

Key Stage Two Guidance

# Key Stage Two Data Submission User Manual 2015



# Contents

0.	Version Log & Key Dates	3
1.	User Defined Groups	4
2.	Downloading the Key Stage Two Wizard (AMPA folder)	6
3.	Importing the Key Stage Two Wizard into Assessment Manager	6
4.	Running the Key Stage Two Wizard	7
5.	Entering the Results on the Marksheet	9
6.	Entering P Scales	10
7.	Creating an XML (CTF) file in SIMS	11
8.	Returning your results to the NCA tools Website	14
9.	Reports	15

# **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 <u>maninfo@medway.gov.uk</u>

# 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

sins SIN	/IS .net: WA	TERS EDGE P	RIMARY	SCHOOL							
<u>F</u> ocus	<u>R</u> eports	R <u>o</u> utines	<u>T</u> ools	<u>W</u> indow	<u>H</u> elp						
魯、	ack 🔁	• 📄 For	ward	<b>b</b>	<b> </b>	· 🛃 🛃		ي 🎙	2	2 💽	Č
🦘 м	aintain Use	er Defined Gr	oups								
Nev 📄	v 🞽 Searcl	h 📄 Open 🖇	Delete	Print	🐻 Browse	e 🖶 Next 🕇	Previou	IS			
Grou	up Descriptio	n				Short N	ame				]
Activ	ve State	<any></any>			•						

Click on the New button and this screen should appear

User Group Details:		Add a ralevent Crown
💾 Save 🏾 🄄 Undo 📥	Print	Add a relevant Group
Group Details 2 Mem	bership	Description and Short Name.
<u>1</u> Group Details		Make sure the Active State is
Group Description	Key Stage 2 2015 Active State	Active.
Short Name	KS2 15 Current Main Supervisor	
Notes		If you wish, add a brief note.
Notes		
		Then click on the Action
		button and click Add
Include in Discover		Member.
	-	
2 Membership		The screen shown below will
Effective Date Range	01/09/2014 - 31/08/2015 Academic Year Academic Year 2014/2015 -	appear.
Cursor Day	Monday	
Cursor Date	18/05/2015	
Zoom 🆓 Action		
Member	Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug	

The next screen will then be the Select Members screen:

Select Mem	bers					
*						
Search						📄 Links 🔻 😨 Help
Surname		Forename		Role	Student	•
Group Type	National Curriculum Ye 🗸	Group	Q 💥	Effective Date	18/05/2015	
Name	7		Gender	Year and Reg Grou	current	Group
	/					

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:

( <b>_</b>				1	
Select Members					
					Select all the relevant
M Search			🖉 Links 👻 🙆 Help		pupils by clicking on them
					while holding down the
Surname Forename		Role	Student 👻		Shift kov
		-	10/05/0015		Shint Key.
Group Type National Curriculum Ye V Group		Effective Date	18/05/2015		
Name	Gender	Year and Reg Grou	p Current Group ^		You can also select any
	Male	SVC	Curriculum Year 6		pupils who are not listed
Acton Jordan	Male	6VC	Curriculum Year 6		on NC Voor 6 but vou
	Female	evc	Curriculum Year 6		as NC real o but you
Dolby, Dotor	Mala	evic	Curriculum Year 6		need to return results for.
Ecolulio, Christenber	Male	evic	Curriculum Year 6		
Haukina, Christopher	Male	evic	Curriculum Year 6		<b>—</b> • • • • • •
Hawkins, Chils	Male	ovc	Curriculum Year 6		l o select / de-select
Langloid, Daniel Kama, Basa	Male	6VC	Curriculum Year 6		individual pupils click on
Reline Lada	Male El-	6VC	Curriculum Year 6		
baker, Jade	Female	6VC			them while holding down
Chapman, Susan	Female	6VC	Cumculum fear 6		the Ctrl key.
Dean, Margaret	Female	6VC	Cumculum Year 6		
Wright, Jane	Female	6VC	Cumculum Year 6		
Brown, Emily	Female	6VC	Cumculum Year 6		When al pupils are
Keats, Bhan	Male				selected click OK
UWhite Halan	Famala	<u>SMC</u>	Curriculum Year 6		Selected, click UK.
			OK Cancel		

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.

<u>2</u> Membership						
Effective Date Range	01/09/2014 - 3	31/08/2015		Academic Year	Academic Year 2014/2015	•
Cursor Day	Monday					
Cursor Date	01/01/0001					
Zoom 🆓 Action						
Member		Sep Oct	Nov Dec	Jan <mark>Feb</mark> M	lar <mark>Apr </mark> May <mark>Jun </mark> Jul Aug	Â
Acton, Jordan - 6VC						
Dolby, Peter - 6VC						
Franklin, Christopher - 6	6VC					Ξ
Jamieson, Cherrie - 6V0	2					Ē
Johns, John - 6VC						

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:

Search							💮 Links	+ 🔞 Help
Surname		Forename			Role	Student	•	]
Group Type	<ali></ali>	- Group			Effective Date	18/05/201	5	J
Name	,			Gender	Year and Reg Grou	Jp		
Flanny, Sam				Male	5BB			
Giant, Nicole				Female	5BB			
Hill, Hillary				Female	5BB			
Jack, Jessica				Female	5BB			
Justin, James				Male	5BB			
Justin, Janice				Female	5BB			
Justin, Jim				Male	5BB			
Lewis, Nick				Male	5BB			
Ling, Xing			 	Female	5BB			
Malice, Dwight				Male	5BB			
Malik, Yanik				Male	5BB			_
Noble, Sophie				Female	5BB			
North, Colin				Male	5BB			
Park, Henrietta				Female	5BB			
Patel Nakita				Female	5RR			

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

Find the relevant pupil(s) on the list – click to highlight, then click on  $\mathbf{OK}$  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:

sins Import				? 🔀
Select the file to import from				
Line des services de facer des ins				
Header comments from the imp	port nie:			
	_	_	_	
Uverwrite with default values				
	< Back	Next >	Finish	Cancel
				1.3

#### **Please Note**

If the screen below appears please select as appropriate. If you have any problems contact EIS on 01622 672779 or by emailing <u>eis.support@kent.gov.uk</u>



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

SIMS Open			×
Look in:	SIMS net	- 🖉 🙋 📴	
œ	Name	Date modified	Type ^
~	\mu AMPA	15/05/2015 10:15	File fol
Recent Places	DinnerMoney	15/05/2015 10:15	File fol
	퉬 InTouch	15/05/2015 10:15	File fol
	Plugins	15/05/2015 10:15	File fol
Desktop	SystemManager	15/05/2015 10:15	File fol
<b>11</b>	ASCIS_ErrorResolution	04/02/2015 12:30	XML D
	AttendanceCodeSchema	17/01/2002 11:14	XML D
Libraries	AttendanceReturnErrorResolution	04/02/2015 12:30	XML D
	AttendanceYearSchema	22/08/2002 07:34	XML D
	AttRet_Configuration	04/02/2015 12:29	XML D
Computer	CensusErrorResolutions	19/02/2015 14:08	XML D 🛫
	· [ III		P.
	File name:		Open
Network			opon
	Files of type: Xml files (* xml)	▼	Cancel
	Open as read-only		

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:



Click on **Key Stage 2 Wizard England 2015** as shown opposite and click on the **Open** button.

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.

Select Wizard				
Filter All	•		_	
Name	Edit Date	Complete ^		A list of <b>all</b> the Wizards on
EYFS Profile Wizard 2013	01/01/2013			vour system will be
EYFS Profile Wizard 2014	01/01/2014			displayed.
EYFS Profile Wizard 2015	01/01/2015			
Key Stage 1 Wizard England 2013	01/01/2013			Make sure the filter says
Key Stage 1 Wizard England 2014	01/01/2014			Incomplete.
Key Stage 1 Wizard England 2015	01/01/2015	=		•
Key Stage 2 Wizard England 2013	01/01/2013			Do not tick the Complete
Key Stage 2 Wizard England 2014	01/01/2014			box on the right.
Key Stage 2 Wizard England 2015	01/01/2015			5
Year 1 Phonics Screening Wizard	01/01/2013			Click on the Key Stage 2
Year 1 Phonics Screening Wizard	01/01/2014			Wizard England 2015 and
Year 1 Phonics Screening Wizard	01/01/2015			click on the Next button.
Year 2 Phonics Screening Wizard	01/01/2013			
Vara 2 Dhaailaa Caasaalaa Milaaad	01/01/2014			

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:

SI	🛤 Wizard - Key Stage 2 Wizard England 201	15			? <b>X</b>		
N	Marksheets					Г	
	Filter: Incomplete - Please	e select a Marksheet	and click on the per	cil to enter/edit data.			marksheets that schools
	Template	Group	Last Used	Complete			need to complete:
	KS2 A. All Subjects TAs 2015	Key Stage 2 2015					
	KS2 B. Subject TAs 2015	Key Stage 2 2015					1. KS2 A. All Subject
	KS2 C. P Scale Data Entry 2015	Key Stage 2 2015					TAs 2015
	KS2 D. Test Summary Data Entry 2015	Key Stage 2 2015				$\setminus  $	2. KS2 C. P Scale
	KS2 E. En Test Results Data Entry 2015	Key Stage 2 2015					data Entry 2015
	KS2 F. Ma Test Results Data Entry 2015	Key Stage 2 2015				Ŋ	Firstly, click on the KS2 A
	KS2 G. Broadsheet Review 2015	Key Stage 2 2015					All Subject TAs 2015 sheet
	KS2 H. Average Point Sc Calc (From 2013)	Key Stage 2 2015					to select and then click on
							the Edit Marksheet button.
							P
							2
							The Marksheet will be
							displayed as shown
							overleaf.
		ancel	L				

#### 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:

arksheet Entry : KS2 A. All Subjects	TAs 2015 : I	Key Stage 22	2015							
Save 🄄 Undo 📥 Print 憂 Export asic Details 2 Marksheet	🝷 🙀 Calo	ulate								
Basic Details										
Notes	This M Science	arksheet can e at Key Stac	be used to e e 2 in 2015	nter the deta	iled outcome	s of Teacher	r Assessment	s in English,	Maths, and	<u>^</u>
	1. Ente	er the results i	nto the white	e columns an	d click on 'Ca	alculate'. Thi	is will generat	e the aggreg	ated subject	-
ast Used			]							
Data entry for this Marksheet is comple	te 🗆									
Marksheet										
Result Date 18/05/2015 🔣 Gro	oup Members	hip Date 1	8/05/2015	1 🖪 🖉	Defende (	0.0	****	7	No Devent	
					refresh	Summary	in: Narrow	Coom 😹	∧ neveal	
Group Filter					rterresh (	9 Summary	ini Narrow	00 200m	Keveal	
Group Filter			Q	f	retresh (	Summary	j <u>er</u> Narrow	Zoom	f Reveal	
Group Filter	1 Speak & Listen tage 2 Validated Result	2 Reading tage 2 Validated Result	3 Writing tage 2 Validated Result	English Subject tage 2 Validated Result	1 Use and Apply tage 2 Validated Result	2 Number and Alg tage 2 Validated Result	3 Shape & Space lage 2 Validated Result	4 Handing Data tage 2 Validated Result	Maths Subject Lage 2 Validated Result	1 Scientific Eng tage 2 Validated Result
Sroup Filter	N AT1 Speak & Listen ey Slage 2 Validated Result	N AT2 Reading ey Stage 2 Validated Result	N AT3 Writing ey Stage 2 Validated Result	N TA English Subject	AAT1 Use and Apply ey Stage 2 Validated Result	A AT2 Number and Alg ey Stage 2 Validated Result	IA AT3 Shape & Space ey Stage 2 Validated Result	AAT4 Handling Data ey Stage 2 Validated Result	A TA Maths Subject ey Stage 2 Validated Result	C AT1 Scientific Eng ey Stage 2 Validated Result
Sroup Filter	EN AT1 Speak & Listen Key Stage 2 Validated Result	EN AT2 Reading Key Stage 2 Validated Result	EN AT3 Writing Key Stage 2 Validated Result	EN TA English Subject Key Stage 2 Validated Result	MA AT1 Use and Apply Key Stage 2 Validated Result	MA AT2 Number and Alg Key Stage 2 Validated Result	MA AT3 Shape & Space Key Stage 2 Validated Result	MA AT 4 Handling Data Key Stage 2 Validated Result	MA TA Maths Subject Key Stage 2 Validated Result	SCAT1 Scientific Enq Key Stage 2 Validated Result
Group Filter	EN AT1 Speak & Listen Key Stage 2 Validated Result	EN AT2 Reading Key Stage 2 Validated Result	EN AT 3 Writing Key Stage 2 Validated Result	EN TA English Subject Key Stage 2 Validated Result	MA AT1 Use and Apply Key Stage 2 Validated Result	MA AT2 Number and Ag Key Stage 2 Validated Result	MA A13 Shape & Space Key Stage 2 Validated Result Moute And	MA A14 Handing Data Key Stage 2 Validated Result	MA TA Matths Subject Koy Stage 2 Validated Result	SC AT1 Scientific Eng Key Stage 2 Validated Result
Group Filter	EN AT1 Speak & Listen Key Stage 2 Validated Result	ENAT2 Reading Key Stage 2 Validated Result	EN AT 3 Wring Key Stage 2 Validated Result	E I TA English Subject Key Stage 2 Validated Result	Ma AT1 Use and Apply Key Stage 2 Validated Result	MA AT 2 Number and Alg Key Stage 2 Validated Result	MA AT3 Shape & Space MA AT3 Shape & Space Key Stage 2 Validated Result	MA A14 Handling Data Key Stage 2 Validated Result	MA TA Maths Subject Key Stage 2 Validated Result	SC AT1 Scientific Eng Key Stage 2 Validated Result
Group Filter	ENAT1 Speak & Listen Key Stage 2 Validated Result	Key Stage 2 Validated Result	EN AT 3 Writing Key Stage 2 Validated Result	EN TA English Subject Key Stage 2 Validated Result	MA AT1 Use and Apply Key Stage 2 Validated Result	MA AT 2 Number and Alg Key Stage 2 Validated Result	MA AT 3 Shape & Space MA AT 3 Shape & Space Key Stage 2 Validated Result	MA AT4 Handling Data Key Stage 2 Validated Result	MA TA Maths Subject Key Stage 2 Validated Result	SC AT1 Scientific Eng Key Stage 2 Validated Result

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.
- <u>Please note: if you have SEN pupils at level W, it must be entered as W on this marksheet</u> 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.

Wew Invalid Result	? 💌
📥 Print 💾 Save	
Activity	
The entered result value '2c' is invalid	*
The valid range of values for this column an	5:
6	
4	
2	
Ŵ	
Ā	
F	
r	
	-
	Close

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.

ilter: Incomplete - Plea						
	se select a Markshee	t and click on the	pencil to enter/edit data			
Template	Group	Last Used	Complete			Click on the KS2 C. P Scale Data
KS2 A. All Subjects TAs 2015	Key Stage 2 2015			-		Entry 2015 marksheet.
KS2 B. Subject TAs 2015	Key Stage 2 2015	-				
KS2 C. P Scale Data Entry 2015	Key Stage 2 2015				$  \rangle$	Then click on the Edit marksheet
KS2 D. Test Summary Data Entry 2015	Key Stage 2 2015			-		button.
KS2 E. En Test Results Data Entry 2015	Key Stage 2 2015					(Note: If you have exited the Wizerd
KS2 F. Ma Test Results Data Entry 2015	Key Stage 2 2015					completely go to Tools   Performance
KS2 G. Broadsheet Review 2015	Key Stage 2 2015					Assessment   Wizard Manager)
KS2 H. Average Point Sc Calc (From 2013)	Key Stage 2 2015					
					-	

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:

Configure CTF Defaults	
E Save O Undo Your directory details may be	
1 Directory Details 2 Data to be Imported by Default 3 Data to be Exported by Default different - make a	
<u>1</u> Directory Details	
CTF import directory W:\CTFIN	2
CTF export directory W:\CTFOUT	
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:

25	Student Options						
	Effective Date 18	3/05/2015 🚺 🚺 View	Current and Leavers this	s year 🔻	Include studen already export	ed 🗹 [	Refresh Students
			1		1	1	
3 5	Students				/		
	UPN	Preferred Surname	Preferred Forename	Reg G 🖵	Year Grp 🖵	Year Taught 📮	Previous Destination
	Y820200109033	Aaron	Anris	4SL	4	4	Green Abbey
	J820200109032	Aaron	Liz	4SL	4	4	Green Abbey
	M820200109034	Aaron	Sophie	4 <b>5</b> 5	4	4	Green Abbey
	N823299911001	Abdullah	Tamwar	ELM	1	/1	Green Abbey
	K823299913001	Abhra	Abjit	ELM	R	R	Green Abbey
	Z823299913002	Abhra	Alisha	PINE	R	R	Green Abbey
	N823299913003	Abhra	Neel	ASH	R	R	Green Abbey
				1	1	1	
rstly, e viev u <b>rren</b> eaver	make sure w is for It and rs this year.	Then ensure t Include Stud already expo is ticked.	hat the ents rted box	lick the <b>R</b> o tudents b	efresh outton.	No Gr <b>Ye</b>	w click on the Year oup arrow and select <b>ar 6</b> .

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

<u>2</u> :	otudents					
	UPN	Preferred Surname	Preferred Forename	Reg G 👳	Year Grp 💂	Year Taught 📮
۲	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:

25	Students							
	UPN	Preferred Surname	Preferred Forename	Reg G 🖵	Year Grp 💂	Year Taught 📮	Previous Destination	Destination LA/Other
I	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. I f 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:

Export complete. CTF file(s) created: 🔀	Write down the file name here:
8202001_CTF_886LLLL_001.xml +	·
ОК	This is <b>VERY</b> important and will be needed later.

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

4 Exception Log	
Number of students in file: 2 Number of students processed: 2 Number of students not exported: 0	
Preferred Surname Preferred Forename Gender Date of Birth Error Description File Name	Save
	Print

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

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 CFT 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 <u>assessments@education.gov.uk</u> or typetalk 18001 0370 000 2288.

https://ncatools.education.gov.uk

### 9. <u>Reports</u>

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:

<u>2</u> 5	2 Students								
	UPN	Preferred Surname	Preferred Forename	Reg G 🖵	Year Grp 💂	Year Taught 👳	Previous Destination	Destination LA/Other	
r	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	

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.