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**Management Information**

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Our Ref: CYPE/MI/2019 Data Collection

Date: 20 May 2019

Dear Colleague,

**EY Foundation Stage, Phonics, KS1 and KS2 Teacher Assessment Data Collection 2019**

I am writing to inform you of the data processing and collection arrangements for the above statutory assessment returns.

**EY Foundation Stage, Phonics and KS1 Teacher Assessment**

All necessary scores and outcomes will be collected by Management Information at pupil level. These should be entered into the relevant marksheets within Assessment Manager and returned to us via Perspective Lite (the online transfer system used for the School Census) in the form of XML files (by creating a Common Transfer File (CTF)).

If you do not use Capita SIMS you will need to create an XML file that contains all the assessment data for each pupil from your school's system. Any support you may need must come direct from your supplier.

All Information Notices for Capita SIMS users are now available on our KELSI web page for each of the data collections. Go to:

<http://www.kelsi.org.uk/school-management/data-and-reporting/management-information/key-stage-data-collections>

([www.kelsi.org.uk](http://www.kelsi.org.uk) then School Management | Data and Reporting | Management Information | Key Stage Data Collections)

Please note that if you are an academy or free school you must return your results to us, you do not need to upload to the DfE separately.

As in previous years we will not be able to accept results in any other format than XML.

The deadlines for the return of your results files are as follows:

Foundation Stage – Friday 28 June

Year 1 Phonics and Year 2 Retakes – Friday 21 June

Key Stage One – Thursday 27 June

*Continued overleaf*

It is our intention to provide schools with a pupil level report of the data they have submitted before the final DfE deadlines. This is to ensure that there are no data entry errors that will be carried forward into your Making Figures Speak for Themselves profiles and the provisional ASP data.

However, due to the volume of files we receive in a short space of time, we would appreciate it if schools submit their results to us **at least** a few days before the deadline dates given on the previous page. Once we have processed your data a pupil level file will be transferred to you via Perspective Lite. We will email you at the same time to let you know the file has been uploaded. The email address we will use is

«[School\\_Contact\\_Email\\_Address](#)»

Please let us know if you would like another email address to be used. Any amendments to your preferred email address can be sent to [management.information@kent.gov.uk](mailto:management.information@kent.gov.uk)

This service is free of charge if your results are returned to us by the deadline. If they arrive after this date the provision of the reports will be provided on a discretionary basis by Management Information.

### **KS2 Teacher Assessment**

Due to changes surrounding moderation dates that have been set by the DfE, Management Information will not be collecting, cleansing or forwarding to NCA Tools any KS2 Teacher Assessment outcomes in 2019.

**Instead, all schools must submit their own data to NCA Tools and amend any errors by Thursday 27 June.**

All schools should already have a nominated super-user of NCA Tools and can have up to 4 additional nominated users. NCA Tools is the website where you download your pupil level KS2 Test results every July. The NCA Tools website address is <https://ncatools.education.gov.uk/>

If the super-user has left or has forgotten their log in details you need to contact the National Curriculum Assessments helpline at [assessments@education.gov.uk](mailto:assessments@education.gov.uk) or by phone on 0300 303 3013.

Management Information will still offer support to schools during the data collection window and an information notice has been made available detailing how to enter your KS2 TA outcomes into SIMS and how to produce the XML file you need to submit to NCA Tools.

If you have any queries please contact the following:

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03000 422470

Yours sincerely



Abi Maunders  
Management Information Officer