Key Stage Two Teacher Assessment 2016 Guidance Notes May 2016 Management Information	Kent County Council kent.gov.uk

This information notice explains how to enter your statutory Key Stage Two 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 KS2 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 2 who are not marked as being in NC Year 6 in SIMS.net.
You will also need to set up a group to:
* Include any pupils who left your school after the KS2 tests were taken. A school is statutorily required to report teacher assessments for all pupils who sat the KS2 tests in their school **AND/OR**
* Exclude any pupils who have joined your school after the KS2 tests were taken.

For more details see section 9.5 of the STA Assessment and Reporting Arrangements for Key Stage Two.
https://www.gov.uk/government/publications/2016-assessment-and-reporting-arrangements-pdf-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.

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 KS2 pupils by clicking on them while holding down the Shift key.

You can also select any pupils who are not listed as NC Year 6 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 Key Stage Two 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 18.

Importing the Key Stage Two Wizard into Assessment Manager

Go to **Routines | Data In | Assessment | Import** and the following screen will appear.
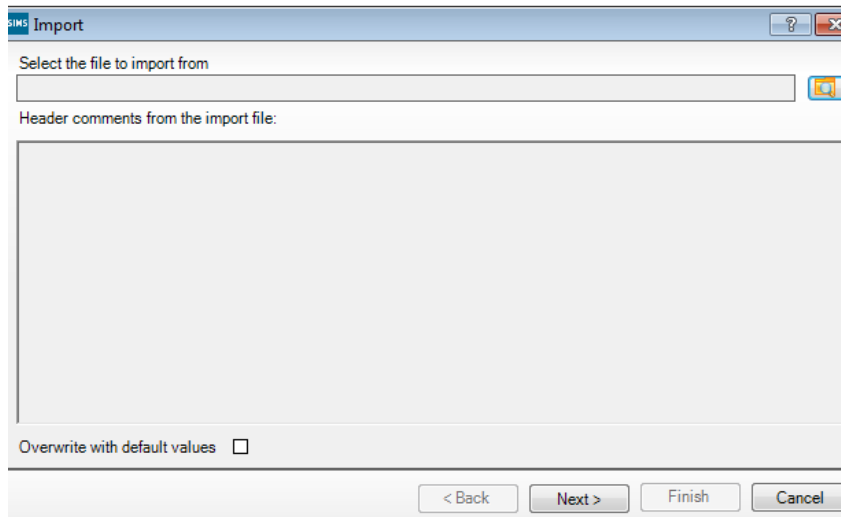
Click on the magnifying glass and the screen shown below will appear.
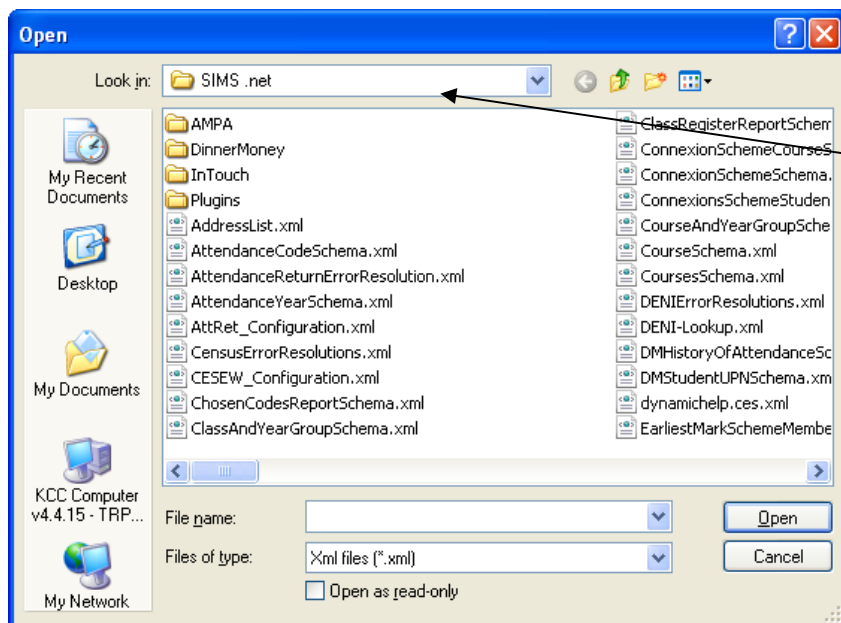
The system should default to your **SIMS.net** folder as shown.

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

For EIS hosted schools this will be on the W:\Sims Shared Drive

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 **Key Stage 2 Wizard England 2016** 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. <u>Make sure the Log states that all items were successfully imported.</u> Click on the **Close** button.

Section 3 – Running the Key Stage Two 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 **Key Stage 2 Wizard England 2016** 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 (KS2 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 6** by clicking on the text once, then click **Apply**.
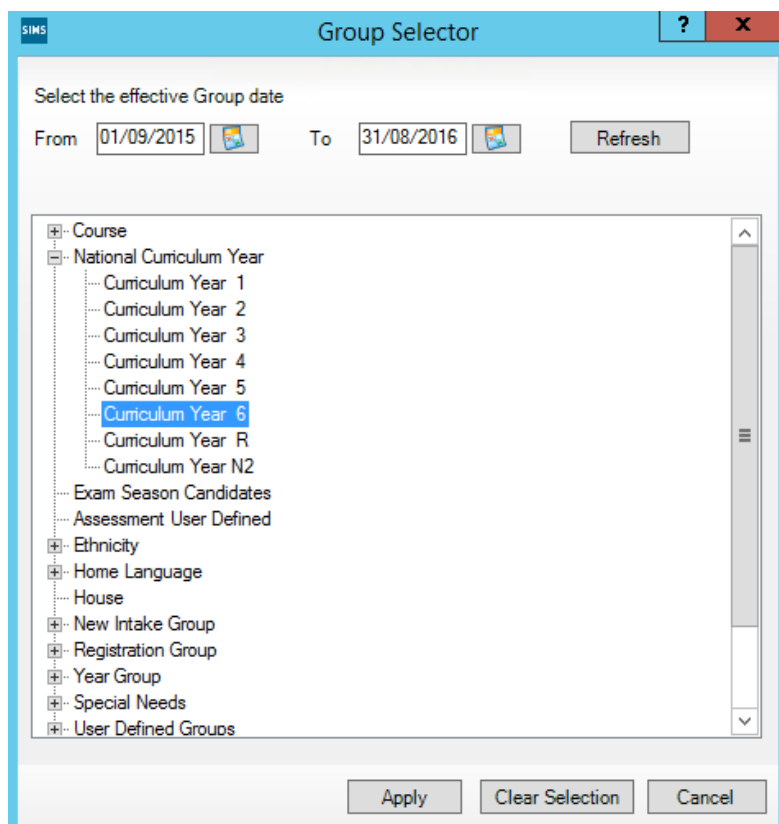
You will be returned to the Wizard screen where your selected group will now be displayed. Click on the **Next** button.

The list of available marksheets will be displayed as shown below.
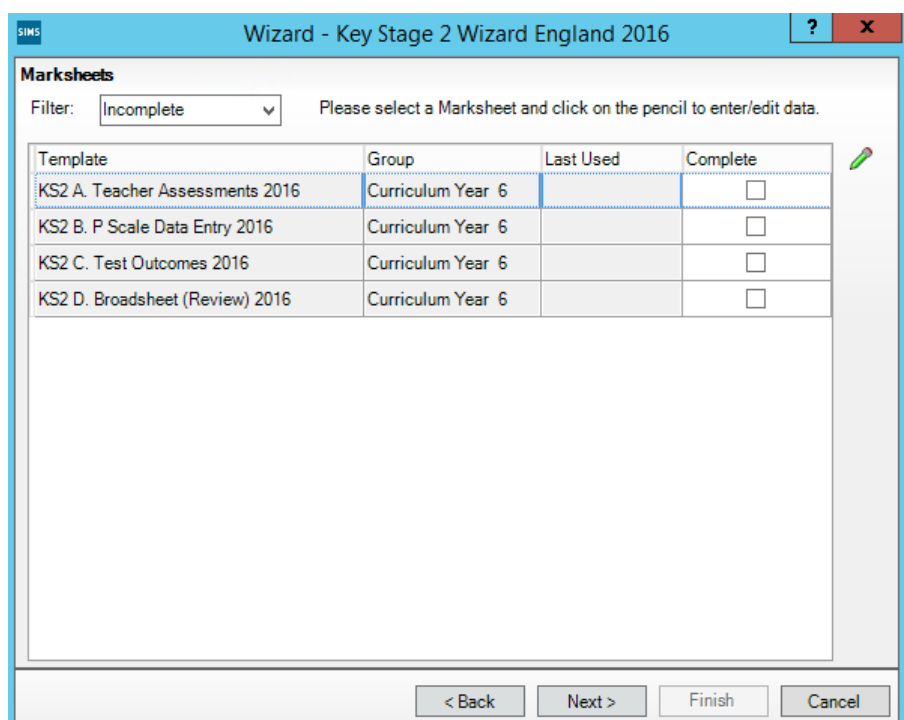
There are **two** statutory marksheets that schools need to complete:

1. **KS2 A. Teacher Assessments 2016**
2. **KS2 B. P Scale Data Entry 2016**

Firstly, click on the KS2 A. Teacher Assessments 2016 sheet 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 KS2 A. Teacher Assessments 2016 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 can now start entering the final Key Stage Two 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 shown overleaf.

Reading	Writing	Mathematics	Science
EXS – Working at the expected standard	**GDS** – Working at greater depth within the expected standard	**EXS** – Working at the expected standard	**EXS** – Working at the expected standard
HNM – Has not met the expected standard (to be used if the pupil has a test result)	**EXS** – Working at the expected standard	**HNM** – Has not met the expected standard (to be used if the pupil has a test result)	**HNM** – Has not met the expected standard **
The codes below are to be used only if a pupil was not entered in the Reading tests and has not achieved the expected standard in the TA framework	**WTS** – Working towards the expected standard	**The codes below are to be used only if a pupil was not entered in the Maths tests and has not achieved the expected standard in the TA framework**	
PKG – Growing development of the expected standard	**PKG** – Growing development of the expected standard	**PKG** – Growing development of the expected standard	
PKE – Early development of the expected standard	**PKE** – Early development of the expected standard	**PKE** – Early development of the expected standard	
PKF – Foundations for the expected standard	**PKF** – Foundations for the expected standard	**PKF** – Foundations for the expected standard	
BLW – Below the standard of the pre-key stage **	**BLW** – Below the standard of the pre-key stage **	**BLW** – Below the standard of the pre-key stage **	

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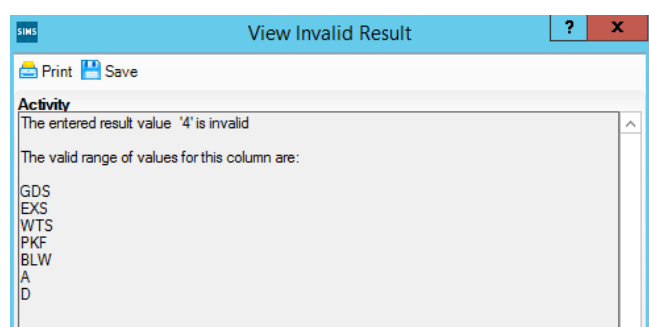
When you have finished entering results for all pupils, click on the **Calculate** button at the top of the screen. This will check whether there are any missing entries and how many missing entries per pupil there are.

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.

Click on the **KS2 B. P Scale Data Entry 2016** marksheet.

Then click on the Edit Marksheet button.

(Note: If you have exited the Wizard completely, go to Tools | Performance | Assessment | Wizard Manager.)

The P Scales marksheet will be displayed as shown overleaf.

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 P Scale: English 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 Two 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 at any time from the end of May until **Friday 17 June 2016**. This date is to ensure we have enough time to clean and process the data before the DfE deadline of 30 June.

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.
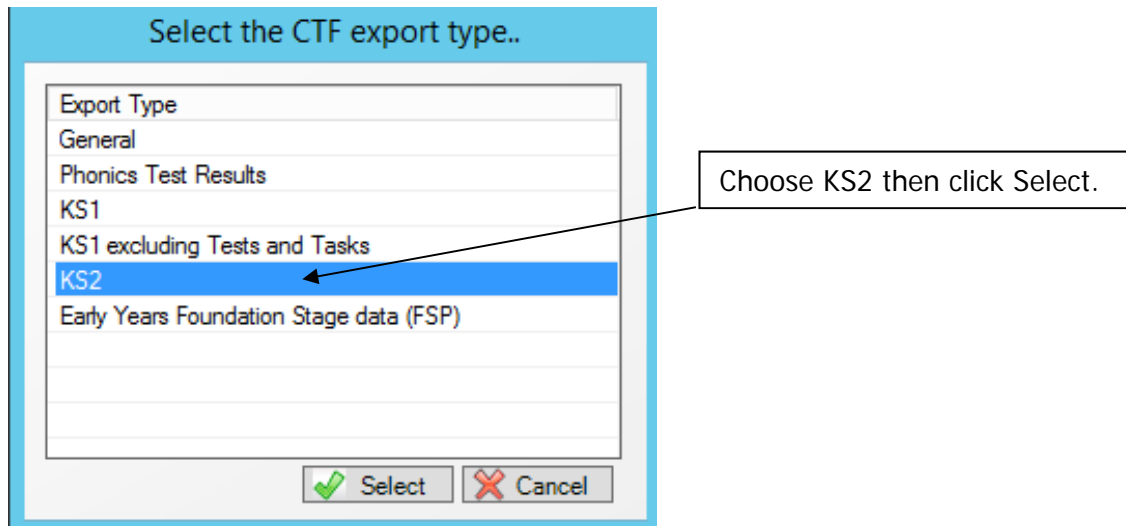
CTF Import Directory: _____

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.

Choose KS2 then click Select.

The following screen will appear.

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 6**.

Your Year 6 **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. This may resemble 2 vertical lines at the very edge of the box.
- 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 KS2 tests were taken, 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 6 pupils, your screen should resemble the one shown below.

You must also return teacher assessments for any pupils who were in your school during the KS2 tests week but who left the school afterwards. If this does not apply to your school please continue with these notes from the top of the next page.

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.
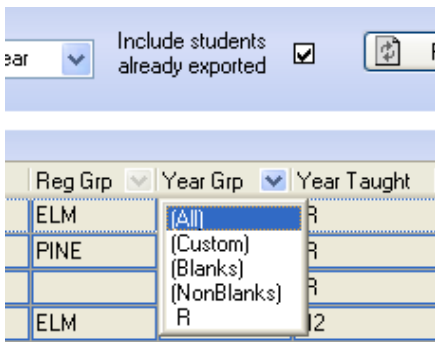
Then click in the Year Group column header again and select the **(6)** year group. The brackets round the year group signify that the pupil/s have left.

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 6 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.
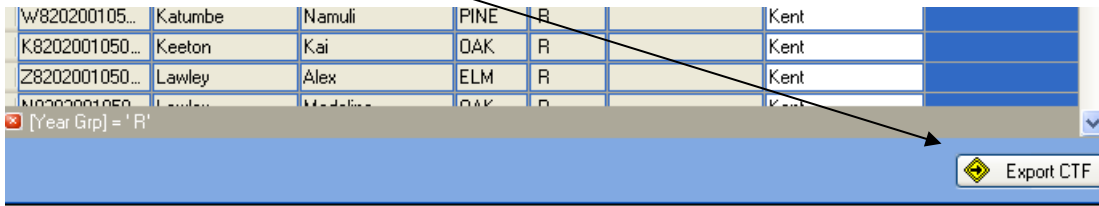
A message may appear regarding an Address Tidy and Merge. Click on the Yes button to proceed. An egg timer will appear. This is the only visible "working" symbol. When the CTF has been created a dialogue box will appear as shown below.
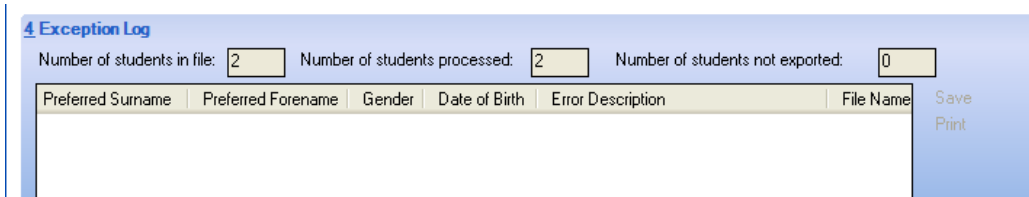

Write down the file name here:

_____

This is **VERY** important and will be needed later.
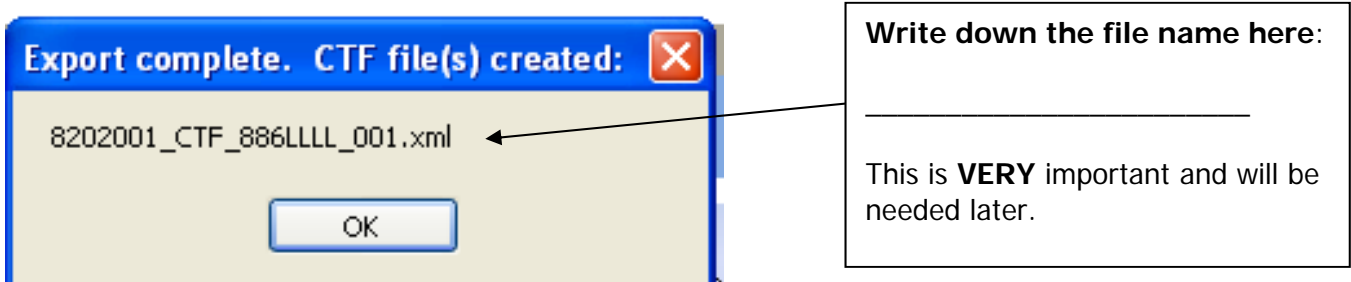
Click on **OK** once you have written the file name down.

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 **KS2** 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 **https://perspective.angelsolutions.co.uk** and press return.

- **Login** to **Perspective Lite** using the login details you use to transfer your census files 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**.

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 11**. You should have written the file name down on **page 14**.
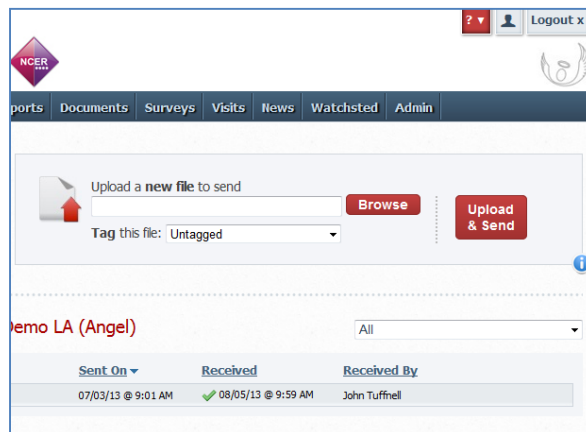
- Select the **correct file tag** to correspond with the file you are uploading.

- 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
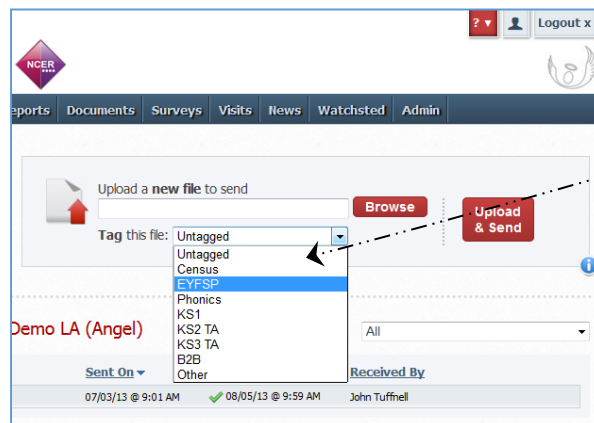
- When the file has uploaded/sent you will receive a message on screen to let you know if this process has been successful

> ℹ️ 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 KS2 Teacher Assessments file between the:

end of May and Friday 17 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:
  - 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

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
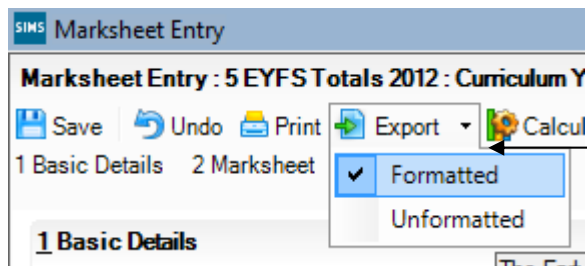
From an open marksheet in Assessment Manager, click on the **Export** button, Then click on the **Formatted** option.
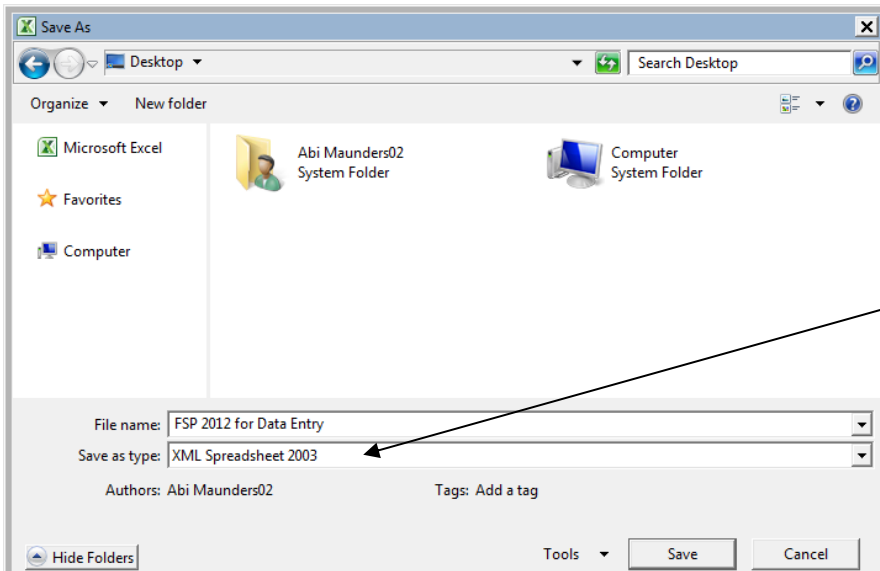
The marksheet will be exported to an Excel workbook as shown below. (This may take a few moments depending on the speed of your PC and the size of your cohort.

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

	PSE Development Early Years Foundation Stage	Communication Development Early Years Foundation Stage	Prob Solv Reason & Num Early Foundation Stage	Knowledge of the World Early Y Foundation Stage	Physical Development Early Year Foundation Stage	Creative Development Early Year Foundation Stage	EYFS Total Score Early Years Foundation Stage	EYFS Status Early Years Found Stage
8 ADAMS Laura	21	32	24	7	7	7	98	Y
9 AMNAR Tarak	17	22	20	4	4	3	70	Y
10 ASTWICK Gwenneth	18	24	19	5	6	6	78	Y
11 BOND Steve	22	29	20	7	8	8	94	Y
12 CAMERON Zara	25	33	24	8	8	9	107	Y
13 CARTER Hannah	11	30	23	7	7	7	85	Y
14 CHURCHILL Martin	23	0	23	8	9	8	71	Y
15 COOKSON Harry	25	0	27	9	9	8	78	Y
16 COSENZA Isabella	2	0	0	3	4	5	14	Y
17 DEFEO Lorenzo	0	0	0				0	Y
18 DENNIS Tommy	0	0	0				0	Y

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.
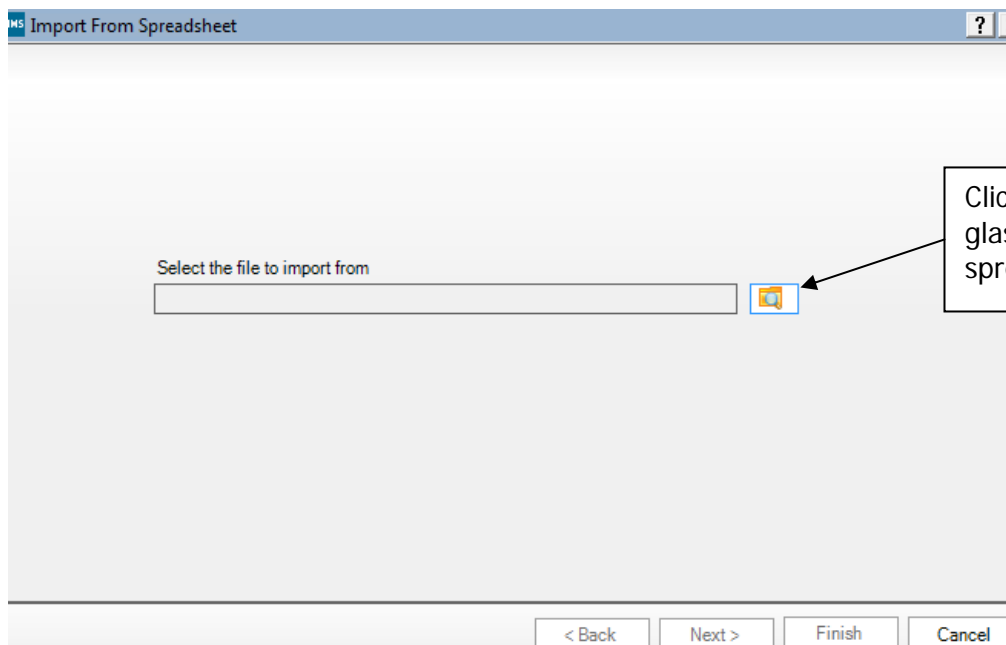
Do not change the Save as type box.

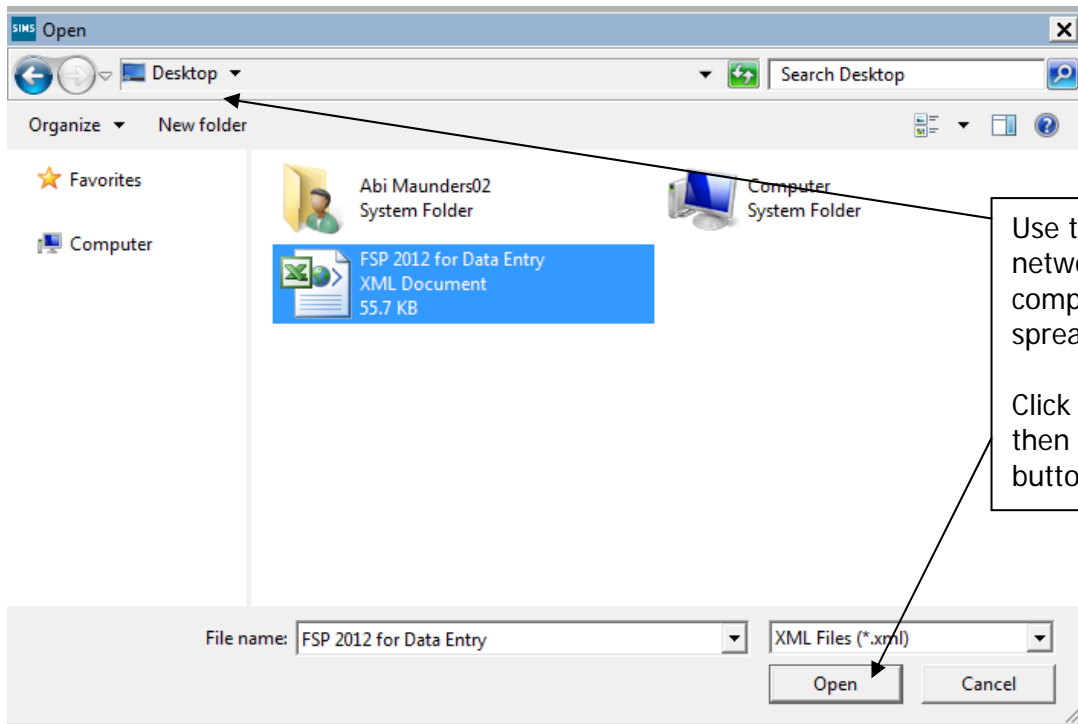Depending on the key stage there may be more than one statutory marksheet that you have to export to Excel.

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.
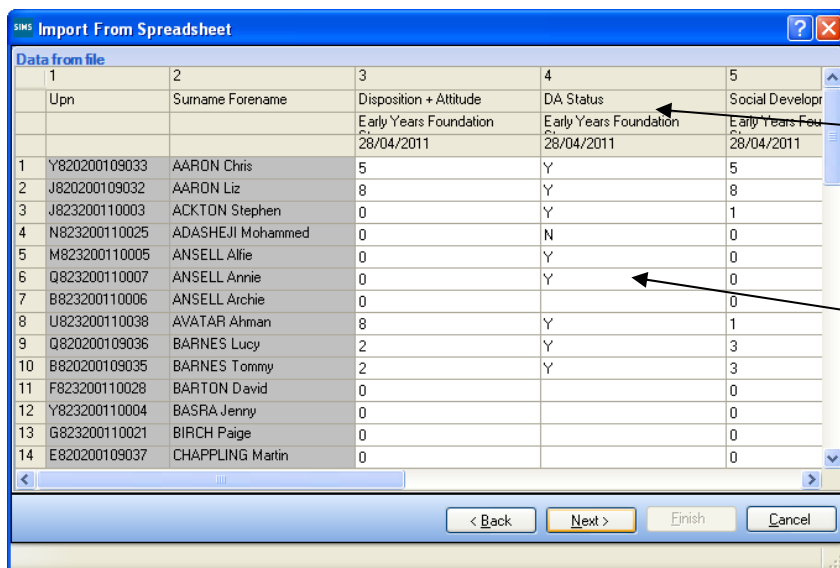

Click on the magnifying glass to find the Excel spreadsheet.

The screen shown overleaf will appear.

Use the arrow to find the network location of your completed data entry spreadsheet.

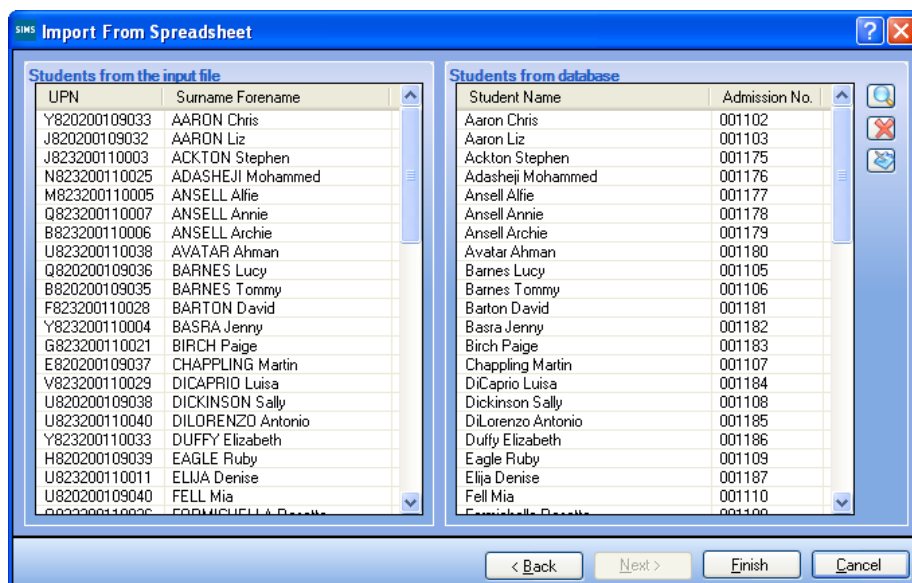Click on it once to highlight, then click on the **Open** button.

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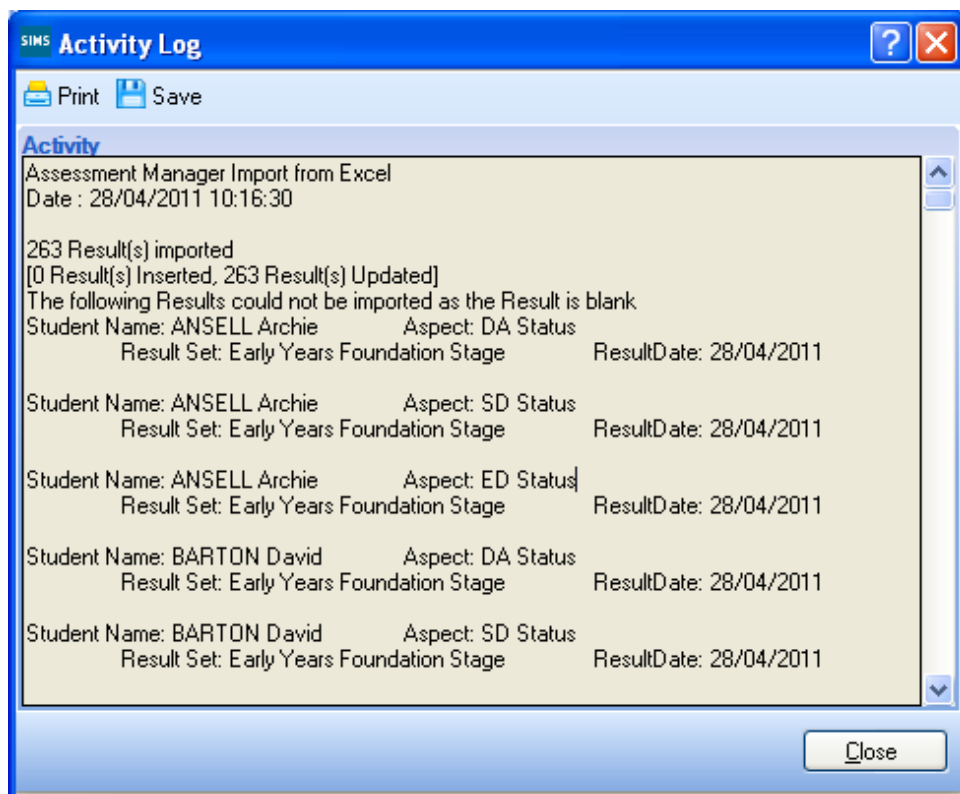
You need to go into each of the marksheets and press the **Calculate** button. You can go to the marksheets via the wizard (**Tools | Performance | Assessment | Wizard Manager**) or through the route **Focus | Assessment | Marksheet Entry**.

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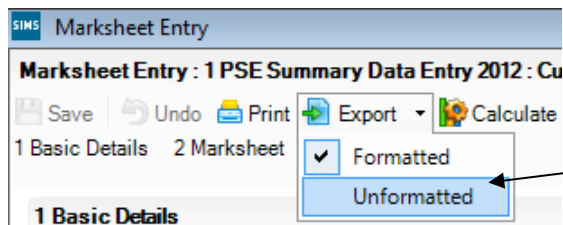
From an open marksheet in Assessment Manager, click on the Export button, then the **Unformatted** option.

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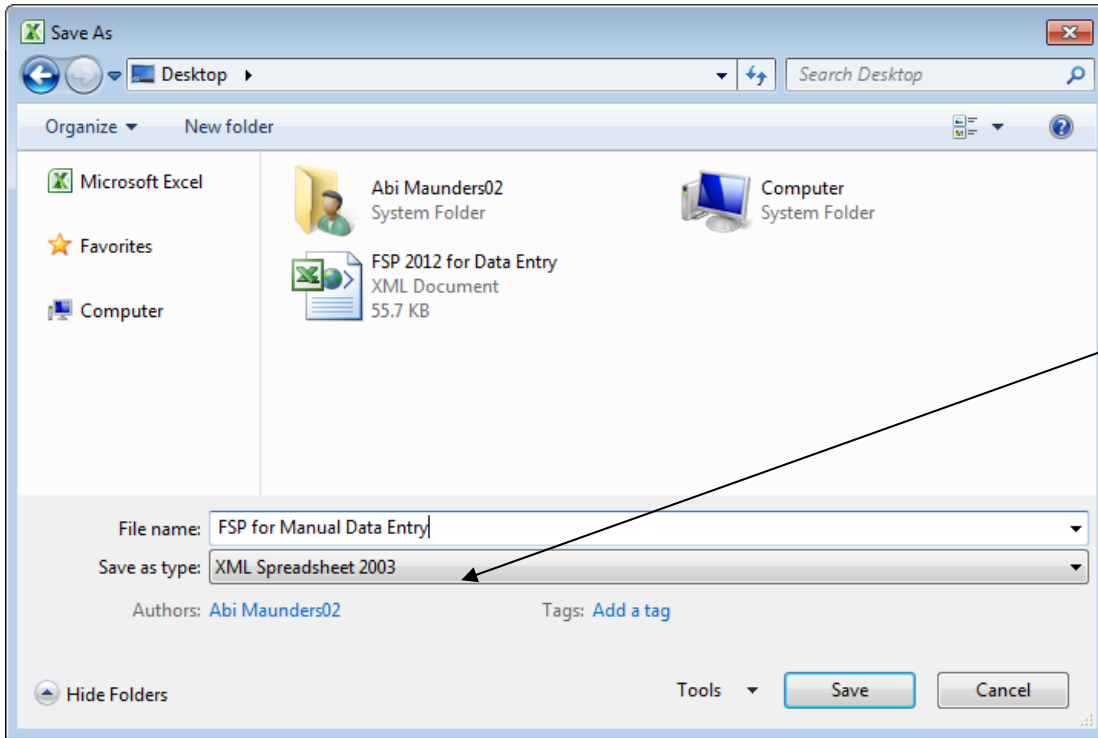
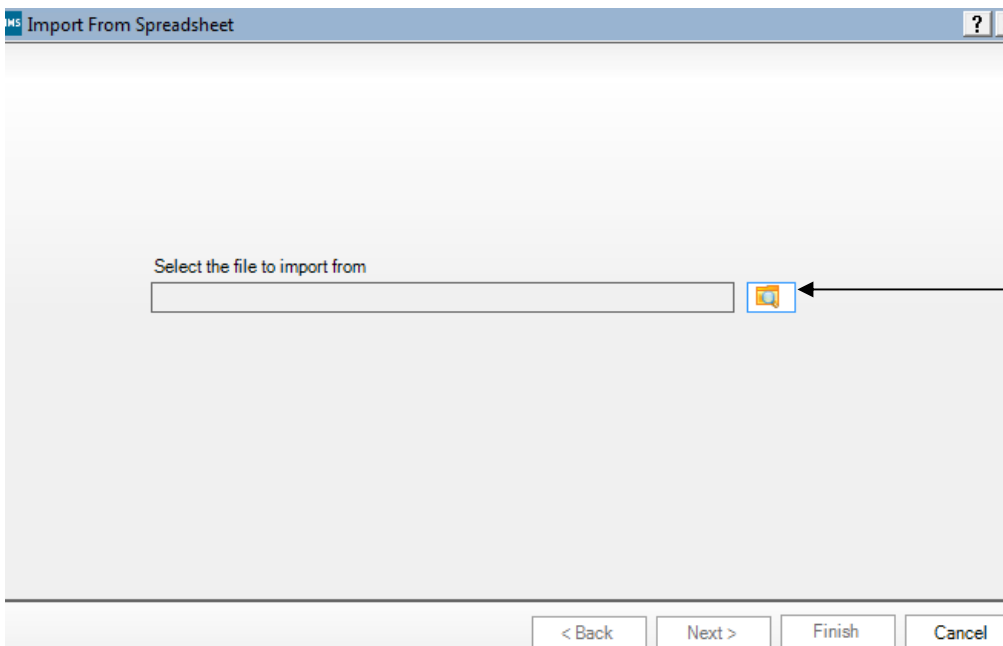When you have entered a file name, click on the **Save** button.

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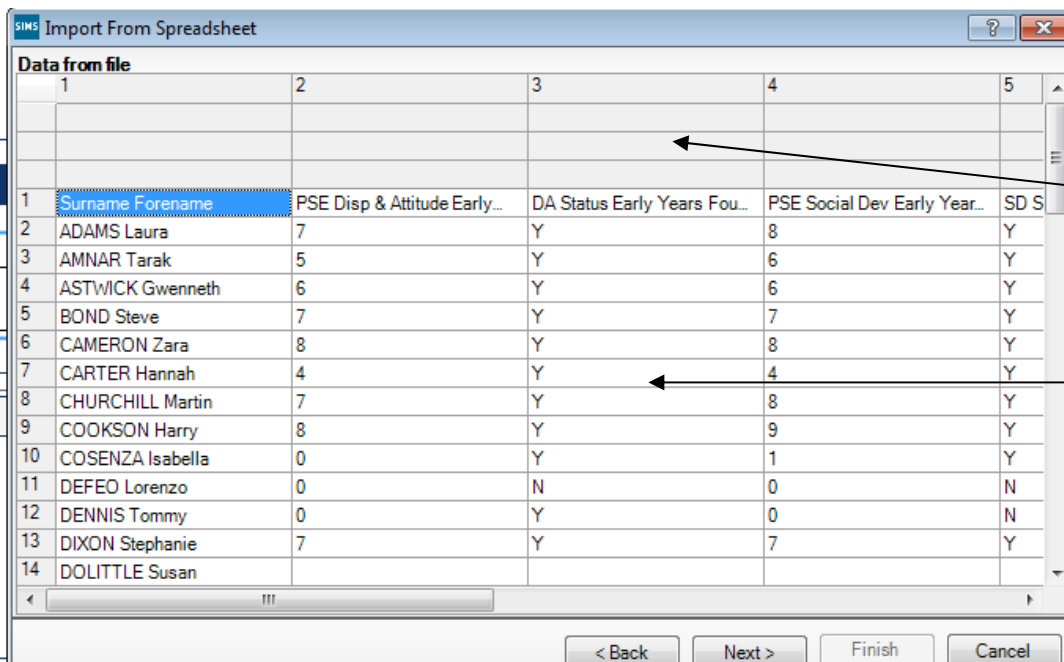
All the grey parts of the screen are Assessment Manager.

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
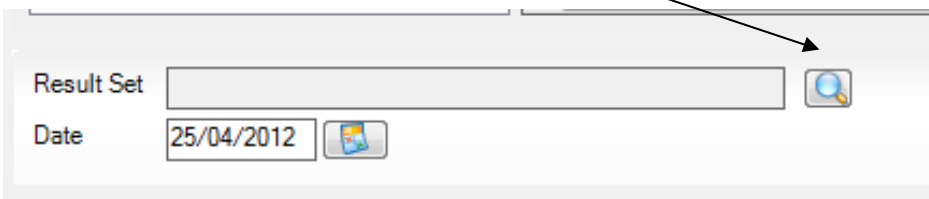- Right click once on the grey area of the same column

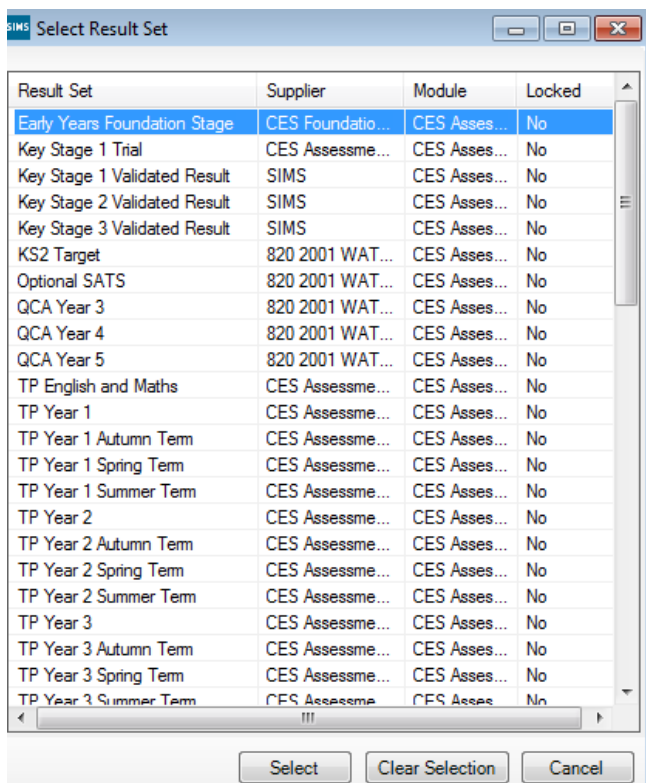This time, choose **Result** and the screen shown overleaf will appear.
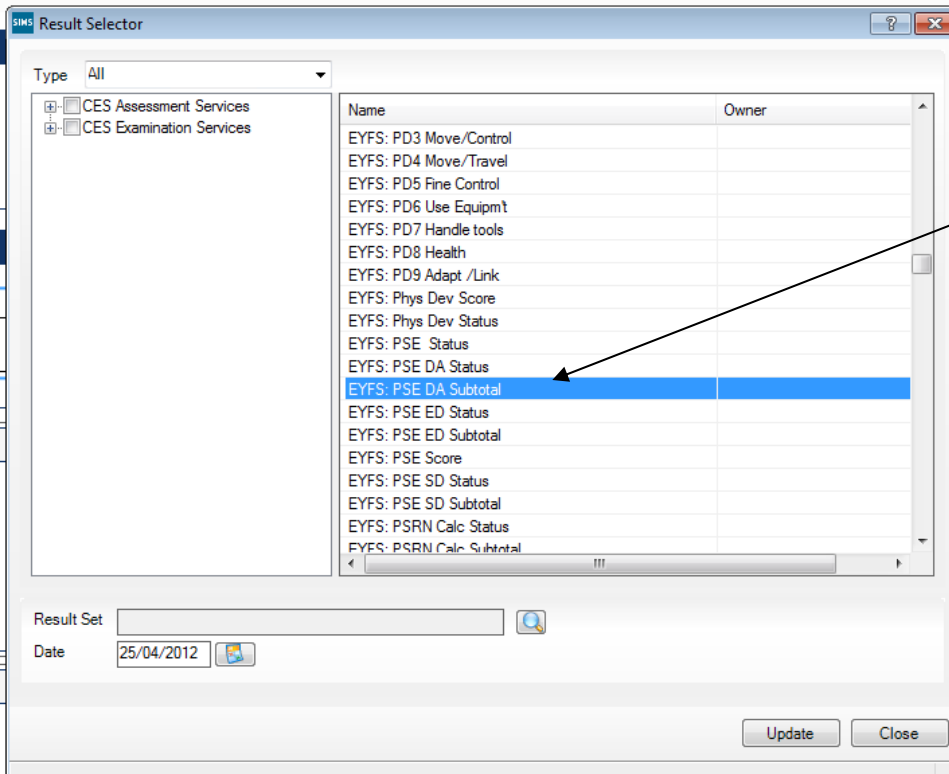
The Aspects will follow the same naming conventions, for example:

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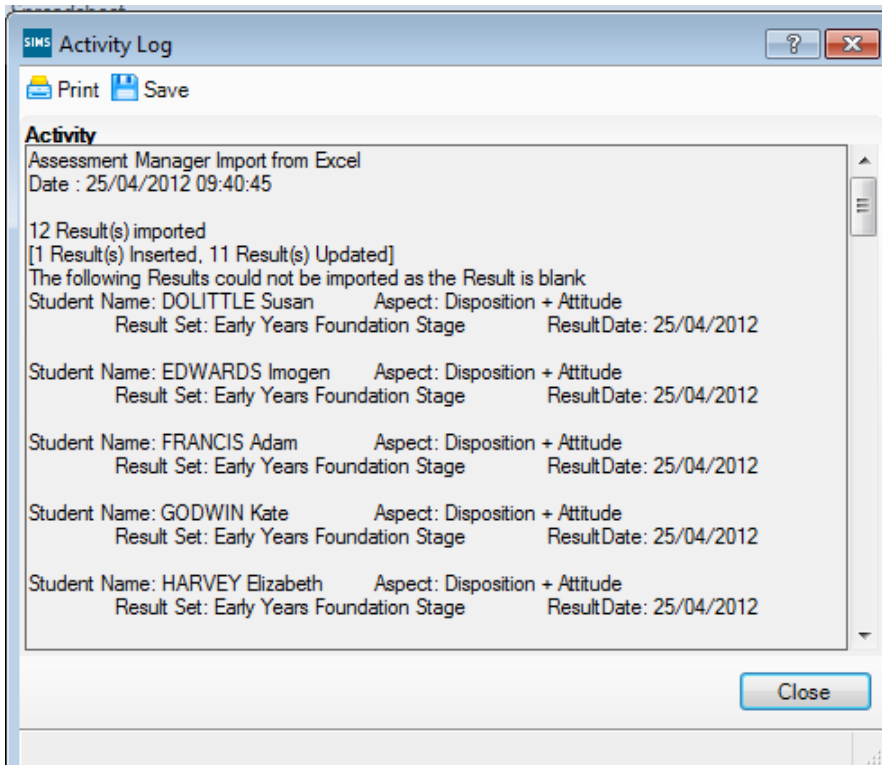
You now need to go into each of the marksheets and press the **<u>Calculate</u>** button. You can go to the marksheets via the Wizard (**Tools | Performance | Assessment | Wizard Manager**) or through the route **Focus | Assessment | Marksheet entry**.

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 Two wizard to print and preview pupil reports.

To access the report go to:

- Tools | Performance | Assessment | Wizard Manager
- Click on Key Stage 2 Wizard England 2016 and then the **Next** button.
- Check that Year 6 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:

- KS2 P1 Student England 2016 – Individual Pupil Reports

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.