

Key Stage Two User Manual 2012



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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

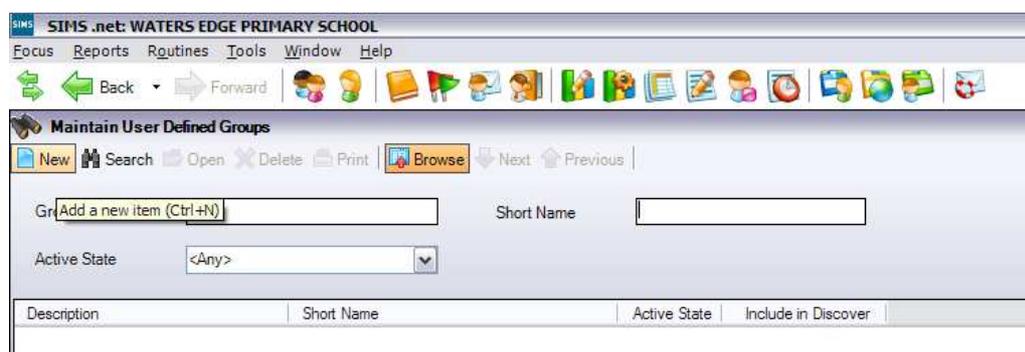
You have pupils who are not of 'normal' Year 6 age taking the Key Stage Two assessments.
OR

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



Click on the **New** button and the screen below should appear

Add a relevant **Group Description & 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 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 filter 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.

1 Group Details

Group Description: Key Stage Two 2012 Active State: Active

Short Name: KS2 2012 Current Main Supervisor: [Search]

Notes: Pupils taking Key Stage Two Assessments 2012

Include in Discover:

2 Membership

Effective Date Range: 01/09/2011 - 31/08/2012 Academic Year: Academic Year 2011/2012

Cursor Day: Tuesday

Cursor Date: 17/07/2012

Zoom Action...

Member	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Bandaras, Jose - 6KH												
Chakma, Bryn - 6VC												
Fatania, Kalpina - 6KH												
Malossini, Rocco - 6KH												

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

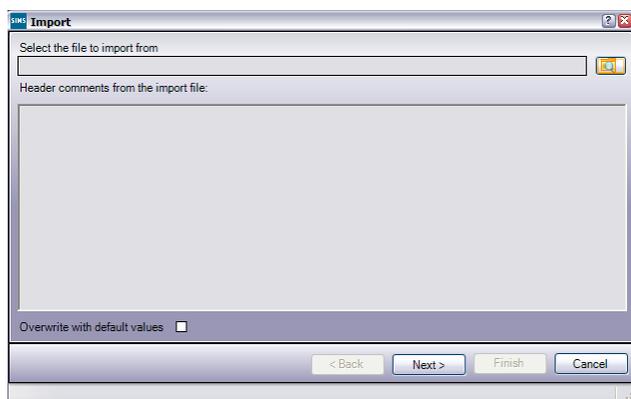
2. Downloading the Key Stage Two Wizard

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)

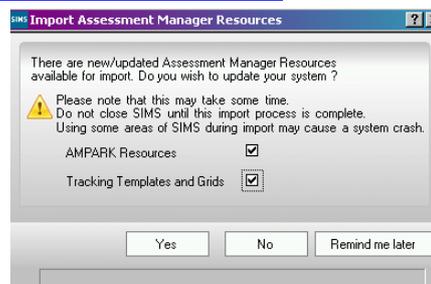
3. Importing the Key Stage Two Wizard into Assessment Manager

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

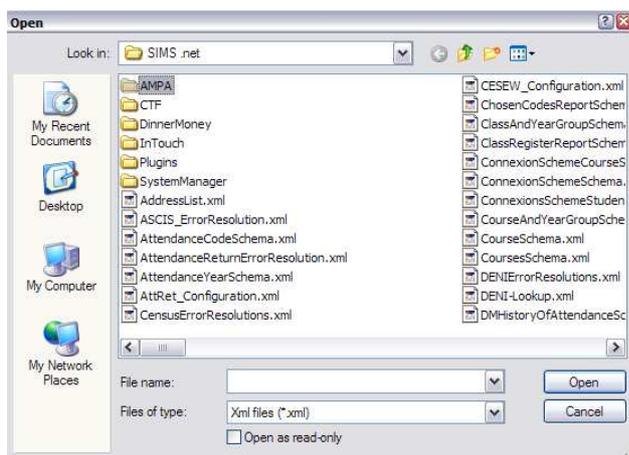


Please Note

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**



Select the magnifying glass and the following screen should appear

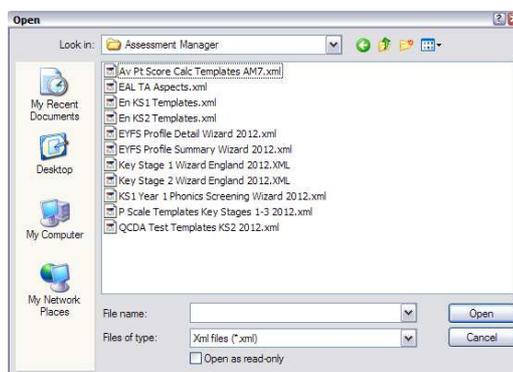


The system should default to SIMS.net.

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**.

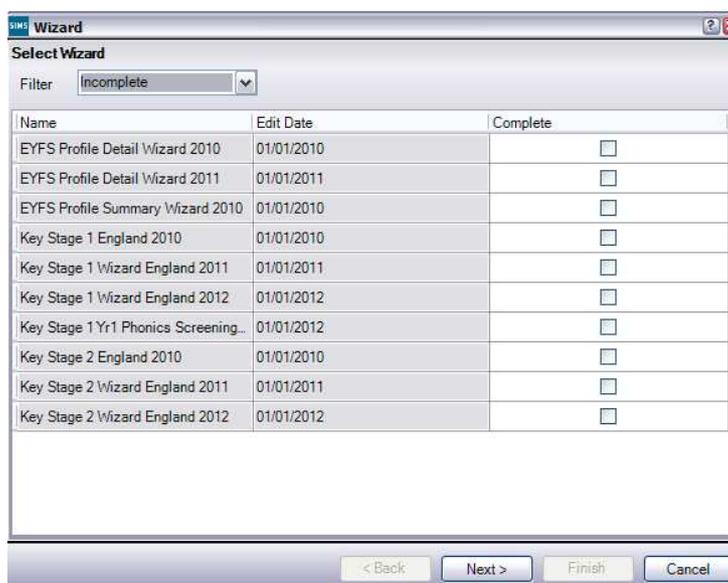
The following screen should be displayed with the wizards included. Click on **Key Stage 2 Wizard England 2012**.



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.



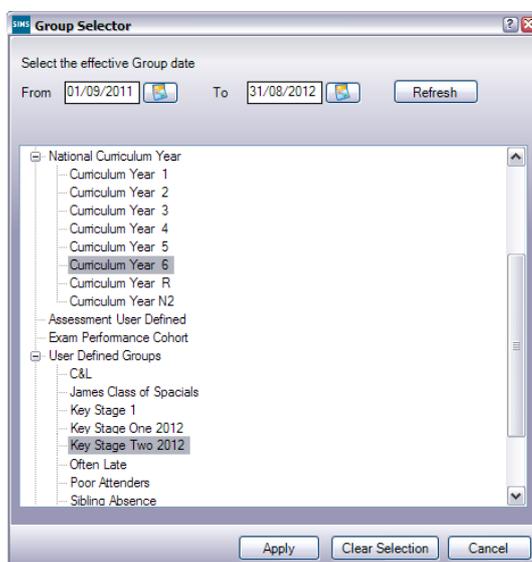
A list of **all** the Wizards on your system will be displayed. Make sure the filter says **Incomplete**. Click on the **Key Stage 2 Wizard England 2012** and click on the **Next** button.



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

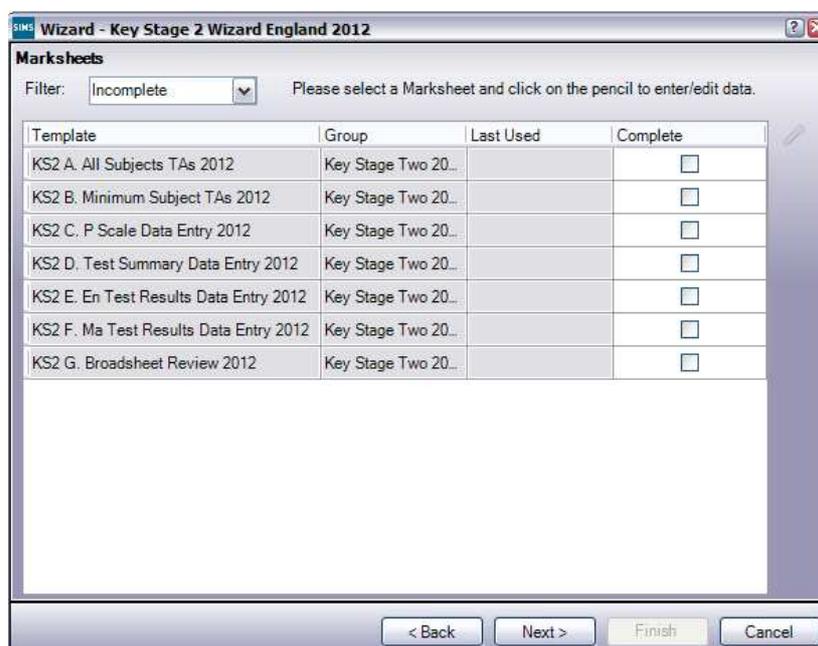
If you did not create a User Defined Group select the + symbol next to **National Curriculum Year Group** and select **Curriculum Year 6** then **apply** then **next**.



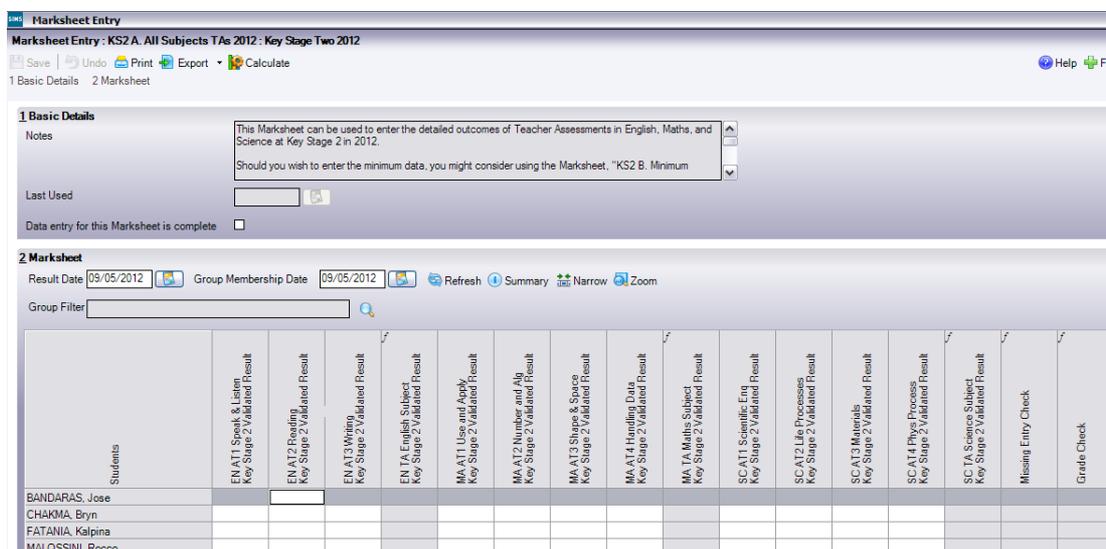
5. Entering the Results on the Marksheet

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



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.

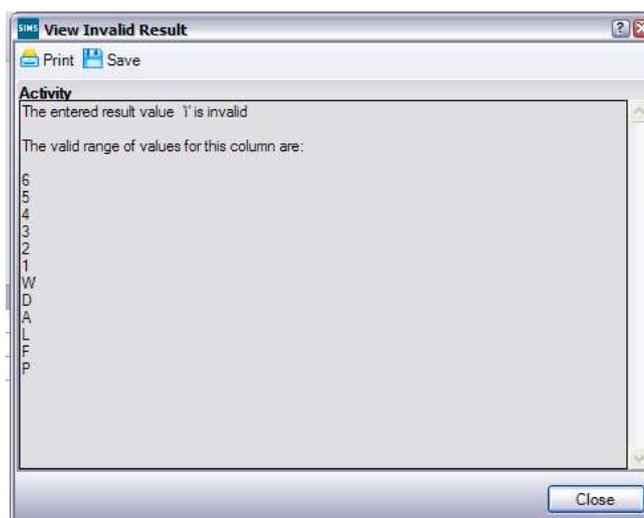


Results will need to put input for all columns without  symbol in top left corner – these will fill in automatically when the Calculate button is selected.

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.



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**.

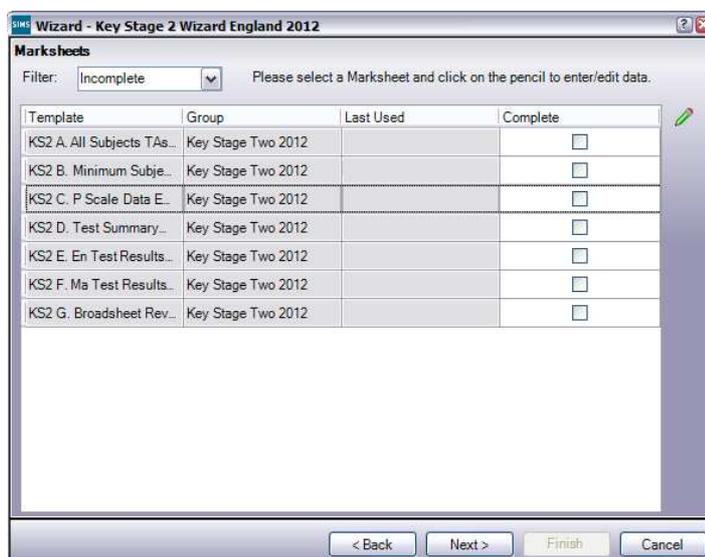
Once all missing marks have been corrected click on the **Calculate / Save / Close** which will take you back to the wizard view.

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.



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 Entries												
	P1i	P1ii	P2i	P2ii	P3i	P3ii	EAL						
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.

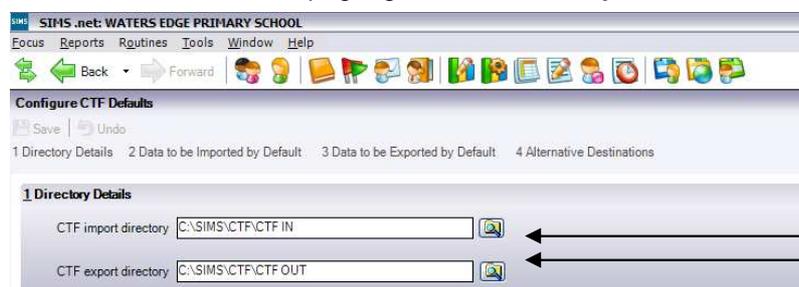
The XML file needs to be uploaded to the NCA Tools website <https://ncatools.education.gov.uk/>.

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:



Make a note of these two file paths; 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 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	<input checked="" type="checkbox"/>	Student Address	<input checked="" type="checkbox"/>	Student Contacts	<input type="checkbox"/>
SEN Information	<input type="checkbox"/>	Assessment Data Include KS1 Tasks/Tests	<input checked="" type="checkbox"/>	School History	<input type="checkbox"/>
Attendance Summary	<input type="checkbox"/>	Looked After	<input type="checkbox"/>	FSM History	<input type="checkbox"/>

Collect Attendance Data From:

Please ensure that the following options are ticked.

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.

1 Data to be Exported

Student Basic Details	<input checked="" type="checkbox"/>	Student Address	<input checked="" type="checkbox"/>	Student Contacts	<input type="checkbox"/>
SEN Information	<input type="checkbox"/>	Assessment Data Include KS1 Tasks/Tests	<input checked="" type="checkbox"/>	School History	<input type="checkbox"/>
Attendance Summary	<input type="checkbox"/>	Looked After	<input type="checkbox"/>	FSM History	<input type="checkbox"/>

Optional Data Descriptor for a partial CTF - Please enter free text e.g. Update to KS2 assessments for QCDA, which will appear in the DataDescriptor tag within the CTF header.

2 Student Options

Effective Date: 09/05/2012 View: **Current and Leavers this year** Include students already exported: Refresh Students

3 Students

UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Destination LA/Other	Destination School
M820200105001	Ackton	Stan	5BB	5	5		
J823200110003	Ackton	Stephen	ELM	1	1		
M820200106060	Acton	Jordan	3TO	3	3		
B820200106090	Acton	Samantha	4ES	4	4		

Make sure the view is set for **Current and Leavers this year**.

Ensure that the **Include Students already exported** box is ticked and click the **Refresh Students** button.

Now click on the **Year Group** arrow and select **Year 6**

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

1 Data to be Exported

Student Basic Details	<input checked="" type="checkbox"/>	Student Address	<input checked="" type="checkbox"/>	Student Contacts	<input type="checkbox"/>
SEN Information	<input type="checkbox"/>	Assessment Data Include KS1 Tasks/Tests	<input checked="" type="checkbox"/>	School History	<input type="checkbox"/>
Attendance Summary	<input type="checkbox"/>	Looked After	<input type="checkbox"/>	FSM History	<input type="checkbox"/>

Optional Data Descriptor for a partial CTF - Please enter free text e.g. Update to KS2 assessments for QCDA, which will appear in the DataDescriptor tag within the CTF header.

2 Student Options

Effective Date: 09/05/2012 View: **Current and Leavers this year** Include students already exported: Refresh Students

3 Students

UPN	Preferred Surname	Preferred Forename	Reg G.	Year G.	Year Taught	Previous Destination	Destination LA/Other	Destination School
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**.



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 assessments@education.gov.uk 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.

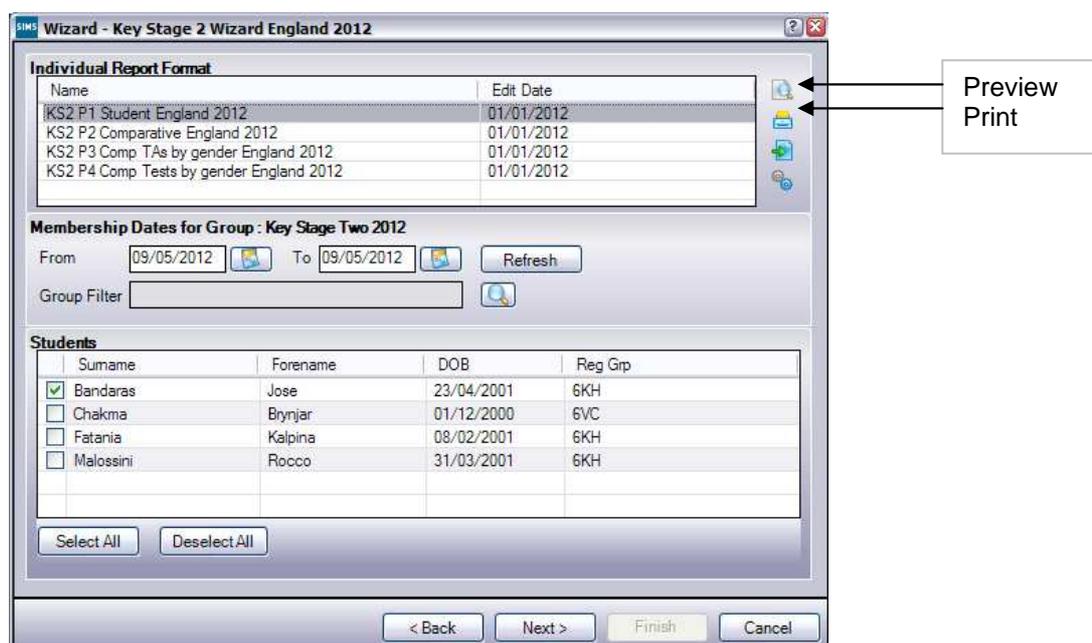
To access the reports click on **Tools / Performance / Assessment / Wizard Manager**.

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**



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).