# Key Stage One 2016 Guidance Notes

May 2016

#### Management Information



This information notice explains how to enter your statutory Key Stage One Teacher Assessments and P Scales into Assessment Manager and how to return them to Management Information.

Please note: you need the Spring 2016 SIMS upgrade to complete this return.

To check this, in SIMS.net go to **Help | About SIMS.net** option from the menu. The version should be 7.168 or later.

#### Section 1 – User Defined Groups

Before you import the new KS1 wizard, you need to consider whether you need to set up a User Defined Group. This is used when you have pupils at the end of Key Stage 1 who are not marked as being in NC Year 2 in SIMS.net.

#### You will also need to set up a group to:

- Include pupils who took the KS1 tests in your school but have since left AND/OR
- Exclude any new pupils who joined your school after 31 May 2016

For further details please see the section 8.4 of the updated version of the STA KS1 Assessment and Reporting Arrangements.

https://www.gov.uk/government/publications/2016-assessment-and-reporting-arrangementspdf-format-versions

If neither of these options applies to your school, turn to the top of page four and continue from Section 2.

Otherwise, please follow the guidelines below.

Go to Focus | Groups | User Defined Groups and the following screen will appear.

sims SIMS .net	: WATERS EDGE	PRIMARY	SCHOOL							
<u>F</u> ocus <u>R</u> epo	orts R <u>o</u> utine:	s <u>T</u> ools	<u>W</u> indow	<u>H</u> elp						
😫 🤤 Ва	ack 🝷 📫 F	orward	<b>5</b>	P	' 🛃 🛃		ي 🏟	2 😤	0	🖏 🕻
物 Maintair	n User Defined	Groups								
📄 New 🎽 S	Search 👘 Oper	n 💥 Delete	e 💼 Print	🐻 Browse	e 🕂 Next 🗧	Previous	S			
Group Desc	ription				Short N	ame				
Active State	e <any< th=""><td>&gt;</td><td></td><td>•</td><td></td><th></th><th></th><td></td><th></th><th></th></any<>	>		•						

Click on the **New** button and the screen shown overleaf will appear.

User Group Details:			
Pr Save Dundo Pr Save Dundo Pr 1 Group Details 2 Member			Add a relevant Group Description
<u>1</u> Group Details			and Short Name.
	S1 2016 Active State Active	~	Make sure the Active
Short Name	S1 16 Current Main Supervisor	Q	State Is Active.
Notes	ear 2 plus 1 leaver		If you wish, add a brief note.
Include in Discover	]		Then click on the <b>Action</b> button and
2 Membership			click Add Member.
Effective Date Range	1/09/2015 - 31/08/2016 Academic Year Academic Year 2	₩15/2016 ¥	
Cursor Day	hursday		The screen shown
Cursor Date	5/05/2016		below will appear.
Zoom 🆏 Action			
Member	Sep Oct Nov Dec Jan Feb Mar Apr May	/ Jun Jul Aug ^	

SIMS			Select Members			_ <b>D</b> X
❤️ ₩ Search						📄 Links 👻 🕑 Help
Surname Group Type	National Curriculum Ye 🗸	Forename Group		Q 💥	Role Effective Date	Student v 25/04/2016
Name				Gender	Year and Reg Group	p Current Group

Change the **Group Type** filter to National Curriculum Year, then click **Search**. All the pupils in your school will now be displayed.

To ensure that all pupils in each year group are shown together, click on the **Current Group** header. This will sort the pupils by Year Group as shown below.

6		
Search		📄 Links 👻 😨 Help
Search		
Surname Forename	Role	Student v
Group Type National Curriculum Ye 🗸 Group	C Effective Date	05/05/2016
ame	Gender Year and Reg Group	Current Group
iprio, Alicia	Female 2JB	Curriculum Year 2
olda, Ela	Female 2JB	Curriculum Year 2
leming, Poppy	Female 2JB	Curriculum Year 2
	Female 2GH	Curriculum Year 2
lexter, Bethany	Female 2GH	Curriculum Year 2
otts, Eva	Female 2GH	Curriculum Year 2
vans, Chelsey	Female 2GH	Curriculum Year 2
ldo, Marcos	Male 2JB	Curriculum Year 2
ellas, Matis	Male 2GH	Curriculum Year 2
Valker, James	Male 2JB	Curriculum Year 2
idson, James	Male 2GH	Curriculum Year 2
arter, Daniel	Male 2GH	Curriculum Year 2
	Male 2GH	Curriculum Year 2
laverick, Kristian		
laverick, Kristian ole, Samuel Iarke, Matthew	Male 2GH Male 2JB	Curriculum Year 2

Select all the relevant KS1 pupils by clicking on them while holding down the Shift key.

You can also select any pupils who are not listed as NC Year 2 but whom you need to return results for.

Remember to exclude any pupils who joined you after 31 May 2016.

When all pupils are selected click the **OK** button.

You will be returned to the Membership screen as shown below which has now been populated with the selected pupils.

2 Membership						
Effective Date Range	01/09/2015 - 3	1/08/2016		Academic Year	Academic Year 2015/2016	~
Cursor Day	Thursday					
Cursor Date	05/05/2016					
Zoom 🆏 Action						
Member		Sep Oct	Nov Dec	Jan <mark>Feb N</mark>	Mar <mark>Apr May Jun </mark> Jul Au	ig ^
Abdullah, Tamwar - 2JB						
Beynon, Harvey - 2GH						
Carrick, Oliver - 2JB						
Carter, Daniel - 2GH						

If you need to add a pupil to the group who took the KS1 tests with you but has now left, click the **Action | Add Member** button again. You will be returned to the Select Members screen as shown below.

Sins Select Members	_	Change the Group
*		Type filter to <b>All</b> , then
H Search	Links	click <b>Search</b> .
Surname Forename	Role Student V	
Group Type <all></all>	Q         ≥         ≥         25/04/2016	Find the relevant
Name	Gender Year and Reg Group	pupil/s on the list –
Zanni, Luca	Male RPINE	click to highlight, then
Philips, Marcus	Male (1PINE)	
Hooley, David	Male (22JB)	click on OK when
Baccina, Tia	Female (44ES)	
JARMAN, BOB	Male (RELM)	finished.
Dean, Jack	Male (5BB)	
GAMBIONI, GREG	Male (5BB)	
Elliot, Gadfry	Male (5DT)	You'll be returned to
Adebayor, Emmanuel	Male (6KH)	
Affleck, Alexis	Female (6KH)	the Membership
Agathocleous, Joe	Male (6KH)	screen where all
Aldridge, Courtney	Female (6KH)	
Allcroft, CARLTON	Male (6KH)	chosen pupils will be
Alim, Farah	Female (6KH)	· · ·
Americana, Kari	Female (6KH)	displayed.
	ОК	Cancel

Finally, click on the **Save** button near the top of the screen and **Close** the window.

# Section 2 – Downloading the Key Stage One Wizard (AMPA folder)

All Foundation and Key Stage Wizards will be imported on to your system when you install the Spring upgrade.

If you have any problems with the AMPA files, please contact the EIS Help Desk on 0300 065 8888 (if you have a current support contract). If you do not have a contract please contact Management Information on one of the telephone numbers on page 17.

#### Importing the Key Stage One Wizard into Assessment Manager

Go to Routines | Data In | Assessment | Import and the following screen will appear.

sims Import				8	×	
Select the file to imp	port from					Click on the magnifying
Header comments fi	rom the import file:				_	glass and the screen shown below will appear.
Overwrite with defa	ult values					
		< Back	Next >	Finish Cance	el	
Open				?	×	
Look jn:	🚞 SIMS .net		G Ø	≓		
Q	C AMPA		(8)	ClassRegisterReportSch ConnexionSchemeCours		The system should default to your <b>SIMS.net</b> folder as shown.
My Recent Documents	🚞 InTouch 🚞 Plugins		(0)	ConnexionSchemeSchem ConnexionsSchemeStude	na.	
1	AddressList.xm		(B)	CourseAndYearGroupScl CourseSchema.xml	he I	f it does not, you will need to
Desktop		urnErrorResolution.xml	(8)	CoursesSchema.xml DENIErrorResolutions.xn		navigate to it by clicking on the arrow by the Look in box.
	AttRet_Configu	uration.×ml		DENI-Lookup.xml		TOW BY THE LOOK IT BOX.
	CESEW_Config		(0)	DMHistoryOfAttendance DMStudentUPNSchema.>	sc m l	t is normally located at
My Documents	ChosenCodesR		(0)	dynamichelp.ces.xml EarliestMarkSchemeMem	be C	C:\Program Files\SIMS\SIMS.net
	<	·			> F	or EIS hosted schools this will be
KCC Computer v4.4.15 · TRP	File <u>n</u> ame:			V Open		on the
	Files of <u>type</u> :	Xml files (*.xml)		Cancel	5 V	V:\Sims Shared Drive
My Network		Open as <u>r</u> ead-only				

Within your SIMS.net folder there should be an **AMPA** folder as shown above. Double click on this folder, then on the following folders in succession:

- England Primary (and Middle Deemed Primary)
- Assessment Manager

Once the Assessment Manager folder is open, all related Wizards will be displayed as shown overleaf.

🌗 Assessment Manager 🗸 🗸	G 🤌 📂 🛄 -	
Name	Date modified	
EYFS Baseline Assessment Template NFER 20	15/01/2016 13:46	Click on the Key Stage 1 Wizard
\min EYFS Profile Template 2015	11/03/2015 10:29	England 2016 as shown opposite
\min EYFS Profile Template 2016	15/01/2016 14:05	and click on the <b>Open</b> button.
\min EYFS Profile Wizard 2015	29/07/2015 09:35	
🔮 EYFS Profile Wizard 2016	15/01/2016 14:05	
🔮 Key Stage 1 Wizard England 2015	22/12/2014 07:58	
🖭 Key Stage 1 Wizard England 2016 🖌	26/02/2016 14:40	
\min Key Stage 2 Wizard England 2015	31/07/2015 10:46	
🖭 Key Stage 2 Wizard England 2016	26/02/2016 14:40	

The import screen will be shown. Make sure the "**Overwrite with default values**" box is ticked and then click **Finish** followed by **Yes** to start the import. This may take some time depending on the speed of your PC. An Activity Log will be displayed when the import is complete. <u>Make sure the Log states that all items were successfully imported</u>. Click on the **Close** button.

#### Section 3 – Running the Key Stage One Wizard

Go to **Tools | Performance | Assessment | Wizard Manager** and the following screen will appear.

SIMS	Wizard	? X	
Select Wizard			
Filter Incomplete v			A list of <b>all</b> the Wizards on your system will be
Name	Edit Date	Complete	displayed.
EYFS Profile Wizard 2015	01/01/2015		
EYFS Profile Wizard 2016	01/01/2016		Make sure the filter says
Key Stage 1 Wizard England 2015	01/01/2015		Incomplete.
Key Stage 1 Wizard England 2016	01/01/2016		••••
Key Stage 2 Wizard England 2015	01/01/2015		Do not tick the Complete
Year 1 Phonics Screening Wizard 2015	01/01/2015		box on the right.
Year 1 Phonics Screening Wizard 2016	01/01/2016		
Year 2 Phonics Screening Wizard 2015	10/03/2015		Click on the Key Stage 1
Year 2 Phonics Screening Wizard 2016	01/01/2016		Wizard England 2016
			and click on the <b>Next</b>
			button.
	< Back Next >	Finish Cancel	

You then need to select a group of pupils to work with.

SIMS	Wizard - Key Stage 1 Wizard England 2016	? ×	Click on the
Select Group		Q.4	magnifying glass and the screen shown
			overleaf will appear.

If you set up a User Defined Group (pages 1-3), click on the + symbol next to the **User Defined Groups** category and a list of Groups will be displayed. Click on the name of the group you set up (KS1 2016) and click on the **Apply** button.

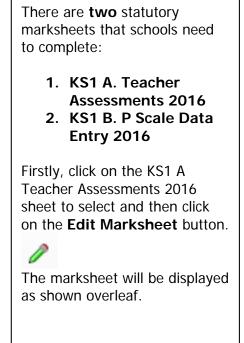
If you did not set up a group, click on the + symbol next to the **National Curriculum Year** category. Select **Curriculum Year 2** by clicking on the text once, then click **Apply**.

Group Selector	? X
Select the effective Group date From 01/09/2015 To 31/08/2016 Refresh	]
Course     National Curriculum Year     Curriculum Year 1     Curriculum Year 2     Curriculum Year 3     Curriculum Year 4     Curriculum Year 5     Curriculum Year 6     Curriculum Year R     Curriculum Year N2     Exam Season Candidates     Assessment User Defined     Home Language     House     New Intake Group     Registration Group     Year Group     Special Needs	
Apply Clear Selection (	Cancel

You will be returned to the Wizard screen where your selected group will now be displayed. Click on the **Next** button.

The list of available marksheets will be displayed as shown below.

er: Incomplete v F	Please select a Marksh	eet and click on th	ne pencil to enter/edit dat	ta.
nplate	Group	Last Used	Complete	
1 A. Teacher Assessments 2016	Curriculum Year 2			
1 B. P Scale Data Entry 2016	Curriculum Year 2			
1 C. Test Outcomes 2016	Curriculum Year 2			
1 D. Broadsheet (Review) 2016	Curriculum Year 2			



# Section 4 – Entering Results on the Marksheet

The KS1 A Teacher Assessments 2016 marksheet will now be displayed as below.

Marksheet Entry : KS1A. Teacher Asse	essments 20	)16 : Curricu	lum Year 2					
💾 Save 🏾 🔄 Undo 📥 Print 🍨 Export	🝷 🙀 Calo	ulate					г	
1 Basic Details 2 Marksheet								You can export the
								marksheet for teachers to
<u>1</u> Basic Details	This Ma	arksheet can	be used to a	tore the Out	come for the	KS1 Reading	, Writing, Mathematics and Sci	
Notes		ance Descrip					Levels) Teacher Assessment f	complete electronically, or you can print it out for
Last Used								them.
Data entry for this Marksheet is complete								For instructions on
2 Marksheet								exporting marksheets
Result Date 05/05/2016 🔂 Grou	up Members	hip Date	5/05/2016	8	Refresh (	<ol> <li>Summary</li> </ol>	👬 Narrow 🔕 Zoom 🎉 F	please refer to Appendix 1.
Group Filter			Q					
					4	4	-	
	-	_	-	-	ľ	ľ		
	KS1 Reading TA Key Stage 1 Validated Result	Writing TA Stage 1 Validated Result	Maths TA Stage 1 Validated Result	Science TA Stage 1 Validated Result	Missing Entries Check	Missing Entries		
Students	KS1 Re Key Sta	KS1 Wri Key Sta	KS1 Ma Key Sta	KS1 Sci Key Sta	Missing	No of M		
ABDULLAH, Tamwar								
BEYNON, Harvey								
CARRICK, Oliver								
CARTER, Daniel								

You can now start entering the final Key Stage One Teacher Assessment outcomes for each pupil. This year, because of the new curriculum only outcomes for Reading, Writing, Maths and Science are needed.

The valid entries for each subject are:

Reading	Writing	Mathematics	Science
GDS – Working at	GDS – Working at	GDS – Working at	
greater depth within	greater depth within	greater depth within	
the expected standard	the expected standard	the expected standard	
EXS – Working at the	EXS – Working at the	EXS – Working at the	EXS – Working at the
expected standard	expected standard	expected standard	expected standard
WTS – Working	WTS – Working	WTS – Working	HNM – Has not met
towards the expected	towards the expected	towards the expected	the expected standard
standard	standard	standard	**
<b>PKF</b> – Foundations for	<b>PKF</b> – Foundations for	<b>PKF</b> – Foundations for	
the expected standard	the expected standard	the expected standard	
BLW – Below the	BLW – Below the	BLW – Below the	
standard of the pre-key	standard of the pre-key	standard of the pre-key	
stage **	stage **	stage **	
A – Absent	A – Absent	A – Absent	A – Absent
D - Disapplied	D - Disapplied	D - Disapplied	D - Disapplied

# \*\* For pupils with BLW entered for Reading, Writing or Maths a P Scale must also be entered in the P Scale marksheet. For pupils with HNM for Science, a P Scale entry is optional. Please see next page for guidance.

If you enter an incorrect value for any Aspect, a message box will be displayed showing the valid entries as shown below. Click on the **Close** button and re-enter the correct level.

SIMS	View Invalid Result	?	x
📥 Print 💾 Save			
Activity The entered result value '4' is inva	lid		
The valid range of values for this of GDS EXS WTS PKF BLW A D	olumn are:		

When you have finished entering results for all pupils, click on the **Calculate** button at the top of the screen. This will check whether there are any missing entries and how many missing entries per pupil there are.

Where entries are **missing**, you will be alerted by the text in the **Missing Entries Check** column. You can order the marksheet by this column into descending order to bring the failed rows to the top. To do this, **right click** on the Missing Entries Check column heading and select **Order Rows** | **Ascending**.

When you have entered any missing results you **must** click the **Calculate** button again.

Finally, when all data has been entered and is correct, click **Save** then **Close** the marksheet.

#### P Scales Data Entry

At this point you need to consider whether P Scales have to be entered into the relevant marksheet. All pupils that you have entered as a BLW in Reading, Writing or Maths in the main teacher assessment marksheet need a P Scale submitted as well. For pupils with HNM in Science a P Scale entry is optional.

# Please note that the submission of P Scales for pupils at BLW in Reading, Writing or Maths is statutory.

If you have just closed the Teacher Assessment marksheet you will be back at the marksheet selector screen as shown below.

sins Wizard	- Key Stage 1 Wiz	ard England 201	6	? ×	
Marksheets Filter: Incomplete V	Please select a Marksh	eet and click on the pe	encil to enter/edit data		Click on the KS1 B P Scale Data Entry 2016
Template KS1 A. Teacher Assessments 2016	Group Curriculum <del>Year</del> 2	Last Used	Complete		marksheet.
KS1 B. P Scale Data Entry 2016 KS1 C. Test Outcomes 2016 KS1 D. Broadsheet (Review) 2016	Curriculum Year 2 Curriculum Year 2 Curriculum Year 2				Then click on the Edit Marksheet button.
					(Note: If you have exited the Wizard completely, go to Tools   Performance   Assessment   Wizard Manager.)
	< Back	Next >	Finish	Cancel	

The P Scales marksheet will be displayed as shown below.

Group Filter			Q							4				
Students	C. 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	Aathematics 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 KarStane 1 Valdated Besult
ABDULLAH, Tamwar		PKF		WTS							EXS			
BEYNON, Harvey		GDS	-	EXS	-						EXS			
CARRICK, Oliver		BLW	-	BLW						1	BLW			
CARTER, Daniel		GDS		GDS							GDS			
CASSIDY, Michael		WTS		PKF							EXS			
CEDRIC-SMITH, Lucie		EXS		EXS							GDS			
CIPRIO, Alicia		GDS		GDS	· · · · · · · · · · · · · · · · · · ·		1				EXS		1	

You can now enter P Scales for the pupils who are BLW for Reading, Writing or Maths directly into the marksheet. You do not need to enter values for any other pupils. If a pupil is BLW for non SEN reasons (for example the pupil has English as an Additional Language) you can enter NOTSEN.

The valid P Scales for each subject are:

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

- If a pupil is at Level P1i to P3ii **OVERALL** in English, then reading and writing P Scales are not appropriate. Just enter P1i to P3ii in the <u>P Scale: English</u> column.
- If a pupil is at Level P4-P8 **OVERALL** in English, then you need to enter P Scales for reading and/or writing (where appropriate the pupil may not be BLW in both subject strands), but **not** an overall English P Scale.
- The position is the same for the Maths subjects.
- If a child is recorded as BLW for reasons other than SEN (e.g. being unable to speak English), the P Scale code "NOTSEN" (available in the drop down menu) will need to be entered for the relevant subjects.

If you enter an invalid level for a particular subject, a dialogue box will be displayed showing the correct values. Close the box and enter the correct value.

When you have entered the P Scales for the relevant pupils, click on the **Calculate** button. This will then check if any entries have **Failed**. Correct the failed entries and click **Calculate** again. Once all entries have been made and are correct, click on the **Save** button.

**Close** the marksheet.



#### Reports

You can now print out pupil reports if you wish. Please see Appendix 2.

# You now need to create a CTF file in SIMS.net to return your results to Management Information. Instructions for this start below.

#### Section 5 – Creating your Return File

The final step is to create an XML file (in the form of a Common Transfer File) that will contain all of your Key Stage One teacher assessments.

#### PLEASE NOTE:

There is an extra "page" in the Wizard that creates an export file. Please <u>do not</u> go through this process.

As last year you will be transferring the XML created to us through **Perspective Lite** (used for returning your School Census to us) and you can send us your file at any time from the end of May until **Thursday 30 June 2016**.

#### Creating an XML file in SIMS.net

From the SIMS homepage go to **Tools | Setups | CTF** and the following screen will appear.

Configure CTF Defaults	
Save Dundo 1 Directory Details 2 Data to be Imported by Default 3 Data to be Exported by Default	Your directory details may be different – make a
	note of these two
1 Directory Details	file paths here as
CTF import directory W:\CTFIN	you will need to know what they are
CTF export directory W:\CTFOUT	later on in the process.

CTF Import Directory: \_\_\_\_\_

CTF Export Directory: \_\_\_\_\_

If the boxes are blank, you will need to set up the directories. Click on the magnifying glass next to each box and navigate to where your SIMS.net directory is. For example the path may be: F:\SIMS\STAR\CTFOut

You now need to select which pupils to transfer results for.

Go to **Routines** | **Data Out** | **CTF** | **Export CTF** and the screen shown below will appear.

Select the CTF export type	
Export Type General Phonics Test Results KS1 KS1 excluding Tests and Tasks KS2 Early Years Foundation Stage data (FSP)	For KS1, choose, <b>KS1 excluding Tests and Tasks</b> then click Select.
Select X Cancel	

The following screen will appear.

1 Student Options						
Effective Date 05/05/2016	View Current and	Leavers this year 🗸 🗸	Include studen		🖞 Refresh	Students
				/		
Students						
UPN	Preferred Surname	Preferred Forename	R	leg Grp 🛛 🛛	Year Grp	😺 Year Taught
Y820200109033	Aaron	Chris	5	קס	5	▲ 5
J820200109032	Aaron	Liz	ø	DT	5	5
M820200109034	Aarop	Sophie	5	BB	5	5
N823299911001	Abdullah	Tamwar	2	JB	2	2
1/022200012001	ALL	ALIIA	-	I M	1	4
Firstly, make sure the view is for Current and Then ensure that the Include Students already		Stude	ne Refresh nts button.	Y	ow click c ear Group nd select	arrow
Leavers this year.	exported box is ticked.					

Your Year 2 current pupils will now be filtered.

To transfer results to Kent:

- Left click once in the Destination LA box for the first pupil
- Right click in the same box and choose Select All. The grid will now be outlined in blue
- Click on the down arrow in the Destination LA box for the first pupil. <u>This may resemble 2</u> <u>vertical lines at the very edge of the box.</u>
- Scroll down the list of LAs until you find Kent. Click on Kent and all pupils should now have this destination. You do not need to complete the Destination School column.

Scroll up and down the list of pupils to ensure they all have Kent as the Destination LA. If some are missing, click on the **individual** pupil's Destination LA box and complete manually.

Please ensure that you do not attach a destination LA for any pupils who joined your school after 31<sup>st</sup> May 2016 by removing the Destination LA from their "row". To do this click on their LA Destination box and scroll to the top where there is a blank line. Click on this and the destination will disappear.

When you have added the Destination LA for your current Year 2 pupils, your screen should resemble the one shown below.

UPN	Preferred Sur	Preferred Fore	R 🖵	Year Grp 💂	Yea 🖵 F	Pr	Destination LA/Other
L820892102	Abraham	Jane	2GH	2	2		Kent
820200109	Adams	Adam	2JB	2	2		Kent
r82020010	Anderson	Neo	2GH	2	2		Kent
H82020010	Bains	Kirk	2GH	2	2		Kent
M82020010	Bellic	Nico	2GH	2	2		Kent
B82020010	Bellic	Roman	2GH	2	2		Kent
Q82020010	Cadilia	Celia	2GH	2	2		Kent
w82089210	Carlsen	Neville	2GH	2	2		Kent
X82020010	Charles	Harry	2JB	2	2		Kent
001000000	D	ALL	2011	2	2		Kaat

# If you have had pupils leaving your school since they took the KS1 tests in May, you must also return these assessments to us. If this does not apply to your school please continue with these notes from the top of the next page (Export CTF button).

To add these leavers to your file, firstly click in the Year Group column header and change the selection back to All as shown below.

	ude students ady exported	V 🕼 F
Reg Grp 💌	Year Grp 💌	Year Taught
ELM PINE	(All) (Custom) (Blanks)	R R
ELM	(NonBlanks) R	R 12

Then click in the Year Group column header again and select the (2) year group as shown below. The brackets round the year group signify that the pupil/s have left.

nd Leavers this yea		ide students adv exported	P Befre:
		ay exported	
d Forename	Reg Grp 💌	Year Grp 💌	Year Taught 💌 F
	ELM	(All)	¶₿
	PINE	(Custom)	B
	ASH	(Blanks) (NonBlanks)	В
	PINE	1	
	6VC	2	6
	4ES	4	<b>‡</b>
	ELM	1 5	B
	2JB	6 B	2
ha	3TO	(2)	В
	ASH	(N2)	
ned	PINE	N2	
iel	2GH	2	2

\_

Add Kent into the Destination LA box for these pupils the same way as before. When you have done this click in the Year Group header again and change the Year back to **All**. You should then be able to see that all relevant Year 2 pupils have Kent listed in the Destination LA box.

When all the relevant pupils have been selected, scroll to the bottom of the screen. To complete the CTF process, click on the **Export CTF** button.

V	√820200105	Katumbe	Namuli	PINE	R	Kent		
K	(8202001050	Keeton	Kai	OAK	R	Kent		
Z	28202001050	Lawley	Alex	ELM	R	Kent		
	10000001.050 [Year Grp] = ' R'		ka - de Core	0.4.12	n	V		<b>~</b>
							<b></b>	Export CTF

A message may appear about an Address Tidy and Merge. Click on the Yes button to proceed. An egg timer will appear. This is the only visible "working" symbol. When the CTF has been created a dialogue box will appear as shown below.

Export complete. CTF file(s) created: 🔀
8202001_CTF_886LLLL_001.xml
ОК

	Write down the file name here:
_	This is <b>VERY</b> important and will be needed later.

Click on **OK** once you have written the file name down.

4	Exception Log     Number of students in file: 2 Number of students processed: 2 Number of students not exported: 0	
	Preferred Surname Preferred Forename Gender Date of Birth Error Description File Name	Save
		Print

The Exception Log will appear. Please make sure that the **Number of students in file** is what you expect it to be and that it matches the **Number of students processed**. Number of students not exported should be **zero**.

Any errors regarding missing UPNs or **KS1** teacher assessments **must** be resolved in SIMS.net (UPNs) or Assessment Manager (teacher assessments) and a new CTF created. If you get any errors relating to "EYFS" data missing, you can ignore these and carry on.

Once a correct CTF file has been produced you can exit SIMS.net. The file now needs to be transferred to Management Information.

#### Section 6 – Transferring your CTF to Management Information

As last year, files will be transferred via Perspective Lite. This is the website you use to transfer your School Census files to us.

#### Firstly, open Internet Explorer.



Type the website address in the address line <u>https://perspective.angelsolutions.co.uk</u> and press return.

• Login to Perspective Lite using the login details you use to transfer your census file to us.

If you have not yet received your login details please e-mail Angel Solutions at **perspectivesupport@angelsolutions.co.uk** or call them on **0845 129 7196**.

Perspective	6)
Nelcome to Perspective respective helps school and children's centre senior and middle leaders to self review confid lans, and quickly monitor performance and impact. lot yet a customer? Find out more by <u>clicking here</u>	lently and accurately, create and maintain robust improvement
Ofsted and the SEF Perspective supports the 2012 Ofsted Inspection Framework and upcoming changes in Sept 2012.	To log in, enter your username and password username : password : Forgotten your password?

If you click on the "Forgotten your password?" link you can enter either your username (this is normally the school URN) or your e-mail address and a reminder of your login details will be e-mailed to you. The e-mail address that you enter will need to be the address that is assigned to your Perspective Lite login or the password retrieval will not work.

- Once logged in hover the mouse over Documents and click on Send Files • Perspective lite in partnership with NCER Self Evaluation Planning Perf. Mgmt Reports Documents Watchsted Surveys News **Document Pool** Filter Inbox MY INBOX K. Send Files **View the latest LA documents** View the most recent documents sent to you by your LA.
  - To locate the file you will need to click on the **Browse** button. You need to navigate to the path you wrote down on **page 10**. You should have written the file name down on **page 13**.

							? 🕈 👤	Logout x
NCER								6
ports	Documents	Surveys	Visits	News	Watchsted	Admin		
	Upload	a <b>new file</b> t	o send		Brov	vse	Upload	
	Tag thi	s file: Untag	ged		-		& Send	
								0
emo	LA (Angel)				All			•
	Sent On		Receive	<u>d</u>	Receive	ed By		
	07/03/13 @	9:01 AM	ali 08/05/	13 @ 9:59 A	M John Tuff	nell		

• Select the correct file tag to correspond with the file you are uploading.



- Once you have found the file, you can then click **Upload & Send** to start the secure upload process for adding the file to Perspective Lite and sending to the LA
- When the file has uploaded/sent you will receive a message on screen to let you know if this process has been successful

 Your file has been uploaded and sent to Kent.
 X

 Once Kent receives your file a copy is available for you to download in the Previously Sent section (see below) for the following 30 days. If you wish to keep the file we suggest you store it on your computer or network.

• You have now sent the file and can exit if you wish, or you can locate another file that you wish to send

Please transfer your KS1 Teacher Assessments file between the:

# end of May and Thursday 30 June 2016

Thank you.

- All sent files are visible in the Files Previously Sent section at the bottom of the page
- You will be able to see the name of the file, who uploaded it and the date it was sent
- You can also see if the file has been received by the LA, when they have received it and who received it
- There are three options available to you when you are viewing the **Files Previously Sent**. These are:
  - o All
  - o Sent and Not Yet Received
  - o Received
- You will only be able to recall a file that has not yet been received by your LA.

You can do this by simply clicking on the **Recall** button next to the document that you want to recall. This will remove the file from Perspective Lite and mean that this file can no longer be accessed by the LA.

# Management Information Contacts

If you have any problems with any of the **Assessment Manager** or **SIMS.net** procedures outlined in this Information Notice please contact:

#### Early Years Foundation Stage

Michelle Hastie	03000 417091
Abi Maunders	03000 417131
Teresa Westbrook	03000 417197

#### Year 1/2 Phonics

Teresa Westbrook	03000 417197
Abi Maunders	03000 417131
Michelle Hastie	03000 417091

#### Key Stage One

Wahida Siddique	03000 414655
Ed Lacey	03000 417113
Erika Griffiths	03000 417082

# Key Stage Two

Hayley Savage	03000 414286
Matt Ashman	03000 417012
Erika Griffiths	03000 417082

#### Foundation, Phonics and Key Stage Data Collections 2016

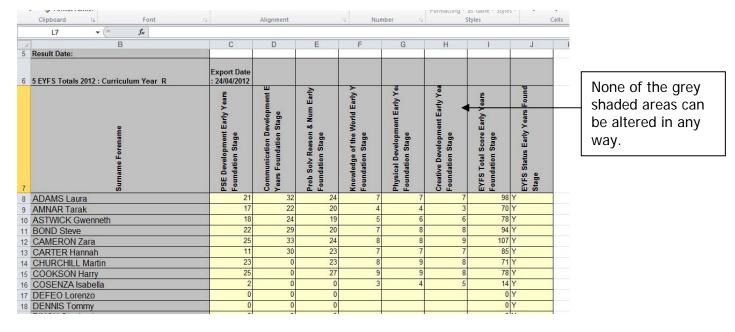
#### Appendix 1 – Formatted and Unformatted Export/Import

All marksheets within Assessment Manager can be exported to Excel as either a formatted or unformatted file. A formatted file can be imported back into Assessment Manager when results have been entered. Throughout this appendix we have used Foundation Stage Profile 2012 data as the example.

#### Formatted Export

Marksheet Entry		
Marksheet Entry : 5 EYFS Totals 2012 : Curriculum Y Save Oldo Print Export Calcul 1 Basic Details 2 Marksheet Formatted		
<u>1</u> Basic Details	Unformatted	

The marksheet will be exported to an Excel workbook as shown below. (This may take a few moments depending on the speed of your PC and the size of your cohort.



You will need to save the marksheet somewhere on your networked drive so the teachers concerned can access it to enter the assessments.

To save the file go to **File | Save As** and choose a suitable name and location.

🗶 Save As		×	
Correction →	▼ 😰 Search Desktop	<b>2</b>	
Organize 🔻 New folder		= ≥= ▼ (?)	
☑ Microsoft Excel Abi Maunders02 System Folder ★ Favorites	Computer System Folder		When you have entered a file name, click on the <b>Save</b> button.
1 Computer			<b>Do not</b> change the Save as type box.
File name: FSP 2012 for Data Entry Save as type: XML Spreadsheet 2003 Authors: Abi Maunders02	Fags: Add a tag	•	
A Hide Folders	Tools 👻 Save	Cancel	

Depending on the key stage there may be more than one statutory marksheet that you have to export to Excel.

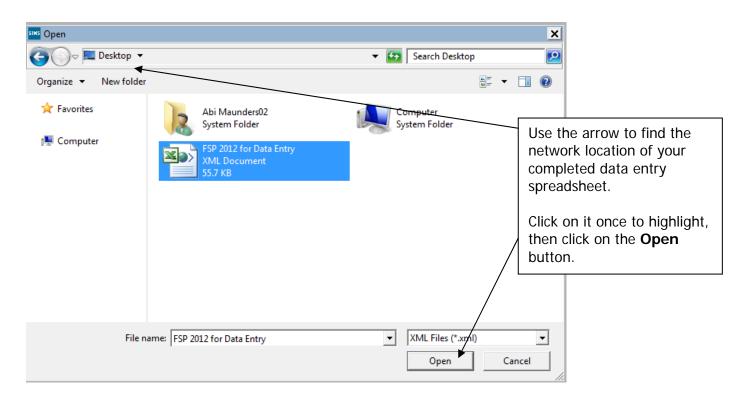
The teachers can now enter the scores and TA levels directly into the spreadsheet. When they have finished entering data they must click **Save**, <u>NOT</u> Save As. This will ensure that only one spreadsheet contains all the results and it will be filed on your network at the location you originally chose.

When all the scores/TA Levels have been entered into the spreadsheets you can import them back into Assessment Manager.

Once back in SIMS.net go to **Routines | Data In | Assessment | Import from Spreadsheet** and the following screen will appear.

Import From Spreadsheet	<u>? ×</u>
Select the file to import from	Click on the magnifying glass to find the Excel spreadsheet.

The screen shown overleaf will appear.



The file path will be displayed in the next screen. Click on the **Next** button.

An Activity Log will be displayed stating that read-only columns are not considered for import. Click on the **Close** button and the following screen will appear.

SIMS	Import From Spr	eadsheet			? 🛛
Da	ta from file				
	1	2	3	4	5 🔨
	Upn	Surname Forename	Disposition + Attitude	DA Status	Social Developr
			Early Years Foundation	Early Years Foundation	Early Years Fou
			28/04/2011	28/04/2011	28/04/2011
1	Y820200109033	AARON Chris	5	Y	5
2	J820200109032	AARON Liz	8	Y	8
3	J823200110003	ACKTON Stephen	0	Y	1
4	N823200110025	ADASHEJI Mohammed	0	N	0
5	M823200110005	ANSELL Alfie	0	Y	0
6	Q823200110007	ANSELL Annie	0	Y 🔶	0
7	B823200110006	ANSELL Archie	0		0
8	U823200110038	AVATAR Ahman	8	Y	1
9	Q820200109036	BARNES Lucy	2	Y	3
10	B820200109035	BARNES Tommy	2	Y	3
11	F823200110028	BARTON David	0		0
12	Y823200110004	BASRA Jenny	0		0
13	G823200110021	BIRCH Paige	0		0
14	E820200109037	CHAPPLING Martin	0		0 🗸
<					>
			< <u>B</u> ack	<u>N</u> ext > Einis	h <u>C</u> ancel

The student matching screen will be displayed as shown below.

<mark>idents from the</mark> UPN	Surname Forename	~	Students from database Student Name	Admission No.	<u> </u>
/820200109033	AABON Chris		Aaron Chris	001102	
820200109032	AARON Liz		Aaron Liz	001103	- [
823200110003	ACKTON Stephen		Ackton Stephen	001175	
823200110025	ADASHEJI Mohammed		Adasheji Mohammed	001176	
4823200110005	ANSELL Alfie		Ansell Alfie	001177	
823200110007	ANSELL Annie		Ansell Annie	001178	
823200110006	ANSELL Archie		Ansell Archie	001179	
J823200110038	AVATAR Ahman		Avatar Ahman	001180	
820200109036	BARNES Lucy		Barnes Lucy	001105	
820200109035	BARNES Tommy		Barnes Tommy	001106	
823200110028	BARTON David		Barton David	001181	
/823200110004	BASRA Jenny		Basra Jenny	001182	
6823200110021	BIRCH Paige		Birch Paige	001183	
820200109037	CHAPPLING Martin		Chappling Martin	001107	
/823200110029	DICAPRIO Luisa		DiCaprio Luisa	001184	
J820200109038	DICKINSON Sally		Dickinson Sally	001108	
J823200110040	DILORENZO Antonio		DiLorenzo Antonio	001185	
/823200110033	DUFFY Elizabeth		Duffy Elizabeth	001186	
1820200109039	EAGLE Ruby		Eagle Ruby	001109	
J823200110011	ELIJA Denise		Elija Denise	001187	
J820200109040	FELL Mia	~	Fell Mia	001110	~
000000110000	CODMICUELLA Desente		L Camiakalla Dasawa	001100	

All the students should match as shown opposite.

Click on the **Finish** button followed by the **Yes** button and the results will be imported.

An Activity Log will be displayed at the end of the process saying how many results were updated/imported. Click on the **Close** button.

siles Activity Log	? 🛛
🚍 Print 💾 Save	
Activity Assessment Manager Import from Excel Date : 28/04/2011 10:16:30	
263 Result(s) imported [0 Result(s) Inserted, 263 Result(s) Updated] The following Results could not be imported as the Result is blank Student Name: ANSELL Archie Aspect: DA Status Result Set: Early Years Foundation Stage ResultDate: 28/04/2011	
Student Name: ANSELL Archie Aspect: SD Status Result Set: Early Years Foundation Stage ResultDate: 28/04/2011	
Student Name: ANSELL Archie Aspect: ED Status Result Set: Early Years Foundation Stage ResultDate: 28/04/2011	
Student Name: BARTON David Aspect: DA Status Result Set: Early Years Foundation Stage ResultDate: 28/04/2011	
Student Name: BARTON David Aspect: SD Status Result Set: Early Years Foundation Stage ResultDate: 28/04/2011	~
	<u>Close</u>

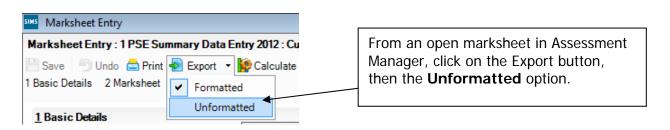
You need to go into each of the marksheets and press the <u>Calculate</u> button. You can go to the marksheets via the wizard (Tools | Performance | Assessment | Wizard Manager) or through the route Focus | Assessment | Marksheet Entry.

When you have completed all the statutory marksheets for the Key Stage, you can create a CTF to export the data to Management Information (instructions in the main notice).

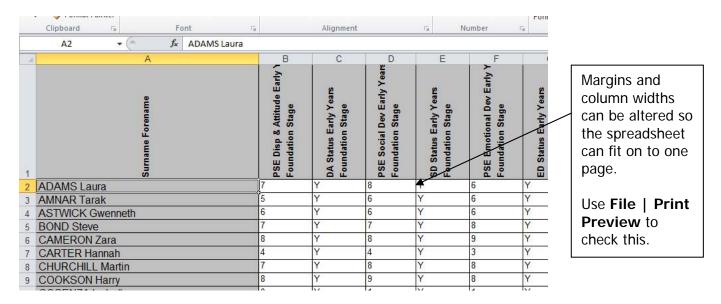
#### **Unformatted Export**

The unformatted option is mainly used so the marksheet is more "print-friendly".

We strongly recommend that you do not use the unformatted option if you want to import your results electronically. It should only be used for printing and manual input purposes. Instructions do follow however, if you choose to take this option.



The marksheet will be exported to an Excel workbook as shown below. (This may take a few moments depending on the speed of your PC and the size of your cohort.)



Once the page setup is correct, you can print out the spreadsheet, However, if the teachers concerned are going to enter the assessment levels into the unformatted export version, you will need to save the marksheet somewhere on your networked drive.

To save the file, go to **File | Save As** and choose a suitable name and location. In our example we have used **FSP for Manual Data Entry** as shown overleaf.

Save As		✓ Search Desktop	<u>جع</u> م	
Organize  New fold Microsoft Excel Favorites Computer	er Abi Maunders02 System Folder FSP 2012 for Data Entry XML Document 55.7 KB	Computer System Folder		When you have entered a file name, click on the <b>Save</b> button. Do not change the Save as type box.
File name: FSP f Save as type: XML Authors: Abi M		dd a tag Tools 🔻 Save	Cancel	

Depending on the key stage, there may be more than one statutory marksheet that you have to export to Excel.

The teachers can now enter Scores or TA levels directly into the spreadsheet. When they have finished entering data they must click **Save** <u>NOT</u> Save As. This will ensure that only one spreadsheet contains all the results and it will be filed on your network at the location you originally chose.

When all the scores/TA Levels have been entered into the spreadsheets, you can import them back into Assessment Manager.

Once back in SIMS.net, go to **Routines | Data In | Assessment | Import from Spreadsheet** and the following screen will appear.

<sup>MS</sup> Import From Spreadsheet	? ×
Select the file to import from	Click on the magnifying glass to find the Excel spreadsheet.
< Back Next > Fini	ish Cancel

The screen shown overleaf will appear.

organize ▼ New folder		<ul> <li>✓ ✓ ✓ ✓ Search Desktop</li> <li>Image: ✓ </li> </ul>	<u>ح</u> م	
☆ Favorites Image: Favorites Image: Favorites	Abi Maunders02 System Folder FSP 2012 for Data Entry XML Document 55.7 KB	Computer System Folder FSP for Manual Data Entry XML Document 35.4 KB		Use the arrow to find the network location of your completed data entry spreadsheet. Click on it once to highlight, then click on the <b>Open</b> button.
File na	ne: FSP for Manual Data Entry	XML Files (*.xm)     Open Can	▼ cel	

The file path will be displayed in the next screen. Click on the **Next** button.

The import screen will appear as shown below. In this step you have to match the incoming data to the correct Aspects in Assessment Manager.

SIMS ]	mport From Spreadsheet			-	?	×	
Dat	a from file						
	1	2	3	4	5	-	
			<b>↓</b>			=	
							All the grey parts
1	Surname Forename	PSE Disp & Attitude Early	DA Status Early Years Fou	PSE Social Dev Early Year	SD S		of the screen are
2	ADAMS Laura	7	Y	8	Y		Assessment
3	AMNAR Tarak	5	Y	6	Y		
4	ASTWICK Gwenneth	6	Y	6	Y		Manager.
5	BOND Steve	7	Y	7	Y		
6	CAMERON Zara	8	Y	8	Y		All the white parts
7	CARTER Hannah	4	Y	4	Y		of the screen are
8	CHURCHILL Martin	7	Y	8	Y		
9	COOKSON Harry	8	Y	9	Y		from Excel.
10	COSENZA Isabella	0	Y	1	Y		
11	DEFEO Lorenzo	0	N	0	N		
12	DENNIS Tommy	0	Y	0	N		
13	DIXON Stephanie	7	Y	7	Y		
14	DOLITTLE Susan					Ŧ	
•	III				Þ		
			< Back Next	> Finish Ca	ancel		

You need to attach the correct Aspects to the data.

First of all, left click once in the white part of column 1

Then, right click over the **GREY** top area of the same column and the menu shown below will appear.

sims Ir	mport From	Spreadsheet				Cho
Data	a from file					app
	1	Surname				scre
		Forename				
		Surname F	orename 🌋			
		Forename	Surname		SIMS	Impo
	Surname	Date Of Bir	th	Attitude Ear	Dat	ta fro
2	ADAMS	Gender				1
3	AMNAR		N.L			Sun
4	ASTWIC	Admission	Number			
5	BOND S	UPN				
6	CAMER	Result			1	Suri
7	CARTEF	Clear			2	ADA
8	CHURCHIL	L Martin	7		3	AMI
9	COOKSON	Harry	8		4	AST
10	COSENZA	Isabella	0		5	BOI
44	DEFEC I		-		0	

Choose the Surname Forename option and it will appear in the "Assessment Manager" part of the screen.

sims	Import From Spreadshe	et	
Dat	ta from file		
	1		2
	Surname Forename	/	
1	Surname Forename		PSE Disp
2	ADAMS Laura		7
3	AMNAR Tarak		5
4	ASTWICK Gwenneth		6
5	BOND Steve		7
0			-

You now need to repeat this process for the other columns.

- Left click once in the white part of a column that contains assessment data
- Right click once on the grey area of the same column

Dat	ta from file		
	1	2	3
	Surname Forename		Surname Forename Surname Forename
1	Surname Forename	PSE Disp & Atti	Forename Surname Irs For overleaf will appear.
2	ADAMS Laura	7	Date Of Birth
3	AMNAR Tarak	5	Gender
4	ASTWICK Gwenneth	6	Admission Number
5	BOND Steve	7	UPN
6	CAMERON Zara	8	
7	CARTER Hannah	4	Result 🖌
8	CHURCHILL Martin	7	Clear
9	COOKSON Harry	8	Y
10	COSEN74 Isabella	0	Y

CES Assessment Services     CES Examination Services	Name	Owner	The Aspects will f	ollow
	EYFS: PD3 Move/Control EYFS: PD4 Move/Travel EYFS: PD5 Fine Control		the same naming	
	EYFS: PD6 Use Equipmt EYFS: PD7 Handle tools		conventions, for e	example:
	EYFS: PD8 Health EYFS: PD9 Adapt /Link		EYFS: PSE DA Sta	itus
	EYFS: Phys Dev Score EYFS: Phys Dev Status			
	EYFS: PSE Status EYFS: PSE DA Status EYFS: PSE DA Subtotal			
	EYFS: PSE ED Status EYFS: PSE ED Subtotal			
	EYFS: PSE Score EYFS: PSE SD Status			
	EYFS: PSE SD Subtotal EYFS: PSRN Calc Status		<b>•</b>	
	FYES: PSRN Calc Subtotal		4	
Result Set				
		Update	Close	

When you have found the correct Aspect for the column you are naming, click on it once to highlight. Then click on the magnifying glass by the **Result Set** field.

Result Set	
Date 25/04/2012	

The screen shown below will appear.

Result Set	Supplier	Module	Locked		
Early Years Foundation Stage	CES Foundatio	CES Asses	No	1	
Key Stage 1 Trial	CES Assessme	CES Asses	No		
Key Stage 1 Validated Result	SIMS	CES Asses	No		
Key Stage 2 Validated Result	SIMS	CES Asses	No		
Key Stage 3 Validated Result	SIMS	CES Asses	No		
KS2 Target	820 2001 WAT	CES Asses	No		
Optional SATS	820 2001 WAT	CES Asses	No		
QCA Year 3	820 2001 WAT	CES Asses	No		
QCA Year 4	820 2001 WAT	CES Asses	No		
QCA Year 5	820 2001 WAT	CES Asses	No		
TP English and Maths	CES Assessme	CES Asses	No		
TP Year 1	CES Assessme	CES Asses	No		
TP Year 1 Autumn Term	CES Assessme	CES Asses	No		
TP Year 1 Spring Term	CES Assessme	CES Asses	No		
TP Year 1 Summer Term	CES Assessme	CES Asses	No		
TP Year 2	CES Assessme	CES Asses	No		
TP Year 2 Autumn Term	CES Assessme	CES Asses	No		
TP Year 2 Spring Term	CES Assessme	CES Asses	No		
TP Year 2 Summer Term	CES Assessme	CES Asses	No		
TP Year 3	CES Assessme	CES Asses	No		
TP Year 3 Autumn Term	CES Assessme	CES Asses	No		
TP Year 3 Spring Term	CES Assessme	CES Asses	No		
TP Year 3 Summer Term	CES Assessme	CES Asses	No		

Depending on which key stage you are working on, choose one of the following:

- Early Years Foundation Stage
- Key Stage 1 Validated Result
- Phonics Check Year 1 or 2
- Key Stage 2 Validated Result

Click once to highlight, then click the **Select** button.

The Results Detail screen will be shown again, click on the Update button and you will be returned to the main data import screen.

You will see that the column now has an "Assessment Manager" heading.

SIMS	Import From Spreadsheet		
Da	ata from file		
	1	2	3
	Surname Forename	Disposition + Attitude	
		Early Years Foundation	
		25/04/2012	
1	Surname Forename	PSE Disp & Attitude Early	DA Status Early Years
2	ADAMS Laura	7	Y
3	AMNAR Tarak	5	Y
4	ASTWICK Gwenneth	6	Y
5	BOND Steve	7	Y
6	CAMERON Zara	8	Y
7	CARTER Hannah	4	Y
8	CHURCHILL Martin	7	Y
9	COOKSON Harry	8	Y

You can now continue assigning headings to the rest of the columns that need importing. When you have finished, click on the **Next** button to proceed.

The pupil matching screen will now be displayed as shown below.

umame Forename		Student Name	Admission No.	-
DAMS Laura		Adams Laura	001235	
MNAR Tarak	=	Amnar Tarak	001236	Ξ
STWICK Gwenneth		Astwick Gwenneth	001155	-
OND Steve		Bond Steve	001237	
AMERON Zara		Cameron Zara	001156	
ARTER Hannah		Carter Hannah	001238	
HURCHILL Martin		Churchill Martin	001239	
OOKSON Harry		Cookson Harry	001240	
OSENZA Isabella		Cosenza Isabella	001241	
EFEO Lorenzo		Defeo Lorenzo	001242	
ENNIS Tommy		Dennis Tommy	001243	
IXON Stephanie		Dixon Stephanie	001244	
OLITTLE Susan		Dolittle Susan	001158	
DWARDS Imogen		Edwards Imogen	001245	
RANCIS Adam		Francis Adam	001246	
ODWIN Kate	-	Godwin Kate	001247	
	•	Harvey Elizabeth	001248	-
	· ·	LUILIN AL	001040	

The pupils on the left (from Excel spreadsheet) should match the pupils on the right (from SIMS.net). If they don't there will be an option on the right of the screen (magnifying glass) to manually match those pupils being imported with details held in SIMS.net.

Click on **Finish** and then the **Yes** button and the results will be imported.

An Activity Log will be displayed at the end of the process saying how many results were updated/imported. Click on the **Close** button.

3		
	Mi Activity Log	3
	🚘 Print 💾 Save	
	Activity Assessment Manager Import from Excel	
	Date : 25/04/2012 09:40:45	=
	12 Result(s) imported [1 Result(s) Inserted, 11 Result(s) Updated]	-
	The following Results could not be imported as the Result is blank Student Name: DOLITTLE Susan Aspect: Disposition + Attitude Result Set: Early Years Foundation Stage ResultDate: 25/04/2012	
	Student Name: EDWARDS Imogen Aspect: Disposition + Attitude Result Set: Early Years Foundation Stage ResultDate: 25/04/2012	
	Student Name: FRANCIS Adam Aspect: Disposition + Attitude Result Set: Early Years Foundation Stage ResultDate: 25/04/2012	
	Student Name: GODWIN Kate Aspect: Disposition + Attitude Result Set: Early Years Foundation Stage ResultDate: 25/04/2012	
	Student Name: HARVEY Elizabeth Aspect: Disposition + Attitude Result Set: Early Years Foundation Stage ResultDate: 25/04/2012	
	Close	

You now need to go into each of the marksheets and press the <u>Calculate</u> button. You can go to the marksheets via the Wizard (Tools | Performance | Assessment | Wizard Manager) or through the route Focus | Assessment | Marksheet entry.

When you have completed all the statutory marksheets for the Key Stage, you can create a CTF to export the data to Management Information (instructions in the main notice).

#### Appendix 2 – Reports

There is a facility within the Key Stage One wizard to print and preview pupil reports.

To access the report go to:

- Tools | Performance | Assessment | Wizard Manager
- Click on Key Stage 1 Wizard England 2016 and then the **Next** button.
- Check that Year 2 or the correct user defined group are selected and click **Next TWICE**.

The report screen is displayed as shown below. There is only one report available this year which you can print or preview:

• KS1 P1 Student England 2016 – Individual Pupil Reports

SIMS	Wizard - Key Stag	ge 1 Wizard Engla	nd 2016	? X	
Individual Report Format	1				This is the <b>Preview</b> button.
Name		Edit Date		Q	
KS1 P1 Student England	2016	01/01/2	016	<u></u>	This is the <b>Print</b> button.
				<b>₽</b>	
Membership Dates for	Group : Curriculum Year	2			
From 05/05/2016	5 🔂 To 05/05/20	016 🛃 Refree	sh		
Group Filter		Q			
o					
Sumame	Forename	DOB	Reg Grp		
Abdullah	Tamwar	12/01/2008	2JB		
Beynon	Harvey	15/02/2009	2GH		
Carrick	Oliver	12/11/2008	2JB		
Carter	Daniel	04/04/2009	2GH		
Cassidy	Michael	02/01/2009	2JB		
Cedric-Smith	Lucie	08/05/2009	2GH	~	
Select All Dese	IECTAII				
		< Back Ne:	xt > Finish	Cancel	
Abdullah Beynon Carrick Carter Cassidy Cedric-Smith	Tamwar Harvey Oliver Daniel Michael	12/01/2008 15/02/2009 12/11/2008 04/04/2009 02/01/2009 08/05/2009	2JB 2GH 2JB 2GH 2JB 2GH	~	

#### The Student Report

If you want to print all the pupils at once, click on the Select All button. All pupil boxes will now be ticked. Click on the Print button **once**.

If you want to preview the report, make sure that just **one** pupil box is ticked then click on the Preview button **once**.

The report is opened in Microsoft Word. We advise that you save it to your network for
future reference.

When you have finished printing and/or previewing the report, click on the **Cancel** button to exit the wizard.