

## 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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(Formerly also known as the LA Information Team)

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