Key Stage 1 Teacher Assessment

Statutory Data Return Guide For Integris

<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 Assessments</td>
<td>Schools with pupils at end of KS1-Statutory</td>
<td>S2S</td>
<td>Friday 27th June 2014</td>
</tr>
</tbody>
</table>
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If you require help with Integris 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
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 LA by Friday 27th June 2014 for analysis and aggregation into national statistics.

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 27th June 2014

Summary

The following information is covered in this guide

- Setting up Groups
- Key Stage Group Management
- Using the Key Stage tab to enter your data
- Using Markbooks to enter your data
- Updating Independent Key Stage Markbooks
- Data checking
- Creating and downloading the CTF
- Uploading the CTF to the LA

There are two methods of inputting Key Stage data into Integris. The first method is to input directly into the Key Stage markbook in Assessment, the second method is to enter assessment scores directly into the Key Stage tab of the Student Details area. Both methods are included in this guide.

**IMPORTANT NOTE: Task 3 – Key Stage Group Management** (page 6) must be completed before you start to enter your key stage data. If you run these routines after you have entered your data it is likely that data will be lost.
Reporting KS1 Results to the LA

A full set of teacher assessment results must be returned for each pupil assessed. Results should be entered onto Integris and submitted to the LA using S2S via Secure Access. Please refer to the Assessment and Reporting Arrangements (ARA) Key Stage 1 if you require any clarification.

Please return your data to the LA by Friday, 27th June 2014.

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

<table>
<thead>
<tr>
<th>Assessment</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 disapplied

Science results should be entered at attainment target level (i.e. 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 or 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 5 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 disapplied 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>
Task 1 – Setting up Groups (Optional)

If you have a number of children who will not be assessed at the relevant Key Stage for their age, you may find it easier to set up a group that contains only those children who are eligible. You may also wish to set up a similar group of children for whom P Scales will be recorded. These groups will then be available to assign to the Key Stage markbook and will also be available in other areas of Integris. These groups are optional and guidance on creating a group can be found in Appendix I on page 21.

Task 2 – Check that your teachers are linked to classes

To enable your class teachers to see their Key Stage markbooks when they log into Integris they must be linked to the class in the Class Parameter area.

1. Select Modules | General | Parameters, highlight Class and click on the View icon.

2. At the next screen you can check that the correct teacher is linked to each class. If any are missing or incorrect:
   - Highlight the class and click on the Edit Parameter Value icon.
   - Use the magnifying glass to search for and select the correct teacher.

Task 3 – Key Stage Group Management

Integris uses Key Stage Group Management to make sure your pupils are linked to the correct key stage assessment arrangement schemes. There are 4 areas you must update before you start to enter your data:

- Current Key Stage
- Key Stage 1 Year
- Key Stage 1 End of Statutory Assessment
- Key Stage 1 Tests Taken at Another School

All the areas can be updated using Speed Edit.

Setting up Integris for the KS1 Teacher Assessment 2014

- Select Modules | Administration | Speed Edit
- From the Area drop down box select Current Key Stage
- Click on Find
- From the Student Find – General Search screen select Year 2 from the Year Group drop down and click on Find at the bottom right of the screen followed by
Select. Click on Yes at the warning message and your Year 2 pupils will now be displayed in the Speed Edit screen.

- Click on Select All to highlight the pupils and then choose KS1 from the New Value drop down list.
- Click on Apply Changes and then Save and Yes to any warning messages.

We will now repeat the process for the other required areas:
- From the Area drop down box select Key Stage 1 Year.
- Click Select All to highlight the pupils.
- From the New Value box select 2014.
- Click on Apply Changes.
- Click on Save and Yes to any warning messages.

- From the Area drop down box select Key Stage 1 End of Statutory Assessment.
- Click Select All to highlight the pupils.
- Click into the New Value field to enter a tick.
- Click on Apply Changes and a Yes will appear in the Value column.
- Click Save and Yes to any warning messages.

- From the Area drop down box select Key Stage 1 Tests Taken at Another School.
- In the New Value column any pupils that have taken the test at another school should have a value of Yes against them.
- To assign No to all pupils, click on Select All and leave the New Value field blank.
- Click on Apply Changes and No will appear in the Value column.
- Click on Save and Yes to any warning messages.
- To assign Yes to any pupils click into the New Value field to enter a tick.
- Select the required pupils (Ctrl and click to multi select) and click on Apply Changes. A Yes should now appear in the Value column.
- Click on Save and Yes to any warning messages.
Task 4 - Entering the KS1 Teacher Assessments

NOTE: Please ensure that Task 3 has been completed before you enter your Key Stage results.

There are two methods available to you to input the Key Stage data into Integris. Method 1 is to enter the data into the Key Stage markbook, method 2 is to enter the data directly onto the individual pupil record via the Key Stage tab. Both methods are detailed below:

Method 1 – Input using Markbooks

Copying the Templates

1. Select Modules | Assessment | Assessment Planning. The Assessment Plans window will be displayed.
2. Expand the Templates folder by clicking on the plus sign then expand the Key Stage folder followed by the 2014 folder.
3. Highlight the NC Key Stage 1 2014 template and click on the Deploy.
4. The following message will appear

   ![Deploy Assessment Plan]

   The selected Assessment Plan has been successfully deployed to your Assessment Plans folder. Would you like to deploy any more Plans?

   Yes  No

   NOTE: If the templates have previously been deployed a message will be displayed advising you of this. In this case please move to Assigning Groups and Markbook Users below.
5. You can continue to deploy the remaining NC Key Stage 2014 templates. Click on **Yes** and highlight the next required template and click on **Deploy**. The **NC P Scales 2014** template will also be required if you need to record P Scales for any of your pupils. (Please see Appendix II on page 22 for guidance on entering P Scale information). If you don’t wish to deploy any further templates at this stage, click on **No**.

Deploying the templates automatically creates a folder structure under **My Assessment Plans**

**Assigning Groups and Markbook Users**

1. The newly deployed templates will now be available under **My Assessment Plans | Key Stage | 2014**.

2. If not already highlighted, click on the **NC Key Stage 1 2014** template and then click on the **Edit an Assessment Plan** icon.

3. Select the **Enrolled Groups** tab then click on the **Add an Enrolled Group** icon. Click on the **Enrolled Group Type** drop down arrow and select the group type you wish to use. Selecting a Group Type of **Class** will allow class teachers to be able to access the markbook when they log into Integris. If you have mixed year group classes you may wish to select a **Group Type** of Year Group.

   - Select a single class by clicking to highlight
   - Select more than one class by holding down the ctrl key and left click with the mouse

   **NOTE:** If you created a group under Task 1 this group can be selected at this stage.
4. Click on **Add** then **Close**.

5. The class teacher will automatically become a user of the markbook (as long as they have been linked to the class – see Task 2 on page 6). If you wish to add other users of the markbook, highlight the enrolled group and click the **Add Markbook Users** icon.

   - Select a single user by clicking to highlight their name
   - Select several users by holding down the ctrl key and click with the mouse

6. Click on **OK** and **Save**.

**Entering Results in the Markbook**

1. Select **Modules** | **Assessment** | **Markbook**.

2. Expand **My Markbooks** and highlight the **NC Key Stage 1 2014: XX** markbook (where XX is your chosen group e.g. Class, Year 2 etc.). Click on the **Open a Markbook** icon.

   ![Markbook Browser](image)

   **NOTE:** Please refer to page 4 **Reporting KS1 Results to the LA** for a detailed range of possible results.

3. The data columns for each subject are nested in a blue Assessment Unit. Each unit can be expanded by clicking on the plus sign and collapsed by clicking on the minus sign.

4. Expand the **Assessment Unit** for English by clicking on the plus sign.

   **NOTE:** Hovering over a column heading e.g. KS1 EN1 will display details of the column values.
5. Enter the results in the first three columns and click on Save. Collapse the English unit and expand the Mathematics unit and enter the results in the first column.

6. Repeat for Science and enter the results in the first four columns.

7. Click the Calculate button which will fill in any calculated columns and then click on Save.

NOTE: For any students working towards level 1 (i.e.W) additional P Scale information will need to be entered. Please see Appendix II on page 22 for guidance on entering P Scale results into the P Scales markbook.

Method 2 – Input using the Key Stage tab

If you have small year groups you are able to use each pupil’s Key Stage tab to enter their end of Key Stage results. The Key Stage tab is especially useful for teachers.

1. Select Modules | General | Student Details.

2. Click on Find at the top right of the screen and the Student Find – General Search screen will be displayed. Select Year 2 from the Year Group drop down and click on Find at the bottom right of the screen followed by Select. Click on Yes at the
warning message and your Year 2 pupils will now be displayed as a browse set. You can now browse through the pupils using the orange arrows.

3. Click on the **Key Stage** tab and click on **Edit**. If you are not able to see the Key Stage tab you may need to click on the orange arrow and select.

4. As long as you have completed **Task 3** on page 6, each pupil will be linked to **KS1** with 2014 as the **Year of Assessment** and a tick in **End of Statutory Assessment**.

5. Enter the levels for each attainment target for English (AT1, AT2 and AT3), Mathematics (Level) and Science (AT1, AT2, AT3 and AT4). The Science overall level will be calculated automatically from the individual attainment target.

6. Click **Save** when all the levels are entered.

7. You will now be taken back to the read only Student screen. You can move through the Year 2 pupils by clicking on the **Next** or **Previous** orange arrows (see point 2) remembering to click on **Edit** to enable the entry of the results.

8. For any students working towards level 1 (i.e. W), additional P Scale information will need to be entered. When entering a W and clicking on **Save**, the following message will appear.

**NOTE:** Clicking on the downward arrow will display the subject area title. Please see page 4 for a detailed range of possible results.
9. Click **Cancel** and select the **P-Scales** tab.

10. Select **End of Statutory Assessment** and check that the **Year of Assessment** is showing 2014. If not please select from the drop down list. If a warning message about changing the key stage year appears click **Yes**.

11. Enter P Scale information for the appropriate subject(s) and click **Save**.

**NOTE:** Please see page 5 for details of the valid P Scale levels for each subject.

**Task 5 – Checking your data**

Before creating and uploading your CTF to the LA it is important to check that the data is complete and has been entered correctly.

**Printing the Markbook**

**NOTE:** If you used **Method 2 – Input using the Key Stage tab** on page 11 you will need to ensure that the templates have been deployed and markbooks set up before you can print the markbooks. Please see **Method 1 – Input using Markbooks** on page 8 for guidance.

1. Select **Modules | Assessment | Markbook**.

2. Expand **My Markbooks** and highlight the **NC Key Stage 1 2014: XX** markbook (where XX is your group chosen e.g. Class, Year 2 etc.). Click on the **Open a Markbook** icon.

3. Click on the **Print** button at the top right hand corner of the markbook. This will open the **Print Markbook – Assessment Item Selection** box as shown.
4. Expand each of the subject areas and select which columns you wish to print by ticking and un-ticking the columns. For the data checking exercise you only need to print the columns used to enter the data (see Entering the Results in a Markbook section on page 10).

5. Select a Report Format of Excel and choose Full Header. Click on OK.

6. There are also options to Show Grid Lines and to Print Markbook as ‘Pro-Forma’ (i.e. without results). This is particularly useful when using markbooks to collect results from teachers.

Task 6 – Updating Year-Independent Key Stage Markbooks

Once the Key Stage 1 results have been entered into the markbook or Key Stage tab it is necessary to run the Update Year-Independent Key Stage Markbooks routine to then be able to view the results in the Key Stage reports and OPT markbooks.

1. Select Modules | Administration | Utilities.

2. Select Update Year-Independent Key Stage Markbooks from the list.

3. Select Year Group 2 and choose KS1 from the Select Key Stage drop down list.

4. Click on Update followed by OK.
Task 7 - Creating the Key Stage 1 Export File

When you are confident that your data is correct and with no omissions you can create the export file and upload to the LA.

1. Select Modules | Administration | Import & Export and choose Key Stage Exports

2. Select the Key Stage 1 Export (2014) option and click on Next.

3. The option to include Key Stage 1 Task/Test Results needs to be left un-ticked.

4. Click on the Add Students icon.

5. Using the Student Find – General Search select the relevant group of pupils. From the Year Group field select 2 from the drop down box. Click the Find button and the pupils will be displayed.

6. Click on Select and Yes to message.

**NOTE:** If you created a KS1 group this will be available to select.

7. Click on Next. In the Export Summary window scroll down to check there are no pupils with validation issues. If there are validation issues click Finish and Yes to the warning message. Click on Close and return to Task 4, Method 2 – Input using the Key Stage tab on page 11 and look at the individual pupil records and add any missing data.

8. If there are no validation issues click the Download Now button. Choose Save As and navigate to where you wish to save the file e.g. C:\Integris\CTFExport.

9. The file will be saved in a compressed zip format. The .xml file must be extracted from the .zip file before uploading. Navigate to the folder where you have saved the
file which will be named 931XXXX_KS1_931LLL_.001.zip where xxxx is your DfE number and yyy the version of the file.

10. Right click on the file and choose Extract All... Click on Browse and navigate to the same destination where you saved the zip file.

11. The folder will now contain the original .zip file plus the contents of the file. You can delete the .zip file.

12. The XML file is now ready for uploading to the S2S website.
Task 8 – Return of Key Stage 1 Data – Secure Access Guidance

Schools should use **S2S via Secure Access** their KS1 data to the LA. This should be done by following the guidance below.

Log onto the **Secure Data Access site** [https://sa.education.gov.uk](https://sa.education.gov.uk)

You will now see the Secure Access login page.

Enter the Secure Access username and password for your school and click **Sign in** (Remember to tick the terms of use box)

Click on S2S
Use the **Browse** function to find the KS1 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 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.

**Headteacher Verification Form**

Add the number of pupils transferred to the LA to the Head Teacher Verification form which should be signed by the Headteacher and returned to the LA by Friday 27th June. The form can be found at [Statutory data collections | Schools](#).
Reporting to Parents

There are a number of reports available in Integris and the reports will include only pupils identified as taking End of Statutory Tests for the selected Assessment Year.

1. Select Reports | Key Stage Reports and the following reports will be available:
   - Pupil Assessment Sheet
   - School Summary Sheet
   - School Comparative Sheet
   - National Results
   - Assessment Summary List
   - APS Analysis

2. Select the required report and click on Generate Report

3. The report can then be printed or saved as required.
Appendix I – Setting up Groups – Optional

If you have a number of children who will not be assessed at the relevant Key Stage for their age, you may find it easier to set up a group that contains only those children who are being assessed. You may also wish to set up a similar group of those children for whom P Scales will be recorded.

These groups will be available in other areas of Integris.

1. Select Modules | General | Parameter. Highlight Group Type and click on the View icon.

2. Click on the Add Parameter Value icon which opens the Add Group type box.

3. Create your group by giving it a Code and a Description i.e. KS and Key Stage. Click on OK.


5. Select Student Groups from the Group Area and the Key Stage Group Type created at point 3.

6. To add a new Group click the Add icon.

7. Enter a group Description i.e. KS1 2014. Click on OK to save and your new group will then appear in the Group panel.

8. Highlight the group and click the Add icon in the Student(s) panel.

9. Use the Student Find facility to locate students and select the required students.
Appendix II – Entering 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.

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>
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<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

NOTE: This guidance if for entering P Scale information using the markbook. Guidance on entering P Scales into the Key Stage tab of the pupil record are included in the section Method 2 – Input using the Key Stage tab on page 11.

1. Set up the Key Stage management using Modules | Administration | Speed Edit.
- From the **Area** drop down box select **Key Stage P-Scales End of Statutory Tests**
- Click on **Find**
- From the **Student Find – General Search** screen select Year 2 from the **Year Group** drop down and click on **Find** at the bottom right of the screen followed by **Select**. Click on **Yes** at the warning message and your Year 2 pupils will now be displayed in the **Speed Edit** screen.
- Using the Ctrl key and left click of the mouse select the appropriate pupils.
- Click into the **New Value** field to enter a tick.
- Click on **Apply Changes** and a Yes will appear in the Value column.
- Click **Save** and **Yes** to any warning messages.
- From the **Area** drop down box select **P-Scales Key Stage Year**
- Using the Ctrl key and left click of the mouse select the appropriate pupils.
- Select 2014 from the **New Value** field
- Click on **Apply Changes** and 2014 will appear in the Value column
- Click **Save** and **Yes** to any warning messages.
- Repeat for **P-Scales Key Stage Tests Taken at Another School** if required.

2. The **NC P Scales 2014** template will need to be copied and users and groups attached. You may have already set this up earlier in the process, if not please see **Method 1 – Input using Markbooks** on page 8 for guidance. If you wish you can set up a group to contain the pupils who you will need to add P Scale information for. Alternatively you can attach Year 2 to the markbook and then add the P Scales to the relevant pupils.

**Entering Results in the Markbook**

3. Select **Modules | Assessment | Markbook**.

4. Expand **My Markbooks** and highlight the **NC P Scales 2014: XX** markbook (where XX is your chosen group e.g. Class, Year 2 etc.). Click on the **Open a Markbook** icon.

![Markbook Browser](image)

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

6. The data columns for each subject are nested in a blue Assessment Unit. Each unit can be expanded by clicking on the plus sign and collapsed by clicking on the minus sign.

7. Enter the results and click on **Save**.