Manager** and open the appropriate Key Stage Wizard and continue on to open the relevant marksheet. If the class teacher is going to be keying in the results, it might be convenient to change the spreadsheet to registration group order as described previously in this document.

Click the **arrow** to right of the **Export** icon at the top of the screen and select **Formatted**. This stops other users of the sheet adding or deleting rows and columns which would prevent it being imported back into SIMS.

An Excel spreadsheet will then be generated. Select **File | Save As** to save the spreadsheet to a location where the teacher can access it, for example a shared area on your schools IT network or an encrypted flash data key.

When saving data to a new location, or using a removable storage device, you should bear in mind your school's obligations regarding the security of pupil data as outlined by the DFE's recommended standard for information security, ISO27001. More information is available here: http://www.itgovernance.co.uk/iso27001.aspx

Give the Excel spreadsheet a file name, for example, KS1 Teacher Assessment 2018 and **Save**

The Teacher can then open the sheet on their workstation and key the marks into the sheet as appropriate and re-save the document.

 ❖ Give the teachers a list of the valid marks for the Key stage/Test.
 ❖ Don't forget to remind the teachers that the data for the columns with the *f* will be generated automatically so no data entry is required in these fields.
 ❖ Bear in mind that outside of SIMS, there is no warnings if an invalid grade is typed in – the cell will probably just be blank when you re-import to SIMS
 ❖ After entering marks the sheet must be saved as an **XML Spreadsheet** or won't import back into SIMS
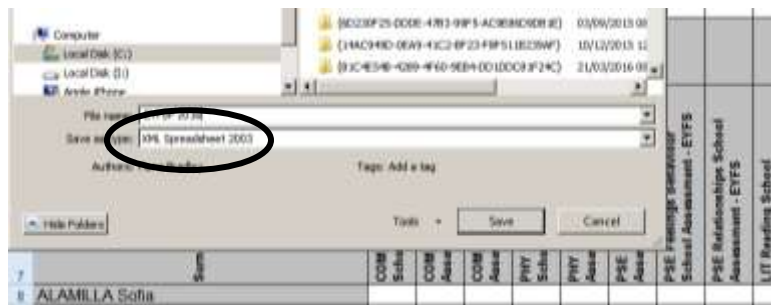
Importing the marksheet

When the teacher has finished updating the spreadsheet and saved the data the marks can then be imported back into SIMS via **Routines | Data In | Assessment| Import from Spreadsheet**

Click on the magnifying glass to browse to the location of the Excel spreadsheet that the teacher has completed and click **Open**. The file name will be transferred to the box on the **Import from Spreadsheet** dialog.

Click **Next**
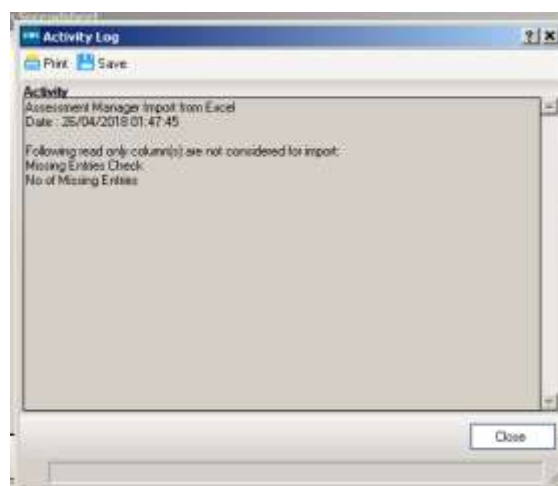
This Activity Log is telling us that anything in the read-only columns that appeared in the second 'set' of pale yellow columns on the Excel spreadsheet, is not going to be imported. For us this is perfectly OK – they are not the columns that the teacher puts the results into, so click **Close**.

The Import from Spreadsheet dialog box is displayed. Click **Next**.
As the spreadsheet was generated from SIMS, the pupils on the spreadsheet will automatically be matched to the pupils in SIMS.
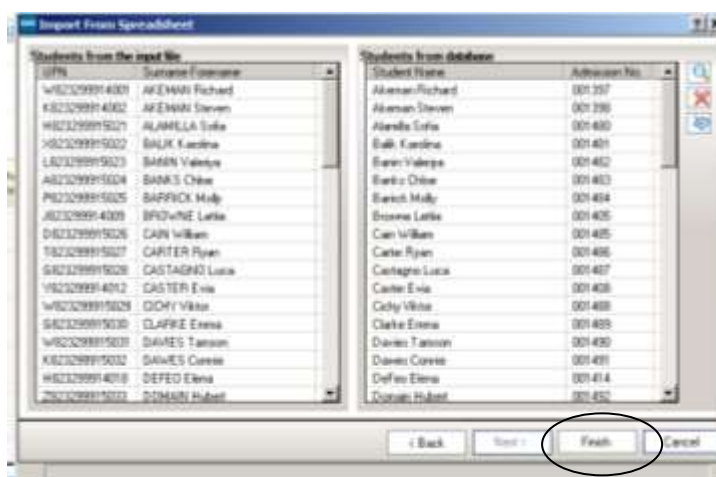
Click **Finish.** And then **Yes**.

The Activity Log gives details of any results that have not been imported and the reason. Check this very carefully! You can print it off by clicking the Print button in the top LH corner. If the teacher has typed an invalid grade on their copy of the Excel spreadsheet it will not import into SIMS and there will be a blank on the marksheet in the Wizard. In the example below there are many missing marks as I have only partly filled in the test example. You will have to find out what the missing marks should be, and add them to the sheet.
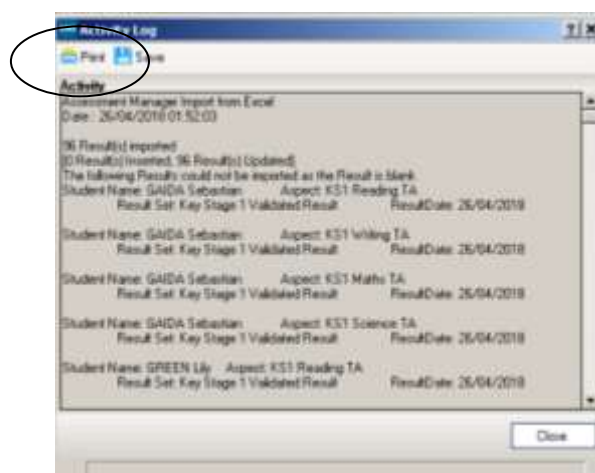
You can use the **Print** button to take a copy of the Activity Log to check with the teacher concerned.

Once you have a full set of valid results, follow the route **Tools| Performance| Assessment| Wizard Manager,** choose and opened the marksheet, and click the **Calculate** button.

Importing results from pupil tracking software into SIMS.net

Schools use various kinds of software to record pupil progress in the classroom; some examples are iTrack, Classroom Monitor, e-Profile or Target Tracker. Whatever you use, it will have the facility to produce a CTF of the results that can be imported into SIMS.

Create a CTF (Common Transfer File) for the relevant groups of pupils in your target tracking software and save the file to **R:\SIMS\STAR\CTFIN** (if R: is the drive where your SIMS is stored).

In SIMS.net, follow the route **Routines|Data in| CTF| Import CTF.**

On the **Select the CTF import type** dialog choose the relevant Key Stage. Data will only be added for pupils that already exist in SIMS.

When the CTF has been imported, an Exception Log is displayed, and should be checked carefully.

The process is not finished until you have followed the route **Tools| Performance| Assessment| Wizard Manager,** chosen and opened the marksheet, checked for any missing data and clicked the **Calculate** button.
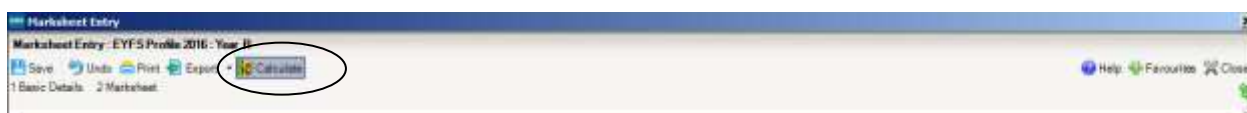
When you import data from another pupil tracking system, problems arise when the data in the 'third party' system doesn't exactly match what is in SIMS:

❖ Teachers might have used nicknames in the 'third-party' system , whereas SIMS might have the child's official name

❖ 'Third-party' pupil tracking software might allow invalid marks to be entered. SIMS however, will not accept an invalid mark, so nothing is pulled through for the pupil, and there are blanks on the resulting marksheet that need to be amended manually.

Section 5 - Marksheets to be completed and possible marks

This section contains details about the marksheets available for each Assessment, how each one works, which ones are needed for the statutory return and the possible marks for each one.

Each Key Stage Wizard will provide you with a set of marksheets to use. Your school might choose to use all the marksheets provided in the AMPARK for their progress checking, but only certain marksheets **have to be completed to meet the requirements of the LA data collection and statutory requirements:**

EYFS Profile 2018 (Reception)

This year there are two marksheets included for EYFSP, but only the **EYFSP Profile 2018** is submitted to the LA. To open and look at a marksheet, highlight the name and then click on the pencil.
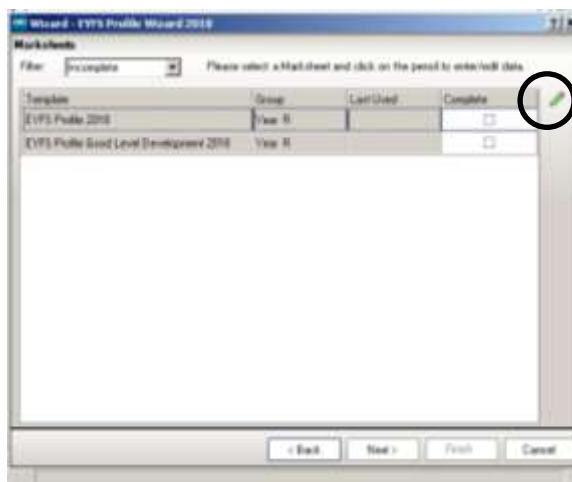
If you are importing your EYFSP results via a CTF from another pupil tracking system, the results may be displayed in the grey columns on the marksheet in SIMS. These may not be visible unless the Narrow button has been clicked.
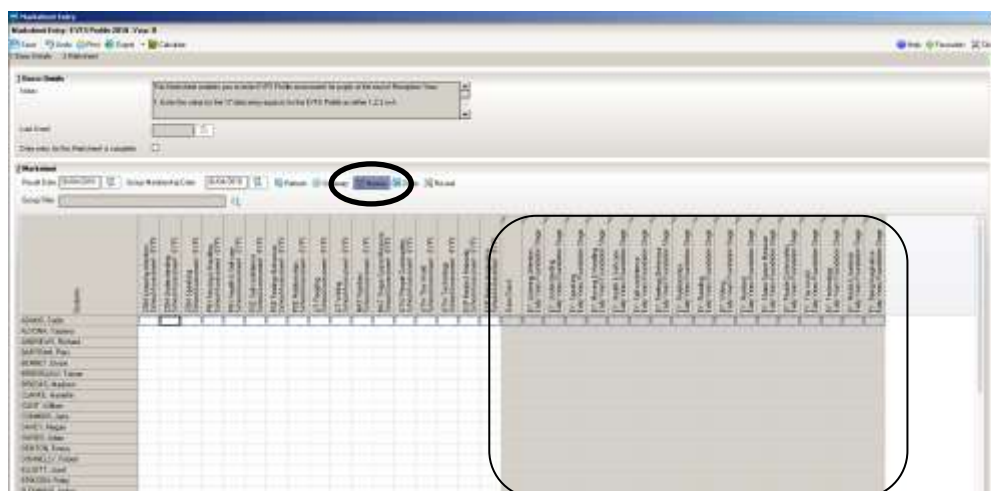
There are 17 marks to be filled in for each pupil, and the possible scores are:

The columns with *ƒ* in their header are formula columns and will be completed automatically when **Save** or **Calculate** are clicked.

The **Data Check** column is used to ensure there is an entry in every column for each pupil. Rows with missing entries turn red.
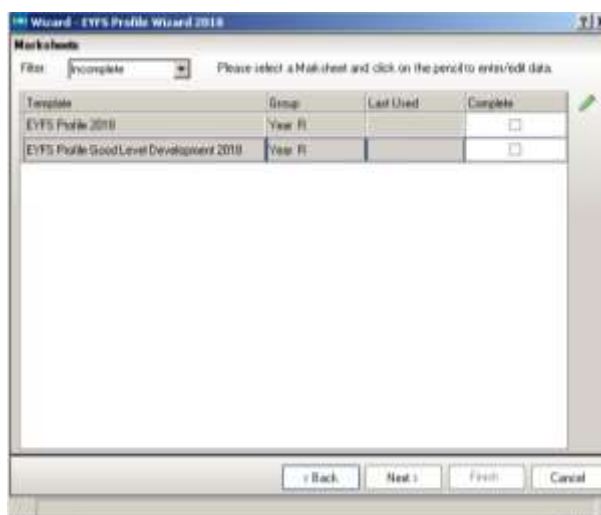
The **EYFSP Good Level of Development 2018** is populated automatically from the EYFS Profile 2018 marksheet. Open **EYFSP Good Level of Development 2018** and click **Calculate** to produce EYFS measures. A pupil achieving at least the expected level in the early learning goals in the three prime areas of learning and within literacy and mathematics is classed as having a **good level of development**. A **Y** or **N** result is produced for each pupil.
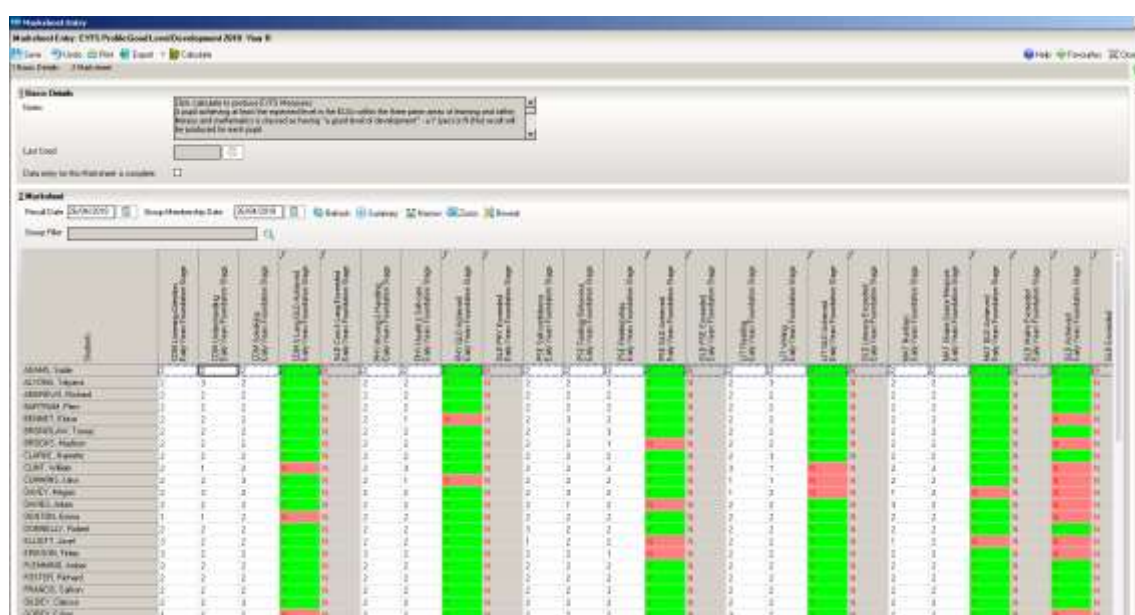
Phonics Screening Y1 2018 Wizard

There is one marksheet to be completed. To open and look at the marksheet, highlight the name and then click on the pencil
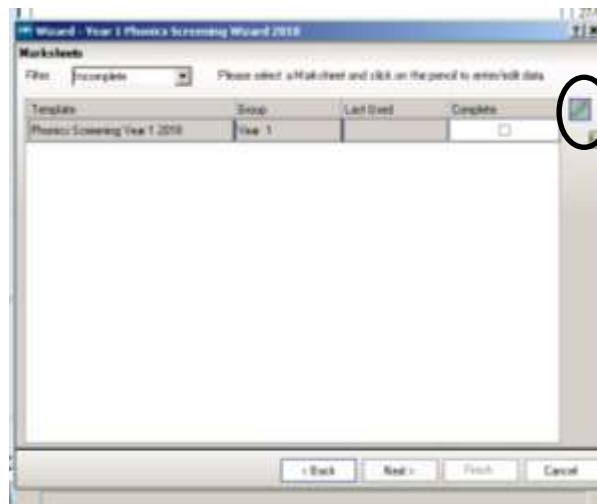
Each pupil can achieve up to 40 marks in Phonics Screening. A mark of 0 (zero) would be understood as the pupil having failed to achieve any marks. Enter marks out of 40 in the **Mark for Phonics Check Year 1** column.
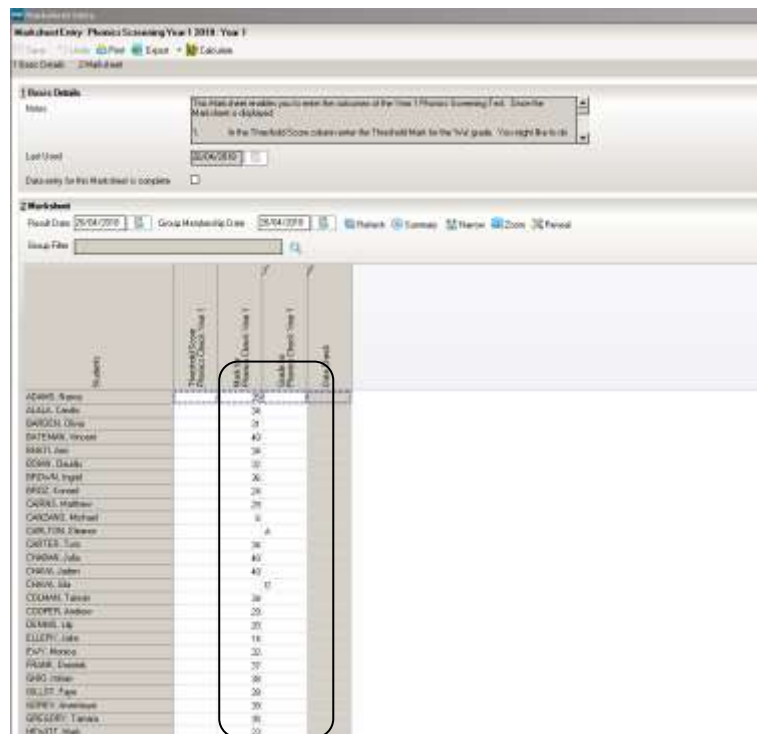
If a pupil is **Absent** or **Disapplied** enter **A** or **D** in the **Grade for Phonics Check Year 1 column**. In such cases the **Mark for Phonics Check Year 1** column *should be left blank.*

The **Threshold Score Phonics Check Year 1** cannot be completed until the DFE have announced what it will be on Monday 25<u>th</u> June 2018. In the meantime, if you **Calculate** the marksheet the **Data Check** column will turn pink and have a red exclamation mark in it.
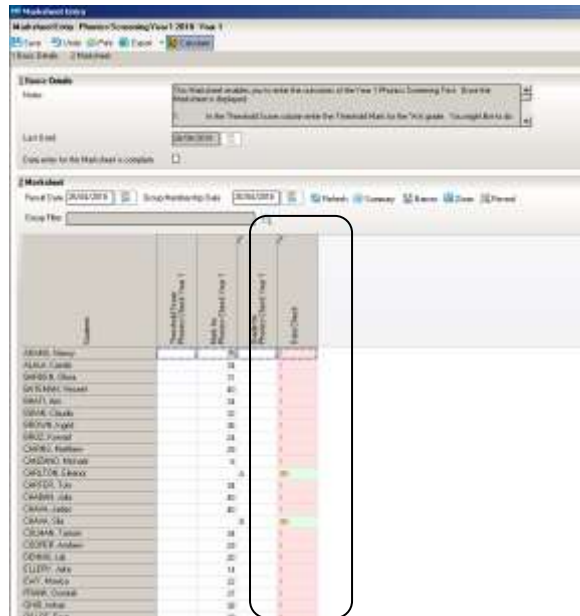
The last day for sending your Phonics data in to the LA is 22nd June, so it will come to the LA with this column blank. This is not a problem for us, as the software we use here will calculate whether the pupil has achieved the threshold or not once it is known.

Adding the Threshold Mark to the Marksheet.
You should do this for several reasons:
- ❖ So that the pupil's Phonics outcome can be included in a CTF if they move schools
- ❖ So that any reports/their End of Term report generated in SIMS will include their Phonics Outcome
- ❖ So that next year, when the pupils are in Y2 their Phonics outcome will pull through to the Y2 marksheet

So, after 25th, when you know the threshold mark (as published on https://www.gov.uk - click on this link and use the **Search** facility) you should go back into the Phonics Year 1 marksheet and add the threshold mark to the **Threshold Score Phonics Check Year 1** column by right clicking on the column heading and choosing **Select Grade for Column** from the list.
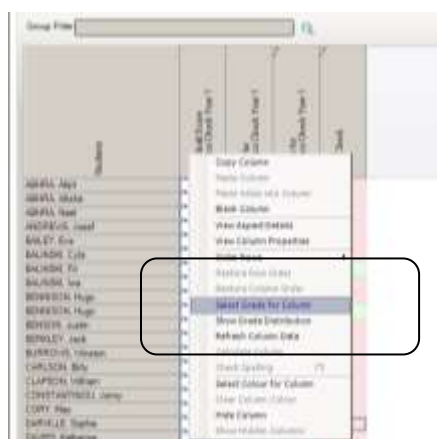
You can choose the threshold grade the DFE have announced from the dialog box and click **OK**
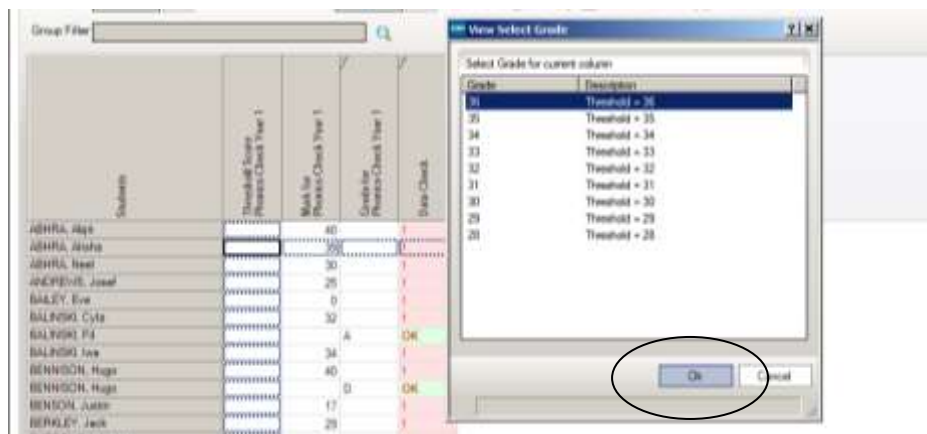
Then when you **Save** or **Calculate** the marksheet, the **Grade for Phonics Check Year 1** and **Data Check** columns will update appropriately.

Once you have done this any Individual Pupil Reports produced from SIMS to send to parents will contain the correct **Screening Grade**. *(Screenshot from a year when threshold mark was 32).*

Year 1 Phonics Screening Check 2014

PUPIL'S RESULTS

Rebecca Akeman   ELM

Individual Results

	Result
Year 1 Phonics Screening Mark	29
Year 1 Phonics Screening Grade	Wt

Phonics Screening Y2 2018 Wizard

There is only one marksheet to be completed. To open and look at the marksheet, highlight the name and then click on the pencil
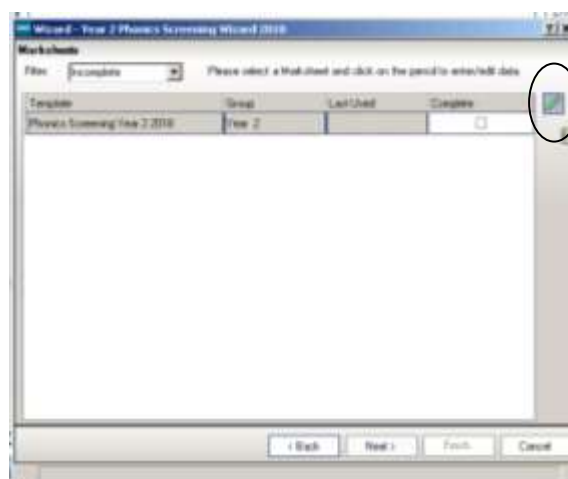
The Y1Phonics results that you entered last summer, or received for new pupils on a CTF, will be automatically displayed when you open up the marksheet.

If any of these pupils have no mark in the Marks for Phonics Check Year 1 column, you will need to investigate why this is. See Appendix 2 for more information

Clicking the **Calculate** button at the top of the page will highlight the pupils who have no mark and/or require a **Year 2 Check**.

Please only submit marks for the pupils who have <mark>Yes</mark> next to their names!

You can choose to only display these pupils by clicking on the pin in the top RH corner of the **Year 2 Check Required?** column and ticking the **Yes** box.

Only the **Yes** pupils are displayed.

Each pupil can achieve up to 40 marks in Phonics Screening. A mark of 0 (zero) would be understood as the pupil having failed to achieve any marks.

Enter the marks for the pupils required in the **Mark for Phonics Check Year 2** column. If a pupil is **Absent** or **Disapplied** enter **A** or **D** in the **Grade for Phonics Check Year 1 column**. In such cases the **Mark for Phonics Check Year 1** column *should be left blank.*

The **Threshold Score Phonics Check Year 2** cannot be completed until the DFE have announced what it will be on Monday 25th June 2018. In the meantime, when you **Save** the marksheet the **Missing Required Y2?** column will turn pink and have a red Missing in it.

The last day for sending your Phonics data in to the LA is 22nd June, so it will come to the LA with this column blank. Once again, this is not a problem for us, as the software we use here will calculate whether the pupil has achieved the threshold or not once it is known.

After 25th, when you know the threshold mark (as published on https://www.gov.uk - click on this link and use the **Search** facility) you should go back into the Phonics Year 2 marksheet and add the threshold mark to the **Threshold Score Phonics Check Year 2** column by right clicking on the column heading and choosing **Select Grade for Column** from the list

Then when you **Save** or **Calculate** the marksheet, the **Missing Required Y2?** and I**nvalid Y2 Result?** columns will update appropriately and any Individual Pupil Reports produced from SIMS to send to parents will contain the correct **Screening Grade**.

Key Stage 1 (Year 2) Wizard England 2018

There are four marksheets for KS1, **but only A and B are required to be uploaded to the LA for the DFE.** To open and look at the marksheet, highlight the name and then click on the pencil
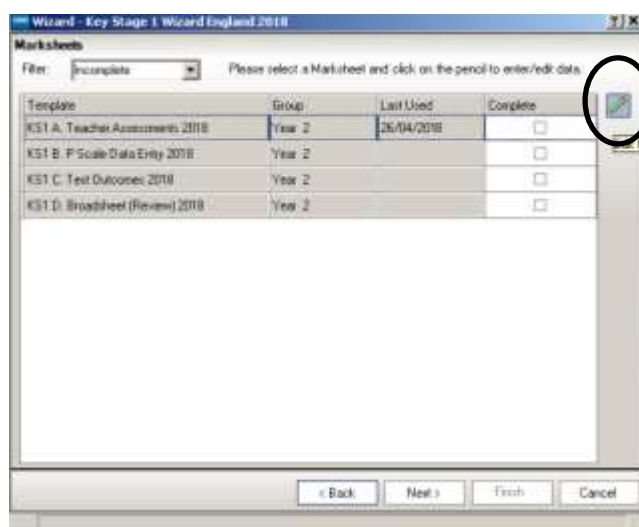
## KS1 A. Teacher Assessments 2018
Enter the levels for all pupils in the white columns.

If you try to type in an invalid grade a warning comes up:

The possible grades on this marksheet are:

		Reading	Writing	Maths	Science
GDS	Working at greater depth at the expected standard	✓	✓	✓	
EXS	Working at the expected Standard	✓	✓	✓	✓
HNM	Has not met the standard*				✓
WTS	Working towards the expected standard	✓	✓	✓	
PKF	foundations for the expected standard	✓	✓	✓	
BLW	Below the standard of the pre-key stage	✓	✓	✓	
D	Disapplied	✓	✓	✓	✓
U	Disapplied				✓
A	Absent	✓	✓	✓	✓

Grey columns with an f in the column heading are formula columns. You can't type in them – they are populated from the results in the other columns when you click **Calculate**
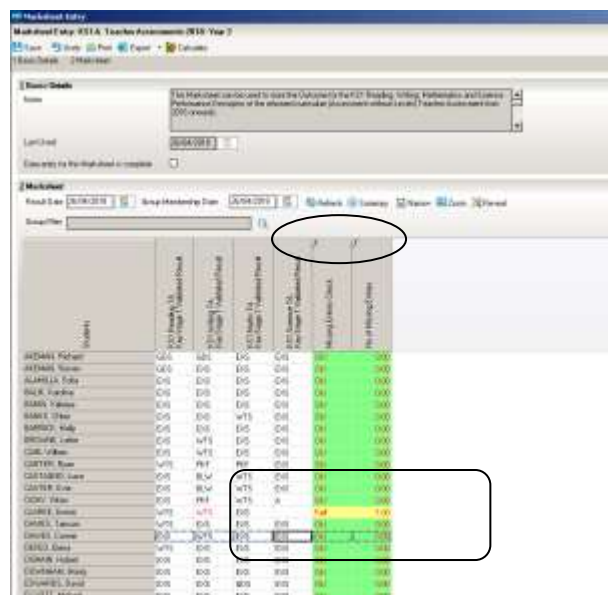

Fail will appear in the **Missing Entry Check** column if there is any missing data. When you are satisfied the correct data has been entered click the **Save** button in the top LH corner of the screen. Entries that have been saved turn from red to black.

KS1 B. P Scale Data Entry 2018
If any pupils have a Teacher Assessment of **BLW** for **Reading, Writing,** or **Maths** or **HNM** for Science, then a P Scale must be recorded on Marksheet B.

The Teacher Assessments entered on the marksheet A are pulled through into marksheet B and are displayed in the grey, read-only columns. **For pupils that have BLW** for **Reading, Writing,** or **Maths** and **HNM** for **Science** in the grey column, P-Scales should be entered into the white columns.

To see all the columns of this marksheet on the screen, click the **Narrow** button
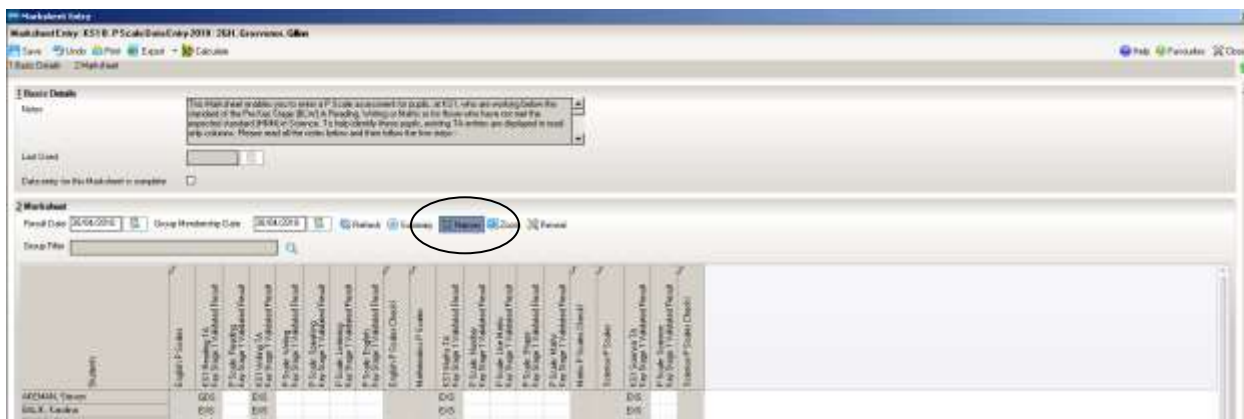
Adding additional columns to the marksheet for SEN and EAL may help you to see which pupils need P Scales added. You can do this by right-clicking the Students column and choosing **Select Additional Student Columns**
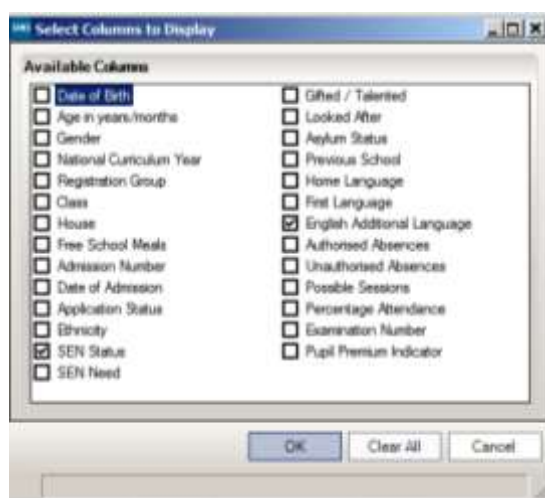
I am going to choose **SEN Status** and **English Additional Language** and click **OK**

Clicking on the SEN Status or EAL column headings brings those pupils to the top of the marksheet

> ❖ If the pupil has SEN and is working at the P Scale levels, and has a Teacher Assessment of <u>BLW for Reading, Writing, or Maths</u> or <u>HNM for Science</u> you should enter a P Scale. *(Pupils marked <u>HNM for Science</u>, who are neither SEN nor EAL, and not working at P*

*Scale level, **do not** require an entry on the P Scale Marksheet)*

❖ If a pupil is EAL and has a Teacher Assessment of <u>BLW for Reading, Writing, or Maths and</u> you should enter NOTSEN

❖ If a pupil has EAL and SEN, then the SEN 'trumps' the EAL and a P scale should be entered.

Enter the grades and then click the **Calculate** button. When you are satisfied that the all the necessary entries have been made and are correct, click **Save**. There is no validation on this marksheet, so check it carefully!

Two other marksheets are available to use if the school wishes:
KS1 C. Test Outcomes 2018
The results of the 2018 KS1 tests can be entered on this marksheet

**KS1 D. Broadsheet (Review) 2018**
This sheet is automatically populated with the results from marksheets A, B and C. Results cannot be entered here.

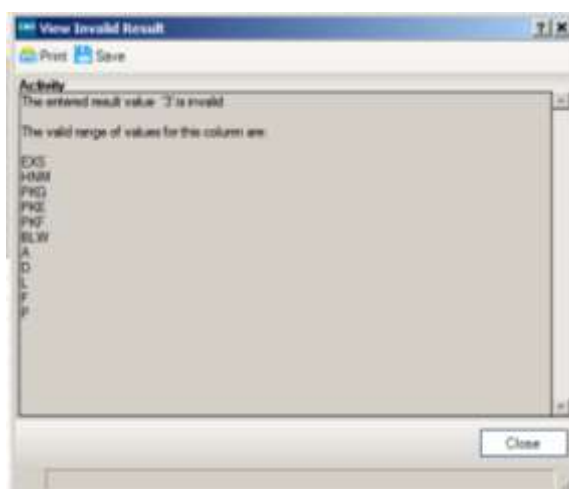## Key Stage 2 (Year 6) Wizard England 2018

There are four marksheets for KS2, but only A and B are required to be uploaded for the DFE. To open and look at the marksheet, highlight the name and then click on the pencil

KS2 A. Teacher Assessments 2018
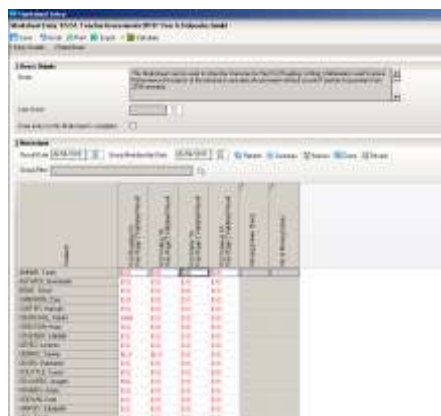
Enter the levels for all pupils in the white columns. If you try to type in an invalid grade a warning comes up:

Possible grades for this marksheet are:

		Reading	Writing	Maths	Science
GDS	Working at greater depth at the expected standard		✓		
EXS	Working at the expected Standard	✓	✓	✓	✓
WTS	Working towards the expected Standard		✓		
HNM	Has not met the standard	✓		✓	✓
PKG	Growing development of the expected standard	✓	✓	✓	
PKE	Early development of the expected standard	✓	✓	✓	
PKF	Foundations for the expected standard	✓	✓	✓	
BLW	Below the standard of the pre-key stage	✓	✓	✓	
A	Absent	✓	✓	✓	✓
D	Disapplied	✓	✓	✓	✓
L	Left	✓	✓	✓	✓
F	Pupil will take test in the future	✓	✓	✓	✓
P	Pupil has taken test in the past	✓	✓	✓	✓

In the past a number of children who were working at pre-stage and were not entered for the KS2 SATs were marked as HNM for their Teacher Assessment instead of one of the 'PK' marks. There is nowhere in the Teacher Assessments section of SIMS to indicate that pupils have not been entered for the tests, so we were unable to cross-check this on behalf of schools and it was not picked-up until the results came back. As well as being incorrect, It means that we cannot successfully analyze your school's and the cross-borough data.

Results will show in red on the marksheet until they have been saved, when they turn black. When you click the **Calculate** button at the top of the screen the grey formula columns will be populated with the overall validated result for the subject. The Missing Entry Check column will alert you if there are missing marks by bringing up Fail.

KS2 B. P scale data entry

If any pupils have a Teacher Assessment of **BLW** for **Reading, Writing,** or **Maths** or **HNM** for **Science**, then a **P Scale grade** must also be recorded on the KS2 B. **Scale Data Entry** marksheet.

The Teacher Assessments entered on the marksheet A are pulled through into marksheet B and are displayed in the grey, read-only columns. **For pupils that have BLW** for **Reading, Writing,** or **Maths** and **HNM** for **Science** in the grey column P-Scales should be entered into the white columns.

To see all the columns of this marksheet on the screen, click the **Narrow** button

Adding additional columns to the marksheet for SEN and EAL may help you to see which pupils need P Scales added.

- ❖ If the pupil has SEN and a Teacher Assessment of <u>BLW for Reading, Writing, or Maths</u> and <u>HNM for Science</u> you should enter a P Scale. *(Pupils marked <u>HNM for Science, who are neither SEN nor EAL</u>, and not working at P Scale level, **do not** require an entry on the P Scale Marksheet)*
- ❖ If a pupil is EAL and has a Teacher Assessment of <u>BLW for Reading, Writing, or Maths and </u>you should enter NOTSEN
- ❖ If a pupil has EAL and SEN, then the SEN 'trumps' the EAL and a P scale should be entered.

Enter the grades and then click the **Calculate** button. When you are satisfied that the all the necessary entries have been made and are correct, click **Save**. There is no validation on this marksheet, so check it carefully!

Two other marksheets are available for the school's own use and for the SATs results when they are available:

KS2 C. Test Outcomes 2018
This marksheet can be used to enter KS2 (Year 6) SATs results when they come through.

KS2 D. Broadsheet (Review) 2018
This sheet is automatically populated with the results from the other marksheets as they are completed. Results cannot be entered here

<u>Authorization Sheet</u>
Once you have completed all the various marksheets, we recommend that you make yourself an Authorization Sheet along the lines of the ones we have for School Census. This will indicate that the administration staff have presented their work to the Head or relevant teacher and it has been signed by him/her as correct.
See **<u>Appendix 3</u>** for a draft version on which you can base your school's version

Section 6 - Submitting your Assessment Data using Wizard Manager
This section tells you how to go about getting the results back to the LA or DFE

When all the EYFSP (Reception) scores, Y1 & Y2 Phonics, KS1 (Year 2) and KS2 (Year 6) Teacher Assessments have been entered via the Assessment Wizard you will need to create CTFs to return your results to the LA or DFE.

- ❖ **EYFSP** (Year R) are to be submitted to the LA by <u>Friday 29th June</u> at the latest
- ❖ **KS1** Assessments (Year 2) are to be submitted to the LA by <u>Thursday 28th June</u> at the latest
- ❖ **Year 1 and 2 Phonics** (Reception, Year 1 & 2) by <u>Friday 22nd June</u> at the latest
- ❖ **KS2 Assessment** (Year 6) data is sent directly to the DfE via the NCA Tools website <u>https://ncatools.education.gov.uk/</u>. The website is open from Monday <u>21st May to Thursday 28th June 2018</u>.

To create the CTFs go to **Routines| Data out| CTF| Export CTF**
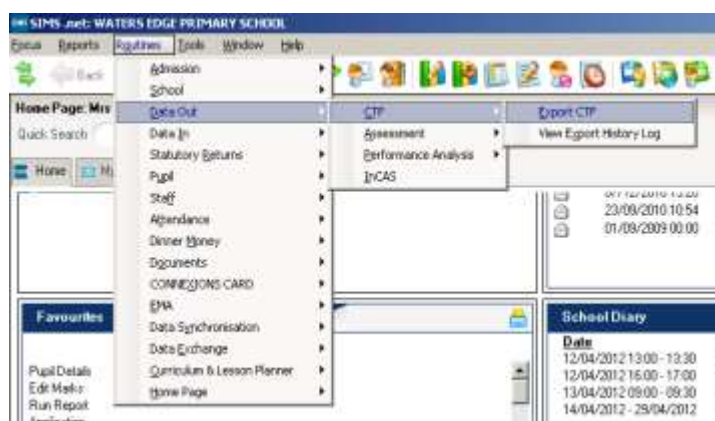
The **Select the CTF Export Type** dialog comes up. In the past, we advised Ealing schools to use the General option, as the pre-defined options offered in SIMS did not include all the data items that were required in the CTF. **This issue has now been resolved, and you should choose:**

- ❖ **Early Years Foundation Stage data (FSP) for EYFSP (Reception)**
- ❖ **Phonics Test Results for Year 1 and Year 2 Phonics (only include retest/not tested before for Y2 Phonics)**
- ❖ **KS1 excluding tasks and tests for KS1 Results (Year 2)**
- ❖ **KS2 for KS2 Results (Year 6)**

In the **Students** panel use the drop down arrow on the **Year Group** column heading to select the relevant year group for the CTF you are creating. Have a check through the list displayed to make sure that all relevant children are listed.

In the **Destination LA/Other** column Ealing should be entered for every pupil. The simplest way to do this is to right-click in the **Destination LA/Other** column of the first pupil in the list and choose **Select All** which will highlight the whole list.

(For Year 2 Phonics, the CTF should only contain the pupils who have done retakes or not been tested before. Use the Ctrl button on your keyboard to just select just those pupils.)


Click again (left-click this time) in the **Destination LA/Other** column of the first pupil to obtain the drop-down list of destinations, and choose Ealing.
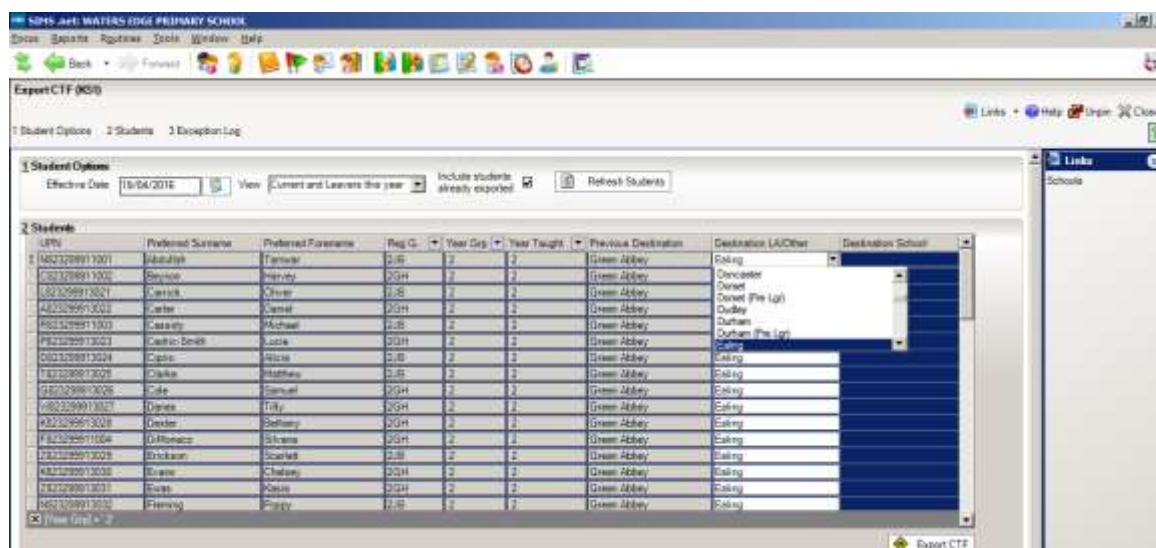
Ealing should be selected as the Destination for <u>EYFSP, Y1 & 2 Phonics and KS1 Assessment</u> data collections.

For the <u>KS2</u>**,** the destination should be **National Assessment Agency** (or whatever the description is that you set up in your SIMS for the STA), as you will be submitting this return directly to the DfE.
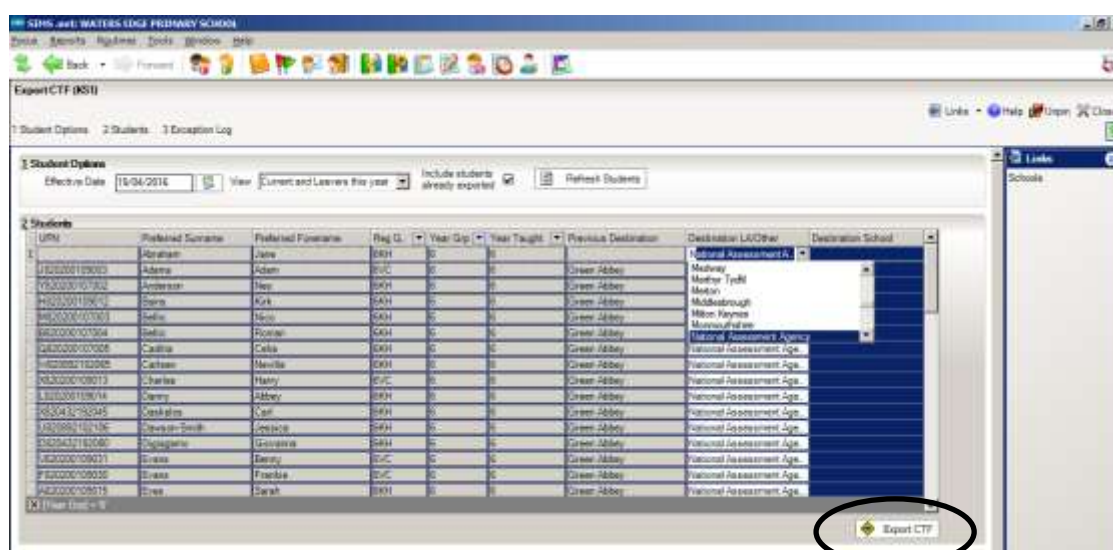
Once you have selected the Destination and Year Group click the **Export CTF** button at the bottom of the table.
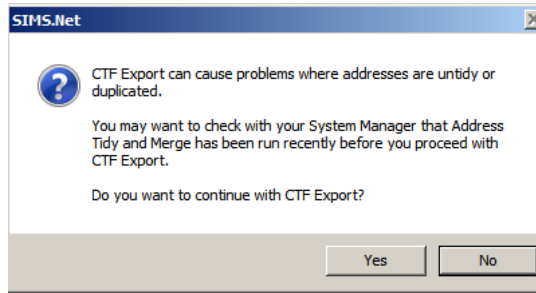
If you see the above message, click **Yes**. After a short wait you should get a message to tell you that the CTF export is complete and that a file has been created.
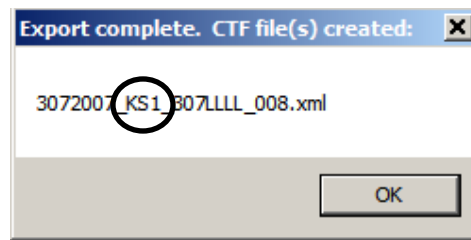

Because we have created the CTF using the pre-defined options, the file that is generated has the key stage included in the name. There is no distinction for Year 1 and Year 2 Phonics files – both are indicated by **PHO** in the name.

Make a note of the version number of the file shown at the end. This will make it easier to locate the correct version when you come to upload the file – especially as it is not unusual for there to be revisions/resubmissions!
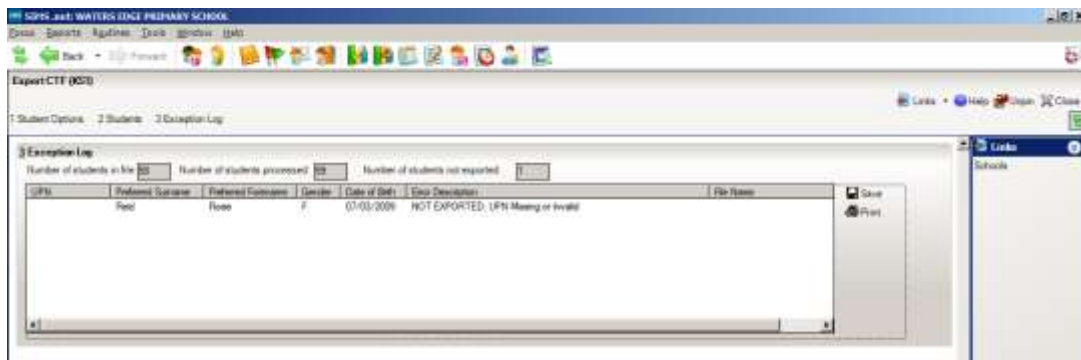
Remember to check the **Exception Log** as errors may refer to assessment data not having been included in the CTF for the affected pupils.

The CTF files generated will be sent to whichever folder is set up as the **CTF Export Directory** under **Tools| Setups| CTF**.
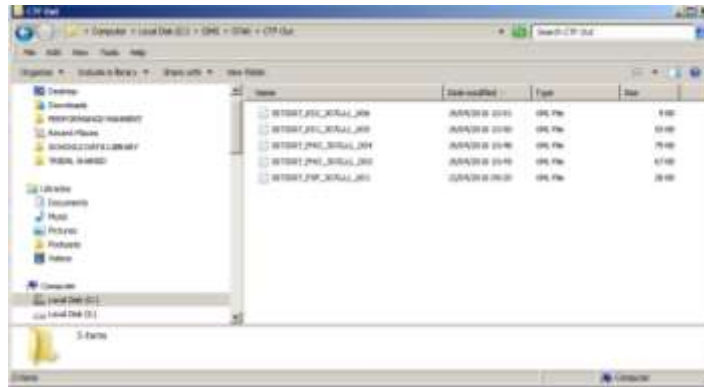
Sending the EYFSP, Y1 & 2 Phonics and KS1 Assessment CTFs to the LA

You must send your data to us securely, either by S2S or Egress Switch.

Using Egress is a simple matter of attaching the file to an email to fbradley@ealing.gov.uk, and choosing to **Encrypt message and attachments**.

To send via S2S, log into Secure Access at https://sa.education.gov.uk

Choose the S2S option, **Upload**, and **Upload CTF** file. Click on the **Browse** button and navigate back to the **CTFOut** folder. Highlight your renamed file and **Upload**.

Sending your KS2 Assessment data to the DfE

KS2 Assessment data is sent directly to the DfE, via the NCA Tools website. The link for the website is: https://ncatools.education.gov.uk/ . The person in your school who orders the Key Stage test papers should know the login details.
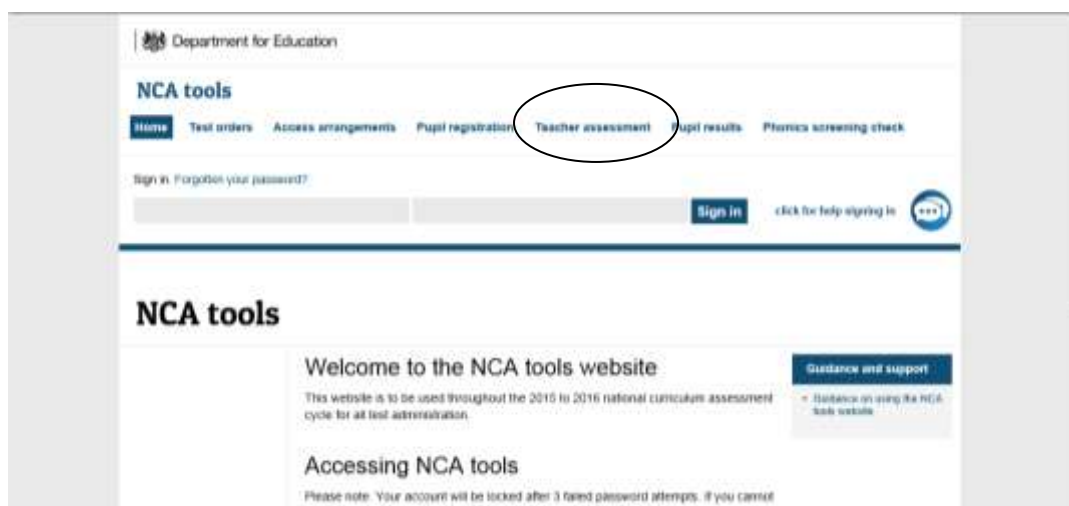
Click on the **Teacher Assessment** tab. The site is open from Monday 21st May to Thursday 28th June 2018 (5pm). Early return of your assessment data is encouraged.

In the past there have been serious issues with some schools who left it to the very last couple of days to submit KS2 TA. We don't want this to happen again, so please aim to be ready to upload your KS2 TAs at the start of the week beginning Monday 25th June. In previous years **the LA Data & Analysis team have managed to check data that is submitted towards the beginning of this final week and get back to schools with any issues they can see** before the deadline.

Section 7 – What happens next

Once your EYFSP, Phonics and KS1 results reach the LA, I feed them into a program on my computer which will give me a Summary Reports for checking that I send to you, and also to the School Effectiveness team so that you and they can ensure your results are within the expected parameters for your school. I will also send a list of individual pupil results, so that you can see exactly what it is proposed to send onto the DFE. At this point there may be some to-ing and fro-ing between the LA and the school where I query data items, and the teachers and School Effectiveness Team query the actual results.

The NCA Tools website for uploading the KS2 (Year 6) Teacher Assessments opens on **21st May 2018**, and you can upload them as soon as they are ready after that.
I usually keep an eye on who has and hasn't uploaded their results and send reminders, but you should be aware that **if you don't submit by the deadline, your results won't get included in the FFT data release and the performance tables**.
There can sometimes be issues with the upload that mean you need to involve the NCA Helpline on 0300 303 3013, assessments@education.gov.uk. In addition, this year they have an on-line chat facility. They are usually good at answering queries quickly, but you should still leave enough time to get uploading issues and amendments made

before the site closes! The **closing date for the website is 28th June 2018.**

CTFs containing the **KS2 SATs Results** (Year 6 Tests) raw scores and scaled scores and marked script images will be available on **NCA tools website** on <u>**Tuesday 10th July 2018.**</u>
When imported into SIMS the SATs results CTF will populate KS2 marksheets C and D, so no manual data entry should be required. It is important to import the results so they are included in the Y 6 pupil CTFs sent to Secondary Schools.

To download the results go to https://ncatools.education.gov.uk/ and enter your school username and password. Then choose the **Pupil Results** tab.
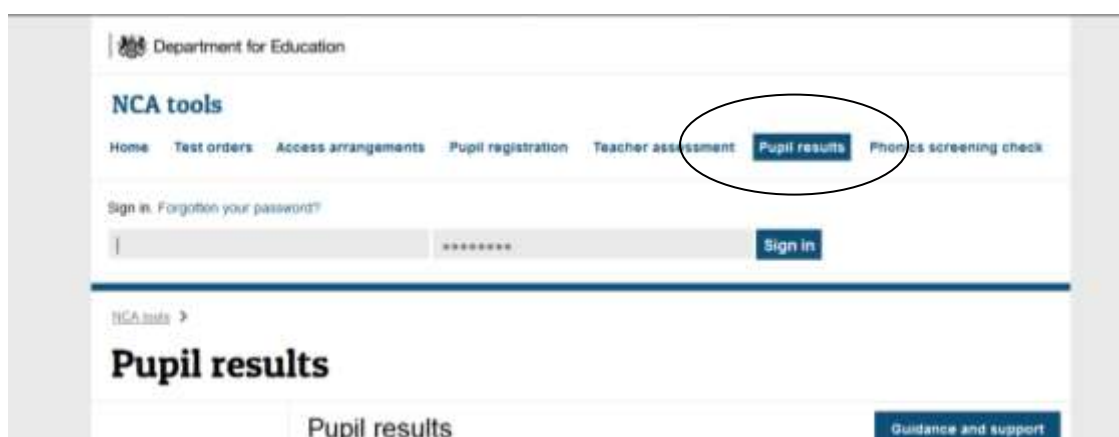
From the menu on the left choose **Download Key Stage 2 Results**
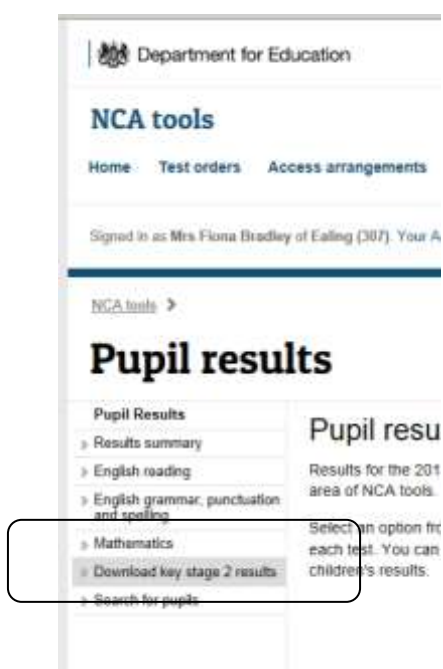
Choose to download the **Combined file containing all subjects**.

The results are offered in two formats, a spreadsheet or **Delimited** file, and a **CTF**.
Teachers usually look at the spreadsheet, but you need the CTF file to import into SIMS.
Click the radio button and choose **Download**
Choose the **Save As** option and save the CTF to the drive where your SIMs is located
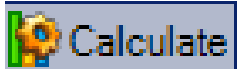(usually R or S in a school), SIMS\STAR\CTFIn.

Then in SIMS.net, follow the route **Routines|Data in| CTF| Import CTF.**

In the **Select the CTF import type** dialog choose **Add KS2 Data for Existing Pupils Only**. Click on the yellow folder and navigate to your CTF In folder to choose the file you have downloaded.

When the CTF has been imported, an Exception Log is displayed, and should be checked carefully.

Now follow the route **Tools| Performance| Assessment| Wizard Manager** and choose the **Key Stage 2 Wizard**
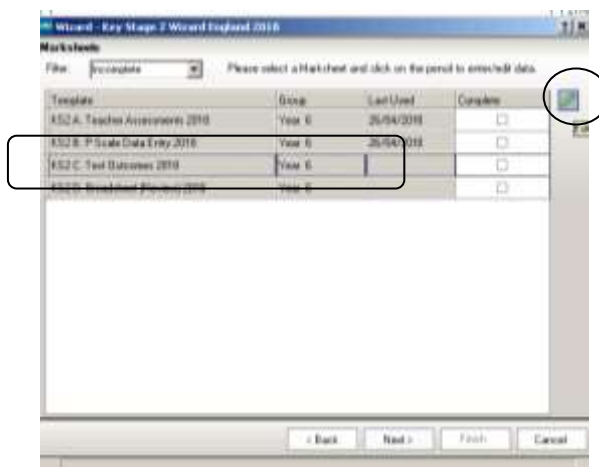
Open **KS2C. Test Outcomes 2018** by highlighting the name and clicking the pencil

Check for missing marks, check for missing marks, click the button.

Section 8 - End of Key Stage Reports
This section tells you about the reports that can be produced in Wizard Manager for sending home to parents, or for the school's own use.

The following shows the Key Stage 1 Reports however the principles apply to all the Key Stage Assessment Reports.
When all the EYFS, KS1 and KS2 Teacher Assessments and P Scales have been recorded, the statutory End of Key Stage Reports can be produced using the Key Stage Wizard.

To access the reports select **Tools | Performance | Assessment | Wizard Manager** highlight the relevant Key Stage Wizard and click **Next,**

Keep clicking **Next** until you get to the **Individual Report Format** dialog.

These are the reports available for the various assessments in 2018:

This year, for End of KS1 and KS2, Capita has included Comparitive Reports showing a summary of the National Curriculum assessment results of pupils in the school in 2018 and nationally in 2017 at the relevant Key Stage as a percentage of those eligible for assessment.
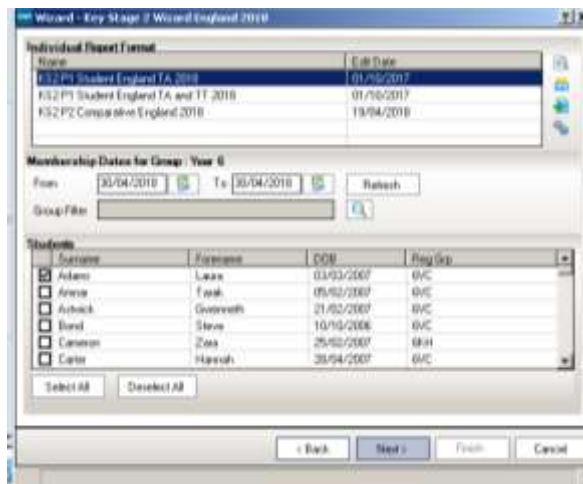
Highlight the required report in the top half of the screen.
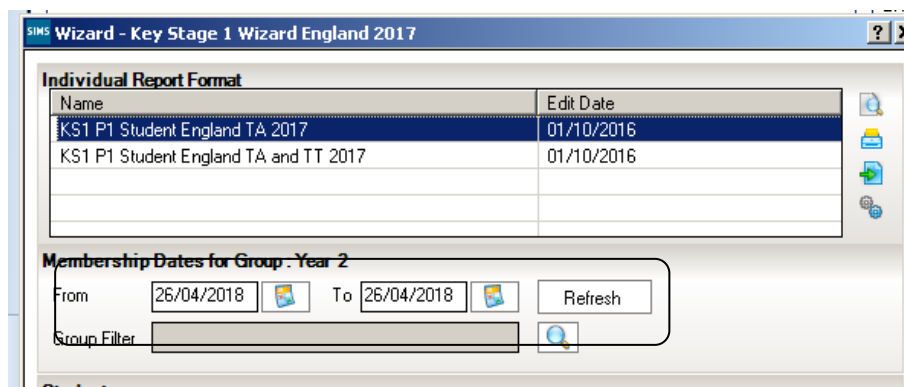
The Membership **From** and **To** date fields default to today's date and displays the pupil/students who are currently on roll.

Changing these to the dates when the assessments took place in your school will ensure that all pupils who were on roll between those dates will be included.

To do this click the ⊞ buttons, change the dates and then click the **Refresh** button.

Select specific pupils to be viewed by placing a tick in the check box in the bottom half of the screen.
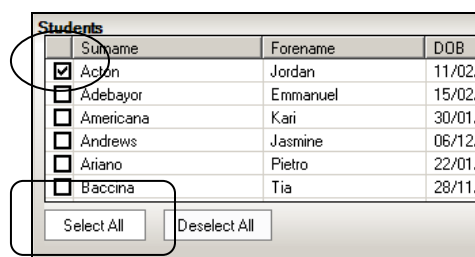
Or click the **Select All** button.

To **Preview** the report before printing click on the magnifying glass, and SIMS will generate the reports.

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Eventually Word will open up to show you a preview of the report/s on screen.

If more than one pupil was selected then you will need to close Word to produce the preview for the next pupil.

Click on the magnifying glass next to the **Group Filter** button to choose to print the reports in Registration Group order:
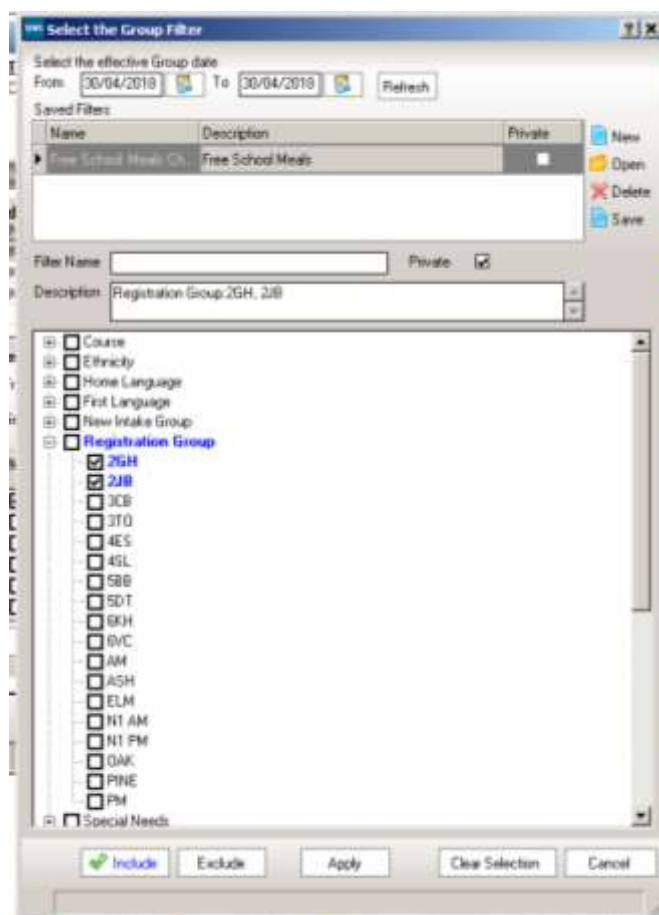
The print button will send the reports to the printer without showing a preview on the screen first

The Export button will allow you to choose a location to store the reports outside of SIMS

The Upload report button will attach reports to the pupil record within SIMS

Appendix 1 – Acceptable Levels

EYFS Profile (Reception)

Outcome Code	Description
3	Exceeding expected levels
2	Meeting expected levels
1	Not yet reaching, expected levels
A	Unable to assess, or exemption applies *If **any** result for GO1-G17 is **A**, then all must be marked as A*

Year 1 and Year 2 Phonics Screening Check

Phonic Outcome Code	Description
Wa	Child took the phonics screening check and met the required standard
Wt	Child took the phonics screening check and did not meet the required standard
A	Absent
D	Child did not take the phonics screening
L	Left

Pupils should have a mark of 0 – 40 recorded unless A, D apply

Key Stage 1 Teacher assessments

Subject	Mark	Key
English Reading, Writing & Maths	BLW	Below the standard of the pre-key stage - to be reported with P-scales or NOTSEN as appropriate
	PKF	Pre-key stage foundation
	WTS	Working towards the expected standard
	EXS	Working at the expected standard
	GDS	Working at greater depth at the expected standard
	A	Absent
	D	Disapplied
Science	HNM	Has not met the standard,
	EXS	Working at the expected standard
	U or D	Disapplied
	A	Absent

Key Stage 1 P-Scales

P Scale Subject	Reportable Levels
English	NOTSEN, P1i, P1ii, P2i, P2ii, P3i, P3ii
Speaking Listening Reading Writing	NOTSEN, P4, P5, P6, P7,P8
Maths	NOTSEN, P1i, P1ii, P2i, P2ii, P3i, P3ii
Using and Applying Maths Number Space, Shape and Measures	NOTSEN, P4, P5, P6, P7,P8
Science	NOTSEN, P1i, P1ii, P2i, P2ii, P3i, P3ii, P4, P5, P6, P7,P8

English

- ❖ If the pupil has **BLW** for Reading **and** Writing and their P Scale is below P4, then an entry is only required in the overall **English P Scales** column

- ❖ If a pupil has **BLW** for one or other of English components that is, Reading **or** Writing, then a P Scale is only required in the corresponding column on the P Scale marksheet (that is, either the **P Scale Reading Validated Result** or **P Scale Writing Validated Result** column)

- ❖ If a pupil has **BLW** for Reading or Writing, you should record P scales for Speaking & Listening

Maths

- ❖ If the pupil has **BLW** for Maths, then a P Scale entry is required for **Maths** or one of its components (Number / Use Maths / Shape). The P Scale can be entered in the overall Maths column, if the pupil is working below a P4.

Science

- ❖ You should record a P Scale for Science for SEN pupils with a Science TA of **HNM** who are working at P Scale level

NOT SEN

Any pupils working at **BLW** (Reading and/or Writing) or **HNM** (Science) that are EAL but not SEN pupils should have **NOTSEN** entered for all subjects.
N.B. Pupils who are neither SEN nor NOTSEN and achieve HNM for Science do not need an entry on the P scale marksheet

Key Stage 2 Teacher Assessments

Subject	Mark	Key
English Reading	BLW	Below the standard of the pre-key stage - to be reported with P-scales or NOTSEN as appropriate
	HNM	Has not met the standard
	PKF	Pre-key stage foundation
	PKE	Pre-key stage early development
	PKG	Pre-key stage growing development
	EXS	Working at the expected standard
	A	Absent
	D	Disapplied
	L	Left
	F	Pupil will take test in the future
	P	Pupil has taken test in the past
English Writing	BLW	Below the standard of the pre-key stage - to be reported with P-scales or NOTSEN as appropriate
	PKF	Pre-key stage foundation
	PKE	Pre-key stage early development
	PKG	Pre-key stage growing development
	WTS	Working towards the expected standard
	EXS	Working at the expected standard
	GDS	Working at greater depth at the expected standard
	A	Absent
	D	Disapplied
	L	Left
	F	Pupil will take test in the future
	P	Pupil has taken test in the past

Maths	BLW	Below the standard of the pre-key stage - to be reported with P-scales or NOTSEN as appropriate
	HNM	Has not met the standard
	PKF	Pre-key stage foundation
	PKE	Pre-key stage early development
	PKG	Pre-key stage growing development
	EXS	Working at the expected standard
	A	Absent
	D	Disapplied
	L	Left
	F	Pupil will take test in the future
	P	Pupil has taken test in the past
Science	HNM	Has not met the standard
	EXS	Working at the expected standard
	A	Absent,
	D	Disapplied
	L	Left
	F	Pupil will take test in the future
	P	Pupil has taken test in the past

In the past a number of children who were working at pre-stage and were not entered for the KS2 SATs were marked as HNM for their Teacher Assessment instead of one of the 'PK' marks. There is nowhere in the Teacher Assessments section of SIMS to indicate that pupils have not been entered for the tests, so we were unable to cross-check this on behalf of schools and it was not picked-up until the results came back. As well as being incorrect, it means that we cannot successfully analyze your school's and the cross-borough data.

Key Stage 2 P-Scales

P Scale Subject	Reportable Levels
English	NOTSEN, P1i, P1ii, P2i, P2ii, P3i, P3ii
Speaking Listening Reading Writing	NOTSEN, P4, P5, P6, P7,P8
Maths	NOTSEN, P1i, P1ii, P2i, P2ii, P3i, P3ii
Using and Applying Maths Number Space, Shape and Measures	NOTSEN, P4, P5, P6, P7,P8
Science	NOTSEN, P1i, P1ii, P2i, P2ii, P3i, P3ii, P4, P5, P6, P7,P8

English
- ❖ If the pupil has **BLW** for Reading **and** Writing and their P Scale is below P4, then an entry is only required in the overall **English P Scales** column
- ❖ If a pupil has **BLW** for one or other of English components that is, Reading **or** Writing, then a P Scale is only required in the corresponding column on the P Scale marksheet (that is, either the **P Scale Reading Validated Result** or **P Scale Writing Validated Result** column)
- ❖ If a pupil has **BLW** for Reading or Writing, you should record P scales for Speaking & Listening

Maths
- ❖ If the pupil has **BLW** for Maths, then a P Scale entry is required for **Maths** or one of its components (Number / Use Maths / Shape). The P Scale can be entered in the overall Maths column, if the pupil is working below a P4.

Science
- ❖ You should record a P Scale for Science for SEN pupils with a Science TA of **HNM** who are working at P Scale level

NOT SEN

Any pupils working at **BLW** (Reading and/or Writing) or **HNM** (Science) that are EAL but not SEN pupils should have **NOTSEN** entered for all subjects.
N.B. Pupils who are neither SEN nor NOTSEN and achieve HNM for Science do not need an entry on the P scale marksheet

Appendix 2 - Year 2 Phonics, pupils new this year

The Year 2 Phonics marksheet brings through a pupil's Year 1 Phonics score into a greyed-out column. The mark needs to be present, so that the **Calculate** validation works correctly.


If you have pupils in Y2 who have joined your school this year for whom you have not received/imported a CTF containing the Y1 score from the previous school, and you are unsure whether they reached the required standard or not, there are a couple of ways to find out:

❖ Check directly with the pupil's previous school. If they are sending a CTF, remind them to include KS1 Tasks and Tests.

❖ Check on Key to Success. Log in via Secure Access and choose Searchable Data to search by UPN. Pupils with a Year 1 Phonics result of Wa DO NOT need to retake the test

Once you know the mark it is possible to use the **Year 1 Phonics Wizard** to get the missing scores to appear in the greyed-out column in this year's Phonics Year 2 marksheet:

Follow the route **Tools | Performance | Assessment | Wizard Manager.** Find and highlight **Year1 Phonics Screening Wizard 2018** and click **Next**
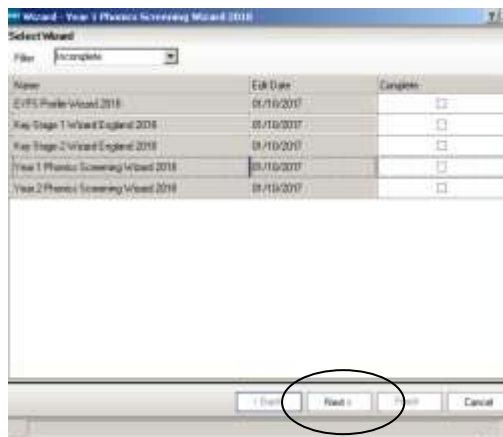
Click on the magnifying glass to the right of the **Select Group** dialog…
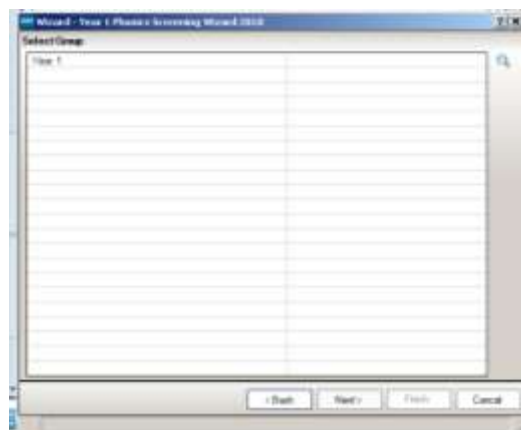
…and change the Year Group attached to this marksheet to Year 2.
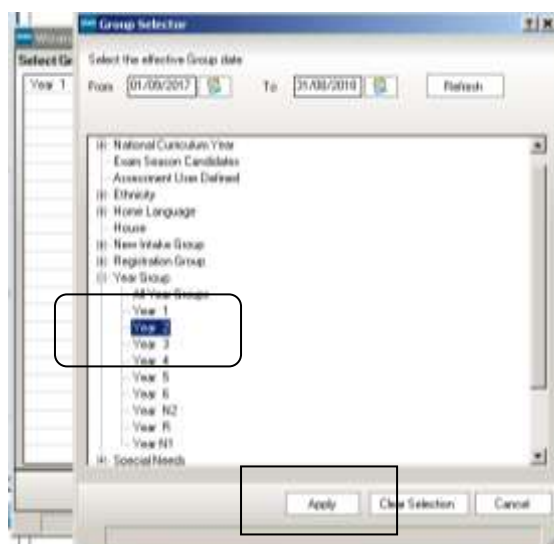
Click **Apply**.

Click **Next**, and say **Yes** to the message
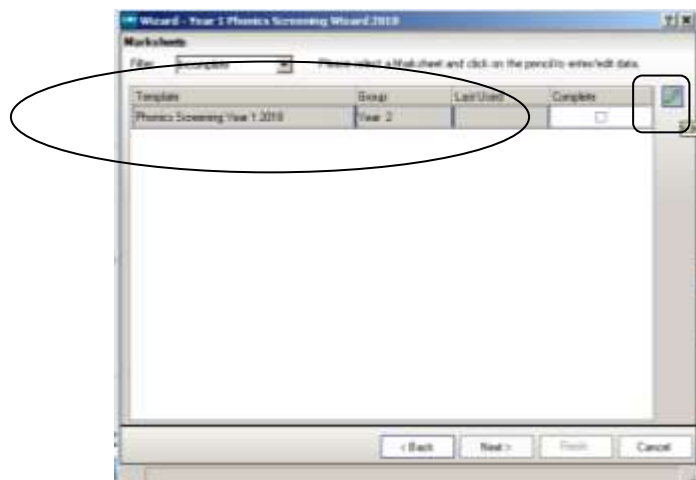
Highlight the name of the marksheet and click the pencil.

This year's Year 2 pupils are now attached to the Year 1 marksheet, and you can type in the result for your new child. When you go back into the **Year 2 Phonics Screening Wizard 2018** and open the marksheet our new pupil's Year 1 mark is included:

<u>Appendix 3 - Draft Authorization Sheet</u>

Once you have completed all the various marksheets, we recommend that you make yourself an Authorization Sheet along the lines of the ones we have for School Census. This 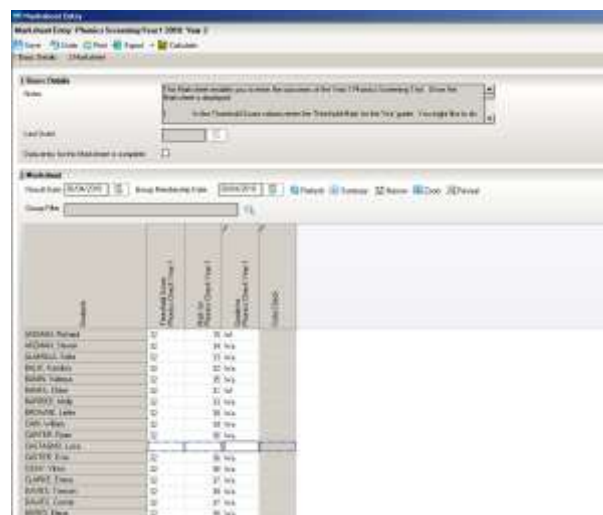will indicate that the administration staff have presented their work to the Head or relevant teacher and it has been signed by him/her as correct

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<u>End of Key Stage Marksheet 2018 Authorization Report</u>

I confirm that all the data required to be entered for the current Reception pupils into the **<u>EYFS Profile Wizard 2018</u>** has been completed and can be submitted on behalf of my school.

Signed:_____ **(Print Name):** _____**Date:**_____

I confirm that all the data required to be entered for the current Year 2 pupils into the **<u>Key Stage 1 Wizard 2018</u>** has been completed and can be submitted on behalf of my school.

Signed:_____ **(Print Name):** _____**Date:**_____

I confirm that all the data required to be entered for the current Year 6 pupils into the **<u>Key Stage 2 Wizard 2018</u>** has been completed and can be submitted on behalf of my school.

Signed:_____**(Print Name):** _____**Date:**_____

I confirm that all the data required to be entered for the current Year 1 pupils into the **<u>Year 1 Phonics Screening Wizard 2018</u>** has been completed and can be submitted on behalf of my school**.**

Signed:_____**(Print Name):** _____**Date:**_____

I confirm that all the data required to be entered for pupils either retaking or who were not screened in the previous year into the **<u>Year 2 Phonics Screening Wizard 2018</u>** has been completed and can be submitted on behalf of my school**.**

Signed:_____**(Print Name):** _____**Date:**_____

I confirm that I have checked the marksheets for the **<u>2018 Teacher Assessment Collections</u>** for *(name of school)* and am satisfied that they are correct.

Signed:_____**(Print Name):** _____**Date:**_____

Assessments 2018 Checklist

	Completed
Import Wizards	
Import **EYFS Profile Summary Wizard 2018**	
Import **Year 1 Phonics Screening Wizard 2018**	
Import **Year 2 Phonics Screening Wizard 2018**	
Import **Key Stage 1 Wizard England 2018**	
Import **Key Stage 2 Wizard England 2018**	
Complete EYFSP Marksheets (Reception)	
EYFSP Profiles 2018	
Complete Year 1 Phonics Marksheet	
Year 1 Phonics Screening	
Complete Year 2 Phonics Marksheet	
Year 2 Phonics Screening	
Complete KS1 Marksheets (Year 2)	
KS1 A. Teacher Assessments 2018	
KS1 B. P Scale Data Entry 2018	
Complete KS2 Marksheets (Year 6)	
KS2 A. All Subjects TAs 2018	
KS2 B. P Scale Data entry 2018	
Create CTFs for EYFSP, Year 1 & 2 Phonics, KS1 and KS2	
CTFs for Year 1 & 2 Phonics Screening uploaded to S2S/sent by Egress by Friday 22nd June 2018	
CTF for KSI (Year 2) Teacher Assessments uploaded to S2S/sent by Egress by Thursday 28th June 2018	
CTFs for KS2 (Year 6) Assessment uploaded to the NCA Tools website between Monday 21st May and Thursday 28th June 2018	
CTF for EYFSP (Reception) uploaded to S2S/sent by Egress by Friday 29th June 2018	
Create Individual Reports and School reports	
By school's own deadline	
Actual KS2 Results (Year 6 Tests)	
Download as a CTF from NCA Tools website from Tuesday 10th July 2018.	
Send CTF of results for Y6 pupils to appropriate Secondary School via S2S	

\\Lbealing-Tc.Gov.Uk\Share\PERFORMANCE MANMENT\Schools\Assessment Collections EYFSP,KS1,2 And 3\2018\Primary End Of Key Stage Assessment 2018 Ealing Schools - Copy.Docx

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