Completing your Key Stage Assessments – Key Stage 1 - Crib Sheet (Check List)
Recommended LA DEADLINE: Thursday 22nd June 2023
Please complete the KS1 tests Head Teachers declaration form (HDF) on the Primary Assessment Gateway (PAG) website by Friday 30th June 2023.
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 you must import the "**KS1 Wizard 2023 England".**
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 follow their guidance and have the correct one to actually enter the assessments in.
If necessary, check with your MIS provider that your MIS is the latest version which can generate the appropriate output for the 2022-23 Assessment cycle.
3		**Ensure you have selected the right pupils.**
		You need to select pupils taught in Yr 2 for 2022-23.
4		**Are all pupils who sat KS1 SATS at your school included, including recent leavers and any pupils out-of-year?**
		For pupils either leaving or joining your school, please refer to the STA Guidance, p.35, sect. 9.6. Check any custom groups you may have already created, and ensure the correct pupils are listed in line with this guidance.
5		**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.
6		**Enter KS1 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 assessments in the correct mark sheet/entry screen. Subjects required: Reading, Writing, Maths (overall level), Science (overall level). **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 you need to click on "Calculate" and the MIS will perform checks to ensure all values are entered correctly.
7		**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;

Key Stage 1	Available Codes
English reading	GDS, EXS, WTS, PK4, PK3, PK2, PK1, EM, A
Mathematics	GDS, EXS, WTS, PK4, PK3, PK2, PK1, EM, A
English writing	GDS, EXS, WTS, PK4, PK3, PK2, PK1, EM, A
Science	EXS, HNM, A

No	√	Item
8		**If you use other software to record your end-of-Key Stage 1 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 ensures all available data is included when you send CTF Transfer files to other schools.)
		Other assessment software systems allow you to export an assessment CTF/XML or csv file, which you can then import into your main MIS. Once you have imported it into your main MIS, take care to ensure all the pupil details match, and investigate discrepancies.
9		**Have all pupils got KS1 assessment results? Leave no blanks in main mark sheet.**
10		**Print off completed mark sheet(s) and get checked by teacher/headteacher – amend any scores if required.**
		Continue to next page

No	√	Item
11		**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 apart from CTF/XML files should be sent. You need to select pupils taught in Yr 2 and their KS1 teacher assessments for 2022-23. You do not need to send KS1 <u>test</u> data/scores. **The destination for each Yr 2 child 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.*
12		**If your MIS produces a log of what has been included in the CTF file, then please 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 11, carefully selecting all the required pupils (see Step 3). Respond to any other error messages – correct any assessments as required and export the CTF file again.
13		**Log on to Anycomms Plus:** https://acplus.nsix.org.uk **,** and select **Upload file to Service/Local Authority.**
14		**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 "**KS1 Results**", for Service, select "**EAS-Assessment Results**". In Description, enter a short note to help identify what the file is (including the version number).
15		**Upload the file to Norfolk LA**
		In Anycomms Plus click on **Upload All Files** to start upload of exported CTF files to Norfolk LA.
16		**Check file uploads successfully**
		You must respond to any error messages. **DEADLINE: Thursday 22nd June 2023** (to allow LA to complete checks)*
17		**Any amendments to results?**
		Please inform us at the Data Team – **cs.schooldata@norfolk.gov.uk** if you need to upload a new file via Anycomms Plus to Norfolk LA.
18		**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 has no errors then the LA will not contact you – and there will be no need for you to contact them. (e) Shortly after the LA-recommended deadline data, 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) 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. Contact details and resources to help you with assessment issues: http://www.schools.norfolk.gov.uk/School-administration/Key-stage-assessments
19		**Test Results in MIS**
		KS1 Test results can be entered in your MIS but this is optional - Norfolk LA **do not require this.**
20		**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 2023: Schools that are being moderated in period 6th – 23rd June should submit their assessments as soon as possible after the moderation visit, and **BEFORE the DfE final deadline of Tuesday 27th June,** using the processes detailed above. (The Data Team are aware which schools are being moderated.)