Completing your Key Stage Assessments – EYFS - Crib Sheet (Check List) Version 1
DEADLINE: Monday 24th June 2024

The following is a checklist of actions required to complete your Key Stage Assessments and send your data. The process to submit your assessment data is similar in the different MIS systems available to schools.
If you have an issue with your specific MIS please contact the relevant MIS Helpdesk.

Checklist

No	√	Item
1		**Ensure you are working with the EYFS end-of-Reception Year assessments (and not age-related in-year/termly assessments)** – there are a total of 17 early learning goals and the valid assessment scores are 1 - "emerging" & 2 - "expected" (or 'A' **but only if an exemption has been granted by the secretary of state for the setting or individual child, or if the child is continuing in EYFS provision beyond the year in which they turn 5**).
2		**Ensure you have the correct resource in your MIS (Step 1)**
		Refer to the relevant help resources for your specific MIS. For example, in SIMS you have to import the "**EYFS Profile Wizard 2024".**
3		**Ensure you have the correct resource in your MIS (Step 2)**
		Your MIS may provide more than one data entry sheet for each Key Stage, so you need to ensure you have the correct one to actually enter the assessment marks in. For example, SIMs provides an additional mark sheet called "EYFS Profile Good Level of Development 2023" but this is only used to VIEW data - once it has been entered in the "EYFS Profile 2024" mark sheet.
4		**Ensure you have selected the correct pupils**
		You need to select the pupils in their Final Reception year for 2023-24 – indicated as Yr R or Yr 0.
5		**Are all pupils included, including recent arrivals?**
		Any pupils ARRIVING BEFORE summer half-term must be included in your data return. Check any custom groups you may have already created, and ensure any new arrivals are added to the group. Also ensure any pupils that LEFT BEFORE summer half-term are removed from the custom group.
6		**Print mark sheet** (if teachers not entering the assessments themselves)
		Print out the mark sheet for the teachers to enter the assessments. In some MIS you can export the mark sheet to Excel and adjust settings in Excel to improve the print layout. **IMPORTANT**: Be aware that the order of the column headings in the mark sheet may differ from locally produced mark sheets – match the headings & scores.
8		**Enter EYFS assessment scores into mark sheet in your MIS** (if teachers not entering the assessments themselves)
		Take the printed mark sheet from the teacher & enter the marks/scores in the correct EYFS mark sheet/entry screen. Check the order of column headings match any locally produced mark sheets. Enter scores. Regularly save your work so you don't lose anything. In some MIS if you click on "Calculate" the MIS will perform checks to ensure all values are entered correctly.
9		**If a result cannot be entered into the MIS, then go back to the teacher to check valid values being used**
		In some MIS you can right-click in the mark sheet grid, and it will give the valid values for that subject
10		**If you use other software to record your EYFS end-of-Reception Year assessments, then once completed, you should import them into your main MIS.** (This often makes the sending of the CTF assessment files easier, and ensures all available data is included when you send CTF Transfer files to schools.)
		Other assessment software systems allow you to export an assessment CTF/XML or csv file, which you can then import into your MIS, either by importing a CTF/XML file or csv file. Once you have imported it into your main MIS, take care to ensure all the pupil details match, and investigate & resolve discrepancies.
11		**Have all pupils got 17 EYFS assessment scores? Leave no blanks.**
		Files with missing assessments cannot be used and you will need to re-do a new file.
12		**Print the completed mark sheet – Headteacher to check, sign and date as correct. (**Signed mark sheet to be retained in school for inspection purposes.)
		Continue to next page

	√	Item
13		**Export CTF file from MIS – destination is "Norfolk"**
		You need to export a CTF/XML file from your MIS. Each MIS has a different process to do this – refer to guidance for your specific MIS. No other file type should be sent. You need to select Yr R/Yr 0 pupils and their Early Years Foundation Stage data (EYFSP) for 2023-24. **You also need to ensure the file contains their home postcodes. Files without postcodes or not in the correct format cannot be used and you will need to re-do a new file. The "destination" for each Yr R/Yr 0 pupil is "Norfolk".** *A common error is to miss off some pupils at this stage – you must have all the correct pupils checked and included, otherwise the results we calculate and display in Norfolk My School KeyData (and the DfE for ASP/Inspection Dashboards) will be different to what your MIS calculates.* ***Check carefully.***
14		**If your MIS produces a log of what has been included in the CTF file, check it. Ensure the correct number of pupils are included in the CTF/XML file. Check any error messages.**
		If number of pupils is not correct, re-run Step 12, carefully selecting all the required pupils (and see Step 4). Respond to any other error messages – correct any assessments as required and export the CTF file again.
15		**Log on to Anycomms Plus:** https://acplus.nsix.org.uk**, and select Upload file to Service/Local Authority**
16		**Select the appropriate CTF (.xml) file(s) from your Output/Export folder (on your Desktop)**
		You need to browse to the folder where your MIS exports CTF (.XML) files – the Desktop/Outbox or similar, and then select the file you want to send. In Anycomms Plus, choose "**Export to a Service**", for File Type, choose "**KS Foundation Stage Results**", for Service, select "**EAS-Assessment Results**". In Description, type a quick note to help identify what the file is (e.g. include a version number).
17		**Upload the file to Norfolk LA**
		In Anycomms Plus click on **Upload All Files** to start upload of exported CTF files to Norfolk LA.
18		**Check file uploads successfully**
		You must respond to any error messages and correct any results where messages or errors are displayed.
		DEADLINE: Monday 24th June 2024 (to allow LA to complete checks).
19		**What happens next:**
		(a) The LA will receive the data file(s) and will import them into their data systems. (b) If there is any fault with the data file, then your school will be contacted, initially by email to the office, to advise you of the fault/issue (s). (c) You will need to correct the issue/error (s) and submit a new file. If submitting a new file always include **all the pupils**, not just the pupil(s) who had any error. (d) If the data file is error free then the LA will not contact you – and there will be no need for you to contact them. (e) On Tuesday 25th June (PM) the Data Team will produce a School Summary report, available in Perspective, for schools to check. https://perspective.angelsolutions.co.uk/perspective/login.aspx (f) Only schools who have submitted their results by Monday 24th June will receive a summary report. If there are ANY errors in this summary report, contact the Data Team as soon as possible (phone or email) to advise that there are errors. It will probably require a new file submitting. DfE & LA resources to help you with assessment issues can be found via the link below: https://www.schools.norfolk.gov.uk/article/29465/Key-Stage-assessments
20		**Any amendments to results?**
		Please inform us (Data Team – **cs.schooldata@norfolk.gov.uk**) if you upload a new file via Anycomms Plus to Norfolk LA.
21		**Print reports for parents as required**
		Once your data is finalised and checked you need to print the reports for parents. Your MIS should be able to do this, taking the assessment scores you have entered in the MIS.
		End