

## **Key Stage 1 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 27<sup>th</sup> June**

Schools with Year 2 pupils are asked to submit KS1 Teacher Assessments **by Friday 27<sup>th</sup> 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 27<sup>th</sup> June (early returns are encouraged)** the data should be exported as a CTF file and submitted to the Information Team, via Anycomms Plus: <https://acplus.nsix.org.uk/Login.aspx> . (If you use a secure data transfer system other than Anycomms Plus, please contact the LA Information Team to advise how and when you are sending it.)

**Please note you will need to upload your data as your school MIS (SIMs or other) does not automatically “send” the file to Anycomms Plus.**

- (3) The LA will provide a provisional School Summary report of Teacher Assessments from Friday 4<sup>th</sup> 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 or academies, via Anycomms or s2s, **by 27<sup>th</sup> June**. (See MI Sheet “Pupil Transfer Information 2014” published by end of April 2014).

### **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 code **NOTSEN** recorded on the P Scales marksheet in the corresponding subject. MIS systems will report errors for these pupils if the code **NOTSEN** is not entered in the place of a P Scale.

## MI Sheet 103 /14 Recording and submitting assessments 2014

### (Primary schools and Academies)

#### FURTHER GUIDANCE

- Further guidance on reporting, see Assessment and Reporting Arrangements 2014, at: <https://www.gov.uk/government/publications/national-curriculum-assessments-2014-key-stage-1-arrangements>
- Detailed step-by-step guidance, including Norfolk cribsheets, will be available on the ICT Services website [www.ict.norfolk.gov.uk](http://www.ict.norfolk.gov.uk)
- If schools and Academies need a reminder of their username / password to access AnyComms Plus please contact the ICT service desk on [ict@norfolk.gov.uk](mailto:ict@norfolk.gov.uk) or by telephone – 0845 303 3003.

#### KS1 SUMMARY

- i. Note the submission deadline, Friday 27<sup>th</sup> June (early returns are encouraged)
- ii. Follow submission process above, (1) Enter, (2) Export and upload to Anycomms Plus, and (3) Transfer by 27<sup>th</sup> June, (4) Check from 4<sup>th</sup> July
- iii. From 4<sup>th</sup> July check your provisional report at >My School>KeyData>More Info>Attainment (provisional data) and contact the Information Team immediately regarding any errors.

#### LA Information Team:

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

Dom Mingaye  
Chris Jackson

01603 222984  
01603 224223

[dom.mingaye@norfolk.gov.uk](mailto:dom.mingaye@norfolk.gov.uk)  
[chris.jackson@norfolk.gov.uk](mailto:chris.jackson@norfolk.gov.uk)