



Key Stage Three Guidance

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Key Stage 3 Guidance Notes

The following notes will guide you through the process of completing your Key Stage 3 (KS3) Teacher Assessments and P Scales in Assessment Manager and their subsequent submission to the NAA.

IMPORTANT: Please ensure that you are running version 7.128 or later of SIMS. If you don't know what version you are running go to Help → About SIMS.net.

1 – User Defined Groups

If you have pupils who are at the end of KS3 but who are not listed as being in Year 9 or pupils who left your school after Monday 3rd May then you will need to create a user defined group.

If neither of these situations occur in your school then please skip ahead to Chapter 2.

Go to **Focus → Groups → User Defined Groups** and select **New** on the window that pops up. In the first box add a **Group Description** and **Short Name** (such as KS3 2010 and KS310), make sure the **Active Status** is set to Active and if required add a brief description of the group into the **Notes** section. Then click on the **Action** button and select **Add Member**.

Change the **Group Type** filter to National Curriculum Year Group and then click on the **Search** button to refresh the pupil list. You can now select all the Year 9 pupils, along with any other pupils that need to be included by clicking on them while holding down the Shift key (To make sure you don't miss any pupils try clicking on the **Current Group** header as this will sort the pupils by their NC Year Group). Once you are happy you have selected all the relevant pupils click the **OK** button and you will be returned to the previous screen.

Name	Gender	Current Group
Affleck, Alexis	Female	Curriculum Year 8
Jones, Hayley	Female	Curriculum Year 8
Abu-Koash, Frederik	Male	Curriculum Year 8
Adedeji, Payal	Male	Curriculum Year 8
Franklin, Christopher	Male	Curriculum Year 8
Grayson, Bradley	Male	Curriculum Year 9
Ackton, Bill	Male	Curriculum Year 9
Ackton, Stan	Male	Curriculum Year 9
James, Sonny	Male	Curriculum Year 9

To pick up pupils who have left the school you will need to click on the **Action** button and select **Add Member** again, only this time set the **Group Type** filter to All. Select the pupils you need to include the same as you did before and then click **OK** to add these pupils to the list. You can now click on the **Save** button at the top of the screen and close the window.

2 – Downloading the Key Stage 3 Wizards

Go to **Routines → Data In → Assessment → Import** and click on the magnifying glass.

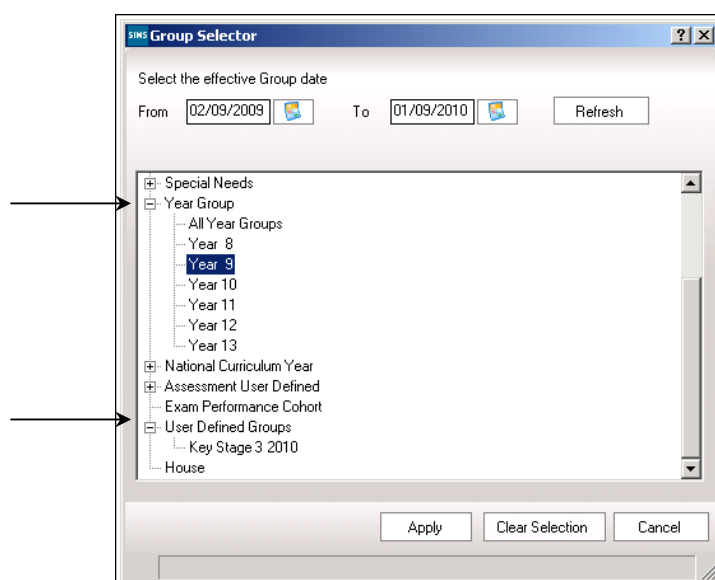
NOTE: You should be taken straight to the SIMS.net folder but if not you can usually find it by selecting the drop down box next to **Look In** and clicking on **C:/Program Files/SIMS/SIMS.net**.

When you are in the SIMS.net folder open up the following folders to reach the wizards **AMPA → England Secondary → Assessment Manager**. You will now have a list of all the Key Stage Wizards, select **Key Stage 3 Wizard England 2010** and click **Open**. You will now be shown the Import screen, make sure the **Overwrite with default values** box is ticked then click **Finish** and **Yes**. You will now have to wait for the file to be imported and once it has completed click **Close**.

3 – Running the Wizard

Go to **Tools → Performance → Assessment → Wizard Manager** and you will be presented with a list of all the Wizards on your system. Make sure the **Filter** is set to Incomplete, select the **Key Stage 3 Wizard England 2010** and click **Next**. You now need to select the pupil group that you are going to use so click on the magnifying glass.

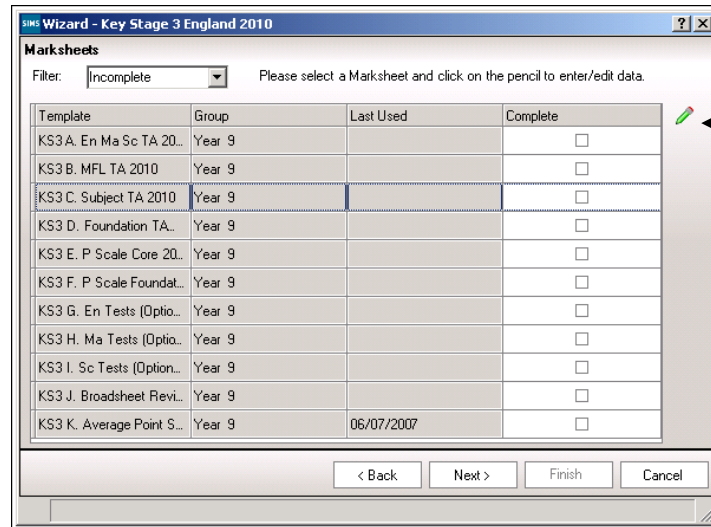
If you created a User Defined Group then you will need to click on the plus symbol next to the **User Defined Groups** category and then select the group that you created earlier. If not click on the plus symbol next to **Year Group** and select Year 9.



You must now click **Apply**, your group will be displayed and you should click the **Next** button to be shown a list of available marksheets. There are **four** marksheets that you need to complete which are:

- KS3 C. Subject TA 2010**
- KS3 D. Foundation TA 2010**
- KS3 E. P Scale Core 2010**
- KS3 F. P Scale Foundation 2010**

Select KS3 C. Subject TA 2010 and then click on the **Edit Marksheet** button (the small pencil icon in the top right).

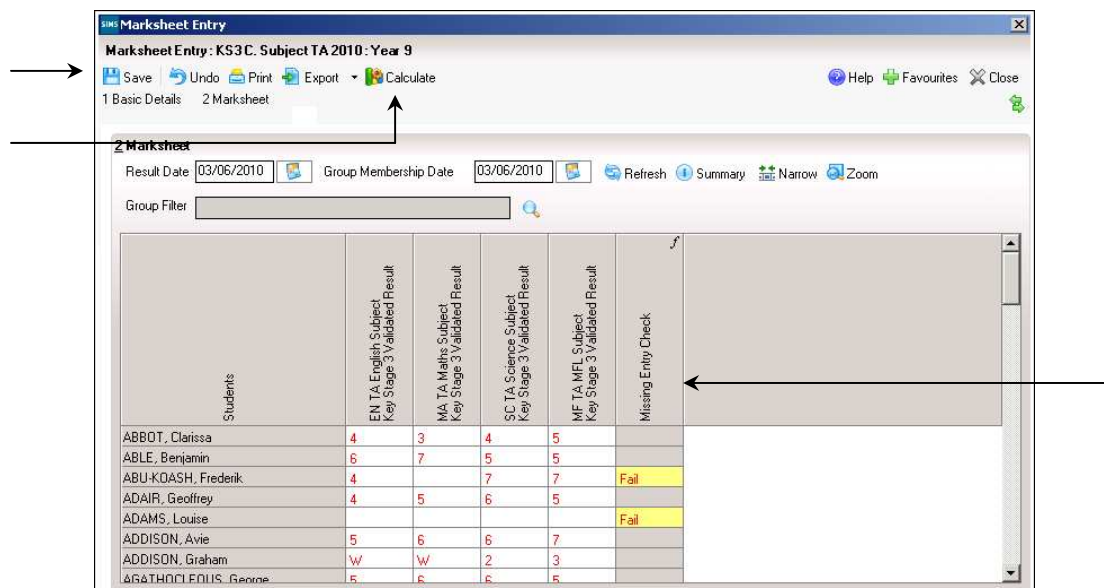


4 – Entering Subject TA Results

You should now have the KS3 C. Subject TA 2010 marksheet up in front of you ready for you to start entering data. You will need to enter data into the four non-formula columns (the ones without the *f* in the top corner). If you enter an incorrect value into any of the columns a message box will pop up informing you of the fact and displaying a list of possible valid entries. If this happens click the **Close** button and enter the correct result.

NOTE: If any of your pupils are at level W you must enter them as W on this sheet as well as giving them a P Scale mark on the P Scale marksheet (this is covered in Chapter 6).

When you have entered all your results click on the **Calculate** button at the top of the page. If you have missed any entries you will now be alerted to the fact by text in the **Missing Entry Check** column (To make sure you pick up all of them right click on the column heading and select **Order Rows → Descending**). You will then need to click on the **Calculate** button again. Once all your results have been entered you can click the **Save** button, in the top left of the screen, and close the marksheet.



5 – Entering Foundation TA Results

If you have just closed your TA marksheet you will be back at the screen that shows you the list of available marksheets (If you have had to close SIMS for any reason just follow the instructions in Chapter 3 until you get back to the marksheet list). Select **KS3 D. Foundation TA 2010** and then click on the **Edit Marksheet** button (the small pencil icon in the top right). You can now enter data into the Foundation TA marksheet.

As before you should not enter data into the formula columns (the ones with the **f** in the top corner) **plus** you do not need to fill in the RE or Citizenship columns. Also as before if you enter an incorrect value into any of the columns a message box will pop up informing you of the fact and displaying a list of possible valid entries.

When you have entered all your results click on the Calculate button at the top of the page and if you have missed any entries you will now be alerted to the fact by text in the **Missing Entry Check** column. Once you have checked these you can click on the Save button, in the top left corner of the screen, and close the marksheet.

NOTE: Because you do not have to fill in the RE or Citizenship columns chances are most of your pupils will have a Fail come up next to them in which case check that the only missing TA's are for these subjects and continue on to saving your marksheet.

6 – Entering P Scale Results

If you have entered any of your pupils as achieving a level W in the main marksheet you **must** now enter their P Scale mark. If none of your pupils have P Scales you can skip to Chapter 7.

NOTE: You only need to enter data for the pupils achieving level W all other pupils can be left blank.

Select **KS3 E. P Scale Core 2010** and then click on the **Edit Marksheet** button (the small pencil icon in the top right). You can now enter data into the P Scale marksheet. In most cases pupils who achieve level W will have done so because they are also SEN pupils and you should record their P Scale code as appropriate. However if a pupil has been achieved a level W for other reasons, such as being unable to speak English, the code **EAL** will need to be selected. As before if you enter an incorrect value into any of the columns a message box will pop up informing you of the fact and displaying a list of possible valid entries. If this happens click the **Close** button and enter the correct result. Once all your results have been entered you can click the **Save** button, in the top left of the screen, and close the marksheet.

Students	EN TA English Subject KS3 Rep Stage 3 Validated Result	P Scale English Rep Stage 3 Validated Result	P Scale Spelling Rep Stage 3 Validated Result	P Scale Listening Rep Stage 3 Validated Result	P Scale Reading Rep Stage 3 Validated Result	P Scale Writing Rep Stage 3 Validated Result	MA TA Maths Subject KS3 Rep Stage 3 Validated Result	P Scale Maths Rep Stage 3 Validated Result	P Scale Use Maths Rep Stage 3 Validated Result	P Scale Number Rep Stage 3 Validated Result	P Scale Shapes Rep Stage 3 Validated Result	SC TA Science Subject KS3 Rep Stage 3 Validated Result	P Scale Science Rep Stage 3 Validated Result	Validation	No. of possible problems
ABBOT, Clarissa	4						3					4			
ABLE, Benjamin	5						7					5			
ABUKGASH, Fredrik	4						6					7			
ADAIR, Geoffrey	4						5					6			
ADAMS, Louise	2						W	P3	P7	P7	P8	1			
ADDISON, Avie	5						6					6			
ADDISON, Graham	W	P3	P4	P4	P5	P4	W					2		Please ch	1
ADTHAN, FOUAD	6						6					6			

If you have pupils who have achieved a level W in any of their Foundation subjects you should now open **KS3 F. P Scale Foundation 2010** marksheet and follow the same process as above to complete it before saving and closing the marksheet and going on to creating your return.

7 – Creating a Return

You now need to create an XML file so that you can upload your data to the NAA. Go to **Tools → Setups → CTF** and you will be taken to the Configure CTF Defaults page. Your CTF import and export directory should have automatically been filled but if not click on the magnifying glass and you will usually find them by following **C:\Program Files\SIMS\SIMS.net\CTF** and then selecting either **CTFIN** or **CTFOUT** depending on the directory. Make a note of the file paths below as you will need them for reference later.

CTF Import Directory: _____

CTF Export Directory: _____

Now look at section called **Data to be Exported** by Default and make sure that the only the following **four** boxes are ticked:

- Student Basic Details**
- SEN Information**
- Assessment Data**
- Looked After**

Once this is done click on the **Save** button (if you do not change any data on this screen the Save icon will remain greyed out and you can just close the screen).

Go to **Routines → Data Out → CTF → Export CTF** and the Export CTF window will appear. In the Student Options section make sure the **View** is set to Current and Leavers this year and the **Include students already exported** box is ticked then click on the **Refresh Students** button. Now click on the drop down arrow on the Year Group column and select Year 9 to show just your Year 9 pupils.

The screenshot shows the 'Export CTF' window with the following sections:

- 1 Data to be Exported:**
 - Student Basic Details Student Address Student Contacts
 - SEN Information Assessment Data School History
 - Attendance Summary Include KS1 Tasks/Tests Looked After
- 2 Student Options:**
 - Effective Date: 04/06/2010
 - View: Current and Leavers this year
 - Include students already exported:
 - Refresh Students button
- 3 Students:**

UJPN	Preferred Surname	Preferred Forena	Re..	Yea..	Year T...	Previous Destinati..	Destination LA/Dth...	Destination School
J820444405032	ABBOT	Clarissa	9A	9	9			
V820444405031	ABLE	Benjamin	9A	9	9			
B820200104001	Abu-Koash	Frederik	9C	9	9			
F820444405030	ADAIR	Geoffrey	9B	9	9			
V820444405029	ADAMS	Louise	9C	9	9			
R820444405027	ADDISON	Avie	9D	9	9			
F820444405028	ADDISON	Graham	9E	9	9			
C820444405026	AGATHOCLEOUS	George	9F	9	9			
N820444405025	AGATHOCLEOUS	Sulvina	9F	9	9			
E820200102001	Ahmad	Arfa	9F	9	9			
U820200104004	Ahmad	Mohan	9E	9	9			

Year Group: 9

You now need to set the pupils Destination LA to NAA, to do this you will first need to click on the Destination LA box for the first pupil. Then right click on the same box and choose **Select All** (this will cause all the pupils to be surrounded with a blue outline). Click on the drop down box for the first pupil and scroll down the list until you reach **NAA**, click on it and it should fill in the Destination LA for all the pupils. Scroll up and down the list to check that none of the pupils have been missed and if they have then update their Destination manually.

If you have any pupils who have were at your school on Monday 3rd May but have subsequently left they will need to be included on your return. To do this you first need to reset the pupil list so all the pupils are included by clicking on the **Year Group** column and changing it from 9 to All. Now click on it again and select (9) to show all pupils that have left and change their **Destination LA** to NAA the same as you did earlier.

NOTE: Do not include a destination LA for any pupils you don't have assessments for e.g. pupils who left before or joined after Friday 1st May.

When you are sure you have updated all the relevant pupils you need to click the **Export CTF** button, found in the bottom right corner of the Students section, to create your file. Your computer will now take a few minutes while it works on creating the CTF, when its done a window will pop up telling you the export has been completed and giving you a file name.

This file name is very important and will be needed later so make a note of it below.

CTF File Name: _____

Once you have done this click OK and the Exceptions Log will be populated with any errors in your data such as missing UPNs or results. Barring the **Aspect FS** error (which can be ignored) **all** these errors must be corrected in SIMs and then you must then go through the process of creating your return again, remembering to note down the new CTF File name that is created.

You can now upload your file to the NAA using the following website:

<https://testorders.qca.org.uk/login.aspx>

Log in using the username and password that were sent to you by the NAA and use the notes you made earlier on the location of your CTF OUT folder and the name of the CTF file to find the correct file and upload it to the website.

If you experience any problems or would like further advice please call Management Information on:

331068

331048

331355

or email

maninfo@medway.gov.uk