



# WES ICT Development Service Key Stage 3 2009

In Support of  
Learning



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**ICT Development  
Service**

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## Introduction

The Key Stage 3 Wizard enables you to process end of Key Stage 3 Assessments. Once the data has been entered and validated reports can be produced to present the recorded information to parents. The Key Stage 3 Teacher Assessments you record during this process must be returned to the National Assessment Agency (NAA) between **1<sup>st</sup> May and 10<sup>th</sup> July 2009**.

This document details the steps required to record and return students KS3 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 3 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 3 Teacher Assessment results must be sent to the NAA between **1<sup>st</sup> May and 10<sup>th</sup> July 2009**.

The following is an extract from guidance from the National Assessment Agency regarding Key Stage 3 teacher assessments for 2009:

*“Schools are still required to submit teacher assessment level judgements to the NAA at the end of key stage 3. Teacher assessment level judgements will only need to be submitted in the core subjects of English, mathematics and science.*

*Schools are still required to report teacher assessment level judgements to parents, carers or guardians for both core and foundation subjects.”*

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.



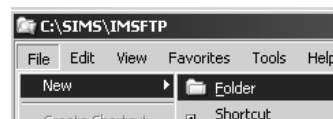
## Section 1

### 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.

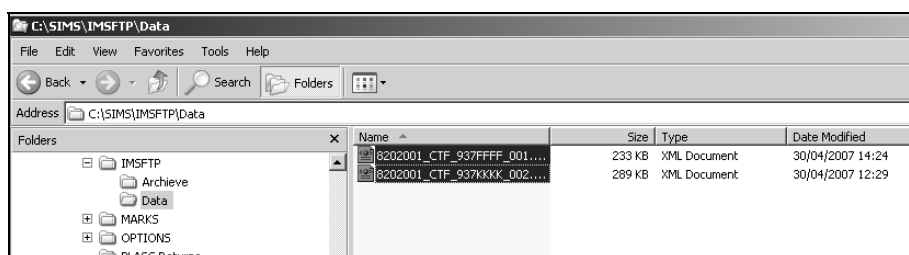
1. On your desktop, double left-click on the **My Computer** icon to open windows explorer.
2. Navigate to the IMSFTP Folder **Z: \ SIMS \ IMSFTP**.

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.

## Section 2

### Setting up the NAA Alternative Destination

The data you record for Key Stage 3 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**.

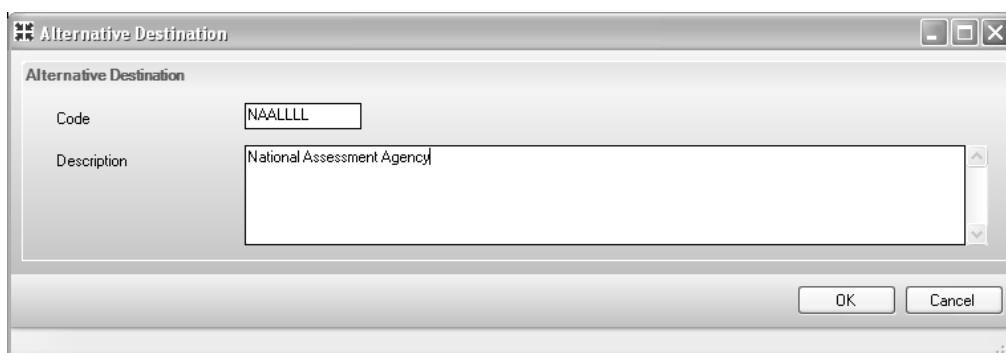
The **Configure CTF Defaults** window will open.

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** then 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 image shows a screenshot of a software dialog box titled "Alternative Destination". The dialog box has a title bar with standard window controls (minimize, maximize, close). Inside the dialog, there are two input fields: "Code" and "Description". The "Code" field contains the text "NAALLL". The "Description" field contains the text "National Assessment Agency". At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".

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 3 return you must tell SIMS .net which students 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 3.

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

3. Enter the following details into the appropriate fields:

**Group Description** - Key Stage 3 2009

**Short Name** – KS3 2009


**Active Status** – Active

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

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

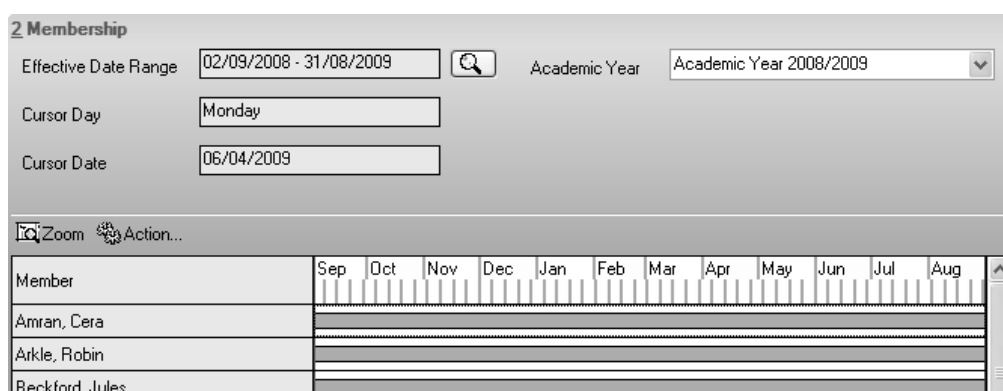
The **Select Members Screen** will open.

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



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

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



Member	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Amran, Cera												
Arkle, Robin												
Beckford, Jules												

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 students 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 3 2009 group. This will make finding the correct students much easier when entering assessment results.

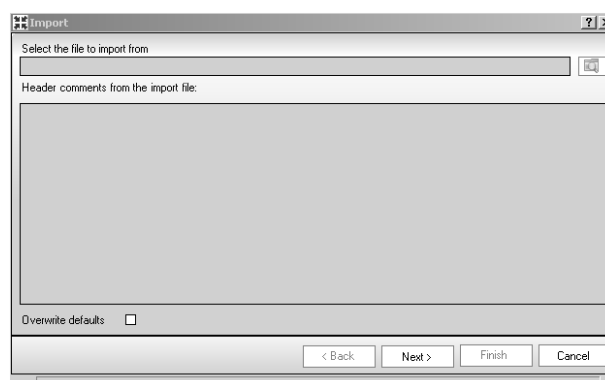
## Section 4

### Importing the Key Stage 3 Wizard

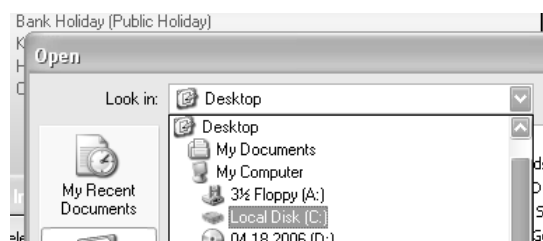
As part of your March upgrade the marksheets for Key Stage 3 2009 will be installed on your computer. To make them available to SIMS .net you must import them. This section details the process for importing the Key Stage 3 Wizard.

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

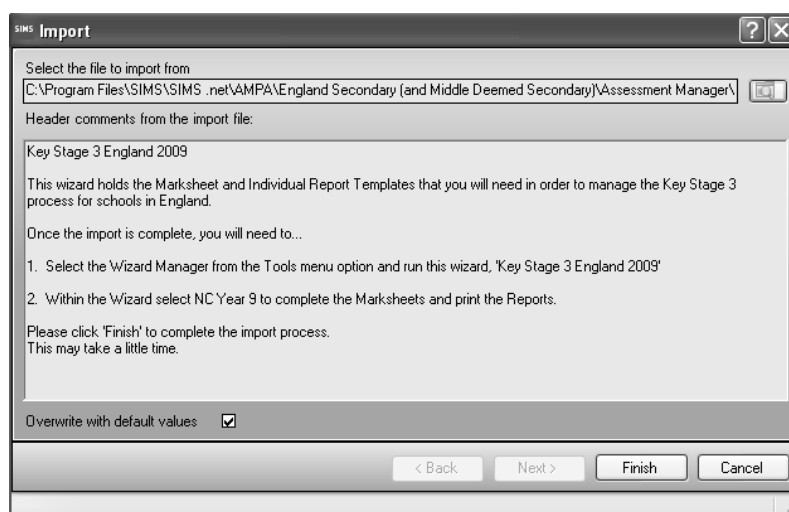
The Import window will show.



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:)**

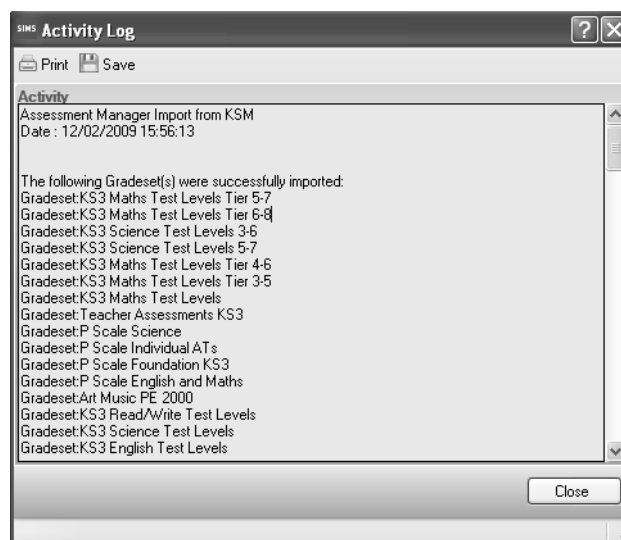


4. Navigate to **Program Files \ SIMS \ SIMS .net \ AMPA \ England Secondary (and Middle Deemed Secondary) \ Assessment Manager** and select **Key Stage 3 Wizard England 2009.xml**. Click **Open**.
5. The **Import** window will now show details of the file selected.



Ensure that the path of the file is **C:\ Program Files \ SIMS \ SIMS .net \ AMPA \ England Secondary (and Middle Deemed Secondary) \ Assessment Manager \ Key Stage 3 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 3 wizard and are ready to start entering the results.

## Section 5

### Using the Key Stage 3 Wizard to Enter Student Assessments

The Key Stage 3 Wizard enables you to enter Key Stage 3 results for your students. This section guides you through using the wizard to enter these results.

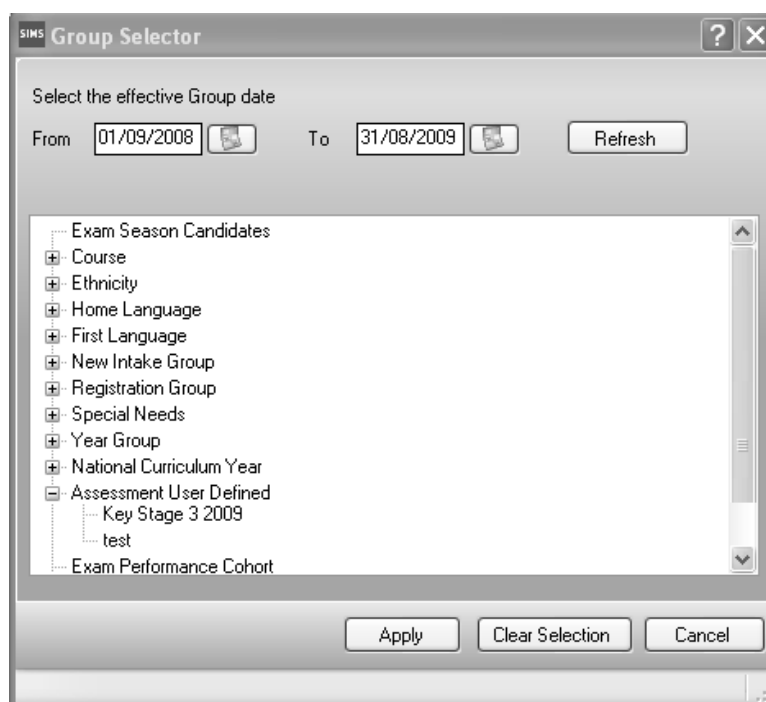
You may find it easier to enter results on a class by class basis rather than by whole year group. Please see Appendix 3 for details on how to create marksheets for your academic classes.

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**.
2. A list of available wizards will show.

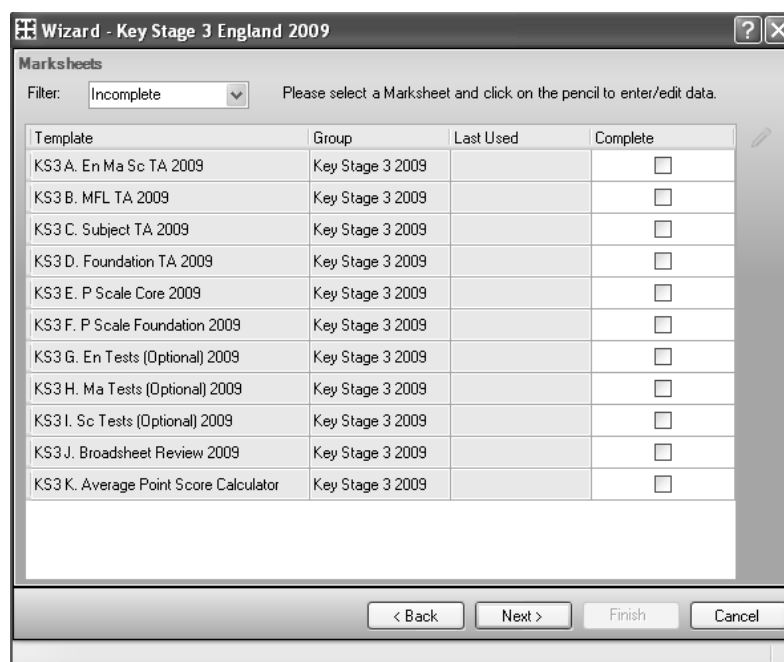


3. Select the **Key Stage 3 England 2009** wizard and click **Next**.
4. The **Select Group** window will open. Click the **Magnifying Glass** button at the top right of the screen to open the group browse.



5. Click the plus symbol next to **Assessment User Defined** and select the Key Stage 3 2009 group you created in Section 3.
6. Click **Apply**. The Key Stage 3 group will now show in the wizard window.
7. Click **Next**.

You will now see a list of marksheets.



The Key Stage 3 Wizard contains 11 marksheets.

Marksheets **A**, **C** and **E** must be completed and results returned to the National Assessment Agency between 1<sup>st</sup> May and 10<sup>th</sup> July.

Marksheets **B**, **D** and **F** must be completed and results reported to parents. Section 6 details how to report results to parents.

Marksheets **G**, **H** and **I** must be completed once test results (if taken) are available.

## Entering Data onto Marksheetworks

You must use the process below for all marksheets.

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

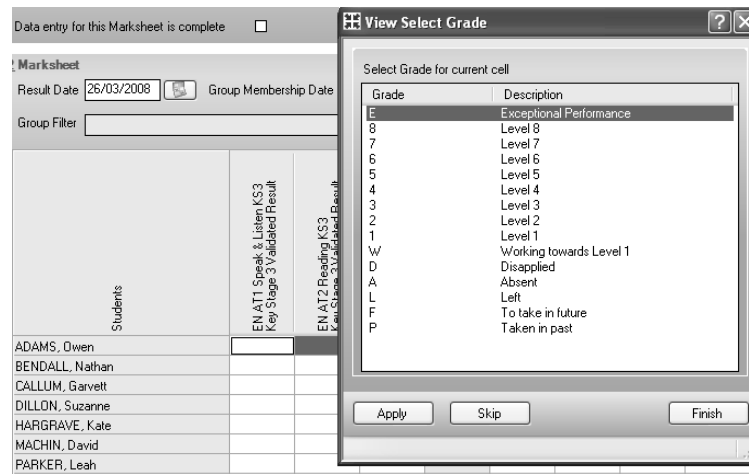
The marksheet will open. First read the notes field at the top of the screen. This will give you useful information on entering the results.

Students	EN TA English Subject Key Stage 3 Validated Result	MA TA Maths Subject Key Stage 3 Validated Result	SC TA Science Subject Key Stage 3 Validated Result	MF TA MFL Subject Key Stage 3 Validated Result	Missing Entry Check
DOUGLAS, James	5	5	6	6	
DRIVER, Ben	7	7	3	7	
DUNN, Laura	4	4	7	3	
EASTON, Tiana	5	5	5	4	
FLACK, Sara-Mae	4	6	6	6	
GARCHA, Inderjeet	6	4	4	4	
HAN, Adrian					Fail

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

2. 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.
3. Alternatively if you right click on the first cell in a column you may 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 selected. You can skip a student by clicking the **Skip** button. Once all 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. **Close** the Marksheets. 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.

The next eleven steps will provide information on each marksheet.

## KS3 A. En Ma Sc TAs 2009

This marksheet can be used to enter the outcomes of Teacher Assessments in English, Maths and Science at Key Stage 3 in 2009.

**These results will be returned to the National Assessment Agency.**

1. Once results have been entered, click on **Calculate**. The subject level will be calculated and the last but one column will alert you to missing entries.

Right clicking on this column and ordering the rows in descending order will bring any rows that have failed validation to the top. Any missing entries will need to be entered.

2. The last column in the marksheet is a **Grade Check** column. If you have entered an **F** (to be taken in the future) or **P** (taken in past) this column will populate. Ensure this information is correct before continuing.
3. Click on **Save** to save the results.

**Note:** Calculations and checks for missing entries may take a little time.

### **KS3 B. MFL TA 2009**

This marksheet can be used to enter the outcomes of Teacher Assessments in Modern Foreign Languages at Key Stage 3 in 2009.

**These results are not sent to the National Assessment Agency but must be entered and reported to parents.**

1. Once results have been entered, click on **Calculate**. The subject level will be calculated and the last but one column will alert you to missing entries.

Right clicking on this column and ordering the rows in descending order will bring any rows that have failed validation to the top. Any missing entries will need to be entered.

2. The last column in the marksheet is a **Grade Check** column. If you have entered an **F** (to be taken in the future) or **P** (taken in past) this column will populate. Ensure this information is correct before continuing.
3. Click on **Save** to save the results.

**Note:** Calculations and checks for missing entries may take a little time.

### **KS3 C. Subject TA 2009**

This marksheet can be used to enter the outcomes of Teacher Assessments in English, Maths, Science and MFL at Key Stage 3 in 2009. If you have completed marksheet A this marksheet will already be populated.

**These results (excluding MFL) will be returned to the National Assessment Agency.**

1. Once results have been entered, click on **Calculate**. The last column will alert you to missing entries.

Right clicking on this column and ordering the rows in descending order will bring any rows that have failed validation to the top. Any missing entries will need to be entered.

2. Click on **Save** to save the results.

**Note:** Calculations and checks for missing entries may take a little time.

### **KS3 D. Foundation TA 2009**

This Marksheet can be used to enter the outcomes of Teacher Assessments in Foundation Subjects at Key Stage 3 in 2009.

**These results are not sent to the National Assessment Agency but must be entered and reported to parents.**

1. Once results have been entered, click on **Calculate**. The last but one column will alert you to missing entries.

Right clicking on this column and ordering the rows in descending order will bring any rows that have failed validation to the top. Any missing entries will need to be entered.

2. The last column in the marksheet is a **Grade Check** column. If you have entered an **F** (to be taken in the future) or **P** (taken in past) this column will populate. Ensure this information is correct before continuing.
3. Click on **Save** to save the results.

**Note:** Calculations and checks for missing entries may take a little time.

### **KS3 E. P Scale Core 2009**

**These results will be returned to the National Assessment Agency.**

This marksheet will show all students' Teacher Assessment results for English, mathematics and science as read only columns. Next to each teacher assessment result there is a data entry column for P Scale. If a student has a **W** in any of the read only columns you must enter a P Scale (or EAL where applicable), for that student. Any students 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 contact Assessment Unit on **01926 742089**.

**IMPORTANT NOTE: The recording of P Scales for English, mathematics and science is mandatory.**

1. 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 students. If so enter the result and re-calculate. You must ensure any validation errors are rectified.

2. Click **Save** to save the results.

### **KS3 F. P Scale Foundation 2009**

**These results are not returned to the National Assessment Agency but must be entered and reported to parents.**

This marksheet will show all students' Teacher Assessment results for Foundation subjects as read only columns. Next to each teacher assessment result there is a data entry column for P Scale. If a student has a **W** in any of the read only columns you must enter a P Scale (or EAL where applicable), for that student. Any students 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 contact the Assessment Unit on **01926 742089**.

3. 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 students. If so enter the result and re-calculate. You must ensure any validation errors are rectified.

4. Click **Save** to save the results.

### **KS3 G. En Tests 2009**

This Marksheet can be used to enter the outcomes of tests in English for the 2009 Key Stage in England.

**These results are not returned to the National Assessment Agency.**

### **KS3 H. Ma Tests 2009**

This Marksheet can be used to enter the outcomes of tests in Maths for the 2009 Key Stage in England.

**These results are not returned to the National Assessment Agency.**

### **KS3 I. Sc Tests 2009**

This Marksheet can be used to enter the outcomes of tests in Science for the 2009 Key Stage in England.

**These results are not returned to the National Assessment Agency.**

### **KS3 J. Broadsheet Review 2009**

This Marksheet can be used to review all results that have been entered in conjunction with the end of Key Stage 3 arrangements for 2009.

This marksheet is read only and does not require any data entry.

It is recommended that you print a copy of this marksheet for your records.

### **KS3 K. Average Points Score Calculator**

This marksheet is used to calculate the Average Point Score for Key Stage 3. No data entry is required.

1. Press **Calculate** then **Save** to calculate the Key Stage 3 Average Point Score.

**You have now entered the results for Key Stage 3. 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 3 teachers must sign a printed copy of the results and retain them for their records.**

## Section 6

### Creating Key Stage 3 Reports using the Wizard

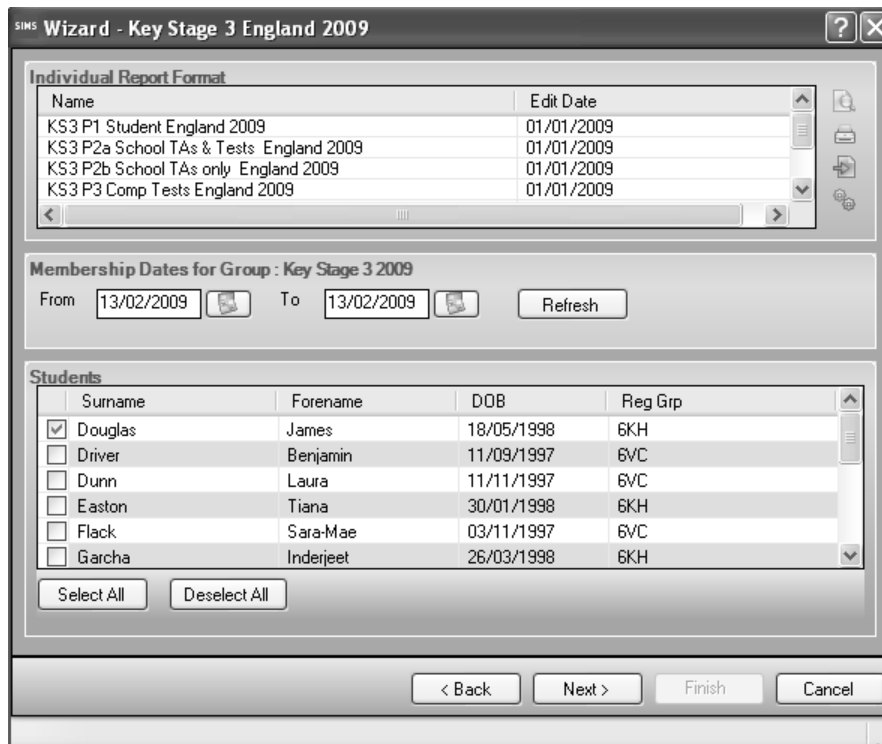
The Key Stage 3 Wizard contains four pre-defined reports that you must return to parents (P1, P2a or P2b, and P3), and three pre-defined reports for school use (P4 – P6). Before continuing this section ensure that all results have been entered in Section 5 and verified by the appropriate teacher(s).

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 3 England 2009** and click **Next** until you reach the page headed **Individual Report Format**.

2. The reports window will appear as below.




There are seven reports available in Key Stage 3. 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, select the required report, tick the box of the student you wish to view, 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 student record.

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

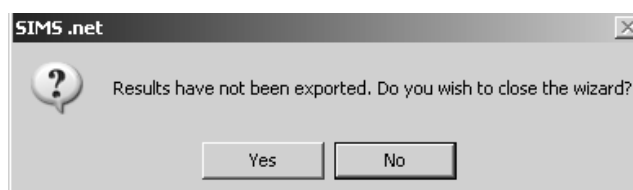
Appendix 2 will detail how these reports can be viewed through the student record.

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 CTF's.

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 National Assessment Agency between **1<sup>st</sup> May and 10<sup>th</sup> July 2009**.

The Key Stage 3 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 3 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 students** taking Key Stage 3 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 3 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 3 class teacher and Head Teacher before it is sent to the NAA.**

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

**Recommended action:**

- **Print a completed marksheet for each class**
- **Ask each Key Stage 3 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"/>		

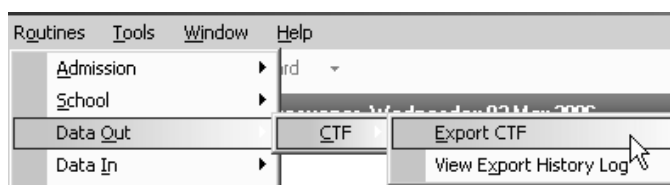
**Data to be Exported by Default**

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"/>
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"/>
Attendance Summary	<input checked="" type="checkbox"/>	Include KS1 Tasks/Tests	<input type="checkbox"/>		
		Looked After	<input checked="" type="checkbox"/>		

**2 Student Options**

Effective Date  View   Include students already exported  Refresh Students

**3 Students**

UPN	Preferred Surname	Preferred Forena...	Re...	Yea...	Year T...	Destination LA/Oth...	Destination School
P820432106006	Abbey	David	8F	8	8		
X820432104001	Abbot	Ben	11A	11	11		
P820432108010	Abbot	Claire	7A	7	7		

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

**2 Student Options**

Effective Date: 03/04/2009 View: Current and Leavers this year Include students already exported  Refresh Students

**3 Students**

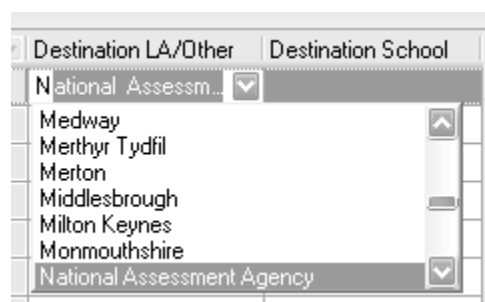
UPN	Preferred Surname	Preferred Forena...	Re...	Yea...	Year T...	Previous Destinati...	Destination LA/Oth...	Destination Scho...
P820432106006	Abbey	David	8F	8	(All)			
X820432104001	Abbot	Ben	11A	11	(Custom)			
P820432108010	Abbot	Claire	7A	7	(Blanks)			
J820444405032	Abbot	Clarissa	9A	9	(NonBlanks)			
D820432106007	Abbot	James	8C	8	7			
H820432105001	Abdelkoder	Mohamed	10C	10	8			
V820444405031	Able	Benjamin	9A	9	9			
G820432103006	Ablett	Michael	G	12	10			
					11			
					12			
					13			

- Filter the list so that only the **Year 9** children show by using the drop down box next to **Year Taught In...** and select **9**.
- Allocate students that have taken Key Stage 3 to the **National Assessment Agency / NAA** by selecting it from the dropdown box in the **Destination LA/Other** column.

You can allocate to more than one student at a time by highlighting a number of students 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 / NAA**.

You may find it easier to individually select **National Assessment Agency / NAA** for each student.

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



- 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 **(9)**. Allocate these students to the **National Assessment Agency**.
- Change the Year Taught In dropdown to **All**, click twice on the **Destination LA/Other** column heading to bring the students you have allocated to the top, and use the list of students printed out in Section 3 to ensure that you have selected all students that 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 3 group.

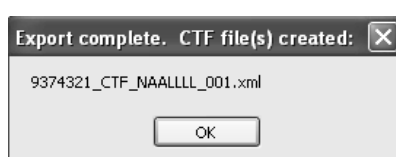
8. Once you have completed allocating **National Assessment Agency / NAA** to students, click **Export CTF**.

J82043210...	Weedon	Emma	9F	9		National Asse...
Y82043210...	Whaley	Dylan	9B	9		National Asse...
J82043210...	Wife	Aaron	9B	9		National Asse...
Y82043210...	Willis	Bethany	9A	9		National Asse...
Y82043210...	Willis	Ben	9A	9		National Asse...

[Year Grp] = '9'

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 National Assessment Agency.

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
D820200104002	Adedeji	Payal	M	03/03/2001	Student House Name and House Nu...	8202001_C
S820200105044	Hawes	Kate	F	28/10/2000	Contact Post Code Missing or Invalid	8202001_C
Y820200104026	Kabir	Raheel	M	01/03/2001	Student House Name and House Nu...	8202001_C
Y820200104026	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 3 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

## KS3 P1 Student England 2009

Clarissa Abbot

9A

<b>STUDENT'S RESULTS</b> End of Key Stage 3 Assessment Results 2009	
<b>ENGLISH</b>	
Teacher assessment result	3
Speaking and Listening	4
Reading	2
Writing	3
Test result	4
Reading	5
Writing	6
<b>MATHEMATICS</b>	
Teacher assessment result	4
Test result	6
<b>SCIENCE</b>	
Teacher assessment result	4
Test result	4
<b>MODERN FOREIGN LANGUAGES</b>	
Teacher assessment result	5
<b>DESIGN AND TECHNOLOGY</b>	
Teacher assessment result	4
<b>GEOGRAPHY</b>	
Teacher assessment result	4
<b>HISTORY</b>	
Teacher assessment result	5
<b>INFORMATION AND COMMUNICATION TECHNOLOGY</b>	
Teacher assessment result	6
<b>ART AND DESIGN</b>	
Teacher assessment result	4
<b>MUSIC</b>	
Teacher assessment result	3

<b>PHYSICAL EDUCATION</b>	
Teacher assessment result	5
<b>RELIGIOUS EDUCATION</b>	
Teacher assessment result	7
<b>CITIZENSHIP</b>	
Teacher assessment result	Working beyond the expected standard

## KS3 P2a School TAs & Tests England 2009

### SCHOOL RESULTS

These tables show the percentage of pupils at the end of Key Stage 3 achieving each level in 2009.

The number of pupils at the end of Key Stage 3 is 29.

Figures may not total 100 percent because of rounding.

TEACHER ASSESSMENT													
	Percentage at each level											Pupils disappled	Pupils absent
	W	1	2	3	4	5	6	7	8	EP			
English	0	3	0	17	14	28	31	7	0	0	0	0	
Mathematics	0	0	0	17	31	14	24	10	3	0	0	0	
Science	0	0	3	0	31	34	24	7	0	0	0	0	

TEST RESULTS											Pupils not entered <sup>#</sup>	Pupils absent
	Percentage at each level											
	Below level 3/4*	3	4	5	6	7	8					
English	14		31	24	17	14		0	0			
Reading	7		21	21	31	21		0	0			
Writing	10		14	31	34	10		0	0			
Mathematics	10	3	21	14	21	10	10	0	10			
Science	14	17	24	24	14	7		0	0			

TEACHER ASSESSMENT													
	Percentage at each level											Pupils disappled	Pupils absent
	W	1	2	3	4	5	6	7	8	EP			
Modern Foreign Languages	0	0	0	7	21	31	41	0	0	0	0	0	
Design and Technology	3	0	0	21	24	21	7	17	7	0	0	0	
Geography	0	3	7	10	24	14	21	14	3	3	0	0	
History	0	0	7	10	14	34	14	17	3	0	0	0	
ICT <sup>+</sup>	3	0	7	10	31	10	21	10	3	3	0	0	
Art and Design	3	0	10	14	28	10	21	7	3	3	0	0	
Music	0	0	10	21	7	24	17	14	7	0	0	0	
Physical Education	3	3	10	14	17	14	10	17	7	3	0	0	

- W represents pupils who are working towards level 1, but have not yet achieved the standards needed for level 1.
- EP represents exceptional performance.
- + Information and communication technology.
- \* represents pupils who were not entered for the tests because they were working below level 3 in mathematics or science or below level 4 in English; pupils awarded a compensatory level from the tests (level 3 English; level 2 mathematics/science); 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.

## KS3 P2b School TAs Only England 2009

### SCHOOL RESULTS

This table shows the percentage of pupils at each level at the end of Key Stage 3 2009.

The number of pupils at the end of Key Stage 3 is 29.

Figures may not total 100 percent because of rounding.

TEACHER ASSESSMENT													
	Percentage at each level											Pupils disapplied	Pupils absent
	W	1	2	3	4	5	6	7	8	EP			
English	0	3	0	17	14	28	31	7	0	0	0	0	
Mathematics	0	0	0	17	31	14	24	10	3	0	0	0	
Science	0	0	3	0	31	34	24	7	0	0	0	0	
Modern Foreign Languages	0	0	0	7	21	31	41	0	0	0	0	0	
Design and Technology	3	0	0	21	24	21	7	17	7	0	0	0	
Geography	0	3	7	10	24	14	21	14	3	3	0	0	
History	0	0	7	10	14	34	14	17	3	0	0	0	
ICT <sup>+</sup>	3	0	7	10	31	10	21	10	3	3	0	0	
Art and Design	3	0	10	14	28	10	21	7	3	3	0	0	
Music	0	0	10	21	7	24	17	14	7	0	0	0	
Physical Education	3	3	10	14	17	14	10	17	7	3	0	0	

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

EP represents exceptional performance.

+ Information and communication technology.

\* represents pupils who were not entered for the tests because they were working below level 3 in mathematics or science or below level 4 in English; pupils awarded a compensatory level from the tests (level 3 English; level 2 mathematics/science); 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.

## KS3 P3 Comp Tests England 2009

### COMPARATIVE REPORT

This table shows a summary of the National Curriculum results of pupils in the school (2009) and nationally (2008) at the end of Key Stage 3, as a percentage of those eligible for assessment.

The number of eligible children is: 29

Figures may not total 100 per cent because of rounding.

TEST RESULTS 2009 and NATIONAL 2008										
		Percentage at each level								
		Below level 3/4*	3	4	5	6	7	8	Pupils not entered <sup>#</sup>	Pupils absent
English	School	14		31	24	17	14		0	0
	National	12		13	40	25	8		0	2
Reading	School	7		21	21	31	21		0	0
	National	17		13	35	23	10		0	2
Writing	School	10		14	31	34	10		0	0
	National	10		12	40	25	11		0	1
Mathematics	School	10	3	21	14	21	10	10	0	10
	National	2	6	12	19	27	22	9	0	2
Science	School	14	17	24	24	14	7		0	0
	National	1	5	18	30	28	14		0	3

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

**EP** represents exceptional performance

\* represents pupils who were not entered for the tests because they were working below level 3 in mathematics or science, or below level 4 in English; 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.

## KS3 P4 Comp TAs - Gender England 2009

### TEACHER ASSESSMENT COMPARATIVE REPORT BY GENDER

This table shows a summary of the National Curriculum results for pupils in the school at the end of Key Stage 3, as a percentage of those eligible for assessment.

The number of eligible children is: 29

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	7	8	EP	D	A
English	Boys	0	0	0	25	6	44	25	0	0	0	0	0
	Girls	0	8	0	8	23	8	38	15	0	0	0	0
	School	0	3	0	17	14	28	31	7	0	0	0	0
Mathematics	Boys	0	0	0	13	38	6	25	13	6	0	0	0
	Girls	0	0	0	23	23	23	23	8	0	0	0	0
	School	0	0	0	17	31	14	24	10	3	0	0	0
Science	Boys	0	0	0	0	19	38	31	13	0	0	0	0
	Girls	0	0	8	0	46	31	15	0	0	0	0	0
	School	0	0	3	0	31	34	24	7	0	0	0	0

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

**D** represents pupils who are disapplied under sections 364 or 365 of the Education Act 1996.

**A** represents pupils who could not be assessed due to absence, or were absent on the day of the test.

## KS3 P5 Comp Tests – Gender England 2009

### TEST RESULTS COMPARATIVE REPORT BY GENDER

This table shows a summary of the National Curriculum results for pupils in the school (2009) and nationally (2008) at the end of Key Stage 3, as a percentage of those eligible for assessment.

The number of eligible children is: 29

Figures may not total 100 per cent because of rounding.

TEST RESULTS 2009 and NATIONAL 2008										
		Percentage at each level								
		Below level 3/4*	3	4	5	6	7	8	T	A
English	Boys	19		31	25	13	13		0	0
	Girls	8		31	23	23	15		0	0
	School	14		31	24	17	14		0	0
	National	12		13	40	25	8		0	2
Reading	Boys	6		19	19	50	6		0	0
	Girls	8		23	23	8	38		0	0
	School	7		21	21	31	21		0	0
	National	17		13	35	23	10		0	2
Writing	Boys	13		25	31	19	13		0	0
	Girls	8		0	31	54	8		0	0
	School	10		14	31	34	10		0	0
	National	10		12	40	25	11		0	1
Mathematics	Boys	13	0	13	13	19	13	13	0	19
	Girls	8	8	31	15	23	8	8	0	0
	School	10	3	21	14	21	10	10	0	10
	National	2	6	12	19	27	22	9	0	2
Science	Boys	19	25	25	19	13	0		0	0
	Girls	8	8	23	31	15	15		0	0
	School	14	17	24	24	14	7		0	0
	National	1	5	18	30	28	14		0	3

**A** represents pupils who could not be assessed due to absence, or were absent on the day of the test.

**T** represents pupils working at the levels of the tests, but unable to access them.

**\*** represents pupils who were not entered for the tests because they were working below level 3 in mathematics or science, or below level 4 in English; pupils awarded a compensatory level from the tests; and pupils entered for but not achieving a level from the tests.

**KS3 P6 SRF England 2009****SCHOOL RECORD FORM (SRF) For Non-core Subjects**

Key Stage 3 2009

**SCHOOL NAME : Green Abbey School****SCHOOL NUMBER: 937 4321**

		Number achieving level											Eligible	
		D	A	W	1	2	3	4	5	6	7	8		E
MODERN FOREIGN LANGUAGE	M	0	0	0	0	0	1	4	4	7	0	0	0	16
	F	0	0	0	0	0	1	2	5	5	0	0	0	13
	M/F	0	0	0	0	0	2	6	9	12	0	0	0	29
DESIGN AND TECHNOLOGY	M	0	0	0	0	0	4	2	5	1	4	0	0	16
	F	0	0	1	0	0	2	5	1	1	1	2	0	13
	M/F	0	0	1	0	0	6	7	6	2	5	2	0	29
INFORMATION TECHNOLOGY	M	0	0	1	0	2	1	4	1	5	2	0	0	16
	F	0	0	0	0	0	2	5	2	1	1	1	1	13
	M/F	0	0	1	0	2	3	9	3	6	3	1	1	29
HISTORY	M	0	0	0	0	0	1	2	5	3	4	1	0	16
	F	0	0	0	0	2	2	2	5	1	1	0	0	13
	M/F	0	0	0	0	2	3	4	10	4	5	1	0	29
GEOGRAPHY	M	0	0	0	0	1	2	3	1	4	4	0	1	16
	F	0	0	0	1	1	1	4	3	2	0	1	0	13
	M/F	0	0	0	1	2	3	7	4	6	4	1	1	29
ART	M	0	0	0	0	2	2	4	3	3	2	0	0	16
	F	0	0	1	0	1	2	4	0	3	0	1	1	13
	M/F	0	0	1	0	3	4	8	3	6	2	1	1	29
MUSIC	M	0	0	0	0	1	4	2	4	3	1	1	0	16
	F	0	0	0	0	2	2	0	3	2	3	1	0	13
	M/F	0	0	0	0	3	6	2	7	5	4	2	0	29
PHYSICAL EDUCATION	M	0	0	0	1	2	3	3	2	1	3	0	1	16
	F	0	0	1	0	1	1	2	2	2	2	2	0	13
	M/F	0	0	1	1	3	4	5	4	3	5	2	1	29

D = disapplied under sections 92/93 of the Education Act 2002

A = failed to register a level due to absence

W = Working towards Level 1 but have not yet achieved the standards needed for Level 1

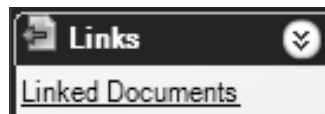
E = Exceptional Performance

## Appendix 2

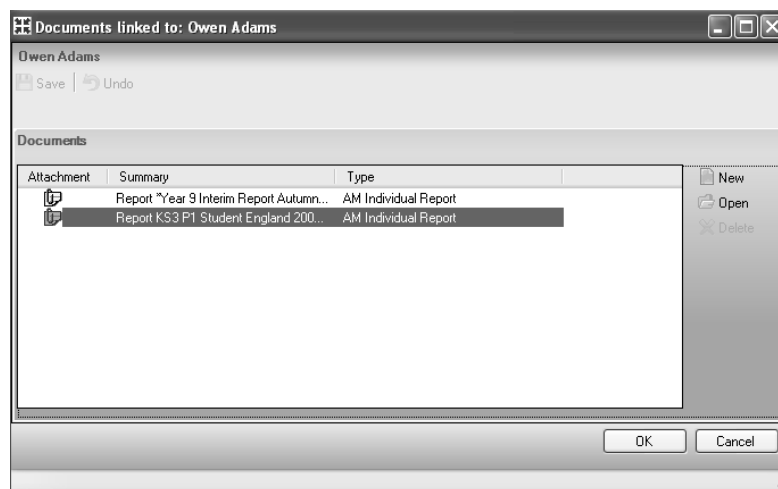
### Viewing Uploaded Reports

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

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

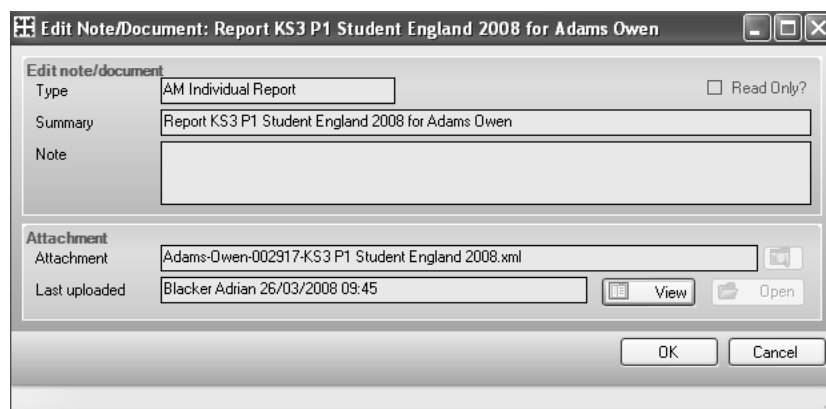


Any uploaded reports should appear in the list.

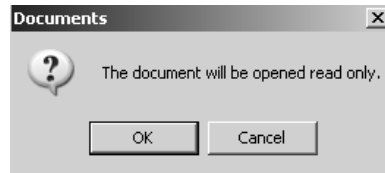


3. Select the report you wish to view and click **Open**.

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.

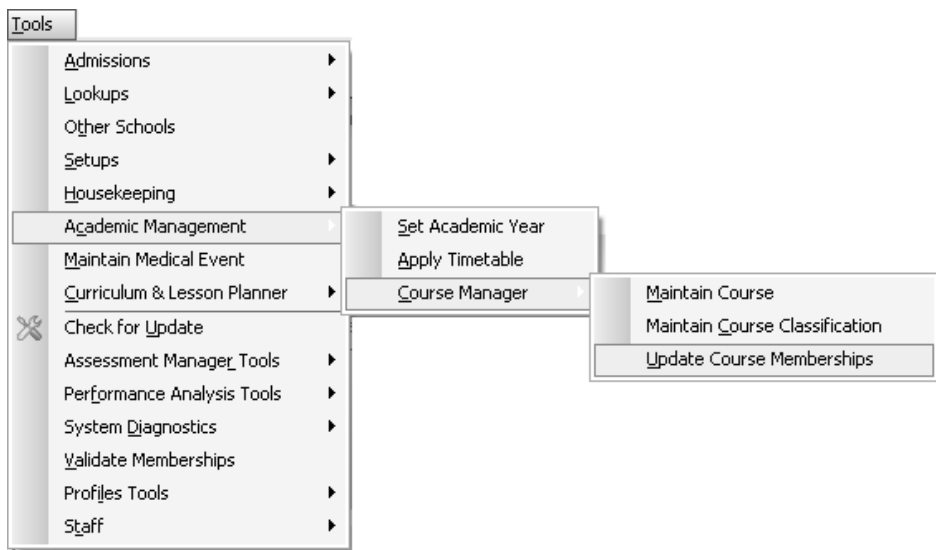
This process enables you to view reports without using the Key Stage Wizard.

## Appendix 3

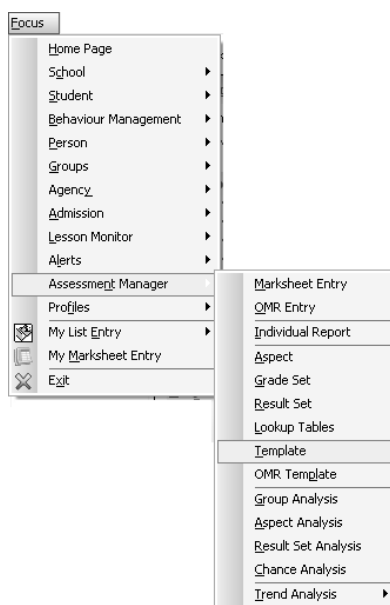
### Creating Marksheets for Academic Classes

Due to the large number of students you are entering results for, you may find it easier to produce marksheets for individual classes rather than the year group as a whole. This method is only recommended if you have received training in Assessment Manager. If you have no Assessment Manager training it is recommended that you continue using the wizard in Section 5. This section details the process for creating individual class marksheets.

1. Before you start, you should run Update Course Memberships from **Tools / Academic Management / Course Manager / Update Course Memberships**.



2. Once course memberships have been updated open the template browse through **Focus / Assessment / Template**.



- Click **Search** and find one of the templates used in the Wizard:

**KS3 A. En Ma Sc TAs 2009**

**KS3 B. MFL TA 2009**

**KS3 C. Subject TA 2009**

**KS3 D. Foundation TA 2009**

**KS3 E. P Scale Core 2009**

**KS3 F. P Scale Foundation 2009**

**KS3 G. En Test 2009**

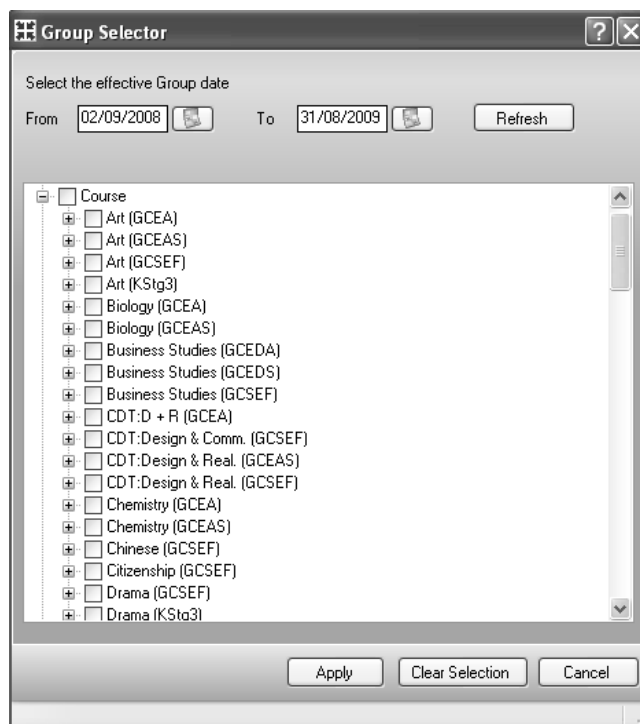
**KS3 H. Ma Tests 2009**

**KS3 I. Sc Tests 2009**

**KS3 J. Broadsheet Review 2009**

**KS3 K. Average Point Score Calculator**

- Open one of the templates you wish to create marksheets for by double clicking the record.
- Click **New** in the marksheet section to create new marksheets. The **Group Selector** window will open



6. Navigate through the **Course** groups to locate the classes that you want to produce marksheets for. Select them by putting a tick in the box. Once you have chosen the appropriate groups, click **Apply**.
7. Now save the template by clicking **Save**.

You can access the marksheets in one of two ways:

- In the marksheet panel of the template screen, highlight the required marksheet and press **Open**.
- Through **Focus / Assessment / Marksheet Entry**.

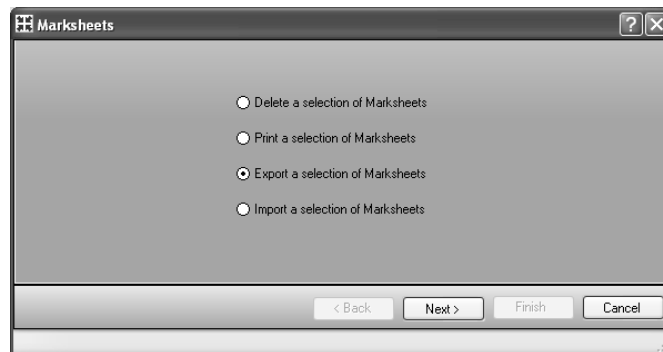
You may wish to export these marksheets to MS Excel and allow teachers to enter results. These results can then be re-imported into Assessment Manager. Appendix 4 details this process.

## Appendix 4

### Bulk Export and Import of Marksheetworks

Assessment Manager allows you to export and re-import results using MS Excel. This section guides you through this process.

1. Go to **Tools / Performance / Assessment / System Utilities / Marksheetworks**. The following window will open.



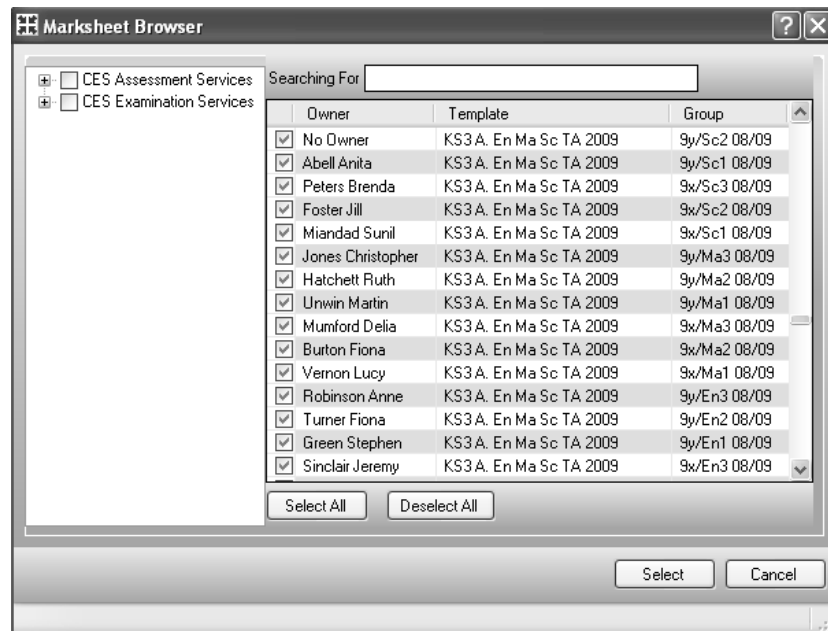
2. Choose to **Export a selection of Marksheetworks**.
3. Click **Next** to display a list of teachers who have marksheetworks.



4. Place a tick next to the teachers you wish to export marksheetworks for and click **Next**.

You will now see a blank list.

5. Click the **Magnifying Glass** icon to view a list of marksheetworks.



6. Navigate through the list and select the **KS3 2009** marksheets. Place a tick next to the marksheets you wish to export and click **Select**. The selected marksheets will appear in the list. Click **Next**.

You will now be asked what extra information you wish to include in the Excel marksheets.



7. Place a tick next to any of the items you wish to include and click **Next**.
8. You will now be asked to choose a directory to export the files to.



9. Click the **Folder** icon to browse to folder. This folder could be a shared folder that teachers can access to enter their results.

10. Once a folder has been selected click **Finish**.
11. Once all marksheets have been exported an activity log will show.
12. Teachers can now enter results into the Excel spreadsheets. It is important that when saving the name of the file is not changed.
13. Once all the marksheets have been updated they can be re-imported through **Tools / Performance / Assessment / System Utilities / Marksheets** by selecting the **Import a selection of marksheets** option. You will be asked to choose the folder that the marksheets are saved in.

Once all the data has been re imported you will need to return to the Wizard (Section 5) to check that the results have successfully imported. Each marksheet will need to be opened then **Calculated** and **Saved** for the results to be available in the Key Stage reports.

## Appendix 5 Exporting and Printing Single Blank Marksheets

You may find it useful for teachers to use a blank marksheet to enter any Key Stage 3 results prior to inputting them into Assessment Manager.

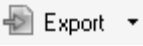
Teachers can either:

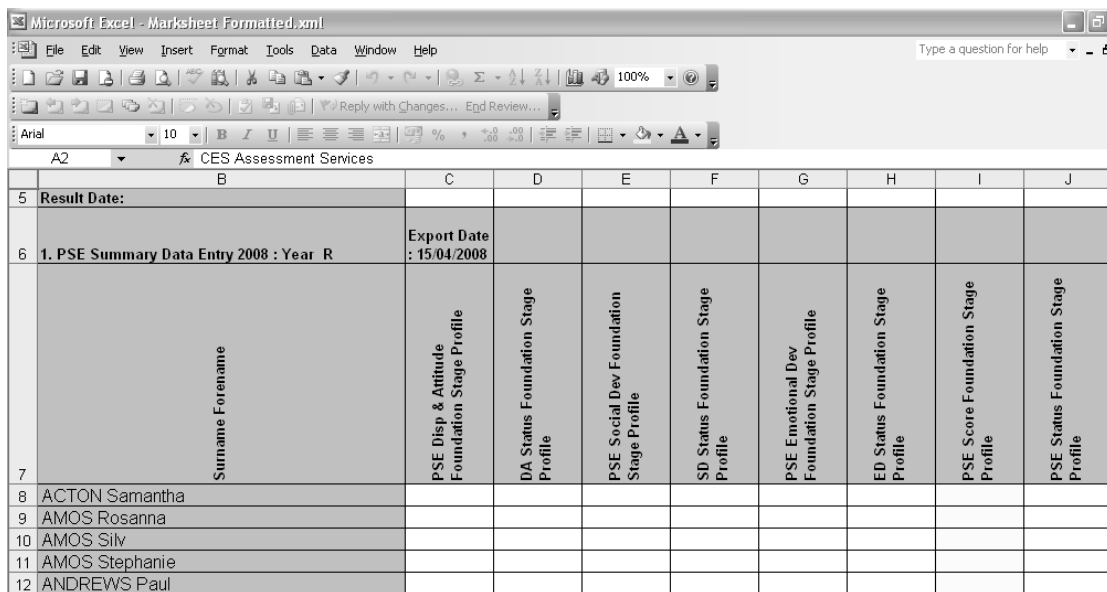
- Write on the marksheets by hand (these results will then need to be manually entered into Assessment Manager).

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.



Microsoft Excel - Marksheet Formatted.xml									
CES Assessment Services									
5	Result Date:								
6	1. PSE Summary Data Entry 2008 : Year R								
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.

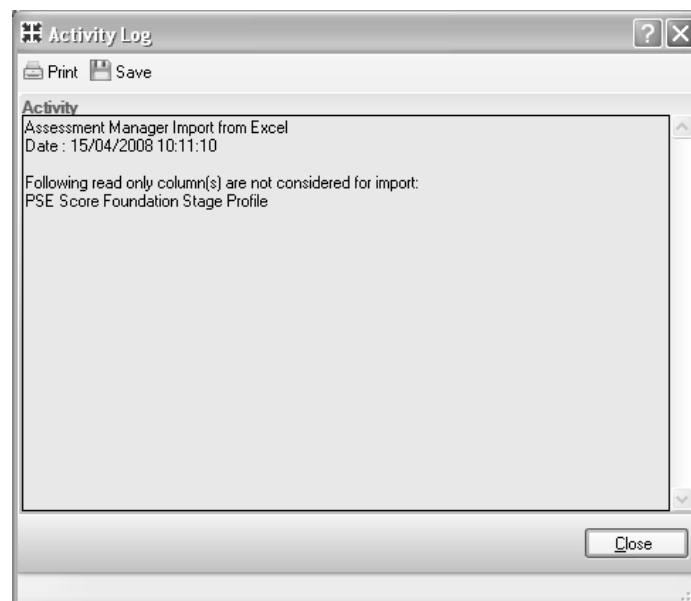
5. If teaching staff have chosen to enter results directly into the spreadsheets you will then need to import the information using the following method.

**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.

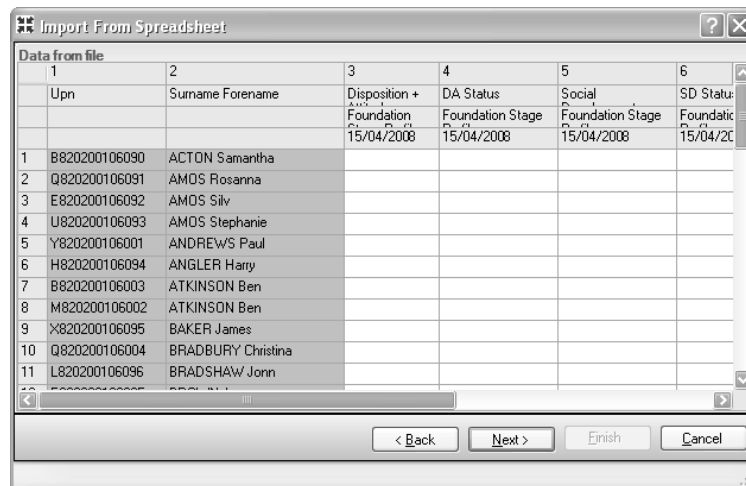
1. Go to **Routines / Data In / Assessment / Import from Spreadsheet.**



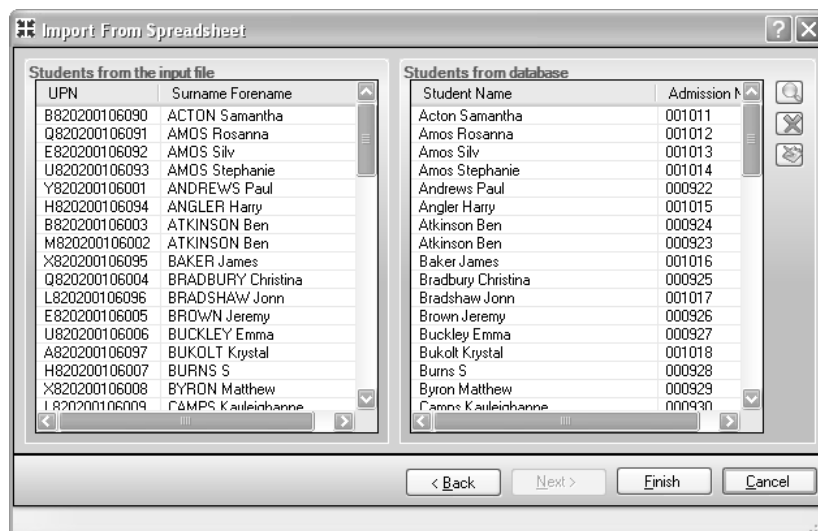
2. Click on the **Folder Navigation** button  and browse to the saved marksheet, clicking on the **Open** button to enter it into the **Import from Spreadsheet** screen.
3. Click **Next**.
4. An **Activity Log** will display to tell you that Read Only columns will not be imported. This is expected behaviour,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



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



6. At the **Matched Students** screen, scroll down the lists to check that they match. If they do not match, or there are gaps, please contact the Service Desk (01926 414100) for further details.



7. Once the screens are checked and correct, click on the **Finish** button.
8. You will get a message asking **Are You Sure You Wish to Proceed**, click the **Yes** button.
9. An **Activity Log** will display. Check this log for any import errors and if any occur contact the Service Desk.
10. 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 6

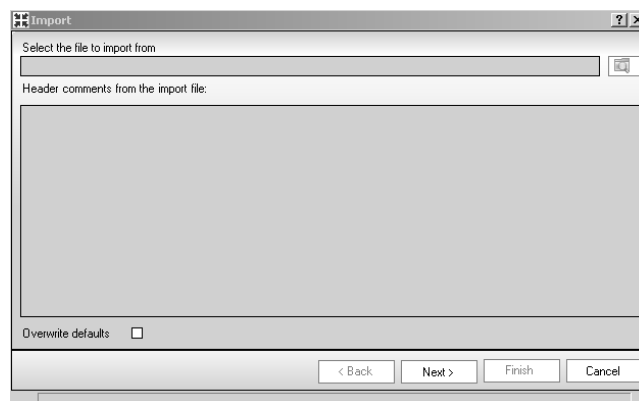
### Importing the Early Years Foundation Stage and Key Stage 1 and 2 Wizards

In order to view the Early Years Foundation Stage, Key Stage 1 and Key Stage 2 results for any new children you will need to import the appropriate Wizards following the process below.

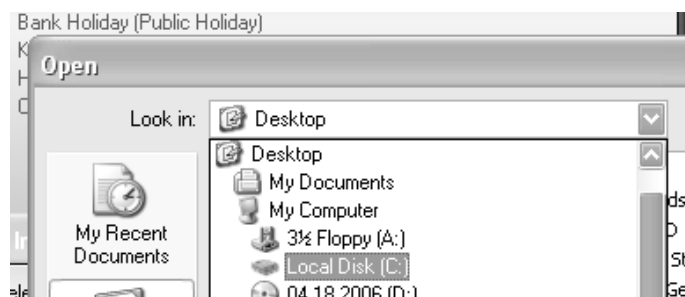
#### Early Years Foundation Stage Wizard

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

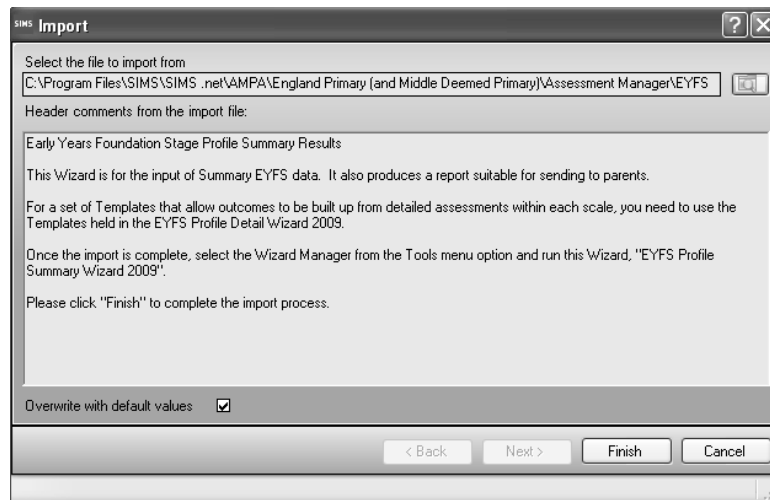
The Import window will show.



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:)**

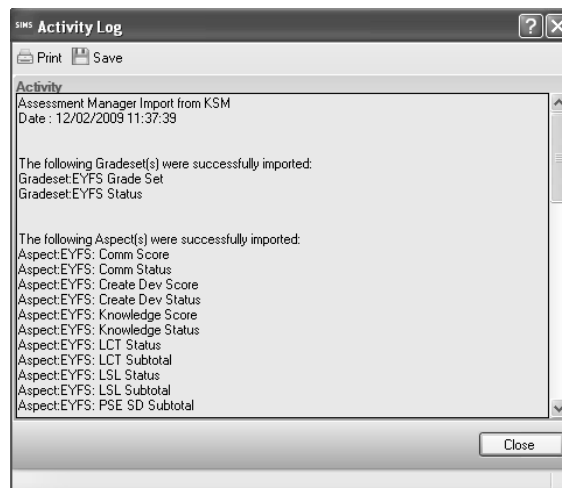


4. Navigate to **Program Files \ SIMS \ SIMS .net \ AMPA \ England Primary (and Middle Deemed Primary) \ Assessment Manager** and select **EYFS Profile Summary Wizard 2009.xml**. Click **Open**.
5. The **Import** window will now show details of the file selected.



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.



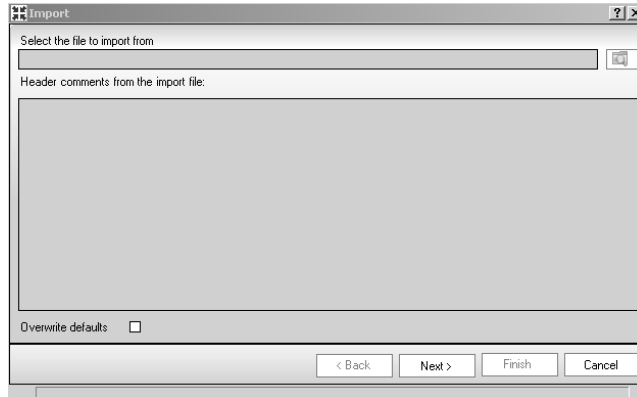
If your wizard did not import successfully please log a call with the Service Desk (**01926 414100**) stating the Key Stage you are working on and the page of this documentation you are working on.

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

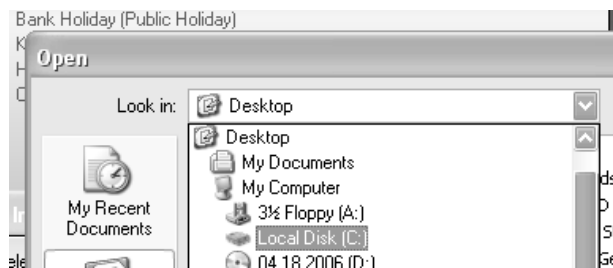
## Key Stage 1 Wizard

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

The Import window will show.

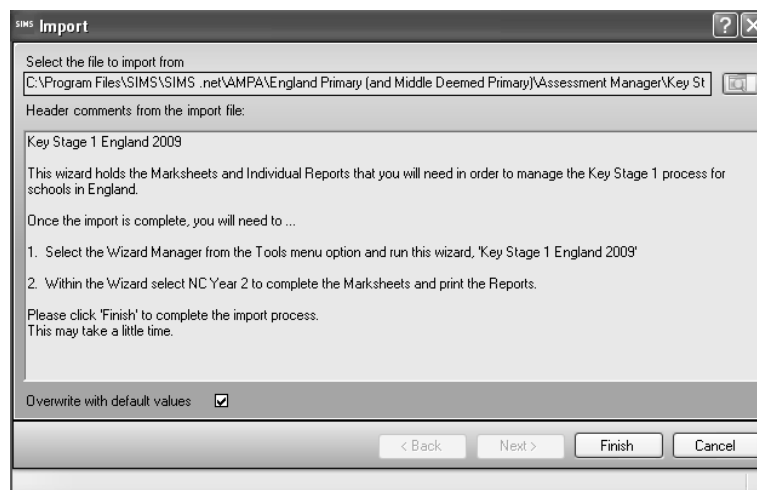


2. Click the **Magnifying Glass** icon to open the file browser window.
3. Click the drop down box next to **Look in** and select **Local Disk (C:)**



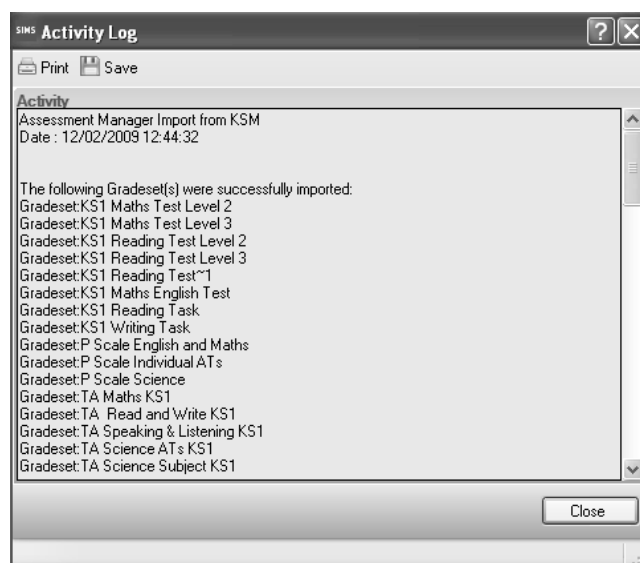
4. Navigate to **Program Files \ SIMS \ SIMS .net \ AMPA \ England Primary (and Middle Deemed Primary) \ Assessment Manager** and select **Key Stage 1 Wizard England 2009.xml**. Click **Open**.

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.



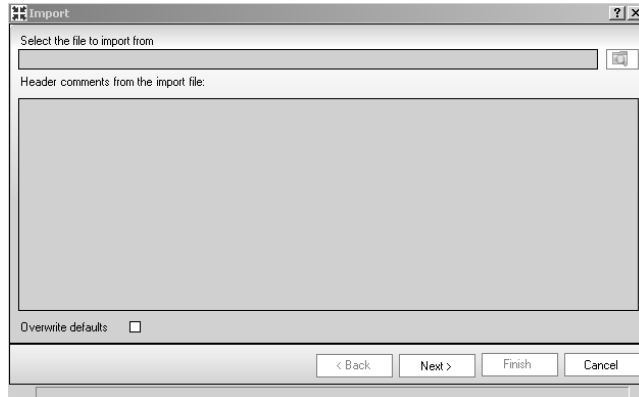
If your wizard did not import successfully please log a call with the Service Desk (**01926 414100**) stating the Key Stage you are working on and the page of this documentation you are working on.

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

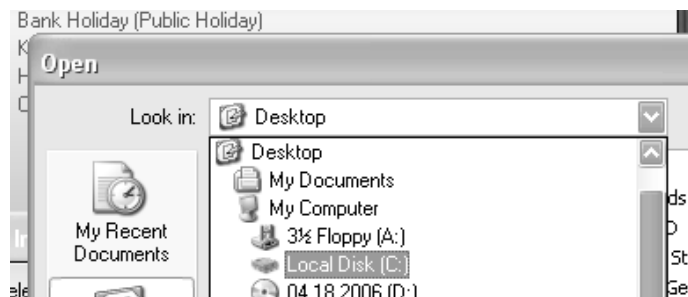
## Key Stage 2 Wizard

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

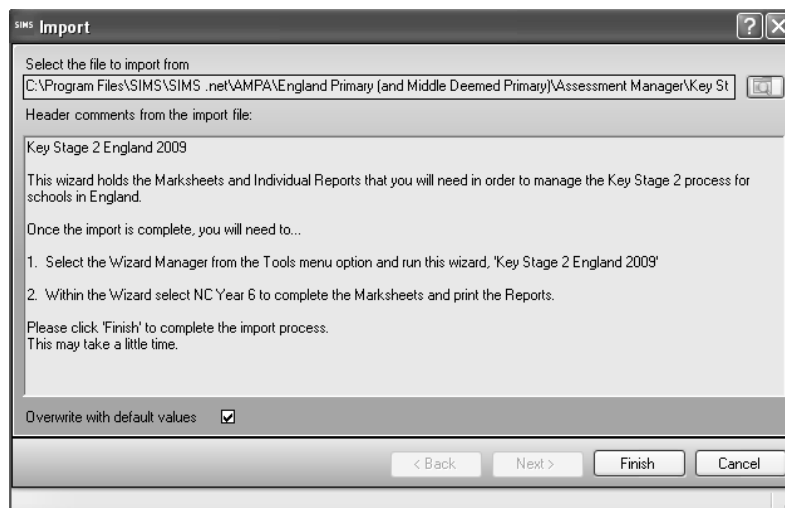
The Import window will show.



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:)**

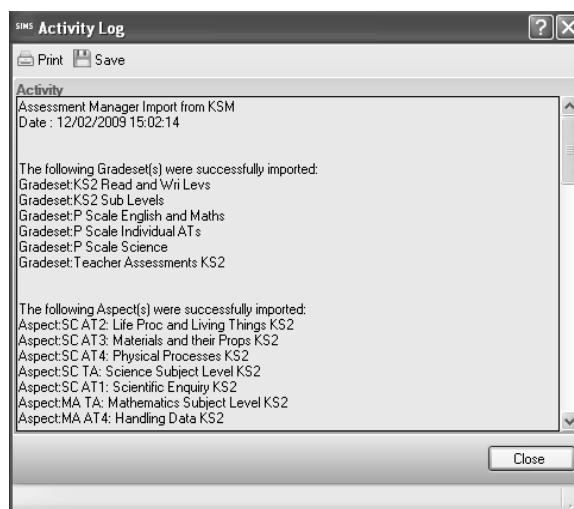


4. Navigate to **Program Files \ SIMS \ SIMS .net \ AMPA \ England Primary (and Middle Deemed Primary) \ Assessment Manager** and select **Key Stage 2 Wizard England 2009.xml**. Click **Open**.
5. The **Import** window will now show details of the file selected.



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 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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In Support of  
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**ICT Development  
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Saltisford Office Park, Ansell Way, Warwick, CV34 4UL  
Telephone 01926 414100 Fax 01926 738483  
email [ictdsservicedesk@warwickshire.gov.uk](mailto:ictdsservicedesk@warwickshire.gov.uk)