

## Key Stage Two Teacher Assessment 2018 Guidance Notes

May 2018

### 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 NCA Tools.

Please note: you need the **Spring 2018** 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 7.180 or later.

### **Section 1 – User Defined Groups**

Before you use 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.

#### **If a pupil moves schools during the test week, the school where the pupil was registered at the beginning of test week must submit TA data for them.**

For more details see section 7.9 on page 38 of the STA Assessment and Reporting Arrangements for Key Stage Two.

<https://www.gov.uk/government/publications/2018-key-stage-2-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.

SIMS .net: WATERS EDGE PRIMARY SCHOOL

Focus Reports Routines Tools Window Help

Back Forward

**Maintain User Defined Groups**

New Search Open Delete Print Browse Next Previous

Group Description  Short Name

Active State <Any>

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



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: 18 Apr 2018 - 31 Aug 2018  Academic Year: Academic Year 2017/2018

Cursor Day: <None>  Selected Member: Cameron, Zara - 6KH

Cursor Date: <None>  Selected Membership: <None>

Member	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Cameron, Zara - 6KH												
Jackson, Chloe - 6KH												
Jacob, Tristan - 6VC												

If you need to add a pupil to the group who has left (who took the KS2 Tests at your school), click the **Action | Add Member** button again. You will be returned to the Select Members screen as shown below.

SIMS Select Members

Search:

Surname:  Forename:  Role: Student

Group Type: <All>  Group:  Effective Date: 18/04/2018

Name	Gender	Year and Reg Group
Aaron, Chris	Male	(6KH)
Aaron, Liz	Female	(6KH)
Aaron, Sophie	Female	(6VC)
Abdullah, Tamwar	Male	4ES
Abhra, Abjit	Male	3TO
Abhra, Alisha	Female	3TO
Abhra, Neel	Male	(3CB)
Abhra, Shaquib	Male	N2AM
Abraham, Jane	Female	(6KH)
Ackton, Charlotte	Female	N2AM
Ackton, Stan	Male	3CB
Ackton, Stan	Male	(6VC)
Ackton, Stephen	Male	(6VC)
Ackton, Bill	Male	(6VC)
Acton, Jordan	Male	(6VC)

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.

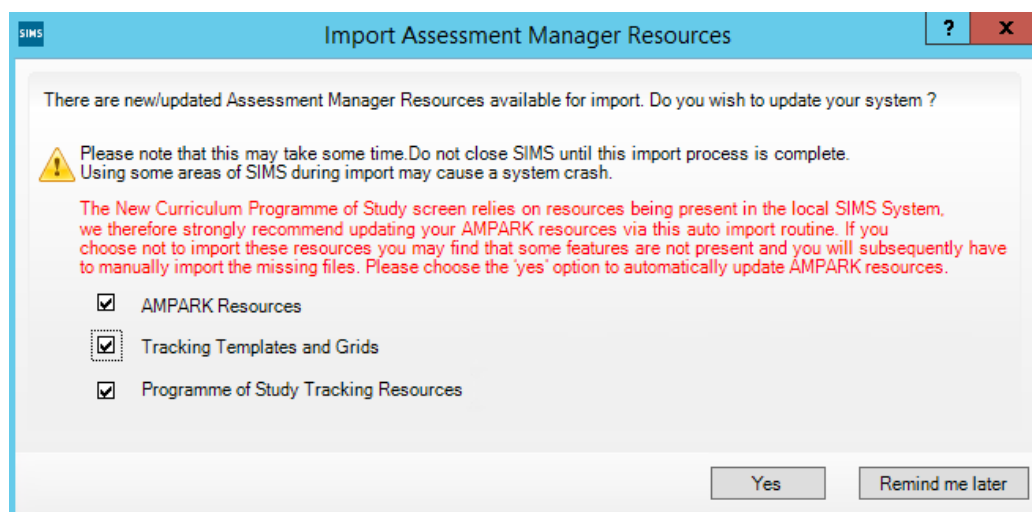
## **Section 2 – Importing the Key Stage Two Wizard (AMPA folder)**

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 21.

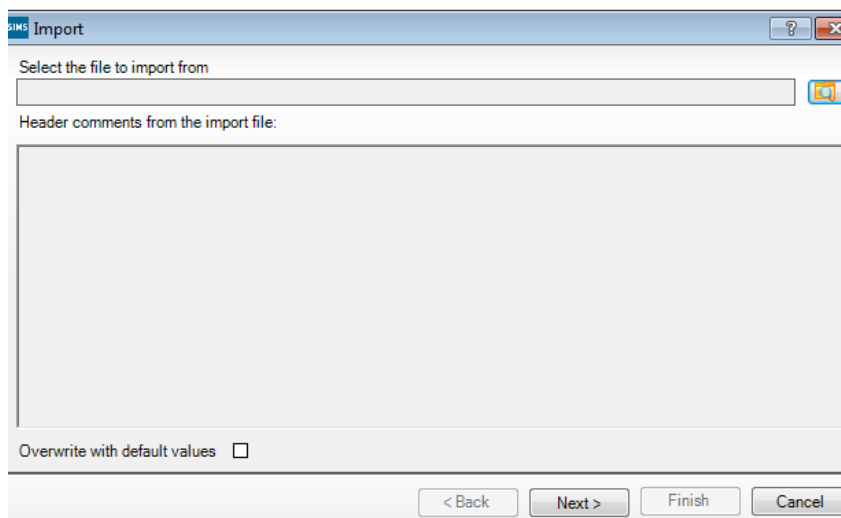
### **Importing the Key Stage Two Wizard into Assessment Manager**

Go to **Routines | Data In | Assessment | Import**

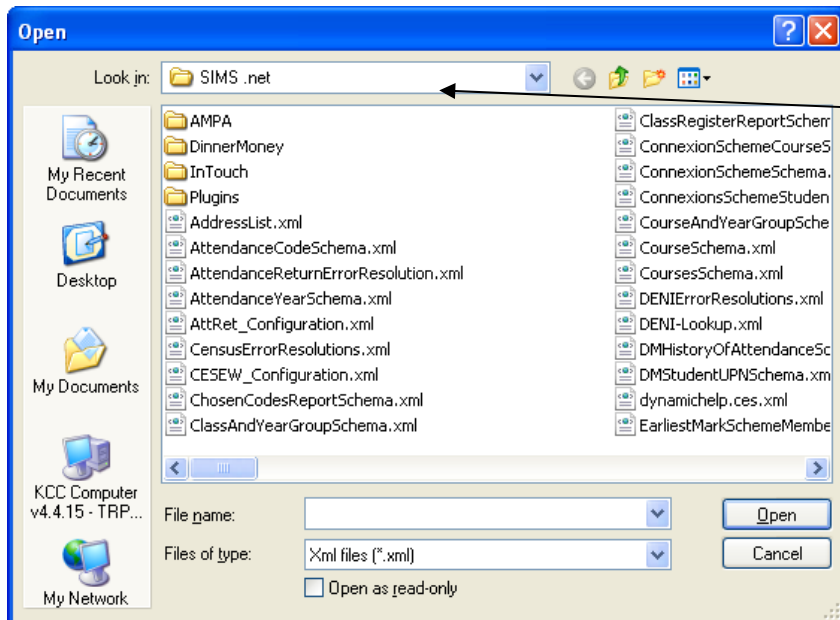
If the following panel appears, make sure all the boxes are ticked and click **Yes**. All resources (including the Wizards) will be imported. **This can take a few minutes to complete.** During the import, a progress bar is displayed - when the resources have been imported and the activity log appears,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

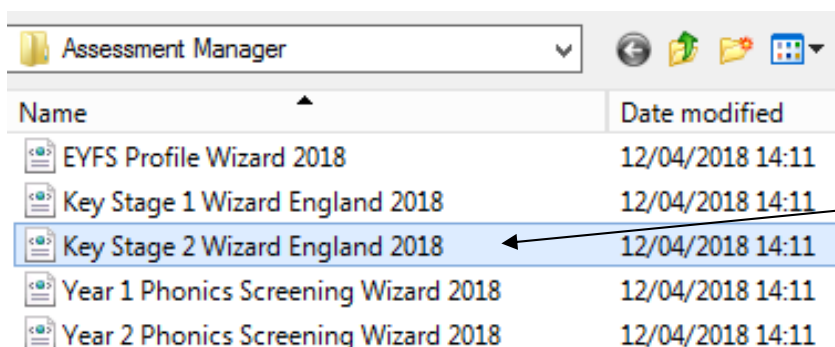
It is normally located at  
C:\Program Files(x86)\SIMS\SIMS.net

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 **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.

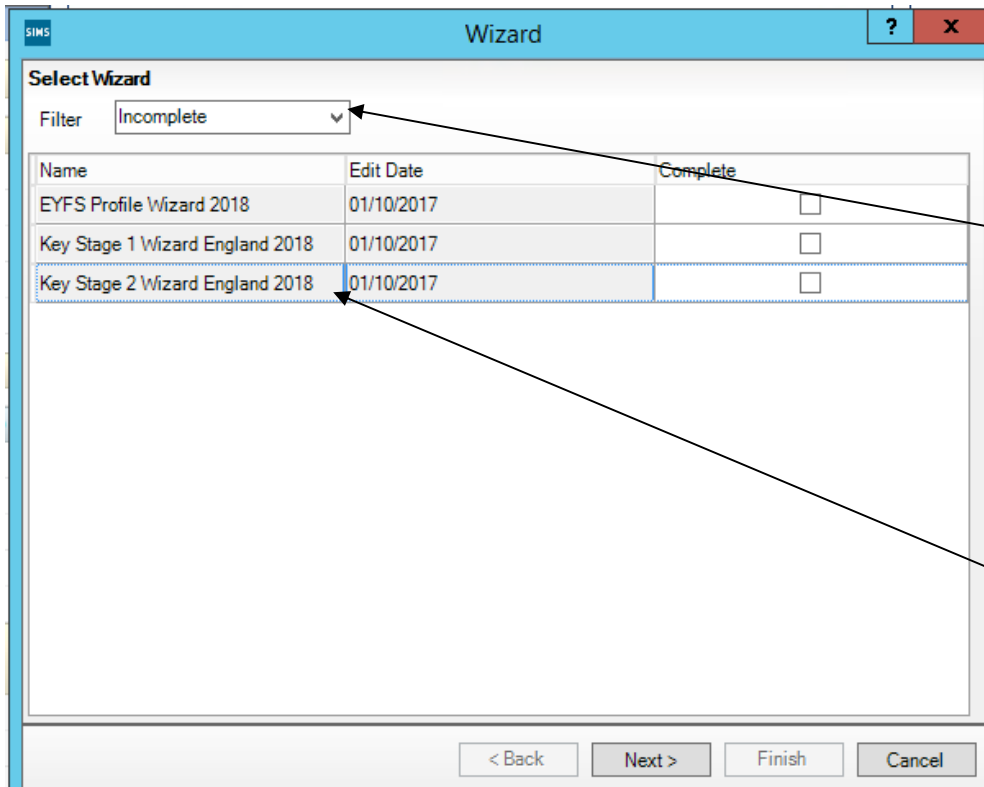


Click on the **Key Stage 2 Wizard England 2018** as shown opposite and click on the **Open** button.

The import screen will be shown. Make sure the "**Overwrite with default values**" box is ticked and then click **Finish** followed by **Yes** to start the import. This may take some time depending on the speed of your PC. An Activity Log will be displayed when the import is complete. Make sure the Log states that all items were successfully imported. Click on the **Close** button.

### Section 3 – Running the Key Stage Two Wizard

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



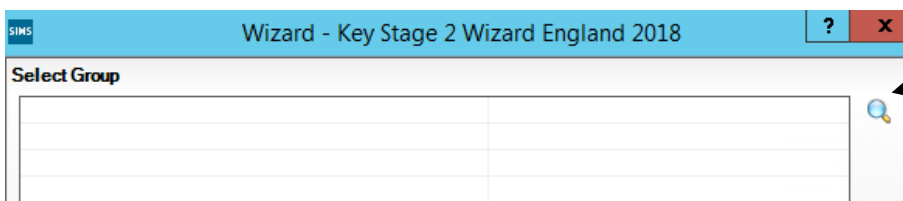
A list of **all** the Wizards on your system will be displayed.

Make sure the filter says **Incomplete**. 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 2 Wizard England 2018** and click on the **Next** button.

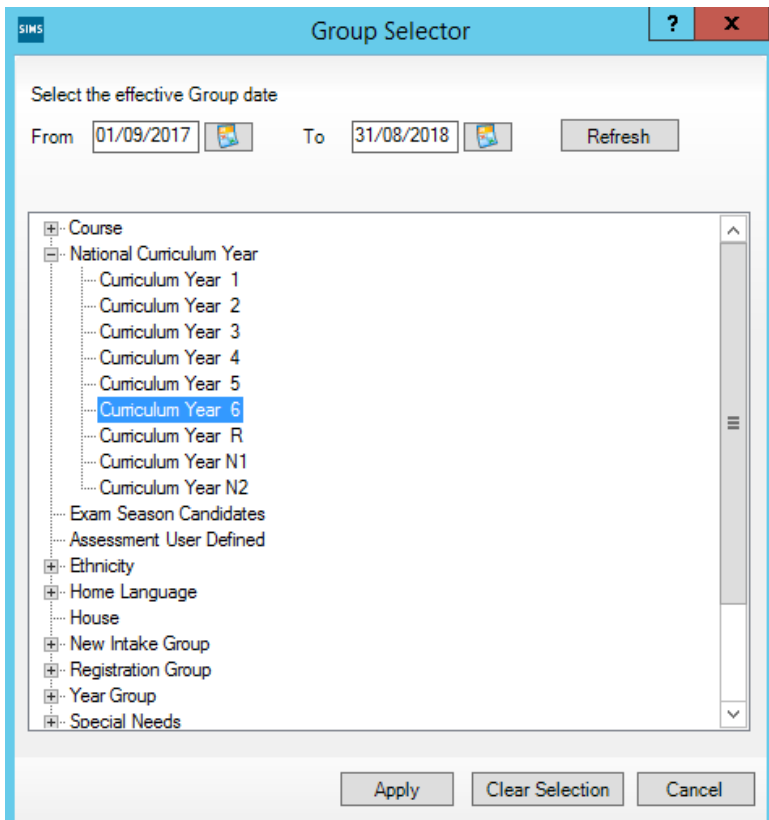
You then need to select a group of pupils to work with.



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

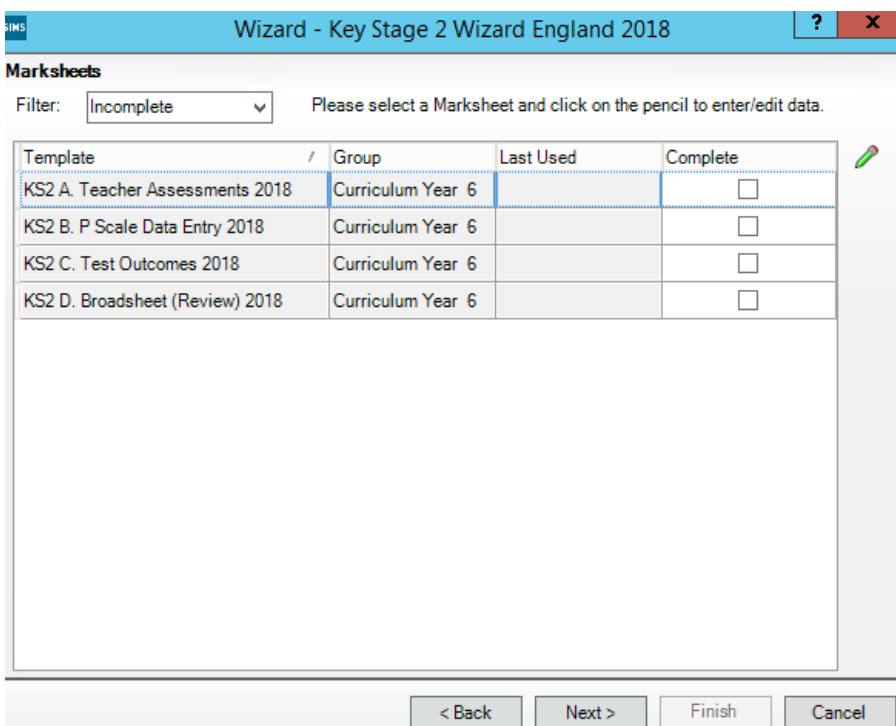
If you set up a User Defined Group (pages 1-3), click on the **+** symbol next to the **User Defined Groups** category and a list of Groups will be displayed. Click on the name of the group you set up (KS2 2018) and click on the **Apply** button.

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 2018**
- 2. KS2 B. P Scale Data Entry 2018**

Firstly, click on the KS2 A. Teacher Assessments 2018 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 2018 marksheet will now be displayed as below.

**Marksheet Entry : KS2 A. Teacher Assessments 2018 : Curriculum Year 6**

Save Undo Print Export Calculate

1 Basic Details 2 Marksheet

**1 Basic Details**

Notes: This Marksheet can be used to store the Outcome for the KS2 Reading, Writing, Mathematics and Science Performance Descriptor of the reformed curriculum (Assessment without Levels) Teacher Assessment from 2016 onwards.

Last Used:

Data entry for this Marksheet is complete

**2 Marksheet**

Result Date: 18/04/2018 Group Membership Date: 18/04/2018 Refresh Summary Narrow Zoom Reveal

Group Filter:

Students	KS2 Reading TA Key Stage 2 Validated Result	KS2 Writing TA Key Stage 2 Validated Result	KS2 Maths TA Key Stage 2 Validated Result	KS2 Science TA Key Stage 2 Validated Result	Missing Entries Check	No of Missing Entries
ADAMS, Laura	EXS	GDS	EXS	EXS		
AMNAR, Tarak	EXS	EXS	EXS	EXS		
ASTWICK, Gwenneth	BLW	PKG	PKE	HNM		
BOND, Steve	PKF	BLW	BLW	HNM		
CAMERON, Zara	<input type="text"/>					
CARTER, Hannah						
CHURCHILL, Martin						

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](mailto:management.information@kent.gov.uk)

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

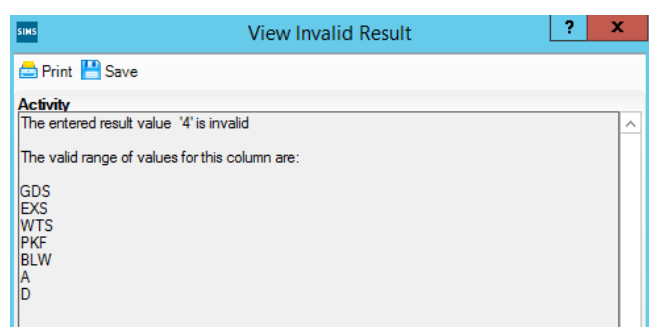
The valid entries for each subject are shown overleaf.



Reading	Writing	Mathematics	Science
<b>EXS</b> – Working at the expected standard	<b>GDS</b> – Working at greater depth within the expected standard	<b>EXS</b> – Working at the expected standard	<b>EXS</b> – Working at the expected standard
<b>HNM</b> – Has not met the expected standard (to be used if the pupil has a test result)	<b>EXS</b> – Working at the expected standard	<b>HNM</b> – Has not met the expected standard (to be used if the pupil has a test result)	<b>HNM</b> – Has not met the expected standard **
<b>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</b>	<b>WTS</b> – Working towards the expected standard	<b>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</b>	
<b>PKG</b> – Growing development of the expected standard	<b>PKG</b> – Growing development of the expected standard	<b>PKG</b> – Growing development of the expected standard	
<b>PKE</b> – Early development of the expected standard	<b>PKE</b> – Early development of the expected standard	<b>PKE</b> – Early development of the expected standard	
<b>PKF</b> – Foundations for the expected standard	<b>PKF</b> – Foundations for the expected standard	<b>PKF</b> – Foundations for the expected standard	
<b>BLW</b> – Below the standard of the pre-key stage **	<b>BLW</b> – Below the standard of the pre-key stage **	<b>BLW</b> – 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 ascending 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. If a pupil with SEN is assessed against the P Scales for Science, then they must be submitted as HNM on the main marksheet and the corresponding P Scale must be entered on the P Scale marksheet.

**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.

Template	Group	Last Used	Complete
KS2 A. Teacher Assessments 2018	Curriculum Year 6		<input type="checkbox"/>
KS2 B. P Scale Data Entry 2018	Curriculum Year 6		<input type="checkbox"/>
KS2 C. Test Outcomes 2018	Curriculum Year 6		<input type="checkbox"/>
KS2 D. Broadsheet (Review) 2018	Curriculum Year 6		<input type="checkbox"/>

Click on the **KS2 B. P Scale Data Entry 2018** 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.

**2 Marksheet**

Result Date 18/04/2018 Group Membership Date 18/04/2018 Refresh Summary Narrow Zoom Reveal

Group Filter

Students	English P Scales	KS2 Reading TA Key Stage 2 Validated Result	P Scale: Reading Key Stage 2 Validated Result	KS2 Writing TA Key Stage 2 Validated Result	P Scale: Writing Key Stage 2 Validated Result	P Scale: Speaking Key Stage 2 Validated Result	P Scale: Listening Key Stage 2 Validated Result	P Scale: English Key Stage 2 Validated Result	English P Scales Check!	Mathematics P Scales	KS2 Maths TA Key Stage 2 Validated Result	P Scale: Number Key Stage 2 Validated Result	P Scale: Use Maths Key Stage 2 Validated Result	P Scale: Shape Key Stage 2 Validated Result	P Scale: Maths Key Stage 2 Validated Result
ADAMS, Laura		EXS		GDS							EXS				
AMNAR, Tarak		EXS		EXS							EXS				
ASTWICK, Gwenneth		BLW		PKG							PKG				
BOND, Steve		PKF		BLW							BLW				
CAMERON, Zara															
CARTER, Hannah															
CHURCHILL, Martin															
COOKSON, Harry															
COSENZA, Isabella															

You can now enter P Scales for the pupils who are BLW for Reading, Writing or Maths directly into the marksheet. 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 - <b>OPTIONAL</b>	P4, P5, P6, P7, P8, NOTSEN
Listening - <b>OPTIONAL</b>	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	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.
- Science is a single P Scale that must be entered if the pupil has SEN and has been entered as HNM in the main TA marksheet.
- 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 page 22 of these notes for guidance.

**You now need to create a CTF file in SIMS.net to return your results to NCA Tools. 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 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.

**This year you will be transferring the XML created directly to NCA Tools. Please do not send your KS2 data to Management Information. The deadline for you to submit your data to NCA Tools is Thursday 28 June 2018.**

## 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 Undo

1 Directory Details 2 Data to be Imported by Default 3 Data to be Exported by Default

**1 Directory Details**

CTF import directory W:\CTFIN

CTF export directory W:\CTFOUT

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.

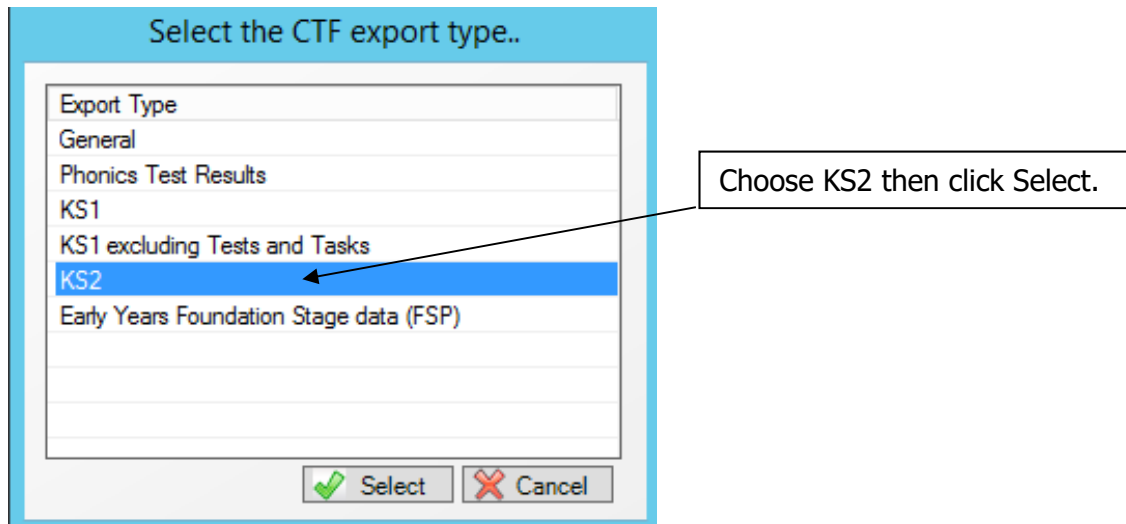
CTF Import Directory: \_\_\_\_\_

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.



The following screen will appear.

**1 Student Options**  
 Effective Date: 18/04/2018 | 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	Previous Destination
N823299911001	Abdullah	Tamwar	4ES	4	4	Green Abbey
K823299913001	Abhra	Abjit	3TO	3	3	Green Abbey
Z823299913002	Abhra	Alisha	3TO	3	3	Green Abbey
N823299913003	Abhra	Neel	(3CB)	(3)	(3)	Green Abbey
W823299916061	Abhra	Shaquib	AM	N2	N2	
D823299917001	Ackton	Charlotte	AM	N2	N2	

Four callout boxes provide instructions:
 

- 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 NCA Tools:

- 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 **National Assessment Agency**. Click on National Assessment Agency and all pupils should now have this destination. You do not need to complete the Destination School column. **If you do not have National Assessment Agency in your list, please see Appendix 1 on page 23 of this notice.**

Scroll up and down the list of pupils to ensure they all have National Assessment Agency as the Destination LA. If some are missing, click on the **individual** pupil's Destination LA box and complete manually.

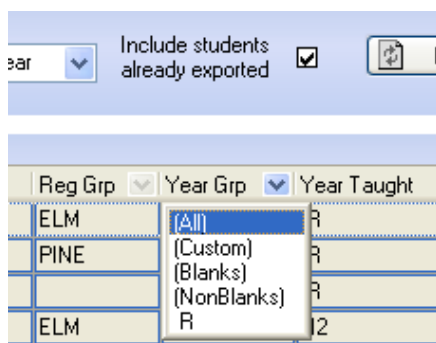
**Please ensure that you do not attach a destination LA for any pupils who you do not have assessments for. For example, if new pupils have joined your school AFTER the KS2 tests were taken, simply remove the Destination LA from their "row". To do this click on their LA Destination box and scroll to 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.

2 Students							
UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Destination LA/Other	
K823200110081	Adams	Laura	6VC	6	6	National Assessment Agency	
Z823200110082	Amnar	Tarak	6VC	6	6	National Assessment Agency	
Z823200110053	Astwick	Gwenneth	6VC	6	6	National Assessment Agency	
N823200110083	Bond	Steve	6VC	6	6	National Assessment Agency	
P823200110045	Cameron	Zara	6KH	6	6	National Assessment Agency	
C823200110084	Carter	Hannah	6VC	6	6	National Assessment Agency	
R823200110085	Churchill	Martin	6VC	6	6	National Assessment Agency	
F823200110086	Cookson	Harry	6VC	6	6	National Assessment Agency	

**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.**

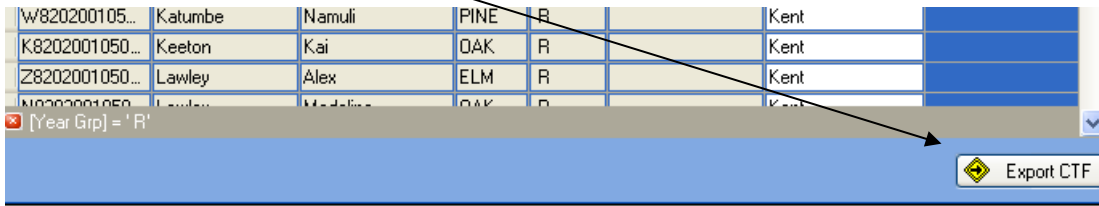
To add these leavers to your file, firstly click in the Year Group column header and change the selection back to **All** as shown below.



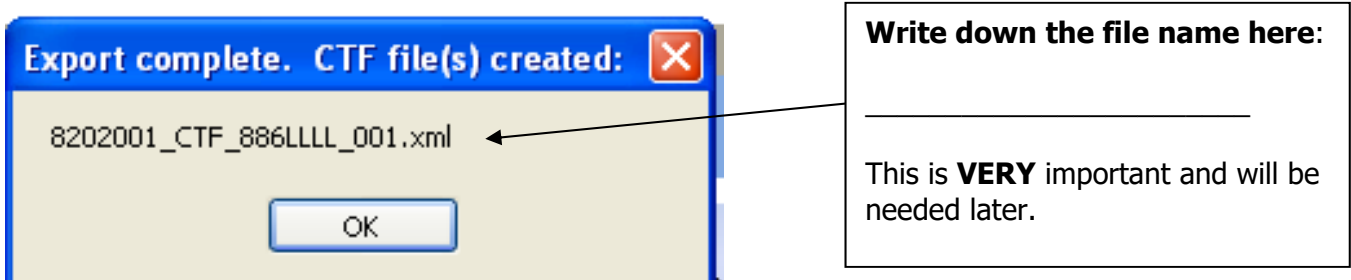
Then click in the Year Group column header again and select the ( 6 ) year group. The brackets round the year group signify that the pupil/s have left.

Add National Assessment Agency 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 National Assessment Agency listed in the Destination LA box.

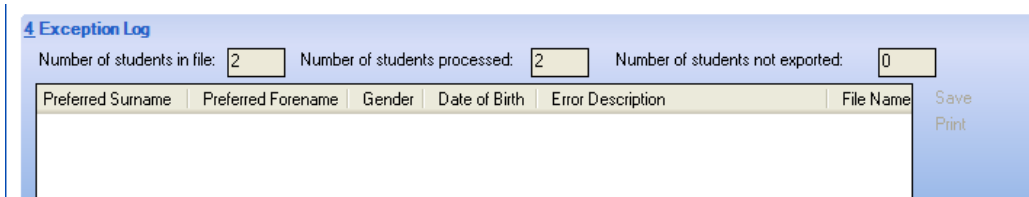
When all the relevant pupils have been selected, scroll to the bottom of the screen. To complete the CTF process, click on the **Export CTF** button.



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.



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 NCA Tools.

## Section 6 – Transferring your CTF to NCA Tools

This year, KS2 TA files will be transferred directly to NCA Tools.

Firstly, open **Internet Explorer** or another internet browser.



The NCA Tools website address is <https://ncatools.education.gov.uk/>

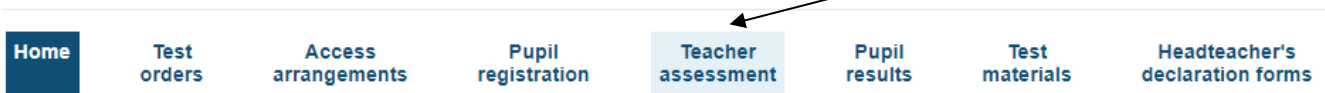
All schools should already have a nominated super-user of NCA Tools and can have up to 4 additional nominated users. NCA Tools is the website where you download your pupil level KS2 Test results every July.

If the super-user has left or has forgotten their log in details you need to contact the National Curriculum Assessments helpline at [assessments@education.gov.uk](mailto:assessments@education.gov.uk) or by phone on 0300 303 3013.

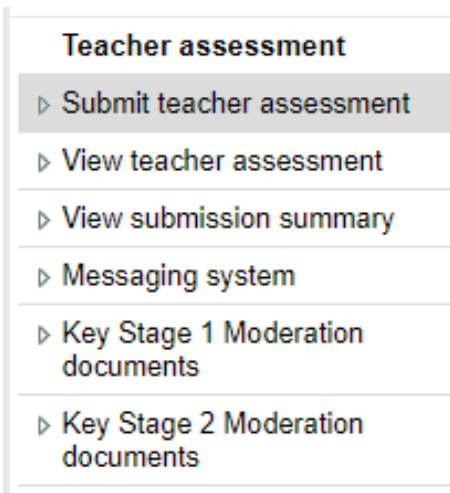
A guide to managing access and troubleshooting of NCA Tools can be found here: <https://www.gov.uk/guidance/nca-tools-managing-access-and-troubleshooting>

Once logged into NCA Tools, click on Teacher Assessment from the top menu.

### NCA tools



On the next screen, click on Submit teacher assessment from the panel on the left-hand side of the screen.



Then, to start the transfer process, click the **Next** button. If you do not have an MIS system, please refer to page 11 the NCA guidance on our Kelsi page:

<http://www.kelsi.org.uk/school-management/data-and-reporting/management-information/key-stage-data-collections>

After clicking Next, the screen shown overleaf will appear.



## Teacher assessment data submission declaration

**Step 1: Complete declaration**

I confirm that the statutory key stage 2 teacher assessment (TA) judgements were made in line with the 2018 TA frameworks and the data submitted for my school is accurate.

I am unable to confirm the statement above and have notified STA (provide brief details below).

Click the appropriate bullet point above and click on the **Next** button. The following screen will appear.

It is important that you have not changed the filename of your common transfer file (CTF) as this will cause an error when you upload your file.

**Step 2: Upload and submit CTF**

Select 'Choose File' to locate the teacher assessment CTF saved on your computer. Click on the file and select 'Open'. When your file appears, select 'Submit'.

Once you have submitted your CTF, it will be checked to ensure that the filename and file contents are correct.

No file chosen

For further assistance using your management information system (MIS), please contact your MIS support desk or your local authority data manager.

To locate the file, you will need to click on the **Choose file** button. You need to navigate to the path you wrote down on **page 12**. You should have written the file name down on **page 15**.

Select the file and click on the **Open** button. Then click on the **Submit** button.

The file will now be uploaded to NCA Tools and checked for errors. You will then be directed to your **Teacher Assessment file upload report**. This will comprise of two tabs, the first is the **File Upload Result**, which will list any errors or warnings against the file you have just submitted, including any corrective action required. The tabs will be coloured:

Status	Action
<b>Green:</b> teacher assessment data successfully uploaded	This notification will confirm the successful submission of your TA file. If you would like a copy of your TA upload summary, click the Print button.
<b>Amber:</b> teacher assessment data uploaded with warnings	This means that you will need to review the warning message(s) and take the corrective action(s) on the error report in the Action Required Summary table. You may need to upload a corrected file. The report can be printed for easier offline working;
<b>Red:</b> teacher assessment data not uploaded – file error	Your upload attempt has failed. Please review the error message(s) and take the corrective action(s) on the error report in the Action Required Summary table. The report can be printed for easier offline working. When you have completed the corrective action(s), please resubmit a corrected file.

The second tab, **Teacher Assessment Summary**, shows the overall status of your submission, including any files you have already submitted if you uploaded more than one. This will show a pie chart of the current status:

- number of expected pupils
- how many pupils have been uploaded with errors or warnings
- how many pupils have been uploaded successfully
- how many pupils still need to be uploaded

This tab will also show any corrective action required to complete your submission.

Click back to the **File Upload Result** tab. The summary box at the top of the screen shows the number of records uploaded and updated in that file. The number of records with errors is also shown.

- **Warning messages** – if any of your pupils have been uploaded with errors or warnings, details of these will be shown here, along with the corrective action that should be taken.
- **Expected number of pupils warning** – you will see a warning if the number of pupils you have uploaded is not consistent with the number of pupils that took the KS2 tests in your school. A warning will also be displayed if data has not been provided for all pupils for all subjects.

Check the data that you have submitted by clicking on the **View key stage 2 data** button at the bottom or the **View teacher assessment** link on the left-hand side of the screen. Any missing or invalid assessment judgements will be highlighted red, and any outstanding pupils that STA is expecting to receive data for will be highlighted red.

## Types of errors you may encounter

### 1) P Scale results contain a BLW but no P Scale

If BLW is submitted for a subject, you must supply corresponding P scales or the code NOTSEN. To correct the error, upload a new file that includes the missing P scale judgements for that pupil or add the code NOTSEN

English reading and writing are shown as 2 separate subjects under the interim teacher assessment framework. However, P scales are still included under an overall English subject, with components in reading, writing, speaking and listening.

If reading or writing is submitted as BLW for a pupil with SEN, then the required P scales are either the component P scales of reading and writing, or an overall English P scale. Speaking and listening P scales should be supplied additionally if appropriate.

### 2) X is not a valid result

Only TA judgements BLW, PKF, PKE, PKG, HNM, WTS, EXS or GDS, non-assessing codes A, D, L, F, P, NOTSEN or P scale codes P1i, P1ii, P2i, P2ii, P3i, P3ii, P4, P5, P6, P7 or P8 can be uploaded. Anything else will be rejected. You should upload a new XML file once you have corrected the errors in your MIS. This will overwrite any invalid results.

### 3) Incorrect files

The message "There is no teacher assessment data in this file" will be displayed if you upload a CTF which does not contain TA judgements for the current year. You should check that your CTF includes data with: Year – **2018**; Method – **TA**; ResultQualifier – **NL** or for SEN records **NP**; Stage – **KS2** or for SEN records SEN bulleted text

## Correcting errors

### 1) Wrong pupil uploaded

If you have uploaded a pupil in error, such as one that is not shown in the prepopulated spreadsheet and has not reached the end of KS2, you can delete the pupil by clicking on the “Delete pupil” button on the View teacher assessment screen.

If you delete a pupil that STA is expecting to receive data for, then you will be asked to resubmit.

### 2) Correcting or modifying judgements

You can change the judgements that you have submitted by uploading another file with the corrected data. This will update what has already been uploaded.

In the new file, you only need to include the pupils you have changed data for. Data that was previously uploaded correctly does not need to be re-uploaded.

### 3) Wrong UPN

If a pupil you have uploaded has the wrong UPN, for example if they were registered with a temporary UPN and they have now been allocated a permanent UPN, you can correct it by uploading that pupil again with their new UPN. Do not change any other details, otherwise NCA Tools will view this as a new pupil.

### 4) Wrong name or date of birth

If a pupil has been uploaded with the wrong name, or date of birth, no further action needs to be taken as long as this matches what is shown in the spreadsheet template.

The details in the spreadsheet are those that were confirmed during pupil registration so if you make changes to this information it may delay STA when matching the TA result to the test result.

If these details do not match what is held in the spreadsheet, for example if it is a new pupil that has been added with the wrong details, or appears in the CTF from your MIS incorrectly, you can correct any errors by uploading a new file which contains the new corrected details.

If NCA Tools does not recognise it as the same pupil, it may create a duplicate. You should then delete the incorrect pupil from your submission.

## How and when to delete pupils’ details

### 1) When to delete a pupil

A pupil should only be deleted from your TA submission if they were uploaded in error. Corrections to TA can be made by submitting another file, which will refresh data, but will not remove data or pupils that have already been submitted.

A pupil can be deleted if they:

- Are not at the end of KS2
- Were not a registered pupil at your school during test week
- Are a duplicate, which means that the pupil exists more than once in the submission (this may occur if the pupil was uploaded more than once but with different details)

A pupil should not be deleted in the following cases:

- They have been uploaded with incorrect TA outcomes. These can be corrected by uploading another file, which will refresh the data
- They did not take the tests because they were working below the overall standard of the tests, unable to access the tests or were absent on the day of the tests. You should submit their TA judgements or appropriate code if an assessment cannot be made
- They were registered during pupil registration and appear in the expected pupil list on the spreadsheet template. If the pupil left the school prior to test week you should record them as “L” for all subjects

## 2) How to delete a pupil

- Click on the Teacher Assessment section of NCA Tools
- Click on the View teacher assessment link on the left-hand side of the screen
- Click the View link next to the pupil you wish to delete
- Click the button Delete pupil and all assessments
- You will receive a message to ask if you are sure. Click OK

Your KS2 Teacher Assessments file needs to be uploaded to NCA Tools by:

**Thursday 28 June 2018**

**When your file is uploaded the NCA Tools site will perform cleansing tasks and will check that you have submitted the same number of pupils who sat the KS2 tests in your school. Please ensure you give yourself enough time to clear any errors/resubmit extra pupils before Thursday 28 June.**

**If this deadline is not met, you will not have any data in the first release of ASP data in October 2018 and no data in the September 2018 DfE Performance Tables Checking Exercise**

Thank you.

## **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
Garrick Steer	03000 417181

### Year 1/2 Phonics

Teresa Westbrook	03000 417197
Abi Maunders	03000 417131

### Key Stage One

Olivia Stockdale	03000 415890
Katie Sedgwick	03000 417924

### Key Stage Two

[management.information@kent.gov.uk](mailto:management.information@kent.gov.uk)

## 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 2018 and then the **Next** button.
- Check that Year 6 or the correct user defined group is 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:

- KS2 P1 Student England TA 2018 – Individual Pupil Reports for teacher assessments
- KS2 P1 Student England TA and TT 2018 – Individual Pupil Reports that show both teacher assessments and test results

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 Student Reports

Select the report you want by clicking on it once to highlight. 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 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 the reports, click on the **Cancel** button to exit the wizard.

## Appendix 1 – Adding the NAA as a Destination LA

If you do not have the National Assessment Agency listed in your list of destination local authorities (page 13) then please follow the guidance below.

Go to: **Tools | Setups | CTF**

The screenshot shows the 'Configure CTF Defaults' dialog box with the '1 Directory Details' tab selected. It features two text input fields: 'CTF import directory' with the value 'W:\CTFIN' and 'CTF export directory' with the value 'W:\CTFOUT'. To the right of these fields are 'Security Message' and 'Default Message' buttons. A security warning box on the right contains the text 'This report contains sensitive information.' At the top, there are 'Save' and 'Undo' buttons and a progress bar with four steps: '1 Directory Details', '2 Data to be Imported by Default', '3 Data to be Exported by Default', and '4 Alternative Destinations'.

At the bottom of the screen there is a panel for **Alternative Destinations**. Click on the **New** button and the following screen will appear.

The screenshot shows the 'Alternative Destination' dialog box with a title bar that includes the SIMS logo and window controls. It has two input fields: 'Code' and 'Description'. The 'Code' field is empty, and the 'Description' field is also empty. At the bottom right, there are 'OK' and 'Cancel' buttons.

In the **Code** box type                      NAALLL  
In the **Description** box type              National Assessment Agency

Then, click **OK** and you will be returned to the CTF Setup screen. The National Assessment Agency should now be displayed in the Alternative Destinations box as shown below.

The screenshot shows the '4 Alternative Destinations' panel with a table containing one entry. The table has two columns: 'Code' and 'Description'.

Code	Description
NAALLL	National Assessment Agency

Click **Close** to exit the CTF Setup screen.