

## Key Stage 2 Assessments

### Key Stage 2 Teacher Assessments (including ICT, Religious Education, and P Scales)

Schools are asked to enter Key Stage 2 Teacher Assessments in their school MIS (SIMS/e1), together with Teacher Assessment Levels for Religious Education (see below) and for ICT (which are required as part of the response to our Ofsted inspection). These assessments, along with any P Scales (see below), should then be uploaded onto QCDA's "NCA Tools" website

<https://ncatools.qcda.gov.uk/Home.aspx> no later than **Thursday 16th June – early returns are encouraged. This step must be completed – your school MIS (SIMS/e1) does not automatically “send” the file to the QCDA.** (To access the NCA Tools website, you will need the password used for Test orders and Pupil Registration.)

Further guidance on how to submit teacher assessments is available at QCDA's "NCA Tools" website <https://ncatools.qcda.gov.uk/Home.aspx>, and detailed step-by-step guidance for SIMS/e1 will be available on the ICT Solutions website [www.eficts.norfolk.gov.uk/default.asp](http://www.eficts.norfolk.gov.uk/default.asp).

#### Early Deadline

We are asking you to submit your Teacher Assessments to the QCDA by the 16<sup>th</sup> June. This is before the QCDA deadline of 8<sup>th</sup> July, in order to give the Information and Intelligence Team time to monitor and check the files submitted to QCDA, and resolve any problems before the final QCDA deadline. **You should not wait for test results before submitting your Teacher Assessments.**

**Also, for pupil transfer purposes, please send a CTF containing appropriate pupils' data to “receiving” high schools, via Anycomms or s2s, by 17<sup>th</sup> June, without waiting for KS2 test results (MI Sheet “Pupil Transfer Information 2011” to be published in April 2011).**

#### Religious Education Levels

You are asked to submit RE Levels in accordance with the Norfolk Agreed Syllabus for RE which became statutory in September 2006. (MI Sheet 39/11, issued on 25<sup>th</sup> February 2011 and MI sheet 33/07, issued on 3<sup>rd</sup> March 2007, provide further information.) Please enter and submit RE levels along with your other Teacher Assessments. Guidance notes are provided on the ICT Solutions website. [www.eficts.norfolk.gov.uk/default.asp](http://www.eficts.norfolk.gov.uk/default.asp)

#### P Scales at KS1 and KS2 (for children on the SEN register)

P Scales should be recorded for children who are on the SEN register and are assessed at Level W. This is a statutory requirement. The **Level W should still be recorded** for the child, **in addition to the P Scale**. The school MIS (SIMS/e1) will facilitate the recording of this P Scale data and your data submission will automatically include any P Scales. Guidance is provided on the ICT Solutions website [www.eficts.norfolk.gov.uk/default.asp](http://www.eficts.norfolk.gov.uk/default.asp)

Guidance on what teachers have to assess can be found in the KS2 Assessment and Reporting Arrangements booklet, available at: [www.qcda.gov.uk/eara/](http://www.qcda.gov.uk/eara/) (but please note the booklet will not include submission of ICT or RE levels, which are local requirements).

#### Administration Workloads

The deadline for Key Stage 2 Teacher Assessments is the same date as Key Stage 1. If your school has both Y2 and Y6 pupils, please ensure that you make allowances for this workload, either by starting earlier, or by having sufficient administrative support for that week.

### **Key Stage 2 Test Results (and Optional Tests Results)**

- As in 2010, there will be no Science tests in 2011 (except for some sample/pilot schools).
- There is, again, no requirement to submit Key Stage 2 Test results or Optional Test results to the Local Authority.
- Please record your **Key Stage 2 Test** results in your **MIS (SIMS/e1)** as soon as **the up-to-date “Thresholds” have been incorporated by your MIS provider** (check ICT Solutions website for updates on this). Recording Test results is important for:
  - (a) producing statutory reports for parents**
  - (b) using in data analysis and self-evaluation (eg. for inspection purposes)**
  - (c) transferring to your pupil tracking system for early indications of value added and average point score of the cohort**