Key Stage Data Collection Guidance Notes - SIMS **May 2023** **Management Information**	Kent County Council kent.gov.uk

This information notice explains how to enter your statutory key stage data outcomes into SIMS.

You need the Spring 2023 SIMS upgrade for these returns - to check this, in SIMS.net go to **Help | About SIMS.net** option from the menu. The version should be 7.210 or later.

Before you use the new 2023 wizards, you should consider whether you need to set up a User Defined Group. This is used when you have pupils at the end of each key stage who are not marked as being in the correct NC Year in SIMS.net.

<u>You will also need to set up a group to:</u>
- <u>Include</u> any pupils who joined another school after the eligible period **AND/OR**
- <u>Exclude</u> any pupils who have joined <u>your</u> school after the eligible period.

The eligible periods for each key stage are:

EY FSP
- If a child starts a new school or provider on the first day of the second half of the summer term (or any time after that), then the previous school should submit the data to the LA.
- If a child moves school or provider any timer before the half term, then the new school should submit the data.
- If half term dates differ between schools and LAs, it is the school or provider where a child attends (or will attend) for the longest period of time that submits the data

Phonics – if a pupil changes school:
- before the check period – the receiving school should assess the pupil and submit data for them
- during the check period – the receiving school should find out whether the pupil has already taken the check (if not, they should assess the pupil and submit data for them
- after taking the check – their result should be submitted by the school where they took the check and provided to the new school
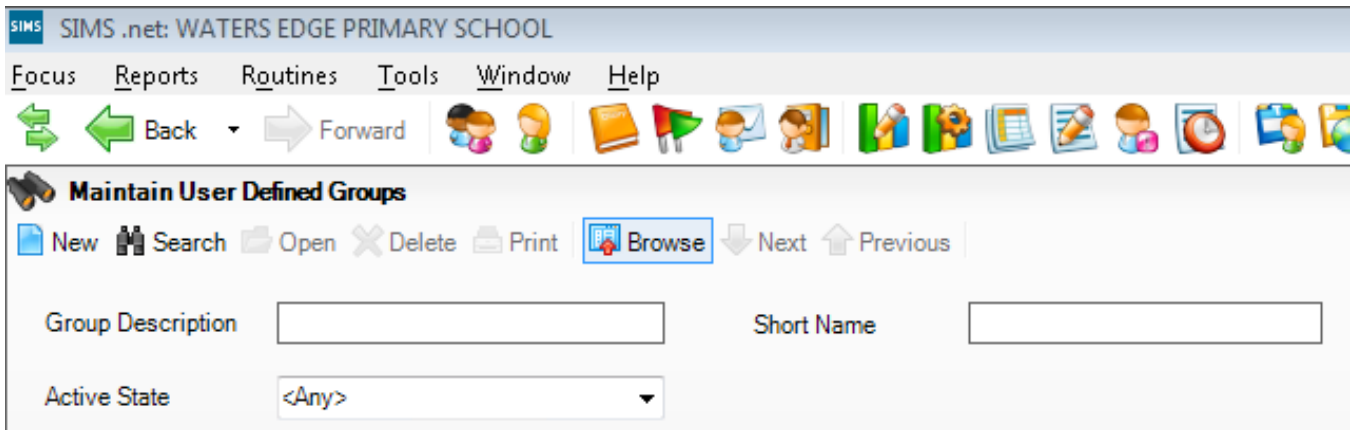
KS1
- If a pupil changes school before Tuesday 2 May 2023 – the receiving school must administer the KS1 tests to the pupil and submit TA data for them
- If a pupil changes school during the KS1 test period in May 2023, the receiving school must find out which tests have already been administered to the pupil and administer any remaining tests. The school where the pupil was registered for the greater number of school days in May should submit TA data for that pupil to the LA.
- If a pupil changes school after Tuesday 30 May, the school where the pupil was registered during the KS1 test period must submit TA data.
- If a pupil arrives from a non-participating school or having been EHE, the receiving school should assess the pupil and submit data for them. If the pupil arrives on, or after Thursday 1 June data is not required.
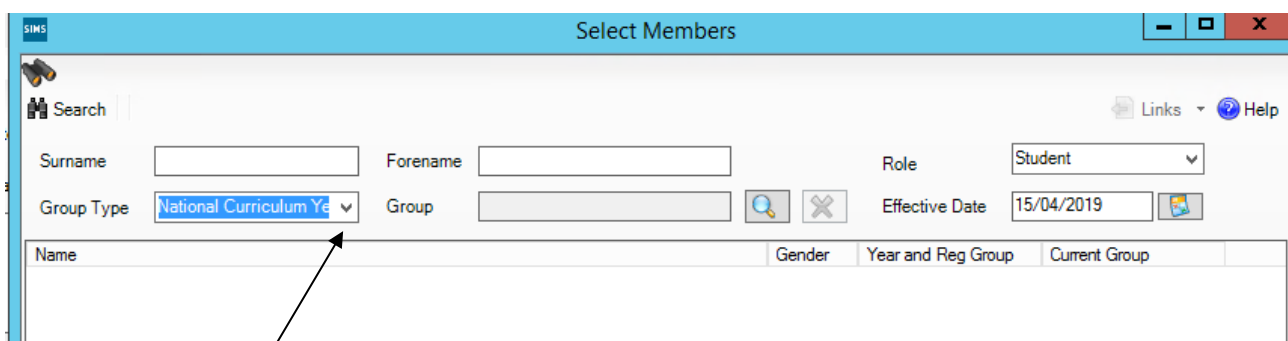
KS2
- If a pupil changes school before test week, the receiving school must submit TA data for them.
- If a pupil changes school during test week, the school where the pupil was registered at the beginning of test week must submit TA data for them.
- If a pupil changes school after test week, the school where the pupil was registered during test week must submit TA data for them.

The following example of how to create a user defined group uses EY FSP 2019 as an example.

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

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

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.

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 overleaf.

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

You can also select any pupils who are not listed as NC Year R but whom you need to return results for. Remember to exclude any pupils you should not be returning results for (see page 1).

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 has left but you need to return results for them (see page 1), click the **Action | Add Member** button again. You will be returned to the Select Members screen as shown overleaf.

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.

**Importing the 2023 Wizards (AMPA folder)**

NOTE – all examples use 2019 screenshots

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 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 **Running the Key Stage Wizards** on **page 7**.
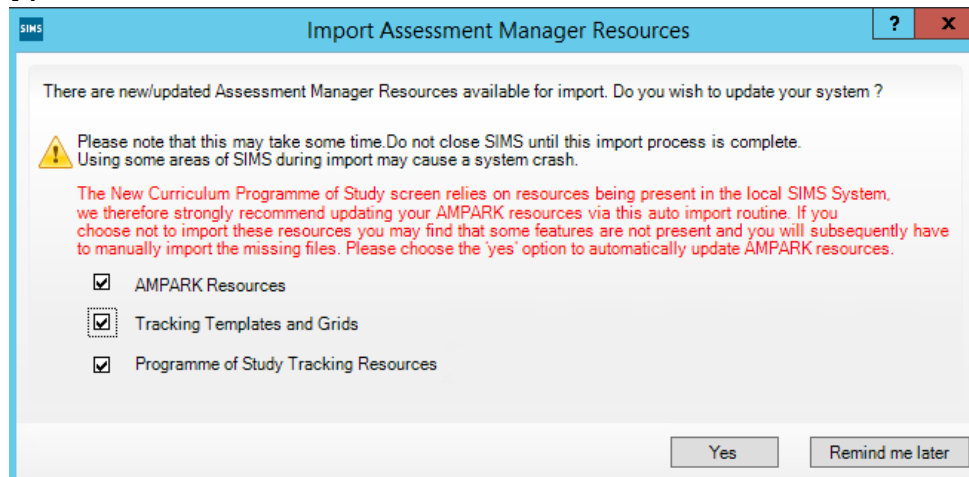
If this panel **does not** appear or the Wizards do **not** import, continue with the screen shot immediately below.
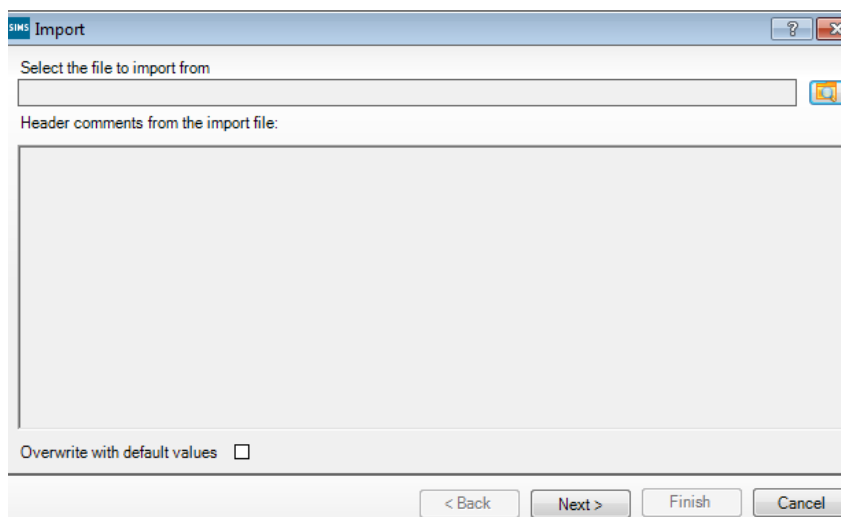
Click on the magnifying glass and the screen shown overleaf will appear.
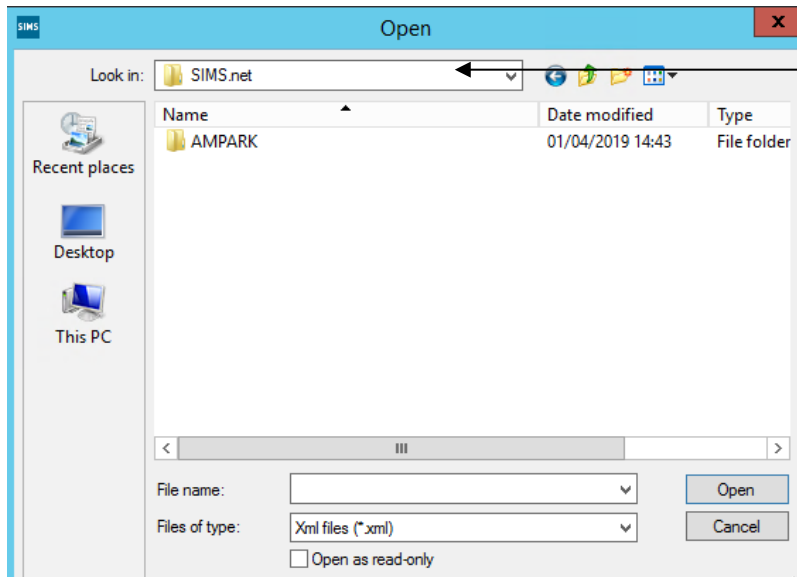
The system should default to your **SIMS.net** folder as shown.

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 below.
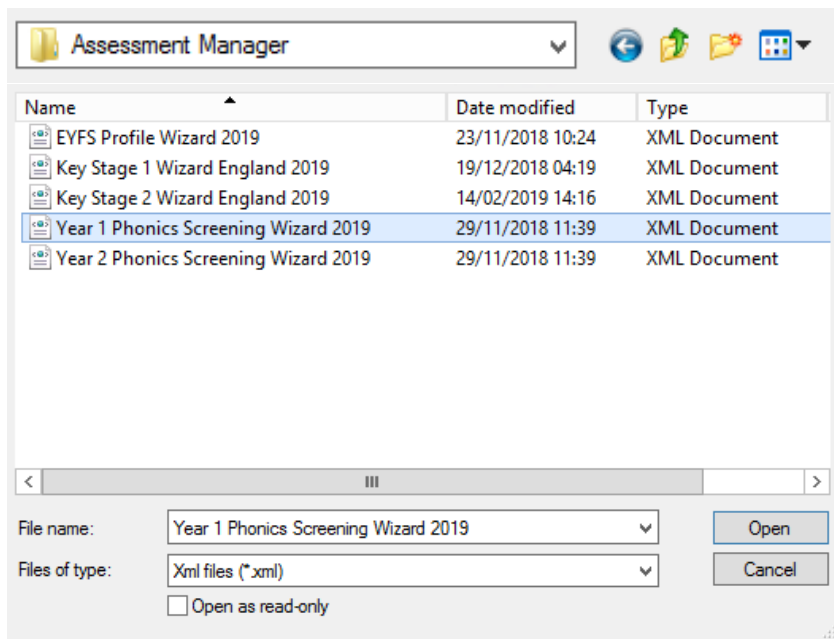
Import **each** Wizard in turn. Click on the Wizard you wish to import and click on the **Open** button.

For 2022 the Wizards you need to import are:
- EYFS Revised Profile Wizard 2023 (Select All on next screen)
- Year 1 Phonics Screening Wizard 2023
- Year 2 Phonics Screening Wizard 2023
- Key Stage 1 Wizard England 2023
- Key Stage 2 Wizard England 2023

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.

Running the Key Stage Wizards

Go to **Tools | Performance | Assessment | Wizard Manager** and the following screen will appear.
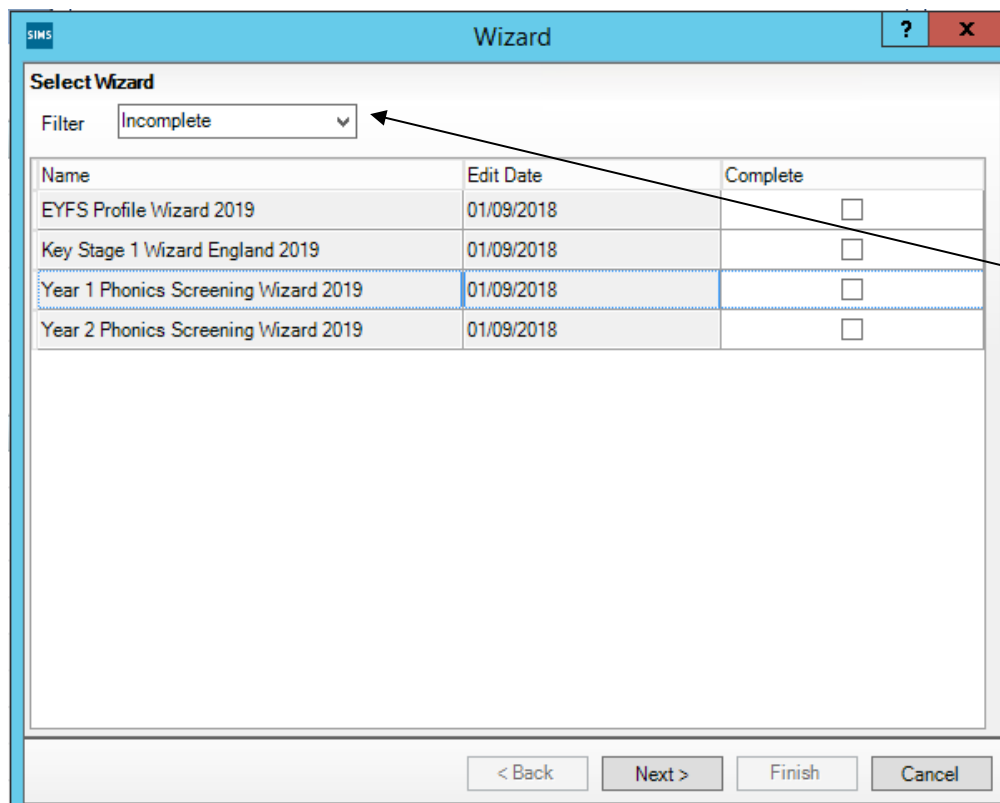
A list of **all** the Wizards on your system will be displayed.

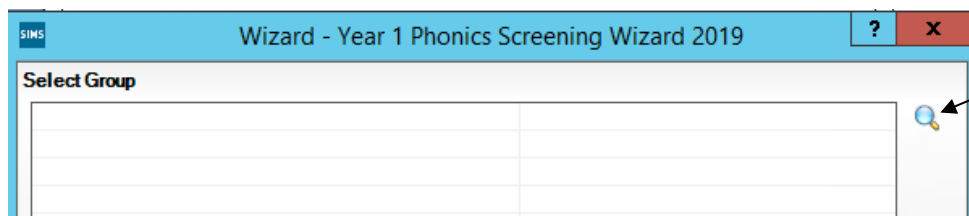Make sure the filter says **Incomplete**. If you can't see the Wizard you need change the drop down box to **All.**

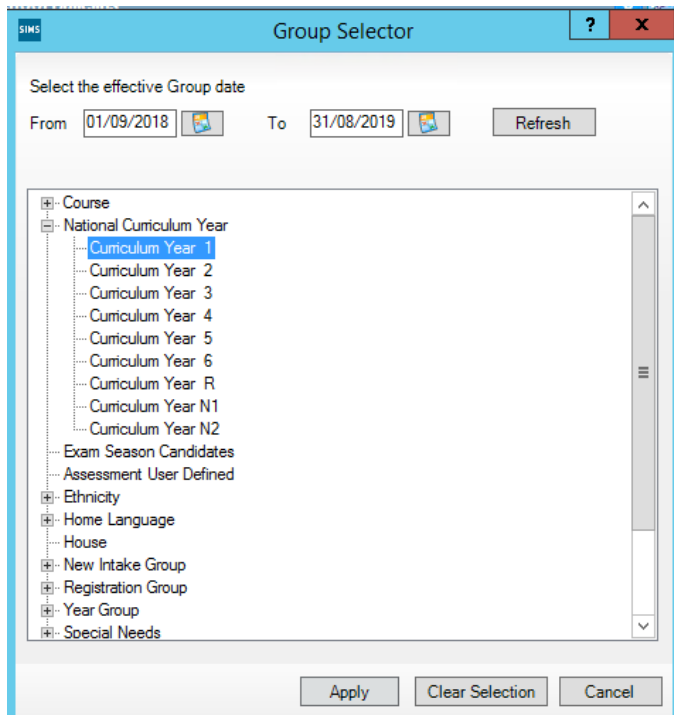**Do not** tick the Complete box on the right.

Click on the Wizard you want to work with and click on the **Next** button.

You then need to select a group of pupils.

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

If you set up a User Defined Group (pages 2-4), 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 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 the correct Curriculum Year for this Wizard 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. In 2023 these are the marksheets that you need to complete:
- EYFS Revised Profile 2023
- Phonics Screening Year 1 2023
- Phonics Screening Year 2 2023
- KS1 A Teacher Assessments 2023
- KS2 A Teacher Assessments 2023

Click on the name of the marksheet to select and then click on the **Edit Marksheet** button.

The selected marksheet will be displayed.

Entering Your Pupil Scores/Outcomes on the Marksheet

You can now start entering the scores/outcomes for each pupil. These are the available outcomes for each key stage in 2023.

Early Years Foundation Stage

Assessment Rating	EYFS judgement
1	Indicates a child who is at the "emerging" level at the end of the EYFS
2	Indicates a child who is at the "expected" level at the end of the EYFS
A	Indicates a child who: • Has not been assessed due to long periods of absence, such as a prolonged illness • Has attended the provision for an insufficient amount of time for the teacher to make an adequate assessment before the profile submission deadline

SEND Pupils
- you cannot use code A for children with SEND unless an exemption has previously been applied
- you should only use code A where an exemption has been granted for the setting or an individual child

Key Stage 1

Reading	Writing	Maths	Science
GDS – Working at greater depth	**GDS** – Working at greater depth	**GDS** – Working at greater depth	**EXS** – Working at the expected standard
EXS – Working at the expected standard	**EXS** – Working at the expected standard	**EXS** – Working at the expected standard	**HNM** – Has not met the expected standard**
WTS – Working towards the expected standard	**WTS** – Working towards the expected standard	**WTS** – Working towards the expected standard	
PK1 to PK4 – Pre-Key Stage Standards	**PK1 to PK4** – Pre-Key Stage Standards	**PK1 to PK4** – Pre-Key Stage Standards	
EM – Engagement Model	**EM –** Engagement Model	**EM –** Engagement Model	
A – Absent	**A** – Absent	**A** – Absent	**A** – Absent

Key Stage 2

Reading	Writing	Maths	Science
	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**
	WTS – Working towards the expected standard		
PK1 to PK6 – Pre-Key Stage Standards	**PK1 to PK6** – Pre-Key Stage Standards	**PK1 to PK6** – Pre-Key Stage Standards	
EM – Engagement Model	**EM –** Engagement Model	**EM –** Engagement Model	
A – Absent	**A** – Absent	**A** – Absent	**A** – Absent

Additionally, for Writing – please use the code L if the pupil has left your school since the Test period in May.

Phonics – Year 1

In the Phonics Year 1 marksheet the following entries are valid for particular columns:

Column	Eligible Entries	Notes
Mark for Phonics Check Year 1	0 to 40	
Grade for Phonics Check Year 1	A or D	Do not enter a score into the Mark column

Phonics – Year 2

In the Phonics Year 2 marksheet the following entries are valid for particular columns:

Column	Eligible Entries	Notes
Mark for Phonics Check Year 2	0 to 40	
Grade for Phonics Check Year 2	A or D	Do not enter a score into the Mark column

In the Year 2 marksheet, remember to click **Calculate** first – this will highlight the pupils who needed to retake the screening check in 2022.

For guidance on how to enter Year 2 scores for new pupils or to flood-fill the 2022 and 2023 Threshold please see the guidance on our Kelsi page:
https://www.kelsi.org.uk/school-management/data-and-reporting/management-information/key-stage-data-collections

When you have finished entering scores for all pupils, click on the **Save** button at the top of the screen.

Reports
You can print out pupil and school reports if you wish. Please see page 20 of these notes for guidance.

> **You now need to create a CTF file in SIMS.net to return your results to Management Information or the Primary Assessment Gateway. Please see below for guidance.**

Creating your Return File

The final step is to create a CTF for **each** return (in the form of an XML file) that will contain all your pupil level scores/outcomes

> **PLEASE NOTE**:
> There is an extra "page" in the Wizard that creates an export file. Please **<u>do not</u>** go through this process.

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.

You must choose the following options when creating your CTF return file:

EYFSP   Early Years Foundation Stage data (FSP)

KS1   KS1 excluding Tests and Tasks

Phonics   Phonics Test Results (for Year 1 and Year 2 retake pupils)

KS2   KS2   You must select NAA (National Assessment Agency) as
                                                  the Destination LA, not Kent

**Please return just one file for Phonics – this should contain all Year 1 pupils and only those
Year 2 pupils who needed to retake the Phonics check.**

The screen shown overleaf 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 **the relevant year group**.

The 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 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.
- For your KS2 file this must be **NAA (National Assessment Agency)**

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

Change the Year Group back to **All** when you have attached Kent or NAA to your pupils.

Please ensure that you do not attach a destination LA for any pupils you do not have results/outcomes for. See page 1 for who you should and should not include. To remove the Destination LA from their "row", 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.

Conversely, if you have had pupils leaving your school who you are required to return results/outcomes for – they must be added to your CTF. If this does not apply to your school, please continue with these notes from the "Export CTF" picture on the next page.

To add these leavers to your file, make sure the Year Group column header displays **All** as shown below.
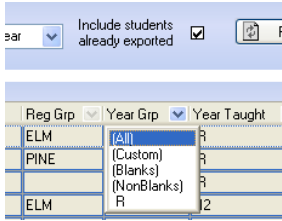

Then click in the Year Group column header again and depending on the pupil, select the correct "bracketed" year group. The brackets round the year group signify that the pupil/s have left.

Add Kent/NAA 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 pupils have Kent/NAA 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.
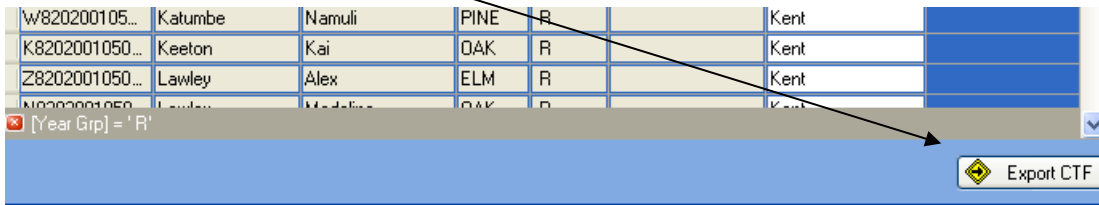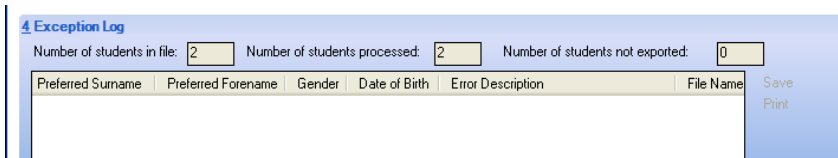

A message may appear about an Address Tidy and Merge. Click on the Yes button to proceed. An egg timer will appear. This is the only visible "working" symbol. When the CTF has been created a dialogue box will appear as shown below.
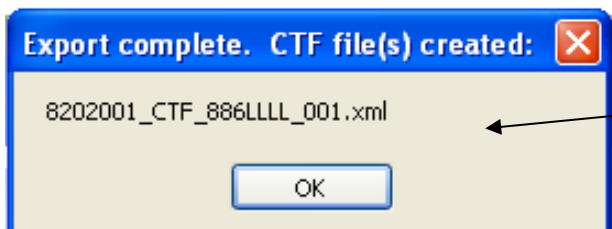
| **Write down the file name here**: |
| _____ |
| This is **VERY** important and will be needed later. |

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 outcomes/scores for this particular key stage **must** be resolved and a new CTF created.

Once a correct CTF file has been produced you can exit SIMS.net. The file now needs to be transferred to Management Information or the Primary Assessment Gateway.
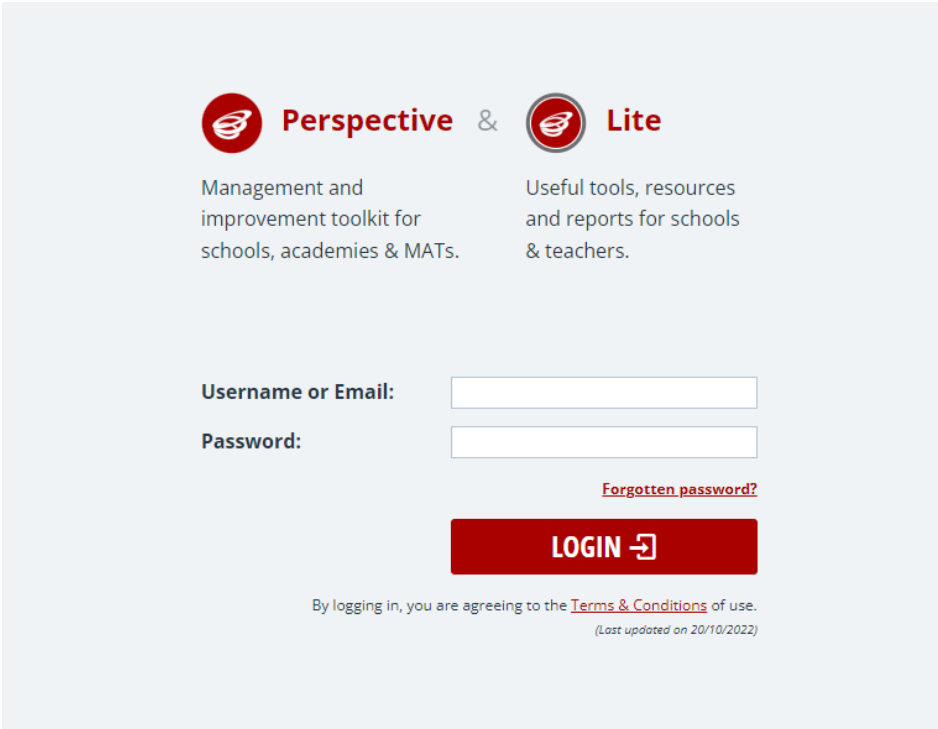
How to transfer your EYFSP, Phonics and KS1 XML files to Management Information

As in previous years, 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** or another internet browser.

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**
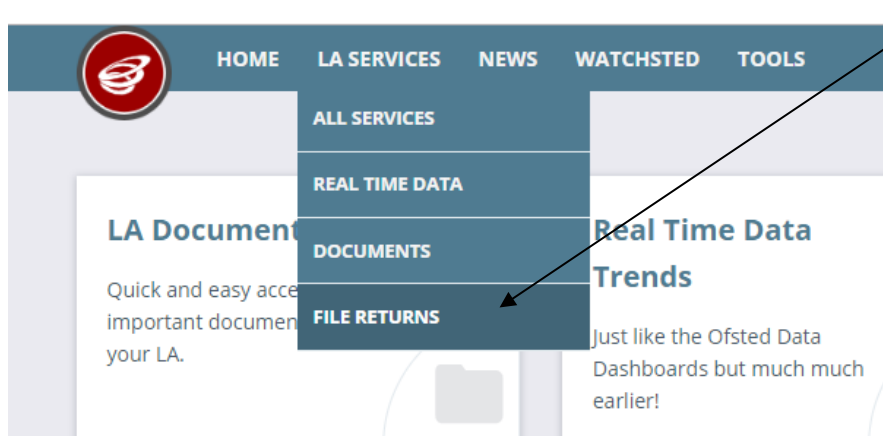
- To locate the file, you will need to click on the **Browse For Files** button. You need to navigate to the path on your network/PC (page 11) where your export file from the system (page 14) you use has been saved.
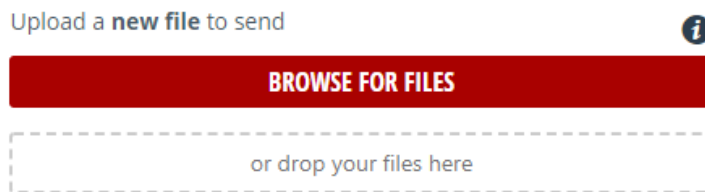
- Once your chosen file is displayed, select the **correct file tag** to correspond with the file you are uploading.
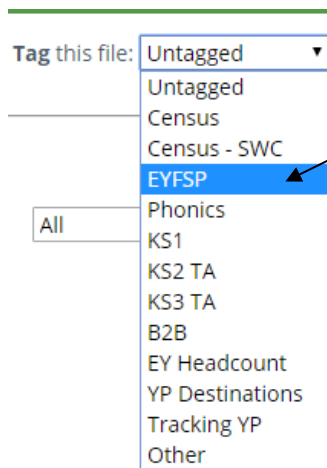
- When the file is correctly tagged, you can then click **Upload & Send** to start the secure upload process for adding the file to Perspective Lite and sending to the LA.

- When the file has uploaded/sent you will receive a message on screen to let you know if this process has been successful.

ℹ 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.

Unfortunately, you can only upload one file at a time, so if you need to, repeat the above process for the other file/s you wish to send us.

Once all files have been uploaded and sent you can exit Perspective Lite.

Please transfer your XMLs for all relevant Key Stages by no later than:

Tuesday 27 June 2023 – Phonics (All Year 1 and Year 2 Retakes ONLY)
Tuesday 27 June 2023 – Key Stage 1
Friday 30 June 2023 - 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 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.

If you have any problems with any of the procedures outlined in this guide please contact:
MIEducation&WiderEH@kent.gov.uk

Management Information Contacts

If you have any problems returning your XML file please contact:

Early Years Foundation Stage

Caine Stevens   03000 410702
Matt Ashman   03000 417012

Year 1/2 Phonics

Bethan Jarrett   03000 423200
Claire Brissenden   03000 414355

Key Stage One

Imogen Thompson   03000 417043
Brittany Onraet   03000 417245

How to transfer your KS2 Teacher Assessment XML file to the Primary Assessment Gateway

The DfE have written detailed guidance notes on how to submit KS2 TA data – this document should be found here once the Primary Assessment Gateway (PAG) has opened in June:

https://www.gov.uk/government/publications/key-stage-2-submitting-teacher-assessment-data

Your teacher assessment data needs to be uploaded to the PAG by **Friday 30 June.**

Please email MIEducation&WiderEH@kent.gov.uk if you have any queries relating to KS2 TA submission.

Reports

There is a facility within each Wizard to print and preview pupil and school reports.

To access the reports, go to:

- Tools | Performance | Assessment | Wizard Manager
- Click on the relevant Wizard and then the **Next** button
- Check that the correct NC Year or user defined group are selected and click **Next TWICE.**

A screen will appear showing the reports available for that particular key stage. You can print or preview each report.

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 Report

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 School and National Report (Comparative)

Make sure only one pupil is "ticked". Click on the Comparative Eng report and click the Preview or Print button. The report displays percentages for all pupils, boys and girls within your school for 2023 and 2022 National results by gender and all pupils.

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

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