



# WES ICT Development Service Key Stage 2 2009

In Support of  
Learning



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**ICT Development  
Service**

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## Introduction

The Key Stage 2 Wizard enables you to process end of Key Stage 2 Assessments. Once the data has been entered and validated reports can be produced to present the recorded information to parents. The Key Stage 2 Teacher Assessments you record during this process must be returned to the National Assessment Agency between **1<sup>st</sup> May and 10<sup>th</sup> July 2009**.

This document details the steps required to record and return pupils' KS1 results within **Assessment Manager 7**. This will be done in the following stages:

Archive Previous Results Files ( <i>Section 1</i> )	
Setting up the Key Stage Destination for CTF ( <i>Section 2</i> )	
Set up Assessment User Defined Groups ( <i>Section 3</i> )	
Import Key Stage 2 Wizard ( <i>Section 4</i> )	
Enter Assessments ( <i>Section 5</i> )	
Print and Send Reports ( <i>Section 6</i> )	
Create CTF ( <i>Section 7</i> )	
Send CTF to NAA ( <i>separate notes</i> )	

**Your Key Stage 2 Teacher Assessment results must be sent to the National Assessment Agency between 1<sup>st</sup> May and 10<sup>th</sup> July 2009.**

The National Assessment Agency requires Teacher Assessment results for English, mathematics and science.

The following pages give detailed instructions on performing the above processes.

Should you have any trouble please contact the ICT Development Service Service Desk on 01926 414100 or via e-mail on [ictdsservicedesk@warwickshire.gov.uk](mailto:ictdsservicedesk@warwickshire.gov.uk). Please state which Key Stage you are working on and also the Booklet Page on which you are working.



## Section 1

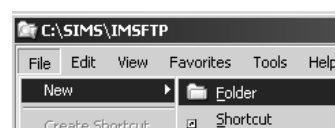
### Archiving Previous Results Files

This section will guide you through archiving the previous year's assessment results. This will help prevent confusion when uploading the new results.

If you have already completed this section as part of another Key Stage you can skip this step and proceed to Section 2.

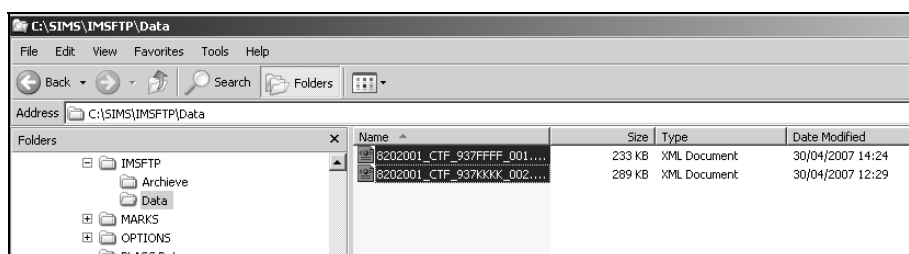
1. On your desktop double left-click on the **My Computer** icon to open windows explorer.
2. Navigate to the IMSFTP Folder **Z:\SIMS\IMSFTP**.

Inside this folder you will find two further folders **Archive** and **Data**. (If the Data or Archive folder does not exist you can create one through **File | New | Folder** and name it **Data or Archive**).



3. Open the **Data** folder by double clicking it.

The **Data** folder will contain any old information you have returned to the National Assessment Agency.



4. Select all files by clicking **Edit / Select All**.
5. Select to cut all files by clicking **Edit / Cut**.
6. Click the **Back** button to return to the IMSFTP folder. Open the **Archive** folder by double clicking it. Now paste all the data by clicking **Edit / Paste**.

Your old data is now archived and you can begin producing this year's assessment results.

**Note:** You do not need to repeat this process for each Key Stage.

## Section 2

### Setting up the NAA Alternative Destination

The data you record as part of Key Stage 2 is sent to the National Assessment Agency via CTF. This section details the process for setting up the National Assessment Agency as an Alternative CTF Destination. You may find that you completed this step as part of last year's Key Stage Procedures.

1. In SIMS .net go to **Tools / Setups / CTF**.


The **Configure CTF Defaults** window will open.

2. Scroll down to section 4: **Alternative Destinations**.

Code	Description
NAALLL	National Assessment Agency

3. If the National Assessment Agency (NAA) appears in your list with a code of **NAALLL**, skip this section and move to section 3. If not continue to the next step.
4. If the NAA does not appear in your Alternative Destination list then click the **New** button on the right of the panel.

5. The Alternative Destination window will open.



The screenshot shows a dialog box titled "Alternative Destination". It has two input fields: "Code" with the text "NAALLL" and "Description" with the text "National Assessment Agency". The dialog box has standard window controls (minimize, maximize, close) in the top right corner and "OK" and "Cancel" buttons at the bottom right.

6. Enter the code **NAALLL** (this must be written in capital letters) and the description National Assessment Agency or NAA.
7. Click **OK**.
8. Click **Save** to save the CTF options.

You have now created the NAA as an alternative destination. You will use this later to create the CTF that you will send to the National Assessment Agency.

## Section 3

### Set up the Assessment Defined Group

In order to complete the Key Stage 2 return you must tell SIMS .net which pupils you wish to enter results for. To do this you create an **Assessment Defined Group**. This section will detail how you create an Assessment Defined Group for Key Stage 2.

1. In SIMS. net go to **Focus / Groups / Assessment Defined Groups**.
2. Create a new group by clicking **New**. A blank group will open.

Assessment Group Details:

Save | Undo | Print

1 Group Details 2 Membership

**1 Group Details**

Group Description: Key Stage 2 2009      Active State: Active

Short Name: KS2 2009      Current Main Supervisor: [ ]

Notes: [ ]

3. Enter the following details into the appropriate fields:

**Group Description** - Key Stage 2 2009

**Short Name** – KS2 2009

**Active Status** – Active

**Current Main Supervisor** and **Notes** can be left blank.

4. With the basic details entered you can now add pupils to the group. In the **Membership** panel click **Action / Add Member**.

**2 Membership**

Effective Date Range: 01/09/2008 - 31/08/2009      Academic Year: Academic Year 2008/2009

Cursor Day: Thursday

Cursor Date: 21/05/2009

Zoom      Action...

Member      Add Member      Remove Membership

ep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug

The **Select Members Screen** will open.

5. From the **Group Type** drop down list select **Year Group**.
6. This selection will activate the **Group** choice option. Click the **Magnifier** button.

Group

This will open the **Group Browse** screen.

7. Click **Search** to show a list of all the Year groups in your school.
8. Select **Year 6** and click **OK**. You will now return to the **Select Members** screen.
9. Click **Search** to show a list of all the pupils in **Year 6**.
10. Hold down the **Ctrl** key on your keyboard and click those pupils you want to include in the Assessment Defined Group.
11. Selected pupils will be highlighted in blue. Once all required pupils have been selected, click **OK**.
12. Your selected pupils will now show in the **Assessment Group Details** window.

2 Membership

Effective Date Range   Academic Year

Cursor Day

Cursor Date

Member	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Andrews, Josh												
Atlieri, Carmela												
Bailey, Annalisa												
Benito, Eduardo												
Borgia, Matteo												
Burton, Alexander												
Cangalievic, Tom												

13. Click **Save** to save your group.
14. To remove any incorrectly added member right click on their **orange bar** and select **Remove Membership**. Click **Save** to save the changes.
15. To add a missing member repeat steps **4** to **11**.
16. Print the list of pupils by clicking the **Print** button. This list will help you later when you create the CTF to send to the National Assessment Agency.

You have now created the Key Stage 2 2009 group. This will make finding the correct pupils much easier when entering assessment results.

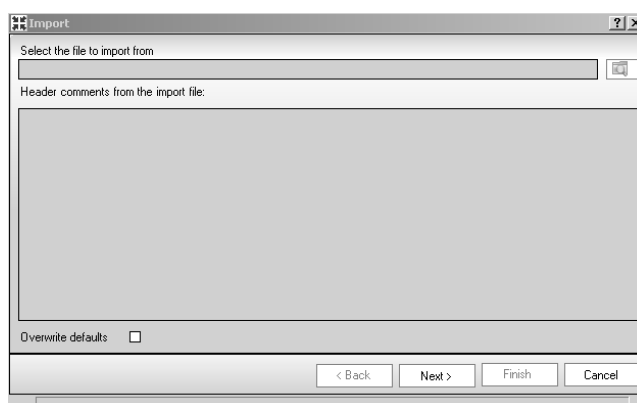
## Section 4

### Importing the Key Stage 2 Wizard

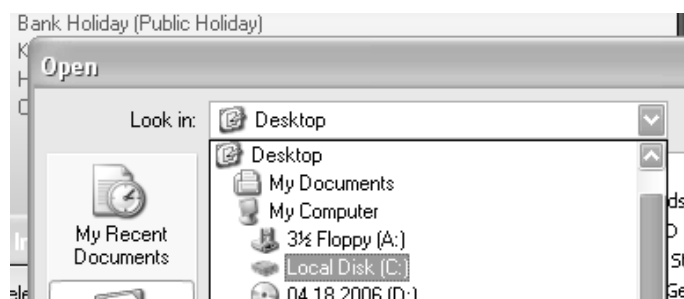
As part of your March upgrade the marksheets for Key Stage 2 2009 will be installed on your computer. To make them available to SIMS .net you must import them. This section details the process for importing the Key Stage 2 Wizard.

1. From within SIMS .net go to **Routines / Data in / Assessment / Import**

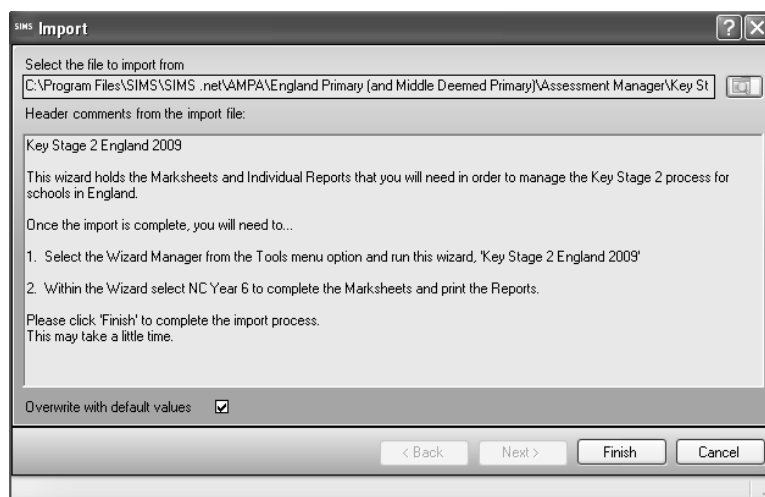
The Import window will show.



2. Click the **Magnifying Glass** icon to open the file browser window.
3. Click the drop down box next to **Look in** and select **Local Disk (C:)**

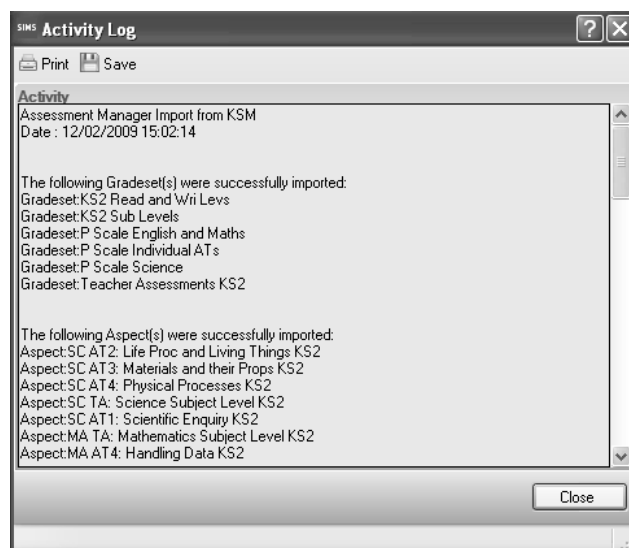


4. Navigate to **Program Files \ SIMS \ SIMS .net \ AMPA \ England Primary (and Middle Deemed Primary) \ Assessment Manager** and select the file named **Key Stage 2 Wizard England 2009.xml**. Click **Open**.
5. The **Import** window will now show details of the file selected.



Ensure that the path of the file is **C:\ Program Files \ SIMS \ SIMS .net \ AMPA \ England Primary (and Middle Deemed Primary) \ Assessment Manager \ Key Stage 2 Wizard England 2009.xml**

6. Ensure that **Overwrite with default values** is ticked.
7. Click **Finish** and **Yes** to proceed.
8. You may on first attempt get a red error at the bottom left corner of the **Import** window. Click **Finish** again to resolve this error.
9. Once the import is complete an **Activity Log** will show. The log will state if the import of the wizard was or was not successful.



If your wizard did not import successfully please log a call with the Service Desk (**01926 414100**) stating the Key Stage you are working on and the page of this documentation you are working on.

You have now imported the Key Stage 2 wizard and are ready to start entering the results.

## Section 5

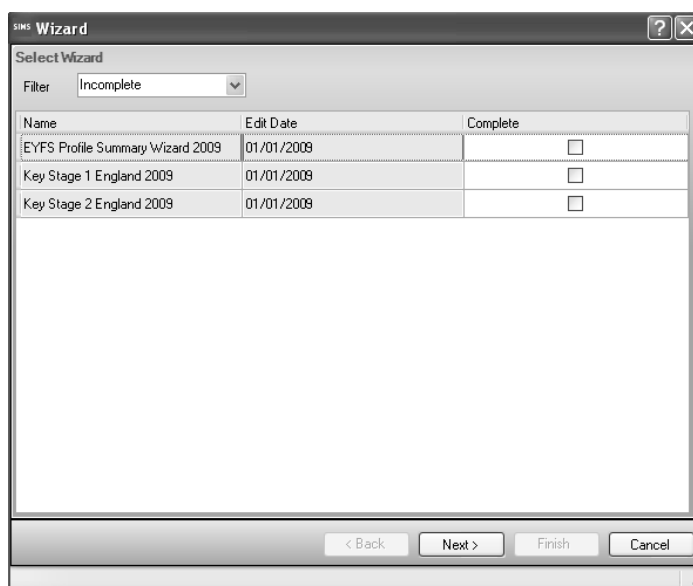
### Using the Key Stage 2 Wizard to Enter Pupil Assessments

The Key Stage 2 Wizard enables you to enter Key Stage 2 results for your pupils. This section guides you through using the wizard to enter these results.

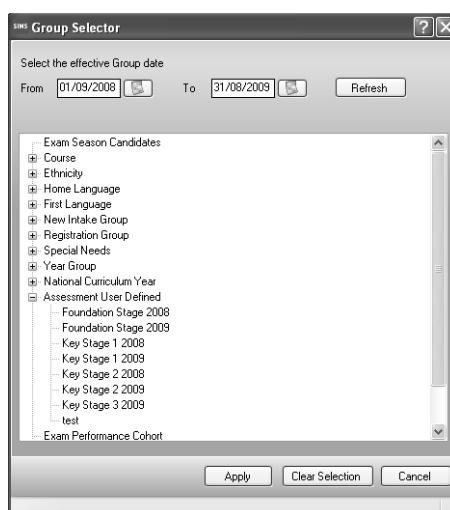
At any point during this section you can exit the wizard and start again from Step 1. Any saved data will be available when re-opening the wizard. To close the wizard, click the **Cancel** button at the bottom of the window.

1. From within SIMS .net go to **Tools / Performance / Assessment / Wizard Manager**

A list of available wizards will show.



2. Select **Key Stage 2 England 2009** and click **Next**.
3. The **Select Group** window will open. Click the **Magnifying Glass** button at the top right of the screen to open the group browse.



4. Click the plus symbol next to **Assessment User Defined** and select the Key Stage 2 group you created in Section 3.
5. Click **Apply**. The Key Stage 2 group will now show in the wizard window.
6. Click **Next**.

You will now see a list of marksheets.

Template	Group	Last Used	Complete
KS2 A. All Subjects TAs 2009	Key Stage 2 2009		<input type="checkbox"/>
KS2 B. Minimum Subject TAs 2009	Key Stage 2 2009		<input type="checkbox"/>
KS2 C. P Scale Data Entry 2009	Key Stage 2 2009		<input type="checkbox"/>
KS2 D. Test Summary Data Entry 2009	Key Stage 2 2009		<input type="checkbox"/>
KS2 E. En Test Results Data Entry 2009	Key Stage 2 2009		<input type="checkbox"/>
KS2 F. Ma Test Results Data Entry 2009	Key Stage 2 2009		<input type="checkbox"/>
KS2 G. Sc Test Results Data Entry 2009	Key Stage 2 2009		<input type="checkbox"/>
KS2 H. Broadsheet Review 2009	Key Stage 2 2009		<input type="checkbox"/>
KS2 I. Average Point Score Calculator	Key Stage 2 2009		<input type="checkbox"/>

The Key Stage 2 Wizard contains 9 marksheets.

MARKSHEET	DETAILS
<b>Marksheet A</b>	Allows you to enter detailed Teacher Assessment results. Any assessments entered here will be sent to the National Assessment Agency.
<b>Marksheet B</b>	Allows you to enter only the statutory teacher assessment results. If these have been already entered in marksheet A, marksheet B will automatically populate. If you are not entering teacher assessment results in Marksheet A you must enter them in Marksheet B.
<b>Marksheet C</b>	Allows you to enter P Scales for pupils who received a level <b>W</b> in a teacher assessment.  <b>IMPORTANT NOTE: The recording of P-Scales is mandatory for this return.</b>  Refer to Page 19 for further guidance
<b>Marksheet D</b>	Allows you to enter summary test results once they are returned to your school.
<b>Marksheet E</b>	Allows you to enter detailed test results for English.
<b>Marksheet F</b>	Allows you to enter detailed test results for Maths.
<b>Marksheet G</b>	Allows you to enter detailed test results for Science.
<b>Marksheet H</b>	Provides you with a read only broadsheet of every result you have entered.
<b>Marksheet I</b>	Allows you to calculate the Average Point Score for KS2

Marksheets **B and C (C where applicable)** must be completed and returned to the NAA by **10<sup>th</sup> July 2009**. If Marksheet **A** is completed, this information will also be returned to the NAA. Marksheets **D** through to **G** can be completed at any point once test results have been returned to the school. Once test results have been entered, **these must be reported to the relevant secondary school by CTF.**

## Entering Data onto Marksheets

You must use the process below for marksheets A, B, D, E, F, G, H and I.

1. **Double click** onto the required marksheet to open it.

The marksheet will open. First read the notes field at the top of the screen. This will give you useful information on entering the results.

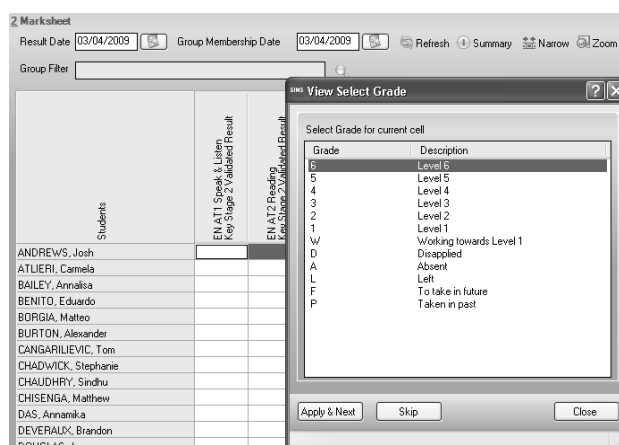
Students	EN AT1 Speak & Listen Key Stage 2 Validated Result	EN AT2 Reading Key Stage 2 Validated Result	EN AT3 Writing Key Stage 2 Validated Result	EN TA English Subject Key Stage 2 Validated Result	MA AT1 Use and Apply Key Stage 2 Validated Result	MA AT2 Number and Alg Key Stage 2 Validated Result	MA AT3 Shape & Space Key Stage 2 Validated Result	MA AT4 Handling Data Key Stage 2 Validated Result	MA TA Maths Subject Key Stage 2 Validated Result	SC AT1 Scientific Enq Key Stage 2 Validated Result	SC AT2 Life Processes Key Stage 2 Validated Result	SC AT3 Materials Key Stage 2 Validated Result	SC AT4 Phys Process Key Stage 2 Validated Result	SC TA Science Subject Key Stage 2 Validated Result	Missing Entry Check	Grade Check
ANDREWS, Josh	2	3	3	3	3	4	2	3	3	2	3	2	2	2		
ATLIERI, Carmela	3	5	4	4	4	5	4	W	4	4	4	5	4	4		
BAILEY, Annalisa	W	4	3	2	5	3	3	4	4	3	2	W	3	2		
BENITO, Eduardo	5	5	5	5	4	5	5	5	5	5	4	3	5	4		
BORGIA, Matteo	3	2	3	3	W	4	4	3	3	W	5	5	3	3		
BURTON, Alexander	F	3	2		3	4	2	3	3	4	4	2	3	3	Fail	F an
CANGARILIEVIC, Tom															Fail	

If you are unsure of which grades to enter, please read the guidance at the beginning of this section. If you are still unsure as to which grades you should be entering please contact the Assessment Unit on **01926 742089**

See Appendix 3 for details on how to print blank marksheets for teachers' use.

- Results can be entered by left clicking into a cell and typing the grade using the keyboard. If the grade you enter is invalid you will be given a list of valid grades.
- Alternatively if you right click on the first cell in a column you have the option to **Select Grade for Cell**.

If you are using the **Select Grade for Cell** option a list of available grades will show.



To enter a grade, double click one from the list. You may find you have to move the **View Select Grade** window out of the way to see the marks that have been entered on the marksheet.

The currently highlighted cell will move down once a grade is picked. You can skip a pupil by clicking the **Skip** button. Once all the grades for

- a column have been selected click **Finish**. You can then repeat this step for each of the columns.
4. Once data entry is complete click **Calculate** and then **Save**.
  5. The second to last column in marksheets **A and B** is a **Missing Entry Check** column. On calculating this will indicate any incomplete information by inserting the word **Fail** into this column. You must ensure you complete any missing information.
  6. The last column in marksheets **A and B** is a **Grade Check** column. If you have entered an **F** (to be taken in future) or **P** (taken in past) this column will populate. Ensure this information is correct before continuing.
  7. **Close** the marksheet. This will return you to the list of marksheets.

You can now either open another marksheet or close the wizard. If you close the wizard you can re-open it by following the steps at the start of this section. Any results you have saved will be available when you re-open the wizard.

## P Scale marksheet

If any of your pupils received a **W** in a teacher assessment then you must record a **P Scale** for that pupil.

**IMPORTANT NOTE: The recording of P Scales is mandatory for this return.**

1. To enter **P Scales** double click on the marksheet **P Scale Data Entry 2009**.

First read the notes field at the top of the screen. This will give you useful information on entering the results.

Students	EN, TA, English Subject Key Stage 2, Validated Result	P, Scale: English Key Stage 2, Validated Result	P, Scale: Speaking Key Stage 2, Validated Result	P, Scale: Listening Key Stage 2, Validated Result	P, Scale: Reading Key Stage 2, Validated Result	P, Scale: Writing Key Stage 2, Validated Result	MA, TA, Maths Subject Key Stage 2, Validated Result	P, Scale: Maths Key Stage 2, Validated Result	P, Scale: Use Maths Key Stage 2, Validated Result	P, Scale: Number Key Stage 2, Validated Result	P, Scale: Shape Key Stage 2, Validated Result	SC, TA, Science Subject Key Stage 2, Validated Result	P, Scale: Science Key Stage 2, Validated Result	Validation	No. of possible problems
ANDREWS, Josh	3						3					2			
ATLIERI, Carmela	4						4					4			
BAILEY, Annalisa	W		P6	P5	P6	P5	W					2		Pleas	1.00
BENITO, Eduardo	5						5					4			
BORGIA, Matteo	3						W	EAL	EAL	EAL	EAL	3			
BURTON, Alexander	1						3					W	P5		
CANGARILJEVIC, Tom															

This marksheet will show each pupil's Teacher Assessment results as read only columns. Next to each teacher assessment result there is a

data entry column for P Scales. If a pupil has a **W** in any of the read only columns you **must** enter a P Scale (or EAL where applicable), for that pupil. Any pupils who did not get a **W** can be left blank.

If there are any queries regarding P Scales please ask relevant members of teaching staff to check guidance on <http://www.qca.org.uk/eara> selecting Key Stage 2 on the left hand side and navigating to section 4.3. Alternatively they can contact the Assessment Unit on **01926 742089**.

2. Once all P Scales are entered click **Calculate** at the top of the screen. The **Validation** column will show if you have missed the P Scale for any of your pupils. If so enter the result and re-calculate.
3. Once data entry is complete click **Calculate** and then **Save**.
4. **Close** the marksheet. This will return you to the list of marksheets.

### **Broadsheet Review Marksheet**

This marksheet does not require any data entry. It shows all results that have been entered into other marksheets in a read-only format. This marksheet should be printed and used to check results have been entered correctly. It should be checked and signed by the Head Teacher and Key Stage 2 teachers.

### **Average Point Score Calculator Marksheet**

Once you have entered test results you need to open this marksheet, select **Calculate** and then **Save** to calculate the Average Point Score for your Key Stage 2 children. If you have not yet entered your test results you will not see anything on this marksheet.

**You have now entered the results for Key Stage 2. It is important that the Head Teacher checks the results and is happy with the accuracy before they are submitted to the National Assessment Agency (NAA). The Head and Key Stage 2 teachers must sign a printed copy of the results and retain them for their records.**

## Section 6

### Creating Key Stage 2 Reports using the Wizard

Once all results have been Quality Assured and signed by your Headteacher you can complete this section.

The Key Stage 2 Wizard contains two pre-defined reports that you must return to parents (P1 and P2), and two pre-defined reports for school use (P3 and P4). Before continuing this section ensure that all the results have been entered in Section 5 and verified by the appropriate teacher(s).

1. If you are still on the marksheets page of the wizard click **Next** to move to the Reports Page.

If you have closed the wizard you can re-open it through **Tools / Performance / Assessment / Wizard Manager**.

Select **Key Stage 2 England 2009** and click **Next** until you reach the page headed **Individual Report Format**.

The reports window will appear as below.

Name	Edit Date
KS2 P1 Student England 2009	01/01/2009
KS2 P2 School England 2009	01/01/2009
KS2 P3 School TA - gender England 2009	01/01/2009
KS2 P4 School Test - gender England 2009	01/01/2009

Membership Dates for Group : Key Stage 2 2009



From: 12/02/2009 To: 12/02/2009 Refresh

Surname	Forename	DOB	Reg Grp
<input checked="" type="checkbox"/> Andrews	Josh	06/11/1997	6VC
<input type="checkbox"/> Attieri	Carmela	05/04/1998	6VC
<input type="checkbox"/> Bailey	Annalisa	23/10/1997	6KH
<input type="checkbox"/> Benito	Eduardo	08/03/1998	6KH
<input type="checkbox"/> Borgia	Matteo	25/11/1997	6KH
<input type="checkbox"/> Burton	Alexander	02/12/1997	6KH


Select All Deselect All

< Back Next > Finish Cancel

There are four reports available in Key Stage 2. Examples are available in Appendix 1. Reports can be selected by clicking the report in the upper portion of the window.

2. To preview a report highlight the required report, tick the required pupil, and click the **Preview**  button in the top right of the window. You may receive a security warning. If so click the **Enable Macros** option.
3. To print the reports click **Select All** and click the  button.

It is strongly recommended that you transfer these reports to the document management server. This will allow you to view the reports in future straight from the pupil record.

4. To move the files to the document management server, click **Select All** and then click the  button.

Appendix 2 will detail how these reports can be viewed through the pupil record.

5. Once complete close the Wizard by clicking the **Cancel** button.

## Results Export

The final page of the wizard is the Results Export page. This can be ignored as Warwickshire gather data using CTFs.

If you find yourself on the export results page click **Cancel**. You may get the following warning.



Click **Yes**.

With the results entered and the reports created you are now ready to make your return to the National Assessment Agency.

## Section 7

# Creating the CTF to Return to the National Assessment Agency

All schools must make this return to the NAA between **1<sup>st</sup> May and 10<sup>th</sup> July 2009**.

The Key Stage 2 Teacher Assessment results should be sent to the NAA by way of a Common Transfer File. Please ensure that all children who have been assessed for Key Stage 2 2009 are included when the CTF is produced.

**IMPORTANT NOTE:** If you need to upload your results again, you **MUST** create a new CTF which contains **all pupils** taking Key Stage 2 as the previous file will be overwritten.

**It is the Head Teacher's statutory responsibility to ensure that all teachers and practitioners comply fully with all aspects of the Key Stage 2 assessment and reporting arrangements.**

**It is therefore essential at this stage to have the data entered for each child checked and confirmed by each Key Stage 2 class teacher and Head Teacher before it is sent to the National Assessment Agency.**

**Results must not be changed on your system, once you have submitted them, without notifying the Assessment Team on 01926 742089.**

**Recommended action:**

- **Print a completed marksheet for each class**
- **Ask each Key Stage 2 teacher to confirm the final score for each child in every scale**
- **Use the checked marksheet as a record for yourself and the school to show that the return has been checked and agreed.**

First you will need to set the CTF settings for the return.

1. In SIMS .net go to **Tools / Setups / CTF**
2. Change the CTF export directory to **Z:\ SIMS \ IMSFTP \ DATA**
3. This can be done by either entering **Z:\SIMS\IMSFTP\DATA** or by clicking the magnifying glass icon and navigating to **Z:\SIMS\IMSFTP\DATA**
4. Click **OK**.

**Directory Details**

CTF import directory

CTF export directory

**Data to be Imported by Default**

Student Basic Details	<input checked="" type="checkbox"/>	Student Address	<input checked="" type="checkbox"/>	Student Contacts	<input checked="" type="checkbox"/>
SEN Information	<input checked="" type="checkbox"/>	Assessment Data	<input checked="" type="checkbox"/>	School History	<input checked="" type="checkbox"/>
Attendance Summary	<input checked="" type="checkbox"/>	Looked After	<input checked="" type="checkbox"/>		

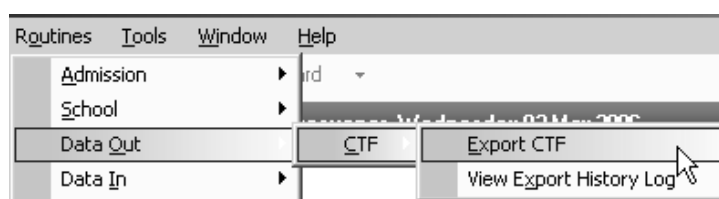
**Data to be Exported by Default**

Student Basic Details	<input checked="" type="checkbox"/>	Student Address	<input checked="" type="checkbox"/>	Student Contacts	<input checked="" type="checkbox"/>
SEN Information	<input checked="" type="checkbox"/>	Assessment Data	<input checked="" type="checkbox"/>	School History	<input checked="" type="checkbox"/>
		Include KS1 Tasks/Tests	<input checked="" type="checkbox"/>		
Attendance Summary	<input checked="" type="checkbox"/>	Looked After	<input checked="" type="checkbox"/>		
Collect Attendance Data From	<input type="text" value="SIMS Attendance Module"/>				

- Once the export directory has been changed click **Save** and close the window.

With the export directory updated we can create the CTF file.

- Go to **Routines / Data Out / CTF / Export CTF**.



The following screen will display.

**1 Data to be Exported**

Student Basic Details	<input checked="" type="checkbox"/>	Student Address	<input checked="" type="checkbox"/>	Student Contacts	<input checked="" type="checkbox"/>
SEN Information	<input checked="" type="checkbox"/>	Assessment Data	<input checked="" type="checkbox"/>	School History	<input checked="" type="checkbox"/>
		Include KS1 Tasks/Tests	<input type="checkbox"/>		
Attendance Summary	<input checked="" type="checkbox"/>	Looked After	<input checked="" type="checkbox"/>		

**2 Student Options**

Effective Date  View    Refresh Students

**3 Students**

UPN	Preferred Sur...	Preferred Fore...	R...	Y...	Year...	Previous Destination	Destination LA/...	Destination Sc...
M82020010...	Acton	Stan	2JB	2	2	Key Stage		
M82020010...	Acton	Jordan	AM	R	R			

- Choose the view of **Current and Leavers this Year**.
- Tick the **Include students already exported** box and click **Refresh Students** to ensure that all pupils are included in the list.

**2 Student Options**

Effective Date: 03/02/2009 View: Current and Leavers this year Include students already exported  Refresh Students

**3 Students**

UPN	Preferred Sur...	Preferred Fore...	R...	Y...	Year...	Previous Destination	Destination LA/...	Destination Sc...
M82020010...	Ackton	Stan	2JB	2	(All)	ey Stage		
M82020010...	Acton	Jordan	AM	R	(Custom)			
B82020010...	Acton	Samantha	QAK	1	(NonBlanks)	bbots Repton Primar...		
Q82020010...	Adedeji	Payal	3TO	3	1	ey Stage		
B82020010...	Affleck	Alexis	2GH	2	2	ey Stage		
Z82020010...	Agathocleous	Joe	3CB	3	3	ey Stage		
E82020010...	Ahmad	Aifa	5BB	5	4	ey Stage		
E82020010...	Ahmad	Carina	3TO	3	5			
E82020010...	Ahmad	Carina	3TO	3	6	ey Stage		
U82020010...	Ahmed	Mohan	5DT	5	R	ey Stage		
U82020010...	Ahmed	Mohan	5DT	5	(2)	ey Stage		

- Filter the list so that only the Year 6 children show by using the drop down box next to **Year Taught In...** and select 6.
- Allocate pupils that have taken Key Stage 2 to the **National Assessment Agency** by selecting it from the dropdown box in the **Destination LA/Other** column.

You can allocate to more than one pupil at a time by highlighting a number of pupils at once (using the shift or ctrl key) and then clicking on the **Destination LA/Other** box of the last record selected and selecting **National Assessment Agency**.

You may find it easier to individually select **National Assessment Agency** for each pupil.

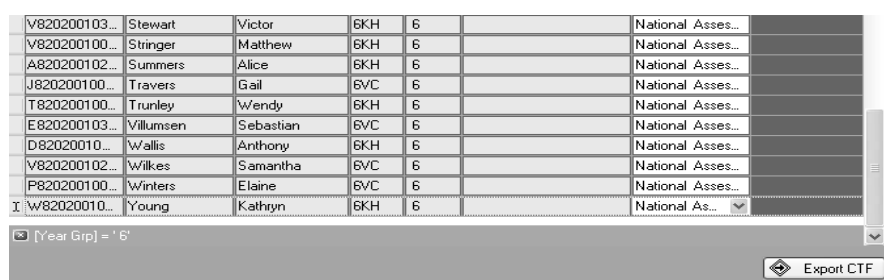
**National Assessment Agency** should appear in the **Destination LA/Other** column of each pupil that you have assessed.

Previous Destination	Destination LA/...	Destination Sc...
Abbots Repton Primary...	National Asses...	
	National Asses...	
	National Asses...	
	National Asses...	
	National Ass...	
	Medway	
	Merthyr Tydfil	
	Merton	
	Middlesbrough	
	Milton Keynes	
	Monmouthshire	
	National Assessment Agency	

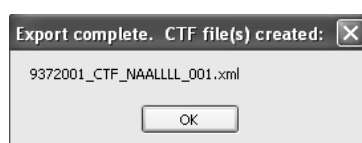
- If you have any children who you are reporting on, but have left since taking the assessments, select **All** from the Year Taught in dropdown and then **(6)**. Allocate these pupils to the **National Assessment Agency**.
- Change the Year dropdown to **All**, click twice on the **Destination LA/Other** column header to bring the students you have allocated to the top, and use the list of pupils printed out in Section 3 to ensure that you have selected all pupils you have entered results for.

**IMPORTANT NOTE:** If you are asked to re-create and re-send your return please ensure that you have selected all members of the Key Stage 2 group.

8. Once you have completed allocating **National Assessment Agency** to pupils, click **Export CTF**.



9. Once the export is complete a message will show giving the name of the CTF file created.



10. Note down the name of the file as this will be the file that you upload to the NAA.

Once noted click **OK**.

11. An exception log will show on screen. If the **Number of students not exported** is zero then your CTF has exported successfully. Check the error description section to make sure no errors relate to missing results. If they do these results will need to be entered and a new CTF created.
12. If the **Number of students not exported** is not zero, the reason will show in the **Error Description** column. In this situation please log a call with the ICT Development Service Service Desk on **01926 414100**.

UPN	Preferred Surname	Preferred Forename	Gender	Date of Birth	Error Description	File Name
820200104002	Adedeji	Payal	M	03/03/2001	Student House Name and House Nu...	8202001_C
820200105044	Hawes	Kate	F	28/10/2000	Contact Post Code Missing or Invalid	8202001_C
820200104026	Kabir	Raheel	M	01/03/2001	Student House Name and House Nu...	8202001_C
820200104026	Kabir	Raheel	M	01/03/2001	No Street found for the Student	8202001_C

Number of students in file: 62    Number of students processed: 62    Number of students not exported: 0

Save    Print

You have now created the CTF that needs to be sent to the NAA. This must be done between **1<sup>st</sup> May and 10<sup>th</sup> July 2009**.

**Note:** Remember to set your **CTF Export Directory** back to **Z:\SIMS\STAR\CTFOUT**.

## **Section 8**

### **Returning Data to the NAA**

Your Key Stage 2 Teacher Assessment results must be sent to the NAA between **1<sup>st</sup> May and 10<sup>th</sup> July 2009**.

At the time these books went to print, the NAA had not finalised the returns process for 2009. As soon as documentation has been received by Warwickshire it will be sent to all schools and posted on our website at [www.warwickshire.gov.uk/ICTDS](http://www.warwickshire.gov.uk/ICTDS).

## Appendix 1 Example Reports

The Key Stage Wizard contains four reports.

### KS2 P1 Student England 2009

PUPIL'S RESULTS	
End of Key Stage 2 assessment results 2009	
Josh Andrews	6VC
ENGLISH	
<b>Teacher assessment results</b>	
Speaking and Listening	2
Reading	3
Writing	3
<b>English result</b>	<b>3</b>
<b>Test results</b>	
Reading	4
Writing	4
<b>English result</b>	<b>5</b>
MATHEMATICS	
<b>Teacher assessment result</b>	<b>3</b>
<b>Test Result</b>	<b>5</b>
SCIENCE	
<b>Teacher assessment result</b>	<b>2</b>
<b>Test Result</b>	<b>4</b>

## KS2 P2 School England 2009

### SUMMARY REPORT

These tables show a summary of the National Curriculum results of pupils in the school (2009) as a percentage of those eligible for assessment.

The number of eligible children is: 12

Figures may not total 100 per cent because of rounding.

RESULTS OF TEACHER ASSESSMENT 2009									
	Percentage at each level								
	W	1	2	3	4	5	6	Pupils disappled	Pupils absent
<b>English</b>	8	8	0	17	8	8	0	0	0
<b>Mathematics</b>	17	0	0	17	8	8	0	0	0
<b>Science</b>	8	0	17	8	17	0	0	0	0

TEST RESULTS 2009						
	Percentage at each level					
	Below level 3*	3	4	5	Pupils not entered <sup>#</sup>	Pupils absent
<b>English</b>	25	42	17	17	0	0
<b>Reading</b>	8	42	25	25	0	0
<b>Writing</b>	0	33	42	25	0	0
<b>Mathematics</b>	50	0	25	25	0	0
<b>Science</b>	33	17	25	25	0	0

**W** represents pupils who are working towards level 1, but have not yet achieved the standards needed for level 1.

**\*** represents pupils who were not entered for the tests because they were working below level 3 in English, mathematics or science; pupils awarded a compensatory level from the tests; and pupils entered for but not achieving a level from the tests.

**#** represents pupils working at the levels of the tests, but unable to access them, formally referred to as disappled.

**KS2 P3 School TA - gender England 2009****TEACHER ASSESSMENT REPORT by GENDER  
Key Stage 2 2009**

This table shows a summary of the National Curriculum teacher assessment results for pupils in the school at the end of Key Stage 2 as a percentage of those eligible for assessment. Results have been broken down by gender.

The number of eligible children is : 12

Figures may not total 100 per cent because of rounding.

<b>RESULTS OF TEACHER ASSESSMENT 2009</b>										
	<b>Percentage at each level</b>									
		<b>W</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>Pupils Disapplied</b>	<b>Pupils absent</b>
<b>English</b>	School	8	8	0	17	8	8	0	0	0
	Boys	0	13	0	25	0	13	0	0	0
	Girls	25	0	0	0	25	0	0	0	0
<b>Mathematics</b>	School	17	0	0	17	8	8	0	0	0
	Boys	13	0	0	25	0	13	0	0	0
	Girls	25	0	0	0	25	0	0	0	0
<b>Science</b>	School	8	0	17	8	17	0	0	0	0
	Boys	13	0	13	13	13	0	0	0	0
	Girls	0	0	25	0	25	0	0	0	0

**W** represents pupils who are working towards level 1, but have not yet achieved the standards needed for Level 1.

## KS2 P4 School Tests - gender England 2009

### TEST RESULTS SUMMARY REPORT by GENDER Key Stage 2 2009

This table shows a summary of the National Curriculum test results for pupils in the school at the end of Key Stage 2 as a percentage of those eligible for assessment. Results have been broken down by gender.

The number of eligible children is : 12

Figures may not total 100 per cent because of rounding.

TEST RESULTS 2009							
		Percentage at each level					
		Below level 3*	3	4	5	Pupils not entered <sup>#</sup>	Pupils absent
<b>English</b>	School	25	42	17	17	0	0
	Boys	25	38	25	13	0	0
	Girls	25	50	0	25	0	0
<b>Reading</b>	School	8	42	25	25	0	0
	Boys	0	63	25	13	0	0
	Girls	25	0	25	50	0	0
<b>Writing</b>	School	0	33	42	25	0	0
	Boys	0	38	38	25	0	0
	Girls	0	25	50	25	0	0
<b>Mathematics</b>	School	50	0	25	25	0	0
	Boys	63	0	25	13	0	0
	Girls	25	0	25	50	0	0
<b>Science</b>	School	33	17	25	25	0	0
	Boys	50	13	13	25	0	0
	Girls	0	25	50	25	0	0

**W** represents pupils who are working towards Level 1, but have not yet achieved the standards needed for Level 1.

\* represents pupils who were not entered for the tests because they were working below Level 3 in English, mathematics or science; pupils awarded a compensatory level from the tests; and pupils entered for but not achieving a level from the tests.

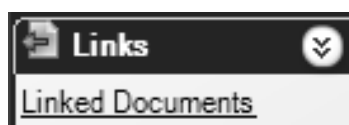
# pupils working at the levels of the tests, but unable to access them, formally referred to as disapplied.

## Appendix 2

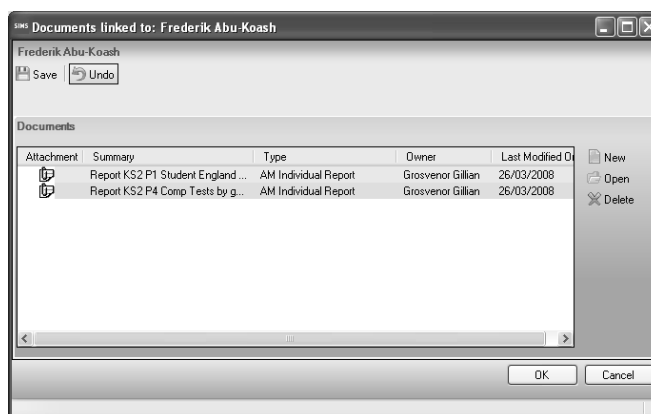
### Viewing Uploaded Reports

When printing reports from the Wizard (Section 6) you are given the option to upload the reports to the pupil records. This section details how to view these reports in the future.

1. In SIMS .net go to **Focus / Pupil / Pupil Details** and search for an appropriate pupil.
2. From the links menu on the right hand side of a pupil record click **Linked Documents**.

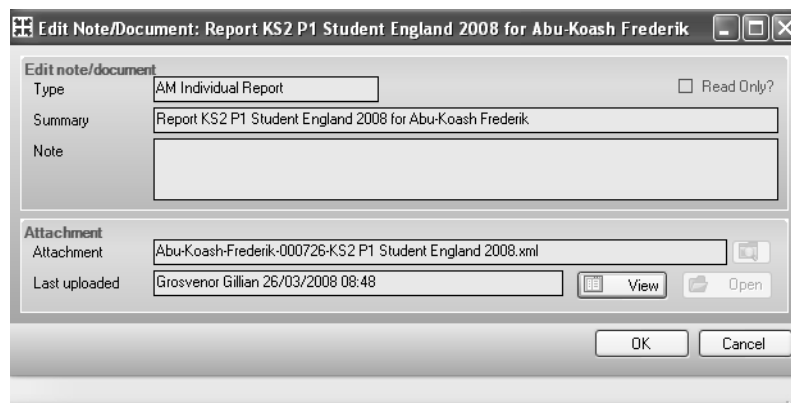


Any uploaded reports should appear in the list.

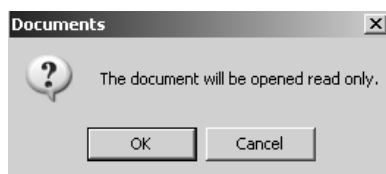


3. Select the report you wish to view and click **Open**.

A window will open displaying some basic details about the report.



4. Click **View** to view the report. The following message will show.



5. Click **OK** to display the report.

This process enables you to view reports without using the Key Stage Wizard.

## Appendix 3

### Exporting and Printing Blank Marksheets

You may find it useful for teachers to use a blank marksheet to enter any results prior to inputting them into Assessment Manager.

Teachers can either:

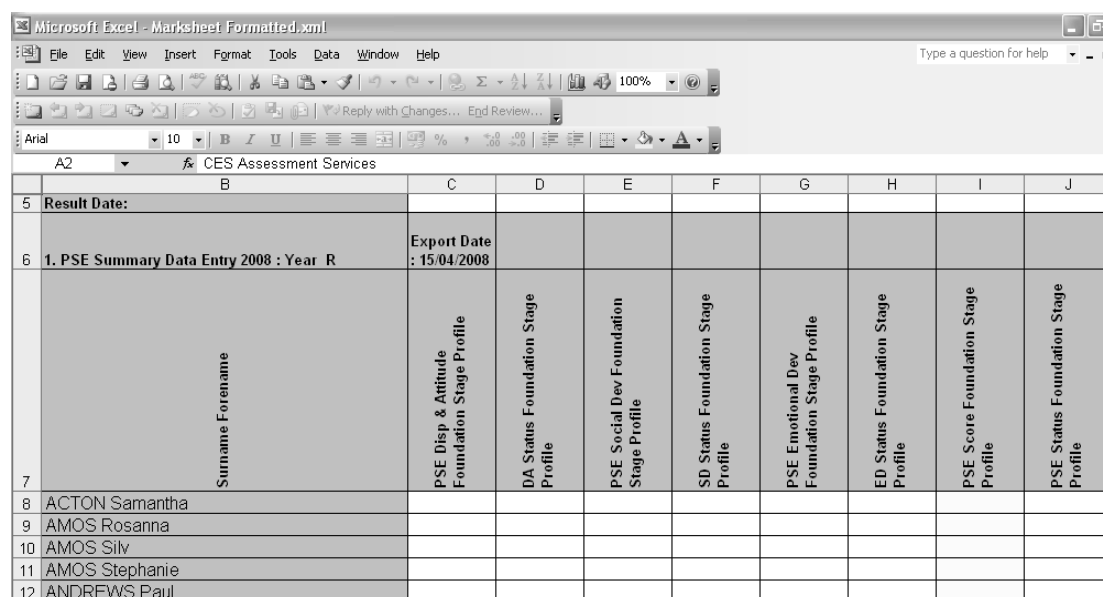
- Write on the marksheets by hand (these results will then need to be manually entered into Assessment Manager).

OR

- Enter marks through Excel (these results can be imported into Assessment Manager therefore negating the need for manual data entry).

1. Open the required marksheet through Wizard Manager (refer to Section 5 for guidance).

2. Click on the **Export** button  at the top of the screen. This will export the marksheet to Microsoft Excel.



	A2	CES Assessment Services								
5	Result Date:									
6	1. PSE Summary Data Entry 2008 : Year R		Export Date : 15/04/2008							
7	Surname Forename		PSE Disp & Attitude Foundation Stage Profile	DA Status Foundation Stage Profile	PSE Social Dev Foundation Stage Profile	SD Status Foundation Stage Profile	PSE Emotional Dev Foundation Stage Profile	ED Status Foundation Stage Profile	PSE Score Foundation Stage Profile	PSE Status Foundation Stage Profile
8	ACTON Samantha									
9	AMOS Rosanna									
10	AMOS Silv									
11	AMOS Stephanie									
12	ANDREWS Paul									

3. You now have two options. You can either **Print the Marksheet** using usual Excel functionality, or **Save the Marksheet** either onto a disc or into your shared drive for teachers to enter information directly into the spreadsheet.
4. If you have chosen to print the marksheet you will need to distribute these to the appropriate members of teaching staff for their completion.


Once completed and returned this information can be manually entered through Wizard Manager.

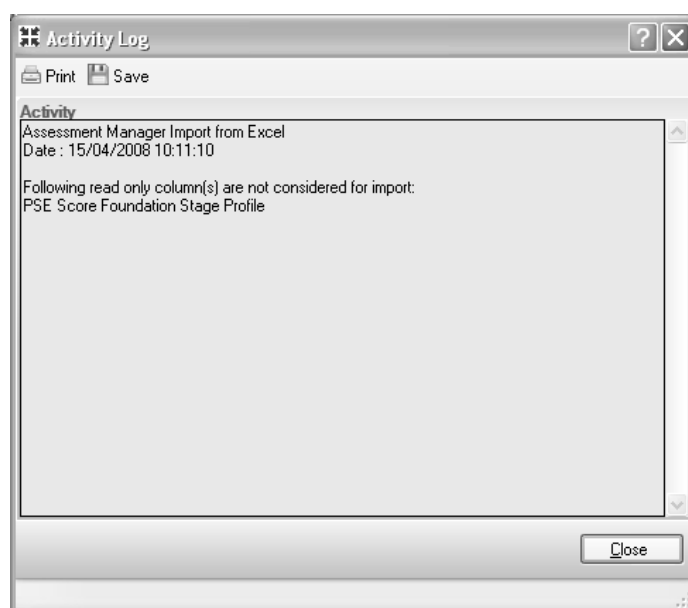
5. If teaching staff have chosen to enter results directly into the spreadsheets you will then need to import the information using the following method.

**Note:** You must ensure that when teaching staff save the completed marksheets they do not rename the file as SIMS .net will not recognise it.

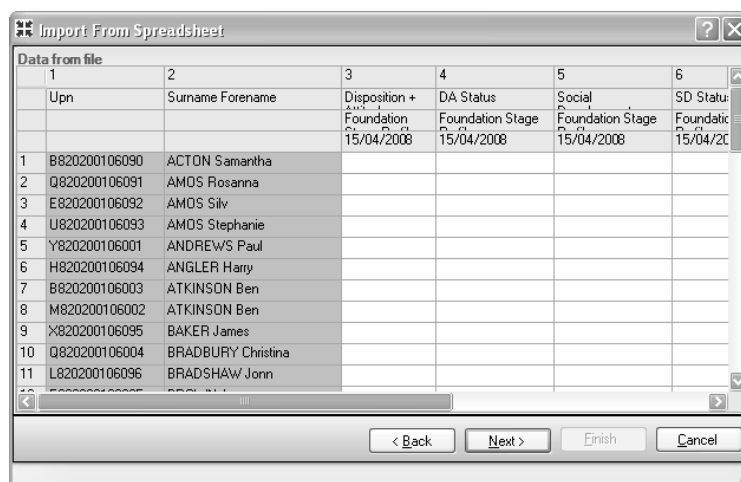
1. Go to **Routines / Data In / Assessment / Import from Spreadsheet.**



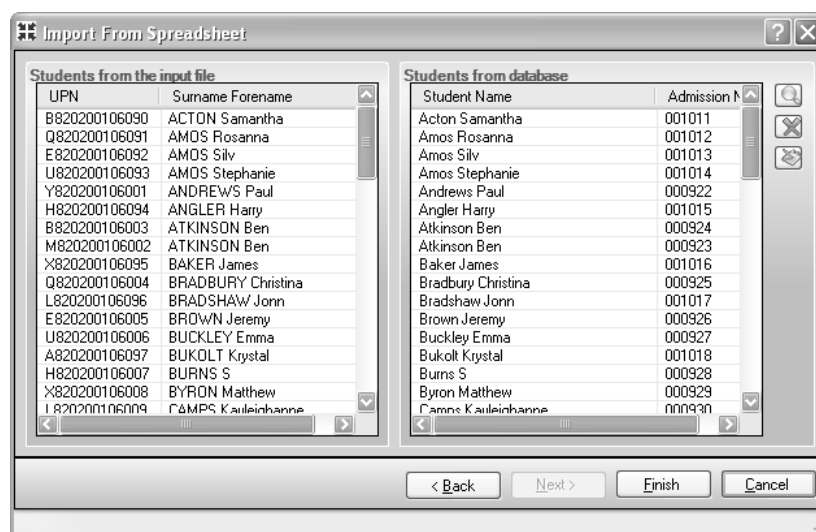
2. Click on the **Folder Navigation** button  and browse to the saved marksheet, clicking on the **Open** button to enter it into the **Import from Spreadsheet** screen.
3. Click **Next**.
4. An **Activity Log** will display to tell you that Read Only columns will not be imported. This is expected behaviour, press **Close**.



- Click **Next** at the **Data from File** screen.



- At the **Matched Pupils** screen, scroll down the lists to check that they match. If they do not match, or there are gaps, please contact the Service Desk for further details.



- Once the screens are checked and correct, click on the **Finish** button.
- You will get a message asking **Are You Sure You Wish to Proceed**, click the **Yes** button.
- An **Activity Log** will display. Check this log for any import errors and if any occur contact the Service Desk.
- Click **Close**.

The assessment data recorded will now be available in SIMS .net. You must now make the return to the National Assessment Agency. Return to and continue from **Section 5** ensuring that you **Open**, **Calculate** and **Save** each marksheet in turn, checking for any missing results.

## Appendix 4

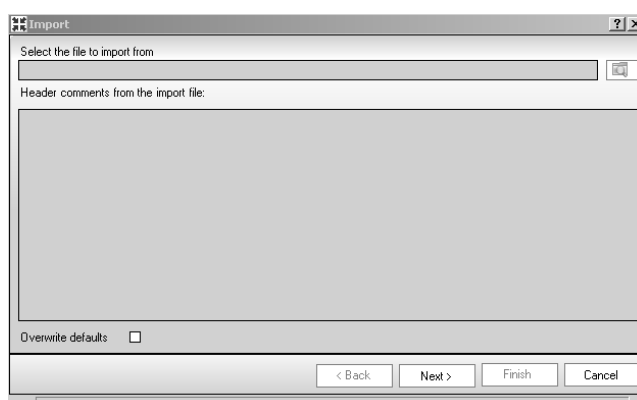
### Importing the Foundation Stage and Key Stage 1 Wizards

In order to view the Foundation Stage and Key Stage 1 results for any new children you will need to import the appropriate Wizards following the process below.

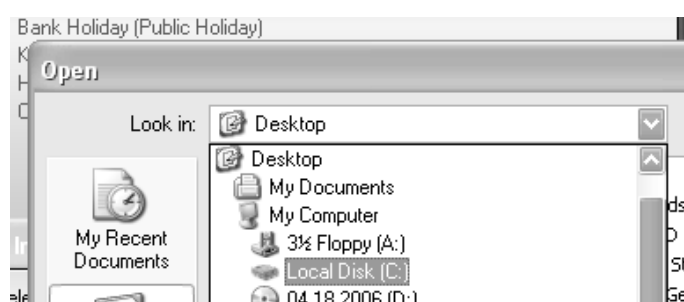
#### Early Years Foundation Stage Wizard

1. From within SIMS .net go to **Routines / Data in / Assessment / Import**

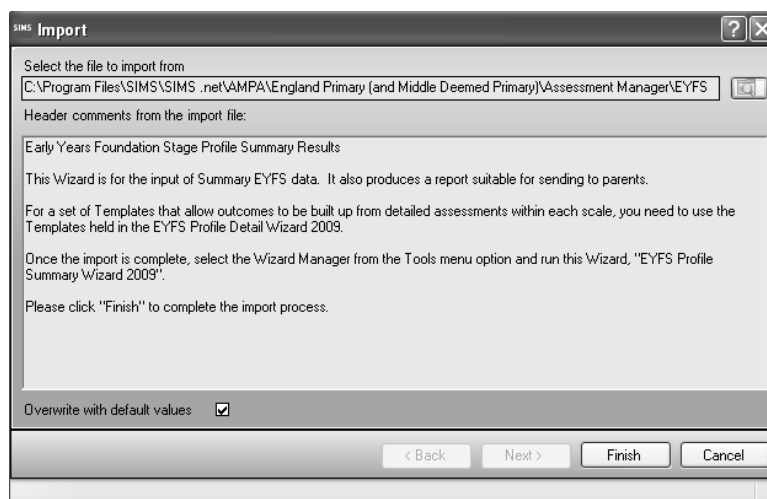
The Import window will show.



2. Click the **Magnifying Glass** icon to open the file browser window.
3. Click the drop down box next to **Look in** and select **Local Disk (C:)**

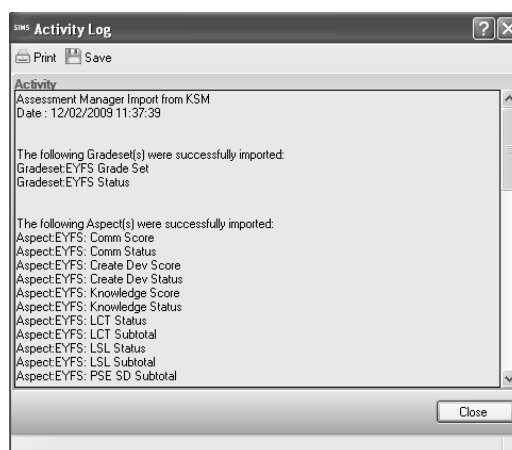


4. Navigate to **Program Files \ SIMS \ SIMS .net \ AMPA \ England Primary (and Middle Deemed Primary) \ Assessment Manager** and select **EYFS Profile Summary Wizard 2009.xml**. Click **Open**.
5. The **Import** window will now show details of the file selected.



Ensure that the path of the file is **C:\ Program Files \ SIMS \ SIMS .net \ AMPA \ England Primary (and Middle Deemed Primary) \ Assessment Manager \ EYFS Profile Summary Wizard 2009.xml**

6. Ensure that **Overwrite with default values** is ticked.
7. Click **Finish** and **Yes** to proceed.
8. You may on first attempt get a red error at the bottom left corner of the **Import** window. Click **Finish** again to resolve this error.
9. Once the import is complete an **Activity Log** will show. The log will state if the import of the wizard was or was not successful.



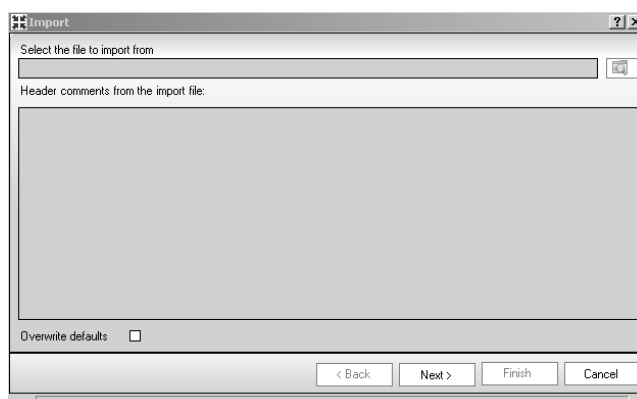
If your wizard did not import successfully please log a call with the Service Desk (**01926 414100**) stating the Key Stage you are working on and the page of this documentation you are working on.

You have now imported the Early Years Foundation Stage wizard and can view results through Wizard Manager.

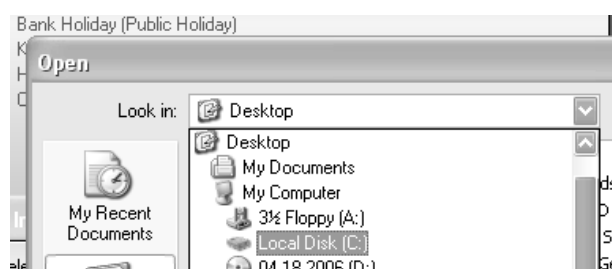
## Key Stage 1 Wizard

1. From within SIMS .net go to **Routines / Data in / Assessment / Import**

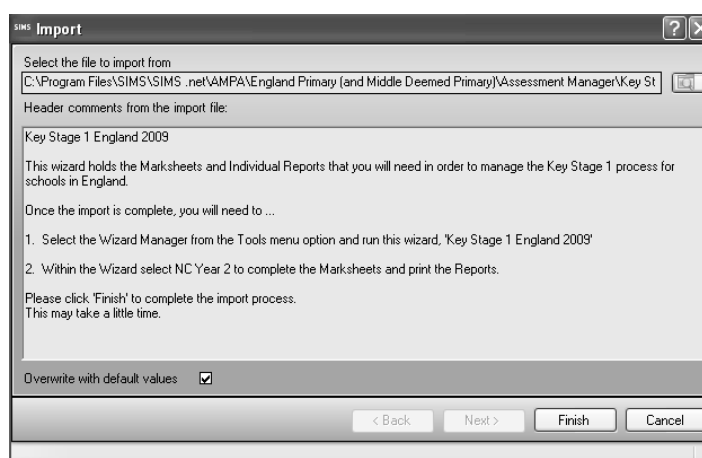
The Import window will show.



2. Click the **Magnifying Glass** icon to open the file browser window.
3. Click the drop down box next to **Look in** and select **Local Disk (C:)**

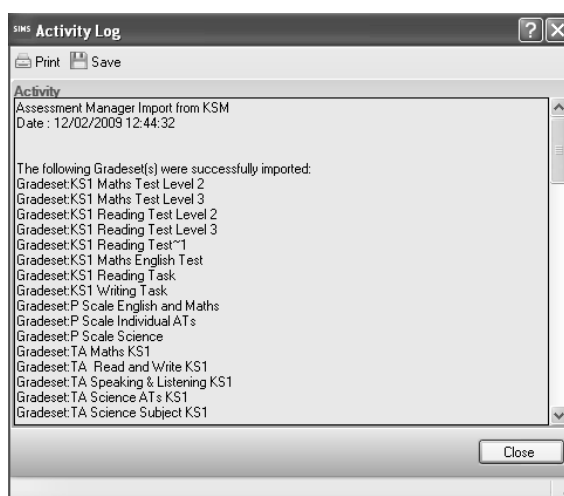


4. Navigate to **Program Files \ SIMS \ SIMS .net \ AMPA \ English Primary (and Middle Deemed Primary) \ Assessment Manager** and select **Key Stage 1 Wizard England 2009.xml**. Click **Open**.
5. The **Import** window will now show details of the file selected.



Ensure that the path of the file is **C:\Program Files\SIMS\SIMS.net\AMPA\England Primary (and Middle Deemed Primary) \Assessment Manager\Key Stage 1 Wizard England 2009.xml**

6. Ensure that **Overwrite with default values** is ticked.
7. Click **Finish** and **Yes** to proceed.
8. You may on first attempt get a red error at the bottom left corner of the **Import** window. Click **Finish** again to resolve this error.
9. Once the import is complete an **Activity Log** will show. The log will state if the import of the wizard was or was not successful.



If your wizard did not import successfully please log a call with the Service Desk (**01926 414100**) stating the Key Stage you are working on and the page of this documentation you are working on.

You have now imported your Key Stage 1 Wizard and can view results through Wizard Manager.



# **ICT DEVELOPMENT SERVICE**

## **SERVICE DESK**

**Tel: 01926 414100**

or

**E-mail:**

**[ictdsservicedesk@warwickshire.gov.uk](mailto:ictdsservicedesk@warwickshire.gov.uk)**

or

**Fax: 01926 738483**

or visit our web site at

**[www.warwickshire.gov.uk/ictds](http://www.warwickshire.gov.uk/ictds)**



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**Education Services**

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Finance Service

Governor Development Service

Heritage Education Service

HR and Payroll Service

**ICT Development Service**

Learning and Behaviour Support Service

Legal Service

Press and Media Service

Print and Graphics Service

Property Indemnity Service

Safety and Premises Service

Schools Insurance Service

Schools Library Service

Schools Technical Service

Sickness Insurance Service



In Support of Learning



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**ICT Development Service**

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email [ictdsservicedesk@warwickshire.gov.uk](mailto:ictdsservicedesk@warwickshire.gov.uk)