

MI Sheet 103/14 Submission of Assessment Information 2014 (Primary schools and Academies)

Overview & Timeline

The Primary statutory assessment data submission processes for 2014 are broadly similar to 2013.

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 13th June (STA deadline 27 th June) <i>*Please see Key Stage 2 note below</i>	Key Stage 2 Teacher Assessments <ul style="list-style-type: none"> ➤ including P Scales where appropriate ➤ Teacher Assessments are to be completed and submitted to STA via NCA Tools website 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 20th June (STA deadline 4 th July)	Early Years Foundation Stage Profile Assessments <ul style="list-style-type: none"> ➤ to be sent to Information Team via Anycomms Plus
by Friday 27th June (STA deadline end of term)	Key Stage 1 Teacher Assessments <ul style="list-style-type: none"> ➤ P Scales where appropriate ➤ no test results required ➤ to be sent to Information Team via Anycomms Plus
by Friday 4th July (STA deadline end of term)	Year 1 phonics screening results <ul style="list-style-type: none"> ➤ to include year 2 pupils not meeting the required standard in year 1 ➤ Threshold level not disclosed until 30th June ➤ to be sent to Information Team via Anycomms Plus

DATA CHECKING	Key Stage 1 and 2 Teacher Assessments
Reports will be available for checking at > My School > KeyData > More Info > Attainment (provisional data).	
Reports available from:	Schools are given the opportunity to check their Key Stage results before they are used for publication in RAISEonline in October.
Key Stage 2: Friday 20th June	Key Stage 2 – any amendments to Key Stage 2 assessments must be uploaded to NCA Tools before 27 th June.
Key Stage 1: Friday 4th July	Key Stage 1 – any amendments to Key Stage 1 assessments must be sent to the Information Team by 11 th July.

***Key Stage 2:** Some schools are being moderated by the LA moderation team after 13th June, so should not submit their assessments until after being moderated. However, they are to submit their assessments to NCA Tools by 27th June.

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Please note that data submitted by 27th June is used in the first release of RAISEonline. Any results submitted or amended AFTER the 27th June will NOT be included in RAISEonline until the second later release, in the Spring Term.

Head Teachers Declaration Forms

Schools are required to submit Head Teachers Declaration Forms for the following:

Key Stage 2 – 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

Phonics – complete the online Head Teachers Declaration Form available in the Phonics Screening Check section of the NCA Tools Website <https://ncatools.education.gov.uk/Home.aspx> - by 27th June 2014

Further guidance: more detailed guidance on each dataset will be provided at the end of April.

Transfer Information 2014

Guidance about the transfer of pupil information between schools in 2014 is being issued in a separate MI Sheet, and will be available on the Norfolk Schools website www.schools.norfolk.gov.uk at the end of April 2014.

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.

LA Information Team:

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

Dom Mingaye	01603 222984	dom.mingaye@norfolk.gov.uk
Chris Jackson	01603 224223	chris.jackson@norfolk.gov.uk

ICT Shared Services:

For technical ICT support in school, including using Capita SIMS and Anycomms Plus

Helpdesk	0845 303 3003	ict@norfolk.gov.uk
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Education Achievement Team (LA Assessment)

For advice on statutory teacher assessment, moderation and test administration

Janet Warburton	01603 307798	janet.warburton@norfolk.gov.uk
Elizabeth Philpot	01603 307776	elizabeth.philpot@norfolk.gov.uk