

Key Stage 2 Assessments

Key Stage 2 Teacher Assessments (including P Scales)

Your Key Stage 2 Teacher Assessments are an essential part of the government's school performance calculations. From this year, your Teacher Assessments of Writing will be used to calculate KS2 overall English results, as well as Maths and Reading Teacher Assessments being used to calculate progress where Test results are non-numerical. The Information Team is offering a service to ensure that your Key Stage 2 Teacher Assessments are complete and recorded correctly so that your unvalidated RAISEonline Summary Report in the Autumn Term is correct. If you wish to take advantage of this service, **please submit your data by the deadline** provided below.

KS2 SUBMISSION DEADLINE

- (A) If your Writing Tests are being marked internally, your deadline will be **Friday 22nd June**
- (B) If your Writing Tests are being marked externally, please advise us of this by email at: irc.schoolperformance@norfolk.gov.uk, and your deadline will be extended to **Friday 13th July** (which is STA's deadline) and the same service will be provided. This extension has been given because you are asked to take account of your test results in arriving at your teacher assessment of writing.

KS2 SUBMISSION PROCESS

- (1) Schools are required to enter the following into their school MIS (ie. SIMS or other):
 - Attainment Targets and overall Levels for English, mathematics and science (Note: your MIS can apply the necessary weighting to calculate the overall Levels)
 - P Scales for children on the SEN register who are assessed at W (details below)
- (2) Once complete, and by the above deadline (**early returns are encouraged**) the data should be uploaded onto STA's "NCA Tools" website <https://ncatools.education.gov.uk/Home.aspx>. You will need the password used for Test orders and Pupil Registration.
Please note you will need to upload your data to "NCA Tools"; your school MIS (SIMS or other) does not automatically "send" the file to "NCA Tools".

IMPORTANT: If you make any changes to your KS2 data by uploading revised data, please notify the Information Team at irc.schoolperformance@norfolk.gov.uk so we are aware we need to download a revised dataset to update our records.
- (3) Also, for pupil transfer purposes, please send a CTF containing appropriate pupils' data to "receiving" high schools, via Anycomms or s2s, by Friday 22nd

June, without waiting for KS2 test results (**MI Sheet “Pupil Transfer Information 2012” to be published in April 2012**).

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 or other) 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

Religious Education and ICT Assessments

You are no longer required to submit RE and ICT Levels with your KS2 Teacher Assessments. The projects for analysing these datasets have come to an end.

IMPORTING KEY STAGE 2 TEST RESULTS

Key Stage 2 Test Results (and Optional Tests Results)

- As in 2011, there will be no Science tests in 2012 (except for some national sample schools).
- There is no requirement to submit any Key Stage 2 Test results or Optional Test results to the Local Authority.
- KS2 Test results will be available from 10th July in electronic format (CTF format is the best option) from Key to Success www.keytosuccess.education.gov.uk/schools/ (using your s2s password).
- Please import your **Key Stage 2 Test** results (in CTF format) **into your MIS (SIMS or other)** 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

FURTHER GUIDANCE

- Further guidance on reporting, see Assessment and Reporting Arrangements 2012, at: <http://www.education.gov.uk/schools/teachingandlearning/assessment/a00197251/assessment-and-reporting-arrangements>
- Further guidance on how to submit teacher assessments is available at STA's “NCA Tools” website <https://ncatools.education.gov.uk/Home.aspx>
- Detailed step-by-step guidance for SIMS will be available on the SIMS Support website, <http://support.capitaes.co.uk/newlogin/login.asp> and on the ICT Solutions website www.eficts.norfolk.gov.uk/default.asp
- Guidance on downloading Test results from “Key to Success” is available on the ICT Solutions website www.eficts.norfolk.gov.uk/default.asp

KS2 SUMMARY

- i. Check above (A) internal marking of writing, and (B) external marking of writing, for your submission deadline, and if (B), send an email to irc.schoolperformance@norfolk.gov.uk
- ii. Follow submission process above, (1) Enter, (2) Upload, and (3) Transfer
- iii. Import KS2 Test results
- iv. If at any stage you upload any revised KS2 TAs to “NCA Tools”, email irc.schoolperformance@norfolk.gov.uk to advise there are some changes
- v. From 13th July check your provisional report at > My School > KeyData > More Info > Attainment (provisional data) *unless awaiting externally marked Writing Test results.