

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

Early Years Foundation Stage Profile

OVERVIEW

- The process is the same as 2015
- Schools are only required to submit the end-of-Reception Year assessment to the LA, and not any age-related “in-year” assessments.

EYFS SUBMISSION DEADLINE: Friday 17th June

All schools with Year R pupils are asked to submit their completed EYFS Profiles **by Friday 17th June (early returns are encouraged)**.

EYFS SUBMISSION PROCESS

- (1) ENTER: Schools are required to record the EYFS Profile assessment for each pupil in each of the 17 Early Learning Goals. It is recommended that this is recorded in, or transferred to, your main MIS (e.g. SIMs or other) so all your pupil attainment data is in one central place - this will also enable you to easily produce an electronic export in the correct CTF format to submit to the LA. Schools are only required to submit the end-of-Reception Year results, and not any in-year assessments.
- (2) EXPORT & SUBMIT: Once complete, and **by Friday 17th June (early returns are encouraged)** the data should be exported in CTF format *including pupil addresses* (see important note below) and submitted to the Information Team, via Anycomms Plus: <https://acplus.nsix.org.uk/Login.aspx>

IMPORTANT

The DfE require home postcodes of all EYFS pupils so please ensure you include this information when creating your EYFS Profile CTF export files.

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 EYFS Profile School summary reports will be made available in Perspective Lite > Documents > Document Pool > LA Documents > 6 Summer 2016 > Provisional Key Stage reports, for schools to check – **available from 3pm Monday 20th June**.
- (4) REPORT any errors in the provisional report to the LA Information team as soon as possible.

FURTHER GUIDANCE

- Further guidance on statutory assessment and reporting to parents can be found in the Assessment and Reporting Arrangements Early Years Foundation Stage 2016 booklet at: <https://www.gov.uk/guidance/2016-early-years-foundation-stage-assessment-and-reporting-arrangements-ara>
- Detailed step-by-step guidance will be available on the ICT Services website 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 / 0845 303 3003.

EYFSP – SUMMARY

EYFS Deadline – Friday 17th June
Enter data in MIS > Export CTF file > Submit to LA by uploading to Anycomms Plus > Check Provisional report in Perspective > Report 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

Phonics screening check

OVERVIEW

- The process is the same as 2015
- The phonics screening check is a statutory assessment for all children in Year 1, and children in Year 2 who did not meet the required standard the previous year
- Phonics test week is 13-17 June

PHONICS SUBMISSION DEADLINE – Friday 1st July

Schools with Year 1 and Year 2 pupils are asked to submit their phonics screening results **by Friday 1st July - early returns are encouraged.**

Please note that the deadline being close to the end of term allows very little time for the Information Team to chase up late submissions. If you miss the deadline your school results may miss the DfE cut-off date, and you may find that the first release of RAISEonline reports your Phonics results as “zero”. To avoid this, please submit your data by the deadline.

PHONICS – DELAYED RELEASE OF THRESHOLD MARK (pass mark)

The threshold mark (pass mark) for the Phonics screening check has been withheld by the DfE, and will not be disclosed until 27th June 2016 (some MIS systems may be set up with an interim threshold based on last year's mark of 32). However, **DO NOT WAIT** for the Threshold Mark to be released – **you can enter the Phonics scores, export and send the CTF file to the LA Information Team WITHOUT the Threshold Mark/Outcome in your MIS.**

PHONICS SUBMISSION PROCESS

(1) ENTER the pupil's scores:

- ENTER Year 1 pupils: Schools are required to enter their Year 1 phonics screening results (scores) into their MIS (SIMs or other). The correct code should also be entered for any pupils who are not entered for the screening test (see Further Guidance section, below).
- ENTER Year 2 pupils: Schools are required to enter the results (scores) for Year 2 pupils who did not meet the required standard or did not sit the test in Year 1, into their MIS (SIMs or other)

Note 1: Schools are responsible for checking all their current Year 2 pupil's phonics screening check results. They can check the [KeytoSuccess](#) website for any new pupils with no results. Any pupils who did not have an outcome of “Wa” (Working at) in Year 1, including pupils who were not assessed, must be included in this year's phonics screening, and their results recorded and submitted at the same time as the Year 1 results (usually in separate mark sheets - see Further Guidance section, below).

Note 2: The LA Information Team emails schools in April summarising the pupils in Year 2 requiring re-checks. The information is based on Spring school census data so may not be exact – it is the school's responsibility to ensure ALL their Year 2 pupils Phonics results are checked, and the pupils re-tested where necessary.

- (2) EXPORT & SUBMIT: Once complete, and **by Friday 1st July (early returns are encouraged)** the data should be exported in CTF format and submitted to the Information Team, via Anycomms Plus (<https://acplus.nsix.org.uk/Login.aspx>) Send two separate CTF files – one for Yr 1 pupils, and the second with the Yr 2 re-checks pupils – **you can enter the Phonics**

scores, export and send the CTF files to the LA Information Team **WITHOUT** the Threshold Mark/Outcome in your MIS.

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 Phonics School summary screening reports will be made available in Perspective Lite > Documents > Document Pool > LA Documents > 6 Summer 2016 > Provisional Key Stage reports, ready for schools – **available from 3pm Monday 4th July.**
- (4) REPORT any errors in the provisional report to the LA Information team as soon as possible.
- (5) Please note that the data submitted will be published in RAISEonline in the Autumn Term. There will be no opportunity to make amendments to your Autumn Term RAISEonline dataset.
- (6) 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 1st July.** (See MI Sheet “Pupil Transfer Information 2016” published in April 2016).
- (7) Schools are required to complete the online Head Teachers Declaration Form available in the Phonics Screening Check section of the NCA Tools Website <https://ncatools.education.gov.uk/Home.aspx> - by 1st July 2016

FURTHER GUIDANCE

- Further guidance on reporting, see Assessment and Reporting Arrangements, Phonics screening check 2016, (contained within the Key Stage 1 Arrangements at: <https://www.gov.uk/guidance/2016-key-stage-1-assessment-and-reporting-arrangements-ara>
- To check for missing Phonics screening check results go to the Secure Access/KeytoSuccess website: <https://sa.education.gov.uk/idp/Authn/UserPassword>
- Detailed step-by-step guidance will be available on the ICT Services website: <http://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 / 0845 303 3003.

PHONICS - SUMMARY

Phonics Deadline – Friday 1st July- don't wait for Threshold mark/Outcome to be published
Enter data in MIS > Export CTF file > Submit to LA by uploading to Anycomms Plus > Check Provisional report in Perspective > Report 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

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 24th June

Schools with Year 2 pupils are asked to submit KS1 Teacher Assessments to the LA **by Friday 24th 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 30th 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 24th 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 27th 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 30th 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 1st 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
- 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 / 0845 303 3003.

KS1 SUMMARY

KS1 Deadline – Friday 24th June
Enter data in MIS > Export CTF file > Submit to LA by uploading to Anycomms Plus > Check Provisional report in Perspective > Report 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

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>		
START		
Is child assessed as BLW or HNM in any subject?		
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)		
Is child registered as SEN (E, S or K)?		
Yes	No	
P Scales*	NOTSEN*	
In additional P Scales marksheet, enter the relevant P Scale for the subject(s) that have been recorded as BLW (or HNM) in the main marksheet	In additional P Scales marksheet, enter the code NOTSEN 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>	
Reading: (only if BLW in reading subject) Enter P Scale - range P4-P8 (see Eng Overall)	Reading: (only if BLW in reading subject) Enter NOTSEN code (see Eng overall)	
Writing: (only if BLW in writing subject) Enter P Scale - range P4-P8 (see Eng Overall)	Writing: (only if BLW in writing subject) Enter NOTSEN code (see Eng overall)	
Eng Overall (Sub): (only if BLW in reading and writing) 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)	Eng Overall (Sub): (only if BLW in reading and writing) Enter NOTSEN code (and leave Reading and Writing and Speaking and Listening blank)	
Speaking and Listening (P Scales only): (only if BLW in Reading and Writing) Enter P Scale - range P4-P8 (see Eng Overall)	Speaking and Listening (P Scales only): (only if BLW in Reading and Writing) Enter NOTSEN code (see Eng overall)	
Maths: - Using, Number and Shape/Space/Measure (only if BLW in maths subject) 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)	Maths: - Using, Number and Shape/Space/Measure (only if BLW in maths subject) Leave all three skills areas blank - see Overall (Sub) below	
Maths Overall (Sub): (only if BLW in maths subject) 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)	Maths Overall (Sub): (only if BLW in maths subject) Enter code NOTSEN	
Science Overall (Sub): (only if HNM in science subject) 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 mark sheet blank.	Science Overall (Sub): (only if HNM in science subject) 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	

Key Stage 2 Tests & Assessments (including P Scales)

OVERVIEW

- The method to **assess** the pupils is **different to last year** (assessment without levels)
- The process to **enter and submit data to the LA is the same as last year**.
- No requirement to send KS2 Teacher Assessments to the LA – just upload them to the NCA Tools website
- New set of KS2 test papers

Your Key Stage 2 Teacher Assessments are an essential part of the government's school performance calculations. The Writing Teacher Assessments will be combined with the Reading and maths test results to calculate the KS2 headline performance measure of Reading, Writing & Maths, and will be used to calculate KS1-KS2 Writing progress, all of which will be published in RAISEonline and the Ofsted Inspection dashboard. ALL Teacher Assessments will also be published in the DfE Performance Tables. **Therefore, the importance of submitting KS2 Teacher Assessments by the deadline cannot be over-emphasised.**

HEAD TEACHERS DECLARATION FORMS

Schools are required to complete the online Head Teachers Declaration Form available in the Key Stage 2 Pupil Registration section of the NCA Tools Website
<https://ncatools.education.gov.uk/Home.aspx> - by **20th May 2016**

KS2 SUBMISSION DEADLINE - Friday 24th June

Schools with Year 6 pupils are asked to submit KS2 Teacher Assessments to the NCA Tools website **by Friday 24th June – early returns are encouraged.**

This is the date the LA is recommending that you submit your data to the NCA Tools website by. This is earlier than the DfE deadline, and is to assist you in resolving any errors or omissions before the 30th June DfE deadline.

To help to ensure that your data is correct, we will produce a provisional School Summary report for you to check, allowing you time to correct any errors to pupil's outcomes to "NCA Tools" by 30th June (DfE final deadline) so the changes will then be included in the first release of RAISEonline.

MODERATION

Schools that are being moderated in week 20-24th June should submit their assessments as soon as possible after the moderation visit, but **BEFORE the DfE final deadline of 30th June**, using the process detailed below. (The Information Team are aware which schools are being moderated.) Unfortunately, there may not be enough time to provide a provisional "Data Checking" report for schools to check if assessments are submitted after the 24th June.

KS2 SUBMISSION PROCESS

- (1) ENTER: Schools are required to enter the following Teacher Assessments into their school MIS (i.e. 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 the above deadline (**early returns are encouraged**) the data should be exported as a CTF file and uploaded onto DfE's "NCA

Tools” website (<https://ncatools.education.gov.uk/Home.aspx>.) See “Further Guidance” below, for more information. You will need the password used for Test Orders and Pupil Registration. (Unfortunately, the LA is unable to provide any assistance with signing-in issues – help is provided on the website under “Click for help with signing-in”.)

You must rectify any errors or faults displayed on the NCA Tools website, and respond to any queries from the NCA Tools team. The LA Information Team will also be able to view the data in NCA Tools

Please note you will need to upload your data; your school MIS (SIMs or other) does not automatically “send” the file to the NCA Tools website.

There is no requirement to send the data separately to the Information Team – **just submit data to the NCA Tools website.**

- (3) CHECK: Provisional School Summary reports will be made available in Perspective Lite > Documents > Document Pool > LA Documents > 6 Summer 2016 > Provisional Key Stage reports – **available from 3pm Monday 27th June.**
- (4) RESOLVE any errors in the provisional report by submitting corrections to the STA/NCA Tools website as soon as possible, **and at the latest by Friday 30th June.** See “Further Guidance” below, for more information.

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

- (5) Also, for pupil transfer purposes, please send a CTF containing appropriate pupils’ data to “receiving” high schools, via Anycomms Plus or s2s, by Friday 1st July – do not wait for the KS2 test results (see **MI Sheet “Pupil Transfer Information 2016” published in May 2016**).

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

KEY STAGE 2 TEST RESULTS

Available from **Tuesday 5th July**

- There is no requirement to submit any Key Stage 2 **Test** results to the Local Authority.
- Some schools will be selected to take part in science sampling tests – schools will be notified individually, and they should not send the LA any of the results from these sampling tests.
- KS2 Test results will be available from **Tuesday 5th July** in electronic (XML/CTF) format from the DfE “NCA Tools” website at <https://ncatools.education.gov.uk/Home.aspx>. You will need the password used for Test Orders and Pupil Registration.
- Please import your **Key Stage 2 Test** results (in XML/CTF format) **into your MIS (SIMs or other)**. Recording Test results is important for:
 - (a) producing statutory reports for parents
 - (b) using in data analysis and self-evaluation (e.g. for inspection purposes)
- The LA Information Team have access to the test results and will produce a provisional school summary report for the **Test** results. It will be in Perspective Lite > Documents > Document Pool > LA Documents > 6 Summer 2016 > Provisional Key Stage reports – **available from 3pm Thursday 7th July**.
- The deadline for schools to submit marking review applications to the STA is **Friday 15th July**

FURTHER GUIDANCE

- Further guidance on reporting, see Assessment and Reporting Arrangements 2016, at: <https://www.gov.uk/guidance/2016-key-stage-2-assessment-and-reporting-arrangements-ara>
- Further guidance on how to submit teacher assessments, and check and correct errors, is available at DfE’s “NCA Tools” website <https://www.gov.uk/guidance/teacher-assessment-how-to-use-the-nca-tools-website>
- Detailed step-by-step guidance will be available on the ICT Services website www.ict.norfolk.gov.uk

KS2 SUMMARY

KS2 Teacher Assessment Deadline – Friday 24th June
Enter data in MIS > Export CTF file > Submit to NCA Tools website > Check NCA Tools status report and resolve any queries/errors > Check Provisional report in Perspective > Resolve any discrepancies by submitting corrected data to the NCA Tools website
KS2 Test Results – Tuesday 5th July
Download from NCA Tools website > Import CTF file into MIS

LA Information Team:

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

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STA Helpline:

For support using the NCA tools website, contact the national curriculum assessments helpline on 0300 303 3013, or email assessments@education.gov.uk

Appendix to KS2 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>		
START		
Is child assessed as BLW or HNM in any subject?		
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)		
Is child registered as SEN (E, S or K)?		
Yes	No	
P Scales*	NOTSEN*	
In additional P Scales marksheet, enter the relevant P Scale for the subject(s) that have been recorded as BLW (or HNM) in the main marksheet	In additional P Scales marksheet, enter the code NOTSEN 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>	
Reading: (only if BLW in reading subject) Enter P Scale - range P4-P8 (see Eng Overall)	Reading: (only if BLW in reading subject) Enter NOTSEN code (see Eng overall)	
Writing: (only if BLW in writing subject) Enter P Scale - range P4-P8 (see Eng Overall)	Writing: (only if BLW in writing subject) Enter NOTSEN code (see Eng overall)	
Eng Overall (Sub): (only if BLW in reading and writing) 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)	Eng Overall (Sub): (only if BLW in reading and writing) Enter NOTSEN code (and leave Reading and Writing and Speaking and Listening blank)	
Speaking and Listening (P Scales only): (only if BLW in Reading and Writing) Enter P Scale - range P4-P8 (see Eng Overall)	Speaking and Listening (P Scales only): (only if BLW in Reading and Writing) Enter NOTSEN code (see Eng overall)	
Maths: - Using, Number and Shape/Space/Measure (only if BLW in maths subject) 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)	Maths: - Using, Number and Shape/Space/Measure (only if BLW in maths subject) Leave all three skills areas blank - see Overall (Sub) below	
Maths Overall (Sub): (only if BLW in maths subject) 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)	Maths Overall (Sub): (only if BLW in maths subject) Enter code NOTSEN	
Science Overall (Sub): (only if HNM in science subject) 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 mark sheet blank.	Science Overall (Sub): (only if HNM in science subject) 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	