Guidance Notes

End of Key Stage 2
Procedures 2019 Using
Assessment Manager 7

May 2019

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

The final date for the submission of data for validation & checking by Surrey is: Monday 24th June 2019.
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>
<td>Submitting Data via CTF &amp; Perspective Lite</td>
</tr>
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Section 1: Introduction
Assessment and Reporting Arrangements

Guides to the Assessment and Reporting Arrangements for Key Stage 2 can be downloaded from the Department for Education (DfE) website, see below. https://www.gov.uk/government/publications/2019-key-stage-2-assessment-and-reporting-arrangements-ara


This collection is being supported by Standards and Testing Agency (STA), but local authorities can decide which method they prefer to use in order that the usual 100% return is made. We are therefore requesting all Teacher Assessments are sent directly to the Data Management Team at Surrey via Perspective Lite. We will validate, collate and forward a Surrey file to the STA on your behalf. The date for submission is between Monday 3rd June with a deadline of before 5pm on Monday 24th June 2019.

The submission dates window to Surrey is to enable the Data Team to check and validate all returns and where necessary obtain resubmissions to ensure the Surrey file uploaded to NCA Tools is correct.

Schools MUST by aware that data received after Monday 24th June will not be validated by the Surrey Data Team.

If your school decides not to send the data to Surrey for validating and load a file directly to the STA, then please let the Data Team know so they do not chase your school for the data.
These schools must submit accurate Teacher Assessment data directly via NCA tools by Thursday 27th June 2019.

P Scale assessments should be entered 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.

Due to the lack of response from schools we will no longer operate an early collection of KS2 TAs for forwarding to secondary schools via CTF.
If you should receive any correspondence from the STA, please contact the Data Management Team for advice to ensure the correct procedure is being followed. Failure to do so could cause duplicated work for your school.

**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.

**KS2 Test Week & Headteacher’s Declaration**

KS2 Test week is **Monday 13th May to Thursday 16th May 2019**.

Headteacher’s Declaration (HDF) – Available from 5p.m. on **16th May 2019** and the deadline for submission of the HDF is **Friday 24th May 2019**.

**Test Results & Review of Marking Applications**

Key Stage 2 pupil test results (raw scores and scaled scores) will be available via NCA Tools from **7.30 a.m. on 9th July 2019**. Raw score to scaled score conversion tables will be available on GOV.UK. See Section 7 of these notes).

**Friday 19th July** – deadline to submit review of marking applications.
**Assessment Manager 7**
SIMS Assessment Manager provides a way of managing the statutory end of Key Stage procedures. These notes will guide you through the process of selecting student groups; entering, editing and validating the results; returning the data to Surrey Data Management via Common Transfer File (CTF) and the generation and printing of the reports for parents.

**Spring 2019 SIMS Upgrade**
You must upgrade your SIMS system to 7.186 or higher to be able 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.

**Reporting to Parents**
For a pupil who transfers from one school to another in the summer term, it is the responsibility of the school at which the pupil was enrolled when the tests were administered to submit the teacher assessments to the LA. This school must also include the pupil's test outcomes in its results.
Section 2: Key Changes for 2019

The key changes in assessment and reporting arrangements are detailed in Section 2 of The Assessment and Reporting Arrangements for Key Stage 2 which can be downloaded from the Department for Education (Df E) website (see page 5 for link).

However the main changes are:

**Removal of teacher assessment for English reading and mathematics**
Schools are no longer required to make statutory teacher assessment (TA) judgements in English reading and mathematics. This change has been made to reduce assessment burdens on schools, as set out in the government response to the 2017 public consultation on Primary assessment in England.

Test results in English reading and mathematics will continue to be used in school performance measures.

**Revised teacher assessment frameworks**

**Science**
The science frameworks have been revised for use from the 2018 to 2019 academic year onwards. The ‘pupil can’ statements have been refined for clarity, based on feedback from teachers and other educational experts.

**Pre-key stage 2 standards**
The pre-key stage 2 standards are to be used for assessing pupils engaged in subject-specific study, who are working below the standard of national curriculum assessments. The ‘pupil can’ statements have been revised to ensure they appropriately represent the key aspects of each subject, allow for progression towards the national curriculum, and give a better reflection of classroom practice.

P scales 1 to 4 should continue to be used for statutory assessment of pupils not engaged in subject-specific study at the end of KS2.

**Monitoring and moderation services for academies**
The process for academies to notify STA about which LA they intend to use for monitoring the KS2 tests and moderating their TA has changed.
### Key for Teacher Assessment Outcomes

<table>
<thead>
<tr>
<th>Data Entry</th>
<th>English Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>PK6</td>
<td>Pre Key Stage Standard 6</td>
</tr>
<tr>
<td>PK5</td>
<td>Pre Key Stage Standard 5</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 2</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>Dis-applied</td>
</tr>
<tr>
<td>L</td>
<td>Left</td>
</tr>
<tr>
<td>F</td>
<td>Pupil will take test in the future</td>
</tr>
<tr>
<td>P</td>
<td>Pupil has taken test in the past</td>
</tr>
<tr>
<td>Q</td>
<td>Maladministration</td>
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<table>
<thead>
<tr>
<th>Data Entry</th>
<th>English Writing</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>
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<tr>
<td>PK6 – PK1</td>
<td>As for English Reading</td>
</tr>
<tr>
<td>BLW</td>
<td>Below the standard of the pre-key stage*</td>
</tr>
<tr>
<td>A D L F P Q</td>
<td>As for English Reading</td>
</tr>
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</table>

<table>
<thead>
<tr>
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<th>Mathematics</th>
</tr>
</thead>
<tbody>
<tr>
<td>PK6</td>
<td>Pre Key Stage Standard 6</td>
</tr>
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<td>PK5</td>
<td>Pre Key Stage Standard 5</td>
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<tr>
<td>PK4</td>
<td>Pre Key Stage Standard 4</td>
</tr>
<tr>
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<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 2</td>
</tr>
<tr>
<td>BLW</td>
<td>Below the standard of the pre-key stage*</td>
</tr>
<tr>
<td>A D L F P Q</td>
<td>As for English Reading</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>HNM</td>
<td>Has not met the standard</td>
</tr>
<tr>
<td>EXS</td>
<td>Working at the expected standard</td>
</tr>
<tr>
<td>A D L F P Q</td>
<td>As English Reading</td>
</tr>
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</table>
Section 3: End of Key Stage 2 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>7</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Import the KS2 Wizard Resources Import the KS1 Wizard Resources</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>3</td>
<td>Create User Defined Groups if required</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Use the Key Stage Wizard to create the relevant Marksheets</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Print marksheets for Teachers - optional</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Enter Teacher Assessments (TAs) into the marksheets and check entries – ensure TAs exist for all students.</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Ensure P Scale marksheets have been completed.</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Create a Common Transfer File</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Transfer the CTF via Perspective Lite to Surrey by <strong>Monday 24th June 2019</strong>.</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Manually enter or import the Test Results</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Generate, preview and print Individual Pupil Reports. Upload the reports to the Document Server.</td>
<td>27</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** or higher. 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 Systems Manager before proceeding.
4. Click on the box to close.

**Step by Step Guide to Importing the Key Stage Resources**

1. In SIMS.net, select **Routines I Data In I Assessment I 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.
   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! The following action will close the import screen without importing any resources.
   **Untick the available options and select Yes.** Continue from step 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.

In SIMS.net, select **Routines | Data In | Assessment | Import.**

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

Locate **C:\Program Files(x86) \ SIMS \SIMS.net \AMPA**

Double click on the **AMPA** folder.

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

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

Select the **Key Stage 2 Wizard England 2019**

Click on the **Open** button. The name of the selected file will now be displayed in the "Select the file to import from" field. Check the details to ensure you have selected the correct wizard.

Select **Finish.**

Select **Yes.**

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

Select **Close.**

The imported KS2 Wizard is now available for use.
Importing Key Stage 1 Wizard Resources (Junior Schools)
Separate detailed notes are available for Infant/Primary Schools: see notes
End of Key Stage 1 Procedures 2019 Using Assessment Manager.
Notes are also available for Phonics Screening and EYFS returns.

The Key Stage 1 Wizard Resources will also need to be imported by Junior Schools to enable you to receive the Key Stage 1 assessment data sent to your school via CTF from feeder (Infant) schools. To import the KS1 Wizard, follow the instructions from page 8 but select **Key Stage 1 Wizard England 2019:xml.**

Check the **Key Stage 1 Wizard England 2019** has imported.

Using the KS1 Wizard will be a similar process to that detailed in the next two sections, substituting the Key Stage 2 wizard with the Key Stage 1.
Section 5: Using the Key Stage Resources

Creating a User Defined Group
A User Defined Group can be created if you have students being assessed who are not in Year 6, or there are pupils in Year 6 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.

It is also useful to create an Assessment User Defined Group if you wish to analyse year on year Key Stage assessment data, e.g. compare 2 years of data KS2 2017, and KS2 2018. See Appendix E – Group Analysis.

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.

2. 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.
2 Select: **Key Stage 2 England Wizard 2019**.

3 Select: **Next**

4 Click on the **Group Browser** (magnifying glass). This enables you to select the group on whose Key Stage results you want to report.

5 Expand **Year Group** by clicking on the adjacent + sign and select **Year 6**. If a User Defined Group was created, i.e. **KS2 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.

6 Select: **Apply**

7 Select: **Next** to display the list of marksheets linked to the group selected above.

8 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.

9 Read through the guidance on the next two 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 the marksheets 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).
3 Printing the marksheet for manual entry by the teacher onto the sheet. Someone then needs to input the assessments into the marksheets in SIMS using option 1 or 2 above.

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 Marksheet**

1 Individual marksheet 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 marksheet can be printed via the menu route: Tools | Performance | Assessment | System Utilities | Marksheet | Print a Selection of Marksheet.

**For Key Stage 2 there are four marksheet available:***

**KS2 A. Teacher Assessments 2019**

This marksheet can be used to store the Outcome for the KS2 Reading, Writing, Mathematics and Science Performance Descriptor of the new curriculum (Assessment without Levels) Teacher Assessment from 2019 onwards. Any pupils assessed at Level **BLW** (Below the Standard of Pre-Key Stage), in Reading, Writing or Maths, or HNM in Science will also be entered on this marksheet, with the relevant P Scale entered on marksheet **KS2 B. PScale Data Entry 2019.**

**KS2 B. P Scale Data Entry 2019.**

This marksheet enables you to enter a P Scale assessment for pupils who are working below the standard of the Pre-Key Stage (BLW) in Reading, Writing or Mathematics, or who have not met the expected standard (HNM) in Science.
KS2 C. Test Outcomes 2019
This marksheet can be used to enter results of the (Assessment without Levels) tests completed in the week **May 13^{th} to 16^{th} May**. Test results are available via NCA Tools on **9^{th} July 2019** file and can be imported or manually entered into the marksheet. See Section 7 of these notes.

KS2 D. Broadsheet (Review) 2019
This marksheet is used to review the entries on the other marksheets.

**Entering Teacher Assessment Data**

See page 5 for data entry grades available

1. Select the marksheet **KS2 A. Teacher Assessments 2019** by clicking on the **Edit button or double clicking** on the marksheet name.

A marksheet will open displaying pupil names and columns that relate to the assessments to be entered.

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

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 dropdown 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.

![Select Grade for Column](image)

**Note:** The screenshot shows the dropdown list with grades PKS, P, Q, and AW, which correspond to the different levels of achievement.

**Select Grade for Cell**

1. Select the first cell for the first pupil. Right mouse click in the cell and click on **Select Grade for Cell**.
2. 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.

![Select Grade for Cell](image)

3. Once the results have been entered, click on the **Save** button.
4. Missing entries will be indicated by a red **Fail** message in the **Missing Entry Check column**, otherwise **OK!** will display.
5. If there are any missing entries or entries that need to be updated, highlight the required cell and enter the grade.
6. If you enter an incorrect grade, the **Invalid Results** dialog is displayed, giving details of the valid grades for the specific column.
7. Tick the box **Data Entry for this Marksheet is complete**.
8. Re-calculate by clicking on the **Save** button again.
10 Save
11 Click the Close button to close the Marksheet and return to the Key Stage Wizard Manager.

Using F and P Grades for KS2 Teacher Assessments

An F grade should be recorded where a pupil will complete the programme of study and take the relevant Key Stage test in the future.
A P grade should be recorded where a pupil has already completed the programme of study, has already taken the relevant Key Stage test and a teacher assessment result has been reported in the past.

SEN at Key Stage 2 – Mandatory collection of P Scales

P Scale Assessments for pupils who are working below the standard of the Pre-Key Stage (BLW) in Reading, Writing or Mathematics or who have not met the expected standard (HNM) in Science should be entered in Marksheet.

KS2 B. P Scale Data Entry

For 2019, the associated gradeset for the relevant P Scales has been amended to remove the grades P5, P6, P7 and P8.

Important Notes to Remember:

P Scale parameters for an assessment cannot be present for both overall subject and for subject component, unless all parameters are recorded as NOTSEN. If Reading is BLW, then English or Reading P Scale should be entered. Speaking and Listening are optional. If Writing is BLW, the English or Writing P Scale should be entered. Speaking and Listening are optional. Reading and Writing must both be set to BLW if overall English P Scale is to be in use.
English as an Additional Language (EAL): At each Key Stage it may be that a pupil has been assessed as working below the standard of the Pre-Key Stage (BLW) in Reading, Writing or Mathematics or who have not met the expected standard (HNM) in Science, because they have EAL status rather than Special Educational Needs (SEN). This must be indicated by assigning NOTSEN to the appropriate P Scales column.

**Marksheet: KS2 B. P Scale Data Entry 2019**

1. To open the KS2 B. P Scale Data Entry 2019 marksheet, access the Key Stage 2 Wizard from Tools | Performance | Assessment | Wizard Manager.
2. Select the Key Stage 2 England Wizard 2019 wizard.
3. Select Next and Next again to reach the Marksheet selection screen.
4. Double click on the KS2 B. P Scale Data Entry 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 enables you to enter a P Scale assessment for pupils at Key Stage 2, who are working below the standard of the Pre-Key Stage (BLW) in Reading, Writing or Maths, or optionally for those who have not met the expected standard (HNM) in Science. To help identify these pupils, existing TA entries are displayed in read-only columns. Read more........ (full instructions are given in the panel and also later in these notes).

6. The data entry techniques are the same as those for entering data into the KS2 A. Teacher Assessments 2019 marksheet described earlier, e.g. typing directly into result cells, or Select Grade for Cell options.
Data Entry
Requirements:

English:
For pupils with an English Reading or Writing outcome of BLW, ensure that there is a P Scale entry for English or one of its components.
An entry for **P Scale Speaking** or **P Scale Listening** can also be entered as P4 or NOTSEN but is optional.

Maths
For pupils with a Maths Outcome of BLW, ensure that there is a P Scale entry for Maths or one of its components.

Science
For pupils with a Science Level of HNM, a P Scale entry is optional for Science. A P Scale entry is either a P4 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 Pupil Individual Report.

1. 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.
2. Click on the **Save** button
3. Close the marksheet and exit the wizard.
4. The data is now ready to return to Surrey – see Section 6.

See examples of the validation rules below:
Marksheet: KS2 D. Broadsheet (Review) 2019

This marksheet is used to review the entries that have been made as part of the arrangements for the end of Key Stage 2 for England. This is a Data Review (read only) marksheet.

Please continue with Section 5 of the End of Key Stage 2 notes as soon as possible. Do not wait for the deadline for returning data to Surrey which is Monday 24th June 2019.

Test results will be covered in a later section.
Analysis of Data

In Appendix D at the end of these note, guidance is given 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 each 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 Mean and Median data.

KS1 and KS2 Analysis Reports

An example and details of the report are available in Appendix F 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 and Technology | ICT Service Desk | SIMS – Assessment Manager
Section 6: Data Collection

The last process in the Key Stage Wizard, ‘Results for Export’, is not used. KS2 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 STA on your behalf.

Creating a CTF using SIMS.net

Ensure you have relevant permissions within System Manager to create CTFs.

Creating a CTF File

1. Go to SIMS.net.
2. Select Routines I Data Out I CTF I Export CTF.
3. Select the CTF export type of KS2. **Do not select General in this instance.**
4. Click on the down arrow adjacent to Year Grp and select Year 6 pupils from the dropdown menu.
5. Select the first pupil in the list.
6. Hold the Shift key down and scroll to the bottom of the list and click on the last pupil in the Destination LA/ Other column.
7. Release the Shift key. From the drop down menu select Surrey. All the students in between should now also have Surrey as their destination.
8. Select Export CTF
9. Select Yes to the displayed message.
10. Note the name of the CTF file created once the export is complete.
11. Select OK.
12 Locate the file in the **I: SIMS I CTFOUT** folder (where I is the drive letter for your SIMS directory).

13 If you selected the CTF Type of KS2, the CTF file name will be displayed as: **936xxxx_KS2_936LLLL_001.xml** where xxxx is the 4 digit DFE number of your school.

14 Copy this file to **I:\SIMS \ LEA \ OUTBOX**.

**Submitting the Return by Perspective Lite**

Perspective Lite is used for data collections. If you have any queries regarding Perspective Lite, please contact the Performance and Knowledge Management team (PKM) at Surrey:  **pkm@surreycc.gov.uk**

1 To access Perspective Lite, you need to open up 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, 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(1)** on the navigation bar and then select **Send files (2)** from the drop down menu that appears.

![Perspective Lite interface with Send files highlighted](image)

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_KS2_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**.

![Perspective Lite interface with Send files to Surrey highlighted](image)

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 and those sent and **received**.

8. Help is available by clicking on the **button**
The file(s) should be sent no later than Monday 24th June 2019 for validating and checking.

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: Test Results

Import Data Electronically

Data is available to import electronically from the NCA Tools website from the 7.30 a.m. 9th July 2019 by signing in and clicking on the link to Pupil Results.

https://ncatools.education.gov.uk/

The Key Stage Wizard has one marksheet to record test data: KS2 C.Test Outcomes 2019. This marksheet can be used to enter the outcomes of tests in English and Maths either by manual entry or electronically imported.

To access the marksheet in the Key Stage Wizard:

1. Select Tools | Performance | Assessment | Wizard Manager.
2. Select the Key Stage 2 Wizard England 2019.
3. Click the Next button twice to reach the Marksheets window.
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 support the Teacher Assessments made as part of the KS2 arrangements from 2019 onwards.
The tests for 2019 consist of:
- English Spelling (20 marks)
- English Grammar, Punctuation and Vocabulary (50 marks)
- = Total Score (70 marks)
- + Scaled Score (999) – available on 9th July 2019
- + Outcome (Performance Descriptor).
- English Reading Paper 1 (50 marks)
- = Scaled Score (999) - available on 9th July 2019
- + Outcome (Performance Descriptor).

**Composition of Key Stage 2 Tests**

### Maths
- 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)- available on 9th July 2019
- + Outcome (Performance Descriptor).

**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 difficulty 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 KS2 tests a scaled score of 100 will always represent the ‘expected standard’.

**NOTE:** There is no longer a separate test for English Writing.
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. The pupil’s raw score will be translated into a scaled score using a conversion table.

For the 2019 KS2 tests STA will publish test results on the NCA website on 9th July 2019. Each pupil registered for the tests will receive:

- a raw score (the number of raw marks awarded).
- a scaled score.
- and confirmation of whether or not they attained the expected standard.

Conversion tables for the 2019 tests will also be published on GOV.UK on 9th July so schools can understand how pupils’ scaled scores are derived from their raw scores.
Section 8: Individual Pupil Reports

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

This page of the wizard enables the printing of individual student results,

**KS2 P1 Student England TA 2019** (Teacher Assessments only)

**KS2 P1 Student England TA and TT 2019** (Teacher Assessments and Test Results).

The Individual Student Report

2. Ensure the Group Membership Dates for Group reflect the SATs week period. **Refresh** the student data. This will ensure that statistics are based on the correct students.
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. If a warning message is displayed, select **Enable Macros** through **Options**.
7. Close the document – **do not save**.
8. 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**.
Example of the Individual KS2 Pupil Report

### Pupil’s Results at Key Stage 2 – 201*

<table>
<thead>
<tr>
<th></th>
<th>Working at the expected standard</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Jane Abraham</strong></td>
<td><em>(6KH)</em></td>
</tr>
<tr>
<td><strong>Teacher Assessment Results:</strong></td>
<td></td>
</tr>
<tr>
<td>English Reading</td>
<td></td>
</tr>
<tr>
<td>English Writing</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td></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 at the expected standard.
- EXS is awarded if the pupil is working at the expected standard.
- WTS is awarded if the pupil is working towards the expected standard (writing only).
- HNM is awarded if the pupil has not met the standard.
- PKG is awarded if the pupil is working growing development of the expected standard.
- PKE is awarded if the pupil is working at early development of the expected standard.
- PKF is awarded if the pupil is working at foundations for the expected standard.
- BLW is awarded if the pupil is below the standard of the tests.*

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

A is awarded if the pupil was absent.
L is awarded if the pupil has left.
D is awarded if the pupil is disappplied.
F is awarded if the pupil will take test in the future.
P is awarded if the pupil has taken test in the past.
## Test Results:

<table>
<thead>
<tr>
<th>English Grammar, Punctuation, Vocabulary and Spelling</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grammar, Punctuation &amp; Vocabulary Test</td>
<td>33</td>
</tr>
<tr>
<td>Spelling Test</td>
<td>15</td>
</tr>
<tr>
<td>Grammar, Punctuation, Vocabulary and Spelling Test Total</td>
<td>48</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>English Reading</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Test</td>
<td>33</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics Arithmetic Test</td>
<td>33</td>
</tr>
<tr>
<td>Mathematics Reasoning Test 1</td>
<td>33</td>
</tr>
<tr>
<td>Mathematics Reasoning Test 2</td>
<td>33</td>
</tr>
<tr>
<td>Mathematics Total Test</td>
<td>99</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 two pupils achieving the same scaled score on two different tests will have demonstrated the same attainment. On the scale 100 will always represent the ‘national standard’. However, due to the small differences in difficulty between tests, the ‘raw score’ (i.e. the total number of correct responses) that equates to 100 might be different (though similar) each year.

### Outcomes

AS is awarded if a pupil has achieved the standard.
NS is awarded if a pupil has not achieved the standard.
A is awarded if a pupil was absent from one or all of the test papers.
B is awarded if a pupil is working below the level assessed by the tests.
L is awarded if a pupil has left the school.
M is awarded if a pupil has missed the test.
T is awarded if a pupil is working at the level of the tests but is unable to access them.
F is awarded if a pupil will take the test in the future.
P is awarded if a pupil has taken the test in the past.
Q is awarded if there has been any maladministration.
H is awarded if a pupil has cheated.
CA is awarded if a pupil has had special consideration applied which has led to their actual ability in the test being affected.
CN is awarded if a pupil has had special consideration applied which has not led to their actual ability in the test being affected.
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 KS2 Wizard.
2. Select: **Focus | Assessment | Individual Report** from the Toolbar.
3. Select **Search**.
4. Select: **KS2 P1 Student England TA and TT 2019 report**.
5. Click on the **Clone** button.
6. Rename the report: e.g. **School KS2 Student Report 2019**.
7. Click on the **Word Template** button to access the template. You may need to click on **Enable Content**. Edit the template 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 6** (or Assessment User Defined if a group for KS2 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 6** (or Assessment User Defined if a group for KS2 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 6 or there are pupils in Year 6 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 KS2 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 KS2 2019 group and click on Open or double-click on the group to display the Assessment Group Details page.
4. In 2 Membership section, click on the Action button.
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 6** and click on **OK**.

9 Click on **Search** to display all of Year 6.

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 6 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**.

If not created last year, a similar group could be created for the Academic Year 2017/2018 to be able to compare 2 years of KS2 data in the future. Follow the notes above and name the Group KS2 2018. In the Membership area, change the Academic year to reflect the correct year for the group. At step 5 above, **Action | Members**, ensure the effective date also reflects the end of the summer term for the required pupils, e.g. June 2018.

Click on **Search** to display the pupils who were in Year 6 in June 2018. The Year/Reg. Group should be displayed in brackets to indicate the pupils have left the school.
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 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 | Templates**. If your school has more than one Registration Group in Year 6, 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 Entry**.

To create the marksheets:

1. Select **Focus | Assessment | Template**.
2. In the Template Name field enter: **KS2**.
3. Click on **Search**.
4. Select the marksheet: **KS2 A. Teacher Assessments 2019**.
5. Select **Open**.
6. Click on the link **3 Marksheets** and note that a marksheet already exists for Year 6 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 6 Registration Groups.
9. Select **Apply** and **Save**.
10. Repeat the process for the remaining Data Entry KS 2 marksheets detailed earlier in these notes.
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 mark sheets must then be imported back into Assessment Manager.

1. Open a marksheet and select the arrow by Export.

2. 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.

8. Close this marksheet.

Alternatively all the relevant marksheets can be exported together using Tools I Performance I Assessment I System Utilities | Marksheets and choosing 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?”

9. **Close** the Activity Log.

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 mark sheets 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 summary rows at the bottom of the marksheet based on data entered in the individual columns.

This is an example of the Summary Row functionality being applied to the KS2 A. Teacher Assessments 2019.
Showing Grade distribution

- Select a marksheet.
- Right click on a grade column heading, e.g. **KS2 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 on next page.
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 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 the number of 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. The filter will reveal a menu of the data displayed the column.

For example, using the filter on the Additional Student Details columns for EAL, will display a menu of Blank, N 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 Marksheet. Multiple filters can be applied. To remove the filter, uncheck the tick box.

Add the Attendance data column. Right click in the Students column heading and click on *Select Additional Student Columns*. Once this column has been added the filter 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 working at BLW only will be displayed on the marksheet.

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

DfE Secure Access website:

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. KS2 2018 results.

<table>
<thead>
<tr>
<th>Date of file</th>
<th>File name</th>
<th>Format</th>
<th>File size</th>
<th>Percentage of results contained in file</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 November 2012</td>
<td>CTF Details</td>
<td>CTF XML file (ZIP)</td>
<td>5KB</td>
<td>100% Reading, 100% Mathematics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CSV text file</td>
<td>11KB</td>
<td></td>
</tr>
</tbody>
</table>

The "CTF XML files" are in a format that can be imported into your Management Information System (MIS). The "CSV" version of the file is suitable for use with other applications such as a spreadsheet.

Due to its large size, the preferred method of downloading the CTF XML files is using "CTF Details Download" link in the above table. If, however, you do not have the ability to "unzip" files you may download the large, uncompressed CTF XML file using the following link: [large file download link] (139KB).
Appendix F - KS1 and KS2 Analysis Reports

Guidance notes, marksheet and the report definitions on file to create this report are available from the Strictly Education 4S website:

https://www.strictlyeducation4s.co.uk

following the links:

Support Services | SIMS and Technology | ICT Service Desk | SIMS – Assessment Manager
– KS1 & KS2 Statutory Analysis Reports