

# 2020 FFT KS1 Results Service Guidance

## Overview

This document provides you with guidance on how to upload your 2020 KS1 Reading, Writing and Maths Teacher Assessments to Aspire as part of this year's **FFT 2020 Results Service**. Your school will receive a full interactive analysis of your results via your regular Aspire self-evaluation dashboards in August. The analyses will compare your attainment and value progress to other schools nationally.

## Background

Earlier this year, the DfE announced that there would be no collection of results from Primary schools this year and therefore no reporting of EYFS, KS1 and KS2 results in Performance Tables, Analyse School Performance (ASP) or Ofsted's Inspection Data Summary Report (IDSR).

Following the announcement, we consulted with a number of Headteachers, many of whom felt that they would still like to receive a national level analysis, based on Teacher Assessments rather than tests.

As a result, we have decided to provide schools with a full analysis of both attainment and value added progress at all Key Stages (attainment only at EYFS) using Teacher Assessments provided by schools.

## How to upload your KS1 results – getting started

- 1) Log in to FFT Aspire using your regular Aspire account details.
- 2) Click the Spanner icon at the top right-hand corner of the screen. Note that you'll need 'Manage Data' permissions to complete this task.
- 3) Under '**Manage data**', click '**2020 FFT Results Service**' and then select the Key Stage 1 option. You're now on the Key Stage 1 Results Service page!

## Key Stage 1 Result Service page

### Step 1 – Confirmation

Before you start the upload process, it is important that you read the terms and conditions for this service. Once you are happy, tick the box and click the 'Confirm' button to take you to the next step. If you don't tick AND press the confirm button, then we will not be able to process your data or provide your school with a report.

By ticking this box and clicking on the confirm button, I confirm that I am authorised by my school to submit our 2020 assessments and results for use within FFT Aspire as outlined above. I have taken all reasonable steps to ensure that the information held in this file is correct to the best of my knowledge and that the file only contains details of pupils who are currently on roll at my school.

**Confirm** ← Press Confirm

#### Not confirmed

If you have added your teacher assessments, please ensure you confirm above.

## Step 2 – Choose ONE method for adding your pupil assessment data

You now need to decide which method you would like to use to add your KS1 pupil assessment data. Click one of the two on-screen options. Each option will have a different set of steps to follow.

**Use Aspire Pupil Tracking to enter your pupil assessments ✓**

OR

**Upload your pupil assessments using an Excel template**

There are two ways you can provide your Teacher Assessments to FFT - via **Assessment Tracker in Aspire Pupil Tracking** (see Method 1 below) or via a **pre-populated Excel template** downloaded from Aspire (see Method 2 below).

### Reasons to use Assessment Tracker

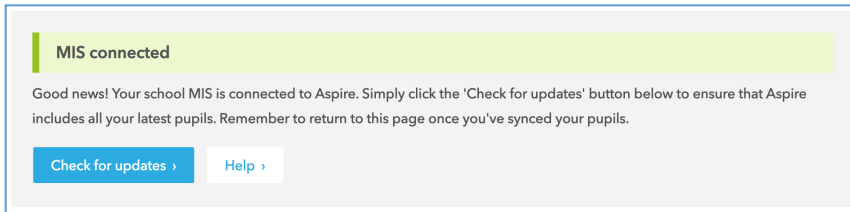
- 1) If you've already set up Aspire Assessment Tracker in your school then it's sensible to choose this option as the TAs can be used as part of your regular tracking analysis.
- 2) By using Assessment Tracker, you'll also get an instant report in Assessment Tracker as soon as you enter your data! You'll also automatically get scaled score conversions for all your Teacher Assessments.
- 3) If you're thinking about using Assessment Tracker then this is a good opportunity to have a look at the software. It's free to use until the end of August so there's plenty of time to give it a go.
- 4) All your pupils will be up to date so you won't need to do any manual editing.

### Reasons to use an Excel Template

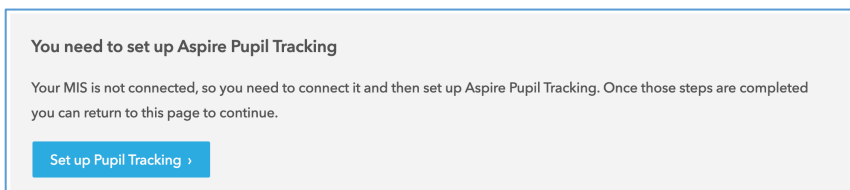
- 1) If you can't or don't wish to install Aspire Pupil Tracking.
- 2) If you're having problems installing Aspire Data Exchange or Aspire Pupil Tracking.

## METHOD 1: Using Assessment Tracker to enter your pupil assessments (Steps 3 to 5)

1(a) If you HAVE installed Aspire Pupil Tracking then make sure your pupils are up to date by clicking the 'Check for updates' button.

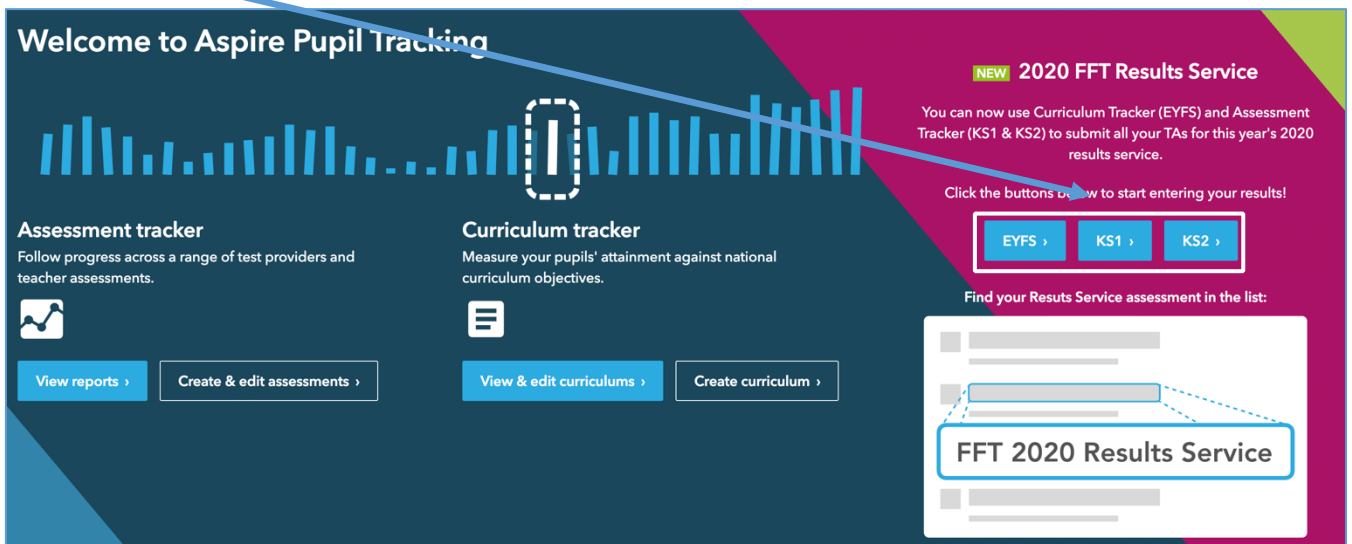


1(b) If you HAVEN'T installed Aspire Pupil Tracking yet and you would like to use it for the 2020 Results Service then click 'Set up Pupil Tracking >' and follow the on-screen instructions.

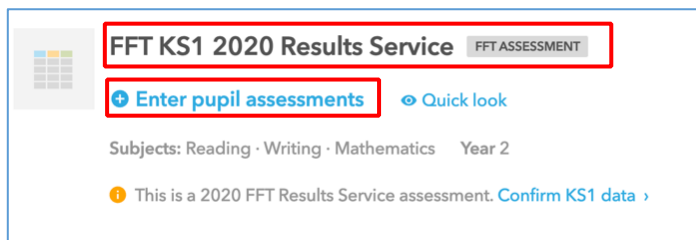


2) Once you've installed Aspire Pupil Tracking click the 'Open Assessment Tracker' button on the screen or alternatively log in to <https://apt.fftaspire.org> using your regular Aspire account details.

3) We've designed a purpose built template called 'FFT KS1 2020 Results Service' which can be found in the 'Enter Pupil Assessments' page. To access this page click the appropriate key stage button from the Aspire Pupil Tracking home page.



- 4) Click on the 'Enter pupil assessments' link as in the screenshot below. Make sure that you're using the correct KS1 template (FFT KS1 2020 Results Service).



- 5) Teacher assessments can now be entered against all pupils for mathematics, reading and writing. You'll find a list of all valid Teacher Assessment codes in Annex 1 at the back of this guidance.

**Enter pupil assessments** ← Back to list

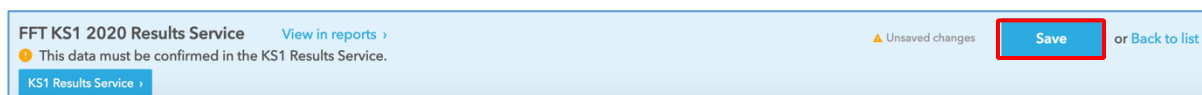
Choose a year group: Year 2 Choose classes: Whole year

Alternatively, enter assessments via file upload - [Show](#)  
 If a pupil was absent, type an 'A'. If there is no Scaled Score, type an 'N' (if entering Scaled Scores).

Pupils (40)	Mathematics		Reading		Writing	
	Teacher Assessment Code	Scaled Score (automatically calculated)	Teacher Assessment Code	Scaled Score (automatically calculated)	Teacher Assessment Code	Scaled Score (automatically calculated)
Jaimee Ambos 21/05/2013 - Female	EXS	104	EXS	100	EXS	107
Tarence Armatas 20/02/2013 - Male	EXS+	107	EXS+	107	EXS	107
Camilya Bortles 04/05/2013 - Female	EXS	104	EXS	103	EXS	96
Jedediah Boschen 03/04/2013 - Male	EXS	104	GDS-	110	PK2	78

Teacher Assessment Code dropdown menu options: GDS+, GDS-, EXS+, EXS, EXS-, WTS+, WTS, WTS-, B, PK4, PK3, PK2, PK1, P, Absent

- 6) Once you have completed inputting data for all Year 2 pupils, please click on 'Save' at the bottom of the screen. You can make as many changes as you like up until the deadline of 3 July 2020.



### What happens next?

Once you've completed your Teacher Assessments in Assessment Tracker then that's it! **We'll collect the data at 5pm on Friday 3 July 2020.** You can make as many changes as you like up until this point.

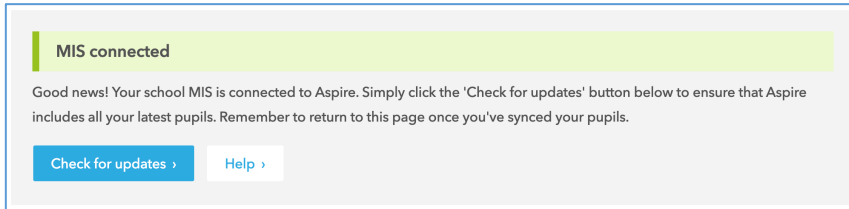
**IMPORTANT - Please remember to check that you've ticked the confirmation box and pressed the Confirm button in Step 1 (page 1) above.**

We'll then provide you with a full KS1 interactive analysis via your regular Aspire dashboards in August.

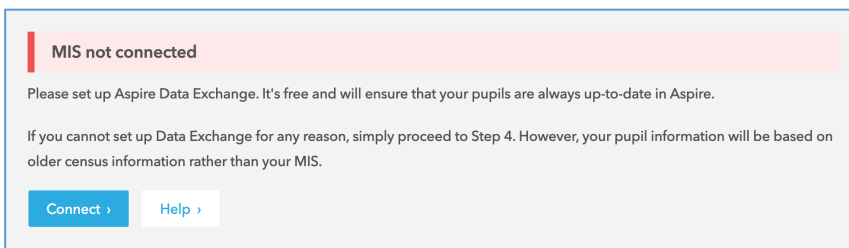
## METHOD 2: Using an Excel template to enter your pupil assessments (Steps 3 to 6)

- 1) Before you download a pre-populated template, ideally all your pupils will be up to date in Aspire. The easiest way to ensure this is to link your school MIS to Aspire using **Aspire Data Exchange**.

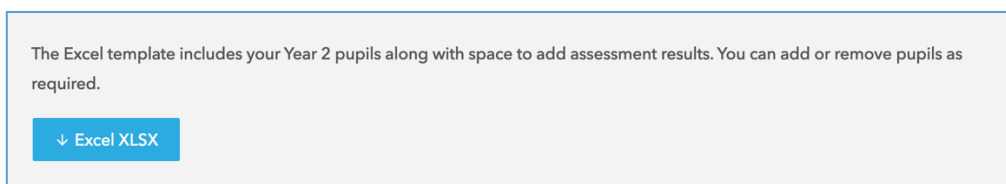
If you HAVE previously installed Aspire Data Exchange then simply click the 'Check for updates' button.



If you HAVEN'T installed Aspire Data Exchange yet and you would like to use it for the 2020 Results Service then click '**Connect >**' and follow the on-screen instructions. If you can't or don't wish to install Aspire Data Exchange then you can carry on to the next step. However, you may need to manually add, remove or update your pupils in the spreadsheet to ensure that you have the correct information.



- 2) Click the on-screen Excel button to download a pre-populated template (2020\_KS1\_FRS.xlsx). The file will include all your Year 2 pupils along with space to add their Teacher Assessments. You can add, remove or edit pupils as required.



- 3) Open the Excel file which will contain your pupil details and add the teacher assessment codes for each pupil. You can use the dropdown options to enter teacher assessments for your pupils or add the teacher assessment codes manually. YOU MUST ENSURE THAT YOU ONLY USE THE CODES CONTAINED IN THE LIST (see annex 1 for details).

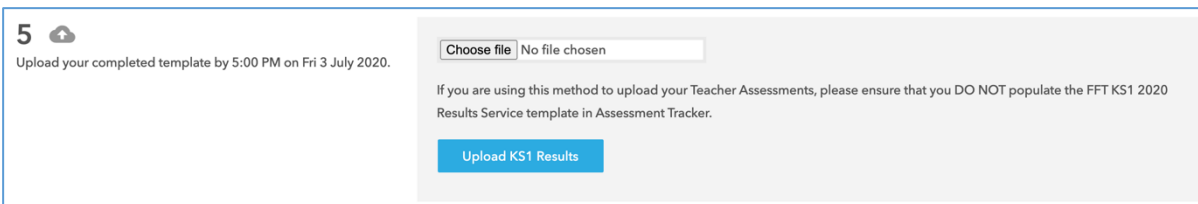
A	B	C	D	E	F	G	H	I	J	K	L
Organisation	DfE Number	Key Stage	Year	UPN	Forename	Surname	DOB	Gender	Maths TA	Reading TA	Writing TA
Whitborn Academy	1231234	1	2	U987654321	Jenny	Smith	20/01/2013	Female	EXS	EXS+	<div style="border: 1px solid black; padding: 2px;">           GDS+            GDS            GDS-  <b>EXS+</b>            EXS            EXS-            WTS+            WTS            WTS-            B            PK4            PK3         </div>

If you have used Aspire Data Exchange, then your Year 2 pupil data will be up to date. If you haven't recently updated your pupils or do not have Aspire data Exchange, we will have used the latest census information we have which may be out of date. You may, therefore, have to remove, add or edit pupils directly in the spreadsheet. **Please delete the entire row if removing a pupil that has left.**

If you are adding pupil information then please follow the formats for each column below. You'll need to provide the following valid data for all Y2 pupils (1 row per pupil) that you upload:

- Organisation (text)
- DfE number (7 digit)
- Key stage (2)
- Year (6)
- UPN (valid)
- Forename (text)
- Surname (text)
- Date of Birth (DD/MM/YYYY)
- Gender (Female or Male)
- Teacher Assessed codes (for a full list of available codes please see Annex 1)

- 4) Once you've added all your assessments, save the file in Excel format using the following filename format which should include your own school DfE Number – e.g. 2020\_KS1\_FRS1231234 where 1231234 is your school's 7-digit DfE number.
- 5) **Now return to the KS1 Upload page in Aspire** and upload your completed template by clicking the 'Choose file' button and selecting your completed Excel file. Make sure it's the correct file containing your own pupil data and not the original blank template that you downloaded initially. The system will check the file to make sure that it is valid and doesn't contain any errors.



Please note that if you make a mistake or wish to amend your data then you can always upload another file at any time prior to the cut-off date.

## What happens next?

Once you've uploaded your Teacher Assessments via an Excel spreadsheet then that's it! **We'll collect the data at 5pm on Friday 3 July 2020**, using the latest file that you've uploaded.

We'll then provide you with a full KS1 interactive analysis via your regular Aspire dashboards in August.

## Frequently asked questions (EYFS, KS1 and KS2)

### **I thought that there would be no collection of performance data this year?**

The DfE will not be collecting any performance data or producing performance tables in 2020. However, many schools have contacted FFT to ask if we could produce a 'national' analysis of results using Teacher Assessments instead of Tests.

### **What will the data be used for?**

The data is for internal use only to support school self-evaluation and progression from Y2 to Y3. It is not for external evaluation or performance management. The Teacher Assessments will also be used to produce pupil estimates both for your school and for future schools using Aspire when a pupil moves.

### **What teacher assessments will be collected?**

KS2 - Reading, Writing, Maths, GPS TAs

KS1 - Reading, Writing, Maths TAs

EYFS - 17 Early Learning Goals

### **Are these 'end of key stage' teacher assessments?**

Yes. Most schools now assess based on 'age related' expectations. In most cases, therefore, we would expect schools to use existing 2020 Spring term TAs (supplemented by previous test data where relevant) when making any predictions or judgements about end of key stage outcomes.

### **What are the valid codes I can use for Teacher Assessments?**

A full list of valid Teacher Assessments and codes for all key stages is included in Annex 1 below.

### **Can I leave blank cells in my excel template?**

No. All cells (for both pupil data AND teacher assessments) must be completed otherwise the file will fail validation. Also, you cannot leave blanks rows or columns in the middle of your data.

### **What are the benefits of using Curriculum Tracker or Curriculum Tracker for this service?**

1. It's quicker and easier
2. You'll have an instant analysis of your TAs including class reports and automated scaled score conversions
3. If you're already an Aspire Pupil Tracking user, you'll probably want to add this data anyway
4. If you were thinking about using Pupil Tracking, it's a great opportunity take a look at the system

### **Can I install Aspire Pupil Tracking prior to this service starting?**

Yes! In fact, if you're thinking about using Pupil Tracking for the 2020 Results Service then we'd recommend installing it as soon as possible.

### **Is this an optional service or do I have to upload all my teacher assessments?**

This is an entirely free and optional service available to Aspire schools.

### **Can I choose to upload specific Key Stages?**

Yes, you can upload one, two or all three Key stages.

## Further guidance

If you have any queries or would like to speak with a Support Team member about the 2020 FFT Results Service then please contact us on 01446 776 262 (option 2), or you can send an email to [support@fft.org.uk](mailto:support@fft.org.uk)

# Annex 1: 2020 FFT Results Service - Teacher Assessment Codes

## Early Years Foundation Stage (EYFS)

Early Learning Goal	Teacher Assessed Outcomes			
	0 - not been assessed due to long periods of absence, arrived too late in the summer term to be assessed or has an exemption	1 - Emerging	2- Expected	3 - Exceeding
Listening and attention				
Understanding	0	1	2	3
Speaking	0	1	2	3
Moving and handling	0	1	2	3
Health and self-care	0	1	2	3
Self-confidence and self-awareness	0	1	2	3
Managing feelings and behaviour	0	1	2	3
Making relationships	0	1	2	3
Reading	0	1	2	3
Writing	0	1	2	3
Numbers	0	1	2	3
Shape, space and measures	0	1	2	3
People and communities	0	1	2	3
The world	0	1	2	3
Technology	0	1	2	3
Exploring and using media and materials	0	1	2	3
Being imaginative	0	1	2	3



## Key Stage 1

### FFT Scaled Scores (approximate equivalent)

TA Code	Teacher Assessment description	FFT Scaled Scores (approximate equivalent)		
		Maths	Reading	Writing
GDS+	Greater Depth +	115	115	115
GDS	Greater Depth	113	111	113
GDS-	Greater Depth -	110	110	110
EXS+	Expected Standard +	107	107	107
EXS	Expected Standard	104	103	104
EXS-	Expected Standard -	100	100	100
WTS+	Working Towards Standard +	96	94	96
WTS	Working Towards Standard	93	90	93
WTS-	Working Towards Standard -	88	85	88
B	Below Standard	85	85	85
PK4	Pre-key stage standard 4	84	84	84
PK3	Pre-key stage standard 3	81	81	81
PK2	Pre-key stage standard 2	78	78	78
PK1	Pre-key stage standard 1	75	75	75
P	P scales 1 to 4	72	72	72
Absent	Absent	-	-	-

## Key Stage 2

### FFT Scaled Scores (approximate equivalent)

TA Code	Teacher Assessment description	Maths	Reading	Writing	GPS
GDS+	Greater depth +	117	118	118	120
GDS	Greater depth	113	114	115	116
GDS-	Greater depth -	111	111	113	114
EXS+	Expected Standard +	108	108	109	109
EXS	Expected Standard	106	105	107	107
EXS-	Expected Standard -	103	101	103	102
WTS+	Working Towards Standard +	98	96	99	98
WTS	Working Towards Standard	96	94	97	95
WTS-	Working Towards Standard -	92	89	91	92
B+	Working Below Standard +	89	88	90	90
B	Working Below Standard	85	84	85	85
B-	Working Below Standard -	80	80	80	80
PK6	Pre Key Stage Standard 6	79	79	79	79
PK5	Pre Key Stage Standard 5	76	76	76	76
PK4	Pre Key Stage Standard 4	73	73	73	73
PK3	Pre Key Stage Standard 3	70	70	70	70
PK2	Pre Key Stage Standard 2	67	67	67	67
PK1	Pre Key Stage Standard 1	64	64	64	64
P	Pupils below the pre-key stage standard but not on P scales	62	62	62	62
P2	P Scale 4	61	61	61	61
P1	P Scales P1i to P3ii	59	59	59	59
Absent	Absent	-	-	-	-