

## Stage 3B: Export KS1 data & Import into NC Key Stage 1 2022 Markbook FOR SCHOOLS USING Integris Y2 Objectives MARKBOOKS

These steps are to be undertaken by the Integris Administrator only.

**Stage 3B** steps cover the following:

1. Check data in the **KS1 Export 2022** markbook is complete
2. Export KS1 data (R, W, M & Sc) from the **KS1 Export 2022** markbook into csv file
3. Import KS1 2022 data into the **NC Key Stage 1 2022** markbook ready for submission and reporting  
(as your data has been entered into your usual objectives markbooks, it now needs to be copied out and imported into the NC Key Stage 1 2022 markbook so that all the end of KS1 data entered is transferred into the Y2 pupil records. You can then export it as a CTF for submission to the LA as well as run the normal KS1 reports)

### 1. Check the KS1 Export 2022 markbook is complete

1.1 Go to **Modules > Assessment > Markbook > My Markbooks** > select the **KS1 Export 2022** markbook and click on **Open a markbook** icon  to view it.

#### 1.2 CHECK THAT ALL PUPILS HAVE DATA RECORDED IN ALL COLUMNS!

- A time saving way to check is to group the values together and bring blank entries (if any) to the top of the column – left-click on the column heading and select **Sort on Column**.
- If any of the R, W & M data is missing, then the Y2 teacher(s) need to enter the missing data into their EoY2 TA Pts column in the Y2 Objectives Termly markbook for the subject (*Stage 3 – KS1 RWM Data entry*). If the data is entered and saved there, it will automatically appear in this markbook.
- A blank value may also appear to represent value D (Disapplied) if it has been entered into their EoY2 TA Pts column in the Y2 Objectives Termly markbook for the subject. The DfE no longer collect D values – therefore this blank value will need to be changed in the **NC Key Stage 1 2022** markbook later in 3.9.
- The **KS1 Sc TA** column must also be completed in this markbook – this would have been covered in **Stage 3A-Enter Science data**.

Markbook - KS1 Export 2022 - Class 3A (2021/2022)

Apply Filter...		Show...			
		KS1 En Rwa	KS1 En Wri	KS1 Ma TA	KS1 Sc TA
Name					
A	Houdini, Harry	A	GDS	GDS	
B	Bail, Luce		WTS	WTS	PKF HNM
C	Branston, Pickie		EM	EXS	WTS EXS
D	Dernskey, Darling		PKF	EXS	EXS EXS

**1.3 ALERT!** Look for grey 'PKF' values – this code represents a pupil who is working below the national curriculum assessment standard.

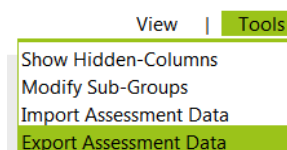
A PKF value will NOT be imported into the **NC Key Stage 1 2022** markbook BUT will need to be changed to a PK1, PK2, PK3 or PK4 outcome in a later step

When this is completed, you are ready to proceed with Step 2 below to EXPORT the KS1 data out of this markbook and Step 3 - import into the **NC Key Stage 1 2022** markbook ready for submission to the LA.

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### 2. Export KS1 2022 data into a csv file

1. Whilst the **KS1 Export 2022** markbook is open, go to the **Tools** menu and select **Export Assessment data**
2. Click **Next** at the pop-up window
3. Click **Next** again
4. Click **Export**
5. When the csv file is created, select to **Open** file



The file will look like this with the list of pupils and the KS1 data columns:

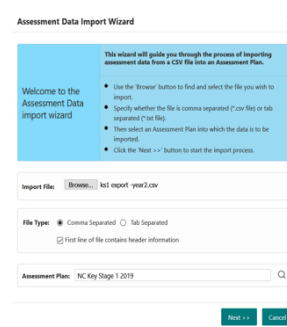
KS1 Export 2022\_Class 3A

Surname	Known Name	Student UPN	KS1 En Rea	KS1 En Wri	KS1 Ma TA	KS1 Sc TA
Ball	Luce	Z123456706018	WTS	WTS	PKF	HNM
Branston	Pickie	D823211709053	EM	EXS	WTS	EXS
Demskey	Darling	W823211709056	PKF	EXS	EXS	EXS
Houdini	Harry	A823211709022	A	GDS	GDS	

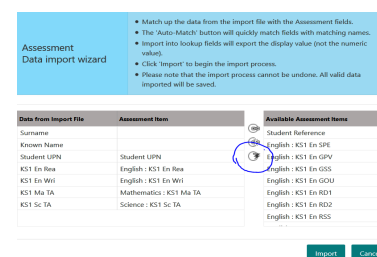
6. Now go to the **File > Save As** menu and select a folder to save the file in – the file will automatically be called **KS1 Export 2022\_Year 2.csv** (if it has not been named as such, please enter the filename manually) Make a note of the folder you have saved this file in.
7. **PKF codes – do you have any PKF codes present in your data (as per 1.3 above)?**  
If yes, you can change them now to PK1, PK2, PK3 or PK4 if you know what the teacher's PK judgement should be. If you don't know now, you can make the changes later in step 3.9 within the **NC Key Stage 1 2022** markbook.
8. **Close** the file – say **Yes** to all the prompts. **Close** Excel.
9. Back in Integris, click **Back** to exit out of the **KS1 Export 2022** markbook.

### 3. Import KS1 data into the NC Key Stage 1 2022 markbook

1. Go to **Modules > Assessment > Utilities > Assessment Import**
2. In the next window, click **Browse** and select the **KS1 Export 2022\_Year 2.csv** file previously saved and click **Open**
3. Click on the Mag glass icon and then click on + next to **My Assessment Plans >** click + next to **KS1 2022** folder to open it > select **NC Key Stage 1 2022**
4. Click **Next**



5. On the next window, click the **Auto-Match** icon which will automatically matchup the data columns from the **NC Key Stage 1 2022** markbook (in the right pane) to the data columns in your csv file (in the left pane)
6. Now click **Import**



You should see an **Import Progress** window appear for a short time.

If **ALL of the KS1 data has imported**, you will see an **'Import of assessment data has imported successfully'** message.

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**Remember that if any PKF values exist** or there are **some other issues with the data**, you will see an error message: **'The import has completed with some validation errors. Click on Generate Report to view details or click OK to finish'.**

Click on **Generate Report** to see the details of the issue – in this example, the data is showing 'PKF' for a Writing TA value for a pupil which has not been accepted. This relates to points 1.3 and 2.7 above regarding the need to change a PKF code to **PK1, PK2, PK3 or PK4**. You can correct this code in step 3.9 below.

Assessment Import Validation Report			
<p>Assessment Plan : NC Key Stage 1 2022</p> <p>Import File: KS1 Export 2022_Class 3A.csv</p> <p>Date/Time : 21 Mar 2022, 20:26</p> <p>Data Validation Errors:</p>			
Student	Assessment Item	Data	Error
Demskey, Darling (W823211709056)	English : KS1 En Rea	PKF	Lookup: Invalid value.
Ball, Luce (Z123456706018)	Mathematics : KS1 Ma TA	PKF	Lookup: Invalid value.

*Either **print and/or close** the report.*

- Click **OK** to close the message window.
- Now go to **Assessment > Markbook** > open the **NC Key Stage 1 2022 – Year 2** markbook and check that all the KS1 data has imported as expected as follows:
  - > In the English unit, columns **KS1 En Rea** and **KS1 En Wri** should have data
  - > In the Maths unit, **KS1 Ma TA** should have data
  - > in the Science unit, **KS1 Sc TA** should have data

Markbook - NC Key Stage 1 2022 - Class 2B (2021/2022)

A B C D E F G H I J K L M N	<div>Apply Filter... ▾</div> <div>Show... ▾</div>		English										Mathematics										English
			KS1 En Rea										KS1 Ma TA										KS1 Sc TA
	Name																						
	Christmas, Evie		WTS	EXS					0						0					EXS			
	Gayle, Marv		EXS	EXS					0						0					HNM			
	Harsh, Ebie		WTS	WTS					0						0					EXS			

- Where you see blank cells – which relate to **missing PK codes** as per the import report in step 7 above – enter the missing PK1, PK2, PK3 or PK4 code into the cell(s) which require them and click **Save**.  
**If there are other missing values, it may be due to Code D being used which is no longer a valid DfE reported code from 2022 – please enter the appropriate KS1 outcome.**
- If other data is not imported for some or all of the pupils, please ensure that you have completed **Stage 1 – Assessment Admin setup instructions for Year 2 pupils** and then re-import the data from step 3.1 above.
- Click **BACK** to exit out of the markbook.

**The data must be checked and approved by the Head Teacher before you proceed to Stage 4 – Create KS1 return**