End of Key Stage Data Processing (England)

Applicable to 7.186 onwards
Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Change Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.186 - 1.0</td>
<td>Initial release.</td>
<td>24/01/19</td>
</tr>
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</table>

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Providing Feedback on Documentation

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publications@capita.co.uk

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

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

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

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

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

The Key Stage wizards contain aspects and templates, which the system uses to create the necessary Key Stage marksheets and individual reports. The Key Stage wizards are provided in the Assessment Manager and Performance Analysis Resource Kit (AMPARK). Full details of the files supplied are available (please see *Wizards and Templates* on page 9).
The AMPA folder is installed on each SIMS workstation as part of each release (via SOLUS). When the latest version of AMPA has been downloaded and installed, the various resources (i.e. aspects, templates and wizards) can be imported into SIMS Assessment.

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

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

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

**What's New in this Release?**

A number of enhancements have been incorporated for this release:

**Annual Updates to Early Years Foundation Stage Profiles for 2019**

**Routines | Data In | Assessment | Import**

The following resources have been updated for 2019 and are available from the AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager folder:

- EYFS Profile Template 2019.xml
- EYFS Profile Wizard 2019.xml

**More Information:**

*Early Years Foundation Stage Resources: Reception Baseline Assessments* on page 10
Annual Updates to Phonics Resources for 2019

Routines | Data In | Assessment | Import
The following resources have been updated for 2019 and are available from the AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager folder:
- Phonics Screening Templates 2019.xml
- Year 1 Phonics Screening Wizard 2019.xml
- Year 2 Phonics Screening Wizard 2019.xml.

More Information:
Years 1 and 2 Resources: Phonics on page 12

Annual Updates for Key Stages 1 and 2 for 2019

Routines | Data In | Assessment | Import
To address the statutory responsibilities for schools to report end of Key Stage information, Key Stage wizards and templates have been provided to align with official government guidance and assessment reporting arrangements for 2019. These resources are available from the AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager folder:
- Key Stage 1 Wizard England 2019.xml
- Key Stage 2 Wizard England 2019.xml
- EN KS1 Templates 2019.xml
- EN KS2 Templates 2019.xml.

More Information:
Key Stage 1 Wizard England 2019 on page 13
Key Stage 2 Wizard England 2019 on page 14

Assessments for Early Years

The following resources are provided for EYFS baseline assessments:
- EYFS Baseline Assessment Template CEM 2019.xml
- EYFS Baseline Assessment Template EE 2019.xml
- EYFS Baseline Assessment Template NFER 2019.xml.

The Early Years Foundation Stage Profile is collected annually. The following resources are provided for Early Years Foundation Stage assessments:
- EYFS Profile Wizard 2019.xml
- EYFS Profile Template 2019.xml.

More Information:
Early Years Foundation Stage Resources: Reception Baseline Assessments on page 10
Early Years Foundation Stage Resources: Profiles on page 10
Assessments at Key Stage 1

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

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

The following resources are provided for the Phonics Screening assessments:
- Phonics Screening Templates 2019.xml
- Year 1 Phonics Screening Wizard 2019.xml
- Year 2 Phonics Screening Wizard 2019.xml.

The following resources are provided for Key Stage 1 assessments:
- Key Stage 1 Wizard England 2019.xml
- En KS1 Templates 2019.xml.

Assessments at Key Stage 2

The Key Stage 2 Assessments are designed to determine a pupil/student's knowledge and understanding of various components of the National Curriculum that they have been taught up to the end of Key Stage 2. English and Mathematics tests are taken at the end of Year 6 when pupil/students are 11 years of age.

Teacher Assessments for English, Science and Mathematics are also conducted at the end of Year 6. The results of these assessments are reported to the Standards and Testing Agency (STA) as well as to parents. The following resources are provided for Key Stage 2 assessments:
- Key Stage 2 Wizard England 2019.xml
- En KS2 Templates 2019.xml.

Assessments at Key Stage 3

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

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

<table>
<thead>
<tr>
<th>Age in Years</th>
<th>National Curriculum Year</th>
<th>Applicable Key Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Nursery 1</td>
<td>EYFS</td>
</tr>
<tr>
<td>4</td>
<td>Nursery 2</td>
<td>EYFS</td>
</tr>
<tr>
<td>4-5</td>
<td>Reception</td>
<td>EYFS</td>
</tr>
<tr>
<td>5-6</td>
<td>Year 1</td>
<td>Key Stage 1</td>
</tr>
<tr>
<td>6-7</td>
<td>Year 2</td>
<td>Key Stage 1</td>
</tr>
<tr>
<td>7-8</td>
<td>Year 3</td>
<td>Key Stage 2</td>
</tr>
<tr>
<td>8-9</td>
<td>Year 4</td>
<td>Key Stage 2</td>
</tr>
<tr>
<td>9-10</td>
<td>Year 5</td>
<td>Key Stage 2</td>
</tr>
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<td>10-11</td>
<td>Year 6</td>
<td>Key Stage 2</td>
</tr>
<tr>
<td>11-12</td>
<td>Year 7</td>
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<tr>
<td>12-13</td>
<td>Year 8</td>
<td>Key Stage 3</td>
</tr>
<tr>
<td>13-14</td>
<td>Year 9</td>
<td>Key Stage 3</td>
</tr>
<tr>
<td>14-15</td>
<td>Year 10</td>
<td>Key Stage 4</td>
</tr>
<tr>
<td>15-16</td>
<td>Year 11</td>
<td>Key Stage 4</td>
</tr>
</tbody>
</table>

Installing theampa Resources

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

You can also download and print the latest version of the AMPARK release note from the My Account website (https://myaccount.capita-cs.co.uk). The release note contains the details of the most up-to-date resources available for use when managing the statutory end of Key Stage procedures and should be used in conjunction with this handbook.
School users must click the Yes button on the Import Assessment Manager Resources dialog when prompted to import the new and updated SIMS Assessment resources.

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

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

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

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

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

You can now import the resources into SIMS Assessment (please see Importing the Key Stage Wizards into Assessment on page 15).

### Checking for Updates to A_Comp Files

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

You are always advised to check on the DfE website (https://www.gov.uk/government/organisations/department-for-education) for any changes to the A_Comp file for the forthcoming academic year.
Completing the End of Key Stage Process Using SIMS Assessment

The steps for completing the End of Key Stage process are as follows.
1. Consider the groups to include in the process and import the Key Stage wizard(s) relevant to the specific groups from the AMFA folder.
2. Select **Tools | Performance | Assessment | Wizard Manager** and select the required Key Stage Wizard(s).
3. Select the Pupil/Student group - the wizard displays the relevant Key Stage mark sheets.
4. Open each mark sheet to add/edit results.
5. Validate the mark sheet entries as required (refer to mark sheet notes).
6. Correct any incorrect entries then save and exit the mark sheet.
7. Generate, preview and print **Individual Reports**.
8. Export Key Stage Data, if required.
These procedures are described in detail in the following chapters.

Where to Find More Information

Online help can be accessed by pressing **F1** or clicking the applicable **Help** button in SIMS.
A wide range of documentation is available from the SIMS **Documentation Centre**, including handbooks, quick reference sheets and tutorials. Click the **Documentation** button (located on the top right-hand side of the SIMS **Home Page**), select the required category and then select the document you require. Alternatively, use the **Search** facility to locate the required document.

Documentation is also available from the My Account website [https://myaccount.capita-cs.co.uk](https://myaccount.capita-cs.co.uk).
1. Enter the required text in the **Search** field to display a list of documents that match the search criteria.
2. To refine the search further, click **Documents** and then select the required **Document type**, **File type** and/or **Date** range (click **Show more** to view additional options, if required).
Alternatively, click **SIMS Publications** (located in the **Popular Searches** list) to display a list of all SIMS publications.
The search results are displayed automatically.

Tips for using the My Account Search Facility

Here are some key tips for using the search facility in My Account. For additional explanations, please refer to the My Account website.

**NOTE: You no longer need to use + / - / "" when searching.**

- Cut down on the amount of words that you type in the search field and only use key words, e.g. instead of typing **pupil showing as a contact** search for the word **contact**.
- Use the **Product Type** filter to refine results further.
Use the advanced filters located on the left-hand side of the **Search results** page.
Wizards and Templates

Wizards and Templates are the foundation of the SIMS solution for Key Stage results in England. They provide a simple method for users to input and validate End of Key Stage results in preparation for the National Data Collection. Each Wizard contains all the Aspects, Templates and Reports needed to fulfil the mandatory minimum requirement, as defined by the DfE.

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

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

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

Wizards

The following wizards are available for 2019:

- EYFS Profile Wizard 2019.xml
- Year 1 Phonics Screening Wizard 2019.xml
- Year 2 Phonics Screening Wizard 2019.xml
- Key Stage 1 Wizard England 2019.xml
Templates

The template files contain only the marksheet templates specific to each individual data collection. The following templates are available for 2019:

- PoS Tracking Templates England Primary 2015.xml
- Phonics Screening Templates 2019.xml
- En KS1 Templates 2019.xml
- En KS2 Templates 2019.xml

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

- EYFS Baseline Assessment Template CEM 2019.xml
- EYFS Baseline Assessment Template EE 2019.xml
- EYFS Baseline Assessment Template NFER 2019.xml
- EYFS Profile Template 2019.xml
- QCDA Test Templates KS2 2013.xml
- QCDA Test Templates KS3 2013.xml
- PoS Individual Reports England Secondary.xml
- PoS KS3 Aspects.xml
- Progress 8 - KS2 Fine Level Template.xml.

**Early Years Foundation Stage Resources: Reception Baseline Assessments**

The DfE provides the facility to carry out a baseline assessment which can be conducted in the Reception year, providing an additional measure of progress being made in Primary schools.

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

- Centre for Evaluation and Monitoring, Durham University (CEM) - EYFS Baseline Assessment Template CEM 2019.xml file
- Early Excellence, using Capita partner Learning Ladders (EE) - EYFS Baseline Assessment Template EE 2019.xml file

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

**Early Years Foundation Stage Resources: Profiles**

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

The EYFS Profile Template 2019.xml file contains the EYFS Profile 2019 Template (with validation).
The EYFS Profile Wizard 2019.xml file contains the following:
- EYFS Profile 2019 Template (with validation)
- EYFS Profile Pupil Report 2019
- EYFS Profile School Report 2019

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

**Prime Goals**
- **Communication and Language**
  - Listening and Attention
  - Understanding
  - Speaking.
- **Physical Development**
  - Moving and handling
  - Health and Self-care.
- **Personal, Social and Emotional Development**
  - Self-confidence and Self-awareness
  - Managing Feelings and Behaviour
  - Making Relationships.

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

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

**Years 1 and 2 Resources: Phonics**

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

Data is collected for all pupils in year 1 and any pupils in year 2 who did not take the test during year 1 or who did not achieve the expected level. The Phonics Screening Templates 2019.xml file contains the two templates for use in Phonics Screening for 2019. One template is for year 1, the other is for year 2.

- Template: Phonics Screening Year 1 2019 (including validation)
- Template: Phonics Screening Year 2 2019 (including validation).

The Year 1 Phonics Screening Wizard 2019.xml file contains a marksheet template that can be used to enter data for the year 1 Phonics Screening data collection in 2019. It also contains an individual pupil report and a comparative report that enables comparison between the school's outcome and the National Outcomes from last year.

- Template: Phonics Screening Year 1 2019
- Individual Report: KS1 Y1 Phonics Student Eng 2019

The Year 2 Phonics Screening Wizard 2019.xml file contains a marksheet template that can be used to enter data for the year 2 Phonics Screening data collection in 2019. It also contains an individual pupil report and a comparative report that enables comparison between the school's outcome and the National Outcomes from last year.

- Template: Phonics Screening Year 2 2019
- Individual Report: KS1 Y2 Phonics Comparative Eng 2019

**Composition of Years 1 and 2: Phonics Screening**

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

- Phonics Screening Templates 2019.xml – containing:
  - Template: Phonics Screening Year 1 2019 (includes validation)
  - Template: Phonics Screening Year 2 2019 (includes validation).
Year 1 Phonics Screening Wizard 2019.xml – containing:
- Template: Phonics Screening Year 1 2019
- Individual Report: KS1 Y1 Phonics Student Eng 2019

Year 2 Phonics Screening Wizard 2019.xml – containing:
- Template: Phonics Screening Year 2 2019
- Individual Report: KS1 Y2 Phonics Comparative Eng 2019

Key Stage 1 Wizard England 2019

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

Contents of the En KS1 Templates 2019 XML File

The following marksheet templates are provided in the En KS1 Templates 2019.xml file:

- KS1 A. Teacher Assessments 2019
  This marksheet can be used to store the Outcome for the KS1 Reading, Writing, Mathematics and Science Performance Descriptor of the new curriculum (Assessment without Levels) Teacher Assessment from 2016 onwards.

- KS1 B. P Scale Data Entry 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 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 the new curriculum (Assessment without Levels) tests that supported the Teacher Assessments made as part of the Key Stage 1 arrangements from 2016 onwards.

- KS1 D. Broadsheet (Review) 2019
  This marksheet can be used to review the Test, Teacher Assessment and P Scale results of the new curriculum (Assessment without Levels) that have been entered in support of the Key Stage 1 arrangements from 2016 onwards.
Key Stage 2 Wizard England 2019

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

Contents of the En KS2 Templates 2019 XML File

The following marksheet templates are provided in the En KS2 Templates 2019.xml file:

- **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 curriculum (Assessment without Levels) Teacher Assessment from 2016 onwards.

  **NOTE:** It is no longer a statutory requirement to record assessments for pupil/students who are working at the expected level or higher in Reading or Maths. Where a pupil/student is working at a pre-Key Stage standard or lower, assessments must still be recorded during 2019. It is still a statutory requirement to record assessments for Writing and Science at all levels.

- **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 Maths or who have not met the expected standard (HNM) in Science. For 2019, the associated gradeset for the relevant P Scales has been amended to remove the grades P5, P6, P7 and P8.

- **KS2 C. Test Outcomes 2019**
  This marksheet can be used to enter results of the new curriculum (Assessment without Levels) tests that supported the Teacher Assessments made as part of the Key Stage 2 arrangements from 2016 onwards.

- **KS2 D. Broadsheet (Review) 2019**
  This marksheet can be used to review the Test, Teacher Assessment and P-Scales results of the new curriculum (Assessment without Levels) that have been entered in support of the Key Stage 2 arrangements from 2016 onwards.

**KS1 and 2 Subject Comment Free Test Aspects 2019**

The following aspects have been made available again in line with DfE requirements for 2019. These comment aspects are not linked to Teacher Assessments or Tests. They have been provided to enable the creation and subsequent transfer of a comment about the pupil's achievements in a given subject.

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

**Progress 8 - KS2 Fine Level Template**

The template called KS2 Average Fine Points Score and Level contained in the Progress 8 - KS2 Fine Level Template.xml file includes the following additional aspects:
- KS2: English Fine Level with values of 0-6.99
- KS2: Maths Fine Level with values of 0-6.99.

**Permissions Required to Run the Wizard Manager**

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

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

**Importing the Key Stage Wizards into Assessment**

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

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

![Import wizard screenshot]

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

   ![Field Browser button]
3. Highlight the Key Stage file you wish to import and click the **Open** button to return to the wizard. The name of the selected file is displayed in the **Select the file to import from** field.

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

5. Click the **Yes** button to start the import process. This may take some time to complete.
An **Activity Log** is displayed when the import is complete.

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

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

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

Running the Wizard Manager

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

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

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

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

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

If the display is empty, ensure that you have successfully imported the required Key Stage wizard(s) (please see **Importing the Key Stage Wizards into Assessment** on page 15).

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

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

**NOTE:** Once a Key Stage wizard has been processed successfully, select the related **Complete** check box and click the **Next** button. A message informs you that the ‘Complete’ status has changed and prompts you to save the changes. Click the **Yes** button then click the **Cancel** button to close the **Wizard Manager**.

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

3. Highlight the required Key Stage wizard and click the **Next** button.
NOTE: Even if only one definition is displayed, it must be highlighted before continuing to the next page of the wizard.

Selecting the Pupil/Student Group

This page of the wizard enables you to select the group that contains the results on which you want to report. It is possible to select any previously created user-defined groups, if required.
1. Click the Field Browser button to display the Group Selector dialog.

2. The From and To dates default to the date range of the current academic year. To change these dates, e.g. to include pupil/students who have already left the school, click the respective Calendar button and select an alternative date. Click the Refresh button.

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

5. Click the **Next** button to display the **Marksheets** page.

6. Click the **Yes** button if you are prompted to save.

**Validating the Key Stage Marksheets**

The **Marksheets** page of the wizard displays the available marksheets in the imported Key Stage wizard. The marksheets can be sorted on any column by clicking the required column heading.
NOTE: The Teacher Assessments for English, Maths and Science for all Key Stages are collated in one marksheet.

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

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

Any results previously entered against the aspects are displayed.

The marksheet functionality accessed via the Wizard Manager is the same as when accessed via Focus | Assessment | Marksheet Entry. However, the display is different in that the marksheet browser and the Focus | Assessment menu routes are not available.
IMPORTANT NOTE: Please read the text in the Notes field of each marksheet because this offers guidance and information relating to the adding, editing and validating of results in that particular marksheet. Schools are responsible for their own data and must judge entries made on that basis. Any validation discrepancies should be reported to your Local Support Unit.

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

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

![Color Palette](image)

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

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

![View Invalid Result](image)

4. Click the **Close** button and correct the required grade.
5. Click the **Save** button to calculate the results and save the marksheet.
If the marksheet contains formula columns for data review, click the **Calculate** button after saving to view the output of those columns (e.g. to see if there are any missing entries). This ensures that correct results are recorded for delivery to your Local Authority (LA).

6. When you have completed the marksheet, select the **Data Entry for this Marksheet is Complete** check box and click the **Save** button again.

7. Click the **Close** button to close the marksheet and return to the **Wizard Manager**.

8. Repeat steps 1-6 for each required marksheet.

9. Click the **Next** button. Click the **Yes** button if you are prompted to save.

**NOTE:** You should not move on to producing individual reports until you have fully completed the mandatory Key Stage Results marksheets. Once the mandatory Key Stage result marksheets are complete, you should preview and print individual reports (please see Previewing and Printing Individual Reports on page 29).

### What are P Scale Validations?

P Scales have changed as a result of the Rochford review and the Key Stage 1 and Key Stage 2 resources have been amended to reflect these changes. Schools should familiarise themselves with the latest available guidance from the DfE.

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

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

### What are P Scale Templates?

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

All Key Stages have associated P Scale Core marksheet.
To open a P Scale marksheet in SIMS, select **Focus | Assessment | Marksheet Entry**, click the **Browse** button and select the required marksheet.

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

This page of the wizard displays the individual report templates from the selected Key Stage wizard and from here the statutory end of Key Stage reports can be printed. Before printing, an individual pupil/student’s report can be previewed in Microsoft® Word.

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

Previewing Key Stage Reports

1. In the Students panel, select the check box adjacent to the required pupil/student name (the first pupil/student in the list is selected by default).
2. Click the **Preview Report** button on the right-hand side of the **Individual Report Format** panel to open the selected pupil/student’s report in Microsoft® Word.

![Preview Report button]

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

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

**Printing Pupil/Student Key Stage Reports**

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

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

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

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

3. Click the **Print Report** button to print the selected pupil/student reports.

![Print Report button]

**Exporting Results Using the Wizard Manager**

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

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

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

   ![Export button]

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

   ![Browser button]

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

5. Enter a name for the results file and navigate to the location where you would like to save the file.

6. Click the **Finish** button.

7. When the export is complete, a message is displayed. Click the **OK** button to complete the process.

### Exporting Results Using the CTF Routine

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

### Transferring Key Stage Results to your LA

Once the Key Stage results have been collected and exported to an XML file, they should be sent to your LA by the method they have requested or uploaded to the Standards and Testing Agency (STA) website. Information detailing this process has been made available to all schools by the STA. Any queries should be directed to the STA website.
Key Stage 1 Teacher Assessments and Tests

Introduction

As a result of significant curriculum reforms and the withdrawal of levels, teacher assessments and tests were implemented in 2016.

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

Key Stage 1: Phonics Screening

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

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

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

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

- **Wa** - Met expected Phonics standard
- **Wt** - Did not meet expected Phonics standard.
04 | Key Stage 1 Teacher Assessments and Tests

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

Phonics Screening Templates 2019.xml – containing:
- Template: Phonics Screening Year 1 2019 (includes validation)
- Template: Phonics Screening Year 2 2019 (includes validation).

Year 1 Phonics Screening Wizard 2019.xml – containing:
- Template: Phonics Screening Year 1 2019
- Individual Report: KS1 Y1 Phonics Student Eng 2019

Year 2 Phonics Screening Wizard 2019.xml – containing:
- Template: Phonics Screening Year 2 2019
- Individual Report: KS1 Y2 Phonics Comparative Eng 2019

Contents of the En KS1 Templates 2019 XML File
The following marksheet templates are provided in the En KS1 Templates 2019.xml file:

- KS1 A. Teacher Assessments 2019
  This marksheet can be used to store the Outcome for the KS1 Reading, Writing, Mathematics and Science Performance Descriptor of the new curriculum (Assessment without Levels) Teacher Assessment from 2016 onwards.

- KS1 B. P Scale Data Entry 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 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 the new curriculum (Assessment without Levels) tests that supported the Teacher Assessments made as part of the Key Stage 1 arrangements from 2016 onwards.

- KS1 D. Broadsheet (Review) 2019
  This marksheet can be used to review the Test, Teacher Assessment and P Scale results of the new curriculum (Assessment without Levels) that have been entered in support of the Key Stage 1 arrangements from 2016 onwards.
Composition of Key Stage 1 Teacher Assessments

The Key Stage 1 Teacher Assessments for 2019 consist of:

- English Reading
- English Writing
- Mathematics
- Science.

There is no longer an overall English assessment.

A code has been added to all Key Stage 1 Teacher Assessments from 2018.

The following gradesets have been extended to include the new Q code for Maladministration:

- KS1-ENG-REA-TA-NC-OutcomeGrade
- KS1-ENG-WRI-TA-NC-OutcomeGrade
- KS1-MAT-MAT-TA-NC-OutcomeGrade
- KS1-SCI-SCI-TA-NC-OutcomeGrade.

The Q code is an allowed import value in files from STA but schools and Local Authorities must not input the code manually.
Key Stage 1 Teacher Assessments and Tests - Grade Sets and Result Sets

The following new grade sets are available from the Key Stage 1 Wizard England 2019.xml file.

There is one grade set per aspect.

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

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

Key Stage 1 Teacher Assessments and Tests - Aspects

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

<table>
<thead>
<tr>
<th>Aspect External ID</th>
<th>Aspect Name</th>
<th>Aspect Column Heading</th>
</tr>
</thead>
<tbody>
<tr>
<td>KS1-ENG-SPE-TT-NM</td>
<td>EN KS1: Spelling Test Mark AWL</td>
<td>KS1 Spelling Mark</td>
</tr>
<tr>
<td>KS1-ENG-GPV-TT-NM</td>
<td>EN KS1: GPV Test Mark AWL</td>
<td>KS1 GPV Mark</td>
</tr>
<tr>
<td>KS1-ENG-GPS-TT-NS</td>
<td>EN KS1: GPVS Test Total Mark AWL</td>
<td>KS1 GPVS Total Mark</td>
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<td>KS1-ENG-GSS-TT-NB</td>
<td>EN KS1: GPVS Test Scaled Score AWL</td>
<td>KS1 GPVS Scaled Score</td>
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<td>KS1-ENG-GPM-TT-NE</td>
<td>EN KS1: GPVS Test Outcome AWL</td>
<td>KS1 GPVS Outcome</td>
</tr>
<tr>
<td>KS1-ENG-RDS-TT-NM</td>
<td>EN KS1: Reading Test 1 Mark AWL</td>
<td>KS1 Reading 1 Mark</td>
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<tr>
<td>KS1-ENG-RDT-TT-NM</td>
<td>EN KS1: Reading Test 2 Mark AWL</td>
<td>KS1 Reading 2 Mark</td>
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<td>KS1-ENG-RDT-TT-NS</td>
<td>EN KS1: Reading Test Total Mark AWL</td>
<td>KS1 Reading Total Mark</td>
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<td>KS1-ENG-RSE-TT-NB</td>
<td>EN KS1: Reading Test Scaled Score AWL</td>
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<tr>
<td>KS1-MAT-MRE-TT-NM</td>
<td>MA KS1: Maths Reasoning Test Mark AWL</td>
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<td>KS1-MAT-SUB-TT-NS</td>
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<td>KS1-MAT-MAM-TT-NE</td>
<td>MA KS1: Maths Test Outcome AWL</td>
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<tr>
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<td>EN KS1: Reading TA AWL</td>
<td>KS1 Reading TA</td>
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<tr>
<td>KS1-ENG-WRI-TA-NC</td>
<td>EN KS1: Writing TA AWL</td>
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<td>KS1-MAT-MAT-TA-NC</td>
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<td>KS1 Maths TA</td>
</tr>
<tr>
<td>KS1-SCI-SCI-TA-NC</td>
<td>SC KS1: Science TA AWL</td>
<td>KS1 Science TA</td>
</tr>
</tbody>
</table>
Marksheet Entry: Key Stage 1 A. Teacher Assessments

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

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

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

It is recommended that the D grade is used instead of the U grade to indicate a disapplied grade in the KS1 Science TA Key Stage 1 Validated Result column. This is in keeping with the grades used in the other teacher assessments for Reading, Writing and Maths at Key Stage 1.
Marksheet Entry: Key Stage 1 B. P Scale Data Entry

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

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

**Important Notes to Remember**
- P Scale parameters for an assessment cannot be present for both overall subject and for subject component, unless all parameters are recorded as NOTSEN.
- If Reading is BLW, then English or Reading P Scale should be entered. Speaking and Listening are optional.
- If Writing is BLW, the English or Writing P Scale should be entered. Speaking and Listening are optional.
- Reading and Writing must both be set to BLW if overall English P Scale is in use.
Marksheet Entry: Key Stage 1 C. Test Outcomes

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

<table>
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<tr>
<th>Student Name</th>
<th>KSI GPO6 Tests</th>
<th>KSI GPO6 Validated Prof</th>
<th>KSI KSI Std Prof</th>
<th>KSI KSI Std Valid Prof</th>
<th>KSI GPO6 Scaled Score</th>
<th>Key Stage 1 Prof</th>
<th>KSI KSI Std Valid Prof</th>
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</table>
Marksheet Entry: Key Stage 1 D. Broadsheet (Review)

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

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

Composition of Key Stage 1 Tests

The tests consist of:

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

NOTE: There is no longer a separate test for English Writing.
- Mathematics paper 1: Arithmetic (25 marks)
- Mathematics paper 2: Reasoning (35 marks)
- = Total Score (60 marks)
- + Scaled Score (999)
- + Outcome (Performance Descriptor).
Key Stage 2 Teacher Assessments and Tests

Introduction

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

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

- Outcome (Performance Descriptor) - a brief description of a pupil's ability based on tests and/or class and home work.
- Raw Score - a mark assigned from a number of tests in each area of learning, e.g. Reading or Maths.
- Scaled Score - the raw score is converted to a fixed scale between 0-999. The scale will be determined once the 2018 tests are complete.

Contents of the En KS2 Templates 2019 XML File

The following marksheet templates are provided in the En KS2 Templates 2019.xml file:

- 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 curriculum (Assessment without Levels) Teacher Assessment from 2016 onwards.
NOTE: It is no longer a statutory requirement to record assessments for pupil/students who are working at the expected level or higher in Reading or Maths. Where a pupil/student is working at a pre-Key Stage standard or lower, assessments must still be recorded during 2019. It is still a statutory requirement to record assessments for Writing and Science at all levels.

- **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 Maths or who have not met the expected standard (HNM) in Science. For 2019, the associated gradeset for the relevant P Scales has been amended to remove the grades P5, P6, P7 and P8.

- **KS2 C. Test Outcomes 2019**
  This marksheet can be used to enter results of the new curriculum (Assessment without Levels) tests that supported the Teacher Assessments made as part of the Key Stage 2 arrangements from 2016 onwards.

- **KS2 D. Broadsheet (Review) 2019**
  This marksheet can be used to review the Test, Teacher Assessment and P-Scales results of the new curriculum (Assessment without Levels) that have been entered in support of the Key Stage 2 arrangements from 2016 onwards.

**En KS2 Aspects for 2019**

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

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

**Composition of Key Stage 2 Teacher Assessments**

The Key Stage 2 Teacher Assessments from 2018 consist of:
- Reading
- Writing
- Mathematics
- Science.

Schools are required to send the Teacher Assessment results to the STA for inclusion in the National Curriculum Assessment process. Additionally, schools have a responsibility to inform parents of their child's Teacher Assessment results.
A new Q code for Maladministration has been added to all Key Stage 2 Teacher Assessments from 2018. The Q code is an allowed import value in files from STA but schools and Local Authorities must not input the code manually.

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

The following grade sets are available from the Key Stage 2 Wizard England 2019.xml file.

There is one grade set per aspect.
- KS2-ENG-GPM-TT-NE-OutcomeGrade
- KS2-ENG-REA-TA-NC-OutcomeGrade
- KS2-ENG-REM-TT-NE-OutcomeGrade
- KS2-ENG-WRI-TA-NC-OutcomeGrade
- KS2-MAT-MAM-TT-NE-OutcomeGrade
- KS2-MAT-MAT-TA-NC-OutcomeGrade
- KS2-SCI-SCI-TA-NC-OutcomeGrade.

The result set has not changed and remains the Key Stage 2 Validated Result.
**Key Stage 2 Teacher Assessments and Tests - Aspects**

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

<table>
<thead>
<tr>
<th>Aspect External ID</th>
<th>Aspect Name</th>
<th>Aspect Column Heading</th>
</tr>
</thead>
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<tr>
<td>KS2-ENG-GWP-TT-NM</td>
<td>EN KS2: GPV Test Mark AWL</td>
<td>KS2 GPV Mark</td>
</tr>
<tr>
<td>KS2-ENG-SPE-TT-NM</td>
<td>EN KS2: Spelling Test Mark AWL</td>
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<td>KS2-ENG-GPS-TT-NS</td>
<td>EN KS2: GPVS Total Test Mark AWL</td>
<td>KS2 GPVS Total Mark</td>
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<tr>
<td>KS2-ENG-GSS-TT-NB</td>
<td>EN KS2: GPVS Scaled Score AWL</td>
<td>KS2 GPVS Scaled Score</td>
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<tr>
<td>KS2-ENG-GPM-TT-NE</td>
<td>EN KS2: GPVS Outcome AWL</td>
<td>KS2 GPVS Outcome</td>
</tr>
<tr>
<td>KS2-ENG-RDI-TT-NM</td>
<td>EN KS2: Reading Test Mark AWL</td>
<td>KS2 Reading Mark</td>
</tr>
<tr>
<td>KS2-ENG-SSS-TT-NB</td>
<td>EN KS2: Reading Test Scaled Score AWL</td>
<td>KS2 Reading Scaled Score</td>
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<td>KS2-ENG-REM-TT-NE</td>
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<td>KS2 Maths Arithmetic Mark</td>
</tr>
<tr>
<td>KS2-MAT-MR-TT-NM</td>
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<td>KS2 Maths Reasoning 1 Mark</td>
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<tr>
<td>KS2-MAT-MR2-TT-NM</td>
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<td>KS2 Maths Reasoning 2 Mark</td>
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<tr>
<td>KS2-MAT-SUB-NS</td>
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<td>KS2 Maths Total Mark</td>
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<tr>
<td>KS2-MAT-MS-S-TT-NB</td>
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<tr>
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<td>KS2 Maths Outcome</td>
</tr>
<tr>
<td>KS2-ENG-REA-TA-NC</td>
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</tr>
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</tr>
<tr>
<td>KS2-MAT-MAT-TA-NC</td>
<td>MA KS2: Maths TA AWL</td>
<td>KS2 Maths TA</td>
</tr>
</tbody>
</table>

**Marksheet Entry: Key Stage 2 A. Teacher Assessments 2019**

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

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

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

**Marksheet Entry: Key Stage 2 B. P Scale Data Entry 2019**

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

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

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

Marksheet Entry: Key Stage 2 C. Test Outcomes 2019

There are no validation checks performed on the results entered for test outcomes.
Marksheet Entry: Key Stage 2 D. Broadsheet Review 2019

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

Composition of Key Stage 2 Tests

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

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

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