Completing your Key Stage Assessments – Key Stage 2 – Crib Sheet (Check List)
DEADLINE: Friday 20th June 2025 (LA recommended).
Early returns are strongly encouraged, and allowance given for moderated schools.

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 Helpdesk.

Checklist

No	√	Item
1		**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 we understand you have to import the **"Key Stage 2 Wizard England 2025".**
2		**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 assessments in. For example, SIMs provides various mark sheets for KS2 but some are only to VIEW data - the correct mark sheet to use is **"KS2 A Teacher Assessments 2025".**
3		**Are all pupils who sat KS2 SATs at your school included, including recent leavers and pupils out-of-year?**
		All pupils who are on the tests register at your school must be given Teacher Assessments (TAs) and be included in YOUR school data (even if they left the school after test week), for writing and science. Pupils who did not sit the tests in reading and maths, will need to have TA submitted for these subjects also. You can check on the Primary Assessment Gateway website for a list of pupils. You will also need to include TAs for any pupils added late to your Test Attendance Registers. Check any custom groups you may have already created, and ensure any recent leavers are still in the group. Also ensure any pupils that left before KS2 SATS are removed from the custom group. Link for DfE 2025 Key Stage 2 Assessment & Reporting Arrangements – see "Chapter 5 Test Participation".
4		**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.
5		**Enter KS2 assessments into mark sheet in your MIS** (if teachers not entering the assessments themselves)
		Take the printed mark sheet from the teacher and enter the marks/scores in the correct mark sheet/entry screen. **Pupil sitting tests** do not require assessments for reading and maths. **Pupils NOT sitting tests** for reading and maths require Teacher Assessments submitting. **All pupils** require assessments for writing and science. **If any subjects or marks are missing the file cannot be used, and you will need to re-do a new file.** Regularly save your work so you don't lose anything. In some MIS if you need click on "Calculate" the MIS will perform checks to ensure all values are entered correctly.
6		**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.
7		**If you use other software to record your end-of-Key Stage 2 Teacher Assessments, then once completed, you should import them into your main MIS.** (This often makes the sending of the CTF assessment files easier, and also ensures all available data is included when you send CTF Transfer files).
		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 discrepancies.
8		**Have pupils got all the relevant KS2 assessment results (including pupils who left after the test week)?** See Step 5 for which assessments are required.
9		**Print off completed mark sheet(s) and have checked by teacher/headteacher – amend any scores if required.**
		Continue to next page

No	√	Item
10		**Export CTF file from MIS – destination is "National Assessment Agency"**
		Next 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. Select pupils taught in Yr 6 and their KS2 teacher assessments for 2024-25. You do not need to send KS2 test data. **The destination for each Yr 6 child is "National Assessment Agency"** *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 displayed by the DfE for ASP/Inspection Dashboards will be different to what your MIS calculates.* ***Check carefully.***
11		**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 the number of pupils is not correct, re-run Step 10, carefully selecting all the required pupils (and see Step 3). Respond to any other error messages – correct any assessments as required and export the CTF file again.
12		**Select the appropriate CTF (.xml) file(s) from your Output/Export folder (on your Desktop)**
		Browse to the folder where SIMs exports CTF (.XML) files – usually Desktop/Outbox or similar.
13		**Upload exported CTF file to Primary Assessment Gateway (PAG) website**
		Log on to https://www.primaryassessmentgateway.education.gov.uk and upload/submit the newly created CTF file to the Teacher Assessment tab on the website. Do NOT send this CTF file to the LA - the LA can view the PAG website. Alternatively, you can download a template from the PAG website to complete the assessments and then upload. For further guidance watch: https://youtu.be/ozs1aarKivU?si=4p7WkW9R_g3EhoP2
14		**Check file uploads successfully**
		You must respond to any error messages, and check "expected numbers", and correct any results where messages or errors are displayed. **DEADLINE: Friday 20th June 2025*** (LA Recommended) but we advise to upload before this date to ensure there is time to resolve any issues or errors with your data.
15		**Any amendments to results? Submit to Primary Assessment Gateway – 0300 303 3013, or use the Live Chat function.**
		Please inform us at the Data Team – **cs.schooldata@norfolk.gov.uk** if you are instructed to upload a new file to the Primary Assessment Gateway website.
16		**What happens next:**
		(a) The Primary Assessment Gateway (PAG) system will import the data into their data systems. (b) The PAG system will report any data errors with the file you have imported – you must check ALL the messages generated. (c) You will need to correct the issue/error (s) and usually submit a new file. If you have used the KS2 template downloaded from the PAG website, and made a change and re-submitted it - DfE video on resolving errors within submitted data watch: https://youtu.be/2Vm5ACm4whg?si=oPjnKZaMiVT0H7Md ENSURE YOU CORRECT THE DATA IN YOUR MIS AS WELL. (d) If the data file has no errors, then the STA will not contact you – and there will be no need for you to contact them.
17		**Import Test Results into MIS** (available from Tuesday 8th July).
		Download results file from https://www.primaryassessmentgateway.education.gov.uk, **as a CTF/XML file**, in Pupil Results tab. Save to desktop or similar and then import into MIS. (No requirement to send test results to LA).
18		**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

* LA moderation 2025: Schools that are being moderated in period 6th – 18th June should submit their assessments as soon as possible after the moderation visit, and **BEFORE the DfE final deadline of 27th June**, using the processes detailed above. The Data Team are aware which schools are being moderated.