Key Stage One 2019 Guidance Notes

May 2019

Management Information

Kent County Council kent.gov.uk

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

Please note: you need the Spring 2019 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 7.186 or later.

Section 1 – User Defined Groups

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

You will also need to set up a group to:

- Include pupils who took the KS1 tests in your school but have since left AND/OR
- Exclude any new pupils who joined your school after 31 May 2019

For further details please see the section 9.9 of the STA KS1 Assessment and Reporting Arrangements. <u>https://www.gov.uk/government/publications/2019-key-stage-1-assessment-and-reporting-arrangements-ara</u>

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

Otherwise, please follow the guidelines below.

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

SIMS .net: WATER	RS EDGE PRIMARY SCHOOL				
<u>F</u> ocus <u>R</u> eports R	l <u>o</u> utines <u>T</u> ools <u>W</u> indo	w <u>H</u> elp			
喜 🥌 Back 🔹	📄 Forward 🛛 📚 🍃	📔 🍢 📢	📝 🦹 🔲 📝	🞭 💽 😫	K
畅 Maintain User D)efined Groups				
📄 New 🎽 Search 🚿	🖥 Open 💥 Delete 🧰 Prin	t 🐻 Browse 🔶 Next 🏠	Previous		
Group Description		Short Nar	ne		
Active State	<any></any>	-			

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

User Group Details:					
💾 Save 🏼 🏐 Undo 🚍 1 Group Details 2 Meml					Add a relevant Group Description and Short Name.
<u>1</u> Group Details					
Group Description	KS1 2019	Active State	Active		Make sure the Active
Short Name	KS1 19	Current Main Supervisor		्	State Is Active .
Notes	Year 2 plus 1 leaver and excluding	g 2 joiners			If you wish, add a brief note.
Include in Discover					Then click on the Action button and
2 Membership					click Add Member.
Effective Date Range Cursor Day	16 Apr 2019 - 31 Aug 2019 <none></none>	Academic Year	Academic Year 2018/2019	¥	The screen shown
Cursor Date	<none></none>	Selected Members	hip		below will appear.
Zoom 🆓 Action					
Member	Sep Oct No	ov <mark>Dec </mark> Jan <mark>Feb M</mark> a	ar Apr May Jun Jul	Aug	

SIMS			Select Members			_ D X
❤️ ∰ Search						🚪 Links 🔻 🕑 Help
Surname		Forename			Role	Student v
Group Type	National Curriculum Ye 🗸	Group		0	Effective Date	15/04/2019
Name	1			Gender	Year and Reg Grou	up 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.

MS	Select Members			x
P				
Search			🔄 Links 👻	₍₂₎ Help
Surname Forena	ne	Role	Student 🗸	
Group Type National Curriculum Ye 🗸 Group	Q	Effective Date	16/04/2019	
Name	Gend	er Year and Reg Grou	p Current Group	^
Alala, Candis	Fema	le 2GH	Curriculum Year 2	
Kirk, Ralph	Male		Curriculum Year 2	
Frank, Dominik	Male		Curriculum Year 2	
Jaffri, Padm	Male		Curriculum Year 2	
Williamson, Zachary	Male		Curriculum Year 2	
Suresh, Sabina	Fema		Curriculum Year 2	
Jagoda, Nina	Fema	le 2GH	Curriculum Year 2	
Rodica, Stefania	Fema	le 2GH	Curriculum Year 2	
Brown, Ingrid	Fema		Curriculum Year 2	
Dennis, Lily	Fema	le 2JB	Curriculum Year 2	
Welch, Beatrice	Fema	le 2GH	Curriculum Year 2	
Gillot, Faye	Fema	le 2GH	Curriculum Year 2	
Parker, Molly	Fema		Curriculum Year 2	
Leyton, Saffron	Fema		Curriculum Year 2	
Summers, Jayde	Fema	le 2JB	Curriculum Year 2	~
			ок	ncel
				ancer

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

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

Remember to exclude any pupils who joined you after 31 May 2019.

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

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

2 Membership					
Effective Date Range	16 Apr 2019 - 3	1 Aug 2019		Academic Year	Academic Year 2018/2019 🗸 🗸
Cursor Day	<none></none>]	Selected Member	Alala, Candis - 2GH
Cursor Date	<none></none>]	Selected Membership	<none></none>
Zoom 🆓 Action					
Member		Sep Oct N	lov Dec	Jan <mark>Feb</mark> Mar	Apr May Jun Jul Aug
Alala, Candis - 2GH					
Brown, Ingrid - 2JB					
Dennis, Lily - 2JB					

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

SIMS	Select Members	Change the G	
*		Type filter to	•
M Search		Click Search	
Surname Foren	ame Role Student	~	
Group Type	C Effective Date 16/04/2019	Find the relev	vant
Name	Gender Year and Reg Group	pupil/s on the	e list –
Taylor, Miles	Male	click to highli	
Darville, Sophie	Female (2JB)		
Hooley, David	Male (2JB)	click on OK v	vhen
Abhra, Neel	Male (3CB)		
Baccina, Tìa	Female (4ES)	finished.	
Dean, Jack	Male (5BB)		
GAMBIONI, GREG	Male (5BB)		
Elliot, Gadfry	Male (5DT)	Vou'll be retu	irned to
Aaron, Chris	Male (6KH)		
Aaron, Liz	Female (6KH)	the Members	hip
Abraham, Jane	Female (6KH)	screen where	
Adasheji, Mohammed	Male (6KH)	Screen where	: dli
Adebayor, Emmanuel	Male (6KH)	chosen pupils	s will he
Affleck, Alexis	Female (6KH)		
Agathocleous, Joe	Male (6KH)	displayed.	
	c	OK Cancel	

г

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

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

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 One Wizard into Assessment Manager

Go to Routines | Data In | Assessment | Import

If the following panel appears, make sure all the boxes are ticked and click **Yes**. All resources (including the Wizards) will be imported. **This can take a few minutes to complete**. During the import, a progress bar is displayed - when the resources have been imported and the activity log appears, you can continue these guidance notes from **Section 3** on **page 6**.

SIMS	Import Assessment Manager Resources ? X
There are	new/updated Assessment Manager Resources available for import. Do you wish to update your system ?
	e note that this may take some time.Do not close SIMS until this import process is complete. g some areas of SIMS during import may cause a system crash.
we the	New Curriculum Programme of Study screen relies on resources being present in the local SIMS System, erefore strongly recommend updating your AMPARK resources via this auto import routine. If you se not to import these resources you may find that some features are not present and you will subsequently have nually import the missing files. Please choose the 'yes' option to automatically update AMPARK resources.
¥	AMPARK Resources
	Tracking Templates and Grids
V	Programme of Study Tracking Resources
	Yes Remind me later
f thic pa	nel does not appear or the Wizards do not import, continue with th

If this panel **does not** appear or the Wizards do **not** import, continue with the screen shot immediately below.

Import		? <mark>×</mark>		
Select the file to import from Header comments from the import file:			•	Click on the magnifying glass and the screen shown overleaf will appear.
Overwrite with default values				
	<back next=""> Finish</back>	Cancel		

SIMS		Open			×
Look in	: 📗 SIMS.net		~	3 🜶 📂 🎞	
Recent places Desktop	Name	-		Date modified 01/04/2019 14:43	Type File folder
	< File name: Files of type:	III Xml files (* xml) Open as read-only		v	Open Cancel

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(x86)\SIMS\SIMS.net

<u>For EIS hosted schools</u> this will be – Shared Sims Folder W:\Program Files\SIMS\SIMS.net

Within your SIMS.net folder there should be an **AMPARK or 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.

Assessme	ent Manager	× () 🏚 📂 🛄 🔪	
Name	•	Date modified	Туре	Click on the Key
EYFS Profile	Wizard 2019	23/11/2018 10:24	XML Document	Stage 1 Wizard
🔮 Key Stage 1	Wizard England 2019 🗧	19/12/2018 04:19	XML Document	England 2019 as
🔮 Key Stage 2	Wizard England 2019	14/02/2019 14:16	XML Document	shown opposite
🔮 Year 1 Phon	ics Screening Wizard 2019	29/11/2018 11:39	XML Document	and click on the
🔮 Year 2 Phon	ics Screening Wizard 2019	29/11/2018 11:39	XML Document	Open button.
<	III		>	
File name:	Key Stage 1 Wizard England 201	9	✓ Open	
Files of type:	Xml files (* xml)		✓ Cancel	
	Open as read-only			

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.

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

SIMS	Wizard		? X	
Select Wizard Filter Incomplete Name	Edit Date	Complete		A list of all the Wizards on your system will be
EYFS Profile Wizard 2019	01/09/2018			displayed. Make sure the filter says
				Incomplete. If you can't see the Wizard you need change the drop down box to All. Do not tick the Complete
				box on the right.
				Wizard England 2019 and click on the Next button.
	< Back Ne	ext > Finish	Cancel	

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



If you set up a User Defined Group (pages 1-3), click on the **+** symbol next to the **User Defined Groups** category and a list of Groups will be displayed. Click on the name of the group you set up (KS1 2019) and click on the **Apply** button.

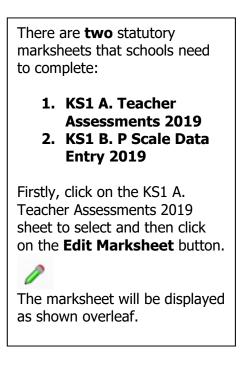
If you did not set up a group, click on the + symbol next to the **National Curriculum Year** category. Select **Curriculum Year 2** by clicking on the text once, then click **Apply**.

SIMS	Gr	oup Selector	? X
Select the effective Group date From 01/09/2018	То	31/08/2019	Refresh
Course National Curriculum Year Curriculum Year 1 Curriculum Year 2 Curriculum Year 3 Curriculum Year 3 Curriculum Year 4 Curriculum Year 5 Curriculum Year 6 Curriculum Year 6 Curriculum Year 8 Curriculum Year N1 Curriculum Year N2 Exam Season Candidates Assessment User Defined Ethnicity House New Intake Group Registration Group Year Group			
i i - Soecial Needs		Apply Clear Select	ction 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 - Key Stage 1 Wizard England 2019 ? X										
Marksheets										
Filter: Incomplete v Please select a Marksheet and click on the pencil to enter/edit data.										
Template	Group	Last Used	Complete							
KS1 A. Teacher Assessments 2019	Curriculum Year 2									
KS1 B. P Scale Data Entry 2019	Curriculum Year 2									
KS1 C. Test Outcomes 2019	Curriculum Year 2									
KS1 D. Broadsheet (Review) 2019	Curriculum Year 2									
	< Back	Next >	Finish	Cancel						



Section 4 – Entering Results on the Marksheet

The KS1 A Teacher Assessments 2019 marksheet will now be displayed as below.

s							N
larksheet Entry : KS1 A. Teacher	Assessments 2	019 : Curric	ulum Year 2				
Save 🄄 Undo 📥 Print 瀀 Ex	port 👻 🙋 Ca	culate					
Basic Details 2 Marksheet							
1 Basic Details	-						
Notes	Perfor						, Writing, Mathematics and Science Levels) Teacher Assessment from
Last Used		B					
Data entry for this Marksheet is cor	mplete 🛛						
2 Marksheet							
Result Date 16/04/2019	Group Member	ship Date	16/04/2019		Refresh	 Summary 	👬 Narrow 🔍 Zoom 💥 Reveal
Group Filter			Q				
					f	1	
Students	KST Reading TA Key Stage 1 Validated Result	KS1 Writing TA Key Stage 1 Validated Result	KS1 Maths TA Key Stage 1 Validated Result	KS1 Science TA Key Stage 1 Validated Result	Missing Entries Check	No of Missing Entries	
ADAMS, Nancy	WTS	EXS	EXS	EXS			
ALALA, Candis	GDS	GDS	GDS	EXS			
BARDEN, Olivia	BLW	PK1	PK2	HNM			
BATEMAN, Vincent	PK3	PK4	BLW	HNM			
BHATI, Aini	PK1	BLW	PK4	HNM			
BOIAN, Claudiu	EXS	EXS	EXS	EXS			
BROWN, Ingrid						1	
BROZ, Konrad							
CAIRNS, Matthew							

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

For instructions on exporting marksheets please email <u>management.information@kent.</u> <u>gov.uk</u>

You can now start entering the final Key Stage One Teacher Assessment outcomes for each pupil. Only overall outcomes for Reading, Writing, Maths and Science are needed.

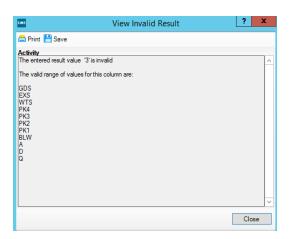
The valid entries for each subject are:

Reading	Writing	Mathematics	Science
GDS – Working at greater depth within	GDS – Working at greater depth within	GDS – Working at greater depth within	
the expected standard	the expected standard	the expected standard	
EXS – Working at the expected standard	EXS – Working at the expected standard	EXS – Working at the expected standard	EXS – Working at the expected standard
WTS – Working	WTS – Working	WTS – Working	HNM – Has not met
towards the expected standard	towards the expected standard	towards the expected standard	the expected standard **
PK1-4 – Pre Key Stage	PK1-4 – Pre Key Stage	PK1-4 – Pre Key Stage	
Standards 1 to 4 *	Standards 1 to 4 *	Standards 1 to 4 *	
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 * *	
A – Absent	A – Absent	A – Absent	A – Absent
D - Disapplied	D - Disapplied	D - Disapplied	D - Disapplied

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

* Pre Key Stage Standards 1 to 4 should be used when a pupil is working below the national curriculum assessment frameworks but above P Scale 4.

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.

SIMS Wizard -	Key Stage 1 Wiza	rd England 2019) ?	×	Click on the KS1 B. P Scale
Marksheets Filter: Incomplete V Ple	ease select a Markshee	t and click on the per	ncil to enter/edit data.		Data Entry 2019 marksheet.
Template	Group	Last Used	Complete	1	Then elisters the Edit
KS1 A. Teacher Assessments 2019	Curriculum Year 2				Then click on the Edit
KS1 B. P Scale Data Entry 2019	Curriculum Year 2				Marksheet button.
KS1 C. Test Outcomes 2019	Curriculum Year 2				
KS1 D. Broadsheet (Review) 2019	Curriculum Year 2				(Note: If you have exited the
					Wizard completely, go to Tools Performance Assessment Wizard Manager.)

The P Scales marksheet will be displayed as shown below.

Group Filter			Q														10		
Students	Lugish P Scales	KS1 Reading TA Key Stage 1 Validated Result	P Scale: Reading Key Stage 1 Validated Result	KS1 Writing TA Key Stage 1 Validated Result	P Scale: Writing Key Stage 1 Validated Result	P Scale: Speaking Key Stage 1 Validated Result	P Scale: Listening Key Stage 1 Validated Result	P Scale: English Key Stage 1 Validated Result	English P Scales Check	A athematics P Scales	KS1 Maths TA Key Stage 1 Validated Result	P Scale: Number Key Stage 1 Validated Result	P Scale: Use Maths Key Stage 1 Validated Result	P Scale: Shape Key Stage 1 Validated Result	P Scale: Maths Key Stage 1 Validated Result	A Maths P Scales Check	Science P Scales	KS1 Science TA Key Stage 1 Validated Result	
ADAMS, Nancy		WTS		EXS							EXS							EXS	
ALALA, Candis		GDS		GDS							GDS							EXS	
BARDEN, Olivia		BLW		PK1				1		1	PK2						2	HNM	-
BATEMAN, Vincent		PK3		PK4							BLW							HNM	1
BHATI, Aini		PK1		BLW							PK4							HNM	
BOIAN, Claudiu		EXS		EXS							EXS							EXS	
BROWN, Ingrid		BLW		PK3			1				EXS							EXS	
BROWN, Ingrid BROZ, Konrad		BLW		PK3							EXS		0						EXS

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.

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

- If a pupil is at Level P1i to P3ii **OVERALL** in English, then reading and writing P Scales are not appropriate. Just enter P1i to P3ii in the <u>P Scale: English</u> column.
- If a pupil is at Level P4 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 the last page of these notes for guidance.

Section 5 – Creating your Return File

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

PLEASE NOTE:

There is an extra	"page"	in the Wizard	that creat	es an	export file.	Please dc	<u>o not</u> go throug	gh this
process.								

As last year you will be transferring the XML created to us through **Perspective Lite** (used for returning your School Census to us) and you can send us your file at any time from the end of May until **Thursday 27 June 2019**.

Creating an XML file in SIMS.net

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

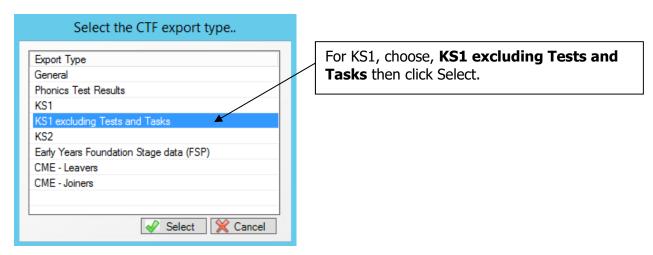
Configure CTF Defaults Save Dundo	Your directory details may be
1 Directory Details 2 Data to be Imported by Default 3 Data to be Exported by Default	 different – make a note of these two
1 Directory Details	file paths here as
CTF import directory W:\CTFIN	you will need to know what they are later on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



The following screen will appear.

1 Student Options										
Effective Date 15/04/20	Effective Date 15/04/2019 View Current and Leavers this year V Include students already exported Refresh Students									
			×							
2 Students										
UPN	Preferred Surname	Preferred Forename	Reg Grp 🛛	Year Grp 🔍 Year Taught						
F823299918013	Abbott	Jessica	ASH	R R						
N823299911001	Abdullah	Tamwar	5BB	5 5						
K823299913001	Abhra	Abjit	4ES	4 4						
Z823299913002	Abhra	Alisha	45/5	4 4						
W823299916061	Abhra	Shaquib	ЕLM	R R						
P823299918001	Abrams	Paul	AM	N2 N2						
D823299917001	Ackton	Charlotte	PINE	RR						
Firstly, make sure the view is for Current and	Then ensure that the Include Students alread	Students butt	on.	Now click on the Year Group arrow and select Year 2 .						
Leavers this year.	exported box is ticked.		Ľ							

Your Year 2 **current** pupils will now be filtered.

To transfer results to Kent:

- Left click once in the Destination LA box for the first pupil.
- Right click in the same box and choose Select All. The grid will now be outlined in blue
- Click on the down arrow in the Destination LA box for the first pupil. <u>This may resemble 2</u> 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 joined your school after 31st May 2019 by removing the Destination LA from their "row". To do this click on their LA Destination box and scroll to the top where there is a blank line. Click on this and the destination will disappear.

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

JPN	Preferred Sur	Preferred Fore	R 🖵	Year Grp 💂	Yea 👳 I	Pr Destination LA/Other
.820892102	Abraham	Jane	2GH	2	2	Kent
820200109	Adams	Adam	2JB	2	2	Kent
/82020010	Anderson	Neo	2GH	2	2	Kent
482020010	Bains	Kirk	2GH	2	2	Kent
482020010	Bellic	Nico	2GH	2	2	Kent
382020010	Bellic	Roman	2GH	2	2	Kent
282020010	Cadilia	Celia	2GH	2	2	Kent
√82089210	Carlsen	Neville	2GH	2	2	Kent
×82020010	Charles	Harry	2JB	2	2	Kent
000000100	Dener	ALL	2011	2	2	Kent

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

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

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

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

nd Leavers this yea		ude students ady exported	P 🕅 Refree
d Forename	Reg Grp 💌	Year Grp 💌	Year Taught 💌 F
	ELM	(All)	β
	PINE	(Custom)	R
	ASH	(Blanks) (NonBlanks)	B
	PINE	1	
	6VC	2	6
	4ES	4	#
	ELM	5	B
	2JB	6 R	2
na	3TO	(2)	В
	ASH	(N2)	
ned	PINE	N2	h
iel	2GH	2	2

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

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

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

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

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

Write down the file name here:
This is VERY important and will be needed later.

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

<u>4 Exception Log</u> Number of students in file: 2 Number of students processed: 2 Number of students not exp	orted: 0	
Preferred Surname Preferred Forename Gender Date of Birth Error Description	File Name Sav	ve
	Print	

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

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

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

Section 6 – Transferring your CTF to Management Information

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

Firstly, open Internet Explorer.



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

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

Username:	
Password:	
	Forgotten password?
	LOGIN - E
By logging in, you a	are agreeing to the <u>Terms & Conditions</u> of use. (Last updated on 22/08/2018)

If you need help with your login details please e-mail Angel Solutions at **perspectivesupport@angelsolutions.co.uk** or call them on **0845 129 7196**.

Alternatively, if you click on the **Forgotten 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.

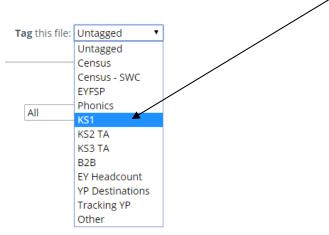
• Once logged in hover the mouse over LA Services and click on File Returns

			/
в номе	LA SERVICES N	WS WATCHSTED	TOOLS
	ALL SERVICES		
	REAL TIME DATA		
LA Document	DOCUMENTS	Real Tir Trends	me Data
Quick and easy acce important documen			e Ofsted Data
your LA.		Dashboard earlier!	ls but much much

• 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**.

Upload a new file to send	i
BROWSE FOR FILES	
or drop your files here	1

Once your chosen file is displayed, select the correct file tag to correspond with the file you are uploading.



- When the file is correctly tagged, 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.



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

Please transfer your KS1 Teacher Assessments file between the:

end of May and Thursday 27 June 2019

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 downloaded it.
- There are three options available to you when you are viewing the **Files Previously Sent**. These are:
 - o All
 - 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.

Please remember to complete your Head Teacher's Declaration Form (HDF) for KS1 on NCA Tools by Thursday 27 June 2019.

The form is available for completion from Monday 3 June 2019. https://ncatools.education.gov.uk/

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

Cheryl Smith	03000 417174
Matt Ashman	03000 417012

Year 1/2 Phonics

Teresa Westbrook	03000 417197
Abi Maunders	03000 417131

Key Stage One

Wahida Siddique	03000 414655
Nicola Willsher	03000 417203

Key Stage Two

MIDataCollection@kent.gov.uk	03000 422470

Reports

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

To access the report go to:

- Tools | Performance | Assessment | Wizard Manager
- Click on Key Stage 1 Wizard England 2019 and then the Next button.
- Check that Year 2 or the correct user defined group are selected and click **Next TWICE**.

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

- KS1 P1 Student England TA 2019
- KS1 P1 Student England TA and TT 2019
- KS1 P2 Comparative England 2019

Wizard - Key Stage 1 Wizard England 2019 ? X						
Individual Report Format Name Edit Date						This is the Preview button.
KS1 P1 Student England TA 2019				01/09/2018		
KS1 P1 Student England TA 2019 KS1 P1 Student England TA and TT 2019				01/09/2018		This is the Drint button
	KS1 P2 Comparative England 2019			01/09/2018		This is the Print button.
No Friz Comparative England 2015			01/03/2	01/03/2010		
					The " cog " button will upload	
Membership Dates for Group : Curriculum Year 2						a copy of the pupil report to
From 16/04/2019 🔂 To 16/04/2019 🔂 Refresh						
From 16/04/2019 5 To 16/04/2019 5 Refresh						the Linked documents on the
Group Filter					pupil's record.	
Students						
	mame	Forename	DOB	Reg Grp	^	
	ams	Nancy	18/12/2011	2JB		
Ala	-	Candis	02/10/2011	2GH		
	rden	Olivia	14/02/2012	2JB		
	teman	Vincent	20/01/2012	2GH		
Bha		Aini	17/04/2012	2JB		
Boi	an	Claudiu	04/03/2012	2GH	~	
Select All Deselect All						
< Back Next > Finish Cancel						

The Pupil Reports

If you want to print all the pupils at once, click on the report you want to print and click the Select All button. All pupil boxes will now be ticked. Click on the Print button **once**. If you want to preview either report, make sure that just **one** pupil box is ticked then click on the Preview button **once**.

The Comparative England Report

Make sure only one pupil is "ticked". Click on the KS1 P2 Comparative England 2019 report and click the Preview or Print button. The report displays percentages for all pupils, boys and girls within your school for 2019 and nationally for 2018.

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.