



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 Management Information.

Please note: you need the **Spring 2017** 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 7.174 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 of the STA Assessment and Reporting Arrangements for Key Stage Two.

<https://www.gov.uk/government/publications/2017-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

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

User Group Details:

Save Undo Print

Group Details 2 Membership

1 Group Details

Group Description: KS2 2017 Active State: Active

Short Name: KS2 17 Current Main Supervisor: [Search]

Notes: Year 6 plus 1 leaver, excluding 2 June joiners

Include in Discover:

2 Membership

Effective Date Range: 28 Apr 2017 - 31 Aug 2017 Academic Year: Academic Year 2016/2017

Cursor Day: <None> Selected Member: [Search]

Cursor Date: <None> Selected Membership: [Search]

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.

SIMS Select Members

Search

Surname: [] Forename: [] Role: Student

Group Type: National Curriculum Ye Group: [] Effective Date: 24/04/2017

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.

SIMS Select Members

Search

Surname: [] Forename: [] Role: Student

Group Type: National Curriculum Ye Group: [] Effective Date: 28/04/2017

Name	Gender	Year and Reg Group	Current Group
Webb, Lucy	Female	6KH	Curriculum Year 6
Knight, Matthew	Male	6KH	Curriculum Year 6
Harrison, Ellie	Female	6VC	Curriculum Year 6
Varney, Reggie	Male	6VC	Curriculum Year 6
Lisi, Anna	Female	6KH	Curriculum Year 6
Froide, Jean-Pierre	Male	6KH	Curriculum Year 6
Birch, Paige	Female	6VC	Curriculum Year 6
Woolston, Leah	Female	6VC	Curriculum Year 6
Taylor, James	Male	6KH	Curriculum Year 6
Vaughan, Hugh	Male	6VC	Curriculum Year 6
Singh, Sunita	Female	6VC	Curriculum Year 6
Godfrey, William	Male	6KH	Curriculum Year 6
Savotkswi, Anya	Female	6KH	Curriculum Year 6
Adasheji, Mohammed	Male	6KH	Curriculum Year 6
Remy, Martin	Male	6KH	Curriculum Year 6

OK Cancel

Select all the relevant KS2 pupils by clicking on them while holding down the Shift key.


You can also select any pupils who are not listed as NC Year 6 but whom you need to return results for.

Remember to exclude any pupils who joined you after the May tests week.

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: 28 Apr 2017 - 31 Aug 2017  Academic Year: Academic Year 2016/2017

Cursor Day: Thursday Selected Member: Adasheji, Mohammed - 6KH

Cursor Date: 09 Mar 2017 Selected Membership: <None>

 Zoom  Action...




Member	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Adasheji, Mohammed - 6KH												
Birch, Paige - 6VC												
Froide, Jean-Pierre - 6KH												
Godfrey, William - 6KH												

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.

Select Members

Search:

Surname: Forename: Role: Student

Group Type: <All> Group:   Effective Date: 28/04/2017 

Name	Gender	Year and Reg Group
Adebayor, Emmanuel	Male	(6KH)
Adedeji, Payal	Male	(6VC)
Affleck, Alexis	Female	(6KH)
Agathocleous, Joe	Male	(6KH)
Ahmad, Carina	Female	(6VC)
Akeman, Rebecca	Female	4ES
Akeman, Richard	Male	1ELM
Akeman, Steven	Male	1ELM
Alala, Candis	Female	RPINE
Alamilla, Sofia	Female	1PINE
Aldridge, Courtney	Female	(6KH)
Allcroft, CARLTON	Male	(6KH)
Allim, Farah	Female	(6KH)
Aloia, Paolo	Male	(6VC)
Alyona, Tatyana	Female	N2PM

OK Cancel

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.

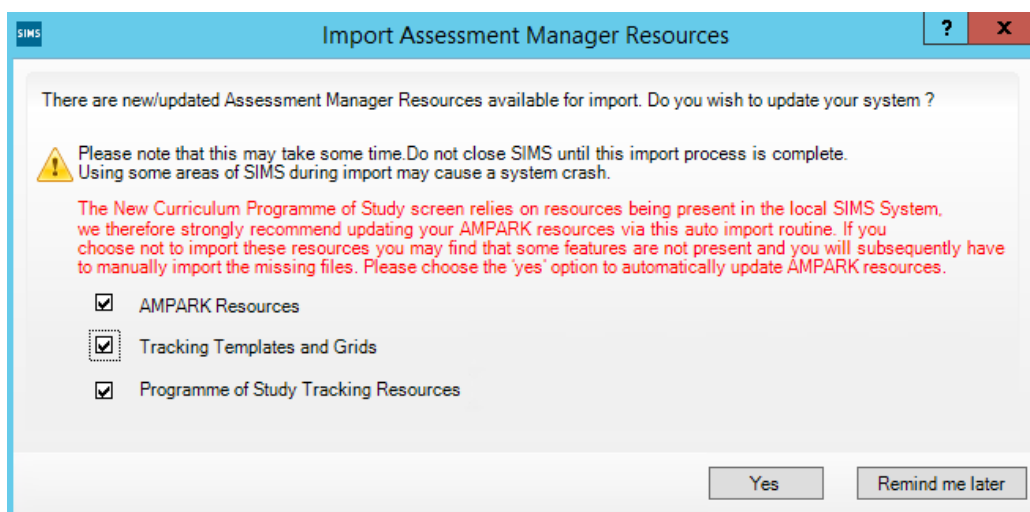
Section 2 – Importing the Key Stage Two Wizard (AMPA folder)

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 19.

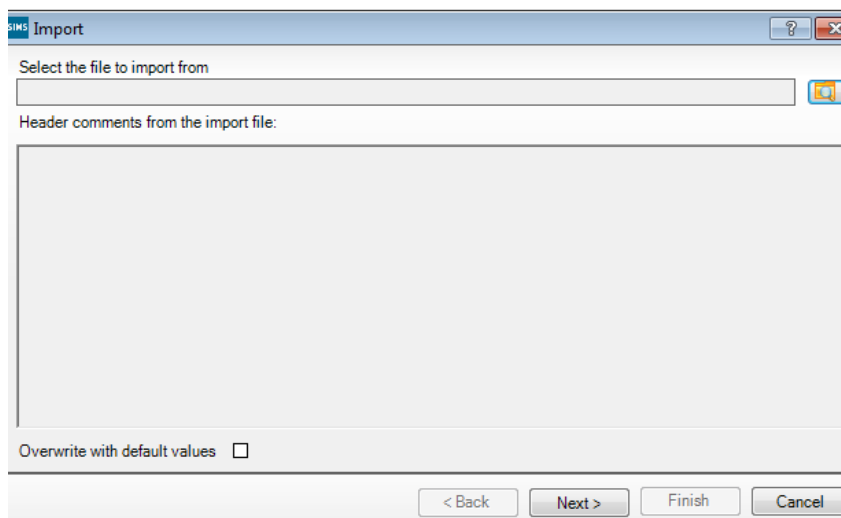
Importing the Key Stage Two Wizard into Assessment Manager

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

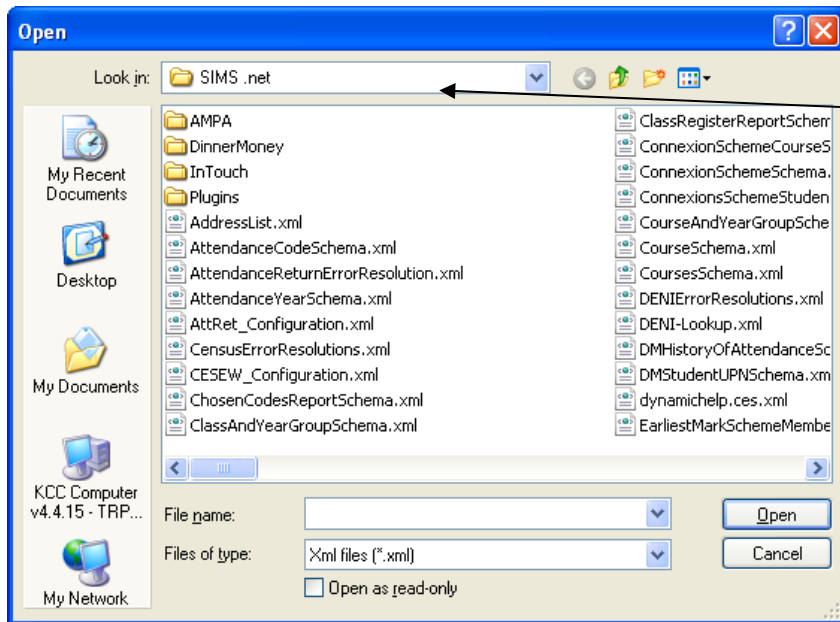
If the following panel appears, make sure all the boxes are ticked and click **Yes**. All resources (including the Wizards) will be imported. **This can take a few minutes to complete.** During the import, a progress bar is displayed - when the resources have been imported and the activity log appears,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

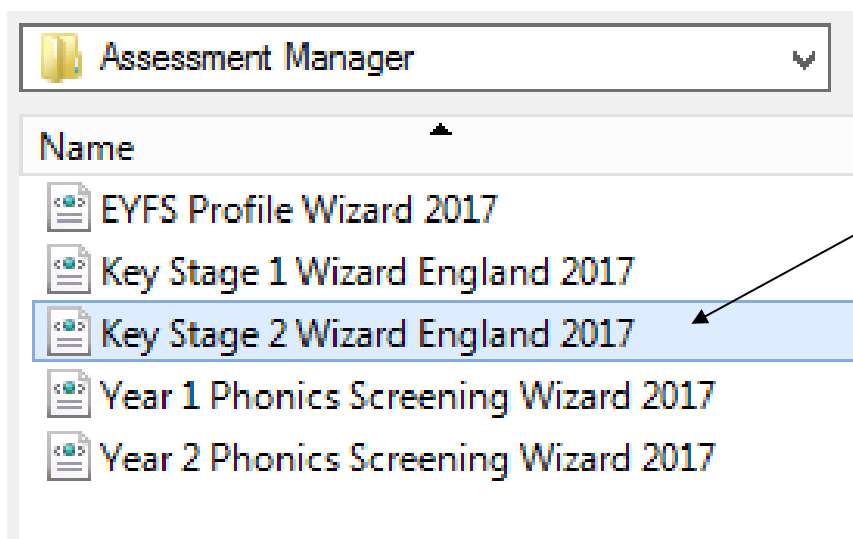
It is normally located at
C:\Program Files(x86)\SIMS\SIMS.net

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.

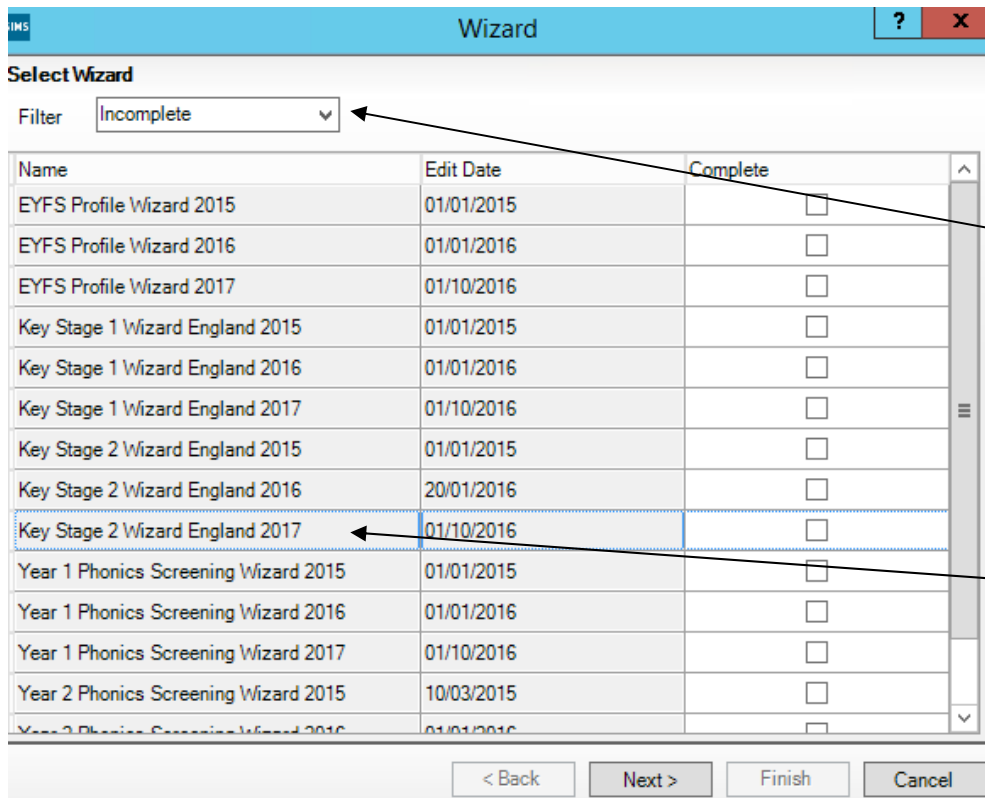


Click on the **Key Stage 2 Wizard England 2017** as shown opposite and click on the **Open** button.

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.



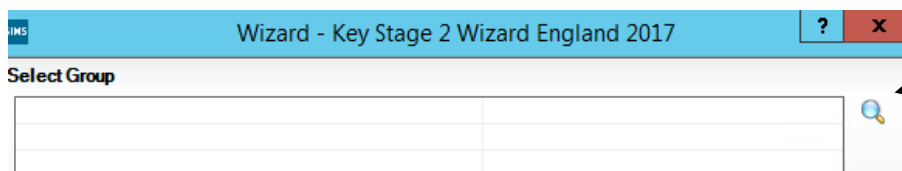
A list of **all** the Wizards on your system will be displayed.

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 2017** and click on the **Next** button.

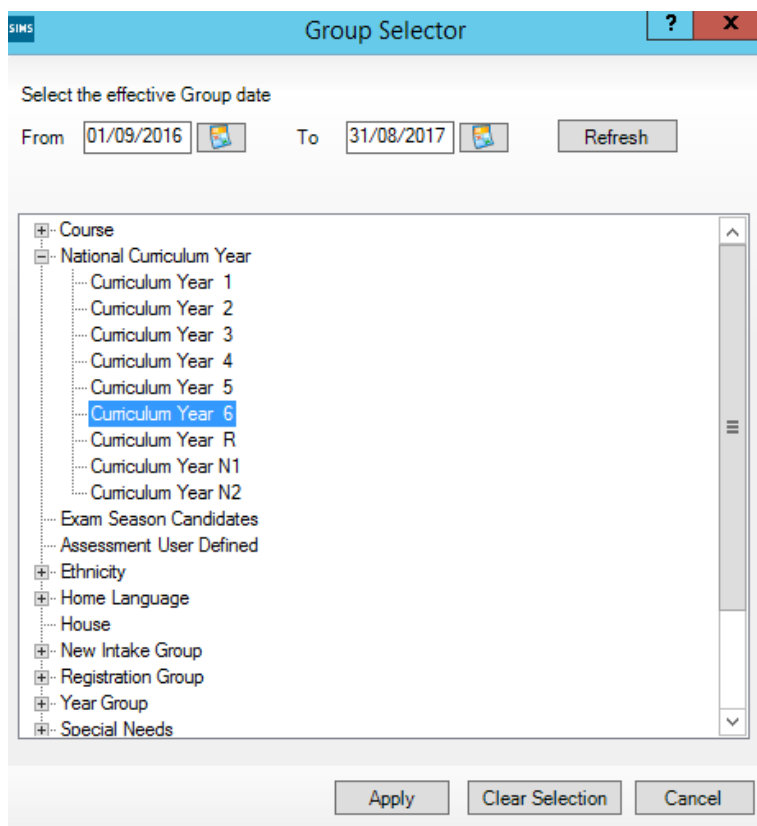
You then need to select a group of pupils to work with.



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

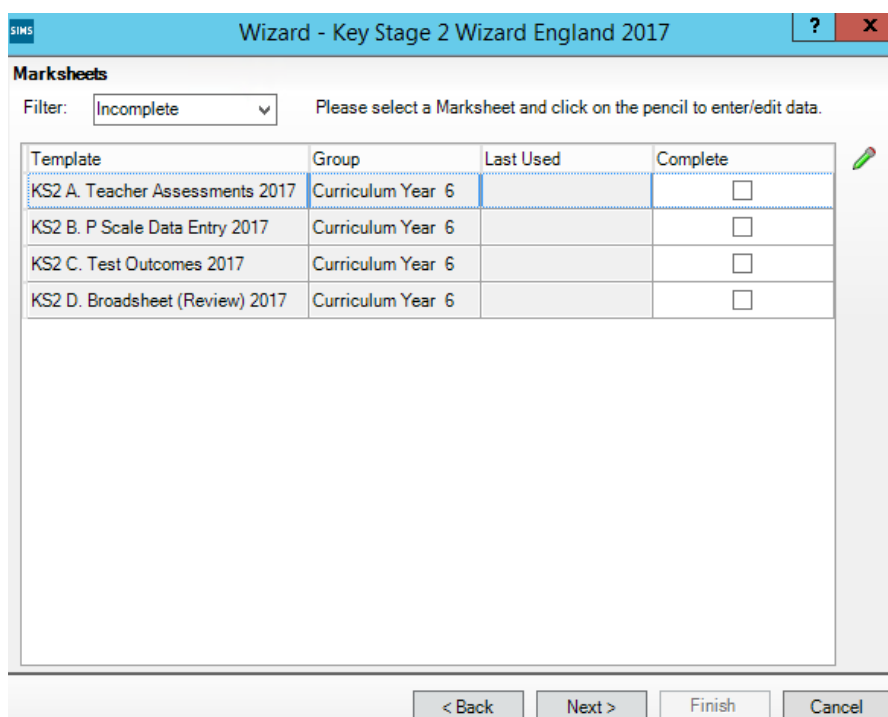
If you set up a User Defined Group (pages 1-3), click on the + symbol next to the **User Defined Groups** category and a list of Groups will be displayed. Click on the name of the group you set up (KS2 2017) and click on the **Apply** button.

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 marksheetworks will be displayed as shown below.



There are **two** statutory marksheetworks that schools need to complete:

1. **KS2 A. Teacher Assessments 2017**
2. **KS2 B. P Scale Data Entry 2017**

Firstly, click on the KS2 A. Teacher Assessments 2017 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 2017 marksheet will now be displayed as below.

Marksheet Entry : KS2 A. Teacher Assessments 2017 : 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 2017 onwards.

Last Used: [] []

Data entry for this Marksheet is complete

2 Marksheet

Result Date: 28/04/2017 Group Membership Date: 28/04/2017 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
AARON, Chris						
AARON, Liz						
AARON, Sophie						
ACKTON, Stephen						
ADAMSON, Mohamed						

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

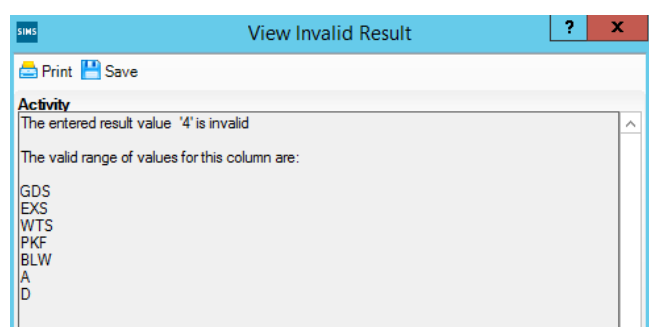
You can now start entering the final Key Stage Two Teacher Assessment outcomes for each pupil. Only outcomes for Reading, Writing, Maths and Science are needed.

The valid entries for each subject are shown overleaf.

Reading	Writing	Mathematics	Science
EXS – Working at the expected standard	GDS – Working at greater depth within the expected standard	EXS – Working at the expected standard	EXS – Working at the expected standard
HNM – Has not met the expected standard (to be used if the pupil has a test result)	EXS – Working at the expected standard	HNM – Has not met the expected standard (to be used if the pupil has a test result)	HNM – Has not met the expected standard **
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	WTS – Working towards the expected standard	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	
PKG – Growing development of the expected standard	PKG – Growing development of the expected standard	PKG – Growing development of the expected standard	
PKE – Early development of the expected standard	PKE – Early development of the expected standard	PKE – Early development of the expected standard	
PKF – Foundations for the expected standard	PKF – Foundations for the expected standard	PKF – Foundations for the expected standard	
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 **	

**** 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. 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.

Template	Group	Last Used	Complete
KS2 A. Teacher Assessments 2017	Curriculum Year 6		<input type="checkbox"/>
KS2 B. P Scale Data Entry 2017	Curriculum Year 6		<input type="checkbox"/>
KS2 C. Test Outcomes 2017	Curriculum Year 6		<input type="checkbox"/>
KS2 D. Broadsheet (Review) 2017	Curriculum Year 6		<input type="checkbox"/>

Click on the **KS2 B. P Scale Data Entry 2017** 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 28/04/2017 Group Membership Date 28/04/2017 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
AARON, Chris		EXS		EXS							EXS				
AARON, Liz		HNM		PKG							HNM				
AARON, Sophie		EXS		GDS							EXS				
ACKTON, Stephen		BLW		BLW							HNM				
ADASHEJI, Mohammed		PKG		PKG							BLW				
ANSELL, Alfie															
ANSELL, Annie															

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, P5, P6, P7, P8, NOTSEN
Writing	P4, P5, P6, P7, P8, NOTSEN
Speaking - OPTIONAL	P4, P5, P6, P7, P8, NOTSEN
Listening - OPTIONAL	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 - OPTIONAL	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.
- 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 Two teacher assessments.

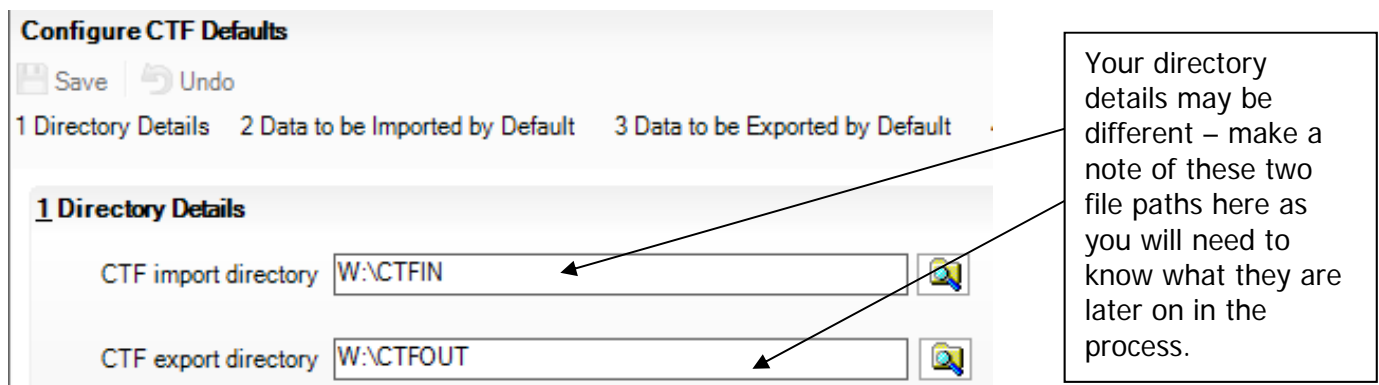
PLEASE NOTE:

There is an extra “page” in the Wizard that creates an export file. Please **do not** go through this process.

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 **Friday 16 June 2017**. This date is to ensure we have enough time to clean and process the data before the DfE deadline of 29 June.

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.

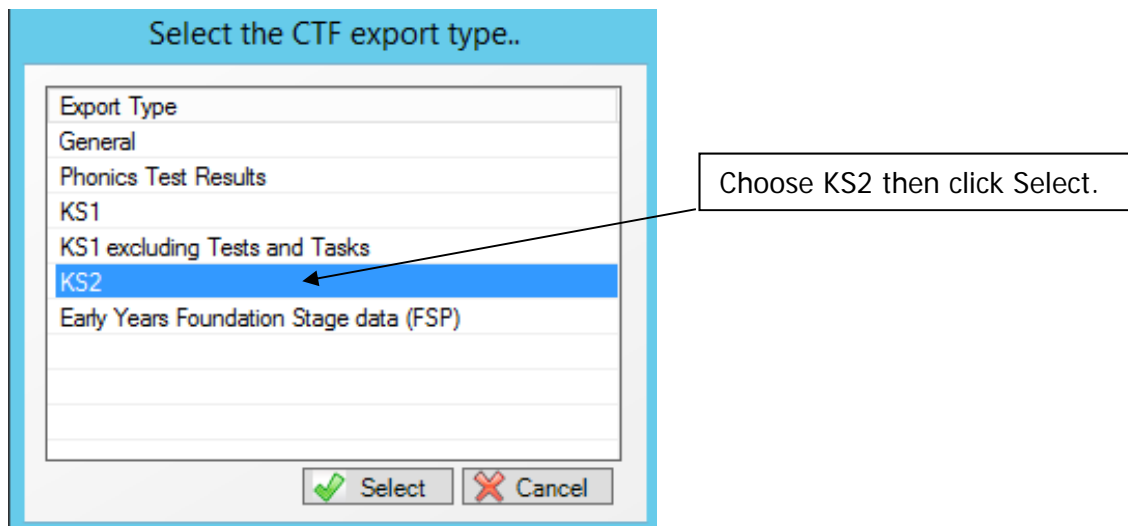
CTF Import Directory: _____

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.



The following screen will appear.

1 Student Options

Effective Date: 27/04/2017 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
Y820200109033	Aaron	Chris	6KH	6	6
J820200109032	Aaron	Liz	6KH	6	6
M820200109034	Aaron	Sophie	6VC	6	6
N823299911001	Abdullah	Tamwar	3TO	3	3
K823299913001	Abhra	Abjit	2JB	2	2

Your Year 6 **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.

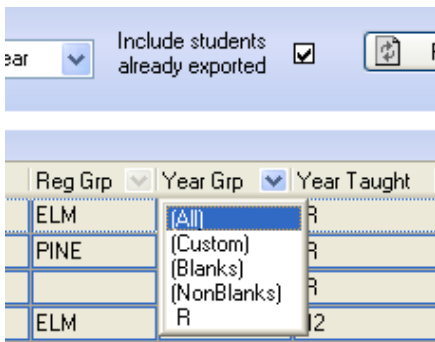
Please ensure that you do not attach a destination LA for any pupils who you do not have assessments for. For example, if new pupils have joined your school AFTER the KS2 tests were taken, simply remove the Destination LA from their "row". To do this click on their LA Destination box and scroll to the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

3 Students									
UPN	Preferred Sur...	Preferred Fore...	R...	Year Grp	Yea...	Previous Des...	Destination L...	De	
A82020010...	Elliot	Ben	6VC	6	6		Kent		
N82020010...	England	Stephanie	6VC	6	6		Kent		
C82020010...	Estrada	Eric	6KH	6	6		Kent		
C82020010...	Evans	Callum	6KH	6	6		Kent		
W82020010...	Falmer	Katie-May	6KH	6	6		Kent		
N82020010...	Fatania	Kalpina	6KH	6	6		Kent		
P82020010	Fucilla	Mario	6VC	6	6		Kent		

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.

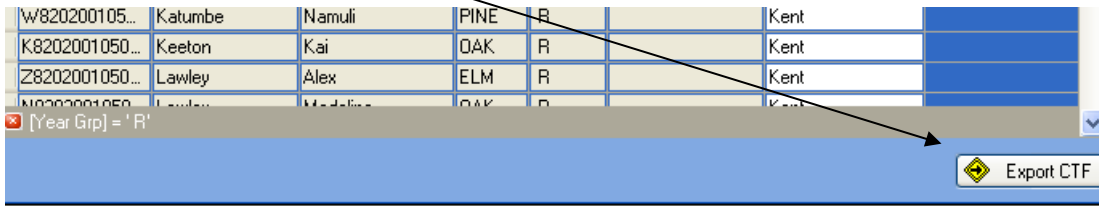
To add these leavers to your file, firstly click in the Year Group column header and change the selection back to **All** as shown below.



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 Kent 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 Kent listed in the Destination LA box.

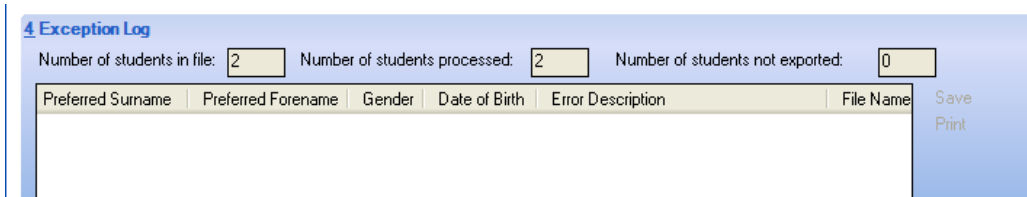
When all the relevant pupils have been selected, scroll to the bottom of the screen. To complete the CTF process, click on the **Export CTF** button.



A message may appear 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 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.

Login to Perspective →

Username:

Password:

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

LOGIN →

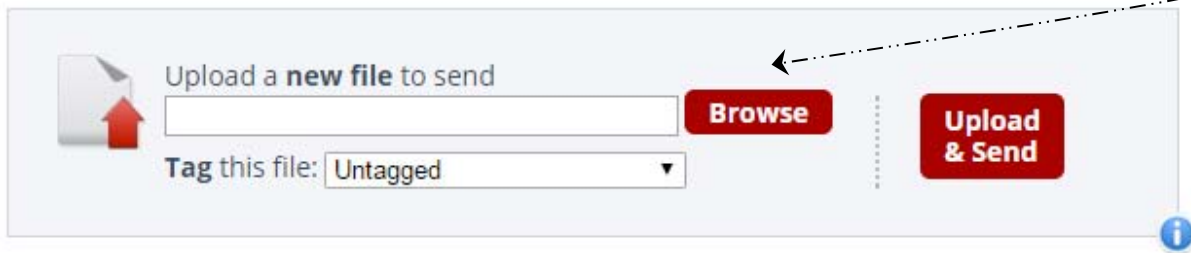
If you need help with your login details please e-mail Angel Solutions at perspectivesupport@angelsolutions.co.uk or call them on **0845 129 7196**.

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.

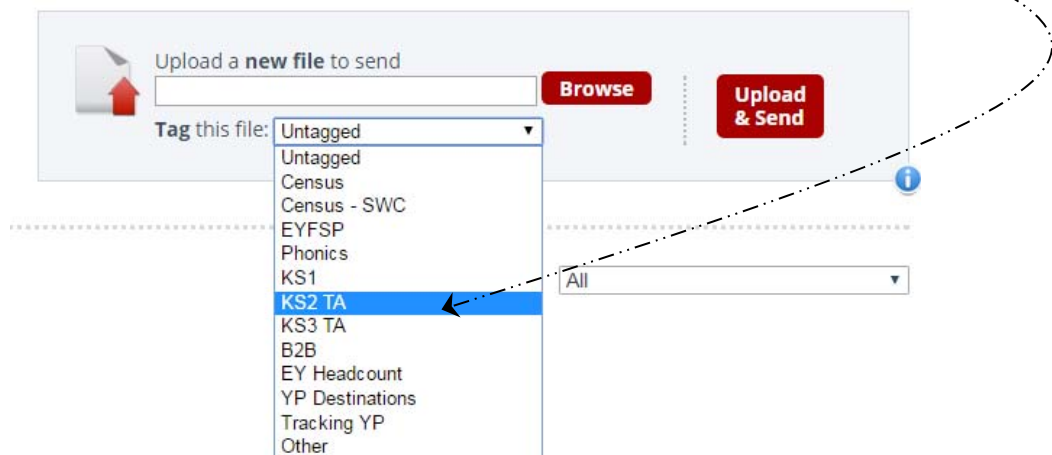
- Once logged in hover the mouse over **Documents** and click on **Send Files**



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



- 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.



- **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 KS2 Teacher Assessments file between the:

end of May and Friday 16 June 2017

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:
 - 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.

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

Michelle Hastie	03000 417091
Helen Hogan	03000 416246
Teresa Westbrook	03000 417197

Year 1/2 Phonics

Teresa Westbrook	03000 417197
Abi Maunders	03000 417131
Michelle Hastie	03000 417091

Key Stage One

Wahida Siddique	03000 414655
Ed Lacey	03000 417113
Erika Griffiths	03000 417082

Key Stage Two

Hayley Savage	03000 414286
Katie Sedgwick	03000 417924
Cheryl Prentice	03000 417154
Erika Griffiths	03000 417082

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 2017 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 2017 – Individual Pupil Reports for teacher assessments
- KS2 P1 Student England TA and TT 2017 – 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.