

# Submission of assessment information – Detailed guidance 2017 (Primary)

## Overview and Timeline

Below are the recommended latest dates for submission of assessment information this year, as outlined in MI Sheet 38/2017. This MI sheet gives further details and guidance.

For KS1 and KS2 Teacher Assessments, the LA is recommending that you submit your data by the **23<sup>rd</sup> June**, or earlier if possible. This is to assist you in resolving any errors or omissions before the 29<sup>th</sup> June DfE deadline.

Below are the submission deadlines recommended by the LA, followed by important information on how to check your data submissions.

LATEST DATE FOR SUBMISSION	DATA TO BE SUBMITTED
<b>EYFSP</b> by Friday 16 <sup>th</sup> June	<b>Early Years Foundation Stage Profile Assessments</b> ➤ to be sent to Education Achievement Service (EAS) <b>via Anycomms Plus</b>
<b>Key Stage 2</b> by Friday 23 <sup>rd</sup> June	<b>Key Stage 2 Teacher Assessments</b> ➤ including P Scales where appropriate ➤ Teacher Assessments are to be completed and submitted <b>to STA, via NCA Tools website</b> ➤ no results should be sent to the LA – just to NCA Tools
<b>Key Stage 1</b> by Friday 23 <sup>rd</sup> June	<b>Key Stage 1 Teacher Assessments</b> ➤ P Scales where appropriate ➤ to be sent to Education Achievement Service (EAS) <b>via Anycomms Plus</b> ➤ no <b>test</b> results should be sent to the LA
<b>Phonics (Yr 1 &amp; selected Yr 2)</b> by Friday 30 <sup>th</sup> June	<b>Phonics screening results</b> ➤ to also include year 2 pupils not meeting the required standard in year 1 ➤ to be sent to Education Achievement Service (EAS <b>via Anycomms Plus</b>

## Data Checking

The LA will produce **Provisional School Summary Reports** – so schools have the opportunity to check their Key Stage results **and resolve any issues before they are used for publication in the RAISEonline replacement/DfE Inspection Dashboards**. To allow time to get these checking reports out to all the schools to check, we need your data returns by the deadlines above – we can't guarantee we can produce the checking reports if data is received after our recommended deadlines - ***so please submit your data returns in time, and earlier if possible.***

These provisional reports will be available for checking in **Perspective Lite > Documents > Document Pool > LA Documents > (9) Summer 2017 > Provisional Key Stage reports.**

### Data Checking - reports availability

- EYFS: from Monday 19<sup>th</sup> June
- Key Stage 2 TA: from Monday 26<sup>th</sup> June
- Key Stage 1 TA: from Monday 26<sup>th</sup> June
- Phonics: from Monday 3<sup>rd</sup> July

### For information:

- Key Stage 2 test: from Friday 7<sup>th</sup> July

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

**Moderation – Key Stage 2:** All KS2 assessments have to be submitted to NCA Tools by 29<sup>th</sup> June. Any amendments submitted AFTER the 29<sup>th</sup> June will NOT be included in the first release of the RAISEonline replacement/DfE Inspection Dashboards.

### **Transfer Information 2017**

Guidance about the transfer of pupil information between schools in 2017 will be issued separately as an MI Sheet 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:**

#### **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

Website (SIMS): <http://www.ict.norfolk.gov.uk/schoolmanagement/sims/default.aspx>

#### **Education Achievement Service (EAS)**

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

Dom Mingaye 01603 222984

Chris Jackson 01603 224223

(Formerly also known as the LA Information Team)

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

Assessments Help & Guidance website: <http://www.schools.norfolk.gov.uk/School-administration/Key-stage-assessments-/index.htm>

For advice on statutory teacher assessment, moderation and test administration

Amanda Lowe / 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 2016
- Schools are required to submit only the end-of-Reception Year assessment to the LA, and not any age-related “in-year” assessments.

### EYFS SUBMISSION DEADLINE: Friday 16<sup>th</sup> June

All schools with Year R pupils are asked to submit their completed EYFS Profiles **by Friday 16<sup>th</sup> June (early returns are encouraged)**.

### EYFS 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) **EXPORT & SUBMIT:** Once complete, and **by Friday 16<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 EAS/LA Information Team, via Anycomms Plus: <https://acplus.nsix.org.uk/Login.aspx> (In Service, select “EAS-Assessment Results”).

**IMPORTANT** - The DfE require home postcodes of all EYFS pupils so please ensure you include this information when creating your EYFS Profile CTF export files.

**Please note you will need to upload your data; your school MIS does not automatically “send” the file to Anycomms Plus.**

- (3) **CHECK:** Provisional EYFS Profile School summary reports will be made available in Perspective Lite > Documents > Document Pool > LA Documents > (9) Summer 2017 > Provisional Key Stage reports, for schools to check – **available from Monday 19<sup>th</sup> June**.
- (4) **REPORT** any errors in the provisional report to the EAS/LA Information Team as soon as possible.
- (5) Please note that the data submitted will be published in the RAISEonline replacement/DfE Inspection Dashboards in the Autumn Term.

### PUPILS WHO MOVE SCHOOLS

If a pupil transfers schools before the summer half term holiday, the new setting must report the pupil results to its LA. If a pupil transfers schools during the second half of the summer term then the previous school is responsible for reporting to the LA.

### PUPIL TRANSFER FILES – TO NEW SCHOOLS

Please check that any formal End-of-Key-Stage judgements/outcomes/scores that were recorded in separate Assessment recording systems have been transferred to your main MIS system – this is to ensure that any Common Transfer Format (CTF) files you need to create and send to new schools contain ALL the relevant data for pupils who are moving schools.

## FURTHER GUIDANCE

- Further guidance on statutory assessment and reporting to parents can be found in the Assessment and Reporting Arrangements Early Years Foundation Stage 2017 booklet at: <https://www.gov.uk/guidance/2017-early-years-foundation-stage-assessment-and-reporting-arrangements-ara>
- There is further help and guidance on the actual entering of assessment data, submitting the data returns, SIMS Crib Sheets, and common problems experienced, available at the following website: <http://www.schools.norfolk.gov.uk/School-administration/Key-stage-assessments-/index.htm>
- There are further resources for SIMS users 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

<b>EYFS Deadline – Friday 16th June</b>
<b>Enter</b> data in MIS > <b>Export</b> CTF file > <b>Submit</b> to LA by uploading to Anycomms Plus > <b>Check</b> Provisional report in Perspective > <b>Report</b> any discrepancies to EAS/LA Information Team

## Education Achievement Service (EAS)

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

Dom Mingaye

01603 222984

Chris Jackson

01603 224223

(Formerly also known as the LA Information Team)

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

## Phonics screening check

### OVERVIEW

- The process is the same as 2016
- 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
- Phonics test week is 12-16 June (Timetable variation week for absent pupils 19<sup>th</sup> – 23<sup>rd</sup> June)

### PHONICS SUBMISSION DEADLINE – Friday 30<sup>th</sup> June

Schools with Year 1 and Year 2 pupils are asked to submit their phonics screening results **by Friday 30<sup>th</sup> June - early returns are encouraged.**

Please note that the deadline being close to the end of term allows very little time for the EAS/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 the first release of the RAISEonline replacement DfE Inspection Dashboards shows your Phonics results as “zero”. To avoid this, please submit your data by the deadline.

### PHONICS – DELAYED RELEASE OF THRESHOLD MARK (pass mark)

The threshold mark (pass mark) for the Phonics screening check is withheld by the DfE, and will not be disclosed until 26<sup>th</sup> June (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 EAS/LA Information Team WITHOUT the Threshold Mark/Outcome in your MIS** (but you must enter an Outcome for Absent (A), Left (L), or Did not sit the test (D) pupils).

### PHONICS SUBMISSION PROCESS

#### (1) ENTER the pupil scores:

- ENTER Year 1 pupils: Schools are required to enter their Year 1 phonics screening results (scores) into their MIS. The correct code should also be entered for any pupils who are not entered for the screening test (see Further Guidance section, below).
- 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.

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, including pupils who were not assessed, must be included in this year's phonics screening, and their results recorded and submitted at the same time as the Year 1 results (see Further Guidance section, below).

Note 2: The EAS/LA Information Team emails schools in April to inform them of the Year 2 pupils requiring re-checks. The information is based on Spring school census data so may not be exact – it is the school's responsibility to ensure ALL their Year 2 pupils Phonics results are checked, and the pupils re-tested where necessary.

- #### (2) EXPORT & SUBMIT:
- Once complete, and **by Friday 30<sup>th</sup> June (early returns are encouraged)** the data should be exported in CTF format and submitted to the EAS/LA Information Team, via Anycomms Plus (<https://acplus.nsix.org.uk/Login.aspx>) (In Service,

select “EAS-Assessment Results”). Schools need to send ALL year 1 pupils Phonics scores and the Year 2 pupils who were re-tested – either in one combined file, or two separate files (in Anycomms Plus, you can add a description to each file). **You can enter the Phonics scores, export and send the CTF files to the EAS/LA Information Team WITHOUT the Threshold Mark/Outcome in your MIS.**

**Please note you will need to upload your data; your school MIS does not automatically “send” the file to Anycomms Plus.**

- (3) CHECK: Provisional Phonics School summary screening reports will be made available in Perspective Lite > Documents > Document Pool > LA Documents > (9) Summer 2017 > Provisional Key Stage reports, ready for schools – **available from Monday 3<sup>rd</sup> July.**
- (4) REPORT any errors in the provisional report to the EAS/LA Information Team as soon as possible.
- (5) Please note that the data submitted will be published in the RAISEonline replacement/DfE Inspection Dashboards in the Autumn Term.
- (6) 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 **30th June**

## **PUPIL TRANSFER FILES – TO NEW SCHOOLS**

Please check that any formal End-of-Key-Stage judgements/outcomes/scores that were recorded in separate Assessment recording systems have been transferred to your main MIS system – this is to ensure that any Common Transfer Format (CTF) files you need to create and send to new schools contain ALL the relevant data for pupils who are moving schools.

Also, for pupil transfer purposes for Year 2 pupils, please send a Common Transfer Format (CTF) File containing the relevant pupil data to “receiving” schools or academies, via Anycomms Plus or s2s, **by Friday 30<sup>th</sup> June.**

## **FURTHER GUIDANCE**

- Further guidance on reporting, see Assessment and Reporting Arrangements, Phonics screening check 2017, contained within the Key Stage 1 Arrangements at: <https://www.gov.uk/guidance/2017-key-stage-1-assessment-and-reporting-arrangements-ara>
- There is further help and guidance on the actual entering of assessment data, submitting the data returns, SIMS Crib Sheets, and common Phonics problems experienced, available at the following website: <http://www.schools.norfolk.gov.uk/School-administration/Key-stage-assessments-/index.htm>
- There are further resources for SIMS users on the ICT Services website [www.ict.norfolk.gov.uk](http://www.ict.norfolk.gov.uk).
- To check for missing Phonics screening check results go to the Secure Access/KeytoSuccess website: <https://sa.education.gov.uk/idp/Authn/UserPassword>
- 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 - SUMMARY

<b>Phonics Deadline – Friday 30<sup>th</sup> June</b> - don't wait for Threshold mark/Outcome to be published
<b>Enter</b> data in MIS > <b>Export</b> CTF file > <b>Submit</b> to LA by uploading to Anycomms Plus > <b>Check</b> Provisional report in Perspective > <b>Report</b> any discrepancies to EAS/LA Information Team

### Education Achievement Service (EAS)

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

Dom Mingaye

01603 222984

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

## Key Stage 1 Assessments (including P Scales)

### OVERVIEW

- The method to **assess** the pupils is the same as last year (assessment without levels)
- Schools have to submit TA data for pupils who sat the KS1 tests but then left the school
- The process to **enter and submit data to the LA is very similar to last year**, but with a small difference in how to handle pupils who move schools during the test period
- No requirement to send KS1 TEST results to the LA, and no requirement to record the KS1 Test results in your MIS (although you may choose to do so)

### KS1 SUBMISSION DEADLINE - Friday 23<sup>rd</sup> June

Schools with Year 2 pupils are asked to submit KS1 Teacher Assessments to the LA **by Friday 23<sup>rd</sup> June – early returns are encouraged.**

This is the date the LA is recommending that you submit your data by. This is earlier than the DfE deadline, and is to assist you in resolving any errors or omissions before the 30<sup>th</sup> June DfE deadline.

### KS1 SUBMISSION PROCESS

- (1) ENTER: Schools are required to enter the following KS1 Teacher Assessments into their MIS.
  - A Teacher Assessment “outcome” in reading, writing, mathematics and science. (Schools are not required to report an overall teacher assessment outcome for English.)
  - Additional P Scales or NOTSEN codes, for children who are assessed at Outcome BLW (or HNM for Science) (see section “Assessment Outcome “BLW” – P Scales & NOTSEN below for details).
- (2) EXPORT & SUBMIT: Once complete, and **by Friday 23<sup>rd</sup> June (early returns are encouraged)** the data should be exported as a CTF file and submitted to the EAS/Information Team, via Anycomms Plus: <https://acplus.nsix.org.uk/Login.aspx> (In Service, select “EAS-Assessment Results”).

**Please note you will need to upload your data; your school MIS does not automatically “send” the file to Anycomms Plus.**

- (3) CHECK: Provisional KS1 Teacher Assessment School Summary reports will be made available in in Perspective Lite > Documents > Document Pool > LA Documents > (9) Summer 2017 > Provisional Key Stage reports – **available from Monday 26<sup>th</sup> June.**
- (4) REPORT any errors in the provisional report to the EAS/LA Information Team as soon as possible.

Note: The DfE deadline for schools to submit assessment data to the LA is the **30<sup>th</sup> June**. If schools need to re-submit assessment data after the 30<sup>th</sup> June, then they must contact the EAS/LA Information Team to discuss the circumstances/reasons for re-submitting the data - **before** they re-submit it.

- (5) Please note that the data submitted will be published in the RAISEonline replacement/DfE Inspection Dashboards in the Autumn Term.



- (6) Schools are required to complete the online Head Teachers Declaration Form available in the NCA Tools Website <https://ncatools.education.gov.uk/Home.aspx> - by **30th June**.

## PUPILS WHO MOVE SCHOOLS

The guidance on how to report KS1 pupils who move schools has been changed from 2016.

- Schools must submit the TA for all the pupils who take all the KS1 tests with their school, including for the pupils who leave the school after the KS1 tests but before the end of the school year.
- If a pupil changes school during the KS1 test period in May 2017, the receiving school must find out which tests have already been administered to the pupil and administer any remaining tests. **The school where the pupil was registered for the greater number of school days in May should submit TA data for that pupil to the LA.**

Care must be taken with MIS systems to include the correct pupils, including pupils who have recently left, in the CTF files submitted to the LA. Please see the Further Guidance section below, on extra resources available to help you with this.

## PUPIL TRANSFER FILES – TO NEW SCHOOLS

Also, for pupil transfer purposes, please send a Common Transfer Format (CTF) File containing the relevant pupil data to “receiving” schools or academies, via Anycomms Plus or s2s, **by Friday 30<sup>th</sup> June**. Please check that any formal End-of-Key-Stage judgements/outcomes/scores that were recorded in separate Assessment recording systems have been transferred to your main MIS system BEFORE you create and send your Transfer Files.

## ASSESSMENT OUTCOME “BLW” – P SCALES & NOTSEN

If a pupil is assessed as BLW (below) in any of the subjects Reading, Writing or Maths, then an extra assessment is required for that pupil in the subject(s):

Pupils **registered as SEN** (S, E or K)

- If assessed as **BLW** in any subject > A **P Scales** “score” e.g. P8, is required for the pupil in the subject(s) that is (are) assessed as BLW.

Recording the assessment – P Scales:

- The **BLW outcome** should be recorded in the **main mark sheet** and the **P Scales “score”** must be entered in the **additional P Scales Mark Sheet**
- Only use P Scales for SEN pupils - if a pupil is assessed as BLW and their first language is not English, and they are not SEN - use the NOTSEN code (see below).

For **Science** outcome of “HNM”, then P Scales are only required *if the child is working at P Scales level*.

Pupils **not** registered as SEN

- If assessed as **BLW** in any subject > A **“NOTSEN”** code is required for the pupil in the subject(s) that is (are) assessed as BLW.

Recording the assessment – NOTSEN:

- The **BLW outcome** should be recorded in the **main mark sheet** and the **“NOTSEN”** code must be entered in the **additional P Scales Mark Sheet**
- Only use the NOTSEN code for pupils who are NOT SEN. Pupils with English as a second language are the most common instances of this.

## Further guidance

- Further guidance on reporting, see Assessment and Reporting Arrangements 2017, at: <https://www.gov.uk/guidance/2017-key-stage-1-assessment-and-reporting-arrangements-ara>

- There is further help and guidance on the actual entering of assessment data, submitting the data returns, SIMS Crib Sheets, and common problems experienced, available at the following website: <http://www.schools.norfolk.gov.uk/School-administration/Key-stage-assessments-/index.htm>
- There are further resources for SIMS users 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

<b>KS1 Deadline – Friday 23<sup>rd</sup> June</b>
<b>Enter</b> data in MIS > <b>Export</b> CTF file > <b>Submit</b> to LA by uploading to Anycomms Plus > <b>Check</b> Provisional report in Perspective > <b>Report</b> any discrepancies to EAS/LA Information Team

## Education Achievement Service (EAS)

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

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

## Key Stage 2 Tests & Assessments (including P Scales)

### OVERVIEW

- The method to **assess** the pupils are the same as last year (assessment without levels)
- The process to **enter and submit data to the LA is the same as last year.**
- No requirement to send KS2 Teacher Assessments to the LA – only upload them to the NCA Tools website

Your Key Stage 2 Teacher Assessments are an essential part of the government's school performance calculations. The Writing Teacher Assessments will be combined with the Reading and maths test results to calculate the KS2 headline performance measure of Reading, Writing & Maths, and will be used to calculate KS1-KS2 Writing progress, all of which will be published in the RAISEonline replacement and the Ofsted Inspection dashboards. Teacher Assessments are also be published in the DfE 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 **19<sup>th</sup> May**

### KS2 SUBMISSION DEADLINE - Friday 23<sup>th</sup> June

Schools with Year 6 pupils are asked to submit KS2 Teacher Assessments to the NCA Tools website **by Friday 23<sup>rd</sup> June – early returns are encouraged.**

This is the date the LA is recommending that you submit your data to the NCA Tools website by. This is earlier than the DfE deadline, and is to assist you in resolving any errors or omissions before the 29<sup>th</sup> June DfE deadline.

To help to ensure that your data is correct, we will produce a provisional School Summary report for you to check, allowing you time to correct any errors to pupil's outcomes to NCA Tools by 29<sup>th</sup> June (DfE final deadline) so the changes will then be incorporated in the first release of the RAISEonline replacement/DfE Inspection Dashboards.

### MODERATION

Schools that are being moderated in week 19<sup>th</sup>-23<sup>rd</sup> June should submit their assessments as soon as possible after the moderation visit, but **BEFORE the DfE final deadline of 29<sup>th</sup> June**, using the process detailed below. (The EAS/LA Information Team are aware which schools are being moderated.) Unfortunately, there may not be enough time to provide a provisional "Data Checking" report for schools to check if assessments are submitted after the 23<sup>th</sup> June.

### KS2 SUBMISSION PROCESS

- (1) **ENTER:** Schools are required to enter the following Teacher Assessments into their school MIS:
  - A Teacher Assessment "outcome" in reading, writing, mathematics and science. (Schools are not required to report an overall teacher assessment level for English.)
  - Additional P Scales or NOTSEN codes, for children who are assessed at Outcome BLW (or HNM for Science) (see section "Assessment Outcome "BLW" – P Scales & NOTSEN below for details).

- (2) EXPORT & SUBMIT: Once complete, and by the above deadline (**early returns are encouraged**) the data should be exported and uploaded onto DfE's NCA Tools website (<https://ncatools.education.gov.uk/Home.aspx>.) See "Further Guidance" below, for more information. You will need the password used for Test Orders and Pupil Registration. (Unfortunately, the LA is unable to provide any assistance with signing-in issues – help is provided on the NCA website under "Click for help with signing-in".)

You must rectify any errors or faults displayed on the NCA Tools website, and respond to any queries from the NCA Tools team. The EAS/LA Information Team are also able to view the data in NCA Tools

**Please note you will need to upload your data; your school MIS does not automatically "send" the file to the NCA Tools website.**

There is no requirement to send the data separately to the EAS/LA Information Team – **only submit data to the NCA Tools website.**

- (3) CHECK: Provisional School Summary reports will be made available in Perspective Lite > Documents > Document Pool > LA Documents > (9) Summer 2017 > Provisional Key Stage reports – **available from Monday 26<sup>th</sup> June.**
- (4) RESOLVE any errors in the provisional report by submitting corrections to the STA/NCA Tools website as soon as possible, **and at the latest by Friday 29<sup>th</sup> June.** See "Further Guidance" below, for more information. If you upload a new file to the STA/NCA Tools please could you inform the EAS/LA Information Team (phone or email) – so we can ensure we have the most up to date data for your school (the LA can view the files on NCA Tools).
- (5) Please note that the data submitted will be published in RAISEonline replacement/DfE Inspection Dashboards in the Autumn Term.

## **PUPIL TRANSFER FILES – TO NEW SCHOOLS**

Also, for pupil transfer purposes, please send a Common Transfer Format (CTF) File containing the relevant pupil data to "receiving" schools or academies, via Anycomms Plus or s2s, **by Friday 30<sup>th</sup> June.** Please check that any formal End-of-Key-Stage judgements/outcomes/scores that were recorded in separate Assessment recording systems have been transferred to your main MIS system BEFORE you create and send your Transfer Files.

## **PUPILS WHO MOVE SCHOOLS**

- Schools must submit the TA for all the pupils who take all the KS2 tests with their school, including for the pupils who leave the school after the KS2 tests but before the end of the school year.
- If a pupil changes school during the KS2 test week, the school where the pupil was registered at the beginning of the test week must submit TA data for the pupil.

Care must be taken with MIS systems to include the correct pupils, including pupils who have recently left, in the CTF files submitted to the LA. Please see the Further Guidance section below, on extra resources available to help you with this.

## **ASSESSMENT OUTCOME "BLW" – P SCALES & NOTSEN**

If a pupil is assessed as BLW (below) in any of the subjects Reading, Writing or Maths, then an extra assessment is required for that pupil in the subject(s):

Pupils **registered as SEN** (S, E or K)

- If assessed as **BLW** in any subject > A **P Scales** “score” e.g. P8, is required for the pupil in the subject(s) that is (are) assessed as BLW.

Recording the assessment – P Scales:

- The **BLW outcome** should be recorded in the **main mark sheet** and the **P Scales “score”** must be entered in the **additional P Scales Mark Sheet**
- Only use P Scales for SEN pupils - if a pupil is assessed as BLW and their first language is not English, and they are not SEN - use the NOTSEN code (see below).

For **Science** outcome of “HNM”, then P Scales are only required *if the child is working at P Scales level*.

Pupils **not** registered as SEN

- If assessed as **BLW** in any subject > A **“NOTSEN”** code is required for the pupil in the subject(s) that is (are) assessed as BLW.

Recording the assessment – NOTSEN:

- The **BLW outcome** should be recorded in the **main mark sheet** and the **“NOTSEN”** code must be entered in the **additional P Scales Mark Sheet**
- Only use the NOTSEN code for pupils who are NOT SEN. Pupils with English as a second language are the most common instances of this.

## KEY STAGE 2 TEST RESULTS

Available from **Tuesday 4<sup>th</sup> July**

- KS2 Test results will be available from **Tuesday 4<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/Attendance.
- Please import your **Key Stage 2 Test** results (in XML/CTF format) **into your MIS**. Recording Test results is important for:
  - (a) producing statutory reports for parents
  - (b) data analysis and self-evaluation (e.g. for inspection purposes)
- The EAS/LA Information Team have access to the test results and will produce a provisional school summary report based on the **Test** results. It will be in Perspective Lite > Documents > Document Pool > LA Documents > (9) Summer 2017 > Provisional Key Stage reports – **available from Friday 7<sup>th</sup> July**.
- The deadline for schools to submit marking review applications to the STA is **Friday 14<sup>th</sup> July**

## FURTHER GUIDANCE

- Further guidance on reporting, see Assessment and Reporting Arrangements 2017, at: <https://www.gov.uk/guidance/2017-key-stage-2-assessment-and-reporting-arrangements-ara>
- Further guidance on how to submit teacher assessments, and check and correct errors, is available at DfE’s “NCA Tools” website <https://www.gov.uk/government/publications/key-stage-2-submitting-teacher-assessment-data>
- There is further help and guidance on the actual entering of assessment data, submitting the data returns, SIMS Crib Sheets, and common problems experienced, available at the following website: <http://www.schools.norfolk.gov.uk/School-administration/Key-stage-assessments-/index.htm>
- There are further resources for SIMS users on the ICT Services website [www.ict.norfolk.gov.uk](http://www.ict.norfolk.gov.uk).

## KS2 SUMMARY

<b>KS2 Teacher Assessment Deadline – Friday 23<sup>th</sup> June</b>
<b>Enter</b> data in MIS > <b>Export</b> CTF file > <b>Submit</b> to NCA Tools website > <b>Check</b> NCA Tools status report and resolve any queries/errors > <b>Check</b> Provisional report in Perspective > <b>Resolve</b> any discrepancies by submitting corrected data to the NCA Tools website
<b>KS2 Test Results – Tuesday 4<sup>th</sup> July</b>
Download from NCA Tools website > Import CTF file into MIS

### Education Achievement Service (EAS)

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

Dom Mingaye

01603 222984

Chris Jackson

01603 224223

(Formerly also known as the LA Information Team)

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

### STA Helpline:

For support using the NCA tools website, contact the national curriculum assessments helpline on 0300 303 3013, or email [assessments@education.gov.uk](mailto:assessments@education.gov.uk)