Key Stage 1
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 LA</th>
</tr>
</thead>
<tbody>
<tr>
<td>KS1 Teacher Assessment</td>
<td>Schools with pupils at end of KS1</td>
<td>S2S</td>
<td>Friday 26\textsuperscript{th} June 2015</td>
</tr>
</tbody>
</table>
Contents

01. Overview of the End of Key Stage Procedures ........................................ 1
    Introduction ...................................................................................................... 1
    Reporting Key Stage 1 results to the LA ...................................................... 2
    Using P-Scales ................................................................................................. 3
    Children for whom the school is unable to make a teacher assessment .......... 3

02. Processing Key Stage 1 Results ................................................................. 4
    Introduction ...................................................................................................... 4
    Key Stage 1 Wizards ....................................................................................... 5
    Step 1 – Ensuring that the Spring 2015 Release has been Applied ................. 5
    Step 2 – Identify the Key Stage 1 Pupils ......................................................... 5
    Step 3 – Importing the Assessment Wizards for Key Stage 1 ......................... 5
    Step 4 – Using the Wizards – Entering Results ............................................. 7
    Step 5 – Results Entry ................................................................................... 10
    Step by Step - Entering Key Stage 1 Teacher Assessment Levels ..................... 11
    Step 6 – Exporting Results Using the CTF Routine ................................... 12

03. Step 7- Transferring Key Stage results to the LA using Secure Data Transfer Website ................................................................. 15

04. Using the Wizards for Reporting to Parents .......................................... 18
    Step by Step - Printing an Individual Report for Each Pupil ......................... 18
    Printing the 2015 Comparative Report ......................................................... 19
    Step by Step – Printing the 2015 Comparative Report .................................... 19

05. Appendix A – Using the OPT to KS1 TA Conversion Template (OPT schools only) ............................................................................. 20

06. Appendix B - Printing a Blank Marksheet .............................................. 23

07. Appendix C - Entering P Scales ............................................................... 24

08. Appendix D - Creating User Defined Groups (Optional) ......................... 26
Overview of the End of Key Stage Procedures

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 1 Teacher Assessments are then forwarded to the Data Analysis team via s2s by Friday 26th June 2015 for analysis and aggregation into national statistics.

This process can be managed through the Key Stage wizards in SIMS, 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 1 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 26th 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 LA
- 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

If you require help with the DfE Guidance please contact the Data Analysis Team
Email: dataanalysisteam@oxfordshire.gov.uk
Jenny Law 01865 816253
Simon Mawdsley 01865 810531
Fax: 01865 783375
Reporting Key Stage 1 results to the LA

A full set of teacher assessment results must be returned for each pupil assessed.

Results should be entered onto your Sims .net and submitted to the LA via the school to school (s2s) website (see pages 15-17). Please refer to the Assessment and Reporting Arrangements (ARA) Key Stage 1 if you require any clarification.

Please return your data by Friday, 26th June 2015.

The range of possible results for each assessment is shown below:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Possible Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaking and Listening</td>
<td>W, 1, 2, 3, 4, A, D</td>
</tr>
<tr>
<td>Reading</td>
<td>W, 1, 2c, 2b, 2a, 3, 4, A, D</td>
</tr>
<tr>
<td>Writing</td>
<td>W, 1, 2c, 2b, 2a, 3, 4, A, D</td>
</tr>
<tr>
<td>Mathematics</td>
<td>W, 1, 2c, 2b, 2a, 3, 4, A, D</td>
</tr>
<tr>
<td>Scientific enquiry (Sc1)</td>
<td>W, 1, 2, 3, 4, A, D</td>
</tr>
<tr>
<td>Life processes (Sc2)</td>
<td>W, 1, 2, 3, 4, A, D</td>
</tr>
<tr>
<td>Materials &amp; properties (Sc3)</td>
<td>W, 1, 2, 3, 4, A, D</td>
</tr>
<tr>
<td>Physical processes (Sc4)</td>
<td>W, 1, 2, 3, 4, A, D</td>
</tr>
</tbody>
</table>

Notes

W  working towards level 1
A  not assessed due to absence
D  teacher assessment has been dis-applied

Science results should be entered at attainment target level (ie a result should be recorded for Sc1, Sc2, Sc3, and Sc4). Your KS1 software will calculate the overall subject level.

Pupils assessed as level 2 for Reading, Writing of Maths must be fine graded 2a, 2b, or 2c.

P- Scales assessments must ONLY be made for KS1 pupils who have Special Educational Needs and are assessed as ‘W’. Pupil 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 KS1 software will allow the entry of P-scales results and will include these in the export file. Please see page 3 for information about reporting P-scales.

It is not necessary to record task/test results at KS1 as these will not be included in the export file sent to the LA, although you may wish to record them for your own information.
Reporting arrangements for pupils who transfer to a new school in the summer term:

If a child transfers schools then the schools involved should agree which school will submit the data. This will usually be the school where the child is registered at the point when data is submitted.

Using P-Scales

For children with special educational needs (SEN), who have achieved level 'W' at KS1, 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>Long periods of absences, e.g. due to a prolonged illness</td>
<td>A</td>
</tr>
<tr>
<td>Arrives too late in the summer term for teacher assessment to be carried out</td>
<td>A</td>
</tr>
<tr>
<td>Child has been dis-applied from all or part of the National Curriculum</td>
<td>D (‘U’ for overall science) – for those parts of the statutory assessment arrangements that are included in the disapplication</td>
</tr>
<tr>
<td>Child is not physically able to write and can only dictate their writing to a scribe.</td>
<td>D (‘U’ for overall science) – do not carry out a teacher assessment for English writing.</td>
</tr>
</tbody>
</table>
Processing Key Stage 1 Results

Introduction

This guide covers the process from beginning to end for the Key Stage 1 (KS1) 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 marksheet in the normal way for tracking purposes, another marksheet can be used to convert those TAs into the official KS1 TAs for 2015. These results will then be displayed and used in the KS1 wizard without the need for entering the results again.

Schools using OPT resources already have a template in SIMS called OPT to KS1 TA Conversion Template, please refer to Appendix A page 20 for further guidance.

Example of the marksheet that can be used to convert the summer term TAs for Reading, Writing and Maths year 2 into the validated results for KS1.

<table>
<thead>
<tr>
<th>Students</th>
<th>Spag TA Summer</th>
<th>Spag TA Summer</th>
<th>Spag TA Summer</th>
<th>Spag TA Summer</th>
<th>Spag TA Summer</th>
<th>Spag TA Summer</th>
<th>Spag TA Summer</th>
<th>Spag TA Summer</th>
<th>Spag TA Summer</th>
</tr>
</thead>
</table>

These results will then appear in the KS1 wizard.
Key Stage 1 Wizards

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

Step 1 – Ensuring that the Spring 2015 Release has been Applied

Before continuing with this process make sure your SIMS is upgraded to 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 1 Pupils

If all pupils being assessed for KS1 are in year 2 users 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 26.

Step 3 – Importing the Assessment Wizards for Key Stage 1

The latest templates and wizards are often installed as part of the upgrade, or, the first time SIMS Assessment is run after the upgrade. The Import Assessment Manager Resources prompt will display.

Click Yes to upgrade. Once complete, Close the Activity Log.

1. Select Routines | Data in | Assessment | Import.
2. Select the file to import by clicking the Field Browser (magnifying glass) button, then select 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.

6. Highlight **Key Stage 1 Wizard England 2015**.

7. Click the **Open** button to display the screen shown in the following graphic.

8. Click the **Finish** button, then click the **Yes** button when asked ‘Do you want to proceed?’.
   After a short pause users will then get an activity log that shows what has been imported.
9. It is worth scrolling to the bottom of the log to ensure it says that the import was successful.
   You have imported the KS1 wizards that will be used in the next stage.

**Step 4 – Using the Wizards – Entering Results**

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 leave you with the correct 2015 ones.

![Screenshot of Select Wizard dialog]

5. Leave the filter on **Incomplete**, highlight the **(Key Stage 1 Wizard England 2015)**, then click the **Next** button.

![Screenshot of Select Group dialog]

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 2 or click the + next to User Defined Groups and if one has been created (please refer to Appendix D page 26). Click the Apply button which selects this group.

8. Click the Next button.

The following graphic shows the marksheets available.

For KS1 there are five marksheets:

- **KS1 A teacher assessments 2015**
  Enables entry of teacher assessments in each of the core subjects by attainment target, creates validated results and ensures no pupils are missed.

- **KS1 B 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 should be recorded in English, Mathematics and Science for relevant pupils.

  **NOTE:** If pupils are working at P - Scale level their results should be recorded as a W on KS1 teacher assessments 2015 marksheet and given the appropriate P scale level in KS1 P scale data entry 2015 marksheet. (refer to Appendix C for further guidance)

- **KS1 C test outcomes 2015**
  Enables entry of optional test scores.

- **KS1 D broadsheet (review) 2015**
  Displays all the results for each pupil that were entered through marksheets A and B. Users cannot enter marks on marksheet D.

- **KS1 E average point score calculator.**
  This enables the average point score to be calculated for tracking purposes without having to do so elsewhere in Assessment.
Step 5 - Results Entry

From the list of marksheet that are shown, select **KS1 A. Teacher Assessments 2015** to enter results.

- Highlight the marksheet, then click the edit icon on the right of the screen. Do not click the next button at this stage.

- You will see a marksheet with the year 2 pupils or the user defined group created earlier and columns that relate to the assessments which need to be entered. If wished, this marksheet may be printed by clicking the print button.
Enter a level and use the down arrow on the keyboard to move to the next pupil.

**NOTE:** If you have decided to convert year 2 summer teacher assessment entered into the OPT tracking templates into the statutory KS1 levels using the OPT KS1 TA conversion year 2 template, the above marksheet may already be populated with levels. Please ensure all levels are checked carefully.

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.

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.

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**Step by Step - Entering Key Stage 1 Teacher Assessment Levels**

1. Enter the levels for all pupils in the white columns. If an invalid grade is entered it will tell the user. Results show in red until they have been saved, when they turn black.

2. Each of the columns with the label **Key Stage 1 validated result** (a result set) will contain the results that will be sent to the LA as the end of Key Stage assessment.

3. All pupils’ assessments should be entered. Do not miss anyone.

4. Any column that have not been filled will receive a Fail warning.

5. Correct any errors and save the marksheet again.

There are two grey columns. Both are formula columns. The first will calculate the overall teacher assessment Science grade from the four results entered in the white Science columns. The second will put fail if pupils do not have the full set of results.

6. Click the **Save** button to save the results.

7. Make sure that the data is correct and the marksheet is passed back to the class teacher for a final check.

8. 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.
Step 6 – Exporting Results Using the CTF Routine

Please follow the step below on how to send your assessment data to the Local Authority.

1. Click the Close button to close the wizard, then select Routines | Data Out | CTF | Export CTF.
2. Select KS1 in CTF Export Type window.

3. To show the Year 2 pupils only click on the Year Grp down arrow and select Year 2 from the drop down list.

4. The list of pupils will then change to show Year 2 only.
5. Check that all the pupils in Year 2 who are working at the end of Key Stage 1 are listed.
6. The CTF will be sent to the Local Authority using the Destination LA / Other column.
7. To select all the year 2 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 2 pupils will be highlighted.

10. The first cell will display a drop down arrow. Click on this arrow and select Oxfordshire from the drop down list.

11. All the pupils will then be shown with Oxfordshire as the destination.

12. Once completed click the Export button to create the CTF file.

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

14. When the export routine has successfully completed an Export Complete. CTF file (s) created: dialogue box will display the name of the CTF file.
15. Click **OK**.

16. 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.

17. **Close** the CTF Export screen to return to the SIMS .net Homepage.
Step 7 - Transferring Key Stage results to the LA using Secure Data Transfer Website

Schools should use S2S via Secure Access to send their data to the LA. This may be done by following the guidance below.

Log onto Secure Access

You will now see the Secure Access login page.

Enter the Secure Access username and password for your school and click login.

(Remember to tick the terms of use box)

Click on S2S
- Use the **Browse** function to find the relevant file stored on your directory. The file name will be in the following format **931SSSS_KS1_931LLLL_NUM.XML** where: SSSS is your school DfE number.

- NUM is a file name e.g. 001, 002, or 100, 101, which increases each time a file is created. (To check you have located the most recent version, hover over the file name with your cursor to see ‘date modified’.)

- LLLL signifies the file is being sent to the LA. This file name must not be changed.

**Note:** If you have saved your file to a CTF Export Folder, you will need to navigate to this folder in order to find the correct file.
Once the file has been located, click on the file name and click ‘Open’ and the box ‘Select Folder & File Name’ will be populated with the file.

Click ‘Upload file’.

A warning box will appear to say this could take up to five minutes to upload.

Click ‘Upload file’.

A warning box will appear to say it could take up to five minutes to upload. Click ‘OK’.

Once the upload is complete a message will appear to say the file has been transferred to the web site. It is important that you wait for this message because if you exit the screen before it appears no data will be transferred.

When the file has been successfully transferred to the website, use the Back button on your toolbar to return to the previous page and choose ‘logoff’ from the menu on the left.
Using the Wizards for Reporting to Parents

Once all the results have been entered on the marksheets, reports can be produced.

The wizards will produce KS1 P1 - an individual report for each pupil.

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

Step by Step - Printing an Individual Report for Each Pupil

1. Select the first report format – KS1 P1 Student England 2015 which will produce reports for all the pupils selected at the bottom of the screen.

2. However, you will probably want to see a print preview of one of the reports first, in which case make sure only one pupil’s name has been selected, then click the Print Preview icon to generate a report.

3. The report will show selected pupil’s results.
4. When you finished the preview, click the Close button to close Word and return to the wizard. Step by Step - Printing Reports

5. 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.

6. Click the Print Report button (printer icon). Reports will be printed from Word for those pupils selected.

If asked, do not save the Word document that this process produces.

Printing the 2015 Comparative Report

Step by Step – Printing the 2015 Comparative Report

1. Select Tools | Performance | Assessment | Wizard Manager.
2. Select the Key Stage 1 2015 wizard, then click the Next button.
3. Leave the group selection as it is. Click the Next button.
4. When presented with the list of markssheets, click the Next button.
5. Highlight the KS1 P2 Comparative England 2015 Report and with one pupil selected, click the Preview button. The comparative report will open in Word.
6. The report may be saved to a suitable location for use later in the year and can be printed and duplicated to report home to parents.
Appendix A – Using the OPT to KS1 TA Conversion Template (OPT schools only)

The **OPT to KS1 TA Conversion Template** will convert any split level teacher assessments previously entered into the OPT tracking Year 2 marksheets to the required statutory levels, once calculated.

Year 2 teachers can either choose to use this template to manually enter their summer teacher assessments, which will feed back into their own tracking marksheets or they can continue to use their tracking marksheets which will then feed into the OPT to KS1 TA Conversion template.

*Please note* ~ *If your school doesn’t record TAs for Speaking & Listening and Science then these assessments will need to be manually added.*

**Step 1: Attaching Year 2 to the OPT to Conversion Template**

1. From your SIMS .net homepage use the route of **Focus | Assessment | Template**.
2. Type **OPT%KS1** in the Template Name box and then click on the **Search** button.
3. Double click on the **OPT to KS1 Conversion Template**.
4. To attach **Year 2** to the template click on the **3.Marksheets tab** at the top of the page.
5. From the Marksheets page click on the **New** button.

6. At the **Group Selector** box click on + Year Group and tick the box against **Year 2**.

![Group Selector](image-url)
7. Click on the **Apply** button.

8. Click on the **Save** button to save the marksheet to the template. The Year 2 marksheet is now available for your Year 2 teacher to use.

The next step can either be used by your Year 2 teacher or the person with responsibility for assessment data entry

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### Step 2 – Using the OPT to KS1 Conversion Marksheet

1. From your SIMS .net Homepage use the route of **Focus | Assessment | Marksheet Entry**

2. Type **OPT%KS1** in the Template Name box.

3. Double click on the **OPT to KS1 Conversion** Marksheet to view the marksheet.

4. If you haven’t recorded any summer teacher assessments at this point then you can use this marksheet to enter these assessments. Any data entered here will automatically update the OPT Tracking marksheets to avoid any duplication of work.

5. 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).

6. Once the data has been entered and checked for errors click on the **Calculate** button at the top of the marksheet.
7. 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 1 Wizard** and can be thoroughly checked for accuracy before submitting.
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**  Children working below level 1 who do not have a special educational need.

**Entering the P Scales**

1. From the list of KS1 marksheet highlight the **KS1 B. 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 KS1 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

All your KS1 entries to data can be reviewed through the **KS1 D. Broadsheet Review 2015**.
Appendix D - Creating User Defined Groups (Optional)

When completing the statutory Key Stage 1 2015 Teacher Assessment return you may have a situation whereby some pupils maybe working at the End of KS1 but who are not in Year 2, or have left or joined your school.

The school where the pupil was registered during the KS1 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 KS1 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 Y2 pupils are submitted to the LA.

If all your KS1 pupils are in Yr 2 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. KS1.
3. Enter a relevant Group Description e.g. KS1 Y2 2015. The title for this group will appear in the Groups browser on the KS1 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. KS1 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**.

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

14. Click on the **Year Group** down arrow and select **Year 2**.

15. Click the **Search** button to display a list of Year 2 pupils. 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.

16. Check that you have the correct pupils in the list.
17. Select **OK**.

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

19. 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**.

20. 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**.