

Key Stage Data Collection Guidance Notes - Arbor

May 2023

Management Information

Kent
County
Council
kent.gov.uk



This guidance sheet explains how to create your XML (CTF) results file for each key stage and how to return the file to Management Information.

Please refer to Arbor's own guidance for details on how to enter your pupil level outcomes on your MIS, these can be found here:

[Introduction to DfE statutory assessments in Arbor and key dates – Arbor Help Centre \(arbor-education.com\)](https://www.arbor-education.com)

For information, these are the eligible outcomes/grades for each key stage:

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: <ul style="list-style-type: none">• 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.

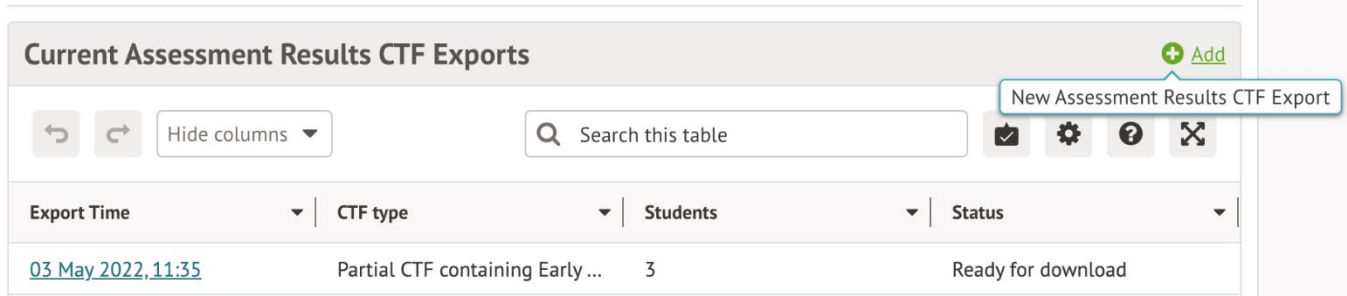
Phonics – Year 1 and Year 2

Eligible Entries
0 to 40
A or D

When all of the End of Key Stage or Early Years Foundation Stage Profile results have been entered, you can export the results via CTF. You can do this in one of two places:

- *Students > Assessments > DfE Assessments > Export Results*
- *School > Data > Export > Assessment Results*

DfE Assessment Exports



Export Time	CTF type	Students	Status
03 May 2022, 11:35	Partial CTF containing Early ...	3	Ready for download

Click **+Add** in the **Current Assessment Results CTF Exports** section and update the slide over with the data you want to export.

- **Export Type** - Choose which key stage you want to export data for. It is important to note that each CTF is titled Partial CTF because these files will only contain the assessment results and are therefore not as detailed as a student CTF.
- **Destination** - Here you need to choose whether the CTF will be sent to either the Local Authority or the Testing Agency.
You need to choose:
Kent 886 for EYFSP, Phonics and KS1
STA (Standards Testing Agency) or NAA (National Assessment Agency) for KS2
- **Year Group** - Leave this blank if you want all the students that took the test to be included. If you want to, for example, export your year 1 and year 2 Phonics Screening Check data separately, you would select Year 1 in this field.
- **Include only students enrolled on** - This section automatically chooses the current date however you might have a student that has un-enrolled since the test was done. Make sure that the date reflects the enrolment date that includes all students who sat the test (see overleaf).
- **Only export the most recent assessment results** - If you check this box we will only export the assessment results with the most recent dates. If it is unchecked we will export all results for the given export type. Make sure this is ticked when exporting Phonics, to exclude the students who passed the Phonics Check in June 2022. Please only export Year 1 pupils and those Year 2 pupils who have re-taken the Phonics Check in 2023, **not** all Year 2 pupils.

Please ensure that you return outcomes/scores for all the pupils you need to. Below is DfE guidance explaining the eligible periods for each key stage.

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 time 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.

When happy with the settings, click the green **Export** button.

Export Assessment Results

Information

To export a CTF file, please first pick the type of export you want. When you have done that, click Export. A CTF containing the chosen assessment results for the academic year will be created. It may take a little while to create the CTF, so please be patient. When it is finished you will be alerted by a notification, so keep an eye on those.

Export type*	Partial CTF containing phonics check data	✕	▼
Destination*	Local Authority	✕	▼
Year group?	Year 1	✕	▼
Include only students enrolled on?	20th Jun 2022		📅
Only export the most recent assessment results?	<input checked="" type="checkbox"/>		
Notes	<input type="text"/>		

Cancel

Export

The CTF will then show as processing. You'll receive a notification when this is ready to download.

DfE Assessment Exports

⚙️ We are generating your CTF in the background and will notify you when it is ready for download. ✕

Current Assessment Results CTF Exports + Add

↩️ ↪️ Hide columns ▼ 🔍 Search this table 📧 ⚙️ ⓘ ✕

Export Time	CTF type	Students	Status
20 Jul 2022, 10:34	Partial CTF containing phon...	54	Processing

in [Sign out](#) Arbor Community Help Centre

Notifications

CTF Generated: Kensington And Chelsea (207) less than a minute ago
54 students

If you refresh your page, the CTF will show as Ready for download. Click where it says **Ready for download**.

Current Assessment Results CTF Exports + Add			
Export Time	CTF type	Students	Status
20 Jul 2022, 10:34	Partial CTF containing phon...	54	Ready for download

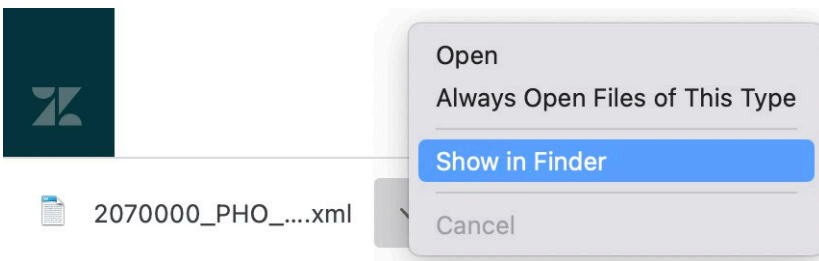
Scroll down to the bottom of the slide over and click **Download**.

Myrtie Yoell
... and 24 additional students.

DeleteCancelDownload

You can locate your file once you have downloaded it by right-clicking the download at the bottom of your page. **Do not open the file.** In Windows, select the 'View in folder' option.

You'll then need to submit the file.



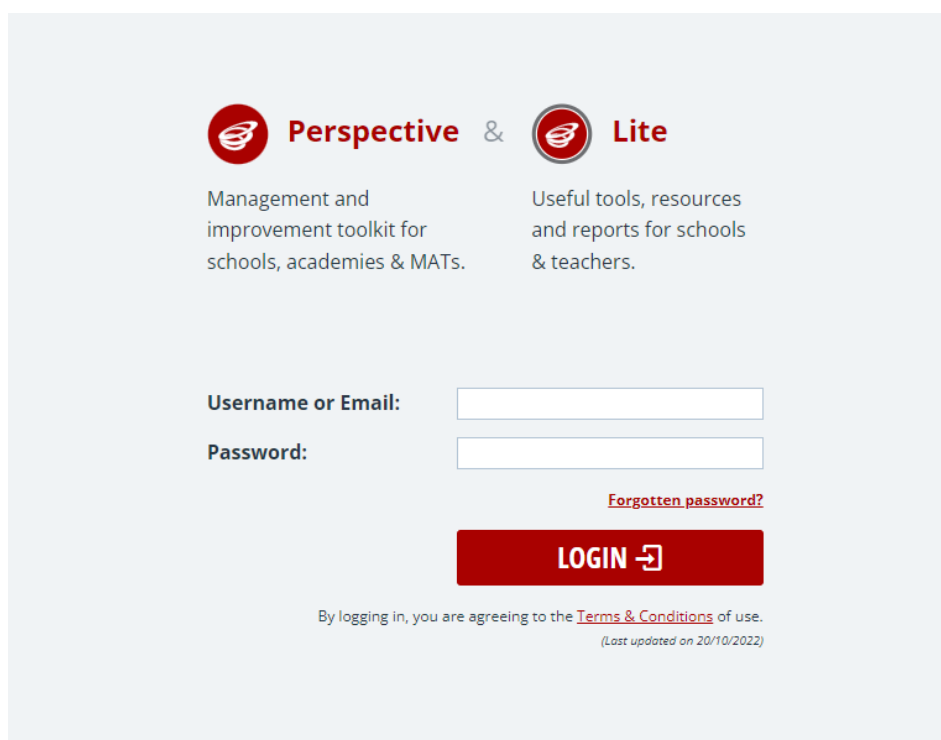
How to transfer your EYFSP, Phonics and KS1 XML files to Management Information



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.



 **Perspective** &  **Lite**

Management and improvement toolkit for schools, academies & MATs.

Useful tools, resources and reports for schools & teachers.

Username or Email:

Password:

[Forgotten password?](#)

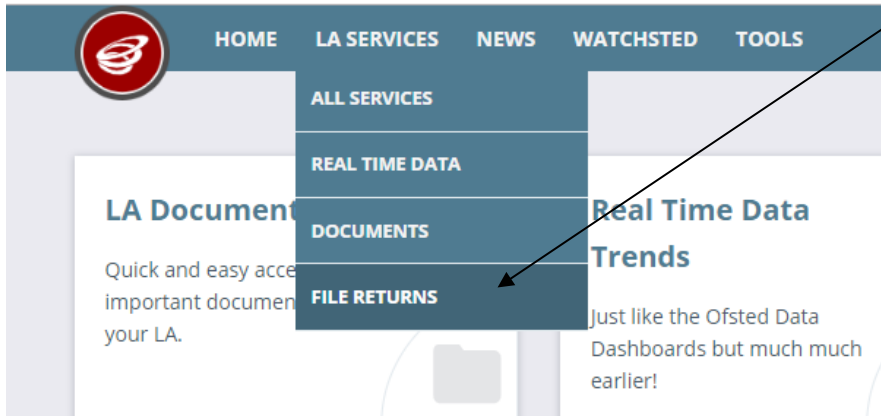
LOGIN →

By logging in, you are agreeing to the [Terms & Conditions](#) of use.
(Last updated on 20/10/2022)

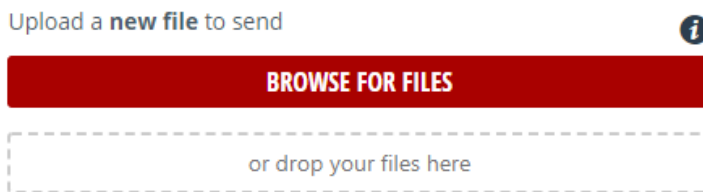
If you need help with your login details please e-mail Angel Solutions at perspectivesupport@angelsolutions.co.uk or call them on **0845 129 7196**.

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.

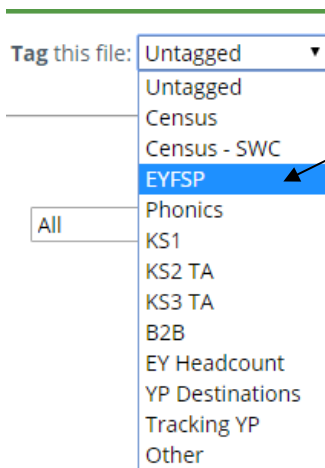
- Once logged in hover the mouse over **LA Services** and click on **File Returns**



- 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 where your export file from the system 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.

 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.

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:

<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.

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

Key Stage Two

MIEducation&WiderEH@kent.gov.uk