

## Key Stage 1 Assessments (including P Scales)

### OVERVIEW

- The method to **assess** the pupils is **different to 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 the same as last year** (apart from pupils who leave)
- New set of KS1 Test papers. 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 24<sup>th</sup> June

Schools with Year 2 pupils are asked to submit KS1 Teacher Assessments to the LA **by Friday 24<sup>th</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 (SIMs or other).
  - 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 Scale levels or NOTSEN codes, for children who are assessed at Outcome BLW (or HNM for Science) (see below “P Scales at KS1” for details)
- (2) EXPORT & SUBMIT: Once complete, and **by Friday 24<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>

**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 KS1 Teacher Assessment School Summary reports will be made available in in Perspective Lite > Documents > Document Pool > LA Documents > 6 Summer 2016 > Provisional Key Stage reports – **available from 3pm Monday 27<sup>th</sup> June.**
- (4) REPORT any errors in the provisional report to the LA Information team as soon as possible.

Note: The DfE have stated that schools must not re-submit assessment data AFTER the 30<sup>th</sup> June, unless instructed to do so by the LA. If schools need to re-submit assessment data for any other reason, then they must contact the LA Information team to discuss the circumstances before they re-submit.

- (5) 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 Friday 1<sup>st</sup> July.** (See MI Sheet “Pupil Transfer Information 2016” published in May 2016).

- (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 1st July.

## PUPILS WHO MOVE SCHOOLS

The guidance on how to report KS1 pupils who move schools has been altered for 2016. LA recommended guidance on this is as follows:

- 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.
- For pupils who take some KS1 tests in one school, and the remaining KS1 tests in a new school, the school where the pupil takes the **majority** of KS1 tests should take the responsibility to submit **ALL** the TA for that 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 – further guidance will be available on the [ICT website](#)

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

(For Science Outcome “HNM”, please see notes below)

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”** code 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).
- At time of publication of this MI Sheet, it is understood that for Science outcome of “HNM”, then P Scales are only required *if the child is working at P Scales level*, and for other HNM pupils, assessment at P Scales in Science will not be appropriate, and the P Scales mark sheet for Science can be left blank.
- See P Scales Appendix for detailed guidance - at end of this document

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.
- At time of publication of this MI Sheet, for Science outcome of “HNM”, it is understood that the NOTSEN code is not necessary for Science, and the P Scales mark sheet for Science can be left blank.
- See P Scales Appendix for detailed guidance - at end of this document

## Further guidance

- Further guidance on reporting, see Assessment and Reporting Arrangements 2016, at: <https://www.gov.uk/guidance/2016-key-stage-1-assessment-and-reporting-arrangements-ara>

- Detailed step-by-step guidance 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

<b>KS1 Deadline – Friday 24<sup>th</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 LA Information Team

### 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)

## Appendix to KS1 Assessments - P Scales & NOTSEN codes detailed guidance

**Extra assessment requirements for pupils assessed as BLW or HNM** - please follow the flow-chart:  
Determine if the child is SEN or not, and work through each subject in turn to decide if an additional assessment score or code is required, or left blank, and the correct type of score/code to use:

Assessing pupils - extra requirements for pupils assessed as BLW or HNM		
<i>Follow the flow-chart, determine if the child is SEN or not and work through each subject in turn to decide if an additional score or code is required, or left blank, and the correct type of score/code to use.</i>		
<b>START</b>		
<b>Is child assessed as BLW or HNM in any subject?</b>		
Yes		No
		No extra assessment required - END
In main marksheet - enter assessment outcome BLW (or HNM for Sci) for relevant subject(s) (Treat each subject separately - a child can have a mix of outcomes across the different subjects - e.g. BLW for one subject and EXS for another)		
Open additional P Scales marksheet (this applies to SIMs – other MIS may have different arrangements to record the extra assessment required)		
<b>Is child registered as SEN (E, S or K)?</b>		
Yes	No	
<b>P Scales*</b>	<b>NOTSEN*</b>	
In additional P Scales marksheet, enter the relevant <b>P Scale</b> for the subject(s) that have been recorded as BLW (or HNM) in the main marksheet	In additional P Scales marksheet, enter the code <b>NOTSEN</b> for the subject(s) that have been recorded as BLW (or HNM) in the main marksheet	
<i>All the following scores/codes are to be entered in the additional P Scales marksheet, not the main marksheet, as specified in each subject</i>	<i>All the following scores/codes are to be entered in the additional P Scales marksheet, not the main marksheet, as specified in each subject</i>	
<b>Reading: (only if BLW in reading subject)</b> Enter P Scale - range P4-P8 (see Eng Overall)	<b>Reading: (only if BLW in reading subject)</b> Enter NOTSEN code (see Eng overall)	
<b>Writing: (only if BLW in writing subject)</b> Enter P Scale - range P4-P8 (see Eng Overall)	<b>Writing: (only if BLW in writing subject)</b> Enter NOTSEN code (see Eng overall)	
<b>Eng Overall (Sub): (only if BLW in reading and writing)</b> If you are able to assess Reading and Writing separately as a P Scale in range P4-P8, then leave this Eng Ov score BLANK. Also provide a P Scale for Speaking, and for Listening. If unable to assess separately, then use an Overall Eng P Scale of range P1i - P3ii in this box - and leave the individual Reading & Writing scores blank (but a mix of Eng overall and individual scores will be accepted by the software)	<b>Eng Overall (Sub): (only if BLW in reading and writing)</b> Enter NOTSEN code (and leave Reading and Writing and Speaking and Listening blank)	
<b>Speaking and Listening (P Scales only): (only if BLW in Reading and Writing)</b> Enter P Scale - range P4-P8 (see Eng Overall)	<b>Speaking and Listening (P Scales only): (only if BLW in Reading and Writing)</b> Enter NOTSEN code (see Eng overall)	
<b>Maths: - Using, Number and Shape/Space/Measure (only if BLW in maths subject)</b> P Scales for maths has three skills areas - Using, Number and Shape/Space/Measure. Enter P Scale - range P4-P8 - in each of the three skills areas. (See Maths Overall)	<b>Maths: - Using, Number and Shape/Space/Measure (only if BLW in maths subject)</b> Leave all three skills areas blank - see Overall (Sub) below	
<b>Maths Overall (Sub): (only if BLW in maths subject)</b> If you are able to assess Using, Number and Shape/Space/Measure separately as a P Scale in range P4-P8, then leave this Maths Ov score BLANK. If unable to assess separately, then use an Overall Maths P Scale of range P1i - P3ii in this box - and leave the individual Using, Number and Shape/Space/Measure scores blank (but a mix of Maths overall and individual scores will be accepted by the software)	<b>Maths Overall (Sub): (only if BLW in maths subject)</b> Enter code NOTSEN	
<b>Science Overall (Sub): (only if HNM in science subject)</b> Outcome "HNM" covers a wide range of abilities and P Scales may not be appropriate for some pupils. Only enter P Scales (range P1i-P8 - in the overall Sci score - only one score required) if it is appropriate to use this method. For pupils who are not working at P Scales, then leave the additional P Scales marksheet blank.	<b>Science Overall (Sub): (only if HNM in science subject)</b> NOTSEN code not required (based on guidance/information available)	
* The use of P Scales is used just for pupils who are registered as SEN	* The use of the NOTSEN code is commonly used for pupils with English as a second language	