Key Stage 2 Teacher Assessment

Statutory Data Return Guide
For SIMS.net

<table>
<thead>
<tr>
<th>Return</th>
<th>Key Stage</th>
<th>Return to be sent via</th>
<th>Date for Submission to STA</th>
</tr>
</thead>
<tbody>
<tr>
<td>KS2 Teacher Assessment</td>
<td>Schools with pupils at end of KS2 - Statutory</td>
<td>STA (via NCA Tools website)</td>
<td>Friday 26th June 2015</td>
</tr>
</tbody>
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Introduction
There is a statutory requirement for primary schools to assess pupils under current regional regulations at the end of each Key Stage. The results for the Key Stage 2 Teacher Assessments are then forwarded to the STA by **Friday 26 June 2015** for analysis and aggregation into national statistics.

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

This guide covers the end of Key Stage 2 Teacher Assessment procedures. Guides to the assessment and reporting arrangements for all the Key Stages can be downloaded from the Department for Education website.

Deadline
Friday 26 June 2015

Summary
The steps for completing the End of Key Stage process are as follows;
- importing Key Stage wizards
- setting up the wizards with appropriate pupils
- using the various marksheets available to record the teacher assessments (TAs)
- exporting the results
- uploading the CTF to the STA
- producing standard Key Stage reports for parents

If you require help with SIMS please contact the ICT Service Desk
**OCC’s ICT Service Desk ☏ 0845 052 1000**
[ICT.servicedesk@oxfordshire.gov.uk](mailto:ICT.servicedesk@oxfordshire.gov.uk)

If you require help with the DfE Guidance please contact the Data Analysis Team
Email: [dataanalysisteam@oxfordshire.gov.uk](mailto:dataanalysisteam@oxfordshire.gov.uk)
Jenny Law 01865 816253
Simon Mawdsley 01865 810531
Fax: 01865 783375
Reporting KS2 results to the STA

A full set of teacher assessment results must be returned for each pupil assessed at the end of Key Stage 2. Results should be entered onto SIMS.net and submitted directly to the STA website. Please refer to the Assessment and Reporting Arrangements (ARA) Key Stage 2 if you require any clarification.

This year the DfE again requires that schools submit their teacher assessment judgements before the results of the National Curriculum tests are returned. The new timeline for teacher assessment submission is intended to put greater emphasis on teacher assessment within the accountability system.

Please submit your KS2 results to the STA via NCA Tools website (NCA Tools) by Friday 26th June 2014.

**NOTE:** If results are not submitted by this date or uploaded files have errors or warnings, initial RAISEonline results will appear blank for your school.

The detailed range of possible results is shown below:

<table>
<thead>
<tr>
<th>Subject</th>
<th>W, 1, 2, 3, 4, 5, 6, A, D, L, F, P</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaking and Listening</td>
<td>W, 1, 2, 3, 4, 5, 6, A, D, L, F, P</td>
</tr>
<tr>
<td>Reading</td>
<td>W, 1, 2, 3, 4, 5, 6, A, D, L, F, P</td>
</tr>
<tr>
<td>Writing</td>
<td>W, 1, 2, 3, 4, 5, 6, A, D, L, F, P</td>
</tr>
<tr>
<td>Mathematics AT1: Use &amp; Apply</td>
<td>W, 1, 2, 3, 4, 5, 6, A, D, L, F, P</td>
</tr>
<tr>
<td>Mathematics AT2: Numbers &amp; Algebra</td>
<td>W, 1, 2, 3, 4, 5, 6, A, D, L, F, P</td>
</tr>
<tr>
<td>Mathematics AT3: Shape &amp; Space</td>
<td>W, 1, 2, 3, 4, 5, 6, A, D, L, F, P</td>
</tr>
<tr>
<td>Mathematics AT4: Handling Data</td>
<td>W, 1, 2, 3, 4, 5, 6, A, D, L, F, P</td>
</tr>
<tr>
<td>Science AT1: Scientific Enquiry</td>
<td>W, 1, 2, 3, 4, 5, 6, A, D, L, F, P</td>
</tr>
<tr>
<td>Science AT2: Life Processes</td>
<td>W, 1, 2, 3, 4, 5, 6, A, D, L, F, P</td>
</tr>
<tr>
<td>Science AT3: Materials</td>
<td>W, 1, 2, 3, 4, 5, 6, A, D, L, F, P</td>
</tr>
<tr>
<td>Science AT4: Physical Processes</td>
<td>W, 1, 2, 3, 4, 5, 6, A, D, L, F, P</td>
</tr>
</tbody>
</table>

**Notes**
- **W** Working towards level 1
- **A** Not assessed due to absence
- **D** Disapplied
- **L** Left
- **F** To take in the future
- **P** Taken in the past

Your KS2 software will calculate the overall subject level from this data.

**P-Scales assessments must ONLY be made for KS2 pupils who have Special Educational Needs and are assessed as ‘W’.**
Pupils with English as an additional language should not be assessed on P-Scales unless they also have SEN. For those children who are working below level 1 of the National Curriculum and do not have SEN, NOTSEN replaces the code EAL.

All KS2 software will allow the entry of P-scales results and will include these in the export file. Please see page 7 for information about reporting P-scales.

**Reporting arrangements for pupils who transfer to a new school in the summer term:**

The school where the pupil was registered during the KS2 test week must submit TA data. If a pupil moves before test week, the receiving school must submit TA data. If a pupil moves during test week, the school where they sat each test should submit the data. For example if the pupil sat English reading at one school and mathematics at another, each school must submit data for the relevant test(s).
Using P-Scales

For children with special educational needs (SEN), who have achieved level ‘W’ at KS2, the use of P-Scales is statutory. They should not, however, be applied to recently arrived pupils or those new to English unless it has been established that a special educational need is likely to be the only reason for performance below the expected level.

The valid P-Scale levels for each subject are as follows:

<table>
<thead>
<tr>
<th>P Scale subject</th>
<th>Reportable levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>P1i, P1ii, P2i, P2ii, P3i, P3ii, NOTSEN</td>
</tr>
<tr>
<td>Reading</td>
<td>P4, P5, P6, P7, P8, NOTSEN</td>
</tr>
<tr>
<td>Writing</td>
<td>P4, P5, P6, P7, P8, NOTSEN</td>
</tr>
<tr>
<td>Speaking</td>
<td>P4, P5, P6, P7, P8, NOTSEN</td>
</tr>
<tr>
<td>Listening</td>
<td>P4, P5, P6, P7, P8, NOTSEN</td>
</tr>
<tr>
<td>Mathematics</td>
<td>P1i, P1ii, P2i, P2ii, P3i, P3ii, NOTSEN</td>
</tr>
<tr>
<td>Number</td>
<td>P4, P5, P6, P7, P8, NOTSEN</td>
</tr>
<tr>
<td>Using and Applying</td>
<td>P4, P5, P6, P7, P8, NOTSEN</td>
</tr>
<tr>
<td>Shape, Space and Measures</td>
<td>P4, P5, P6, P7, P8, NOTSEN</td>
</tr>
<tr>
<td>Science</td>
<td>P1i, P1ii, P2i, P2ii, P3i, P3ii, P4, P5, P6, P7, P8, NOTSEN</td>
</tr>
</tbody>
</table>

Notes:
NOTSEN  Children working below level 1 who do not have a special educational need.

Children for whom the school is unable to make a teacher assessment

<table>
<thead>
<tr>
<th>Child’s Circumstance</th>
<th>Record as</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recently arrived in the school so it is not possible to establish the level that the child is working at</td>
<td>A (not enough information available to calculate a teacher assessment level)</td>
</tr>
<tr>
<td>Has been absent for long periods of times</td>
<td>A (absent)</td>
</tr>
<tr>
<td>Child has been disapplied from all or part of the National Curriculum</td>
<td>D (this code should only be used for teacher assessment; it should not appear on the attendance register).</td>
</tr>
</tbody>
</table>
Introduction

This guide covers the process from beginning to end for the Key Stage 2 (KS2) results, including importing the wizard, entering results, printing the reports and exporting the results.

It also covers how schools that are using the Oxfordshire Pupil Tracking (OPT) templates can easily transfer results into the Key Stage wizard.

Oxfordshire Pupil Tracking

Once the TAs for the summer term 2015 have been entered on the OPT marksheets in the normal way for tracking purposes, another marksheet can be used to convert those TAs into the official KS2 TAs for 2015. These results will then be displayed and used in the KS2 wizard without the need for entering the results again.

Schools using the OPT resources already have a template in SIMS called Y6 TA Transfer to LA Template, please refer to Appendix A page 26 for further guidance.

Previously this has been used to help you with uploading your Split Level Teacher assessments to the LA. This process has been stopped, however, your summer attainment data will pull through into this marksheet and will help you with your KS2 statutory return by converting your split levels to the statutory levels.

- Create a marksheet for your KS2 children.
- You will see your summer data in the marksheet.
- **Click on Calculate.** Your split levels will now convert to the statutory assessment levels and will be ready for submission to the LA.

At this stage you will need to check that there are no gaps in the data and ensure that where you have recorded ‘W’ for any pupils, you have entered the necessary P-Scales in the statutory P-Scales marksheet.
Key Stage 2 Wizards

The wizards are automatically placed in a folder on each school's computer as part of the upgrade process, this will usually be \texttt{x:\program files\SIMS\SIMS.net\AMPA\england primary (and middle deemed primary)\assessment manager}. (\texttt{x:} is where your SIMS data is saved)

**Step 1 – Ensuring that the Spring 2014 Release has been Applied**

Before continuing with this process SIMs should be upgraded to version 7.162.

To check which version you currently have:

1. Open SIMS .net
2. On the menu bar select Help | About SIMS .net.

You should be using version 7.162.

If the correct version is not being used then contact the school’s support provider (e.g. Turn IT On, Scomis, Capita).

**Step 2 – Identify the Key Stage 2 Pupils**

If all pupils being assessed for KS2 are in year 6 you can continue with Step 3. However, if there are also pupils assigned to other year groups then a user defined group should be created to be used in the wizard. This will be dealt with in Appendix D page 33.

**Step 3 – Importing the Assessment Wizards for Key Stage**

1. Select Routines | Data in | Assessment | Import.
2. Select the file to import by clicking the Field Browser (magnifying glass) button, then select \texttt{x:\Program Files\SIMS\SIMS.net\AMPA}.
3. Double-click the AMPA folder.
4. Double-click the England Primary (and Middle Deemed Primary) folder.
5. Double-click the Assessment Manager folder.
7. Click the **Open** button to display the screen shown in the following graphic.

![Import Screen]

8. Click the **Finish** button, then click the **Yes** button when asked ‘Do you want to proceed?’.

After a short pause you will then get an activity log that shows what has been imported.

![Activity Log]

9. It is worth scrolling to the bottom of the log to ensure it says that the import was successful.

You have imported the KS2 wizards that will be used in the next stage.
Step 4 – Entering Results - Using the Wizards

1. Select Tools | Performance | Assessment | Wizard Manager

2. The Select Wizard window will display all the Incomplete Wizards as default. This may include last year’s wizards that can be marked as Complete to avoid any confusion with this year’s Wizards.

3. To hide any unwanted Wizards tick to show they are now complete and then select Incomplete for the filter drop down list.

4. Click Yes to confirm the status has been changed to remove the unwanted wizards and that will leave you with the correct 2015 ones.
5. Leave the filter on **Incomplete**, highlight the **Key Stage 2 Wizard England 2015**, then click the **Next** button.

6. On the **Select Group** screen click the **Field Browser** (magnifying glass) button to display the **Group Selector** dialog.

7. Click the + next to **Year Group** and select **Year 6** or click the + next to **User Defined Groups** and if one has been created (please refer to Appendix D). Click the **Apply** button which selects this group.

8. Click the **Next** button.
The following graphic will show

For KS2 there are eight marksheets:

- **KS2 A. All subjects TAs 2015**
  Enables entry of TAs in each of the attainment targets for all core subjects, calculates the overall level, creates validated results and ensures no pupils are missed.

- **KS2 B. Subject TAs 2015**
  Enables entry of scores for the English attainment targets and the overall levels for Maths and Science, creates validated results and ensures no pupils are missed.

- **KS2 C. P scale data entry 2015**
  The recording of P scale data is now statutory. These are used to record the performance of pupils with SEN where they are working below level 1 (that is to say level W) of the national curriculum. P scales can be recorded in English, Mathematics and Science.

  **NOTE:** If pupils are working at P scale level then their results should be recorded as a W in the KS2A. All subjects TAs 2015 marksheet and should be given the appropriate P scale level on the KS2 C P scale data entry 2015 marksheet. (refer to Appendix C page 30 for further guidance.)

- **KS2 D. Test summary data entry 2015**
  Enables recording of the test results when they are received from the marking agency, or if the school has opted to administer the internally marked writing test. The results can be entered manually or imported.

- **KS2 E. En test results data entry 2015**
  Enables the recording of marks and levels from the English tests, including those from the internally marked writing test if the school has opted to administer this.

- **KS2 F. Ma test results data entry 2015**
Enables the recording of marks and levels from the Mathematics tests.

- KS2 G. broadsheet review 2015

Will display the results entered on the other marksheets. Results can not be entered here.

- KS2 H. Average point Sc Calc (From 2013)

This enables the average point score to be calculated for tracking purposes without having to do so elsewhere in Assessment.

**NOTE:** Statutory end of KS2 test results and externally marked level 6 test results will be available in an electronic format from the Key to Success website from **Tuesday 7th July**. Result files (preferably a CTF) may be used to import results directly into SIMS to populate the Key Stage 2 wizard 2015.
Step 5 - Result Entry
From the list of mark sheets that are shown, select **KS2 A. All Subjects TAs 2015** to enter results.

- Highlight the mark sheet, then click the edit icon on the right of the screen. Do not click the **Next** button at this stage.

- You will see a mark sheet with the year 6 pupils or the user defined group created earlier and columns that relate to the assessments which need to be entered. If wished, this mark sheet may be printed by clicking the print button.
NOTE: If you have decided to convert year 6 summer split level teacher assessments entered into the OPT tracking templates into the statutory KS2 levels using the Y6 TA Transfer to LA, the above marksheet may already be populated with levels. Please ensure all levels are checked carefully.

1. Enter a level and use the down arrow on the keyboard to move to the next pupil.

2. Rather than typing the level it is possible to select the appropriate level from a list. Right-click in the first cell and select Select Grade for Cell. This displays a dialog box which can be dragged so that users can still see the pupils’ names and the result column.

3. The appropriate level can be selected by double-clicking the required grade, it will automatically move to the next pupil. Click the close button to return to the marksheet.

4. Click the Calculate button. The calculated results will appear in the grey columns and any missing results will be shown as fail in the last column.

5. Click the Save button to save these.

6. Exit from the marksheet by clicking the Close button at the top right. This will take you back to the screen from where the marksheet was originally selected in the wizard.

NOTE: The entering of P-Scale results and submission of these is statutory for relevant pupils, refer to Appendix C page 30 for further Guidance.

7. Once all results are entered you can view all TAs and test results on the KS2 G. broadsheet review 2015.

Any of the marksheets can be printed by clicking the Print button.
Step 6: Creating a CTF file to the Standards & Testing Agency (STA)

Deadline for submission to the STA Website is Friday 26th June 2015
Please use these instructions to return the Statutory Key Stage 2 Teacher Assessments to the Standard and Testing Agency (STA) as a CTF file using the NCA Tools Website https://ncatools.education.gov.uk/. The xml file will be uploaded to the website from your CTF Export in SIMS .net.

Creating a CTF

A CTF must be created for all Y6 pupils who are included in the Key Stage 2 2015 Statutory return using the destination of NAA. Before proceeding with the CTF export please check that the CTF configuration has been set to include NAA using the route of Tools | Setup | CTF (refer to Appendix E page 35 for further guidance).

1. From the SIMS .net Homepage use the route of Routines | Data Out | CTF | Export CTF.
2. Select KS2 in CTF Export Type window.
3. To show the Year 6 pupils only click on the Year Grp down arrow and select Year 6 from the drop down list.
4. The list of pupils will then change to show Year 6 only.

5. Check that all the pupils in **Year 6** who are working at the end of Key Stage 2 are listed.

6. The CTF will be sent to the NCA tools using the **Destination LA / Other** column.

7. To select all the year 6 pupils left click into the cell for the first pupil under **Destination LA/Other**.

8. Right click with your mouse and click on **Select All**.

9. All the Year 6 pupils will be highlighted.

10. The first cell will display a drop down arrow. Click on this arrow and select **NAA** from the drop down list. All pupils will be updated with the National Assessment Agency.
11. Once completed click the **Export CTF** button to create the CTF file.

12. You may receive a message stating that the Export may cause problems where addresses are untidy or duplicated. Click **Yes** to this message.

13. When the export routine has successfully completed an **Export Complete. CTF file (s) created**: dialogue box will display the name of the CTF file. Enter CTF no. & date created: ……………………………

14. Click **OK**.

15. The **Exception Log** at the bottom of the page displays the **Number of students in the file**, the **Number of students processed** and the **number of students not exported**. Any pupils with any data anomalies will be displayed, together with an error description. Most errors are for information only however, if there is a figure in the **Number of students not exported** box, the error must be corrected before the pupil (s) can be included in the CTF.

16. **Close** the CTF Export screen to return to the SIMS .net Homepage.
Step 7- Return of Key Stage 2 Data – STA Guidance

Exporting the Common Transfer File (CTF) to the STA via NCA Tools Website

1. Type in the URL Address: https://ncatools.education.gov.uk/ which will take you to the DfE NCA tools Home Page.

![NCA Tools Website](image)

2. Enter your login details; type your **school email address** in the **Username** field and your **password** in the **Password** field and click on the **Login** box.

3. If you receive a Security Alert message tick the **In the future, do not show this warning** check box and then click **OK**.

![Security Alert](image)
Note: Following screen shots refer to 2012 but remain the same in 2014

4. The **NCA Tools homepage** will be displayed. Click on the **Teacher Assessment** tab at the top of the page.

5. Click on **Submit Teacher Assessment** to the left of the page.

6. The **Submitting your 2015 teacher assessment** window is displayed. There are 3 steps to be followed from here (see below). Please complete the checklist by ticking the boxes, and then select the **Next** button to proceed.
7. At the **File Submission** window click on the **Browse** button to navigate to your **CTF file**.

8. Highlight the **CTF file**.

9. The **File Name** will display the name of the CTF file and click the **Open** button.

10. The route of the CTF file will be displayed in **Step 2: Please select the teacher assessment file you wish to submit using the 'Browse' button** field.

11. Finally, click the **Submit** button as shown in the earlier screen print.
12. Your file should now be successfully submitted to the STA. Please check any messages that you receive. If any warning or error messages are displayed you will need to resolve these before the final deadline.

13. Please Log Out of the NCA Tools website by clicking the Log Out button at the top of the page.
Step 8- Using the Wizards for Reporting to Parents

1. Select Tools | Performance | Assessment | Wizard Manager
2. Select the Key Stage 2 Wizard 2015, then click the Next button.
3. You can leave the group selection as it is. Click the Next button.
4. When presented with the list of marksheets click the Next button.

Printing an Individual Report for Each Pupil

Select the first report – KS2 P1 student England 2015. This will produce reports for all the pupils selected on the list at the bottom of the screen.

1. However, you will probably want to see a print preview of one report first, in which case make sure only one pupil's name has been selected, then click the Print Preview icon to generate a report.
Step by Step - Previewing Reports

1. Select any one of the pupils in the bottom half of the screen, select only one of
   the pupils, then click the **Preview Report** button. The report will show you
   selected pupil's results.

```
PUPIL'S RESULTS
Key Stage 2  2015
Jordan Acton  6VC

ENGLISH
Teacher assessment results
   Speaking and Listening   4
   Reading   4
   Writing   3
   Overall English result  4

Test Results

MATHMATICS
Teacher assessment result   4

SCIENCE
Teacher assessment result   3
```

Step by Step - Printing Reports

1. If all pupils are required then select **Select All**. If not, go through the list and
   select those who are required, by selecting the check boxes.

2. Click the **Print Report** button. Reports will be printed from Word for those
   children selected.

Step by Step - Printing the Comparative Reports

Select any of the other three reports:
- KS2 P2 Comparative England 2015
- KS2 P3 Comp TAs by gender England 2015

1. Select any pupil.
2. Click the **Print Report** button.

This will produce one copy which users can then photocopy for each pupil.
Appendix A – Using the Y6 TA Transfer to LA Marksheet - (OPT schools only)

The Y6 TA Transfer to LA Marksheet will convert any split level teacher assessments to the required statutory levels, once calculated.

The Y6 TA Transfer to LA template has been created to link in with the Y6 OPT Tracking Marksheets for Reading, Writing, Sp & Listening, Maths (overall level only) and Science (overall level only) to avoid any duplication of data. Therefore, any data entered in the Summer TA columns on the tracking marksheets will appear in the Y6 TA Transfer marksheet.

Previously this has been used to help with uploading your Split Level Teacher assessments to the LA. This process has stopped since last year, however, the summer attainment data will pull through into this marksheet and will automatically convert the split levels to the statutory levels.

- Create a marksheet for the Y6 children. (This may already be setup from the previous year, continue with step 2 if one is already created)
- You will see the Summer data in the marksheet.
- Click on Calculate. The split levels will now convert to the statutory assessment levels and will be ready for submission to the LA.

Step 1: Attaching Year 6 to the TA Transfer to LA template

From the SIMS .net homepage use the route of Focus | Assessment | Template.

1. Type Y6 in the Template Name box and either click on the Search button or use the enter key on the keyboard. The Y6 TA Transfer to LA template is displayed.
2. Double click on the TA Transfer to LA template.
3. To attach Year 6 to the template click on the 3.Marksheets tab at the top of the page.
4. From the Marksheets page click on the New button.
5. At the Group Selector box click on + Year Group and tick the box against Year 6.
6. Click on the **Apply** button.
7. Click on the **Save** button to save the marksheet to the template.

**Step 2 – Using the TA Transfer to LA Marksheet**

1. Use the route of **Focus** | **Assessment** | **Marksheet Entry** and search for the **Y6 TA Transfer to LA: Year 6** marksheet.
2. Double click on the marksheet name to view the Y6 marksheet.

3. If the summer teacher assessments haven’t yet been recorded they can be entered onto this marksheet. Any data entered here will automatically update the OPT Tracking marksheets to avoid any duplication of work.
4. To enter data either type the TA into the cell against the required pupils or right click on the first cell and use the **Select Grade for Cell** (as you would do for any OPT marksheet).
5. Once the data has been entered and checked for errors click on the **Calculate** button at the top of the marksheet.

6. Click on the **Save** button to save the assessments. Please check that the statutory levels have been calculated correctly. Once satisfied these assessments will now be available to see through the **Key Stage 2 Wizard**.
Appendix B - Printing a Blank Marksheet

To print any blank marksheet in SIMS .net either click on the Print button or Export the marksheet as an excel document to print (see below):

1. In order to collect the teacher assessments from the year 6 teachers a blank copy of the marksheet can be printed by clicking the Print button at the top of the page. N.B. the printed version may need to be enlarged on a photocopier.

2. Alternatively, the marksheet can be exported to Excel by clicking the Export button at the top of the marksheet. A formatted Excel document will be produced that can either be printed or saved to a memory stick.

3. Close the Excel spreadsheet when completed.

Note: The exported mark sheet will allow teachers to open and record the necessary data and then this data can be imported back into SIMS .net, making sure that the file is saved as an .xml file using route (Routines /Data In/ Assessment/ Import from Spreadsheet).
Appendix C - Entering P-Scales

For children with special educational needs (SEN), who have achieved level 'W' at KS2, the use of P-Scales is statutory. They should not, however, be applied to recently arrived pupils or those new to English unless it has been established that a special educational need is likely to be the only reason for performance below the expected level.

Generally, if a child is assessed as being between P4–P8 for English or mathematics, P-Scales should be reported for the individual attainment targets.

For example, if a child is working at P4 or above in English, individual P-Scales should be reported for speaking and listening, reading, and writing, not an overall English P-Scale.

If a child is working below P4 (that is, P1i–P3ii), only an overall subject P-Scale should be reported and the individual attainment targets should remain blank.

For science, only one level is required from P1i–P8. If a child does not have a special educational need 'NOTSEN' should be reported in place of the P-Scales for each individual attainment target, where applicable.

The valid P-Scale levels for each subject are as follows:

<table>
<thead>
<tr>
<th>P Scale subject</th>
<th>Reportable levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>P1i, P1ii, P2i, P2ii, P3i, P3ii, NOTSEN</td>
</tr>
<tr>
<td>Reading</td>
<td>P4, P5, P6, P7, P8, NOTSEN</td>
</tr>
<tr>
<td>Writing</td>
<td>P4, P5, P6, P7, P8, NOTSEN</td>
</tr>
<tr>
<td>Speaking</td>
<td>P4, P5, P6, P7, P8, NOTSEN</td>
</tr>
<tr>
<td>Listening</td>
<td>P4, P5, P6, P7, P8, NOTSEN</td>
</tr>
<tr>
<td>Mathematics</td>
<td>P1i, P1ii, P2i, P2ii, P3i, P3ii, NOTSEN</td>
</tr>
<tr>
<td>Number</td>
<td>P4, P5, P6, P7, P8, NOTSEN</td>
</tr>
<tr>
<td>Using and Applying</td>
<td>P4, P5, P6, P7, P8, NOTSEN</td>
</tr>
<tr>
<td>Shape, Space and Measures</td>
<td>P4, P5, P6, P7, P8, NOTSEN</td>
</tr>
<tr>
<td>Science</td>
<td>P1i, P1ii, P2i, P2ii, P3i, P3ii, P4, P5, P6, P7, P8, NOTSEN</td>
</tr>
</tbody>
</table>

**NOTE:** NOTSEN is for children working below level 1 who do not have a special educational need.
Entering the P-Scales

1. From the list of KS2 marksheets highlight the **KS2 C. P Scale Data Entry 2015** and click on the **Edit Marksheet** button. Alternatively, double click on the Template Name.

2. The P Scale marksheet is displayed with the previously calculated overall levels for English, Maths and Science.

3. Enter the P-Scale results appropriate to the pupil and the statutory requirements.

4. Select a Cell and either manually enter the results or right click on the cell and select **Select grade for cell**.

5. **Save** the entries and then click the **Calculate** button to check for warnings.
There are two warning columns at the far right of the template. The first indicates a possible error (Please Check). The second indicates how many errors there may be for each pupil.

All errors need to be investigated by returning to the statutory KS2 marksheet and checking the appropriate entries.

6. Entries may be updated, saved and re-calculated as many times as necessary.

7. Once you are satisfied the results are complete and correct you can move on to create the CTF.

8. Close the marksheet when complete and Close the Wizard returning to the SIMS .net homepage.

All of the Statutory KS2 entries can be reviewed through the KS2 G. Broadsheet Review 2015.
Appendix D - Creating User Defined Groups (Optional)

When completing the statutory Key Stage 2 2015 Teacher Assessment return you may have a situation whereby some pupils maybe working at the End of KS2 but who are not in Year 6, or have left or joined your school.

The school where the pupil was registered during the KS2 test week must submit TA data. If a pupil moves before test week, the receiving school must submit TA data. If a pupil moves during test week, the school where they sat each test should submit the data. For example if the pupil sat English reading at one school and mathematics at another, each school must submit data for the relevant test(s).

For these different scenarios it would be necessary to create a User Defined Group for those pupils that have statutory KS2 TAs recorded by your school. By creating a specific group, and then attaching this group to the statutory return, it will ensure that the correct Y6 pupils are submitted to the STA.

If all your KS2 pupils are in Yr 6 then you will not need to create a User Defined Group

Step by Step - Creating a User Defined Group

1. From the SIMS .net Homepage select the route of Focus | Groups | User Defined Groups.
2. Click on the New button to create a new group e.g. KS2.
3. Enter a relevant Group Description e.g. KS2 Y6 2015. The title for this group will appear in the Groups browser on the KS2 marksheet.
4. Click the Active State down arrow and select Active.
5. Enter a Short Name (up to 10 characters) for your group e.g. KS2 06/15.
6. Allocate a Current Main Supervisor for the group, if required by clicking on the Current Main Supervisor browse button.
7. Left click on the Action button.
8. Select Add Supervisor. This will allow you to search for the member of staff.
9. Double click on the required member of staff and click on the Supervisor Title down arrow – select the appropriate title i.e. Supervisor.
10. Click OK twice.

11. Save the group by clicking the save button at the top of the page.
12. To add pupils click the **Action** button from the **Membership** panel and click on **Add Student**.

![Action button screenshot]

13. The **Find Student** dialogue box will be displayed.

14. Click on the **Year Group** down arrow and select **Year 6**.

15. Click the **Search** button to display a list of Year 6 pupils.

![Find Student dialogue box]

16. To select pupils use the **Shift Key** or the **Ctrl Key** on your keyboard to highlight groups or random pupils. There is no facility to select all and then remove an individual.

![Select Students dialog box]

17. Check that you have the correct pupils in the list.

18. Select **OK**.

19. **Save** the pupils to the group by clicking on the **Save** button.

20. If you need to remove any pupils from the group left click on the orange bar for the required pupil. Right click with your mouse and select **Remove Membership**.

![Select Students dialog box with Remove Membership option]

21. Click **Yes** to confirm that you wish to remove the membership.

The pupil will be removed from the group. Save the changes by clicking on the **Save**.
Appendix E: Checking the CTF Configuration (Alternative Destination)

From the SIMS.net homepage select Tools | Setups | CTF to display the Configure CTF Defaults page.

Under Directory Details the location of the CTF Import Directory should be F:\SIMS\CTF Import and the CTF Export Directory should be F:\SIMS\CTF Export (assuming SIMS is on the F drive).

Under Data to be Imported by Default please check all check boxes are ticked.

Under Alternative Destinations please check that you have the NAA setup. If the NAA is not setup please follow the steps below in setting up this destination.

Setting up the NAA (National Assessment Agency) as an Alternative Destination.

1. To set up an Alternative select the 4. Alternative Destinations panel.

2. Click on the New button to create an alternative destination for the NAA (National Assessment Agency).

3. Enter a code of NAALLLLL and a description of NAA. Clicking OK will add the destination. Click Save to save any changes.