

Submission of assessment information – Detailed guidance 2016 (Primary)

Overview and Timeline

Below are the latest recommended dates for submission of assessment information this year, as outlined in MI Sheet 40/2016. 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 **24th June**, or earlier if possible. This is to assist you in resolving any errors or omissions before the 30th 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 17 th June	Early Years Foundation Stage Profile Assessments ➤ to be sent to Information Team (BIPS) via Anycomms Plus
Key Stage 2 by Friday 24 th 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 24 th June	Key Stage 1 Teacher Assessments ➤ P Scales where appropriate ➤ no test results required to be sent to the LA ➤ to be sent to Information Team (BIPS) via Anycomms Plus
Phonics (Yr 1 & selected Yr 2) by Friday 1 st July	Phonics screening results ➤ to also include year 2 pupils not meeting the required standard in year 1 ➤ to be sent to Information Team (BIPS) 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 RAISEonline**. 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 > 6 Summer 2016 > Provisional Key Stage reports.**

Data Checking - reports availability

- EYFS: by 3pm Monday 20th June
- Key Stage 2 TA: by 3pm Monday 27th June
- Key Stage 1 TA: by 3pm Monday 27th June
- Phonics: by 3pm Monday 4th July

For information:

- Key Stage 2 test: by 3pm Thursday 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 30th June. Any amendments submitted AFTER the 30th June will NOT be included in the first release of RAISEonline.

Transfer Information 2016

Guidance about the transfer of pupil information between schools in 2016 is being issued in a separate MI Sheet, and is available 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:

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

Business Intelligence and Performance Service (BIPS)

Information Team:

Dom Mingaye / Chris Jackson

irc.schoolperformance@norfolk.gov.uk

For technical ICT support in school, including using Capita SIMS

ICT Shared Services:

Helpdesk

ict@norfolk.gov.uk

0845 303 3003

For advice on statutory teacher assessment, moderation and test administration

Education Achievement Service

John Crowley / Julia Idiens

assessment@norfolk.gov.uk

01603 307797