

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.