

Key Stage Two Teacher Assessment 2015 Guidance Notes

May 2015

Management Information

Kent
County
Council
kent.gov.uk



This information notice explains how to enter your statutory Key Stage Two Teacher Assessments and P Scales into Assessment Manager and how to return them to Management Information.

Please note: you need the **Spring 2015** 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 7.162 or later.

Section 1 – User Defined Groups

Before you import 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.

You will also need to set up a group to exclude any pupils who have joined your school after the KS2 tests were taken.

For more details see the STA Assessment and Reporting Arrangements for Key Stage Two.

<https://www.gov.uk/government/publications/key-stage-2-assessment-and-reporting-arrangements-ara>

If neither of these options apply 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.

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

User Group Details:

Save Undo Print

1 Group Details 2 Membership

1 Group Details

Group Description: KS2 2015 Active State: Active

Short Name: KS2 15 Current Main Supervisor: [Search]

Notes: Year 6 plus 1 leaver

Include in Discover: ☐

2 Membership

Effective Date Range: 01/09/2014 - 31/08/2015 Academic Year: Academic Year 2014/2015

Cursor Day: Tuesday

Cursor Date: 05/05/2015

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.

Select Members

Search

Surname: Forename: Role: Student

Group Type: National Curriculum Ye Group: Effective Date: 27/04/2015

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 overleaf.

Select Members

Search

Surname: Forename: Role: Student

Group Type: National Curriculum Ye Group: Effective Date: 05/05/2015

Name	Gender	Year and Reg Group	Current Group
Paccino, Alphonse	Male	6KH	Curriculum Year 6
Fuller, Marissa	Female	6KH	Curriculum Year 6
Stone, Alyssa	Female	6KH	Curriculum Year 6
Ballinger, Eden	Female	6VC	Curriculum Year 6
Shearwood, Adam	Male	6VC	Curriculum Year 6
Americana, Kari	Female	6KH	Curriculum Year 6
Horemam, Dustin	Male	6KH	Curriculum Year 6
Barbousci, Harold	Male	6KH	Curriculum Year 6
Barnett, Gary	Male	6KH	Curriculum Year 6
Barnett, Gemma	Female	6VC	Curriculum Year 6
Barnett, Jamie	Male	6KH	Curriculum Year 6
Gerrard, Tina	Female	6KH	Curriculum Year 6
Adebayor, Emmanuel	Male	6KH	Curriculum Year 6
Andrews, Jasmine	Female	6VC	Curriculum Year 6
Taylor, Sarah	Female	6VC	Curriculum Year 6

437 matches found

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.

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  Academic Year

Cursor Day


Cursor Date

 Zoom  Action...



Member	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Adebayor, Emmanuel - 6KH												
Americana, Kari - 6KH												
Andrews, Jasmine - 6VC												

If you need to add a pupil to the group who has left, 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

Group Type Group   Effective Date

Name	Gender	Year and Reg Group
Foss, Cameron	Male	(66KH)
Fowkes, Jade	Female	(66VC)
Fox, Frederick	Male	5DT
Francis, Adam	Male	3CB
Frank, David	Male	5DT
Franklin, Christopher	Male	6VC
Franklin, Ethan	Male	1ELM
Franklin, GRANT	Male	(66VC)
Franklin, Paul	Male	(66VC)
Fraser, Becky	Female	5DT
Freeman, Paul	Male	(66VC)
Freewater, John	Male	6VC
Froide, Jean-Pierre	Male	4SL
Frost, Adrienne	Female	4ES
Fry, Martin	Male	(66KH)

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.

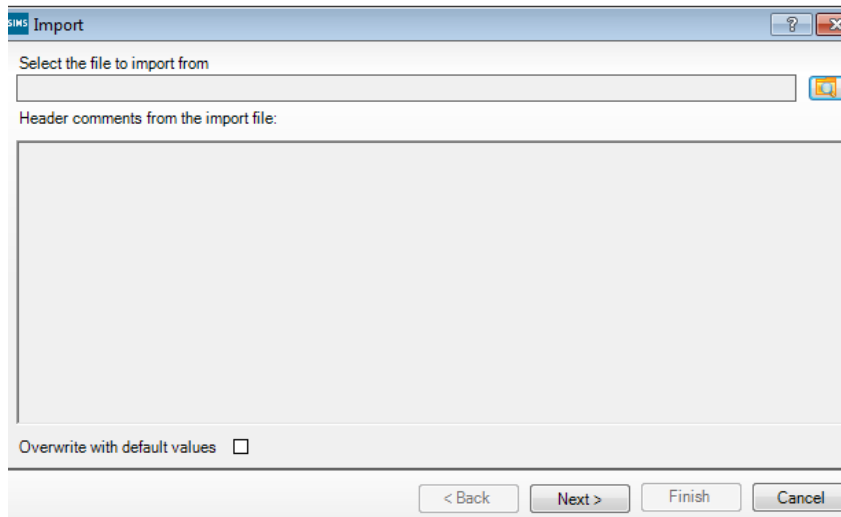
Section 2 – Downloading the Key Stage Two Wizard (AMPA folder)

All Foundation and Key Stage Wizards will be imported on to your system when you install the Spring upgrade.

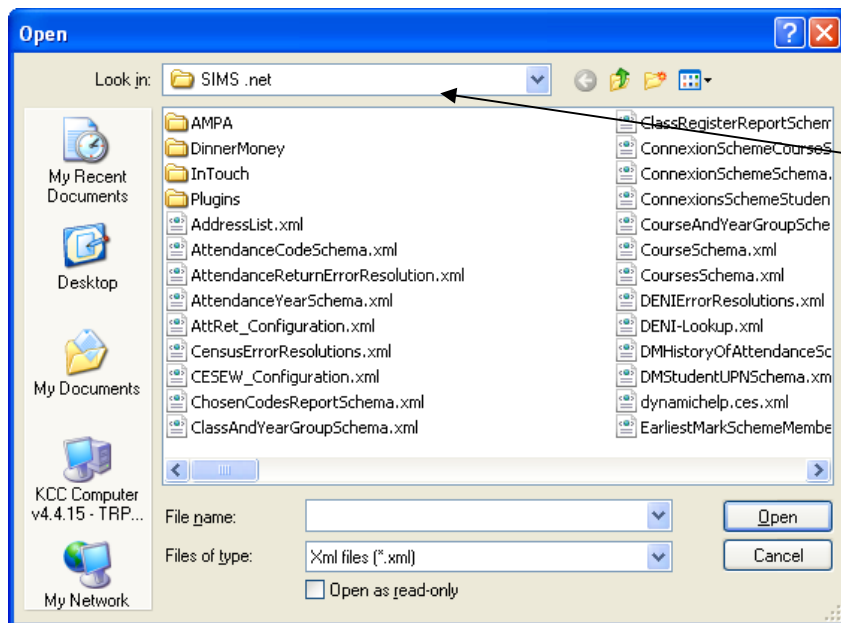
If you have any problems with the AMPA files, please contact the EIS Help Desk on 0300 065 8800 (if you have a current support contract). If you do not have a contract please contact Management Information on one of the telephone numbers on page 17.

Importing the Key Stage Two Wizard into Assessment Manager

Go to **Routines | Data In | Assessment | Import** and the following screen will appear.



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\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.

Assessment Manager	
Name	Date modified
En KS2 Templates	19/02/2015 14:01
EYFS Profile Template 2014	27/02/2014 17:18
EYFS Profile Template 2015	11/03/2015 10:29
EYFS Profile Wizard 2014	05/06/2014 15:53
EYFS Profile Wizard 2015	22/12/2014 07:58
Key Stage 1 Wizard England 2014	05/06/2014 08:48
Key Stage 1 Wizard England 2015	22/12/2014 07:58
Key Stage 2 Wizard England 2014	14/01/2014 15:21
Key Stage 2 Wizard England 2015	16/01/2015 08:30
KS1 Y2 Phonics Comparative Eng 2015	13/03/2015 14:11
KS1 Y2 Phonics Student Eng 2015	13/03/2015 14:11
P Scale Templates Key Stages 1-3 2014	14/01/2014 15:21

Click on the **Key Stage 2 Wizard England 2015** 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.

Name	Edit Date	Complete
EYFS Profile Wizard 2014	01/01/2014	<input type="checkbox"/>
EYFS Profile Wizard 2015	01/01/2015	<input type="checkbox"/>
Key Stage 1 Wizard England 2014	01/01/2014	<input type="checkbox"/>
Key Stage 1 Wizard England 2015	01/01/2015	<input type="checkbox"/>
Key Stage 2 Wizard England 2014	01/01/2014	<input type="checkbox"/>
Key Stage 2 Wizard England 2015	01/01/2015	<input type="checkbox"/>
Year 1 Phonics Screening Wizard 2014	01/01/2014	<input type="checkbox"/>
Year 2 Phonics Screening Wizard 2014	01/01/2014	<input type="checkbox"/>

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

Make sure the filter says **Incomplete**.

Do not tick the Complete box on the right.

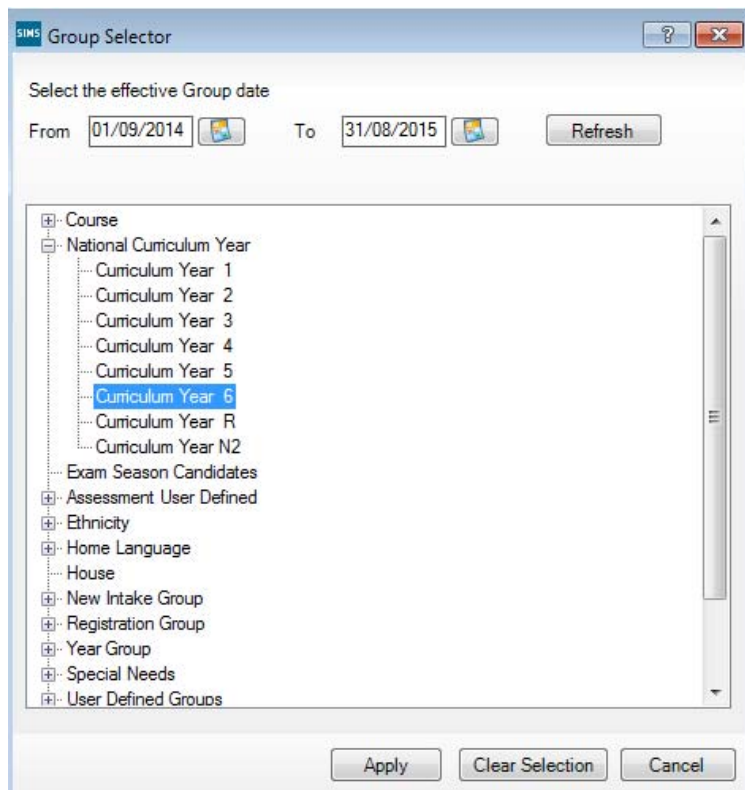
Click on the **Key Stage 2 Wizard England 2015** and click on the **Next** button.

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

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

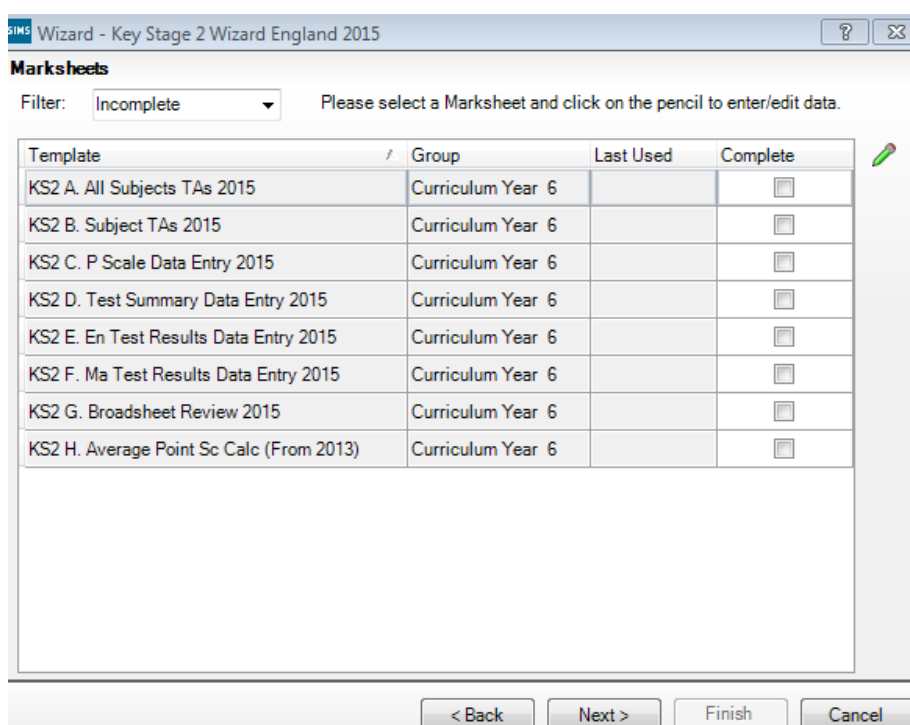
If you set up a User Defined Group (pages 1-3), click on the + symbol next to the **User Defined Groups** category and a list of Groups will be displayed. Click on the name of the group you set up (KS2 2015) and click on the **Apply** button.

If you did not set up a group, click on the + symbol next to the **National Curriculum Year** category. Select **Curriculum Year 6** by clicking on the text once, then click **Apply**.



You will be returned to the Wizard screen where your selected group will now be displayed. Click on the **Next** button.

The list of available marksheets will be displayed as shown below.



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

1. **KS2 A. All Subject TAs 2015**
2. **KS2 C. P Scale Data Entry 2015**

Firstly, click on the KS2 A All Subject TAs 2015 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. All Subject TAs 2015 marksheet will now be displayed as below.

Marksheet Entry : KS2 A. All Subjects TAs 2015 : Curriculum Year 6

Save Undo Print Export Calculate

1 Basic Details 2 Marksheet

1 Basic Details

Notes

This Marksheet can be used to enter the detailed outcomes of Teacher Assessments in English, Maths, and Science at Key Stage 2 in 2015.

1. Enter the results into the white columns and click on 'Calculate'. This will generate the aggregated subject

Last Used

Data entry for this Marksheet is complete ☐

2 Marksheet

Result Date 05/05/2015 Group Membership Date 05/05/2015 Refresh Summary Narrow Zoom Reveal

Group Filter

Students	EN AT1 Speak & Listen Key Stage 2 Validated Result	EN AT2 Reading Key Stage 2 Validated Result	EN AT3 Writing Key Stage 2 Validated Result	EN TA English Subject Key Stage 2 Validated Result	MA AT1 Use and Apply Key Stage 2 Validated Result	MA AT2 Number and Alg Key Stage 2 Validated Result	MA AT3 Shape & Space Key Stage 2 Validated Result	MA AT4 Handling Data Key Stage 2 Validated Result	MA TA Maths Subject Key Stage 2 Validated Result
ACTON, Jordan		10							
ADEBAYOR, Emmanuel									
AMERICANA, Kari									
ANDREWS, Jasmine									
ARIANO, Pietro									
BAKER, Jade									
BALLINGER, Eden									

You can export the marksheet for teachers to complete electronically, or you can print it out for them.

For instructions on exporting marksheets please refer to Appendix 1.

You can now start entering the Key Stage Two Teacher Assessment levels for each pupil.

- Results need to be entered in the 11 "non formula" white columns.
- Please note that if you have pupils at level W, they must be entered as level W on this marksheet as well as having a P Scale entered on the P Scale marksheet. Please refer to page 8 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.

SIMS View Invalid Result

Print Save

Activity

The entered result value '10' is invalid

The valid range of values for this column are:

6
5
4
3
2
1
W
O
A
L
F
P

Close

When you have finished entering results for all pupils, click on the **Calculate** button at the top of the screen. This will calculate the overall subject levels.

Where entries are **missing**, you will be alerted by the text in the final column. You can order the marksheet by this column into descending order to bring the failed rows to the top. To do this, **right click** on the Missing Entry Check column heading and select **Order Rows | Descending**.

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 level W in the main teacher assessment marksheet need a P Scale submitted as well.

Please note that the submission of P Scales for pupils at Level W 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. All Subjects TAs 2015	Curriculum Year 6		<input type="checkbox"/>
KS2 B. Subject TAs 2015	Curriculum Year 6		<input type="checkbox"/>
KS2 C. P Scale Data Entry 2015	Curriculum Year 6		<input type="checkbox"/>
KS2 D. Test Summary Data Entry 2015	Curriculum Year 6		<input type="checkbox"/>
KS2 E. En Test Results Data Entry 2015	Curriculum Year 6		<input type="checkbox"/>
KS2 F. Ma Test Results Data Entry 2015	Curriculum Year 6		<input type="checkbox"/>
KS2 G. Broadsheet Review 2015	Curriculum Year 6		<input type="checkbox"/>
KS2 H. Average Point Sc Calc (From 2013)	Curriculum Year 6		<input type="checkbox"/>

Click on the **KS2 C P Scale Data Entry 2015** 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 below.

Students	EN TA English Subject Key Stage 2 Validated Result	P Scale English Key Stage 2 Validated Result	P Scale Speaking Key Stage 2 Validated Result	P Scale Listening Key Stage 2 Validated Result	P Scale Reading Key Stage 2 Validated Result	P Scale Writing Key Stage 2 Validated Result	MA TA Maths Subject Key Stage 2 Validated Result	P Scale Maths Key Stage 2 Validated Result	P Scale Use Maths Key Stage 2 Validated Result	P Scale Number
ACTON, Jordan	4						5			
ADEBAYOR, Emmanuel	2						4			
AMERICAN, Kari	W						W			
ANDREWS, Jasmine	4						4			
ARIANO, Pietro	5						5			

You can now enter P Scales for the pupils who are working at Level W directly into the marksheet. You do not need to enter values for any other pupils. If a pupil is at level W 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	P4, P5, P6, P7, P8, NOTSEN
Listening	P4, P5, P6, P7, P8, NOTSEN
Mathematics	P1i, P1ii, P2i, P2ii, P3i, P3ii, NOTSEN
Number	P4, P5, P6, P7, P8, NOTSEN
Using and Applying Maths	P4, P5, P6, P7, P8, NOTSEN
Shape, Space and Measures	P4, P5, P6, P7, P8, NOTSEN
Science	P1i, P1ii, P2i, P2ii, P3i, P3ii, P4, P5, P6, P7, P8, NOTSEN

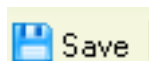
- If a pupil is at Level P1i to P3ii **OVERALL** in English, then reading, writing, speaking and listening P Scales are not appropriate. Just enter P1i to P3ii in the P Scale: English column.
- If a pupil is at Level P4-P8 **OVERALL** in English, then you need to enter P Scales for reading, writing, speaking and listening (where appropriate - the pupil may not be W in all of these subject strands), but **not** an overall English P Scale.
- The position is the same for the Maths subjects.
- If a child is recorded as "W" 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 in 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.

Further guidance on P Scales is available at:

<https://www.gov.uk/teacher-assessment-using-p-scales>

When you have entered the P Scales for pupils working at Level W, click on the Save button.



Close the marksheet.



Reports

You can now print out pupil reports if you wish. Please see Appendix 2.

You now need to create a CTF file in SIMS.net to return your results to Management Information. Instructions for this start on the following page.

Section 5 – Creating your Return File

The final step is to create an XML file (in the form of a Common Transfer 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 12 June 2015**. This date is to ensure we have enough time to clean and process the data before the DfE deadline of 26 June.

Creating an XML file in SIMS.net

From the SIMS homepage go to **Tools | Setups | CTF** and the following screen will appear.

Configure CTF Defaults

Save | Undo

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

1 Directory Details

CTF import directory W:\CTFIN

CTF export directory W:\CTFOUT

Your directory details may be different – make a note of these two file paths here as you will need to know what they are later on in the process.

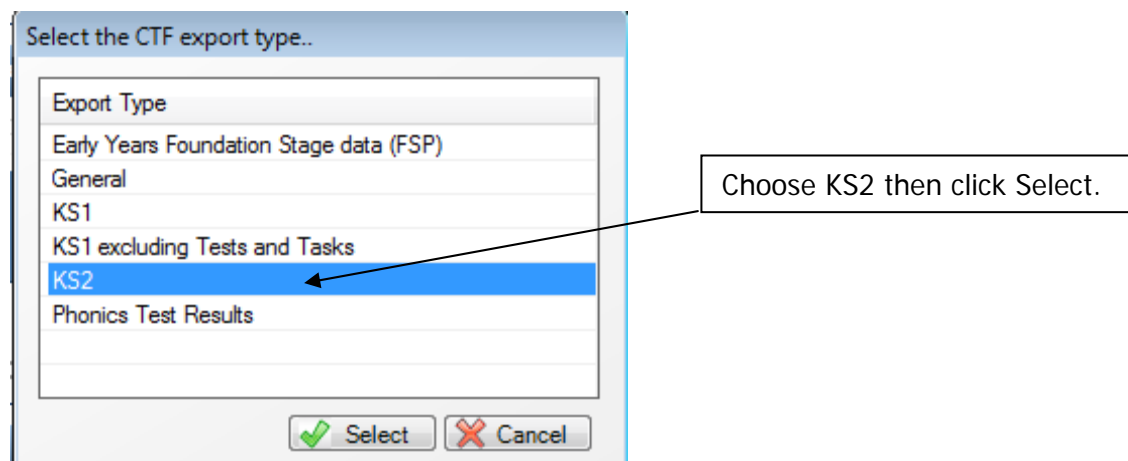
CTF Import Directory: _____

CTF Export Directory: _____

If the boxes are blank, you will need to set up the directories. Click on the magnifying glass next to each box and navigate to where your SIMS.net directory is. For example the path may be:
F:\SIMS\STAR\CTFOut

You now need to select which pupils to transfer results for.

Go to **Routines | Data Out | CTF | Export CTF** and the screen shown below will appear.



The following screen will appear.

1 Student Options

Effective Date: 05/05/2015 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	4SL	4	4
M820200109034	Aaron	Sophie	4ES	4	4
N823299911001	Abdullah	Tamwar	ELM	1	1
K823299913001	Abhra	Ahiit	FI M	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 **Year 6**.

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.
- 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.

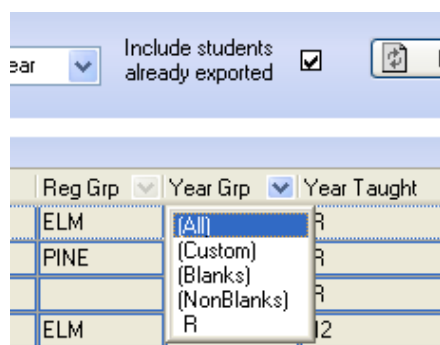
Please ensure that you do not attach a destination LA for any pupils who you do not have assessments for. For example, if new pupils have joined your school AFTER the KS2 tests were taken, simply remove the Destination LA from their "row". To do this click on their LA Destination box and scroll to the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

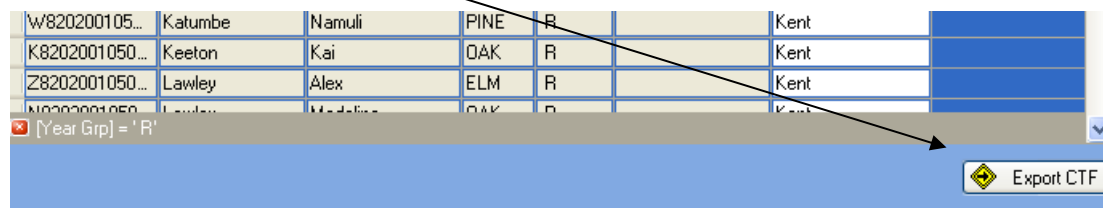
To add these leavers to your file, firstly click in the Year Group column header and change the selection back to **All** as shown below.



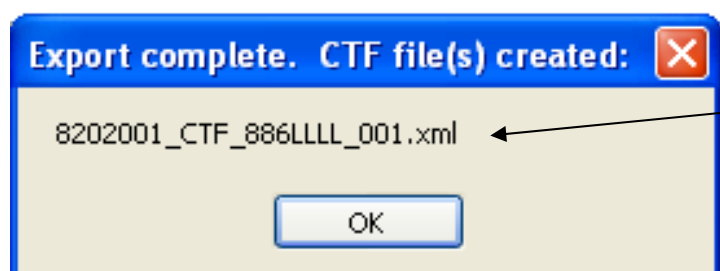
Then click in the Year Group column header again and select the **(6)** year group. The brackets round the year group signify that the pupil/s have left.

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.



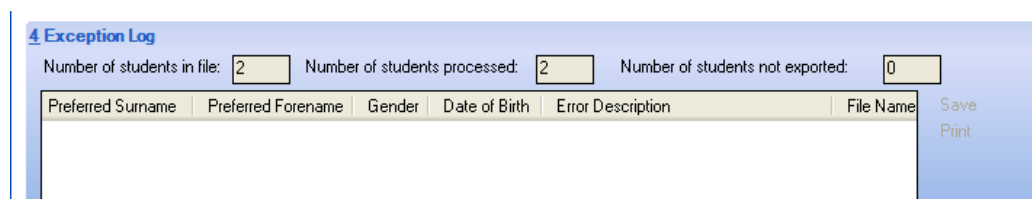
A message may appear regarding an Address Tidy and Merge. Click on the Yes button to proceed. An egg timer will appear. This is the only visible “working” symbol. When the CTF has been created a dialogue box will appear as shown below.



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 **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 should have received by e-mail.

If you have not yet received your login details please e-mail Angel Solutions at perspectivesupport@angelsolutions.co.uk or call them on **0845 129 7196**.

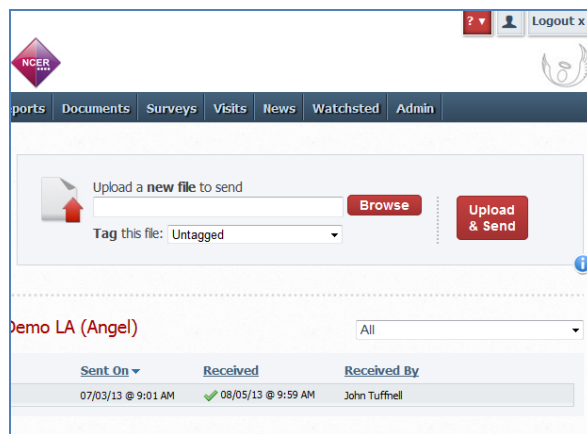
The image shows the Perspective Lite login page. At the top, there is a red diamond logo with a white 'e' inside, followed by the word 'Perspective' in a large, bold, red font. Below this is a dark blue horizontal bar. The main content area has a white background. On the left, there is a red banner with white text that reads 'Ofsted and the SEF' and 'Perspective supports the 2012 Ofsted Inspection Framework and upcoming changes in Sept 2012.' Below this banner is a green button with white text that says 'Find out more' and a right-pointing arrow. To the right of the banner are four small, overlapping document icons labeled 'SEF'. On the right side of the page, there is a light blue login box. At the top of this box, it says 'To log in, enter your username and password'. Below this are two input fields: 'username :' and 'password :'. Below the password field is a red button with white text that says 'Login'. To the left of the 'Login' button is a blue link that says 'Forgotten your password?'. A dashed arrow points from the 'Forgotten your password?' link to the 'Login' button.

If you click on the "[Forgotten your 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.

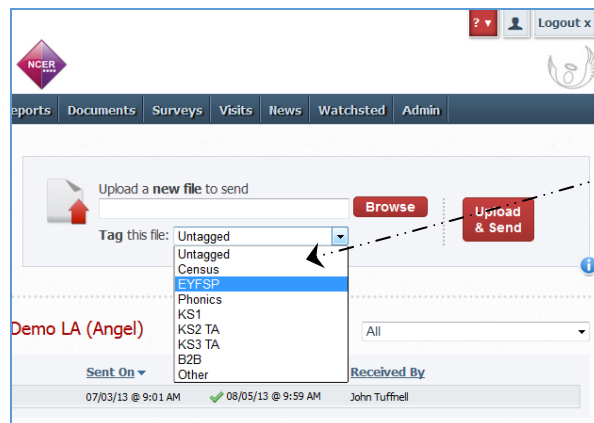
- Once logged in hover the mouse over **Documents** and click on **Send Files**



- 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 10**. You should have written the file name down on **page 13**.



- Select the **correct file tag** to correspond with the file you are uploading.



- Once you have found the file, 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 12 June 2015

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 received it
- There are three options available to you when you are viewing the **Files Previously Sent**. These are:
 - All
 - Sent and Not Yet Received
 - Received
- You will only be able to recall a file that has not yet been received by your LA.

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

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
Abi Maunders	03000 417131
Teresa Westbrook	03000 417197

Year 1/2 Phonics

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

Key Stage One

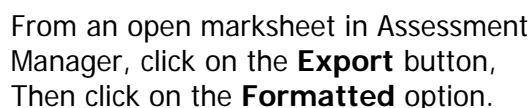
Imogen Carr	03000 417043
Ed Lacey	03000 417113

Key Stage Two

Jenny Thompson	03000 417183
Jan Bennett	03000 417023
Chailleigh Thorne	03000 417184

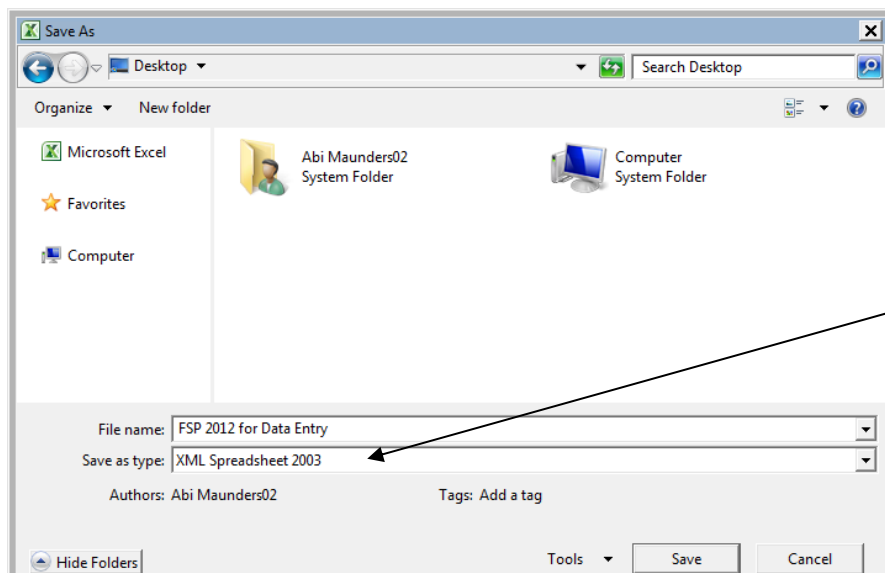
Appendix 1 – Formatted and Unformatted Export/Import

Formatted Export



None of the grey shaded areas can be altered in any way.

To save the file go to **File | Save As** and choose a suitable name and location.



When you have entered a file name, click on the **Save** button.

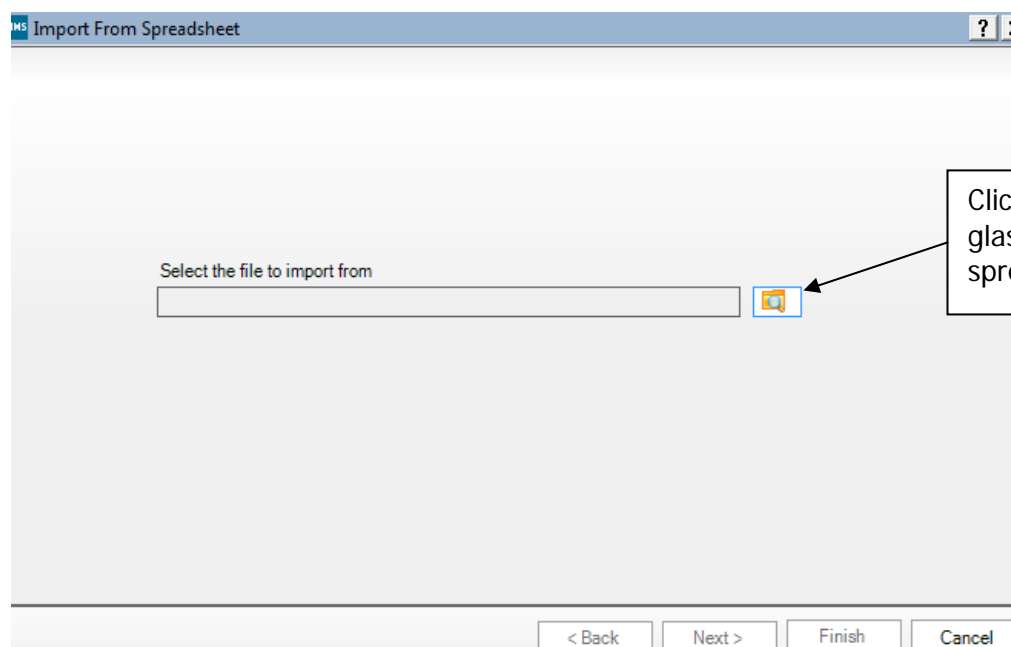
Do not change the Save as type box.

Depending on the key stage there may be more than one statutory marksheet that you have to export to Excel.

The teachers can now enter the scores and TA levels directly into the spreadsheet. When they have finished entering data they must click **Save, NOT Save As**. This will ensure that only one spreadsheet contains all the results and it will be filed on your network at the location you originally chose.

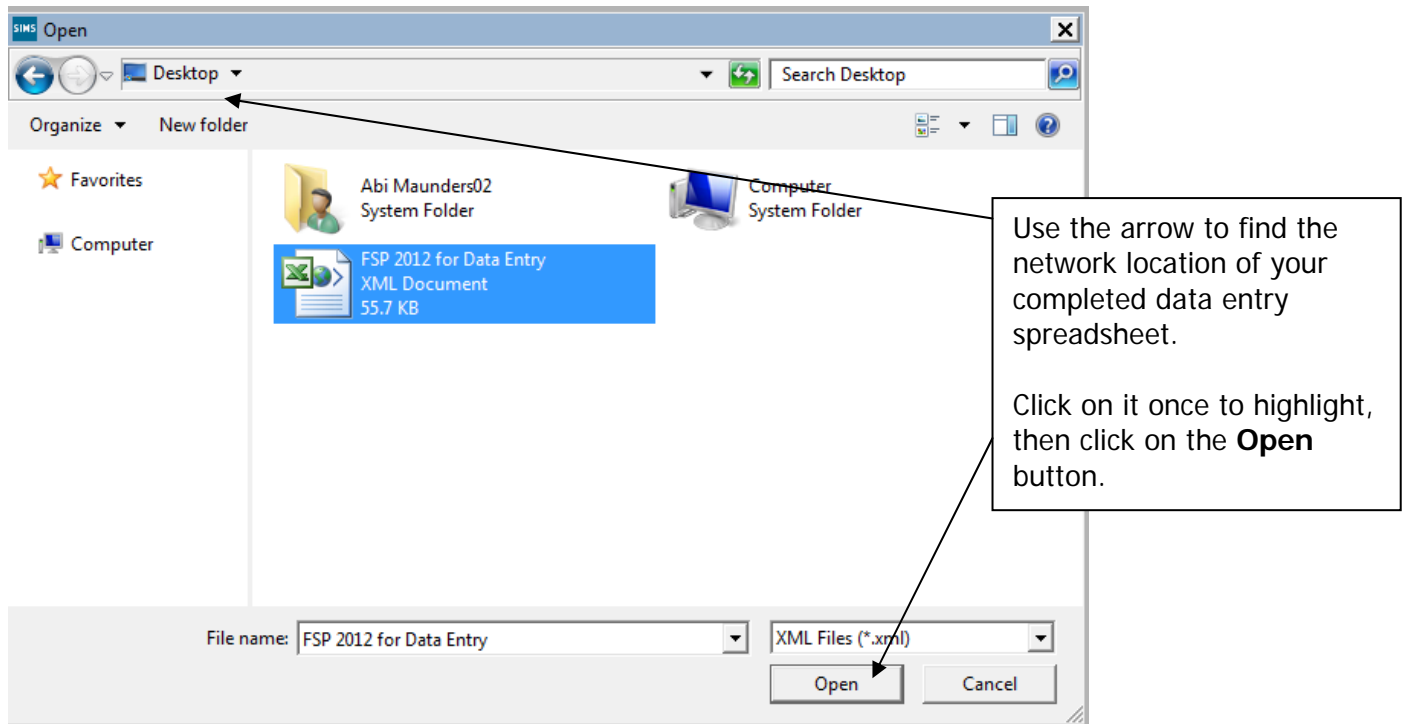
When all the scores/TA Levels have been entered into the spreadsheets you can import them back into Assessment Manager.

Once back in SIMS.net go to **Routines | Data In | Assessment | Import from Spreadsheet** and the following screen will appear.



Click on the magnifying glass to find the Excel spreadsheet.

The screen shown overleaf will appear.



The file path will be displayed in the next screen. Click on the **Next** button.

An Activity Log will be displayed stating that read-only columns are not considered for import. Click on the **Close** button and the following screen will appear.

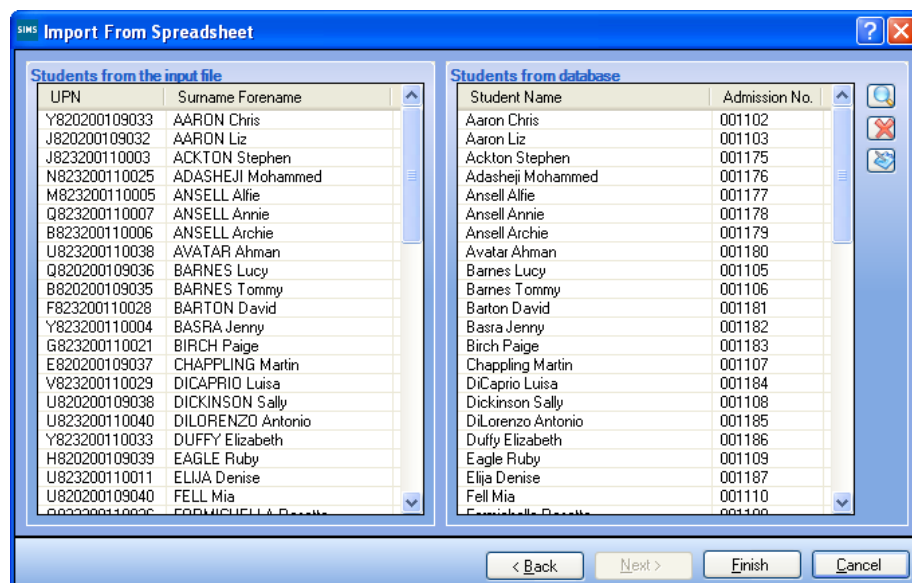
Because you chose a formatted export, Assessment Manager has automatically found the correct Aspects to put the results into.

Your results will be displayed in the white columns.

Click on the **Next** button.

1	2	3	4	5
Upn	Surname Forename	Disposition + Attitude	DA Status	Social Development
		Early Years Foundation	Early Years Foundation	Early Years Foundation
		28/04/2011	28/04/2011	28/04/2011
1	Y820200109033 AARON Chris	5	Y	5
2	J820200109032 AARON Liz	8	Y	8
3	J823200110003 ACKTON Stephen	0	Y	1
4	N823200110025 ADASHEJI Mohammed	0	N	0
5	M823200110005 ANSELL Alfie	0	Y	0
6	Q823200110007 ANSELL Annie	0	Y	0
7	B823200110006 ANSELL Archie	0		0
8	U823200110038 AVATAR Ahman	8	Y	1
9	Q820200109036 BARNES Lucy	2	Y	3
10	B820200109035 BARNES Tommy	2	Y	3
11	F823200110028 BARTON David	0		0
12	Y823200110004 BASRA Jenny	0		0
13	G823200110021 BIRCH Paige	0		0
14	E820200109037 CHAPPLING Martin	0		0

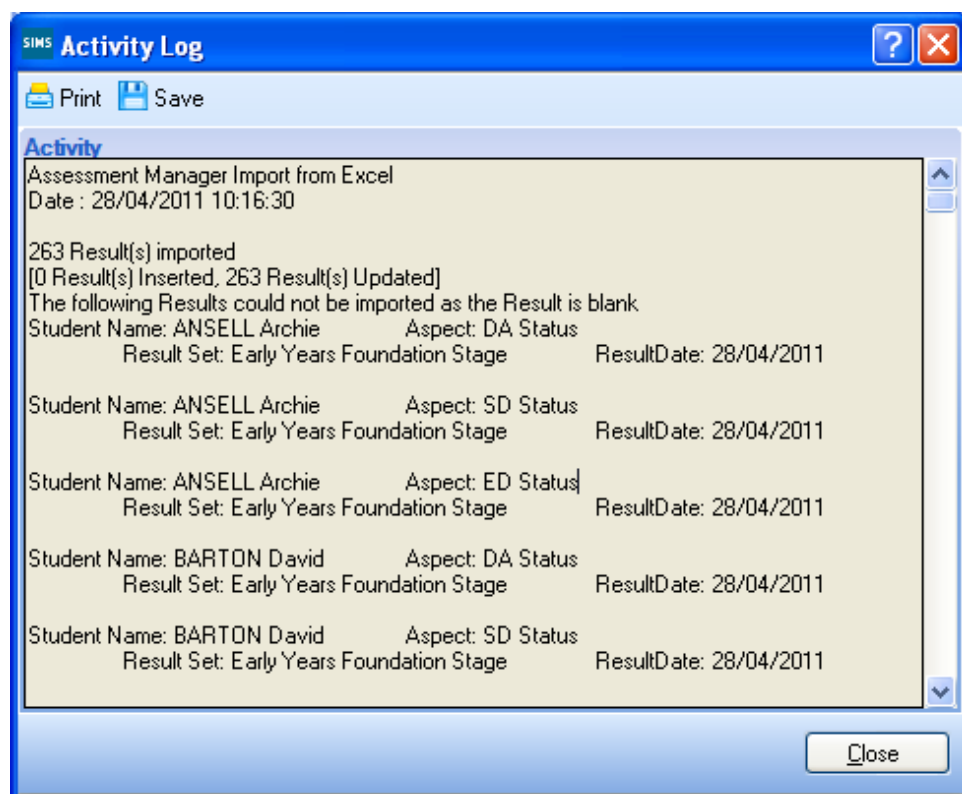
The student matching screen will be displayed as shown below.



All the students should match as shown opposite.

Click on the **Finish** button followed by the **Yes** button and the results will be imported.

An Activity Log will be displayed at the end of the process saying how many results were updated/imported. Click on the **Close** button.



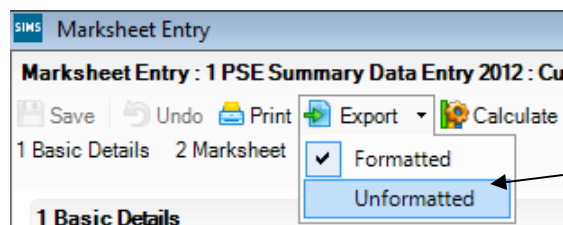
You need to go into each of the marksheets (not FSP) and press the **Calculate** button. You can go to the marksheets via the wizard (**Tools | Performance | Assessment | Wizard Manager**) or through the route **Focus | Assessment | Marksheet Entry**.

When you have completed all the statutory marksheets for the Key Stage, you can create a CTF to export the data to Management Information (instructions in the main notice).

Unformatted Export

The unformatted option is mainly used so the marksheet is more “print-friendly”.

We strongly recommend that you do not use the unformatted option if you want to import your results electronically. It should only be used for printing and manual input purposes. Instructions do follow however, if you choose to take this option.



From an open marksheet in Assessment Manager, click on the Export button, then the **Unformatted** option.

The marksheet will be exported to an Excel workbook as shown below. (This may take a few moments depending on the speed of your PC and the size of your cohort.)

A screenshot of an Excel spreadsheet showing the exported marksheet data. The spreadsheet has columns for 'Surname Forename', 'PSE Disp & Attitude Early Y Foundation Stage', 'DA Status Early Years Foundation Stage', 'PSE Social Dev Early Years Foundation Stage', 'SD Status Early Years Foundation Stage', 'PSE Emotional Dev Early Y Foundation Stage', and 'ED Status Early Years'. The data is organized into rows, with the first row being the header and subsequent rows containing student names and their corresponding assessment levels. An arrow points from a text box on the right to the 'SD Status Early Years Foundation Stage' column.

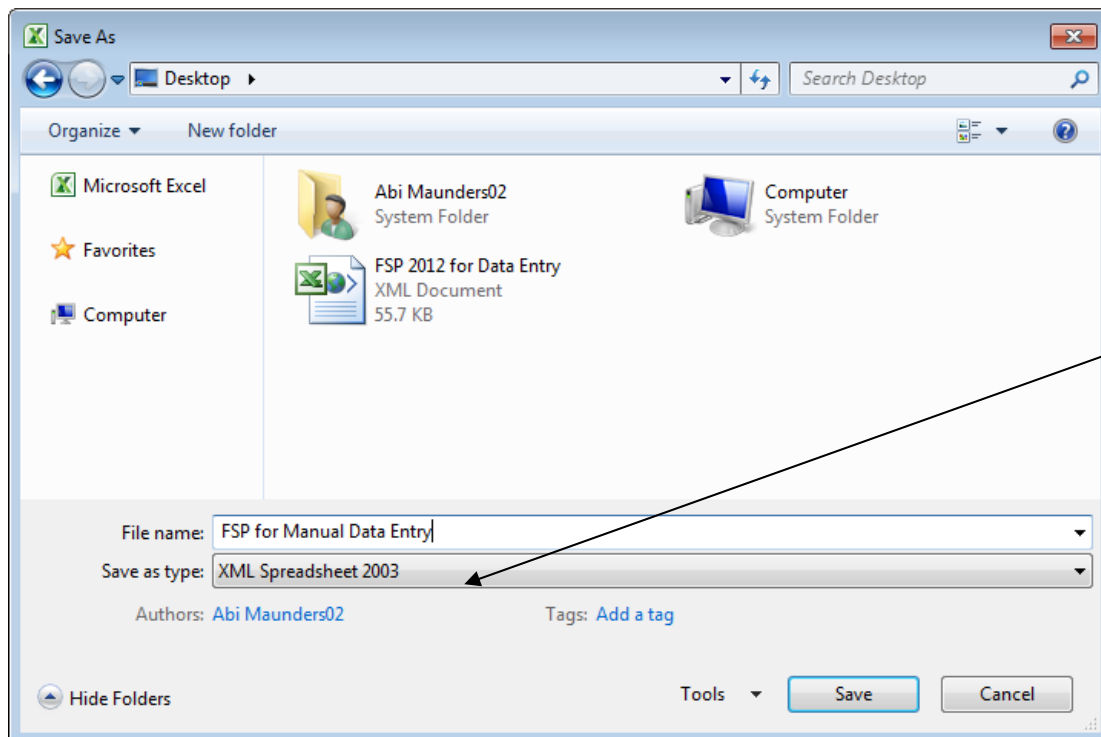
	A	B	C	D	E	F	G
	Surname Forename	PSE Disp & Attitude Early Y Foundation Stage	DA Status Early Years Foundation Stage	PSE Social Dev Early Years Foundation Stage	SD Status Early Years Foundation Stage	PSE Emotional Dev Early Y Foundation Stage	ED Status Early Years
1							
2	ADAMS Laura	7	Y	8		6	Y
3	AMNAR Tarak	5	Y	6	Y	6	Y
4	ASTWICK Gwenneth	6	Y	6	Y	6	Y
5	BOND Steve	7	Y	7	Y	8	Y
6	CAMERON Zara	8	Y	8	Y	9	Y
7	CARTER Hannah	4	Y	4	Y	3	Y
8	CHURCHILL Martin	7	Y	8	Y	8	Y
9	COOKSON Harry	8	Y	9	Y	8	Y

Margins and column widths can be altered so the spreadsheet can fit on to one page.

Use **File | Print Preview** to check this.

Once the page setup is correct, you can print out the spreadsheet, However, if the teachers concerned are going to enter the assessment levels into the unformatted export version, you will need to save the marksheet somewhere on your networked drive.

To save the file, go to **File | Save As** and choose a suitable name and location. In our example we have used **FSP for Manual Data Entry** as shown overleaf.

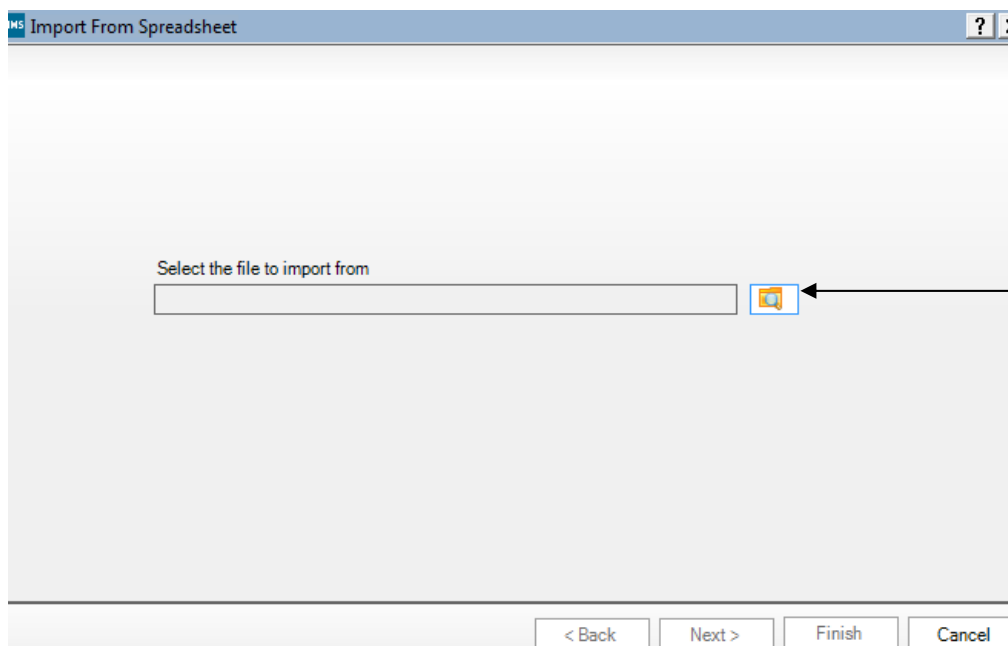


Depending on the key stage, there may be more than one statutory marksheet that you have to export to Excel.

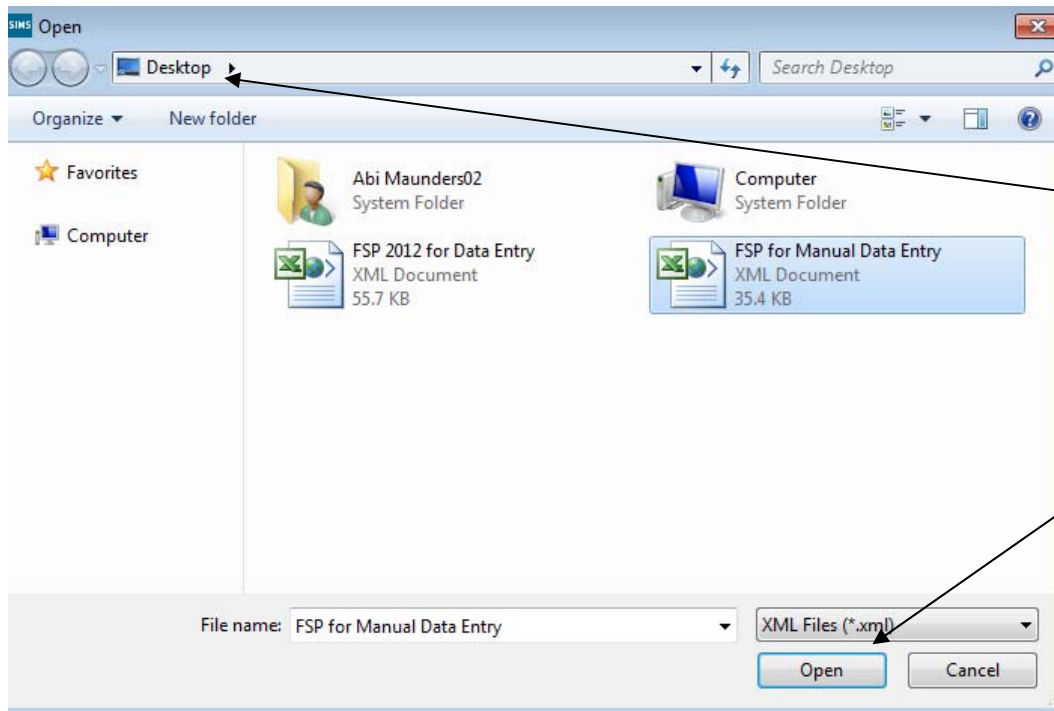
The teachers can now enter Scores or TA levels directly into the spreadsheet. When they have finished entering data they must click **Save NOT** Save As. This will ensure that only one spreadsheet contains all the results and it will be filed on your network at the location you originally chose.

When all the scores/TA Levels have been entered into the spreadsheets, you can import them back into Assessment Manager.

Once back in SIMS.net, go to **Routines | Data In | Assessment | Import from Spreadsheet** and the following screen will appear.

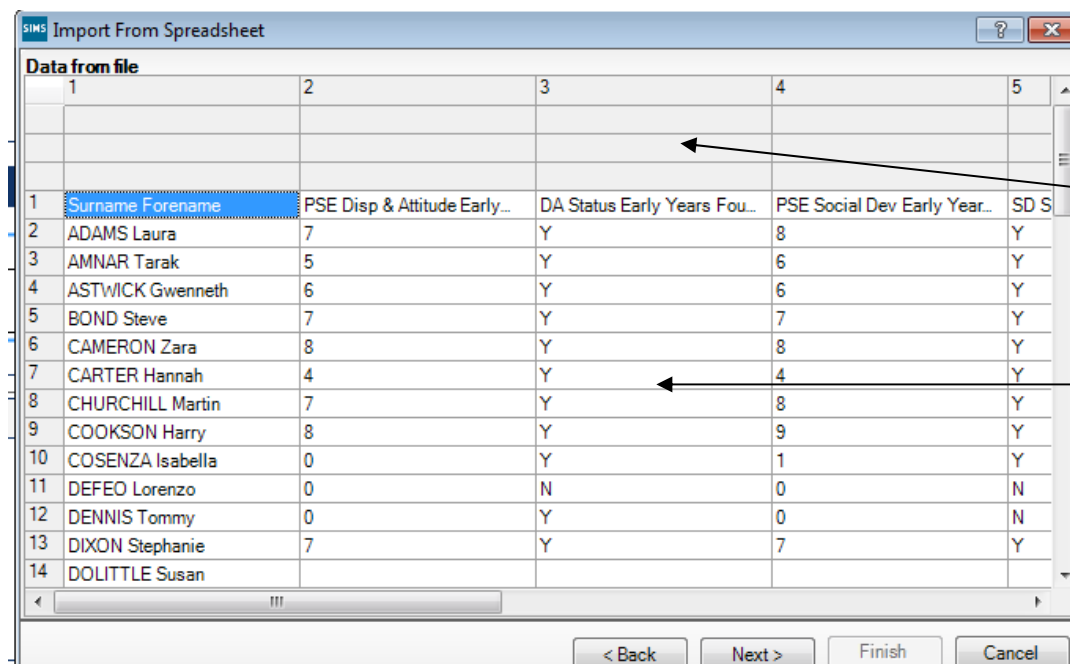


The screen shown overleaf will appear.



The file path will be displayed in the next screen. Click on the **Next** button.

The import screen will appear as shown below. In this step you have to match the incoming data to the correct Aspects in Assessment Manager.



You need to attach the correct Aspects to the data.

First of all, left click once in the white part of column 1

Then, right click over the **GREY** top area of the same column and the menu shown below will appear.

Choose the Surname Forename option and it will appear in the "Assessment Manager" part of the screen.

Data from file	
1	
1	Surname Forename
2	ADAMS
3	AMNAR
4	ASTWICK
5	BOND S
6	CAMERON
7	CARTER
8	CHURCHILL Martin
9	COOKSON Harry
10	COSENZA Isabella

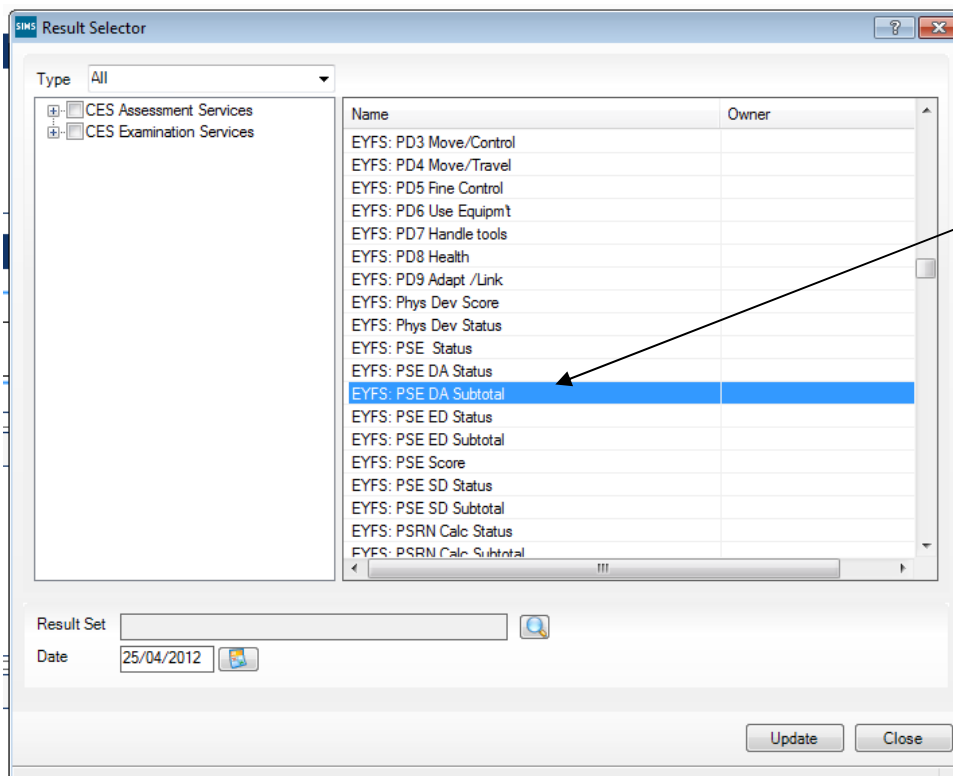
Data from file	
1	2
Surname Forename	
1	Surname Forename
2	ADAMS Laura
3	AMNAR Tarak
4	ASTWICK Gwenneth
5	BOND Steve

You now need to repeat this process for the other columns.

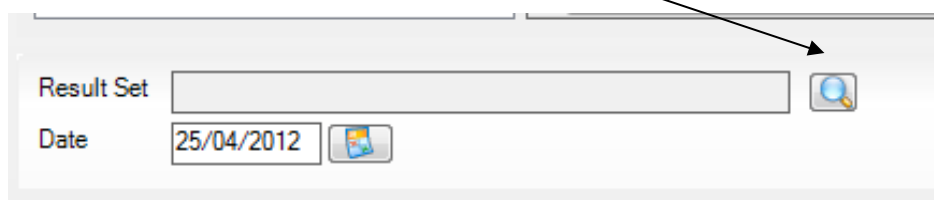
- Left click once in the white part of a column that contains assessment data
- Right click once on the grey area of the same column

This time, choose **Result** and the screen shown overleaf will appear.

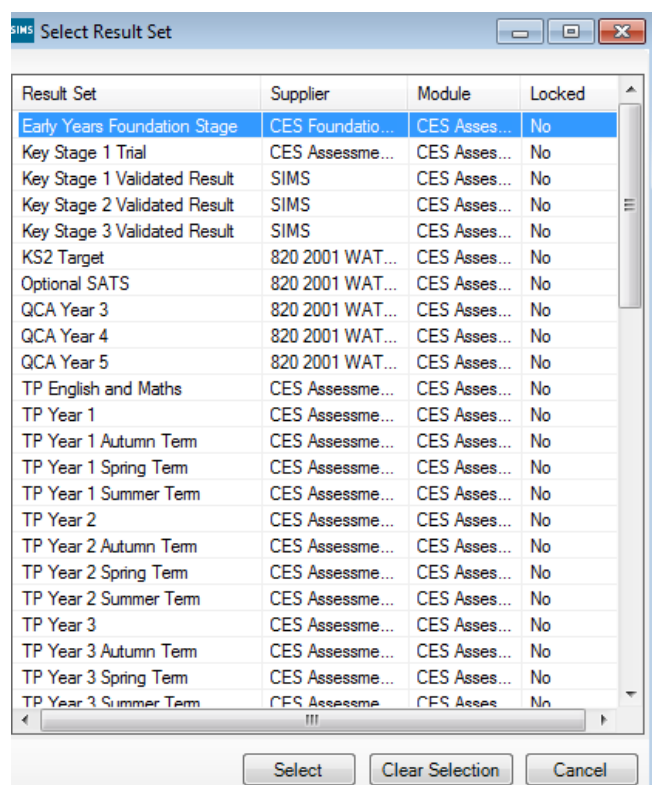
Data from file		
1	2	3
Surname Forename		
1	Surname Forename	PSE Disp & Att
2	ADAMS Laura	7
3	AMNAR Tarak	5
4	ASTWICK Gwenneth	6
5	BOND Steve	7
6	CAMERON Zara	8
7	CARTER Hannah	4
8	CHURCHILL Martin	7
9	COOKSON Harry	8
10	COSENZA Isabella	0



When you have found the correct Aspect for the column you are naming, click on it once to highlight. Then click on the magnifying glass by the **Result Set** field.



The screen shown below will appear.



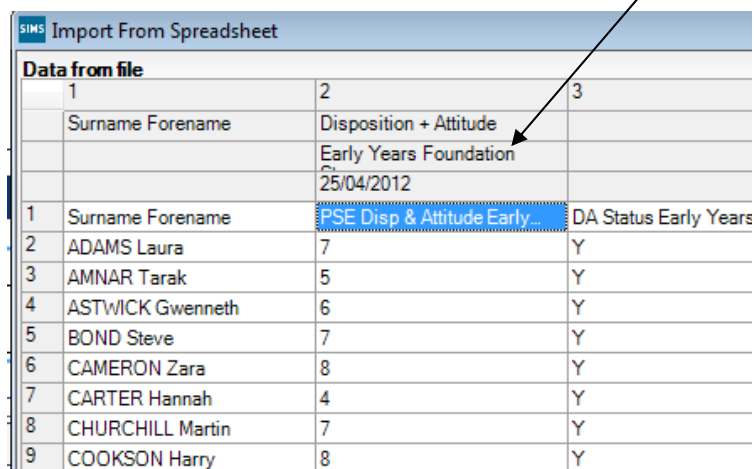
Depending on which key stage you are working on, choose one of the following:

- Early Years Foundation Stage
- Key Stage 1 Validated Result
- Phonics Check Year 1 or 2
- Key Stage 2 Validated Result

Click once to highlight, then click the **Select** button.

The Results Detail screen will be shown again, click on the Update button and you will be returned to the main data import screen.

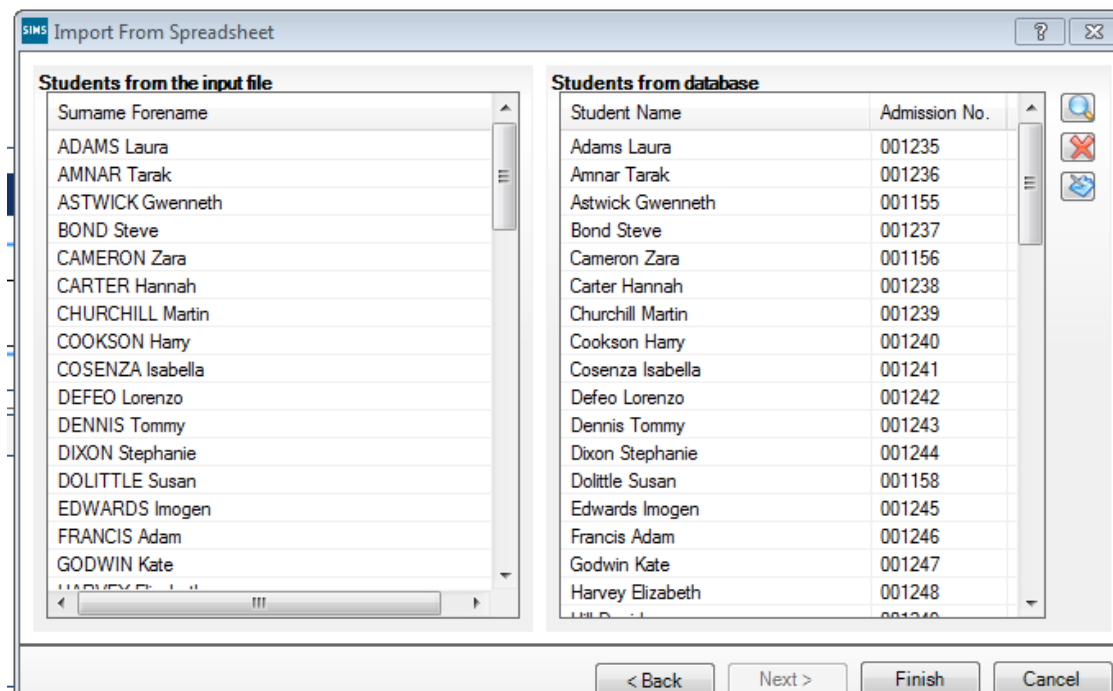
You will see that the column now has an “Assessment Manager” heading.






SIMS Import From Spreadsheet			
Data from file			
	1	2	3
	Surname Forename	Disposition + Attitude	
		Early Years Foundation	
		25/04/2012	
1	Surname Forename	PSE Disp & Attitude Early...	DA Status Early Years
2	ADAMS Laura	7	Y
3	AMNAR Tarak	5	Y
4	ASTWICK Gwenneth	6	Y
5	BOND Steve	7	Y
6	CAMERON Zara	8	Y
7	CARTER Hannah	4	Y
8	CHURCHILL Martin	7	Y
9	COOKSON Harry	8	Y

You can now continue assigning headings to the rest of the columns that need importing. When you have finished, click on the **Next** button to proceed.

The pupil matching screen will now be displayed as shown below.

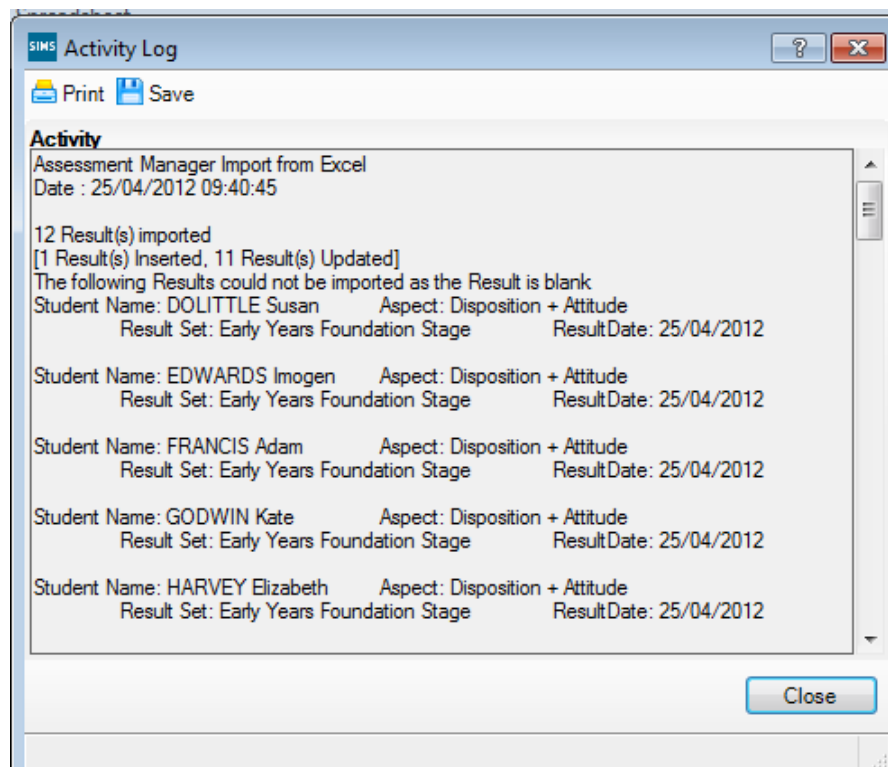


SIMS Import From Spreadsheet																																					
Students from the input file Surname Forename ADAMS Laura AMNAR Tarak ASTWICK Gwenneth BOND Steve CAMERON Zara CARTER Hannah CHURCHILL Martin COOKSON Harry COSENZA Isabella DEFELO Lorenzo DENNIS Tommy DIXON Stephanie DOLITTLE Susan EDWARDS Imogen FRANCIS Adam GODWIN Kate HARVEY Elizabeth	Students from database <table border="1"> <thead> <tr> <th>Student Name</th> <th>Admission No.</th> </tr> </thead> <tbody> <tr><td>Adams Laura</td><td>001235</td></tr> <tr><td>Amnar Tarak</td><td>001236</td></tr> <tr><td>Astwick Gwenneth</td><td>001155</td></tr> <tr><td>Bond Steve</td><td>001237</td></tr> <tr><td>Cameron Zara</td><td>001156</td></tr> <tr><td>Carter Hannah</td><td>001238</td></tr> <tr><td>Churchill Martin</td><td>001239</td></tr> <tr><td>Cookson Harry</td><td>001240</td></tr> <tr><td>Cosenza Isabella</td><td>001241</td></tr> <tr><td>Defeo Lorenzo</td><td>001242</td></tr> <tr><td>Dennis Tommy</td><td>001243</td></tr> <tr><td>Dixon Stephanie</td><td>001244</td></tr> <tr><td>Dolittle Susan</td><td>001158</td></tr> <tr><td>Edwards Imogen</td><td>001245</td></tr> <tr><td>Francis Adam</td><td>001246</td></tr> <tr><td>Godwin Kate</td><td>001247</td></tr> <tr><td>Harvey Elizabeth</td><td>001248</td></tr> </tbody> </table>	Student Name	Admission No.	Adams Laura	001235	Amnar Tarak	001236	Astwick Gwenneth	001155	Bond Steve	001237	Cameron Zara	001156	Carter Hannah	001238	Churchill Martin	001239	Cookson Harry	001240	Cosenza Isabella	001241	Defeo Lorenzo	001242	Dennis Tommy	001243	Dixon Stephanie	001244	Dolittle Susan	001158	Edwards Imogen	001245	Francis Adam	001246	Godwin Kate	001247	Harvey Elizabeth	001248
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Godwin Kate	001247																																				
Harvey Elizabeth	001248																																				
<div style="text-align: right;">    </div> <div style="text-align: center;"> <input type="button" value=" < Back"/> <input type="button" value=" Next >"/> <input type="button" value=" Finish"/> <input type="button" value=" Cancel"/> </div>																																					

The pupils on the left (from Excel spreadsheet) should match the pupils on the right (from SIMS.net). If they don't there will be an option on the right of the screen (magnifying glass) to manually match those pupils being imported with details held in SIMS.net.

Click on **Finish** and then the **Yes** button and the results will be imported.

An Activity Log will be displayed at the end of the process saying how many results were updated/imported. Click on the **Close** button.



You now need to go into each of the marksheets (not FSP) and press the **Calculate** button. You can go to the marksheets via the Wizard (**Tools | Performance | Assessment | Wizard Manager**) or through the route **Focus | Assessment | Marksheet entry**.

When you have completed all the statutory marksheets for the Key Stage, you can create a CTF to export the data to Management Information (instructions in the main notice).

Key Stage Two Teacher Assessments 2015

Appendix 2 – Reports

There is a facility within the Key Stage Two wizard to print and preview pupil and school reports. There are also National 2014 results contained within the school summary that can be used for comparative purposes.

To access the reports go to:

- Tools | Performance | Assessment | Wizard Manager
- Click on Key Stage Two Wizard England 2015 and then the **Next** button.
- Check that Year 6 or the correct user defined group are selected and click **Next TWICE**.

The report screen is displayed as shown below. There are four reports you can print or preview including:

- KS2 P1 Student England 2015 – Individual Pupil Reports
- KS2 P2 Comparative England 2015 – School 2015 and National 2014 results

Wizard - Key Stage 2 Wizard England 2015

Individual Report Format

Name	Edit Date
KS2 P1 Student England 2015	01/01/2015
KS2 P2 Comparative England 2015	01/01/2015
KS2 P3 Comp TAs by gender England 2015	01/01/2015
KS2 P4 Comp Tests by gender England 2015	01/01/2015

Membership Dates for Group: Curriculum Year 6

From: 05/05/2015 To: 05/05/2015 Refresh

Group Filter

Students

Surname	Forename	DOB	Reg Grp	
<input checked="" type="checkbox"/>	Acton	Jordan	11/02/2004	6VC
<input type="checkbox"/>	Adebayor	Emmanuel	15/02/2004	6KH
<input type="checkbox"/>	Americana	Kari	30/01/2004	6KH
<input type="checkbox"/>	Andrews	Jasmine	06/12/2003	6VC
<input type="checkbox"/>	Ariano	Pietro	22/01/2004	6VC
<input type="checkbox"/>	Baker	Jade	01/04/2004	6VC

Select All Deselect All

< Back Next > Finish Cancel

This is the **Preview** button.

This is the **Print** button.

KS2 P3 and P4 show School and National Test and TA results split by gender.

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 KS2 P2 Comparative England 2015 report and click the Preview or Print button. The report displays percentages for all pupils within your school and 2014 National results for all pupils. There are two separate test and TA reports that split the data by gender. You may choose to print one or multiple copies of either report by setting the number of copies required on the print manager screen.

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.