Early Years Foundation Stage Profile (EYFSP)

2019 assessment collection

LA Collection	LA Deadline	Schools/PVIs return to?
Early Years Foundation Stage	By midday	Local Authority
FIOINE (ETFOF)	Monday 24 th June	via <u>AnyComms+</u>
Who is in the scope for the st	atutory collection?	
All funded children at the end of	the early years foundation stage	in state-funded schools and
private, voluntary and independ	ent settings.	
What is required?		
The EYFS Profile consists of 17	early learning goals covering 7 a	reas of learning (3 within 'prime'
areas of learning, and 4 within 's	specific' areas of learning). State- is should record for each eligible	funded schools or private, child an assessment score (1 for
Emerging, 2 for Expected, and	3 for Exceeding) for each of the 1	7 early learning goals.
limetable		
Midday on Monday 24 June 20 settings with eligible funded chil	019: State-funded schools and pride of the second prior of the sec	vate, voluntary or independent uthority.
Collection quidence		
Information for all EYFSP	Information for state-funded	Information for state-funded
Providers (with funded children):	schools using SIMS:	schools using other Management Information
Appendix A: Statutory data	See Capita SIMS documentation	Systems (MIS):
required		Contact your MIS/IT Support
	• Appendix C: Importing Key Stage Pack: (contact your	guidance in order to:
	school's MIS/IT support to do thi if necessary).	s • process 2019 EYFSP
Transforring raturn socuraly to	and	assessments
Local Authority via		produce statutory 2019
AnyComms+:	• Appendix D: Processing Results: Process the 2019	EYESP CIF export.
Appendix B: AnyComms+ (EYFSP)	EYFSP assessments and expor results in a CTF return.	

Collection guidance (continued)

Information for all EYFSP Providers (with funded children):	Information for all EYFSP Providers (with funded children):
Children who transfer to a new school:	The profile should be completed with an 'A' code for each scale where:
• If a child transfers schools before the summer half term holiday, the new setting must report the child results to the Local Authority (LA).	 An exemption has been granted by the Secretary of State from the profile;
 If a child transfers schools during the second half of the summer term then the previous school is responsible for reporting to the Local Authority (LA) 	 The child has recently arrived from abroad and so an accurate & valid assessment cannot be completed;
	 The child has spent a lengthy period of time away from the setting i.e. due to illness or medical treatment.
	If a child is continuing in the EYFS provision beyond the year in which they turn 5, the school/setting should discuss their intention to defer with the LA EYFSP Moderation
	Manager. In this exceptional case, the profile is submitted once, at the end of the year before the child moves into KS1.

Support Contacts

Name	Role	Contact Details
Education Performance &	LA Data Collection helpdesk	Email: <u>edu.performance</u>
Information Team		@walthamforest.gov.uk
		Email: <u>Elisha.Brett</u>
Elisha Brett	LA EYFSP Moderation Manager	@walthamforest.gov.uk
		Tel: 07773 046322
Standards & Testing Agency	National Curriculum Assessments	Tel: 0300 303 3013
(STA)	Helpline	

Additional link(s)

2019 Early years foundation		
stage: assessment and	EYFS Profile handbook	
reporting arrangements (ARA)		

EYFSP 2019: Data required for funded children

Data required

- Local authority number
- Establishment number of the school: for local authority maintained schools and nursery schools. This is a 4-digit number.
- Early years unique reference number of the school: for all other funded settings, including independent schools and private and voluntary settings. It is a 6-digit number (starting with a 5, 6 or 7) as used for early years census.
- Academic year: This year will be 2018 to 2019

CTF pupil data

- Child`s surname
- Child`s forename
- Child`s gender
- Child's date of birth
- Unique pupil number: This is a 13 character identifier
- Home postcode

Note: You will be aware of the importance of a child's home postcode for analyses based on designated areas of deprivation. Local authorities will ensure that postcodes are included in the early years foundation stage profile data submitted to the department for education for every child, except where there are legal or exceptional reasons why this data is not available (eg traveller children). In these circumstances, please ensure that a notepad entry is recorded in COLLECT providing reason.

	Area of learning	Scale	
		Listening and attention	G01
	Communication and language	Understanding	G02
		Speaking	G03
Prime areas	Physical development	Moving and handling	G04
of learning	Physical development	Health and self-care	G05
		Self-confidence and self-awareness	G06
	Personal, social and emotional development	Managing feelings and behaviour	G07
		Making relationships	G08
	Literacy	Reading	G09
	Literacy	Writing	G10
	Mathematics	Numbers	G11
Specific	Mautematics	Shape, space and measures	G12
areas		People and communities	G13
learning	Understanding the world	The world	G14
		Technology	G15
	Expressive arts, designing	Exploring and using media and materials	G16
	and making	Being imaginative	G17

There are 17 scales covering 7 areas of learning

The department requires that the school / setting record an assessment score for each of the 17 early learning goals.

- 1 for Emerging: Indicates a pupil who is at the 'emerging' level at the end of the EYFS
- 2 for Expected: Indicates a pupil who is at the 'expected' level at the end of the EYFS
- 3 for Exceeding: Indicates a pupil who is at the 'exceeding' level at the end of the EYFS

A: Indicates a pupil who has not been assessed due to long periods of absence, for instance a prolonged illness; a pupil who arrives too late in the summer term for teacher assessment to be carried out ie within 2 weeks of the data submission date; or a pupil who has an exemption.

Sending the 2019 EYFSP return to the Resident Insight and Performance Team

In terms of data protection - the 2019 EYFSP 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).

- Login to <u>https://www.wfresearch.org.uk;</u>
- ii) From the Main Menu click on Upload File to a Local Authority;

Upload your files
Please click the browse button to select a file to send.
Browse

- iii) Browse and find 2019 EYFSP 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 'EYFSP'. In the 'Service' drop down box also select 'EYFSP'. 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.

File Name	Remove File	File Type	Service	Description
3209999_CTF_320LLLL_001.xml	Remove	EYFSP +	EYFSP +	Example School

Upload All Files

vi) Select 'Upload All Files' to upload 2019 EYFSP 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
Step by Step – Initiating the Automated Import Process
Step by Step – Check that all wizards have been imported correctly
Step by Step – Manually importing the wizards

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.

SIMS	Import Assessment Manager Resources
т	here are new/updated Assessment Manager Resources available for import. Do you wish to update your system ?
4	Please note that this may take some time.Do not close SIMS until this import process is complete. Using some areas of SIMS during import may cause a system crash.
	The New Curriculum Programme of Study screen relies on resources being present in the local SIMS System, we therefore strongly recommend updating your AMPARK resources via this auto import routine. If you choose not to import these resources you may find that some features are not present and you will subsequently have to manually import the missing files. Please choose the 'yes' option to automatically update AMPARK resources.
	AMPARK Resources
	☑ Tracking Templates and Grids
	☑ Programme of Study Tracking Resources
	Yes Remind me later

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			?
elect Wizard	7		
Filter Incomplete	r		
Name	Edit Date	Complete	
EYFS Profile Wizard 2019	01/09/2018		
Key Stage 1 Wizard England 2019	01/09/2018		
Key Stage 2 Wizard England 2019	01/09/2018		
Year 1 Phonics Screening Wizard 2	01/09/2018		
Year 2 Phonics Screening Wizard 2	01/09/2018		

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.

📕 🛃 📕 🔻 Ampa				- 0	×
File Home Share View					^ ?
Image: Weight of the second secon	Move to Copy	New item ▼ 1 Easy access ▼ 1 Folder	Properties	Select all Select none	n
Clipboard	Organize	New	Open	Select	
\leftarrow \rightarrow \checkmark \uparrow \blacksquare « Windows (C:) >	Program Files > SIMS > SIMS .r	net > Ampa	✓ ບັ Search An	тра	Ą
Common Files	Name ^	Date r	modified Type	S	ize
📙 Dolby	Assessment Manager	10/11	/2017 15:59 File fo	older	
FileZilla FTP Client	🗹 📕 England Primary (and I	Middle Deemed 10/11,	/2017 15:59 File fo	lder	
📕 HP	England Secondary (ar	d Middle Dee 10/11,	/2017 15:59 File fo	lder	

- 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.

SIMS Activity Log	?	×
📥 Print 💾 Save		
Activity		_
Assessment Manager Import from KSM(s) Date : 26/03/2019 11:03:42		^
The following Gradeset(s) were successfully imported: Gradeset: EY: Profile EOY Grade Set		
Gradeset: SPS EY GLD Yes/No		
The following Aspect(s) were successfully imported:		
Aspect: EY Expected in 17		
Aspect: EY GLD Achieved		
Aspect: EY GLD Com & Lang Achieved		
Aspect: EY GLD Com & Lang Exceeded		
Aspect: EY GLD Exceeded		
Aspect: EY GLD Literacy Achieved		
Aspect: EY GLD Literacy Exceeded		
Aspect: EY GLD Literacy Pts		
Aspect: EY GLD Maths Achieved		
Aspect: EY GLD Maths Exceeded		
		*
	C	lose

NOTE: You would need to repeat the above process for each key stage wizard as required.

Processing the Early Years Foundation Stage Profile Assessments

This chapter contains:

Chapter Introduction
Step by Step – Using the Early Years Foundation Stage Wizards
Step by Step – Results Entry
Step by Step – Calculating a Good Level of Development (GLD)
Step by Step – Reporting to Parents
Step by Step – Previewing Reports
Step by Step – Printing Reports
Step by Step – Uploading Reports
Step by Step – Printing the 2019 Comparative Reports
Step by Step – Exporting the Results in a CTF

Chapter Introduction

This chapter covers the process from beginning to end for the early years' foundation stage, including entering results, printing the reports and exporting the results.

SIMS contains key stage wizards that enable schools to enter their key stage results onto marksheets to:

- record and save each pupil's attainment at the end of each key stage
- export results to the LA and other schools via a CTF
- use the results as part of a tracking system within SIMS Assessment
- produce individual reports for each pupil showing their key stage results
- upload copies of these reports to the document server
- print comparative reports for parents.

Identify the Early Years Foundation Stage Pupils

If all pupils being assessed are in reception year, continue as below. However, if pupils in other year groups are being included with year R, then a user defined group should be created for use in the wizard.

Step by Step – Using the Early Years Foundation Stage Wizards

The EYFS profile wizard enables you to enter results for each assessment section of the foundation stage profile. It is recommended that schools use this wizard to enter results.

1. Select Tools | Performance | Assessment | Wizard Manager.

🗝 Wizard					?	×
Select Wizard						
Filter Incomplete ~	ŕ					
Name	Edit Date		Comple	ste		
EYFS Profile Wizard 2019	01/09/2018					
Key Stage 1 Wizard England 2019	01/09/2018					
Key Stage 2 Wizard England 2019	01/09/2018					
Year 1 Phonics Screening Wizard 2	01/09/2018					
Year 2 Phonics Screening Wizard 2	01/09/2018					
		< Back	Next >	Finish	Ca	ncel

- 2. Leave the filter on **Incomplete** and click the wizard which is going to be worked on in this case **EYFS Profile Wizard 2019**.
- 3. Click Next.
- 4. From the Select Group screen, click the browser to display the Group Selector dialog.



5. Click the + icon next to Year Group and select Year R or + next to User Defined Groups to select the user defined group that was created earlier and click Apply. This places the group on the Select Group screen.

Group Selector					?	×
Select the effective Group date						
From 01/09/2018	То	31/08/2019	5	Refres	sh	
National Curriculum Year						^
 Exam Season Candidates Assessment User Defined 						
Ethnicity						
Home Language						
House						
New Intake Group						
Registration Group						
- Tear Group						
Year 1						
Year 2						
- Year 3						
···· Year 4						
····Year 5						
····Year 6						
····Year N2						
···· <u>Year R</u>						
····· Year N1						~
ITT: SUCURI NCCUS						_

6. Click Next.



7. There are two marksheets available, as shown in the graphic displayed below. The EYFS Profile 2019 and EYFS Profile Good Level Development 2019. The second marksheet will show data entered within the EYFS Profile 2019 and use this data to calculate a good level of development within the EYFS profile.

Wizard - EYFS Profile	Wizard 2019			? ×
arksheets				
ilter: Incomplete	✓ Pleas	e select a Marksheet and cli	ck on the pencil to enter/edit	data.
Template	Group	Last Used	Complete	0
EYFS Profile 2019	Year R			
EYFS Profile Good Lev	Year R			

Step by Step – Results Entry

1. Either double-click the EYFS Profile 2019 marksheet or highlight the marksheet and click **Edit Marksheet** (pencil icon).

A marksheet with the year R pupils or the EYFS 2019 group created earlier is displayed and columns relating to the seventeen assessments that need to be entered.



2. Type either one of the following grades: **3** (Exceeding), **2** (Expected), **1** (Emerging) or **A** (Unable to access or exempt) for each pupil in the appropriate white cells.

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3. A quicker method of entering grade results is to right-click in the first cell and Select Grade for Cell from the drop-down list, as shown in the graphic displayed below. Drag the View Select Grade dialog box so that this can be viewed with the pupils' names and the Result column. Double-clicking the result for the first pupil places that result on the marksheet and moves to the next pupil. Click Close to close the dialog box and return to the marksheet when complete.



- 4. Each of the white columns without *f* enables the entry of the EYFS level (3, 2, 1 or A as described earlier).
- 5. Once all these columns are completed click **Save**. The columns with **f** in their header will be completed.
- 6. The Data Check column is used to check that there is an entry for each area for each pupil.
- 7. Make sure that levels are entered for all pupils.



8. Where a missing result is found, the **Data Check** column will return a value of **Missing Entry** and colour red, as shown in the graphic displayed below.



- 9. To correct a result (even if the result has been saved) just overtype with the correct number and click **Save** again so that the calculations are based on the most recent result.
- 10. Close the marksheet to go back to the EYFS wizard.

Step by Step – Calculating a Good Level of Development (GLD)

Using the data entered as the end of foundation stage attainment, the next marksheet – EYFS Profile Good Level Development 2019 will calculate the GLD.

- 1. Either double-click the EYFS Profile Good Level Development marksheet or highlight the marksheet and click **Edit Marksheet** (pencil icon).
- 2. The marksheet will display the results entered on the previous marksheet for each area of learning.
- 3. Click **Calculate**. The marksheet will display as per the graphic below.



The process will take each of the 3 prime areas plus literacy and mathematics and calculate who has achieved a GLD and exceeded GLD in each with a colour code (Achieved – Green, Not Achieved – Red, Exceeded – Blue). The final 2 columns will display an average point score and a Y for those children who achieved a GLD in all 17 areas.

- 4. Save the data.
- 5. Close the marksheet to go back to the EYFS wizard.

Using the Wizards for Reporting to Parents

When all the results are entered on the marksheets, reports can be produced. The wizard will produce an individual report for each pupil, a school report and a national report.

Step by Step – Reporting to Parents

To access and use the reports:

- 1. Select **Tools | Performance | Assessment | Wizard Manager** (if the wizard is already open click next and follow bullet point 5).
- 2. Select the EYFS Profile Wizard 2019. Click Next.
- 3. The group selection may be left as it is. Click Next.
- 4. When presented with the list of marksheets, click **Next**.
- 5. Select the **EYFS Profile Pupil Report 2019** (2nd row) report. This will produce reports for all the pupils selected from the list below.

		Edit Date	e	<u>Q</u>	Drint	
EYFS Profile National R	eport 2019	01/09/2	018		Finit	
EYFS Profile Pupil Repo	rt 2019	01/09/2	018			
EYFS Profile School Re	port 2019	01/09/2	018	9	•	
embership Dates for	Group:Year R				\sim	Export
rom 26/03/201	9 🛃 To 26/03/20)19 🛃 Refree	sh			
Group Filter		0			\sim	
		~			$\backslash \Box$	
udents					N	Upload
Sumame	Forename	DOB	Reg Grp	^	L	
Abbott	Jessica	17/02/2014	ASH			
Abhra	Shaquib	17/12/2013	ELM			
Ackton	Charlotte	10/02/2014	PINE			
Alala	Michael	12/04/2014	PINE			
Benson	Chantal	20/05/2014	ELM			
Deriaori	Nadeem	20/01/2014	ASH	¥		
Bhati						
Bhati Select All Des	elect All					

Step by Step – Previewing Reports

- 1. Make sure that only one of the pupils is selected and click **Preview Report**. The report will show the pupil's results.
- 2. As Word opens, select Enable Macros/Enable Content if prompted.
- 3. When the preview is displayed, close Word and return to the wizard. Click **No** if asked to save the report.

Step by Step – Printing Reports

- 1. If reports for all pupils are required, **Select All**. If not, go through the list and choose those who are required by selecting the check boxes.
- 2. Click Print Report. Reports will be created in Word for those pupils selected.
- 3. Close Word without saving.

Step by Step – Uploading Reports

A copy of each pupil's report can be saved in the document server. This can then be viewed at any time.

- 1. Once reports have been generated you can upload them either individually or in bulk, by clicking **Upload Report**.
- 2. To view the copy, open the **Pupil Details** screen for the pupil and select **Linked Documents** in the **Links** panel. The report will open as read-only.

Step by Step – Printing the 2019 Comparative Reports

- 1. Select Tools | Performance | Assessment | Wizard Manager.
- 2. Select the EYFS Profile Wizard 2019. Click Next.
- 3. The group selection may be left as it is. Click Next.
- 4. When presented with the list of marksheets, click **Next**.
- 5. Highlight the EYFS Profile National Report 2019 report.
- 6. Select only one pupil and click **Print**.

The report is generic and therefore can be printed once and copied for each relevant child.

Name		Edit Date	e	Q	1 Print
EYFS Profile National R	eport 2019	01/09/2	2018		
EYFS Profile Pupil Repo	ort 2019	01/09/2	018		
EYFS Profile School Re	port 2019	01/09/2	018		
lembership Dates for	Group:Year R				
From 26/03/201	19 🔂 To 26/03/20)19 🛃 Refre	sh		
Group Filter		Q			
tudente					
Sumame	Forename	DOB	Reg Grp	^	
Abbott	Jessica	17/02/2014	ASH		
Abhra	Shaquib	17/12/2013	ELM		
Ackton	Charlotte	10/02/2014	PINE		
Alala	Michael	12/04/2014	PINE		
	Chantal	20/05/2014	ELM		
Benson	Mar da ana	20/01/2014	ASH	¥	
Benson Bhati	Nadeem				

7. Repeat the above process for the EYFS Profile School Report 2019.

Exporting Results

Early years foundation stage results need to be sent to the Local Authority (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 Early Years Foundation Stage data (FSP).

Select the CTF export type	
Export Type	
General	
Phonics Test Results	
KS1	
KS1 excluding Tests and Tasks	
KS2	
Early Years Foundation Stage data (FSP)	
CME - Leavers	
CME - Joiners	
Select 💥 Cancel	

- 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 will be displayed. Click the down arrow to the right of Year Group and select Year R.

1	Student Options	View Curre	ent students v	Include stude already expor	nts ted 🗹 📑	Refresh Students	5
2	Students						
	UPN	Preferred Surname	Preferred Forename	Reg Grp 🔍	Year Grp 📃	Year Taught 🔍	Previous Destination
	F823299918013	Abbott	Jessica	ASH	R	R	
	W823299916061	Abhra	Shaquib	ELM	R	R	
	D823299917001	Ackton	Charlotte	PINE	R	R	
	V823299918014	Alala	Michael	PINE	R	R	
	J823299918015	Benson	Chantal	ELM	R	R	
	Y823299918016	Bhati	Nadeem	ASH	R	R	•

- 5. Right-click in the first cell of the column; **Destination LA/Other cell.**
- 6. Select All to highlight all pupils.

1	Student Options Date View Current students View View Current students View View Current students View View View Current students View View View View View View View View											
2	2 Students											
	UPN	Preferred Surname	Preferred Forename	Reg Grp 📃	Year Grp 🔍	Year Taught 🔍	Previous Destination	Destination LA/Other				
Þ	F823299918013	Abbott	Jessica	ASH	R	R						
	W823299916061	Abhra	Shaquib	ELM	R	R						
	D823299917001	Ackton	Charlotte	PINE	R	R						
	V823299918014	Alala	Michael	PINE	R	R						
	J823299918015	Benson	Chantal	ELM	R	R						
	Y823299918016	Bhati	Nadeem	ASH	R	R						
	M823299918017	Bordet	Magda	ELM	R	R						
	B823299918018	Burrows	Delphine	ASH	R	R						

- 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.

15	1 Student Options											
	Effective Date View Current students View Cu											
2 9	2 Students											
T	UPN	Preferred Surname	Preferred Forename	Reg Grp 📃	Year Grp 📃	Year Taught 🔍	Previous Destination	Destination LA/Other /				
Þ	F823299918013	Abbott	Jessica	ASH	R	R		Northamptonshire				
	W823299916061	Abhra	Shaquib	ELM	R	R		Northamptonshire				
	D823299917001	Ackton	Charlotte	PINE	R	R		Northamptonshire				
	V823299918014	Alala	Michael	PINE	R	R		Northamptonshire				
	J823299918015	Benson	Chantal	ELM	R	R		Northamptonshire				
	Y823299918016	Bhati	Nadeem	ASH	R	R		Northamptonshire				
	M823299918017	Bordet	Magda	ELM	R	R		Northamptonshire				
	B823299918018	Burrows	Delphine	ASH	R	R		Northamptonshire				

- 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. Make a note of the file name for your reference.
- 12. Close the export CTF page.