

**SIMS**



## Key Stage Entry Explained

# Key Stage Entry Explained

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## Introduction

Each year schools are required to submit teacher assessments and test results for pupils at the end of their key stage and for other significant occurrences such as the Phonics Screening Check.

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

## Course Objectives

The course will cover:

- importing key stage wizards
- setting up the wizards with appropriate pupils
- using the various marksheets available to record the teacher assessments (TAs)
- recording test results
- using additional features on these marksheets
- producing standard key stage reports for parents
- exporting the results
- uploading reports to the document server so that they can be viewed within SIMS.

## Overview

The course is an introduction to recording the statutory key stage results in SIMS using the key stage wizards. It will also cover creating reports for parents and exporting results to the required agency.

It will address key stages 1 and 2, the Early Years Foundation Stage (EYFS) and the Phonics Screening Check.

## Course Requirements

An understanding of how SIMS is used to maintain, and update pupil information is desirable but not essential.

No prior knowledge of SIMS Assessment is required.

01	<h1>Creating a User Defined Group</h1>
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## Chapter Introduction

**NOTE:** This chapter can be ignored if KS1 and KS2 pupils for whom you are returning a key stage assessment are in years 2 and 6 respectively.

For all key stages, if you are also including pupils assigned to other year groups, a user defined group should be created to be used in the wizard.

## Step by Step – Creating a User Defined Group

1. Select **Focus | Groups | User Defined Groups**.
2. Click **New** to create a new group.
3. Insert a suitable name and short name for the group, for example **KS1 2024**.

**NOTE:** Schools may need to create one for each – EYFS 2024, Yr1 Phon 2024, Yr2 Phon 2024 and KS2 2024.

4. Select **Active** from the **Active Status** drop-down list.
5. Add some notes if required and click **Save**.
6. Select a supervisor by clicking the **Current Main Supervisor** browser after which the **Manage Group Supervisor** screen appears. Click **Action** and click **Add Supervisor**. The selected member of staff will then be able to access any marksheets created for this group.

- Make the person a main supervisor by selecting **Main Supervisor** from the **Supervisor Title** drop-down list. Click **OK** twice.

The screenshot shows a window titled 'Add Supervisor'. Under the 'Supervisor Details' section, there are two fields: 'Full Name' with the text 'Miss Belinda Elisabeth Bates' and 'Supervisor Title' with a dropdown menu currently showing 'Main Supervisor'.

- Move on to the **Membership** section.
- Click the browser to the right of Effective Date Range.
- Choose **Custom Dates** and enter the date appropriate for the key stage timeframe.
- Click **Action** and select **Add student** to add pupils to the group.
- Select the **Year Group – Year 2** and click **Search**.

The screenshot shows a 'Find Student' dialog box. The 'Year Group' is set to 'Year 2'. Below the search criteria is a table of students:

Name	Year Group	YTI	Class	House	Gender	Admission Number
Abrams, Paul	2	2	2JB		Male	001651
Ainsley, Charlotte	2	2	2GH		Female	001711
Alberts, Courtney	2	2	2GH		Female	001652
Andrews, Ching	2	2	2JB		Male	001712
Atkins, Portia	2	2	2JB		Female	001653
Barnes, Isaac	2	2	2GH		Male	001654
Barnwell, Emma-Jane	2	2	2GH		Female	001713
Bolton, James	2	2	2JB		Male	001714
Burrowes, Matthew	2	2	2GH		Male	001715
Cafeton, Jack	2	2	2JB		Male	001716

At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

- Select the pupils required by selecting individuals or in multiples.

**NOTE:** To select all pupils within the list, highlight the first child in the list and hold down the shift key and select the last child.

To make a non-contiguous selection of pupils, click the first child in the list. Hold down the Ctrl Key and select each pupil as required.

- Click **OK**. The names of these pupils will appear in the field below.
- Click **Save**.

For other pupils who are being assessed but have been allocated to other years, select the appropriate year and choose these pupils to add to the group which has just been created.

## 02

# Importing all Key Stage Packs

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## Chapter Introduction

The 2024 key stage resources formed part of the spring software release. These resources can be imported in bulk using the automated **Import Assessment Manager Resources process**.

### Ensuring the Spring 2024 Release has been Applied

Before continuing with this process, SIMS should be upgraded to version 7.216.

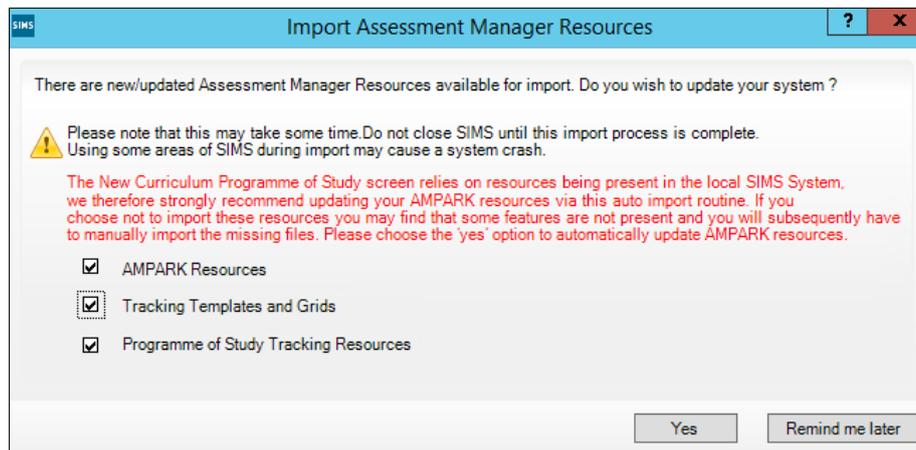
To check which version is currently installed, select **Help | About SIMS.net** on the menu bar.

If the correct version is not being used, please log a call and we will help you out.

### Step by Step – Initiating the Automated Import Process

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

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



#### 2. Ensure at least the **AMPARK Resources** box is ticked and select **Yes**. This will ensure the 2024 wizards and templates are available for import into SIMS.

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

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

## Step by Step – Check that all Wizards have been Imported Correctly

The automated import will ensure all necessary key stage processes are imported. The next step is required to check that all necessary wizards are in place to manage the processes.

1. From the SIMS Home Page select **Tools | Performance | Assessment | Wizard Manager**.
2. All primary schools in England should see each wizard for 2024 as listed below.
  - Key Stage 1 Wizard England
  - Key Stage 2 Wizard England
  - Year 1 Phonics Screening Wizard
  - Year 2 Phonics Screening Wizard
  - EYFS Revised Profile Wizard
  - Key Stage 2 MTC Wizard

**NOTE:** The Filter will display Incomplete wizards by default. Therefore, if you fail to mark previous year wizards as complete, they may also be displayed.

## Step by Step – Manually Importing the Wizards

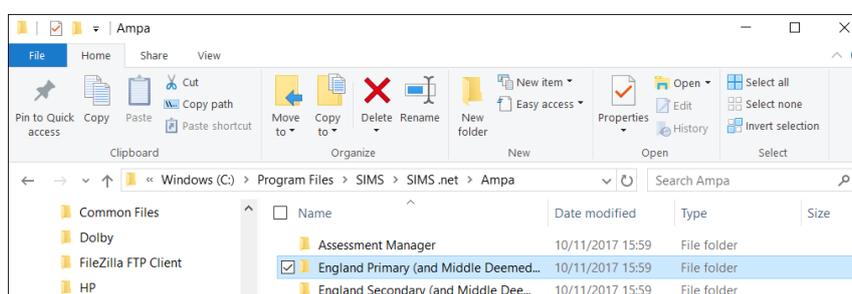
If the process to automatically import the AMPARK resources was not initiated, then the import will need to be completed manually for each key stage wizard one at a time.

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

1. Select **Routines | Data in | Assessment | Import**.
2. Click **field browser**.
3. Navigate to the **AMPA** folder.

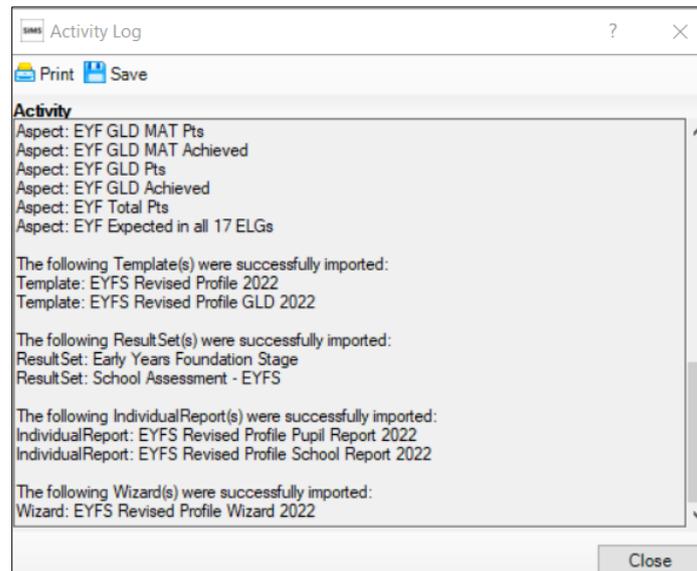
**NOTE:** The precise location of the AMPA folder varies from School to School. If SIMS is installed locally it is usually **C:\Program Files\SIMS\SIMS.net\AMPA** or **C:\Program Files x86\SIMS\SIMS.net\AMPA**.

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



5. Select **Assessment Manager** and click **Open**.
6. Highlight **EYFS Revised Profile Wizard 2024**.
7. Click **Open**.
8. Ensure you have the **Overwrite with Default Values** box checked.
9. Select **Finish** and **Yes** to proceed with the import.

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



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

## 03

# Processing the Early Years Foundation Stage Profile Assessments

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## Chapter Introduction

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

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

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

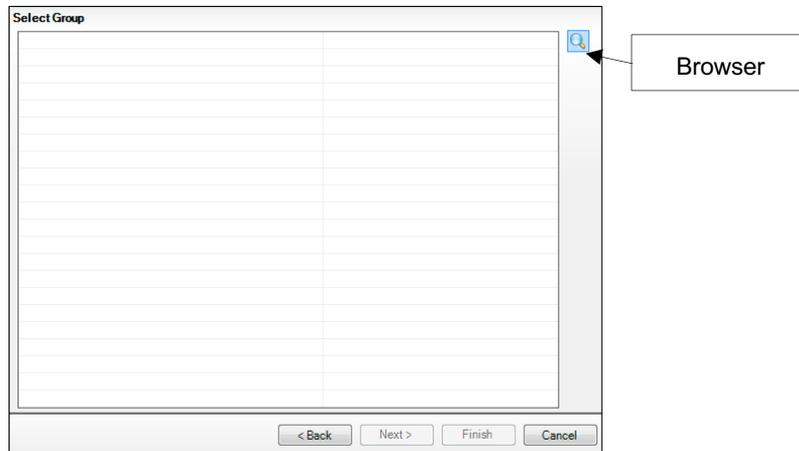
## Identify the Early Years Foundation Stage Pupils

If all pupils being assessed are in reception year, continue as below. However, if pupils in other year groups are being included with year R, then a user defined group should be created for use in the wizard – as described in Chapter 1.

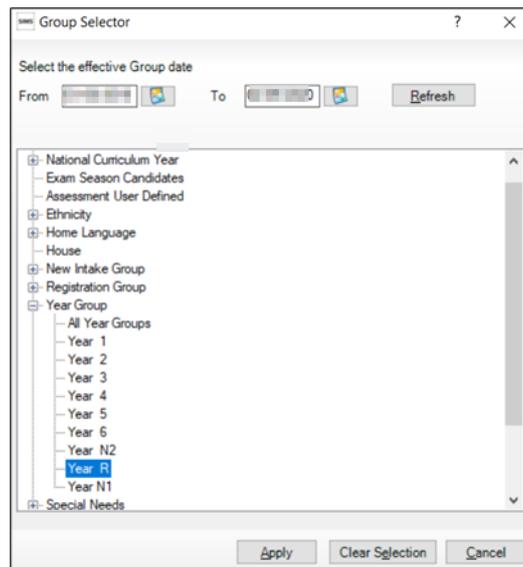
## Step by Step – Using the Early Years Foundation Stage Wizards

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

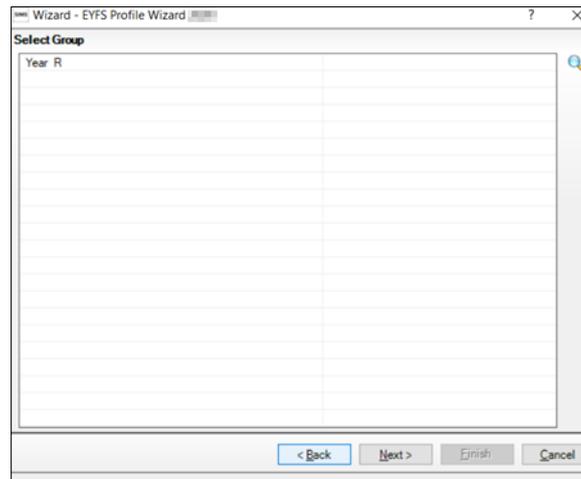
1. Select **Tools | Performance | Assessment | Wizard Manager**.
2. Leave the filter on **Incomplete** and click the wizard which is going to be worked on – in this case **EYFS Revised Profile Wizard 2024**.
3. Click **Next**.
4. From the **Select Group** screen, click the **browser** to display the **Group Selector** dialog.



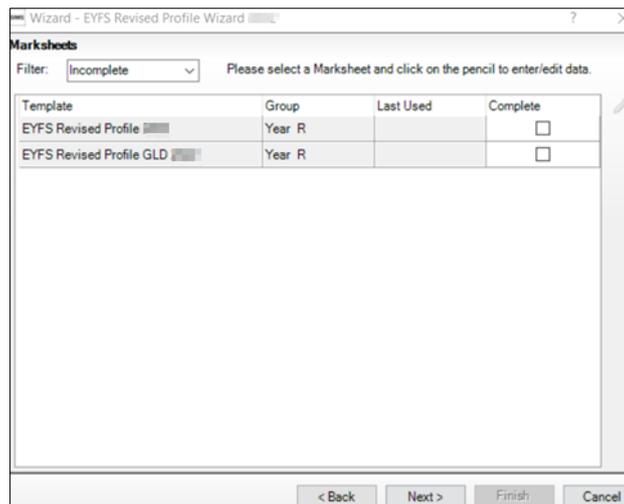
5. Click the **+** icon next to **Year Group** and select **Year R** or **+** next to **User Defined Groups** to select the user defined group that was created earlier and click **Apply**. This places the group on the **Select Group** screen.



## 6. Click **Next**.



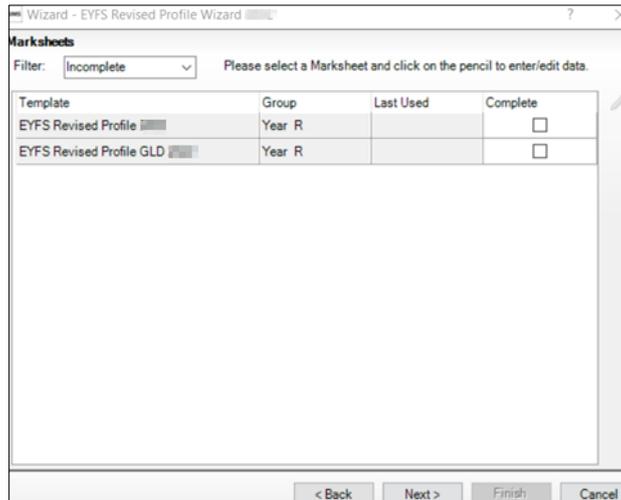
7. There are two marksheets available, as shown in the graphic displayed below. The EYFS Revised Profile 2024 and EYFS Revised Profile Good Level Development 2024. The second marksheet will show data entered within the EYFS Revised Profile 2024 and use this data to calculate a good level of development within the EYFS profile.



## Step by Step – Results Entry

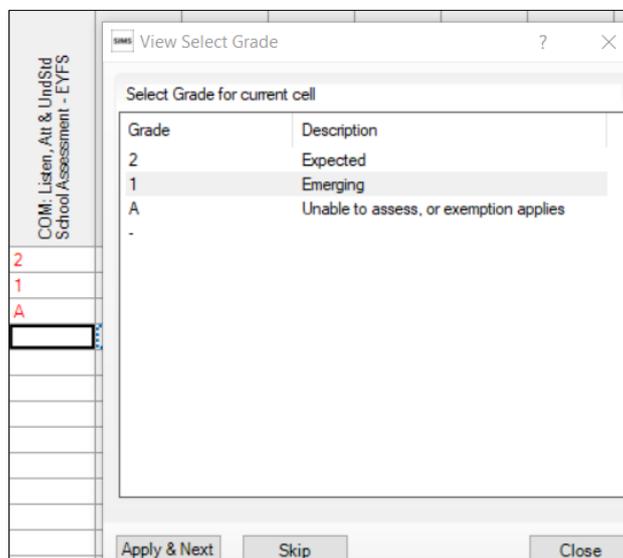
1. Either double-click the EYFS Revised Profile 2024 marksheet or highlight the marksheet and click **Edit Marksheet** (pencil icon).

A marksheet with the year R pupils (pupil list may vary) or previously created user defined group is displayed and columns relating to the seventeen assessments that need to be entered.



Students	COM Listening & Understanding School Assessment - EYFS	COM Understanding School Assessment - EYFS	COM Speaking School Assessment - EYFS	PHY Moves & Handling School Assessment - EYFS	PHY Health & Self-care School Assessment - EYFS	PSE Self-confidence School Assessment - EYFS	PSE Feelings Behaviour School Assessment - EYFS	PSE Relationships School Assessment - EYFS	LT Reading School Assessment - EYFS	LT Writing School Assessment - EYFS	MAT Maths School Assessment - EYFS	MAT Spine Spoken Measure School Assessment - EYFS	UW People Communities School Assessment - EYFS	UW The World School Assessment - EYFS	UW Technology School Assessment - EYFS	EXP Media & Materials School Assessment - EYFS	EXP Being Imaginative School Assessment - EYFS	Data Check	EY Listening Attention Early Years Foundation Stage	EY Understanding Early Years Foundation Stage	EY Speaking Early Years Foundation Stage
ABRAMS, Paul																					
AINSLIE, Charlotte																					
ALBERTS, Courtney																					
ANDREWS, Cheng																					
ATKINS, Portia																					
BARNES, Isaac																					
BARNWELL, Emma-Jane																					
BOLTON, James																					
BURROVIES, Matthew																					
CARLSTON, Jack																					

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



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

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

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

Students	COM: Listen, Att & UndStd School Assessment - EYFS	COM: Speaking School Assessment - EYFS	PSE: Self-Regulation School Assessment - EYFS	PSE: Managing Self School Assessment - EYFS	PSE: Build Relationships School Assessment - EYFS	PHY: Gross Motor Skills School Assessment - EYFS	PHY: Fine Motor Skills School Assessment - EYFS	LIT: Comprehension School Assessment - EYFS	LIT: Word Reading School Assessment - EYFS	LIT: Writing School Assessment - EYFS	MAT: Number School Assessment - EYFS	MAT: Numerical Patterns School Assessment - EYFS	UTW: Past and Present School Assessment - EYFS	UTW: People Culture Comms School Assessment - EYFS	UTW: The Natural World School Assessment - EYFS	EXP: Creating - Materials School Assessment - EYFS	EXP: Being Imaginative School Assessment - EYFS	Data Check
BOCETTI, Mateo	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	Ok
BORDET, Petra	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	Ok
CARTWRIGHT, Oliver	2	2	2	1	2	1	2		2	2	2	2	2	2	2	2	2	Miss
CHERN, Chynna	2	A	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	Ok

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

### Step by Step – Calculating a Good Level of Development (GLD)

Using the data entered as the end of foundation stage attainment, the next marksheet – EYFS Revised Profile Good Level Development 2024 will calculate the GLD.

- Either double-click the EYFS Revised Profile Good Level Development 2024 marksheet or highlight the marksheet and click **Edit Marksheet** (pencil icon).
- The marksheet will display the results entered on the previous marksheet for each area of learning.

3. Click **Calculate**. The marksheet will display as per the graphic below.

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

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

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

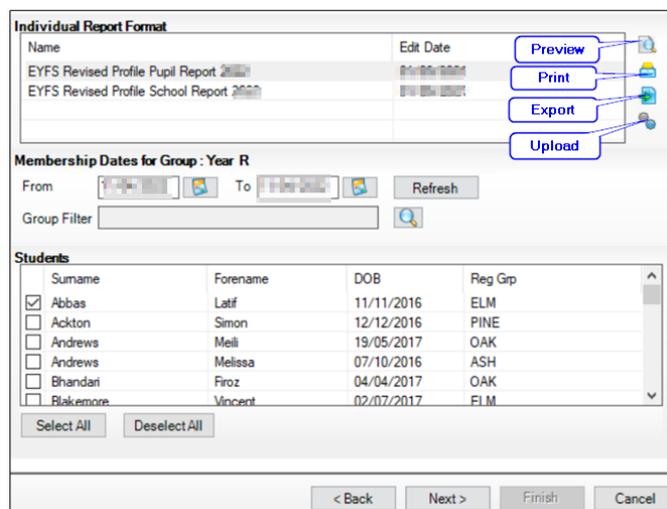
**Using the Wizards for Reporting to Parents**

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

**Step by Step – Reporting to Parents**

To access and use the reports:

1. Select **Tools | Performance | Assessment | Wizard Manager** (if the wizard is already open – click next and follow bullet point 5).
2. Select the **EYFS Revised Profile Wizard 2024**. Click **Next**.
3. The group selection may be left as it is. Click **Next**.
4. When presented with the list of marksheets, click **Next**.
5. Select the **EYFS Revised Profile Pupil Report 2024** report. This will produce reports for all the pupils (pupil list may vary) selected from the list below.



### Step by Step – Previewing Reports

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

### Step by Step – Printing Reports

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

### Step by Step – Uploading Reports

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

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

### Step by Step – Printing the 2024 Comparative Report

1. Select **Tools | Performance | Assessment | Wizard Manager**.
2. Select the **EYFS Revised Profile Wizard 2024**. Click **Next**.
3. The group selection may be left as it is. Click **Next**.
4. When presented with the list of marksheets, click **Next**.
5. Highlight the **EYFS Revised Profile School Report 2024** report.
6. Select only one pupil and click **Print**.

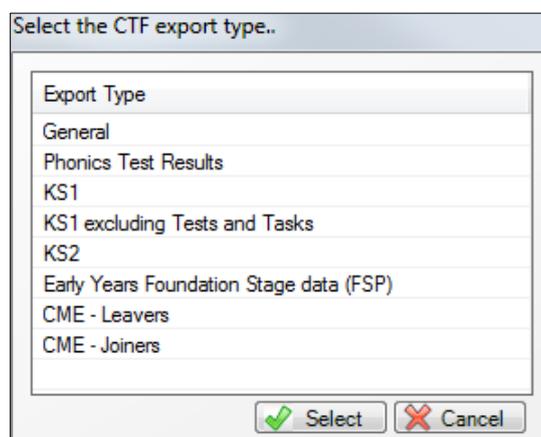
The report is generic and therefore can be printed once and copied for each relevant child.

### Exporting Results

Early years foundation stage results need to be sent to the Local Authority (LA). The LA may ask for results in a Common Transfer File (CTF).

## Step by Step – Exporting the Results in a CTF

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



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

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

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

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

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

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

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

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

## 04

## Processing Key Stage 1 Results

This chapter contains:

Chapter Introduction .....	16
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Step by Step – Entering Key Stage 1 Teacher Assessment Levels .....	19
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Step by Step – Printing Reports .....	23
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## Chapter Introduction

Following the [2017 consultation on primary assessment](#), end of KS1 assessments are no longer be statutory.

The following KS1 assessments are now optional:

- teacher assessment judgements in English reading, English writing, mathematics and science
- tests in English reading and mathematics (the English grammar, punctuation and spelling test will also remain optional)
- where relevant, using the pre-key stage standards or engagement model

There is no legal requirement for schools or local authorities to report KS1 teacher assessment data back to the DfE and they will not ask schools to do so. There is also no requirement to report results from end of KS1 assessments to parents.

As with other years in which there are no statutory assessments, there is still a requirement for headteachers to provide an annual report to parents or carers about a pupil's general progress in year 2.

Where schools wish to make use of KS1 materials, this chapter covers the processes required for KS1, including entering results, printing the reports and exporting the results.

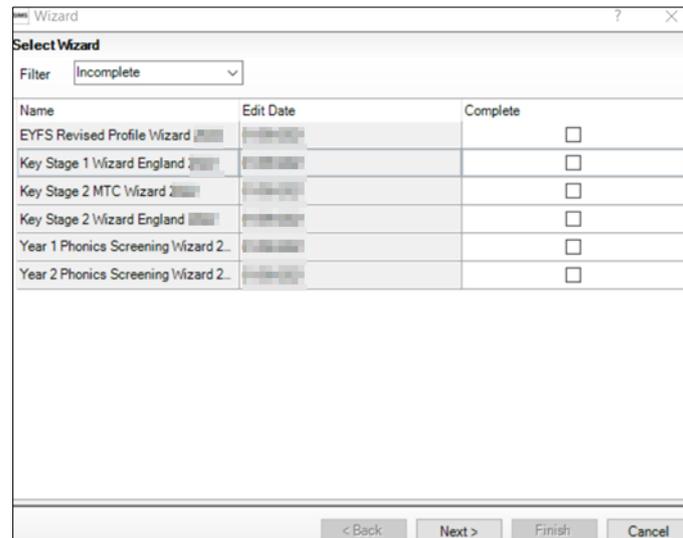
Details of the 2024 key stage requirements can be found in the assessment and reporting arrangements 2024 for each key stage from the DfE website.

### Identify the Key Stage 1 Pupils

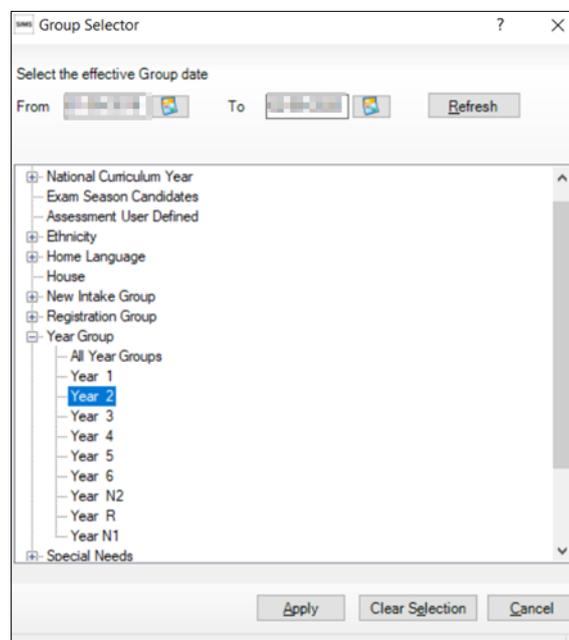
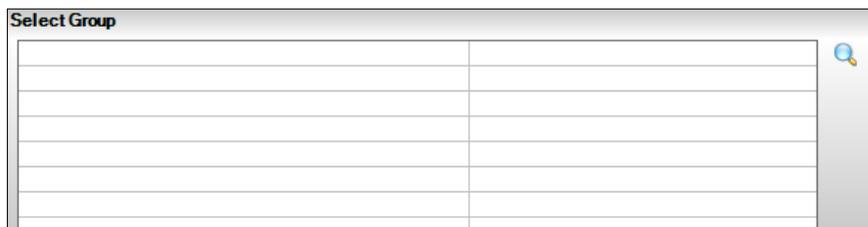
If all pupils being assessed for KS1 are in year 2, continue with the next Step by Step Using the Wizards – Entering Results. However, if there are also pupils assigned to other year groups then a user defined group should be created to be used in the wizard. This was dealt with in Chapter 1.

### Step by Step – Using the Wizards – Entering Results

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

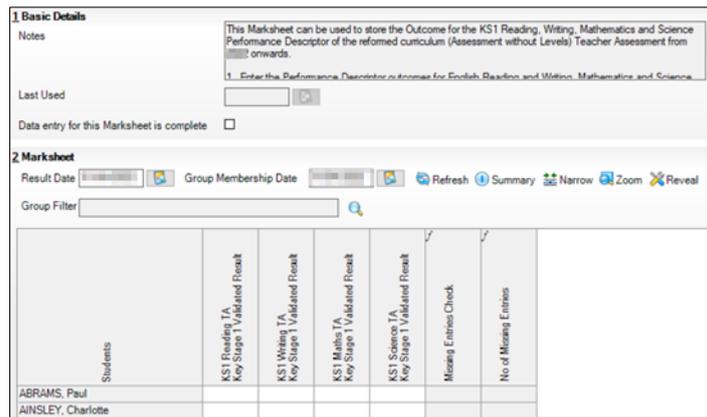


2. Leave the filter on **Incomplete**, highlight **Key Stage 1 Wizard England 2024** and click **Next**.
3. On the **Select Group** screen click **field browser** to display the Group Selector dialog.



4. Click the **+** next to **Year Group** and select **Year 2** or click the **+** next to **User Defined Groups** and select the **KS1 2024** group if one has been created (please refer to Chapter 1).
5. Click **Apply** to select the required group.





### Step by Step – Entering Key Stage 1 Teacher Assessment Levels

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

Students	KS1 Reading TA Key Stage 1 Validated Result	KS1 Writing TA Key Stage 1 Validated Result	KS1 Maths TA Key Stage 1 Validated Result	KS1 Science TA Key Stage 1 Validated Result	Missing Entries Check	No of Missing Entries
ABRAMS, Paul	EXS	GDS	EXS	EXS	Ok!	0.0
AINSLEY, Charlotte	EXS	EXS	EXS	EXS	Ok!	0.0
	GDS	GDS	EXS	EXS	Ok!	0.0
	WTS	WTS	WTS	HNM	Ok!	0.0
	PK2	PK2	PK2	HNM	Ok!	0.0
	EM	EM	EM	Q	Ok!	0.0
	A		A	A	Fail!	1.0
	Q	Q	Q	Q	Ok!	0.0
	EXS	EXS	EXS	EXS	Ok!	0.0
	EXS	EXS	EXS	EXS	Ok!	0.0
	GDS	GDS	GDS	EXS	Ok!	0.0

### ACCEPTABLE ENTRIES

#### Science

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

#### Reading Writing and Maths

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

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

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

## Step by Step – Input Test Outcomes. Marksheet: KS1 C. Test Outcomes 2024

This marksheet contains columns that will enable you to record results of the curriculum tests that support the teacher assessments. The outcomes of these tests will be provided in the form of a scaled score, where a score of 100 represents the standard expected at the end of the key stage, in each of:

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

- From the wizard select the next marksheet for completion - **KS1 C. Test Outcomes 2024**.

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

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

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

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

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

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

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

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

- On completion click **Save**.

### Step by Step – Analysing the Results

- Select the **KS1 A. Teacher Assessments 2024** marksheet.
- Click **Summary**. This displays the number of results, the mean and the median grade.

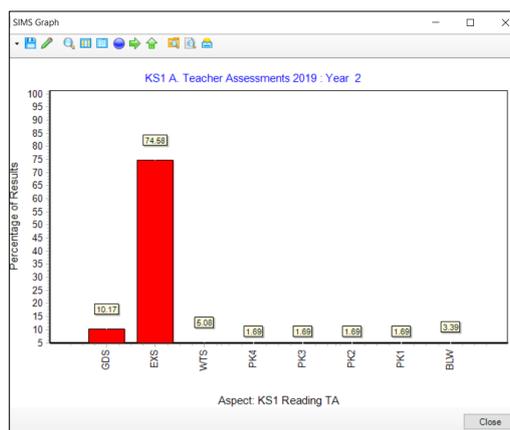
3. Right-click the header of one of the columns that contains results. Select **Show Grade Distribution**. This gives the number or percentage of pupils attaining each grade or the percentage of results. The results can be displayed as a graph by clicking **Graph**. Different types of graph can be selected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

SIMS View Grade Distribution : KS1 Reading TA

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

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

Close



### Viewing All the Results

Select the **KS1 D. Broadsheet (Review) 2024** marksheet. This will show a summary of all the results entered. The columns are read-only.

### Using the Wizards for Reporting to Parents

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

### Step by Step – Using the Wizards for Reporting to Parents

1. Select **Tools | Performance | Assessment | Wizard Manager**.
2. Select **Key Stage 1 Wizard England 2024** and click **Next**.
3. The group selection may be left as it is. Click **Next**.
4. When presented with the list of marksheets, click **Next**.

### Step by Step – Printing an Individual Report for Each Pupil

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

1. Select report – **KS1 P1 Student England TA and TT 2024** which will produce reports for all the pupils selected at the bottom of the screen.

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

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

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

### Step by Step – Printing Reports

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

### Uploading Reports

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

### Step by Step – Uploading Reports

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

### Step by Step – Viewing an Individual Report

1. Ensure there are results entered for one of the.
2. Select the **KS1 P1 Student England TA 2024** individual report.
3. Select the pupil whose report needs viewing.
4. Use the **Preview** route to view the report.

## **Exporting Results**

There is no legal requirement to share these results with any other body.

## 05

# Processing the Year 1 Phonics Screening Check

This chapter contains:

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Step by Step – Using the Year 1 Phonics Screening Wizard 2024 .....	25
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Step by Step – Exporting the Results Using the Key Stage Wizard .....	<b>Error! Bookmark not defined.</b>
Step by Step – Entering the Threshold Score and Calculating the Outcome .....	30

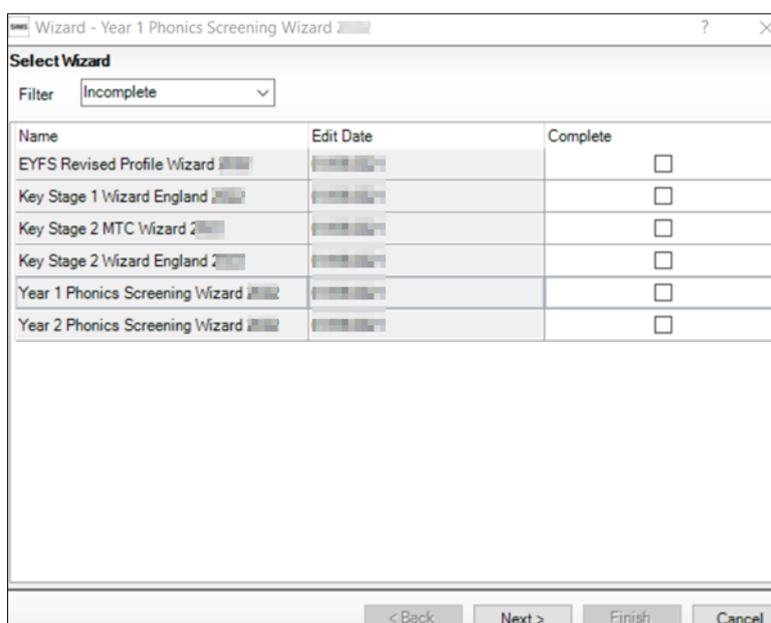
## Chapter Introduction

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

If all pupils in year 1 are not being assessed, a user defined group should be created for use in the wizard – as described in Chapter 1.

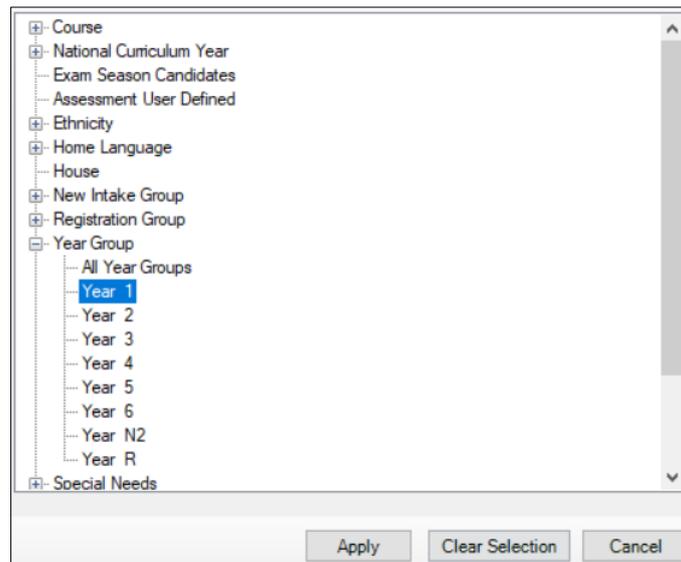
## Step by Step – Using the Year 1 Phonics Screening Wizard 2024

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

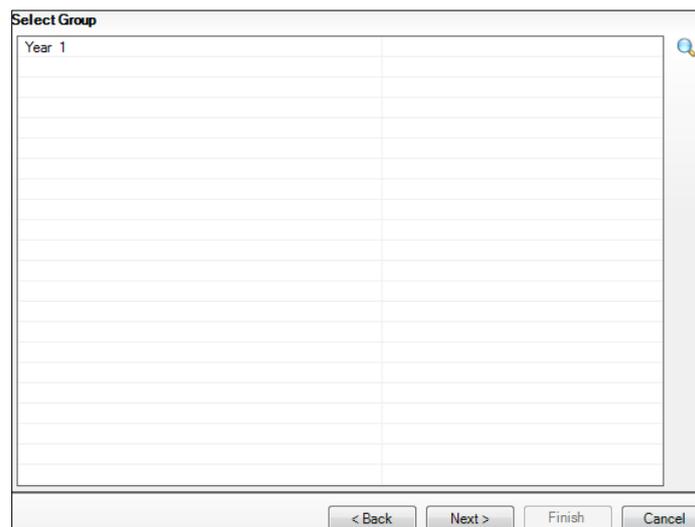


2. Leave the filter on **Incomplete** and click the wizard which is going to be worked with; in this case **Year 1 Phonics Screening Wizard 2024**.
3. Click **Next**.
4. From the **Select Group** screen, click **field browser** to display the **Group Selector** dialog.

5. Click the **+** next to **Year Group** and select **Year 1** or the **+** next to **User Defined Groups** to select the user defined group if one has been created (please refer to Chapter 1) and click **Apply**. This places the group on the **Select Group** screen.



6. Click **Next**.



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

Wizard - Year 1 Phonics Screening Wizard

**Marksheets**

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

Template	Group	Last Used	Complete
Phonics Screening Year 1	Year 1		<input type="checkbox"/>

< Back Next > Finish Cancel

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

A marksheet with year 1 pupils (or the Yr1 PHON created earlier) is displayed and columns relating to the assessments that need to be entered.

2 Marksheet

Result Date: 20/10/2024 Group Membership Date: 20/10/2024

Group Filter:

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Data Check
ABBOTT, Jessica				
ABHRA, Shaquib				
ACKTON, Charlotte				

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

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

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

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

### Step by Step – Entering the Year 1 Phonics Screening Check Data

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

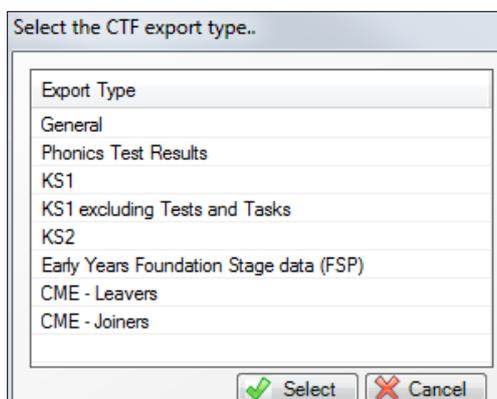
Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Data Check
ADAMS, Sadie		30		!
ALYONA, Tatyana		32		!
ANDREWS, Richard		14		!
BARTRAM, Piers		25		!
BENNET, Eloise		36		!
BRONISLAW, Tomaz			A	OK
BROOKS, Madison		23		!
CLARKE, Harriette		33		!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

### Exporting the Results in a CTF

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

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

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



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

1 Student Options									
Effective Date	<input type="text"/>	<input type="button" value="View"/>	Current students	<input type="checkbox"/>	Include students already exported	<input checked="" type="checkbox"/>	<input type="button" value="Refresh Students"/>		
2 Students									
UPN	Preferred Surname	Preferred Forename	Reg Grp	Year.. /	Year Taught	Previous Destination	Destination LA/Other	Destination School	
T823299916001	Adams	Sadie	ELM	1 /	1				
G823299916002	Alyona	Tatyana	PINE	1 /	1				
v823299916003	Andrews	Richard	ASH	1 /	1				
V823299917013	Bartram	Piers	ASH	1 /	1				
J823299917014	Bennet	Eloise	PINE	1 /	1				
K823299916004	Bronislaw	Tomaz	OAK	1 /	1				
Y823299917015	Brooks	Madison	ELM	1 /	1				
Z823299916005	Clarke	Harriette	ELM	1 /	1				
M823299917016	Clint	William	OAK	1 /	1				
B823299917017	Cummins	Jake	ASH	1 /	1				
Q823299917018	Davey	Megan	ELM	1 /	1				
N823299916005	Davies	Adam	PINE	1 /	1				
[X] (Year Grp) = 1									
<input type="button" value="Export CTF"/>									

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

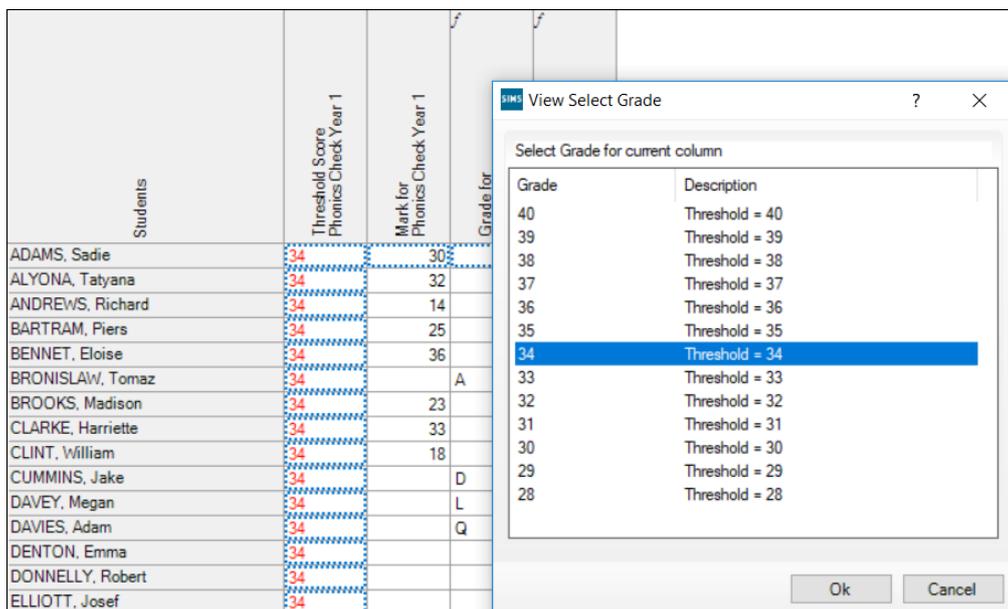
2 Students									
UPN	Preferred Surname	Preferred Forename	Reg Grp	Year.. /	Year Taught	Previous Destination	Destination LA/Other	Destination School	
T823299916001	Adams	Sadie	ELM	1 /	1		Northamptonshire		
G823299916002	Alyona	Tatyana	PINE	1 /	1		Northamptonshire		
v823299916003	Andrews	Richard	ASH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

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

### Step by Step – Entering the Threshold Score and Calculating the Outcome

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

1. Re-open the Wizard via **Tools | Performance | Assessment | Wizard Manager**.
2. Select the **Year 1 Phonics Screening Wizard 2024** and click **Next** until you get to the marksheet section.
3. Open the marksheet.
4. Right-click the column heading **Threshold Score**.
5. Choose **Select Grade for Column**.
6. Highlight the **Threshold Score** as defined by the DfE and click **OK**.
7. The column will flood fill the threshold score for each pupil.



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

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

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

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

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

## 06

# Processing the Year 2 Phonics Screening Check

This chapter contains:

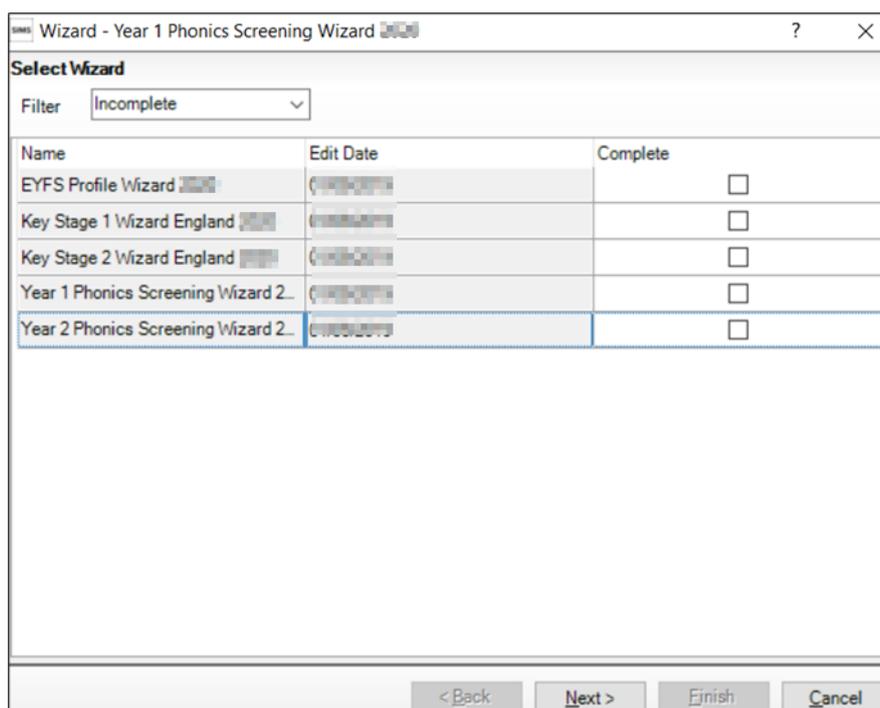
Chapter Introduction .....	32
Step by Step – Using the Year 2 Phonics Screening Wizard 2024 .....	32
Step by Step – Exporting the Results in a CTF .....	34
Step by Step – Exporting the Results Using the Key Stage Wizard .....	<b>Error! Bookmark not defined.</b>
Step by Step – Entering the Threshold Score and Calculating the Outcome .....	35

## Chapter Introduction

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

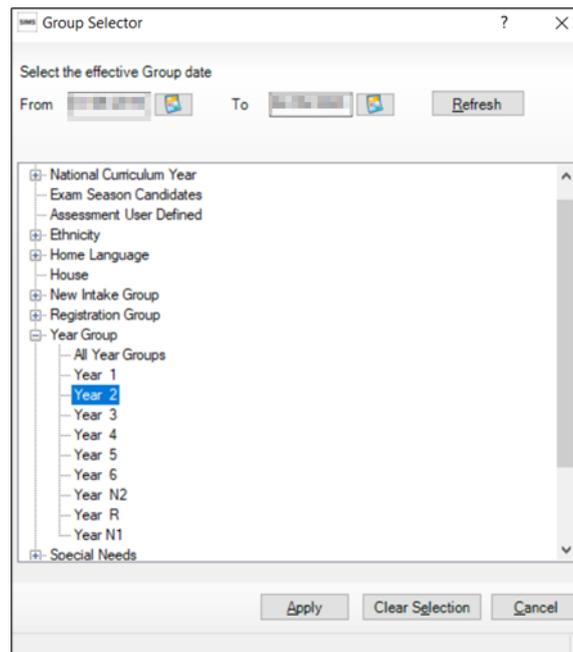
## Step by Step – Using the Year 2 Phonics Screening Wizard 2024

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



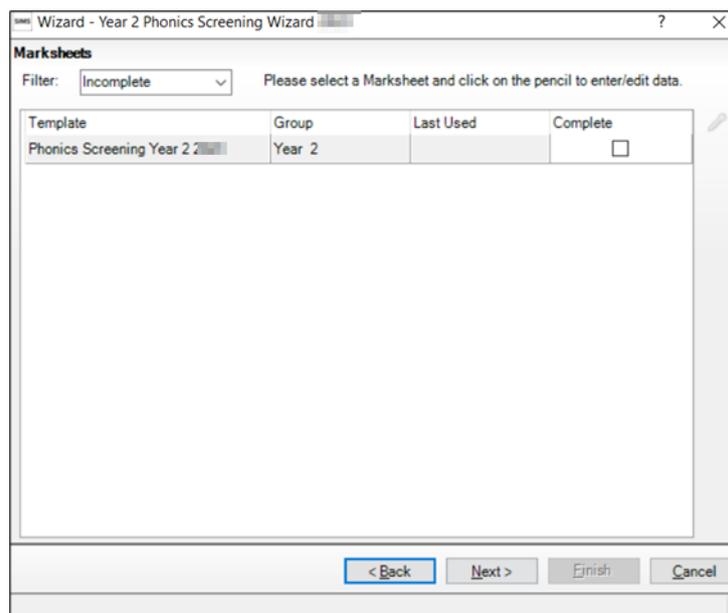
2. Leave the filter on **Incomplete** and click the wizard which is going to be worked with – in this case **Year 2 Phonics Screening Wizard 2024**.
3. Click **Next**.
4. From the **Select Group** screen, click **browser** to display the **Group Selector** dialog.

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



6. Click **Next**.

The following screen appears listing the single marksheet available.



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

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

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

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

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

(Select All)  
 (Blank)  
 Yes

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

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

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

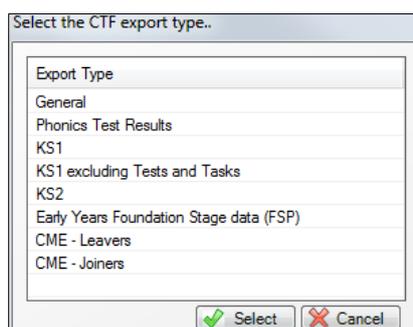
15. Close the marksheet.

### Step by Step – Exporting the Results in a CTF

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

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

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



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

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

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

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

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

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

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

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

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

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

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

## Step by Step – Entering the Threshold Score and Calculating the Outcome

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

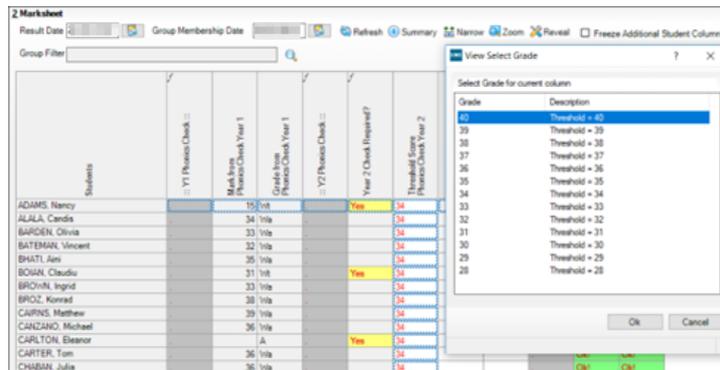
## 1. Re-open the wizard via **Tools | Performance | Assessment | Wizard Manager**.

## 2. Select the **Year 2 Phonics Screening Wizard 2024** and click **Next** until you get to the marksheet section.

## 3. Open the marksheet.

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

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



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

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

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

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

## 07

# Phonics Year 1 and Year 2 Reporting to Parents

This chapter contains:

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Step by Step – Printing Individual Reports to Parents .....	38
Step by Step – Uploading Individual Reports to a Pupil's Record .....	38
Step by Step – Viewing a Comparative Report .....	38
Activity – Year 2 Phonics Reporting .....	39

## Chapter Introduction

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

## Step by Step – Using the Wizards for Reporting to Parents

1. Select **Tools | Performance | Assessment | Wizard Manager**.
2. Select the **Year 1 or Year 2 Phonics Screening Wizard 2024** as required and click **Next**.
3. The group selection may be left as it is. Click **Next**.
4. When presented with the list of marksheetworks, click **Next**.

## Step by Step – Viewing an Individual Report for Each Pupil

1. Select the report – **KS1 Y1 Phonics Student Eng 2024**.
2. A print preview of one of the reports may be required first, in which case make sure that only one pupil's name has been selected and click the **Print Preview** icon. The report will show this pupil's results.

Individual Report Format		Edit Date	
Name			
KS1 Y1 Phonics Comparative Eng 2024			
KS1 Y1 Phonics Student Eng 2024			

Membership Dates for Group : Year 1

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

Group Filter: [Text Box]

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

Select All Deselect All

< Back Next > Finish Cancel

The Year 1 Phonics Screening Check 2024 Pupil's Results Report consists of two pages.

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

### Step by Step – Printing Individual Reports to Parents

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

### Step by Step – Uploading Individual Reports to a Pupil's Record

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

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

### Step by Step – Viewing a Comparative Report

The **KS1 Year 1 Phonics Comparative Eng 2024** report provides the school results along with the comparative national data in one report.

- Select the report – **KS1 Y1 Phonics Comparative Eng 2024**.
- A print preview of one of the reports may be required first, in which case make sure that only one pupil's name has been selected and click the **Print Preview** icon. The report will show the comparisons.

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

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

NOTE: If you preview the KS1 Y1 Phonics Comparative Eng 2024 report before printing, it is shown in Microsoft Word. You are advised to do this and save the report (as a Word document) into an appropriate area where you will be able to easily locate it again. It is suggested that you save the file with a name such as School Y1 Phonics Results (2024). This will enable you to access a report containing the correct pupils quickly, without having to recreate it via the wizard.

### **Activity – Year 2 Phonics Reporting**

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

## 08

## Processing Key Stage 2 Results

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Step by Step – Submitting the Completed CTF to Secondary Schools .....	49
Step by Step – Exporting Results using the Key Stage Wizard .....	<b>Error! Bookmark not defined.</b>

## Chapter Introduction

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

Details of the 2024 key stage requirements can be found in the assessment and reporting arrangements (ARA) 2024 for each key stage on the DfE website

<https://www.gov.uk/government/organisations/standards-and-testing-agency>.

### Identify the Key Stage 2 Pupils

If all pupils being assessed for KS2 are in year 6, continue. However, if there are also pupils assigned to other year groups, then a user defined group should be created to be used in the wizard. This was dealt with in Chapter 1.

### Step by Step – Creating Marksheets from the Wizard

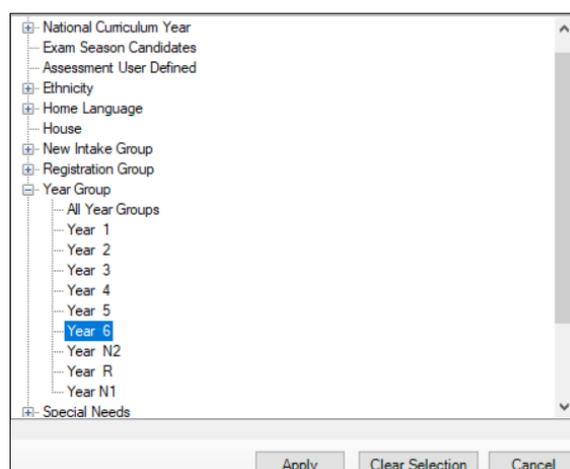
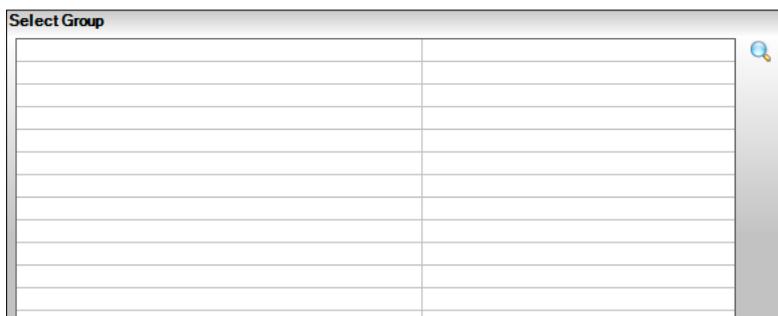
#### 1. Select Tools | Performance | Assessment | Wizard Manager.

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

Name	Edit Date	Complete
EYFS Revised Profile Wizard	11/06/2020	<input type="checkbox"/>
Key Stage 1 Wizard England 2020	11/06/2020	<input type="checkbox"/>
Key Stage 2 MTC Wizard	11/06/2020	<input type="checkbox"/>
Key Stage 2 Wizard England	11/06/2020	<input type="checkbox"/>
Year 1 Phonics Screening Wizard	11/06/2020	<input type="checkbox"/>
Year 2 Phonics Screening Wizard	11/06/2020	<input type="checkbox"/>

< Back   Next >   Finish   Cancel

2. Leave the filter on **Incomplete**, highlight the **Key Stage 2 Wizard England 2024** and click **Next**.
3. On the **Select Group** screen click the **field browser**.



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

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

The wizard shows three marksheets for key stage 2.

### **KS2 A. Teacher Assessments 2024**

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

### **KS2 C. Test Outcomes 2024**

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

## KS2 D. Broadsheet (Review) 2024

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

**Marksheets**

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

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

< Back
Next >
Finish
Cancel

### Step by Step – Entering Results

1. From the list of marksheets displayed, select the required one to work with by double-clicking it or by highlighting it and clicking **Edit** (pencil icon).
2. For example, to enter results for **KS2 A. Teacher Assessments 2024** highlight the marksheet and click the **pencil** to the right of the screen.

**Marksheets**

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

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

< Back
Next >
Finish
Cancel

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

**1 Basic Details**

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

Last Used:

Data entry for this Marksheet is complete

**2 Marksheet**

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

Group Filter:

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

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

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

**ACCEPTABLE ENTRIES**

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

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

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

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

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

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

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

### Submitting Key Stage 2 Teacher Assessment to DfE

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

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

### Step by Step – Creating a KS2 CTF

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

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

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

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

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

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

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

### Recording Test Results

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

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

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

From the wizard select the next marksheet for completion: **KS2 C. Test Outcomes 2024**.

### Step by Step – Entering and Analysing Test Results

1. From the wizard select the next marksheet for completion: **KS2 C. Test Outcomes 2024**.
2. The marksheet contains data entry columns to enable achievements to be recorded for **Spelling Mark, GPV Mark, GPVS Scaled Score, GPVS Outcome, Reading Mark, Reading Scaled Score, Reading Outcome, Maths Arithmetic Mark, Maths Reasoning 1 Mark, Maths Reasoning 2 Mark, Maths Scaled Score, Maths Outcome**. For each of the marks columns there are additional formula columns to calculate total marks for **GPVS** and **Maths**.

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

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

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

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

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

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

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

**Activity – Viewing All the Results**

Select the KS2 D. Broadsheet Review 2024 marksheet from the key stage wizard. This will show a summary of all the results entered. The columns are read-only.

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

When all results are entered/imported on the marksheets, an individual report can be produced. There are three student reports; Student England TA 2024 which will contain the TA only; Student England TA and TT 2024 which will contain both TAs and Task/Tests and the KS2 Comparative England 2024 report

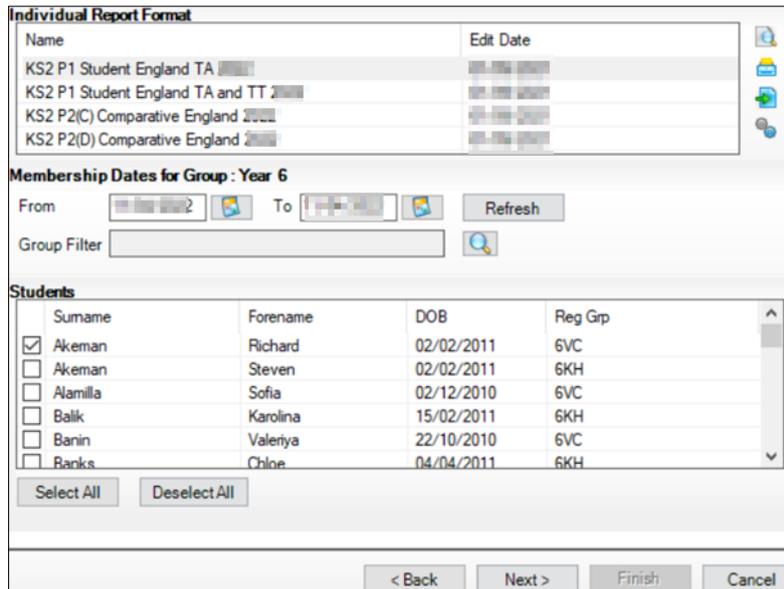
The wizards will produce individual reports for each pupil.

**Step by Step – Using the Wizards for Reporting to Parents**

- Select **Tools | Performance | Assessment | Wizard Manager**.
- Select the **Key Stage 2 Wizard England 2024** and click **Next**.
- The group selection may be left as it is. Click **Next**.
- When presented with the list of marksheets click **Next**.

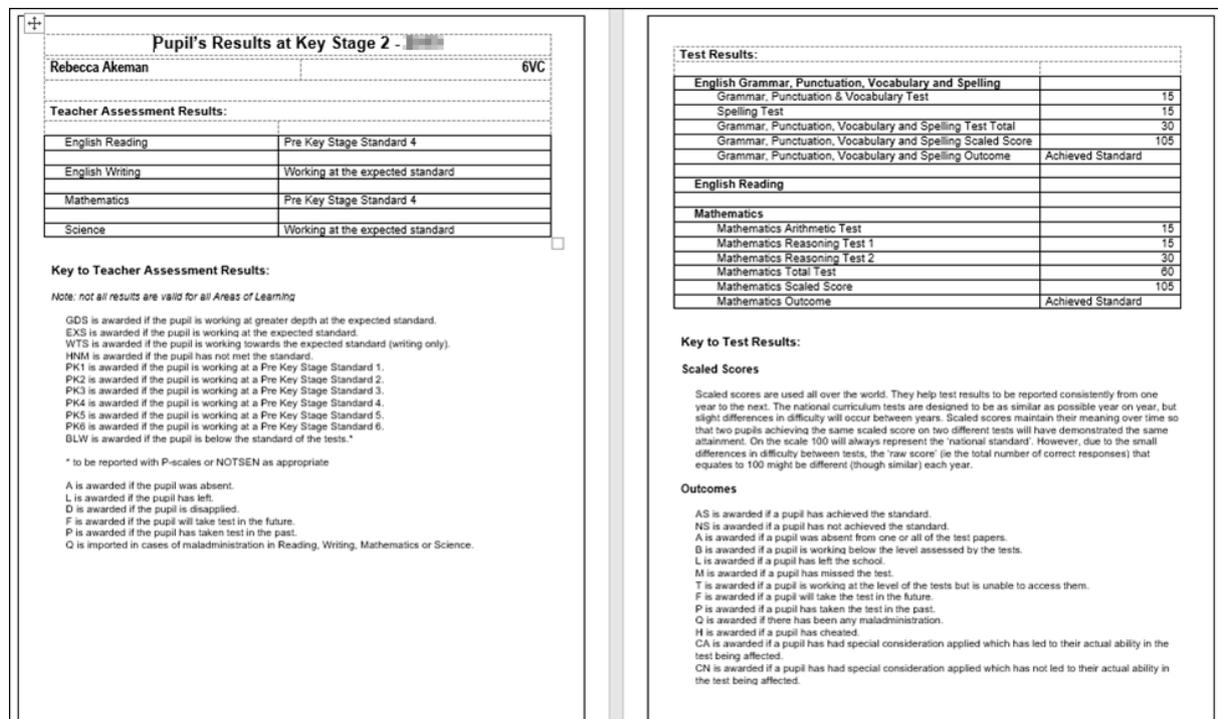
### Step by Step – Producing an Individual Report for Each Pupil

1. Select the report – **KS2 P1 Student England TA and TT 2024**. This will allow you to select and produce reports for all the pupils on the list at the bottom of the screen.



### Step by Step – Previewing Reports

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



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

## Step by Step – Printing Reports

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

## Step by Step – Uploading Reports

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

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

## Exporting Results

KS2 results are automatically included in the CTF that should be sent to the receiving secondary school.

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

## Step by Step – Submitting the Completed CTF to Secondary Schools

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

1 Data to be Exported					
Student Basic Details	<input checked="" type="checkbox"/>	Student Address	<input type="checkbox"/>	Student Contacts	<input type="checkbox"/>
SEN Information	<input type="checkbox"/>	Assessment Data	<input checked="" type="checkbox"/>	School History	<input type="checkbox"/>
Attendance Summary	<input type="checkbox"/>	Include KS1 Tasks/Tests	<input checked="" type="checkbox"/>	FSM History	<input type="checkbox"/>
		Looked After	<input type="checkbox"/>		
Optional Data Descriptor for a partial CTF - Please enter free text e.g. Update to KS2 assessments for QCDA, which will appear in the DataDescriptor tag within the CTF header.			<input type="text"/>		

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

## 09

# Multiplication Timetable Check Results

This chapter contains:

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## Chapter Introduction

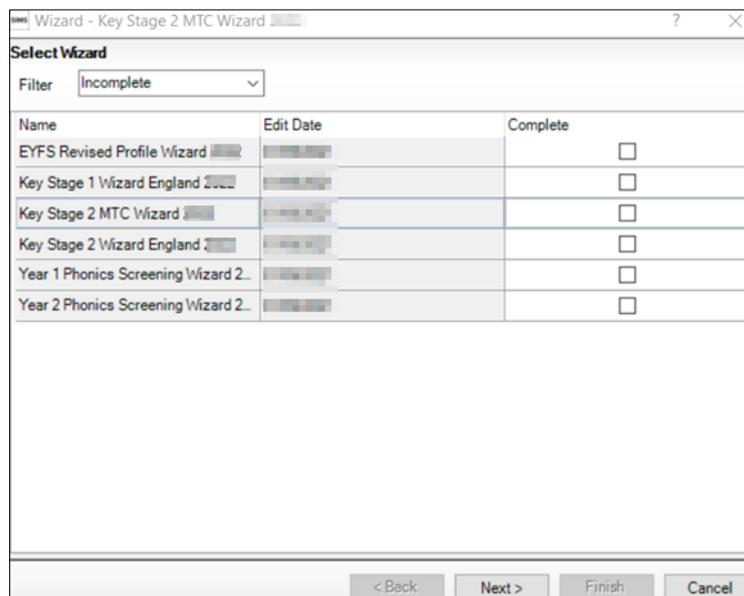
This chapter investigates the recording of results from the Multiplication Tables Check (MTC). Pupils in year 4 are required to take an online test to check on their times tables. The results of these checks will be supplied by the DfE and can be recorded in SIMS.

### Identify the MTC Pupils

If all the pupils taking the MTC are in year 4, continue. However, if there are also pupils assigned to other year groups, then a user defined group should be created to be used in the wizard. This was dealt with in Chapter 1.

### Step by Step – Recording MTC Results using the Wizard

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



2. Leave the filter on **Incomplete** and click the wizard which is going to be worked with, in this case, **Key Stage 2 MTC Wizard 2024**.
3. Click **Next**.
4. From the **Select Group** screen, click field browser to display the **Group Selector** dialog.
5. Click **+** next to **Year Group** and select **Year 4** or the **+** next to **User Defined Groups** to select the user defined group if one has been created (please refer to Chapter 1) and click **Apply**. This places the group on the **Select Group** screen.
6. Click **Next**.

**Select Group**

Year 4	

The following screen appears listing the single marksheet available.

Wizard - Key Stage 2 MTC Wizard

**Marksheets**

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

Template	Group	Last Used	Complete
KS2 Multiplication Tables Check	Year 4		<input type="checkbox"/>

< Back Next > Finish Cancel

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

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

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

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

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

### Step By Step – Reporting MTC to Parents using the Wizard

1. Select **Tools | Performance | Assessment | Wizard Manager** and highlight Key Stage 2 MTC Wizard 2024.
2. Click Next through to the individual report page.
3. Select KS2 Multiplication Check 2024.

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