**MI Sheet 101/13 Recording and submitting assessments 2013 (Primary)**

# Key Stage 2 Assessments

**Key Stage 2 Teacher Assessments (including P Scales)**

**NEW THIS YEAR**:

- ➢ STA's earlier deadline means that Teacher Assessments are to be completed and submitted online to STA/NCA Tools before test results are returned to schools
- ➢ New Teacher Assessment code for non-SEN pupils working below level 1
- ➢ The statutory test in English grammar, punctuation and spelling is also new

Your Key Stage 2 Teacher Assessments are an essential part of the government's school performance calculations. The DfE has stated there will be no calculated overall English Test Levels in 2013, but Writing Teacher Assessment results will be published in RAISEonline along with Reading and Maths Test results. The results of all tests and assessments will be published in the Performance Tables. Teacher Assessments will be also be used to calculate progress in Maths and Reading where Test results are non-numerical or missing. Therefore, **the importance of submitting KS2 Teacher Assessments by the deadline cannot be over-emphasised**.

**KS2 SUBMISSION DEADLINE:  Friday 14<sup>th</sup> June**

> *"This year schools must submit their teacher assessment judgements before the results of the National Curriculum tests are returned. The new timeline for teacher assessment submission is intended to put greater emphasis on teacher assessment within the accountability system."*
>
> *KS2 Assessment and reporting arrangements 2013*

The STA's FINAL deadline is Friday 28<sup>th</sup> June. Any errors or omissions reported after this date will not be included in RAISEonline in the Autumn Term.

As last year, the Information Team will endeavour to ensure that your Key Stage 2 Teacher Assessments are complete and recorded correctly, so that your unvalidated RAISEonline data is correct. To assist us **please upload your data to "NCA Tools" by Friday 14<sup>th</sup> June** so that we can provide you with a "Data Checking" report at >My School>KeyData>More Info> Attainment (provisional data) on 21<sup>st</sup> June. Any amendments reported by 28<sup>th</sup> June will be included in RAISEonline.

**KS2 SUBMISSION PROCESS**

(1)    ENTER: Schools are required to enter the following Teacher Assessment into their school MIS (ie. SIMs or other):

- ➢ A Teacher Assessment level for each individual Attainment Target for English, mathematics and science (see below for complete list).  Note: Your MIS will apply the necessary weighting to calculate the overall Teacher Assessment Levels in English, mathematics and science.
- ➢ Additional P Scale levels, or codes for children who are assessed at Level W (see below for details)

(2)    SUBMIT: Once complete, and by the above deadline **(early returns are encouraged)** the data should be exported as a CTF file and uploaded onto STA's "NCA Tools" website at 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".**

# Key Stage 2 Assessments (continued)

(3)     CHECK: The LA will provide a provisional School Summary report of Teacher Assessments from Friday 21st June, allowing you to check your provisional report at >My School>KeyData>More Info> Attainment (provisional data).  To resolve any errors you must submit corrections to pupils' individual Teacher Assessments to the STA/NCA Tools website immediately, and at the latest by Friday 28th June.

**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 and update our records.

(4)     TRANSFER: Also, for pupil transfer purposes, please send a CTF containing appropriate pupils' data to "receiving" high schools, via Anycomms or s2s, by Friday 21st June, without waiting for KS2 test results (**MI Sheet "Pupil Transfer Information 2013" published in April 2013).**

**P Scales at KS1 and KS2**

Pupils assessed as W and on the SEN register:
P Scales (e.g. P1i, P1ii, P2i, P2ii, P3i, P3ii, P4-P8, etc) should be recorded for children who are on the SEN register and are assessed at Level W for any individual attainment target. This is a statutory requirement. The **Level W should be recorded** on the main marksheet for the child, and the **P Scale** scores recorded on the additional P Scales marksheet in the corresponding subject.

Pupils assessed as W and NOT on the SEN register:
If a child is assessed at Level W, but is NOT on the SEN register (including EAL pupils), the **Level W should be recorded** on the main marksheet for the child, and the new code **NOTSEN** recorded on the P Scales marksheet in the corresponding subject. MIS systems and the NCA Tools website will report errors for these pupils if the new code **NOTSEN** is not entered in the place of a P Scale.

Further guidance relating to SIMS is provided on the ICT Services website: www.ict.norfolk.gov.uk

**Religious Education and ICT Assessments**
You are not required to submit RE and ICT Levels with your KS2 Teacher Assessments. The projects for analysing these datasets have ended.

**Details of individual Attainment Targets**
You need to enter a Teacher Assessment level for EACH of the individual attainment targets listed below:

English individual attainment targets:
Speaking & Listening
Reading
Writing

Mathematics individual attainment targets:
Using & Applying Maths
Number & Algebra
Shape/Space & Measure
Handling Data

Science individual attainment targets:
Scientific enquiry
Life processes and living things
Materials and properties
Physical processes

Note: Your MIS will apply the necessary weighting to calculate the overall Teacher Assessment Levels in English, mathematics and science.

# Key Stage 2 Assessments (continued)

**KEY STAGE 2 TEST RESULTS**

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

➢ There is no requirement to submit any Key Stage 2 Test results or Optional Test results to the Local Authority.

➢ There will be no Science tests in 2013 (science sampling is also removed for 2013).

➢ KS2 Test results will be available from Tuesday 9th July in electronic format (CTF format is the best option) from Key to Success www.keytosuccess.education.gov.uk/schools/ (using your Secure Access log-in details).

➢ 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 Services 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 progress and calculating the average point score of the cohort

➢ From 12th July your school-level provisional Test results report will be available at >My School>KeyData >More Info>Attainment (provisional data)

**FURTHER GUIDANCE**

   ➢ Further guidance on reporting, see Assessment and Reporting Arrangements 2013, at: http://www.education.gov.uk/schools/teachingandlearning/assessment/keystage2/g0021322 1/2013-assessment-and-reporting-ks2

   ➢ 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 ICT Services website www.ict.norfolk.gov.uk

   ➢ Guidance on downloading Test results from "Key to Success" is available on the ICT Solutions website www.ict.norfolk.gov.uk

**KS2 SUMMARY**

i.      Note the submission deadline, Friday 21st June (early returns are encouraged)

Ii      Follow submission process above, (1) Enter, (2) Export to CTF and upload to "NCA Tools", (3) Check from 21st June, and (4) Transfer by 21st June

ii.     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

iii.    Import KS2 Test results