May 2023

Management Information



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.

You will also need to set up a group to:

- Include 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

<u>KS1</u>

- 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.

<u>KS2</u>

- 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.

sims SIMS	.net: WA	TERS EDGE P	RIMARY	SCHOOL							
<u>F</u> ocus	<u>R</u> eports	R <u>o</u> utines	<u>T</u> ools	<u>W</u> indow	<u>H</u> elp						
😫 🍕	Back	- 📄 For	ward	b	 	' 🛃 😒	1	1	1 📝	Pa 💽	
物 Mai	ntain Use	er Defined Gr	oups								
New 📄	Searcl	h 📄 Open 🖇	X Delete	Print	📕 Brows	e 🕂 Next 1	Previ	ous			
Group	Descriptio	on				Short N	lame				
Active	State	<any></any>			•						

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

			_	
User Group Details:				Add a relevant
💾 Save 🏾 🏐 Undo 📥 Print				
1 Group Details 2 Membership				Group Description
				and Short Name.
1 Group Details	-			Make sure the Active
Group Description EYFSP 2019	Active State	Active V		
Short Name FSP19			\neg	State Is Active .
Short Name FSP19	Current Main Supervisor	Q.		
Notes Year R pupils in	ncluding 1 leaver			If you wish, add a
				brief note.
				brief flote:
				Then click on the
Include in Discover				Action button and
				click Add Member.
<u>2</u> Membership				
Effective Date Range 15 Apr 2019 - 3	31 Aug 2019 🔍 Academic Year	Academic Year 2018/2019 V		The screen shown
Cursor Day <pre></pre>	Selected Member	r l		below will appear.
Cursor Date <pre></pre>	Selected Member	rshin		
🖸 Zoom 🆏 Action				
Member	Sep Oct Nov Dec Jan Feb N	Mar Apr May Jun Jul Aug 🔨		
Member				

SIMS			Select Members			L	- -	X
❤️ ₩ Search						🖉 Lin	ks 🔻 (2 Help
Surname		Forename			Role	Student	~	
Group Type	National Curriculum Ye 🗸	Group	Q	\times	Effective Date	15/04/2019	5	
Name			Ger	nder	Year and Reg Group	p Current Group		
Name								

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.

Search Role Student Surname Forename Role Student Group Type National Curriculum Ye Group Image: Construction of the state							•
Group Type National Curriculum Ye Group Group Effective Date 15//04/2019 Name Gender Year and Reg Group Current Group Hants, Ritys Male RASH Curriculum Yea Daniels, James Male RASH Curriculum Yea Hollows, Jake Male RASH Curriculum Yea White, Theo Male RELM Curriculum Yea Roberts, Matthew Male RELM Curriculum Yea Wilsons, Emily Female RELM Curriculum Yea Benson, Onantal Female RELM Curriculum Yea Ludovak, Marika Female RELM Curriculum Yea Ludovak, Marika Female RELM Curriculum Yea Cleeves, Rosie Female RELM Curriculum Yea Simones, Madeline Female RELM Curriculum Yea Nowak, Roza Female RELM Curriculum Yea	Links 🝷 😨	🦲 Link					-
Name Gender Year and Reg Group Current Group Harris, Ritys Male RASH Curriculum Yea Daniels, James Male RASH Curriculum Yea Hollows, Jake Male RASH Curriculum Yea White, Theo Male RELM Curriculum Yea Kaur, Amir Male RELM Curriculum Yea Roberts, Mathew Male RELM Curriculum Yea Witsons, Emily Female RELM Curriculum Yea Bordet, Magda Female RELM Curriculum Yea Ludovak, Marika Female RELM Curriculum Yea Ludovak, Marika Female RELM Curriculum Yea Lanes, Nia Female RELM Curriculum Yea Simones, Madeline Female RELM Curriculum Yea Simones, Madeline Female ROAK Curriculum Yea	~	Student	Role		Forename		Surname
Harris, Rhys Male RASH Curriculum Yea Daniels, James Male RASH Curriculum Yea Hollows, Jake Male RELM Curriculum Yea Male RELM Curriculum Yea Male RELM Curriculum Yea Kaur, Amir Male RELM Curriculum Yea Roberts, Matthew Male RELM Curriculum Yea Benson, Chantal Female RELM Curriculum Yea Bordet, Magda Female RELM Curriculum Yea Ludovak, Marika Female RELM Curriculum Yea Cleeves, Rosie Female RELM Curriculum Yea Simones, Madeline Female RELM Curriculum Yea Nowak, Roza Female RELM Curriculum Yea	5	15/04/2019	Effective Date		Group	National Curriculum Ye 🗸	Group Type
Daniels, James Male RASH Curriculum Yea Hollows, Jake Male RELM Curriculum Yea White, Theo Male RELM Curriculum Yea Kour, Amir Male RELM Curriculum Yea Roberts, Matthew Male RELM Curriculum Yea Wilsons, Emily Female RELM Curriculum Yea Benson, Chantal Female RELM Curriculum Yea Bondst, Magda Female RELM Curriculum Yea Ludovak, Marka Female RELM Curriculum Yea Lanes, Nia Female RELM Curriculum Yea Gleeves, Rosie Female RELM Curriculum Yea Simones, Madeline Female RELM Curriculum Yea Nowak, Roza Female ROAK Curriculum Yea	ıp	up Current Group	Year and Reg Group	Gender			Name
Hollows, Jake Male RELM Curriculum Yea White, Theo Male RELM Curriculum Yea Kaur, Amir Male RELM Curriculum Yea Roberts, Mathew Male RELM Curriculum Yea Wilsons, Emily Female RELM Curriculum Yea Benson, Chantal Female RELM Curriculum Yea Bordet, Magda Female RELM Curriculum Yea Ludovak, Marka Female RELM Curriculum Yea Lanes, Nia Female RELM Curriculum Yea Simones, Madeline Female RELM Curriculum Yea Nowak, Roza Female RELM Curriculum Yea	ear R	Curriculum Year	RASH	Male			Hamis, Rhys
White, Theo Male RELM Curriculum Yea Kaur, Amir Male RELM Curriculum Yea Roberts, Matthew Male RELM Curriculum Yea Witsons, Emily Female RELM Curriculum Yea Benson, Chantal Female RELM Curriculum Yea Bordet, Magda Female RELM Curriculum Yea Ludovak, Marika Female RELM Curriculum Yea Lanes, Na Female RELM Curriculum Yea Cleeves, Rosie Female RELM Curriculum Yea Simones, Madeline Female ROAK Curriculum Yea Nowak, Roza Female ROAK Curriculum Yea	ear R	Curriculum Year		Male			Daniels, James
Kaur, Amir Male RELM Curriculum Yea Roberts, Matthew Male RELM Curriculum Yea Roberts, Emily Female RELM Curriculum Yea Benson, Chantal Female RELM Curriculum Yea Bordet, Magda Female RELM Curriculum Yea Ludovak, Marika Female RELM Curriculum Yea Lanes, Nia Female RELM Curriculum Yea Cleeves, Rosie Female RELM Curriculum Yea Simones, Madeline Female RELM Curriculum Yea Nowak, Roza Female ROAK Curriculum Yea	lear R	Curriculum Year	RELM	Male			Hollows, Jake
Roberts, Matthew Male RELM Curriculum Yea Wilsons, Emily Female RELM Curriculum Yea Benson, Chantal Female RELM Curriculum Yea Bordet, Magda Female RELM Curriculum Yea Ludovak, Marika Female RELM Curriculum Yea Lanes, Nia Female RELM Curriculum Yea Cleeves, Rosie Female RELM Curriculum Yea Simones, Madeline Female ROAK Curriculum Yea Nowak, Roza Female ROAK Curriculum Yea	ear R	Curriculum Year	RELM	Male			White, Theo
Wilsons, Emily Female RELM Curriculum Yea Benson, Chantal Female RELM Curriculum Yea Bordet, Magda Female RELM Curriculum Yea Lodvark, Marika Female ROAK Curriculum Yea Lanes, Nia Female RELM Curriculum Yea Cleeves, Rosie Female RELM Curriculum Yea Simones, Madeline Female ROAK Curriculum Yea Nowak, Roza Female ROAK Curriculum Yea	lear R	Curriculum Year	RELM	Male			Kaur, Amir
Benson, Chantal Female RELM Curriculum Yea Bordet, Magda Female RELM Curriculum Yea Ludovak, Marika Female ROAK Curriculum Yea Lanes, Nia Female RELM Curriculum Yea Cleeves, Rosie Female RELM Curriculum Yea Simones, Madeline Female ROAK Curriculum Yea Nowak, Roza Female ROAK Curriculum Yea	ear R	Curriculum Year	RELM	Male		ew	Roberts, Matthe
Bordet, Magda Female RELM Curriculum Yea Ludovak, Marika Female ROAK Curriculum Yea Lanes, Na Female RELM Curriculum Yea Cleeves, Rosie Female RELM Curriculum Yea Simones, Madeline Female ROAK Curriculum Yea Nowak, Roza Female ROAK Curriculum Yea	lear R	Curriculum Year	RELM	Female			Wilsons, Emily
Ludovak, Marika Female ROAK Curriculum Yea Lanes, Na Female RELM Curriculum Yea Cleeves, Rosie Female RELM Curriculum Yea Simones, Madeline Female ROAK Curriculum Yea Nowak, Roza Female ROAK Curriculum Yea	lear R	Curriculum Year	RELM	Female		al	Benson, Chanta
Lanes, Nia Female RELM Curriculum Yea Cleeves, Rosie Female RELM Curriculum Yea Simones, Madeline Female ROAK Curriculum Yea Nowak, Roza Female ROAK Curriculum Yea	lear R	Curriculum Year	RELM	Female			Bordet, Magda
Cleeves, Rosie Female RELM Curriculum Yea Simones, Madeline Female ROAK Curriculum Yea Nowak, Roza Female ROAK Curriculum Yea	lear R	Curriculum Year	ROAK	Female			Ludovak, Marik
Simone, Madeline Female ROAK Curriculum Yea Nowak, Roza Female ROAK Curriculum Yea	ear R	Curriculum Year	RELM	Female			Lanes, Nia
Nowak, Roza Female ROAK Curriculum Yea	ear R	Curriculum Year	RELM	Female			Cleeves, Rosie
	ear R	Curriculum Year	ROAK	Female		line	Simones, Madel
Kaurs, Safia Female ROAK Curriculum Yea	'ear R	Curriculum Year	ROAK	Female			Nowak, Roza
	ear R	Curriculum Year	ROAK	Female			Kaurs, Safia
OK	Cance	OK					

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.

2 Membership					
Effective Date Range	15 Apr 2019 - 3	1 Aug 2019	۹.	Academic Year	Academic Year 2018/2019 V
Cursor Day	<none></none>]	Selected Member	Benson, Chantal - RELM
Cursor Date	<none></none>]	Selected Membership	<none></none>
Zoom 🆓 Action					
Member		Sep Oct N	lov Dec	Jan <mark>Feb</mark> Mar	Apr May Jun Jul Aug /
Benson, Chantal - RELM	1				
Bordet, Magda - RELM					
Cleeves, Rosie - RELM					
Daniels James - RASH					

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.

N								
Search							Links +	🕑 Help
Surname			Forename		Role	Student	~	
Group Type	<all></all>	¥	Group	Q 💥	Effective Date	15/04/201	9	
Name				Gender	Year and Reg Grou	ıp		^
Yoshida, Yusuk	e			Male	(6VC)			
Zinkin, Harold				Male	(6VC)			
JARMAN, BOB				Male	(RELM)			
Andrews, Richa	rd			Male	1ASH			
Bartram, Piers				Male	1ASH			
Cummins, Jake				Male	1ASH			
Denton, Emma				Female	1ASH			
Elliott, Josef				Male	1ASH			
Flemming, Ambe				Female	1ASH			
Haddon, Magda	alene			Female	1ASH			
Lok, Daquan				Male	1ASH			
Nelson, Matthe	N			Male	1ASH			
Ritika, Mira				Female	1ASH			
Ross, Heston				Male	1ASH			
Sachi, Lian				Female	1ASH			~

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

the Wiza	lowing panel appears, make sure all the boxes are ticked and click Yes . All resources (including inds) will be imported. This can take a a few minutes to complete.
-	he import, a progress bar is displayed - when the resources have been imported and the activity ars, you can continue these guidance notes from Running the Key Stage Wizards on page
SIMS	Import Assessment Manager Resources
There are	new/updated Assessment Manager Resources available for import. Do you wish to update your system ?
	e note that this may take some time Do not close SIMS until this import process is complete. some areas of SIMS during import may cause a system crash.
we the choose	lew Curriculum Programme of Study screen relies on resources being present in the local SIMS System, erefore strongly recommend updating your AMPARK resources via this auto import routine. If you ne not to import these resources you may find that some features are not present and you will subsequently have nually import the missing files. Please choose the 'yes' option to automatically update AMPARK resources.
V	AMPARK Resources
	Tracking Templates and Grids
V	Programme of Study Tracking Resources
	Yes Remind me later
If this pa below.	anel does not appear or the Wizards do not import, continue with the screen shot immediately

sins Import	? 🗙		
Select the file to import from Header comments from the import file:		◀	Click on the magnifying glass and the screen shown overleaf will appear.
Overwrite with default values			
< Back Next > Finish	Cancel		

SIMS		Open		X
Look in:	IMS.net	+	✓ ③ Ø Þ Ⅲ▼	
Recent places Desktop	Name	-	Date modified 01/04/2019 14:43	Type File folder
	< File name: Files of type:	III Xml files (*.xml) Open as read-only	~ [> Open Cancel

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 <u>For EIS hosted schools</u> 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.

Name	▲	Date modified	Туре	
🔮 EYFS Profil	le Wizard 2019	23/11/2018 10:24	XML Document	
🔮 Key Stage	1 Wizard England 2019	19/12/2018 04:19	XML Document	· · · · · · · · · · · · · · · · · · ·
🔮 Key Stage 2	2 Wizard England 2019	14/02/2019 14:16	XML Document	Import each
🔮 Year 1 Pho	nics Screening Wizard 2019	29/11/2018 11:39	XML Document	Wizard in turn.
				Click on the Wizard you wish to import and click on the Open button.
<	III		>	
ile name:	Year 1 Phonics Screening Wiza	rd 2019	✓ Open	
Files of type:	Xml files (*.xml)		✓ Cancel	
	Open as read-only			

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. <u>Make sure the Log states that all items were successfully imported</u>. Click on the **Close** button.

Running the Key Stage Wizards

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

Select Wizard Filter Incomplete	Wizard	? ×	A list of all the Wizards on your system will be displayed.
Name	Edit Date	Complete	
EYFS Profile Wizard 2019	01/09/2018		Make sure the filter
Key Stage 1 Wizard England 2019	01/09/2018		says Incomplete .
Year 1 Phonics Screening Wizard 2019	01/09/2018		If you can't see the
Year 2 Phonics Screening Wizard 2019	01/09/2018		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.
	< Back Next >	Finish Cancel	

You then need to select a group of pupils.

SIMS	Wizard - Year 1 Phonics Screening Wizard 2019	? ×	Click on the
Select Group		Q	magnifying glass and the screen shown overleaf will appear.

SIMS	Gr	oup Selector	?	x
Select the effective Group date From 01/09/2018	То	31/08/2019	Refresh	
Course National Curriculum Year Curriculum Year Curriculum Year 1 Curriculum Year 3 Curriculum Year 4 Curriculum Year 5 Curriculum Year 6 Curriculum Year R Curriculum Year R Curriculum Year N1 Curriculum Year N2 Exam Season Candidates Assessment User Defined Ehnicity Home Language House New Intake Group Registration Group Year Group Year Group Year Group Soecial Needs				< III >
		Apply Clear	Selection Canc	el

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

Key Stage 1

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

Key Stage 2

Reading	Writing	Maths	Science
	GDS – Working at		EXS – Working at
	greater depth		the expected
	within the		standard
	expected standard		
	EXS – Working at		HNM – Has not
	the expected		met the expected
	standard		standard**
	WTS – Working		
	towards the		
	expected standard		
PK1 to PK6 –	PK1 to PK6 –	PK1 to PK6 –	
Pre-Key Stage	Pre-Key Stage	Pre-Key Stage	
Standards	Standards	Standards	
EM – Engagement	EM – Engagement	EM — Engagement	
Model	Model	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.

<u>Phonics – Year 1</u>

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

<u> Phonics – Year 2</u>

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-stagedata-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.

Configure CTF Defaults	
Save Dundo	Your directory details may be
1 Directory Details 2 Data to be Imported by Default 3 Data to be Exported by Default	different – make a note of these two
1 Directory Details	file paths here as
CTF import directory W:\CTFIN	you will need to know what they are later on in the
CTF export directory W:\CTFOUT	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.

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

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

EYFSP	Early Years Foundation Stage	e 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 <u>only</u> those Year 2 pupils who needed to retake the Phonics check.

The screen shown overleaf will appear.

L Student Options			Include students 👝	
Effective Date 15/04/2	019 🔂 View Curren		already exported	Refresh Students
		×		1
Students	/			
UPN	Preferred Surname	Preferred Forename	Reg Grp 🔍 🕅	ear Grp 🛛 🔍 Year Taught
F823299918013	Abbott	Jessica	ASH R	R
N823299911001	Abdullah	Tamwar	5BB 5	5
K823299913001	Abhra	Abjit	4ES 4	Å
Z823299913002	Abhra	Alisha	4E8 4	4
W823299916061	Abhra	Shaquib	ELM R	R
P823299918001	Abrams	Paul	AM N	2 N2
D823299917001	Ackton	Charlotte	PINE R	R
Firstly, make sure the view is for Current and	Then ensure tha the Include Students alrea	Students bu	itton. Ye	ow click on the ear Group arrow nd select the
Leavers this year.	exported box is ticked.	5		elevant year roup.

The pupils will now be filtered.

To transfer results to Kent:

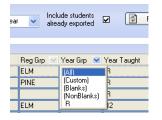
- Left click once in the Destination LA box for the first pupil
- Right click in the same box and choose Select All. The grid will now be outlined in blue
- Click on the down arrow in the Destination LA box for the first pupil. This may resemble 2 vertical lines at the edge of the box.
- Scroll down 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.

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

Kent Kent
Kont
K and

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.

Export complete. CTF file(s) created: 🔀	Write down the file name here:
8202001_CTF_886LLLL_001.xml	
ок	This is VERY important and will be needed later.

Click on **OK** once you have written the file name down.

4 Exception Log				
Number of students in file:	2 Number of studer	its processed: 2	Number of students not exported:	0
Preferred Surname Pr	referred Forename Gender	Date of Birth Error De	escription F	<mark>ile Name</mark> Save
				Print

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 <u>https://perspective.angelsolutions.co.uk</u> and press return.

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

Perspective	& 🥑 Lite
Management and improvement toolkit for schools, academies & MATs.	Useful tools, resources and reports for schools & teachers.
Username or Email:	
Password:	
	Forgotten passwor
	LOGIN -Ð
By logging in, you are	agreeing to the <u>Terms & Conditions</u> of u: (Last updated on 20/10/20

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.

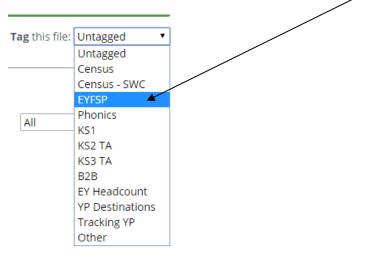
• Once logged in hover the mouse over LA Services and click on File Returns

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	IOME	LA SERVICES	NEWS	w	ATCHSTED	TOOLS	
		ALL SERVICES					
		REAL TIME DATA		ľ			
LA Docu	ment	DOCUMENTS			Real Tim	e Data	
Quick and ea	-				Trends		
important do your LA.	ocumen				Just like the C Dashboards k earlier!)fsted Data out much much	h

• 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.

Upload a new file to send)
BROWSE FOR FILES	
or drop your files here	1

• 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.

Your file has been uploaded and sent to Kent.
 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:
 - o 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: <u>MIEducation&WiderEH@kent.gov.uk</u>

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 <u>MIEducation&WiderEH@kent.gov.uk</u> 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.

SIMS	Wizard - Year 1 Pho	onics Screening Wi	zard 2019	? ×		
Individual Report Forma	t					
Name			•	<u>Q</u>	This is the	
KS1 Y1 Phonics Comparative Eng 2019			018			
KS1 Y1 Phonics Student	KS1 Y1 Phonics Student Eng 2019		01/09/2018		Preview button.	
				•	This is the Print	
Membership Dates for	Group : Curriculum Year	1			button.	
-						
From 16/04/2019	9 🔂 To 16/04/20	019 🛃 Refree	sh		The " cog " button	
Group Filter						
					will upload a copy	
Students					of the pupil report	
Sumame	Forename	DOB	Reg Grp	^	to the Linked	
Adams	Sadie	20/03/2013	ELM		documents on the	
Alyona	Tatyana	21/12/2012	PINE		pupil's record.	
Andrews Bartram	Richard Piers	02/12/2012 22/02/2013	ASH ASH			
Bennet	Eloise	04/04/2013	PINE			
Bronislaw	Tomaz	06/04/2013	OAK	~		
	lect All	0000002010				
< Back Next > Finish Cancel						
				.4		

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.