Early Years Foundation Stage 2015 Guidance Notes

May 2015

Management Information



This information notice explains how to enter your statutory Early Years Foundation Stage assessments into Assessment Manager and how to return them to Management Information.

Please note: you need the Spring 2015 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 7.162 or later.

Section 1 – User Defined Groups

Before you import the new FSP 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 the Foundation Stage who are not marked as being in NC Year R in SIMS.net.

You will also need to set up a group to <u>include</u> any pupils who left your school after the summer half term. If a child joins a new school after the summer half term (or <u>during</u> the holiday) the <u>PREVIOUS</u> school is required to report the results.

You will also need to set up a group if you need to <u>exclude</u> any pupils who have joined your school <u>after</u> the summer half term.

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.

_														
sins SIN	IS .net: WA	TERS EDGE P	RIMARY S	SCHOOL										
<u>F</u> ocus	<u>R</u> eports	R <u>o</u> utines	<u>T</u> ools	<u>W</u> indow	<u>H</u> elp									
魯。	듲 Back	- 📄 For	ward	b 🤰	 	' 🛃 😒	1	1		Ż	2	0	5	K
物 ма	🐝 Maintain User Defined Groups													
New 📄	New Mi Search Delete Delete Print Browse Next Previous													
Grou	up Descriptio	on				Short N	ame							
Activ	ve State	<any></any>			•									

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

User Group Details:		
💾 Save 🏼 🍎 Undo 📥	Print	
1 Group Details 2 Mem	bership	Γ
1 Group Details		Add a relevant
Group Description	EYFSP2015 Active State Active	Group Description and Short Name.
Short Name	FSP15 Current Main Supervisor	
Notes	Year R plus 1 leaver	Make sure the Active State Is Active .
Include in Discover		If you wish, add a brief note.
2 Membership		Then click on the
Effective Date Range	01/09/2014 - 31/08/2015 Academic Year Academic Year 2014/2015	Action button and
Cursor Day	Monday	click Add Member.
Cursor Date	27/04/2015	The screen shown
Zoom 🆏 Action		below will appear.
Member	Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug	

🐸 Select Members	
Search	📄 Links 👻 🕹 H
Surname Forename	Role Student -
Group Type National Curriculum Ye Group	Effective Date 27/04/2015
Name	Gender Year and Reg Group 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.

Select Members			Select all the relevant F
Search		🔄 Links 🔻	PHOLE pupils by clicking on th
Surname Forename	Role	Student -	while holding down the
Group Type National Curriculum Ye 🗸 Group	Effectiv	ve Date 27/04/2015	Shift key.
Name	Gender Year and	Reg Group Current Group	*
Adebayor, Emmanuel	Male 6KH	Curriculum Year 6	You can also select any
Andrews, Jasmine	Female 6VC	Curriculum Year 6	
Taylor, Sarah	Female 6VC	Curriculum Year 6	pupils who are not liste
Ackton, Stan	Male ROAK	Curriculum Year R	as NC Year R but whor
Whitemore, Amie	Female RELM	Curriculum Year R	
Abhra, Abjit	Male RELM	Curriculum Year R	you need to return res
Abhra, Neel	Male RASH	Curriculum Year R	
Abhra, Alisha	Female RPINE	Curriculum Year R	for.
Ludmitas, Klara	Female RASH	Curriculum Year R	
Benson, Justin	Male RASH	Curriculum Year R	
Hassan, Giv	Male RELM	Curriculum Year R	When all pupils are
Del Sonno, Nadia	Female RELM	Curriculum Year R	
Lewis-Jones, Megan	Female RPINE	Curriculum Year R	selected click the OK
Smith, Erin	Female RPINE	Curriculum Year R	
DiMichala Sara	Famala RASH	Ourriquity Tear R	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	01/09/2014 - 3	31/08/2015		Academic Year	Academic Year 2014/2015	•
Cursor Day	Monday]			
Cursor Date	27/04/2015]			
Zoom 🏶 Action						
Member		Sep Oct N	lov Dec	Jan <mark>Feb</mark> M	ar <mark>Apr May Jun </mark> Jul <mark>Aug</mark>	ſ
Abhra, Abjit - RELM					ľ	
Abhra, Alisha - RPINE						
Abhra, Neel - RASH						

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

Select Members M Search Surname Group Type	- Noie	Links V W Help Student	Change the Group Type filter to All , then click Search . Find the relevant
Name	Gender Year and Reg Group	A	pupil/s on the list –
Reid, Bradley	Male 1ASH		
Richards, Lauren	Female 1ASH		click to highlight, then
Simons, Evie	Female 1ASH		click on OK when
Stuart, Philippa	Female 1ASH		
Abdullah, Tamwar	Male 1ELM		finished.
Carrick, Oliver	Male 1ELM		
Erickson, Scarlett	Female 1ELM		
Franklin, Ethan	Male 1ELM		You'll be returned to
Griffiths, Eve	Female 1ELM		
Ivan, Anastasiya	Female 1ELM		the Membership
Matthews, Isobel	Female 1ELM		
Mitchell, Laura	Female 1ELM		screen where all
Osborne, Ryan	Male 1ELM		
Polino, Vadim	Male 1ELM	-	chosen pupils will be
Reid Tier	Female 1ELM		displayed.
<u>.</u>		OK Cancel	
 792 matches found 			

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

Section 2 – Downloading the EY Foundation Stage Profile 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 8800 (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 16.

Importing the EY Foundation Stage Profile into Assessment Manager

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

sims Import				? 🔀		
Select the file to imp	port from					Click on the magnifying
					● ◀───	
Header comments fr	rom the import file:					glass and the screen shown
						below will appear.
Overwrite with defa	ult values 🗌					
		< Back	Next > Finish	Cancel		
					-	
Open				? 🛛		
Look in:	🗀 SIMS .net	~	G 🏚 📂 🖽 -			
LOOK jn.	JIMJ .net				Г	
	AMPA			sterReportSchem		The system should default to
My Recent	DinnerMoney			nSchemeCourse5 nSchemeSchema,		your SIMS.net folder as shown.
Documents				nsSchemeStuden		
	🔮 AddressList.×ml			dYearGroupSche		If it does not, you will need to
	AttendanceCodeSchem		🔮 CourseSch			navigate to it by clicking on the
Desktop	AttendanceReturnError AttendanceYearSchema		CoursesSo	hema.xml Resolutions.xml		arrow by the Look in box.
	AttRet_Configuration.x		DENIError DENI-Look			arrow by the Look in box.
	CensusErrorResolutions			OfAttendanceSc		
	CESEW_Configuration.>	ml	DMStuder	tUPNSchema.xm		It is normally located at
My Documents	ChosenCodesReportSch		📄 dynamiche	elp.ces.xml		C:\Program Files\SIMS\SIMS.net
	🖆 ClassAndYearGroupSch	ema.xml	🔛 EarliestMa	rkSchemeMembe		5
	<			>		
KCC Computer						
v4.4.15 - TRP	File <u>n</u> ame:		~	<u>Open</u>		
	Files of type: Xml file	s (*.xml)	*	Cancel		
My Network	🗌 Оре	n 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	-	
Name	Date modified	
🕋 En KS2 Templates	19/02/2015 14:01 Click on the EYFS Profile Wizar 2015 as shown opposite and click	
EYFS Profile Template 2014	27/02/2014 17:18 the Open button.	
🕋 EYFS Profile Template 2015	11/03/2015 10:29	
🕋 EYFS Profile Wizard 2014	05/06/2014 15:53	
EVFS Profile Wizard 2015	22/12/2014 07:58	
Key Stage 1 Wizard England 2014	05/06/2014 08:48	
🔮 Key Stage 1 Wizard England 2015	22/12/2014 07:58	

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 EY Foundation Stage Profile Wizard

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

<u></u>	n			
sims Wizar	ď		? 💌	
Select W	fizard			
Filter	Incomplete -	•		A list of all the Wizards
				on your system will be
Name		Edit Date	Complete	displayed.
EYFS P	rofile Wizard 2014	01/01/2014		
EYFS P	rofile Wizard 2015	01/01/2015		Make sure the filter says
Key Stag	ge 1 Wizard England 2014	01/01/2014		Incomplete.
Key Stag	ge 2 Wizard England 2014	01/01/2014		-
Year 1 P	honics Screening Wizard 2	01/01/2014		Do not tick the Complete box on the right.
Year 2 P	honics Screening Wizard 2	01/01/2014		
				Click on the EYFS Profile Wizard 2015 and click on the Next button.
		< Back	Next > Finish Cancel	

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

		en una una ana		
SIMS Wizard - EYFS Profile Wizard 20	15		? 🗙	Click on the
Select Group				
				magnifying glass and
			0 🕂	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 (FSP 2015) 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 R** by clicking on the text once, then click **Apply**.

Group Selector					? ×
Select the effective Group date					
From 01/09/2014	То	31/08/2015		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					E
Curriculum Year N2					
Exam Season Candidates					
Assessment User Defined					
Ethnicity					
Home Language					
House					
New Intake Group					
User Defined Groups					-
					0
		Apply	Clear S	election	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.

Wizard - EYFS I	Profile Wizard 2015			? X	
Marksheets		There is only one			
Filter: Incomple	lete 👻 Please s	marksheet: EYFS Profile 2015.			
Template	Group	Last Used	Complete		ETFS PIONE 2015.
EYFS Profile 201	15 Curriculum Year R				Click on this row to select and then click on the Edit Marksheet button. The marksheet will be displayed as shown overleaf.

FSP 2015 - Page 6

Section 4 – Entering Results on the Marksheet

The marksheet will now be displayed as below.

Marksheet Entry																
Marksheet Entry : EYFS Profile 20)15 : Curriculum Y	/ear R														
💾 Save 👘 Undo 📥 Print 🖣 E	xport - 隆 Calo	ulate														
1 Basic Details 2 Marksheet																
<u>1</u> Basic Details																
Notes	This Ma	arksheet ena	ibles you to e	enter EYFS Pr	rofile assessn	nent for pupi	s at the end o	of Reception	Year.	-						
	1. Ente	r the value fo	or the 17 data	a entry aspec	ts for the EY	FS Profile as	either 1,2,3 c	or A.		4	Yo	u can	ехро	rt the	!	
Last Used															hers t	
Data entry for this Marksheet is co	mplete 🛛											•			cally, o	or
2 Marksheet											yoi	i can	print	it out	. 101	
Result Date 27/04/2015	Group Members	hip Date	27/04/2015		Refresh (Summary 	Narrow	Zoom	💥 Reveal		the	em.				
Group Filter			Q													
	COM Listening Attention School Assessment - EYFS	COM Understanding School Assessment - EYFS	COM Speaking School Assessment - EYFS	PHY Moving & Handling School Assessment - EYFS	PHY Health & Self-care School Assessment - EYFS	PSE Self-confidence School Assessment - EYFS	PSE Feelings Behaviour School Assessment - EYFS	ships ssment - EYFS	LIT Reading School Assessment - EYFS	LIT Writing School Assessment - EYFS	ex	oortin	-	rkshe	ets endix	1.
Students	COM Listenir School Asse	COM Unders School Asser	COM Speaki School Asse	PHY Moving School Asse	PHY Health 8 School Asse	PSE Self-con School Asse	PSE Feelings School Asse	PSE Relationships School Assessment	LIT Reading School Asset	LIT Writing School Asse	MAT Numbe School Asse	MAT Shape School Asse	UTW People School Asse	UTW The W School Asse	UTW Techn School Asse	
ABHRA, Abjit			1	1		£	1		5	ŝ	1	ŝ	1	ŝ		
ABHRA, Alisha																
ABHRA, Neel																
ACKTON, Stan																
ANDREWS, Josef																
BAILEY, Eve																
BALINSKI, Cyla																
BALINSKI, Fil																
DALING A			1			1			1							
BALINSKI, Iwa					2 C						1 P				-	
BALINSKI, Iwa BENNISON, Hugo BENNISON, Hugo																

You need to enter a score for each pupil into the columns for the 17 assessments.

The valid scores are:

- 3 (Exceeding)
- 2 (Expected)
- 1 (Emerging)
- A (Unable to access or exempt)

When your marksheet is complete, click on the **Save** button at the **top left** of the screen. This will populate the formula columns and indicate if any entries are missing.

You must resolve any Missing Entries before returning your data to us.

Once you have resolved any errors, close the marksheet and return to the Wizard.

Exit the Wizard by clicking on the Cancel button.

Reports

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

You now need to create a CTF file in SIMS.net to return your results to Management Information. Instructions for this start on the following page.

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 EYFSP 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 from the end of May until **Friday 26 June 2015**.

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 🍵 Undo	Your directory details may be
1 Directory Details 2 Data to be Imported by Default 3 Data to be Exported by Default	different – make a note of these two
<u>1</u> Directory Details	file paths here as you will need to
CTF import directory W:\CTFIN	know what they are later on in the
CTF export directory W:\CTFOUT	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 Early Years Foundation Stage data (FSP) General KS1 KS1 excluding Tests and Tasks KS2 Phonics Test Results	For FSP, choose General then click Select. Please do not select the Early Years option as this does not extract the correct data.
Select 🔀 Cancel	

Please ensure that the three options shown below are the **only** ones ticked for your FSP return.

When ticks are removed from the data fields an Optional Data Descriptor box appears – please enter FSP 2015 in the box.

Export CTF (General)						
1 Data to be Exported	2 Student Options	3 Students	4 Exception Log			
1 Data to be Exporte	zd					
Student Basic Detai	ls 🔽	Student	Address	¥	Student Contacts	
SEN Information			ment Data KS1 Tasks/Tests		School History	
Attendance Summar	ry 🗆	Looked	After		FSM History	
free text e.g. Update	riptor for a partial CT e to KS2 assessment a the DataDescriptor	s for QCDA,				

2 Student Options Effective Date 27/04/201	5 View Current and	Leavers this year	dents ported ☑ 〔	🖒 Refresh	Students
3 Students			/		
UPN	Preferred Sarname	Preferred Forename	Reg Grg	🚽 Year Grp	💂 Year Taught
K823299913001	Abhra	Abjit	ELM	R	R
Z823299913002	Abhra	Alisha	PINE	R	R
N823299913003	Abhra	Neel	ASH	R	R
C823299913004	Ackton	Stan	OAK	R	R
				-	
irstly, make sure	Then ensure that	Click the		Now click	on
ne view is for	the Include	Refresh		the Year	
urrent and	Students already	Students		Group arr	ow
eavers this	exported box is	button.		and selec	t
ear.	ticked.			Year R.	

Your Year R current pupils will now be filtered as shown below.

35	Students					
	UPN	Preferred Su	Preferred For	R 💌	Year G 💌	Year Ta 💌 F
►	K8232001100	Adams	Laura	ELM	R	R
	Z8232001100	Amnar	Tarak	ELM	R	R
	Z8232001100	Astwick	Gwenneth	ELM	R	R
	N8232001100	Bond	Steve	ELM	R	R
	P8232001100	Cameron	Zara	PINE	R	R
	C8232001100	Carter	Hannah	ELM	R	R
	Decession	- 1 M	11 A		-	-

To transfer results to Kent:

- Left click once in the Destination LA/Other 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.
- 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 you do not have assessments for. For example, if new pupils have joined your school AFTER the May half term, simply remove 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 R pupils, your screen should resemble the one shown below.

Students									
UPN	Preferred Su	Preferred For	R 🔻	Y 💌	Year 🔻	Previous Desti	Destination LA	Destination Sch	-
F823200110086	Cookson	Harry	ELM	R	R		Kent		1
V823200110087	Cosenza	Isabella	ELM	R	R		Kent		1
J823200110088	Defeo	Lorenzo	ELM	R	R		Kent		
Y823200110089	Dennis	Tommy	PINE	R	R		Kent		1
J823200110090	Dixon	Stephanie	ELM	R	R		Kent		
W823200110051	Dolittle	Susan	ASH	R	R		Kent		1
Y823200110091	Edwards	Imogen	PINE	R	R		Kent		
M823200110092	Francis	Adam	PINE	R	R		Kent		1
B823200110093	Godwin	Kate	PINE	R	R		Kent		1
Q823200110094	Harvey	Elizabeth	PINE	R	R		Kent		1
E823200110095	Hill	David	PINE	R	R		Kent		1

If you have had pupils leaving your school during or after the May half term, you must also return these assessments to us. If this does not apply to your school please continue with these notes from the bottom 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.

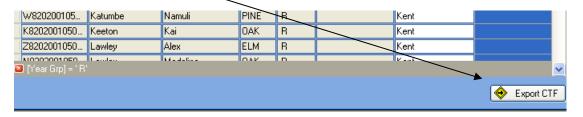
ear		lude students eady exported	V	B
R	eg Grp 💿	Year Grp 💌	Year	Taught
E	LM	(All)	B	
P	INE	(Custom) (Blanks)	R	
		(NonBlanks)	R	
E	LM	R	12	

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

Reg Grp	Year Grp 💟	Year Taught 🛛 🖂	Previous De
PM	(All)	12	
4ES	(Custom) (Blanks)	1	
(2JB)	(NonBlanks)	2)	Kent
(ELM)	1	R)	
ELM	2 3	1	
PINE	4	R	
3TO	5 6	В	
2GH	R	2	Kent
3CB	(2) (6)	В	
5BB	(B)	5	
3TO	N2	в	
5DT	5	5	

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 R 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.



A message may appear regarding 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 overleaf.

Export complete. CTF file(s) created: 🔀	Write down the file name here:
8202001_CTF_886LLLL_001.xml	
ОК	This is VERY important and will be needed later.

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

<u>4</u> Exception	Log				
Number of st	udents in file: 2 Numb	er of students processed: 2	Number of students	not exported: 0	
Preferred Su	Irname Preferred Forename	Gender Date of Birth B	Error Description	File Name Sav	
				Prin	

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 UPN's or **FSP** scores **must** be resolved in SIMS.net (UPN's) or Assessment Manager (FSP scores) and a new CTF created.

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 or another internet browser.



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 should have received by e-mail.

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**.

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



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 8. You should have written the file name down on page 12.

~							?▼	Logout x
NCER								(3)
ports	Documents	Surveys	Visits	News	Watchste	d Admin		
	🚖 🚞	file: Untag			■ B	rowse	Uplo & Se	
emo L	A (Angel)				A			•
	Sent On -		Received		Rece	eived By		
	07/03/13 @ 9	:01 AM	ali 08/05/1	3 @ 9:59 /	AM John	Tuffnell		

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

NCER		3.▲	Logout x		
eports Documents Sur	veys Visits News	Watchsted Admin			
				- · · · · · · · · · · · · · · · · · · ·	
Upload a new	w file to send		······································		
			ioad Sand		
Upload a ner Tag this file:	Untagged		ioad Send		
	Untagged Untagged		Send		
	Untagged Untagged Census				
	Untagged Untagged		Send		
Tag this file:	Untagged Untagged Census EYFSP Phonics KS1		Send		
Tag this file:	Untagged Untagged Census EYFSP Phonics KS1 KS2 TA		Send		
	Untagged Untagged Census EYFSP Phonics KS1		Send ()	-	

- 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.
 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 FSP Assessments file between the:

end of May and Friday 26 June 2015

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

Imogen Carr	03000 417043
Ed Lacey	03000 417113

Key Stage Two

Jenny Thompson	03000 417183
Jan Bennett	03000 417023
Chaileigh Thorne	03000 417184

Foundation, Phonics and Key Stage Data Collections 2015

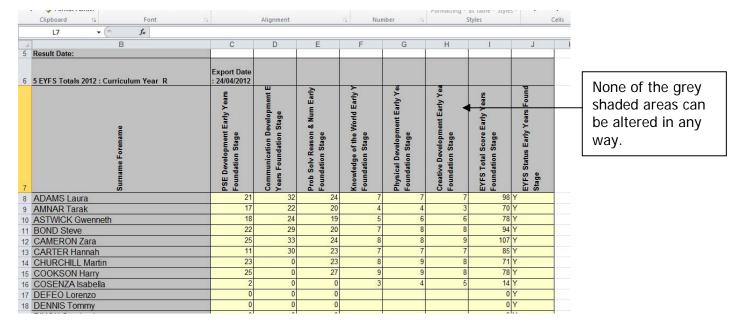
Appendix 1 – Formatted and Unformatted Export/Import

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 To Bave Oldon Contents 1 Basic Details 2 Marksheet	🛃 Export 🔹 🙀 Calcul	
<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		×	
G O ⊂ ■ Desktop ▼	✓ Gearch Desktop		
Organize 🔻 New folder		u≓ ▼ @	
Microsoft Excel Abi Maunde System Fold ✓ Favorites		file	en you have entered a name, click on the ve button.
19 Computer			not change the Save type box.
File name: FSP 2012 for Data Entry Save as type: XML Spreadsheet 2003 Authors: Abi Maunders02	Tags: Add a tag	•	
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.

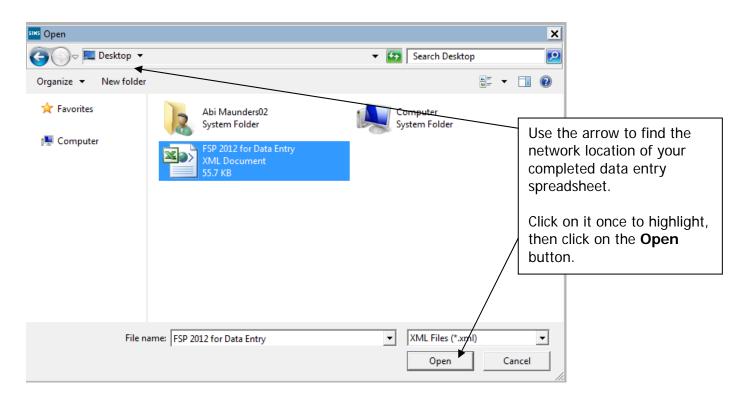
The teachers can now enter the scores and TA levels directly into the spreadsheet. When they have finished entering data they must click **Save**, <u>NOT</u> Save As. This will ensure that only one spreadsheet contains all the results and it will be filed on your network at the location you originally 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		? ×
Select the file to import from		Click on the magnifying glass to find the Excel spreadsheet.
	<pre></pre>	ancel

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.

udents from the UPN	Surname Forename	~	Students from database Student Name	Admission No.	<u> </u>
/820200109033	AARON Chris		Aaron Chris	001102	
1820200109032	AARON Liz		Aaron Liz	001103	- [3
1823200110003	ACKTON Stephen		Ackton Stephen	001175	
N823200110025			Adasheji Mohammed	001176	
4823200110005	ANSELL Alfie		Ansell Alfie	001177	
3823200110007	ANSELL Annie		Ansell Annie	001178	-
3823200110006	ANSELL Archie		Ansell Archie	001179	-
J823200110038			Avatar Ahman	001180	
3820200109036	BARNES Lucy		Barnes Lucy	001105	-
3820200109035	BARNES Tommy		Barnes Tommy	001106	
823200110028	BARTON David		Barton David	001181	
/823200110004	BASRA Jenny		Basra Jenny	001182	
3823200110021	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	001110	~
000000110000	FORMICUEU A Deceme		Cassiahalla Davatta	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.

sims 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>C</u> lose

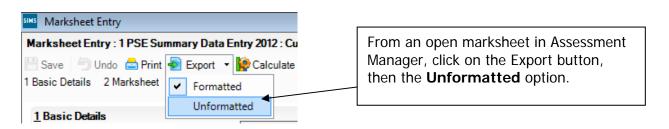
You need to go into each of the marksheets (not FSP) and press the <u>Calculate</u> button. You can go to the marksheets via the wizard (Tools | Performance | Assessment | Wizard Manager) or through the route Focus | Assessment | Marksheet Entry.

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).

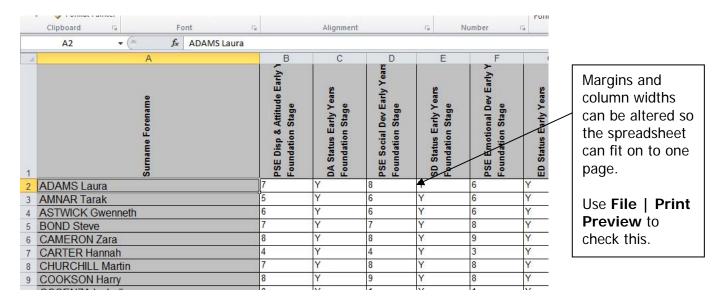
Unformatted Export

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>ج</u>	
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 Save 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.

Import From Spreadsheet	? ;	
Select the file to import from	₹	Click on the magnifying glass to find the Excel spreadsheet.
< Back	Next > Finish Cancel	-

The screen shown overleaf will appear.

SINS Open	<u> </u>	 ✓ 4→ Search Desktop 	<mark>کھ</mark>	
Organize 🔻 New fol	der	= ▼ 9=	0	
☆ 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 Open button.
File	name: FSP for Manual Data Entry	✓ XML Files (*.xml) Open Cancel	• el	

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	-	
			↓			=	
							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 I	mport From	Spreadsheet			CI	noose
Dat	a from file	Surname			· · ·	pear reen
		Forename			50	I CCII
		Surname Fo	orename			
_		Forename	Surname		sins Im	port Fr
1 2	Surname ADAMS	Date Of Bir	th	Attitude Ear	Data	from file
3	AMNAR	Gender				Surname
4	ASTWIC	Admission	Number			Jumum
5	BOND S	UPN				
6	CAMER	Result			1	Gurname
7	CARTEF	Clear			2 µ	ADAMS
8	CHURCHILL	_ Martin	7		3 J	MNAR
9	COOKSON	Harry	8		4 J	STWIC
10	COSENZAI	sabella	0		5 E	BOND S
44	000001		-		<u> </u>	

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

sims]	Import From Spreadshe	et	
Dat	a 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

Dai	ta from file			
	1	2	2	
	Surname Forename		Surname This time, choose	
			Surname Forename Result and the screen shown	
1	Surname Forename	PSE Disp & Atti	Forename Surname Irs For overleaf will appe	ar.
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	COSEN7A Isabella	0	Y	

CES Examination Services		Owner	^	The Acceste will follow
	EYFS: PD3 Move/Control			The Aspects will follow
	EYFS: PD4 Move/Travel			the same naming
	EYFS: PD5 Fine Control			conventions, for exampl
	EYFS: PD6 Use Equipm't			
	EYFS: PD7 Handle tools			
	EYFS: PD8 Health			
	EYFS: PD9 Adapt /Link			EYFS: PSE DA Status
	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			
	EYES: PSE SD Status			
	EYFS: PSE SD Subtotal			
	EYFS: PSRN Calc Status			
	EYES: PSBN Calc Subtotal		-	
	✓ [•	
ult Set				
e 25/04/2012				

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
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.

Sumame Forename	*	Student Name	Admission No.	^
ADAMS Laura		Adams Laura	001235	
MNAR Tarak	=	Amnar Tarak	001236	=
STWICK Gwenneth		Astwick Gwenneth	001155	- (
30ND Steve		Bond Steve	001237	
CAMERON Zara		Cameron Zara	001156	
ARTER Hannah		Carter Hannah	001238	
CHURCHILL Martin		Churchill Martin	001239	
COOKSON Harry		Cookson Harry	001240	
COSENZA Isabella		Cosenza Isabella	001241	
DEFEO Lorenzo		Defeo Lorenzo	001242	
DENNIS Tommy		Dennis Tommy	001243	
DIXON Stephanie		Dixon Stephanie	001244	
OLITTLE Susan		Dolittle Susan	001158	
DWARDS Imogen		Edwards Imogen	001245	
RANCIS Adam		Francis Adam	001246	
GODWIN Kate	-	Godwin Kate	001247	
		Harvey Elizabeth	001248	-
	· ·	LBUN I	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.

1	in new state and	
	Mi Activity Log	ĸ
	📥 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 (not FSP) 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 Early Years Foundation Stage Profile wizard to print and preview pupil and school reports.

To access the reports go to:

- Tools | Performance | Assessment | Wizard Manager
- Click on EYFS Profile Wizard 2015 and then the **Next** button
- Check that Year R or the correct user defined group are selected and click **Next TWICE**.

The report screen is displayed as shown below. There are 3 reports you can print or preview:

- EYFS Profile Pupil Report 2015
- EYFS Profile School Report 2015
- EYFS Profile National Report 2015

Vizard - EYFS Profile	Wizard 2015			8 23	
lividual Report Form	at				
Name EYFS Profile Pupil Report 2015 EYFS Profile School Report 2015		Edit Date	Edit Date 01/01/2015 01/01/2015		
		01/01/2			This is the
		01/01/2			Preview
EYFS Profile National Report 2015		01/01/2	01/01/2015		button.
mbership Dates fo	Group : Curriculum Year	R			This is the
-					N
om 05/05/20	15 [To 05/05/2	015 🔂 Refree	sh		Print button
roup Filter					
udents					
Sumame	Forename	DOB	Reg Grp	<u>^</u>	
/ Abhra	Abjit	20/11/2009	ELM		
Abhra	Alisha	20/11/2009	PINE		
Abhra	Neel	20/11/2009	ASH		
Ackton	Stan	22/03/2010	OAK		
Andrews	Josef	26/03/2010	ELM		
Bailey	Eve	17/04/2010	OAK	T	
	electAll	1770477010			

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 School and National Report (Comparative)

Make sure only one pupil is "ticked". Click on the EYFS Profile School Report 2015 report and click the Preview or Print button. The report displays percentages for all pupils, boys and girls within your school and 2014 National results by gender and all pupils.

You may choose to print one or multiple copies of either report by setting the number of copies required on the print manager screen.

The reports are opened in Microsoft Word. We advise that you save them to your network for future reference.

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