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End of Key Stage Data Processing (England)

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Introduction

Schools are obliged to assess pupil/students under current regional regulations. Although these regulations are subject to change, the principle remains that pupil/students are tested and/or assessed by their teachers at the end of each Key Stage. These results are then forwarded to external agencies for analysis and aggregation into national statistics.

This guide covers the end of Key Stage procedures common to all the Key Stages in England. Guides to the assessment and reporting arrangements for all the Key Stages can be downloaded from the Department for Education website.

The **Wizard Manager**, which is available in SIMS Assessment, provides an easy way of managing the statutory end of Key Stage procedures. It guides you through each of the following processes:

- selecting the required Key Stage wizard(s)
- selecting the pupil/student group
- entering, editing and validating the results in marksheets
- generating and printing the Reports to be sent home to parent/carers
- exporting the results to an XML file.

The Key Stage Wizards contain Aspects and Templates, which the system uses to create the necessary Key Stage marksheets and individual reports. The Key Stage Wizards are provided in the Assessment Manager and Performance Analysis resource kit (AMPA). Full details of the files supplied are available (please see *Wizards and Templates* on page *9*).

The AMPA folder is installed on each SIMS workstation as part of each release (via SOLUS). When the latest version of AMPA has been downloaded and installed, the various resources, (i.e. aspects, templates and wizards) can be imported into SIMS Assessment.

> *NOTE: All files are imported into the C:\PROGRAM FILES\SIMS\SIMS .NET\AMPA folder (where C: represents the local drive where the SIMS .net folder is held).*

When the **Wizard Manager** has been run and the results have been entered, the results can be exported, either from the **Export** page in the **Wizard Manager**, or via the **Routines | Data Out | CTF | Export CTF** menu route.

> ***IMPORTANT NOTE:** Due to the sensitive nature of some of the data stored in SIMS, careful consideration should be given when specifying the location of any folder into which you save sensitive data, e.g. census returns, imported and exported CTFs, etc. You should be mindful of your school's responsibilities with respect to information security. Consider which users have access to the chosen folder, especially if the folder is shared on a server. The DfE recommends ISO27001 as the standard for information security (http://www.itgovernance.co.uk/iso27001.aspx). If you are in any doubt, you should consult with your IT Security Officer before proceeding.*

What's New in this Release?

A number of enhancements have been incorporated for this release:

New Resources for Early Years Foundation Stage: Baseline Assessments

Three new templates have been provided for 2016 (one for each approved provider) and are available from the AMPA\England Primary (and Middle Deemed Primary) folder:

- EYFS Baseline Assessment Template CEM 2016.xml
- EYFS Baseline Assessment Template EE 2016.xml
- EYFS Baseline Assessment Template NFER 2016.xml.

More Information:
Early Years Foundation Stage Resources: Reception Baseline Assessments on page *10*

Annual Updates to the Early Years Foundation Stage Profile Resources for 2016

Routines | Data In | Assessment | Import

The following resources have been updated for 2016 and are available from the `AMPA\England Primary (and Middle Deemed Primary)` folder:

- `EYFS Profile Template 2016.xml`
- `EYFS Profile Wizard 2016.xml`.

More Information:
Early Years Foundation Stage Resources: Profiles on page *13*

Annual Updates to Phonics Resources for 2016

Routines | Data In | Assessment | Import

The following resources have been updated for 2016 and are available from the `AMPA\England Primary (and Middle Deemed Primary)` folder:

- `Phonics Screening Templates 2016.xml`
- `Year 1 Phonics Screening Wizard 2016.xml`
- `Year 2 Phonics Screening Wizard 2016.xml`.

More Information:
Years 1 and 2 Resources: Phonics on page *14*

New Resources for Key Stages 1 and 2 for 2016

Routines | Data In | Assessment | Import

To address the statutory responsibilities for schools to report end of Key Stage information, new Key Stage wizards have been provided to align with official government guidance and assessment reporting arrangements for 2016. Additionally, the file names have been appended with the word `Wizard` for improved clarity.

- `Key Stage 1 Wizard England 2016.xml`
- `Key Stage 2 Wizard England 2016.xml`.

More Information:
Key Stage 1 Wizard England 2016 on page *16*
Key Stage 2 Wizard England 2016 on page *16*

Assessments for Early Years

The DfE has introduced a statutory requirement for a baseline assessment to be conducted in the Reception year, providing an additional measure of progress being made in Primary schools from 2016.

The following resources are provided for EYFS baseline assessments:

- `EYFS Baseline Assessment Template CEM 2016.xml`
- `EYFS Baseline Assessment Template EE 2016.xml`
- `EYFS Baseline Assessment NFER 2016.xml`.

The Early Years Foundation Stage Profile is collected annually. It must be completed for all pupils in the final term of the Reception year during which the pupil reaches the age of five, before 30 June.

The following resources are provided for Early Years Foundation Stage assessments:

- `EYFS Profile Wizard 2016.xml`
- `EYFS Profile Template 2016.xml.`

More Information:
Early Years Foundation Stage Resources: Reception Baseline Assessments on page *10*
Early Years Foundation Stage Resources: Profiles on page *13*

Assessments at Key Stage 1

Assessments at Key Stage 1 include tasks and tests that can be performed at any time during Year 2. These can be undertaken informally in the classroom so that the children do not know that they are being assessed and the results form the basis for the Teacher Assessments for English Reading, English Writing, Mathematics and Science. The results of these assessments are reported to the Standards and Testing Agency (STA) as well as to parents.

The Key Stage Assessments also include the Phonics Screening check that is applied to all pupils in Year 1 and Year 2 (for those pupils who did not achieve or did not take the assessment in Year 1).

The following resources are provided for the Phonics Screening assessments:

- `Phonics Screening Templates 2016.xml`
- `Year 1 Phonics Screening Wizard 2016.xml`
- `Year 2 Phonics Screening Wizard 2016.xml.`

The following resources are provided for Key Stage 1 assessments:

- `Key Stage 1 Wizard England 2016.xml`
- `En KS1 Templates 2016.xml.`

More Information:
Years 1 and 2 Resources: Phonics on page *14*
Key Stage 1 Wizard England 2016 on page *16*

Assessments at Key Stage 2

The Key Stage 2 Assessments are designed to determine a pupil/student's knowledge and understanding of various components of the National Curriculum that they have been taught up to the end of Key Stage 2.

English and Mathematics tests are taken at the end of Year 6 when pupil/students are 11 years of age.

Teacher Assessments for English, Science and Mathematics are also conducted at the end of Year 6. The results of these assessments are reported to the Standards and Testing Agency (STA) as well as to parents.

The following resources are provided for Key Stage 2 assessments:

- `Key Stage 2 Wizard England 2016.xml`
- `En KS2 Templates 2016.xml.`

More Information:
Key Stage 2 Wizard England 2016 on page *16*

Assessments at Key Stage 3

Key Stage 3 extends across the age range between 11-14 and covers the first three years of secondary school. It is no longer statutory to conduct assessments at Key Stage 3.

Measuring Progress

For each National Curriculum subject, there is a programme of study. The programmes of study describe the subject knowledge, skills and understanding that pupil/students are expected to develop during each Key Stage.

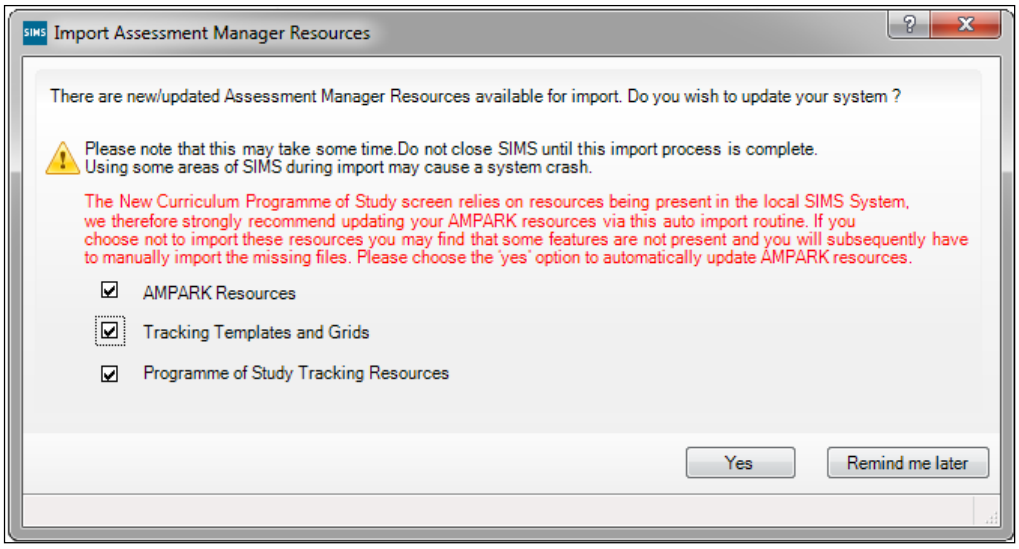
Age in Years	National Curriculum Year	Applicable Key Stage
3	Nursery 1	EYFS
4	Nursery 2	EYFS
4-5	Reception	EYFS
5-6	Year 1	Key Stage 1
6-7	Year 2	Key Stage 1
7-8	Year 3	Key Stage 2
8-9	Year 4	Key Stage 2
9-10	Year 5	Key Stage 2
10-11	Year 6	Key Stage 2
11-12	Year 7	Key Stage 3
12-13	Year 8	Key Stage 3
13-14	Year 9	Key Stage 3
14-15	Year 10	Key Stage 4
15-16	Year 11	Key Stage 4

Installing the AMPA Resources

The Assessment Manager and Performance Analysis resources (AMPA) provide the Key Stage Wizards and other resources required for the End of Key Stage process in SIMS Assessment. The AMPA folder is installed as part of the SIMS release (either by downloading from the My Account website (https://myaccount.capita-cs.co.uk) by navigating to **Knowledge Base | AMPARK** documents or by installing via SOLUS).

You can also download and print the latest version of the AMPARK release note from the My Account website (https://myaccount.capita-cs.co.uk). The release note contains the details of the most up-to-date resources available for use when managing the statutory end of Key Stage procedures and should be used in conjunction with this handbook.

School users must click the **Yes** button on the **Import Assessment Manager Resources** dialog when prompted to import the new and updated Assessment Manager resources.



If you click the **Remind me later** button, you will continue to be presented with the **Import Assessment Manager Resources** dialog each time you access SIMS until the new resources have been imported. The **No** button has been removed from the **Import Assessment Manager Resources** dialog to ensure that the new resources are imported as soon as possible.

After the AMPA folder has been downloaded or updated from the My Account website (https://myaccount.capita-cs.co.uk), you need to import the resources into SIMS Assessment.

Any additional versions of AMPA are made available for download. These resources are available from the My Account website (https://myaccount.capita-cs.co.uk) by navigating to **Knowledge Base | AMPARK** documents.

IMPORTANT NOTE: *The graphics used are for representation purposes only and should not be considered as exact replicas of what is displayed on screen.*

If necessary, the files can be imported directly from the AMPA folder, `C:\PROGRAM FILES\SIMS\SIMS .NET\AMPA`.

You can now import the resources into SIMS Assessment (please see *Importing the Key Stage Wizards into Assessment* on page *18*).

Checking for Updates to A_Comp Files

The English A_Comp file specifies the framework against which the assessment of pupil/students' attainment is measured. For each Key Stage or year group, the framework details the subjects and components against which the pupil/students are measured.

You are always advised to check on the DfE website (https://www.gov.uk/government/organisations/department-for-education) for any changes to the A_Comp file for the forthcoming academic year.

Completing the End of Key Stage Process Using SIMS Assessment

The steps for completing the End of Key Stage process are as follows.

1. Consider the groups to include in the process, and import the Key Stage Wizard(s) relevant to the specific groups from the `AMPA` folder.
2. Select **Tools | Performance | Assessment | Wizard Manager** and select the required Key Stage Wizard(s).
3. Select the Pupil/Student group - the wizard displays the relevant Key Stage marksheets.
4. Open each marksheet in order to add/edit results.
5. Validate the marksheet entries as required (refer to marksheet notes).
6. Correct any incorrect entries then save and exit the marksheet.
7. Generate, preview and print **Individual Reports**.
8. Export Key Stage Data, if required.

These procedures are described in detail in the following chapters.

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Wizards and Templates

The Wizards are the foundation of the SIMS solution for Key Stage results in England. They provide a simple method for users to input and validate End of Key Stage results in preparation for the National Data Collection.

Each Wizard contains all the Aspects, Templates and Reports needed to fulfil the mandatory minimum requirement, as defined by the DfE.

When imported into SIMS Assessment, the Wizards can be used via the **Tools | Performance | Assessment | Wizard Manager** route, where you are guided though the process of creating marksheets, inputting and validating results and generating reports.

Each year the Wizard names are updated with the assessment year (that is the year of the result). The Wizard imports as a new Wizard and does not overwrite the previous years.

The following wizards and templates are available from the `AMPA` folder. This folder and all the files are located in the `C:\Program Files\SIMS\SIMS. net\AMPA` folder (where `C:` represents the local drive where the `SIMS .net` folder is held).

Wizards

The following wizards are available for 2016:

- `EYFS Profile Wizard 2016.xml`
- `Year 1 Phonics Screening Wizard 2016.xml`
- `Year 2 Phonics Screening Wizard 2016.xml`
- `Key Stage 1 Wizard England 2016.xml`
- `Key Stage 2 Wizard England 2016.xml.`

Templates

The template files contain only the marksheet templates specific to each individual data collection. The following templates are available for 2016:

- `Av Pt Score Calc Templates AM7.xml`
- `PoS Tracking Templates England Primary 2016.xml`
- `Phonics Screening Templates 2016.xml`
- `En KS1 Templates.xml`
- `En KS2 Templates.xml`
- `En KS3 Templates.xml`

> *NOTE: The three previous files include a template for recording on-going assessments.*

- `EYFS Baseline Assessment Template CEM 2016.xml`
- `EYFS Baseline Assessment Template EE 2016.xml`
- `EYFS Baseline Assessment Template NFER 2016.xml`
- `EYFS Profile Template 2015.xml`
- `QCDA Test Templates KS2 2013.xml`
- `QCDA Test Templates KS3 2013.xml`
- `P Scale Templates Key Stages 1-3 2014.xml`
- `Progress 8 - KS2 Fine Level Template.xml.`

Early Years Foundation Stage Resources: Reception Baseline Assessments

The DfE has introduced a statutory requirement for a baseline assessment to be conducted in the Reception year, providing an additional measure of progress being made in Primary schools.

The Standards and Testing Agency (STA) has approved the following three providers:

- Centre for Evaluation and Monitoring, Durham University (CEM)
- Early Excellence, using Capita partner Learning Ladders (EE)
- National Foundation for Educational Research (NFER).

Templates have been provided for each of the three approved providers. Each provider uses different assessment values and the data returned varies accordingly.

The `EYFS Baseline Assessment Template CEM 2016.xml` file contains the following supporting components:

Resource	Name (40)	Column Heading
Grade Set	N/A	N/A
Result Set	EYFS Baseline	N/A
	EYFS Baseline End of Year	N/A
Aspects	EYFSBA CEM Literacy ST Score	EYFSBA CEM Literacy
	EYFSBA CEM Maths ST Score	EYFSBA CEM Maths
	EYFSBA CEM Overall ST Score	EYFSBA CEM Overall
	EYFSBA CEM DfE Literacy ST Score	EYFSBA CEM DfE Literacy
	EYFSBA CEM DfE Maths ST Score	EYFSBA CEM DfE Maths
	EYFSBA CEM DfE Overall ST Score	EYFSBA CEM DfE Overall
Template	EYFS Baseline Assessment CEM 2016	N/A
Xml file	EYFS Baseline Assessment Template CEM 2016.xml	N/A

The `EYFS Baseline Assessment Template EE 2016.xml` file contains the following supporting components:

Resource	Name (40)	Column Heading
Grade Set	EYFSBA EE AoL	EYFS Baseline EE AoL
Result Set	EYFS Baseline	N/A
Aspects	EYFSBA EE Char of Effective Learning	EYFSBA EE CharOfEffLearn
	EYFSBA EE PSED	EYFSBA EE PSED
	EYFSBA EE Communication & Language	EYFSBA EE Comm and Lang
	EYFSBA EE Listening & Attention	EYFSBA EE List and Att
	EYFSBA EE Understanding	EYFSBA EE Understanding
	EYFSBA EE Speaking	EYFSBA EE Speaking
	EYFSBA EE Physical Development	EYFSBA EE Physical Devp
	EYFSBA EE Literacy	EYFSBA EE Literacy
	EYFSBA EE Reading	EYFSBA EE Reading
	EYFSBA EE Writing	EYFSBA EE Writing
	EYFSBA EE Maths	EYFSBA EE Maths
	EYFSBA EE Numbers	EYFSBA EE Numbers
	EYFSBA EE Shape Space and Measures	EYFSBA EE ShapeSpaceMeas
	EYFSBA EE Overall	EYFSBA EE Overall
	EYFSBA EE Total Score	EYFSBA EE Total Score
Template	EYFS Baseline Assessment EE 2016	N/A
Xml file	EYFS Baseline Assessment Template EE 2016.xml	N/A

The `EYFS Baseline Assessment Template NFER 2016.xml file` contains the following supporting components:

Resource	Name (40)	Column Heading
Grade Set	N/A	N/A
Result Set	EYFS Baseline	N/A
Aspects (all aspects are integer based and have the range 0 – 999)	EYFSBA NFER Overall Scaled Score	NFER Overall Scaled Score
	EYFSBA NFER Overall Age-Adj Score	NFER Overall AgeAdj Score
	EYFSBA NFER Maths Scaled Score	NFER Maths Scaled Score
	EYFSBA NFER Com Lan & Lit Scaled Score	NFER ComLan&Lit Scaled Sc
	EYFSBA NFER Fnd of Learn Scaled Score	NFER FndOfLearn Scale Sc
	EYFSBA NFER Maths Age-Adj Score	NFER Maths Age-Adj Score
	EYFSBA NFER Com Lan & Lit Age-Adj Score	NFER ComLan&Lit AgeAdj Sc
	EYFSBA NFER Fnd of Learn Age-Adj Score	NFER FndOfLearn AgeAdjSc
Template	EYFS Baseline Assessment NFER 2016	N/A
Separators	Overall Scores	Overall Scores
	Component Scaled Scores	Component Scaled Scores
	Component Age-Adj Scores	Component Age-Adj Scores
Xml file	EYFS Baseline Assessment Template NFER 2016	N/A

Early Years Foundation Stage Resources: Profiles

The Early Years Foundation Stage Profile is collected annually. It must be completed for all pupils in the final term of the Reception year during which the pupil reaches the age of five, before the 30 June.

The `EYFS Profile Template 2016.xml` file contains the EYFS Profile 2016 Template (with validation).

The `EYFS Profile Wizard 2016.xml` file contains the following:

- EYFS Profile 2016 Template (with validation)
- EYFS Profile Pupil Report 2016
- EYFS Profile School Report 2016
- EYFS Profile National Report 2016.

There are 17 statutory Profile Aspects or Early Learning Goals to enable the recording of End of Year Assessment results for Reception year pupils. They make up the seven Prime and Specific areas of Learning and Development that pupils must be helped to work towards.

Prime Goals

- **Communication and Language**
  - Listening and Attention
  - Understanding
  - Speaking.

- **Physical Development**
  - Moving and handling
  - Health and Self-care.
- **Personal, Social and Emotional Development**
  - Self-confidence and Self-awareness
  - Managing Feelings and Behaviour
  - Making Relationships.

Specific Goals

- **Literacy**
  - Reading
  - Writing.
- **Mathematics**
  - Numbers
  - Shapes, Space and Measures.
- **Understanding the World**
  - People and Communities
  - The World
  - Technology.
- **Expressive Arts and Design**
  - Exploring and Using Media and Materials
  - Being Imaginative.

For each of these goals, teachers can specify a grade to indicate whether the pupil is:

- 1 - at the emerging level.
- 2 - at the expected level.
- 3 - at the exceeding level.
- A - indicates a pupil who has not been assessed due to long periods of absence, for instance a prolonged illness; a pupil who arrives too late in the summer term for teacher assessment to be carried out, i.e. within two weeks of the data submission date; or a pupil who has an exemption. If any of the 17 Learning Goals is graded with an A, then all should be graded with an A.

Years 1 and 2 Resources: Phonics

The Phonics Screening assessments comprise an annual screening check that is assessed by a teacher. This consists of 40 words, both real and made up, read by each pupil to a teacher. Each word that the pupil pronounces correctly is awarded a single mark and the total mark for this test is 40. The threshold mark is normally 32 out of 40.

Data is collected for all pupils in year 1 and any pupils in year 2 who did not take the test during year 1 or who did not achieve the expected level.

The `Phonics Screening Templates 2016.xml` file contains the two templates for use in Phonics Screening for 2016. One template is for year 1, the other is for year 2.

- Template: Phonics Screening Year 1 2016 (including validation)
- Template: Phonics Screening Year 2 2016 (including validation).

The `Year 1 Phonics Screening Wizard 2016.xml` file contains a marksheet template that can be used to enter data for the year 1 Phonics Screening data collection in 2016. It also contains an individual pupil report and a comparative report that enables comparison between the school's outcome and the National Outcomes from last year.

- Template: Phonics Screening Year 1 2016
- Individual Report: KS1 Y1 Phonics Student Eng 2016
- Individual Report: KS1 Y1 Comparative Eng 2016.

The `Year 2 Phonics Screening Wizard 2016.xml` file contains a marksheet template that can be used to enter data for the year 2 Phonics Screening data collection in 2016. It also contains an individual pupil report and a comparative report that enables comparison between the school's outcome and the National Outcomes from last year.

- Template: Phonics Screening Year 2 2016
- Individual Report: KS1 Y2 Phonics Comparative Eng 2016
- Individual Report: KS1 Y2 Phonics Student Eng 2016.

Composition of Years 1 and 2: Phonics Screening

The following xml files contain the marksheet templates and individual reports needed in order to manage the Phonics Screening process for schools in England.

Phonics Screening Templates 2016.xml – containing:

- Template: Phonics Screening Year 1 2016 (includes validation)
- Template: Phonics Screening Year 2 2016 (includes validation).

Year 1 Phonics Screening Wizard 2016.xml – containing:

- Template: Phonics Screening Year 1 2016
- Individual Report: KS1 Y1 Phonics Student Eng 2016
- Individual Report: KS1 Y1 Phonics Comparative Eng 2016.

Year 2 Phonics Screening Wizard 2016.xml – containing:

- Template: Phonics Screening Year 2 2016
- Individual Report: KS1 Y2 Phonics Comparative Eng 2016
- Individual Report: KS1 Y2 Phonics Student Eng 2016.

Key Stage 1 Wizard England 2016

This wizard contains all the marksheets, individual reports and all other resources needed to manage the Key Stage 1 process for schools in England.

Contents of the En KS1 Templates 2016 XML File

The following marksheet templates are provided in the `En KS1 Templates 2016.xml` file:

- KS1 A. Teacher Assessments 2016

  This marksheet can be used to store the Outcome for the KS1 Reading, Writing, Mathematics and Science Performance Descriptor of the new curriculum (Assessment without Levels) Teacher Assessment from 2016 onwards.

- KS1 B. P Scale Data Entry 2016

  This marksheet enables you to enter a P Scale assessment for pupils who are working below the standard of the Pre Key Stage (BLW) in Reading, Writing or Maths or who have not met the expected standard (HNM) in Science.

- KS1 C. Test Outcomes 2016

  This marksheet can be used to enter results of the new curriculum (Assessment without Levels) tests that supported the Teacher Assessments made as part of the Key Stage 1 arrangements from 2016 onwards.

- KS1 D. Broadsheet (Review) 2016

  This marksheet can be used to review the Test, Teacher Assessment and P Scale results of the new curriculum (Assessment without Levels) that have been entered in support of the Key Stage 1 arrangements from 2016 onwards.

Key Stage 2 Wizard England 2016

This wizard contains the marksheets, individual reports and all other resources needed to manage the Key Stage 2 process for schools in England.

Contents of the En KS2 Templates 2016 XML File

The following marksheet templates are provided in the `En KS2 Templates 2016.xml` file:

- KS2 A. Teacher Assessments 2016

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

- KS2 B. P Scale Data Entry 2016

  This marksheet enables you to enter a P Scale assessment for pupils who are working below the standard of the Pre Key Stage (BLW) in Reading, Writing or Maths or who have not met the expected standard (HNM) in Science.

- KS2 C. Test Outcomes 2016

  This marksheet can be used to enter results of the new curriculum (Assessment without Levels) tests that supported the Teacher Assessments made as part of the Key Stage 2 arrangements from 2016 onwards.

- KS2 D. Broadsheet (Review) 2016

  This marksheet can be used to review the Test, Teacher Assessment and P-Scales results of the new curriculum (Assessment without Levels) that have been entered in support of the Key Stage 2 arrangements from 2016 onwards.

KS1 and 2 Subject Comment Free Test Aspects 2016

The following aspects were available from the A_Comp file in 2015 and have been made available again for 2016. These comment aspects are not linked to Teacher Assessments or Tests. They have been provided to enable the creation and subsequent transfer of a comment about the pupil's achievements in a given subject.

- EN KS1: English Subject Free Text
- EN KS2: English Subject Free Text
- MA KS1: Maths Subject Free Text
- MA KS2: Maths Subject Free Text
- SC KS1: Science Subject Free Text
- SC KS2: Science Subject Free Text.

Progress 8 - KS2 Fine Level Template

The template called KS2 Average Fine Points Score and Level contained in the `Progress 8 - KS2 Fine Level Template.xml` file has been updated for 2016 to include the following additional aspects:

- KS2: English Fine Level with values of 0-6.99
- KS2: Maths Fine Level with values of 0-6.99.

Permissions Required to Run the Wizard Manager

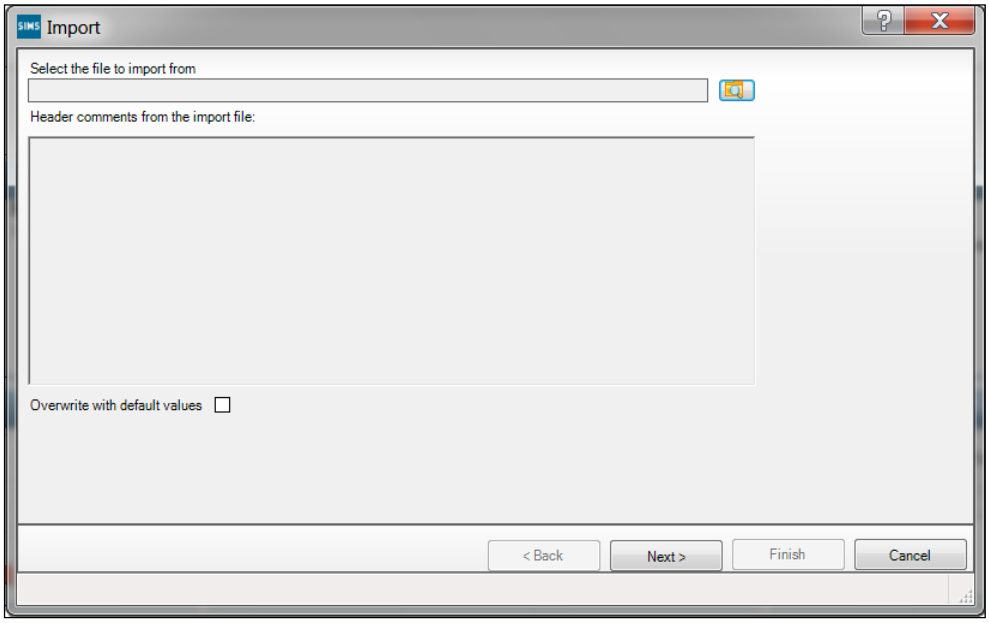
Only members of the **Assessment Co-ordinator** and **Assessment Operator** User Groups have the necessary Permissions to access the **Wizard Manager**.

If a user has been granted the appropriate Permissions, they can access marksheets and individual reports through the marksheet and Individual Report menu routes.

Importing the Key Stage Wizards into Assessment

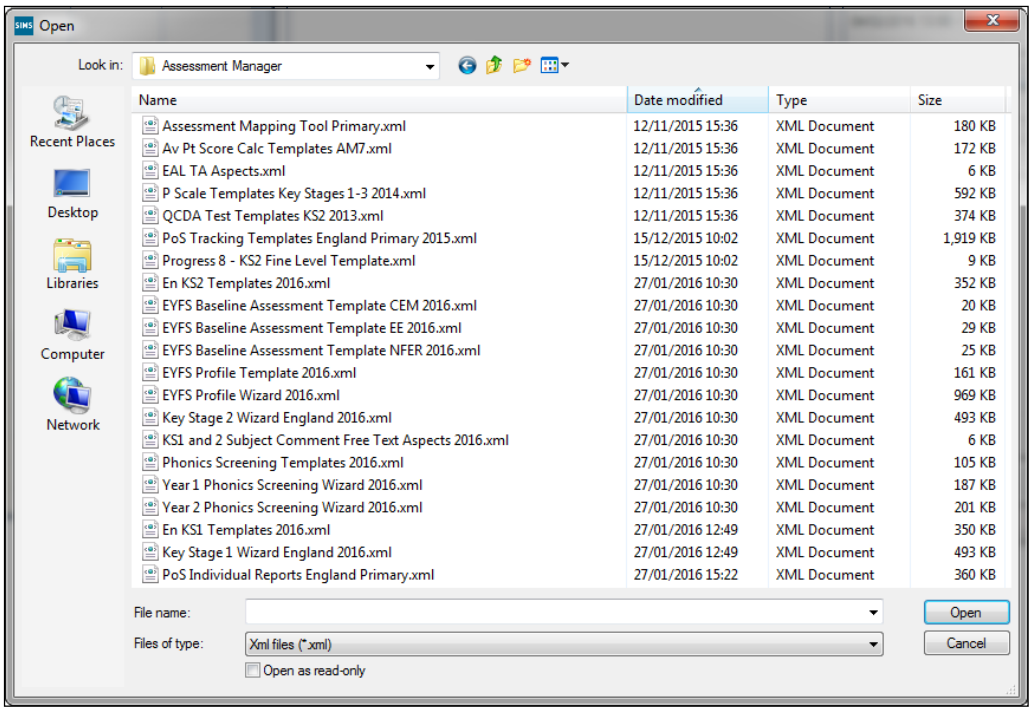
Before being able to use the **Wizard Manager** to carry out end of Key Stage processing, you must import the required Key Stage Wizards into Assessment.

1. Select **Routines | Data In | Assessment | Import** to display the first page of the **Import** wizard.

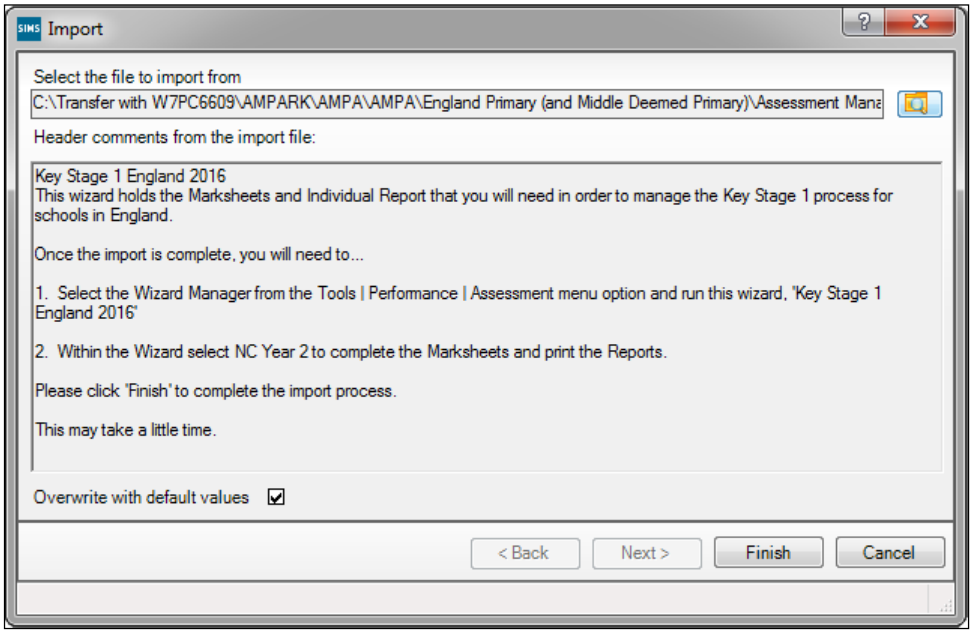


2. Navigate to the AMPA folder and select the file to import by clicking the **Field Browser** button to display the **Open** dialog.

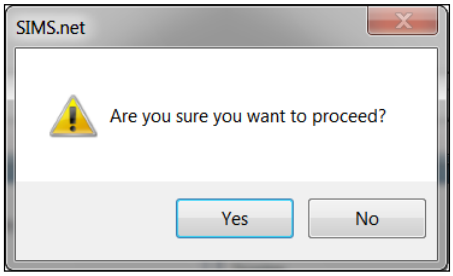
Field Browser button



3. Highlight the Key Stage file to be imported and click the **Open** button to return to the wizard. The name of the selected file is displayed in the **Select the file to import from** field.

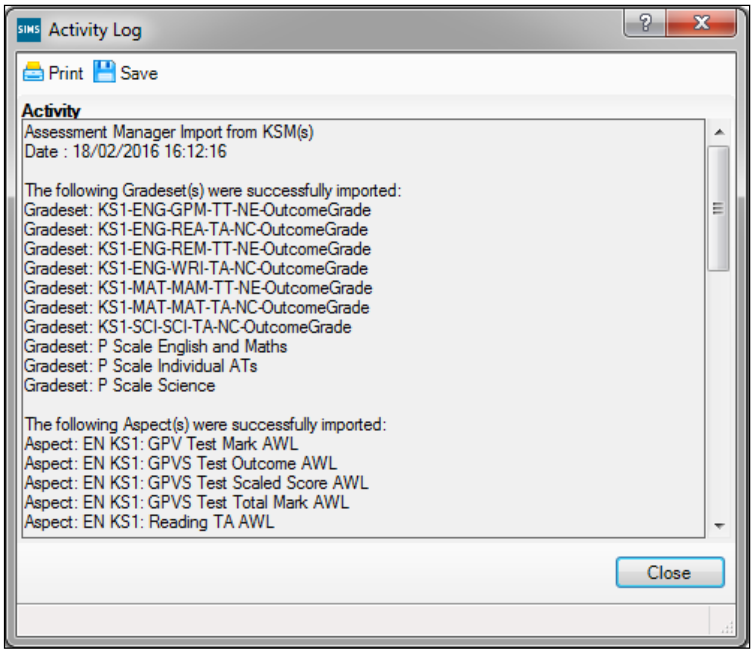


4. Click the **Finish** button. A message dialog asks for confirmation to proceed with the import.



5. Click the **Yes** button to start the import process. This may take some time to complete.

   An **Activity Log** is displayed when the import is complete.



The **Wizard Manager** can now be used to complete the End of Key Stage process.

03 | Running the Wizard Manager

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Introduction

Before running the **Wizard Manager**, you should consider which pupil/student groups' results you will be working on. For example, you might want to include pupil/students who are working out of year. In this case, you would create a user defined group, which would include your choice of pupil/students and supervisors (who might be from more than one year group).

Once created, the user defined group is available anywhere in SIMS Assessment where groups can be selected, e.g. within marksheet creation, report generation, Key Stage Results wizard, etc.

Running the Wizard Manager

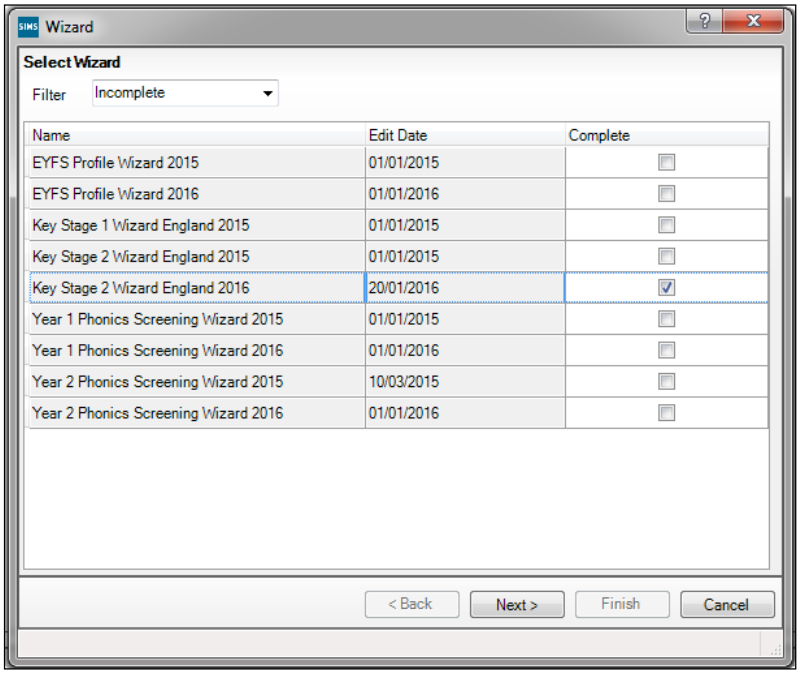
The **Wizard Manager** guides you through the end of Key Stage process, from selecting the relevant Key Stage Wizard and pupil/student group, adding, editing and validating the results, through to producing the Individual Reports and exporting the results.

Before running the **Wizard Manager**, ensure that the required Key Stage Wizards have been imported, as described in the previous chapter.

> *NOTE: The examples used in this section show the process of running the Wizard Manager using the Key Stage 1 Wizard. However, the process is the same for all Key Stage Wizards.*

Selecting the Key Stage Wizards

1. Select **Tools | Performance | Assessment | Wizard Manager** to display the first page of the wizard.



   Any Key Stage Wizards that have already been imported into Assessment are displayed. The list can be sorted by clicking the **Name** or **Edit Date** column headings. The **Edit Date** refers to the date the Key Stage Wizard was last updated by Capita SIMS.

   If the display is empty, make sure that you have successfully imported the required Key Stage Wizard(s) (please see *Importing the Key Stage Wizards into Assessment* on page *18*).

2. Select **Incomplete**, **Complete** or **All** from the **Filter** drop-down list to filter the Key Stage Wizards.

   Selecting **Incomplete** filters out any Key Stage Wizards that have already been processed through the **Wizard Manager** and are marked as **Complete**.

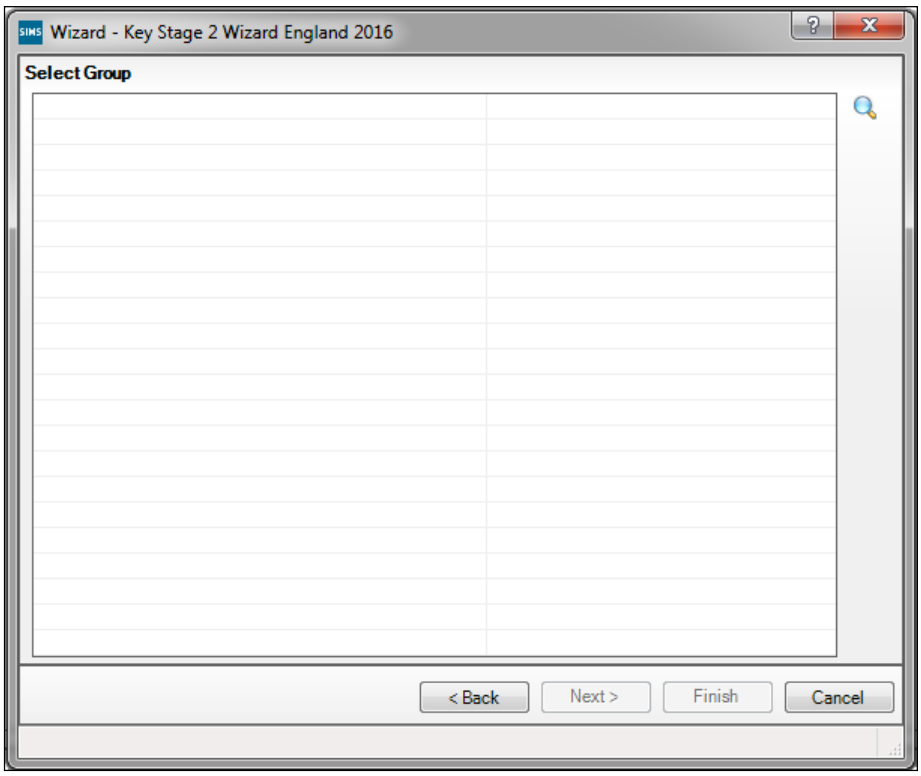
   > *NOTE: Once a Key Stage Wizard has been processed successfully, select the related **Complete** check box and click the **Next** button. A message informs you that the 'Complete' status has changed and asks if you would like to save the changes. Click the **Yes** button then click the **Cancel** button to close the **Wizard Manager**.*
   >
   > *Each time the wizard is opened, the view defaults to **Incomplete** Key Stage Wizards.*

3. Highlight the required Key Stage Wizard and click the **Next** button.

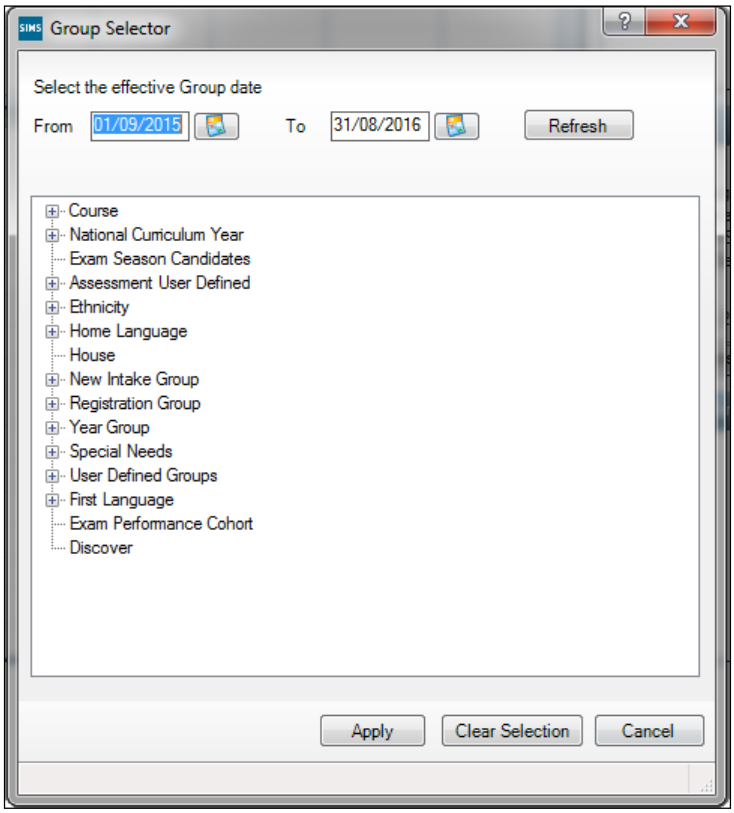
   > *NOTE: Even if only one definition is displayed, it must be highlighted before continuing to the next page of the wizard.*

Selecting the Pupil/Student Group

This page of the wizard enables you to select the group whose Key Stage results you want to report on. It is possible to select any previously created user-defined groups, if required.

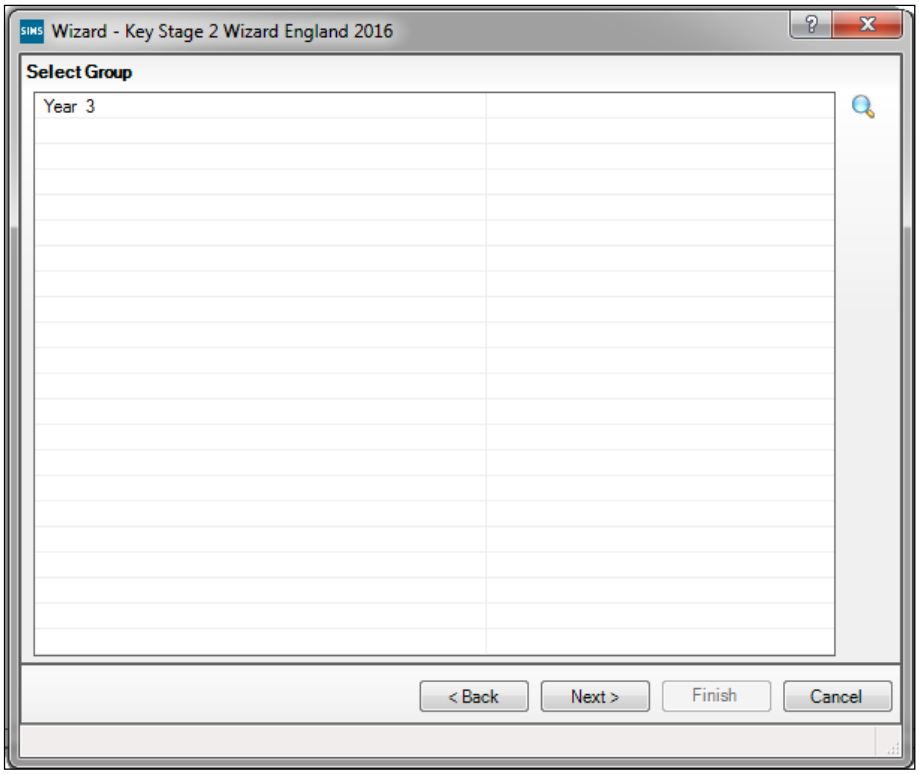


1. Click the **Field Browser** button to display the **Group Selector** dialog.



2. The **From** and **To** dates default to the date range of the current academic year. To change these dates, e.g. to include pupil/students who have already left the school, enter them in dd/mm/yyyy format or click the respective **Calendar** buttons and select an alternative date. Click the **Refresh** button.

3. Click the **+** or **–** symbols to expand or contract the groups as necessary. To clear a selection, click the **Clear Selection** button. Highlight the required group and click the **Apply** button to select the group and return to the wizard.

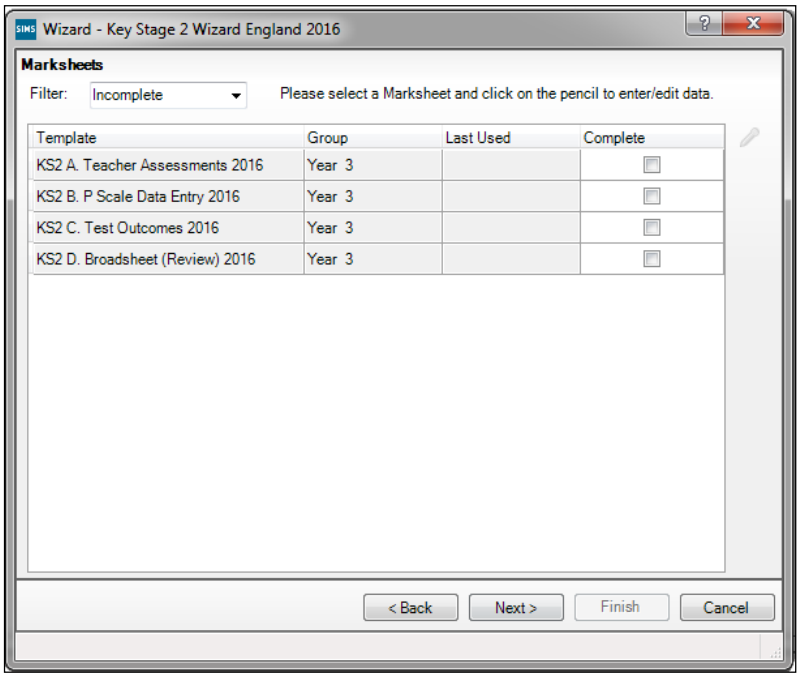


4. Click the **Next** button to display the **Marksheets** page.
5. Click the **Yes** button if you are prompted to save.

Validating the Key Stage Marksheets

The **Marksheets** page of the wizard displays the available marksheets in the imported Key Stage Wizard. The marksheets can be sorted on any column by clicking the required column heading.

NOTE: The Teacher Assessments for English, Maths and Science for all Key Stages are collated into one marksheet.



The marksheets can be opened directly from this page in order to add, edit or validate results. Complete the following steps for each marksheet.

1. Highlight the required marksheet and click the **Edit Marksheet** button.

Edit Marksheet button

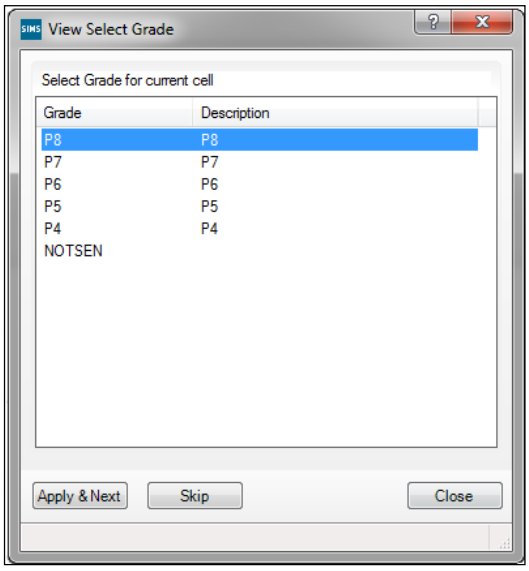
Any results previously entered against the aspects are displayed.

The marksheet functionality accessed via the **Wizard Manager** is the same as when accessed through **Focus | Assessment | Marksheet Entry**. However, the display is different in that the marksheet browser and the **Focus | Assessment** menu routes are not available.

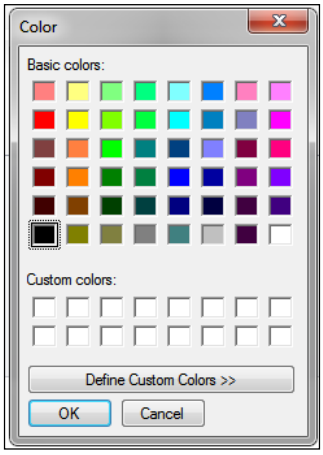
IMPORTANT NOTE: *Please read the text in the **Notes** field of each marksheet, as this offers guidance and information relating to the adding, editing and validating of results in that particular marksheet. Schools are responsible for their own data and must judge entries made on that basis. Any validation discrepancies should be reported to your Local Support Unit.*

2. If there are missing entries or if entries need to be updated, right-click in the required cell and select the appropriate option from the pop-up menu.

3. Choose **Select Grade for Cell** to display the **View Select Grade** dialog. Highlight the required **Grade** and click the **Apply & Next** button. This enters the grade in the selected cell and continues to enter the same grade into subsequent cells until you select another grade from the dialog. Click the **Skip** button if you want to miss out the next cell and subsequently return to it to assign a different grade. Click the **Close** button on the **View Select Grade** dialog when you have finished assigning grades to cells on the marksheet.

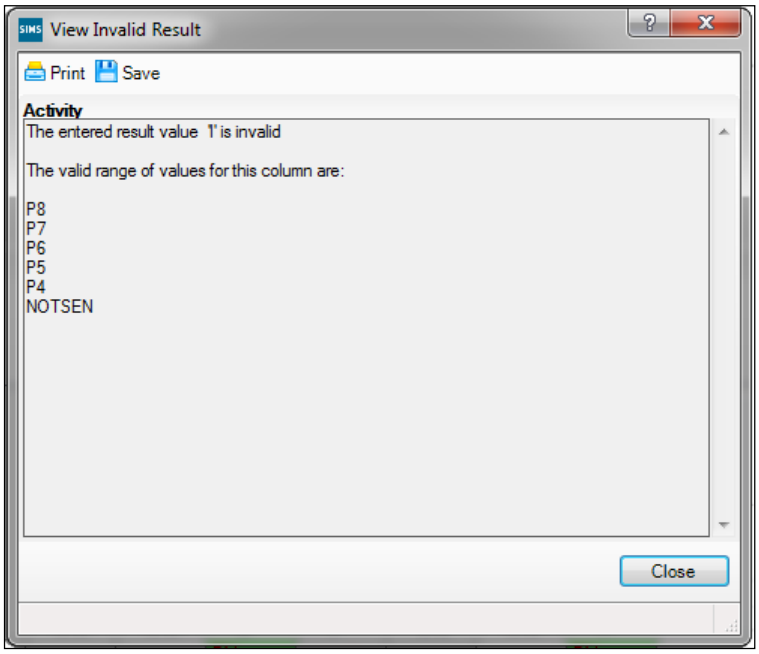


Alternatively, choose **Select Colour for Cell** to display the **Color** palette dialog and specify a colour for the cell on the marksheet. Click the **OK** button to return to the marksheet.



*NOTE: If the marksheet being viewed requires data to be added, and the teacher who assessed the pupil/students does not have Assessment Co-ordinator or Assessment Operator Permissions, they can access the same marksheets through **Focus | Assessment | Marksheet Entry**.*

If an incorrect value is inadvertently entered, the **View Invalid Result** dialog is displayed, giving details of the valid grades that can be entered into the specific column.



4. Click the **Close** button and correct the required grade.
5. Click the **Save** button to calculate the results and save the marksheet.

   If the marksheet contains Formula columns for data review, click the **Calculate** button after saving to view the output of those columns, (for example, to see if there are any missing entries). This ensures that correct results are recorded for delivery to your Local Authority (LA).
6. When you have completed the marksheet, select the **Data Entry for this Marksheet is Complete** check box and click the **Save** button again.
7. Click the **Close** button to close the marksheet and return to the **Wizard Manager**.
8. Repeat steps 1-6 for each required marksheet.
9. Click the **Next** button. Click the **Yes** button if you are prompted to save.

> *NOTE: You should not move on to producing Individual Reports until you have fully completed the mandatory Key Stage Results marksheets. Once the mandatory Key Stage Result marksheets are complete, please see* Previewing and Printing Individual Reports*.*

What are P Scale Validations?

P Scales remain in use for 2016 but are under review for future years.

> ***IMPORTANT NOTE:*** *P Scales are used when the Teacher Assessments in KS1 or KS2 are graded as BLW for Reading, Writing and Mathematics or as HNM for Science. The NOTSEN grade can be used for English as Additional Language pupils, where a SEN Need is not the reason for them being graded as BLW or HNM.*

For full details on how to use the CTF routine please refer to the *Managing Pupil/Students* handbook. All handbooks can be accessed from the **Documentation Centre**, which is launched by clicking the **Documentation** button on the **Home Page** in SIMS. Once open, click the **Handbooks** button, select the required category, then click the required handbook from the **Handbooks** page.

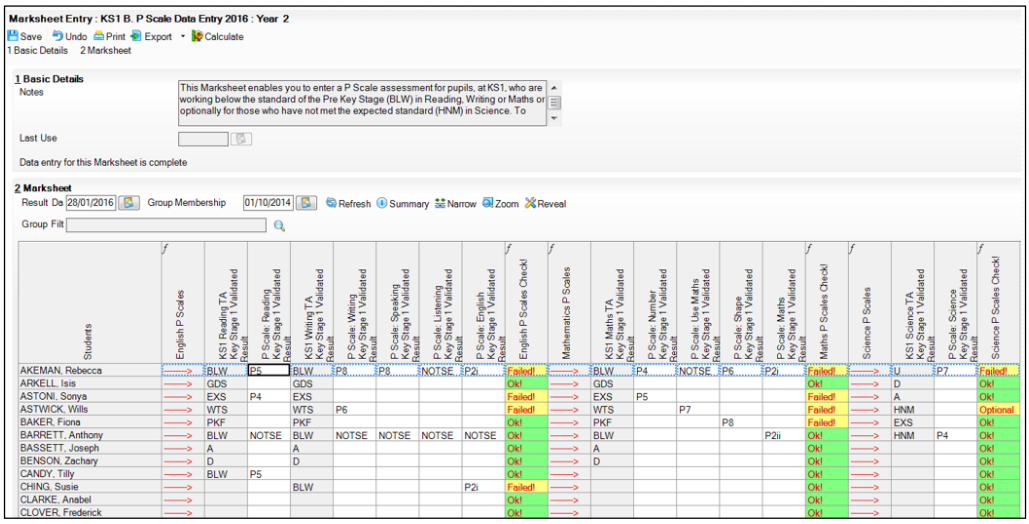
> *NOTE: When exporting the results using the CTF routine, ensure that the* ***Assessment Data*** *check box is selected and that all other check boxes are deselected in the* ***Data to be Exported*** *panel, except in Foundation Stage Profiles, where the* ***Address*** *check box must be selected.*

What are P Scale Templates?

The P Scales are a set of criteria or performance descriptions for measuring the progress of pupil/students for whom the early levels of the National Curriculum are not appropriate. P Scale Core marksheets enable you to record information against such pupil/students. These marksheets are created from a set of P Scale templates.

All Key Stages have associated P Scale Core marksheets. Key Stage 3 also has a Foundation Subject P Scale marksheet for recording Foundation subjects.

To open a P Scale marksheet in SIMS, select **Focus | Assessment | Marksheet Entry**, click the **Browse** button and select the required marksheet.

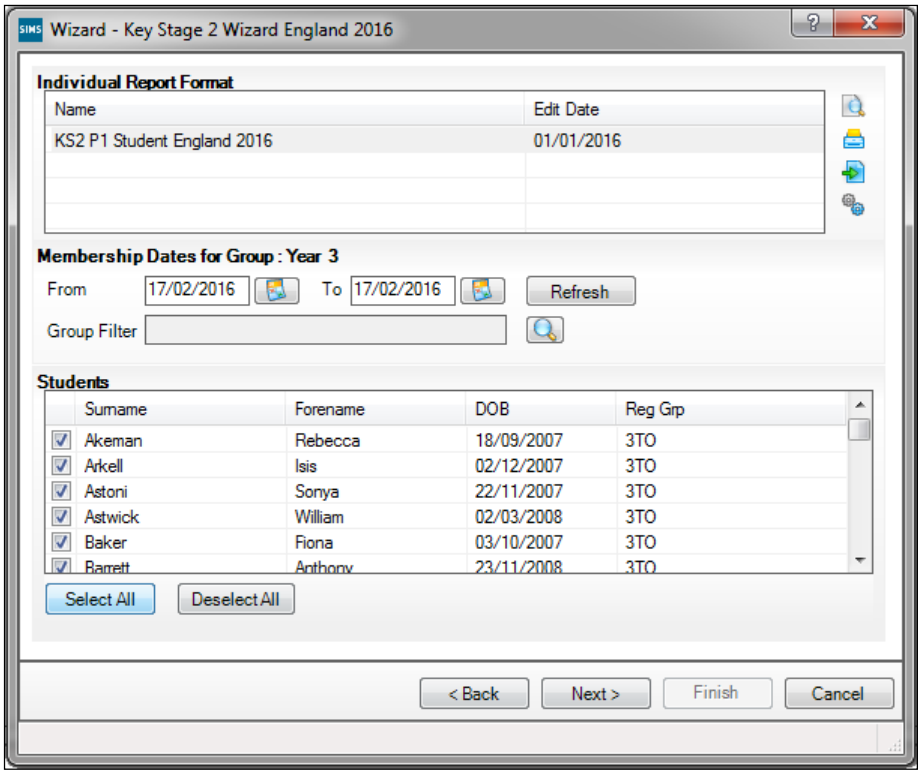


When this marksheet is saved, or the results are calculated, the validation routine displays a message in the **Validation** column.

Previewing and Printing Individual Reports

This page of the wizard displays the Individual Report Templates from the selected Key Stage Wizard and from here the statutory end of Key Stage Reports can be printed. Before printing, an individual pupil/student's report can be previewed in Microsoft® Word.

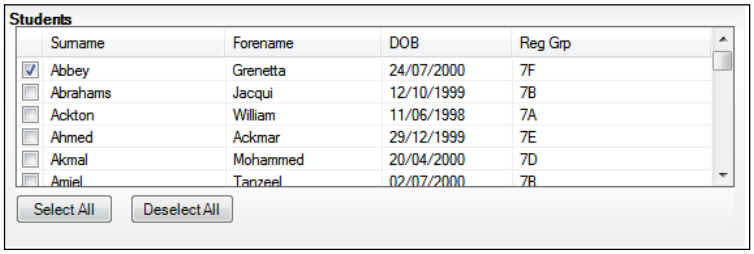
> *NOTE: The Comparative report displays the School and National Teacher Assessment and Test results at Key Stages 2 and 3. The **Group Total** tag is used to generate the totals in this report.*



1. Highlight the required **Individual Report Format**.
2. The Membership **From** and **To** date fields default to today's date and display the pupil/students who are currently on-roll. To change these dates, e.g. to include pupil/students who have left, directly enter the dates in dd/mm/yyyy format, or click the down arrow adjacent to the required field and select a date from the displayed calendar.
3. Click the **Refresh** button.

Previewing Key Stage Reports

1. In the **Students** panel, select the check box adjacent to the required pupil/student name (the first pupil/student in the list is selected by default).



2. Click the **Preview Report** button on the right-hand side of the **Individual Report Format** panel to open the selected pupil/student's report in Microsoft® Word.

Preview Report button

3. When you have finished previewing the report, close Microsoft Word to return to the **Wizard Manager**.

> *NOTE: If P Scale Results are present, they are displayed in the Pupil/Student Report.*

Printing Pupil/Student Key Stage Reports

Only the reports for the selected pupil/students are printed. If you have not previewed any reports, the first pupil/student in the list is selected by default.

1. To print the reports for all the pupil/students in the group, click the **Select All** button.

   To print only a selection of pupil/students in the group, select the pupil/student's check boxes whose reports you wish to print.

> *TIP: Multiple members of a group can be selected by holding down the **Ctrl** key and clicking each member's name. Sequentially listed members can be highlighted by clicking the first name in the list, holding down the **Shift** key, then clicking the last name in the list.*

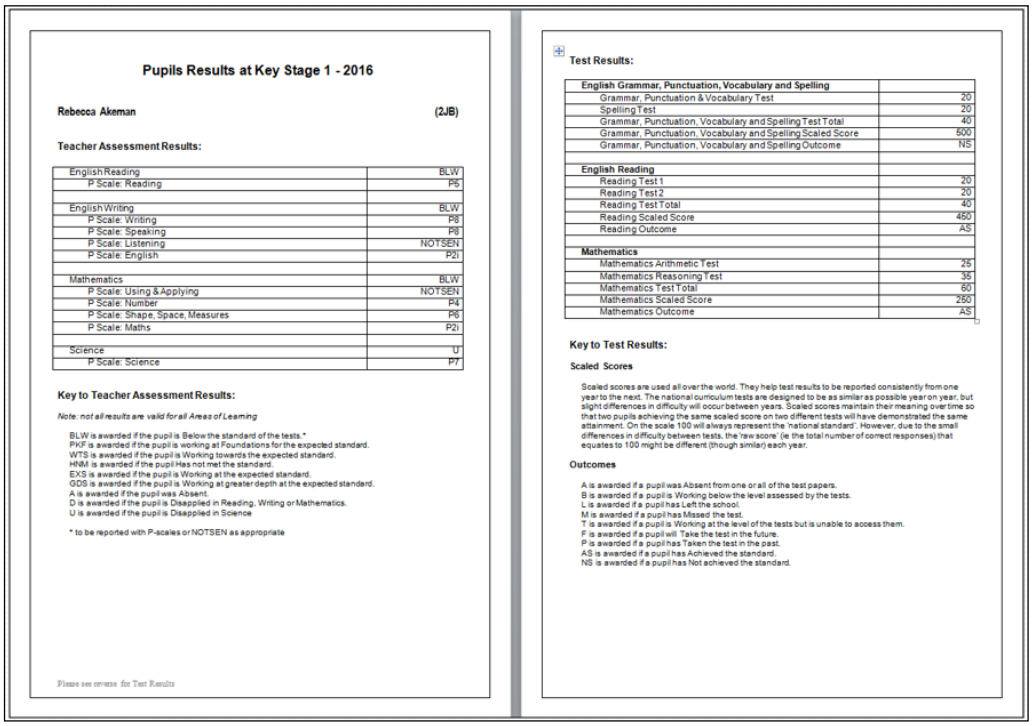
2. Click the **Print Report** button to print the selected pupil/students' reports.

Print Report button

3. Click the **Next** button to export the results.

Key Stage 1 P1 Individual Student Report for 2016

The following graphic provides a representation of the detail displayed in the Key Stage 1 P1 individual pupil report.



Pupils Results at Key Stage 1 - 2016

Rebecca Akeman **(2JB)**

Teacher Assessment Results:

English Reading	BLW
P Scale: Reading	P5
English Writing	BLW
P Scale: Writing	P8
P Scale: Speaking	P8
P Scale: Listening	NOTSEN
P Scale: English	P2i
Mathematics	BLW
P Scale: Using & Applying	NOTSEN
P Scale: Number	P4
P Scale: Shape, Space, Measures	P6
P Scale: Maths	P2i
Science	U
P Scale: Science	P7

Key to Teacher Assessment Results:

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

BLW is awarded if the pupil is Below the standard of the tests.*
PKF is awarded if the pupil is working at Foundations for the expected standard.
WTS is awarded if the pupil is Working towards the expected standard.
HNM is awarded if the pupil Has not met the standard.
EXS is awarded if the pupil is Working at the expected standard.
GDS is awarded if the pupil is Working at greater depth at the expected standard.
A is awarded if the pupil was Absent.
D is awarded if the pupil is Disapplied in Reading, Writing or Mathematics.
U is awarded if the pupil is Disapplied in Science.

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

Please see reverse for Test Results

Test Results:

English Grammar, Punctuation, Vocabulary and Spelling	
Grammar, Punctuation & Vocabulary Test	20
Spelling Test	20
Grammar, Punctuation, Vocabulary and Spelling Test Total	40
Grammar, Punctuation, Vocabulary and Spelling Scaled Score	500
Grammar, Punctuation, Vocabulary and Spelling Outcome	NS
English Reading	
Reading Test 1	20
Reading Test 2	20
Reading Test Total	40
Reading Scaled Score	450
Reading Outcome	AS
Mathematics	
Mathematics Arithmetic Test	25
Mathematics Reasoning Test	35
Mathematics Test Total	60
Mathematics Scaled Score	250
Mathematics Outcome	AS

Key to Test Results:

Scaled Scores

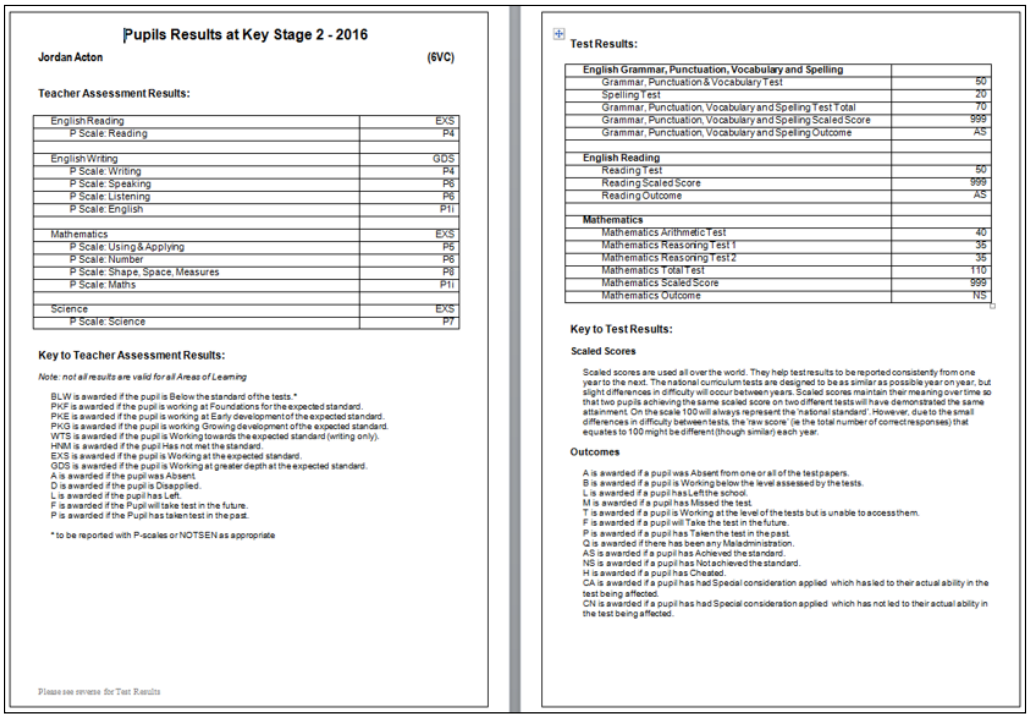
Scaled scores are used all over the world. They help test results to be reported consistently from one year to the next. The national curriculum tests are designed to be as similar as possible year on year, but slight differences in difficulty will occur between years. Scaled scores maintain their meaning 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

A is awarded if a pupil was Absent from one or all of the test papers.
B 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.
AS is awarded if a pupil has Achieved the standard.
NS is awarded if a pupil has Not achieved the standard.

Key Stage 2 P1 Individual Student Report for 2016

The following graphic provides a representation of the detail displayed in the Key Stage 2 P1 individual pupil report.



Pupils Results at Key Stage 2 - 2016

Jordan Acton **(6VC)**

Teacher Assessment Results:

English Reading	EXS
P Scale: Reading	P4
English Writing	GDS
P Scale: Writing	P4
P Scale: Speaking	P6
P Scale: Listening	P6
P Scale: English	P1i
Mathematics	EXS
P Scale: Using & Applying	P5
P Scale: Number	P6
P Scale: Shape, Space, Measures	P8
P Scale: Maths	P1i
Science	EXS
P Scale: Science	P7

Key to Teacher Assessment Results:

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

BLW is awarded if the pupil is Below the standard of the tests.*
PKF is awarded if the pupil is working at Foundations for the expected standard.
PKE is awarded if the pupil is working at Early development of the expected standard.
PKG is awarded if the pupil is working Growing development of 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.
EXS is awarded if the pupil is Working at the expected standard.
GDS is awarded if the pupil is Working at greater depth at the expected standard.
A is awarded if the pupil was Absent.
D is awarded if the pupil is Disapplied.
L is awarded if the pupil has Left.
F is awarded if the Pupil will take test in the future.
P is awarded if the Pupil has taken test in the past.

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

Please see reverse for Test Results

Test Results:

English Grammar, Punctuation, Vocabulary and Spelling	
Grammar, Punctuation & Vocabulary Test	50
Spelling Test	20
Grammar, Punctuation, Vocabulary and Spelling Test Total	70
Grammar, Punctuation, Vocabulary and Spelling Scaled Score	999
Grammar, Punctuation, Vocabulary and Spelling Outcome	AS
English Reading	
Reading Test	50
Reading Scaled Score	999
Reading Outcome	AS
Mathematics	
Mathematics Arithmetic Test	40
Mathematics Reasoning Test 1	35
Mathematics Reasoning Test 2	35
Mathematics Total Test	110
Mathematics Scaled Score	999
Mathematics Outcome	NS

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.

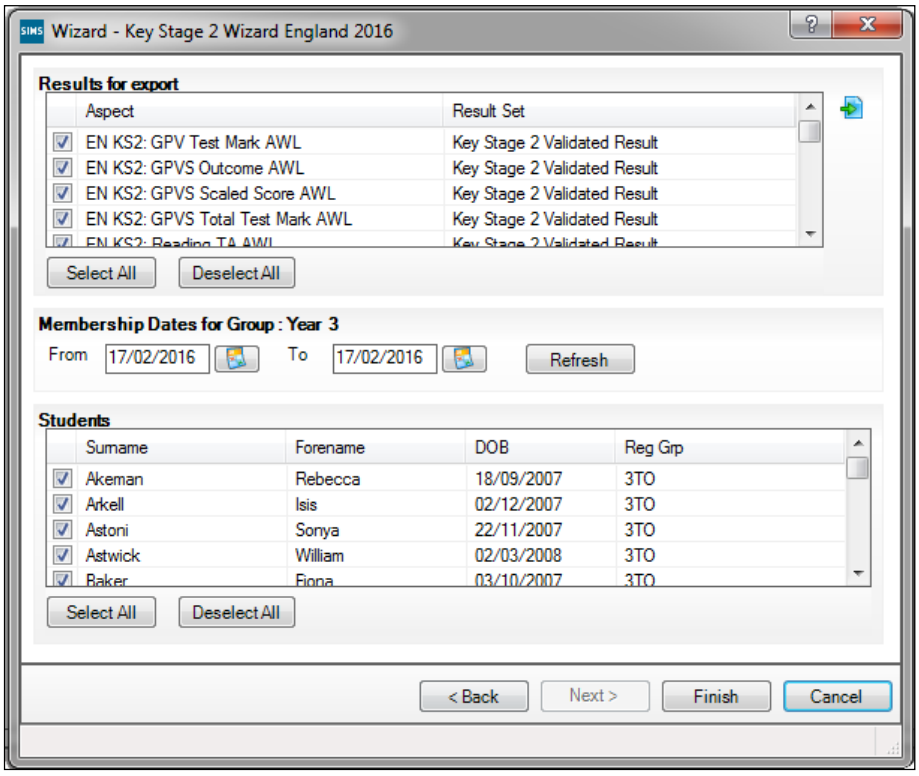
Outcomes

A is awarded if a pupil was Absent from one or all of the test papers.
B 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.
AS is awarded if a pupil has Achieved the standard.
NS is awarded if a pupil has Not achieved the standard.
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.

Exporting Results Using the Wizard Manager

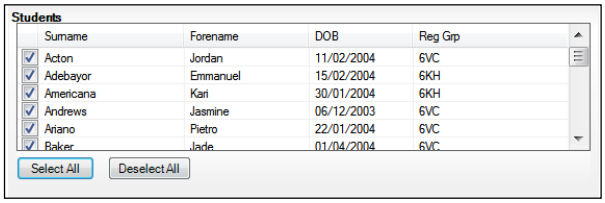
The **Wizard Manager** can be used to export the results for subsequent forwarding to your LA, if the LA accepts this format.

> *NOTE: If your LA does not accept this format, use the CTF routine to export the results. To do this, click the **Finish** button on the **Wizard Manager** to close the wizard and see* Exporting Results Using the CTF Routine *for further information.*



The **Group Membership Dates** default to the date range of the current academic year. To change these dates, e.g. to export the results for pupil/students who have already left the school, enter them in dd/mm/yyyy format or click the relevant **Calendar** button to select a date.

1. Click the **Refresh** button.
2. Deselect the check boxes adjacent to any pupil/students whose results you do not want to export. If you need to export only one or two from a long list of pupil/students, click the **Deselect All** button and then select the required pupil/students. To select all the pupil/students, click the **Select All** button.



3. Click the **Export** button in the **Results for export** panel to export the results.

Export button

4. The results that are exported are saved as an XML file. To specify the storage location of the XML file, click the **Browser** button to display the **Save As** dialog.

Browser button

> ***IMPORTANT NOTE:*** *Due to the sensitive nature of some of the data stored in SIMS, careful consideration should be given when specifying the location of any folder into which you save sensitive data, e.g. census returns, imported and exported CTFs, etc. You should be mindful of your school's responsibilities with respect to information security. Consider which users have access to the chosen folder, especially if the folder is shared on a Server. The DFE recommends ISO27001 as the standard for information security (http://www.itgovernance.co.uk/iso27001.aspx). If you are in any doubt, you should consult with your IT Security Officer before proceeding.*

5. Enter a name for the results file and navigate to the location where you would like to save the file.
6. Click the **Finish** button.
7. When the export is complete, a message is displayed. Click the **OK** button to complete the process.

Exporting Results Using the CTF Routine

Use the Common Transfer File (CTF) process in SIMS via **Routines | CTF | Export CTF** to export Key Stage results if your LA does not accept the **Wizard Manager** export format.

Transferring Key Stage Results to your LA

Once the Key Stage results have been collected and exported to an XML file, they should be sent to your LA by the method they have requested or uploaded to the Standards and Testing Agency (STA) website. Information detailing this process has been made available to all schools by the STA. Any queries should be directed to the STA website.

04| Key Stage 1 Teacher Assessments and Tests

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Introduction

As a result of significant curriculum reforms and the withdrawal of levels, new teacher assessments and tests have been implemented from 2016.

The tests are used to determine the necessary teacher assessments; these can also be based on class and homework. Schools are not required to send their test results to the LA and the data is not sent to the DfE. However, parents can request sight of their own child's test results at any time.

Key Stage 1: Phonics Screening

Marks for the Phonics Screening assessment range from 0-40.

The **Phonics Outcome** field is populated with the following values only if a pupil was unable to participate in the test:

- **A** - Absent
- **Q** - Maladministration
- **D** - Disapplied
- **L** - Left.

The following outcomes are no longer required. However, if the DfE receive a file containing these outcomes, the file will not be rejected.

- **Wa** - Met expected Phonics standard
- **Wt** - Did not meet expected Phonics standard.

Contents of the Phonics Wizards

The following templates and individual reports are provided in the Phonics wizards and templates:

Phonics Screening Templates 2016.xml – containing:

- Template: Phonics Screening Year 1 2016 (includes validation)
- Template: Phonics Screening Year 2 2016 (includes validation).

Year 1 Phonics Screening Wizard 2016.xml – containing:

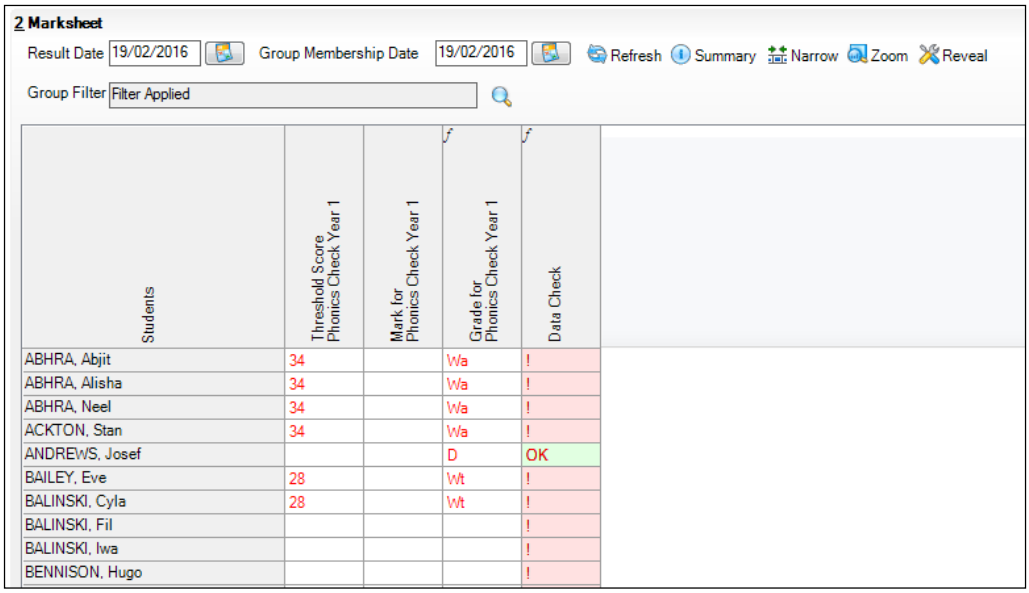
- Template: Phonics Screening Year 1 2016
- Individual Report: KS1 Y1 Phonics Student Eng 2016
- Individual Report: KS1 Y1 Phonics Comparative Eng 2016.

Year 2 Phonics Screening Wizard 2016.xml – containing:

- Template: Phonics Screening Year 2 2016
- Individual Report: KS1 Y2 Phonics Comparative Eng 2016
- Individual Report: KS1 Y2 Phonics Student Eng 2016.

Phonics Screening Year 1 2016

The `Phonics Screening Templates 2016.xml` file contains the following marksheet template for Year 1.

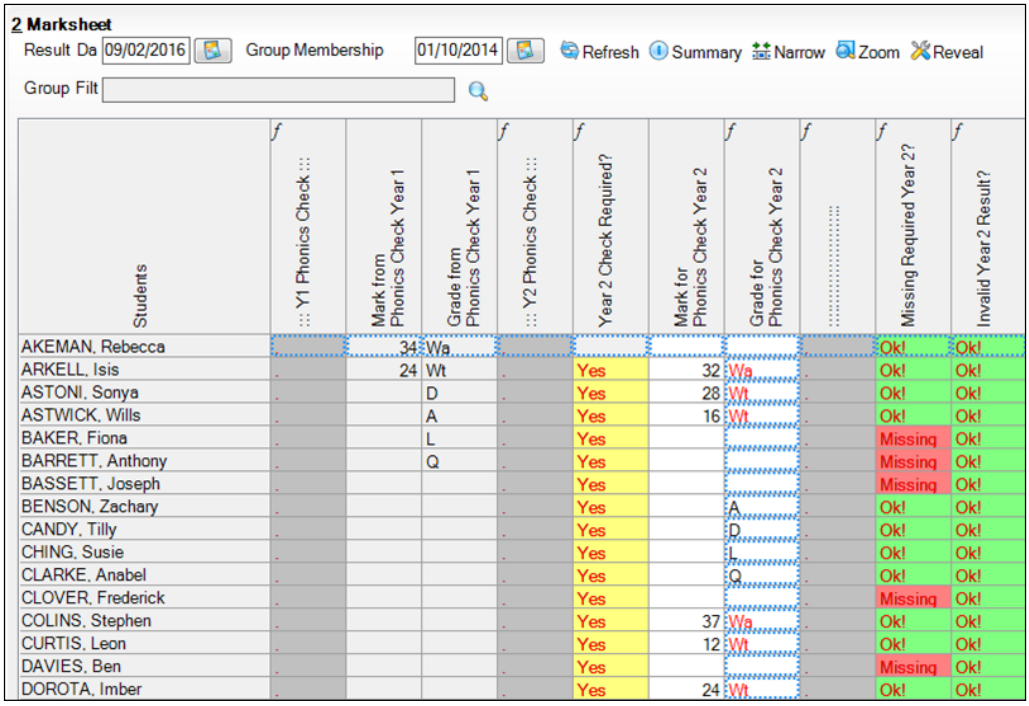


Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Data Check
ABHRA, Abjit	34		Wa	!
ABHRA, Alisha	34		Wa	!
ABHRA, Neel	34		Wa	!
ACKTON, Stan	34		Wa	!
ANDREWS, Josef			D	OK
BAILEY, Eve	28		Wt	!
BALINSKI, Cyla	28		Wt	!
BALINSKI, Fil				!
BALINSKI, Iwa				!
BENNISON, Hugo				!

Phonics Screening Year 2 2016

Pupils in year 2 who did not meet the expected level in year 1 or who did not take the Phonics Screening assessment in year 1, can be assessed in year 2.

The `Phonics Screening Templates 2016.xml` file contains the following marksheet template for Year 2.



2 Marksheet

Result Da 09/02/2016 Group Membership 01/10/2014 Refresh Summary Narrow Zoom Reveal

Group Filt

Students	Y1 Phonics Check	Mark from Phonics Check Year 1	Grade from Phonics Check Year 1	Y2 Phonics Check	Year 2 Check Required?	Mark for Phonics Check Year 2	Grade for Phonics Check Year 2		Missing Required Year 2?	Invalid Year 2 Result?
AKEMAN, Rebecca		34	Wa						Ok!	Ok!
ARKELL, Isis		24	Wt		Yes	32	Wa		Ok!	Ok!
ASTONI, Sonya			D		Yes	28	Wt		Ok!	Ok!
ASTWICK, Wills			A		Yes	16	Wt		Ok!	Ok!
BAKER, Fiona			L		Yes				Missing	Ok!
BARRETT, Anthony			Q		Yes				Missing	Ok!
BASSETT, Joseph					Yes				Missing	Ok!
BENSON, Zachary					Yes		A		Ok!	Ok!
CANDY, Tilly					Yes		D		Ok!	Ok!
CHING, Susie					Yes		L		Ok!	Ok!
CLARKE, Anabel					Yes		Q		Ok!	Ok!
CLOVER, Frederick					Yes				Missing	Ok!
COLINS, Stephen					Yes	37	Wa		Ok!	Ok!
CURTIS, Leon					Yes	12	Wt		Ok!	Ok!
DAVIES, Ben					Yes				Missing	Ok!
DOROTA, Imber					Yes	24	Wt		Ok!	Ok!

Contents of the En KS1 Templates 2016 XML File

The following marksheet templates are provided in the `En KS1 Templates 2016.xml` file:

- KS1 A. Teacher Assessments 2016

  This marksheet can be used to store the Outcome for the KS1 Reading, Writing, Mathematics and Science Performance Descriptor of the new curriculum (Assessment without Levels) Teacher Assessment from 2016 onwards.

- KS1 B. P Scale Data Entry 2016

  This marksheet enables you to enter a P Scale assessment for pupils who are working below the standard of the Pre-Key Stage (BLW) in Reading, Writing or Maths or who have not met the expected standard (HNM) in Science.

- KS1 C. Test Outcomes 2016

  This marksheet can be used to enter results of the new curriculum (Assessment without Levels) tests that supported the Teacher Assessments made as part of the Key Stage 1 arrangements from 2016 onwards.

- KS1 D. Broadsheet (Review) 2016

  This marksheet can be used to review the Test, Teacher Assessment and P Scale results of the new curriculum (Assessment without Levels) that have been entered in support of the Key Stage 1 arrangements from 2016 onwards.

Composition of Key Stage 1 Teacher Assessments

The Key Stage 1 Teacher Assessments for 2016 consist of:

- English Reading
- English Writing
- Mathematics
- Science.

There is no longer an overall English assessment.

The Key Stage 1 Teacher Assessment outcomes are detailed in the following table.

	Reading	Writing	Mathematics	Science
Higher attaining	Working at greater depth within the expected standard (GDS)	Working at greater depth within the expected standard (GDS)	Working at greater depth within the expected standard (GDS)	Working at the expected standard (EXS)
Expected attainment	Working at the expected standard (EXS)	Working at the expected standard (EXS)	Working at the expected standard (EXS)	
Lower attaining	Working towards the expected standard (WTS)	Working towards the expected standard (WTS)	Working towards the expected standard (WTS)	Has not met the expected standard (HNM)*
	Foundations for the expected standard (PKF)	Foundations for the expected standard (PKF)	Foundations for the expected standard (PKF)	Note: P Scales for students in Science gaining HNM grade are optional as not all students will be working with SEN.
	Below the standard of the pre-key stage (BLW)*	Below the standard of the pre-key stage (BLW)*	Below the standard of the pre-key stage (BLW)*	
***Pupils with SEND or NOTSEN**	P levels: P4, P5, P6, P7, P8	P levels: P4, P5, P6, P7, P8	P levels; Number/Using/SSM P4, P5, P6, P7, P8	
	P-levels for English overall: P1i, P1ii, P2i, P2ii, P3i, P3ii		P-levels for Maths: P1i, P1ii, P2i, P2ii, P3i, P3ii	
Other options	Absent (A) Disapplied (D or U)			

Key Stage 1 Teacher Assessments and Tests - Grade Sets and Result Sets

The following new grade sets are available from the `Key Stage 1 Wizard England 2016.xml` file.

There is one grade set per aspect.

- KS1-ENG-GPM-TT-NE-OutcomeGrade
- KS1-ENG-REM-TT-NE-OutcomeGrade
- KS1-MAT-MAM-TT-NE-OutcomeGrade
- KS1-ENG-REA-TA-NC-OutcomeGrade
- KS1-ENG-WRI-TA-NC-OutcomeGrade
- KS1-MAT-MAT-TA-NC-OutcomeGrade

- KS1-SCI-SCI-TA-NC-OutcomeGrade.

The result set has not changed and remains the Key Stage 1 Validated Result.

Key Stage 1 Teacher Assessments and Tests - Aspects

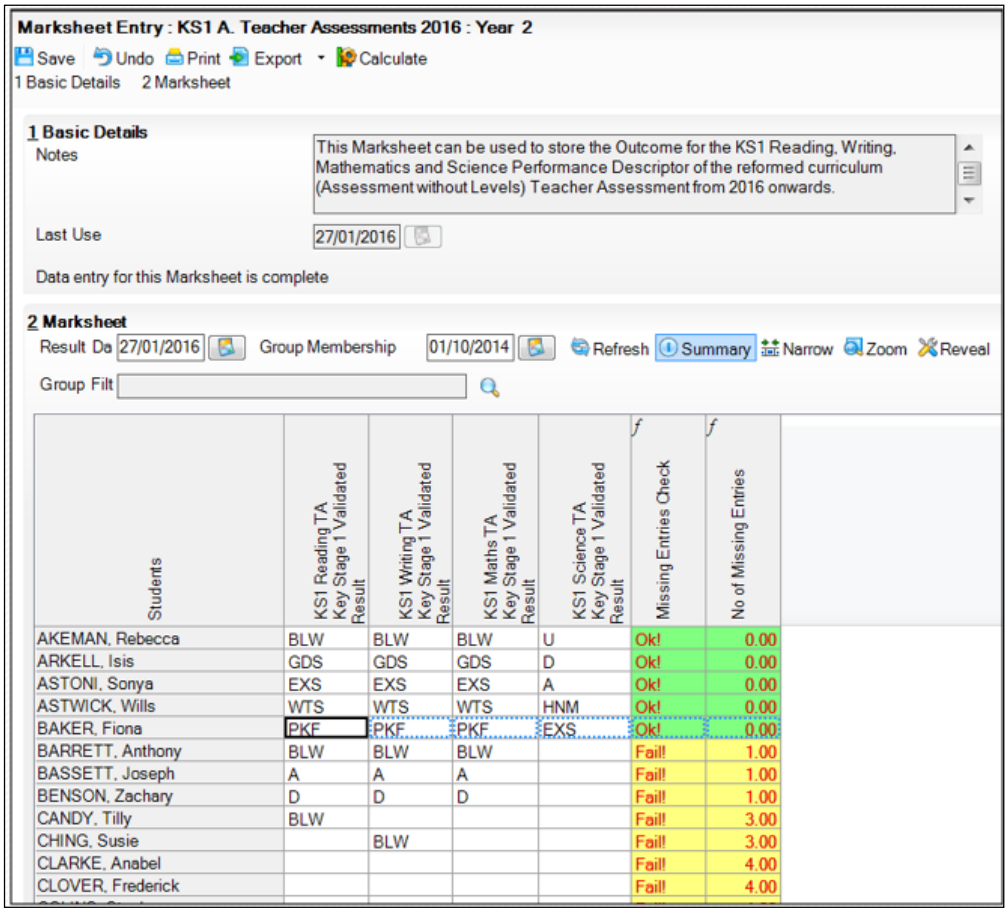
The aspect names contain 'AWL' to indicate that these aspects relate to the Assessment Without Levels curriculum.

Aspect External_ID	Aspect Name	Aspect Column Heading
KS1-ENG-SPE-TT-NM	EN KS1: Spelling Test Mark AWL	KS1 Spelling Mark
KS1-ENG-GPV-TT-NM	EN KS1: GPV Test Mark AWL	KS1 GPV Mark
KS1-ENG-GPS-TT-NS	EN KS1: GPVS Test Total Mark AWL	KS1 GPVS Total Mark
KS1-ENG-GSS-TT-NB	EN KS1: GPVS Test Scaled Score AWL	KS1 GPVS Scaled Score
KS1-ENG-GPM-TT-NE	EN KS1: GPVS Test Outcome AWL	KS1 GPVS Outcome
KS1-ENG-RD1-TT-NM	EN KS1: Reading Test 1 Mark AWL	KS1 Reading 1 Mark
KS1-ENG-RD2-TT-NM	EN KS1: Reading Test 2 Mark AWL	KS1 Reading 2 Mark
KS1-ENG-RDT-TT-NS	EN KS1: Reading Test Total Mark AWL	KS1 Reading Total Mark
KS1-ENG-RSS-TT-NB	EN KS1: Reading Test Scaled Score AWL	KS1 Reading Scaled Score
KS1-ENG-REM-TT-NE	EN KS1: Reading Test Outcome AWL	KS1 Reading Outcome
KS1-MAT-MAR-TT-NM	MA KS1: Maths Arithmetic Test Mark AWL	KS1 Maths Arithmetic Mark
KS1-MAT-MRE-TT-NM	MA KS1: Maths Reasoning Test Mark AWL	KS1 Maths Reasoning Mark
KS1-MAT-SUB-TT-NS	MA KS1: Maths Test Total Mark AWL	KS1 Maths Total Mark
KS1-MAT-MSS-TT-NB	MA KS1: Maths Test Scaled Score AWL	KS1 Maths Scaled Score
KS1-MAT-MAM-TT-NE	MA KS1: Maths Test Outcome AWL	KS1 Maths Outcome
KS1-ENG-REA-TA-NC	EN KS1: Reading TA AWL	KS1 Reading TA
KS1-ENG-WRI-TA-NC	EN KS1: Writing TA AWL	KS1 Writing TA
KS1-MAT-MAT-TA-NC	MA KS1: Maths TA AWL	KS1 Maths TA
KS1-SCI-SCI-TA-NC	SC KS1: Science TA AWL	KS1 Science TA

Marksheet Entry: Key Stage 1 A. Teacher Assessments 2016

The following **Notes** are displayed in the **Basic Details** panel of the marksheet:

This marksheet can be used to store the Outcome for the Key Stage 1 Reading, Writing, Mathematics and Science Performance Descriptor of the reformed curriculum (Assessment Without Levels) Teacher Assessments from 2016 onwards.



1. Enter the performance descriptor outcomes for English Reading and Writing, Mathematics and Science.
2. Click the **Calculate** button. The final two columns alert you to any missing entries.
3. Review the outcomes and repeat the process, if necessary.
4. Click the **Save** button.

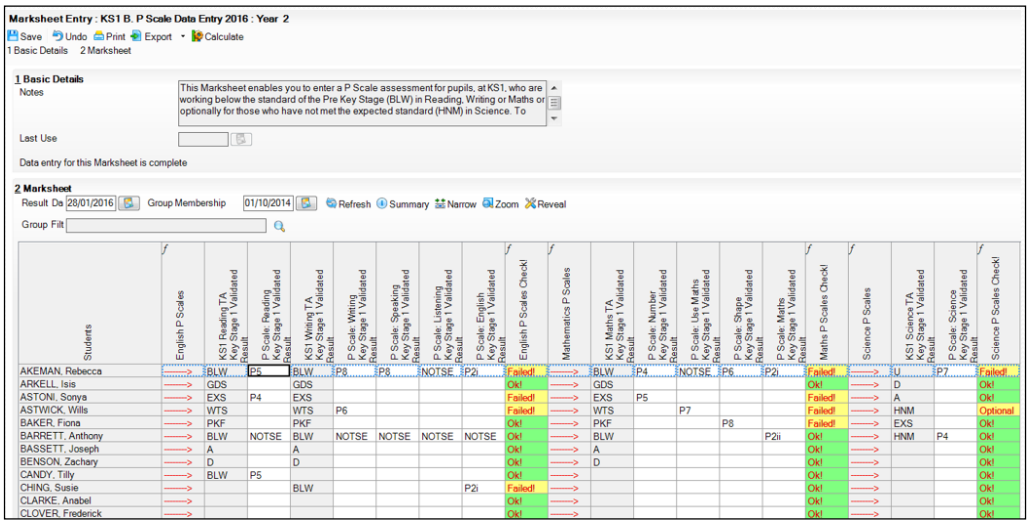
Validation checks are performed for missing result entries and an indication given of the number of missing entries that still require completion.

> ***IMPORTANT NOTES:*** *P Scale assessments for pupils who are working below the standard of the Pre-Key Stage (BLW) in Reading, Writing or Mathematics or who have not met the expected standard (HNM) in Science should be entered in Marksheet KS2 B. P Scale Data Entry.*
>
> *It is recommended that the D grade is used instead of the U grade to signify a Disapplied grade in the KS1 Science TA Key Stage 1 Validated Result column. This is in keeping with the grades used in the other teacher assessments for Reading, Writing and Maths at Key Stage 1.*

Marksheet Entry: Key Stage 1 B. P Scale Data Entry 2016

The following **Notes** are displayed in the **Basic Details** panel of the marksheet:

This marksheet enables you to enter a P Scale assessment for pupils at Key Stage 1 who are working below the standard of the Pre-Key Stage (BLW) in Reading, Writing or maths and optionally, for those who have not met the expected standard (HNM) in Science.



1. For pupils with an English Reading or Writing outcome of BLW, ensure that there is a P Scale entry for English or one of its components.
2. For pupils with a Maths Outcome of BLW, ensure that there is a P Scale entry for Maths or one of its components.
3. For pupils with a Science Level of HNM, a P Scale entry is optional.
4. Once data has been entered, click the **Calculate** button to apply validation rules. Pupils with issues will be shown as **Failed!** Amend data as necessary and then click the **Calculate** button again.
5. Click the **Save** button.

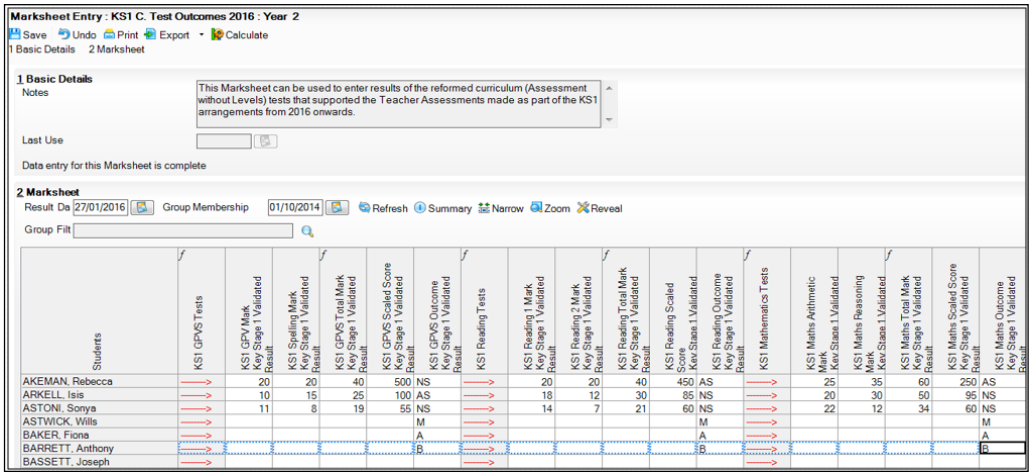
Important Notes to Remember

- P Scale parameters for an assessment cannot be present for both overall subject and for subject component, unless all parameters are recorded as NOTSEN.
- If Reading is BLW, then English or Reading P Scale should be entered. Speaking and Listening are optional.
- If Writing is BLW, the English or Writing P Scale should be entered. Speaking and Listening are optional.
- Reading and Writing must both be set to BLW if overall English P Scale is in use.

Marksheet Entry: Key Stage 1 C. Test Outcomes

The following **Notes** are displayed in the **Basic Details** panel of the marksheet:

This marksheet can be used to enter results of the reformed curriculum (Assessment Without Levels) tests that supported the teacher Assessments made as part of the Key Stage 1 arrangements from 2016 onwards.

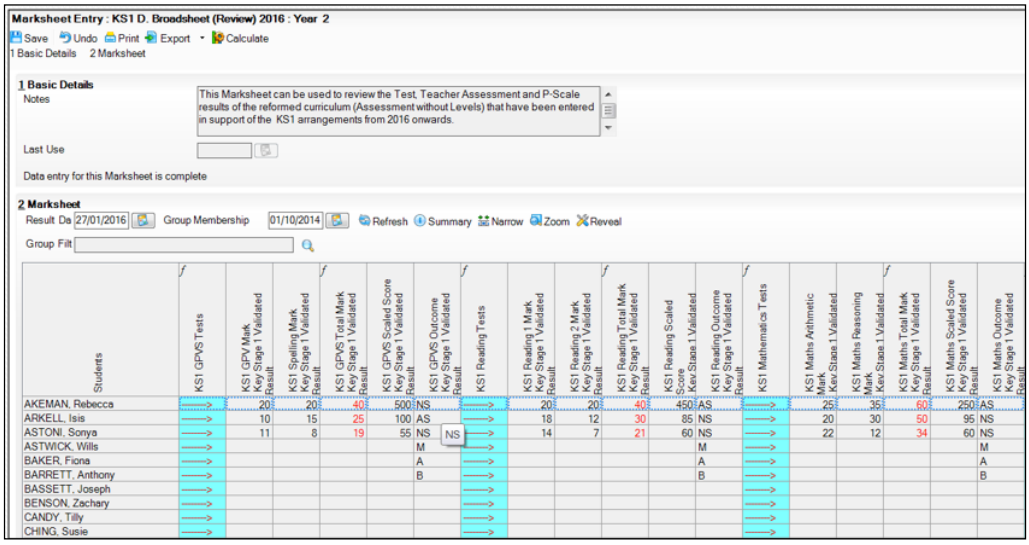


There are no validation checks performed on the results entered for test outcomes.

Marksheet Entry: Key Stage 1 D. Broadsheet (Review)

The following **Notes** are displayed in the **Basic Details** panel of the marksheet:

The Broadsheet Review is a read-only marksheet, enabling the reviewing of cumulative results entered into the Key Stage 1 A, B and C marksheets. Any changes must be made in the applicable data entry marksheet.



The results displayed in the Broadsheet Review marksheet are separated by coloured spaces, to differentiate the different teacher assessments and tests.

> *NOTE: This marksheet is for review purposes only. If you wish to amend any of the data shown in it, please use Marksheets KS2 A, B or C and then reload this marksheet.*

Composition of Key Stage 1 Tests

The tests for 2016 consist of:

- English Spelling (20 marks)
- English Grammar, Punctuation and Vocabulary (20 marks)
- = Total Score (40 marks)
- + Scaled Score (999)
- + Outcome (Performance Descriptor).
- English Reading Paper 1 (20 marks)
- English Reading Paper 2 (20 marks)
- = Total Score (40 marks)
- + Scaled Score (999)
- + Outcome (Performance Descriptor).

> *NOTE: There is no longer a separate test for English Writing.*

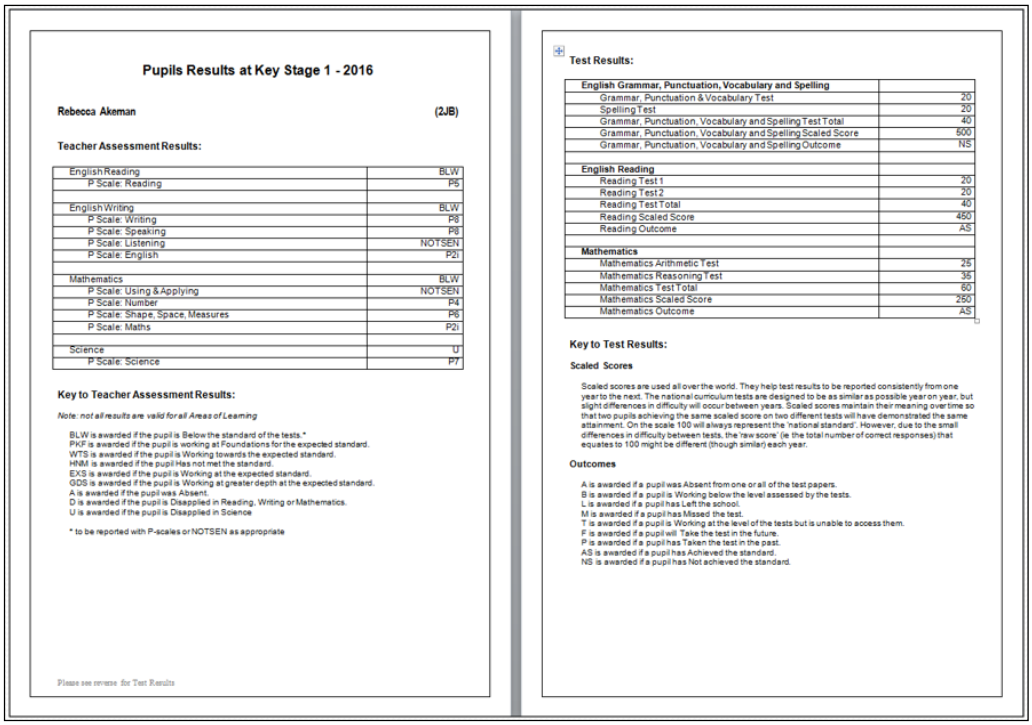
- Mathematics paper 1: Arithmetic (25 marks)
- Mathematics paper 2: Reasoning (35 marks)
- = Total Score (60 marks)
- + Scaled Score (999)
- + Outcome (Performance Descriptor).

The Key Stage 1 Test outcomes are detailed in the following table.

	Reading	Grammar Punctuation and Spelling	Mathematics
Higher attaining/Expected attainment	Achieved standard (AS)	Achieved standard (AS)	Achieved standard (AS)
Lower attaining	Not achieved standard (NS)	Not achieved standard (NS)	Not achieved standard (NS)
Other options	Absent (A) Working below the level of the test (B) Left (L) Missing (M) Unable to access the test (T) Pupil will take test in the future (F) Pupil has taken the test in the past (P) Disapplied (D)	Absent (A) Working below the level of the test (B) Left (L) Missing (M) Unable to access the test (T) Pupil will take test in the future (F) Pupil has taken the test in the past (P) Disapplied (D)	Absent (A) Working below the level of the test (B) Left (L) Missing (M) Unable to access the test (T) Pupil will take test in the future (F) Pupil has taken the test in the past (P) Disapplied (D)

Key Stage 1 P1 Individual Student Report for 2016

The following graphic provides a representation of the detail displayed in the Key Stage 1 P1 individual pupil report.



Pupils Results at Key Stage 1 - 2016

Rebecca Akeman **(2JB)**

Teacher Assessment Results:

English Reading	BLW
P Scale: Reading	P5
English Writing	BLW
P Scale: Writing	P8
P Scale: Speaking	P8
P Scale: Listening	NOTSEN
P Scale: English	P2i
Mathematics	BLW
P Scale: Using & Applying	NOTSEN
P Scale: Number	P4
P Scale: Shape, Space, Measures	P6
P Scale: Maths	P2i
Science	U
P Scale: Science	P7

Key to Teacher Assessment Results:

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

BLW is awarded if the pupil is Below the standard of the tests.*
PKF is awarded if the pupil is working at Foundations for the expected standard.
WTS is awarded if the pupil is Working towards the expected standard.
HNM is awarded if the pupil Has not met the standard.
EXS is awarded if the pupil is Working at the expected standard.
GDS is awarded if the pupil is Working at greater depth at the expected standard.
A is awarded if the pupil was Absent.
D is awarded if the pupil is Disapplied in Reading, Writing or Mathematics.
U is awarded if the pupil is Disapplied in Science

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

Please see reverse for Test Results

Test Results:

English Grammar, Punctuation, Vocabulary and Spelling	
Grammar, Punctuation & Vocabulary Test	20
Spelling Test	20
Grammar, Punctuation, Vocabulary and Spelling Test Total	40
Grammar, Punctuation, Vocabulary and Spelling Scaled Score	500
Grammar, Punctuation, Vocabulary and Spelling Outcome	NS
English Reading	
Reading Test 1	20
Reading Test 2	20
Reading Test Total	40
Reading Scaled Score	450
Reading Outcome	AS
Mathematics	
Mathematics Arithmetic Test	25
Mathematics Reasoning Test	35
Mathematics Test Total	60
Mathematics Scaled Score	250
Mathematics Outcome	AS

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

A is awarded if a pupil was Absent from one or all of the test papers.
B 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.
AS is awarded if a pupil has Achieved the standard.
NS is awarded if a pupil has Not achieved the standard.

05| Key Stage 2 Teacher Assessments and Tests

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Introduction

As a result of significant curriculum reforms and the withdrawal of levels, new teacher assessments and tests have been implemented from 2016. These still occur at the end of each Key Stage: KS1 (year 2) and KS2 (year 6).

Three new outcomes are in effect, two for tests only and the third for both assessments and tests:

- Outcome (Performance Descriptor) - a brief description of a pupil's ability based on tests and/or class and home work.
- Raw Score - a mark assigned from a number of tests in each area of learning, e.g. Reading or Maths.
- Scaled Score - the raw score is converted to a fixed scale between 0-999. The scale will be determined once the 2016 tests are complete.

Contents of the En KS2 Templates 2016 XML File

The following marksheet templates are provided in the `En KS2 Templates 2016.xml` file:

- KS2 A. Teacher Assessments 2016

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

- KS2 B. P Scale Data Entry 2016

  This marksheet enables you to enter a P Scale assessment for pupils who are working below the standard of the Pre-Key Stage (BLW) in Reading, Writing or Maths or who have not met the expected standard (HNM) in Science.
- KS2 C. Test Outcomes 2016

  This marksheet can be used to enter results of the new curriculum (Assessment without Levels) tests that supported the Teacher Assessments made as part of the Key Stage 2 arrangements from 2016 onwards.
- KS2 D. Broadsheet (Review) 2016

  This marksheet can be used to review the Test, Teacher Assessment and P-Scales results of the new curriculum (Assessment without Levels) that have been entered in support of the Key Stage 2 arrangements from 2016 onwards.

En KS2 Aspects for 2016

The following aspects are available for use with the En KS2 templates:

- EN KS2: Reading TA AWL
- EN KS2: Writing TA AWL
- MA KS2: Maths TA AWL
- SC KS2: Science TA AWL
- EN KS2: GPV Test Mark AWL
- EN KS2: GPVS Outcome AWL
- EN KS2: GPVS Scaled Score AWL
- EN KS2: GPVS Total Test Mark AWL
- EN KS2: Reading Test Mark AWL
- EN KS2: Reading Test Outcome AWL
- EN KS2: Reading Test Scaled Score AWL
- EN KS2: Spelling Test Mark AWL
- MA KS2: Maths Arithmetic Test Mark AWL
- MA KS2: Maths Outcome AWL
- MA KS2: Maths Reasoning Test 1 Mark AWL
- MA KS2: Maths Reasoning Test 2 Mark AWL
- MA KS2: Maths Scaled Score AWL
- MA KS2: Maths Total Test Mark AWL
- EN P Scale: English
- EN P Scale: Listening
- EN P Scale: Reading
- EN P Scale: Speaking
- EN P Scale: Writing
- MA P Scale: Maths
- MA P Scale: Number

- MA P Scale: Shape, Space, Measures
- MA P Scale: Using Applying Maths
- SC P Scale: Science.

Composition of Key Stage 2 Teacher Assessments

The Key Stage 2 Teacher Assessments for 2016 consist of:

- Reading
- Writing
- Mathematics
- Science.

Schools are required to send the Teacher Assessment results to the STA for inclusion in the National Curriculum Assessment process. Additionally, schools have a responsibility to inform parents of their child's Teacher Assessment results.

The Key Stage 2 Teacher Assessment Outcomes are detailed in the following table.

<table>
<tr><th></th><th>Reading</th><th>Writing</th><th>Mathematics</th><th>Science</th></tr>
<tr><td>Higher attaining</td><td>Working at the expected standard (EXS)</td><td>Working at greater depth within the expected standard (GDS)</td><td>Working at the expected standard (EXS)</td><td>Working at the expected standard (EXS)</td></tr>
<tr><td>Expected attainment</td><td></td><td>Working at the expected standard (EXS)</td><td></td><td></td></tr>
<tr><td rowspan="6">Lower attaining</td><td>Has not met the expected standard (HNM)</td><td>Working towards the expected standard (WTS)</td><td>Has not met the expected standard (HNM)</td><td rowspan="6">Has not met the expected standard (HNM)*

Note: P Scales for students in Science gaining HNM grade are optional as not all students will be working with SEN.</td></tr>
<tr><td>Growing development of the expected standard (PKG)</td><td>Growing development of the expected standard (PKG)</td><td>Growing development of the expected standard (PKG)</td></tr>
<tr><td>Early development of the expected standard (PKE)</td><td>Early development of the expected standard (PKE)</td><td>Early development of the expected standard (PKE)</td></tr>
<tr><td>Foundations for the expected standard (PKF)</td><td>Foundations for the expected standard (PKF)</td><td>Foundations for the expected standard (PKF)</td></tr>
<tr><td>Below the standard of the pre-key stage (BLW)*</td><td>Below the standard of the pre-key stage (BLW)*</td><td>Below the standard of the pre-key stage (BLW)*</td></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td>*Pupils with SEND or NOTSEN</td><td>P levels: (also for S&L) P4, P5, P6, P7, P8</td><td>P levels: (also for S&L) P4, P5, P6, P7, P8</td><td>P levels; Number/Using/SSM P4, P5, P6, P7, P8</td><td></td></tr>
<tr><td></td><td colspan="2">P-levels for English overall: P1i, P1ii, P2i, P2ii, P3i, P3ii</td><td>P-levels for Maths: P1i, P1ii, P2i, P2ii, P3i, P3ii</td><td></td></tr>
<tr><td>Other options</td><td colspan="4">Absent (A)
Left (L)
Disapplied (D)
Pupil will take test in the future (F)
Pupil has taken the test in the past (P)</td></tr>
</table>

Key Stage 2 Teacher Assessments and Tests - Grade Sets and Result Sets

The following new grade sets are available from the `Key Stage 2 Wizard England 2016.xml` file.

There is one grade set per aspect.

- KS2-ENG-GPM-TT-NE-OutcomeGrade
- KS2-ENG-REA-TA-NC-OutcomeGrade
- KS2-ENG-REM-TT-NE-OutcomeGrade
- KS2-ENG-WRI-TA-NC-OutcomeGrade

- KS2-MAT-MAM-TT-NE-OutcomeGrade
- KS2-MAT-MAT-TA-NC-OutcomeGrade
- KS2-SCI-SCI-TA-NC-OutcomeGrade.

The result set has not changed and remains the Key Stage 2 Validated Result.

Key Stage 2 Teacher Assessments and Tests - Aspects

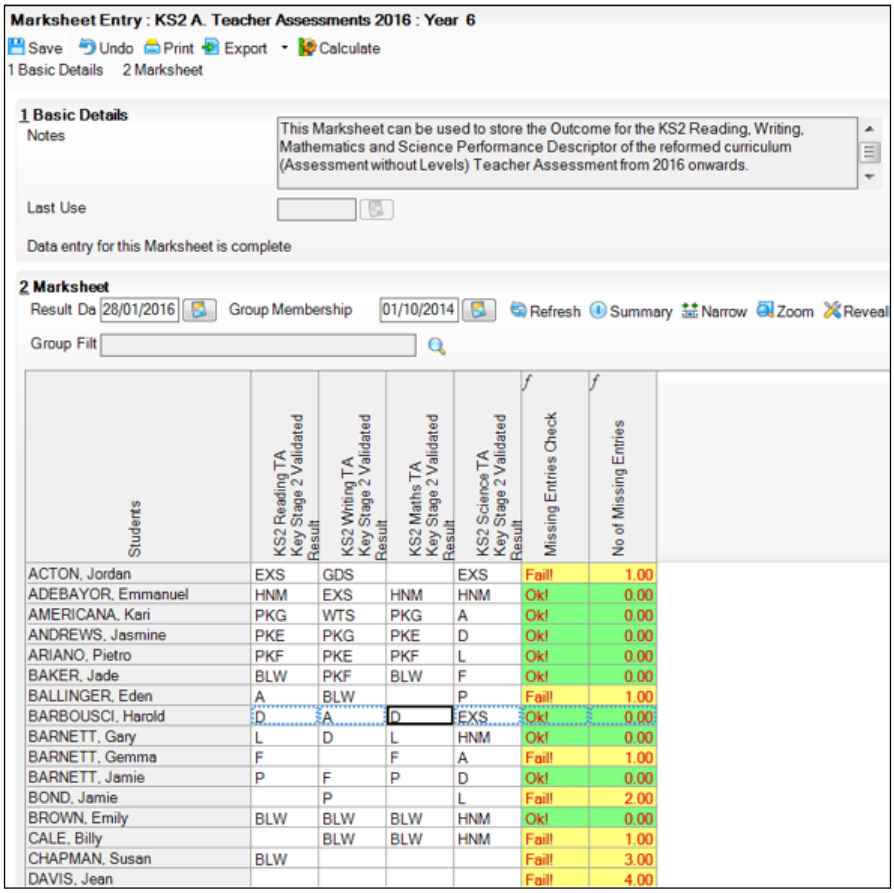
The aspect names contain 'AWL' to indicate that these aspects relate to the Assessment Without Levels curriculum.

Aspect External_ID	Aspect Name	Aspect Column Heading
KS2-ENG-GPV-TT-NM	EN KS2: GPV Test Mark AWL	KS2 GPV Mark
KS2-ENG-SPE-TT-NM	EN KS2: Spelling Test Mark AWL	KS2 Spelling Mark
KS2-ENG-GPS-TT-NS	EN KS2: GPVS Total Test Mark AWL	KS2 GPVS Total Mark
KS2-ENG-GSS-TT-NB	EN KS2: GPVS Scaled Score AWL	KS2 GPVS Scaled Score
KS2-ENG-GPM-TT-NE	EN KS2: GPVS Outcome AWL	KS2 GPVS Outcome
KS2-ENG-RD1-TT-NM	EN KS2: Reading Test Mark AWL	KS2 Reading Mark
KS2-ENG-RSS-TT-NB	EN KS2: Reading Test Scaled Score AWL	KS2 Reading Scaled Score
KS2-ENG-REM-TT-NE	EN KS2: Reading Test Outcome AWL	KS2 Reading Outcome
KS2-MAT-MAR-TT-NM	MA KS2: Maths Arithmetic Test Mark AWL	KS2 Maths Arithmetic Mark
KS2-MAT-MR1-TT-NM	MA KS2: Maths Reasoning Test 1 Mark AWL	KS2 Math Reasoning 1 Mark
KS2-MAT-MR2-TT-NM	MA KS2: Maths Reasoning Test 2 Mark AWL	KS2 Math Reasoning 2 Mark
KS2-MAT-SUB-TT-NS	MA KS2: Maths Total Test Mark AWL	KS2 Maths Total Mark
KS2-MAT-MSS-TT-NB	MA KS2: Maths Scaled Score AWL	KS2 Maths Scaled Score
KS2-MAT-MAM-TT-NE	MA KS2: Maths Outcome AWL	KS2 Maths Outcome
KS2-ENG-REA-TA-NC	EN KS2: Reading TA AWL	KS2 Reading TA
KS2-ENG-WRI-TA-NC	EN KS2: Writing TA AWL	KS2 Writing TA
KS2-MAT-MAT-TA-NC	MA KS2: Maths TA AWL	KS2 Maths TA
KS2-SCI-SCI-TA-NC	SC KS2: Science TA AWL	KS2 Science TA

Marksheet Entry: Key Stage 2 A. Teacher Assessments 2016

The following **Notes** are displayed in the **Basic Details** panel of the marksheet:

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 Assessments from 2016 onwards.



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
ACTON, Jordan	EXS	GDS		EXS	Fail!	1.00
ADEBAYOR, Emmanuel	HNM	EXS	HNM	HNM	Ok!	0.00
AMERICANA, Kari	PKG	WTS	PKG	A	Ok!	0.00
ANDREWS, Jasmine	PKE	PKG	PKE	D	Ok!	0.00
ARIANO, Pietro	PKF	PKE	PKF	L	Ok!	0.00
BAKER, Jade	BLW	PKF	BLW	F	Ok!	0.00
BALLINGER, Eden	A	BLW		P	Fail!	1.00
BARBOUSCI, Harold	D	A	D	EXS	Ok!	0.00
BARNETT, Gary	L	D	L	HNM	Ok!	0.00
BARNETT, Gemma	F		F	A	Fail!	1.00
BARNETT, Jamie	P	F	P	D	Ok!	0.00
BOND, Jamie		P		L	Fail!	2.00
BROWN, Emily	BLW	BLW	BLW	HNM	Ok!	0.00
CALE, Billy		BLW	BLW	HNM	Fail!	1.00
CHAPMAN, Susan	BLW				Fail!	3.00
DAVIS, Jean					Fail!	4.00

1. Enter the performance descriptor outcomes for English Reading and Writing, Mathematics and Science.
2. Click the **Calculate** button. The final two columns alert you to any missing entries.
3. Review the outcomes and repeat the process, if necessary.
4. Click the **Save** button.

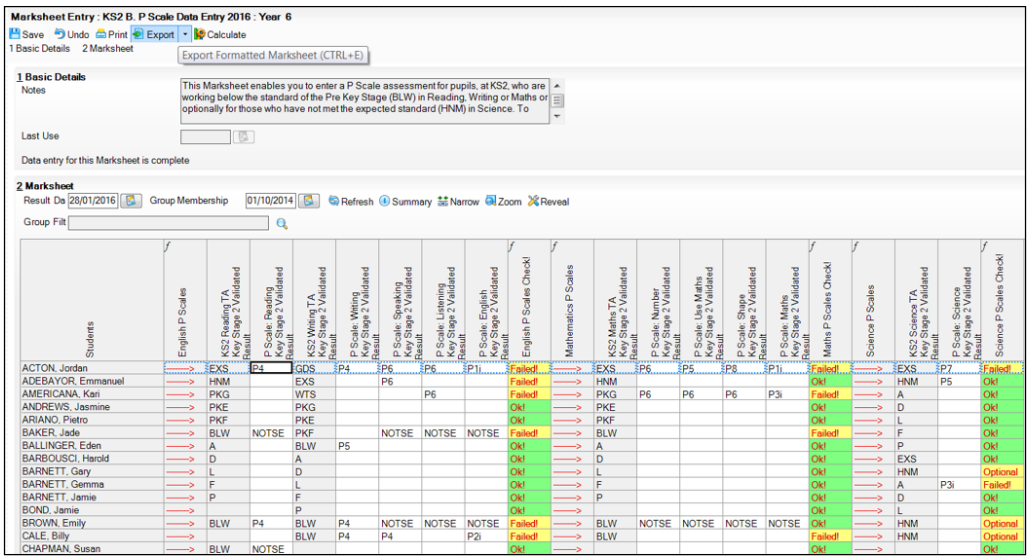
Validation checks are performed for missing result entries and an indication given of the number of missing entries that still require completion.

IMPORTANT NOTE: *P Scale assessments for pupils who are working below the standard of the Pre-Key Stage (BLW) in Reading, Writing or Mathematics or who have not met the expected standard (HNM) in Science should be entered in Marksheet KS2 B. P Scale Data Entry.*

Marksheet Entry: Key Stage 2 B. P Scale Data Entry 2016

The following **Notes** are displayed in the **Basic Details** panel of the marksheet:

This marksheet enables you to enter a P Scale assessment for pupils at Key Stage 2, who are working below the standard of the Pre-Key Stage (BLW) in Reading, Writing or Maths, or optionally for those who have not met the expected standard (HNM) in Science. To help identify these pupils, existing TA entries are displayed in read-only columns.



Students	English P Scales	KS2 Reading TA Key Stage 2 Validated Result	P Scale: Reading Key Stage 2 Validated Result	KS2 Writing TA Key Stage 2 Validated Result	P Scale: Writing Key Stage 2 Validated Result	P Scale: Speaking Key Stage 2 Validated Result	P Scale: Listening Key Stage 2 Validated Result	P Scale: English Key Stage 2 Validated Result	English P Scales Check!	Mathematics P Scales	KS2 Maths TA Key Stage 2 Validated Result	P Scale: Number Key Stage 2 Validated Result	P Scale: Use Maths Key Stage 2 Validated Result	P Scale: Shape Key Stage 2 Validated Result	P Scale: Maths Key Stage 2 Validated Result	Maths P Scales Check!	Science P Scales	KS2 Science TA Key Stage 2 Validated Result	P Scale: Science Key Stage 2 Validated Result	Science P Scales Check!
ACTON, Jordan	---->	EXS	P4	GDS	P4	P5	P6	P1i	Failed!	---->	EXS	P5	P5	P5	P1i	Failed!	---->	EXS	P7	Failed!
ADEBAYOR, Emmanuel	---->	HNM		EXS		P6			Failed!	---->	HNM					Ok!	---->	HNM	P5	Ok!
AMERICANA, Kari	---->	PKG		WTS			P6		Failed!	---->	PKG	P6	P6	P6	P3i	Failed!	---->	A		Ok!
ANDREWS, Jasmine	---->	PKE		PKG					Ok!	---->	PKE					Ok!	---->	D		Ok!
ARIANO, Pietro	---->	PKF		PKE					Ok!	---->	PKF					Ok!	---->	L		Ok!
BAKER, Jade	---->	BLW	NOTSE	PKF		NOTSE	NOTSE	NOTSE	Failed!	---->	BLW					Failed!	---->	F		Ok!
BALLINGER, Eden	---->	A		BLW	P5				Ok!	---->	A					Ok!	---->	P		Ok!
BARBOUSCI, Harold	---->	D		A					Ok!	---->	D					Ok!	---->	EXS		Ok!
BARNETT, Gary	---->	L		D					Ok!	---->	L					Ok!	---->	HNM		Optional
BARNETT, Gemma	---->	F		L					Ok!	---->	F					Ok!	---->	A	P3i	Failed!
BARNETT, Jamie	---->	P		F					Ok!	---->	P					Ok!	---->	D		Ok!
BOND, Jamie	---->			P					Ok!	---->						Ok!	---->	L		Ok!
BROWN, Emily	---->	BLW	P4	BLW	P4	NOTSE	NOTSE	NOTSE	Failed!	---->	BLW	NOTSE	NOTSE	NOTSE	NOTSE	Ok!	---->	HNM		Optional
CALE, Billy	---->			BLW	P4	P4		P2i	Failed!	---->	BLW					Failed!	---->	HNM		Optional
CHAPMAN, Susan	---->	BLW	NOTSE						Ok!	---->						Ok!	---->			Ok!

1. For pupils with an English Reading or Writing outcome of BLW, ensure that there is a P Scale entry for English or one of its components.
2. For pupils with a Maths Outcome of BLW, ensure that there is a P Scale entry for Maths or one of its components.
3. For pupils with a Science Level of HNM, a P Scale entry is optional for Science.
4. Once data has been entered, click the **Calculate** button to apply validation rules. Pupils with issues will be shown as **Failed!** Amend data as necessary and then click the **Calculate** button again.
5. Click the **Save** button.

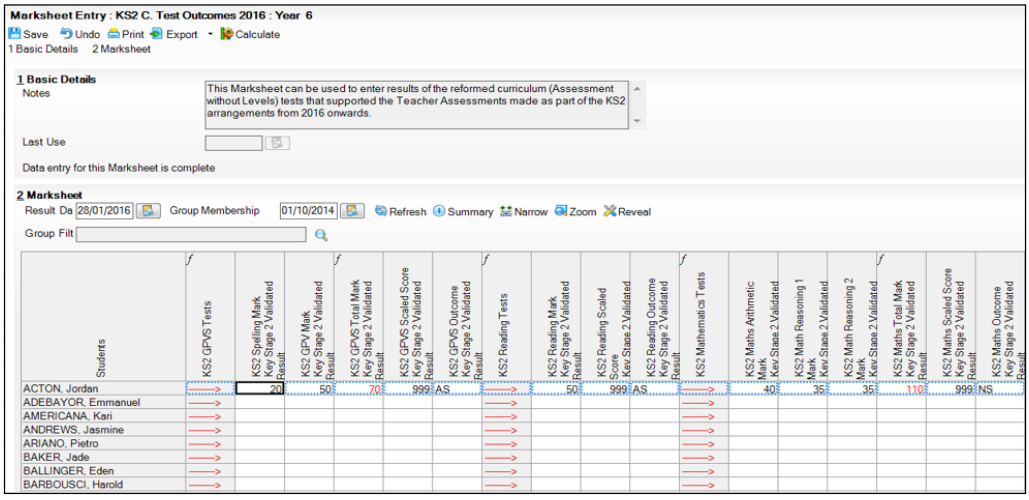
Important Notes to Remember

- P Scale parameters for an assessment cannot be present for both overall subject and for subject component, unless all parameters are recorded as NOTSEN.
- If Reading is BLW, then English or Reading P Scale should be entered. Speaking and Listening are optional.
- If Writing is BLW, the English or Writing P Scale should be entered. Speaking and Listening are optional.
- Reading and Writing must both be set to BLW if overall English P Scale is to in use.

Marksheet Entry: Key Stage 2 C. Test Outcomes 2016

The following **Notes** are displayed in the **Basic Details** panel of the marksheet:

This marksheet can be used to enter results of the reformed curriculum (Assessment without Levels) tests that supported the Teacher Assessments made as part of the KS2 arrangements from 2016 onwards.

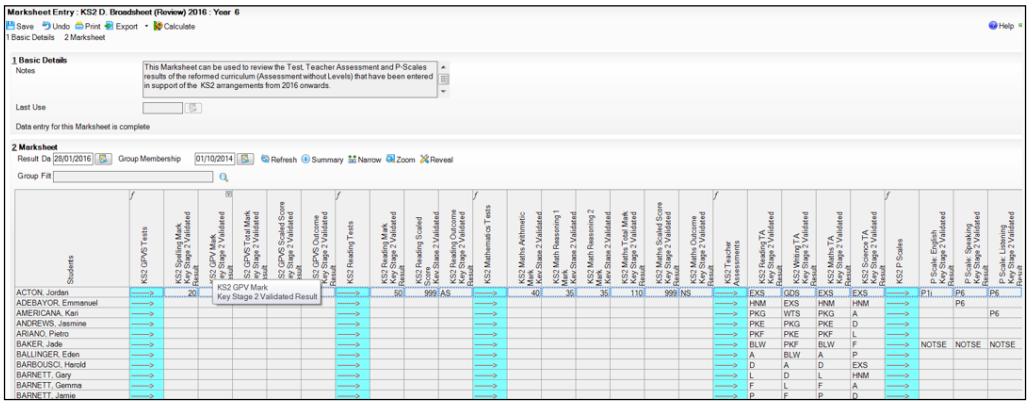


There are no validation checks performed on the results entered for test outcomes.

Marksheet Entry: Key Stage 2 D. Broadsheet Review 2016

The following **Notes** are displayed in the **Basic Details** panel of the marksheet:

This marksheet can be used to review the Test, Teacher Assessment and P Scales results of the reformed curriculum (Assessment Without Levels) that have been entered in support of the Key Stage 2 arrangements from 2016 onwards.



The results displayed in the Broadsheet Review marksheet are separated by coloured spaces, to differentiate the different teacher assessments and tests.

> *NOTE: This marksheet is for review purposes only. If you wish to amend any of the data shown in it, please use Marksheets KS2 A, B or C and then reload this marksheet.*

Composition of Key Stage 2 Tests

The tests for 2016 consist of:

- English Spelling (20 marks)
- English Grammar, Punctuation and Vocabulary (50 marks)
- = Total Score (70 marks)
- + Scaled Score (999)
- + Outcome (Performance Descriptor).
- English Reading Paper 1 (50 marks)
- = Scaled Score (999)
- + Outcome (Performance Descriptor).

> *NOTE: There is no longer a separate test for English Writing.*

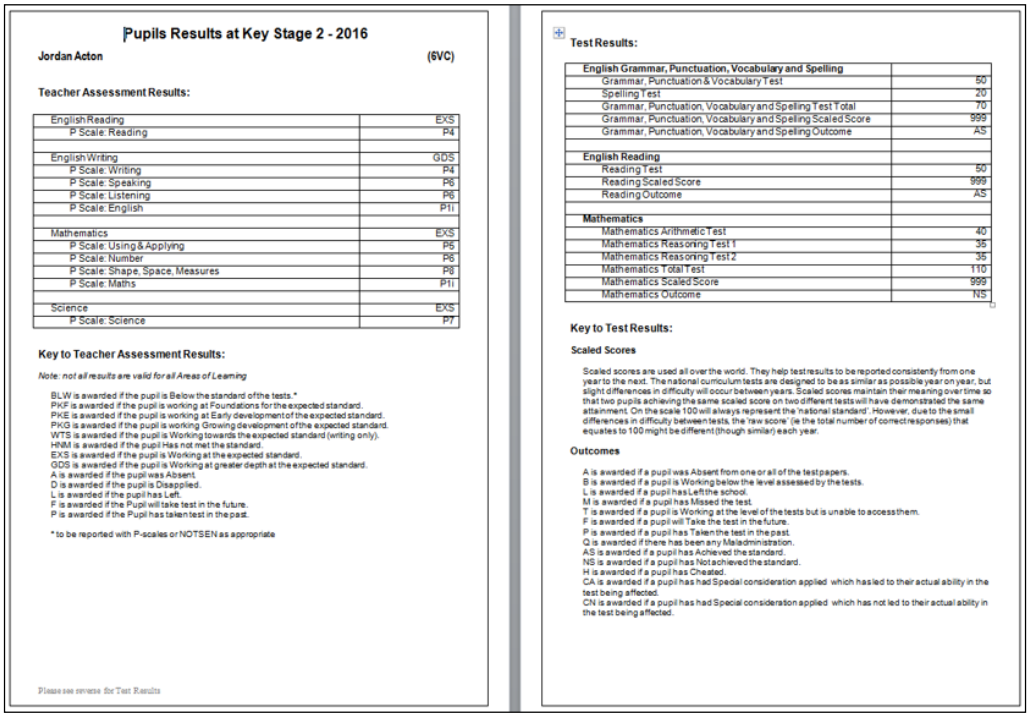
- Mathematics paper 1: Arithmetic (40 marks)
- Mathematics paper 2: Reasoning (35 marks)
- Mathematics paper 3: Reasoning (35 marks)
- = Total Score (110 marks)
- + Scaled Score (999)
- + Outcome (Performance Descriptor).

The Key Stage 2 Test Outcomes are detailed in the following table.

	Reading	Grammar Punctuation and Spelling	Mathematics
Higher attaining/Expected attainment	Achieved standard (AS)	Achieved standard (AS)	Achieved standard (AS)
Lower attaining	Not achieved standard (NS)	Not achieved standard (NS)	Not achieved standard (NS)
Other options	Absent (A) Working below the level of the test (B) Left (L) Missing (M) Unable to access the test (T) Pupil will take test in the future (F) Pupil has taken the test in the past (P) Maladministration (Q) Pupil cheating (H) Consideration - Ability to represent their actual ability in the test affected (CA) Consideration - Ability to represent their actual ability in the test not affected (CN)	Absent (A) Working below the level of the test (B) Left (L) Missing (M) Unable to access the test (T) Pupil will take test in the future (F) Pupil has taken the test in the past (P) Maladministration (Q) Pupil cheating (H) Consideration - Ability to represent their actual ability in the test affected (CA) Consideration - Ability to represent their actual ability in the test not affected (CN)	Absent (A) Working below the level of the test (B) Left (L) Missing (M) Unable to access the test (T) Pupil will take test in the future (F) Pupil has taken the test in the past (P) Maladministration (Q) Pupil cheating (H) Consideration - Ability to represent their actual ability in the test affected (CA) Consideration - Ability to represent their actual ability in the test not affected (CN)

Key Stage 2 P1 Individual Student Report for 2016

The following graphic provides a representation of the detail displayed in the Key Stage 2 P1 individual pupil report.



Pupils Results at Key Stage 2 - 2016

Jordan Acton (6VC)

Teacher Assessment Results:

English Reading	EXS
P Scale: Reading	P4
English Writing	GDS
P Scale: Writing	P4
P Scale: Speaking	P6
P Scale: Listening	P6
P Scale: English	P11
Mathematics	EXS
P Scale: Using & Applying	P5
P Scale: Number	P6
P Scale: Shape, Space, Measures	P8
P Scale: Maths	P11
Science	EXS
P Scale: Science	P7

Key to Teacher Assessment Results:

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

BLW is awarded if the pupil is Below the standard of the tests.*
PKF is awarded if the pupil is working at Foundations for the expected standard.
PKE is awarded if the pupil is working at Early development of the expected standard.
PKG is awarded if the pupil is working Growing development of 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.
EXS is awarded if the pupil is Working at the expected standard.
GDS is awarded if the pupil is Working at greater depth at the expected standard.
A is awarded if the pupil was Absent.
D is awarded if the pupil is Disapplied.
L is awarded if the pupil has Left.
F is awarded if the Pupil will take test in the future.
P is awarded if the Pupil has taken test in the past.

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

Please see reverse for Test Results

Test Results:

English Grammar, Punctuation, Vocabulary and Spelling	
Grammar, Punctuation & Vocabulary Test	50
Spelling Test	20
Grammar, Punctuation, Vocabulary and Spelling Test Total	70
Grammar, Punctuation, Vocabulary and Spelling Scaled Score	999
Grammar, Punctuation, Vocabulary and Spelling Outcome	AS
English Reading	
Reading Test	50
Reading Scaled Score	999
Reading Outcome	AS
Mathematics	
Mathematics Arithmetic Test	40
Mathematics Reasoning Test 1	35
Mathematics Reasoning Test 2	35
Mathematics Total Test	110
Mathematics Scaled Score	999
Mathematics Outcome	NS

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

A is awarded if a pupil was Absent from one or all of the test papers.
B 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.
AS is awarded if a pupil has Achieved the standard.
NS is awarded if a pupil has Not achieved the standard.
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.

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