

Early Years Foundation Stage Profile Data Submission User Manual 2014



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Contact Details

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

01634 331048
01634 338183
01634 337088

Alternatively please email maninfo@medway.gov.uk

Version Log

Version Number	Version Date	Created/Amended/ Updated By	Amendments/ Updates
1.0	21-05-14	H. Partridge	Recommendations resulting from Dame Clare Tickell's independent review of the Early Years Foundation Stage. and The results of a national public consultation.

Assessment Manager

Please note that you need to have at least version **7.156** (Spring 2014 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 new FSP wizard, you should consider if you need to set up a User Defined Group.

A User Defined Group is used when you have pupils:

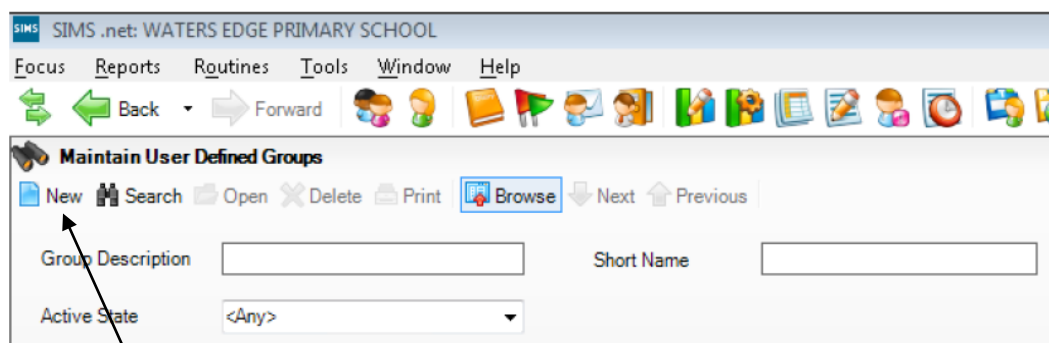
- who at the end of Foundation Stage are not marked as being in Year R in SIMS, or
- who left your school after the summer half term - If a child joins a new school after the summer half term (or during the holiday) then the PREVIOUS school is required to report the results.

Don't forget to exclude any pupils who joined your school after the summer half term, as their previous school is required to report their results. (See page 16, item 4.2 of the STA Assessment and Reporting Arrangements booklet for the Foundation Stage for more details).

If neither of these points applies to your school, skip to Section 2 - Downloading the Early Years Foundation Stage Profile Wizard (AMPA folder).

Otherwise, please follow the guidelines below.

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



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

User Group Details:

Save Undo Print

1 Group Details 2 Membership

1 Group Details

Group Description: EYFSP2014 Active State: Active

Short Name: FSP14 Current Main Supervisor: [Search]

Notes: Year R plus 1 leaver

Include in Discover: ☐

2 Membership

Effective Date Range: 01/09/2013 - 31/08/2014 Academic Year: Academic Year 2013/2014

Cursor Day: Monday

Cursor Date: 01/01/0001

Zoom Action

Member: [Calendar view showing months from Sep to Aug]

Callout Box:

- 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** 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 FSP pupils by clicking on them while holding down the Shift key.

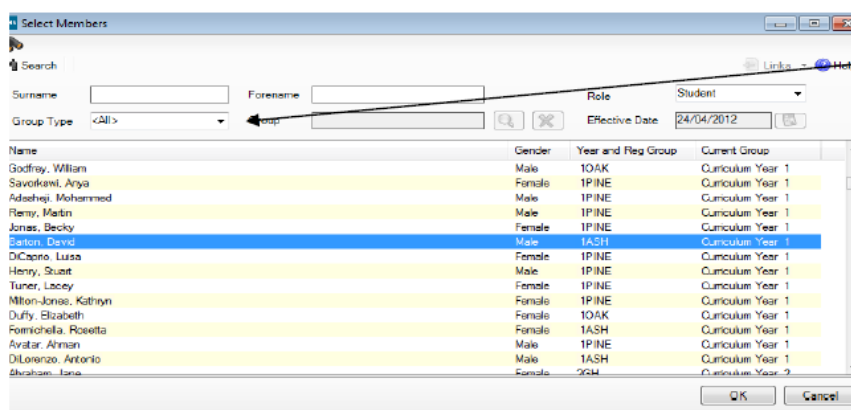
You can also select any pupils who are not listed as NC Year R but whom you need to return results for.

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

You will be returned to the Membership screen which will now be populated with your current Year R 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**.

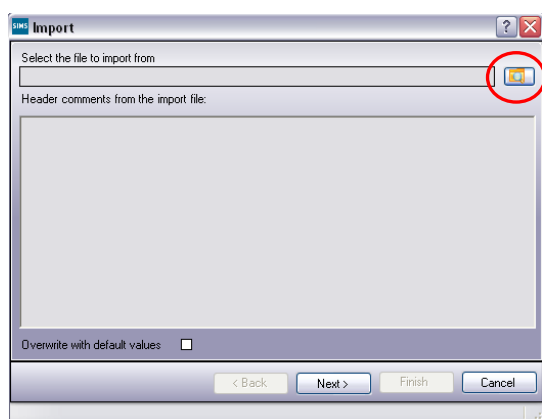
2. Downloading the Early Years Foundation Stage Profile Wizard (AMPA folder)

All Key Stage Wizards will be imported on to your system when you install the 7.156 release Spring upgrade.

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

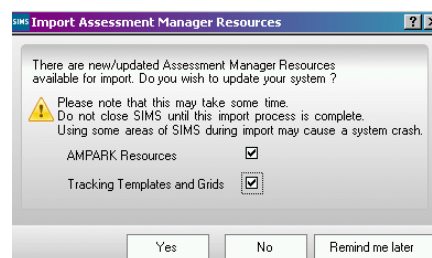
3. Importing the Early Years Foundation Stage Profile into Assessment Manager

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

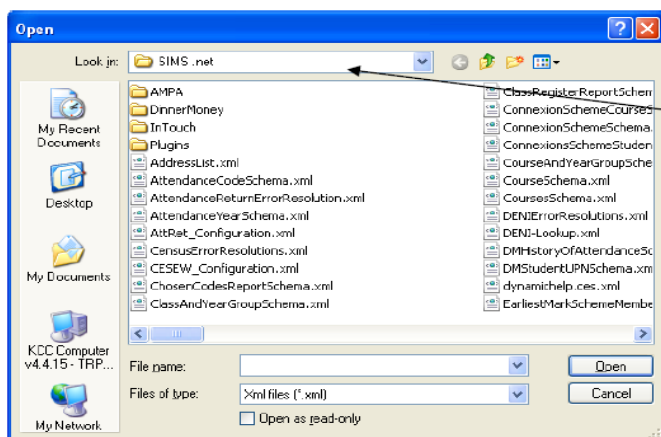


Please Note

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



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



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

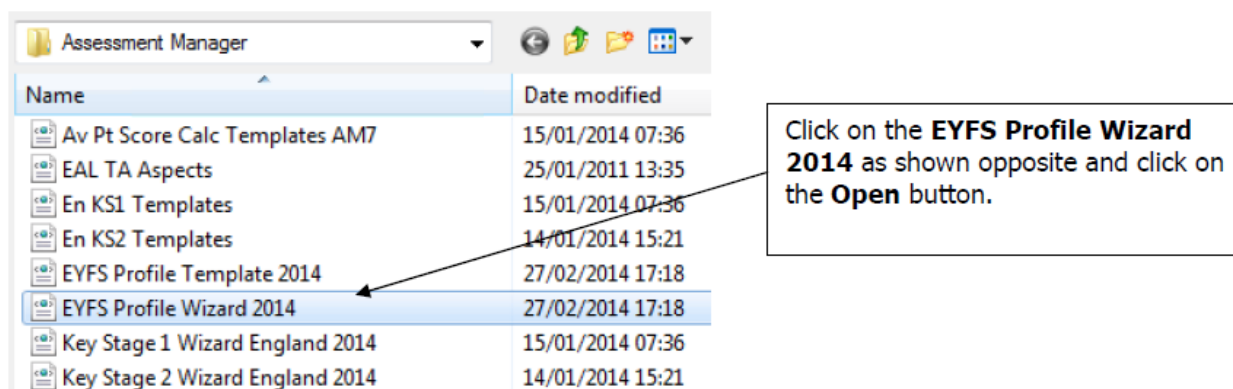
If it does not, you will need to navigate to it by clicking on the arrow by the Look in box.

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:

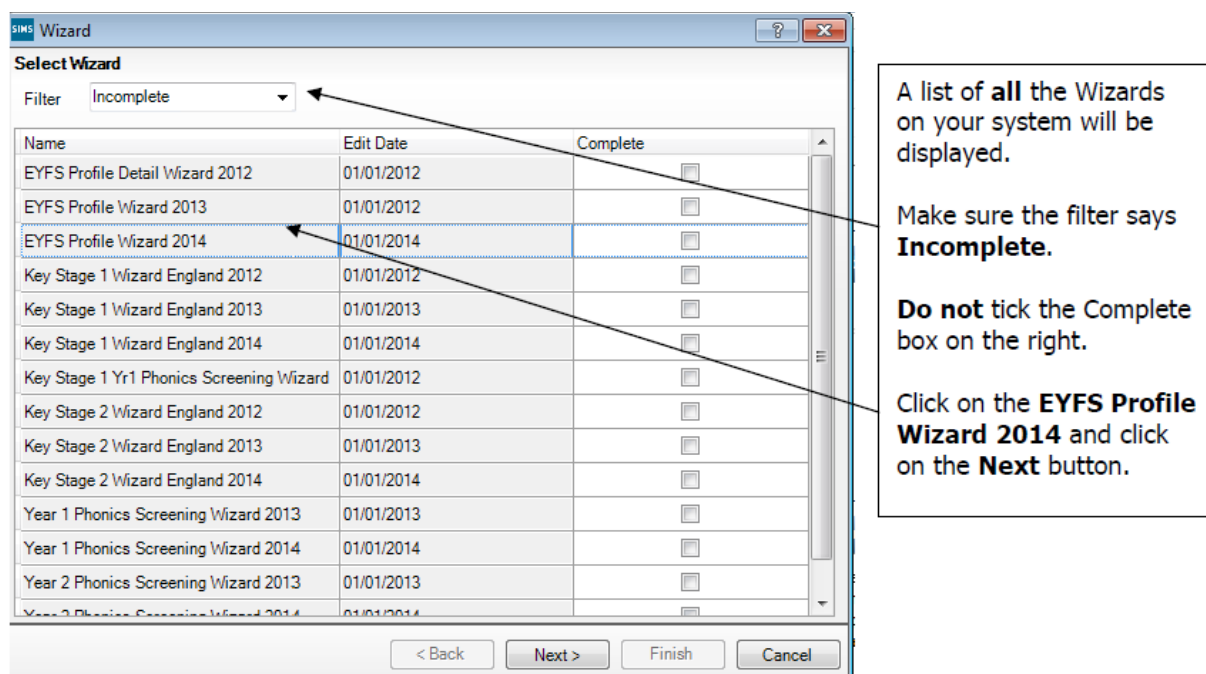


The import screen will be shown. Make sure that the “**Overwrite with default values**” box at the bottom is ticked and then click **Finish** followed by **Yes** to start the import. Make sure the Log states that all items were successfully imported. Finish by selecting **Close**.

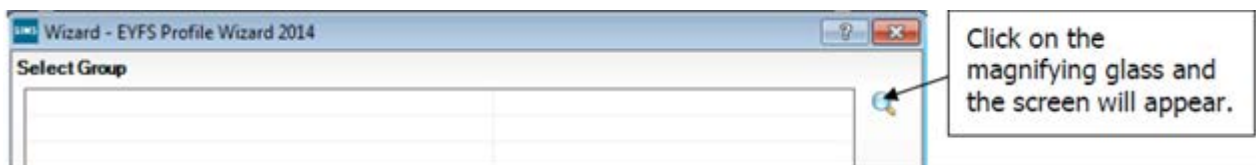
4. Running the Early Years Foundation Stage Profile Wizard

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.

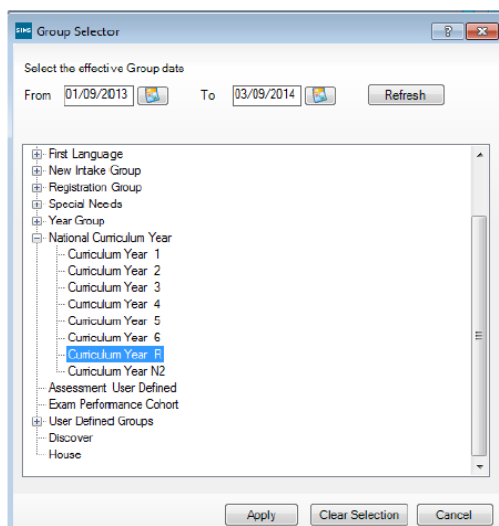


You then need to select a group of pupils to work with.



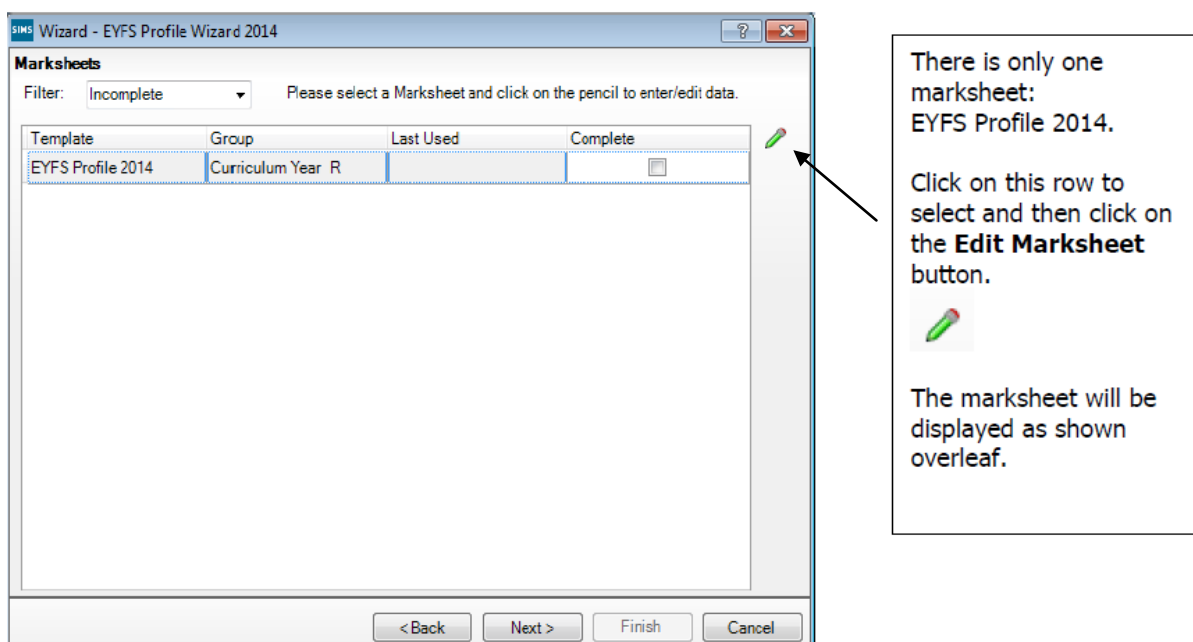
If you created a User Defined Group in Section 1, click on the **+** symbol next to **User Defined Groups** category and a list of Groups will be displayed. Click on the name of the group you set up e.g. **EYFSP 2014** and click on the **Apply** button.

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



5. Entering the Results on the Marksheet

The marksheet will now be displayed as below:

Worksheet Entry: EYFSP Profile 2014 - Curriculum Year R

Generate Undo Print Export Calculate

1 Basic Details 2 Marksheet

1 Basic Details

Notes: This Marksheet enables you to enter EYFSP Profile assessment for pupils at the end of Reception Year. Enter the value for the 17 data entry aspects for the EYFSP Profile as either 1, 2, 3 or A.

Last Used: [Date]

Date entry for this Marksheet is complete: ☐

2 Marksheet

Refresh Date: 02/05/2014 Group Membership Date: 02/05/2014 Refresh Summary Narrow Zoom

Group Filter: [Search]

Schools	COM Learning Profile School Assessment - EYFSP	COM Reasoning School Assessment - EYFSP	COM Spelling School Assessment - EYFSP	EMV Moving & Handling School Assessment - EYFSP	EMV Health & Self-care School Assessment - EYFSP	EMV Self-confidence School Assessment - EYFSP	EMV Problem Solving School Assessment - EYFSP	EMV Friendships School Assessment - EYFSP	EMV Reading School Assessment - EYFSP	EMV Writing School Assessment - EYFSP	EMV Fine Motor Skills School Assessment - EYFSP	EMV Social Skills School Assessment - EYFSP	EMV Personal Skills School Assessment - EYFSP	EMV Physical Skills School Assessment - EYFSP
ABDULLAH, Tamer														
BEYRON, Harvey														
CARRICK, Oliver														
CARTER, Daniel														
CASSIDY, Michael														
CEDRIC-SMITH, Lucie														
CIPRO, Alice														
CLARKE, Matthew														
COLE, Samuel														
DANES, Tilly														
DEXTER, Bethany														
DIMOFIACIO, Silvana														
ERICKSON, Scarlett														

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

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

The valid scores are:

- 3 (Exceeding)
- 2 (Expected)
- 1 (Emerging)
- A (Unable to access or exempt)

When your marksheet is complete, click on the **Save** button at the **top left** of the screen. This will populate the formula columns and indicate if any entries are missing.

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, close the marksheet and return to the Wizard.

Exit the Wizard by clicking on the Cancel button.

The final step is to create an XML file (in the form of a Common Transfer File) that will contain all of your EYFSP teacher assessments.

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

6. Creating an XML (CTF) in SIMS

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

Configure CTF Defaults

Save Undo

1 Directory Details 2 Data to be Imported by Default 3 Data to be Exported by Default

1 Directory Details

CTF import directory W:\CTFIN

CTF export directory W:\CTFOUT

Your directory details may be different – make a note of these two file paths here as you will need to know what they are later on in the process.

CTF Import Directory _____

CTF Export Directory _____

If the boxes are blank, you will need to set up the directories. Click on the magnifying glass next to each box and navigate to where the SIMS 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:

Select the CTF export type..

Export Type

General

KS1

KS1 excluding Tests and Tasks

KS2

Phonics Test Results

Select Cancel

For FSP, choose General then click Select.

Please ensure that the **three** options shown below are the **only** ones ticked for your FSP return.

When ticks are removed from the data fields an Optional data Descriptor box appears please enter FSP 2014 in the box.

Export CTF (General)

1 Data to be Exported 2 Student Options 3 Students 4 Exception Log

1 Data to be Exported

Student Basic Details	<input checked="" type="checkbox"/>	Student Address	<input checked="" type="checkbox"/>	Student Contacts	<input type="checkbox"/>
SEN Information	<input type="checkbox"/>	Assessment Data	<input checked="" type="checkbox"/>	School History	<input type="checkbox"/>
Attendance Summary	<input type="checkbox"/>	Include KS1 Tasks/Tests	<input type="checkbox"/>	FSM History	<input type="checkbox"/>
		Looked After	<input type="checkbox"/>		

Optional Data Descriptor for a partial CTF - Please enter free text e.g. Update to KS2 assessments for QCDA, which will appear in the DataDescriptor tag within the CTF header.

FSP 2014

2 Student Options

Effective Date: 02/05/2014 View: Current and Leavers this year Include students already exported ☒ Refresh Students

3 Students

UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught
Y820200109033	Aaron	Chris	3CB	3	3
J820200109032	Aaron	Liz	3CB	3	3
M820200109034	Aaron	Sophie	3TO	3	3
N823299911001	Abdullah	Tamwar	ELM	R	R
K823299913001	Abhra	Abjit	AM	N2	N2
7823299913002	Abhra	Nisha	PM	N2	N2

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 R**.

Your Year R **current** pupils will now be filtered as shown below:

3 Students

UPN	Preferred Su...	Preferred For...	R...	Year G...	Year Ta...
K8232001100...	Adams	Laura	ELM	R	R
Z8232001100...	Amnar	Tarak	ELM	R	R
Z8232001100...	Astwick	Gwenneth	ELM	R	R
N8232001100...	Bond	Steve	ELM	R	R
P8232001100...	Cameron	Zara	PINE	R	R
C8232001100...	Carter	Hannah	ELM	R	R

To transfer results to Medway:

- Left click once in the **Destination LA** box for the first pupil
- Right click in the same box and choose Select All. The grid will now be outlined in blue
- Click on the down arrow in the **Destination LA** box for the first pupil.
- Scroll down the list of LAs until you find **Medway**.
- Click on **Medway** and all pupils should now have this destination.
- The Destination School column does not need completing

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

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

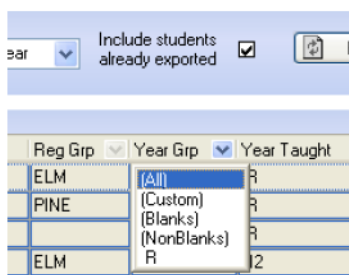
When you have added the Destination LA for your current Year R pupils, your screen should resemble the one shown below:

Students

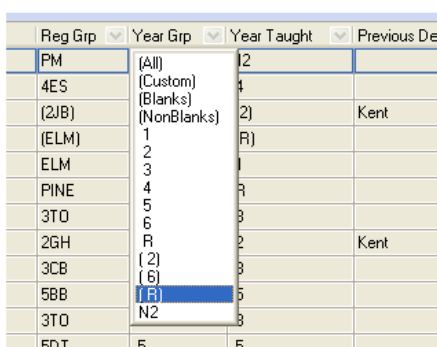
UPN	Preferred Su...	Preferred For...	R...	Y...	Year...	Previous Desti...	Destination LA/Other	Destination School
F823200110086	Cookson	Harry	ELM	R	R		Medway	
V823200110087	Cosenza	Isabella	ELM	R	R		Medway	
J823200110088	Defeo	Lorenzo	ELM	R	R		Medway	
Y823200110089	Dennis	Tommy	PINE	R	R		Medway	
J823200110090	Dixon	Stephanie	ELM	R	R		Medway	
V823200110051	Dolittle	Susan	ASH	R	R		Medway	
Y823200110091	Edwards	Imogen	PINE	R	R		Medway	
M823200110092	Francis	Adam	PINE	R	R		Medway	
B823200110093	Godwin	Kate	PINE	R	R		Medway	
Q823200110094	Harvey	Elizabeth	PINE	R	R		Medway	
E823200110095	Hill	David	PINE	R	R		Medway	

If you have had any pupils leaving your school during, or after, the May half term, you must also return these assessments to us. If this does not apply to your school please continue with these notes from Export CTF.

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 **(R)** year group as shown below. The brackets round the year group signify that the pupil(s) have left.



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

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.

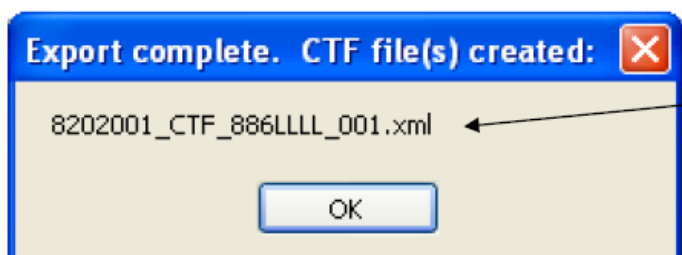


You may receive a message about addresses being untidy, but you can ignore this, select **Yes** to continue.

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:



Write down the file name here:

This is **VERY** important and will be needed later.

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 **FSP** Scores **must** be resolved in SIMS, (UPN's) or Assessment Manager (FSP scores), and a new CTF created.

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

7. Renaming the file to sending it to Performance and Intelligence (C&A)

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

Performance and Intelligence (C&A) will be receiving many CTFs this summer; in the form of FSP, Phonics and Key Stage 1. We therefore request that the name of these files is changed to reflect the contents.

To change the name you will need to locate the correct file, right click and select **Rename**, then change the letters CTF to FSP as shown below.

From	To
8875001_ CTF _887LLLL_001.xml	8875001_ FSP _887LLLL_001.xml

This will distinguish the file as being your school's FSP file; it will not alter any data within the file.

You will now need to encrypt this data and password protect the file using 7-zip,. We suggest you use the same password as your Persistent Absence data. Alternatively you can pick another password, but please be sure to tell us what you are using (but NOT in the same email).

If you do not already have 7zip software, please click on the link below to download it:

<http://www.medway.gov.uk/educationandlearning/informationforschools/schoolleadership/managementinformation/guidancenotes.aspx>

The XML file then needs to be attached to an email and sent to Performance and Intelligence (C&A) via the email address maninfo@medway.gov.uk by no later than **Thursday 3 July 2014**.

8. Reports

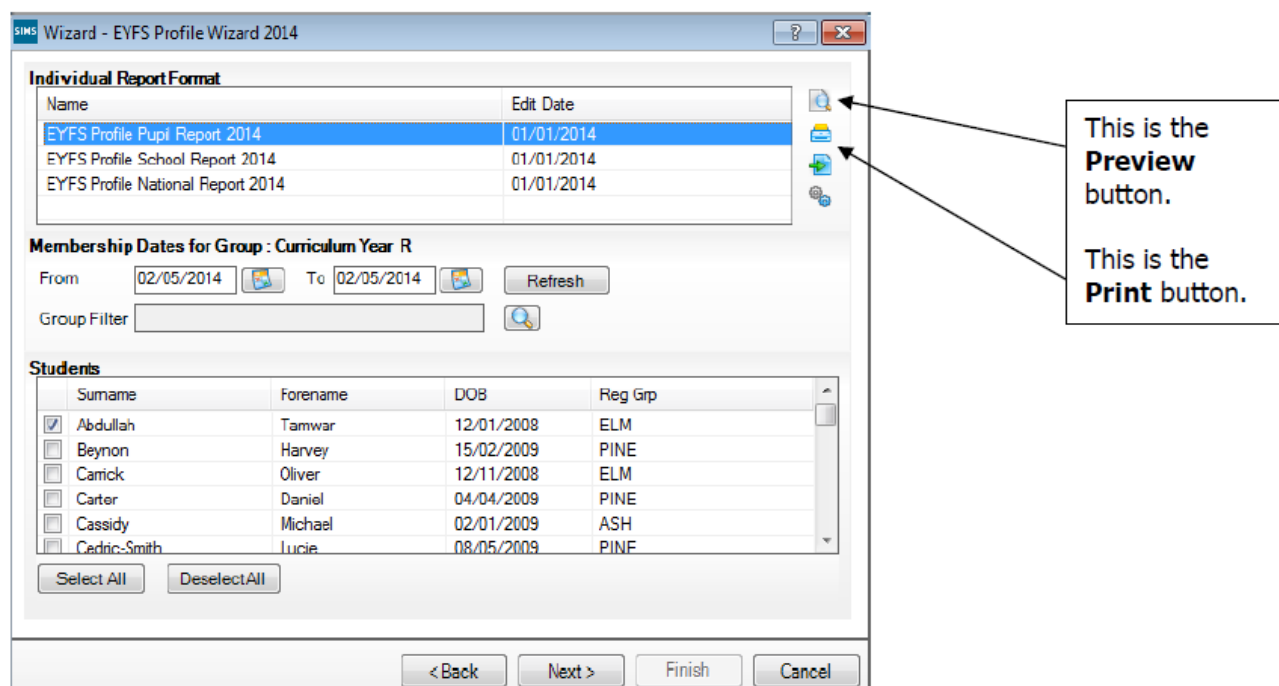
Within the Early Years wizard there is a facility to produce reports, and compare them to the previous years National results.

To access the reports click on **Tools / Performance / Assessment / Wizard Manager**.

Click on **EYFS Profile Wizard 2014** and then **Next**.

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

The report screen is displayed as shown below:



There are 3 reports you can print or preview:

- EYFS Profile Pupil Report 2014
- EYFS Profile School Report 2014
- EYFS Profile National Report 2014

The Pupil 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 EYFS Profile School Report 2014 report and click the Preview or Print button. The report displays percentages for all pupils, boys and girls within your school.

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

The national report displays national attainment data for 2014.

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