<table>
<tr><td>

**Key Stage One 2019 Guidance Notes**

**May 2019**

**Management Information**

</td><td>

Kent
County
Council
kent.gov.uk

</td></tr>
</table>

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.

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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.
https://www.gov.uk/government/publications/2019-key-stage-1-assessment-and-reporting-arrangements-ara

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.

## User Group Details:

💾 Save   🔄 Undo   🖨 Print

1 Group Details    2 Membership

### 1 Group Details

| | | | |
|---|---|---|---|
| Group Description | KS1 2019 | Active State | Active ▾ |
| Short Name | KS1 19 | Current Main Supervisor | 🔍 |
| Notes | Year 2 plus 1 leaver and excluding 2 joiners | | |
| Include in Discover | ☐ | | |

### 2 Membership

| | | | |
|---|---|---|---|
| Effective Date Range | 16 Apr 2019 - 31 Aug 2019 🔍 | Academic Year | Academic Year 2018/2019 ▾ |
| Cursor Day | <None> | Selected Member | |
| Cursor Date | <None> | Selected Membership | |

🔍 Zoom   ⚙ Action...

| Member | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
|---|---|---|---|---|---|---|---|---|---|---|---|---|

---

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.

---

## Select Members

🔍 Search   Links ▾   ❓ Help

| | | | |
|---|---|---|---|
| Surname | | Forename | Role: Student ▾ |
| Group Type | National Curriculum Ye ▾ | Group [ ] 🔍 ✖ | Effective Date 15/04/2019 📅 |

| Name | Gender | Year and Reg Group | Current Group |
|---|---|---|---|

---

Change the **Group Type** filter to National Curriculum Year, then click **Search**. All the pupils in your school will now be displayed.

To ensure that all pupils in each year group are shown together, click on the **Current Group** header. This will sort the pupils by Year Group as shown below.

---

## Select Members

🔍 Search   Links ▾   ❓ Help

| | | | |
|---|---|---|---|
| Surname | | Forename | Role: Student ▾ |
| Group Type | National Curriculum Ye ▾ | Group [ ] 🔍 ✖ | Effective Date 16/04/2019 📅 |

| Name | Gender | Year and Reg Group | Current Group |
|---|---|---|---|
| Alala, Candis | Female | 2GH | Curriculum Year 2 |
| Kirk, Ralph | Male | 2GH | Curriculum Year 2 |
| Frank, Dominik | Male | 2GH | Curriculum Year 2 |
| Jaffri, Padm | Male | 2JB | Curriculum Year 2 |
| Williamson, Zachary | Male | 2GH | Curriculum Year 2 |
| Suresh, Sabina | Female | 2GH | Curriculum Year 2 |
| Jagoda, Nina | Female | 2GH | Curriculum Year 2 |
| Rodica, Stefania | Female | 2GH | Curriculum Year 2 |
| Brown, Ingrid | Female | 2JB | Curriculum Year 2 |
| Dennis, Lily | Female | 2JB | Curriculum Year 2 |
| Welch, Beatrice | Female | 2GH | Curriculum Year 2 |
| Gillot, Faye | Female | 2JB | Curriculum Year 2 |
| Parker, Molly | Female | 2JB | Curriculum Year 2 |
| Leyton, Saffron | Female | 2GH | Curriculum Year 2 |
| Summers, Jayde | Female | 2JB | Curriculum Year 2 |

OK   Cancel

---

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.



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.



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 – 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**.
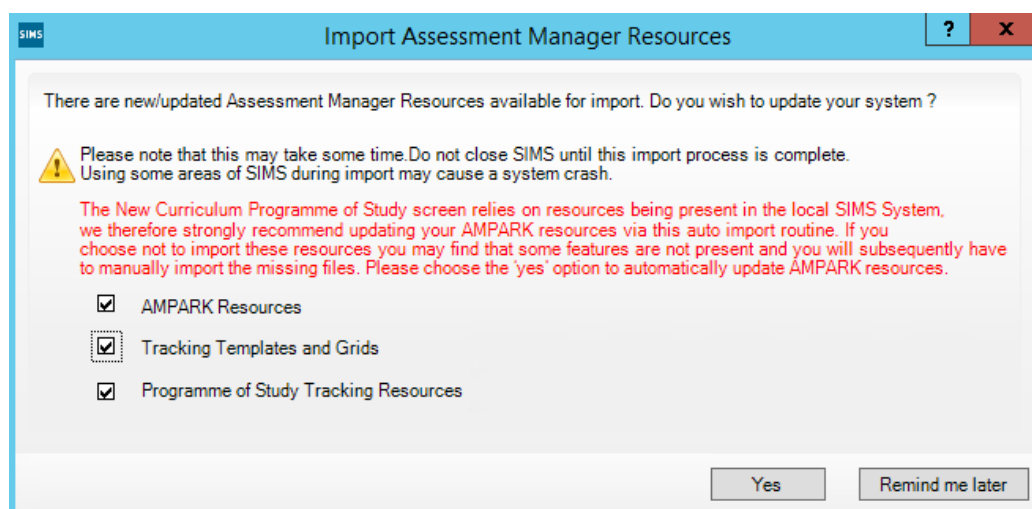


If this panel **does not** appear or the Wizards do **not** import, continue with the screen shot immediately below.

---
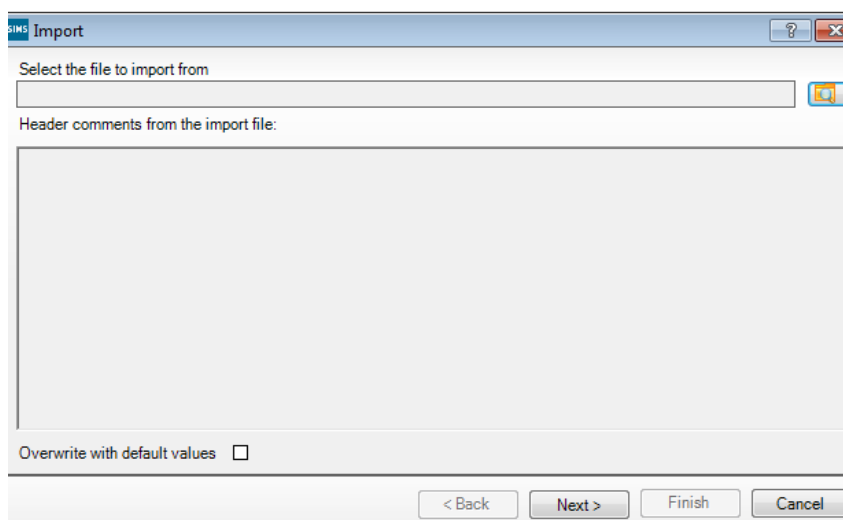


Click on the magnifying glass and the screen shown overleaf will appear.
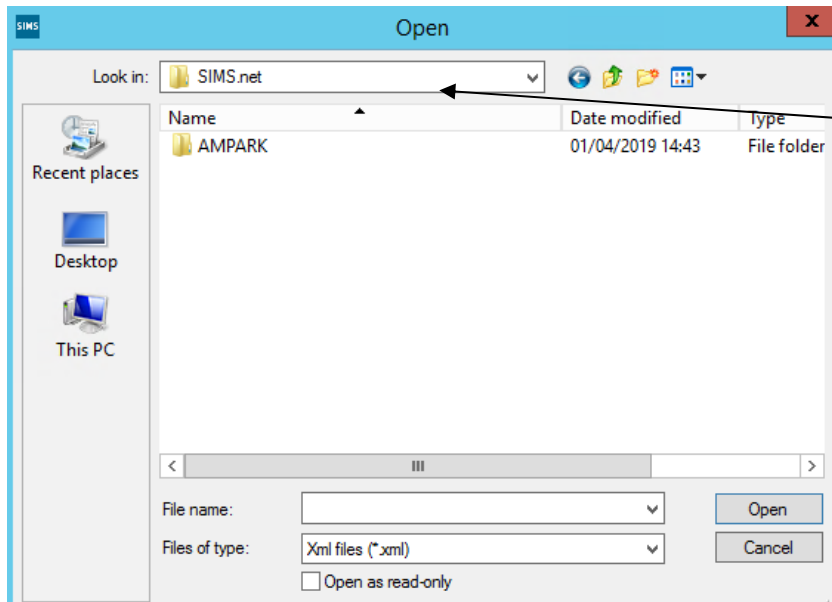
The system should default to your **SIMS.net** folder as shown.

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(x86)\SIMS\SIMS.net

For EIS hosted schools 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.
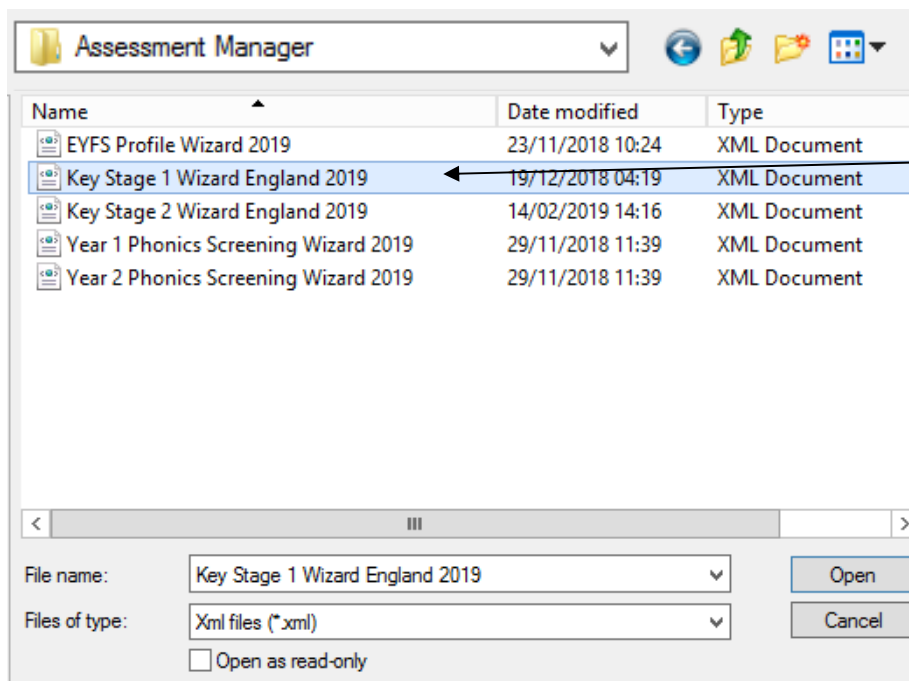


Click on the **Key Stage 1 Wizard England 2019** as shown opposite and click on the **Open** button.

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 One Wizard

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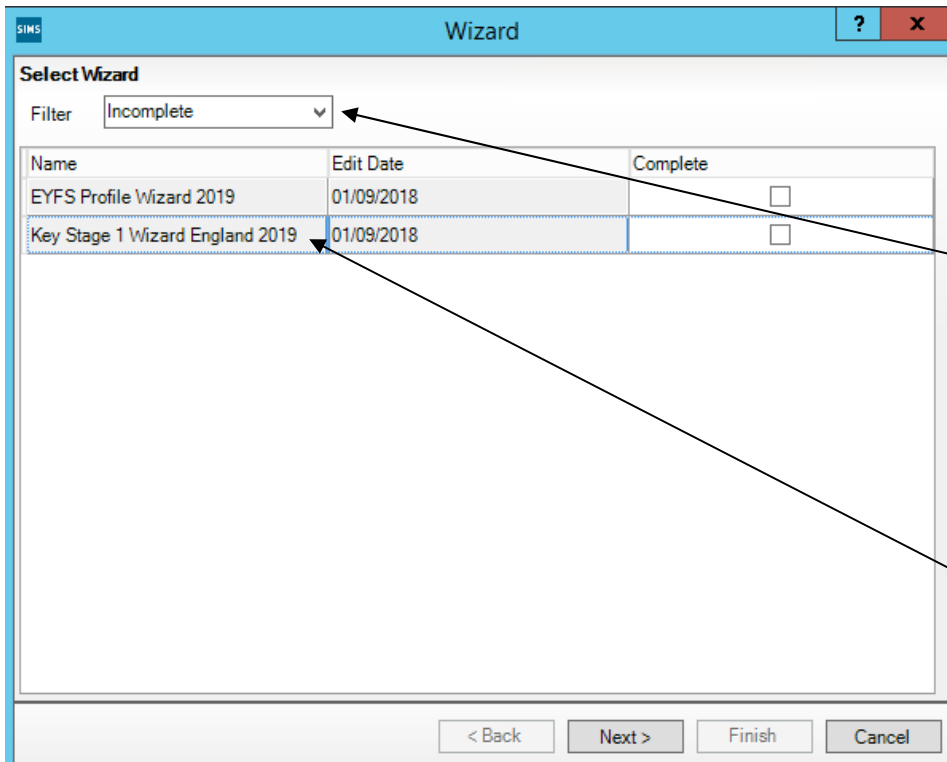


A list of **all** the Wizards on your system will be displayed.

Make sure the filter says **Incomplete**.
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.

Click on the **Key Stage 1 Wizard England 2019** and click on the **Next** button.

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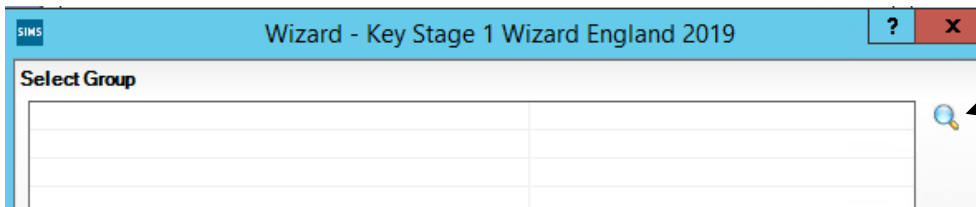


Click on the magnifying glass and the screen shown overleaf will appear.

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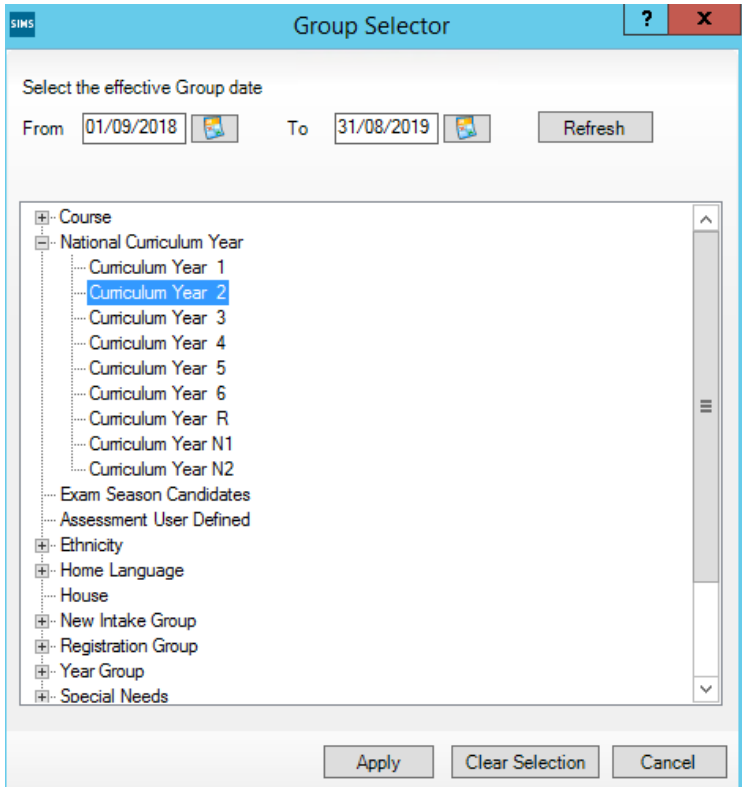
You will be returned to the Wizard screen where your selected group will now be displayed. Click on the **Next** button.

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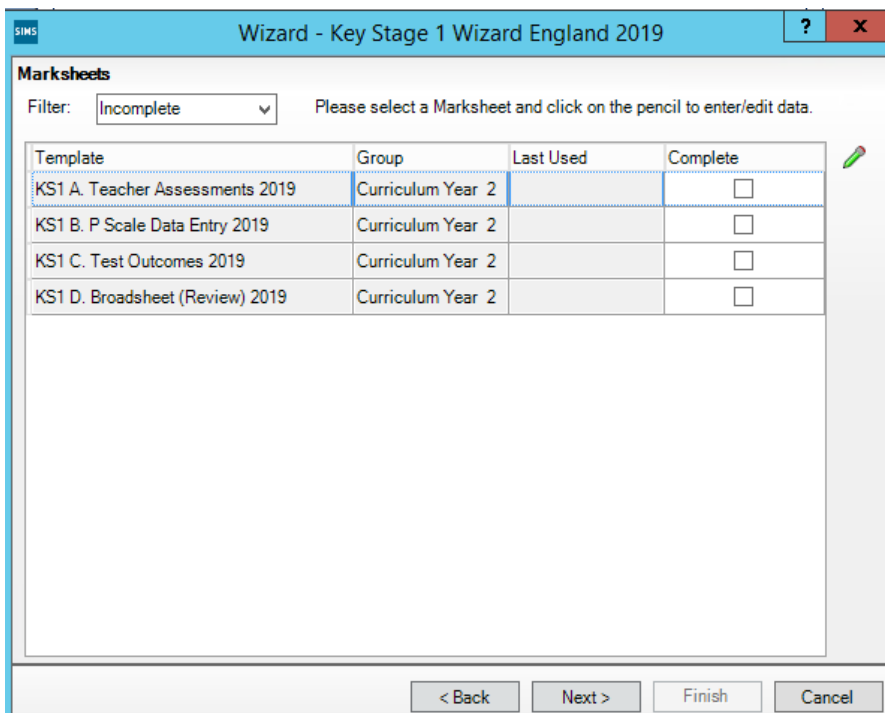
There are **two** statutory marksheets that schools need to complete:

1. **KS1 A. Teacher Assessments 2019**
2. **KS1 B. P Scale Data Entry 2019**

Firstly, click on the KS1 A. Teacher Assessments 2019 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 KS1 A Teacher Assessments 2019 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 email management.information@kent.gov.uk

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 the expected standard | **GDS** – Working at greater depth within the expected standard | **GDS** – Working at greater depth within 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 towards the expected standard | **WTS** – Working towards the expected standard | **WTS** – Working towards the expected standard | **HNM** – Has not met the expected standard ** |
| **PK1-4** – Pre Key Stage Standards 1 to 4 * | **PK1-4** – Pre Key Stage Standards 1 to 4 * | **PK1-4** – Pre Key Stage 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<br>**D** - Disapplied | **A** – Absent<br>**D** - Disapplied | **A** – Absent<br>**D** - Disapplied | **A** – Absent<br>**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.
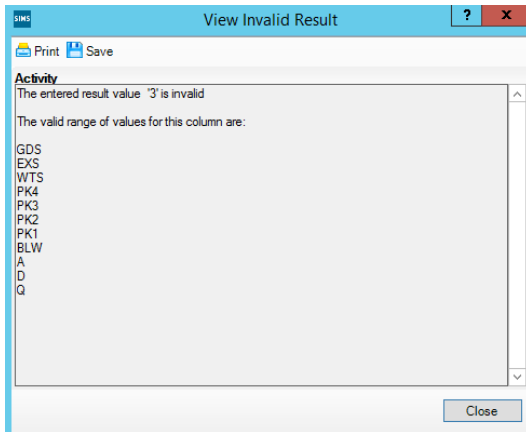


When you have finished entering results for all pupils, click on the **Calculate** button at the top of the screen. This will check whether there are any missing entries and how many missing entries per pupil there are.

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.
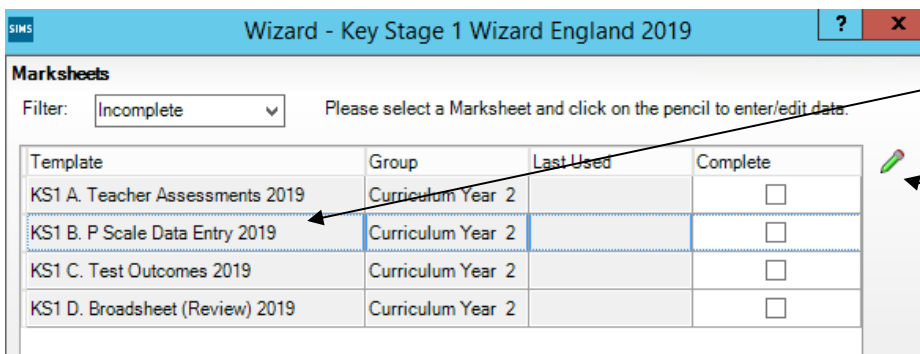


Click on the **KS1 B. P Scale Data Entry 2019** marksheet.

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 below.



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, 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 P Scale: English 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.

**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 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 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 **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.



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 |
| --- |
| General |
| Phonics Test Results |
| KS1 |
| KS1 excluding Tests and Tasks |
| KS2 |
| Early Years Foundation Stage data (FSP) |
| CME - Leavers |
| CME - Joiners |

✓ Select    ✗ Cancel

For KS1, choose, **KS1 excluding Tests and Tasks** then click Select.

The following screen will appear.



**1 Student Options**

Effective Date  15/04/2019    View  Current and Leavers this year  ▼    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 | 4ES | 4 | 4 |
| W823299916061 | Abhra | Shaquib | ELM | R | R |
| P823299918001 | Abrams | Paul | AM | N2 | N2 |
| D823299917001 | Ackton | Charlotte | PINE | 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 2**.

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. 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 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.



**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.
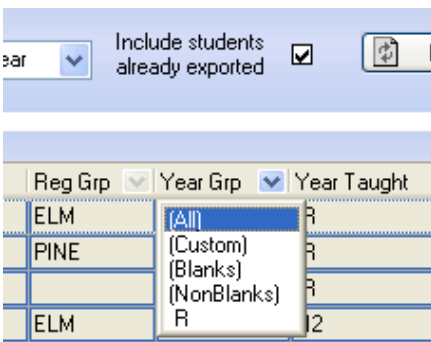


Then click the **Year Group arrow** again and select the **( 2 )** year group as shown below. The brackets round the year group signify that the pupil/s have left.
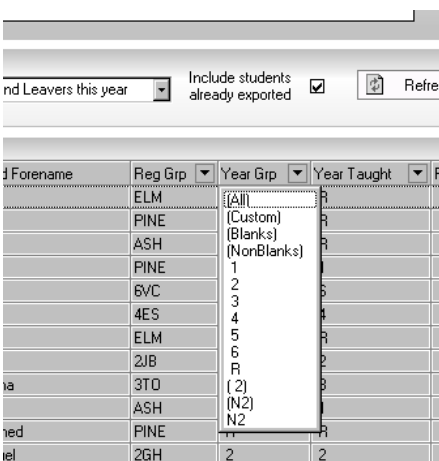


Add Kent into the Destination LA box for these pupils the same way as before. When you have done this click the **Year Group arrow** again and change the Year back to **All**. You should then be able to see that all relevant Year 2 pupils have Kent listed in the Destination LA box.

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.
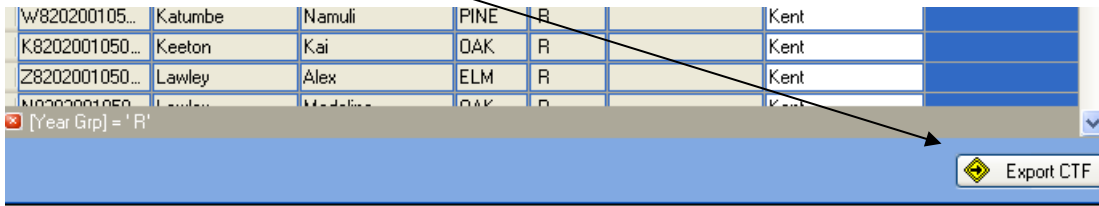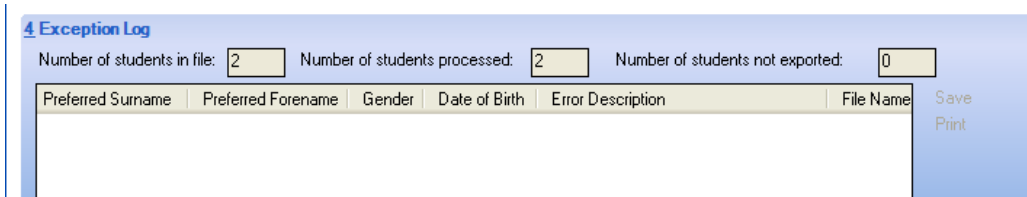


A message may appear about an Address Tidy and Merge. Click on the Yes button to proceed. An egg timer will appear. This is the only visible "working" symbol. When the CTF has been created a dialogue box will appear as shown below.
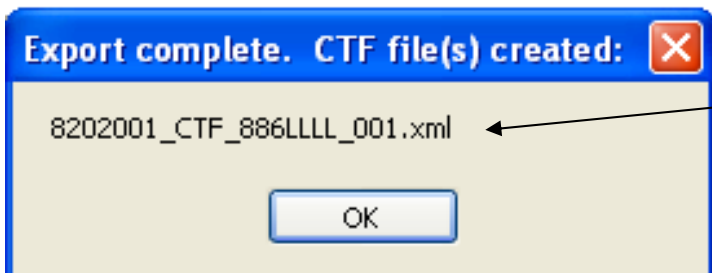


| Write down the file name here: |
| --- |
| _____ |
| This is **VERY** important and will be needed later. |

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

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



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.
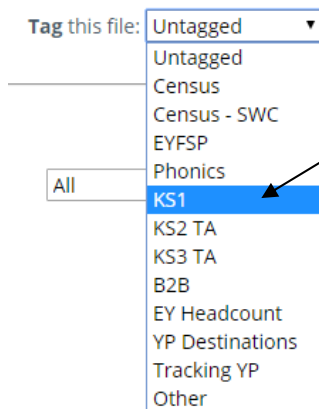
- Once logged in hover the mouse over **LA Services** and click on **File Returns**
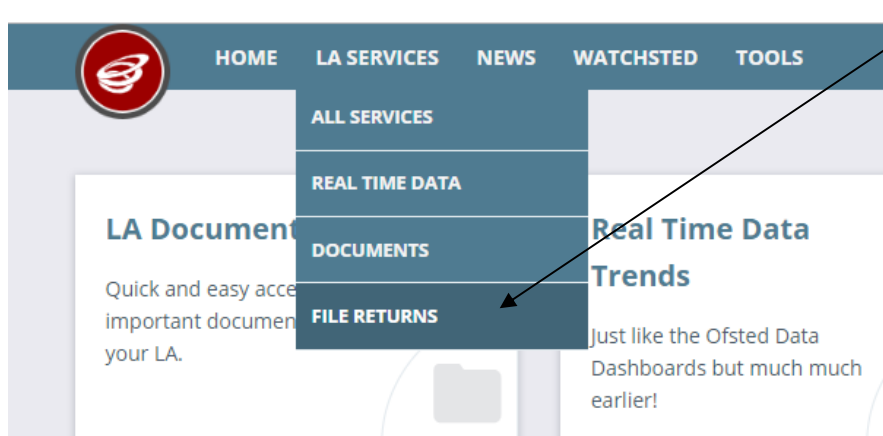


- To locate the file you will need to click on the **Browse** button. You need to navigate to the path you wrote down on **page 11**. You should have written the file name down on **page 14**.
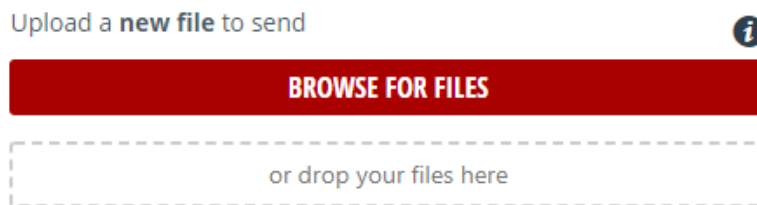


- Once your chosen file is displayed, select the **correct file tag** to correspond with the file you are uploading.



- 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.

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- 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:
    - 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.

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**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



This is the **Preview** button.

This is the **Print** button.

The **"cog"** button will upload a copy of the pupil report to the Linked documents on the pupil's record.

### 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.

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

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