

KS2 Recording and Reporting for Integris Assessment

Stage 2D - Enter ALL KS2 data into NC Key Stage 2 2019 markbook

To be undertaken by the Year 6 teacher(s)

These notes will guide you through how to enter end of Key Stage 2 TA data directly into the [NC Key Stage 2 2019](#) markbook, ready for the exports to be run by your admin officer to make the key stage data return to the NCA. The markbooks have been set up for you by your admin staff.

NOTE: From 2019, ONLY a full set of Y6 Writing TA data will be collected by the DfE. Reading and Maths TA data will only be collected for pupils working below the level of the test. For these pupils, teachers are expected to assign any of the following codes: BLW; PK1,PK2,PK3 or PK4 in addition to A(bsent) or D(isapplied).

Stage 2D covers the following:

1. Access the [NC Key Stage 2 2019](#) markbook for your class or group
2. Enter key stage assessments into the [NC Key Stage 2 2019](#) markbook
3. Enter P Scales for any pupil where appropriate into the [NC P Scales 2019](#) markbook

IMPORTANT FOR FIRST TIME USERS! Before you proceed with these steps, you should have been given your username and password to login to Integris by your admin staff.

On your Internet browser screens, enter <http://bedfordshire.rmintegris.com> into the address line and press enter. On the Integris login screen, click **Enter** and type in your username followed by your password at the prompt. If you are logging in for the first time, you will be asked to change your password.

1. Access the [NC Key Stage 2 2019](#) markbook for your class/teaching group

- 1.1 Log in to Integris and from your Teacher's desktop, click **Markbook** from the **Assessment** window.

On the **Markbook Browser** screen, click on the **+** next to the **My Markbooks** folder to open that folder. Look for your [NC Key Stage 2 2019](#) markbook for your year group/class

- 1.2 Click on [NC Key Stage 2 2019](#) for your class or for Year 6 and then click the **Open a Markbook**



icon to open it.

The markbook will initially look like this – it will of course list the pupils in the class/year group 6 you selected:

Markbook - NC Key Stage 2 2019 - Class 2A (

Apply Filter...		+		
Show...				
A				
B				
C				
D				
E				
F				
G				
H				
I				
J				
K				
L				
M				
N				
O				
Name		English	Mathematics	Science
Coppard, Ciaran				
Evetts, Kieran				
Lawrence, Amber				

The pupil names should reflect the pupils in the current roll (i.e. new pupils that have started should also be listed). Pupils that have left should not appear.

If the pupil list is incorrect, please refer to your Admin staff as they administer the current roll and will amend it if necessary for you.

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Please spend a few moments reading through the notes below about starters and leavers in Year 6. If you need to add additional pupils to the markbook who have recently left, please note the pupil names and their KS2 results and pass them to your Integris administrator.

Q & A about Year 6 pupils leaving/starting your school - taken from KS2 2019 Assessment & Reporting Arrangements (ARA)

The school where the pupil was registered during the KS2 test week (**Mon 13th May– Thurs 16th May 2019**) must submit TA data to the STA.

The section from the KS2 ARA is reproduced below:

Pupils who move schools (KS2 2019 ARA p. 43)

Change of school before KS2 test week

If a pupil changes school **before** test week (*i.e. before 13th May*), the **receiving school must submit TA data for them.**

Change of school during KS2 test week

If a pupil changes school **during** test week (*i.e. from 13th–16th May*), the school where the pupil was registered at the beginning of test week must submit TA data for them.

Change of school after KS2 test week

If a pupil changes school **after** test week (*i.e. after 16th May*), the school where the pupil was registered during test week must submit TA data for them.

You are now ready to enter Key Stage 2 Teacher Assessment data (see overleaf).

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2. Enter KS2 TA data into the NC Key Stage 2 2019 markbook

2.1 The markbook is divided into 3 units, one each for English, Maths & Science.

The markbook will **initially** look like this when you open it:

Markbook - NC Key Stage 2 2017 - Class 2A (2016/2017)

Expand each unit by clicking on +
For English: complete KS2 En Wri TA column FULLY
For Science: complete KS2 Sc TA column FULLY

ONLY the KS2 Writing TA & Science TA columns MUST be completed FULLY!

The KS2 En Rea (Reading) TA & KS2 Ma (Maths) TA columns should have values entered for pupils working below the level of the test/below the national curriculum assessment standard

PLEASE READ Appendix 1 for detail of expected data BEFORE proceeding

A note about the pupils listed: The pupil names should reflect the pupils in the current roll (i.e. new pupils that have started should also be listed). Please refer to Appendix 1 for explanation about dealing with data for pupils that have left.

Do you need a hard copy print of the KS2 TA columns to complete prior to entering into the markbook? If yes, click on Print (top right), remove the ticks in the boxes next to the units (U) and then open each unit and select the following columns by placing a tick into the box next to: KS2 En Wri TA; KS2 Sci TA. Click 'Show gridlines' and then click OK.

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Entering data

You can enter a result at a time for each individual pupil

1.4 Click into a cell for a pupil and enter a value (as above) and press Enter to move down to the next pupil in the same column OR press <Tab> key to move onto the next column for the same pupil.

OR

You can populate ALL the column with same result and then edit individual pupil results

1.5 Left click the header cell of the column you want to complete and select **Modify Column Values New Value**. In the pop-up window, select the value you want (e.g. EXS) and click OK.

Tip You can click on a surname letter in the left margin to view only pupils with surnames starting with selected letter and then click into their individual cells and enter/edit data. [Then click * at the top of the left margin to view ALL pupils again].

1.6 Continue to enter values for each pupil listed and **Save regularly**.

Please ensure that all the KS2 En Wri TA and KS2 Sc TA columns are fully completed and where appropriate the BLW/PK1-6 data is entered into the Reading and Maths columns.

Where BLW is entered in any column, a corresponding P-Scale value must be entered into the P-Scales 2019 markbook. See Appendix 1

1.7 To **exit** out of the markbook, press the **BACK** button (*bottom left of screen*) to return to the My Markbooks list.

When all the KS2 return data expected has been entered for Writing & Science please inform your Administrator who will need to follow Stage 3 instructions.

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Appendix 1 - KS2 Data Values and explanation

Reading KS2 En Rea TA	Writing KS2 En Wri TA	Maths KS2 Ma TA	Science KS2 Sc TA
BLW	BLW	BLW	HNM
PK1	PK1	PK1	EXS
PK2	PK2	PK2	A
PK3	PK3	PK3	D
PK4	PK4	PK4	
PK5	PK5	PK5	
PK6	PK6	PK6	
A	WTS	A	
D	EXS	D	
	GDS		
	A		
	D		

Please note that the KS1 TA values are slightly different to the KS2 TA data values

Explanation of codes	
BLW	Below the standard of the pre-key stage - corresponds with P-scales or NOTSEN
PK1 - 6	Pre-Key stage – pupils working below the national curriculum assessment standard TA judgements based on ' <i>Pre Key Stage 2 – Pupils working below the NC assessment standard</i> ' Framework.
HNM	Has not met the expected standard (not defined standard, used for those that have not met the criteria for the standard, but working above p-scales) Science only
WTS	Working towards the expected standard Writing only
EXS	Working at the expected standard Writing & Science only
GDS	Working at a greater depth within the expected standard Writing only
A	Absent for long periods or recently arrived
D	Disapplied from the national curriculum

The following codes need to be entered into the **NC P Scales 2019 for Year 6** markbook for the appropriate subject where you have recorded a KS2 TA outcome of **BLW** for a pupil:

***Important note about BLW values and P-Scales

For each **BLW**, a P-Scale must be entered for the pupil into the **NC P Scales 2019** markbook as below. If you do not have access to the **NC P Scales 2019** markbook, please inform your administrator

(Overall) English - P1i,P1ii,P2i,P2ii,P3i,P3ii	(Overall) Maths - P1i,P1ii,P2i,P2ii,P3i,P3ii	Science
Reading - P4, NOTSEN	Number - P4, NOTSEN	P1i,P1ii,P2i,P2ii,P3i, P3ii,P4, NOTSEN
Writing - P4, NOTSEN	Using and applying - P4, NOTSEN	
Speaking - P4, NOTSEN	Space, shape and measures - P4, NOTSEN	
Listening - P4, NOTSEN		

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