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## **PHOENIX GOLD ASSESSMENT RECORDING PRESENTATION – SUMMER 2003**

There are a number of different assessments that have to be undertaken and recorded during the coming Summer Term. These are:

### Foundation Stage Profile

It will be a statutory requirement for schools to record individual pupils' results and submit them to the LEA for forwarding on to the DfES. This is done by entering the results in Phoenix and sending them to the Management Information Centre for processing.

### Key Stage 1

It is a statutory requirement for schools to record individual pupils' results and submit them to the LEA (as Foundation Stage Profile above).

### Key Stage 2

All schools will be required to record individual pupils' results in Phoenix for electronic transfer to any future school.

### QCA Optional Tests

If tests are purchased for the school by the LEA, part of the agreement is that the school is to record the test results in Phoenix and submit them to the Management Information Centre.

We are pleased to inform you that, in conjunction with the Management Information Centre, we have set up a number of presentations as detailed below .

These presentations will give users an opportunity see a demonstration of the Assessment module (relating to the above tests) within your Phoenix Gold software, understand the processes and procedures required and be aware of deadlines for completing and returning the data as appropriate. There will also be an opportunity to ask any questions that you may have concerning these processes.

These sessions are aimed at school staff who are required to enter and/or report on this Assessment Data and will be especially useful for staff who have not previously used the Assessment Module.

### **Venues and Dates**

Pier Hotel, Gorleston	May 7 <sup>th</sup> 2003
Edwards Room, County Hall	May 13 <sup>th</sup> 2003
West Norfolk PDC	May 14 <sup>th</sup> 2003
Cranworth Room, County Hall	May 22 <sup>nd</sup> 2003

### **Session Times**

9.45am (Coffee on Arrival) **10.00 am (start) – 12.00 noon**

### **Fee**

No Charge

*continued.....*

## Phoenix Summer Term 2003 Assessment Recording Presentation

School \_\_\_\_\_

Number of staff attending \_\_\_\_\_

Name(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Preferred Session (Date) \_\_\_\_\_

Please fax or send this form to:

**Mrs J Blackwell, Management Information Centre, Room B28, County Hall, Norwich.**

**Fax 01603 222631**

**by 8<sup>th</sup> April 2003**

**If you wish to contact the Management Information Centre about the assessments mentioned above, please contact Mrs Chris Jackson :-**

**Tel: 01603 224223**

**Email: [chris.jackson.edu@norfolk.gov.uk](mailto:chris.jackson.edu@norfolk.gov.uk)**