

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

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Early Years Foundation Stage Profile

Overview:

- This is the second year of the new EYFS Profile, and the process is the same as 2013.
- Schools are only required to submit the end-of-Reception Year assessment, to the LA / DfE, and not any age-related in-year assessments.
- There are different systems that can record Early Years data. For example school MIS and pupil tracking systems have developed templates that allow teachers/users to enter the end-of-EYFS Profile scores for each pupil and send the information to the LA as per the statutory requirement. Other examples include “eProfile” software (please note this is no longer provided free by the DfE – see <http://eprofile.org.uk/> for further details). There is no “preferred” system – schools are free to decide which system to use.

SUBMISSION DEADLINE: Friday 20th June

All schools with Year R pupils are asked to submit their new EYFS Profiles **by Friday 20th June (early returns are encouraged)**.

Note: Schools that are being moderated in week 16-20th June should submit their assessments as soon as possible after the moderation visit. The Information Team are aware which schools are being moderated.

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 20th 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 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.)

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 Plus.

- (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.

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FURTHER GUIDANCE

- Further guidance on statutory assessment and reporting to parents can be found in the Assessment and Reporting Arrangements Early Years Foundation Stage 2014 booklet at: <https://www.gov.uk/government/publications/early-years-foundation-stage-assessment-and-reporting-2014>
- Detailed step-by-step guidance, including Norfolk crib sheets, will be available on the ICT Services website 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 or by telephone – 0845 303 3003.

EYFSP SUMMARY

- i. Note the submission deadline, Friday 20th June (early returns are encouraged)
- ii. Follow submission process above, (1) Enter, (2) Export and upload to Anycomms Plus, 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.

LA Information Team:

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

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Phonics screening check

The phonics screening check 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 16th June 2014.

YEAR 1 AND YEAR 2 PHONICS – DELAYED RELEASE OF THRESHOLD MARK (pass mark)

The threshold mark (pass mark) for the Phonics screening check has been withheld by the DfE, and will not be disclosed until 30th June 2014 (some MIS systems may be set up with an interim threshold based on last year's mark of 32). Test scores can be entered in your MIS, but please wait until your MIS system is updated with the new threshold mark BEFORE you export and send the CTF file to the Information Team (see ICT website <http://ict.norfolk.gov.uk> for latest information about the update).

(If your MIS system has not been updated with the new threshold mark by Friday 4th July, please contact the LA Information Team for further advice.)

YEAR 1 AND YEAR 2 PHONICS SUBMISSION DEADLINE – Friday 4th July

Schools with Year 1 and Year 2 pupils are asked to submit their phonics screening results **by Friday 4th July**. Please note that the timing of the release of the Threshold Mark and the deadline being close to the end of term allows very little time for the Information Team to chase up late submissions. If you miss the deadline your school results may miss the DfE cut-off, and you may find that your RAISEonline in the Autumn Term reports your Phonics results as “zero”. To avoid this, please ensure you submit your data by 4th July.

PHONICS SUBMISSION PROCESS

(1) Schools are required to 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

(2a) ENTER: Schools are required to enter their Year 1 phonics screening results into their MIS (SIMs or other).

(2b) 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 at the same time as the Year 1 results. Year 2 pupils who were not assessed in Year 1 should also be included in this year's screening. (The LA Information Team email schools in late April summarizing the number of pupils in Year 2 requiring re-checks, but this is based on earlier school census data so will not be exact - there may be other pupils who will also require re-checks.)

(3) SUBMIT: (See “**YEAR 1 AND YEAR 2 PHONICS – RELEASE OF THRESHOLD MARK**“, above, before you submit.) Once complete, and **by Friday 4th July** the data should be exported in CTF format 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.)

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- (4) 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 Plus.

FURTHER GUIDANCE

- Further guidance on reporting, see Assessment and Reporting Arrangements, Phonics screening check 2014, (contained within the Key Stage 1 Arrangements book) at: <https://www.gov.uk/government/publications/national-curriculum-assessments-2014-key-stage-1-arrangements>
- 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, including Norfolk cribsheets, will be available on the ICT Services website: <http://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 or by telephone – 0845 303 3003.

PHONICS SCREENING SUMMARY

- i. Note the submission deadline, by Friday 4th July - but wait for 2014 Threshold update to MIS. Late returns may miss DfE cut-off date and 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 Plus by 4th July, (3) Check in September.

LA Information Team:

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

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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 27th June

Schools with Year 2 pupils are asked to submit KS1 Teacher Assessments **by Friday 27th 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 27th 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 4th 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 27th 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.

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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
- 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 or by telephone – 0845 303 3003.

KS1 SUMMARY

- i. Note the submission deadline, Friday 27th June (early returns are encouraged)
- ii. Follow submission process above, (1) Enter, (2) Export and upload to Anycomms Plus, and (3) Transfer by 27th June, (4) Check from 4th July
- iii. From 4th 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

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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