

Submission of Assessment Information 2015 (Primary) Key Stage 2 Tests & 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 process and the methodology used since 2013 continues unchanged for 2015. Reading and Maths Test results and Writing Teacher Assessment results will be published in RAISEonline, and 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 22nd May 2015

KS2 SUBMISSION DEADLINE: Friday 12th June

- You must ensure that your Key Stage 2 Teacher Assessments are all complete and recorded correctly, so that your unvalidated RAISEonline data will be correct.
- **Please upload your data to "NCA Tools" by Friday 12th June** – and rectify any errors or faults displayed on the NCA Tools website and respond to any queries from the NCA Tools team.
- We will then produce a "Data Checking" school-summary report from Thursday 18th June so you can check it, and give you time to make any changes - any subsequent amendments you submit to "NCA Tools" by **26th June** (DfE final deadline) will then be included in RAISEonline.
- 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 8-12th June should submit their assessments as soon as possible after the moderation visit, and **BEFORE the DfE final deadline of 26th 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 submitted after the 12th 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.

Please note you will need to upload your data; your school MIS (SIMs or other) does not automatically “send” the file to the NCA Tools website.

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 19th June, allowing you to check your provisional report (note new location) in Perspective Lite > Documents > Document Pool > LA Documents > Provisional Key Stage reports. 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 26th 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 19th June, without waiting for KS2 test results (see **MI Sheet “Pupil Transfer Information 2015” published in April 2015**).

P Scales at KS2

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 in the following combination:

- If **Overall** subject grade is **calculated as W**, then each individual attainment target in that subject which is W **also requires a corresponding P Scale**. 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** for the corresponding subject(s).
- If **Overall** subject grade is **calculated as Level 1** or above, then corresponding **P Scales scores**, in that subject **are NOT required**. So even if one individual attainment target is level W, do not enter any corresponding P Scale score – the DfE/STA do not require it. Each subject is treated separately. (Entering P Scales scores when they are not required also causes problems when submitting data to the NCA Tools website.)

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.

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

- There is no requirement to submit any Key Stage 2 Test results or Optional Test results to the Local Authority.
- There will be NO science sampling tests in 2015 – these are planned to resume in 2016 and schools will be notified individually.
- KS2 Test results will be available from Tuesday 7th July in electronic (XML/CTF) format from the DfE “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 10th July your school-level provisional **Test** results report will be available (note new location) in Perspective Lite > Documents > Document Pool > LA Documents > Provisional Key Stage reports.

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>
- 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 19th June (early returns are encouraged)
- ii. Follow submission process above, (1) Enter, (2) Export to CTF and upload to “NCA Tools”, (3) Check from 19th June, and (4) Transfer by 19th June

- iii. If at any time you upload any revised KS2 TAs to “NCA Tools”, please email irc.schoolperformance@norfolk.gov.uk to advise there are any changes
- iv.. Import KS2 Test results

LA Information Team:

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

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