



Director of Education: Bryan Slater

Norfolk Education Advisory Service  
Professional Development Centre  
Woodside Road  
Norwich  
NR7 9QL

Tel: 01603 433276  
Fax: 01603 700236

**To: Headteachers of all Norfolk Primary phase schools**

**Essex SATs Analysis Disks - KS 1 and 2**

We would like to draw your attention to the two CD-ROMs, developed by the Essex Advisory Service, which you have already received. We apologise for not putting an accompanying letter with the CDs but we wished to get the disks to you as soon as possible to assist with analysis to inform planning in the autumn term. These disks contain Excel Spreadsheets to enable you, if you wish, to complete detailed question by question analysis of both the statutory end of KS1 and KS2 test papers and also the Optional tests for Y3, Y4 and Y5.

All schools with pupils in Y6 received this software on floppy disc last year and many found the subsequent analysis invaluable. This is the first time that Norfolk's Key Stage One schools have received this disc to enable them to complete an analysis of the Y2 statutory tests and the Y3 Optional tests. These discs may help you analyse children's strengths and weaknesses in English, Maths and Science. The analysis is also very valuable in supporting the assessment and identification of children for catch up/springboard programmes. The software also easily enables the performance of different groups of children to be analysed, e.g. male/female, different teaching groups, level 3 children, by ethnic group, etc.

We would like to clarify a couple of general questions that have arisen about this software.

- On the CD-ROM it states '*Please read documentation that accompanied software*'. The documentation referred to is on the CD and you will have to load the software first and then read or print off the instructions.
- It is important that, before inputting any information, you save the file on to your desktop under a new name - so you will still have a master copy. After inputting the information please save and close the programme down. When you re-open it you will be able to analyse the data.
- The Optional test analysis for mathematics in Y3, Y4 and Y5 appears to include the mental test scores in the totals used to calculate the final level. The analysis of strengths and weaknesses in mathematics will need this data to be entered. But this is **NOT** how the levels are calculated. In order to use the software to give a final level you will need to record ALL of the mental test questions for ALL of the children as errors. (This is easily done by entering 1 error in the top left of the first mental test question, highlighting from this cell the rest of the mental responses for ALL children and use *FILL RIGHT* and *FILL DOWN* from the Edit menu list.)

If you have any further questions or problems with the use of the disks please contact the Maths team. Our help-line is open every Thursday between 3.30 and 5.00 p.m. Please telephone 01603 433276 and ask for the Maths Team help-line.

**Norfolk Mathematics Advisory Team**