

To be undertaken by the Integris Administrator

Stage 4 contains the following steps:

1. Check/Approve the KS1 data for the return
2. Create the KS1 return file
3. Unzip the KS1 return file downloaded from Integris
4. Send the file via Anycomms to the LA Performance Teams

Please note that the deadline for sending the KS1 Return to the LA is:

CBC schools – Thursday 28th June 2022 | BBC schools – Thursday 23rd June 2022

1. Check/Approve the KS1 data for the return

When the Year 2 teacher(s) have completed and checked the data entered for each pupil, please check the following:

1.1 Go to **Assessment > Markbooks > My Markbooks** > select the **NC Key Stage 1 2022** markbook for **Year 2** and open it.

1.2 Go through the following checks to ensure that data for all pupils has been entered correctly and included or excluded as expected

Tip! To check for missing data easily: go to **Reports > Key Stage Reports > Assessment Summary List** > select **Key Stage 1** > click on the hand icon to select all the pupils in the list > **Generate Report**

Check the markbook for the following:

⇒ **pupil listed in red** - pupil left the school (moved to Former R) **after** the KS1 markbook had been assigned

If pupil left after 27/5/22 – your school submits KS1 data > leave the 'red' pupil listed in the markbook.

If pupil left on or before 27/5/22 – refer to page 4 Guidelines. If pupil needs removing, left-click pupil name and select '**Remove the pupil from the markbook**'.

⇒ **new pupil with missing data** - your school is not expected to return data (as per p.4 guidelines), leave the pupil's data boxes blank. Note down pupil name as a reminder for later in step 2

⇒ **pupil missing from markbook (has left school)** - pupil left school (moved to Former R) **before** the KS1 markbook had been assigned and needs to be included. Note down pupil name as a reminder for later in step 2 AND add their KS1 data directly into their pupil record by following these steps:

Go to **General > Student Details > Former Roll** > find pupil and click **Key Stage** tab on pupil record >

click **Edit** > ensure **Current Key Stage** box says Key Stage 1

> click **KS1** link > ensure **Year of Assessment** (top left) is set to **2022**

> tick the tick box for **End of Statutory Assessment**

> in boxes for **Reading, Writing, Mathematics & Science**, select the relevant TA result from drop-down menus > Click **Save**

This pupil(s) will be included in your return at step 2.4.

Approve the KS1 data – this needs to be signed off by the Head teacher. Please ensure the Head Teacher has seen the data and has approved it before continuing with Step 2 below.

2. Create the KS1 CTF return file

When the data has been checked and approved:

- 2.1 Go to **Administration > Import & Export > Key Stage Exports** > select **Key Stage 1 Export (2022)** and click the **Next>>** button (*bottom left of screen*)
- 2.2 Now click the **Add Student** **+** icon (*top right of screen*) to display the Student Search window
- 2.3 In the Year Group field select **Year 2** and click **Find** > click **Select** > click **Yes** at the prompt.
All the Year 2 pupils in your current roll should now be listed.
- 2.4 **Check** – new pupils that joined **AFTER 27/5/22 should be deleted from the list** - select the pupil name in the list on screen and press the **Delete** icon to exclude from the KS1 return file.

Check: **Former Roll** pupils that **left after 27/5/22** should be included in the list - click **Add Student** **+** > select the **Former Roll** and locate and select the pupil to add them to the list.

Before continuing, do you have the correct number of pupils listed?

- 2.5 Click **Next>>** and the system will now perform certain validation checks.

If any of these checks fail, an information screen will appear giving details of the errors and the pupils involved. You will not be able to create an export the file until these are corrected.
Make a note of the errors and click **Finish**. Go back to Stage 2 and correct the errors.

- 2.6 On the export summary screen, **check the number of pupils included in the export file** against number of pupils previously selected is correct. There should not be any pupils that could not be exported (this should say 0). If these numbers are incorrect, click **Finish** and go back to the NC Key Stage 2022 markbook to check.
- 2.7 **Make a note of the KS1 file name.** It will be formatted as follows: 823dddd_KS1_823LLLL_001.XML (where dddd=your school's DfE number). [or 822dddd_KS1_822LLLL_001.XML if a BBC school]
- 2.8 Now click **Download now** and click **Save**.
The file may automatically be saved in your browser's **Download** folder or you may be able to select the folder where you wish to save your file in and click **Save** again. You will now see a download complete message. Note: this will be a **zipped** KS1 file.
- 2.9 Click **Close** and **Finish**

3 Unzip the downloaded zipped KS1 file

- 3.1 Minimise your Integris screen and locate and open the folder where the zipped KS1 file was saved (refer to the file name you noted down in step 2.7 above).
- 3.2 *Right click on the filename 823dddd_KS1_823LLLL_001.zip*
*[or 822dddd_KS1_822LLLL_001.zip for BBC schools] (where dddd=your school's DfE number) and select **Extract All** or **Extract to here** or **Extract to..***

If using Extract All > click Next > Next > Finish. A new folder called 823dddd_KS1_823LLLL_001 will appear. Open this

folder to see the KS1 file.

If using Extract to here > click Extract. A new folder called 823dddd_KS1_823LLLL_001 will appear. Open this folder to see the KS1 file.

If using Extract to..... > select the folder you want the file to be saved to > click Extract

- 3.3 You should now see listed in the folder you have selected the 823dddd_KS1_823LLLL_001.XML file (where dddd=your school's DfE number)
[or 822dddd_KS1_822LLLL_001.XML file for BBC schools]

You are now ready to send this unzipped KS1 file to the LA

4 Send the CTF KS1 return to the LA

- 4.1 Logon to Anycomms+ and select the **Upload File to a Service** option on the Home menu
- 4.2 Click **Browse** and select the **823dddd_KS1_823LLLL_001.XML** file (**please do NOT attach the zip file!!**)
- 4.3 Select **KS1 return** option for File Type (if available and select **Performance Group** under Service (if available and enter in the Description box **KS1 Return**).
- 4.4 Then click **Upload File**

If using S2S, leave the filenames as they are (**822dddd_KS1_822LLLL_001.xml**) and send it via S2S (via the DfE Sign-in gateway)

Remember that the Headteacher must submit a KS1 Headteacher Declaration Form (HDF) available from the Primary Assessment Gateway from Wednesday 1st June.

The HDF confirms that the English Reading and Maths tests have been administered and marked according to the published guidance and the results have been used to inform the TA, or that any issues have been reported to the STA.

Deadline for the submission of the KS1 HDF is Friday 1st July 2022

KS1 Test period - Tues 3rd May – Fri 27th May 2022

Guidance

How to deal with leavers/starters for KS1

Q & A about pupils leaving/starting your school

Q: What do you do with pupils that have **left** your school **after Friday 27th May 2022** (i.e. effectively, up to half-term) and after the test period?

A: If you are the last school the pupil attends before the half term your school is responsible for reporting KS1 TA data. Therefore, you must ensure these pupils have KS1 data entered for all required columns. These pupils must be included in your return to the LA.

Q: What do you do with pupils that have left your school and started at their new school on or before Friday 27th May 2022 (i.e. effectively before half term) and during the test period?

A: The new school is responsible for finding out which tests have been administered to the pupil and administer any remaining tests. Your school needs to agree with the new school who will report KS1 TA data.

If as the last school, you have agreed with the new school that you are not submitting the TA data for the pupil, the pupil can remain on the markbook with blank TA data boxes. At the point later in the process when the administrator creates the return for the LA, they can be excluded from the return. Of course, your school is still required to send a CTF to the new school.

Q: What do you do with pupils that have left your school **before Friday 27th May 2022** and have NOT started at their new school until AFTER half term?

A: As your school is the last school the pupil attended before the half term your school is responsible for reporting KS1 TA data. Therefore, you must ensure these pupils have KS1 TA data entered for all required columns. These pupils must be included in your return to the LA.

Q: What do you do with pupils who have **started** your school **on or before Friday 27th May 2022** and **during the testing period**?

A: As the new school, your school is responsible for contacting the previous school to find out which tests have been administered to the pupil and administer any remaining tests. Your school needs to agree with the previous school who will report KS1 TA data.

If you agree that your school will report KS1 TA data, you must ensure these pupils have KS1 TA data entered for all required columns.

Q: What do you do with pupils who have **started** your school **after Friday 27th May 2022**?

A: You do not need to enter any KS1 data for these pupils – they can remain on the markbook with blank data boxes. The previous school the pupil attended prior to summer half-term will be responsible for returning KS1 data. At the point later in the process when the administrator creates the return for the LA, they will be excluded from the return.