

# **Guidance for Special Schools on Data Submission**

**Early Years Foundation Stage Profile**

**+**

**Phonics Screening Check**

**+**

**End of Key Stage 2 National Curriculum  
Assessment**

# Early Years Foundation Stage Profile (EYFSP)

**SUBMISSION DEADLINE: Monday 30<sup>th</sup> June 2025**

***The EYFS Profile is a statutory assessment of children’s development. Participation is usually carried out in the final term of the year in which a child reaches age 5 in Reception and/or before the child moves into year 1; registered at maintained schools, academies (including free schools) and special schools (including maintained special schools and special academies).***

***Children are not exempt from the Profile on only the basis of SEND.***

## Essential and useful Resources

- [Early Years Foundation Stage Profile: 2025 Handbook](#) – this supports EYFS practitioners in making accurate judgements against the Early learning goals about each child’s attainment
- [Early Years Foundation Stage: Statutory framework](#) – the standards that school and childcare providers must meet for the learning, development and care of children from birth to 5.
- [Early Years Foundation Stage: Videos](#) – videos for practitioners assessing children’s development at the end of the early years foundation stage (EYFS).
- [Early Years Foundation Stage: Exemplification materials](#) – to support teachers in making (EYFSP) judgements against the Early learning goals.
- [Early Years Foundation Stage: exemptions](#) – What early years providers and independent schools must do to be exempt, the ‘A’ code from some aspects of the early years foundation stage (EYFS).

## Checklist

The following is a checklist of actions required to complete your EYFSP Assessments and send your data via “**File Request**” in [Perspective Lite](#).

*The process to submit your assessment data is similar, within the different MIS available to schools. If you have an issue with your specific MIS, please contact the relevant MIS Helpdesk.*

No.	√	Item
1		<b>Ensure you are working with the Early Years Foundation Stage assessments</b> of which there are a total of 17 early learning goals and the valid assessment codes are ‘1’ – emerging, ‘2’ - expected or ‘A’ – a <b>comprehensive DfE guidance on the specific circumstances when this code should be used can be found via the link below...</b> <a href="https://www.gov.uk/government/publications/exemptions-from-the-eyfs-for-providers-and-individual-children">https://www.gov.uk/government/publications/exemptions-from-the-eyfs-for-providers-and-individual-children</a>
2		<b>Ensure you have the correct resource in your MIS (Step 1)</b> Refer to the relevant help resources for your specific MIS. For example, you may have to import the “ <b>EYFS Profile Wizard 2025</b> ”.
3		<b>Ensure you have the correct resource in your MIS (Step 2)</b> 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, there may be an additional mark sheet called “EYFS Profile Good Level of Development 2025” but this is only used to VIEW data - once it has been entered in the “EYFS Profile 2025” mark sheet.

4	<b>Ensure you have selected the correct pupils</b>
	You need to select the pupils in their Final Reception year for 2024-25 – indicated as Yr R or Yr 0 <u>and</u> who are moving into Year 1 in September 2025.
5	<b>Are all pupils included, including recent arrivals?</b>
	Any pupils ARRIVING BEFORE summer half-term break 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 break are removed from the custom group.
6	<b>Print mark sheet</b> (if teachers are not entering the assessments directly 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. <b>IMPORTANT:</b> 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	<b>Enter EYFS assessment scores into mark sheet in your MIS</b> (if teachers are not entering the assessments directly themselves)
	Collect 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 codes. 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	<b>If a result cannot be entered into the MIS, then go back to the teacher to check valid values being used</b>
	In some MIS you can right-click in the mark sheet grid, and it will give the valid values for that subject
10	<b>If you use other software to record your EYFSP assessments, then once completed, you should import them into your main MIS.</b> (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	<b>Have all pupils got 17 Early Learning Goals assessments? Leave no blanks.</b>
	Files with missing assessments cannot be used and you will need to re-do a new file.
12	<b>Print the completed mark sheet – Headteacher to check, sign and date as correct.</b>
	Signed mark sheet to be retained in school.
13	<b>Export CTF file from MIS – destination is "Norfolk"</b>
	Export a CTF/XML file from your MIS. No other file type should be sent. Each MIS has a different process to do this – refer to the guidance for your specific MIS. You need to select Yr R/Yr 0 pupils and their Early Years Foundation Stage data (EYFSP) for 2024-25. <i>A common error is to miss off 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.</i> <i>The "destination" for each Yr R/Yr 0 pupil is "Norfolk".</i> <i>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 in Norfolk data, DfE Statistics, ASP and Ofsted IDSR will be different to what your MIS calculates. <b>Check carefully.</b></i>
14	<b>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.</b>
	If the number of pupils is not correct, re-run Step 13, 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	<b>Upload the file to Norfolk LA – using Perspective Lite "File Request"</b>
	Check Inbox for an email titled "Perspective Lite - A new file request has been issued" with "EYFSP 2025 Data Collection" and follow the instructions. An email should be received by the Headteacher and those identified as Assessment Lead and EYFS Lead in your Perspective user list. Further guidance on

	<p>Perspective Lite File Request can be found via the link below...</p> <p><a href="https://www.schools.norfolk.gov.uk/article/68021/Perspective-File-Request">https://www.schools.norfolk.gov.uk/article/68021/Perspective-File-Request</a></p>
<b>16</b>	<b>Check file uploads successfully in Perspective Lite</b>
	<p>You must respond to any error messages and correct any results where messages or errors are displayed.</p> <p><b>DEADLINE: Monday 30<sup>th</sup> June 2025</b> (to allow LA to complete checks).</p>
<b>17</b>	<b>What happens next:</b>
	<p>(a) The LA will receive the data file(s) and will import them into their data systems.</p> <p>(b) If there is any fault with the data file, then your school will be contacted.</p> <p>(c) You will need to correct the issue/error (s) and submit a new file. If submitting a new file always include <b>all the pupils</b>, not just the pupil(s) who had any error.</p> <p>(d) On Tuesday 1<sup>st</sup> July (PM) the Data Team will produce a School Summary report, available in Perspective, for schools to check. <a href="https://perspective.angelsolutions.co.uk/perspective/login.aspx">https://perspective.angelsolutions.co.uk/perspective/login.aspx</a>. <b>Only schools who have submitted their results by 5pm Monday 30<sup>th</sup> June will receive a summary report.</b></p> <p>(e) 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 likely require a new file submitting.</p>
<b>18</b>	<b>Any amendments to results?</b>
	<p>Please inform us (Data Team – <a href="mailto:cs.schooldata@norfolk.gov.uk">cs.schooldata@norfolk.gov.uk</a>) if you upload a new file through the Perspective Lite File Request.</p>
<b>19</b>	<b>Inform parents</b>
	<p>Once your data is finalised and checked you need to inform parents. Your MIS should be able to provide this in several formats, taking the assessment scores you have entered in the MIS.</p> <p>End</p>

# Phonics Screening Check (PSC)

**SUBMISSION DEADLINE: Wednesday 25<sup>th</sup> June 2025**

*The Phonics Screening Check is a statutory assessment to confirm whether children have learnt phonic decoding to an appropriate standard. Participation is in the year in which a child reaches age 6, which for most pupils will be in year 1; registered at maintained schools, academies (including free schools) and special schools (including maintained special schools and special academies). Pupils who have reached the age of 7 of which most pupils will be in year 2, must also take the check, if they have not taken the check before or if they did not meet the expected standard in June 2024 check.*

*Headteachers make the final decision about whether it is appropriate for a pupil to take the check.*

## Essential and useful Resources

- [Assessment and reporting arrangements \(phonics screening check\)](#) - Details on the phonics screening check and data submission
- [phonics screening check administration guidance](#) – Guidance for school practitioners on administration of the Phonics Screening Check

## Checklist

The following is a checklist of actions required to complete your Phonics Screening Check Assessments and send your data via **“File Request”** in [Perspective Lite](#).

*The process to submit your assessment data is similar, within the different MIS available to schools. If you have an issue with your specific MIS, please contact the relevant MIS Helpdesk.*

No	✓	Item
1		<b>Data to be submitted consists of pupil-level information for all Year 1 pupils and those pupils currently in Year 2 who did not meet the expected level in the 2024 Summer term phonics screening check.</b>
		Note: If using SIMS, Yr 1 and Yr 2 pupils require different wizards and different mark sheets, so please follow ALL the instructions step-by-step.
2		<b>Ensure you have the correct resource in your MIS – Year 1</b>
		See Step 1. Refer to the relevant help resources for your specific MIS. For example, in SIMS you must import the <b>“Year 1 Phonics Screening Wizard 2025”</b> .
3		<b>Are all Yr 1 pupils included, including recent arrivals and pupils out-of-year? – Year 1</b>
		All eligible Yr 1 pupils should be included. Any pupils departing your school AFTER sitting the Phonics test at YOUR school MUST still be included in YOUR school assessment data. 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 the Phonics test are removed from the custom group.
4		<b>Print mark sheet (if teachers not entering the assessments themselves) – Year 1</b>
		Print out the mark sheet for the teachers to enter the Phonics Scores. In some MIS you can export the mark sheet to Excel and adjust settings in Excel to improve the print layout.
5		<b>Ensure you have the correct resource in your MIS – Year 2</b>
		See Step 1. Refer to the relevant help resources for your specific MIS. For example, in SIMS you must import the <b>“Year 2 Phonics Screening Wizard 2025”</b> .

		<b>It is strongly recommended that you import the Yr 2 resources even if you believe all Yr 2 pupils achieved the required standard. The resources should allow you to check if all your Yr 2 pupils have the required Phonics scores &amp; outcomes correctly entered.</b>
6		<b>Are all Yr 2 pupils included, including recent arrivals and pupils out-of-year? – Year 2</b> The mark sheet should list all Yr 2 pupils and should then show any Yr 2 pupils who did not achieve the required outcome in Summer 2024 or did not take the check. These are the pupils that have to be re-assessed this year.
7		<b>Print mark sheet (if teachers not entering the assessments themselves) – Year 2</b> Print out the mark sheet for the teachers to enter the Phonics Scores. In some MIS you can export the mark sheet to Excel and adjust settings in Excel to improve the print layout.
8		<b>Enter Phonics scores into mark sheet in your MIS – Yr 1 pupils</b> Enter the Phonics Check scores in the correct mark sheet / entry screen – for Year 1. The scores need to be entered in the “Marks/Scores” entry area, in the range of 0-40. Regularly save your work so you don’t lose anything. For pupils where there is no Mark to be entered, leave the Mark column blank and enter either ‘A’, ‘L’, ‘D’, or ‘Q’ in the Grade column as appropriate. (Only enter a score of 0 if the pupil scored 0 – leave BLANK if the pupil did not take the check.) Note: In some MIS if you click on “Calculate” the MIS will perform checks to ensure all values are entered correctly.
9		<b>Enter Phonics scores into mark sheet in your MIS – Yr 2 pupils</b> Enter the Phonics scores in the correct mark sheet / entry screen – for Year 2. <b>For pupils who do not require re-assessing leave everything blank.</b> For pupils who need re-assessing but did not take the check, there is no Mark to be entered, leave the Mark column blank and enter either ‘A’, ‘L’, ‘D’, or ‘Q’ in the Grade column as appropriate. Note: Only enter a score of 0 if the pupil scored 0 – leave BLANK if the pupil did not take the check.
10		<b>If a Phonics result cannot be entered into the MIS, then go back to the teacher to check valid values</b> Note: In SIMs – right-click in the mark sheet grid, select Grade Entry, and it will give the valid values for that subject.
11		<b>Have all pupils got Phonics Scores (all pupils in Year 1 and those required in Year 2)?</b>
12		<b>Print off completed mark sheets and get checked by teacher/headteacher – amend as required.</b>
13		<b>Export CTF files from MIS – destination is “Norfolk”. You can send without grades/outcomes – do not wait for new Threshold Mark to be announced.</b> 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 send the Phonics data for all Yr 1, and for the Yr 2 pupils who were re-tested or who had an outcome of A, D, L or Q. You can send either one combined CTF file or two separate CTF files. If sending two separate files, the first file should contain all <b>Yr 1 pupils</b> . The second CTF file should contain <b>only</b> the <b>Yr 2 pupils</b> who were re-assessed or had an Outcome of A, D, L or Q. The combined file should contain both groups. The Destination for all files is “ <b>Norfolk</b> ” – for all the pupils you need to send. (If a pupil should not be included then do not enter Norfolk as the destination.)  <i>A common error is to miss off some pupils at this stage – you must have all the correct pupils checked and included, otherwise the data we submit to the DfE will be different to what your MIS calculates.</i> <b>Check carefully.</b>
14		<b>If your MIS produces a log of what has been included in the CTF file, please check it. Ensure the correct number of pupils are included in the CTF/XML file. Check any error messages.</b> If the number of pupils is not correct, re-run Step 13, carefully selecting all the required pupils. Respond to any other error messages – correct any assessments as required and export the CTF file again.
15		<b>Upload the file to Norfolk LA – using Perspective Lite File Request</b>

	<p>Check inbox for an email titled "Perspective Lite - A new file request has been issued" with <b>Phonics 2025 Data Collection</b> and follow the instructions. An email should have been received by the Headteacher and those identified as Assessment Lead and Phonics Lead in your Perspective user list. Further guidance on Perspective Lite File Request can be found via the link below...</p> <p><a href="https://www.schools.norfolk.gov.uk/article/68021/Perspective-File-Request">https://www.schools.norfolk.gov.uk/article/68021/Perspective-File-Request</a></p>
<b>16</b>	<p><b>Check file uploads successfully</b></p> <p>You must respond to any error messages.</p> <p><b>DEADLINE: Wednesday 25<sup>th</sup> June 2025</b> (to allow LA to complete checks).</p>
<b>17</b>	<p><b>What happens next:</b></p> <p>(a) The LA will receive the data file(s) and will import them into their data systems.</p> <p>(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).</p> <p>(c) You will need to correct the issue/error(s) and submit a new file. If submitting a new file always include <b>all the pupils</b>, not just the pupil(s) who had any error.</p> <p>(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.</p> <p>(e) On Friday 27<sup>th</sup> June the Data Team will produce a School Summary report, available in Perspective, for schools to check. <a href="https://perspective.angelsolutions.co.uk/perspective/login.aspx">https://perspective.angelsolutions.co.uk/perspective/login.aspx</a></p> <p>(f) <b>Only schools who have submitted their results by Wednesday 25<sup>th</sup> June will receive a summary report.</b> If there are ANY errors in this summary report, contact the Data Team as soon as possible (via <a href="mailto:cs.schooldata@norfolk.gov.uk">cs.schooldata@norfolk.gov.uk</a>) to advise that there are errors. It will probably require a new file submitting.</p>
<b>18</b>	<p><b>Any amendments to results?</b></p> <p>Please inform us (Data Team – <a href="mailto:cs.schooldata@norfolk.gov.uk">cs.schooldata@norfolk.gov.uk</a>) if you upload a new file Perspective File Request.</p>
<b>19</b>	<p><b>Monday 23<sup>rd</sup> June – DfE announce 2025 Threshold Mark – enter in MIS</b></p> <p>Mark-sheets may have been pre-filled with the 2024 Threshold Score (32). Please check the correct 2025 Threshold Score has been entered in your MIS. You may be able to enter the new threshold mark in your MIS, or the MIS provider may do it centrally for you.</p> <p>Once the new threshold has been entered you should be able to see the 2025 outcome for your pupils displaying in your MIS. This is for all Year 1 and the re-tested Year 2 pupils.</p>
<b>20</b>	<p><b>Inform parents – Wait until AFTER 23<sup>rd</sup> June, and check the correct 2025 Threshold Mark is in your MIS</b></p> <p>Once your data is finalised and checked you need to inform parents. Your MIS should be able to provide this in several formats, taking the assessment scores you have entered in the MIS.</p> <p>DfE &amp; LA resources to help you with assessment issues can be found via the link below:  <a href="https://www.schools.norfolk.gov.uk/article/29465/Key-Stage-assessments">https://www.schools.norfolk.gov.uk/article/29465/Key-Stage-assessments</a></p> <p>End</p>

# Multiplication Tables Check (MTC)

**SUBMISSION DEADLINE: Wednesday 25<sup>th</sup> June 2025**

*The multiplication tables check, is a statutory assessment, designed to determine whether pupils can fluently recall their multiplication tables up to 12. Participation is for all year 4 pupils registered at maintained schools, academies (including free schools) and special schools (including maintained special schools and special academies).*

*Headteachers make the final decision about whether it is appropriate for a pupil to take the check.*

## Essential and useful Resources

- [The multiplication tables check \(MTC\)](#) is statutory for primary schools in the 2021/22 academic year.
- [key stage 2: assessment and reporting arrangements \(ARA\)](#) – further information on the MTC is included.
- [Multiplication tables check assessment framework](#) – assessment framework for the year 4 multiplication table.
- [Multiplication tables check: information for parents](#) – information for parents about the multiplication tables check, taking place in June.
- [Multiplication tables check: IT guidance](#) – this guidance is designed to help IT support staff who manage a school's ICT network prepare for check administration.
- [Multiplication tables check administration guidance](#) – check administration guidance for the multiplication tables check.

## Checklist

The following is a checklist of actions required to complete your Multiplication Tables Check Assessments and send your CTF via **"File Request"** in [Perspective Lite](#).

For the second year the LA is collecting the MTC results which can be downloaded as a CTF by schools via the MTC Service from Monday 23<sup>rd</sup> June.

No	✓	Item
1		<b>Testing Period</b>
		Monday 2 <sup>nd</sup> June to Friday 13 <sup>th</sup> June - MTC administration period.
		Monday 16 <sup>th</sup> June to Friday 20 <sup>th</sup> June - Schools administer the MTC to any pupils absent in the administration period or where administration has been delayed due to technical difficulties.
2		<b>How to access the results</b>
		Results (a total score for each pupil) available in the 'View pupil results' section of the MTC service, for schools to view or download.
3		<b>What to send to the LA</b>
		The Common Transfer File (CTF file) which schools can collect from the MTC service from Monday 23 <sup>rd</sup> June.
4		<b>How to send the CTF to the LA</b>

	<ul style="list-style-type: none"> <li>➤ Upload the file to Norfolk LA – using Perspective “File Request”</li> <li>➤ Check emails for the “File Request” titled “<b>MTC 2025 Results Service File Collection</b>” and follow the instructions. An email should have been received by the HT or Lead/Y4 Perspective user if not the HT.</li> <li>➤ Further guidance on Perspective Lite File Request can be found via the link below...  <a href="https://www.schools.norfolk.gov.uk/article/68021/Perspective-File-Request">https://www.schools.norfolk.gov.uk/article/68021/Perspective-File-Request</a></li> </ul> <p style="color: red;">Note: We just need the file in the same format (CTF) as downloaded from the MTC Service on 23<sup>rd</sup> June</p>
<b>5</b>	<b>What happens next</b>
	<ul style="list-style-type: none"> <li>➤ In the unlikely event of an issue/problem with the data file, then you will receive a “file rejection” email from Perspective File request, or from directly from the Data Team.</li> <li>➤ There is no need to contact the Data Team just to check receipt of your data file</li> </ul>
<b>6</b>	<b>Head Teachers Declaration Form</b>
	Friday 20 <sup>th</sup> June - Deadline for schools to submit their headteacher’s declaration form (HDF) within the MTC service by 5pm.

## Key Stage 2

**SUBMISSION DEADLINE: Friday 28<sup>th</sup> June 2025 (Recommended by the LA: Friday 20<sup>th</sup> June 2025)**

***All pupils enrolled at maintained schools, academies and special schools (including maintained special schools and special academies) who will complete the KS2 programmes of study by the end of the academic year, will reach the age of 11 by the end of the academic year and will be in year 6, and will be moving on to KS3 must be registered for the tests.***

***This includes pupils who are working below the overall standard of the tests, and ultimately will not take them, and are working at the pre-key stage 2 standards or being assessed using the engagement model.***

### Essential and useful Resources

- [KS2 Assessment and reporting arrangements \(ARA\)](#) – Guidance for assessing and reporting the key stage 2 (KS2) assessments.
- [Key Stage 2 teacher assessment guidance 2025](#) - Guidance for schools involved in the administration and moderation of statutory key stage 2 (KS2) teacher assessment.
- [Key stage 2: Submitting teacher assessment data](#) - Step by step guidance to support schools when submitting data on the Primary Assessment Gateway.
- [Teacher assessment frameworks at the end of key stage 2](#) - For teachers to make teacher assessment judgements for pupils at the end of KS2.
- [Pre-key stage 2 standards](#) - For teachers to report assessment outcomes for pupils working below the standard of national curriculum tests at the end of KS2
- [The engagement model](#) - For teachers to use as an assessment tool for pupils working below the standard of national curriculum tests

### Checklist

The following is a checklist of actions required to complete your Key Stage Assessments and send your data to the **Primary Assessment Gateway (PAG)**

*The process to submit your assessment data is similar, within the different MIS available to schools. If you have an issue with your specific MIS, please contact the relevant MIS Helpdesk.*

No	√	Item
1		<b>Ensure you have the correct resource in your MIS (Step 1)</b>
		Refer to the relevant help resources for your specific MIS. For example, in SIMS we understand you have to import the “ <b>Key Stage 2 Wizard England 2025</b> ”.
2		<b>Ensure you have the correct resource in your MIS (Step 2)</b>
		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 “ <b>KS2 A Teacher Assessments 2025</b> ”.

3	<p><b>Are all pupils who sat KS2 Tests at your school included, including recent leavers and pupils out-of-year?</b></p> <p>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 Mathematics, will also need to have Teacher Assessment submitted for these subjects also.</p> <p>You can check on the Primary Assessment Gateway website for a list of pupils.</p> <p>You will also need to include TAs for any pupils added late to your Test Attendance Registers.</p> <p>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 <a href="#">DfE 2025 Key Stage 2 Assessment &amp; Reporting Arrangements – see “Chapter 5 Test Participation”</a>.</p>
4	<p><b>Print mark sheet</b> (if teachers not entering the assessments themselves)</p> <p>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. <b>IMPORTANT:</b> Be aware that the order of the column headings in the mark sheet may differ from locally produced mark sheets – match the headings &amp; scores.</p>
5	<p><b>Enter KS2 assessments into mark sheet in your MIS</b> (if teachers not entering the assessments themselves)</p> <p>Take the printed mark sheet from the teacher and enter the marks/scores in the correct mark sheet/entry screen.</p> <p><b>Pupil sitting KS2 Tests</b> do not require assessments for reading and maths.</p> <p><b>Pupils NOT sitting KS2 tests</b> for reading and maths require Teacher Assessments submitting.</p> <p><b>All pupils</b> require assessments for writing and science. <b>If any subjects or marks are missing the file cannot be used, and you will need to re-do a new file.</b></p> <p>Regularly save your work so you don't lose anything.</p> <p>Note: In some MIS if you need click on “Calculate” the MIS will perform checks to ensure all values are entered correctly.</p>
6	<p><b>If a result cannot be entered into the MIS, then go back to the teacher to check valid values being used</b></p> <p>Note: In some MIS you can right-click in the mark sheet grid, and it will give the valid values for that subject.</p>
7	<p><b>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.</b></p> <p>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.</p> <p>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.</p>
8	<p><b>Have pupils got all the relevant KS2 assessment results (including pupils who left after the test week)?</b> See Step 5 for which assessments are required.</p>
9	<p><b>Print off completed mark sheet(s) and have checked by teacher/headteacher – amend any scores if required.</b></p>
10	<p><b>Export CTF file from MIS – destination is “National Assessment Agency”</b></p> <p>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.</p> <p>Select pupils taught in Yr 6 and their KS2 teacher assessments for 2024-25. You do not need to send KS2 test data.</p> <p>The destination for each Yr 6 child is <b>“National Assessment Agency”</b></p> <p>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 will be different to what your MIS calculates. Check carefully.</p>
11	<p><b>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.</b></p> <p>If the number of pupils is not correct, re-run Step 10, carefully selecting all the required pupils (and see Step 3).</p>

	Respond to any other error messages – correct any assessments as required and export the CTF file again.
12	<b>Select the appropriate CTF (.xml) file(s) from your Output/Export folder (on your Desktop)</b>
	Browse to the folder where SIMs exports CTF (.XML) files – usually Desktop/Outbox or similar.
13	<b>Upload exported CTF file to Primary Assessment Gateway (PAG) website</b>
	Log on to <a href="https://www.primaryassessmentgateway.education.gov.uk">https://www.primaryassessmentgateway.education.gov.uk</a> 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: <a href="https://youtu.be/ozs1aarKivU?si=4p7WkW9R_q3EhoP2">https://youtu.be/ozs1aarKivU?si=4p7WkW9R_q3EhoP2</a>
14	<b>Check file uploads successfully</b>
	You must respond to any error messages, and check “expected numbers”, and correct any results where messages or errors are displayed.  DEADLINE: Friday 28th June 2025* but we advise to upload before this date by Friday 20th June, to ensure there is time to resolve any issues or errors with your data.
15	<b>Any amendments to results? Submit to Primary Assessment Gateway – 0300 303 3013, or use the Live Chat function.</b>
	Please inform us at the Data Team – <a href="mailto:cs.schooldata@norfolk.gov.uk">cs.schooldata@norfolk.gov.uk</a> if you are instructed to upload a new file to the Primary Assessment Gateway website.
16	<b>What happens next:</b>
	(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: <a href="https://youtu.be/2Vm5ACm4whg?si=oPjnKZaMiVT0H7Md">https://youtu.be/2Vm5ACm4whg?si=oPjnKZaMiVT0H7Md</a> 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	<b>Import Test Results into MIS (available from Tuesday 8th July).</b>
	Download results file from <a href="https://www.primaryassessmentgateway.education.gov.uk">https://www.primaryassessmentgateway.education.gov.uk</a> , 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	<b>Inform parents</b>
	Once your data is finalised and checked you need to inform parents. Your MIS should be able to provide this in several formats, taking the assessment scores, you have entered in the MIS.
	<b>End</b>

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

## **Perspective Lite**

The Perspective Lite system provides useful tools, resources and reports for schools and teachers.

### **LA Documents**

Access to this will be crucial during July. Once you have submitted your EYFSP, Phonics Screening Check data, we will make the data you submitted available here in a report. We strongly advise that you take time to check the data in these reports as we know how busy this time of year is and therefore how easy it is to make a mistake.

### **File Request**

- **Ahead of time:** Identify the person responsible for submitting the data. (Headteachers can set up multiple users in Perspective Lite.)
- **Ahead of time:** Check your Perspective Lite account is accessible.
- **Ahead of time:** Ensure you have read the guidance and/or watched the videos on submitting data through 'File request'

### **Useful links**

- [Login to Perspective Lite](#)
- [Perspective Lite help centre](#)
- Need help submitting data to the LA? See [Perspective Lite - File Returns Guidance](#)
- Need to set up new users or manage existing users? See [Perspective Lite – managing users guidance](#).

## **Any questions or problems?**

Any queries about data submission, please contact the School Data Team on [cs.schooldata@norfolk.gov.uk](mailto:cs.schooldata@norfolk.gov.uk)

Any queries on teacher assessment or moderation please contact the Assessment team on [assessment@norfolk.gov.uk](mailto:assessment@norfolk.gov.uk)