**MI Sheet 103/14 Recording and submitting assessments 2014
(Primary schools and Academies)**

Key Stage 2 Assessments

Key Stage 2 Teacher Assessments (including P Scales)

OVERVIEW:

Your Key Stage 2 Teacher Assessments are an essential part of the government's school performance calculations. The changes to reporting Key Stage 2 results introduced in 2013 continued unchanged for 2014. Therefore, as in 2013, there will be no calculated overall English Test Levels - Reading and Maths Test results and Writing Teacher Assessment results will be published in RAISEonline. Teacher Assessments will be used to calculate progress in Maths and Reading where Test results are non-numerical or missing. The results of all tests and assessments will be published in the Performance Tables. **Therefore, the importance of submitting KS2 Teacher Assessments by the deadline cannot be over-emphasised**.

HEAD TEACHERS DECLARATION FORMS
Schools are required to complete the online Head Teachers Declaration Form available in the Key Stage 2 Pupil Registration section of the NCA Tools Website
https://ncatools.education.gov.uk/Home.aspx - by 23rd May 2014

KS2 SUBMISSION DEADLINE: Friday 13th June

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 13th June** so that we can then provide you with a "Data Checking" report at >My School>KeyData>More Info> Attainment (provisional data) on 20th June. Any amendments reported by 27th June will be included in RAISEonline.

The DfE's FINAL deadline is Friday 27th June. Any errors or omissions reported after this date will not be included in RAISEonline in the Autumn Term.

LA moderation: Schools that are being moderated in week 9-13th June should submit their assessments as soon as possible after the moderation visit, and **BEFORE the DfE final deadline of 27th June,** using the process detailed below. (The Information Team are aware which schools are being moderated.) Unfortunately, there may not be enough time to provide a "Data Checking" report for schools assessments received after the 13th June.

KS2 SUBMISSION PROCESS

(1)   ENTER: Schools are required to enter the following Teacher Assessment into their school MIS (i.e. 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 DfE's "NCA Tools" website at https://ncatools.education.gov.uk/Home.aspx. You will need the password used for Test Orders and Pupil Registration.

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> **Note: Your school MIS (SIMs or other) does not do this automatically – you have to upload it.**
>
> - There is no requirement to send the data separately to the Information Team – just to the NCA Tools website.

(3)   CHECK: The LA will provide a provisional School Summary report of Teacher Assessments from Friday 20th 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 27th 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 / Anycomms Plus or s2s, by Friday 20th June, without waiting for KS2 test results (see **MI Sheet "Pupil Transfer Information 2014" published at 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 and the NCA Tools website will report errors for these pupils if the code **NOTSEN** is not entered in the place of a P Scale.

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.

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Religious Education and ICT Assessments
You are not required to submit RE and ICT Levels with your KS2 Teacher Assessments.

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 science sampling tests in 2014 – schools will be notified individually.

➢ KS2 Test results will be available from Tuesday 8th July in electronic (XML/CTF) format from the DfE'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 import your **Key Stage 2 Test** results (in XML/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 www.ict.norfolk.gov.uk 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 average point scores

➢ From 11th 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 2014, at:
   https://www.gov.uk/government/publications/assessment-and-reporting-arrangements-2014-key-stage-2

➢ Further guidance on how to submit teacher assessments is available at DfE's "NCA Tools" website https://ncatools.education.gov.uk/Home.aspx

➢ Detailed step-by-step guidance, including Norfolk cribsheets, will be available on the ICT Services website www.ict.norfolk.gov.uk

KS2 SUMMARY

i.   Note the submission deadline, Friday 20th June (early returns are encouraged)

ii   Follow submission process above, (1) Enter, (2) Export to CTF and upload to "NCA Tools", (3) Check from 20th June, and (4) Transfer by 20th June

iii.   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

iv.   Import KS2 Test results