

Submission of assessment information – Detailed guidance 2023 (Primary)

Overview and Timeline

Below are the recommended latest dates for submission of assessment information this year, as outlined in our previous [MI Sheet 56/23](#). This MI sheet gives further details and guidance.

For KS1 and KS2 Teacher Assessments, the DfE publish deadline dates by which schools have to submit their data, including schools that are being moderated. However, schools can submit their data **before** the DfE-published deadlines and the LA actually recommend submitting early to enable any errors or issues to be resolved in good time. The LA schools data team will be aware that some schools will be moderated and that submitting data early will not be always possible.

Please be aware that in previous years the DfE have taken the data submitted on their deadline date and published it in DfE Accountability documents (e.g. ASP/Inspection Summary Dashboard Reports) in the Autumn Term. Any school that has not submitted by the deadline will have gaps and blanks in these important DfE documents.

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
<p>Phonics (Yr 1 & selected Yr 2) Monday 19th June (With allowance made if Phonics timetable variation week is required)</p>	<p>Phonics screening results</p> <ul style="list-style-type: none"> ➤ to also include year 2 pupils not meeting the required standard in Year 1 (Summer 2022) ➤ to be sent to Education Achievement Service Data Team via Anycomms Plus
<p>Key Stage 1 (LA-recommended date with allowance for schools being moderated) Thursday 22nd June</p>	<p>Key Stage 1 Teacher Assessments</p> <ul style="list-style-type: none"> ➤ to be sent to Learning & Achievement Data Team via Anycomms Plus ➤ including Pre-Key Stage and Engagement Model where appropriate ➤ no test results required to be sent to the LA
<p>EYFSP by Monday 26th June</p>	<p>Early Years Foundation Stage Profile Assessments</p> <ul style="list-style-type: none"> ➤ to be sent to Learning & Achievement Data Team via Anycomms Plus
<p>Key Stage 2 (Deadline to submit KS2 TA data on the PAG – submissions will not be accepted after this date) Friday 30th June</p>	<p>Key Stage 2 Teacher Assessments</p> <ul style="list-style-type: none"> ➤ Teacher Assessments are to be completed and submitted to STA before test results are returned to schools ➤ no results should be sent to the LA ➤ including Pre-Key Stage and Engagement Model where appropriate ➤ to be uploaded onto STA's Primary Assessment Gateway website https://www.primaryassessmentgateway.education.gov.uk

Data Checking – applies to all schools

Provisional Reports will be available in **Perspective Lite** for schools to run themselves - there are School Summary and Pupil Level reports. This gives schools the opportunity to check their results and resolve any issues before the LA submits the data to the DfE, so please submit your data returns in time, and earlier if possible.

Visit the [Perspective Lite Help Pages](#) to find out how to run these reports.

Please note that there will be a short delay between you submitting your data to the LA and the reports being available in Perspective Lite, whilst the LA uploads the data into the Perspective system.

Moderation – KS1 & KS2: Schools that are being moderated by the LA moderation team should not submit their assessments until AFTER being moderated.

Academies

Please note, every reference to “schools” in this MI Sheet also applies to academies.

Contact Details for further help:

An [Assessments web page](#) has been produced by the Norfolk Learning & Achievement Service, and is intended to be a comprehensive source of information to help you complete your assessments. If you still have a query that you need answering, please contact one of the appropriate teams listed below.

Learning & Achievement Service

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

Simon Porritt / Alex Webb / Simon Wilkinson

Email for all: cs.schooldata@norfolk.gov.uk

For advice on statutory teacher assessment, moderation and test administration:

Amanda Lowe - 01603 303304

Email: assessment@norfolk.gov.uk

ICT Solutions:

For technical ICT support for school MIS

<https://ict.norfolk.gov.uk/>

Helpdesk

0845 303 3003 or 01603 475603

ict@norfolk.gov.uk

Early Years Foundation Stage Profile

Detailed requirements

Item	Detail
Deadline date	Monday 26 th June (early returns are encouraged)
What to submit	End-of-Reception Year results (1 or 2) in the EYFS Profile assessment for each pupil in each of the 17 Early Learning Goals (not “in-year” assessments)
What to send	XML/CTF file format – to include postcodes
Quick View of process	Enter data in MIS > Export CTF file > Submit to LA > Check Provisional report in Perspective > Report any discrepancies to Learning & Achievement Data Team
Where to send to	Use Anycomms Plus to send to Norfolk LA
What happens next	<ul style="list-style-type: none"> – If there are issues/problems with the data file, then the Data Team will contact the school, initially by email to the office@ – There is no need to contact the Data Team just to check receipt of your data file
Check results	Provisional Reports will be available in Perspective Lite for schools to run themselves. Visit the Perspective Lite Help Pages to find out how to run these reports. Please note that there will be a short delay between you submitting your data to the LA and the reports being available in Perspective Lite, whilst the LA uploads the data into the Perspective system.
Changes to results/other details	REPORT any errors in the provisional report to the Learning & Achievement Data Team as soon as possible.
New leavers and starters	<ul style="list-style-type: none"> – If a pupil transfers schools before the summer half term holiday, the new setting must report the pupil results to its LA. – If a pupil transfers schools during the second half of the summer term then the previous school is responsible for reporting to the LA.
Contact	Learning & Achievement Data Team For further advice on the submission process or information on school education performance data Simon Porritt / Alex Webb / Simon Wilkinson Email for Data Team: cs.schooldata@norfolk.gov.uk
Further guidance:	
DfE guidance	Early years foundation stage profile return 2023: guide https://www.gov.uk/government/publications/early-years-foundation-stage-profile-handbook Please note that the data submitted will be published in the Analyse School Performance (ASP)/DfE Inspection Dashboards (IDSRs).
LA Data Team FAQ / Guidance & Check Lists/Crib Sheets	http://www.schools.norfolk.gov.uk/School-administration/Key-stage-assessments
ICT resources	www.ict.norfolk.gov.uk
Anycomms Plus	https://acplus.nsix.org.uk/Login.aspx Username issues: username / password please contact the ICT service desk on ict@norfolk.gov.uk / 0845 303 3003.

Phonics screening check

Detailed requirements

Item	Detail
Deadline date	Monday 19 th June (early returns are encouraged) (With allowance made if Phonics timetable variation week is required)
Testing period	12 th - 16 th June (19 th – 23 rd June - timetable variation week for absent pupils)
What to submit	Year 1 Phonics scores (or Outcomes if test not taken e.g. A or D) Year 2 Phonics scores – just for the pupils who need a re-test, or missed the 2022 Summer term phonics screening check (or Outcomes if test not taken e.g. A or D). See “Further Information” below for missing results. Do not wait for the threshold score – we do not need the Outcomes for the pupils who sat the test – just their scores. (Threshold published Monday 26 th June 2023)
What to send	XML/CTF file format
Quick View of process	Enter data in MIS > Export CTF file > Submit to LA > Check Provisional report in Perspective > Report any discrepancies to Learning & Achievement Data Team
Where to send to	Use Anycomms Plus to send to Norfolk LA
What happens next	<ul style="list-style-type: none"> – If there are issues/problems with the data file, then the Data Team will contact the school, initially by email to the office@ – There is no need to contact the Data Team just to check receipt of your data file
Check results	Provisional Reports will be available in Perspective Lite for schools to run themselves. Visit the Perspective Lite Help Pages to find out how to run these reports. Please note that there will be a short delay between you submitting your data to the LA and the reports being available in Perspective Lite, whilst the LA uploads the data into the Perspective system.
Changes to results/other details	REPORT any errors in the provisional report to the Learning & Achievement Data Team as soon as possible.
New leavers and starters	<ul style="list-style-type: none"> – If the pupil was at your school for Phonics test (or was recorded as A or D) – then you are to include them in your data file. – If a pupil transfers schools before the Phonics test, the new setting must report the pupil results to its LA.
Headteacher’s declaration form (HDF)	Deadline for schools to submit phonics screening check HDF on the PAG – Monday 3 rd July.
Contact	Learning & Achievement Data Team For further advice on the submission process or information on school education performance data Simon Porritt / Alex Webb / Simon Wilkinson Email for Data Team: cs.schooldata@norfolk.gov.uk
Further guidance:	
DfE guidance	The Assessment and Reporting Arrangements KS1 and Phonics 2023 booklet: https://www.gov.uk/government/publications/2023-key-stage-1-assessment-and-reporting-arrangements-ara Please note that the data submitted will be published in the Analyse School Performance (ASP)/DfE Inspection Dashboards (IDSRs).
LA Data Team FAQ / Guidance & Check Lists/Crib Sheets	http://www.schools.norfolk.gov.uk/School-administration/Key-stage-assessments
ICT resources	www.ict.norfolk.gov.uk

PHONICS SUBMISSION PROCESS - EXTRA INFORMATION – YEAR 2 PUPILS MISSING RESULTS

Note: Schools are responsible for checking all their current Year 2 pupils' phonics screening check results. Any pupils who did not have an Outcome of "Wa" (Working at) in the Summer 2022 phonics screening checks, including pupils who were not assessed, must be included in this year's Year 2 phonics screening, and their results recorded and submitted at the same time as the Year 1 results.

Key Stage 1 Assessments

Detailed requirements

Item	Detail
Deadline date	Thursday 22 nd June (early returns are encouraged)
Testing period	The month of May
What to submit	<ul style="list-style-type: none"> Teacher Assessment “outcome” in reading, writing, mathematics and science. Valid codes available here: Valid TA Codes Additional P Scales or NOTSEN codes, for children who are assessed at Outcome BLW. See Extra Information below
What to send	XML/CTF file format
Quick View of process	Enter data in MIS > Export CTF file > Submit to LA > Check Provisional report in Perspective > Report any discrepancies to Learning & Achievement Data Team
Where to send to	Use Anycomms Plus to send to Norfolk LA
What happens next	<ul style="list-style-type: none"> If there are issues/problems with the data file, then the Data Team will contact the school, initially by email to the office@ There is no need to contact the Data Team just to check receipt of your data file
Check results	<p>Provisional Reports will be available in Perspective Lite for schools to run themselves. Visit the Perspective Lite Help Pages to find out how to run these reports.</p> <p>Please note that there will be a short delay between you submitting your data to the LA and the reports being available in Perspective Lite, whilst the LA uploads the data into the Perspective system</p>
Changes to results/other details	REPORT any errors in the provisional report to the Learning & Achievement Data Team as soon as possible.
New leavers and starters	<ul style="list-style-type: none"> If the pupil took the KS1 tests at your school then you must submit the TA for all these pupils, <u>including any pupils who leave the school after the KS1 tests but before the end of the school year.</u> If a pupil did not take the KS1 tests at your school then do not submit TA for them – the losing school will be submitting them. See Extra Information below for pupils who arrive/leave DURING the test period.
Head Teachers declaration form	On Primary Assessment Gateway - by Friday 30 th June
Contact	<p>Learning & Achievement Data Team</p> <p>For further advice on the submission process or information on school education performance data</p> <p>Simon Porritt / Alex Webb / Simon Wilkinson</p> <p>Email for Data Team: cs.schooldata@norfolk.gov.uk</p>
Further guidance:	
DfE guidance	<p>The Assessment and Reporting Arrangements KS1 and Phonics 2023 booklet:</p> <p>https://www.gov.uk/government/publications/2023-key-stage-1-assessment-and-reporting-arrangements-ara</p> <p>Please note that the data submitted will be published in the Analyse School Performance (ASP)/DfE Inspection Dashboards (IDSRs).</p>
LA Data Team FAQ / Guidance & Check Lists/Crib Sheets	http://www.schools.norfolk.gov.uk/School-administration/Key-stage-assessments
ICT resources	www.ict.norfolk.gov.uk
Anycomms Plus	<p>https://acplus.nsix.org.uk/Login.aspx</p> <p>Username issues: username / password please contact the ICT service desk on ict@norfolk.gov.uk / 0845 303 3003.</p>

KEY STAGE 1 SUBMISSION PROCESS - EXTRA INFORMATION

KS1 SUBMISSION DEADLINE – Thursday 22nd June

However, we encourage schools to submit their data before Thursday 22nd June if all moderation has been completed, the data has been finalised, and is ready to send. This will allow for the LA & schools to resolve any errors or omissions before the Tuesday 27th June DfE cut-off.

TEST RESULTS

There is no statutory requirement to record the KS1 Test results in your MIS, or send them to the LA.

PUPILS WHO ARRIVE DURING MAY 2023

If a pupil arrives in the school **during** the KS1 test period in May 2023, the receiving school must find out which tests have already been administered to the pupil and administer any remaining tests. **The school where the pupil was registered for the greater number of days (including holidays) in May should submit TA data for that pupil to the LA.**

ASSESSMENT OUTCOME

The Engagement Model

The engagement model replaces P scales 1 - 4 and is a new statutory teacher assessment tool for pupils working below the standard of the national curriculum and not engaged in subject-specific study.

It should be used to assess pupils' learning regularly throughout the year, enabling these pupils' achievements and progress to be measured over time.

Schools must report which pupils have been assessed using the engagement model when the pupil is at the end of KS1. This is so the DfE is aware of how many pupils are not engaged in subject-specific study and where they are being educated.

[STA has published further guidance](#) on the statutory requirements for using the engagement model to assess pupils working below the standard of the national curriculum and not engaged in subject-specific study

Key Stage 2 Assessments & Test Results

Detailed requirements

Item	Detail
Deadline date	Friday 30 th June (early returns are encouraged)
Testing period	9 th - 12 th May
Changes in processes	Different – revised pre-Key Stage standards and revised P Scales.
What to submit	<p>Pupil sitting tests do not require assessments for reading/maths. Pupils NOT sitting tests for reading/maths require Teacher Assessments submitting – probably pre-Key Stage standards. All pupils require assessments for writing and science.</p> <ul style="list-style-type: none"> – Valid codes available here: Valid TA Codes – Additional The engagement model is statutory for use from the 2021/22 academic year to assess pupils working below the standard of the national curriculum and not yet engaged in subject-specific study. Schools can no longer assess pupils against P scales 1 to 4
What to send	XML/CTF file format or Excel template (from Primary Assessment Gateway).
Quick View of process	Enter data in MIS > Export CTF file > Submit to Primary Assessment Gateway > Check Provisional report in Perspective > Report any discrepancies.
Where to send to	Primary Assessment Gateway – Teacher Assessments (Don't send any data to the LA)
What happens next	Primary Assessment Gateway Primary Assessment Gateway will report if there are any errors or issues – you must resolve these yourself, in necessary by submitting a revised return.
Check results - Writing & Science TAs	<p>Provisional Reports will be available in Perspective Lite for schools to run themselves. Visit the Perspective Lite Help Pages to find out how to run these reports.</p> <p>Please note that there will be a short delay between you submitting your data to the LA and the reports being available in Perspective Lite, whilst the LA uploads the data into the Perspective system.</p>
Changes to results/other details	<p>If you notice any errors - before the final DfE deadline of 30th June - then submit revised results to the Primary Assessment Gateway Primary Assessment Gateway as soon as possible.</p> <p>Please inform the Learning & Achievement Data Team – so we have the most up to date data for your school.</p>
New leavers and starters	<ul style="list-style-type: none"> – If the pupil took the KS2 tests at your school then you must submit the TA for all these pupils, <u>including any pupils who leave the school after the KS2 tests but before the end of the school year.</u> – If a pupil did not take the KS2 tests at your school then do not submit TA for them – the losing school will be submitting them. – See Extra Information below for pupils who may arrive/leave DURING test week.
Headteacher's declaration form	On Primary Assessment Gateway (PAG) - by Monday 22 nd May
Contact	<p>Learning & Achievement Data Team For further advice on the submission process or information on school education performance data Simon Porritt / Alex Webb / Simon Wilkinson Email for Data Team: cs.schooldata@norfolk.gov.uk</p>
Test Results	
Available on	Released Tuesday 11 th July
Available from	DfE "Primary Assessment Gateway" website https://www.primaryassessmentgateway.education.gov.uk/
Action required	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)
Check results for All Subjects	Following the release of the test results Provisional Reports should be available in Perspective Lite for schools to run themselves. Visit the Perspective Lite Help Pages to find out how to run these reports. Should be available from Wednesday 12 th July.
Review deadlines	Marking review applications to the STA by Friday 21 st July (11:59pm)
Further guidance:	
DfE guidance	2023 Key stage 2: assessment and reporting arrangements (ARA) https://www.gov.uk/government/publications/2023-key-stage-2-assessment-and-reporting-arrangements-ara Please note that the data submitted will be published in the Analyse School Performance (ASP)/DfE Inspection Dashboards (IDSRs).
LA Data Team FAQ / Guidance & Check Lists/Crib Sheets	http://www.schools.norfolk.gov.uk/School-administration/Key-stage-assessments
ICT resources	www.ict.norfolk.gov.uk
Primary Assessment Gateway (PAG) website	For support using the PAG website, contact the national curriculum assessments helpline on 0300 303 3013, or email assessments@education.gov.uk

KEY STAGE 2 SUBMISSION PROCESS - EXTRA INFORMATION

KS2 SUBMISSION DEADLINE – Friday 30th June

However, there is no reason why schools cannot submit their data before Friday 30th June if all moderation has been completed, the data has been finalised, and is ready to send. This will allow for the LA & schools to resolve any errors or omissions before the deadline.

The DfE will take the data on 30th June and publish it in DfE Accountability documents (e.g. ASP/Inspection Summary Dashboard Reports) in the Autumn Term. Any school that has not submitted data by 30th June will have gaps and blanks in these DfE documents.

KS2 – TEACHER ASSESSMENTS 2023 - instructions [Key Stage 2 teacher assessment guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/key-stage-2-teacher-assessment-guidance): Schools are required to **assess all pupils in English writing and Science, providing a valid code for them. Schools must also assess pupils in English reading and mathematics where they are below the standard of the national curriculum assessments and provide a valid code for them.**

PUPILS CHANGING SCHOOL DURING TEST WEEK

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.

ASSESSMENT OUTCOME

The Engagement Model

In 2022/23, if a pupil is working below the standard of national curriculum assessments and not yet engaged in subject-specific study, they must be assessed using the engagement model at the end of KS2.

The engagement model is a teacher assessment tool that replaces P scales 1 – 4 and is formed of 5 areas of engagement: exploration, realisation, anticipation, persistence and initiation. Each of the 5 areas are interrelated and should be used when assessing pupils who are not engaged in subject-specific study.

Since September 2021, schools have been required to:

- use the engagement model to assess pupils who are working below the standard of national curriculum assessments and not engaged in subject-specific study at the end of KS2.
- report to DfE which pupils have been assessed using the engagement model for KS2 – schools are not required to submit any other data to DfE about the progress of these pupils.