



# Key Stage Two User Manual 2012



### Contents

User Defined Groups	3
Downloading the Key Stage Two Wizard	4
Importing the Key Stage Two Wizard into Assessment Manager	5
Running the Key Stage Two Wizard	6
Entering the Results on the Marksheet	7
Entering P Scales	8
Returning your Key Stage Two Results	9
Creating an XML (CTF) in SIMS.net	9
Reports	12

#### Assessment Manager

Please note that you will have to have at least version **7.144** to carry out this return. To check this you need to complete the following steps **Help** / **About SIMS.net**. If you do not have this version your SIMS will need to be upgraded.

#### 1. User Defined Groups

Before importing the KS2 wizard, you need to consider whether you need to set up a User Defined Group. A User Defined Group is used when

You have pupils who are not of 'normal' Year 6 age taking the Key Stage Two assessments. OR

If you have pupils who have left your school for whom you still need to report statutory results for.

For further information please see page 42 – Section 10.6 of the Key Stage 2 Assessment and Reporting Arrangements (ARA)

If neither of these points applies to your school, skip to Section 2 – Downloading the Key Stage Two Wizard. Otherwise, please follow the guidelines below.

Go to Focus / Groups / User Defined Groups and the following screen should appear

us <u>R</u> eports I	Routines Tools	Window He	lp				
back	Forward	<b>**</b>		2 😒 🚺	1 📔 🔲 📝	2 0 5	5 😂 🗳
Maintainllee	r Defined Grouns		- 11				
	a Donnou Groups						
- Maintain Use	1.40.0		Internet Sector		a 11		
New M Search	Den 🕺 De	elete 🛑 Print	Browse	🖗 Next 👚 Pre	vious		
New M Search	Dopen 🛠 Do	elete 🛑 Print	Browse	Next 🏠 Pre	vious		
New M Search	m (Ctrl+N)	elete 💼 Print	Browse	Next 🕜 Pre	vious		
New M Search	m (Ctrl+N)	elete 🗂 Print	Browse	Next 👚 Pre	vious		_,
New M Search	M Ctrl+N)	elete 🗂 Print	Browse	Next 👚 Pre	vious		
New M Search	M (Ctrl+N) (Any>	elete 🗂 Print	Browse	Next 🏠 Pre	vious		

Click on the New button and the screen below should appear

<u>1</u> Group Details		
Group Description	Key Stage Two 2012 Active State Active	Add a relevant Group Description &
Short Name	KS2 2012 Current Main Supervisor	Short Name.
Notes	Pupils taking Key Stage Two Assessments 2012	Make sure the Active State Is <b>Active</b> .
Include in Discover		If you wish, add a brief note.
2 Membership		
Effective Date Range	01/09/2011 - 31/08/2012 Academic Year Academic Year 2011/2012	Then click on the <b>Action</b> button and click <b>Add</b>
Cursor Day	monday	Member.
Cursor Date	12/12/2011	
Zoom 🆓 Action	•	
Member	Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug	

The screen on the following page will then show the select members screen.

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.

To select all the relevant KS2 pupils click on the first pupil, hold Shift key and select the last pupil. To select individual pupils click on the first pupil, hold CTRL key and click pupils there after.

For any pupils who are not in NC Year 6 and for whom you need to report results for you can select them now. When all pupils are selected click the **OK** button.

The membership panel should now be completed with your current year 6 pupils and any other pupil selected within the previous step.

If you have a pupil(s) leave who also need to be reported please click on **Action** / **Add Member** button again. This will return you to the Select Members screen. From here click on the Group Type filer and select **All** then **Search**. Find the relevant pupil(s) and highlight, then click on **OK**. You will now be returned to the Membership screen where all chosen pupils will be displayed.

<u>1</u> Group Details							
Group Description	Key Stage Two	2012	Active	State	Active	~	
Short Name	KS2 2012		Curren	t Main Supervisor		<u> </u>	
Notes	Pupils taking K	ey Stage Two Asse	essments 2	012			
Include in Discover							
2 Membership							
Effective Date Range	01/09/2011 - 3	81/08/2012	Q	Academic Year	Academic Year 201	1/2012	~
Cursor Day	Tuesday						
Cursor Date	17/07/2012						
Zoom 🆏 Action							
Member		Sep <mark>Oct</mark> N	ov Dec	Jan Feb M	lar <mark>Apr M</mark> ay	Jun Jul Aug	^
Bandaras, Jose - 6KH							
Chakma, Bryn - 6VC							
Fatania, Kalpina - 6KH							
Malossini, Rocco - 6KH	1						

Click on the Save button near the top of the screen and close.

#### 2. Downloading the Key Stage Two Wizard

All Key Stage Wizards will be imported on to your system when you install the 7.144 release.

If you have any problems with the AMPA files please contact EIS Helpdesk on 01622 672779 (if you have a current support contract)

#### 3. Importing the Key Stage Two Wizard into Assessment Manager

Go to Routines / Data in / Assessment / Import and the following screen should appear



#### **Please Note**

If the screen below appears please select how you see fit. If you have any problems please contact EIS on 01622 672779 or by emailing eis.support@Medway.gov.uk

There are n available for	ew/updated Assessm import. Do you wish	ent Manager Res to update your sy	ources stem ?
Please Do not Using s	note that this may to close SIMS until thi ome areas of SIMS (	ake some time. s import process during import may	is complete. cause a system cra
AMPA	ARK Resources		
Track	ing Templates and G	ids 🗹	
	Yes	No	Remind me lat

Select the magnifying glass and the following screen should appear



The system should default to SIMS.net.

If this does not happen you will have to navigate to it by clicking on the drop down arrow.

Within the screen shown above you should see an AMPA folder. Double click on this and then open the following folders **England Primary (and Middle Deemed Primary)** and then **Assessment Manager**.

The following screen should be displayed with the wizards included. Click on **Key Stage 2 Wizard England 2012**.



The import screen will now be shown. Please make sure that the **Overwrite with default values box** is ticked and the select **Finish** followed by **Yes** to start the import process and finishing by selecting **Close**.

#### 4. Running the Key Stage Two Wizard

Click on Tools / Performance / Assessment / Wizard Manager and the following screen will appear.

Select \	Wizard			
Filter	Incomplete	-		
Name		Edit Date	Complete	
EYFS F	Profile Detail Wizard 2010	01/01/2010		
EYFS F	Profile Detail Wizard 2011	01/01/2011		
EYFS F	Profile Summary Wizard 2010	01/01/2010		
Key Sta	age 1 England 2010	01/01/2010		
Key Sta	age 1 Wizard England 2011	01/01/2011		
Key Sta	age 1 Wizard England 2012	01/01/2012		
Key Sta	age 1 Yr1 Phonics Screening	01/01/2012		
Key Sta	age 2 England 2010	01/01/2010		
Key Sta	age 2 Wizard England 2011	01/01/2011		
Key Sta	age 2 Wizard England 2012	01/01/2012		

A list of **all** the Wizards on your system will be displayed. Make sure the filter says **Incomplete**. Click on the **Key Stage 2 Wizard England 2012** and click on the **Next** button.

sı	<sup>15</sup> Wizard - Key Stage 2 Wizard England 2012	? 🔀
S	elect Group	
		Q

A group of pupils will now need to be selected. To do this click on the magnifying glass. If you followed Section 1 - User Defined Groups click on the + symbol next to **User Defined Groups** and select the relevant name e.g. **Key Stage Two 2012** and then **apply** then **next**.

#### OR

If you did not create a User Defined Group select the + symbol next to **National Curriculum Year Group** and select **Curriculum Year 6** then **apply** then **next**.

E 01/00/2011	-	01/00/2012		
-rom 01/03/2011	10	31/08/2012	Refresh	
National Curriculum Year				
Curriculum Year 1				
Curriculum Year 2				
Curriculum Year 3				
Curriculum Year 4				
- Cuniculum Year 5				
Curriculum Year 6				
Cumculum Year R				
Cumculum Year N2				
Evan Parfamanaa Cabat				
Liser Defined Groups				1
CAL				
James Class of Spacials				
Key Stage 1				
Key Stage One 2012				
Key Stage Two 2012				
Often Late				
Poor Attenders				_
Sibling Absence				1

#### 5. Entering the Results on the Marksheet

There are two statutory marksheets that need to be completed by your school

#### KS2 A. All Subject TAs 2012 KS2 C. P Scales Data Entry 2012

<sup>sins</sup> Wizai	rd - Key Stage 2 Wizard Englan	id 2012			2 🛛
Markshe	ets				
Filter:	Incomplete V Ple	ase select a Markshe	et and click on the	pencil to enter/edit data.	
Templa	ite	Group	Last Used	Complete	0
KS2 A.	All Subjects TAs 2012	Key Stage Two 20			
KS2 B.	Minimum Subject TAs 2012	Key Stage Two 20			
KS2 C.	P Scale Data Entry 2012	Key Stage Two 20			
KS2 D.	Test Summary Data Entry 2012	Key Stage Two 20			
KS2 E.	En Test Results Data Entry 2012	Key Stage Two 20			
KS2 F.	Ma Test Results Data Entry 2012	Key Stage Two 20			
KS2 G.	Broadsheet Review 2012	Key Stage Two 20			
		< Back	Next >	Finish Ca	incel

To select the first marksheet click on **KS2 A. All Subject TAs 2012** and select the green pencil. This will open the marksheet ready of data input.

Marksheet Entry																
Marksheet Entry : KS2 A. All Subjects	TAs 2012 : I	Key Stage Tv	vo 2012													
💾 Save 🛛 🔄 Undo 📥 Print 櫌 Export	🝷 🙀 Calc	ulate														Help 🐈 Fav
1 Basic Details 2 Marksheet																
1 Bassic Dataile																
Notes	This M	arksheet can	be used to e	enter the deta	ailed outcome	es of Teache	r Assessment	s in English,	Maths, and	^						
	Scienc	e at Key Stag	ge 2 in 2012.													
	Should	you wish to	enter the min	imum data, yı	ou might con	sider using th	e Marksheet	, "KS2 B. Mir	nimum	~						
Last Used																
Data entry for this Marksheet is complete	te 🗆															
2 Marksheet																
Result Date 09/05/2012 Sro	oup Members	hip Date	09/05/2012	[ [ 🔄	Refresh 🤇	Summary	👬 Narrow	🗟 Zoom								
Group Filter																
				f					£					£	f	f
	1 TR	a fil	l l l	a fing	l III		and the second	esult se	l ling	and the second	esult	and the second	l fing	1 Ins		
	ete	ed B	e B	eg	e de la	6 B B	ed B G	ed B	gg	58	ses ed B	e P	s e e	elect	*	
	e Li	ligat	ligat	Subj	nd A	er an	e & Si	ng D	Subje	fic E	oces	als	lidat	Sut	Chec	
	2 Vi	eadir 2 Vz	2 V2	2 Visit	2 Vi	2 ville	2 Ve	2 Ve	2 Vc	2 Vz	le Pr	ateri 2 Vi	2 Vis	ence 2 V <sub>k</sub>	Ę.	š
왕	T1 S	T2 R	T3 W	AEn	11 U	T2 N Stage	T3 S Stage	T4 H Stage	AMa	T1 S Stage	T2 Li	T3 M Stage	T4 P	A Sc stage	1 E	t d
Inde	N N N	N N N	N A	L S	AA (ev 5	AA (ev 5	AA (events)	AAA (ev S	¶ I (e§	S S	6 A	S S	e c	50	122	Grad
BANDARAS, Jose															-	
CHAKMA, Bryn																
FATANIA, Kalpina																
MALOSSINI, Rocco																

Results will need to put input for all columns without f symbol in top left corner – these will fill in automatically when the Calculate button is selected.

#### Please note

If you have a pupil with SEN at level W, you must enter W on this marksheet as well as entering the P Scale level on the P Scale marksheet.

If an incorrect value is entered into a column the message below will appear. This will then supply you with a valid value to aid you in correcting this error.

👐 View Invalid Result	? 🛛
🚔 Print 💾 Save	
Activity	
The entered result value "i' is invalid	<u>^</u>
The valid range of values for this column are:	
6	
5	
43	
2	
w .	
D A	
Ļ	
r P	
	100
L	<u>.</u>
	Close

Once all results have been input please click on the **Calculate** button which can be found at the top of the screen. You now need to check whether you have any missing results. To do this, right click on the Missing Entry Check column heading and select **Order Rows** / **Descending**.

Once all missing marks have been corrected click on the **Calculate** / **Save** / **Close** which will take you back to the wizard view.

#### 6. Entering P Scales

At this point you need to consider whether P Scales have to be entered into the relevant marksheet. All SEN 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 P Scales for pupils with SEN at Level W is statutory.

To open the marksheet select KS2C P Scale Data Entry 2012 and click on the green pencil.

arksheets				
ilter: Incomplete	Y Please sele	ct a Marksheet and cli	ck on the pencil to enter/edit da	ita.
Template	Group	Last Used	Complete	0
(S2 A. All Subjects TAs	Key Stage Two 2012			
S2 B. Minimum Subje.	Key Stage Two 2012			
(S2 C. P Scale Data E.	Key Stage Two 2012			
S2 D. Test Summary	Key Stage Two 2012			
S2 E. En Test Results.	Key Stage Two 2012			
S2 F. Ma Test Results	Key Stage Two 2012			
S2 G. Broadsheet Rev	Key Stage Two 2012			

You can now enter P Scales for the pupils who are working at Level W and who have also been identified as having SEN. You do not need to enter values for any other pupils.

#### The valid P Scales for each subject are:

P Scale Subject						Valid E	Intries					
English	P1i	P1ii	P2i	P2ii	P3i	P3ii	EAL					
Reading	P4	P5	P6	P7	P8	EAL						
Writing	P4	P5	P6	P7	P8	EAL						
Speaking	P4	P5	P6	P7	P8	EAL						
Listening	P4	P5	P6	P7	P8	EAL						
Mathematics	P1i	P1ii	P2i	P2ii	P3i	P3ii	EAL					
Number	P4	P5	P6	P7	P8	EAL						
Using and Applying Maths	P4	P5	P6	P7	P8	EAL						
Shape Space and Measures	P4	P5	P6	P7	P8	EAL						
Science	P1i	P1ii	P2i	P2ii	P3i	P3ii	P4	P5	P6	P7	P8	EAL

If a pupil is at Level P1i to P3ii OVERALL in English, then reading, writing, speaking and listening levels 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 levels 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 level.

• 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 "EAL" (available in the drop down menu) will need to be entered in the relevant subjects.

#### 7. Returning your Key Stage Two Results

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 Results.

The XML file needs to be uploaded to the NCA Tools website https://ncatools.education.gov.uk/.

#### **Please Note:**

There is an extra screen to the wizard that creates an export file to return to either the LA or NAA. Please do not go through this process.

#### 8. Creating an XML (CTF) in SIMS.net

From the SIMS.net main page; go to Tools / Setups / CTF. The following CTF defaults page will appear:

SIMS .net: WATERS EDGE PRIMARY SCHOOL	
<u>Focus</u> <u>Routines</u> <u>Tools</u> <u>Window</u> <u>Help</u>	
📚 🥌 Back 🔹 🛶 Forward 🛛 🍔 👂 🗭 🚰 💱 🚺 🚺 🎇 🖾 🗟 💽 🗳 💭	
Configure CTF Defaults	
Pave 1 Jundo	
1 Directory Details 2 Data to be Imported by Default 3 Data to be Exported by Default 4 Alternative Destinations	Make a note of these two
1 Directory Details	file paths; you will need to
CTF import directory C:\SIMS\CTF\CTF IN	know what they are later
CTF export directory C:\SIMS\CTF\CTFOUT	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 the SIMS.net directory is.

It will probably follow the path: Program Files\SIMS\SIMS.net\CTFIN

The third section on the page is entitled Data to be Exported by Default.

3 Data to be Exported by	Default				
Student Basic Details	•	Student Address	•	Student Contacts	Please ensure that
SEN Information		Assessment Data Include KS1 Tasks/Tests		School History	the following
Attendance Summary		Looked After		FSM History	
Collect Attendance Data From	SIMS Attendance	Module			

Once the data on this screen is correct, select the Save button. The CTF now needs to be created.

Go to Routines / Data Out / CTF / Export CTF. The following screen will appear.

SIMS .net: WATERS E	OGE PRIMARY SCHOOL									
cus <u>R</u> eports R <u>o</u> utines	<u>T</u> ools <u>W</u> indow <u>H</u> el	p 🔼 🖿 🛋 🔊	h   <b>6.2. 6</b> 2			( <b>P (R</b> )				Make sure the view is
Back •	Forward 🛛 📷 🐻					1 🧑 🚰   G	1			Make sule the view is
ata to be Exported 2 St	udent Options 3 Studer	nts 4 Exception Log							•	Leavers this year.
Data to be Exported										Ensure that <b>the</b>
Student Basic Details	Stud	lent Address	¥	Student Cont	lacts					
SEN Information	Ass Inclu	essment Data ude KS1 Tasks/Tests	Ø	School Histo	ny					Include Students
Attendance Summary	Lool	ked After		FSM History						already exported box
Optional Data Descriptor free text e.g. Update to K which will appear in the I header.	for a partial CTF - Please 52 assessments for QCD JataDescriptor tag within	e enter A, the CTF	+	promotion	<b>V</b>	•				Refresh Students button.
Effective Date 09/0	5/2012 🚺 View	w Current and Leaver	s this year 💽	Include stude already expor	nts 🗹 🚺	1] Refresh Stude	nts			Now click on the Year
LIPN	Preferred Surname	Preferred Fo	rename	Ren Gro	Year Gro	Year Taucht	Destination I A/Other	Destination School		Group anow and
M820200105001	Ackton	Stan	- Conditio	5BB	5	5	Costinguon Derotilei	Costingtion Control		select Year 6
J823200110003	Ackton	Stephen		ELM	1	1			_	
M820200106060	Acton	Jordan		зто	3	3			_	
B820200106090	Acton	Samantha		4ES	4	4			_	

The Year 6 Pupils will now be filtered as shown below.

SIMS .net: WATERS	EDGE PRIMARY SCH	00L				
ocus <u>R</u> eports R <u>o</u> utine	es <u>T</u> ools <u>W</u> indow	<u>H</u> elp				
🗟 🖕 Back 🔹 📄	Forward 🛛 📚 💈	2 📔 📭 🛃 😒	1 🖌 隆	1 2 2	💽 😫 🞑 🕰	
Export CTF						
Data to be Exported 2	Student Options 3 S	itudents 4 Exception Log				
1 Data to be Exported						
Student Basic Details	V	Student Address		Student Contac	ts 🗌	
SEN Information		Assessment Data Include KS1 Tasks/Tests	<b>V</b>	School History		
Attendance Summary		Looked After		FSM History		
2 Student Options Effective Date	/05/2012	View Current and Leaven	s this year 🔽	Include students already exporter	P P Refresh Students	1
3 Students	121 27 222		121 222	and the second se		
UPN	Preferred Surname	Preferred Forename	Reg G.	Year G. MY	ar Taught 😿 Previous Destination	Destination LA/Other
D820200105071	Bandaras	Jose	6KH	6 6		National Assessment Age.
P820200104009	Chakma	Bryn	6VC	6 6		National Assessment Agency
N820200104020	Fatania	Kalpina	6KH	6 6		National Assessment Agency
C820200105049	Malossini	Rocco	6KH	6 6		National Assessment Agency

- Left-click once in the **Destination LA** / **Other** 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 / Other** box for the first pupil
- Scroll down the list of LA's until you find National Assessment Agency (NAA), the list should be in alphabetical order.
- Click on NAA and all pupils will now have this destination. The Destination School column does not need to be completed.

Check that all pupils have been given **NAA** as a destination. Whilst testing the software it has been found that pupils at the bottom of the screen have been assigned a different destination or no destination at all.

To do this, left-click once on the **Destination LA / Other** heading. This will sort the column into Ascending order (an up arrow will appear next to the header). Any pupils who have not been assigned to an LA will now be at the top.

Click on the down arrow for each blank pupil and select NAA manually.

Now, left-click once, again on the **Destination LA** / **Other** heading. This will now sort the column into Descending order (a down arrow will now be displayed next to the header). Any pupils who have been assigned to an incorrect LA will now be at the top.

Again, click on the down arrow for each incorrect pupil and select NAA manually.

When you are sure that all the relevant pupils have **NAA** as the **Destination LA** / **Other**, if you had no errors, you can continue.

When the export is complete there will be a message may appear about an Address Tidy and Merge. Click on the Yes button to proceed.

This will export the CTF to your chosen file location and may take a few seconds. Once the file has been created the following screen will appear. Please make a note of the file name as you will need this later and then click on **OK**.

Export complete. CTF file(s) created:	×
8235001_CTF_NAALLLL_001.xml	
OK	

CTF

The Exceptions Log will now appear. Please check that within this screen the **Number of students in file** matches the **Number of students processed** and that it is what you expect. **Number of students not exported** should be **zero**.

All errors relating to UPNs or KS2 teacher assessment must be corrected within your MIS and a new file created. If there are any errors relating to EYFS they can be ignored and you can process to the next step.

## If you experience any problems or would like further advice please call Management Information on 01634 331047, 331048 or 331068.

For support using NCA tools, contact the National Curriculum assessments helpline on 0300 303 3013, email <u>assessments@education.gov.uk</u> or typetalk 18001 0370 000 2288.

#### 9. Reports

Within the Key Stage Two wizard there is a facility to produce reports and compare them to the previous years National results.

To access the reports click on Tools / Performance / Assessment / Wizard Manager.

Click on Key Stage Two Wizard England 2012 and then next Check that the correct group has been assigned – Year 6 or Key Stage Two 2012 – then select next twice.

The next screen should be "Individual Reports". Within this screen there are four reports

- KS2 P1 Student England 2012
- KS2 P2 Comparative England 2012
- KS2 P3 Comp TAs by gender England 2012
- KS2 P4 Comp tests by gender England 2012

invitude incport i office	at			·
Name		Edit Dat	e 🔝	Previev
(S2 P1 Student Englan	d 2012	01/01/2	012	Print
(S2 P2 Comparative Er	igland 2012	01/01/2	012	
(S2 P3 Comp TAs by g	ender England 2012	01/01/2	012	
K52 F4 Comp Tests by gender England 2012			612	
rom 09/05/20 roup Filter	2 3 To 09/05/20	12 Refre	sh	
Idents		L DOR	L Des Ca	
Junane	Forename	22/04/2001	ciciu	
Chalana	Demine	23/04/2001		
	Kalaina	00/02/2000	CKH	
Malaasini	Paper	21/02/2001	CKU	
	10000	01/00/2001	J. J	
Select All Des	elect All			
Select All Des	electAll			

Please select the relevant report and the option that best suits your school by clicking on the icon next to the reports. This may take some time due to the number of students selected in the second panel "Students" (shown above).