

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 **23rd June**, or earlier if possible. This is to assist you in resolving any errors or omissions before the 29th 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
EYFSP by Friday 16 th June	Early Years Foundation Stage Profile Assessments ➤ to be sent to Education Achievement Service (EAS) via Anycomms Plus
Key Stage 2 by Friday 23 rd June	Key Stage 2 Teacher Assessments ➤ including P Scales where appropriate ➤ Teacher Assessments are to be completed and submitted to STA, via NCA Tools website ➤ no results should be sent to the LA – just to NCA Tools
Key Stage 1 by Friday 23 rd June	Key Stage 1 Teacher Assessments ➤ P Scales where appropriate ➤ to be sent to Education Achievement Service (EAS) via Anycomms Plus ➤ no test results should be sent to the LA
Phonics (Yr 1 & selected Yr 2) by Friday 30 th June	Phonics screening results ➤ to also include year 2 pupils not meeting the required standard in year 1 ➤ to be sent to Education Achievement Service (EAS via Anycomms Plus

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 19th June
- Key Stage 2 TA: from Monday 26th June
- Key Stage 1 TA: from Monday 26th June
- Phonics: from Monday 3rd July

For information:

- Key Stage 2 test: from Friday 7th 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 29th June. Any amendments submitted AFTER the 29th 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

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 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

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 01603 307797