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.

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

Add a relevant **Group Description** and **Short Name**.

Make sure the Active State Is **Active**.

If you wish, add a brief note.

Then click on the **Action** button and click **Add Member**.

The screen shown below will appear.

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

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

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.

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.

Change the Group Type filter to **All**, then click **Search**.

Find the relevant pupil/s on the list – click to highlight, then click on **OK** when finished.

You'll be returned to the Membership screen where all chosen pupils will be displayed.

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.
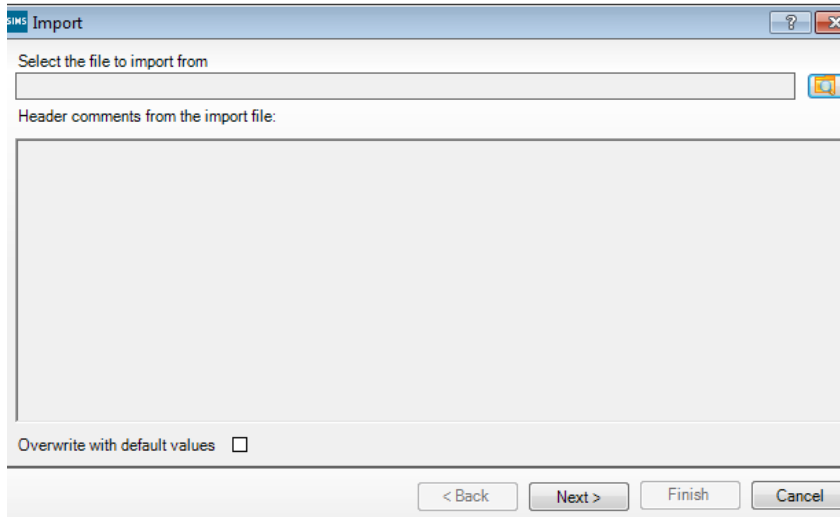
Click on the magnifying glass and the screen shown below will appear.
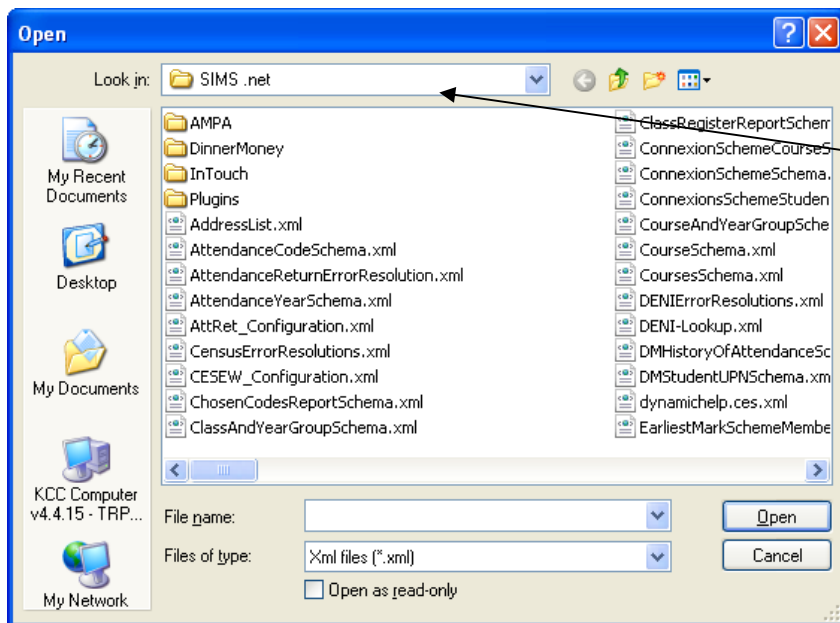
The system should default to your **SIMS.net** folder as shown.

If it does not, you will need to navigate to it by clicking on the arrow by the Look in box.

It is normally located at C:\Program Files\SIMS\SIMS.net

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.
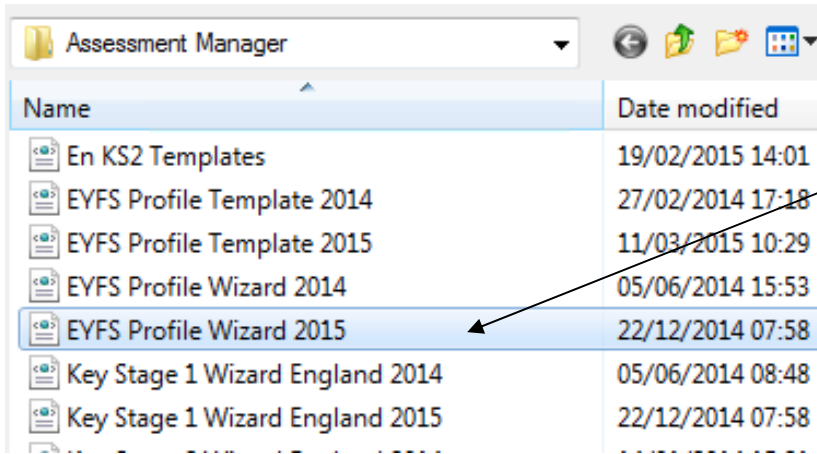
Click on the **EYFS Profile Wizard 2015** as shown opposite and click on the **Open** button.

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. Make sure the Log states that all items were successfully imported. Click on the **Close** button.

Section 3 – Running the EY Foundation Stage Profile Wizard

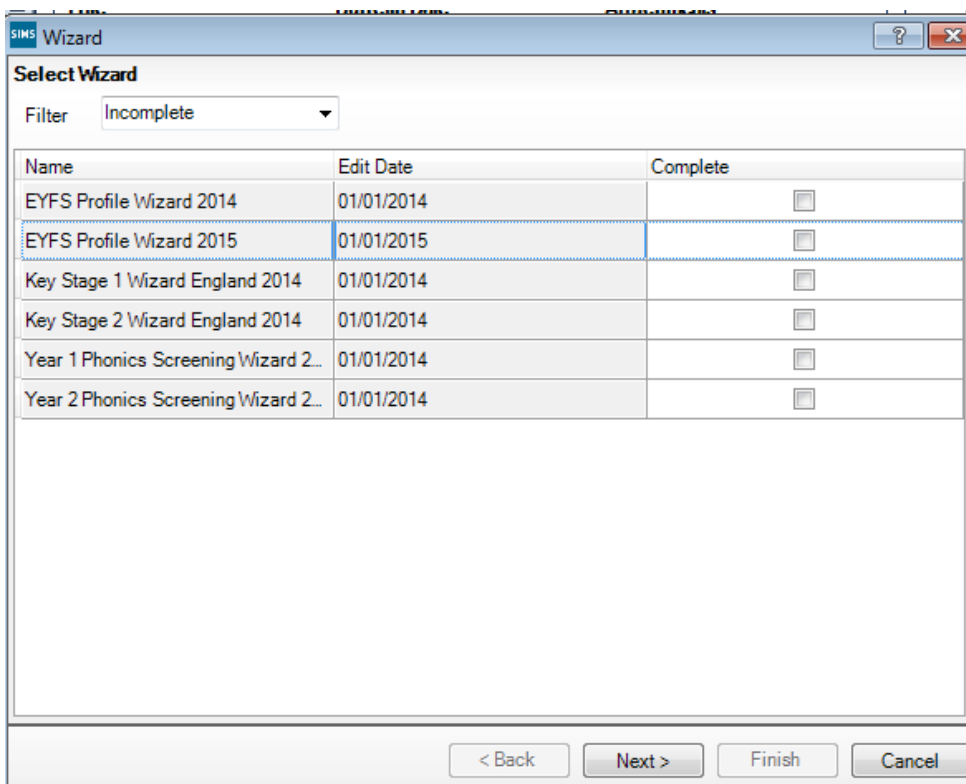Go to **Tools | Performance | Assessment | Wizard Manager** and the following screen will appear.
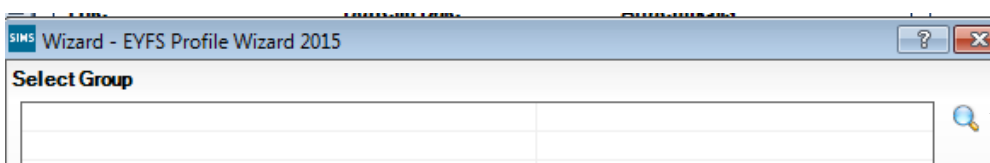

A list of **all** the Wizards on your system will be displayed.

Make sure the filter says **Incomplete**.

Do not tick the Complete box on the right.

Click on the **EYFS Profile Wizard 2015** and click on the **Next** button.

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

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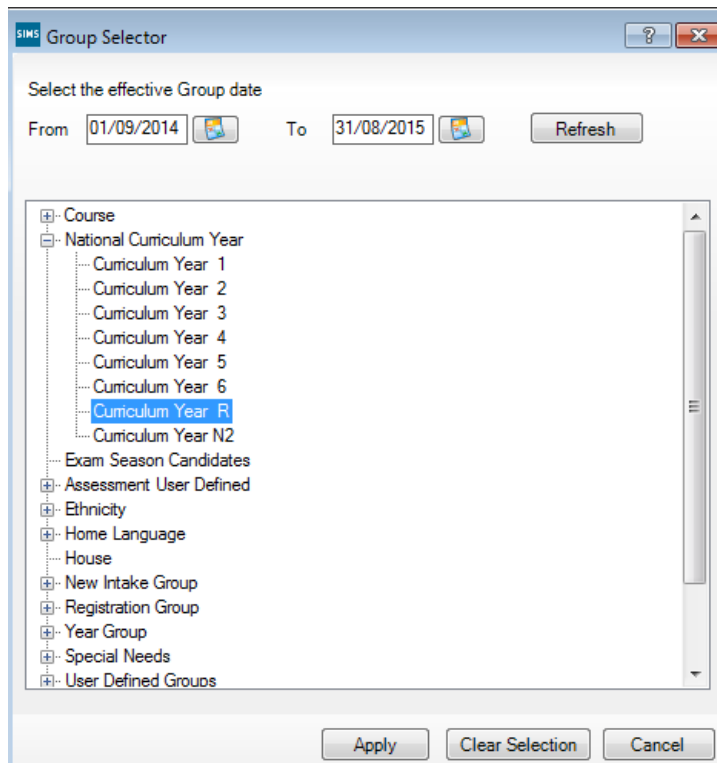
You will be returned to the Wizard screen where your selected group will now be displayed. Click on the **Next** button.

The list of available marksheets will be displayed as shown below.
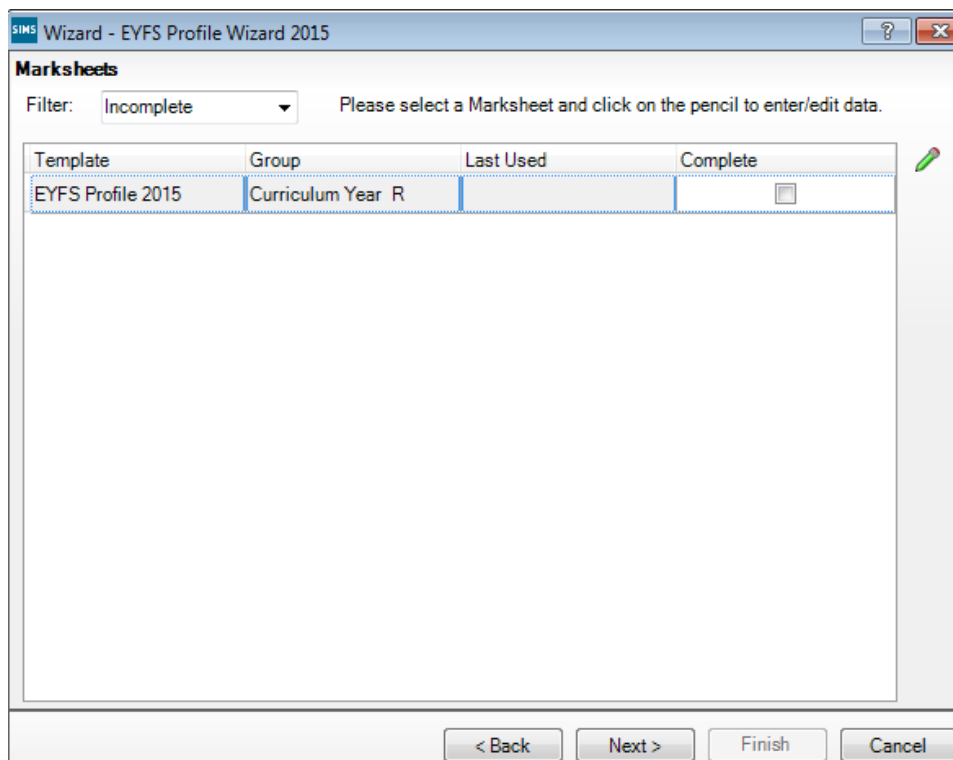
There is only one marksheet:
EYFS Profile 2015.

Click on this row to select and then click on the **Edit Marksheet** button.

The marksheet will be displayed as shown overleaf.

Section 4 – Entering Results on the Marksheet

The marksheet will now be displayed as below.

You can export the marksheet for teachers to complete electronically, or you can print it out for them.

For instructions on exporting marksheets please refer to Appendix 1.

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.
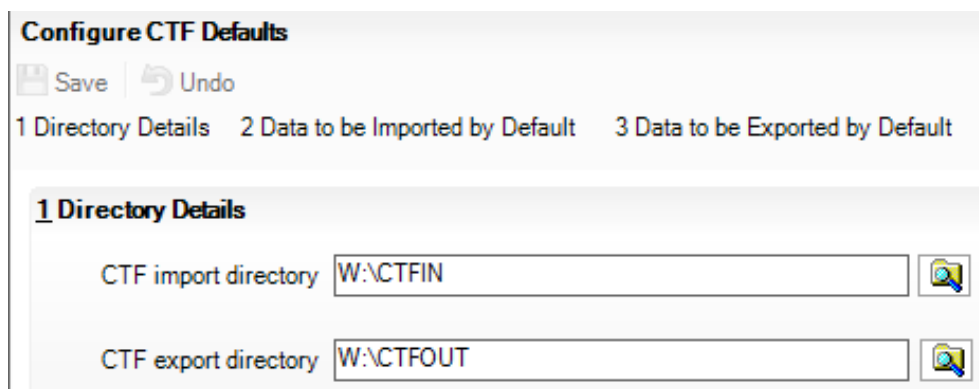
> **PLEASE NOTE**:
> There is an extra "page" in the Wizard that creates an export file. Please **do not** go through this process.

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.

Your directory details may be different – make a note of these two file paths here as you will need to know what they are 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
Early Years Foundation Stage data (FSP)
General
KS1
KS1 excluding Tests and Tasks
KS2
Phonics Test Results

✓ Select   ✗ Cancel

For FSP, choose General then click Select.

Please **do not** select the Early Years option as this does not extract the correct data.

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 Exported

Student Basic Details	☑	Student Address	☑	Student Contacts	☐
SEN Information	☐	Assessment Data	☑	School History	☐
		Include KS1 Tasks/Tests	☐		
Attendance Summary	☐	Looked After	☐	FSM History	☐

Optional Data Descriptor for a partial CTF - Please enter free text e.g. Update to KS2 assessments for QCDA, which will appear in the DataDescriptor tag within the CTF header.

FSP 2015

2 Student Options

Effective Date 27/04/2015   View Current and Leavers this year   Include students already exported ☑   🔄 Refresh Students

3 Students

UPN	Preferred Surname	Preferred Forename	Reg Grp	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

Firstly, make sure the view is for **Current and Leavers this year.**

Then ensure that the **Include Students already exported** box is ticked.

Click the **Refresh Students** button.

Now click on the Year Group arrow and select **Year R**.

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

3 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	

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	
V823200110087	Cosenza	Isabella	ELM	R	R		Kent	
J823200110088	Defeo	Lorenzo	ELM	R	R		Kent	
Y823200110089	Dennis	Tommy	PINE	R	R		Kent	
J823200110090	Dixon	Stephanie	ELM	R	R		Kent	
W823200110051	Dolittle	Susan	ASH	R	R		Kent	
Y823200110091	Edwards	Imogen	PINE	R	R		Kent	
M823200110092	Francis	Adam	PINE	R	R		Kent	
B823200110093	Godwin	Kate	PINE	R	R		Kent	
Q823200110094	Harvey	Elizabeth	PINE	R	R		Kent	
E823200110095	Hill	David	PINE	R	R		Kent	

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.
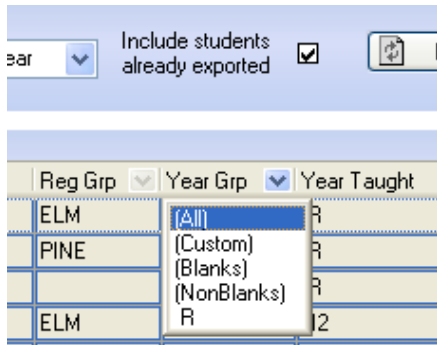

Then click in the Year Group column header again and select the **(R)** year group as shown below. The brackets round the year group signify that the pupil/s have left.
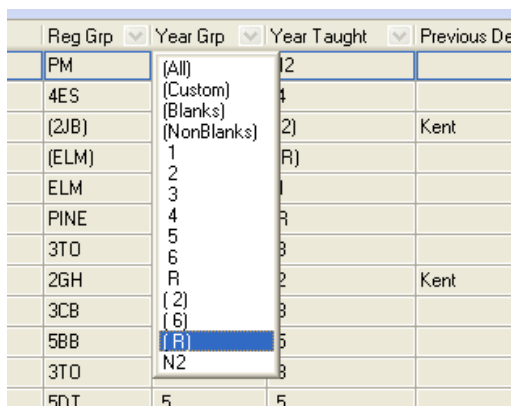

Add Kent into the Destination LA box for these pupils the same way as before. When you have done this click in the Year Group header again and change the Year back to **All**. You should then be able to see that all relevant Year R pupils have Kent listed in the Destination LA box.

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.
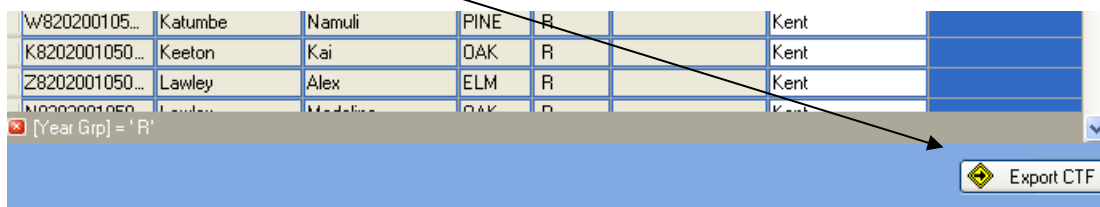
A message may appear regarding an Address Tidy and Merge. Click on the Yes button to proceed. An egg timer will appear. This is the only visible "working" symbol. When the CTF has been created a dialogue box will appear as shown overleaf.
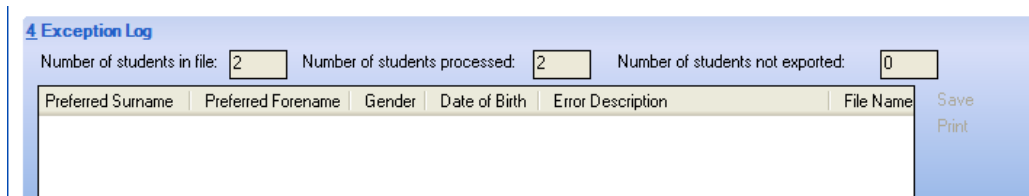
Export complete. CTF file(s) created:

8202001_CTF_886LLLL_001.xml

OK
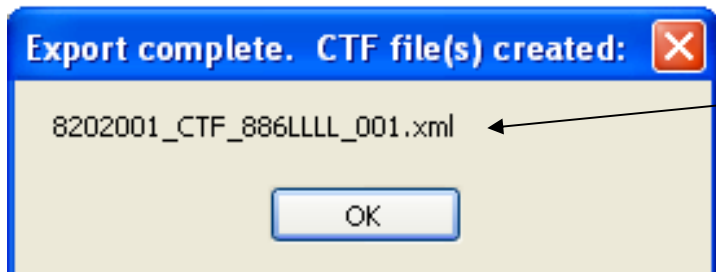
Write down the file name here:

_____

This is **VERY** 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 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 **https://perspective.angelsolutions.co.uk** 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**.

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.
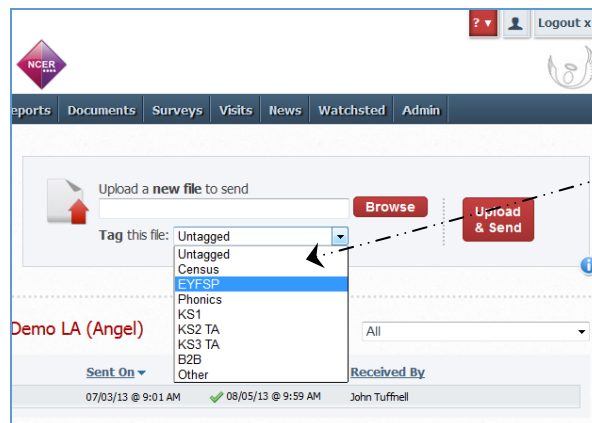
- Once logged in hover the mouse over **Documents** and click on **Send Files**

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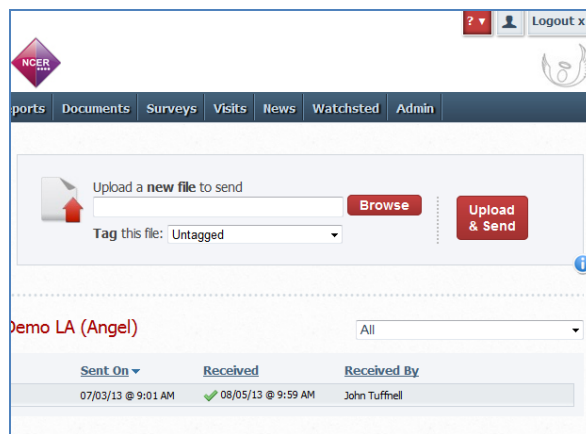
- Select the **correct file tag** to correspond with the file you are uploading.

- 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

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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:
    - All
    - Sent and Not Yet Received
    - 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

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
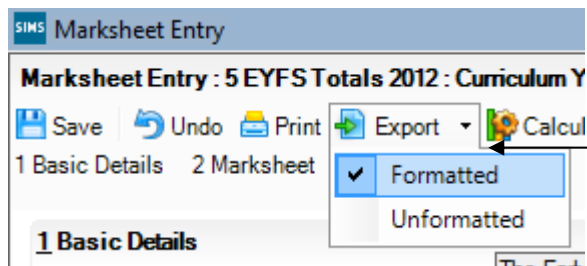
From an open marksheet in Assessment Manager, click on the **Export** button, Then click on the **Formatted** option.

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.

None of the grey shaded areas can be altered in any way.

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.
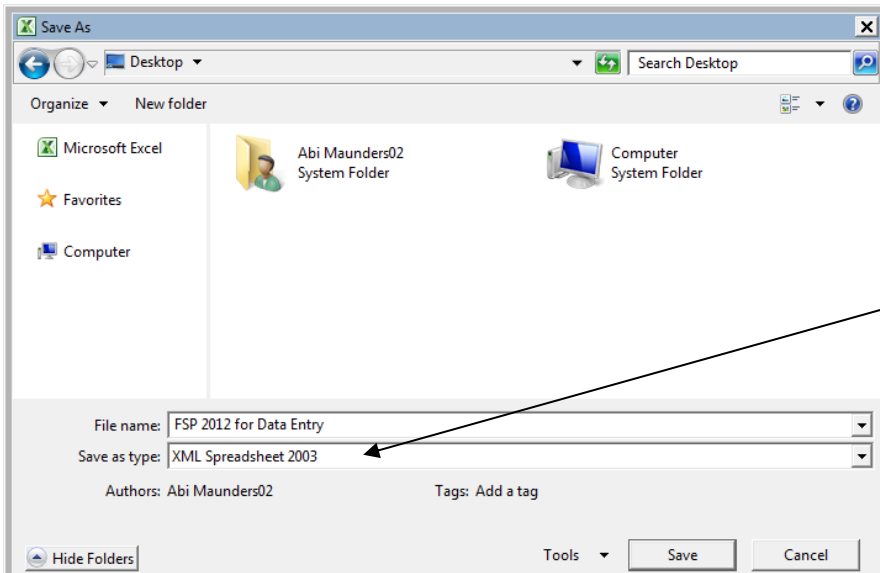
When you have entered a file name, click on the **Save** button.

Do not change the Save as type box.

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, NOT** 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.

Click on the magnifying glass to find the Excel spreadsheet.

The screen shown overleaf will appear.

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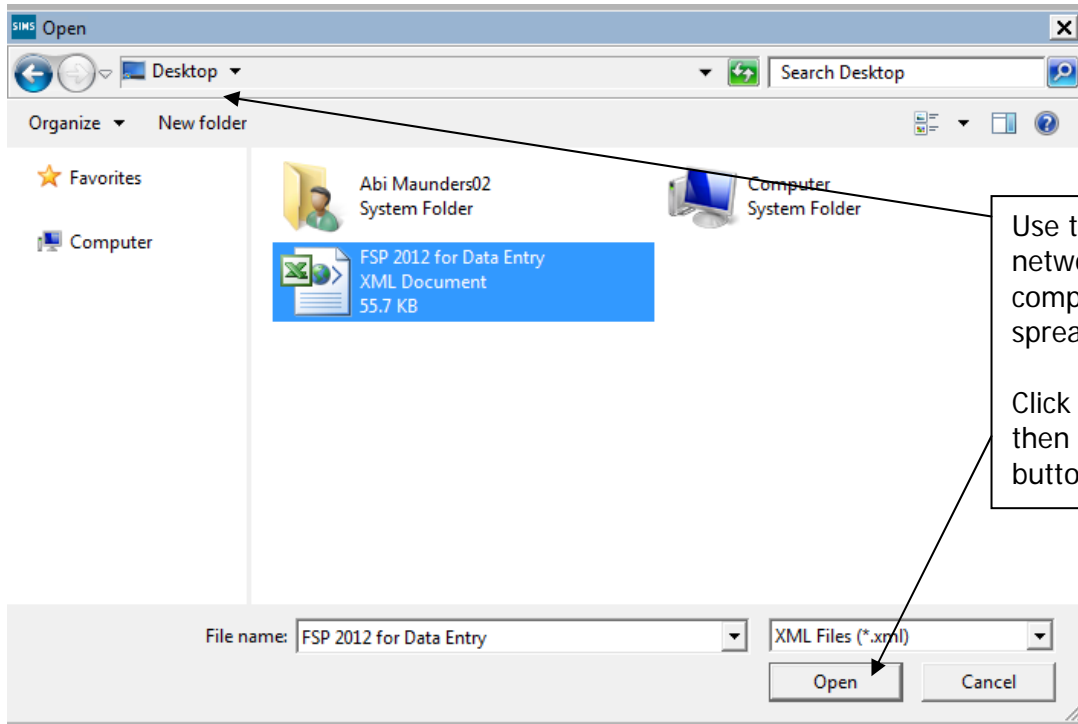
The file path will be displayed in the next screen. Click on the **Next** button.

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.
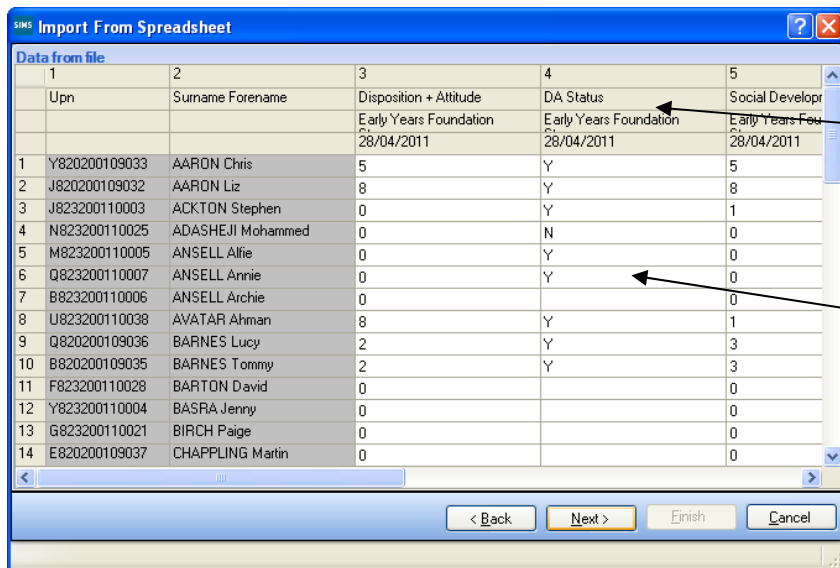
Because you chose a formatted export, Assessment Manager has automatically found the correct Aspects to put the results into.

Your results will be displayed in the white columns.

Click on the **Next** button.

The student matching screen will be displayed as shown below.
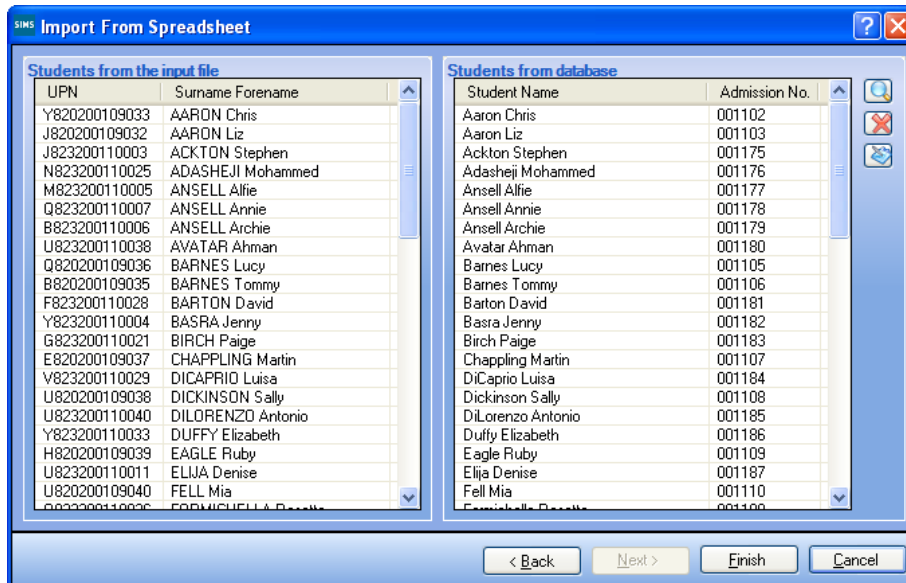
All the students should match as shown opposite.

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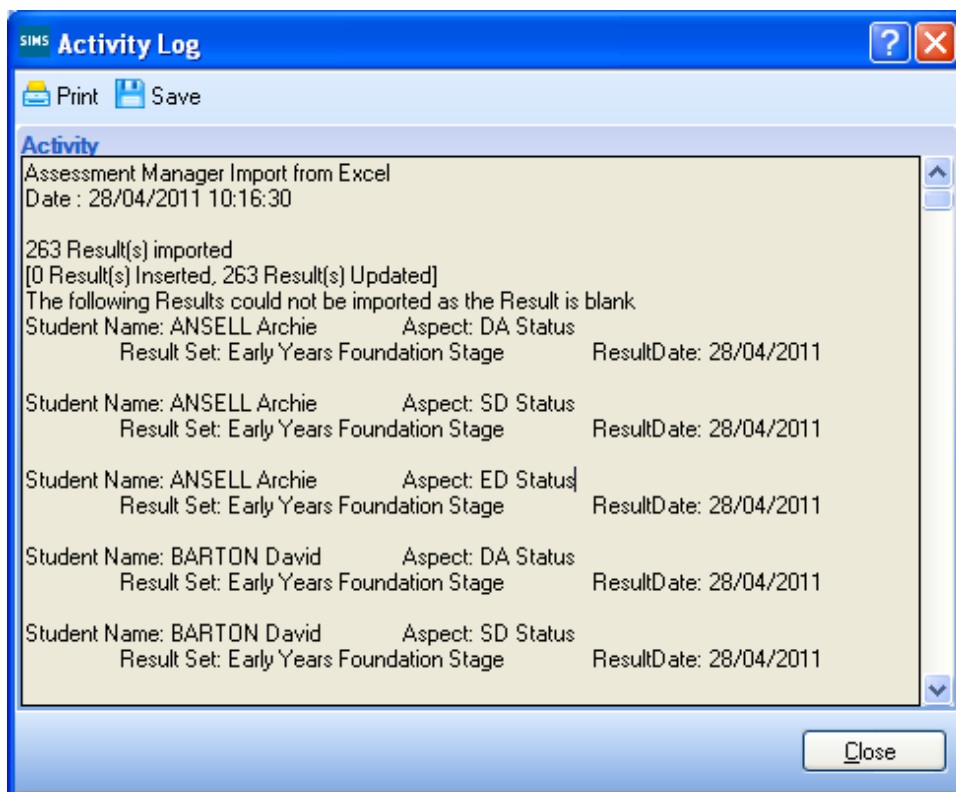
You need to go into each of the marksheets (not FSP) and press the **Calculate** button. You can go to the marksheets via the wizard (**Tools | Performance | Assessment | Wizard Manager**) or through the route **Focus | Assessment | Marksheet Entry**.

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.**
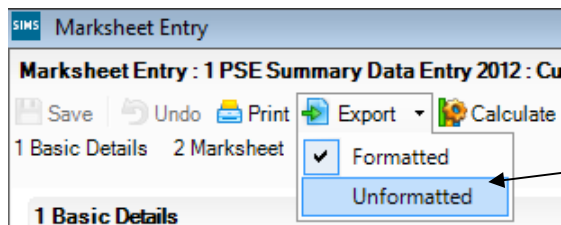
From an open marksheet in Assessment Manager, click on the Export button, then the **Unformatted** option.

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.)

Margins and column widths can be altered so the spreadsheet can fit on to one page.

Use **File | Print Preview** to check this.

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.
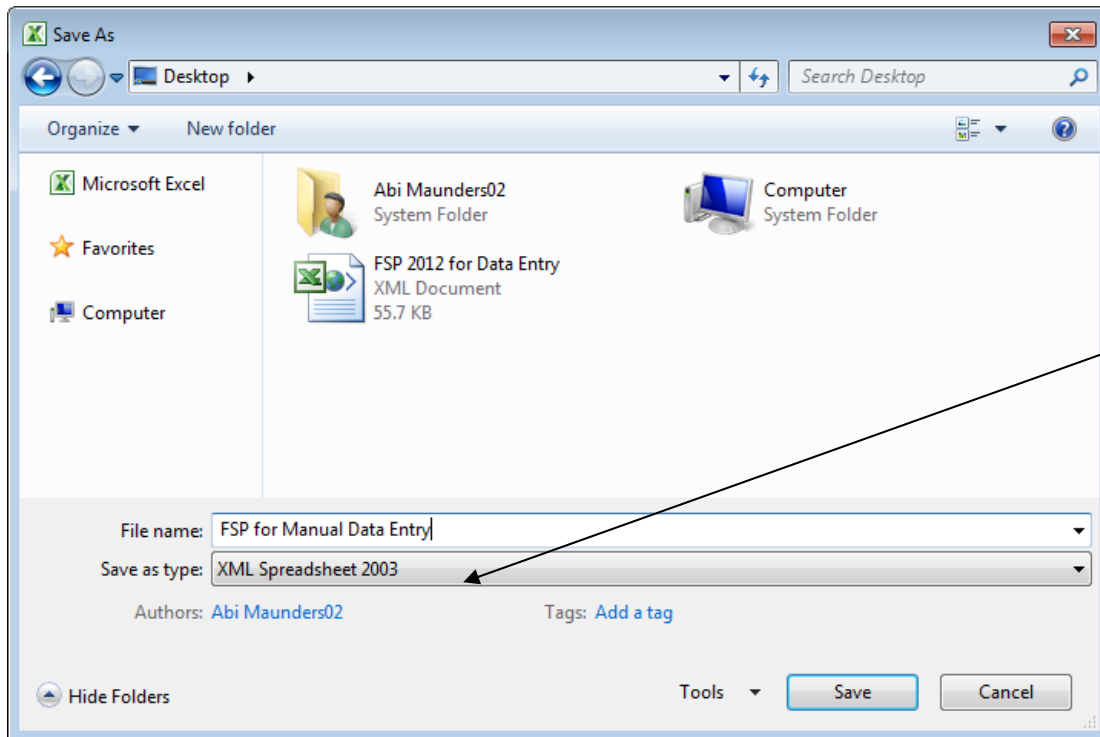
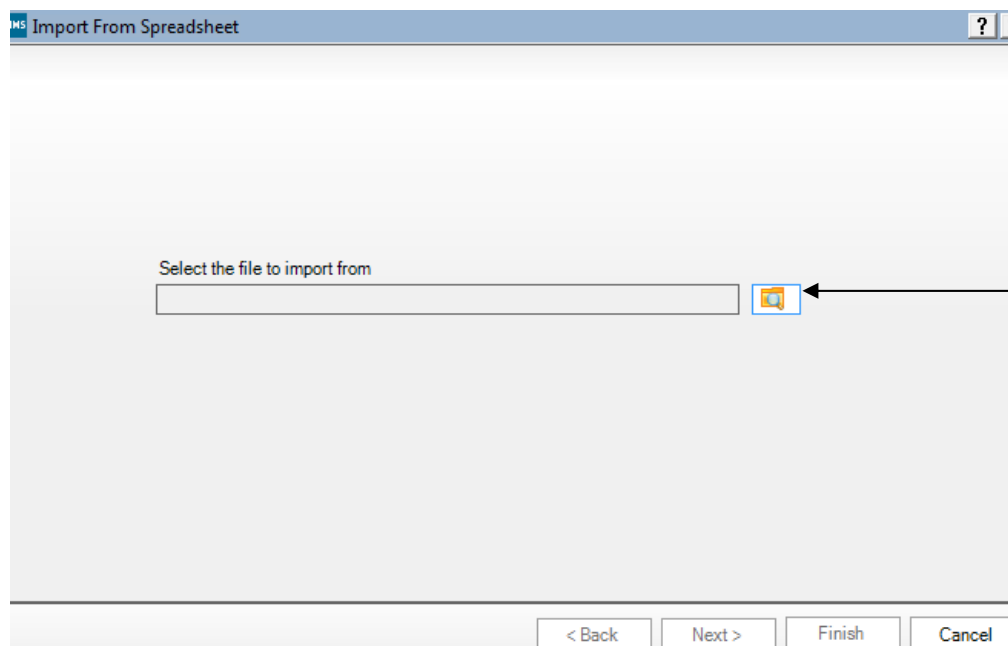When you have entered a file name, click on the **Save** button.

Do not change the Save as type box.

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 NOT** 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.

Click on the magnifying glass to find the Excel spreadsheet.

The screen shown overleaf will appear.

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.

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.
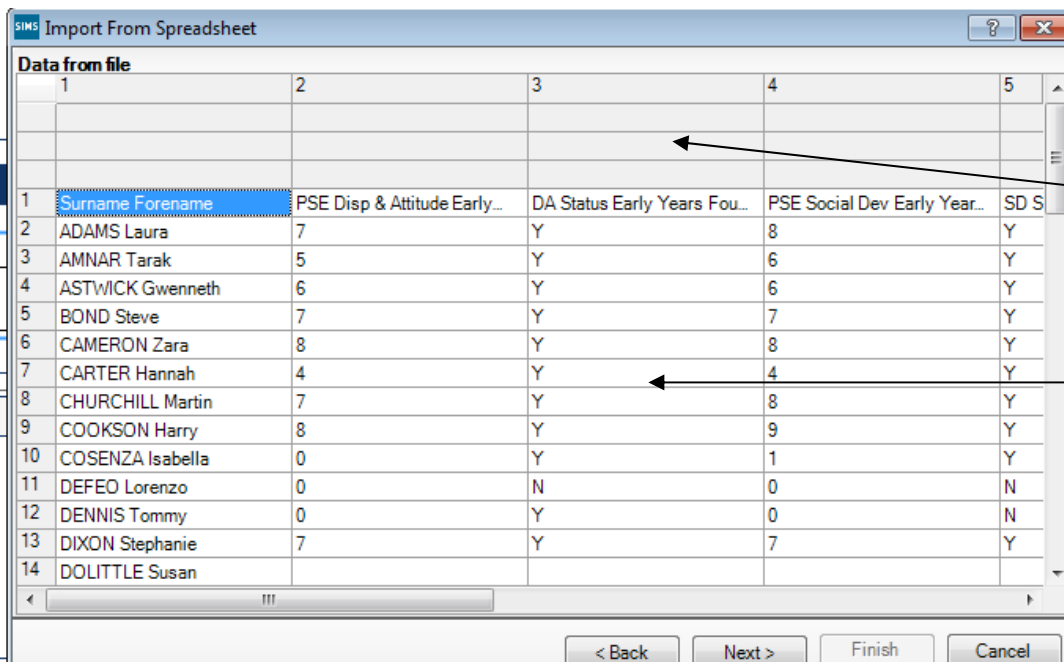
All the grey parts of the screen are Assessment Manager.

All the white parts of the screen are from Excel.

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.

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

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

This time, choose **Result** and the screen shown overleaf will appear.

The Aspects will follow the same naming conventions, for example:

EYFS: PSE DA Status

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.
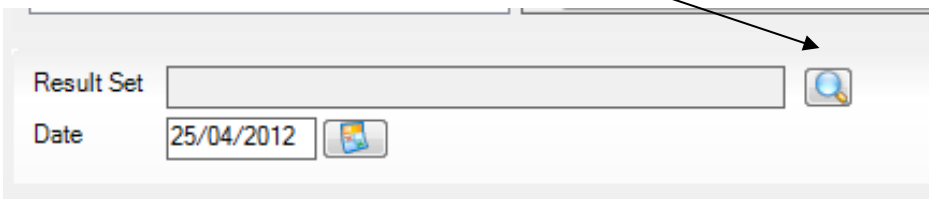
The screen shown below will appear.
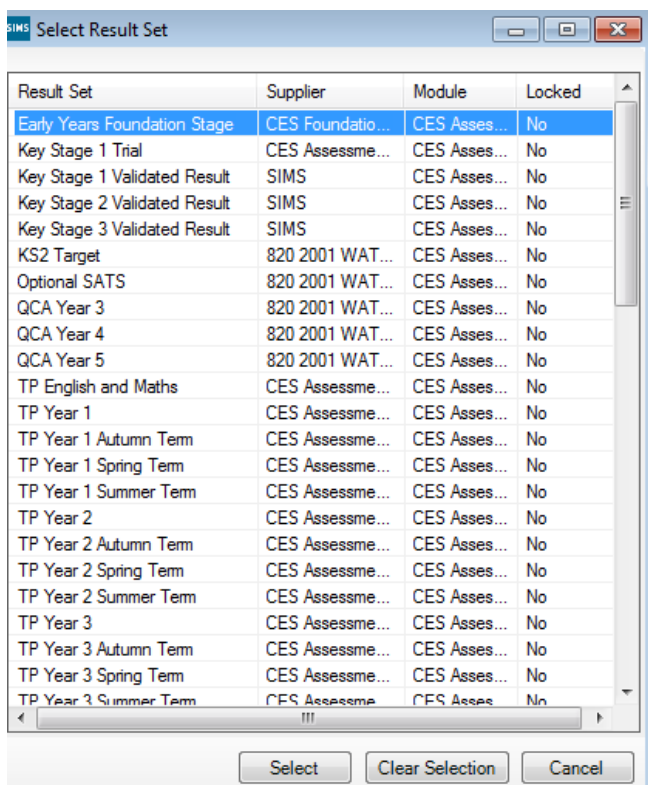
Depending on which key stage you are working on, choose one of the following:

- 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.

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.

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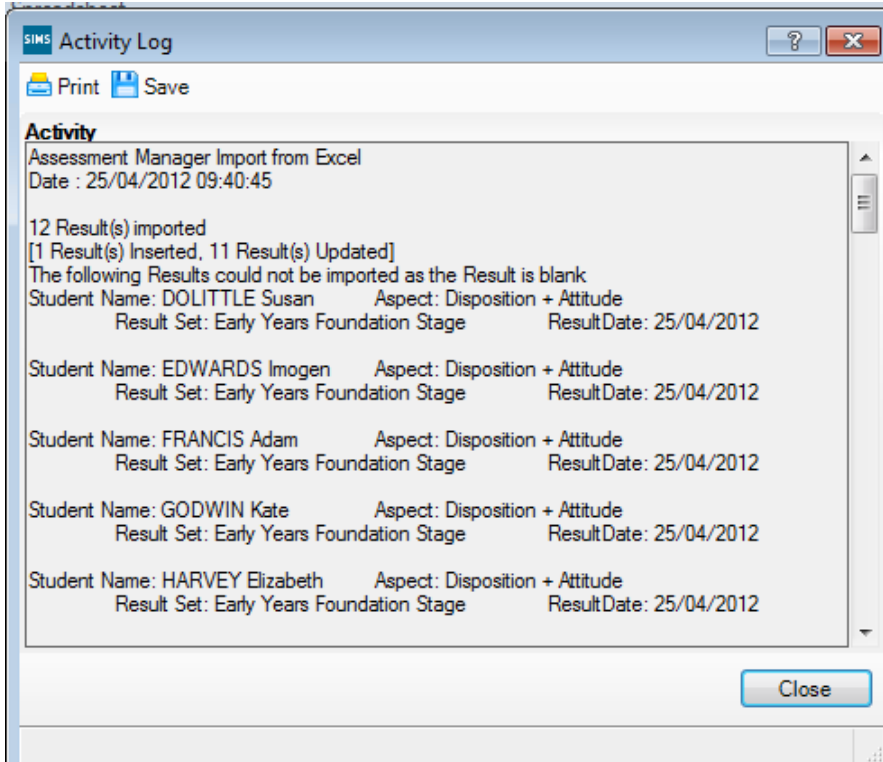
You now need to go into each of the marksheets (not FSP) and press the **<u>Calculate</u>** button. You can go to the marksheets via the Wizard (**Tools | Performance | Assessment | Wizard Manager**) or through the route **Focus | Assessment | Marksheet entry**.

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).

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

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.