

## How to transfer your EYFSP, Phonics and KS1 XML files to Management Information

As last year, files for EYFSP, Phonics and KS1 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.

### Login to Perspective →

Username:

Password:

[Need a Username / Password reminder?](#)

**LOGIN →**

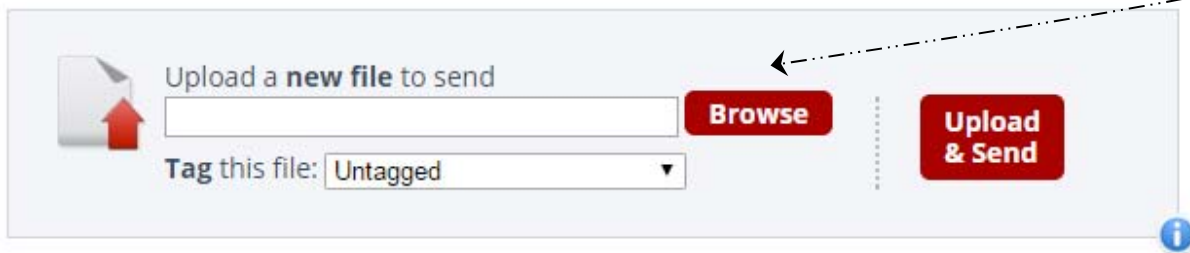
If you need help with your login details please e-mail Angel Solutions at [perspectivesupport@angelsolutions.co.uk](mailto:perspectivesupport@angelsolutions.co.uk) or call them on **0845 129 7196**.

Alternatively, if you click on the **Need a Username / Password reminder?** link you can enter either your username (this is normally the school URN) or your e-mail address and a reminder of your login details will be e-mailed to you. The e-mail address that you enter will need to be the address that is assigned to your Perspective Lite login or the password retrieval will not work.

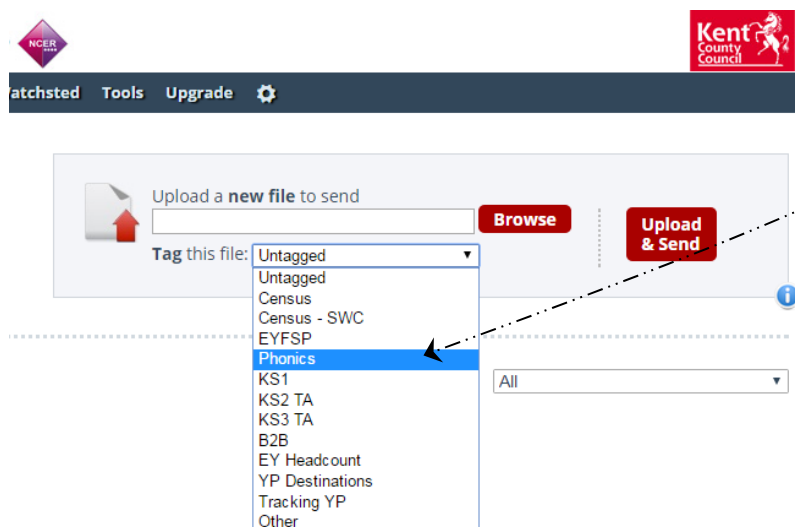
- Once logged in hover the mouse over **Documents** and click on **Send Files**



- To locate the file you will need to click on the **Browse** button. You need to navigate to the path where your CTFs are saved.



- Once your chosen file is displayed in the Browse box, 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.

 Your file has been uploaded and sent to Kent. x

Once Kent receives your file a copy is available for you to download in the Previously Sent section (see below) for the following 30 days. If you wish to keep the file we suggest you store it on your computer or network.

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

Please transfer your CTFs for all relevant Key Stages between the end of May and:

**Friday 22 June 2018 – Phonics (Year 1 and Year 2 Retakes)**  
**Thursday 28 June 2018 – Key Stage 1**  
**Friday 29 June 2018 - EYFSP**

- All sent files are visible in the **Files Previously Sent** section at the bottom of the page.
- You will be able to see the name of the file, who uploaded it and the date it was sent.
- You can also see if the file has been received by the LA, when they have received it and who received it.
- There are three options available to you when you are viewing the **Files Previously Sent**. These are:
  - All
  - Sent and Not Yet Received
  - Received
- You will only be able to recall a file that has not yet been received by your LA.

You can do this by simply clicking on the **Recall** button next to the document that you want to recall. This will remove the file from Perspective Lite and mean that this file can no longer be accessed by the LA.

## How to transfer your KS2 TA XML file 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/>

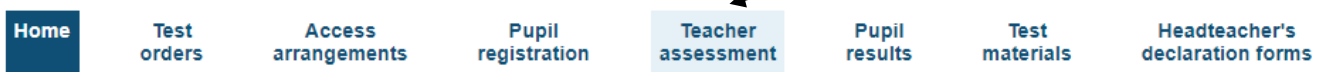
All schools should already have a nominated super-user of NCA Tools and can have up to 4 additional nominated users. NCA Tools is the website where you download your pupil level KS2 Test results every July.

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.

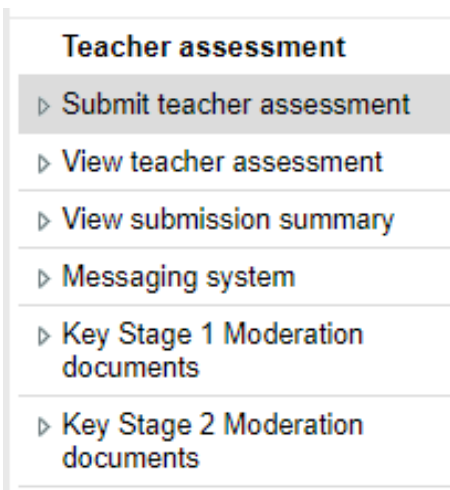
A guide to managing access and troubleshooting of NCA Tools can be found here: <https://www.gov.uk/guidance/nca-tools-managing-access-and-troubleshooting>

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.

Locate the XML file you have created that contains all your KS2 TA outcomes.

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 returning your XML file 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)