Foundation Stage Profile
Data Submission
User Manual 2013

Contents

Contact Details

If you have any problems with the submission of this return, please do not hesitate to contact any member of the Performance and Intelligence Team on the following telephone numbers:

01634 331048
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Alternatively please email maninfo@medway.gov.uk

Version Log

Version Number	Version Date	Created/Amended/ Updated By	Amendments/ Updates
1.0	13-05-13	N.Bowers	Recommendations resulting from Dame Clare Tickell's independent review of the EYFS and The results of a national public consultation.

Assessment Manager

Please note that you need to have at least version **7.150** (Spring 2013 Upgrade) to carry out this return.
To check which version you are currently on, open SIMS and on the menu bar select **Help** / **About SIMS**.
If you do not have the correct version, your SIMS will need to be upgraded.

1. User Defined Groups

Before importing the FSP 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 at the end of Foundation Stage are not marked as being in NC Year R, or
who left your school after the summer half term (if a child joins a new school after the summer half term
(or during the holiday), then the PREVIOUS school is required to report the results.

Don't forget to exclude any pupils who joined your school after the summer half term. (See page 17, item 5.2
of the STA Assessment and Reporting Arrangements booklet for the Foundation Stage for more details),
as their previous school is required to report their results.

If neither of these points applies to your school, skip to Section 2 – Downloading the 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 this screen should appear

1) Add a relevant **Group Description** and **Short Name**.

2) Make sure the Active State Is **Active**.

3) If you wish, add a brief note.

4) Then click on the **Action** button and click **Add Member**.

The next screen will then be the Select Members screen

Change the **Group Type** to **National Curriculum Year Group** and click **Search** then the page will refresh.

To ensure that each year group are shown together click on the **Current Group Header**, this will then sort the year groups into order.

To select all the relevant 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 thereafter.

From this screen you can also select the pupils who are not in Year R and for whom you need to report on.

Once all pupils are selected click the **OK** button.

The membership panel should now be populated with your current year R pupils and any other pupil selected in the previous step.

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

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

   2. Downloading the Foundation Stage Wizard

All Key Stage Wizards will be imported on to your system when you install the 7.150 release.

If you have any problems with the AMPA files please contact EIS Helpdesk on 01622 672779.
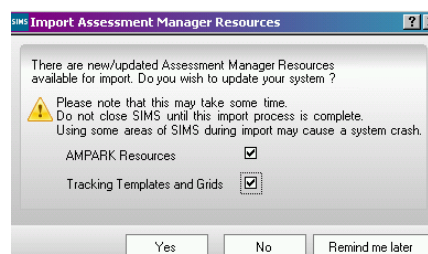
3. Importing the Foundation Stage Wizard into Assessment Manager

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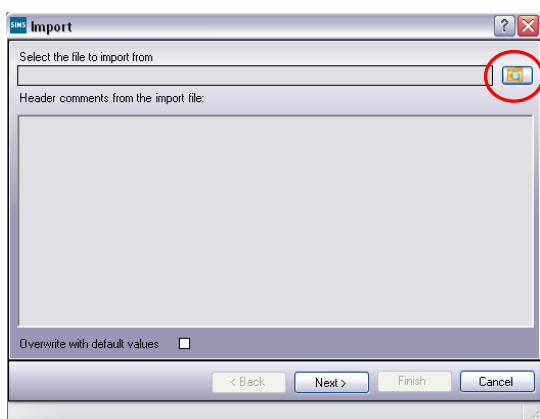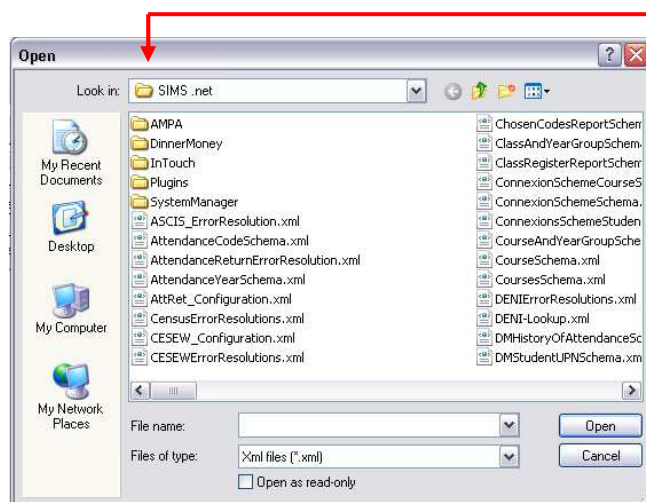

Please Note

If the screen below appears please select as appropriate.
If you have any problems 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.

Select the **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 **EYFS Profile Wizard 2013**.
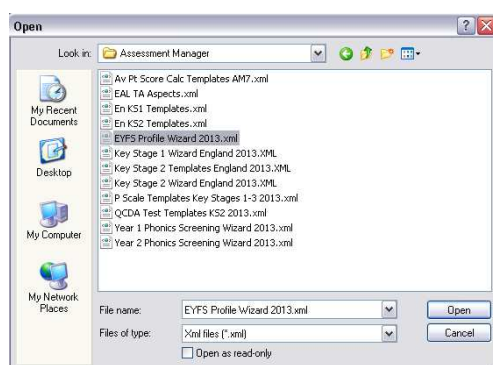
The import screen is now shown. Make sure that the **Overwrite with default values box** is ticked and then select **Finish** followed by **Yes** to start the import process. Finish by selecting **Close**.

4.   Running the Foundation Stage Wizard

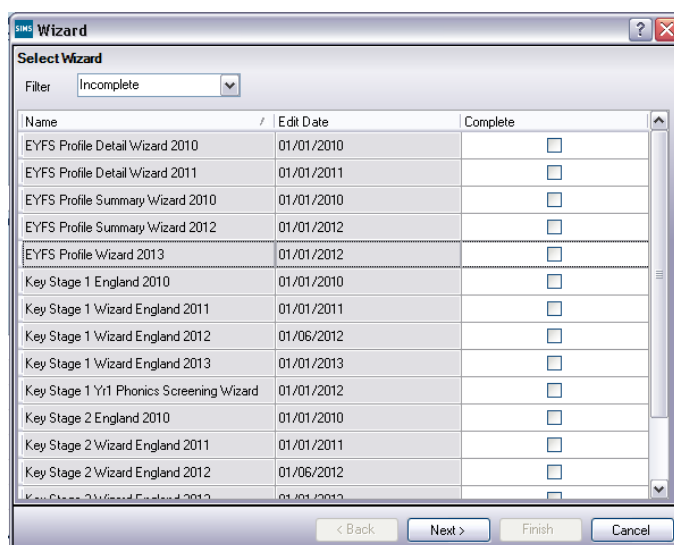Click on **Tools** / **Performance** / **Assessment** / **Wizard Manager** and the following screen will appear.
A list of **all** the Wizards on your system will be displayed. Make sure the filter says **Incomplete**.

If you have imported previous wizards they will also appear in the list but can be excluded from future views by ticking the appropriate box in the Complete column and filtering on Incomplete again.

Click on the **EYFS Profile Wizard 2013** and click on the **Next** button.
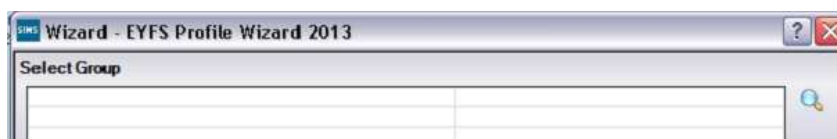
A group of pupils will now need to be selected. To do this click on the magnifying glass.

If you created a User Defined Group in Section 1, click on the **+** symbol next to **User Defined Groups** and select the relevant name e.g. **Early Years Foundation Stage 13** and then **apply** then **next**.

If you did not create a User Defined Group select the **+** symbol next to **National Curriculum Year Group** and select **Curriculum Year R** then **apply** then **next**.
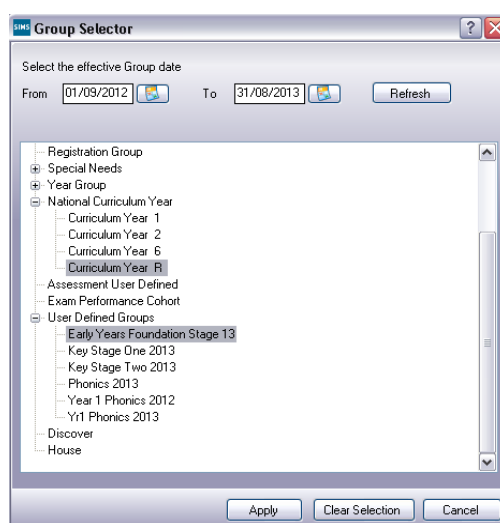
You will be returned to the Wizard screen with your selected group displayed. Click on the **Next** button.

There is only one marksheet to complete this year: EYFS Profile 2013.
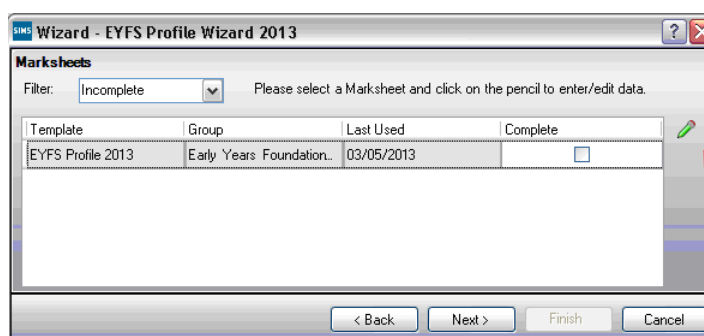
To select the marksheet click on its row, and then click on the **Edit Marksheet** button (green pencil).
This will open the marksheet ready of data input.

5.   Entering the Results on the Marksheet

The marksheet will now be displayed as below.

You need to enter a score for each pupil into the columns for the 17 assessments.

The valid scores are:
- 3 (Exceeding)
- 2 (Expected)
- 1 (Emerging)
- A (Unable to access or exempt)

Once all results have been input click the **Calculate** button, and this will populate the formula columns.
Check whether you have any missing results by right clicking on the Missing Entry Check column heading
and selecting **Order Rows** / **Descending**.

You must resolve any Missing Entries before returning your data to us. Once you have resolved any missing
marks or errors, click **Calculate / Save / Close**.

Please Note - There is an extra screen to the wizard that creates an export file to return to either the LA or
NAA. Do not go through this process, just keep clicking **Next** until the wizard closes.

6. Returning your results to Performance and Intelligence (C&A)

The final step is to create an XML file (in the form of a Common Transfer File) that will contain all of your Foundation Stage Results

Please Note - There is an extra screen to the wizard that creates an export file to return to the LA.
Do not go through this process, just keep clicking **Next** until the wizard closes.

The XML file needs to be attached to an email and sent to Performance and Intelligence (C&A) via maninfo@medway.gov.uk by no later than **4 July 2013**.

7. 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 here, as 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. This will probably be: Program Files\SIMS\SIMS.net\CTFIN.

Now select **Save** and **Close**.

Go to **Routines / Data Out / CTF / Export CTF**, then in the type box, highlight **General** and click Select.

1) Please make sure that **only** these 4 options are ticked.

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

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

3) Click on the **Year Group** arrow and select **Year R**.

The screen below will show your current pupils filtered.

3 Students					
UPN	Preferred Surname	Preferred Forename	Reg… ⌄	Year… ⌄	Year… / ⌄
▶ B823200110093	Godwin	Kate	(PINE)	R	R
E823200110095	Hill	David	(PINE)	R	R
G823200110048	Ricci	Clara	(PINE)	R	R

To transfer results to Medway:
- Left click once in the **Destination LA** 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** box for the first pupil.
- Scroll down the list of LAs until you find Medway, the list should be in alphabetical order.
- Click on Medway and all pupils should now have this destination.
- The Destination School column does not need completing

Now, scroll down the list to check that ALL pupils have been given **Medway** as a destination. Whilst testing the software it has been found that pupils at the bottom of the screen may have been assigned a different destination or no destination at all. If so, click on the down arrow for each pupil and select manually.

Please Note - Do not attach a destination LA for any pupils who you do not have assessments for.
For example, if new pupils have joined your school AFTER the May half term, simply remove the Destination LA from their "row". To do this click on their LA Destination box and scroll to the top where there is a blank line. Click on this and the destination will disappear.

3 Students								
UPN	Preferred Surname	Preferred Forename	Reg… ⌄	Year… ⌄	Year… / ⌄	Previous Destination	Destination LA/Other	Destination School
▶ B823200110093	Godwin	Kate	(PINE)	R	R		Medway ⌄	
E823200110095	Hill	David	(PINE)	R	R		Medway	
G823200110048	Ricci	Clara	(PINE)	R	R		Medway	

If you have had pupils leaving your school during or after the May half term, you must also return these assessments to us. If this does not apply to your school please continue with these notes from the bottom of the next page (Export CTF button).
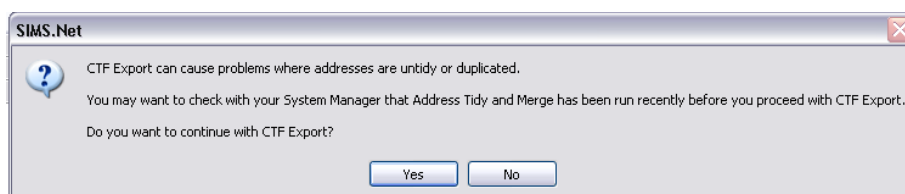
To add the leavers to the file click in the Year Group column header and change the selection back to All. Then click in the Year Group column header again and select the **(R)** year group. The brackets round the year group signify that the pupil(s) have left.

Add Medway into the Destination LA box for these pupils the same way as before. Once completed click in the Year Group header again and change the year back to All. You will now notice that all pupils relevant to Year R have Medway listed in the Destination LA box.

You are now ready to click the **Export CTF** button.   ◆ Export CTF

You may receive the following message; please select Yes to this to continue.

SIMS.Net

? CTF Export can cause problems where addresses are untidy or duplicated.

You may want to check with your System Manager that Address Tidy and Merge has been run recently before you proceed with CTF Export.

Do you want to continue with CTF Export?

[Yes]   [No]

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_887LLLL_004.xml           │
│                                         │
│            ┌──────────┐                 │
│            │    OK    │                 │
│            └──────────┘                 │
└─────────────────────────────────────────┘
```
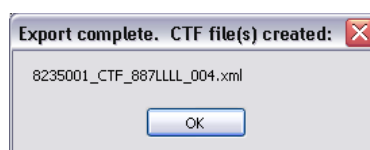
CTF File Name _____

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 were expecting from you original documentation. The **Number of students not exported** should be **zero.**
If not, go back and check your **User Defined Group**.

All errors relating to UPNs or FSP Scores must be corrected within your MIS and a new file created.

Once a correct CTF file has been produced you can exit SIMS.net.
The file(s) now needs to be renamed and sent to Performance and Intelligence (C&A).

7 a) Renaming the file to send to Performance and Intelligence (C&A)

The CTF file created within Section 8 - Creating an XML (CTF) in SIMS.net consists of the following:

> The first 7 digits are your school's LA and DfE Number
> CTF states that it a Common Transfer File
> 887LLLL states that the destination of the CTF is Medway LA DfE Number 887
> 004 in this case states that this the fourth version of this file
> xml is the file extension

Performance and Intelligence (C&A) will be receiving many CTFs this summer; in the form of FSP, Key Stage One and Phonics. We are therefore requesting that the name of these files is changed.
To change the name you will need to follow the file path from the top of page 10, locate the file shown above, right click and change CTF to FSP as shown below.

From   To
8235001_**CTF**_887LLLL_004.xml   8235001_**FSP**_887LLLL_004.xml

This will distinguish the file as being your school's FSP CTF file; it does not alter anything in the file.

You will now need to encrypt this data using 7-zip and password protect the file. We suggest that you use the same password as your Persistent Absence data, ie your OLD S2S password to encrypt the file.
Alternatively you can pick another password, but please be sure to tell us which one you are using
(but NOT in the same email). If you do not already have 7zip software, please click on the link below:

http://www.medway.gov.uk/educationandlearning/informationforschools/schoolleadership/managementinformation/guidancenotes.aspx#7_zip

The zip file will then need to be sent to Performance and Intelligence via maninfo@medway.gov.uk
by no later than **4 July 2013**.

8.   Reports

Within the Early Years 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 **EYFS Profile Wizard 2013** and then next
Check that the correct group has been assigned – Curriculum Year R or Early Years Foundation Stage 13 – then select **next** twice.

The next screen should be "Individual Reports". Within this screen there should be one report

Early Years Foundation Stage Report 2013 (as shown below)

At a later date there should be National results to compare to within this location.