

Submission of assessment information – Detailed guidance 2022 (Primary)

Overview and Timeline

Below are the recommended latest dates for submission of assessment information this year, as outlined in our previous [MI Sheet 57/22](#). This MI sheet gives further details and guidance.

For KS1 and KS2 Teacher Assessments, the DfE have stated that the LA should not request data from schools before midday Tuesday 21st June. This gives 7 days for all schools to submit all their KS1 and KS2 data correctly before the DfE cut-off. **However, we encourage schools to submit their data before midday Tuesday 21st 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 28th June DfE cut-off.

Please be aware that the DfE will take the data on 28th June and publish it in DfE accountability documents (e.g. Analyse School Performance - ASP/Inspection Dashboard Summary Reports - IDSRs) in the Autumn Term. Any school that has not submitted data by 28th June will have gaps and blanks in these 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 13th 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 Autumn 2021 ➤ to be sent to Learning & Achievement Data Team via Anycomms Plus
Key Stage 2 Tuesday 21st June (midday)	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
Key Stage 1 Tuesday 21st June (midday)	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 Friday 24th June	Early Years Foundation Stage Profile Assessments <ul style="list-style-type: none"> ➤ to be sent to Learning & Achievement Data Team via Anycomms Plus

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 Services 4 education:

For technical ICT support for school MIS

<https://ict.norfolk.gov.uk/>

Helpdesk

0845 303 3003

ict@norfolk.gov.uk