End of Key Stage 1
Procedures 2019 Using
Assessment Manager 7

April 2019

These notes can only be used once the SIMS Spring 2019 upgrade has been completed 7.186

Deadline for Return:
Thursday 27th June 2019 to
Surrey Data Management
Guidance notes and Powerpoint presentations are available from the Strictly Education 4S website

<table>
<thead>
<tr>
<th>Powerpoint Reference</th>
<th>Key Stage Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPT1</td>
<td>Introduction to the Key Stage Process</td>
</tr>
<tr>
<td>PPT2</td>
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</tr>
</tbody>
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**Note for Special Schools**

Schools are reminded that the procedures contained in these notes to submit an end of Key Stage 1 Teacher Assessment file to Surrey Data Management is required even though you may be using CASPA software.

Schools using CASPA software, have the facility to export end of KS data from CASPA and import into SIMS Assessment Manager. Please follow the procedures in these notes to import and set up the SIMS Key Stage Wizard.

Please refer to CASPA guidance notes available from the CASPA software Help menu for the process of exporting data from CASPA and importing into Assessment Manager.
Section 1: Introduction

Assessment and Reporting Arrangements
Guides to the Assessment and Reporting Arrangements for Key Stage 1 can be downloaded from the Department for Education website:

It is a statutory requirement to collect and return Teacher Assessments for Reading, Writing, Mathematics and Science.
The deadline for Teacher Assessment submission to the LA is Thursday 27th June 2019

Surrey Moderation Procedures 2019
To obtain further details of the KS1 process or a further copy of the Key Stage 1 Moderation 2019 booklet, please contact Surrey County Council

Assessment Manager
SIMS Assessment Manager provides a way of managing the statutory end of Key Stage procedures. These guidance notes will guide you through the process of selecting student groups, entering, editing and validating the results, returning the data to the Surrey Data Management team via Common Transfer File and the generation and printing of the reports for parents.
Data Collection – General Information
We are requesting schools submit their KS1 data in a CTF (Common Transfer File) format via Perspective Lite to the Data Management Team at Surrey by THURSDAY 27 TH JUNE at the latest. However, data needs to be returned as early as possible in order that the Endorsement Certificate can be issued in time for schools to report to parents on parents' evenings.

Upon validation an email will be sent to the school to confirm the Endorsement Certificate has been posted.

Headteacher’s Declaration
This form (HDF) is available from NCA Tools from 3rd June 2019. 27th June 2018 is the deadline for schools to submit the Headteacher’s declaration forms for the KS1 tests and phonics screening check on NCA tools, which is available at https://ncatools.education.gov.uk/.

Schools are accountable for submitting accurate and valid key stage 1 teacher assessment judgements. Regardless of whether schools receive an LA moderation visit in 2019, headteachers should ensure that robust moderation processes (internal and with other schools / stakeholders) are followed.

Where school submitted teacher assessment data differs from the agreed moderated judgements (without prior agreement) or where the pattern of attainment raises concerns, the LA must investigate and, if required, notify STA.

Schools should be aware that data not submitted by the 27th June deadline might not be included in statistical publications or be available for other uses.

IMPORTANT: If you have submitted your data, and subsequently resend it to the Data Management team because of changes to the data, please contact them to advise that you have re-submitted your return.
Spring 2019 SIMS Upgrade
You must upgrade your SIMS system to 7.186 or higher in order to download the relevant Key Stage Wizards and to send the assessment data via CTF to Surrey Data Management.

Permissions
Only members of the Assessment Co-ordinator and Assessment Operator System Manager User Groups have the required Permissions to use the Key Stage Wizard Manager. However, where a user has the appropriate Permissions, they can access the Marksheets and Individual Reports through the usual Marksheet and Individual Report menu route.

Section 2: Key Changes 2018 to 2019

Section 2 of the Assessment and Reporting Arrangements for KS1 will provide full details of changes from 2018 to 2019. See brief extract below.


2.1 Teacher assessment frameworks

In 2017 to 2018, STA introduced revised teacher assessment frameworks in English writing only. This includes a move to a more flexible approach which allows teachers to use their discretion to ensure that, on occasion, a particular weakness does not prevent an accurate judgement of a pupil’s attainment overall being made. The overall standard of attainment, set by the ‘pupil can’ statements, remains the same.

See link in the ARA for the interim pre-key stage standards.

2.2 English grammar, punctuation and spelling test

The KS1 English grammar, punctuation and spelling test remains optional from 2018 onwards. Schools may choose to administer the test and use the results to inform TA, but there is no requirement to do so.

See ARA for information regarding test materials.
Working Below End of KS Standard – P Scales

Pupils working below the standard of the assessments. There is a small percentage of the pupil population at key stages 1 and 2 who will not have completed the relevant programme of study when they have reached the appropriate chronological age. As a result, these pupils will be working below the standard of both the national curriculum tests and the interim teacher assessment frameworks. Many of these pupils have special educational needs and those with the most severe and complex needs have their outcomes reported using the P scales. There is no change to this requirement for 2018 to 2019. Others may be working below the standard of the national curriculum tests for a range of reasons. They may be experiencing significant disadvantage or living in challenging circumstances or may be new arrivals to the country with undeveloped language skills. P Scales will be reviewed in future.

The review created additional pre-key stage standards for the frameworks which each contain a number of positive ‘pupil can’ statements. These statements reflect the attainment of pupils who have not yet completed the relevant programme of study but have reached the chronological age that requires a statutory assessment outcome to be reported.

SEND Pupils = P Scales      NON SEND = Interim Pre Key Stage Standard
Non SEND pupils not being assessed by Test – working below the chronological age expectations at the end of Key Stage who have not completed the Programme of Study.

The standard: for English reading, English writing and mathematics is as follows:

- Working at greater depth at the expected standard
- Working at the expected standard
- Working towards the expected standard
- PK4 – PK1 - Pre Key Stage Standard 4 - 1
The decision to enter a pupil for national curriculum tests remains the responsibility of the Headteacher.

The interim pre-key stage standards may also support teachers in making judgements about whether a pupil should sit the tests. It is not expected any significant increase in the number of pupils not sitting the tests. If pupils are able to answer the easiest questions, they should be entered for the test.

See the following table to provide clarity on whether any individual pupil should sit national curriculum tests and explain when the additional standards created by the review are likely to be used.

As a simple guideline, if a school decides not to enter a pupil for the tests or if a teacher does not have evidence that a pupil consistently meets all of the statements in the lowest standards in the interim teacher assessment frameworks, the interim pre-key stage standard(s) should be used to provide a statutory assessment outcome for the pupil and any reasonable adjustments which reflect usual classroom practice may remain for teacher assessment.

**Key for Teacher Assessment Outcomes**

<table>
<thead>
<tr>
<th>Data Entry</th>
<th>English Reading, English Writing and Mathematics</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDS</td>
<td>Working at greater depth at the expected standard</td>
</tr>
<tr>
<td>EXS</td>
<td>Working at the expected standard</td>
</tr>
<tr>
<td>WTS</td>
<td>Working towards the expected standard</td>
</tr>
<tr>
<td>PK4</td>
<td>Pre Key Stage Standard 4</td>
</tr>
<tr>
<td>PK3</td>
<td>Pre Key Stage Standard 3</td>
</tr>
<tr>
<td>PK2</td>
<td>Pre Key Stage Standard 2</td>
</tr>
<tr>
<td>PK1</td>
<td>Pre Key Stage Standard 1</td>
</tr>
<tr>
<td>BLW</td>
<td>Below the standard of the pre-key stage*</td>
</tr>
<tr>
<td>A</td>
<td>Absent</td>
</tr>
<tr>
<td>D</td>
<td>Disapplied</td>
</tr>
<tr>
<td>Q</td>
<td>Maladministration</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Data Entry</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXS</td>
<td>Working at the expected standard</td>
</tr>
<tr>
<td>HNM</td>
<td>Has not met the standard</td>
</tr>
<tr>
<td>A</td>
<td>Absent</td>
</tr>
<tr>
<td>D</td>
<td>Disapplied</td>
</tr>
<tr>
<td>Q</td>
<td>Maladministration</td>
</tr>
</tbody>
</table>
Scaled Scores

Scaled scores will be used to report national curriculum test outcomes - see guidance at www.gov.uk/guidance/scaled-scores.

Scaled scores help test results to be reported consistently from one year to the next. National Curriculum tests are designed to be as similar as possible year on year, but slight differences in difficulties will occur between years. Scaled scores maintain their meaning over time so that two pupils achieving the same scaled score in different years will have demonstrated the same attainment.

For the KS1 tests a scaled score of 100 will always represent the ‘expected standard’. A pupil’s scaled score will be based on their raw score. The raw score is the total number of marks a pupil receives in a test, based on the number of questions they answered correctly. The pupils’ raw scores will be translated into a scaled score using a conversion table.

For 2019 KS1 tests, conversion tables will be published on Gov.uk at the beginning of June 2019. Teachers will need to use these tables to translate pupils’ raw scores into scales scores to see whether each pupil has met the expected standard.
# Section 3: End of Key Stage 1 Procedure Check List

Ensure all of these steps are completed.

<table>
<thead>
<tr>
<th>Step</th>
<th>Detail</th>
<th>Page</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ensure the latest SIMS.net Spring upgrade 7.186 or higher has been applied.</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Import the KS1 Wizard Resources. Import the Year 1 &amp; 2 Phonics Wizard Resources.</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Create User Defined Groups if required.</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Use the Key Stage 1 Wizard to create the relevant marksheets.</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Print marksheets for Teachers – optional</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Enter results into the marksheets and check entries – ensure results exist for all students.</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Ensure P Scale marksheets have been completed.</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Early June – Scaled Scores &amp; Outcomes to be entered in the KS1 C Test Outcomes 2019 marksheet.</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Create a Common Transfer File (CTF) Transfer the CTF via Perspective Lite to Surrey. The absolute deadline for transferring is 27th June 2019.</td>
<td>24, 25</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Generate, preview and print Individual Pupil Reports. Upload the reports to the Document Server. Print Comparative Reports.</td>
<td>28</td>
<td></td>
</tr>
</tbody>
</table>
Section 4: Importing Key Stage Resources

SIMS.net Spring 2019 upgrade 7.186

Before continuing with the import process, SIMS should be upgraded to version 7.186. To check which version is currently installed:

1. Log into SIMS.
2. Select Help | About SIMS.
3. Check the version is 7.186 or higher. If not, consult your System Manager before proceeding.
4. Click on the displayed box to close.

Step by Step Guide to Importing the Key Stage Resources

1. In SIMS.net, select Routines | Data In | Assessment | Import.
2. You may now see the displayed screen below.
   If the screen is not displayed, it is possible that someone else at your school has already imported the resources at the time of completing the SIMS upgrade, in which case continue from step 5.
   If the screen is visible, choose one of the options below:
   a) If you are using SIMS for pupil tracking, e.g. Programme of Study, continue from step 3 to import all of the resources and continue from page 16 of the notes.
   b) If your school does not use SIMs for your termly tracking, e.g. using Target Tracker or Pupil Asset, continue from step 4 to close the import dialogue permanently. If you use Remind me later, this screen will continue to display each time SIMs Assessment is used.
3. To import all of the resources, tick both boxes and select Yes. The import does take some time!
4. The following action will close the import screen without importing any resources. Untick the available options and select Yes. Continue from step 5.
5 To check that the Key Stage Wizards are available, select **Tools | Performance | Assessment | Wizard Manager**.
Check to see if the 2019 Wizards are listed. If they are not, the Wizards can be imported manually as follows.

6 Log into SIMS.net, and select **Routines | Data In | Assessment | Import**.

7 Click on the **Field Browser** button (magnifying glass icon).

8 Locate **C:\ Program Files(x86) \ SIMS \ SIMS.net \ AMPA**. Double click on the **AMPA** folder.

9 Double click on the **England Primary (and Middle Deemed Primary)** folder.

10 Double click on the **Assessment Manager** folder.

11 Select the **Key Stage 1 Wizard England 2019.XML**.

12 Click on the **Open** button.

The name of the selected file will now be displayed in the **“Select the file to import from”** field.

14 Select **Finish**.

15 Select **Yes**.

16 An Activity Log will be displayed when the import is complete.
Check the log to ensure the relevant files have imported.

17 Select **Close**.
The imported KS1 Wizard is now available for use.
Importing Year 1 & Year 2 Phonics, EYFS and KS2 Wizard Resources

Following the instructions in this section on page 12/13, import the above wizards if you have not already done so.
Full guidance on importing/ using the above wizards is available in separate notes for each Assessment.
Section 5: Using the Key Stage Resources

Creating a User Defined Group (Optional)
A User-Defined Group can be created if you have students being assessed who are not in Year 2 or there are pupils in Year 2 who are not participating in the assessment. If required, this group needs to be created prior to using the Key Stage Resources – see Appendix A.

Using the Key Stage Wizard to Create Marksheets

1. Select: Tools | Performance | Assessment | Wizard Manager from the Menu Bar.
   Any Key Stage wizards that have already been imported into Assessment Manager will be displayed.
   Tick as Complete any wizards for previous years that have not already been marked as Complete.
   The list of Key Stage wizards can be filtered by selecting Incomplete Complete or All from the Filter drop down menu.
   Selecting Incomplete will filter out all the Key Stage wizards that have already been processed and marked as Complete.
4. Click on the Group Browser (magnifying glass).
   This enables you to select the group on whose Key Stage results you want to report.
   Expand Year Group by clicking on the adjacent + sign and select Year 2
   If a User Defined Group was created, i.e. KS1 2019, this group will be located under Assessment User Defined or User Defined Groups in the Group browser. Click the adjacent + sign to expand the groups available.
5 Select: **Apply**
6 Select: **Next** to display the list of marksheets linked to the group selected above.
7 The display can be filtered to display **Incomplete**, **Complete** or **All** marksheets. The Complete check box can be selected to indicate that you have finished working on a particular marksheet.
8 Read through the guidance on the next few pages before entering Teacher Assessments into the marksheets.

**Entering Teacher Assessments – Options Available**

There are four options available for inputting the data into the marksheets:

1. Direct teacher entry of the data into the marksheets through the Key Stage Wizard for a whole Year Group or User Defined Group. (Recommended option).
2. Direct teacher entry of the data into the marksheets if they have been created for Registration Groups, via the route Focus | Assessment | Marksheet Entry. (Recommended option). (See Appendix B for guidance on creating marksheets for Registration Groups or Appendix D for filtering by Registration Groups).
3. Printing the marksheet for manual entry by the teacher onto the printed sheet. Someone then needs to input the assessments into the marksheets in SIMS using option 1 or 2.
4. Exporting marksheets into Excel for data entry and then importing the data into SIMS Assessment. Useful for schools with limited teacher access to SIMS. (See Appendix C).

**Printing Marksheets**

1. Individual marksheets can be printed by clicking on the **Print** button on each marksheet. Options are available for Portrait or Landscape orientation and Fit to Page. It is recommended that Print Preview is viewed prior to printing.
2. Alternatively, multiple marksheets can be printed via the menu route: **Tools** | **Performance** | **Assessment** | **System Utilities** | **Marksheets** | **Print a Selection of** **Marksheets**.
Key Stage 1 Marksheets
There are four KS1 Marksheets available:

**KS1 A. Teacher Assessments 2019** - This marksheet is used to enter the outcomes of Teacher Assessments for KS1 Reading, Writing, Mathematics and Science Performance Descriptor of the new curriculum (Assessment without Levels) Teacher Assessment from 2019 onwards. Any pupils assessed at Level BLW, (working below the standard of the Pre Key Stage) must also be entered with the relevant P Scale on marksheet **KS1 B. P Scale Data Entry 2019**.

**KS1 B. P Scale Data Entry 2019** - This marksheet must be used for recording P Scale Teacher Assessments for pupils who are working below the standard of the Pre Key Stage (BLW) in Reading, Writing or Maths or who have not met the expected standard (HNM) in Science.

**KS1 C. Test Outcomes 2019** - This marksheet can be used to enter results of tests that support the Teacher Assessments made as part of the Key Stage 1 arrangements for 2019.

**KS1 D. Broadsheet (Review) 2019** - This marksheet is used to review the entries on the other marksheets.

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<td>Pre Key Stage Standard 3</td>
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<td>Pre Key Stage Standard 2</td>
</tr>
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<td>PK1</td>
<td>Pre Key Stage Standard 1</td>
</tr>
<tr>
<td>A</td>
<td>Absent</td>
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<td>D</td>
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*to be reported with P- Scales or NOTSEN as appropriate

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<td>Has not met the standard</td>
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<td>EXS</td>
<td>Working at the expected standard</td>
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<td>D</td>
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<td>Maladministration</td>
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</tbody>
</table>
Entering Teacher Assessment Data

1. Select the required marksheet, e.g. **KS1 A. Teacher Assessments 2019**.
   Click on the *Edit* button (Pencil) or double click on the marksheet. A marksheet will open displaying pupil names and columns that relate to the assessments to be entered.

**IMPORTANT NOTE:** Please read the text in the Notes field of each Marksheet, this will give advice and information relating to that particular marksheet.

This graphic shows marksheet **KS1 A. Teacher Assessments 2019**.
Data is entered for, Reading, Writing, Maths and Science.

Data can be entered in a number of ways:

a) **Type** the first result in the first cell and use the down arrow on the keyboard to move to the next pupil. Enter the marks for all pupils in the white columns. If an invalid grade is entered, a message will be displayed.
b) **Select Grade for Column**
1. Right mouse click on the column heading and click on **Select Grade for Column**.
2. From the drop down list available, select the grade that has been achieved by the **majority of pupils**.
   This allows the entry of one grade for the whole column. This column can then be edited for those pupils not achieving that grade, either by method a), or c) below.

c) **Select Grade for Cell**
1. Click into the **first cell** for the **first pupil**.
2. Right mouse click in the cell and click on **Select Grade for Cell**.
3. Select the grade you require for the selected pupil and click on **Apply & Next**, or double click on the required grade.
   This will automatically move the cursor down to the next pupil.
   The **Skip** button can be used to miss a cell and move to the next pupil.
4. Once the results have been entered, click on the **Save** button.
5. Missing entries will be indicated by a red **Fail** message in the **Missing Entry Check** column, otherwise **OK** will display.
   the number of missing entries will be indicated in the **No of Missing Entries** column.
6. If there are any missing entries or entries that need to be updated, highlight the required cell and enter the grade.
7. If you enter an incorrect grade, the **Invalid Results** dialog is displayed, giving details of the valid grades for the specific column.
8. Re-calculate by clicking on the **Save** button again.
9. Select: **Data Entry for this Marksheet is Complete** check box.
10. **Save**
Click the Close button to close the Marksheet and return to the Key Stage Wizard Manager.

SEND at Key Stage 1 – Mandatory collection of P Scales

P Scales remain in use for 2019 but are under review for future years.

Please read the guidance notes on the next pages relating to the entry of P Scales before entering the data into marksheet KS1 B. P Scale Data Entry 2019. IMPORTANT: for any pupil who has been assessed at BLW (below the standard of the prere-key stage) for Reading, Writing and Mathematics or as HNM for Science, a P Scale or NOTSEN must be entered on this marksheet. The NOT SEN grade can be used for English as Additional Language pupils, here a SEN Need is not the reason for them being graded as BLW or HNM.

The P Scales are a set of criteria or performance descriptions for measuring the progress of pupils for whom the early levels of the National Curriculum are not appropriate. P Scale Data Entry marksheet enables you to record information against such pupils.

**KS1 B. P Scale Data Entry 2019**

1. Open the KS1 B. P Scale Data Entry 2019 marksheet via Tools | Performance | Assessment | Wizard Manager.
2. Select the Key Stage 1 England Wizard 2019 wizard.
3. Select Next and Next again to reach the Marksheet selection screen.
4. Double click on the KS1 B P Scale Data Entry 2019 marksheet or select the marksheet and click on the Pencil icon.
5. Teacher Assessments (TAs) entered on marksheet KS1 A. Teacher Assessments 2019 are transferred to the KS1 B. P Scale Data Entry 2019 marksheet.
Data Entry
Requirements: 1

For pupils with a **KS1 Reading TA** and **KS1 Writing TA** outcome of **BLW**, and working below P4, ensure there is a P Scale entry in the column **P Scale English** of P3ii, P3i, P2ii, P2i, P1ii, P1i or NOTSEN.

For pupils working above the level of P3ii in **P Scale Reading** and/or **P Scale Writing** an entry of P4 or NOT SEN should be made.

An entry for **P Scale Speaking** or **P Scale Listening** can also be entered as follows P4 or NOTSEN but is optional.

2 **Maths:**

For pupils with a **KS TA Maths** outcome of **BLW**, and working below P4, ensure there is a P Scale entry in the column **P Scale Maths** of P3ii, P3i, P2ii, P2i, P1ii, P1i or NOTSEN.

For pupils with at least one of its Maths components: **P Scale Number**, **P Scale Use Maths** or **P Scale Shape** of P4 or NOTSEN, this result should be entered in the relevant component column and no entry in **P Scale Maths**.

3 **Science:**

For pupils with a Science outcome of **HNM**, a P Scale entry is as follows: P4 P3ii, P3 i, P2 ii, P2i, P1ii, P1i or NOTSEN. The marksheet indicates this is optional, however it is recommended that an assessment result is entered so that the result will display on the PupilIndividual Report.

4 Once data has been entered, click the **Calculate** button to apply validation rules. Pupils with issues will be shown as Failed! Amend data as necessary and then click the **Calculate** button again to double check the validation rules.
5. Click on the **Save** button.

See examples of the validation rules below:

The 1st row example **BLW** entered for KS1 Reading TA and KS1 Writing TA. There should not be an entry in the P Scale English column, as P Scale has been entered in the P Scale Reading and P Scale Writing columns respectively.

Speaking and/or Listening is optional.

The 3rd and 4th row **Failed!** Reason: no grade is required in any of the P Scale columns. The 6th row example is correct.

For KS1 Maths TA examples: The 1st row **Failed!** A P Scale: Maths grade is not required as grades have been entered in at least one of the Maths component columns: P Scale: Number, P Scale: Use Maths, or P Scale: Shape.

The 3rd, 4th, and 5th row **Failed!** Reason: did not require a P Scale entry. The 6th row is correct.

For KS1 Science TA: Note the various entries in the example. It is optional to enter a P Scale where **HNM** has been entered for KS1 Science TA however it is recommended that a grade is recorded in order for the result to display in the Individual Pupil Report.
KS1 C. Test Outcomes 2019

IMPORTANT NOTE: For the 2019 KS 1 Tests, conversion tables will be published on GOV.UK at the beginning of June 2019. Teachers will need to use these to translate pupil’s raw scores into scaled scores to see whether each pupil has met the expected standard.

1. To open the **KS1 C. Test Outcomes 2019** marksheet, access the Key Stage 1 Wizard from **Tools | Performance | Assessment | Wizard Manager**.
2. Select the **Key Stage 1 England Wizard 2019** wizard.
3. Select **Next** and **Next** again to reach the **Marksheet** selection screen.
4. Double click on the **KS1 C. Test Outcomes 2019** marksheet or select the marksheet and click on the **Pencil** icon.
5. The following **Notes** are displayed in the **Basic Details** panel of the marksheet: *This marksheet can be used to enter results of the reformed curriculum (Assessment Without Levels) tests that supported the teacher assessments made as part of the Key Stage 1 arrangements from 2016 onwards.*
6. Enter the test results for each test. Click on the Calculate button to calculate the Total Mark for each series of tests. There is no validation check performed on the results entered for test outcomes.
Composition of Key Stage 1 Tests – Scaled Scores

<table>
<thead>
<tr>
<th>Subject</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Spelling</td>
<td>20</td>
</tr>
<tr>
<td>English Grammar, Punctuation and Vocabulary</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total Score</strong></td>
<td><strong>40</strong></td>
</tr>
<tr>
<td><strong>+ Scaled Score (To be announced early June)</strong></td>
<td><strong>0 - 999</strong></td>
</tr>
<tr>
<td><strong>+ Outcome (Performance Descriptor)</strong></td>
<td>See next table</td>
</tr>
<tr>
<td>English Reading Paper 1</td>
<td>20</td>
</tr>
<tr>
<td>English Reading Paper 2</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total Score</strong></td>
<td><strong>40</strong></td>
</tr>
<tr>
<td><strong>+ Scaled Score (To be announced early June)</strong></td>
<td><strong>0 - 999</strong></td>
</tr>
<tr>
<td><strong>+ Outcome (Performance Descriptor)</strong></td>
<td>See next table</td>
</tr>
<tr>
<td>Mathematics Paper 1: Arithmetic</td>
<td>25</td>
</tr>
<tr>
<td>Mathematics Paper 2: Reasoning</td>
<td>35</td>
</tr>
<tr>
<td><strong>Total Score</strong></td>
<td><strong>60</strong></td>
</tr>
<tr>
<td><strong>+ Scaled Score (To be announced early June)</strong></td>
<td><strong>0 - 999</strong></td>
</tr>
<tr>
<td><strong>+ Outcome (Performance Descriptor)</strong></td>
<td>See next table</td>
</tr>
</tbody>
</table>

7 Once the scaled scores have been released (see page 12) and the conversion tables have been used to calculate the outcome, re-open the marksheet **KS1 C. Test Outcomes 2019**. Enter the scaled score and outcome for each set of tests.

8 Click on Save.

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

The Key Stage 1 Test outcomes are detailed in this table for Reading, Mathematics, Grammar, Punctuation and Spelling.
This marksheet is used to review the entries on the other marksheets. Notes are displayed in the Basic Details panels of the marksheet: This Marksheet can be used to review the Test, Teacher Assessment and P-Scale results of the reformed curriculum (Assessment without Levels) that have been entered in support of the KS1 arrangements from 2018 onwards. The results displayed in the Broadsheet Review marksheet are separated by coloured columns.

You are now required to submit your data to the Surrey Data Management Team. Please continue with step 9 (Section 6) of the End of Key Stage 1 process as soon as possible.
Analysis of Data

Appendix D at the end of these notes will provide guidance to enable the user to:

- Provide Additional Student Information, e.g. % Attendance, FSM, or SEN.
- Filter this additional student information.
- Order Rows in ascending or descending order.
- Filter by group, e.g. FSM, SEN, Gender, EAL etc.
- Show the Grade Distribution of pupils, e.g. how many or what % of students achieved a specific grade. Graph this data in a bar or pie chart.

Export the data in Excel format or save the graph for presentation purposes.

Show Summary Rows to provide Average Point Score data.

Appendix G - KS1 and KS2 Analysis Reports

An example and details of the report are available in Appendix H
Section 6: Returning Data via CTF
The last process in the Key Stage Wizard, ‘Results for Export’, is not used. The KS1 data is returned via Common Transfer File (CTF) directly to the Data Management Team at Surrey via Perspective Lite. The information will be validated and collated. A Surrey file will then be forwarded to the DfE via COLLECT on your behalf. The absolute deadline for returning the CTF is Thursday 27th June 2019.

Creating a CTF using SIMS.net
Ensure you have relevant permissions within System Manager to create CTFs.

Creating a CTF File
1. In SIMS.net
2. Select Routines I Data Out I CTF I Export CTF.
3. Select the CTF export type of KS1. Do not select General.
4. Click on the down arrow adjacent to Year Grp. Select Year 2 from the drop down menu.
5. Select the first pupil in the list.
6. Hold the Shift key down and scroll to the bottom of the list. Select Surrey from the Destination LA/ Other dropdown menu for the last pupil on the list. All the students in between should now also have Surrey as their destination.
7. Select Export CTF.
8. Select Yes to the displayed message.
9. Note the name of the CTF file created once the export is complete.
10. Select OK.
11. Locate the file in the I:\SIMS \CTFOUT folder (where I is the drive letter for your Sims directory).
12. If you selected a KS1 type of CTF, the CTF file name will display KS1 after your school number, for example: 936 xxxx_KS1_936LLLLL_001.xml (where xxxx is your 4 digit DfE school number).
13. Copy this file to I:\SIMS \ LEA \ OUTBOX (where I is the drive letter for your Sims directory).
Submitting the Return by Perspective Lite

Data collections are transferred via Perspective Lite. Any queries regarding Perspective Lite should be addressed to pkm@surreycc.gov.uk (PKM - Performance and Knowledge Management team at Surrey).

1 To access Perspective Lite, you need to open an internet browser (such as Internet Explorer).
2 Type https://perspective.angelsolutions.co.uk into the address bar, then press the return/enter key on the keyboard.

3 The browser should now take you to the Perspective login page. **Please Note:** whilst Perspective should work in the majority of internet browsers your experience will be better if you use newer versions of Internet Explorer, Firefox or Chrome.

4 To log in to Perspective Lite, click into the **username** box and type in your username.

5 Then click into the **password** box and type your password.

6 Then click the red **Login** button.
Sending data to Surrey

The **Send** feature within Perspective Lite will give you a simple to use tool to send files to the Surrey Data Team securely.

1. To access the **Send** option in your Perspective Account, hover over **Documents** on the navigation bar and then select **Send files** from the drop down menu that appears.

2. To send files to Surrey, click on the **Browse** button and navigate to the `I:\SIMS \ LEA \ OUTBOX`.

3. Select the file you want to send from your computer, i.e. `936xxxx_KS1_936LLLL_001.xml`.

4. Select the Tag i.e. Untagged, Other, Census, EYFSP, Phonics, KS1, KS2 TA, KS3 TA

5. Click the button **Upload and Send**.

6. Once your file has been received, a copy will be available for you to download from the previously sent list for 30 days. If you wish to keep a copy for your own records we suggest it is kept securely on your own computer/network.

7. You can view all files sent in this section or filter by those sent but not received or sent and received.

8. Help is available by clicking on the **i** button.
The file(s) should be sent no later than 27th June 2019.

**IMPORTANT** : If you have submitted your data, and subsequently resend it to Data Management because of changes to the data, please contact Data Management to advise them that you have re-submitted your return.
Section 7: Individual Pupil Reports

Reporting to Parents
If a child starts at a new school before the summer half-term holiday, the new school must report the child’s results to the LA.
If a child starts at a new school during the second half of the summer term, the previous school must report the child’s results to the LA. This includes children who transfer to a new school during the holiday.
If a pupil moves school within Year 2, the new school must report the end of key stage results to the child’s parents, carers or guardian.

To access Individual Reports in the Key Stage Wizard, select **Tools | Performance | Assessment | Wizard Manager** and select the KS1 wizard. Click on the **Next** button 3 times to reach **Individual Report Format**.

This page of the wizard enables the printing of the Individual Student results.

The Individual Student Report
1. **Select** either: **KS1 P1 Student England TA 2019 (Teacher Assessments only)** or **KS1 P1 Student England TA and TT 2019 (Teacher Assessments and Test Results)**
2. **Ensure the Membership Dates for Group: Year 2** reflect the group of pupils you wish to report on. **Refresh** the student data. This will ensure that statistics are based on the correct pupils.
3. **Click on Deselect All**.
4. **Select an individual student by ticking the box by the side of the surname**.
5. **Click on the Preview button** to display the report in Microsoft Word.
6. **Close** the document – **do not Save**.
7. **To print the report** for all students, click on **Select All** to select all of the students and the **Print Report** button. Alternatively, select individual students and click on the **Print Report** button.
Upload Reports
A copy of each child’s report can be saved in the Document Server. This can then be viewed or printed again at any time.

1. Once reports have been generated they can be uploaded, either individually or by selecting all pupils and clicking the **Upload Report** button.
2. A message will appear confirming the upload was completed.
3. To view the copy, open the Pupil Details screen for a relevant pupil and select **Linked Documents** in the **Links** panel on the right.
4. Select the required document and **Open**. The report will open as **Read only**.

Exporting Reports
As an alternative to uploading reports as SIMS Linked Documents, reports can be exported and saved to an alternative location of your choice by selecting the **Export** button.

Note the displayed message and navigate to your chosen location. Select **OK**.

See Appendix F – for example reports.
Customising the Reports

To customise the reports by including your school logo etc. it is necessary to edit the template and print the reports outside of the Key Stage Wizard.

1. Close the KS1 Wizard.
3. Select Search.
4. Select an Individual Report for this year, e.g. KS1 P1 Student England TA and TT 2019 (or the TA report).
5. Click on the Clone button.
6. Rename the report: e.g. School KS1 Student 2019.
7. Click on the Word Template button to access the template and edit it as desired (using the Word editing features available).
8. Select Add Ins from the Toolbar and Verify Template. Once this process has completed close the Verify Template message.
10. Save the template in Assessment Manager.
11. To preview the report, click on the Generate hyperlink, and to the right of the Generate panel, select Students.
12. Expand Year Group and select Year 2 (or Assessment User Defined if a group for KS1 2019 has been created) and select the group required.
13. Select one pupil by ticking the box adjacent to their name and Apply.
14. Select the pupil again on the Generate panel.
15. Select Preview to view the report.
17. To generate the report for all students in the group, click on the **Generate** hyperlink and to the right of the Generate panel select **Students**.

18. Expand Year Group and select **Year 2** (or Assessment User Defined if a group for KS1 2019 has been created) and select the group required.

19. Ensure the **Attendance Reporting Period** reflects the date range you wish to report on.

20. Click on **Select All** and **Apply**.

21. On the **Generate** panel, click on **Select All** and **Print**.
Appendix A - Creating an Assessment User Defined Group

If you have pupils taking the tests who are not in Year 2 or there are pupils in Year 2 who are not taking the tests, you should create an Assessment User Defined Group.

1. Select: Focus | Groups | Assessment Defined Groups to display the Maintain User Defined Groups browser.

2. Click the New button to display the Assessment Group Details page.
3. Insert KS1 2019 in the Group Description and Short Name fields.
4. Select Active from the Active State drop down list.
5. Enter any required notes, e.g. pupil out of year if applicable.
6. Save

Adding Members to a Newly Defined User Group

1. Select: Focus | Groups | Assessment Defined Groups to display the Maintain User Defined Groups browser
2. Click on Search to display existing defined assessment groups.
3. Highlight the KS1 2019 group and click on Open or double-click on the group to display the Assessment Group Details page.
5. Select Add Member to open the Select Members dialog.
6. Click on Search to display a list of all pupils who are members of the selected academic year.
7. Select Year Group from the Group Type drop down list.
8. Select the Group browser and if necessary click on Search. Select Year 2 and OK.
9 Click on **Search** to display all of Year 2.

10 Highlight the pupils to be assigned membership and click on **OK**. The pupils will be displayed in the Membership panel.

Multiple members can be selected by holding down the **Ctrl** key and clicking each member's name. Sequentially listed members can be selected by clicking the first name in the list, holding down the **Shift** key, then clicking on the last name in the list.

11 Repeat this procedure if required to include pupils from another year group.

12 **Save**.

Alternatively, at point 10 above, select all the pupils in Year 2 and click on **OK**. Now use the option of **Removing a Member from a User Defined Group** below to remove one or two pupils from the group.

### Removing a Member from a User Defined Group

1 Select the pupil to be removed by clicking on the orange time line to the right of the pupil.

2 Click the **Action** button and select **Remove Membership**.

3 Confirm you wish to remove the selected member.

4 **Save** and **Close**.

### Adding a Supervisor to a User Defined Group (Optional)

1 Select: **Focus** | **Groups** | **Assessment Defined Groups** to display the Maintain User Defined Groups browser.

2 Click on **Search** to display existing defined assessment groups.

3 Highlight the **KS1 2019** group and click on **Open** or double-click on the group to display the Assessment Group Details page.

4 Adding a supervisor is optional, but if a teacher requires access to a group’s marksheets, they must be added as a supervisor. Click on the **Current Main Supervisor** browser.

5 If you need to change the Effective Date, click the Browse button to open the **Select Effective Date** range dialog. Select the required dates from the options available:
   - a. Today to end of year
   - b. Whole year
   - c. Custom Dates
6 Click on OK to return to the Manage Group Supervisors dialog. Any amendments made to the effective date will be displayed in the Effective Date field.

7 Click on Action and select Add Supervisor to open the Select Person dialog.

8 Use either Search or type in the required supervisor's name and select Search.

9 Select the supervisor required and click on OK. The Add Supervisor dialog will be displayed.

10 Select the Supervisor Title from the drop down list. Start and End dates can be amended if required.

11 Click on OK to return to the Manage Group Supervisors dialog.

12 Click on OK to return to the Assessment Group Details page.

13 Click on: Save and Close.
Appendix B – Creating Marksheets from a Template

The Key Stage Wizard Templates are also available through the menu route: 
Focus | Assessment | Template. If your school has more than one
Registration Group in Year 2, you may find it easier to create separate
marksheets for each Group. Individual Registration Group teachers can then
log into SIMS and locate their own marksheets through the My Marksheet
Entry icon, or through the menu route: Focus | Assessment | Marksheet.

To create the marksheets:

1. Select Focus | Assessment | Template.
2. In the Template Name field enter: KS1
3. Click on Search.
4. Select the marksheet:
   **KS1 A. Teacher Assessments 2019.**
5. Select Open.
6. Click on the link 3 Marksheets
and note that a marksheet already exists for Year 2 created via the Key
Stage Wizard.
7. Click on the New button (Add a new marksheet) to the right hand side of
the Marksheet pane.
8. Click on the + sign adjacent to Registration Group and tick the box
adjacent to the Year 2 Registration Groups. Select the groups required.
9. Select Apply and Save.
10. Repeat the process for the remaining Data Entry KS1 marksheets, e.g.
KS1 B. P Scale Data Entry 2019
KS1 C. Test Outcomes 2019
Appendix C – Exporting a Marksheet to Excel

This method can be used where teachers wish to enter their results through Excel rather than Assessment Manager. These marksheet must then be imported back into Assessment Manager.

1. Open a marksheet and select the down arrow by Export.
2. Select **Formatted**.

Excel will automatically open to display the marksheet.

3. **Save** the spreadsheet to a location of your choice.
4. Note that the file name extension is xml not xls.
5. Results can now be added to the spreadsheet and saved.
6. **Close** the spreadsheet.
7. The original marksheet in Assessment Manager will still be open.
   **Close** this marksheet.

Alternatively all the relevant marksheet can be exported together using **Tools > Performance > Assessment > System Utilities** and choosing **Marksheets > Export A Selection Of Marksheets**.
Importing the Excel File into Assessment Manager

1. Select Routines | Data In | Assessment I Import from Spreadsheet.

2. From the ‘Select file to import from’ browser, select the Excel file you have just saved.
3. Select Open.
4. Select Next.
5. Close the Activity Log which will say Read Only columns not imported.
6. Select Next.
7. Select Finish.
8. Select Yes to the message “Are you sure you want to proceed?”
10. Select Focus I Assessment I Marksheet Entry.
11. Select and open the marksheet originally exported.
12. View the imported results.
13. Close the marksheet.
Appendix D – Analysis of Data

In order to be able to extract data from the marksheets for analysis purposes, there are a number of key features available. These are available on any marksheet.

Calculate

Click on **Calculate** to activate any formula columns on the marksheet. These columns are usually coloured grey and have an $f$ symbol at the top of the column.

Summary

Click on the **Summary** button to provide additional rows at the bottom of the marksheet to calculate mean and median data for individual columns on the marksheet.

Showing Grade distribution

- Select a marksheet.
- Right click on a grade column heading, e.g. KS1 Reading TA
  (This option is not available for columns recording a number, decimal or age).
- Select **Show Grade Distribution** from the pop-up menu.
The frequency and cumulative frequency can be expressed as:

- **Percentage of Results**.
- **Percentage of Students** (this will include pupils with no results).
- **Count of Students**, i.e. number of students.

Other options: **Export, Print, Graph**

- **Export** will export the data as an xml file.
Select Export and save the file to a location of your choice. The grade distribution can then be viewed in Excel format. Using this procedure in conjunction with filtering (see later in these notes) gives the opportunity, using cut and paste functions, to compile a spreadsheet giving a summary of attainment or progress for the whole cohort and filtered groups.

See example below.

This spreadsheet displays attainment and sub level progress data for a Year 6 group for Maths in the Summer Term.

Filtering has been applied to obtain data for Gender, FSM, EAL, SEN and other User Defined Groups.

This example shows the export of attainment data using levels, a similar output can be achieved using assessment without levels data.
• **Print**
Select **Print** to open an Excel print preview screen.

• **Graph**
Select **Graph** to display a bar chart which can be Saved, Printed or Exported using the icons at the top of the graph.
Right mouse click on the graph and select Gallery to change the style of graph.
Changing the Marksheet Display

Showing/ Hiding **Additional Student Information** and ordering on this data.

- Right click anywhere on the **Student** column and select: 
  **Select Additional Student Columns** from the menu

- Select the additional student information you require using the tick boxes e.g. **Registration Group**, and **OK**.

- Left click on a selected column heading, e.g. date of birth, this will order the students in ascending date of birth order. Click again to reverse the order.

Any Student Information column can be ordered in this way.

- To remove the additional columns, right click in the student column heading. Select: **Select Additional Student Columns** from the menu and remove the tick from selected columns, or select **Clear All** and **OK**.

The additional student information will be displayed on the marksheet when printed.
Ordering Rows by results columns

Rows containing assessment data can be ordered in either ascending or descending order. Right click on the required column heading and select either **Order Rows | Ascending** or **Order Rows | Descending** from the pop-up menu.

Note: Where a grade column is selected, the values of the grades are used.
To restore the default row order right click on any column and select **Restore Row Order** from the pop-up menu.

Group Filter

Enables filtering by Ethnicity, SEN, Home Language and more.

1. Click on the **Group Filter** browser. The pupils listed in the marksheets can be limited by using filters. These filters can be saved to use on any other marksheet, e.g. all summer born males, or females with dyslexia.
2. Click on the + sign adjacent to the required filter.
3. Select the filter required by ticking the box.
4. Repeat the process to include additional filters. Details of selections will be inserted in the Description box.
5. Select Apply to apply the filter to the marksheet.
6 If you wish to save the filter, insert a relevant description in the **Filter Name** box, e.g. FSM + EAL.

7 To share the filter with other users, ensure the Private box remains unticked.

8 Select **Save**

9 To apply a saved filter, select the named filter and **Open**

10 Select **Apply** to apply the filter to the marksheet.

Include will include any filters selected and will display in blue.

Exclude will exclude any filters selected and will display in red.

To use the Exclude option:

- Click on **Exclude** before making selections.
- Expand the + sign adjacent to Ethnicity and select any White British categories. This will display all pupils from other ethnic groups on the marksheet.

- **Apply**

Now use the Grade Distribution option on the filtered group. The grade Distribution shows pupils from Ethnic groups other than White British and the distribution of grades.
Column Filters

Filters are available on individual columns on marksheets. Hover with the mouse over a column heading to display a small filter arrow. Click on the filter arrow to reveal a menu of the data displayed in the column.

For example, using the filter on the Additional Student Details columns for EAL, will display a menu of Blank, No or Y. Select Y and OK to display all pupils with EAL.

The filter that has been applied to the column will be displayed in the bottom left hand corner of the Marks sheet. Multiple filters can be applied. To remove the filter, uncheck the tick box.

Using the filter on the Attendance data column, which can be added to the marksheet from Additional Student Details Columns, can be used to display pupils with below 85% attendance.

Another example: apply the filter to any Teacher Assessment column. The menu will display the grades entered in the column. In this example, pupils at level 5 only will be displayed on the marksheet.

Now use the Grade Distribution option on the filtered group.
Appendix E – Key to Success

In December 2012 the DfE Secure Access website was established: https://sa.education.gov.uk/idp/Authn/UserPassword

For schools, a single Secure Access account is being provided for the entire establishment. Please remember to lodge your username, password, and security question and answer with your head teacher to allow other approved users to access the systems covered by Secure Access.

Once you have logged into the website, you will see options to access COLLECT, KtS (Key to Success) and S2S (The School to School system).

Key to Success enables you to search for historical end of Key Stage data for pupils within your school.
For individual pupil data, you will require their name and UPN to use the search facility.

You are able to search for whole year group end of Key Stage data, e.g. KS1 2012 results.
Appendix F – Sample Reports

Pupil's Results at Key Stage 1 - Example Only

Tamwar Abdullah

Teacher Assessment Results:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Teacher Assessment Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Reading</td>
<td>Working at the expected standard</td>
</tr>
<tr>
<td>English Writing</td>
<td>Working at the expected standard</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Working at the expected standard</td>
</tr>
<tr>
<td>Science</td>
<td>Working at the expected standard</td>
</tr>
</tbody>
</table>

Key to Teacher Assessment Results:

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

GDS is awarded if the pupil is working at greater depth than the expected standard.
GXS is awarded if the pupil is working at the expected standard.
WS is awarded if the pupil is working towards the expected standard.
HM is awarded if the pupil has not met the standard.
PEF is awarded if the pupil is working at foundations for the expected standard.
SUW is awarded if the pupil is below the standard of the task.

* to be reported with Passes or NOTSSN as appropriate

A is awarded if the pupil was absent.
0 is awarded if the pupil is disapproved in Reading, Writing or Mathematics.
U is awarded if the pupil is disapproved in Science.
### Test Results:

<table>
<thead>
<tr>
<th>English Grammar, Punctuation, Vocabulary and Spelling</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grammar, Punctuation &amp; Vocabulary Test</td>
<td>15</td>
</tr>
<tr>
<td>Spelling Test</td>
<td>15</td>
</tr>
<tr>
<td>Grammar, Punctuation, Vocabulary and Spelling Test Total</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>English Reading</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Test 1</td>
<td>15</td>
</tr>
<tr>
<td>Reading Test 2</td>
<td>12</td>
</tr>
<tr>
<td>Reading Test Total</td>
<td>27</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics Arithmetic Test</td>
<td>15</td>
</tr>
<tr>
<td>Mathematics Reasoning Test</td>
<td>27</td>
</tr>
<tr>
<td>Mathematics Test Total</td>
<td>42</td>
</tr>
</tbody>
</table>

### Key to Test Results:

**Scaled Scores:**

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

Scores will range between values of 55 to 115. An N grade may be awarded where a student's raw test score is not sufficient to reach the lowest Scaled Score value of 55.

### Outcomes:

A5 is awarded if a pupil has achieved the standard.

N5 is awarded if a pupil has not achieved the standard.

A is awarded if a pupil was absent from one or all of the test papers.

B is awarded if a pupil is working below the level assessed by the tests.

C is awarded if a pupil has left the school.

M is awarded if a pupil has missed the test.

T is awarded if a pupil is working at the level of the tests but is unable to access them.

F is awarded if a pupil will take the test in the future.

P is awarded if a pupil has taken the test in the past.

D is awarded if the pupil is dropped.
Appendix G – KS1 Analysis Report

KS1 and KS2 Analysis Reports

Guidance notes, marksheets and the report definition file to create this report is available from the Strictly Education 4S website:

https://www.strictlyeducation4S.co.uk following the links: Support Services | SIMS & Technology | ICT Service Desk | SIMS | Assessment Manager - KS1 & KS2 Statutory Analysis Reports.