

## Submission of Assessment Information 2015 (Primary)

### Overview & Timeline

The Primary statutory assessment data submission processes for 2015 are broadly similar to 2014, with a small change to the deadline dates for KS1 and EYFS.

Below are the latest dates for submission of assessment information this year. 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  |
|---|---|
| <b>by Friday 12<sup>th</sup> June</b><br>(STA deadline 26th June) | <b>Key Stage 2 Teacher Assessments</b> <ul style="list-style-type: none"><li>➤ including P Scales where appropriate</li><li>➤ Teacher Assessments are to be completed and submitted to STA, via NCA Tools website, before test results are returned to schools</li><li>➤ no assessment or test results should be sent to the LA</li><li>➤ to be uploaded onto STA's NCA Tools website<br/><a href="https://ncatools.education.gov.uk/Home.aspx">https://ncatools.education.gov.uk/Home.aspx</a></li></ul> |
| <b>by Friday 19th June</b>  | <b>Key Stage 1 Teacher Assessments</b> <ul style="list-style-type: none"><li>➤ P Scales where appropriate</li><li>➤ no test results should be sent to the LA</li><li>➤ to be sent to Information Team (BIPS) via Anycomms Plus</li></ul>  |
| <b>by Friday 26<sup>th</sup> June</b>                             | <b>Early Years Foundation Stage Profile Assessments</b> <ul style="list-style-type: none"><li>➤ to be sent to Information Team (BIPS) via Anycomms Plus</li></ul>   |
| <b>by Friday 3<sup>rd</sup> July</b>                              | <b>Year 1 phonics screening results</b> <ul style="list-style-type: none"><li>➤ to also include year 2 pupils not meeting the required standard in year 1</li><li>➤ to be sent to Information Team (BIPS) via Anycomms Plus</li></ul>   |

| DATA CHECKING   | Key Stage 2, Key Stage 1, Phonics and EYFS  |
|---|---|
| Reports will be available for checking in (note new location) Perspective Lite > Documents > Document Pool > LA Documents > Provisional Key Stage reports |   |
| <b>Reports available from:</b>  | Schools are given the opportunity to check their Key Stage results before they are published in RAISEonline in the Autumn.    |
| <b>Key Stage 2 TA: Thursday 18<sup>th</sup> June</b>  | Key Stage 2 TA (any amendments to Key Stage 2 assessments must be uploaded to NCA Tools before 26 <sup>th</sup> June.)        |
| <b>Key Stage 1: Thursday 25<sup>th</sup> June</b>   | Key Stage 1 – any amendments to Key Stage 1 assessments must be sent to the Information Team (BIPS) by 10 <sup>th</sup> July. |
| <b>Key Stage 2 test: Friday 10<sup>th</sup> July</b>  | Key Stage 2 test (from NCA Tools test results data)   |
| <b>Phonics &amp; EYFS: to be confirmed</b>  | We will advise schools when these reports will be made available  |

**Moderation – all Key Stages:** Some schools are being moderated by the LA moderation team so should not submit their assessments until AFTER being moderated.

**Moderation – Key Stage 2:** All KS2 assessments have to be submitted to NCA Tools by 26<sup>th</sup> June. This data is used in the first release of RAISEonline. Any results submitted or amended AFTER the 26<sup>th</sup> June will NOT be included in RAISEonline until the second later release, in the Spring Term.

### Assessment Roadshows

ICT are running a series of roadshows where there will be a presentation and Q&A session on all the main Assessment information. Full details are on the ICT website:

<http://www.ict.norfolk.gov.uk/page.aspx?id=515>

### Transfer Information 2015

Guidance about the transfer of pupil information between schools in 2015 is being issued in a separate MI Sheet, and is available on the Norfolk Schools website [www.schools.norfolk.gov.uk](http://www.schools.norfolk.gov.uk)

### 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 teams listed below who will be pleased to try and help you.

### Business Intelligence and Performance Service (BIPS)

For further advice on the submission process or information on school performance data  
Dom Mingaye / Chris Jackson [irc.schoolperformance@norfolk.gov.uk](mailto:irc.schoolperformance@norfolk.gov.uk)

### ICT Shared Services:

For technical ICT support in school, including using Capita SIMS  
Helpdesk [ict@norfolk.gov.uk](mailto:ict@norfolk.gov.uk) 0845 303 3003

### Education Achievement Team (LA Assessment)

For advice on statutory teacher assessment, moderation and test administration  
John Crowley / Julia Idiens [assessment@norfolk.gov.uk](mailto:assessment@norfolk.gov.uk) (01603 307797)

## Early Years Foundation Stage Profile

### Overview:

- The process is the same as 2014. (The deadline date is a week later than 2014)
- Schools are only required to submit the end-of-Reception Year assessment to the LA, 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.

### SUBMISSION DEADLINE: Friday 26<sup>th</sup> June

All schools with Year R pupils are asked to submit their completed EYFS Profiles **by Friday 26<sup>th</sup> June (early returns are encouraged)**.

### 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 (e.g. 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 26<sup>th</sup> 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

The DfE require postcodes of all EYFS pupils so please ensure you include this information when creating your EYFS Profile exports.

**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 (note – new location) in Perspective Lite > Documents > Document Pool > LA Documents > Provisional Key Stage reports, for schools to check. We will advise schools when these provisional reports become available. Please contact the Information Team as early as possible regarding any errors.

## FURTHER GUIDANCE

- Further guidance on statutory assessment and reporting to parents can be found in the Assessment and Reporting Arrangements Early Years Foundation Stage 2015 booklet at: <https://www.gov.uk/government/publications/early-years-foundation-stage-assessment-and-reporting-arrangements-ara>
- Detailed step-by-step guidance, including Norfolk crib sheets, 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.

## EYFSP SUMMARY

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

## LA Information Team:

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

Dom Mingaye / Chris Jackson

[irc.schoolperformance@norfolk.gov.uk](mailto:irc.schoolperformance@norfolk.gov.uk)

## 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 15<sup>th</sup> June 2015.

### HEAD TEACHERS DECLARATION FORMS

Schools are required to complete the online Head Teachers Declaration Form available in the Phonics section of the NCA Tools Website <https://ncatools.education.gov.uk/Home.aspx> - by 26<sup>th</sup> June 2015

### 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 29<sup>th</sup> June 2015 (some MIS systems may be set up with an interim threshold based on last year's mark of 32). However, **DO NOT WAIT** for the Threshold Mark to be released – **you can enter the Phonics scores, export and send the CTF file to the LA Information Team WITHOUT the Threshold Mark/Outcome in your MIS.**

### YEAR 1 AND YEAR 2 PHONICS SUBMISSION DEADLINE – Friday 3<sup>rd</sup> July

Schools with Year 1 and Year 2 pupils are asked to submit their phonics screening results **by Friday 3<sup>rd</sup> July - early returns are encouraged.** Please note that 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 date, 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 3<sup>rd</sup> July – **you can enter the Phonics scores, export and send the CTF file to the LA Information Team WITHOUT the Threshold Mark/Outcome in your MIS.**

### 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 26<sup>th</sup> June 2015
- (2a) ENTER Year 1 pupils: Schools are required to enter their Year 1 phonics screening results (scores) into their MIS (SIMs or other).
- (2b) ENTER Year 2 pupils: Schools are required to enter the results (scores) for Year 2 pupils who did not meet the required standard or did not sit the test in Year 1 into their MIS (SIMs or other)

Note 1: Schools are responsible for checking all their current Year 2 pupils phonics screening check results. They can check the 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 (usually in separate mark sheets - see SIMs cribsheets for detailed information). Year 2 pupils who were not assessed in Year 1 should also be included in this year's screening.

Note 2: The LA Information Team email schools in April summarising the number of pupils in Year 2 requiring re-checks – however, this is based on earlier school census data so may not be exact.

- (3) SUBMIT: Once complete, and **by Friday 3<sup>rd</sup> July (early returns are encouraged)** the data should be exported in CTF format and submitted to the Information Team, via Anycomms Plus (<https://acplus.nsix.org.uk/Login.aspx>). Send two separate CTF files – one for Yr 1 and the second with the Yr 2 re-checks – **you can enter the Phonics scores, export and send the**

**CTF files to the LA Information Team WITHOUT the Threshold Mark/Outcome in your MIS.**

(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.)

- (4) CHECK: Provisional Phonics screening reports will be made available (note new location) in Perspective Lite > Documents > Document Pool > LA Documents > Provisional Key Stage reports, ready for schools. We will advise schools when these provisional reports become available. Please contact the Information Team as early as possible regarding any errors.
- (5) 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 2015, (contained within the Key Stage 1 Arrangements at: <https://www.gov.uk/government/collections/teacher-assessment-key-stage-1-and-key-stage-2>)
- 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 crib sheets, 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](mailto:ict@norfolk.gov.uk) / 0845 303 3003.

**PHONICS SCREENING SUMMARY**

- (i) Note the submission deadline, by Friday 3<sup>rd</sup> July. **DO NOT WAIT** for the Threshold Mark to be released – **you can enter the Phonics scores, export and send the CTF file to the LA Information Team WITHOUT the Threshold Mark/Outcome in your MIS.**
- (ii) Late returns may miss the DfE cut-off date and result in RAISEonline in the Autumn Term reporting “zero” results.
- (iii) Follow submission processes above, (2a) Enter for Year 1, (2b) Enter for Year 2 as required, (3) Export and upload to Anycomms Plus by 4th July, (4) Check at > Perspective Lite > Documents > Document Pool > LA Documents > Provisional Key Stage reports

**LA Information Team:**

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

Dom Mingaye / Chris Jackson

[irc.schoolperformance@norfolk.gov.uk](mailto:irc.schoolperformance@norfolk.gov.uk)

## 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.**

- (6) (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>
- 
- 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

Dom Mingaye / Chris Jackson

[irc.schoolperformance@norfolk.gov.uk](mailto:irc.schoolperformance@norfolk.gov.uk)



## 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 22<sup>nd</sup> May 2015

#### KS2 SUBMISSION DEADLINE: Friday 12<sup>th</sup> 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 12<sup>th</sup> 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 18<sup>th</sup> June so you can check it, and give you time to make any changes - any subsequent amendments you submit to “NCA Tools” by **26<sup>th</sup> 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 8-12<sup>th</sup> June should submit their assessments as soon as possible after the moderation visit, and **BEFORE the DfE final deadline of 26<sup>th</sup> 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 12<sup>th</sup> 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 19<sup>th</sup> 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 26<sup>th</sup> 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](mailto: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 19<sup>th</sup> 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 7<sup>th</sup> 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](http://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 10<sup>th</sup> 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](http://www.ict.norfolk.gov.uk)

#### KS2 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 to CTF and upload to “NCA Tools”, (3) Check from 19<sup>th</sup> June, and (4) Transfer by 19<sup>th</sup> June

- iii. If at any time you upload any revised KS2 TAs to “NCA Tools”, please email [irc.schoolperformance@norfolk.gov.uk](mailto: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

Dom Mingaye / Chris Jackson

[irc.schoolperformance@norfolk.gov.uk](mailto:irc.schoolperformance@norfolk.gov.uk)