

Key Stage 2 Tests & Assessments (including P Scales)

OVERVIEW

- The method to **assess** the pupils are the same as 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 – only upload them to the NCA Tools website

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 the RAISEonline replacement and the Ofsted Inspection dashboards. Teacher Assessments are 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 **19th May**

KS2 SUBMISSION DEADLINE - Friday 23th June

Schools with Year 6 pupils are asked to submit KS2 Teacher Assessments to the NCA Tools website **by Friday 23rd 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 29th 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 29th June (DfE final deadline) so the changes will then be incorporated in the first release of the RAISEonline replacement/DfE Inspection Dashboards.

MODERATION

Schools that are being moderated in week 19th-23rd June should submit their assessments as soon as possible after the moderation visit, but **BEFORE the DfE final deadline of 29th June**, using the process detailed below. (The EAS/LA 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 23th June.

KS2 SUBMISSION PROCESS

- (1) **ENTER:** Schools are required to enter the following Teacher Assessments into their school MIS:
 - 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 Scales or NOTSEN codes, for children who are assessed at Outcome BLW (or HNM for Science) (see section "Assessment Outcome "BLW" – P Scales & NOTSEN below for details).

- (2) EXPORT & SUBMIT: Once complete, and by the above deadline (**early returns are encouraged**) the data should be exported 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 NCA 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 EAS/LA Information Team are also able to view the data in NCA Tools

Please note you will need to upload your data; your school MIS does not automatically "send" the file to the NCA Tools website.

There is no requirement to send the data separately to the EAS/LA Information Team – **only 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 > (9) Summer 2017 > Provisional Key Stage reports – **available from Monday 26th 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 29th June.** See "Further Guidance" below, for more information. If you upload a new file to the STA/NCA Tools please could you inform the EAS/LA Information Team (phone or email) – so we can ensure we have the most up to date data for your school (the LA can view the files on NCA Tools).
- (5) Please note that the data submitted will be published in RAISEonline replacement/DfE Inspection Dashboards in the Autumn Term.

PUPIL TRANSFER FILES – TO NEW SCHOOLS

Also, for pupil transfer purposes, please send a Common Transfer Format (CTF) File containing the relevant pupil data to "receiving" schools or academies, via Anycomms Plus or s2s, **by Friday 30th June.** Please check that any formal End-of-Key-Stage judgements/outcomes/scores that were recorded in separate Assessment recording systems have been transferred to your main MIS system BEFORE you create and send your Transfer Files.

PUPILS WHO MOVE SCHOOLS

- Schools must submit the TA for all the pupils who take all the KS2 tests with their school, including for the pupils who leave the school after the KS2 tests but before the end of the school year.
- If a pupil changes school during the KS2 test week, the school where the pupil was registered at the beginning of the test week must submit TA data for the 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. Please see the Further Guidance section below, on extra resources available to help you with this.

ASSESSMENT OUTCOME "BLW" – P SCALES & NOTSEN

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”** 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).

For **Science** outcome of “HNM”, then P Scales are only required *if the child is working at P Scales level*.

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.

KEY STAGE 2 TEST RESULTS

Available from **Tuesday 4th July**

- KS2 Test results will be available from **Tuesday 4th 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/Attendance.
- Please import your **Key Stage 2 Test** results (in XML/CTF format) **into your MIS**. Recording Test results is important for:
 - (a) producing statutory reports for parents
 - (b) data analysis and self-evaluation (e.g. for inspection purposes)
- The EAS/LA Information Team have access to the test results and will produce a provisional school summary report based on the **Test** results. It will be in Perspective Lite > Documents > Document Pool > LA Documents > (9) Summer 2017 > Provisional Key Stage reports – **available from Friday 7th July**.
- The deadline for schools to submit marking review applications to the STA is **Friday 14th July**

FURTHER GUIDANCE

- Further guidance on reporting, see Assessment and Reporting Arrangements 2017, at: <https://www.gov.uk/guidance/2017-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/government/publications/key-stage-2-submitting-teacher-assessment-data>
- There is further help and guidance on the actual entering of assessment data, submitting the data returns, SIMS Crib Sheets, and common problems experienced, available at the following website: <http://www.schools.norfolk.gov.uk/School-administration/Key-stage-assessments-/index.htm>
- There are further resources for SIMS users on the ICT Services website www.ict.norfolk.gov.uk.

KS2 SUMMARY

KS2 Teacher Assessment Deadline – Friday 23th 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 4th July
Download from NCA Tools website > Import CTF file into MIS

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

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