

## Submission of Assessment Information 2015 (Primary) 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 19<sup>th</sup> June

Schools with Year 2 pupils are asked to submit KS1 Teacher Assessments **by Friday 19<sup>th</sup> June**. The deadline is a week earlier than 2014.

### 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, i.e. 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 19<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; your school MIS (SIMs or other) does not automatically “send” the file to Anycomms Plus.**

- (3) (3) The LA will provide a provisional School Summary report of Teacher Assessments from Thursday 25<sup>th</sup> June. Please check your provisional report (note new location) in Perspective Lite > Documents > Document Pool > LA Documents > Provisional Key Stage reports. Please contact the Information Team as early as possible regarding any errors.
- (4) Also, for pupil transfer purposes, please send a CTF containing the relevant pupil data to “receiving” schools or academies, via Anycomms Plus or s2s, **by 26<sup>th</sup> June**. (See **MI Sheet “Pupil Transfer Information 2015” published in April 2015**).

### P Scales at KS1

#### Pupils assessed as W and on the SEN register:

P Scales (i.e. P1i, P1ii, P2i, P2ii, P3i, P3ii, P4-P8) should be recorded for children who are on the SEN register and are assessed at Level W for any individual attainment target, or overall subject (Maths or Science). 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(s).

#### 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(s). MIS systems will report errors for these pupils if the code **NOTSEN** is not entered in the place of a P Scale.

## FURTHER GUIDANCE

- Further guidance on reporting, see Assessment and Reporting Arrangements 2015, at: <https://www.gov.uk/government/collections/teacher-assessment-key-stage-1-and-key-stage-2>
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- 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) / 0845 303 3003.

## KS1 SUMMARY

- i. Note the submission deadline, Friday 19<sup>th</sup> June (early returns are encouraged)
- ii. Follow submission process above, (1) Enter, (2) Export and upload to Anycomms Plus by 26<sup>th</sup> June, (3) Check at Perspective Lite > Documents > Document Pool > LA Documents > Provisional Key Stage reports 4) Transfer.

## LA Information Team:

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

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