

**SIMS**



Key Stage Entry



# Key Stage Entry

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	<h1>Introduction</h1>
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## Introduction

Each year schools are required to submit teacher assessments and test results for pupils at the end of their key stages 1 and 2, the Early Years Foundation Stage (EYFS) and the Phonics Screening Check

This process can be managed through the key stage wizards in SIMS, ensuring that this important data is maintained within SIMS and that an accurate picture of a pupil's statutory assessment record is compiled.

The handbook will cover:

- importing key stage wizards
- setting up the wizards with appropriate pupils
- using the various marksheets available to record the teacher assessments (TAs)
- recording test results
- using additional features on these marksheets
- producing standard key stage reports for parents
- exporting the results

# 1

## Importing all Key Stage Wizards

### Introduction

The 2023 key stage resources formed part of the spring software release. These resources can be imported in bulk using the automated **Import Assessment Manager Resources process**.

### Ensuring the Spring 2023 Release has been Applied

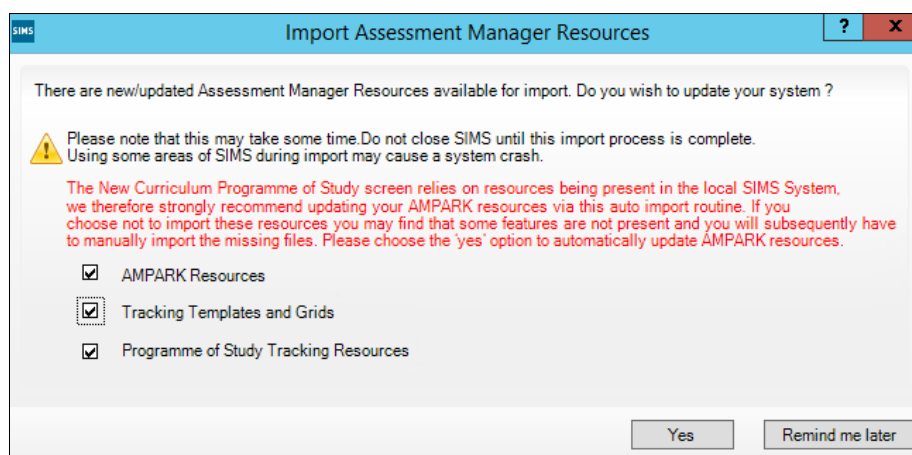
Before continuing with this process, SIMS should be upgraded to version 7.210 or higher.

To check which version is currently installed, select **Help | About SIMS.net** on the menu bar.

If the correct version is not being used, you will need to contact your local support team.

The Import Assessment Manager Resources process screen is initiated when you first enter the assessment area.

#### 1. Select **Focus | Assessment | Marksheet Entry**.



#### 2. Ensure at least the **AMPARK Resources** box is ticked and select **Yes**. This will ensure the 2023 wizards and templates are available for import into SIMS.

**NOTE:** If you choose to import all resources available please be aware that the process may take some time to complete.

#### 3. On completion, an **Activity Log** is displayed. Use the scroll bar to check the import and click **Close**. You can also print and save the log for reference.

#### 4. Close the screen.

### Importing the Wizards

If the process to automatically import the AMPARK resources was not initiated, then the import will need to be completed manually for each key stage wizard one at a time.

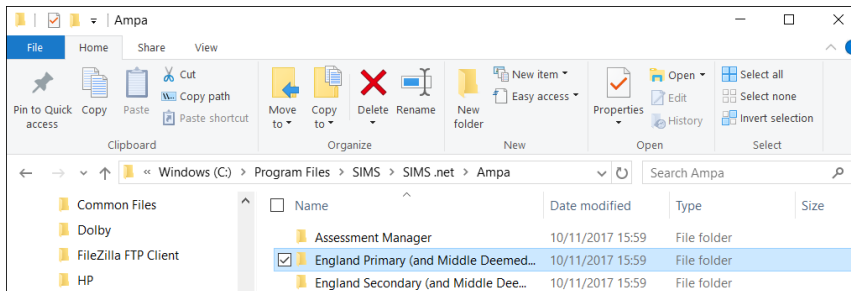
For example, at the time of checking the EYFS wizard failed to import. We, therefore, need to complete the following process.

#### 1. Select **Routines | Data in | Assessment | Import**.

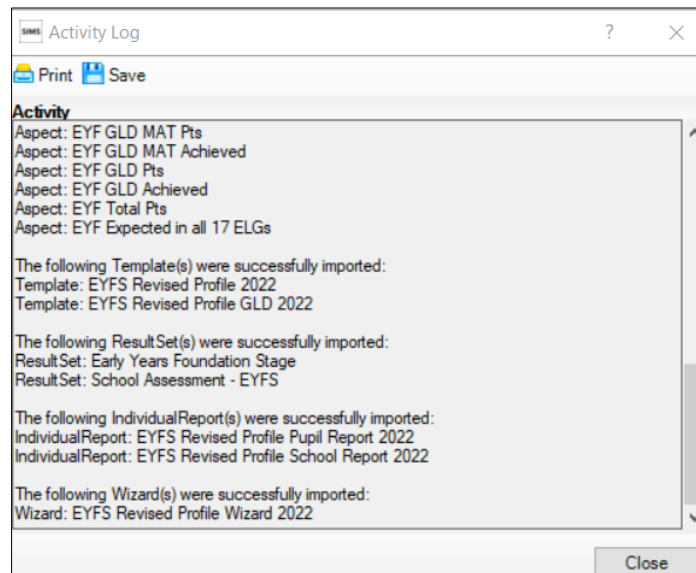
2. Click **field browser**.
3. Navigate to the **AMPA** folder.

**NOTE:** The precise location of the AMPA folder varies from School to School. If SIMS is installed locally it is usually **C:\Program Files\SIMS\SIMS.net\AMPA** or **C:\Program Files x86\SIMS\SIMS.net\AMPA**. In ESS SIMS' Connected it is **S:\SIMS\AMPA**.

4. Double-click the **England Primary (and Middle Deemed Primary)** folder.



5. Select **Assessment Manager** and click **Open**.
6. Highlight **EYFS Revised Profile Wizard 2023**.
7. Click **Open**.
8. Ensure you have the **Overwrite with Default Values** box checked.
9. Select **Finish** and **Yes** to proceed with the import.
10. On completion, an **Activity Log** similar to the graphic below is displayed. Use the scroll bar to check the import and click **Close**. You can also print and save the log for reference.



**NOTE:** You would need to repeat the above process for each key stage wizard as required.

# 2

## Processing the Early Years Foundation Stage Profile Assessments

### Introduction

This covers the process from beginning to end for the early years' foundation stage, including entering results, printing the reports and exporting the results.

SIMS contains key stage wizards that enable schools to enter their key stage results onto marksheets to:

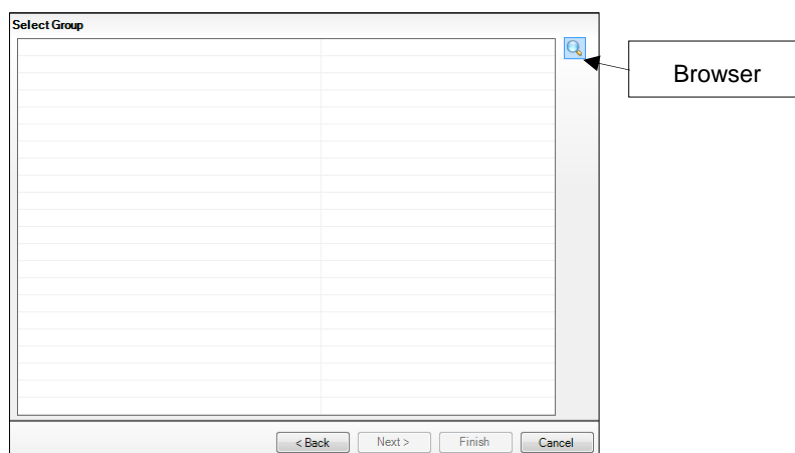
- record and save each pupil's attainment at the end of each key stage
- export results to the LA and other schools via a CTF
- use the results as part of a tracking system within SIMS Assessment
- produce individual reports for each pupil showing their key stage results
- upload copies of these reports to the document server
- print comparative reports for parents.

### Using the Early Years Foundation Stage Wizards

The EYFS profile wizard enables you to enter results for each assessment section of the foundation stage profile. It is recommended that schools use this wizard to enter results.

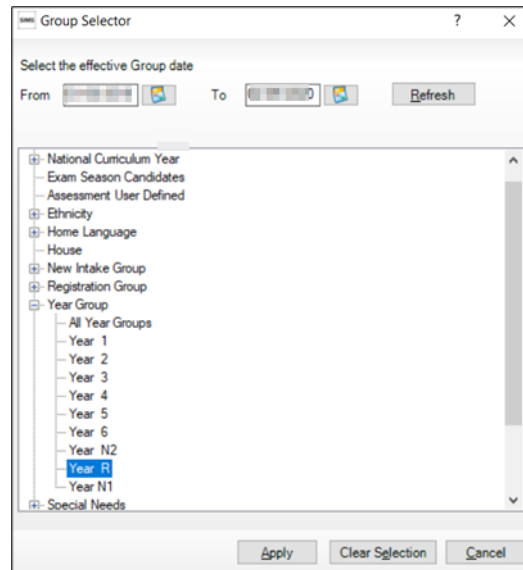
Select **Tools | Performance | Assessment | Wizard Manager**.

1. Leave the filter on **Incomplete** and click the wizard which is going to be worked on – in this case **EYFS Revised Profile Wizard 2023**.
2. Click **Next**.
3. From the **Select Group** screen, click the **browser** to display the **Group Selector** dialog.

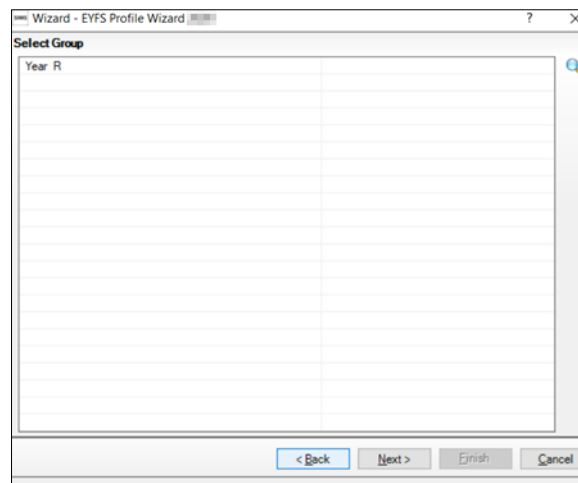


5. Click the **+** icon next to **Year Group** and select **Year R** or **+** next to **User Defined Groups** to select the user defined group that was created earlier and click **Apply**. This places the group on the **Select Group** screen.

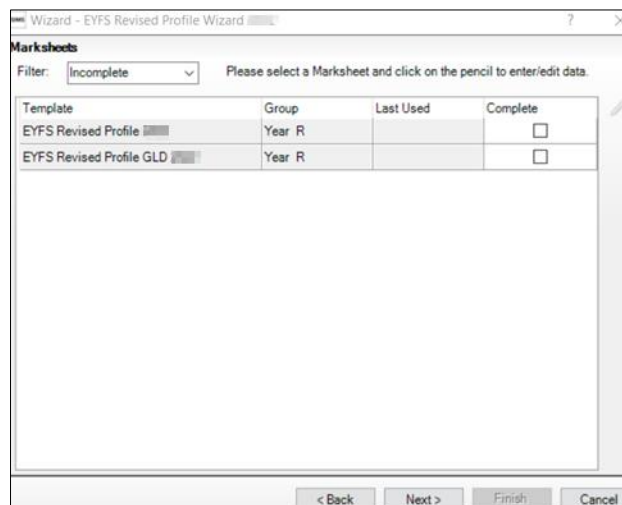




6. Click **Next**.



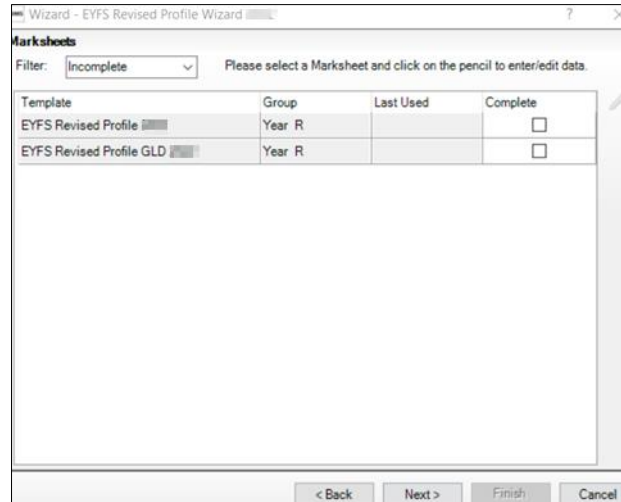
7. There are two marksheets available, as shown in the graphic displayed below. The EYFS Revised Profile 2023 and EYFS Revised Profile Good Level Development 2023. The second marksheet will show data entered within the EYFS Revised Profile 2023 and use this data to calculate a good level of development within the EYFS profile.



## Results Entry

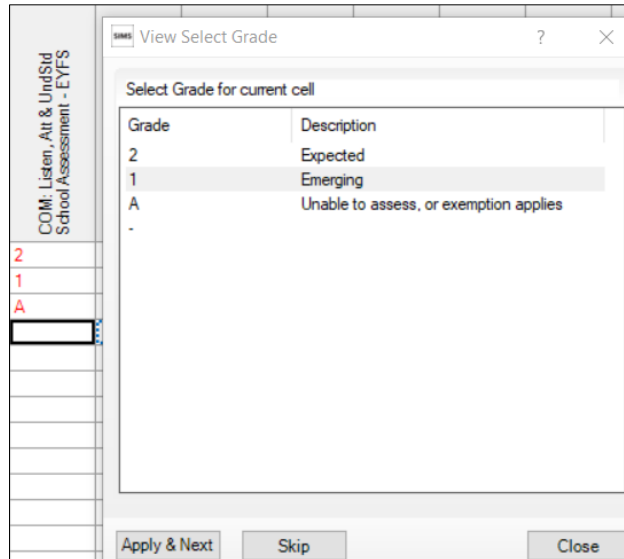
1. Either double-click the EYFS Revised Profile 2023 marksheet or highlight the marksheet and click **Edit Marksheet** (pencil icon).

A marksheet with the year R pupils is displayed and columns relating to the seventeen assessments that need to be entered.



Students	COM Literacy Awareness School Assessment - EYFS	COM Understanding School Assessment - EYFS	COM Speaking School Assessment - EYFS	PPTV Movers & Handling School Assessment - EYFS	PPTV Health & Self-care School Assessment - EYFS	PSE Self-confidence School Assessment - EYFS	PSE Freelian Behaviour School Assessment - EYFS	PSE Relationships School Assessment - EYFS	LIT Reading School Assessment - EYFS	LIT Writing School Assessment - EYFS	MAT Numerals School Assessment - EYFS	MAT Shape Space Measures School Assessment - EYFS	UTW People Communities School Assessment - EYFS	UTW The World School Assessment - EYFS	UTW Technology School Assessment - EYFS	EXP Media & Materials School Assessment - EYFS	EXP Deep Imaginative School Assessment - EYFS	Data Check	EY Learning Attention Early Years Foundation Stage	EY Understanding Early Years Foundation Stage	EY Speaking Early Years Foundation Stage
ABRAMS, Paul																					
AINSLEY, Charlotte																					
ALBERTS, Courtney																					
ANDREWS, Ching																					
ATKINS, Portia																					
BARNES, Isaac																					
BARRWELL, Emma-Jane																					
BOLTON, James																					
BURROVES, Matthew																					
CARLSTON, Jack																					

2. Type either one of the following grades: **2** (Expected), **1** (Emerging) or **A** (Unable to access or exempt) for each pupil in the appropriate white cells.
3. A quicker method of entering grade results is to right-click in the first cell and **Select Grade for Cell** from the drop-down list, as shown in the graphic displayed below. Drag the **View Select Grade** dialog box so that this can be viewed with the pupils' names and the **Result** column. Double-clicking the result for the first pupil places that result on the marksheet and moves to the next pupil. Click **Close** to close the dialog box and return to the marksheet when complete.



4. Each of the white columns without **f** enables the entry of the EYFS level (2, 1 or A as described earlier).
5. Once all these columns are completed click **Save**. The columns with **f** in their header will be completed.
6. The **Data Check** column is used to check that there is an entry for each area for each pupil.
7. Make sure that levels are entered for all pupils.

Students	COM: Listen, Att & UndrStid School Assessment - EYFS	COM: Speaking School Assessment - EYFS	PSE: Self-Regulation School Assessment - EYFS	PSE: Managing Self School Assessment - EYFS	PSE: Build Relationships School Assessment - EYFS	PHY: Gross Motor Skills School Assessment - EYFS	PHY: Fine Motor Skills School Assessment - EYFS	LIT: Comprehension School Assessment - EYFS	LIT: Word Reading School Assessment - EYFS	LIT: Writing School Assessment - EYFS	MAT: Number School Assessment - EYFS	MAT: Numerical Patterns School Assessment - EYFS	UTW: Past and Present School Assessment - EYFS	UTW: People Culture Comms School Assessment - EYFS	UTW: The Natural World School Assessment - EYFS	EXP: Creating - Materials School Assessment - EYFS	EXP: Being Imaginative School Assessment - EYFS	Data Check
ABBAS, Latif	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	Ok
ACKTON, Simon	1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	Ok
ANDREWS, Meili	2	2	2	2	A	2	2	2	2	2	2	2	2	2	2	2	2	Ok
ANDREWS, Melissa	2	2	1	2	2	1	2	2	2	2	2	2	2	2	2	2	2	Ok
BHANDARI, Firoz	2	2	2	2	1	1	2	2	2	2	2	2	2	2	2	2	2	Ok
BLAKEMORE, Vincent	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	Ok
BOCETTI, Mateo	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	Ok
BORDET, Petra	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	Ok

8. Where a missing result is found, the **Data Check** column will return a value of **Missing Entry** and colour red, as shown in the graphic displayed below.

Students	COM: Listen, Att & UndrStid School Assessment - EYFS	COM: Speaking School Assessment - EYFS	PSE: Self-Regulation School Assessment - EYFS	PSE: Managing Self School Assessment - EYFS	PSE: Build Relationships School Assessment - EYFS	PHY: Gross Motor Skills School Assessment - EYFS	PHY: Fine Motor Skills School Assessment - EYFS	LIT: Comprehension School Assessment - EYFS	LIT: Word Reading School Assessment - EYFS	LIT: Writing School Assessment - EYFS	MAT: Number School Assessment - EYFS	MAT: Numerical Patterns School Assessment - EYFS	UTW: Past and Present School Assessment - EYFS	UTW: People Culture Comms School Assessment - EYFS	UTW: The Natural World School Assessment - EYFS	EXP: Creating - Materials School Assessment - EYFS	EXP: Being Imaginative School Assessment - EYFS	Data Check
BOCETTI, Mateo	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	Ok
BORDET, Petra	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	Ok
CARTWRIGHT, Oliver	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	Missi
CHERN, Chynna	2	A	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	Ok

9. To correct a result (even if the result has been saved) just overwrite with the correct number and click **Save** again so that the calculations are based on the most recent result.
10. Close the marksheet to go back to the EYFS wizard.

## Calculating a Good Level of Development (GLD)

Using the data entered as the end of foundation stage attainment, the next marksheet – EYFS Revised Profile Good Level Development 2023 will calculate the GLD.

1. Either double-click the EYFS Revised Profile Good Level Development 2023 marksheet or highlight the marksheet and click **Edit Marksheet** (pencil icon).
2. The marksheet will display the results entered on the previous marksheet for each area of learning.
3. Click **Calculate**. The marksheet will display as per the graphic below.

COM: Listen, Att & UndrStid Early Years Foundation Stage	COM: Speaking Early Years Foundation Stage	GLD Com & Lang Achieved Early Years Foundation Stage	PSE: Self-Regulation Early Years Foundation Stage	PSE: Managing Self Early Years Foundation Stage	PSE: Build Relationships Early Years Foundation Stage	GLD PSE Achieved Early Years Foundation Stage	PHY: Gross Motor Skills Early Years Foundation Stage	PHY: Fine Motor Skills Early Years Foundation Stage	GLD PHY Achieved Early Years Foundation Stage	UT: Comprehension Early Years Foundation Stage	UT: Word Reading Early Years Foundation Stage	UT: Writing Early Years Foundation Stage	GLD LIT Achieved Early Years Foundation Stage	MAT: Number Early Years Foundation Stage	MAT: Numerical Patterns Early Years Foundation Stage	GLD MAT Achieved Early Years Foundation Stage	GLD Achieved Early Years Foundation Stage	UTW: Past and Present Early Years Foundation Stage	UTW: People Culture Comms Early Years Foundation Stage	UTW: The Natural World Early Years Foundation Stage	EXP: Creating - Materials Early Years Foundation Stage	EXP: Being Imaginative Early Years Foundation Stage	Total Pts Early Years Foundation Stage	Expected in all 17 ELGs Early Years Foundation Stage
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	34	Y
1	A	N	A	A	A	N	A	A	N	A	A	A	N	A	A	N	N	A	A	A	A	A	0	N
2	2	Y	1	2	2	N	1	2	N	2	2	2	Y	2	2	Y	N	2	2	2	2	2	32	N
2	2	Y	2	2	1	N	1	2	N	2	2	2	Y	2	2	Y	N	2	2	2	2	2	32	N
2	2	Y	2	2	2	Y	2	2	Y	2	2	2	Y	2	2	Y	Y	2	2	2	2	2	34	Y
2	2	Y	2	2	2	Y	2	2	Y	2	2	2	Y	2	2	Y	Y	2	2	2	2	2	34	Y
2	2	Y	2	1	2	N	1	2	N	2	2	2	Y	2	2	Y	N	2	2	2	2	2	32	N
A	A	N	A	A	A	N	A	A	N	A	A	A	N	A	A	N	N	A	A	A	A	A	0	N
2	2	Y	2	2	2	Y	2	2	Y	2	2	2	Y	2	2	Y	Y	2	2	2	2	2	34	Y

The process will take each of the 3 prime areas plus literacy and mathematics and calculate who has achieved a GLD in each with a colour code (Achieved – Green, Not Achieved – Red). The final 2 columns will display an total point score and a Y for those children who are expected in all 17 areas.

4. **Save** the data.
5. Close the marksheet to go back to the EYFS wizard.

## Using the Wizards for Reporting to Parents

When all the results are entered on the marksheets, reports can be produced. The wizard will produce an individual report for each pupil and a school report.

### Reporting to Parents

To access and use the reports:

1. Select **Tools | Performance | Assessment | Wizard Manager** (if the wizard is already open – click next and follow bullet point 5).
2. Select the **EYFS Revised Profile Wizard 2023**. Click **Next**.
3. The group selection may be left as it is. Click **Next**.
4. When presented with the list of marksheets, click **Next**.

5. Select the **EYFS Revised Profile Pupil Report 2023** report. This will produce reports for all the pupils (pupil list may vary) selected from the list below.

Individual Report Format			
Name	Edit Date	Preview	Print
EYFS Revised Profile Pupil Report 2023	11/11/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EYFS Revised Profile School Report 2023	11/11/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Membership Dates for Group: Year R

From: [Date Picker] To: [Date Picker] Refresh

Group Filter: [Text Box]

Students				
Surname	Forename	DOB	Reg Gp	
<input checked="" type="checkbox"/>	Abbas	Latif	11/11/2016	ELM
<input type="checkbox"/>	Ackton	Simon	12/12/2016	PINE
<input type="checkbox"/>	Andrews	Melli	19/05/2017	OAK
<input type="checkbox"/>	Andrews	Melissa	07/10/2016	ASH
<input type="checkbox"/>	Bhandari	Firoz	04/04/2017	OAK
<input type="checkbox"/>	Blakemore	Vincent	02/07/2017	FLM

Select All Deselect All

< Back Next > Finish Cancel

## Previewing Reports

1. Make sure that only one of the pupils is selected and click **Preview Report**. The report will show the pupil's results.
2. As Word opens, select **Enable Macros/Enable Content** if prompted.
3. When the preview is displayed, close Word and return to the wizard. Click **No** if asked to save the report.

## Printing Reports

1. If reports for all pupils are required, **Select All**. If not, go through the list and choose those who are required by selecting the check boxes.
2. Click **Print Report**. Reports will be created in Word for those pupils selected.
3. Close Word without saving.

## Uploading Reports

A copy of each pupil's report can be saved in the document server. This can then be viewed at any time.

1. Once reports have been generated you can upload them either individually or in bulk, by clicking **Upload Report**.
2. To view the copy, open the **Pupil Details** screen for the pupil and select **Linked Documents** in the **Links** panel. The report will open as read-only.

## Printing the 2023 Comparative Report

1. Select **Tools | Performance | Assessment | Wizard Manager**.
2. Select the **EYFS Revised Profile Wizard 2023**. Click **Next**.
3. The group selection may be left as it is. Click **Next**.
4. When presented with the list of marksheets, click **Next**.
5. Highlight the **EYFS Revised Profile School Report 2023** report.
6. Select only one pupil and click **Print**.

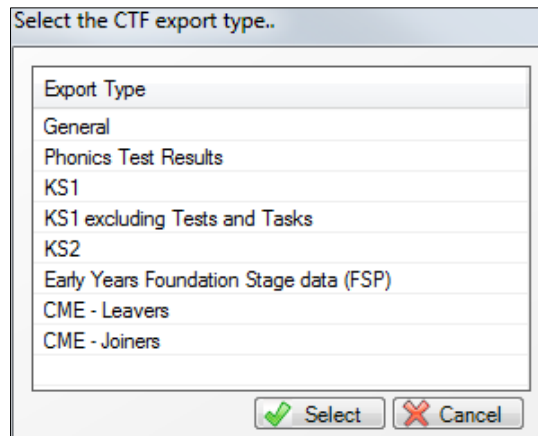
The report is generic and therefore can be printed once and copied for each relevant child.

## Exporting Results

Early years foundation stage results need to be sent to the Local Authority (LA). The LA may ask for results in a Common Transfer File (CTF) or as a results file that is produced by the assessment wizard. The procedure for transferring the results will vary from one LA to another.

### Exporting the Results in a CTF

1. Click **Close** to close the wizard and select **Routines | Data Out | CTF | Export CTF**.
2. Select the CTF export type of **Early Years Foundation Stage data (FSP)**.



3. The default view displays all current pupils including those who have previously had a CTF created. Ensure the default of **Include students already exported** is active.
4. All pupils (list may vary) will be displayed. Click the down arrow to the right of **Year Group** and select **Year R**.



1 Student Options							
Effective Date	<input type="text"/>	View	Current students	Include students already exported	<input checked="" type="checkbox"/>	<input type="button" value="Refresh Students"/>	
2 Students							
UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Previous Destination	
F823299918013	Abbott	Jessica	ASH	R	R		
W823299916061	Abhra	Shaquib	ELM	R	R		
D823299917001	Ackton	Charlotte	PINE	R	R		
V823299918014	Alala	Michael	PINE	R	R		
J823299918015	Benson	Chantal	ELM	R	R		
Y823299918016	Bhati	Nadeem	ASH	R	R		

5. Right-click in the first cell of the column; **Destination LA/Other cell**.
6. **Select All** to highlight all pupils.

1 Student Options							
Effective Date	<input type="text"/>	View	Current students	Include students already exported	<input checked="" type="checkbox"/>	<input type="button" value="Refresh Students"/>	
2 Students							
UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Previous Destination	Destination LA/Other
F823299918013	Abbott	Jessica	ASH	R	R		
W823299916061	Abhra	Shaquib	ELM	R	R		
D823299917001	Ackton	Charlotte	PINE	R	R		
V823299918014	Alala	Michael	PINE	R	R		
J823299918015	Benson	Chantal	ELM	R	R		
Y823299918016	Bhati	Nadeem	ASH	R	R		
M823299918017	Bordet	Magda	ELM	R	R		
B823299918018	Burrows	Delphine	ASH	R	R		

7. Left-click in the **Destination LA/Other cell** for the first pupil and using the down arrow scroll to your **LA Name**. Each pupil will now be marked with the relevant LA.

## 8. Click **Export CTF**.

1 Student Options							
Effective Date	<input type="text"/>	 View	Current students	Include students already exported	<input checked="" type="checkbox"/>	 Refresh Students	
2 Students							
UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Previous Destination	Destination LA/Other
F823299918013	Abbott	Jessica	ASH	R	R		Northamptonshire
W823299916061	Abhra	Shaquib	ELM	R	R		Northamptonshire
D823299917001	Ackton	Charlotte	PINE	R	R		Northamptonshire
V823299918014	Alala	Michael	PINE	R	R		Northamptonshire
J823299918015	Benson	Chantal	ELM	R	R		Northamptonshire
Y823299918016	Bhati	Nadeem	ASH	R	R		Northamptonshire
M823299918017	Bordet	Magda	ELM	R	R		Northamptonshire
B823299918018	Burrows	Delphine	ASH	R	R		Northamptonshire

9. You will receive a message related to address tidy. Select **Yes** to continue.
10. Check the **Exception Log** file.
11. The file is now ready to send via your preferred method of secure transfer, as defined by the LA. Make a note of the file name for your reference.
12. Close the export CTF page.

# 3

## Processing Key Stage 1 Results

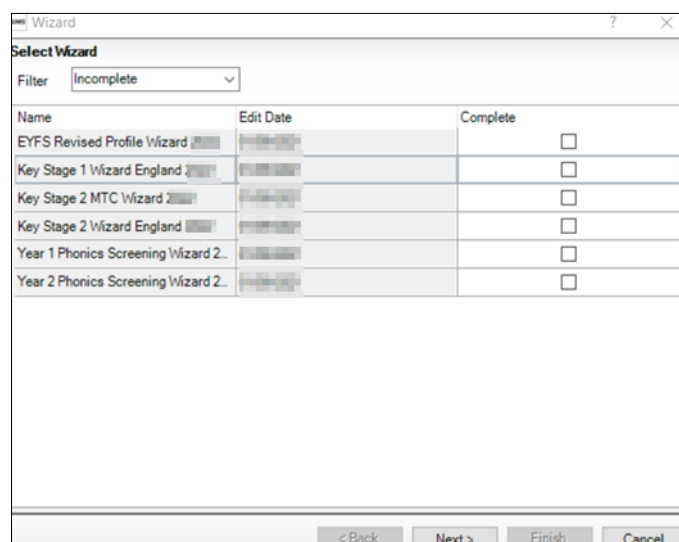
### Introduction

This covers the processes required for the key stage 1 (KS1) data requirements, including entering results, printing the reports and exporting the results.

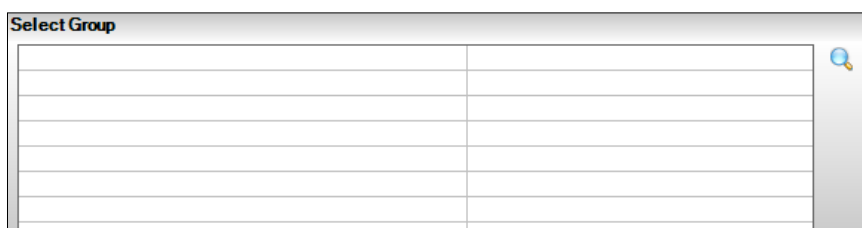
Details of the 2023 key stage requirements can be found in the assessment and reporting arrangements 2023 for each key stage from the DfE website.

### Using the Wizards – Entering Results

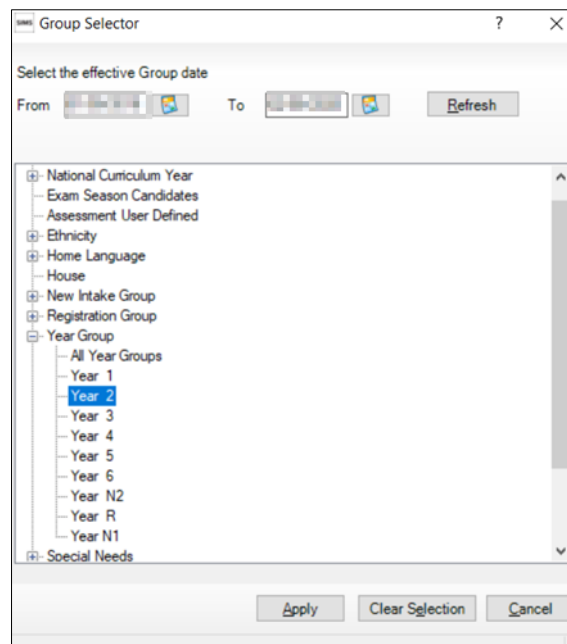
1. Select **Tools | Performance | Assessment | Wizard Manager** to display the screen shown in the graphic displayed below. If other wizards have been imported in the past they will also appear in the list.



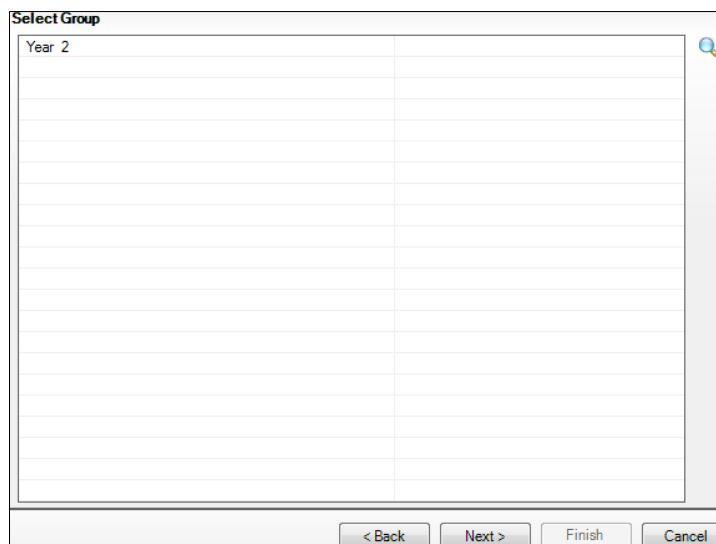
2. Leave the filter on **Incomplete**, highlight **Key Stage 1 Wizard England 2023** and click **Next**.
3. On the **Select Group** screen click **field browser** to display the Group Selector dialog.







4. Click the **+** next to **Year Group** and select **Year 2**.
5. Click **Apply** to select the required group.



6. Click **Next**.

The graphic below displays the marksheets available.

Template	Group	Last Used	Complete
KS1 A. Teacher Assessments 2023	Year 2		<input type="checkbox"/>
KS1 C. Test Outcomes 2023	Year 2		<input type="checkbox"/>
KS1 D. Broadsheet (Review) 2023	Year 2		<input type="checkbox"/>

The marksheet step of the Wizard shows four marksheets for key stage 1.

**KS1 A. Teacher Assessment 2023** is used to record teacher assessments in Reading, Writing, Maths and Science.

The **KS1 C. Tests Outcomes 2023** can be used to enter the results of the curriculum tests that support the teacher assessments.

Marksheet **KS1 D Broadsheet (Review) 2023** is a review marksheet showing the data entered on each of the previous marksheets.

As with the first page of the Wizard you have the option to filter the display to show **Incomplete, Complete** or **All** marksheets. The default filter is **Incomplete**.

### Results Entry

From the list of marksheets that are shown, select the one required by highlighting it and clicking **Edit**.

For example, to enter results for KS1 A. Teacher Assessments 2023, highlight the marksheet and click **Edit** on the right of the screen.

A marksheet with the year 2 pupils (or the user defined group created earlier) is displayed, and columns that relate to the assessments which need to be entered. If required, this marksheet may be printed by clicking **Print**.

Students	KS1 Reading TA Key Stage 1 Validated Result	KS1 Writing TA Key Stage 1 Validated Result	KS1 Maths TA Key Stage 1 Validated Result	KS1 Science TA Key Stage 1 Validated Result	Missing Entries Check	No of Missing Entries
ABRAMS, Paul						
AINSLEY, Charlotte						

## Entering Key Stage 1 Teacher Assessment Levels

1. Enter the data for all pupils in the white columns. If an invalid grade is entered, you will be alerted. Results show in red until they have been saved - when they turn black.
2. Each of the columns with the label Key Stage 1 Validated Result (a result set) will contain the results that will be sent to the LA as the end of key stage assessment.
3. All pupil assessment should be entered.

KS1 Reading TA Key Stage 1 Validated Result	KS1 Writing TA Key Stage 1 Validated Result	KS1 Maths TA Key Stage 1 Validated Result	KS1 Sciences TA Key Stage 1 Validated Result	Missing Entries Check	No of Missing Entries
EXS	GDS	EXS	EXS	Ok!	0.0
EXS	EXS	EXS	EXS	Ok!	0.0
GDS	GDS	EXS	EXS	Ok!	0.0
WTS	WTS	WTS	HNM	Ok!	0.0
PK2	PK2	PK2	HNM	Ok!	0.0
EM	EM	EM	Q	Ok!	0.0
A		A	A	Fail!	1.0
Q	Q	Q	Q	Ok!	0.0
EXS	EXS	EXS	EXS	Ok!	0.0
EXS	EXS	EXS	EXS	Ok!	0.0
GDS	GDS	GDS	EXS	Ok!	0.0

### ACCEPTABLE ENTRIES

#### Science

Grade	Description
EXS	Working at the expected standard
HNM	Has not met the standard
A	Absent
Q	Maladministration

#### Reading Writing and Maths

Grade	Description
GDS	Working in greater depth at the expected ...
EXS	Working at the expected standard
WTS	Working towards the expected standard
PK4	Pre Key Stage Standard 4
PK3	Pre Key Stage Standard 3
PK2	Pre Key Stage Standard 2
PK1	Pre Key Stage Standard 1
EM	Pupil assessed against the Engagement ...
A	Absent
Q	Maladministration

There are two grey columns. Both are formula columns. The first will check for missing entries and display **Fail**. The second will identify the number of failures on the marksheet. All failures need to be addressed.

4. Click **Calculate** to identify any failures and amend if necessary.
5. When all fails have been dealt with, click **Save** to save the results.

### Input Test Outcomes. Marksheet: KS1 C. Test Outcomes 2023

This marksheet contains columns that will enable you to record results of the reformed curriculum tests that support the teacher assessments. The new tests assess the range of ability that most pupils are expected to demonstrate. The outcomes of these tests will be provided in the form of a scaled score, where a score of 100 represents the standard expected at the end of the key stage. The new tests consist of:

- Grammar, Punctuation and Vocabulary
- Spelling
- Reading
- Maths Arithmetic
- Maths Reasoning

1. From the wizard select the next marksheet for completion - **KS1 C. Test Outcomes 2023.**

The screenshot shows a software interface for entering KS1 test results. It has a 'Basic Details' section with a 'Notes' field and a 'Marksheet' section with a grid of columns and rows. The columns include 'KS1 GPVS Tests', 'KS1 Spelling Mark', 'KS1 GPVS Total Mark', 'KS1 GPVS Scaled Score', 'KS1 Reading Tests', 'KS1 Reading 1 Mark', 'KS1 Reading 2 Mark', 'KS1 Reading Total Mark', 'KS1 Reading Scaled Score', 'KS1 Reading Outcome', 'KS1 Mathematics Tests', 'KS1 Maths Arithmetic Mark', 'KS1 Maths Reasoning Mark', 'KS1 Maths Total Mark', 'KS1 Maths Scaled Score', and 'KS1 Maths Outcome'. The rows list student names like ABRAMS, Paul, AINSLEY, Charlotte, ALBERTS, Courtney, ANDREWS, Ching, ATKINS, Portia, BARNES, Isaac, BARNIVELL, Emma-Jane, and BOLTON, James.

Students	KS1 GPVS Tests	KS1 Spelling Mark	KS1 GPVS Total Mark	KS1 GPVS Scaled Score	KS1 Reading Tests	KS1 Reading 1 Mark	KS1 Reading 2 Mark	KS1 Reading Total Mark	KS1 Reading Scaled Score	KS1 Reading Outcome	KS1 Mathematics Tests	KS1 Maths Arithmetic Mark	KS1 Maths Reasoning Mark	KS1 Maths Total Mark	KS1 Maths Scaled Score	KS1 Maths Outcome
ABRAMS, Paul	14	16	30			16	14	30				21	30	51		
AINSLEY, Charlotte	16	12	28			12	16	28				19	28	47		
ALBERTS, Courtney	13	14	27			14	13	27				18	27	45		
ANDREWS, Ching	17	15	32			15	17	32				17	32	49		
ATKINS, Portia	15	15	30			15	15	30				19	30	49		
BARNES, Isaac	17	12	29			12	17	29				20	29	49		
BARNIVELL, Emma-Jane	12	14	26			14	12	26				15	26	41		
BOLTON, James	11	10	21			10	11	21				22	21	43		

2. Columns with **f** in their header can be calculated using a formula. In the example above the GPVS Test consists of 2 columns to record the GPV and Spelling Mark. Once these are completed click **Calculate**, the third GPVS Total Mark Column will be populated with the Sum of the 2 separate GPV and Spelling Marks.
3. Enter data into the Mark columns and calculate the Total Mark column.
4. Click **Save**.

- A scaled score and an outcome also need to be defined. Again, using the graphic below as a guide, enter a scaled score and outcome.

Outcomes for each – GPVS, Reading and Maths will be based on a grade as per the graphic below.

Grade	Description
AS	Achieved Standard
NS	Not Achieved Standard
B	Working below the standard of the test
A	Absent
L	Left
M	Missing
J	Recently arrived in the school
U	Unable to access test
F	Pupil will take test in the future
D	Pupil has taken test in the past

Students	KS1 GPVS Tests	KS1 GPV Mark Key Stage 1 Validated Result	KS1 Spelling Mark Key Stage 1 Validated Result	KS1 GPVS Total Mark Key Stage 1 Validated Result	KS1 GPVS Scaled Scores Key Stage 1 Validated Result	KS1 GPVS Outcome Key Stage 1 Validated Result	KS1 Reading Tests	KS1 Reading 1 Mark Key Stage 1 Validated Result	KS1 Reading 2 Mark Key Stage 1 Validated Result	KS1 Reading Total Mark Key Stage 1 Validated Result	KS1 Reading Scaled Score Key Stage 1 Validated Result	KS1 Reading Outcome Key Stage 1 Validated Result	KS1 Mathematics Tests	KS1 Maths Arithmetic Mark Key Stage 1 Validated Result	KS1 Maths Reasoning Mark Key Stage 1 Validated Result	KS1 Maths Total Mark Key Stage 1 Validated Result	KS1 Maths Scaled Score Key Stage 1 Validated Result	KS1 Maths Outcome Key Stage 1 Validated Result
ABDULLAH, Tamwar	----->				100 AS		----->				100 AS		----->				100 AS	
BEYNON, Harvey	----->				103 AS		----->				103 AS		----->				103 AS	
CARRICK, Oliver	----->				NS		----->				88 NS		----->				88 NS	
CARTER, Daniel	----->				NS		----->				NS		----->				NS	
CASSIDY, Michael	----->				110 AS		----->				110 AS		----->				110 AS	
CEDRIC-SMITH, Lucie	----->				85 NS		----->				85 NS		----->				85 NS	
CIPRIO, Alicia	----->				100 AS		----->				100 AS		----->				100 AS	
CLARKE, Matthew	----->				100 AS		----->				100 AS		----->				100 AS	

Scaled Scores for each – GPVS, Reading and Maths will accept entries of between 85-115.

NOTES: The STA have decided that the scale will centre around 100. (For example, the maximum score could be 130 and the minimum 80)

- On completion click **Save**.

### Analysing the Results

- Select the **KS1 A. Teacher Assessments 2023** marksheet.
- Click **Summary**. This displays the number of results, the mean and the median grade. There is no longer a mean or median value, as no values have been set for key stages from 2018.

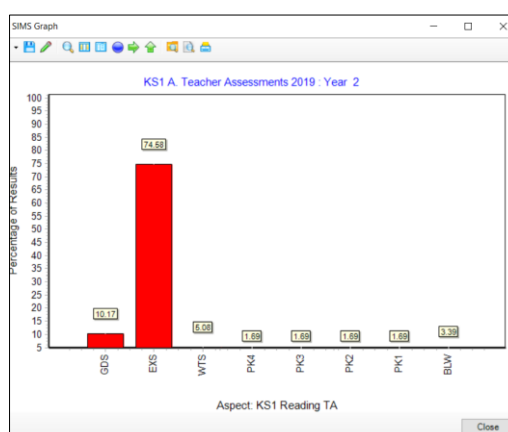
3. Right-click the header of one of the columns that contains results. Select **Show Grade Distribution**. This gives the number or percentage of pupils attaining each grade or the percentage of results. The results can be displayed as a graph by clicking **Graph**. Different types of graph can be selected by right-clicking the graph and selecting **Gallery**.

SIMS View Grade Distribution : KS1 Reading TA

Percentage of Results      Export  
 Percentage of Students      Print  
 Count of Students      Graph

Grades	Frequency	Cumulative Freq
GDS	10.17%	10.17%
EXS	74.58%	84.75%
WTS	5.08%	89.83%
PK4	1.69%	91.52%
PK3	1.69%	93.21%
PK2	1.69%	94.90%
PK1	1.69%	96.59%
BLW	3.39%	99.98%

Close



### Viewing All the Results

Select the **KS1 D. Broadsheet (Review) 2023** marksheet. This will show a summary of all the results entered. The columns are read-only.

### Using the Wizards for Reporting to Parents

Once all the results have been entered on the marksheets, reports can be produced.

### Using the Wizards for Reporting to Parents

1. Select **Tools | Performance | Assessment | Wizard Manager**.
2. Select **Key Stage 1 Wizard England 2023** and click **Next**.
3. The group selection may be left as it is. Click **Next**.
4. When presented with the list of marksheets, click **Next**.

### Printing an Individual Report for Each Pupil

There are two reports available: one to display teacher assessments only and the other to show both teacher assessments and tasks/tests.

1. Select report – **KS1 P1 Student England TA and TT 2023** which will produce reports for all the pupils selected at the bottom of the screen.

The screenshot shows the 'Wizard - Key Stage 1 Wizard England 2' interface. It includes a table for 'Individual Report Format' with columns for 'Name' and 'Edit Date'. Below this is the 'Membership Dates for Group : Year 2' section with 'From' and 'To' date pickers, a 'Refresh' button, and a 'Group Filter' input field. The 'Students' section contains a table with columns for 'Surname', 'Forename', 'DOB', and 'Reg Gp'. The first row, 'Abrams, Paul, 15/12/2014, 2JB', has its checkbox checked. At the bottom of the window are buttons for '< Back', 'Next >', 'Finish', and 'Cancel'.

It is possible to preview one of the reports. To do this, ensure only one pupil is checked and click the **Print Preview** icon. The report will display this pupil's results.

As Word opens, a security warning that macros have been disabled may be shown. Click **Options** and enable the content.

When the preview is no longer required, click **Close** to close Word and return to the wizard. Do not save the report.

## Printing Reports

1. If all pupils are required choose **Select All**. If not, go through the list and select those who are required by selecting the check boxes.
2. Click **Print Report** (printer icon). Reports will be printed from Word for those pupils selected.
3. Close Word without saving.

## Uploading Reports

A copy of each pupil's report can be saved in the document server. This can then be viewed at any time. You do not need to print a second copy to keep with the pupil's records.

## Uploading Reports

1. Once reports have been generated, they can be uploaded, either individually or by selecting all pupils and clicking **Upload Report**.
2. To view the copy, open the **Pupil Details** screen for the relevant pupil and select **Linked Documents** in the **Links** panel on the right. The report will open as read-only.

## Viewing an Individual Report

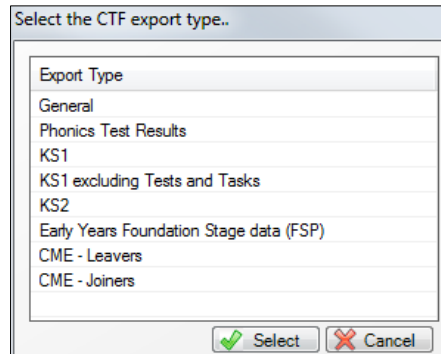
1. Ensure there are results entered for one of the.
2. Select the **KS1 P1 Student England TA 2023** individual report.
3. Select the pupil whose report needs viewing.
4. Use the **Preview** route to view the report.

## Exporting Results

KS1 results need to be sent to the LA. The LA may ask for results in a CTF or as a results file that is produced by the assessment wizard. The procedure for transferring the results will vary from one LA to another.

### Exporting the Results in a CTF

1. Click **Close** to close the wizard and select **Routines | Data Out | CTF | Export CTF**.
2. Select the CTF export type of **KS1**. The CTF will contain export files including KS1 data plus the pupil UPN, surname, forename, DOB and gender.



3. The default view displays all current pupils including those who have previously had a CTF created. Ensure the default of **Include students already exported** is active.
4. All pupils within the school will be displayed. Click the down arrow to the right of **Year Group** and select **Year 2** (pupil list may vary).

1 Student Options		Effective Date		View	Current students	Include students already exported	Refresh Students		
2 Students		UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Previous Destination	Destination LA/Other
G823299915001	Adams	Nancy	2JB	2	2				
W823299915002	Alala	Candis	2GH	2	2				
U823299916021	Barden	Olivia	2JB	2	2				
H823299916022	Bateman	Vincent	2GH	2	2				
X823299916023	Bhati	Aini	2JB	2	2				
L823299916024	Boian	Claudiu	2GH	2	2				

5. Right-click in the **Destination LA/Other** cell for the first pupil in the list.
6. Right-click in an empty cell to display **Select All**. This will highlight all pupils.
7. Left-click in the **Destination LA/Other** cell for the first pupil and using the **down arrow** scroll to your LA Name. Each pupil will now be marked with the relevant LA.
8. Click **Export CTF**.

2 Students		UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Previous Destination	Destination LA/Other
X	G823299915001	Adams	Nancy	2JB	2	2		Northamptonshire	
	W823299915002	Alala	Candis	2GH	2	2		Northamptonshire	
	U823299916021	Barden	Olivia	2JB	2	2		Northamptonshire	
	H823299916022	Bateman	Vincent	2GH	2	2		Northamptonshire	
	X823299916023	Bhati	Aini	2JB	2	2		Northamptonshire	
	L823299916024	Boian	Claudiu	2GH	2	2		Northamptonshire	
	A823299916025	Brown	Ingrid	2JB	2	2		Northamptonshire	
	K823299915003	Broz	Konrad	2GH	2	2		Northamptonshire	

9. You will receive a message related to address tidy. Select **Yes** to continue.
10. Check the **Exception Log** file.
11. The file is now ready to send via your preferred method of secure transfer as defined by the LA.
12. Close the **Export CTF** page.



## 4

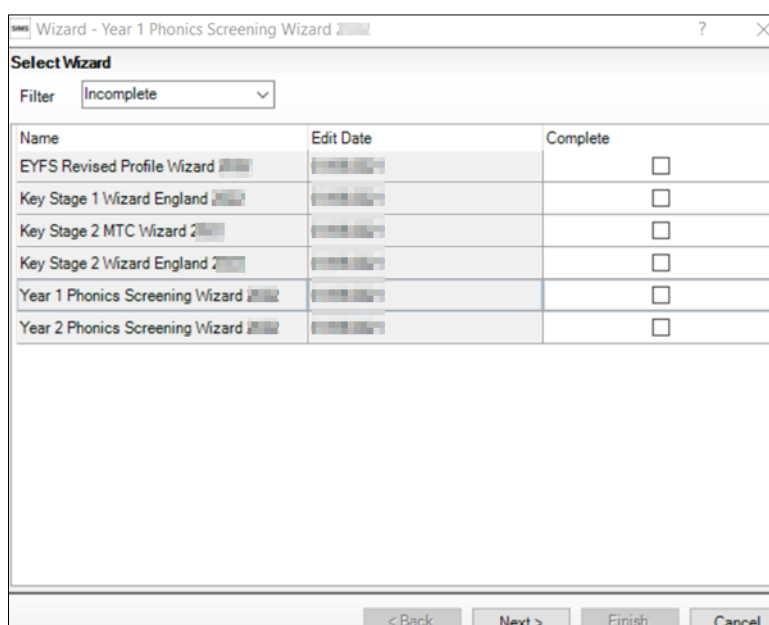
## Processing the Year 1 Phonics Screening Check

### Introduction

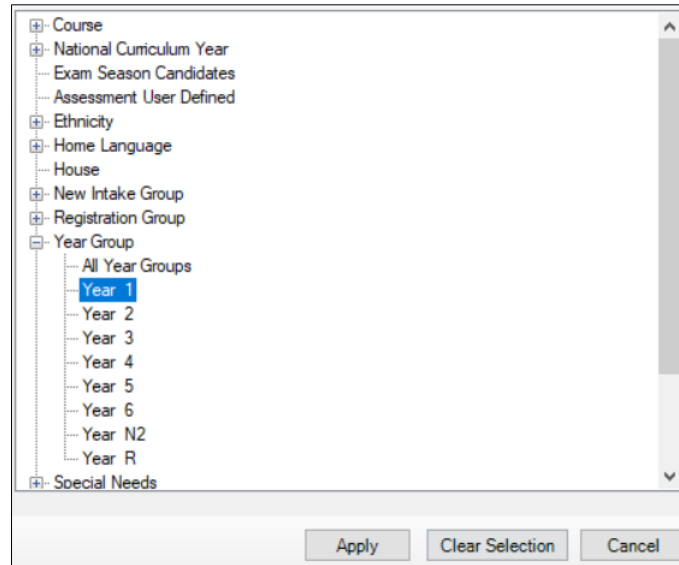
The phonics screening check is designed to confirm whether individual pupils have learnt phonic decoding to an appropriate standard. Pupils who do not achieve the appropriate standard should receive support from their school to ensure they can improve their phonic decoding skills. These pupils will then be expected to retake the phonics screening check the following year.

### Using the Year 1 Phonics Screening Wizard 2023

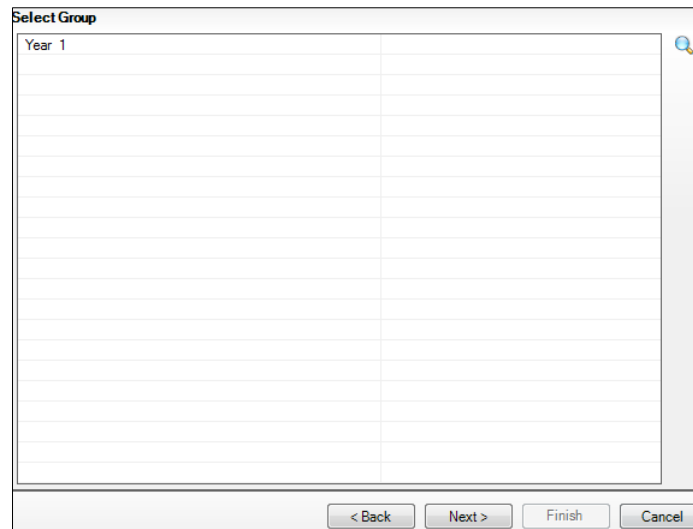
1. Select **Tools | Performance | Assessment | Wizard Manager**.



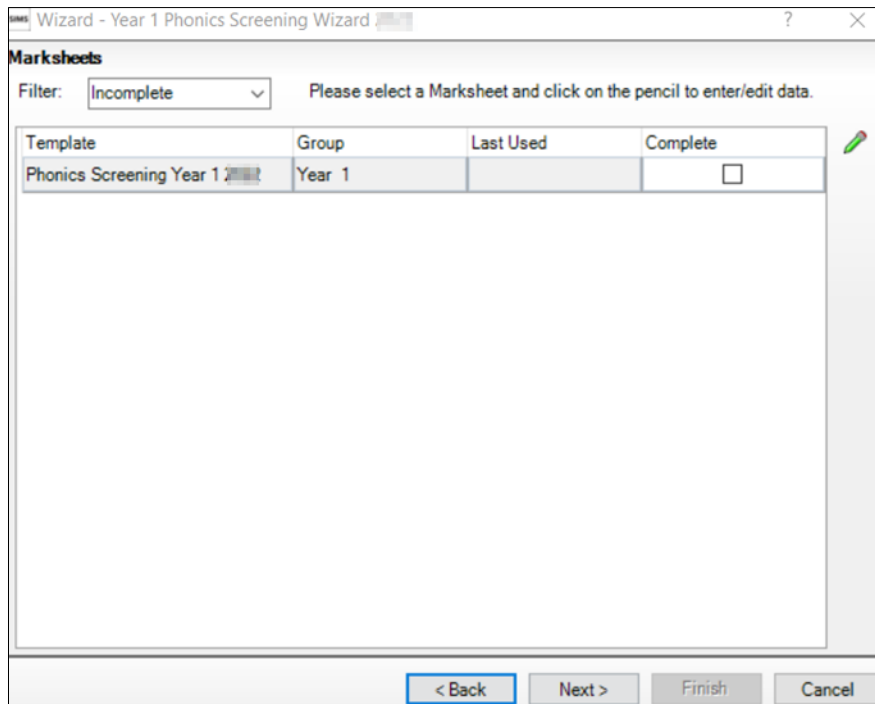
2. Leave the filter on **Incomplete** and click the wizard which is going to be worked with; in this case **Year 1 Phonics Screening Wizard 2023**.
3. Click **Next**.
4. From the **Select Group** screen, click **field browser** to display the **Group Selector** dialog.
5. Click the **+** next to **Year Group** and select **Year 1**



6. Click **Next**.

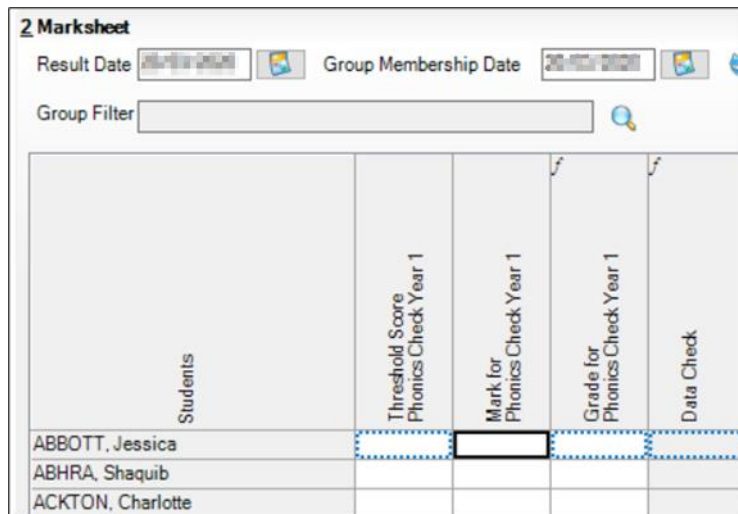


7. The following screen appears listing the single marksheet available.



8. Double-click the marksheet or select the marksheet and click **Edit Marksheet**. Do not click **Next** at this stage.

A marksheet with year 1 pupils is displayed and columns relating to the assessments that need to be entered.



To report phonics screening check results teachers should use the scores associated to the screening check. When the threshold values have been validated by the DfE (see DfE guidance for the timeline), a phonics grade will then be associated to the mark.

The 'phonics mark' will be the mark from 0-40 for those children who have taken the phonics screening check.

**NOTE:** For those children who are absent, did not take the check or have left, the mark must be left blank and the phonics grade of A, D or L entered accordingly.

Description	Process	Mark	Phonics Grade
Child took the phonics screening check and met the required standard.	<b>A mark of 0 – 40 is entered from the screening check outcome. The grade will be applied automatically when the threshold is released by DfE</b>	0 – 40	Wa
Child took the phonics screening check and did not meet the required standard.			Wt
Absent	<b>Leave the Marks column blank and enter the grade as per the list to the right</b>	Leave blank	A
Child did not take the phonics screening check			D
Child has left the school			L
Maladministration			Q

### Entering the Year 1 Phonics Screening Check Data

- From the marksheet enter a value out of **40** into the **Mark for Phonics Check Year 1** column, or a grade as defined using the table above for reference.
- Click **Save**. The **Data Check** column will show an ! to show that you are awaiting a threshold score to calculate the Phonics Grade. The data check will show **OK only** for those children who did not take part in the check.

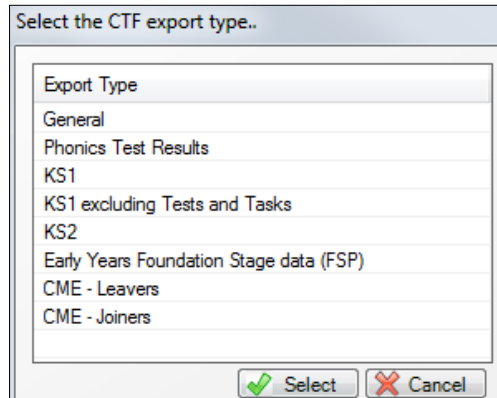
Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Data Check
ADAMS, Sadie		30		!
ALYONA, Tatyana		32		!
ANDREWS, Richard		14		!
BARTRAM, Piers		25		!
BENNET, Eloise		36		!
BRONISLAW, Tomaz			A	OK
BROOKS, Madison		23		!
CLARKE, Harriette		33		!
CLINT, William		18		!
CUMMINS, Jake			D	OK
DAVEY, Megan			L	OK
DAVIES, Adam			Q	OK

### Exporting the Results in a CTF

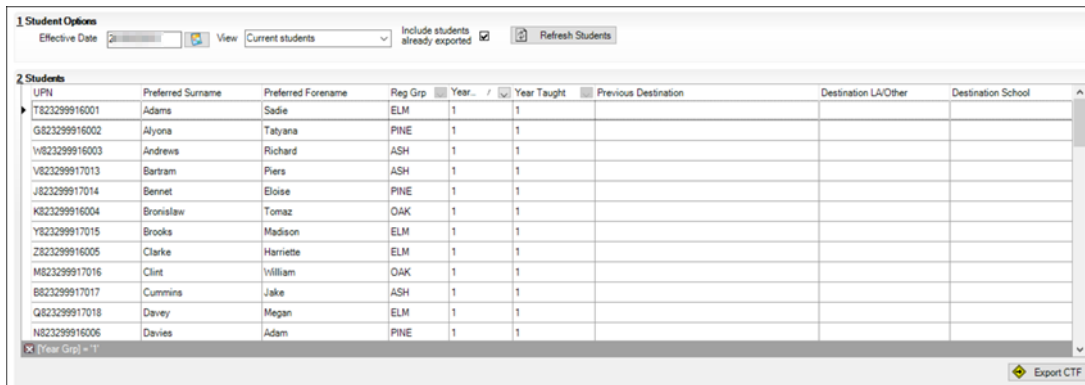
Prior to the threshold mark being released it is a requirement to return the Phonics Check Marks to the LA via a CTF type of “Phonics Test Results”.

- Click **Close** to close the wizard and select **Routines | Data Out | CTF | Export CTF**.

- Select the CTF export type of **Phonics Test Results**. The CTF will contain export files including phonics data plus the pupil UPN, surname, forename, DOB and gender.



- The default view displays all current pupils including those who have previously had a CTF created. Ensure the default of **Include students already exported** is active.
- All pupils (list may vary) within the school will be displayed. Click the down arrow to the right of **Year Group** and select **Year 1**.



- Right-click in the **Destination LA/Other** cell for the first pupil in the list.
- Right-click in an empty cell to display **Select All**. This will highlight all pupils.
- Left-click in the **Destination LA/Other** cell for the first pupil and using the **down arrow** scroll to your LA name. Each pupil will now be marked with the relevant LA.
- Click **Export**.

UPN	Preferred Surname	Preferred Forename	Reg Grp	Year	Year Taught	Previous Destination	Destination LA/Other	Destination School
T823299916001	Adams	Sadie	ELM	1	1		Northamptonshire	
G823299916002	Alyona	Tatyana	PINE	1	1		Northamptonshire	
v823299916003	Andrews	Richard	ASH	1	1		Northamptonshire	
V823299917013	Bartram	Piers	ASH	1	1		Northamptonshire	
J823299917014	Bennet	Eloise	PINE	1	1		Northamptonshire	
K823299916004	Bronislaw	Tomaz	OAK	1	1		Northamptonshire	
Y823299917015	Brooks	Madison	ELM	1	1		Northamptonshire	
Z823299916005	Clarke	Harriette	ELM	1	1		Northamptonshire	

- You will receive a message related to address tidy. Select **Yes** to continue.
- Check the **Exception Log** file.
- The file is now ready to send via your preferred method of secure transfer as defined by the LA.
- Close the export CTF page.

## Entering the Threshold Score and Calculating the Outcome

The threshold mark will usually get publish in June (please see the DfE guidance for the timeline). This will be available from [www.gov.uk/sta](http://www.gov.uk/sta).

1. Re-open the Wizard via **Tools | Performance | Assessment | Wizard Manager**.
2. Select the **Year 1 Phonics Screening Wizard 2023** and click **Next** until you get to the marksheet section.
3. Open the marksheet.
4. Right-click the column heading **Threshold Score**.
5. Choose **Select Grade for Column**.
6. Highlight the **Threshold Score** as defined by the DfE and click **OK**.
7. The column will flood fill the threshold score for each pupil.

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for
ADAMS, Sadie	34	30	
ALYONA, Tatyana	34	32	
ANDREWS, Richard	34	14	
BARTRAM, Piers	34	25	
BENNET, Eloise	34	36	
BRONISLAW, Tomaz	34		A
BROOKS, Madison	34	23	
CLARKE, Harriette	34	33	
CLINT, William	34	18	
CUMMINS, Jake	34		D
DAVEY, Megan	34		L
DAVIES, Adam	34		Q
DENTON, Emma	34		
DONNELLY, Robert	34		
ELLIOTT, Josef	34		

View Select Grade

Select Grade for current column

Grade	Description
40	Threshold = 40
39	Threshold = 39
38	Threshold = 38
37	Threshold = 37
36	Threshold = 36
35	Threshold = 35
34	Threshold = 34
33	Threshold = 33
32	Threshold = 32
31	Threshold = 31
30	Threshold = 30
29	Threshold = 29
28	Threshold = 28

Ok Cancel

**NOTE:** Data used here is an example only.

8. Click **Calculate**. A phonics outcome grade will be displayed.

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Data Check
ADAMS, Sadie	34	30	Wt	OK
ALYONA, Tatyana	34	32	Wt	OK
ANDREWS, Richard	34	14	Wt	OK
BARTRAM, Piers	34	25	Wt	OK
BENNET, Eloise	34	36	Wa	OK
BRONISLAW, Tomaz	34		A	OK
BROOKS, Madison	34	23	Wt	OK
CLARKE, Harriette	34	33	Wt	OK
CLINT, William	34	18	Wt	OK
CUMMINS, Jake	34		D	OK
DAVEY, Megan	34		L	OK
DAVIES, Adam	34		Q	OK

9. Click **Save** to save the marksheet.

10. Close the marksheet.
11. Exit the wizard.

## 5

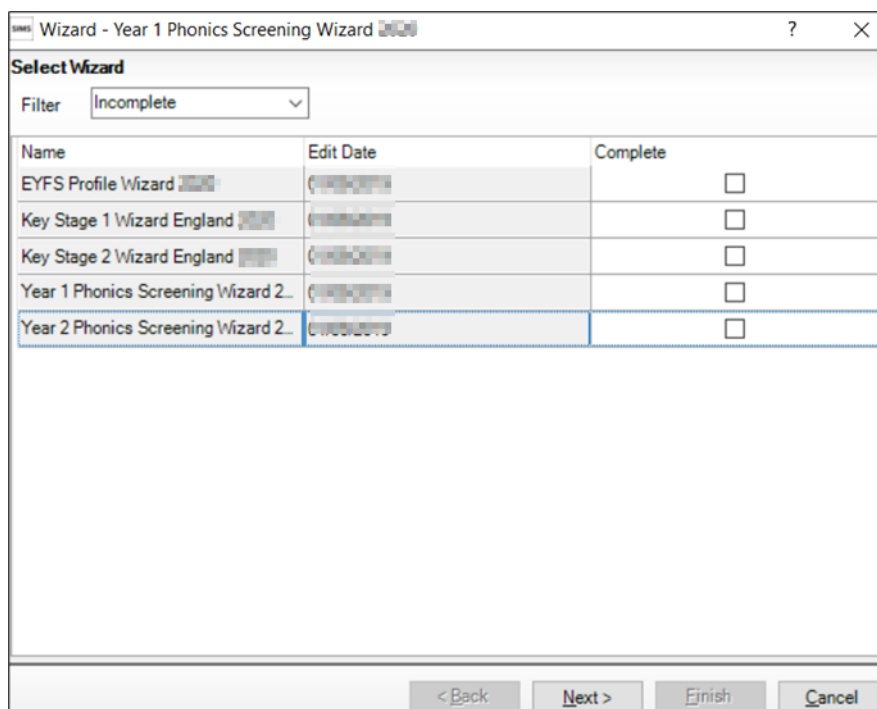
## Processing the Year 2 Phonics Screening Check

### Introduction

Where pupils did not achieve the appropriate standard of phonic decoding in Year 1, they will need to be assessed again in summer term.

### Using the Year 2 Phonics Screening Wizard 2023

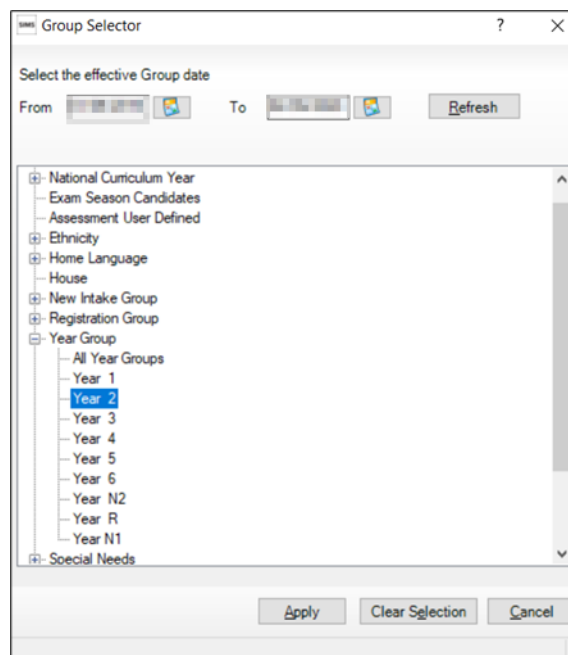
1. Select **Tools | Performance | Assessment | Wizard Manager**.



2. Leave the filter on **Incomplete** and click the wizard which is going to be worked with – in this case **Year 2 Phonics Screening Wizard 2023**.
3. Click **Next**.
4. From the **Select Group** screen, click **browser** to display the **Group Selector** dialog.

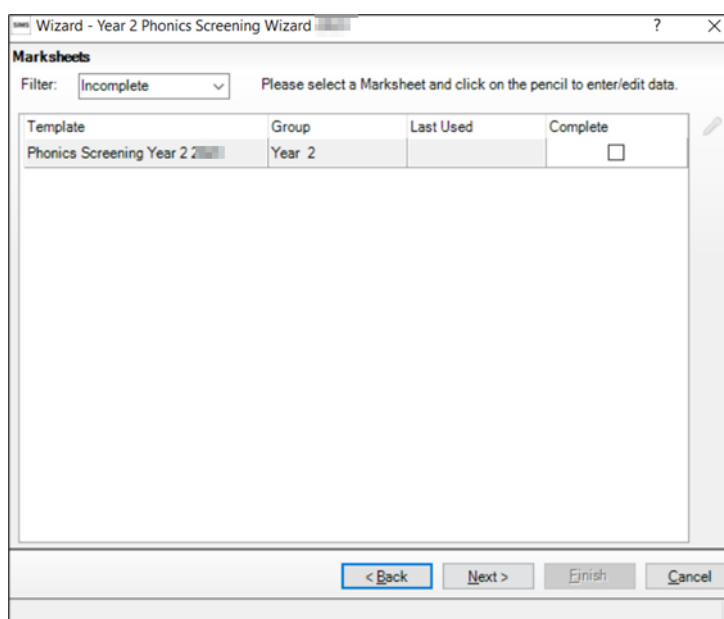


5. Click the **+** next to **Year Group** and select **Year 2**.



6. Click **Next**.

The following screen appears listing the single marksheet available.



7. Double-click the marksheet or select the marksheet and click **Edit Marksheet**. Do not click **Next** at this stage.
8. A marksheet is populated with the year 2 pupils and columns relating to the assessments that need to be entered. If year 1 phonics results were entered into the corresponding wizard last summer, they will be displayed automatically.
9. We now need to establish who requires the recheck.

10. Click **Calculate** to highlight those year 2 pupils who require a Year 2 re-check. This will be defined by a **Yes** in a **Yellow** box within the **Year 2 check required** column.

Students	Y1 Phonics Check	Mark from Phonics Check Year 1	Grade from Phonics Check Year 1	Y2 Phonics Check	Year 2 Check Required?	Threshold Score Phonics Check Year 2	Mark for Phonics Check Year 2	Grade for Phonics Check Year 2	Missing Required Year 2?	Invalid Year 2 Result?
ADAMS, Nancy		15	Wt		Yes				Missing	Ok!
ALALA, Candis		34	Wa						Ok!	Ok!
BARDEN, Olivia		33	Wa						Ok!	Ok!
BATEMAN, Vincent		32	Wa						Ok!	Ok!
BHATI, Aini		35	Wa						Ok!	Ok!
BOIAN, Claudiu		31	Wt		Yes				Missing	Ok!
BROWN, Ingrid		33	Wa						Ok!	Ok!
BROZ, Konrad		38	Wa						Ok!	Ok!
CAIRNS, Matthew		39	Wa						Ok!	Ok!
CANZANO, Michael		36	Wa						Ok!	Ok!
CARLTON, Eleanor		A			Yes				Missing	Ok!
CARTER, Tom		36	Wa						Ok!	Ok!
CHABAN, Julia		36	Wa						Ok!	Ok!

11. Click the filter to the right of the **Year 2 check required** column heading, select **Yes** and click **OK**. This will filter the marksheet to show only those pupils who require data entry for year 2.

12. Click the filter to the right of the **Year 2 check required** column heading, select **Yes** and click **OK**. This will filter the marksheet to show only those pupils who require data entry for year 2.

(Select All)

(Blank)

Yes

Students	Y1 Phonics Check	Mark from Phonics Check Year 1	Grade from Phonics Check Year 1	Y2 Phonics Check	Year 2 Check Required?	Threshold Score Phonics Check Year 2	Mark for Phonics Check Year 2	Grade for Phonics Check Year 2	Missing Required Year 2?	Invalid Year 2 Result?
ADAMS, Nancy		15	Wt		Yes				Missing	Ok!
BOIAN, Claudiu		31	Wt		Yes				Missing	Ok!
CARLTON, Eleanor		A			Yes				Missing	Ok!
DENNIS, Lily		31	Wt		Yes				Missing	Ok!
GOREV, Anastasya		29	Wt		Yes				Missing	Ok!
HEWITT, Mark		29	Wt		Yes				Missing	Ok!
JOHNSON, Pippa		28	Wt		Yes				Missing	Ok!
KALINSKI, Eliza		30	Wt		Yes				Missing	Ok!
LEEMING, Robert		D			Yes				Missing	Ok!
NEWMAN, Walter		31	Wt		Yes				Missing	Ok!
RASHEED, Kush		20	Wt		Yes				Missing	Ok!
ROSEFIELD, Ben		25	Wt		Yes				Missing	Ok!
SURESH, Sabina		31	Wt		Yes				Missing	Ok!

13. Type a value of **0 - 40** into the **Mark for Phonics Check Year 2** column for those pupils who have undertaken a year 2 check **only**.

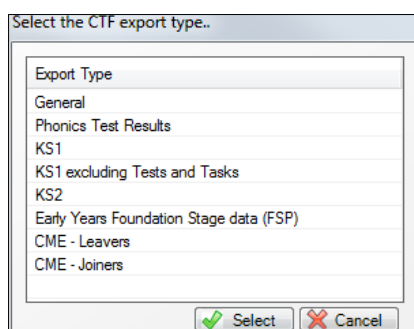
14. Click **Save** to save the marks.

### Exporting the Results in a CTF

Prior to the threshold mark being released it is a requirement to return the phonics check marks to the LA via a CTF type of "Phonics Test Results".

1. Click **Close** to close the wizard and select **Routines | Data Out | CTF | Export CTF**.

## 2. Select the **CTF export type** of **Phonics Test Results**.



The default view displays all current pupils including those who have previously had a CTF created. Ensure the default of **Include students already exported** is active.

## 3. All pupils (list may vary) within the school will be displayed. Click the down arrow to the right of **Year Group** and select **Year 2**.

1 Student Options							
Effective Date	View Current students <input type="checkbox"/> Include students already exported <input checked="" type="checkbox"/> Refresh Students						
2 Students							
UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Previous Destination	Destination LA/Other
G823299915001	Adams	Nancy	2JB	2	2		
W823299915002	Alala	Candis	2GH	2	2		
U823299916021	Barden	Olivia	2JB	2	2		
H823299916022	Bateman	Vincent	2GH	2	2		
X823299916023	Bhati	Aini	2JB	2	2		
L823299916024	Boian	Claudiu	2GH	2	2		

## 4. Left-click in the **Destination LA/Other** cell for the selected pupil and using the **down arrow** scroll to your LA Name.

## 5. Multiple students can be selected using ctrl and/or shift. Selecting the LA will populate all the selected students.

## 6. Click **Export CTF**.

2 Students							
UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Previous Destination	Destination LA/Other
X G823299915001	Adams	Nancy	2JB	2	2		Northamptonshire
W823299915002	Alala	Candis	2GH	2	2		Northamptonshire
U823299916021	Barden	Olivia	2JB	2	2		Northamptonshire
H823299916022	Bateman	Vincent	2GH	2	2		Northamptonshire
X823299916023	Bhati	Aini	2JB	2	2		Northamptonshire
L823299916024	Boian	Claudiu	2GH	2	2		Northamptonshire
A823299916025	Brown	Ingrid	2JB	2	2		Northamptonshire
K823299915003	Eroz	Konrad	2GH	2	2		Northamptonshire

## 7. You will receive a message related to address tidy. Select **Yes** to continue.

## 8. Check the **Exception Log** file.

## 9. The file is now ready to send via your preferred method of secure transfer as defined by the LA.

## 10. Close the **Export CTF** page.

## Entering the Threshold Score and Calculating the Outcome

The threshold mark will be published usually in June (please see DfE guidance). This will be available from [www.gov.uk/sta](http://www.gov.uk/sta).

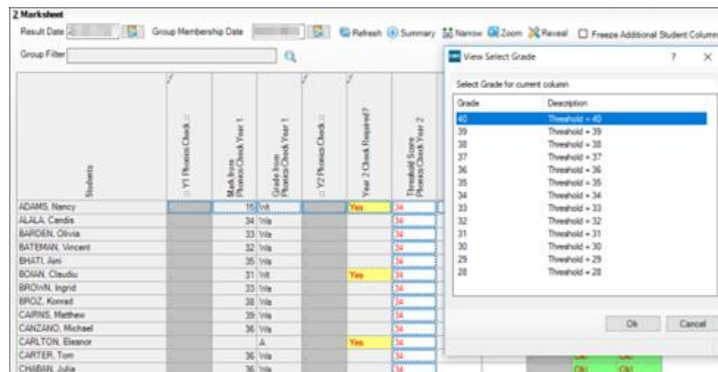
## 1. Re-open the wizard via **Tools | Performance | Assessment | Wizard Manager**.

## 2. Select the **Year 2 Phonics Screening Wizard 2023** and click **Next** until you get to the marksheet section.

## 3. Open the marksheet.

## 4. Right-click the column heading **Threshold Score**.

5. Choose **Select Grade for Column**.
6. Highlight the **Threshold Score** as defined by the DfE and click **OK**.
7. The column will flood fill the threshold score for each pupil.



**NOTE:** Data used here is an example only.

8. Click **Calculate**. A phonics outcome grade will be displayed.

Students	Y1 Phonics Check	Mark from Phonics Check Year 1	Grade from Phonics Check Year 1	Y2 Phonics Check	Year 2 Check Required?	Threshold Score Phonics Check Year 2	Mark for Phonics Check Year 2	Grade for Phonics Check Year 2	Missing Required Year 2?	Invalid Year 2 Result?
ADAMS, Nancy	15	Wt		Yes	Yes	34	35	Wt	Ok!	Ok!
ALALA, Candis	34	Wt				34	34	Wt	Ok!	Not Request
BARDEN, Olivia	33	Wt				34	23	Wt	Ok!	Not Request
BATEMAN, Vincent	32	Wt				34	35	Wt	Ok!	Not Request
BHATI, Aini	35	Wt				34	35	Wt	Ok!	Not Request
BOIAN, Claudiu	31	Wt		Yes	Yes	34	17	Wt	Ok!	Ok!
BROUW, Ingrid	33	Wt				34	15	Wt	Ok!	Not Request
BROZ, Konrad	38	Wt				34	25	Wt	Ok!	Not Request
CAIRNS, Matthew	39	Wt				34	34	Wt	Ok!	Not Request
CANZANO, Michael	36	Wt				34	33	Wt	Ok!	Not Request
CARLTON, Eleanor	A			Yes	Yes	34	26	Wt	Ok!	Ok!
CARTER, Tom	36	Wt				34	28	Wt	Ok!	Not Request

9. Click **Save** to save the marksheet.
10. Close the marksheet.
11. Exit the Wizard.

# 6

## Phonics Year 1 and Year 2 Reporting to Parents

### Introduction

Reports can only be produced when all the phonics screening results have been entered on the marksheets for both year 1 and year 2 pupils. They can only be generated with Word 2003 or above.

### Using the Wizards for Reporting to Parents

1. Select **Tools | Performance | Assessment | Wizard Manager**.
2. Select the **Year 1 or Year 2 Phonics Screening Wizard 2023** as required and click **Next**.
3. The group selection may be left as it is. Click **Next**.
4. When presented with the list of marksheets, click **Next**.

### Viewing an Individual Report for Each Pupil

1. Select the report – **KS1 Y1 Phonics Student Eng 2023**.
2. A print preview of one of the reports may be required first, in which case make sure that only one pupil's name has been selected and click the **Print Preview** icon. The report will show this pupil's results.

Individual Report Format		Edit Date
Name	KS1 Y1 Phonics Comparative Eng 2023	[Date]
Name	KS1 Y1 Phonics Student Eng 2023	[Date]

Membership Dates for Group : Year 1

From: [Date] To: [Date] Refresh

Group Filter: [Text]

Students				
	Surname	Forename	DOB	Reg Grp
<input checked="" type="checkbox"/>	Aditya	Zayan	20/05/2016	PINE
<input type="checkbox"/>	Andrews	Izabel	10/10/2015	ASH
<input type="checkbox"/>	Amitage	Elise	04/06/2016	OAK
<input type="checkbox"/>	Atkins	Austin	22/05/2016	PINE
<input type="checkbox"/>	Basir	Saeed	17/01/2016	ELM
<input type="checkbox"/>	Blackwell	Mezhan	09/12/2015	PINE

Select All Deselect All

< Back Next > Finish Cancel

The Year 1 Phonics Screening Check 2023 Pupil's Results Report consists of two pages.

3. When the preview is no longer required, click **Close** and return to the wizard. If asked to save the report, click **No**.

### Printing Individual Reports to Parents

1. If all pupils are required choose to **Select All**. If not, go through the list and select those required by selecting the check boxes.

2. Click **Print Report** (printer icon). Reports will be printed from Word for those pupils selected.
3. Close Word without saving.

### Uploading Individual Reports to a Pupil's Record

A copy of each pupil's report can be saved in the document server. This can then be viewed at any time. You do not need to print a second copy to keep with the pupil's records.

1. Once reports have been generated, they can be uploaded, either individually or by selecting all pupils and clicking **Upload Report**.
2. To view the copy, open the **Pupil Details** screen for the relevant pupil and select **Linked Documents** in the **Links** panel on the right. The report will open as read-only.

### Viewing a Comparative Report

The **KS1 Year 1 Phonics Comparative Eng 2023** report provides the school results along with the comparative national data in one report.

1. Select the report – **KS1 Y1 Phonics Comparative Eng 2023**.
2. A print preview of one of the reports may be required first, in which case make sure that only one pupil's name has been selected and click the **Print Preview** icon. The report will show the comparisons.

3. The Comparative Report is not personalised in any way. It is recommended that you print one report and photocopy it for the number of copies required.

**NOTE:** If you preview the KS1 Y1 Phonics Comparative Eng 2023 report before printing, it is shown in Microsoft Word. You are advised to do this and save the report (as a Word document) into an appropriate area where you will be able to easily locate it again. It is suggested that you save the file with a name such as School Y1 Phonics Results (2023). This will enable you to access a report containing the correct pupils quickly, without having to recreate it via the wizard.

### Year 2 Phonics Reporting

Repeat the process above for the Year 2 Phonics check reporting processes.

**NOTE: Only select those year 2 pupils who have undertaken a phonics check in 2023 when generating a report from the Year 2 Phonics Screening Wizard 2023.**

# 7

## Processing Key Stage 2 Results

### Introduction

This covers the process required for the end of KS2 including entering results, printing the reports and exporting the results.

Details of the 2023 key stage requirements can be found in the assessment and reporting arrangements (ARA) 2023 for each key stage on the DfE website <https://www.gov.uk/government/organisations/standards-and-testing-agency>.

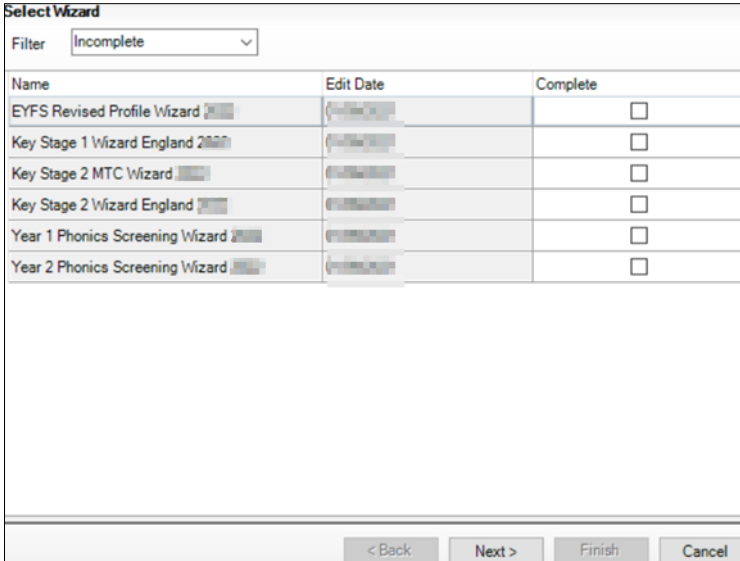
### Identify the Key Stage 2 Pupils

If all pupils being assessed for KS2 are in year 6, continue.

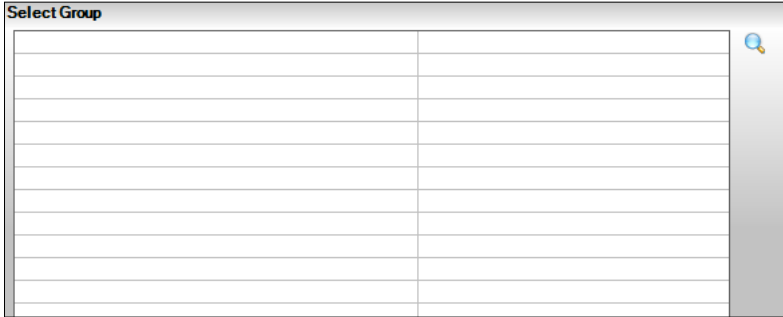
### Creating Marksheets from the Wizard

- 1. Select **Tools | Performance | Assessment | Wizard Manager**.

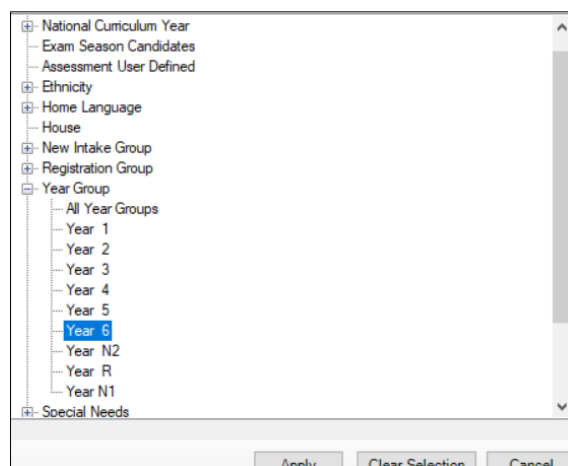
The screen shown in the following graphic is displayed. If other wizards have been imported in the past and not marked as completed, they will appear in the list.



- 2. Leave the filter on **Incomplete**, highlight the **Key Stage 2 Wizard England 2023** and click **Next**.
- 3. On the **Select Group** screen click the **field browser**.







4. Click the **+** next to **Year Group**, select **Year 6** or the **+** next to **User Defined Groups**, select the user defined group created earlier and click **Apply**. This places the group on the **Select Group** screen.
5. Click **Next**.

The wizard now displays the marksheets created from the templates in the imported key stage wizard for the selected group. You can open these marksheets directly from this page, enter, edit and validate results.

The wizard shows three marksheets for key stage 2.

### **KS2 A. Teacher Assessments 2023**

This marksheet should be used to store the Outcome for the KS2 Reading, Writing, Mathematics and Science Performance Descriptor of the Teacher Assessment.

### **KS2 C. Test Outcomes 2023**

This marksheet should be used to enter results of the tests that supported the teacher assessments made as part of the key stage 2 arrangements.

## KS2 D. Broadsheet (Review) 2023

This marksheet can be used to review the data entered in the previous two marksheets.

**Marksheets**

Filter:  Please select a Marksheet and click on the pencil to enter/edit data.

Template	Group	Last Used	Complete
KS2 A. Teacher Assess...	Year 6		<input type="checkbox"/>
KS2 C. Test Outcomes...	Year 6		<input type="checkbox"/>
KS2 D. Broadsheet (Re...	Year 6		<input type="checkbox"/>

< Back   Next >   Finish   Cancel

### Entering Results

1. From the list of marksheets displayed, select the required one to work with by double-clicking it or by highlighting it and clicking **Edit** (pencil icon).
2. For example, to enter results for **KS2 A. Teacher Assessments 2023** highlight the marksheet and click the **pencil** to the right of the screen.

**Marksheets**

Filter:  Please select a Marksheet and click on the pencil to enter/edit data.

Template	Group	Last Used	Complete
KS2 A. Teacher Assess...	Year 6		<input type="checkbox"/>
KS2 C. Test Outcomes...	Year 6		<input type="checkbox"/>
KS2 D. Broadsheet (Re...	Year 6		<input type="checkbox"/>

< Back   Next >   Finish   Cancel

A marksheet with the year 6 pupils and columns that relate to the assessments to be entered are displayed.

**1 Basic Details**

Notes: This Marksheet can be used to store the Outcome for the KS2 Reading, Writing, Mathematics and Science Performance Descriptor of the reformed curriculum (Assessment without Levels) Teacher Assessment from 2016 onwards.

Last Used:

Data entry for this Marksheet is complete

**2 Marksheet**

Result Date:  Group Membership Date:  Refresh Summary Narrow Zoom Reveal

Group Filter:

Students	KS2 Reading TA Key Stage 2 Validated Result	KS2 Writing TA Key Stage 2 Validated Result	KS2 Maths TA Key Stage 2 Validated Result	KS2 Science TA Key Stage 2 Validated Result	Missing Entries Check	No of Missing Entries
AKEMAN, Rebecca						
ARKELL, Irene						
ASTONI, Sonya						
ASTWICK, Wills						
BAKER, Fiona						
BARRETT, Anthony						
BASSETT, Joseph						
BENSON, Zachary						

KS2 Reading TA Key Stage 2 Validated Result	KS2 Writing TA Key Stage 2 Validated Result	KS2 Maths TA Key Stage 2 Validated Result	KS2 Science TA Key Stage 2 Validated Result	Missing Entries Check	No of Missing Entries
	GDS		EXS	Ok!	0.00
	GDS		EXS	Ok!	0.00
	GDS			Fail!	1.00
EM	EM	EM	HNM	Ok!	0.00
PK4	PK5	PK6	HNM	Ok!	0.00
	WTS		HNM	Ok!	0.00
EM	EM	EM	HNM	Ok!	0.00
	A		A	Ok!	0.00
	L		L	Ok!	0.00
	F		F	Ok!	0.00
	P		P	Ok!	0.00
	Q		EXS	Ok!	0.00

- Teacher Assessments need to be recorded for all students in Writing and Science. Reading and Maths needs to be recorded only for those pupils working below the standard of the national curriculum.. Enter a level and use the **down arrow** on the keyboard to move to the next pupil. See graphic below for the key stage acceptable entries.

**ACCEPTABLE ENTRIES**

Reading	Writing	Maths	Science	Grade	Description
	✓			<b>GDS</b>	<b>Working at greater depth at the expected standard</b>
	✓		✓	<b>EXS</b>	<b>Working at the expected standard</b>
	✓			<b>WTS</b>	<b>Working towards the expected standard</b>
			✓	<b>HNM</b>	<b>Has not met the standard</b>
✓	✓	✓		<b>PK6</b>	<b>Pre Key Stage Standard 6</b>
✓	✓	✓		<b>PK5</b>	<b>Pre Key Stage Standard 5</b>
✓	✓	✓		<b>PK4</b>	<b>Pre Key Stage Standard 4</b>
✓	✓	✓		<b>PK3</b>	<b>Pre Key Stage Standard 3</b>
✓	✓	✓		<b>PK2</b>	<b>Pre Key Stage Standard 2</b>
✓	✓	✓		<b>PK1</b>	<b>Pre Key Stage Standard 1</b>
✓	✓	✓		<b>EM</b>	<b>Pupil assessed against the Engagement model</b>
✓	✓	✓	✓	<b>A</b>	<b>Absent</b>
	✓		✓	<b>L</b>	<b>Left</b>
	✓		✓	<b>F</b>	<b>Pupil will take test in the future</b>
	✓		✓	<b>P</b>	<b>Pupil has taken test in the past</b>
✓	✓	✓	✓	<b>Q</b>	<b>Maladministration</b>

Data is displayed in red until they are saved when they turn black.

Instead of typing the marks you can select the appropriate level from a list.

- Right-click in the first cell and **Select Grade for Cell**. This displays a dialog box (this can be dragged, so that the pupils' names and the result column are visible).
- The appropriate assessments can be selected by double-clicking a result for each pupil in turn. Click **Close** to return to the marksheet..
- Click **Save** to save the results.

**NOTE:** The grey columns are formula columns. They will calculate the overall result from the preceding white column. All pupils must have an assessment entered for writing and science. If not a fail will be displayed until all results are entered.

7. Click **Calculate**. The calculated results will appear in the grey columns and any failures and the number of failures will be shown. Ensure all failures are addressed. Calculate again until all clear.
8. Click **Save**.
9. Exit from the marksheet by clicking **Close** at the top right. This will revert to the screen from where the marksheet was originally selected.

Any marksheet can be printed by clicking **Print**.

### Submitting Key Stage 2 Teacher Assessment to DfE

The teacher assessments are submitted electronically. The LA may require schools to submit directly to the DfE Primary Assessment Gateway or via the LA. Full guidance on submitting data can be found in the current KS2 Assessment and Reporting Arrangements on the DfE website.

The method of transfer is via the **KS2 Common Transfer File (CTF)**.

### Creating a KS2 CTF

1. From the SIMS Home Page, go to the route **Routines | Data Out | CTF**.
2. Select **Export CTF**.
3. Highlight the option **KS2**. This will transfer key stage 2 teacher assessments.
4. Click **Select**.
5. Ensure the tick is activated in **Include students already exported** and **Refresh Students**.
6. Choose the year group **Year 6**.

1 Student Options							
Effective Date	<input type="text"/>		View	Current students	<input type="checkbox"/>	Include students already exported	Refresh Students
2 Students							
UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Previous Destination	Destination LA/Other
P823299911021	Akeman	Rebecca	6VC	6	6	Green Abbey	
D823299911022	Arkell	Irene	6VC	6	6	Green Abbey	
T823299911023	Astoni	Sonya	6VC	6	6	Green Abbey	
J823200110061	Astwick	Wills	6VC	6	6	Green Abbey	
G823299911024	Baker	Fiona	6VC	6	6	Green Abbey	
W823299911025	Barrett	Anthony	6VC	6	6	Green Abbey	
K823299911026	Bassett	Joseph	6KH	6	6	Green Abbey	
Z823299911027	Benson	Zachary	6VC	6	6	Green Abbey	

7. Right-click in the **Destination LA/Other** cell of the first pupil. Click **Select All**. This will highlight all pupils.

1 Student Options							
Effective Date	<input type="text"/>		View	Current students	<input type="checkbox"/>	Include students already exported	Refresh Students
2 Students							
UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Previous Destination	Destination LA/Other
P823299911021	Akeman	Rebecca	6VC	6	6	Green Abbey	
D823299911022	Arkell	Irene	6VC	6	6	Green Abbey	
T823299911023	Astoni	Sonya	6VC	6	6	Green Abbey	
J823200110061	Astwick	Wills	6VC	6	6	Green Abbey	
G823299911024	Baker	Fiona	6VC	6	6	Green Abbey	
W823299911025	Barrett	Anthony	6VC	6	6	Green Abbey	
K823299911026	Bassett	Joseph	6KH	6	6	Green Abbey	

8. Left-click on the **down arrow** in the first cell and a list of agencies will appear. Scroll down to the **National Assessment Agency**.

1 Student Options								
Effective Date	<input type="text"/>		View	Current students	<input type="checkbox"/>	Include students already exported		Refresh Students
2 Students								
UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Previous Destination	Destination LA/Other	
P823299911021	Akeman	Rebecca	SVC	6	6	Green Abbey	Northamptonshire	
D823299911022	Arkell	Irene	SVC	6	6	Green Abbey	Northamptonshire	
T823299911023	Astoni	Sonya	SVC	6	6	Green Abbey	Northamptonshire	
J823200110061	Aatwick	Wilts	SVC	6	6	Green Abbey	Northamptonshire	
G823299911024	Baker	Fiona	SVC	6	6	Green Abbey	Northamptonshire	
V823299911025	Barrett	Anthony	SVC	6	6	Green Abbey	Northamptonshire	
K823299911026	Bassett	Joseph	SKH	6	6	Green Abbey	Northamptonshire	

9. Select **Export CTF** and confirm that you wish to continue with the export.  
10. Make a note of the file name for your reference and click **OK**.

### Recording Test Results

The test result will be made available on the Primary Assessment Gateway in line with the dates published the Assessment and Reporting Arrangements. It will be possible to download these result and import them into SIMS.

Download the CTF and import into SIMS.

A marksheet is also available if you want to input the data manually, containing columns which will enable you to record and view results of the curriculum tests that support the teacher assessments. The tests assess the range of ability that most pupils are expected to demonstrate. The outcomes of these tests will be provided in the form of a scaled score, where a score of 100 represents the standard expected at the end of the key stage. The tests consist of:

- Grammar, Punctuation and Vocabulary.
- Spelling.
- Reading.
- Maths Arithmetic.
- Maths Reasoning.

From the wizard select the next marksheet for completion: **KS2 C. Test Outcomes 2023**.

### Entering and Analysing Test Results

1. From the wizard select the next marksheet for completion: **KS2 C. Test Outcomes 2023**.
2. The marksheet contains data entry columns to enable achievements to be recorded for **Spelling Mark, GPV Mark, GPVS Scaled Score, GPVS Outcome, Reading Mark, Reading Scaled Score, Reading Outcome, Maths Arithmetic Mark, Maths Reasoning 1 Mark, Maths Reasoning 2 Mark, Maths Scaled Score, Maths Outcome**. For each of the marks columns there are additional formula columns to calculate total marks for **GPVS** and **Maths**.

3. Details of acceptable entries for columns are shown below.

Outcomes for each – GPVS, Reading and Maths – will be based on a grade as in the graphic below.

Grade	Description
AS	Achieved Standard
NS	Not Achieved Standard
B	Working below the standard of the test
A	Absent
L	Left
M	Missing
U	Recently arrived in the school
F	Unable to access test
P	Pupil will take the test in the future
Q	Pupil has taken test in the past
H	Maladministration
	Pupil cheating

Scaled Scores for each – GPVS, Reading and Maths will accept entries of between 0 – 999.

**N.B.** The STA will use a scale that will centre around 100 (for example a maximum score of 130 and a minimum of 80).

Students	KS2 GPVS Tests	KS2 Spelling Mark, Key Stage 2 Validated Result	KS2 GPV Mark, Key Stage 2 Validated Result	KS2 GPVS Total Mark, Key Stage 2 Validated Result	KS2 GPVS Scaled Score, Key Stage 2 Validated Result	KS2 GPVS Outcome, Key Stage 2 Validated Result	KS2 Reading Tests	KS2 Reading Mark, Key Stage 2 Validated Result	KS2 Reading Scaled Score, Key Stage 2 Validated Result	KS2 Reading Outcome, Key Stage 2 Validated Result	KS2 Mathematics Tests	KS2 Maths Arithmetic Mark, Key Stage 2 Validated Result	KS2 Math Reasoning 1 Mark, Key Stage 2 Validated Result	KS2 Math Reasoning 2 Mark, Key Stage 2 Validated Result	KS2 Maths Total Mark, Key Stage 2 Validated Result	KS2 Maths Scaled Score, Key Stage 2 Validated Result	KS2 Maths Outcome, Key Stage 2 Validated Result
CARLSEN, Neville	----->				100 AS	----->			100 AS	----->						100 AS	
CHARLES, Harry	----->				103 AS	----->			103 AS	----->						115 AS	
DANNY, Abbey	----->				95 NS	----->			90 NS	----->						92 NS	
DASKALOS, Carl	----->				120 AS	----->			83 NS	----->						60 NS	

- Using the graphic above as a guide, enter a scaled score for each subject and an outcome.
- Click **Save**.

**Viewing All the Results**

Select the KS2 D. Broadsheet Review 2023 marksheet from the key stage wizard. This will show a summary of all the results entered. The columns are read-only.

**Using the KS2 Wizard for Reporting to Parents**

When all results are entered/imported on the marksheets, an individual report can be produced. There are three student reports; Student England TA 2023 which will contain the TA only; Student England TA and TT 2023 which will contain both TAs and Task/Tests and the KS2 Comparative England 2023 report

The wizards will produce individual reports for each pupil.

**Using the Wizards for Reporting to Parents**

- Select **Tools | Performance | Assessment | Wizard Manager**.
- Select the **Key Stage 2 Wizard England 2023** and click **Next**.
- The group selection may be left as it is. Click **Next**.
- When presented with the list of marksheets click **Next**.

## Producing an Individual Report for Each Pupil

1. Select the report – **KS2 P1 Student England TA and TT 2023**. This will allow you to select and produce reports for all the pupils on the list at the bottom of the screen.

**Individual Report Format**

Name	Edit Date
KS2 P1 Student England TA	
KS2 P1 Student England TA and TT	
KS2 P2(C) Comparative England	
KS2 P2(D) Comparative England	

**Membership Dates for Group : Year 6**

From: [Date] To: [Date] Refresh

Group Filter: [Text]

**Students**

	Surname	Forename	DOB	Reg Grp
<input checked="" type="checkbox"/>	Akeman	Richard	02/02/2011	6VC
<input type="checkbox"/>	Akeman	Steven	02/02/2011	6KH
<input type="checkbox"/>	Alamilla	Sofia	02/12/2010	6VC
<input type="checkbox"/>	Balk	Karolina	15/02/2011	6KH
<input type="checkbox"/>	Banin	Valeriya	22/10/2010	6VC
<input type="checkbox"/>	Banks	Chloe	04/04/2011	6KH

Select All Deselect All

< Back Next > Finish Cancel

## Previewing Reports

1. Select one of the pupils in the bottom half of the screen and click **Preview Report**. The report will show this pupil's results.
2. As Word opens a security warning may be shown, click **Options** and choose to enable the content.

**Pupil's Results at Key Stage 2 -** Rebecca Akeman 6VC

**Teacher Assessment Results:**

Subject	Result
English Reading	Pre Key Stage Standard 4
English Writing	Working at the expected standard
Mathematics	Pre Key Stage Standard 4
Science	Working at the expected standard

**Key to Teacher Assessment Results:**

Note: not all results are valid for all Areas of Learning

GDS is awarded if the pupil is working at greater depth at the expected standard.  
 EXS is awarded if the pupil is working at the expected standard.  
 WTS is awarded if the pupil is working towards the expected standard (writing only).  
 HNM is awarded if the pupil has not met the standard.  
 PK1 is awarded if the pupil is working at a Pre Key Stage Standard 1.  
 PK2 is awarded if the pupil is working at a Pre Key Stage Standard 2.  
 PK3 is awarded if the pupil is working at a Pre Key Stage Standard 3.  
 PK4 is awarded if the pupil is working at a Pre Key Stage Standard 4.  
 PK5 is awarded if the pupil is working at a Pre Key Stage Standard 5.  
 PK6 is awarded if the pupil is working at a Pre Key Stage Standard 6.  
 BLW is awarded if the pupil is below the standard of the tests.\*

\* to be reported with P-scales or NOTSEN as appropriate

A is awarded if the pupil was absent.  
 L is awarded if the pupil has left.  
 D is awarded if the pupil is disapplied.  
 F is awarded if the pupil will take test in the future.  
 P is awarded if the pupil has taken test in the past.  
 Q is imported in cases of maladministration in Reading, Writing, Mathematics or Science.

**Test Results:**

Test	Score
English Grammar, Punctuation, Vocabulary and Spelling	
Grammar, Punctuation & Vocabulary Test	15
Spelling Test	15
Grammar, Punctuation, Vocabulary and Spelling Test Total	30
Grammar, Punctuation, Vocabulary and Spelling Scaled Score	105
Grammar, Punctuation, Vocabulary and Spelling Outcome	Achieved Standard
English Reading	
Mathematics	
Mathematics Arithmetic Test	15
Mathematics Reasoning Test 1	15
Mathematics Reasoning Test 2	30
Mathematics Total Test	80
Mathematics Scaled Score	105
Mathematics Outcome	Achieved Standard

**Key to Test Results:**

**Scaled Scores**

Scaled scores are used all over the world. They help test results to be reported consistently from one year to the next. The national curriculum tests are designed to be as similar as possible year on year, but slight differences in difficulty will occur between years. Scaled scores maintain their meaning over time so that two pupils achieving the same scaled score on two different tests will have demonstrated the same attainment. On the scale 100 will always represent the 'national standard'. However, due to the small differences in difficulty between tests, the 'raw score' (ie the total number of correct responses) that equates to 100 might be different (though similar) each year.

**Outcomes**

AS is awarded if a pupil has achieved the standard.  
 NS is awarded if a pupil has not achieved the standard.  
 A is awarded if a pupil was absent from one or all of the test papers.  
 D is awarded if a pupil is working below the level assessed by the tests.  
 L is awarded if a pupil has left the school.  
 M is awarded if a pupil has missed the test.  
 T is awarded if a pupil is working at the level of the tests but is unable to access them.  
 F is awarded if a pupil will take the test in the future.  
 P is awarded if a pupil has taken the test in the past.  
 Q is awarded if there has been any maladministration.  
 H is awarded if a pupil has cheated.  
 CA is awarded if a pupil has had special consideration applied which has led to their actual ability in the test being affected.  
 CN is awarded if a pupil has had special consideration applied which has not led to their actual ability in the test being affected.

3. When the preview is no longer required, close Word and return to the wizard. If asked to save the report, click **No**.



## Printing Reports

1. If all pupils are required choose to **Select All**. If not, go through the list and select those required by selecting the check boxes.
2. Click **Print Report**. Reports will be printed from Word for those pupils selected.
3. Close Word without saving.

## Uploading Reports

A copy of each pupil's report can be saved to the document server. This can then be viewed at any time.

1. You can upload reports when they have been generated either individually or in bulk, by clicking **Upload**.
2. To view the copy, open the **Pupil Details** screen for the pupil and select **Linked Documents** in the **Links** panel on the right. The report will open as read-only.

## Exporting Results

KS2 results are automatically included in the CTF that should be sent to the receiving secondary school. Results can also be exported from the wizards if required, but they will not be in CTF format.

KS2 teacher assessments must be submitted to the DfE Primary Assessment Gateway either directly or via the LA. This must be completed by the due date.

## Submitting the Completed CTF to Secondary Schools

1. The Key stage 2 assessment and reporting arrangement says that maintained schools must and academies are expected to transfer records between schools using a CTF. From the SIMS Home Page, go to the route **Routines | Data Out | CTF**.
2. Select **Export CTF**.
3. Highlight the option **General**. This option will transfer general data along with all key stage 2 results.
4. Click **Select**.
5. Ensure the tick is activated in – **Include students already exported** and **Refresh Students**.
6. Choose the year group – **Year 6**.
7. Select all relevant fields and ensure you also include **Assessment Data** and the sub option to **Include KS1 Tasks/Tests**.

1 Data to be Exported					
Student Basic Details	<input checked="" type="checkbox"/>	Student Address	<input 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 checked="" 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.			<input type="text"/>		

8. Create a CTF in the usual way, by selecting the pupils for each destination school.
9. Use your usual secure file transfer routines to transfer the data to the receiving school.
10. Close the export CTF file.

## 8

# Multiplication Timetable Check Results

## Introduction

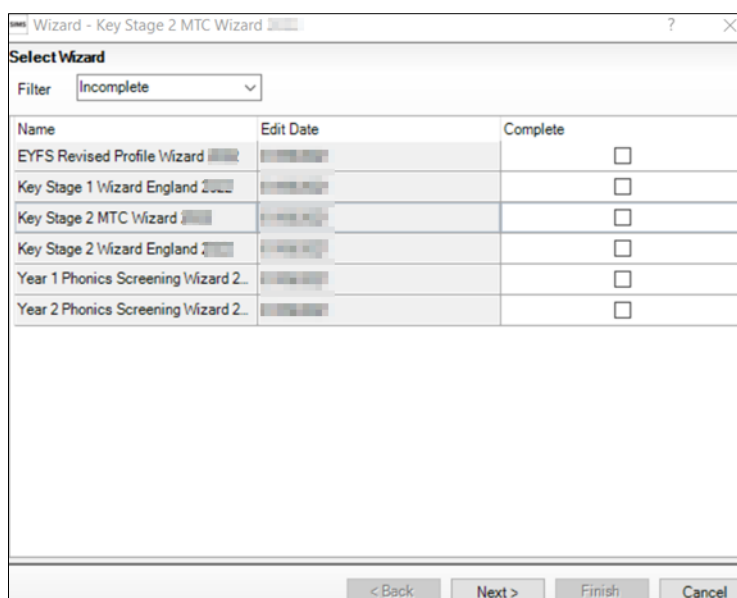
This investigates the recording of results from the Multiplication Tables Check (MTC). Pupils in year 4 are required to take an online test to check on their times tables. The results of these checks will be supplied by the DfE and can be recorded in SIMS.

## Identify the MTC Pupils

If all the pupils taking the MTC are in year 4, continue.

## Recording MTC Results using the Wizard

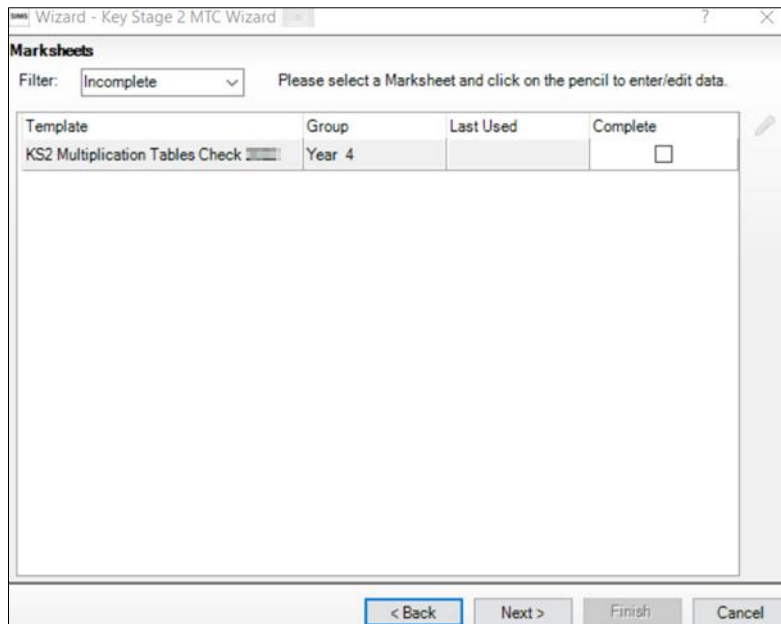
1. Select **Tools | Performance | Assessment | Wizard Manager**.



2. Leave the filter on **Incomplete** and click the wizard which is going to be worked with, in this case, **Key Stage 2 MTC Wizard 2023**.
3. Click **Next**.
4. From the **Select Group** screen, click field browser to display the **Group Selector** dialog.
5. Click **+** next to **Year Group** and select **Year 4**
6. Click **Next**.



The following screen appears listing the single marksheet available.



7. Double-click the marksheet or select the marksheet and click **Edit Marksheet**. **Do not** click **Next** at this stage. A marksheet for the selected group is displayed with a column to record MTC score

Students	MA KS2- MTC Key Stage 2 Validated Result
ADAMS, Sadie	
ALYONA, Tatyana	
ANDREWS, Richard	
BARTRAM, Piers	
BENNET, Eloise	
BRONISLAW, Tomaz	
BROOKS, Madison	
CLARKE, Harriette	

In addition of a marks from 0 to 25 the following grades can be recorded.

J	Just arrived in the school
X	Not Received/missing data
A	Absent
B	Working below expectation
L	Left
U	Unable to access test
Q	Annulled

8. Enter the required results into the column and **save**.

### Reporting MTC to Parents using the Wizard

1. Select **Tools | Performance | Assessment | Wizard Manager** and highlight Key Stage 2 MTC Wizard 2023.
2. Click Next through to the individual report page.
3. Select KS2 Multiplication Check 2023.

The screenshot shows the 'Wizard - Key Stage 2 MTC Wizard' interface. It includes the following elements:

- Individual Report Format:** A table with columns 'Name' and 'Edit Date'. The first row contains 'KS2 Multiplication Table Check' and '01/09/2021'.
- Membership Dates for Group: Year 4:** Fields for 'From' and 'To' dates, a 'Refresh' button, and a 'Group Filter' input field.
- Students:** A table with columns 'Surname', 'Forename', 'DOB', and 'Reg Gp'. The table lists several students, with 'Adams, Sadie' selected. Below the table are 'Select All' and 'Deselect All' buttons.
- Navigation:** Buttons for '< Back', 'Next >', 'Finish', and 'Cancel' at the bottom of the window.

4. Tick the pupils required
5. Preview, Print, Export or Upload as required.