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 Bromcom's own guidance for details on how enter your pupil level outcomes on your MIS, these can be found here:
[Assessment Sheets List – Bromcom]

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: • 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.

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 timer before the half term, then the new school should submit the data.
- If half term dates differ between schools and LAs, it is the school or provider where a child attends (or will attend) for the longest period of time that submits the data

Phonics – if a pupil changes school:
- before the check period – the receiving school should assess the pupil and submit data for them
- during the check period – the receiving school should find out whether the pupil has already taken the check (if not, they should assess the pupil and submit data for them
- after taking the check – their result should be submitted by the school where they took the check and provided to the new school

KS1
- If a pupil changes school before Tuesday 2 May 2023 – the receiving school must administer the KS1 tests to the pupil and submit TA data for them
- If a pupil changes school during the KS1 test period in May 2023, the receiving school must find out which tests have already been administered to the pupil and administer any remaining tests. The school where the pupil was registered for the greater number of school days in May should submit TA data for that pupil to the LA.
- If a pupil changes school after Tuesday 30 May, the school where the pupil was registered during the KS1 test period must submit TA data.
- If a pupil arrives from a non-participating school or having been EHE, the receiving school should assess the pupil and submit data for them. If the pupil arrives on, or after Thursday 1 June data is not required.

KS2
- If a pupil changes school before test week, the receiving school must submit TA data for them.
- If a pupil changes school during test week, the school where the pupil was registered at the beginning of test week must submit TA data for them.
- If a pupil changes school after test week, the school where the pupil was registered during test week must submit TA data for them.

Creating your CTF - from the **Menu** on the left go to **Students** to open the **Students List Page**. There are three selection options, individually, by group, or select all:

- o Select individual **Students**: Select the **Students** that you are producing a **CTF** for by clicking on each individual **Student** record; or

- o Select by **Groups**: if the Year Group column is not already displayed, click on the 3 vertical blue bars to **Add/Remove Additional Columns**. Tick **Year Group** and **Save** to add it as a column to the **Student List Page.** Now you can filter by this Group.

- o Click on the Year Group you want to create a CTF for and click **Filter**

- o For Phonics – please ensure you create a CTF for **all** Year 1 pupils and **only** those pupils in Year 2 who have re-taken the screening check in June 2023.

- Once you have selected the required **Students**: from the **Actions** dropdown scroll down and select **CTF Export**. Change the **Export Type** to **the relevant key stage for this return/CTF**.

- Choose **KENT** in the Local Authority drop-down for EYFSP, Phonics and KS1.

CTF Export

Use this option to export data via CTF for the selected student(s).

Export Type:

EYFS Return ∨

☑ LA Return

Local Authority:
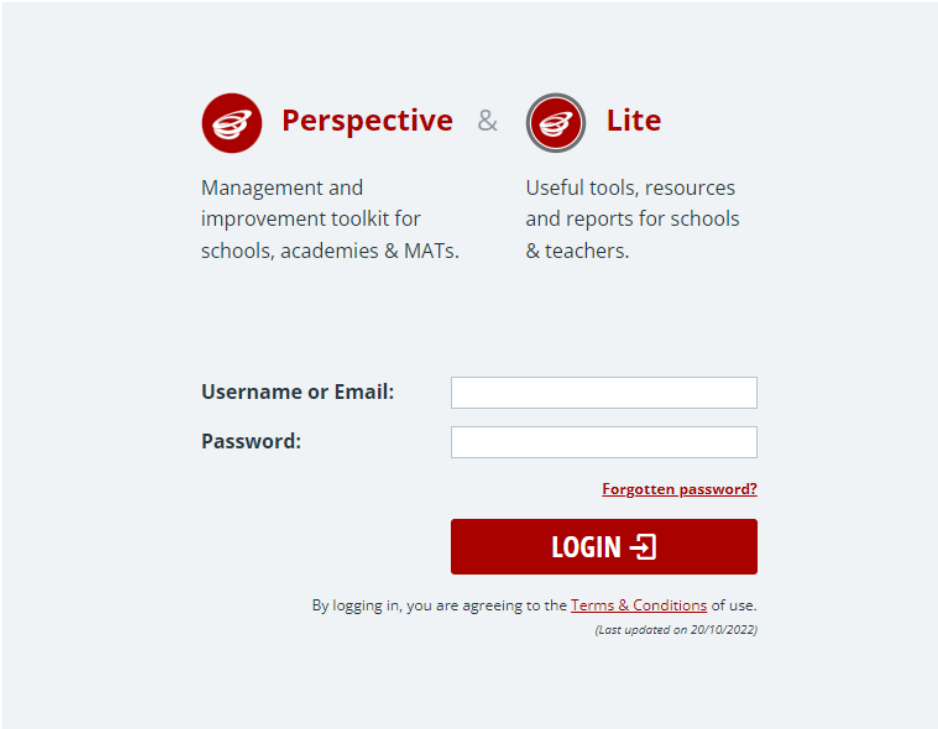
BROMLEY ∨

⬆ Export   ⊘ Cancel

- Click **Export** to complete the process.

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

As in previous years, files for EYFSP, Phonics and KS1 will be transferred via Perspective Lite. This is the website you use to transfer your School Census files to us.

Firstly, open **Internet Explorer** or another internet browser.

Type the website address in the address line **https://perspective.angelsolutions.co.uk** and press return.

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


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

Alternatively, if you click on the **Forgotten password?** link you can enter either your username (this is normally the school URN) or your e-mail address and a reminder of your login details will be e-mailed to you. The e-mail address that you enter will need to be the address that is assigned to your Perspective Lite login or the password retrieval will not work.
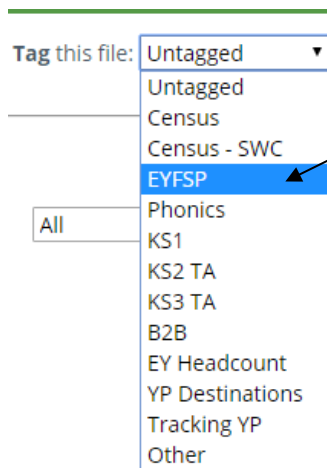
- Once logged in hover the mouse over **LA Services** and click on **File Returns**
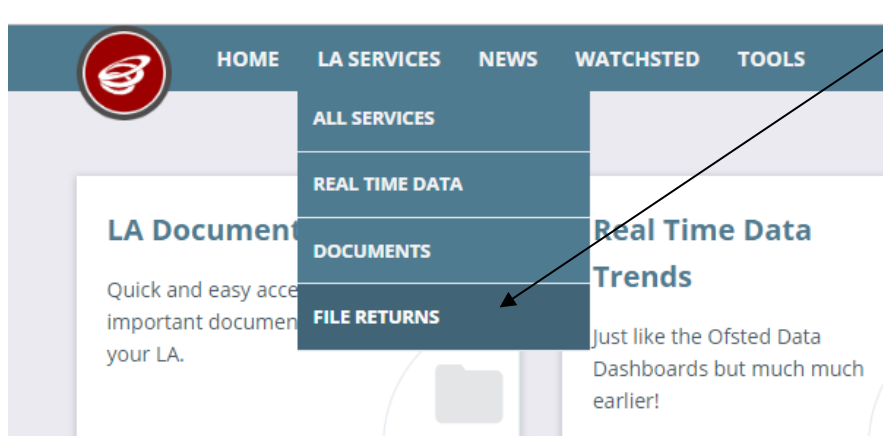
- To locate the file, you will need to click on the **Browse For Files** button. You need to navigate to the path on your network/PC where your export file from the system you use has been saved.
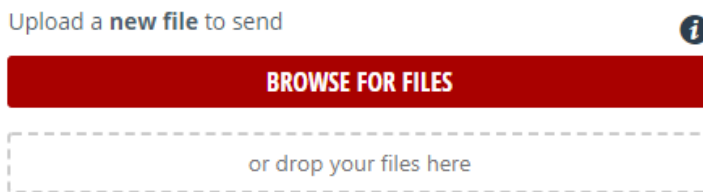
- Once your chosen file is displayed, select the **correct file tag** to correspond with the file you are uploading.

- 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.

> ℹ️ 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:
  - o All
  - o Sent and Not Yet Received
  - o 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