

Key Stage Data Processing (England)

applicable to 7.222 onwards

Handbook

Providing Feedback on Documentation

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Please ensure that you include the module name, version and aspect of documentation on which you are commenting.

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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 each Key Stage. These results are then forwarded to external agencies for analysis and aggregation into national statistics.

This guide covers the 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 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 (AMPARK). Full details of the files supplied are available.

01 | Overview of the Key Stage Procedures

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 **Routines | Data Out | CTF | Export CTF**.

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?

Removal of validation rule 3818 **NEW**

Validation rule 3818: Where at least one <Result> is equal to 'A', then all pupil's <Result> must also be 'A'.

This rule has been removed, and the templates have been updated so that pupils can have a mix of grades 1, 2, and A across all 17 ELG results.

NOTE This does not change the validation for a missing grade, this remains as does the use of the school and validated result sets.

Legacy Early Years Foundation Stage Profile **UPDATE**

The legacy and revised versions of the EYFS Profile are no longer optional. All appropriate settings are now using the compulsory revised version.

NOTE The description for value A has changed along with associated validation.

Annual Updates for KS1 and KS2 Resources **UPDATE**

Routines | Data In | Assessment | Import

To address the statutory responsibilities for schools to report Key Stage information, Key Stage wizards and templates have been provided to align with official government guidance and assessment reporting arrangements. These resources are available from the AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager folder.

- Key Stage 1 Wizard England 2025.xml
- Key Stage 2 Wizard England 2025.xml

- EN KS1 Templates 2025.xml
- EN KS2 Templates 2025.xml.



More Information:

Assessments at Key Stage 1 on page 4

Assessments at Key Stage 2 on page 4

DfE update for Profiles and Multiplication Tables Check reports **UPDATE**

The revised profiles and multiplication tables check report data has been updated in alignment with the DfE's latest national data values. The following report wizards have been updated.

- EYFS Revised Profile National Report
- KS2 Multiplication Table Check Comp 2025.

Annual Updates to the Phonics Screening Check **UPDATE**

Following the return to the usual assessments calendar the Phonics Check has now also returned to the usual summer collection. Therefore, we have provided all the usual templates updated for 2025 and the original export option of Phonics Test Results should be used.



More Information:

Composition of Years 1 and 2: Phonics Screening on page 11

Removal of Obsolete Resources from the AMPARK Folder **UPDATE**

Some of the obsolete legacy resources that were previously available from the AMPA folder have been removed. Consequently, a number of resources previously delivered during the auto-import process are no longer imported.

For more information relating to the available resources for English assessment, please refer to the *Assessment Manager and Performance Analysis Resource Kit* release note, which is available from the support portal (https://customer.support-ess.com/csm?id=kb_article_view&sysparm_article=KB0036819).

Assessments for Early Years

The Baseline Assessment is now online (the online baseline assessment is statutory this year.)

The legacy Early Years Foundation Stage (EYFS) Profile is no longer optional.

The Early Years Foundation Stage Profile is collected annually. The following resources are now statutory for all schools and they are available in the AMPA\England Primary (and Middle Deemed Primary) folder.

- EYFS Revised Profile Wizard 2025.xml
- EYFS Revised Profile Template 2025.xml.

NOTE: The former legacy resources have been removed from the auto-import routine and from the AMPARK folder. These resources should no longer be used.

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.

- KS1 TAs and Tests are no longer statutory.
- Phonics Screening remains statutory.

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 2025.xml
- Year 1 Phonics Screening Wizard 2025.xml
- Year 2 Phonics Screening Wizard 2025.xml.

The following resources are provided for Teacher Assessments and tests at Key Stage 1:

- Key Stage 1 Wizard England 2025.xml
- En KS1 Templates 2025.xml.



More Information:

Years 1 and 2 Resources: Phonics on page 10
Key Stage 1 Wizard England on page 12

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.

- National Data updated to 2024 values.
- Multiplication Tables Check (MTC) will now be included in CTF export and import.

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 2025.xml
- En KS2 Templates 2025.xml.

Multiplication Tables Checks are also conducted for Year 4 pupils.

Specific resources for these checks have been provided for Primary schools:

- KS2 Multiplication Tables Check Templates Wizard 2025
- KS2 Multiplication Tables Check Template 2025.



More Information:

Key Stage 2 Wizard England on page 12

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.

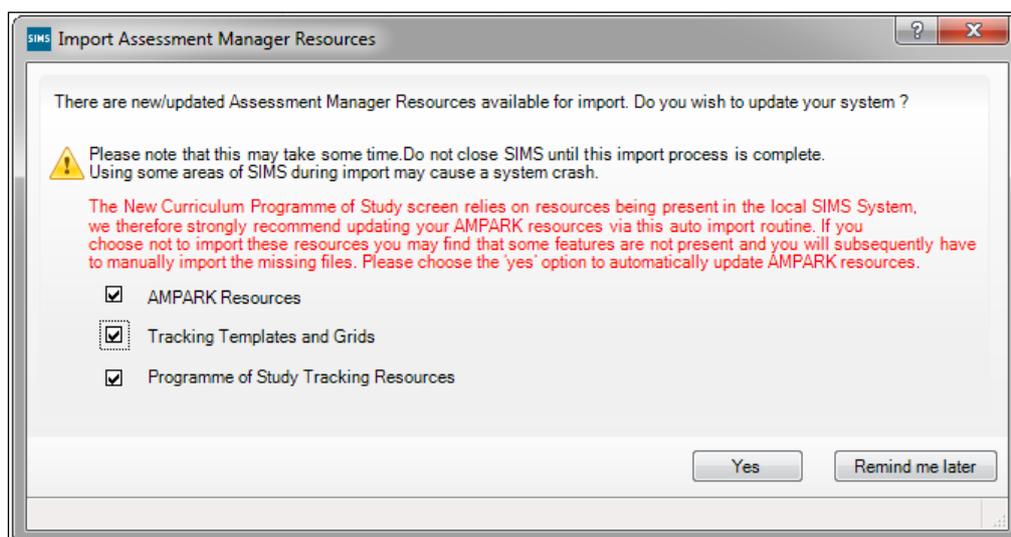
Age in Years	National Curriculum Year	Applicable Key Stage
3	Nursery 1	EYFS
4	Nursery 2	EYFS
4-5	Reception	EYFS
5-6	Year 1	Key Stage 1
6-7	Year 2	Key Stage 1
7-8	Year 3	Key Stage 2
8-9	Year 4	Key Stage 2
9-10	Year 5	Key Stage 2
10-11	Year 6	Key Stage 2
11-12	Year 7	Key Stage 3
12-13	Year 8	Key Stage 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 Key Stage process in SIMS Assessment. The AMPA folder is installed as part of the SIMS release (either by downloading it or by installing via SOLUS).

You can also download and print the latest version of the AMPARK release note from the support portal (https://customer.support-ess.com/csm?id=kb_article_view&sysparm_article=KB0036819). The release note contains the details of the most up-to-date resources available for use when managing the statutory 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 SIMS Assessment 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, you need to import the resources into SIMS Assessment.

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 14).

Checking for Updates to A_Comp Files

The English A_Comp file specifies the framework against which the assessment of pupil/student 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 Process Using SIMS Assessment

The steps for completing the 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 marksheet.
4. Open each marksheet 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.

Where to Find More Information

Online help can be accessed by pressing **F1** or clicking the applicable **Help** button in SIMS.

A wide range of documentation is available from the SIMS **Documentation Centre**, including handbooks, quick reference sheets and tutorials. Click the **Documentation** button located on the top right-hand side of the SIMS **Home Page**, select the required category, then select the document you require.

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Revised Early Years Foundation Stage Resources: Profiles

The Revised Early Years Foundation Stage Profile resources are now statutory for all schools. This is collected annually and must be completed for all pupils in the final term of the Reception year during which the pupil reaches the age of five.

The EYFS Revised Profile Template 2025.xml file contains the following:

- EYFS Revised Profile 2025 Template (with validation)
- EYFS Revised Profile Good Level Development 2025.

The EYFS Revised Profile Wizard 2025.xml file contains the following:

- EYFS Revised Profile 2025 Template (with validation)
- EYFS Revised Profile Good Level Development 2025
- EYFS Revised Profile Pupil Report 2025
- EYFS Revised Profile School Report 2025
- EYFS Revised Profile National Report 2025.

NOTE: It is only possible to compile a completed report once both the Good Level Development and the Template (with validation) templates have been completed, calculated and saved. This is because the outcome of the Good Level Development for each pupil is generated in the Good Level Development marksheet only.

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.

Early Learning Goals

- **Communication and Language**
 - Listening, Attention and Understanding ELG E01
 - Speaking ELG E02.
- **Personal, Social and Emotional Development**
 - Self-Regulation ELG E03
 - Managing Self ELG E04
 - Building Relationships ELG E05.
- **Physical Development**
 - Gross Motor Skills ELG E06
 - Fine Motor Skills ELG E07.
- **Literacy**
 - Comprehension ELG E08
 - Word Reading ELG E09
 - Writing ELG E10.
- **Mathematics**
 - Number ELG E11
 - Numerical Patterns ELG E12.
- **Understanding the World**
 - Past and Present ELG E13
 - People Culture and Communities ELG E14
 - The Natural World ELG E15.
- **Expressive Arts and Design**
 - Creating with Materials ELG E16
 - Being Imaginative and Expressive ELG E17.

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
- A - used for a child who has an exemption for an individual ELG.
- GLD - Children will be defined as having reached a good level of development at the end of the EYFS if they achieve the expected (outcome 2) level in: the early learning goals in the prime areas of learning (personal, social and emotional development; physical development; and communication and language) and; the early learning goals in the specific areas of mathematics and literacy.

NOTE the old grade 3 – 'exceeded' no longer exists.

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 2025.xml` file contains the two templates for use in Phonics Screening for 2025. One template is for year 1, the other is for year 2.

- Template: Phonics Screening Year 1 2025 (including validation)
- Template: Phonics Screening Year 2 2025 (including validation).

The `Year 1 Phonics Screening Wizard 2025.xml` file contains a marksheet template that can be used to enter data for the year 1 Phonics Screening data collection in 2025. It also contains an individual pupil report and a comparative report that enables comparison between the school's outcome and the National Outcomes from the last available year.

- Template: Phonics Screening Year 1 2025
- Individual Report: KS1 Y1 Phonics Student Eng 2025
- Individual Report: KS1 Y1 Comparative Eng 2025.

The `Year 2 Phonics Screening Wizard 2025.xml` file contains a marksheet template that can be used to enter data for the year 2 Phonics Screening data collection in 2025. It also contains an individual pupil report and a comparative report that enables comparison between the school's outcome and the National Outcomes from the last available year.

- Template: Phonics Screening Year 2 2025
- Individual Report: KS1 Y2 Phonics Comparative Eng 2025
- Individual Report: KS1 Y2 Phonics Student Eng 2025.

Composition of Years 1 and 2: Phonics Screening

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

Phonics Screening Templates 2025.xml – containing:

- Template: Phonics Screening Year 1 2025 (includes validation)
- Template: Phonics Screening Year 2 2025 (includes validation).

Year 1 Phonics Screening Wizard 2025.xml – containing:

- Template: Phonics Screening Year 1 2025
- Individual Report: KS1 Y1 Phonics Student Eng 2025
- Individual Report: KS1 Y1 Phonics Comparative Eng 2025.

Year 2 Phonics Screening Wizard 2025.xml – containing:

- Template: Phonics Screening Year 2 2025
- Individual Report: KS1 Y2 Phonics Comparative Eng 2025
- Individual Report: KS1 Y2 Phonics Student Eng 2025.

Key Stage 1 Wizard England

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 XML File

The following marksheet templates are provided in the En KS1 Templates 2025.xml file:

- **KS1 A. Teacher Assessments 2025**
This Marksheet can be used to store the Outcome for the KS1 Reading, Writing, Mathematics and Science Performance Descriptor of the reformed curriculum (Assessment without Levels) Teacher Assessment from 2025 onwards.
- **KS1 C. Test Outcomes 2025**
This Marksheet can be used to enter results of the reformed curriculum (Assessment without Levels) tests that support the Teacher Assessments made as part of the KS1 arrangements from 2025 onwards.
- **KS1 D. Broadsheet (Review) 2025**
This Marksheet can be used to review the Test and Teacher Assessment results of the reformed curriculum (Assessment without Levels) that have been entered in support of the KS1 arrangements from 2025 onwards.

This marksheet is for review purposes only. If you wish to amend any of the data shown in it please use either Marksheets KS1 A. and/or C. as required and then reload this marksheet.

Key Stage 2 Wizard England

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

Resources for the Multiplication Tables Check are provided separately.

- KS2 Multiplication Tables Check Templates Wizard 2025
- KS2 Multiplication Tables Check Template 2025.

Contents of the En KS2 Templates XML File

The following marksheet templates are provided in the En KS2 Templates 2025.xml file:

- **KS2 A. Teacher Assessments 2025**
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 2025 onwards.

- KS2 C. Test Outcomes 2025
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 2025 onwards.
- KS2 D. Broadsheet (Review) 2025
This Marksheet can be used to review the Test and Teacher Assessment results of the reformed curriculum (Assessment without Levels) that have been entered in support of the KS2 arrangements from 2025 onwards. This marksheet is for review purposes only. If you wish to amend any of the data shown in it please use either Marksheets KS2 A. and/or C. as required, and then reload this marksheet.

KS1 and 2 Subject Comment Free Text Aspects

The following aspects have been made available again in line with DfE requirements for 2025. 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.xml file) will no longer be automatically imported. It has been replaced by a new template called " KS2 Average Scaled Score " (contained in the file "Progress 8 - KS2 Scaled Score Template". This template will now be used to store the KS2 Scaled Score Average values which, if being used in a secondary school must now be entered and saved before the Exams Results Processing is undertaken if the user wishes to see Estimate 8 and Progress 8 values. Permissions Required to Run the Wizard Manager

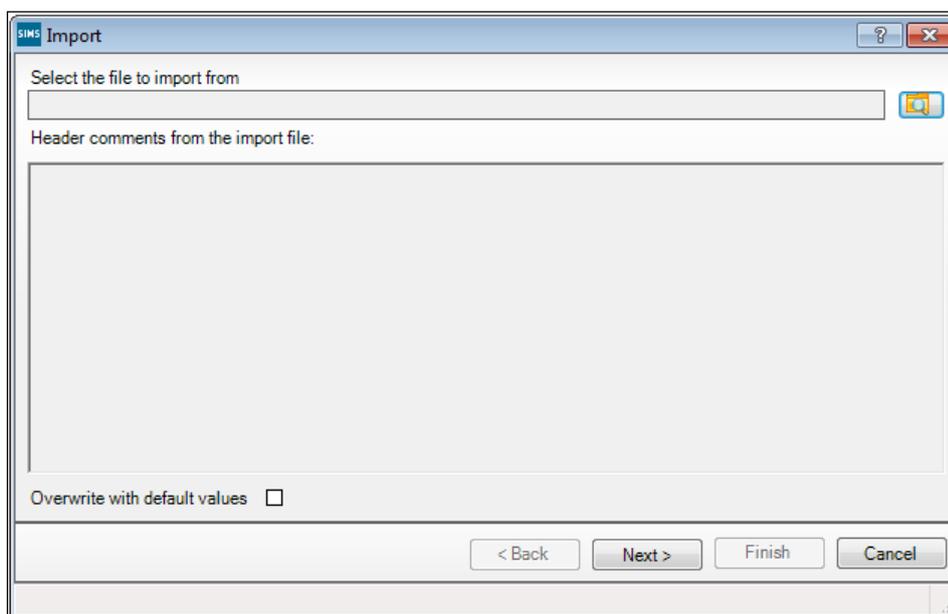
Only members of the Assessment Co-ordinator and Assessment Operator user groups have the necessary permissions to access the **Wizard Manager**.

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

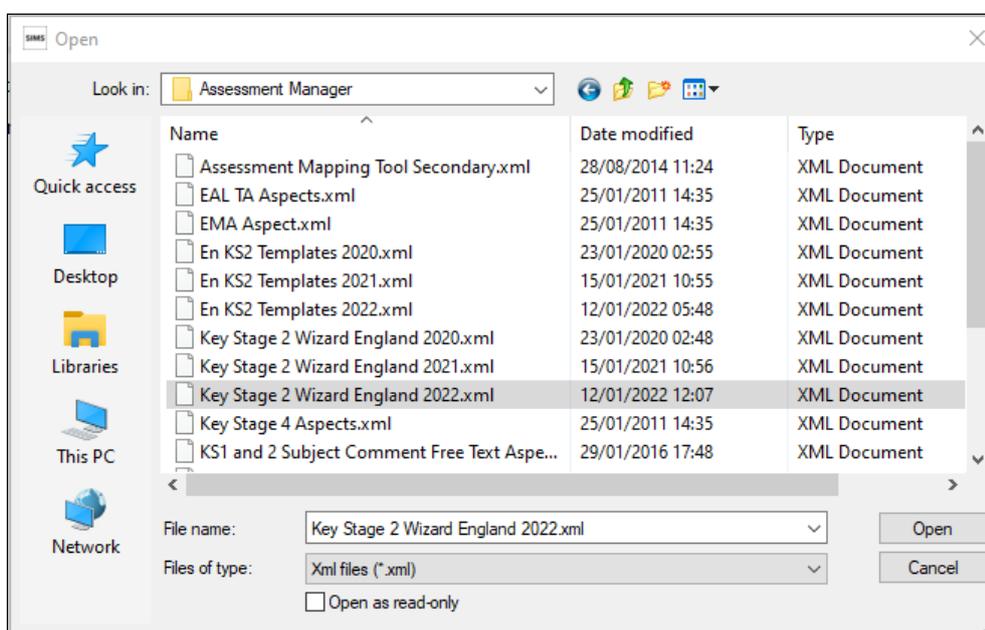
Before being able to use the **Wizard Manager** to carry out Key Stage processing, you must import the required Key Stage wizard(s) into SIMS Assessment.

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

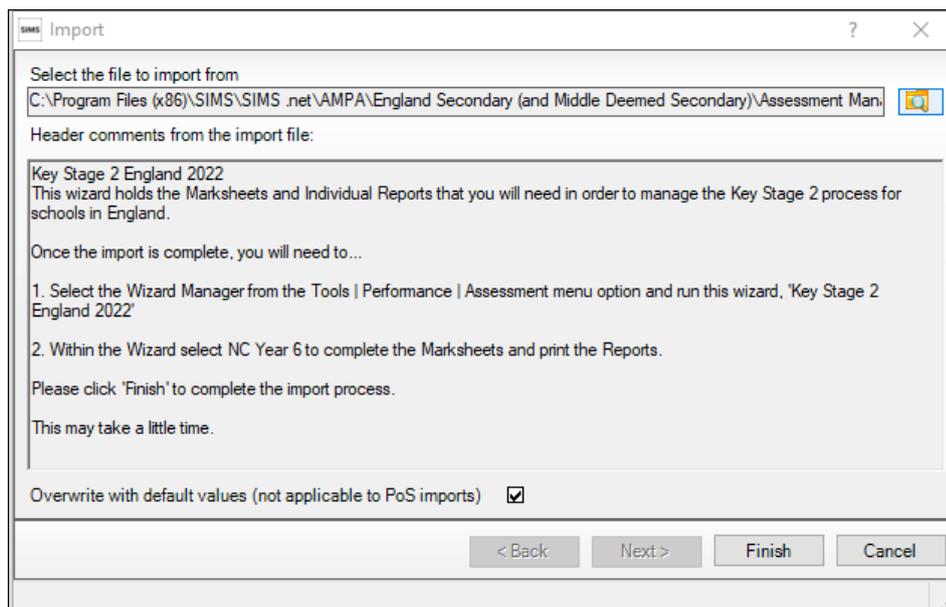


2. Navigate to the AMPA folder and select the file to import by clicking the **Field Browser** button to display the **Open** dialog.

 *Field Browser button*

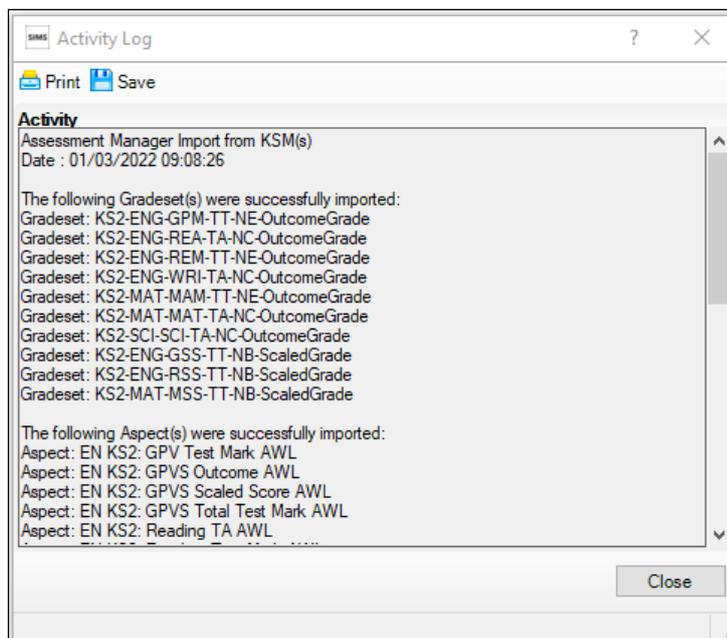


- Highlight the Key Stage file you wish to import and click the **Open** button to return to the wizard. The name of the selected file is displayed in the **Select the file to import from** field.



- Click the **Finish** button. A message prompts for confirmation to proceed with the import.
- 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 Key Stage process.

02 | Resources Provided for Key Stage Assessments

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

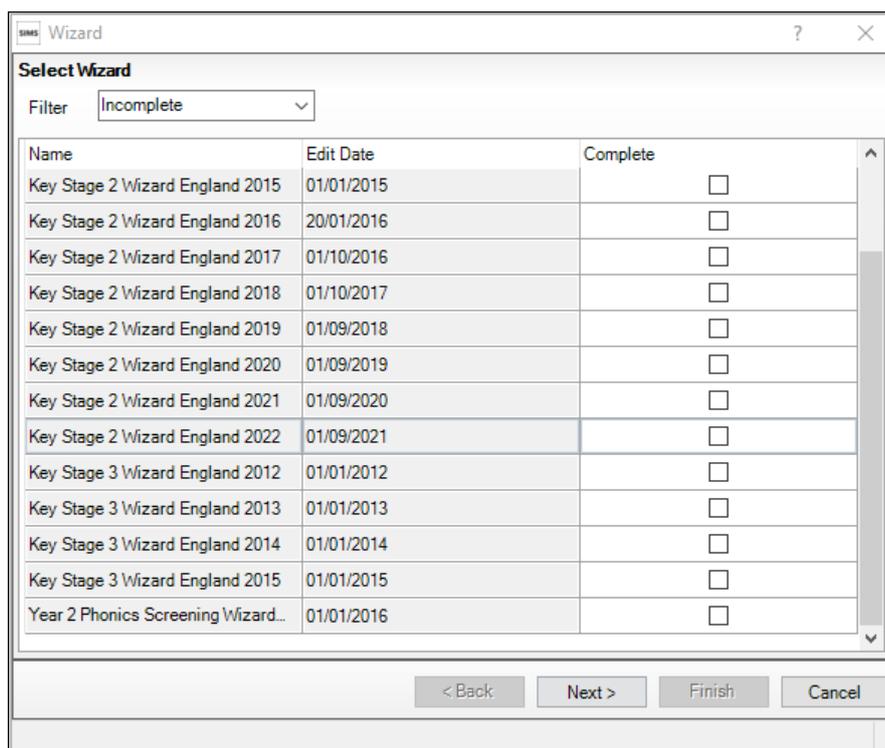
The **Wizard Manager** guides you through the Key Stage process, from selecting the relevant Key Stage wizard and pupil/student group, adding, editing and validating the results, through to producing the individual reports and exporting the results.

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 SIMS 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 SIMS.

If the display is empty, ensure that you have successfully imported the required Key Stage wizard(s) (please see *Importing the Key Stage Wizards into Assessment* on page 14).

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 prompts you to save the changes. Click the **Yes** button then click the **Cancel** button to close the **Wizard Manager**.*

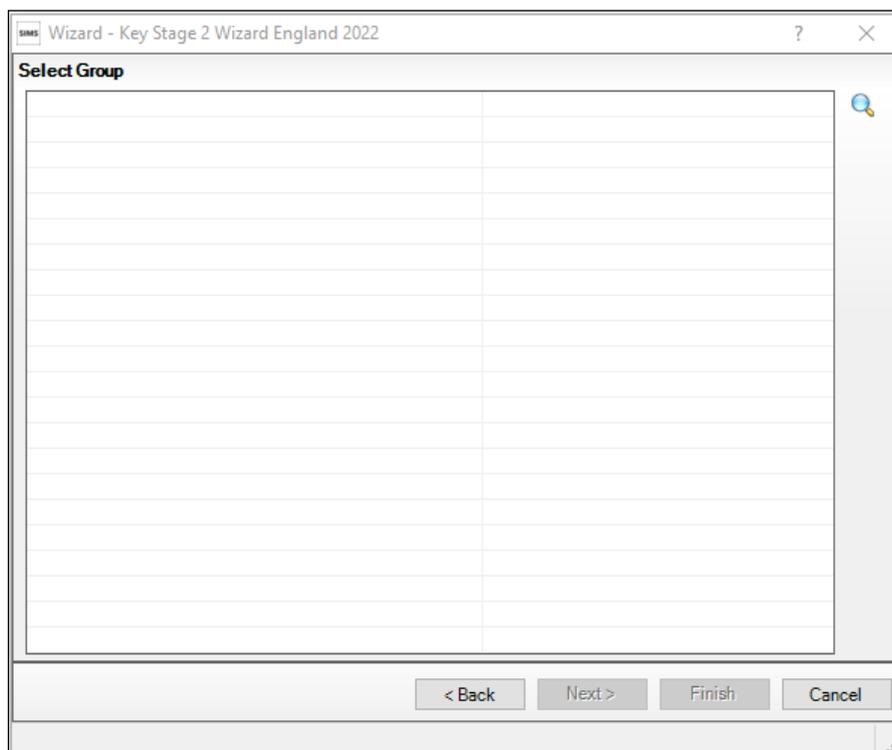
*Each time the wizard is opened, the view defaults to **Incomplete** Key Stage wizards.*

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.

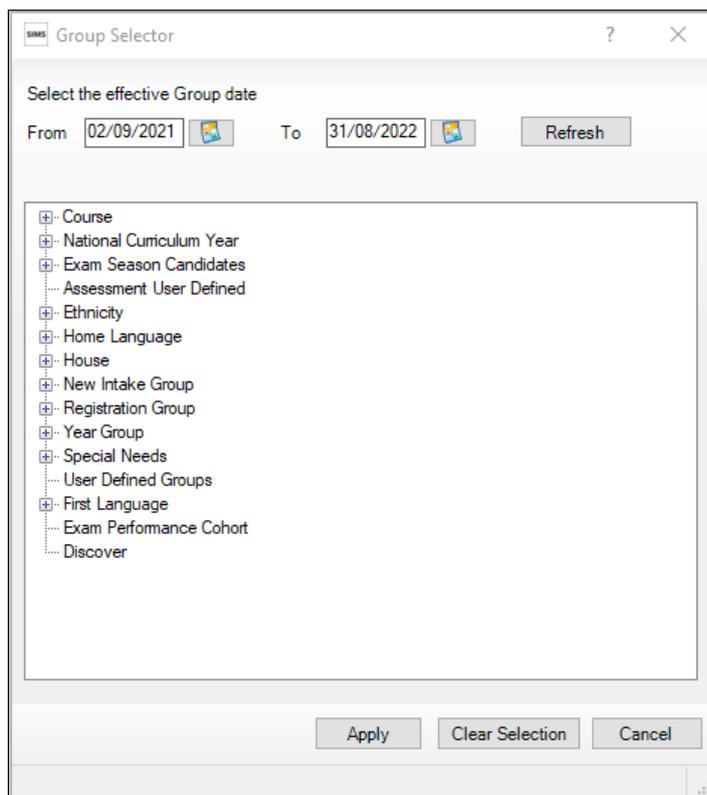
Selecting the Pupil/Student Group

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



03| Running the Wizard Manager

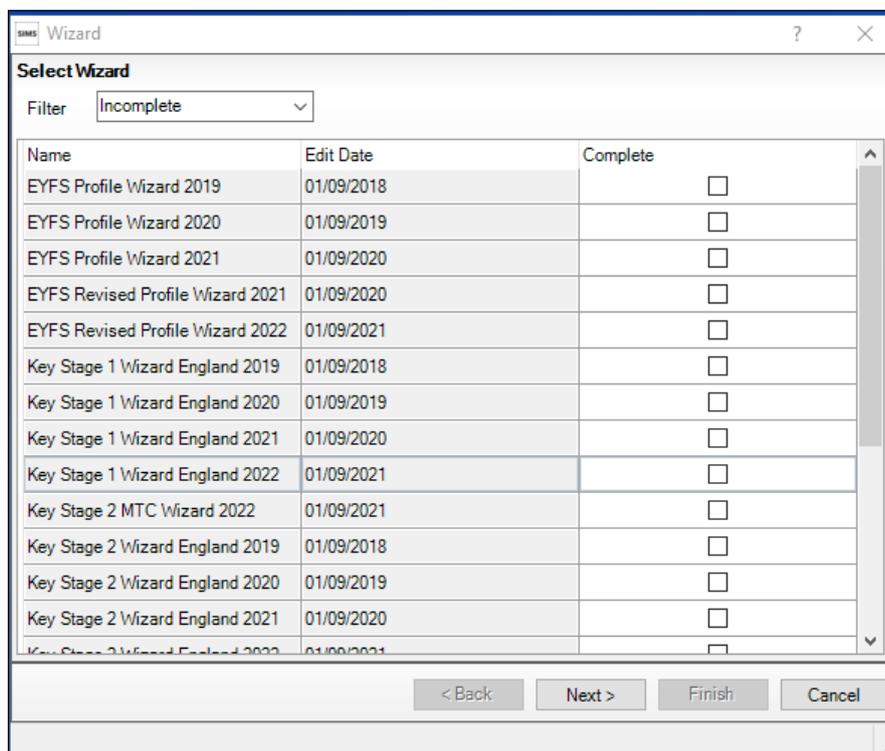
1. Click the **Field Browser** button to display the **Group Selector** dialog.



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, click the respective **Calendar** button 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.

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



The screenshot shows a window titled "Wizard" with a "Select Wizard" section. A filter dropdown is set to "Incomplete". Below is a table with the following data:

Name	Edit Date	Complete
EYFS Profile Wizard 2019	01/09/2018	<input type="checkbox"/>
EYFS Profile Wizard 2020	01/09/2019	<input type="checkbox"/>
EYFS Profile Wizard 2021	01/09/2020	<input type="checkbox"/>
EYFS Revised Profile Wizard 2021	01/09/2020	<input type="checkbox"/>
EYFS Revised Profile Wizard 2022	01/09/2021	<input type="checkbox"/>
Key Stage 1 Wizard England 2019	01/09/2018	<input type="checkbox"/>
Key Stage 1 Wizard England 2020	01/09/2019	<input type="checkbox"/>
Key Stage 1 Wizard England 2021	01/09/2020	<input type="checkbox"/>
Key Stage 1 Wizard England 2022	01/09/2021	<input type="checkbox"/>
Key Stage 2 MTC Wizard 2022	01/09/2021	<input type="checkbox"/>
Key Stage 2 Wizard England 2019	01/09/2018	<input type="checkbox"/>
Key Stage 2 Wizard England 2020	01/09/2019	<input type="checkbox"/>
Key Stage 2 Wizard England 2021	01/09/2020	<input type="checkbox"/>
Key Stage 2 Wizard England 2022	01/09/2021	<input type="checkbox"/>

At the bottom of the window are buttons for "< Back", "Next >", "Finish", and "Cancel".

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

1. Highlight the required marksheet and click the **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 via **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 because 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.

Marksheet Entry

Marksheet Entry : KS2 Multiplication Tables Check 2022 : Year 6, Holyoake, Gerald

Save Undo Print Export Calculate

1 Basic Details 2 Marksheet

Data entry for this Marksheet is complete

2 Marksheet

Result Date 02/03/2022 Group Membership Date 02/03/2022 Refresh Summary Narrow Zoom

Group Filter

Students	MA KS2 MTC Key Stage 2 Validated Result
AKEMAN, Richard	15
AKEMAN, Steven	16
ALAMILLA, Sofia	17

- 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.
- 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.

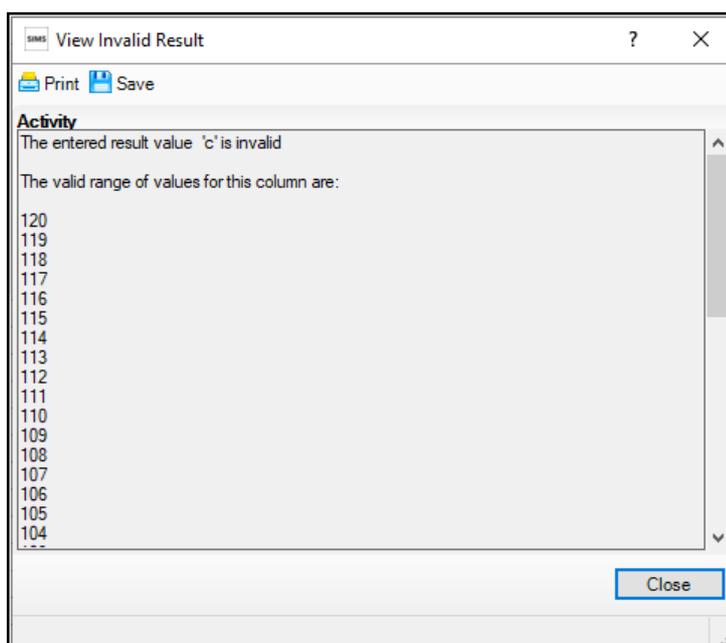
03| Running the Wizard Manager

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 via **Focus | Assessment | Marksheet Entry**.*

If an incorrect value is 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 (e.g. 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, you should preview and print individual reports (please see Previewing and Printing Individual Reports on page 25).

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 Key Stage reports can be printed. Before printing, an individual pupil/student's report can be previewed in Microsoft® Word.

Name	Edit Date
KS2 Multiplication Table Check 2022	01/09/2021

Membership Dates for Group : Year 6

From: 02/03/2022 To: 02/03/2022 Refresh

Group Filter:

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

Select All Deselect All

< Back Next > Finish Cancel

1. Highlight the required **Individual Report Format**.

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2. The membership **From** and **To** date fields default to today's date and are used to 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).

Students				
	Surname	Forename	DOB	Reg Grp
<input checked="" type="checkbox"/>	Abdullah	Tamwar	12/01/2009	6TO
<input checked="" type="checkbox"/>	Beynon	Harvey	15/02/2009	6CB
<input checked="" type="checkbox"/>	Camick	Oliver	12/11/2008	6TO
<input checked="" type="checkbox"/>	Carter	Daniel	04/04/2009	6CB
<input checked="" type="checkbox"/>	Cassidy	Michael	02/01/2009	6TO
<input checked="" type="checkbox"/>	Cedric-Smith	Lucie	08/05/2009	6CB

Select All Deselect All

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

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 check boxes of the pupil/students 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/student reports.
3. Click the **Next** button to export the results.

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.*

Individual Report Format

Name	Edit Date
KS2 Multiplication Table Check 2022	01/09/2021

Membership Dates for Group : Year 6

From: To: Refresh

Group Filter:

Students

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

Select All Deselect All

< Back Next > Finish Cancel

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.

Students

	Surname	Forename	DOB	Reg Grp
<input checked="" type="checkbox"/>	Abdullah	Tamwar	12/01/2009	6TO
<input checked="" type="checkbox"/>	Beynon	Harvey	15/02/2009	6CB
<input checked="" type="checkbox"/>	Carrick	Oliver	12/11/2008	6TO
<input checked="" type="checkbox"/>	Carter	Daniel	04/04/2009	6CB
<input checked="" type="checkbox"/>	Cassidy	Michael	02/01/2009	6TO
<input checked="" type="checkbox"/>	Cedric-Smith	Lucie	08/05/2009	6CB

Select All Deselect All

03| Running the Wizard Manager

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

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 | Data Out | 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

The tests are used to help 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 2025.xml – containing:

- Template: Phonics Screening Year 1 2025 (includes validation)
- Template: Phonics Screening Year 2 2025 (includes validation).

Year 1 Phonics Screening Wizard 2025.xml – containing:

- Template: Phonics Screening Year 1 2025
- Individual Report: KS1 Y1 Phonics Student Eng 2025
- Individual Report: KS1 Y1 Phonics Comparative Eng 2025.

Year 2 Phonics Screening Wizard 2025.xml – containing:

- Template: Phonics Screening Year 2 2025
- Individual Report: KS1 Y2 Phonics Comparative Eng 2025
- Individual Report: KS1 Y2 Phonics Student Eng 2025.

Contents of the En KS1 Templates XML File

The following marksheet templates are provided in the En KS1 Templates 2025.xml file:

- KS1 A. Teacher Assessments 2025

This Marksheet can be used to store the Outcome for the KS1 Reading, Writing, Mathematics and Science Performance Descriptor of the reformed curriculum (Assessment without Levels) Teacher Assessment from 2025 onwards.

- KS1 C. Test Outcomes 2025

This Marksheet can be used to enter results of the reformed curriculum (Assessment without Levels) tests that support the Teacher Assessments made as part of the KS1 arrangements from 2025 onwards.

- KS1 D. Broadsheet (Review) 2025

This Marksheet can be used to review the Test and Teacher Assessment results of the reformed curriculum (Assessment without Levels) that have been entered in support of the KS1 arrangements from 2025 onwards.

This marksheet is for review purposes only. If you wish to amend any of the data shown in it please use either Marksheets KS1 A. and/or C. as required and then reload this marksheet.

Composition of Key Stage 1 Teacher Assessments

The Key Stage 1 Teacher Assessments for 2025 consist of:

- English Reading
- English Writing
- Mathematics
- Science.

The Q code is an allowed import value in files from STA but schools and Local Authorities must not input the code manually.

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

KS1 Teacher Assessments and Tests are no longer statutory, but schools may still use them optionally.

The following grade sets are available from the Key Stage 1 Wizard England 202n .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

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: Pupils who are working below the standard of the Pre-Key Stage in Reading, Writing or Mathematics, or who have not met the expected standard in Science, should be recorded as EM (Engagement Model).

Marksheet Entry: Key Stage 1 C. Test Outcomes

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.

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

The results displayed in the Broadsheet Review marksheet are separated by coloured spaces, to differentiate between 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 KS1 A or KS1 C, and then reload this marksheet.

Composition of Key Stage 1 Tests

The tests 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).

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Introduction

The tests are used to help determine the necessary teacher assessments; these can also be based on class and homework.

Contents of the En KS2 Templates XML File

The following marksheet templates are provided in the En KS2 Templates 2025.xml file:

- **KS2 A. Teacher Assessments 2025**
 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 2025 onwards.
- **KS2 C. Test Outcomes 2025**
 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 2025 onwards.
- **KS2 D. Broadsheet (Review) 2025**
 This Marksheet can be used to review the Test and Teacher Assessment results of the reformed curriculum (Assessment without Levels) that have been entered in support of the KS2 arrangements from 2025 onwards. This marksheet is for review purposes only. If you wish to amend any of the data shown in it please use either Marksheets KS2 A. and/or C. as required, and then reload this marksheet.

Composition of Key Stage 2 Teacher Assessments

The Key Stage 2 Teacher Assessments consist of:

- Reading
- Writing
- Mathematics
- Science.

Schools are typically 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 Q code is an allowed import value in files from STA but schools and Local Authorities must not input the code manually.

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

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

The following grade sets are available. 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.

Marksheet Entry: Key Stage 2 A. Teacher Assessments

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: Pupils who are working below the standard of the Pre-Key Stage in Reading, Writing or Mathematics or who have not met the expected standard in Science should be recorded as EM (Engagement Model).

Marksheet Entry: Key Stage 2 C. Test Outcomes

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.

Marksheet Entry: Key Stage 2 D. Broadsheet Review

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 or KS2 C, and then reload this marksheet.

Composition of Key Stage 2 Tests

The tests 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).

Multiplication Tables Check Resources for KS2

Resources for the Multiplication Tables Check are provided separately.

- KS2 Multiplication Tables Check Templates Wizard 2025
- KS2 Multiplication Tables Check Template 2025
- KS2 Multiplication Table Check Comp 2025 Report.

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