

## **Key Stage 2 (Year 6) Teacher Assessments**

### **Data Collection 2022**

**Guidance for schools and academies in Suffolk including special schools, PRUs and alternative provision academies**

**Please read this document before starting the Data Collection Process for 2022.**

**Tuesday 28th June 2022**

The deadline to return your data to the  
Primary Assessment Gateway

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## Introduction

This guide will take you through the Key Stage 2 Data Collection process, how to find and import the SIMS Wizards and the 2022 Templates which are needed to create the 2022 KS2 mark sheets, the process of entering and editing mark sheets along with how to use the KS2 SIMS Wizard to return your data to the Primary Assessment Gateway.

At the end of it you will have

- completed your assessments using SIMS
- exported the completed mark sheet and uploaded into the Primary Assessment Gateway website.

**You must use software that will produce a CTF file in the correct format. Your own Excel spreadsheet will not do this.**

## Useful links

### **2022 Key Stage 2: Assessment and Reporting Arrangements(ARA)**

The ARA provides details about making judgments and reporting at the end of KS2 and can be downloaded via the following link:

<https://www.gov.uk/government/publications/2022-key-stage-2-assessment-and-reporting-arrangements-ara>

<https://www.gov.uk/government/publications/key-stage-2-teacher-assessment-guidance/key-stage-2-teacher-assessment-guidance>

**Suffolk Learning Website-** Various guidance and help sheets are available on <https://suffolklearning.com/assessment-data/statutory-data-collection/>

### **Primary Assessment Gateway**

<https://www.gov.uk/guidance/using-the-primary-assessment-gateway>

## Help

### **For questions about the submission of assessments**

Contact the Data Collection mail box [data.collection@suffolk.gov.uk](mailto:data.collection@suffolk.gov.uk) in the first instance. We will reply by email or phone call. You may also contact the team by telephone on 01473 260668 / 264556 /263809.

### **For general enquiries about SIMS**

Contact the IT Service Desk by telephone 01473 265555, to log a service request with the SIMS team or via email [itservicedesk@suffolk.gov.uk](mailto:itservicedesk@suffolk.gov.uk) for non-urgent enquiries. The SIMS Team aim to respond to all calls within two working days.

## 1. Which pupils do you need to provide assessments for?

### Dual registered pupils

Where a pupil is registered as dual, the school which is the registered dual-main is responsible for submitting the teacher assessment for the pupil, but both the dual-main and dual-subsidary may be involved in assessing the pupil.

### Pupils who transfer schools

If a pupil moves before test week, then the receiving school must submit TA data for them.

If a pupil moves during test week, then the school where they were registered at the beginning of the test week must submit the data. For example, if the pupil sat English reading at school A at the beginning of test week and mathematics (at the end of test week) at school B, then school A needs to submit TA data for the pupil.

If a pupil moves after the test week, the school where the pupil was enrolled during the test week must submit teacher assessment data.

If a pupil arrives during test week from a non-participating school or having been electively home educated (EHE), the receiving school must submit the TA data for them. If the pupil arrives after test week, they can no longer be registered for the tests, so data will not be expected.

## 2. SIMS essential preparation

- You must have the Spring 2022 release of SIMS installed. To check this in SIMS.net go to **Help → About SIMS.net**. The version should be 7.204 or later – contact the SIMS helpdesk if you need help with this.
- Please make sure you have full read and write permissions for the AMPA folder on the C Drive, you will not be able to import Wizards without it.
- Only SIMS users who are members of the Assessment Co-ordinator User Group have the required permissions to use the Key Stage Wizard Manager.
- Please ensure that pupils are entered into SIMS.net in their correct year group. If the marksheets have pupils who should not be there or there are pupils missing, then you must request your school's SIMS Manager to correct this in SIMS.net. Please check with your assessment coordinator as to whether the pupil list is correct.
- Please also clear out the folder your CTF exports go to. This can be found by going to **Tools → Setups → CTF**. This will help with the file naming and should also be done for GDPR compliance.

## 2.1. Set up an Assessment Defined Group (ADG)

Set up an ADG if:

- you have pupils who recently left your school that you are still required to report the results for
- you have pupils who are at the end of KS2 but are not marked as being in NC Year 6 in SIMS because they are taught out of their Year Group.

If you decide you do not need to set up an Assessment Defined Group, turn to [section 2.2](#). Otherwise, please follow the guide below.

Go to **Focus** → **Groups** → **Assessment Defined Groups**.

Click on **New** and the screen below will appear.



**Assessment Group Details:**  
 Save Undo Print  
 1 Group Details 2 Membership

**1 Group Details**

Group Description: Y6 including Leavers Active State: Active  
 Short Name: Y6 +Leaver Current Main Supervisor: [Search]  
 Notes: [Text Area]  
 Include in Discover:

**2 Membership**

Effective Date Range: 26 Apr 2022 - 02 Sep 2022 Academic Year: Academic Year 2021/2022  
 Cursor Day: <None> Selected Member: [Text Field]  
 Cursor Date: <None> Selected Membership: [Text Field]

Zoom Action...  
 Member [Calendar View]

Add a relevant **Group Description** and **Short Name**. Make sure the **Active State** is **Active**. If you wish, add a brief description in **notes**.

Then click on **Action...** and click **Add Member**. The following screen will appear.

Select Members

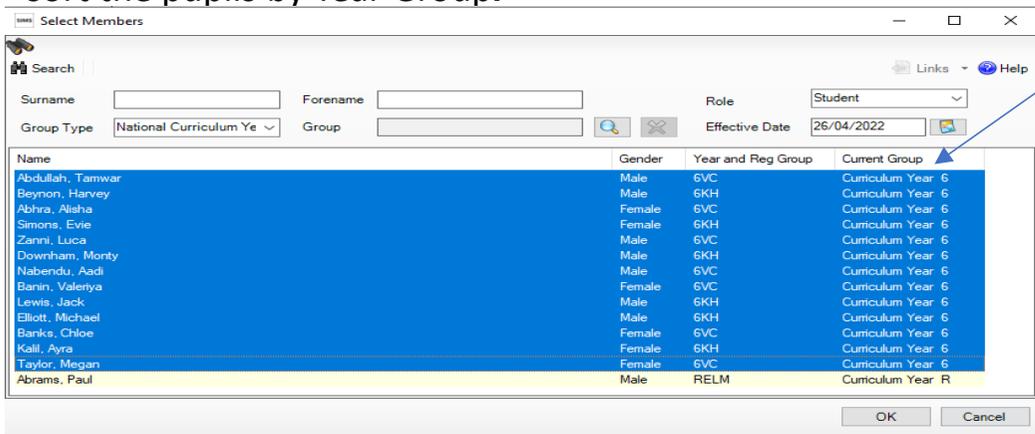
Search [Search Icon]

Surname: [Text Field] Forename: [Text Field] Role: Student  
 Group Type: <All> Group: [Text Field] Effective Date: 22/04/2022

Name	Gender	Year and Reg Group	Current Group

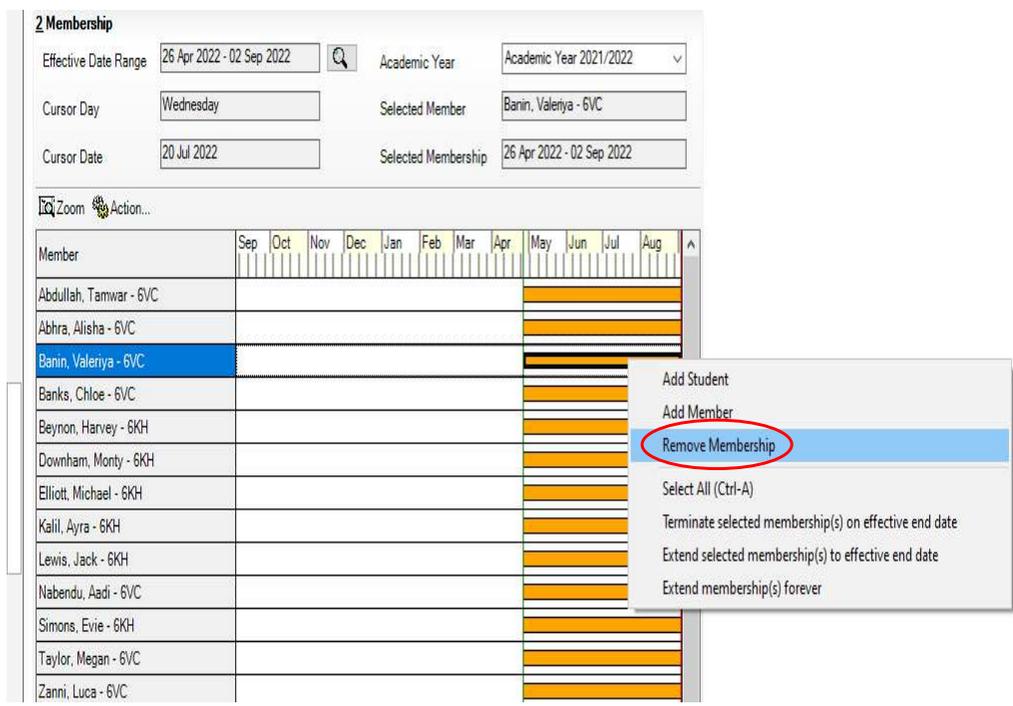
Change the **Group Type** drop down to **National Curriculum Year**, then click **Search**. All the pupils in your school will now be displayed.

To ensure that all pupils in each year group are shown together, click on the **Current Group** header. This will sort the pupils by Year Group.



Select all the relevant pupils by left clicking on them while holding down the control (ctrl) key. To select many pupils at once, left click on the pupil at the top of the list, hold down the shift key and left click on the name at the bottom of the pupil list. When all pupils are selected click the **OK** button.

You will be returned to the Membership screen as shown below which has now been populated with the selected pupils. If you need to remove a pupil from the group, click on the name to highlight it, right click on the orange line, and click on **Remove Membership**



If you need to **add** a current or past pupil to the group, click the **Action Add Student** button. The Select Students screen will show. Using the drop boxes select the Status required (Current or Leavers) and the Year Group (for Current Students ONLY). Click on Search.

Find the relevant pupil/s on the list, left click to highlight (holding down control if selecting more than 1 pupil), then click on OK when finished.

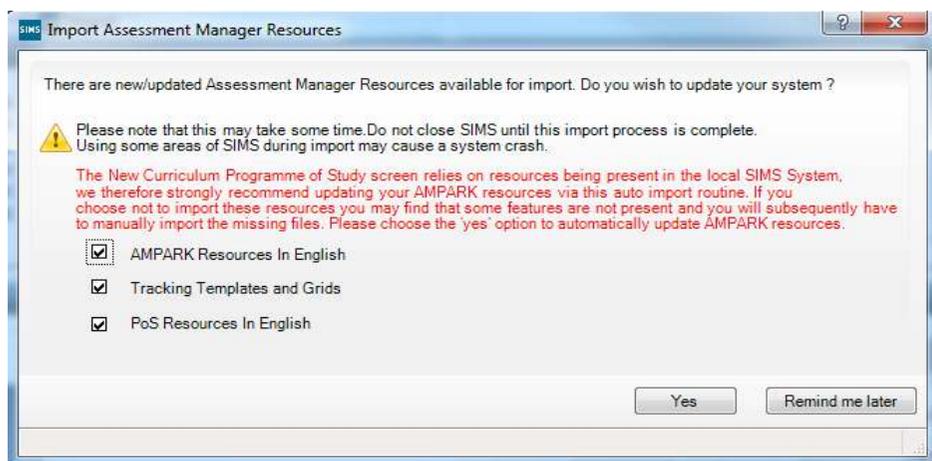
You'll be returned to the Membership screen where all chosen pupils will be displayed.

Finally, click on the **Save** button near the top of the screen and Close the window.

## 2.2. Importing the SIMS Wizards and Templates for all 2022 Data Collections

The Wizards and Templates for each Key stage are delivered in the Spring update, but you will need to import them into SIMS. You will only need to do this once and the Wizard material for all Data Collections (Early Years, KS1, KS2 and Phonics) should become available in your SIMS system. If you have already set up one of the wizards this year, then skip to [section 2.3](#).

In SIMS click on **Routines** → **Data In** → **Assessment** → **Import**. The screen below should appear. Click **Yes** to start the import process. If the screen does not appear, follow the steps for the manual import process on the next page.



Be patient, it can take several minutes (over 15) for all the templates to load into your SIMS system.

If the Wizard has been imported successfully you will see an activity log. Please check that successful messages appear for all imports and then close the window.

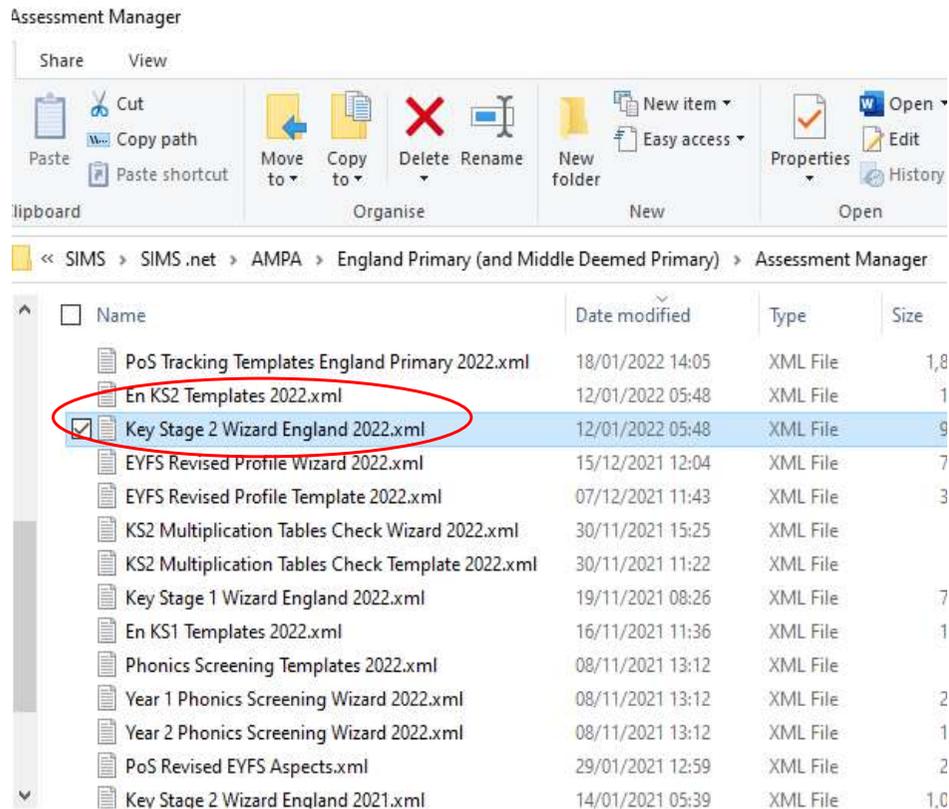
### Manual import for each Wizard and Template

For some schools it may not be possible to import all wizards and templates at the same time or some may not import. If you need to import them individually then navigate to the Assessment Manager folder (via **Routines** → **Data In** → **Assessment** → **Import** and selecting the **folder icon**). Then navigate to one of the following file paths:

C:\Program Files (x86)\SIMS\SIMS.net\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager  
or

C:\Program Files\SIMS\SIMS.net\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager

Selecting the file path will open the following window.



1. Select **Key Stage 2 Wizard England 2022.xml**
2. Click on **Open**
3. Click on **Finish** – and then **Yes** when asked if you want to proceed. The import will take a minute or two to complete
4. If the Wizard has been imported successfully **Close** the activity log
5. Repeat the process to import the **En KS2 Templates 2022.xml**
6. If the Templates have been imported successfully **Close** the activity log

## Failed Imports

If the import has failed please contact the IT Service Desk by via telephone 01473 265555 and keep a screenshot of the activity log so that they can examine the errors, they will then instruct you on how to resolve this problem.

## 2.3. Using the Wizard

The Wizard Manager guides you through selecting the Key Stage 2 Wizard and the pupil/student group for the marksheet. It will then take you through recording and entering the assessments in marksheets. You will then export the results as a CTF file for return to the Primary Assessment Gateway (PAG). The Wizard will also produce reports for school leaders and parents.

### 3. Key Stage 2 Marksheets

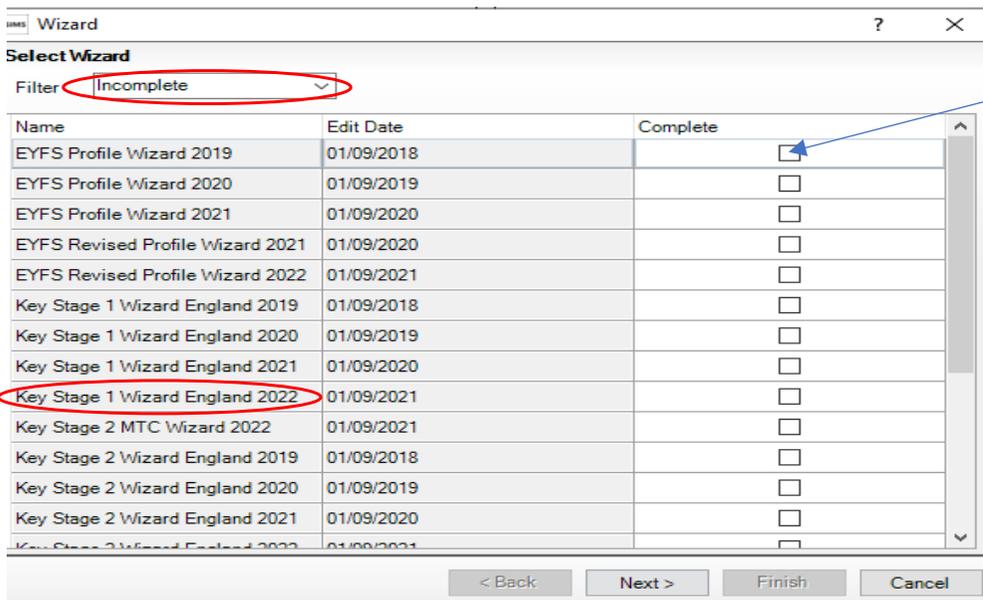
#### 3.1. Using the Key Stage 2 Wizard England 2022 to create the marksheets

- Click on **Tools** → **Performance** → **Assessment** → **Wizard Manager**.

If you find the Key Stage 2 Wizard England 2022 is not there, follow the process for Manual import for each Wizard in [section 2.2](#)

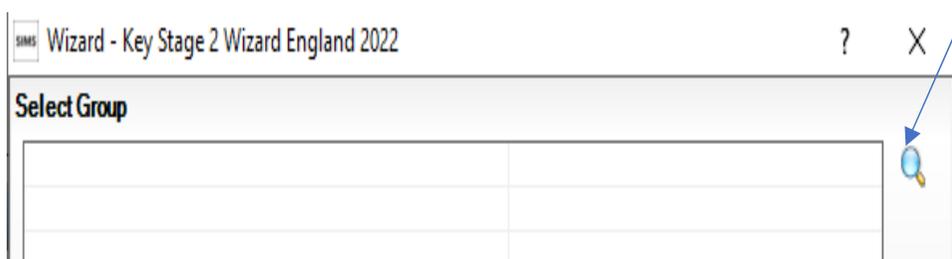
#### Using the Wizard Manager

When you use the Wizard for the first time this year ensure the filter shows **Incomplete**.

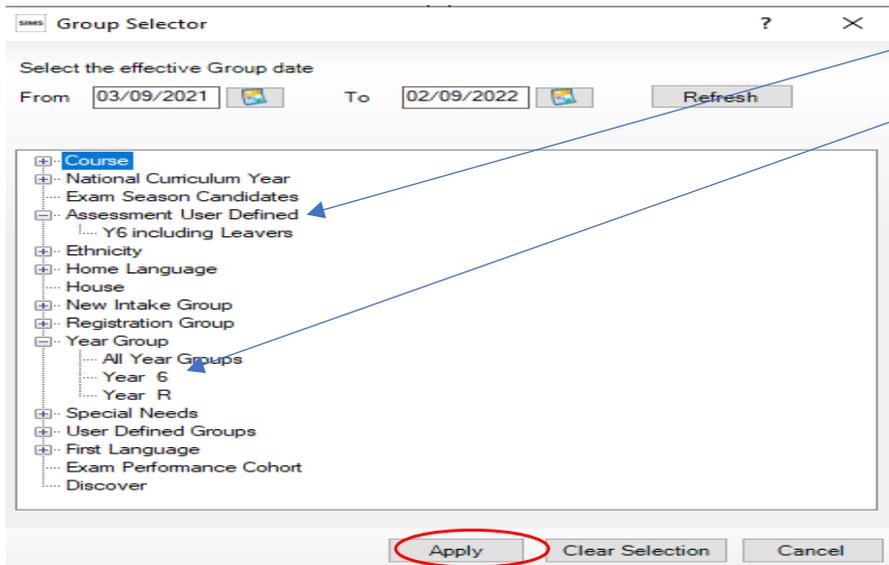


- Mark all Wizards that relate to past years as Complete by filling the tick box. Do not mark this year's (2022) wizards as complete until next year.
- Click on **Key Stage 2 Wizard England 2022** and ensure its highlighted with a light blue border
- Click Next (and confirm the "View settings" changes messages **if** it appears)
- You may be asked to save this setting after you move to the next screen. If asked "The complete status has been changed. Do you wish to save changes?" then click Yes. (this will only happen when you have marked the wizards as complete)

- In the Select Group dialogue box click on the **magnifying glass** to open the Group Selector

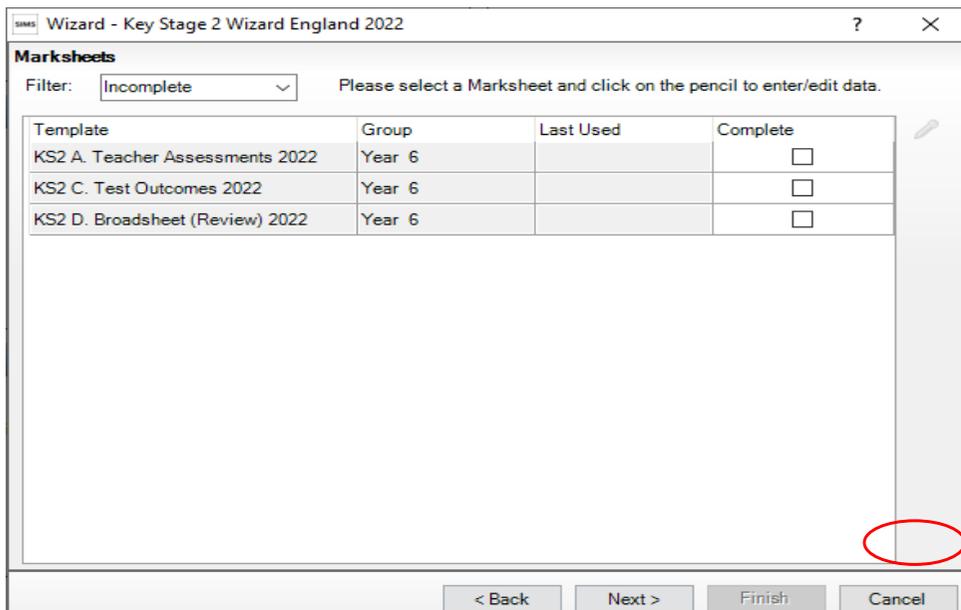


- If you have created an **Assessment Defined Group**, it will be available in the Assessment User Defined category of the tree



If you did not need an Assessment Defined Group Select Year 6 in the Year Group part of the tree. When you have selected the correct group, click Apply

- Select the group shown in the Select Group box. This will either be Year 6 or your Assessment Defined Group
- Click Next. The marksheet will now have been created as shown in the image below.



- Click Cancel to close the Wizard. Do not click any further on the next button. Having created your marksheets you will only need to access the wizard again when you need to print reports

## 3.2. Working with marksheets in SIMS

### Using the Wizard Manager

- You do not need to adjust result dates on the marksheets – just enter the assessments.
- To save your work click on the **Save** button. When you close a marksheet it will always prompt you to save if you need to.
- To adjust an assessment before saving, you simply overwrite it.
- To clear an assessment that has been saved, you must right-click on the cell in question in the marksheet, select **View/Edit result history...**, highlight the row and click on the red cross.
- If you wish to print blank marksheets to give to teachers to complete, please see [Appendix 2](#).
- Do not mark marksheets as complete as this can hide them from view.
- You do not have to add assessments all at once. You can return to your marksheet at any time to add further assessments or make changes.
- Unsaved entries have a red font until they are saved when they will change to black.
- If the marksheets do not appear then check that you have permission to see them with your SIMS Manager.

### 3.3. KS2 A marksheet entry

This marksheet holds National Curriculum teacher assessments.

- Click on **Focus → Assessment → Marksheet Entry**.
- Scroll down the list to find the marksheet **KS2 A. Teacher Assessments 2022: Year 6** or **the name of your ADG**.
- Double-click on the item to open it.

- Enter the assessments as recorded by your teachers by either:
  - right clicking in the cell to bring up the grade select menu. Left click on **Select Grade for Cell** which will open a window with the available grades.
  - type in the grade codes into the cell

	Reading	Writing	Mathematics	Science
Higher Attaining	pupils do not need any grades entering if they will have sat the KS2 tests	GDS	pupils do not need any grades entering if they will have sat the KS2 tests	EXS
Expected Attainment		EXS		HNM
Lower Attaining		WTS		
Working below the standard of National Curriculum Assessments and engaged in subject-specific study	PK6	PK6	PK6	HNM
	PK5	PK5	PK5	
	PK4	PK4	PK4	
	PK3	PK3	PK3	
	PK2	PK2	PK2	
	PK1	PK1	PK1	
Working below the standard of National Assessments and not engaged in subject-specific study	EM*	EM*	EM*	HNM
Other options		A		A
		L		L
	A	F	A	F
	Q	P	Q	P
		Q		Q

If a pupil has sat the reading/mathematics tests, then please leave the grade cell blank.

Pupils who are working below the lowest standard in one of the TA frameworks because they cannot communicate in English but are engaged in subject specific study should be assessed using the pre-key stage standards, if it is not possible for you to make an assessment 'A' should be recorded in marksheet KS2 A.

\*Engagement Model- A teacher assessment tool which replaces P scales 1-4

- Once all cells have been completed, click the **Calculate**. This will check for omissions and populate the grey cells (denoted by **f**).
- Ensure the Missing Entries Check column shows OK for all pupils (green). Amber cells highlight an error, in which case please consult the teacher who supplied the information.
- Save** and close the marksheet.

**Marksheet Entry : KS2 A. Teacher Assessments 2022 : Year 6, Holyoake, Gerald**

Save Undo Print Export Calculate

1 Basic Details 2 Marksheet

Notes: This Marksheet can be used to store the Outcome for the KS2 Reading, Writing, Mathematics and Science Performance Descriptor of the reformed curriculum (Assessment without Levels) Teacher Assessment from 2022 onwards.

Last Used: [ ]

Data entry for this Marksheet is complete

**2 Marksheet**

Result Date: 27/04/2022 Group Membership Date: 27/04/2022 Refresh Summary Narrow Zoom Reveal

Group Filter: [ ]

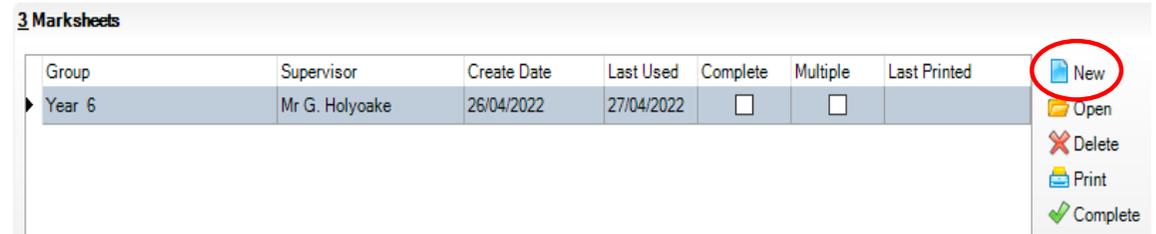
Students	KS2 Reading TA Key Stage 2 Validated Result	KS2 Writing TA Key Stage 2 Validated Result	KS2 Maths TA Key Stage 2 Validated Result	KS2 Science TA Key Stage 2 Validated Result	Missing Entries Check	No of Missing Entries
ABDULLAH, Tamwar	PK6	WTS	PK6	HNM	Ok!	0.00
ABHRA, Alisha		EXS		EXS	Ok!	0.00
BANIN, Valeriya	PK1	PK1	PK1	HNM	Ok!	0.00
BANKS, Chloe		EXS		EXS	Ok!	0.00
BEYNON, Harvey		GDS		EXS	Ok!	0.00
DOWNHAM, Monty		EXS		EXS	Ok!	0.00
ELLIOTT, Michael		EXS		EXS	Ok!	0.00
KALIL, Ayra		GDS		EXS	Ok!	0.00
LEWIS, Jack		EXS		EXS	Ok!	0.00
NABENDU, Aadi		GDS		EXS	Ok!	0.00
SIMONS, Evie	EM	EM	EM	HNM	Ok!	0.00
TAYLOR, Megan	A	A	A	A	Ok!	0.00

### Adding or removing a pupil

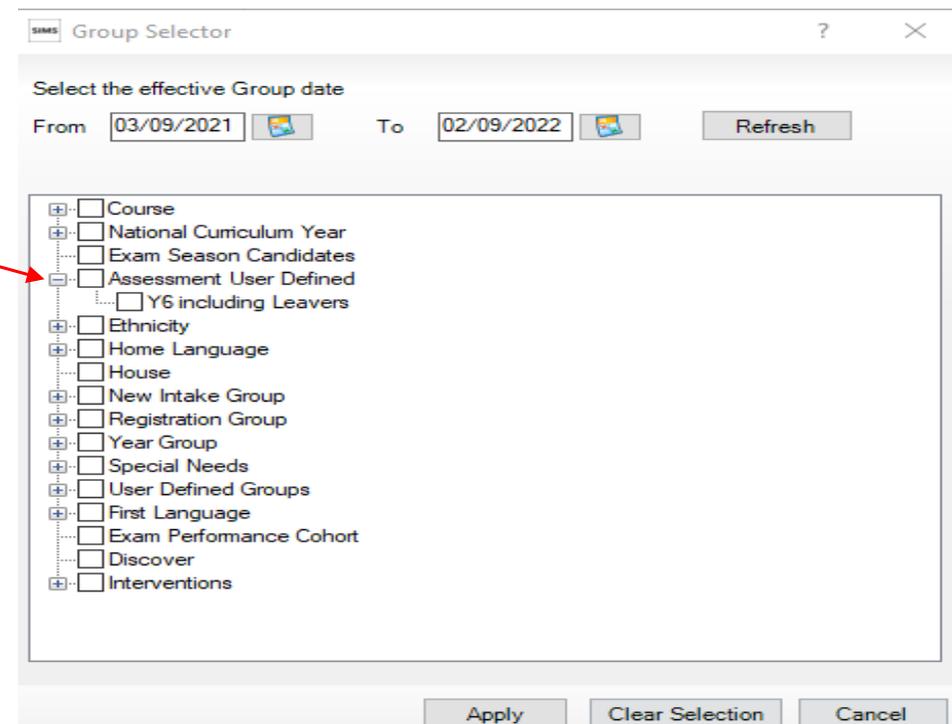
After you have set up the Marksheet and are using the Wizard and you discover that you need to remove or add a pupil, you will need to create an Assessment Defined Group (ADG) and ensure it is assigned to the marksheet in place of the original year group. You will not lose any assessments already entered. To do this click on

- Focus → Assessment → Template**
- Scroll down the list to find the template: **KS2 A. Teacher Assessments 2022**
- Double-click on the item to open it

- Scroll down to 3 Marksheets and click on **New**



- This will open the Group Selector Dialogue Box. Select your ADG which will be available in the **Assessment User Defined** category of the tree



- Click on **Apply**, then **Save** and **Close** the window

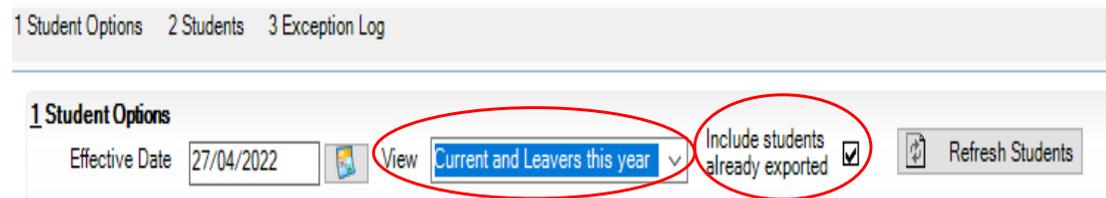
The marksheet will now have been created with the correct group assigned to it. Any assessments you have already added for pupils will be populated in the new marksheet.

## 4. Returning your assessments to the Primary Assessment Gateway website

### 4.1. Exporting a CTF on SIMS

You will need to create a single file for uploading to the Primary assessment gateway website containing all your pupils who you must complete KS2 assessments for.

- Make sure the KS2 Wizard and marksheets are closed.
- Navigate to **Routines** → **Data Out** → **CTF** → **Export CTF**.
- Choose the CTF export type **KS2** and click **Select**.
- In 1 Student Options, ensure that the **'Include students already exported'** box is ticked. Select **'Current and Leavers this year'** in the **View** box.



- Click on Refresh Students
- In 2 Students select Year 6 pupils by filtering the Year Grp column. Click on the triangle and select Year 6 from the list.
- Right-click on the first of the pupils on the list and left-click on Select All

UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Previous Destination
10000000011001	Akeman	Rebecca	6VC	6	6	Green Abbey
10000000011002	Arkell	Isis	6VC	6	6	Green Abbey
T823299911023	Astoni	Sonya	6VC	6	6	Green Abbey
J823200110061	Astwick	Wills	6VC	6	6	Green Abbey
W823299911025	Barrett	Anthony	6VC	6	6	Green Abbey
K823299911026	Bassett	Insenh	6KH	6	6	Green Abbey

- All the required Year 6 pupils should now be selected with a blue boarder around all cells as shown below.

UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Previous Destination	Destination LA/Other	Destination School
N823299911001	Abdullah	Tamwar	6VC	6	6	Green Abbey		
Z823299913002	Abhra	Alisha	6VC	6	6	Green Abbey		
L823299915023	Banin	Valeriya	6VC	6	6	WATERS EDGE PRIMARY SCHOOL		
A823299915024	Banks	Chloe	6VC	6	6	WATERS EDGE PRIMARY SCHOOL		
C823299911002	Beynon	Harvey	6KH	6	6	Green Abbey		
X823299914019	Downham	Monty	6KH	6	6	WATERS EDGE PRIMARY SCHOOL		
C823299915035	Elliott	Michael	6KH	6	6	WATERS EDGE PRIMARY SCHOOL		
J823299915041	Kalil	Ayra	6KH	6	6	WATERS EDGE PRIMARY SCHOOL		
M823299915043	Lewis	Jack	6KH	6	6	WATERS EDGE PRIMARY SCHOOL		
Y823299914039	Nabendu	Aadi	6VC	6	6	WATERS EDGE PRIMARY SCHOOL		
W823299913056	Simons	Evie	6KH	6	6	Green Abbey		

- In the Destination LA/Other column click in the cell for the first pupil, then on the small down-pointing arrow, scroll down and select **National Assessment Agency**, this will fill the column for all pupils.

Please ensure this is also done for **pupils taught out of year group or leavers** included in your marksheet.

- Go to the drop down list in the **Year Grp** Column and choose **All**.
- You can now select pupils in other year groups or who have left the school. Pupils who have left the school will have a bracket around their Year Group number, e.g. (6). When you have selected the pupil select **National Assessment Agency** in the Destination LA/Other Column.

If you have pupils who joined your school after the test week or are marked as **Dual (Subsidiary)** do not include them.

- Go to the black triangle in the Year Grp Column and ensure it is showing All.
- Left click once on the column header Year Grp to sort the list, you can now scroll down and individually select pupils who joined your school after the Check week and remove National Assessment Agency from the Destination LA/Other Column by clicking on the drop down list in the Destination LA/Other cell for that pupil and selecting the blank option at the top of the list.
- Click on the Year Grp header and select All. The Destination LA/Other column should contain National Assessment Agency for all pupils required in the export. The Destination School column is left blank for all.
- Click the Export CTF. Say Yes to the query about addresses if it comes up. The file saves in your CTF export folder. If you are not sure where this is it can be found by going to **Tools → Setups → CTF**.
- When the CTF has been created a dialogue box will appear. Check the Exception Log box beneath it for any problems in creating the CTF. There should be no exceptions. Make sure that the number of students in the file is what you expect. Any errors regarding missing UPNs or scores must be resolved in SIMs.net or Assessment Manager and a new CTF created.

**Do not rename the file.**

## 4.2. Primary Assessment Gateway Upload

You must now log on to the Primary Assessment Gateway web site and follow their instructions for uploading your data.  
<https://www.primaryassessmentgateway.education.gov.uk/publicaccessproduction/selfservice/citizenportal/login.htm>

Once you have uploaded your data, please check that there is no error message on the website against the submission. This should be done in good time **before the deadline** - Tuesday 28<sup>th</sup> June 2022.

## Appendix 1 - Description of assessment codes

<b>GDS</b>	Working at greater depth within the expected standard (English writing only).
<b>EXS</b>	Working at the expected standard (English writing and Science only).
<b>WTS</b>	Working towards the expected standard (English writing only).
<b>PK1-6</b>	Pre-Key Stage Standards 1-6. To be used for pupils working below the standard of national curriculum assessments and engaged in subject-specific study.
<b>EM</b>	The engagement model To be used for pupils working below the standard of national curriculum assessments and engaged in subject-specific study.
<b>HNM</b>	Has not met the expected standard (Science only). HNM is used where pupils have not met the criteria for working at the expected standard. There are no pre-key stage standard codes for science.
<b>A</b>	Absent for long periods or recently arrived, or not enough information to provide a TA judgement.
<b>L</b>	Pupil has left the school (Writing and Science only).
<b>F</b>	Pupil will reach the end of the programme of study and complete the key stage in a future year (Writing and Science only)
<b>P</b>	Pupil completed the key stage in a previous year and a TA judgement has already been submitted (Writing and Science only)
<b>Q</b>	Maladministration.

## Appendix 2 - Print out blank marksheets for teachers to complete

Open each of the marksheets (**Focus → Assessment → Marksheet Entry**) and click on the **Print** button. This will open a new window, make sure the **Print Blank Marksheet** box is ticked to produce a blank for teachers to fill in.

The screenshot shows the 'Marksheet Entry: KS2 A. Teacher Assessments 2022: Year 6, Holyoake, Gerald' application. The 'Print' button in the top menu is circled in red. The 'Print Options' dialog box is open, with the 'Print Blank Marksheet' checkbox checked and circled in red. Other options include 'Print Template Notes' and 'Print Aspect Details', both unchecked. Under 'Copies', 'Single Copy' is selected. Under 'Orientation', 'Landscape' is selected. Under 'Marksheet Size', 'Select Font Size' is selected with a value of 10. The 'Print' button is highlighted.

**1 Basic Details**

Notes: This Marksheet can be used to store the Outcome for the KS2 Reading, Writing, Mathematics and Science Performance Descriptor of the reformed curriculum (Assessment without Levels) Teacher Assessment from 2022 onwards.

Last Used: 27/04/2022

Data entry for this Marksheet is complete:

**2 Marksheet**

Result Date: 29/04/2022 | Group Membership Date: 29/04/2022

Group Filter: [Search]

Students	KS2 Reading TA Key Stage 2 Validated Result	KS2 Writing TA Key Stage 2 Validated Result	KS2 Maths TA Key Stage 2 Validated Result	KS2 Science TA Key Stage 2 Validated Result	Missing Entries Check	No of Missing Entries
ABDULLAH, Tamwar	PKG	2/1TS	2/PKB	2/HNM		
ABHRA, Alisha		EXS	EXS	EXS		
BANIN, Valeriya	PK1	PK1	PK1	HNM		
BANKS, Chloe		EXS		EXS		
BEYNON, Harvey		GDS		EXS		
DOWNHAM, Monty		EXS		EXS		
ELLIOTT, Michael		EXS		EXS		
KALIL, Avra		GDS		EXS		

Check with the Assessment Coordinator that all names are correct. Print as many copies of each marksheet as needed.

The onscreen marksheet has some columns with shaded cells. Their contents will be filled in for you. They do not appear shaded when printed. Cross them out on the printed marksheets so that teachers do not record information unnecessarily.

## Appendix 3 - Previewing and printing reports

Do not start this until you have sent off your teacher assessment results to Primary Assessment Gateway.

It is **important** that this is completed this school year. Do not wait until September as Year 6 will be a different set of pupils and it will be more difficult to retrieve the correct pupil set.

Do not produce reports for parents until you have imported or manually entered the test results. Once you import the pupil results as a CTF from the tests website or Key to Success the test results information will be automatically picked up in the test marksheets.

- Click on **Tools** → **Performance** → **Assessment** → **Wizard Manager**
- Click on **Key stage 2 Wizard England 2022**
- Click on **Next** → **Next** → **Next** to reach the Individual Report Templates (i.e. printouts) screen. From here you can print the statutory end of Key Stage Reports for the Headteacher and for parents
- **KS2 P1** produces a report for each pupil. Click on **Select All** and then either on the **Print** button or the small green icon to save the reports in a folder. Selecting just one pupil will give you a single copy that you can produce for parents.

### I forgot to print them/I've lost the printouts and it is now next year!

When you open the Report window after the pupils have moved up a year or have left, then the pupils listed in the window will be the next cohort and they will not have been assessed yet.

Change both Membership date boxes to a single date last June. Click on **Refresh** and check that the correct pupils now appear. Make sure you have the exact pupil set, adjust the date until you do.

## Appendix 4 – Importing KS2 test results

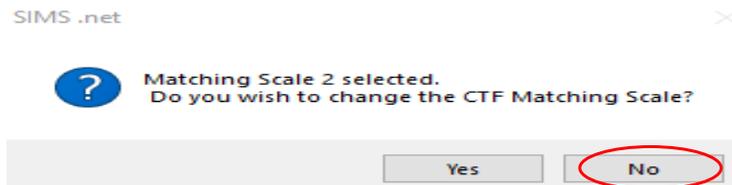
Test results will be available on the Primary Assessment Gateway from 7:30am on Tuesday 5 July.

When schools download from Primary Assessment Gateway, the download goes by default to the same folder as previous years download. If the file from a previous year e.g. 2019 is still in there the new file will have a number added at the end (1), in this case the file will not be found/recognised when they browse to the folder from SIMs. Schools must clear all previous downloads and remove any added bracket numbers e.g. (1) from the file name.

### Importing test results from a CTF (XML File) into SIMs

1. Select **Routines** → **Data In** → **CTF** → **Import CTF** to display the first page of the import wizard. Choose '**Add KS2 for Existing Pupils only**'.

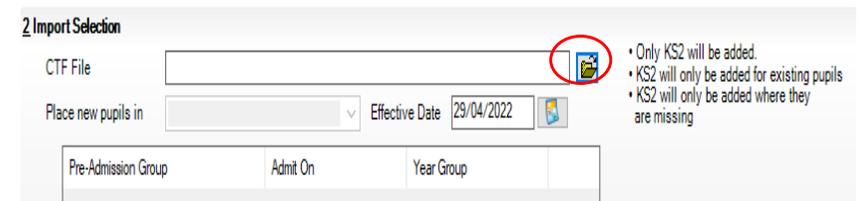
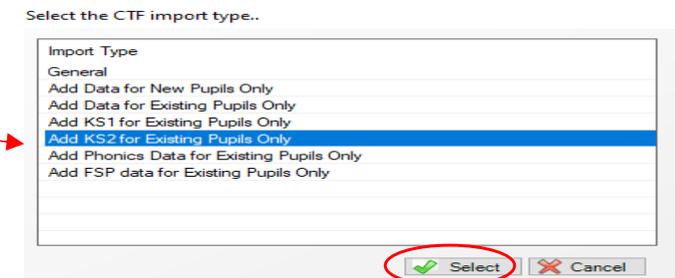
2. Click on 'No' if this dialog box pops up



3. Select the file to import by clicking the **Browser** button to display the **Select Import File** dialog box.

4. Highlight the file you want to import and click the **Open** button to return to the wizard. The name of the selected file is displayed in the **Select the file to import from** field.

5. Select **Proceed for Matched Import**.



## Appendix 5 – Process Checklist

Please use the checklist below to help you manage the data collection process. Ensure that each named role in school is involved in the relevant parts of the process.

Check	Checked by	Tick/Date
The SIMS pupil database is up to date	SIMS Manager	
I have imported the latest 2022 Wizard	SIMS Manager	
	Assessment Co-ordinator	
I have printed marksheets for teachers to fill in	SIMS Manager	
	Assessment Co-ordinator	
Teachers have completed all necessary teacher assessments in line with data collection requirements	Assessment Co-ordinator	
	Teachers	
	SENCO	
Data has been entered onto SIMS	SIMS Manager	
The Calculate Results button has been used in both marksheets and no errors have been reported.	SIMS Manager	
Completed marksheets have been printed for checking by Teachers, Assessment Co-ordinator, SENCO and Headteacher	SIMS Manager	
	Teachers	
	Assessment Coordinator	
	SENCO	
	Headteacher	
Data has been checked for accuracy	Assessment Coordinator	
	Headteacher	
Common Transfer File has been submitted to Primary Assessment Gateway website	SIMS Manager	
	Headteacher	

After data has been sent to Primary Assessment Gateway and has been verified.

Check	Checked by	Tick/Date
Printouts produced for parents	SIMS Manager	
	Headteacher	