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

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
by Friday 14th June (STA deadline 28th June) *Please see **Key Stage 2** note below*	**Key Stage 2 Teacher Assessments** ➢ including P Scales where appropriate ➢ Teacher Assessments are to be completed and submitted to STA/NCA Tools before test results are returned to schools ➢ no test results should be sent to the LA ➢ to be uploaded onto STA's NCA Tools website https://ncatools.education.gov.uk/Home.aspx)
by Friday 21st June (STA deadline 4th July)	**New Early Years Foundation Stage Profile Assessments** ➢ to be sent to Information Team via Anycomms
by Friday 28th June (STA deadline end of term)	**Key Stage 1 Teacher Assessments** ➢ P Scales where appropriate ➢ no test results required ➢ to be sent to Information Team via Anycomms
<u>**before**</u> **Wednesday 3rd July** (STA deadline end of term)	**Year 1 phonics screening results** ➢ to include year 2 pupils not meeting the required standard in year 1 ➢ to be sent to Information Team via Anycomms

DATA CHECKING	Key Stage 1 and 2 Teacher Assessments
Key Stage 2 from: Friday 21st June **Key Stage 1 from: Friday 5th July**	Reports will be available for checking at > My School > KeyData > More Info > Attainment (provisional data). 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 28th June is used in RAISEonline. Any results submitted or amended after that date will note be included in RAISEonline in the Autumn Term. Files that are submitted by 14th June (local deadline) will be converted into reports for the above "Data Checking" process from 21st June. Any amendments reported before 28th 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 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	chris.jackson@norfolk.gov.uk
Dom Mingaye	01603 222984	dom.mingaye@norfolk.gov.uk

ICT Shared Services:
For technical ICT support in school, including using Capita SIMS

Helpdesk	0845 303 3003	ict@norfolk.gov.uk

Education Achievement and Governance Team
For advice on statutory teacher assessment, moderation and test administration

Janet Warburton	01603 307798	janet.warburton@norfolk.gov.uk

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 14th 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 28th 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 14th June** so that we can provide you with a "Data Checking" report at >My School>KeyData>More Info> Attainment (provisional data) on 21st June. Any amendments reported by 28th 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 ALL 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

Key Stage 1 Assessments

KS1 Teacher Assessments (including P-Scales)

As you know, you are **not** required to record KS1 Test Levels in your school MIS (SIMs or other), though you may choose to do so. The purpose of KS1 Tests is solely to inform Teacher Assessments, and the only requirement for reporting any test levels is if a parent specifically asks for them. Nationally, there is no requirement to record or collect the test scores or levels and your MIS may not be programmed to calculate correct test levels from raw scores.

KS1 SUBMISSION DEADLINE: Friday 28th June

Schools with Year 2 pupils are asked to submit KS1 Teacher Assessments **by Friday 28th June.**

KS1 SUBMISSION PROCESS

(1)   Schools are required to enter their KS1 Teacher Assessments (including any P Scales - see details below) into their MIS (SIMs or other).

Reporting requirements are as last year, ie: schools must report: a teacher assessment level in speaking and listening, reading, and writing; a separate teacher assessment level for each science attainment target; and an overall teacher assessment level in mathematics. The overall level for science will be generated by the school MIS (SIMs or other). Schools are not required to report an overall teacher assessment level for English.

(2)   Once complete, and **by Friday 28th June (early returns are encouraged)** the data should be exported as a CTF file and submitted to the Information Team, via Anycomms. **Please note you will need to upload your data as your school MIS (SIMs or other) does not automatically "send" the file to Anycomms**.

(3)   The LA will provide a provisional School Summary report of Teacher Assessments from Friday 5th July. Please check your provisional report at >My School>KeyData>More Info>Attainment (provisional data). To resolve any errors contact the LA Information Team in the first instance for advice. You may be asked to resubmit your whole Key Stage 1 CTF file, or for small changes an email may suffice.

(4)   Also, for pupil transfer purposes, please send a CTF containing the relevant pupil data to "receiving" schools, via Anycomms or s2s, **by 28th June**. **(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 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

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

Key Stage 1 Assessments (continued)

FURTHER GUIDANCE

- ➤ Further guidance on reporting, see Assessment and Reporting Arrangements 2013, at: http://www.education.gov.uk/schools/teachingandlearning/assessment/keystage1/g00216153/ks1ara
- ➤ Detailed step-by-step guidance for SIMS will be available on the ICT Services website www.ict.norfolk.gov.uk

KS1 SUMMARY

ii.   Note the submission deadline, Friday 28th June (early returns are encouraged)

iii.   Follow submission process above, (1) Enter, (2) Export and upload to Anycomms, and (3) Check from 5th July, (4) Transfer by 28th June

iv.   From 5th July check your provisional report at >My School>KeyData>More Info>Attainment (provisional data) and contact the Information Team regarding any errors.

Phonics screening check

The phonics screening check was introduced in 2012. It is a statutory assessment for all children in Year 1 and children in Year 2 who did not meet the required standard the previous year, and it will take place during the week commencing 17th June 2013.

NEW THIS YEAR:

➢ Year 2 pupils who did not have an outcome of "Wa" (Working at) in Year 1 must re-take the check in Year 2.

YEAR 1 YEAR 2 PHONICS SUBMISSION DEADLINE

Schools with Year 1 and Year 2 pupils are asked to submit their phonics screening results **before Wednesday 3rd July.** Please note that this deadline is close to the end of term, and does not allow much time for the Information Team to chase up late submissions. If you miss the deadline you may find that your RAISEonline in the Autumn Term reports your results as "zero". To avoid this, please submit your data before 3rd July.

PHONICS SUBMISSION PROCESS

(1a)   ENTER: Schools are required to enter their Year 1 phonics screening results into their MIS (SIMs or other).

(1b)   ENTER: Schools are required to enter the results for Year 2 pupils with did not meet the required standard in Year 1 into their MIS (SIMs or other)

Note: Schools are responsible for checking all their current Year 2 pupils phonics screening check results. They can check the Secure Access>KeytoSuccess website for any new pupils with no results. Any pupils who did not have an outcome of "Wa" (Working at) in Year 1 must be included in this year's phonics screening and their results recorded and submitted with the Year 1 results. Year 2 pupils who were not assessed in Year 1 should also be included in this year's screening.

(2)   SUBMIT: Once complete, and **before Wednesday 3rd July (early returns are encouraged)** the data should be exported in CTF format and submitted to the Information Team, via Anycomms.

(3)   CHECK: Provisional Phonics screening reports will be made available at >My School>KeyData >More Info>Attainment (provisional data) in mid-August, ready for schools to check in September. However, please note that the data submitted in July will be published in RAISEonline in the Autumn Term. There will be no opportunity to make amendments to your Autumn Term RAISEonline dataset.

Please note you will need to upload your data, your school MIS (SIMs or other) does not automatically "send" the file to Anycomms.

FURTHER GUIDANCE

➢ Further guidance on reporting, see Assessment and Reporting Arrangements, Phonics screening check 2013, (contained within the Key Stage 1 Arrangements book) at: http://www.education.gov.uk/schools/teachingandlearning/assessment/keystage1/g0021615 3/ks1ara

continued …..

Phonics screening check (continued)

> To check for missing Phonics screening check results go to the Secure
> Access/KeytoSuccess website: https://sa.education.gov.uk/idp/Authn/UserPassword

> Detailed step-by-step guidance will be available on the SIMS Support website,
> http://support.capitaes.co.uk/newlogin/login.asp on the ICT Solutions website
> http://ict.norfolk.gov.uk .

PHONICS SCREENING SUMMARY

i.   Note the submission deadline, <u>before</u> Wednesday 3rd July. Early returns are encouraged; late returns may result in RAISEonline in the Autumn Term reporting "zero" results.

ii.   Follow submission processes above, (1a) Enter for Year 1, (1b) Enter for Year 2 as required, (2) Export and upload to Anycomms before 3rd July, (3) Check in September.

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

Early Years Foundation Stage

NEW THIS YEAR:

➢ New framework for Early Years Foundation Stage (EYFS).

> *"The revised EYFS Profile requires practitioners to assess children against a new set of 17 early learning goals (ELGs). Practitioners should use their judgement to decide whether children have met each ELG or whether their level of attainment is above or below the level described by the ELGs. This will result in a judgement of expected, emerging or exceeding for each child."*
>
> *2103 Reporting Arrangements handbook, Early Years Foundation Stage*

Schools are only required to submit the end-of-Reception Year assessment, and not any age-related in-year assessments.

➢ The eProfile software program for tracking Early Years data is available from http://eprofile.org.uk/ but it is no longer provided by the DfE so there is a subscription cost of £40 per year. MIS systems have developed templates that allow schools to enter the end of EYFS Profile scores for each pupil and send the information to the LA as per the statutory requirement.

SUBMISSION DEADLINE: Friday 21st June

All schools with Year R pupils are asked to submit their new EYFS Profiles **by Friday 21st June (early returns are encouraged).**

SUBMISSION PROCESS

(1) ENTER: Schools are required to record the EYFS Profile assessment for each pupil in each of the 17 Early Learning Goals. It is recommended that this is recorded in, or transferred to, your main MIS (eg. SIMs or other) so all your pupil attainment data is in one central place - this will also enable you to easily produce an electronic export in the correct CTF format to submit to the LA. Schools are only required to submit the end-of-Reception Year results, and not any in-year assessments.

(2) SUBMIT: Once complete, and **by Friday 21st June (early returns are encouraged)** the data should be exported in CTF format *including pupil addresses* (see important note below) and submitted to the Information Team, via Anycomms.

   IMPORTANT
   When creating your EYFS Profile export, please ensure you tick the box for **"Pupil Addresses"** in the Export CTF window > Data to be exported panel.

   Please note you will need to upload your data; your school MIS (SIMs or other) does not automatically "send" the file to Anycomms.

(3) CHECK: Provisional EYFS Profile reports will be made available at >My School>KeyData>More Info> Attainment (provisional data) in mid-August, ready for schools to check in September. Please contact the Information Team as early as possible in September regarding any errors.

continued ….

Early Years Foundation Stage (continued)

FURTHER GUIDANCE

➢ Further guidance on statutory assessment and reporting to parents can be found in the Assessment and Reporting Arrangements Early Years Foundation Stage booklet at: http://www.education.gov.uk/schools/teachingandlearning/assessment/eyfs/g00200086/2013-assessment-and-reporting-arrangements-eyfs

➢ Detailed step-by-step guidance will be available on the SIMS Support website, http://support.capitaes.co.uk/newlogin/login.asp on the ICT Solutions website www.ict.norfolk.gov.uk.

EYFSP SUMMARY

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

ii.   Follow submission process above, (1) Enter, (2) Export and upload to Anycomms, and (3) Check

iii. Provisional EYFS Profile reports will be made available at >My School>KeyData>More Info> Attainment (provisional data) in mid-August, ready for schools to check in September. Please contact the Information Team as early as possible in September regarding any errors.