

## Overview and Timeline

There are some changes this year to the statutory assessment data submission processes. These include: changes to Key Stage 2 Writing with the introduction of the GPS test; the addition of Phonics Screening Check for pupils who did not meet the required standard in Year 1; new Early Years Foundation Stage profile; and earlier STA deadlines for submission. Further details at: <http://www.education.gov.uk/schools/teachingandlearning/assessment>

### Timeline

Below are the latest dates for submission of assessment information this year. You will notice that the submission dates are earlier than Standards and Testing Agency (STA) deadlines. This is necessary to allow the Information Team time to check all the files and ensure they are complete.

| LATEST DATE FOR SUBMISSION   | DATA TO BE SUBMITTED   |
|--|--|
| <b>by Friday 14<sup>th</sup> June</b><br>(STA deadline 28th June)<br><br><i>*Please see Key Stage 2 note below</i> | <b>Key Stage 2 Teacher Assessments</b> <ul style="list-style-type: none"> <li>➤ including P Scales where appropriate</li> <li>➤ Teacher Assessments are to be completed and submitted to STA/NCA Tools before test results are returned to schools</li> <li>➤ no test results should be sent to the LA</li> <li>➤ to be uploaded onto STA's NCA Tools website <a href="https://ncatools.education.gov.uk/Home.aspx">https://ncatools.education.gov.uk/Home.aspx</a> )</li> </ul> |
| <b>by Friday 21<sup>st</sup> June</b><br>(STA deadline 4 <sup>th</sup> July)                                       | <b>New Early Years Foundation Stage Profile Assessments</b> <ul style="list-style-type: none"> <li>➤ to be sent to Information Team via Anycomms</li> </ul>  |
| <b>by Friday 28<sup>th</sup> June</b><br>(STA deadline end of term)  | <b>Key Stage 1 Teacher Assessments</b> <ul style="list-style-type: none"> <li>➤ P Scales where appropriate</li> <li>➤ no test results required</li> <li>➤ to be sent to Information Team via Anycomms</li> </ul>   |
| <b>before Wednesday 3<sup>rd</sup> July</b><br>(STA deadline end of term)  | <b>Year 1 phonics screening results</b> <ul style="list-style-type: none"> <li>➤ to include year 2 pupils not meeting the required standard in year 1</li> <li>➤ to be sent to Information Team via Anycomms</li> </ul>  |

| DATA CHECKING   | Key Stage 1 and 2 Teacher Assessments   |
|---|---|
| <b>Key Stage 2 from: Friday 21<sup>st</sup> June</b><br><br><b>Key Stage 1 from: Friday 5<sup>th</sup> July</b> | Reports will be available for checking at > My School > KeyData > More Info > Attainment (provisional data).<br><br>Schools are given the opportunity to check their results before they are used for publication in RAISEonline. |

**\*Key Stage 2:** Please note that the data submitted by 28<sup>th</sup> June is used in RAISEonline. Any results submitted or amended after that date will not be included in RAISEonline in the Autumn Term. Files that are submitted by 14<sup>th</sup> June (local deadline) will be converted into reports for the above "Data Checking" process from 21<sup>st</sup> June. Any amendments reported before 28<sup>th</sup> June will be included in RAISEonline.

continued.....

## Overview and Timeline (continued)

**Further guidance:** more detailed guidance on each dataset is provided in separate downloadable documents.

### Transfer Information 2013

Guidance about the transfer of pupil information between schools in 2013 is being issued in a separate MI Sheet, and will be available on the Norfolk Schools website [www.schools.norfolk.gov.uk](http://www.schools.norfolk.gov.uk) by the end of April 2013.

### Academies:

Please note, every reference to “schools” in this MI Sheet also applies to academies.

### Contact Details for further help:

If you have questions about the arrangements or need further advice or support please contact one of the officers named below who will be pleased to try and help you.

### Information Team:

For further advice on the submission process or information on school performance data

|               |              |  |
|---------------|--------------|--|
| Chris Jackson | 01603 224223 | <a href="mailto:chris.jackson@norfolk.gov.uk">chris.jackson@norfolk.gov.uk</a> |
| Dom Mingaye   | 01603 222984 | <a href="mailto:dom.mingaye@norfolk.gov.uk">dom.mingaye@norfolk.gov.uk</a>     |

### ICT Shared Services:

For technical ICT support in school, including using Capita SIMS

|          |               |  |
|----------|---------------|--|
| Helpdesk | 0845 303 3003 | <a href="mailto:ict@norfolk.gov.uk">ict@norfolk.gov.uk</a> |
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### Education Achievement and Governance Team

For advice on statutory teacher assessment, moderation and test administration

|                 |              |  |
|-----------------|--------------|--|
| Janet Warburton | 01603 307798 | <a href="mailto:janet.warburton@norfolk.gov.uk">janet.warburton@norfolk.gov.uk</a> |
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