

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
Phonics (Yr 1 & selected Yr 2) Monday 19th June (With allowance made if Phonics timetable variation week is required)	Phonics screening results <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
Key Stage 1 (LA-recommended date with allowance for schools being moderated) Thursday 22nd June	Key Stage 1 Teacher Assessments <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
EYFSP by Monday 26th June	Early Years Foundation Stage Profile Assessments <ul style="list-style-type: none">➤ to be sent to Learning & Achievement Data Team via Anycomms Plus
Key Stage 2 (Deadline to submit KS2 TA data on the PAG – submissions will not be accepted after this date) Friday 30th June	Key Stage 2 Teacher Assessments <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