

Key Stage Two Guidance

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Assessment Manager

Please note that you will have to have at Least version 7.138 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. This is used when

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

If the previous point does not apply to your school skip to section 2.

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

Click on the 'New' button

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2 Membership Effective Date Range 01/09/2010 - 31/08/2011 Cursor Day Wednesday Cursor Date 31/08/2011	is.	Pupils taking Key Stage 2 as	sessments 2011		
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Member Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug "member"	e mbership ctive Date Range sor Day sor Date	01/09/2010 - 31/08/2011 Wednesday	Academic Year Academi	: Year 2010/2011	To add member click on the "action" button then add

The screen on the following page will then show the select members screen

Change the Group Type to 'National Curriculum Year Group' and then click 'Search'. The page should then refresh.

Select Member	rs					- 2 🛛
\$						
M Search					🕘 Links 🔻	🕑 Help
Surname		Forename		Role	Student	~
	ational Curriculum Ye 🔽 ational Curriculum Ye 🔨	Group	Q 🗶	Effective Date	05/04/2011	
Name As	ssessment User Defir		Gender	Current Group		
Att Bo Ho Ne	hhnichty Category tendance User Define aarder Status ouse ew Intake Group egistration Group					
					ок	Cancel
14 matches four	nd					

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 KS2 pupils click on them whilst holding the shift key down.

From this screen you can also select the pupils who need to be reported but aren't in Year 6. Once all pupils are selected click on the OK button.

The membership screen should now be populated with the pupils selected in the previous step. As shown below

<u>2</u> Membership					
Effective Date Range	01/09/2010 - 3	31/08/2011	Academic Ye	Academic Year 2010	/2011 💌
Cursor Day	Monday				
Cursor Date	01/01/0001				
Zoom Action		Sep Oct Nov	Dec Jan Feb	Mar Apr May J	Jun Jul Aug 🔨
Member Anderson, Jacob					
Harvey, Emma					
Humphries, Robert					=
Kossakowski, Isabella					
					~
<					

To add the pupils who have left click back on the 'action' button and then 'add members'. Select 'All' from the group type filter and then click on search. Find the relevant pupil(s) from the list and highlight them using the same process as before and then click on ok. Click on Save and then Close.

2. Downloading the Key Stage Wizards

All Key Stage wizards will be imported on to your system when you install the 7.138 release from CAPITA either from the CAPITA SOLUS website or a CD from EIS.

If you have any problems with this release please contact the 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

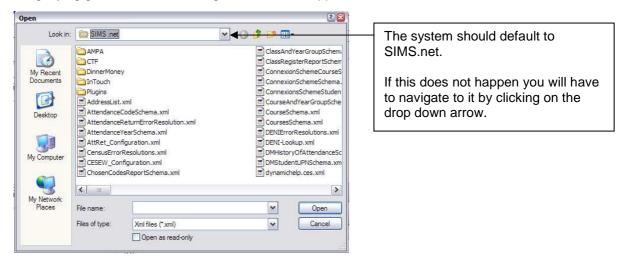
^{IS} Import					? 🗙
Select the file to import from					
Header comments from the imp	port file:				
Overwrite with default values					
		< Back	Next >	Finish	Cancel
		_			

Please Note

If the screen below appears select how you see fit. If you have any problems contact EIS on 01622 672779 or by emailing eis.support@kent.gov.uk

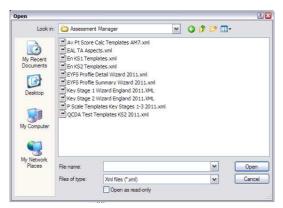
There are new, available for im	/updated Assessm port. Do you wish I	ent Manager Res to update your sy	ources stem ?
🔼 Do not cla	e that this may ta se SIMS until this e areas of SIMS c	import process	is complete. cause a system cras
AMPAR	Resources		
Tracking	Templates and Gr	ids 🗹	
	Yes	No	Remind me later

Select the magnifying glass and the following screen should appear



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 1 wizard England 2011 and then open.



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 to which you need to make sure the filter says **incomplete**. Select **Key Stage 2 England 2011** and then click on Next.

^{MS} Wiza	rd			2
Select V	Vizard			
Filter	Incomplete	×		
Name		Edit Date	Complete	1
Key Sta	ige 1 England 2005	31/01/2005		
Key Sta	ige 1 England 2008	01/01/2008		
Key Sta	ige 1 England 2009	01/01/2009		
Key Sta	ige 1 England 2010	01/01/2010		
Key Sta	ge 1 Wizard England 2011	01/01/2011		
Key Sta	ge 2 England 2004 (Full)	10/02/2004		
Key Sta	ige 2 England 2005	31/01/2005		
Key Sta	ge 2 England 2006	01/01/2006		
Key Sta	ge 2 England 2007 AM7	28/01/2007		
Key Sta	ige 2 England 2008	01/04/2008		
Key Sta	ge 2 England 2009	01/01/2009	2	
Key Sta	ge 2 England 2010	01/01/2010		
Key Sta	ge 2 Wizard England 2011	01/01/2011	2	
		< Bac	Next > Finish	Cancel
_				

The next step is to select a group of pupils to work with. You do this by selecting the magnifying glass. Once the magnifying glass has been selected the screen shown below will appear.

If you followed the previous section - user defined group click on the + symbol next to user defined groups. Select from this the name you gave in section 1 (Key Stage 2 2011) and then apply.

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

Group Selector				? 🞽
Select the effective Group date From 01/09/2010	То	31/08/2011	Refresh	
First Language New Intake Group Registration Group Special Needs 'Arar Group - All Year Groups - All Year Groups Year 1 Year 2 Year 6 Year R National Cumiculum Year				
Assessment User Defined Exam Performance Cohort User Defined Groups Key Stage 1 2011 Key Stage 2 2011 Discover House				
_		Apply Clear	Selection Car	icel

Doing this will take you back to the wizard screen and this is where you select next to take you to the marksheet.

5. Entering Results on the Marksheet

There are two statutory marksheets that need to be completed

- KS2 A. All Subject TAs 2011
- KS2 C. P Scale Data Entry 2011

To enter/edit the marksheet click on KS2 A. Teacher Assessments 2011 and select the green pencil shown below

Incomplete Please select a Marksheet and click on the pencil to enter/edit data. Template Group / Last Used Complete (S2 A. All Subjects TAs 2011 Year 6	arksheets				
KS2 A. All Subjects TAs 2011 Year 6		ase select a Marl	sheet and click o	n the pencil to enter/edit dat	ta.
KS2 B. Minimum Subject TAs 2011 Year 6 KS2 C. P Scale Data Entry 2011 Year 6 KS2 D. Test Summary Data Entry 2011 Year 6 KS2 E. En Test Results Data Entry 2011 Year 6 KS2 F. Ma Test Results Data Entry 2011 Year 6	Template	Group /	Last Used	Complete	0
KS2 C. P Scale Data Entry 2011 Year 6 Image: Constraint of the state of the sta	KS2 A. All Subjects TAs 2011	Year 6			
KS2 D. Test Summary Data Entry 2011 Year 6 KS2 E. En Test Results Data Entry 2011 Year 6 KS2 F. Ma Test Results Data Entry 2011 Year 6	KS2 B. Minimum Subject TAs 2011	Year 6			
KS2 E. En Test Results Data Entry 2011 Year 6 KS2 F. Ma Test Results Data Entry 2011 Year 6	KS2 C. P Scale Data Entry 2011	Year 6			
SS2 F. Ma Test Results Data Entry 2011 Year 6	(S2 D. Test Summary Data Entry 2011	Year 6			
	(S2 E. En Test Results Data Entry 2011	Year 6			
(S2 G. Broadsheet Review 2011 Year 6	(S2 F. Ma Test Results Data Entry 2011	Year 6			
	KS2 G. Broadsheet Review 2011	Year 6			

• The image below is that of the KS2 A. All Subject TAs 2011 marksheet. Results need to be entered into the first eight columns for every pupil.

Marksheet Entry										
Marksheet Entry : KS2 A. All Subj	ects TAs 2011 : Ye	ear 6								
🗄 Save 🛛 🗐 Undo 📇 Print 暑 E	ixport 🔹 🙀 Calci	ulate								
Basic Details 2 Marksheet										
<u>1</u> Basic Details										
Notes	This Ma	arksheet can e at Key Stag	be used to e	nter the detai	led outcome	s of Teacher	Assessment	s in English, I	Maths, and	^
										_
	Should	you wish to e	enter the mini	num data, yo	u might cons	sider using th	e Marksheet.	"KS2 B. Mir	iimum	~
Last Used										
Last 0300		120								
Data entry for this Marksheet is co	omplete 🔲									
E										
2 Marksheet										
Result Date 05/04/2011	Group Members	hip Date	5/04/2011		Refresh 6	Summary	** Narrow	700m		
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Group Filter			Q							
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_	Speak & Li je 2 Validat	Reading je 2 Validat	Writing je 2 Validate	nglish Subje je 2 Validate	Use and Ap je 2 Validate	Number and je 2 Validate	Shape & Sp je 2 Validate	Handling Da je 2 Validate	Aaths Subjec ge 2 Validate	Scientific Eng je 2 Validated
215	VT1 Speak & Li Stage 2 Validat	VT2 Reading Stage 2 Validat	vT3 Writing Stage 2 Validate	A English Subje Stage 2 Validate	VT1 Use and Ap Stage 2 Validate	AT2 Number and Stage 2 Validate	VT3 Shape & Sp Stage 2 Validate	AT4 Handling Da Stage 2 Validate	l A Maths Subjec Stage 2 Validate	VI1 Scientific Eng Stage 2 Validated
Students	EN AT1 Speak & Li Key Stage 2 Validat	EN AT2 Reading Key Stage 2 Validat	EN AT3 Writing Key Stage 2 Validat	EN TA English Subje Key Stage 2 Validate	MA AT1 Use and Ap Key Stage 2 Validate	MA AT2 Number and Key Stage 2 Validate	MA AT3 Shape & Sp Key Stage 2 Validate	MA AT4 Handling Da Key Stage 2 Validate	MA TA Maths Subjec Key Stage 2 Validate	SC AT1 Scientific Eng Key Stage 2 Validated
음 문 문 문 문 문 문 문 문 문 문 문 문 문 문 문 문 문 문 문	EN AT1 Speak & Listen Key Stage 2 Vaidated 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 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
- Martin Contractor Contractor	EN AT1 Speak & Li Key Stage 2 Validat	EN AT2 Reading Key Stage 2 Validat	EN AT3 Writing Key Stage 2 Validat	EN TA English Subje Key Stage 2 Validate	MA AT1 Use and Ap Key Stage 2 Validate	MA AT2 Number and Key Stage 2 Validate	MA AT3 Shape & Sp Key Stage 2 Validate	MA AT4 Handling Da Key Stage 2 Validate	MA TA Maths Subjec Key Stage 2 Validate	SC AT1 Scientific Eng Key Stage 2 Validated
ANDERSON, Jacob	EN AT1 Speak & Li Key Stage 2 Valida	EN AT2 Reading Key Stage 2 Validat	EN AT3 Writing Key Stage 2 Validat	EN TA English Subje Key Stage 2 Validate	MA AT1 Use and Ap Key Stage 2 Validate	MA AT2 Number and Key Stage 2 Validate	MA AT3 Shape & Sp Key Stage 2 Validate	MA AT4 Handling Da Key Stage 2 Validate	MA TA Maths Subjec Key Stage 2 Validate	SCAT1 Scientific Eng Key Stage 2 Validated
ANDERSON, Jacob GARY, Kirsten	EN AT1 Speak & Li Key Stage 2 Valda	EN AT2 Reading Key Stage 2 Validat	EN AT3 Writing Key Stage 2 Validat	EN TA English Subje Key Stage 2 Validate	MA AT1 Use and Ap Key Stage 2 Validate	MA AT2 Number and Key Stage 2 Validate	MA AT3 Shape & Sp Key Stage 2 Validate	MA AT4 Handling Da Key Stage 2 Validate	MA TA Maths Subjec Key Stage 2 Validate	SC AT1 Scientific Eng Key Stage 2 Validated

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.

The message below will appear if an incorrect level is put into any column on the previous page. The codes below are the valid codes to use. Then select close and re enter the chosen level.

sıns View	Select Grade	? 🔀
	Grade for current cell	
Apply &	Next Skip	Close

Once the marks have been input for your pupils please click on the calculate button which is situated at the top of the page. Clicking this button will calculate the science subject level first 3 columns with f symbol and if for any reason you miss entering a level a fail message will appear. To check for any fail messages right click on the missing entry check column and select order rows descending.

Once the missing marks have been input the marksheet needs to be calculated again. If all is correct this time click in the box stating that the data entry for this marksheet is complete, click the save button and close the marksheet.

6. Entering P Scales

- Do any of your pupils have a W in the KS2 A. All Subject TAs 2011? If the answer is yes then this section applies to you, if not please skip to section 7
- Make sure that the box next to the KS2 A. All Subject TAs 2011 is ticked.

Please note that P Scales for pupils with SEN at Level W is statutory this year.

Click on KS2 C. P Scales Data Entry Marksheet and then the green pencil. If for any reason you had to close SIMS you can find the marksheet by following section 4. Levels only need to be entered for those who are working at a level W and who have also been identified as having SEN. (Below is a completed version of the P Scales marksheet).

Marksheet Entry															
arksheet Entry : KS2 C. P Scal	ie Data Entry 201	1:Year 6													
🗄 Save 🛛 🗐 Undo 📥 Print 🚽	Export - 🌆 Cal	culate													0
Basic Details 2 Marksheet		100.00													
1 Basic Details										1					
Notes	This I	Marksheet en plish, Maths, (ables you to	enter a P Sc	ale assessme	ent for studen	its who are stil	working tow	rards Level 1	^					
	and the second second														
	To he	ip identify the	ese students,	existing entri	es are displa	yed in read-o	nly columns.			~					
Last Used	_									a second to the					
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Data entry for this Marksheet is o	complete														
6925-115-117															
2 Marksheet			<u>8</u>												
Result Date 05/04/2011	Group Membe	rship Date	05/04/2011		Refresh	(1) Summar	y 👬 Narrow	Zoom							
Group Filter	-														
			9												
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	EN TA English Subject Key Stage 2 Validated Result	P Scale: English Key Stage 2 Validated Result	P Scale: Speaking Key Stage 2 Validated Result	P Scale: Listening Key Stage 2 Validated Result	P Scale: Reading Key Stage 2 Validated Result	P Scale: Writing Key Stage 2 Validated Result	MA TA Maths Subject Key Stage 2 Validated Result	P Scale: Maths Key Stage 2 Validated Result	P Scale: Use Maths Key Stage 2 Validated Result	P Scale: Number Key Stage 2 Validated Result	P Scale: Shape Key Stage 2 Validated Result	SC TA Science Subject Key Stage 2 Validated Result	P Scale: Science Key Stage 2 Validated Result		2
	fect	ted	ted	ted	ted	ted	ted to	ted	e pa	ted	ted	bjec	ted		blen
	Sub	hida	Build	ng	E Pil	lida	subj	lida	ath	er llida	lida	Sul	lida		No. of possible problems
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3	Z é	C S S	C X	A S S	C A	C S S	Key	P S S	C A	A B S	0.6	SC	C A	Val	Ñ
ANDERSON, Jacob	3						3					3			
GARY, Kirsten	W	P2ii	P7	P7	P7	P7	2					2			
HARVEY, Emma	4						3					3			
HUMPHRIES, Robert	3						4					4			
KOSSAKOWSKI, Isabella	4				1	1	4					4			

The valid P Scales for each subject are:

P Scales Subject	Valid Entries
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 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.

As before if you enter an invalid code a message box will appear with the valid codes listed. Close the box and input the level.

Once all levels have been entered tick the Data entry for this marksheet is complete, save then close.

On the screen marksheets make sure that both KS2 A. All Subject TAs 2011 and KS2 C. P Scales Data Entry Marksheet are ticked select next. Say yes to the complete status has been changed. Do you wish to save changes. Select all pupils then select next, finish and then yes.

7. Returning your results to QCDA

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.

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.

The XML file needs to upload to QCDA via www.qcda.gov.uk/ncatools

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:

ocus <u>R</u> eports R <u>o</u> utines <u>T</u> ools <u>Wi</u> ndow <u>H</u> elp	
💐 🦛 Back 🔹 🛶 Forward 🎇 🍃 📂 💱 🕺 🚺 🚺 🎼 🖾 🗟 🔞 🗳 🖏 🥬	
Configure CTF Defaults	
Save 1 Dundo	
Directory Details 2 Data to be Imported by Default 3 Data to be Exported by Default 4 Alternative Destinations	
	Make a note of these two file paths
Directory Details 2 Data to be Imported by Default 3 Data to be Exported by Default 4 Alternative Destinations	Make a note of these two file paths here, as you will need to know what they are later on in the

CTF Import Directory:

CTF Export Directory:

NOR CONTRACTOR OF CARDING CONTRACTOR

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.

Student Basic Details		Student Address	Student Contacts	
SEN Information		Assessment Data Include KS1 Tasks/Tests	School History	Please ensure that these four options are the only
Attendance Summary		Looked After		ones that are ticked.
Collect Attendance Data From	SIMS Attendance	Module 🖌		

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.

10000000000000000000000000000000000000	Forward							-	
nont CTF	Student Options 3 S	itudents 4 Exception Log							Firstly, make sure the view for Current and Leavers this
									year.
Student Basic Details		Student Address		Student	Contacts				y = = :
SEN Information	V	Assessment Data Include KS1 Tasks/Tests	V	School I	History				Then ensure that the Includ
Attendance Summary		Looked After	V						Students already exported
Student Options									
	5/04/2011	View Current and Leavers	s this year 🔽	Include s already e		Refresh Students			Now click on the Year Grou
Effective Date 05				already e	exported 🗹				Now click on the Year Grou arrow and select Year 6
Effective Date 05 Students UPN	Preferred Surname	Preferred Forename	Reg G_	∫alreadye ≪ YearG	exported 🔽		Destination LA/Other	Destinatio	
Effective Date 05 Students UPN Y820200109033	Preferred Surname Aaron	Preferred Forename Chris	Reg G_ (AM)	Vear G	Year Taught		Destination LA/Other	Destinatio	
Effective Date 05 Students UPN Y820200109033 J820200109032	Preferred Surname Aaron Aaron	Preferred Forename Chris Liz	Reg G (AM) (AM)	 Already e Year G. (N2) (N2) 	Year Taught (N2) (N2)		Destination LA/Other	Destinatio	
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The Year 6 Pupils will now be filtered as shown below.

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Effective Date 05. 3 Students UPN	Preferred Surname	Preferred Forename	Reg G	Year G. 💌	Year Taught 🧭	Previous Destination	Destination LA/Other	Destination School
Effective Date 05.	Preferred Surname Anderson	Preferred Forename Jacob	Reg G. (6VC)	Year G. 💌	eg — Year Taught 🧭 6	Previous Destination National Assessment Agency	Destination LA/Other	Destination School
3 Students UPN ▶ E820200103002 W820200102042	Preferred Surname Anderson Gary	Preferred Forename Jacob Kirsten	Reg G. (6VC) (6VC)	Year G	Year Taught 💉 6 6	Previous Destination National Assessment Agency National Assessment Agency	Destination LA/Other	Destination School

To transfer results to the QCDA:

- 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 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 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 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.

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UPN	Preferred Surname	Preferred Forename	Reg G.	😪 Year G. 💌	Year Taught 🔗	Previous Destination	Destination LA/Other	Destination School
▶ E820200103002	Anderson	Jacob	(6VC)	6	6	National Assessment Agency	National Assessment.	
W820200102042	Gary	Kirsten	(6VC)	6	6	National Assessment Agency	National Assessment Ag	
F820200102048	Harvey	Emma	(6VC)	6	6	National Assessment Agency	National Assessment Ag	
Y820200103025	Humphries	Robert	(6KH)	6	6	National Assessment Agency	National Assessment Ag	

When you are sure that all the relevant pupils have NAA as the destination LA, of if you had no errors, you can continue.

If you had pupils taking the Key Stage Two assessments who were out of year you will now need to add a destination for these pupils as well.

- Click on the arrow in the Year Group column and select All.
- The extra pupils will have to be selected individually. Click in the Destination LA box for the relevant pupil and then click on the down arrow that appears.
- Select NAA

Once complete, select the Export CTF button; this will export the CTF to your chosen file location and may take a few seconds.

When the export is complete there will be a message appear in the bottom left-hand corner of the screen and the Exception Log will show the number of pupils in the file and the number processed.

The Exceptions Log will also display any problems the export may have encountered.

PN	Preferred Sumame Preferred Forename Gender Dat	e of Birth Error Description	File Name	^	Save
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The CTF will have exported to the location specified in the CTF configuration defaults that were looked at earlier.

The CTF filename as shown below consists of the following:

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

CTF OUT					9
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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 2011 and then next

Check that the correct group has been assigned – Year 6 or Key Stage Two 2011 – then select next twice.

The next screen should be "Individual Reports". Within this screen there are two reports

- KS2 P1 Student England 2011
- KS2 P2 Comparative England 2011

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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).

10. Uploading the File

Log in using the username and password that were sent to you by QCDA and use the notes you made earlier on the location of your CTF OUT folder. Upload the correct file to the website no later than 8 July 2011

If you experience any problems or would like further advice please call Management Information on 01634 331048 or 331068.