Key Stage 1 (KS1) Teacher Assessments (TA)

2019 assessment collection

<table>
<thead>
<tr>
<th>LA Collection</th>
<th>LA Deadline</th>
<th>Schools return to?</th>
</tr>
</thead>
<tbody>
<tr>
<td>KS1 TA (Teacher Assessments)</td>
<td>By midday Monday 24th June</td>
<td>Local Authority via AnyComms+</td>
</tr>
<tr>
<td></td>
<td>Schools with extenuating circumstances may submit by Thursday 27th June</td>
<td></td>
</tr>
</tbody>
</table>

Who is in the scope for the statutory collection?

All state-funded schools including academies and free schools must report teacher assessment (TA) results for pupils at the end of KS1 to their local authority.

What is required?

State-funded schools must report teacher assessment (TA) results in reading, writing, mathematics and science.

In 2019, teachers must make judgements for each eligible pupil against the standards set out in the teacher assessment frameworks or the pre-key stage standards. Exemplification material is also available to help teachers make their judgements where they want additional guidance.

If pupils are working below the standard of the national curriculum assessments and are engaged in subject-specific study, or have not completed the programme of study for the relevant key stage, schools are required to provide judgements using the new pre-key stage standards in English reading, English writing and mathematics for KS1, for first use in this academic year. The pre-key stage standards replace P scales 5-8.

If pupils are working below the standard of the national curriculum assessments and are not yet engaged in subject-specific study, schools should continue to provide judgements using P scales 1-4, as they have in previous years.

Timetable

Midday Monday 24 June: State-funded schools submit KS1 teacher assessment return to Local Authority. This will give schools time to investigate queries on the data. If it is not possible to meet the deadline, schools should let us know that they intend to submit by 27th June.

Other key dates:

May 2019: KS1 test administration window for:
- English reading (papers 1 & 2); and
- Mathematics (paper 1 - arithmetic & paper 2 - reasoning)
- an optional English grammar, punctuation and spelling test will be available to download from NCA tools.

Monday 3 June: Raw score to scaled score conversion tables for KS1 tests and test materials available on GOV.UK website.

Thursday 27 June: Deadline for schools to complete and submit the KS1 Headteacher Declaration Form (HDF) to the Standards & Testing Agency on NCA tools. The form will be available from Monday 3 June.

The HDF confirms that the English reading and mathematics tests have been administered and marked according to the published guidance and the results have been used to inform TA, or that any issues have been reported to Standards and Testing Agency (STA).
Collection guidance

<table>
<thead>
<tr>
<th>Information for state-funded schools:</th>
<th>Information for state-funded schools using SIMS:</th>
<th>Information for state-funded schools using other Management Information Systems (MIS):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix A: Statutory data required</td>
<td>See Capita SIMS documentation in appendices C &amp; D in order to:</td>
<td>Contact your MIS/IT Support provider for the latest 2019 guidance in order to:</td>
</tr>
<tr>
<td>Transferring return securely to Local Authority via AnyComms+:</td>
<td>• <strong>Appendix C: Importing Key Stage Pack:</strong> (contact your school’s MIS/IT support to do this if necessary).</td>
<td>• process 2019 KS1 teacher assessments (TA); and</td>
</tr>
<tr>
<td></td>
<td>and • <strong>Appendix D: Processing KS1 Results:</strong> to process the 2019 KS1 TA assessments and export results in a CTF return.</td>
<td>• produce statutory 2019 KS1 TA CTF export.</td>
</tr>
</tbody>
</table>

Pupils who move schools:

<table>
<thead>
<tr>
<th>Change of school before KS1 test period:</th>
<th>Change of school during KS1 test period:</th>
<th>Change of school after the KS1 test period:</th>
</tr>
</thead>
<tbody>
<tr>
<td>If a pupil changes school before Wednesday 1 May, the receiving school must administer the KS1 tests to the pupil and submit TA data for them.</td>
<td>If a pupil changes school during the KS1 test period in May 2019, the receiving school must find out which tests have already been administered to the pupil and administer any remaining tests. The school where the pupil was registered for the greater number of school days in May should submit TA data for that pupil.</td>
<td>If a pupil changes school after Friday 31 May, the school where the pupil was registered during the KS1 test period must submit TA data.</td>
</tr>
</tbody>
</table>

Support Contacts

| Name                                      | Role                                           | Contact Details                       |
|-------------------------------------------|                                               |                                     |
| Education Performance & Information Team | LA Data Collection helpdesk                   | Email: edu.performance@walthamforest.gov.uk |
| Leann Valiquette                          | LA KS1 Moderation Manager                     | Email: leann.valiquette@st-marys-coe.waltham.sch.uk |
| Standards & Testing Agency (STA)          | National Curriculum Assessments Helpline       | Tel: 0300 303 3013                   |

Additional link(s)

<table>
<thead>
<tr>
<th>2019 Key stage 1: assessment and reporting arrangements (ARA)</th>
<th>Teacher assessment frameworks at the end of key stage 1 for 2018/19</th>
<th>Pre-key stage 1 standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information about scaled scores</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix A: Statutory data required

**KS1 TA 2019: ACCEPTABLE ENTRIES**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDS</td>
<td>Working in greater depth at the expected</td>
<td></td>
</tr>
<tr>
<td>EXS</td>
<td>Working at the expected standard</td>
<td>EXS Working at the expected standard</td>
</tr>
<tr>
<td>WTS</td>
<td>Working towards the expected standard</td>
<td>HNM Has not met the standard</td>
</tr>
<tr>
<td>PK1 PK4</td>
<td>Pre-key stage standard 1-4</td>
<td>D Disapplied</td>
</tr>
<tr>
<td>BLW</td>
<td>Below the standard of the pre-key stage</td>
<td>U Disapplied</td>
</tr>
<tr>
<td>A</td>
<td>Absent</td>
<td>A Absent</td>
</tr>
<tr>
<td>D</td>
<td>Disapplied</td>
<td></td>
</tr>
</tbody>
</table>

**P Scales**

<table>
<thead>
<tr>
<th>Subject-specific study</th>
<th>2018/19</th>
<th>Final pre-key stage 1 standards</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>• Standard 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Standard 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Standard 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Standard 1</td>
</tr>
<tr>
<td>Not subject-specific study</td>
<td></td>
<td>P scales 1 to 4</td>
</tr>
</tbody>
</table>

**NOTE:** The entering of P scale results and NOTSEN is statutory for relevant pupils

P Scale assessment for pupils, at KS1, who are working below the standard of the Pre Key Stage (BLW) in Reading, Writing or Maths or for those who have not met the expected standard (HNM) in Science.

If a pupil has SEND and is working below the pre-key stage standards, their statutory outcome should be reported using P scales.

If pupils are working below the standard of the national curriculum assessments and are engaged in subject-specific study, or have not completed the programme of study for the relevant key stage, schools are required to provide judgements using the new pre-key stage standards in English reading, English writing and mathematics for KS1, for first use in this academic year. The pre-key stage standards replace P scales 5-8.

If pupils are working below the standard of the national curriculum assessments and are not yet engaged in subject-specific study, schools should continue to provide judgements using P scales 1-4, as they have in previous years.

**NOTE:** For pupils with an English Reading or Writing outcome of 'BLW' please ensure that there is a P scale entry for English or one of its components.
For pupils with a Maths Outcome of 'BLW' please ensure that there is a P scale entry for Maths or one of its components.
Appendix B: AnyComms+ (KS1)

Sending the 2019 Key Stage 1 return to the Resident Insight and Performance Team

In terms of data protection - the 2019 Key Stage 1 return is to be sent to the Education Performance & Information Team via the AnyComms+ secure file transfer website https://www.wfresearch.org.uk.

Login details will be needed to access and use the secure website. If needed, contact edu.performance@walthamforest.gov.uk.

i) Login to https://www.wfresearch.org.uk;

ii) From the Main Menu click on Upload File to a Local Authority;

iii) Browse and find 2019 Key Stage 1 return;

iv) Select file and click Open. Note that the browsing window will reappear and you may upload further files if necessary by the same process. If you have uploaded the return, and no further files are required to be uploaded, click the Cancel button;

v) In the File Type drop down box select ‘Key Stage 1 TA Results’. In the ‘Service’ drop down box also select ‘Key Stage 1 TA Results’. In the Description Box, enter your school name, or other information as required.

Select what type of file you are sending, and select which service you are sending this file to.

<table>
<thead>
<tr>
<th>File Name</th>
<th>Remove File</th>
<th>File Type</th>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3209099_KS1_220000_000000000</td>
<td>Remove</td>
<td>Key Stage 1 TA Results</td>
<td>Key Stage 1 TA Results</td>
<td>Example School</td>
</tr>
</tbody>
</table>

vi) Select ‘Upload All Files’ to upload the 2019 Key Stage 1 return to the Resident Insight and Performance Team.
Appendix C: Importing Key Stage Pack (SIMS)

Importing all Key Stage Packs

This chapter contains:

Chapter Introduction

The key stage resources formed part of the spring software release. These resources can be imported in bulk using the automated Import Assessment Manager Resources process.

Ensuring the Spring 2019 Release has been applied

Before continuing with this process, SIMS should be upgraded to version 7.186 or higher.

To check which version is currently installed, select Help | About SIMS.net on the menu bar.

If the correct version is not being used, you will need to contact your local support team.

Step by Step – Initiating the Automated Import Process

The Import Assessment Manager Resources process screen is initiated when you first enter the assessment area.

1. Select Focus | Assessment | Marksheet Entry.

2. Ensure at least the AMPARK Resources box is ticked and select Yes. This will ensure the 2019 wizards and templates are available for import into SIMS.

   NOTE: If you choose to import all resources available please be aware that the process may take some time to complete.

3. On completion, an Activity Log is displayed. Use the scroll bar to check the import and click Close. You can also print and save the log for reference.

4. Close down the marksheet screen.

Step by Step – Check that all wizards have been imported correctly

The automated import will ensure all necessary key stage processes are imported. The next step is required to check that all necessary wizards are in place to manage the processes.

1. From the SIMS Home Page select Tools | Performance | Assessment | Wizard Manager.
2. All primary schools should see each wizard for 2019, similar to the graphic displayed below.

![Wizard Selection Screen]

**NOTE**: The Filter will display Incomplete wizards by default. Therefore, if you fail to mark previous year wizards as complete, they may also be displayed. Additional wizards may appear in the list depending on what time of year this course is ran.

**Step by Step – Manually importing the wizards**

If the process to automatically import the AMPARK resources was not initiated then the import will need to be completed manually for each key stage wizard one at a time.

For example, at the time of checking the EYFS wizard failed to import. We, therefore, need to complete the following process.

1. Select **Routines | Data in | Assessment | Import**.
2. Click **field browser**.
3. Navigate to **C:\Program Files\SIMS\SIMS.net\AMPA**. (schools who are Capita SIMS’ hosted solution need to refer to the explorer area on the hosted network)

**NOTE**: Schools who have a 64bit workstation will find the AMPA directory at the route of **C:\Program Files x86\SIMS\SIMS.net\AMPA**.

4. Double-click the **England Primary (and Middle Deemed Primary)** folder.

5. Select **Assessment Manager** and click **Open**.
6. Highlight **EYFS Profile Wizard 2019**.
7. Click **Open**.
8. Ensure you have the **Overwrite with Default Values** box checked.
9. Select **Finish** and **Yes** to proceed with the import.
10. On completion, an **Activity Log** is displayed. Use the scroll bar to check the import and click **Close**. You can also print and save the log for reference.
NOTE: You would need to repeat the above process for each key stage wizard as required.
Appendix D: Processing KS1 Results (SIMS)

Processing Key Stage 1 Results

This chapter contains:

- Chapter Introduction
- Step by Step – Using the Wizards – Entering Results
- Step by Step – Entering Key Stage 1 Teacher Assessment Levels
- Step by Step – Using the P Scale Marksheet
- Step by Step – Analysing the Results
- Step by Step – Using the Wizards for Reporting to Parents
- Step by Step – Printing an Individual Report for Each Pupil
- Step by Step – Printing Reports
- Step by Step – Uploading Reports
- Step by Step – Using the P Scale Marksheet
- Step by Step – Analysing the Results
- Step by Step – Exporting the Results in a CTF

Chapter Introduction

This chapter covers the processes required for the Key Stage 1 (KS1) data requirements, including entering results, printing the reports and exporting the results.

Details of the 2019 Key Stage requirements can be found in the assessment and reporting arrangements 2019 for each Key Stage from the DfE website.

Identify the Key Stage 1 Pupils

If all pupils being assessed for KS1 are in year 2, continue with the next Step by Step Using the Wizards – Entering Results. However, if there are also pupils assigned to other year groups then a user defined group should be created to be used in the wizard.

Step by Step – Using the Wizards – Entering Results

1. Select Tools | Performance | Assessment | Wizard Manager to display the screen shown in the graphic displayed below. If other wizards have been imported in the past they will also appear in the list.

![Wizard Manager Screen](image)

2. Leave the filter on Incomplete, highlight Key Stage 1 Wizard England 2019 and click Next.
3. On the **Select Group** screen click **field browser** to display the Group Selector dialog.

4. Click the + next to **Year Group** and select **Year 2**, or click the + next to **User Defined Groups** and select the **KS1 2019** group if one has been created.

5. Click **Apply** to select the required group.

6. Click **Next**.

The graphic below displays the marksheets available.
The marksheet step of the Wizard shows four marksheets for Key Stage 1.

Data must be entered into the KS1 A. Teacher Assessment 2019 and KS1 B. P Scale Data Entry 2019 (for applicable pupils – those assessed who have not met the expected standard of the pre-key stage (BLW) in Reading, Writing or Maths, or optionally for those who have not met the expected standard (HNM) in Science).

The KS1 C. Tests Outcomes 2019 can be used to enter the results of the reformed curriculum tests that support the teacher assessments.

Marksheet KS1 D Broadsheet (Review) 2019 is a review marksheet showing the data entered on each of the previous marksheets A – C.

As with the first page of the Wizard you have the option to filter the display to show Incomplete, Complete or All marksheets. The default filter is incomplete.

Results Entry

From the list of marksheets that are shown, select the one required by highlighting it and clicking Edit.

For example, to enter results for KS1 A. Teacher Assessments 2019, highlight the marksheet and click Edit on the right of the screen.

A marksheet with the year 2 pupils (or the user defined group created earlier) is displayed, and columns that relate to the assessments which need to be entered. If required, this marksheet may be printed by clicking Print.
Step by Step – Entering Key Stage 1 Teacher Assessment Levels

1. Enter the data for all pupils in the white columns. If an invalid grade is entered, you will be alerted. Results show in red until they have been saved - when they turn black.

2. Each of the columns with the label Key Stage 1 Validated Result (a result set) will contain the results that will be sent to the LA as the end of key stage assessment.

3. All pupil assessment should be entered.

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**ACCEPTABLE ENTRIES**

<table>
<thead>
<tr>
<th>Reading, Writing &amp; Maths</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grade</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>GDS</td>
<td>Working in greater depth at the expected standard</td>
</tr>
<tr>
<td>EXS</td>
<td>Working at the expected standard</td>
</tr>
<tr>
<td>WTS</td>
<td>Working towards the expected standard</td>
</tr>
<tr>
<td>PK1 - PK4</td>
<td>Pre-key stage standard 1-4</td>
</tr>
<tr>
<td>BLW</td>
<td>Below the standard of the pre-key stage</td>
</tr>
<tr>
<td>A</td>
<td>Absent</td>
</tr>
<tr>
<td>D</td>
<td>Absent</td>
</tr>
</tbody>
</table>

There are two grey columns. Both are formula columns. The first will check for missing entries and display **Fail**. The second will identify the number of failures on the marksheet. All failures need to be addressed.

4. Click **Calculate** to identify any failures and amend if necessary.

5. When all fails have been dealt with, click **Save** to save the results.

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**Step by Step – Using the P Scale Marksheets**

**NOTE:** The entering of P Scale results and NOTSEN is statutory for relevant pupils.

This marksheet enables you to enter a P Scale assessment for pupils, at KS1, who are working below the standard of the pre-key stage (BLW) in Reading, Writing or Maths or optionally for those who have not met the expected standard (HNM) in Science. To help identify these pupils, existing TA entries are displayed in read-only columns. Please read all the notes below and follow the steps.
NOTES: For pupils with an English Reading or Writing outcome of ‘BLW' please ensure there is a P Scale entry for English or one of its components.

For pupils with a Maths Outcome of 'BLW' please ensure there is a P Scale entry for Maths or one of its components.

For pupils with a Science Level of 'HNM' P Scales are optional.

Once data has been entered, click 'Calculate' to apply validation rules. Pupils with issues will be shown as failed! Amend data as necessary and re 'Calculate' to check again.

1. Select the KS1 A. Teacher Assessments 2019 marksheet.
2. Pick any pupil on the marksheet and enter BLW in each Reading, Writing and Maths. Also enter a HNM level in Science. This pupil will also be given P Scale assessments.
3. Click Save and close the marksheet.
5. Find the same pupil.
6. Note that some cells already show BLW and HNM which were entered on the previous marksheet. Enter the P Scale results for each of the associated columns.
7. To find out what P Scales are available for a cell, right-click in the appropriate cell and Select Grade for Cell. Double-click the mark to select it and click Finish to close the screen.
8. Click Calculate when the results are complete. Click Save.
9. Click Close to close the marksheet.


This marksheet contains columns that will enable you to record results of the reformed curriculum tests that support the teacher assessments. The new tests assess the range of ability that most pupils are expected to demonstrate. The outcomes of these tests will be provided in the form of a scaled score, where a score of 100 represents the standard expected at the end of the key stage. The new tests consist of:

- Grammar, Punctuation and Vocabulary
- Spelling
- Reading
- Maths Arithmetic
- Maths Reasoning

1. From the wizard select the next marksheet for completion - KS1 C. Test Outcomes 2019.
2. Enter data using the examples in the graphic above.

3. Click **Save**.

4. A scaled score and an outcome also need to be defined. Again, using the graphic below as a guide, enter a scaled score and outcome.

NOTES: The STA have decided that the scale will centre around 100. (For example the maximum score could be 130 and the minimum 80.).

1. **On completion click Save.**

**Step by Step – Analysing the Results**

1. Select the **KS1 A. Teacher Assessments 2019** marksheet.

2. Click **Summary**. This displays the number of results, the mean and the median grade.

3. Right-click the header of one of the columns that contains results. Select **Show Grade Distribution**. This gives the number or percentage of pupils attaining each grade or the percentage of results. The results can be displayed as a graph by clicking **Graph**. Different types of graph can be selected by right-clicking the graph and selecting **Gallery**.
Viewing All the Results

Select the **KS1 D. Broadsheet (review) 2019 marksheet**. This will show a summary of all the results entered. The columns are read-only.

**Using the Wizards for Reporting to Parents**

Once all the results have been entered on the marksheets, reports can be produced. Reports can only be generated in Word 2003 or above.

The wizards will produce KS1 P1 - an individual report for each pupil.

**Step by Step – Using the Wizards for Reporting to Parents**

1. Select **Tools | Performance | Assessment | Wizard Manager**.
2. Select **Key Stage 1 Wizard England 2019** and click Next.
3. The group selection may be left as it is. Click Next.
4. When presented with the list of marksheets, click Next.

**Step by Step – Printing an Individual Report for Each Pupil**

There are two reports available: one to display teacher assessments only and the other to show both teacher assessments and tasks/tests.

1. Select report – **KS1 P1 Student England TA and TT 2019** which will produce reports for all the pupils selected at the bottom of the screen.
It is possible to preview one of the reports. To do this, ensure only one pupil is checked and click the **Print Preview** icon. The report will display this pupil’s results.

As Word opens a security warning that macros have been disabled may be shown. Click **Options** and enable the content.

When the preview is no longer required, click **Close** to close Word and return to the wizard. Do not save the report.

**Step by Step – Printing Reports**

1. If all pupils are required choose **Select All**. If not, go through the list and select those who are required by selecting the check boxes.
2. Click **Print Report** (printer icon). Reports will be printed from Word for those pupils selected.

**Uploading Reports**

A copy of each pupil’s report can be saved in the document server. This can then be viewed at any time. You do not need to print a second copy to keep with the pupil’s records.

**Step by Step – Uploading Reports**

1. Once reports have been generated they can be uploaded, either individually or by selecting all pupils and clicking **Upload Report**.
2. To view the copy, open the **Pupil Details** screen for the relevant pupil and select **Linked Documents** in the **Links** panel on the right. The report will open as read-only.

**Step by Step – Viewing an Individual Report**

1. Ensure there are results entered for one of the pupils who has both level **BLW** and entries in the **P Scale** marksheets as in Step by Step – Using the P Scale Marksheets.
2. Select the **KS1 P1 Student England TA 2019** individual report.
3. Select the pupil whose report needs viewing.
4. Use the **Preview** route to view the report.
5. Note that the P Scale results are shown.
6. Repeat the process, selecting a pupil who has a full set of results that does not include a level **BLW** and the lines for the **P Scales** are omitted on the report.

**Exporting Results**

KS1 results need to be sent to the LA in a CTF
Step by Step – Exporting the Results in a CTF

1. Click **Close** to close the wizard and select **Routines | Data Out | CTF | Export CTF**.

2. Select the CTF export type of **KS1**. The CTF will contain export files including KS1 data plus the pupil UPN, surname, forename, DOB and gender.

3. The default view displays all current pupils including those who have previously had a CTF created. Ensure the default of **Include students already exported** is active.

4. All pupils within the school will be displayed. Click the down arrow to the right of **Year Group** and select **Year 2**.

5. Right-click in the **Destination LA/Other cell** for the first pupil in the list.

6. Right-click in an empty cell to display **Select All**. This will highlight all pupils.

7. Left-click in the **Destination LA/Other cell** for the first pupil and using the **down arrow** scroll to your LA Name. Each pupil will now be marked with the relevant LA.

8. Click **Export CTF**.

9. You will receive a message related to address tidy. Select **Yes** to continue.

10. Check the **Exception Log** file.

11. The file is now ready to send via your preferred method of secure transfer as defined by the LA.

12. Close the **Export CTF** page.