

# Key Stage Two Data Submission User Manual 2015



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## Contact Details

If you have any problems with the submission of this return, please do not hesitate to contact:

**EIS Helpdesk 01622 672779**

Or any member of the Performance and Intelligence Team on the following telephone numbers:

01634 331048  
01634 338183  
01634 337086

Alternatively please email [maninfo@medway.gov.uk](mailto:maninfo@medway.gov.uk)

# 1. Version Log

Version Number	Version Date	Created/Amended/ Updated By	Amendments/ Updates
1.0	15/05/15	Nicola Davies	Screenshots using summer 2015 SIMS upgrade, version 7.162
1.1	18/05/15	Holly Partridge	Contact details (p.2) & 7zip information (p.13)

## KEY DATES

The teacher assessment deadline for 2015 is **Friday 26 June**.

29 September 2014	'Test orders' section of NCA tools opens for schools to order standard and modified versions of the levels 3-5 national curriculum tests.
28 November 2014	Deadline for schools to order standard and modified versions of the national curriculum tests.
W/c 27 April 2015	Schools receive their national curriculum test materials (standard and modified versions) and stationery items.
1 June 2015	Teacher assessment section of NCA tools opens.
26 June 2015	STA's Deadline to submit teacher assessment data.

## Assessment Manager

Please note that you need to have at least version **7.162** (Summer 2015 SIMS Upgrade) to run 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 before you start this return.

### 1. User Defined Groups

Before importing the Key Stage Two wizard, you should consider if you need to set up a User Defined Group.

A User Defined Group is used:

- when you have pupils who at the end of Key Stage Two are not marked as being in Year 6 in SIMS
- to **include** any pupils who may have left your school **after** the KS2 tests were taken

A school is statutorily required to report teacher assessment for all pupils who sat the KS2 tests in their school. 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 KS2 tests were taken, 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 Key Stage Two Wizard (AMPA folder).

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

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

Add a relevant Group Description and Short Name.

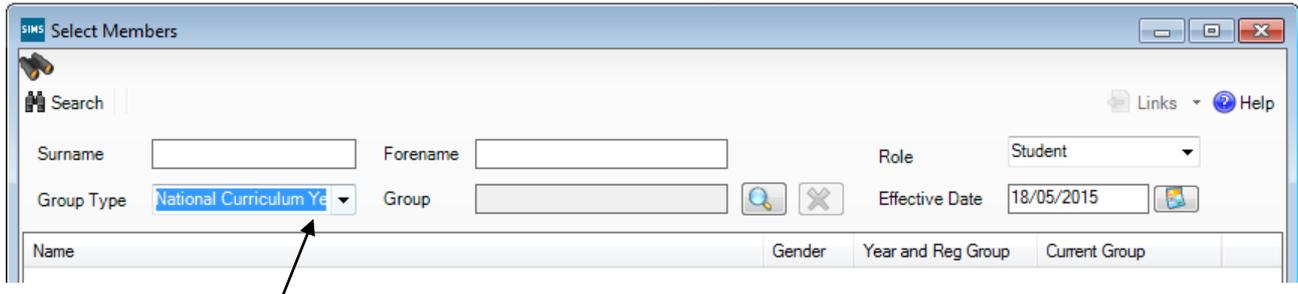
Make sure the Active State is Active.

If you wish, add a brief note.

Then click on the Action button and click Add Member.

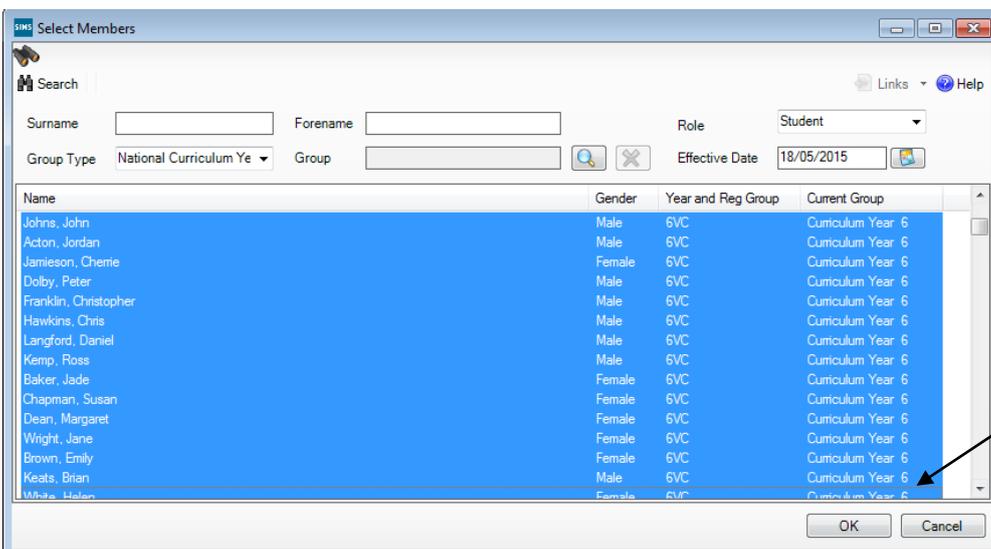
The screen shown below will appear.

The next screen will then be 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 as shown below:



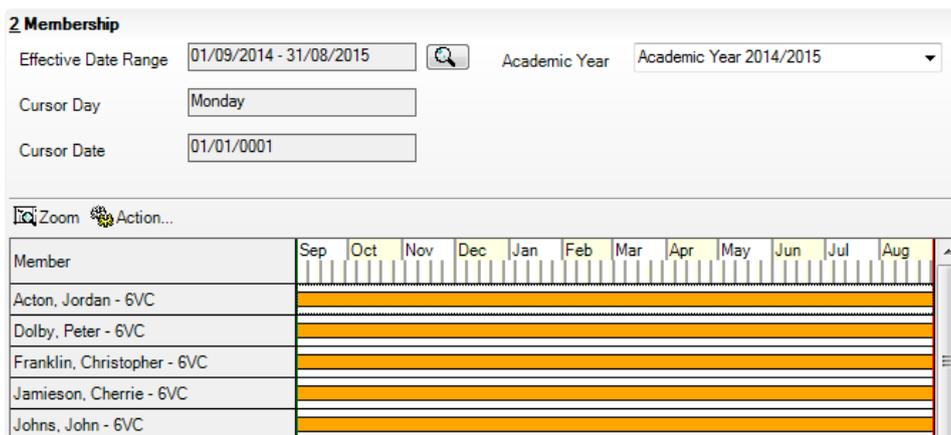
Select all the relevant pupils by clicking on them while holding down the Shift key.

You can also select any pupils who are not listed as NC Year 6 but you need to return results for.

To select / de-select individual pupils, click on them while holding down the Ctrl key.

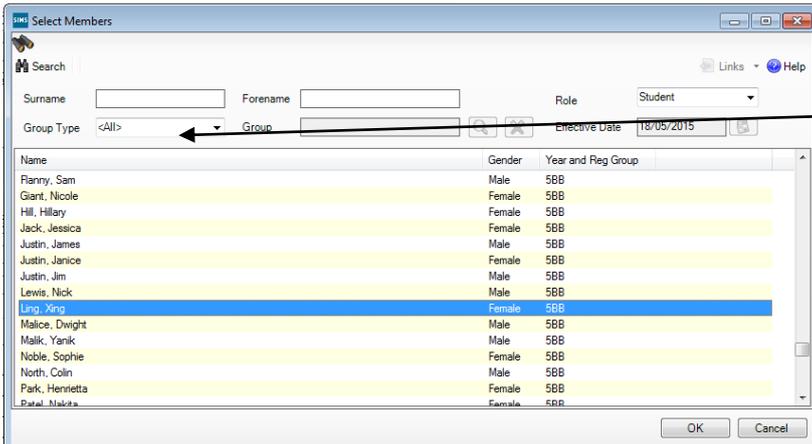
When all pupils are selected, click **OK**.

You will be returned to the Membership screen which will now be populated with your current Year 6 pupils, and any other pupil selected in the previous step.



If you need to add a pupil to the group who has left, click on the **Action / Add Member** button again.

This will return you to the Select Members screen:



Change the Group type filter to **All**, then click **Search**.

Find the relevant pupil(s) on the list – click to highlight, then click on **OK** when finished.

You'll 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**.

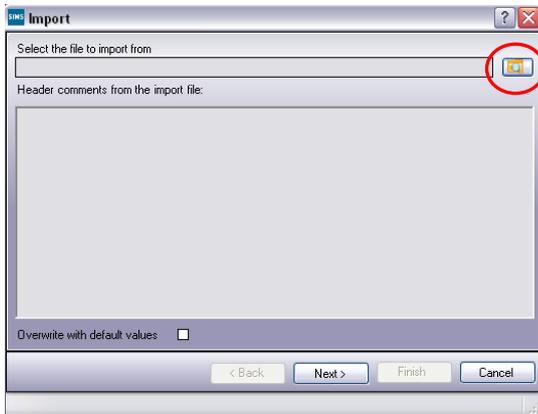
## 2. Downloading the Key Stage Two Wizard (AMPA folder)

All Key Stage Wizards will be imported on to your system when you install the 7.162 release Summer upgrade.

If you have any problems with the AMPA files please contact the EIS Helpdesk on 01622 672779.

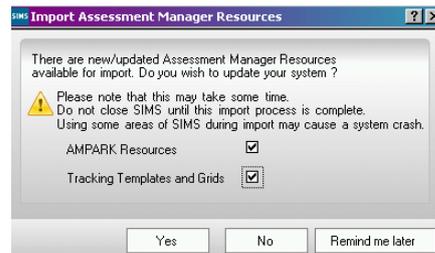
## 3. Importing the Key Stage Two Wizard into Assessment Manager

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

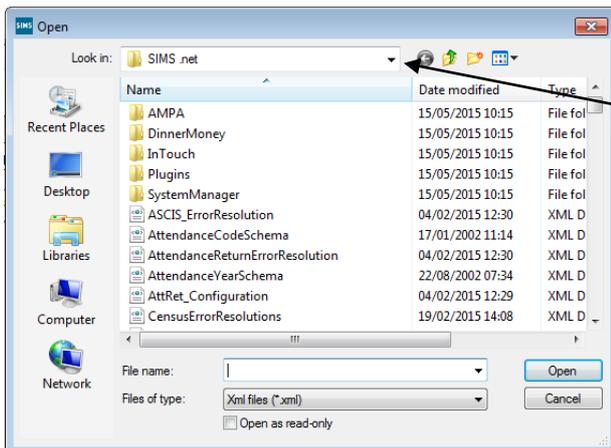


### Please Note

If the screen below appears please select as appropriate. **If you have any problems contact EIS on 01622 672779 or by emailing [eis.support@kent.gov.uk](mailto:eis.support@kent.gov.uk)**



Select the magnifying glass and the following screen below should appear:



The system should default to your **SIMS.net** folder as shown.

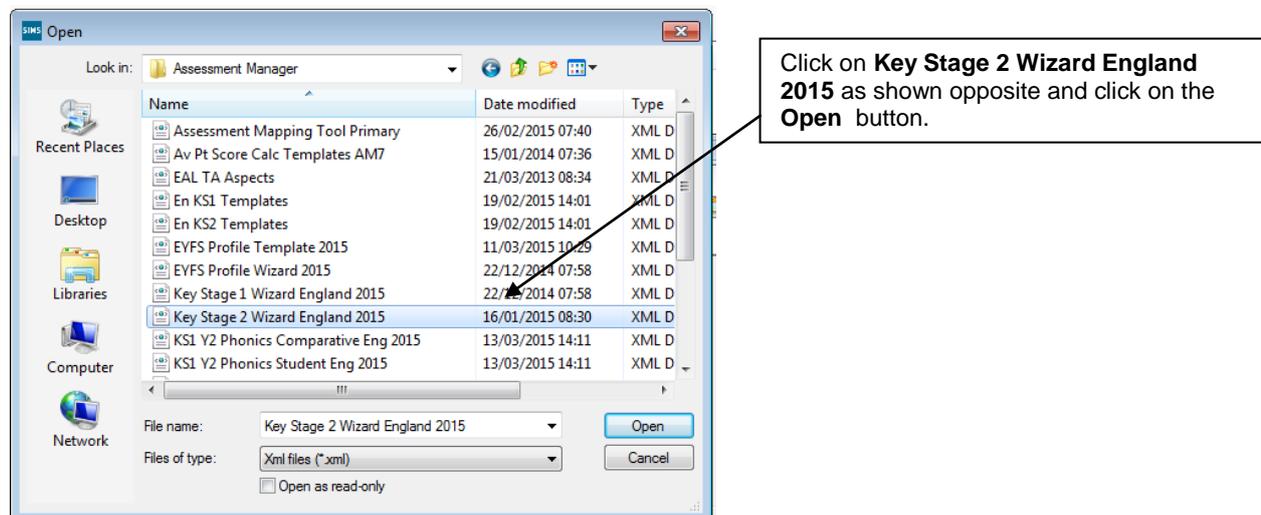
If it does not, you will need to navigate to it by clicking on the arrow by the look in box.

It is normally located at  
C:\Program Files\ SIMS\ SIMS.net

Select the **AMPA** folder. Double click on this and then open the following folders in succession:

- **England Primary (and Middle Deemed Primary)**
- **Assessment Manager**

Once the Assessment Manager folder is open, all related Wizards will be displayed as seen below:

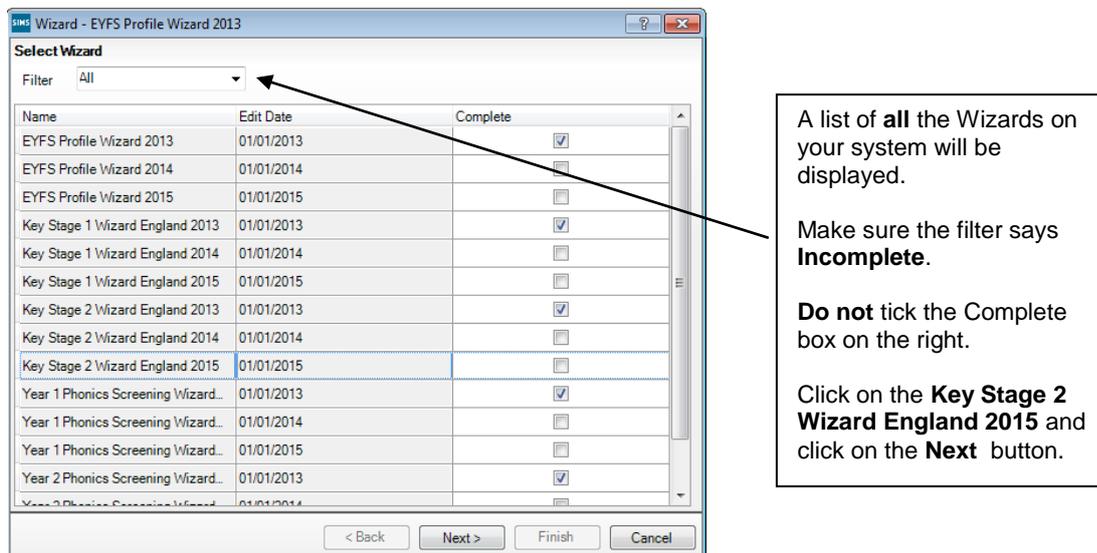


The import screen will be shown. Make sure that the **“Overwrite with default values”** box at the bottom is ticked and then click **Finish** followed by **Yes** to start the import. Make sure the Log states that all items were successfully imported. Finish by selecting **Close**.

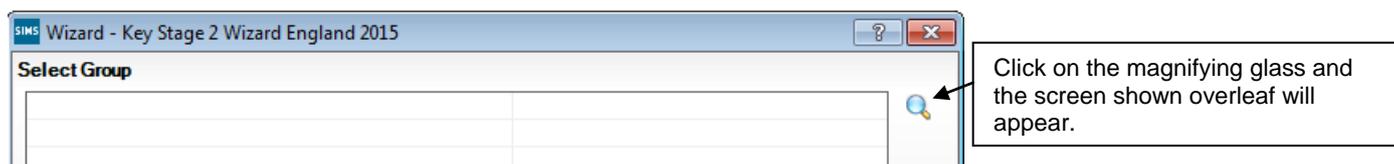
#### 4. Running the Key Stage Two Wizard

Go to **Tools / Performance / Assessment / Wizard Manager** and the following screen will appear.

N.B. If you have imported previous wizards they will also appear in the list but can be excluded from future views by filtering on Incomplete.

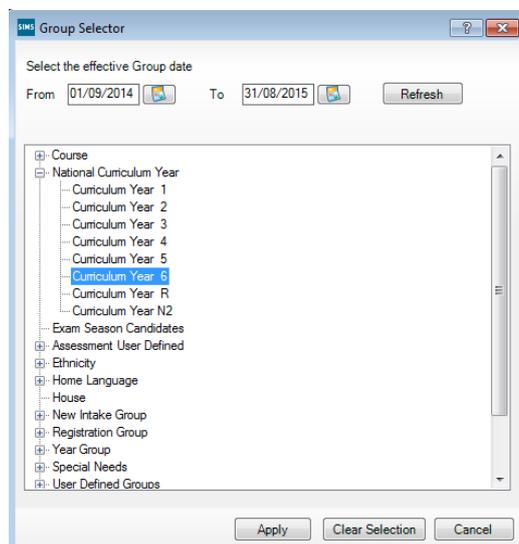


You then need to select a group of pupils to work with.



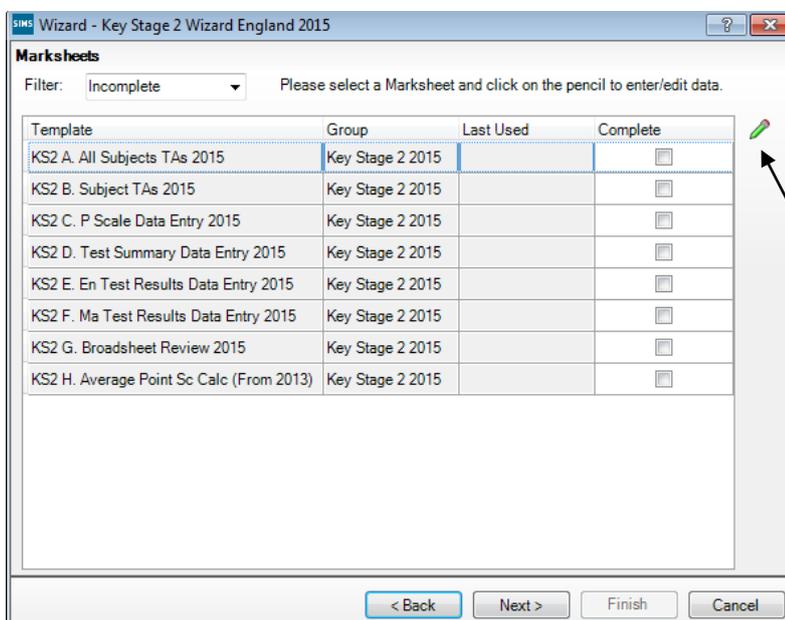
If you created a User Defined Group in Section 1, click on the **+** symbol next to **User Defined Groups** category and a list of Groups will be displayed. Click on the name of the group you set up e.g. **KS2 2015** and click on the **Apply** button.

If you did not set up a User Defined Group, click on the **+** symbol next to **National Curriculum Year** category. Select **Curriculum Year 6** then click **Apply**.



You will be returned to the Wizard screen where your selected group will now be displayed. Click on the **Next** button.

The list of available marksheets will be displayed as shown below:



There are **two** statutory marksheets that schools need to complete:

1. KS2 A. All Subject TAs 2015
2. KS2 C. P Scale data Entry 2015

Firstly, click on the KS2 A All Subject TAs 2015 sheet to select and then click on the **Edit Marksheet** button.



The Marksheet will be displayed as shown overleaf.

## 5. Entering the Results on the Marksheet

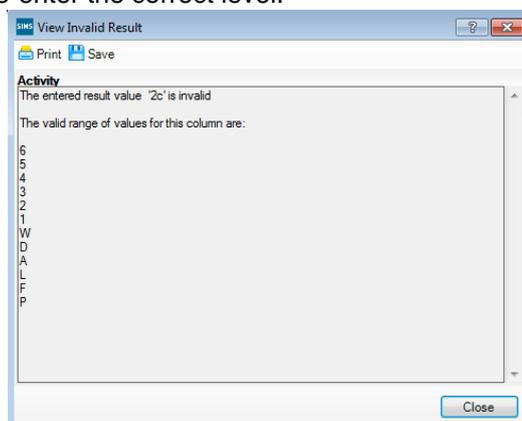
There are two statutory marksheets that need to be completed by your school  
The KS2 A. All subject TAs 2015 marksheet will now be displayed as below:

You can export the marksheet for teachers to complete electronically, or you can print it out for them.

You need to enter the Key Stage Two Teacher Assessment levels for each pupil.

- Results need to be entered in the 11 “non formula” white columns.
- **Please note: if you have SEN pupils at level W, it must be entered as W on this marksheet as well as having a P Scale entered on the P Scale marksheet.**

If you enter an incorrect value for any Aspect a message box will be displayed showing the valid entries. Click on the **Close** button and re-enter the correct level.



When you have finished entering results for all pupils, click on the **calculate** button at the top of the screen. This will calculate the overall subject levels.

Where entries are **missing**, you will be alerted by the text in the final column. You can order the marksheet by this column into descending order to bring the failed rows to the top. To do this, **right click** on the missing entry check column heading and select **Order Rows/ Descending**.

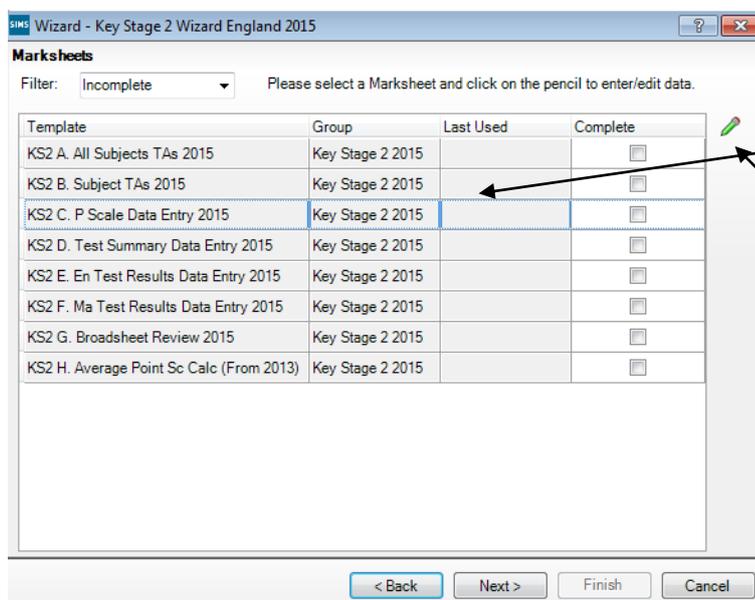
Check whether you have any missing results. You must resolve any Missing Entries before returning your data to us. Once you have resolved any errors click **Calculate / Save / Close** and return to the Wizard.

## 6. Entering P Scales

All pupils that you have entered as a level W in the main teacher assessment marksheet need a P Scale entered into the **KS2 C P Scale Data Entry 2015** marksheet:

**Please note that the submission of P Scales for pupils at Level W is statutory.**

If you have just closed the Teacher Assessment marksheet you will be back at the marksheet selector screen as shown below.

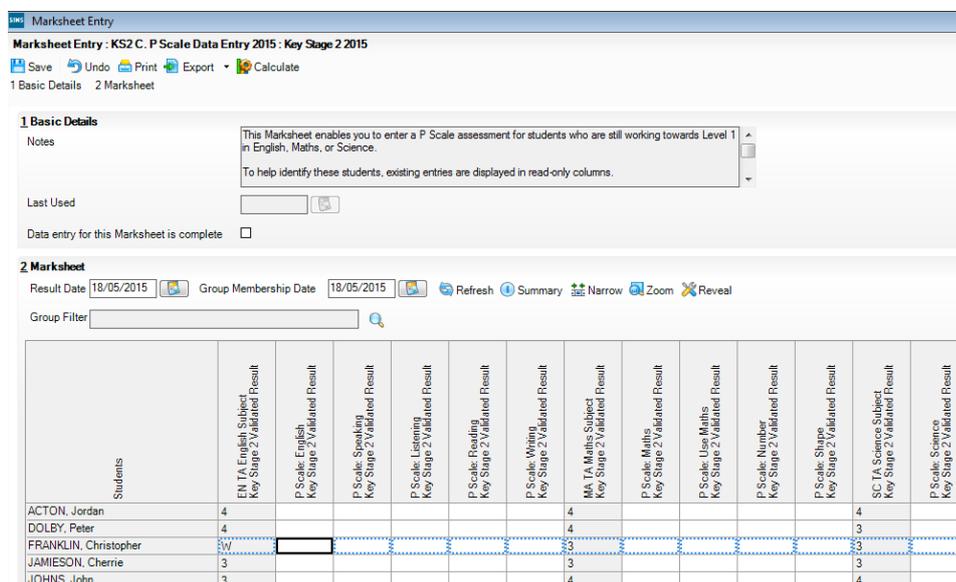


Click on the **KS2 C. P Scale Data Entry 2015** marksheet.

Then click on the Edit marksheet button.

(Note: If you have exited the Wizard completely, go to Tools | Performance | Assessment | Wizard Manager).

The P Scales marksheet will be displayed as shown below:



You can now enter P Scales for the pupils who are working at Level W. You do not need to enter values for any other pupils. If a pupil is at level W for non SEN reasons (for example the pupil has English as an Additional language) you can enter NOTSEN.

The valid P Scales for each subject are:

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

- If a pupil is at Level P1i - P3ii **OVERALL** in English, then recording Reading, Writing, Speaking and Listening levels is unnecessary. 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 “NOTSEN” (available in the drop down menu) needs to be entered in the relevant subjects

If you enter an invalid level for a particular subject, a dialogue box will be displayed showing the correct values. Close the box and enter the correct value.

Once all P Scales have been entered please click the **Save** and **Close**.

## 7. Creating an XML (CTF) in SIMS

Go to **Tools / Setups / CTF** and the following screen will appear:



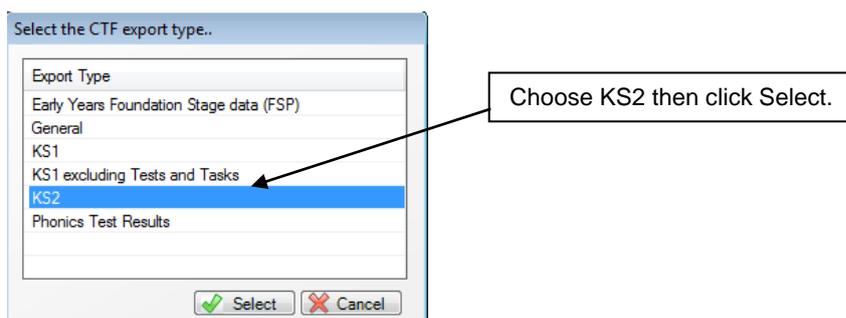
CTF Import Directory \_\_\_\_\_

CTF Export Directory \_\_\_\_\_

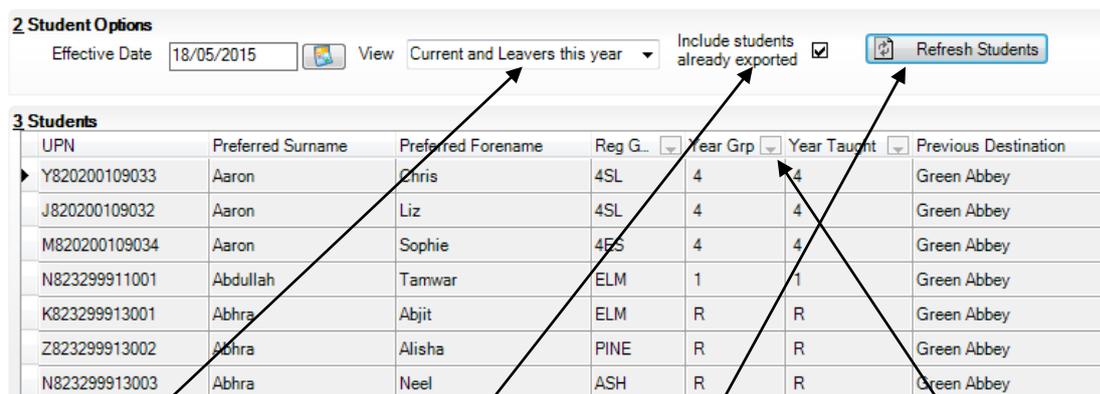
If the boxes are blank, you will need to set up the directories. Click on the magnifying glass next to each box and navigate to where the SIMS directory is. This will probably be: C:\Program Files\SIMS\CTF\CTFIN. If you make any changes, please remember to **Save** before **Closing**.

You now need to select which pupils to transfer results for.

Go to **Routines / Data Out / CTF / Export CTF** and the screen below will appear:



The following screen will appear:



Firstly, make sure the view is for **Current and Leavers this year**.

Then ensure that the **Include Students already exported** box is ticked.

Click the **Refresh Students** button.

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

You Year 6 **current** pupils will now be filtered as shown below:

2 Students

UPN	Preferred Surname	Preferred Forename	Reg G.	Year Grp	Year Taught
M820200106060	Acton	Jordan	6VC	6	6
H820200107008	Adebayor	Emmanuel	6KH	6	6
X820200107009	Americana	Kari	6KH	6	6
U820200108010	Andrews	Jasmine	6VC	6	6
H820200107010	Ariano	Pietro	6VC	6	6
B820200106061	Baker	Jade	6VC	6	6
L820200107012	Ballinger	Eden	6VC	6	6

To transfer results to NAA:

- 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 **National Assessment Agency (NAA)**, the list should be in alphabetical order.
- Click on **NAA** 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 **NAA** 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 **NAA** manually.

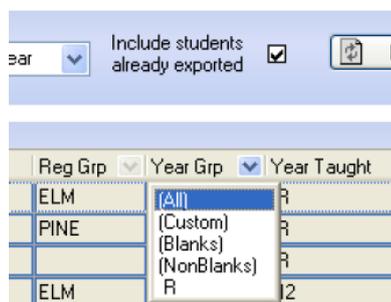
Please ensure that you do not attach a destination LA for any pupils who you do not have assessments for. For example, if new pupils have joined your school **after** the KS2 tests were taken, simply remove the Destination La from their "row". To do this click on their LA Destination box and scroll to the top where there is a blank line. Click on this and the destination will disappear.

When you have added the Destination LA for your current Year 6 pupils, your screen should resemble the one shown below:

2 Students							
UPN	Preferred Surname	Preferred Forename	Reg G.	Year Grp	Year Taught	Previous Destination	Destination LA/Other
M820200106060	Acton	Jordan	6VC	6	6	Green Abbey	National Assessment A...
H820200107008	Adebayor	Emmanuel	6KH	6	6	Green Abbey	National Assessment Ag...
X820200107009	Americana	Kari	6KH	6	6	Green Abbey	National Assessment Ag...
U820200108010	Andrews	Jasmine	6VC	6	6	Green Abbey	National Assessment Ag...
H820200107010	Ariano	Pietro	6VC	6	6	Green Abbey	National Assessment Ag...
B820200106061	Baker	Jade	6VC	6	6	Green Abbey	National Assessment Ag...
L820200107012	Ballinger	Eden	6VC	6	6	Green Abbey	National Assessment Ag...

**You must also return teacher assessments for any pupils who were in your school during the KS2 test week but who left the school afterwards. If this does not apply to your school please continue with these notes from the top of the next page.**

To add the **leavers** to the file click in the Year Group column header and change the selection back to **All** as shown below:



Then click in the Year Group column header again and select the **(6)** year group. The brackets round the year group signify that the pupil(s) have left.

Add NAA 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 have NAA listed in the Destination LA box.

When all the relevant pupils have been selected, scroll to the bottom of the screen.

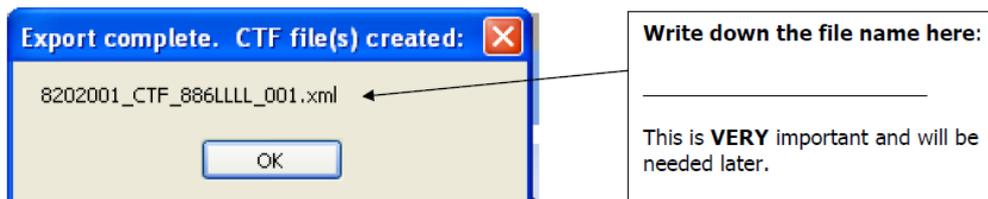
To complete the CTF process, click the **Export CTF** button. 

You may receive a message about addresses being untidy, but you can ignore this, select **Yes** to continue.

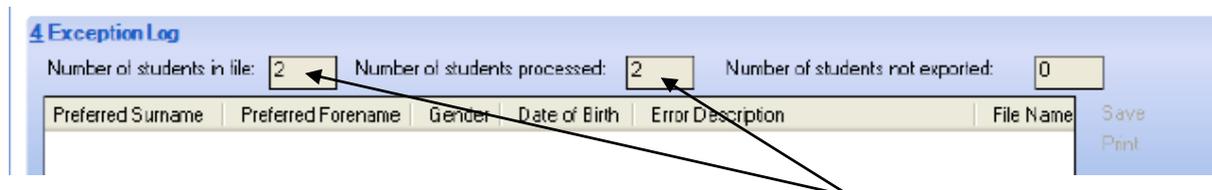
The CTF process may take some time, and a blue revolving circle will appear as a "working" symbol.

Error messages will be shown in the status bar (bottom left). If it stops without an Export complete box, there may have been an error with the CTF directory, if so go back to the start of this section, and re-configure the CTF directory.

When the Export CTF process has been completed, a dialogue box will appear:



Click on **OK** once you have written the file name down.



An Exceptions Log will now appear. Please make sure that the **Number of students in file** matches the **Number of students processed**, and that it is what you were expecting from your original documentation. The **Number of students not exported** should be **0**. If not, go back and check your **User Defined Group**.

All errors relating to missing UPNs or **KS1** Scores **must** be resolved in SIMS, (UPN's) or Assessment Manager, and a new CTF created.

## **8. Returning your results to the NCA Tools Website**

The XML file(s) containing all of your Key Stage Two results needs to be uploaded to the NCA Tools website <https://ncatools.education.gov.uk/>.

Using Windows Explorer/File Manager, go to your CTF Export directory (as detailed at the top of section 6). Your computer will have stored the CTF export as an XML file consists of the following:

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

**For support using NCA Tools, contact the National Curriculum Assessments helpline on 0300 303 3013 or email [assessments@education.gov.uk](mailto:assessments@education.gov.uk) or typetalk 18001 0370 000 2288.**

<https://ncatools.education.gov.uk>

## 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 2 Wizard England 2015** and then **Next**.

Check that Year 6 or the correct user defined groups are selected – then click **Next** twice.

The report screen is displayed as shown below:

2 Students								
UPN	Preferred Surname	Preferred Forename	Reg G..	Year Grp	Year Taught	Previous Destination	Destination LA/Other	
M820200106060	Acton	Jordan	6VC	6	6	Green Abbey	National Assessment A...	<input type="checkbox"/>
H820200107008	Adebayor	Emmanuel	6KH	6	6	Green Abbey	National Assessment Ag...	<input type="checkbox"/>
X820200107009	Americana	Kari	6KH	6	6	Green Abbey	National Assessment Ag...	<input type="checkbox"/>
U820200108010	Andrews	Jasmine	6VC	6	6	Green Abbey	National Assessment Ag...	<input type="checkbox"/>
H820200107010	Ariano	Pietro	6VC	6	6	Green Abbey	National Assessment Ag...	<input type="checkbox"/>
B820200106061	Baker	Jade	6VC	6	6	Green Abbey	National Assessment Ag...	<input type="checkbox"/>
L820200107012	Ballinger	Eden	6VC	6	6	Green Abbey	National Assessment Ag...	<input type="checkbox"/>

There are 4 reports you can print or preview:

- KS2 P1 Student England 2015 - Individual Pupil Reports
- KS2 P2 Comparative England 2015 - School report for boys, girls, and all pupils with 2015 National Comparative data
- KS2 P3 Comp TAs by gender England 2015
- KS2 P4 Comp Tests by gender England 2015

### The Student Report

If you want to print all the pupils at once, click on the Select All button. All pupil boxes will now be ticked. Click on the Print button **once**.

If you want to preview the report, make sure that just **one** pupil box is ticked then click on the Preview button **once**.

### The School and National Report (Comparative)

Make sure only **one** pupil is "ticked". Click on the KS2 P2 Comparative England 2015 report and click the Preview or Print button. The report displays percentages for all pupils within your school, and 2015 National results for all pupils. There are two separate TA and Test reports that split the data by gender.

You may choose to print one or multiple copies of either report by setting the number of copies required on the print manager screen.

When you have finished printing and/or previewing reports click on the **Cancel** button to exit the wizard.