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

Stage 1A steps cover the following:

1. Assign Year 6 pupils to the KS2 2019 year
2. Give relevant users access to Assessment
3. Copy the **NC Key Stage 2 2019** markbook
4. Assign the **NC Key Stage 2 2019** markbook to the relevant pupils/staff

1. Assign Year 6 pupils to the KS2 year for 2019
IT IS VERY IMPORTANT THAT STEP 1 IS COMPLETED AS IT WILL IMPACT UPON THE USE OF THE KS2 MARKBOOK AT A LATER STAGE!

1.1 Go to **Administration** > **Speed Edit** > under *Area*, select **Current Key Stage** > click **Find** and select all your **Year 6** pupils > ensure that all the pupils have a value of **KS2** (if not, edit them appropriately). **Save** any changes.

1.2 Now keep the Year 6 pupils as your 'browse set', change the *Area* option to **Key Stage 2 Year** > ensure that all the pupils have a value of **2019** (this is the year on which you wish to report) and edit appropriately if required. **Save** any changes.

1.3 Again, keeping the Year 6 pupils as your 'browse set', change the *Area* option to **Key Stage 2 End of Statutory Assessment** > ensure that all the pupils have a value of **Yes** > edit appropriately if required and **Save** your changes

1.4 Again, keeping the Year 6 pupils as your 'browse set', change the *Area* option to **Key Stage P-Scales Year** > ensure that all the pupils have a value of **2019** > edit appropriately if required and **Save** any changes

1.5 Again, keeping the Year 6 pupils as your 'browse set', change the *Area* option to **Key Stage P-Scales End of Statutory Tests** > ensure that all the pupils have a value of **Yes** > edit appropriately if required and **Save** your changes

1.6 Click Cancel when you have completed the above changes to exit out of Speed Edit.

2 Give relevant users access to Assessment
Note: if your Year 6 teacher(s) are already using Integris Assessment, then this step will be unnecessary as you have already done this and you can proceed to step 3.

2.1 Firstly, check that your Year 6 classes have been linked to the Year 6 teachers. Go to **General** > **Parameters** > **Class** > **View** > edit the class as appropriate and use the magnifying glass to find the staff member. [*Note: if the Year 6 teacher is not linked to the class, the teacher will not be able tot access the KS2 markbook later]*

Now check to see whether your Year 6 teacher(s) have access to Assessment (if any of them do not already have an Integris user account set up, you will need to create one for them first – Refer to the ***How to Create User Account for Teachers*** guide on the www.cbict.org.uk/Integris Home/LiteBites web page:

2.2 Go to **System Management > User Management** > a list of all the user accounts created are displayed.

2.3 When you have found the user's entry, click on the name and check the ***Roles Assigned*** window at the bottom right of the screen. If **Assessment** has not already been added to the user role, click **Add Role(s) to User(s)** icon from the list of icons on the right of the screen. In

KEY STAGE 2

the list of roles window, select **Assessment** and **Assessment_Reports** and click Ok. It is also recommended to add the **STUDENT_PROFILE** role **too.**

It is worth checking other user accounts too. For each teacher who has been given a user account to access Assessment or additional users (i.e. Headteacher, assessment co-ordinator or yourself) who need to be able to **view** the KS2 2019 markbook data, each teacher user account should have the following roles assigned:
Assessment; Assessment_Reports; TEACHER; Student_Profile; Show My Locks

2.4   Click **Close** to exit

3   Set up the NC Key Stage 2 2019 markbook - and assign to pupils and users

3.1   Go to **Modules** > **Assessment** and **Assessment Planning**
        The Assessment Plans window will be displayed

3.2   Expand the **Templates** folder by clicking on the Plus Symbol next to **Templates**
3.3   Then click on the Plus symbol next to **Key Stage**
3.4   Then click on the Plus symbol next to **2019** so the list looks similar to the one below:
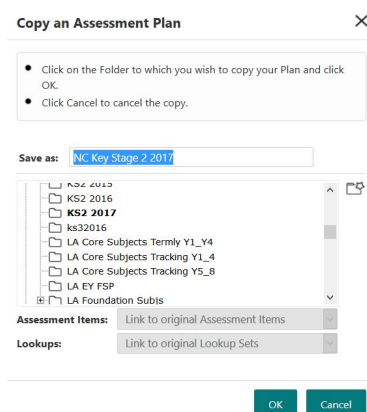

3.5   Click on the **NC Key Stage 2 2019** template name

3.6   Now click on **Copy** *(top right of screen)*

The following *Copy an Assessment Plan* window appears

3.7   Remove the (1) at the end of the markbook name in the *Save As* box

3.8   Click **My Assessment Plans** and then click on the **Create new folder** icon

3.9   On the **Create New Folder** screen, enter **KS2 2019** as the **name** and click **OK.**
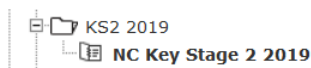   The *Copy an Assessment Plan* screen reappears where – if you scroll down the list - you will now

KEY STAGE 2

see your new folder highlighted.

3.10   Click **OK** on that screen and you will see your selected markbook in the folder you created within your *My Assessment Plans* screen (similar to the screen below)


3.11   In case there are pupils with any KS2 'BLW' outcomes for whom P-Scales need to be entered, you also need to copy the NC P Scales 2019 markbook into your KS2 2019 folder.

Go to the **Templates** > **Key Stage** > **2019** folder as before and highlight **NC P Scales 2019** template name.
Click on **Copy > remove the (1) at the end of the markbook name > then click on + next to *My Assessment Plans* to reveal your folder list > select your new KS2 2019 folder to save it in.
Click OK.**

Your new **KS2 2019 folder** should now have two markbooks listed as follows:
 NC Key Stage 2 2019 and **NC P Scales 2019**

Example
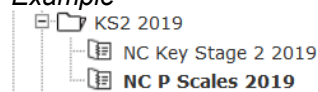
You can now follow with step 4 to complete this process.

4   Assign the NC Key Stage 2 2019 markbooks to the relevant pupils/staff

If you wish to assign the NC Key Stage 2 2019 markbook to sets or specific teaching groups in addition to the year group 6, then you need to set up the groups first. Go to **General > Groups** > add a new 'group' for each set of pupils that you wish to appear in individual copies of the **NC Key Stage 2 2019** markbook. [Eg: group name Y6MathsSet1, Y6MathsSet2 etc.]. When the group names have been created, use Add Pupil to Group to select the pupils in each group. Then follow from 4.1 below.

4.1   Clear the screen by going to **Assessment** > **Assessment Planning** > click + next to **My Assessment Plans** folder > click + next to **KS2 2019** folder. You should see the copied NC Key Stage 2 2019 and NC P Scales 2019 markbooks listed.

4.2   Highlight the *NC Key Stage 2 2019* markbook to be assigned and click the **Edit an Assessment Plan** icon

4.3   On the *Edit Assessment Plan* screen, click on the **Enrolled Groups** tab

KEY STAGE 2

4.4   Click the Add an Enrolled Group icon ✛ and you should see your classes with the teacher names linked to each class.

4.5   If you wish each Y6 registration class to appear in individual copies of the NC Key Stage 2 2019 markbook, then continue with this step, otherwise go to step 4.6.
Select the Year 6 classes that need to have KS2 data entered - *you can use CTRL & Click to select more than one class - and click **Add** for each one selected*. *You are effectively making 'copies' of the KS2 markbook for each class teacher to use.*

4.6   Staying on the Enrol Groups screen, change the ***Enrolled Group Type*** field to **Year Group** and select **Year 6** and click **Add**. *This combines all of the Year 6 pupils into one copy of the* NC Key Stage 2 2019 *markbook*

4.7   If you have specific teaching groups or sets that you have already created in General > Groups > staying on the Enrol Groups screen, change the ***Enrolled Group Type*** field to **Student Group** and select **each of your specific teaching groups listed** and click **Add.**

*It may appear that nothing has happened but when you then click **Close** to leave the **Enrol Groups** screen, the classes and/or student groups and the year group you have chosen will now be listed on the **Enrolled Groups** screen. It will look something like this:*

Now for each markbook listed, you need to assign additional users who need to access them.

4.8   Select a markbook from the list and click on the **Markbook Users** 👥⁺ icon.

All the staff users to whom you have given Assessment as one of their roles will be listed.

4.9   Highlight all of the members of staff who **will need access** to this markbook – hold down the **Ctrl key** to make multiple entries - and then click **OK.**
You must at this point include yourself as the administrator who will be creating the export file to send to the LA and also any senior management or other staff who may need to view the key stage assessment data.

4.10 Then click **Save** when you have finished.

KEY STAGE 2

4.11 Next you should repeat this process (steps 4.2 to 4.10) for the **NC P Scales 2019 markbook** to ensure they are available if you know that you will need to report BLW outcome for any pupil

4.12 As a final check, it is a good idea to see how the markbooks will appear for data entry. Go to **Modules** > **Assessment** and **Markbook** > click the plus symbol next to **My Markbooks** > *you should now see copies of NC Key Stage 2 2019 markbook(s) listed for each class and/or teaching group and a copy for the year group* > select a markbook from the list and click on **Open a markbook** icon to view it.

Each user you have assigned to each markbook in step 4.8 above will be able to view these markbooks when they login in the same way.

Now spend a few moments reading through the notes overleaf about starters and leavers in Year 6 so that you can give due consideration as to whether they should be included or not in this KS2 markbook.

Then continue with the appropriate Stage as follows:

o **For schools using Integris Y6 Objectives markbooks for Y6 - Follow Stage 1B – Prepare KS2 Export 2019 markbook.**

o **For schools NOT using Integris Objectives markbooks and expect to enter KS2 data directly into the NC Key Stage 2 2019 markbook, go straight to Stage 2D – Enter ALL KS2 TA Data**

_____

Q & A: 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.

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KEY STAGE 2

KS2 Recording and Reporting in Integris Assessment
Stage 1B: Set up KS2 Export 2019 markbook

FOR SCHOOLS USING Integris Y6 Objectives markbooks

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

Stage 1B steps cover the following:

1. **Set up the KS2 Export 2019 markbook**

The KS2 Export 2019 markbook will be used by Y6 Teacher(s) to manually enter KS2 TA Science outcomes.

It will also be used by the Integris Administrator to export KS2 TA data for importing into the NC Key Stage 2 2019 markbook. This is to allow for a KS2 CTF file to be created for submission to NCA (Stage 3) and for reports to be produced.

---

1. **Set up the KS2 Export 2019 markbook**

1.1 Go to **Modules** > **Assessment** > **Assessment Planning**
    The Assessment Plans window will be displayed

1.2 Expand the **Templates** folder by clicking on the Plus Symbol next to **Templates**
1.3 Then click on the Plus symbol next to **LA Templates**
1.4 Then click on the Plus symbol next to **NC AwoL Plans**
1.5 Then click on the Plus symbol next to **KS2 Export**
1.6 Then click on + next to **KS2 Export 2019**

Example

1.7 Click on the **KS2 Export 2019** template name

1.8 Now click on **Deploy** *(top right of screen)*

1.9 Click **No** to the next prompt
    You should now see your own copy of the KS2 Export 2019 markbook highlighted within a NC AwoL Plans/KS2 Export folder

1.10 Click the *Edit an Assessment Plan* icon

1.11 On the *Edit Assessment Plan* screen, click on the *Enrolled Groups* tab

1.12 Click the **Add an Enrolled Group** icon   +   and you should see your classes with the teacher names linked to each class.

1.13 Change the *Enrolled Group Type* field to **Year Group** and select **Year 6** and click **Add.** Then click **Close**.

    You should now see a Year 6 for 2018/2019 added to the list.

1.14 Select Year 6 Group from the list and click on the **Add Markbook Users** icon.

1.15 Important! Select **yourself as the administrator** who will need access to this markbook at a later stage and also **select the Year 6 teacher(s) who will need to enter KS2 Science outcomes directly into this markbook**.

1.16 Then click **Save** when you have finished.

Now go to **Assessment** > **Markbook** > click the plus symbol next to **My Markbooks** >

select the **KS2 Export 2019** markbook and click on **Open a markbook** icon to view it.

The markbook will initially look like this before any KS2 data has been entered:

This markbook will automatically **capture** the **KS2 Reading, Writing and Maths** data from the Y6 Writing Objectives termly markbooks (from the EoY6 TA units) when they have been completed.

The KS2 Science TA column will need to be manually populated by Y6 Teachers – so please make sure your Year 6 teachers have access to this KS2 Export markbook!
The Stage 2A & 2B instructions for teachers take them through the process.

NOTE CHANGE for 2019: ONLY the KS2 En Wri TA (Writing) and KS2 Sc TA (Science) columns are valid for the KS2 TA return in 2019 and these columns will import into the NC Key Stage 2 2019 markbook for subsequent submission to NCA.

The Reading and Maths TA column will NOT transfer into the NC Key Stage 2 2019 markbook as they are not required by the DfE. However, data for pupils working below the national curriculum standard in Reading and Maths is expected – this TA data is entered directly into the NC Key Stage 2 2019 markbook later in Stage 2C

Now go to **Stage 2A – Check/Edit KS2 data** (for Y6 Objectives markbooks users)

KS2

Recording and Reporting KS2 TA in Integris Assessment
Stage 2A – Checking/Editing KS2 TA data

For schools using Integris Y6 Objectives Termly markbooks

To be undertaken by the Year 6 teacher(s)

NOTE: From 2019, ONLY Y6 Writing TA data will be collected from the Objectives termly markbooks to be included in a return to the DfE. The details below focus on Writing only.

If your school wishes to record 'KS2 TA' data for Read and Maths as per previous years, apply these instructions in exactly the same way for the Y6 Reading & Maths Objectives markbooks.
Refer to Appendix 2 which shows how the Objectives categories are converted to KS2 values.

Stage 2A covers the following:

Checking/Editing KS2 Writing TA data within the **Y6 Writing Objectives Termly** markbook (in the EoY6 TA unit)

1. Complete your end of year objectives as normal in the **EoY6 Obj** unit within the Y6 Writing Objectives Termly markbook.

   The example used here is the Y6 Writing Objectives Termly markbook

2. When you have completed the objectives columns, please check the Average Points and Average Category outcomes that appear in the EoY6 Average unit.

   The calculated average points will form the basis for the KS2 TA data that will be returned to the DfE.

   If you disagree with the calculated average outcome for one or some of the pupils, you will be able to change them in the next steps

3. Open the last blue unit called **EoY6 TA.** This unit contains three columns – the first two are the EoY6 TA Pts (which you can edit) and a corresponding EoY6 TA Cat.

The third column is the KS2 TA column we will use to report results to the DfE.

When the EoY6 TA Pts column (*highlighted in blue)* is populated manually or with a copy of the Average points, then the EoY6 TA Cat column displays the KS2 outcomes. This in turn auto-populates last KS2 TA column. *(See Appendix 2)*

PLEASE TAKE A MOMENT TO READ THROUGH APPENDIX 2 BEFORE PROCEEDING

4. **We are now going to copy the data from the EoY6 Av Pts column** (in the EoY6 Average unit) **to the EoY6 TA Pts column:**

    > Left click on the **EoY6 Av Pts** column header to view a pop-up menu
    > Select the option ***Copy Column Values to another Column***

> in the next window, **scroll down** the list and click + to open the last **EoY6 TA unit** and click in the box for **EoY6 TA Pts** and click **OK** > click **OK** again and click **Yes**.

5. You should now find the EoY6 TA Pts column populated with the same data as the EoY6 Av Pts column.
    You will also see:
    1. The EoY6 TA Cat column will also populate with the same category outcomes
    2. The KS2 TA column will also populate with the corresponding KS2 outcomes expected.

6. **At this point, please look carefully at the EoY6 TA Points/TA Category columns. If you want to change a KS2 TA outcome, simply replace the points value in the EoY6 TA Pts column with a new entry and click Calculate and/or Save to see the amended EoY6 TA Cat and KS2 TA outcome.**

In this example, the EoY6 TA Pts column is the same as the EoY6 Av Pts column <u>except for the second entry</u> where a 6.2 has been replaced with a 6.4 in the EoY6 TA Pts column.

In this example:
The corresponding **Y6 Emerging** in the *Av Cat* column has changed to **Y6 Expected** in the *TA Cat* column AND the KS2 outcome has changed from **WTS** to **EXS** accordingly.

To record a D (Disapplied) or an A for a pupil, simply enter it into the TA Pts column.

7. Make any changes to the EoY6 TA Pts column as required and click **Save** regularly.

8. **PLEASE NOTE – see Appendix 2 !!**
   > ANY KS2 outcome of PKF will need an appropriate value of PK1-6 entered in the NC Key Stage 2 2019 markbook (notify your administrator about this!)
   > ANY KS2 Outcomes of BLW will need a P-Scale value entered into the NC P Scales 2019 markbook (notify your administrator about this!)

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

10. <u>When all the KS2 Writing TA data outcomes have been checked follow **Stage 2B - Enter KS2 Science data**</u>

Appendix 1

Q & A: 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.

Appendix 2 - Conversion of Objectives TA points and category outcomes to KS2 Outcomes

Markbook TA Points	Markbook TA Category	***KS2 Reading TA KS2 En Rea TA	KS2 Writing TA KS2 En Wri TA	***KS2 Maths TA KS2 Ma TA
0.0 - 2.8	Y2 categories and below	BLW	BLW	BLW
3.0 – 3.8	Y3 Embrk/Emrg/Exp /Emb/Exc	PKF	PKF	PKF
4.0 – 4.8	Y4 Embrk/Emrg/Exp /Emb/Exc	PKF	PKF	PKF
5.0 – 5.8	Y5 Embrk/Emerg/ Exp/Emb/Exc	PKF	PKF	PKF
6.0	Y6 Embrk	PKF	PKF	PKF
6.2	Y6 Emerging	HNM		HNM
6.2	Y6 Emerging		WTS	
6.4	Y6 Expected	EXS	EXS	EXS
6.6	Y6 Embedded/Exceeding or above	EXS	GDS	EXS
A	Absent	A	A	A
D	Disapplied	D	D	D

** From 2019, KS2 Reading & Maths TA are NOT reported to the DfE except for BLW and Pre-Key stage (PK1-6) values.

From the table above, you can see that an EoY6 TA of **6.2** points/**Y6 Emerging** automatically converts to a KS2 value of **WTS** in the KS2 Writing TA column.

Note!! The KS2 TA outcome can only be changed by changing the points in the EoY6 TA Pts column.

Explanation of KS2 outcome codes

BLW	*** **Below the standard of the pre-key stage** - corresponds with P-scales or NOTSEN
PKF	** **Pre-Key stage** - Foundations for the expected standard (to be manually changed to PK1, PK2, PK3, PK4,PK5 or PK6 in the NC Key Stage 2 2019 markbook
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) (Reading & Maths only – NOT Reported)**
WTS	Working towards the expected standard **(Reported for Writing only)**
EXS	Working at the expected standard **(Reported for Writing only)**
GDS	Working at a greater depth within the expected standard **(Reported for Writing only)**
A	Absent for long periods or recently arrived
D	Disapplied from the national curriculum

Pre Key Stage and P-Scales

Summary of changes in 2018/19	2017/18	2018/19
Subject-specific study	**Interim pre-key stage 2 standards** • Foundations for the expected standard (PKF)	Final pre-key stage 2 standards • Standard 6 (**PK6**) • Standard 5 (**PK5**) • Standard 4 (**PK4**)
	P scales 5 to 8	• Standard 3 (**PK3**) • Standard 2 (**PK2**) • Standard 1 (**PK1**)
Not subject-specific study	P-Scales 1 to 4	P-Scales **P1i,P1ii,P2i,P2ii,P3i,P3ii,P4, NOTSEN**

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

For each **BLW entered**, a P-Scale must be entered for the pupil into the **NC P Scales 2019** markbook as below:

(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		

If you do not have access to the NC P Scales 2019 markbook, please inform your administrator

** Important note about PKF values

The Objectives markbook will automatically convert points from 3.0 to 6.0 (incl) to a KS2 value of **PKF to identify the pupil is working at pre-key stage**. **However, you will need to define the exact PK value (i.e. PK1, PK2, PK3, PK4, PK5 or PK6) in the NC Key Stage 2 2019 markbook**

If you do not have access to the NC Key Stage2 2019 markbook, please inform your administrator

Recording and Reporting KS2 TA in Integris Assessment
Stage 2B - Enter KS2 TA Science data

For schools using the Y6 Objectives Termly markbooks

To be undertaken by the Year 6 teacher(s)

Note: For entry of KS2 Science TA data

Stage 2B covers the following:
- Enter **KS2 Science TA** data into the **KS2 Export 2019** markbook

Enter KS2 Science TA data into the KS2 Export 2019 markbook

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

1.2 Select the **KS2 Export 2019** markbook for Year 6 or your class and then click the **Open a Markbook** icon to open it.

The markbook should now look like this example:

Science data values:

HNM - Has not Met Standard

EXS – Working at the Expected Standard

A – Absent for long periods

D – Disapplied from the national curriculum

If you have completed the EoY6 TA Pts columns in the Y6 Writing Objectives termly markbooks (in Stage 2A instructions for KS2), you will now see the KS2 Writing column already populated.

NOTE! The only column here in which you can manually enter data is the KS2 Sc TA column.

Enter Science outcomes   READ APPENDIX 1 BEFORE PROCEEDING

TIP! **You can select to fill the column with the same value and then edit individual pupils**
1.3 Left click the **KS2 Sc TA** header column and select **Modify Column Values New Value** in the pop-up window. Select the outcome you want to fill the column with from the drop-down list and click OK. Then you can change individual entries.   **Save** regularly.
OR
Enter data for a pupil at a time
1.4 Enter the **Science** values for each pupil listed *(as outlined in Appendix 1)* and **Save** regularly.

1.5 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 Science data has been entered, please inform your Administrator who will need to follow Stage 2C instructions.

Appendix 1   **KS2 Data Values and explanation for Science**

KS2 Science
HNM
EXS
A
D

Explanation of codes

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)**
EXS	**Working at the expected standard**
A	**Absent for long periods or recently arrived**
D	**Disapplied from the national curriculum**

Please note that if the pupil is recorded as **HNM** but is working significantly below the standard of the pre-key stage, then a P Scale value can be entered into the Science column in the **NC P Scales 2019** markbook.

Science
P1i,P1ii,P2i,P2ii,P3i,P3ii,P4, NOTSEN

FOR SCHOOLS USING Integris Y6 Objectives markbooks

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

Stage 2C steps cover the following:

1. Check the **KS2 Export 2019** markbook
2. Export KS2 TA 2019 data from the **KS2 Export 2019** markbook
3. Import KS2 TA 2019 data into the **NC Key Stage 2 2019** markbook ready for submission and reporting

1. Check the KS2 Export 2019 markbook

1.1 Go to **Assessment** > **Markbook** > click the plus symbol next to **My Markbooks** > select the **KS2 Export 2019** markbook and click on **Open a markbook** icon [icon] to view it.

At this stage, it is expected that **ALL the KS2 TA outcomes for Writing & Science** have been entered – i.e. the **Writing TA data** comes from the completed *Y6 Writing Objectives Termly* markbook and the **Science TA data** have been entered directly into this **KS2 Export 2019** markbook.

If your school has chosen to complete TA data for **Reading** & **Maths** within the Y6 Objectives termly markbooks (as per Writing), then the Reading and Maths columns in this **KS2 Export 2019** markbook will also automatically display this data (*although it cannot be imported into the NC Key Stage 2 2019 markbook in step 3 overleaf*).

The KS2 Export 2019 markbook should now look like this:

CHECK TO SEE THAT ALL PUPILS HAVE DATA RECORDED IN ALL COLUMNS!

The data for the **KS2 En Wri TA** column has been extracted from the EoY6 TA Pts column (in the final EoY6 TA unit) in **Year 6 Writing Objectives Termly** markbook that your teachers regularly use.

If any of the Writing data is missing, then the Y6 teacher(s) need to enter the missing data into their EoY6 TA Pts column in the Y6 Writing Objectives Termly markbook (Stage 2A – Check/Edit KS2 Data). If the data is entered and saved there, it will automatically appear in this markbook.

KS2

The KS2 Sc TA column must also be completed <u>in this markbook</u>– this is covered in Stage 2B- Enter KS2 Science data.

1.2 **ALERT**! Look for 'PKF' values – this code represents a pupil who is working below the national curriculum assessment standard. The PKF value will NOT be imported into the NC Key Stage 2 2019 markbook and will need to be changed to PK1, PK2, PK3, PK4, PK5 or PK6. You cannot change this code in this markbook but you can make the change either in step 2 or step 3 below.

When this is completed, you are ready to proceed with step 2 below to EXPORT the KS2 data out of this markbook and step 3 - import into the NC Key Stage 2 2019 markbook ready for submission on the NCA Tools website.

2. **Export KS2 2019 return data**

2.1   Whilst the **KS2 Export 2019** markbook is open, go to the Tools menu and select *Export Assessment data*
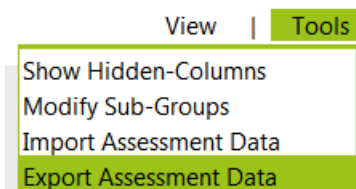
2.2   Click Next at the pop-up window
2.3   Click Next again
2.4   Click Export
2.5   Select to Open file

The file will look like this with the list of pupils and the KS2 data columns:

2.6   Now go to the **File > Save As** menu and select a folder to save the file in – *the file will automatically be called KS2 Export 2019_Year 6.csv.*

        Pls make a note of the folder you have saved this file in.

2.7   **PKF** codes – do you have any PKF codes present in your data (as per 1.2 above)? If yes, these need to be changed to PK1, PK2, PK3, PK4, PK5 or PK6 according to the teacher's assessment judgement based on the standards 'pupil can" statements in the *Pre Key Stage 2 assessment standards framework for 2018/19*. Please ask the teachers what the PK value should be. You can make the changes here (or you can make the changes in step 3 below within the **NC Key Stage 1 2019** markbook).

2.8   **Close** the file – say Yes to all the prompts. Close Excel.

2.9   Back in Integris, click **Back** to exit out of the **KS2 Export 2019** markbook**.**

KS2

3. Import KS2 2019 data into the NC Key Stage 2 2019 markbook
Note: Stage 1 –Prepare NC Key Stage 2 2019 markbook must be completed before proceeding with this step!

You now need to import the KS2 2019 data into the 'official' NC Key Stage 2 2019 markbook to enable you to make an KS2 CTF return and also to link the KS2 data to each individual pupil record automatically *(i.e. to enable CTFs to include KS2 data for future leavers; to enable KS2 data to appear in prior attainment units in tracking markbooks and for running KS2 reports etc.)*

3.1 In Integris, go to **Assessment > Utilities > Assessment Import**

3.2 In the next window, click *Browse* and select the *KS2 Export 2019_Year 6.csv* file previously saved and click **Open**

3.3 Click on the Mag glass icon and then click on + next to *My Assessment Plans* > click + next to *KS2 2019 folder* > select **NC Key Stage 2 2019**

The *Assessment Data Import wizard* window will look like this:

3.4 Click **Next**

3.5 On the next window, click the Auto-Match icon which will automatically matchup the data columns from the NC Key Stage 2 2019 markbook *(in the right pane)* to the data columns in your csv file *(in the left pane) as below*

KS2

3.6   Now click **Import**

You should see an Import Progress window appear for a short time.
*If ALL of the **KS2 Writing & Science** data have imported, you will see an 'Import of assessment data has imported successfully' message.*

If there are some issues with the data, you will see the following message:
'The import has completely 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 important error is that 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, PK4, PK5 or PK6**. You can correct this code in step 3.9 below.*

Assessment Import Validation Report

Assessment Plan :	NC Key Stage 2 2019
Import File:	KS2 Export 2019_Year 6.csv
Date/Time :	21 Apr 2019, 20:55

Data Validation Errors:

Student	Assessment Item	Data	Error
Coppard, Ciaran (K823211709028)	English : KS2 En Rea TA	EXS	Lookup: Invalid value.
Evetts, Kieran (H823211709046)	English : KS2 En Rea TA	HNM	Lookup: Invalid value.
Lawrence, Amber (V823211709036)	English : KS2 En Wri TA	PKF	Lookup: Invalid value.
Coppard, Ciaran (K823211709028)	Mathematics : KS2 Ma TA	HNM	Lookup: Invalid value.
Evetts, Kieran (H823211709046)	Mathematics : KS2 Ma TA	HNM	Lookup: Invalid value.
Lawrence, Amber (V823211709036)	Mathematics : KS2 Ma TA	EXS	Lookup: Invalid value.

The remaining errors for Reading and Maths are expected if you have R and M data showing in the KS2 Export 2019 markbook– the NC Key Stage 2 2019 markbook will not accept TA values UNLESS they represent a value showing the pupil working below the national curriculum standard (i.e.BLW or PK1-6)

3.7   Close the report and click **OK**.

3.8   Now go to **Assessment > Markbook** > open the **NC Key Stage 2 2019 – Year 6** markbook and check that all the KS2 data has imported as expected.

It should look like this when you open each unit:

Markbook - NC Key Stage 2 2019 - Class 2A (2018/2019)

Name	KS2 En Rea TA	KS2 En Wri TA	KS2 En GPV	KS2 En SPE	KS2 En GPS	KS2 En GSS	KS2 En GOU	KS2 En RD1	KS2 En RSS	KS2 En ROU	KS2 Ma TA	KS2 Ma ARI	KS2 Ma REA1	KS2 Ma REA2	KS2 Ma TOT	KS2 Ma SS	KS2 Ma OUT	KS2 Sc TA
Coppard, Ciaran		EXS			0										0			EXS
Evetts, Kieran		EXS			0										0			HNM
Lawrence, Amber	BLW	PK4			0						PK4				0			HNM

You should now see the following columns populated: KS2 En Wri TA & KS2 Sc TA
(based on the data held in the Export KS2 2019 markbook). **It is from this markbook that a KS2 CTF can be created (in Stage 3) for submission to the NCA Tools website. All the KS2 TA results have also automatically populated each pupil's individual record.**

KS2

If data is not imported for some or all of the pupils, please ensure that you have completed *Stage 1A – Prepare NC Key Stage 2 Markbook* instructions.

3.9   Where you see blank cells – which relate to missing PK codes as per the import report in step 3.6 above – **enter the missing PK1-6 code into the cell(s)** which require them and click **Save**.
If other data is not imported for some or all of the pupils, please ensure that you have completed **Stage 1A – Prepare NC Key Stage 1 Markbook instructions** and then re-import the data from step 3.1 above.
If all data is present and correct, go step 3.10.

3.10   Click **BACK** to exit out of the markbook.

The data must be checked and approved by the Head Teacher before you proceed to Stage 3 – Check & Create KS2 return

To be undertaken by the Integris Administrator

Stage 3 contains the following steps:
1. Check & Approve the KS2 TA data
2. Create KS2 xml Return file
3. Unzip the xml file downloaded from Integris
4. Upload the KS2 xml file to the NCA Tools website

Please note that the deadline for submitting the KS2 TA Return on the NCA Tools website is Thursday 27[h] June 2019 (CBC deadline: 27/6/19 BBC deadline: 25/6/19)

1. Check & Approve KS2 TA data

2.1   When the Year 6 data entry for each pupil is completed, please check that all the KS2 data is present for your year 6 pupils and that the data is accurate.

Go to **Assessment > Markbooks > My Markbooks** > select the **NC Key Stage 2 2019** markbook for **Year 6** and open it.

>> **CHECK**: **Do all the pupils listed have their KS2 TA data entered for Writing and Science? Where there are any BLW entries, has a P-Scale been entered into the NC P Scales 2019 markbook for the corresponding subject?**
Where a pupil is working below the national curriculum assessment standard and reported as B for working below the level of the KS2 Reading or Maths test, has a PK1-6 or BLW value been entered in the KS2 Eng Rea TA and/or KS2 Ma TA column respectively?

o   You can use a specific report to help identify any missing data easily: go to **Reports** > **Key Stage Reports** > **Assessment Summary List** > select **Key Stage 2** > click on the hand icon to select all the pupils in the list > **Generate Report**

>> **CHECK**: Have any pupils started or left your school during KS2 test week (13th – 16th May 2019)?   Check according to the KS2 ARA guidelines below:

Change of school before KS2 test week
If a pupil changes school **before** KS2 test week, the receiving school must submit TA data for the pupil. [*Note*: *A pupil name will appear in red in the markbook to indicate that s/he has left – left click the name and click on Remove Student if not school not required to enter data].*

Change of school during the KS2 test week
If a pupil changes school **during** the KS2 test week, the school where the pupil was registered at the beginning of the test week must submit TA data for the pupil.

Change of school after the KS2 test week
If a pupil changes school **after** the KS2 test week, the school where the pupil was registered during the KS2 test week must submit TA data for the pupil. [*Note: if pupil appears in red, leave pupil in the markbook with TA data entered.*
If pupil does not appear in markbook and TA data is expected, then add KS2 TA data directly into their pupil record by following these steps:

Go to General > Student Details > **Former (roll)**> type in pupil name in search box and click Find.
When the pupil record is on screen, click **Edit** > click the Key Stage tab
> ensure *Current Key Stage* box says Key Stage 2
> click **KS2** link
> ensure *Year of Assessment* (top left) is set to **2019**
> tick the tick box for *End of Statutory Assessment*
> in the drop-down boxes for Reading, Writing, Mathematics & Science, select the relevant TA result

> Click **Save**   *This pupil(s) will be included in your return at step 2.5.*

>> CHECK: Are there any BLW entries for any pupils?   If yes, there also needs to be a P Scale (or NOT SEN) entered for the pupil for the relevant subject in the NC P Scales 2019 markbook for Year 6. Open the NC P Scales 2019 markbook for Year 6 and check that a P Scale entry has been entered for the relevant pupil(s). *Note: Failure to do this will result in an error message when trying to create the CTF return file!*

Any actions taken regarding the pupils listed as above for the NC Key Stage 2 2019 markbook need to be repeated in the NC P Scales 2019 markbook if relevant.

When you are satisfied that the information has been entered as expected, continue with the steps below.

Approve the KS2 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 KS2 return file**

2.1 Go to **Administration** > **Import & Export** > **Key Stage Exports**

2.2 Select **Key Stage 2 Export (2019)** and click the **Next>>** button (bottom left of screen)

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 6** and click **Find** > click **Select** > click **Yes**.
All the Year 6 pupils should now be listed.

Check - **are there any pupils that were at your school during test week but have since left and need to be included in your return?** If yes, these pupils need to be added to the list from the

Former Roll. Click Add Student ╋ icon and locate the student in the Former Roll so that they are added to this Year 6 list.

2.4 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 (scroll down the screen to see the details of the error(s).

You will not be able to 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.
The check will look for missing data, or for missing P-Scale data for any pupil assigned BLW on the NC Key Stage 2 2019 Markbook.

KEY STAGE 2

If there are no errors, an export summary as per example below, will now appear on screen.

Export Wizard - Summary and Download

Export Summary

Export Type:	Key Stage 2 - 2011
CTF Export File:	8232117_CTF_NAALLLL_001.XML
Destination:	NAA/LLLL - QCA National Assessment Agency
Export Started:	10th May at 21:47:19	User: Mr Phillip Catman

Data Sections selected for export
Key Stage Assessments

Number of Students selected: 1
Number of Students included in export file: 1
Number of Students who could not be exported: 0

Exported Students:

Reference	UPN	Last Name	Known Name	DOB	Gender	Year	Class	Roll
219	N123456701014	Anasis	Krysta	14.02.02	Female	4	4A	C

Export Completed: 10th May at 21:47:19

2.5 On the export summary screen, **check the correct number of pupils are recorded (**i.e. selected for inclusion in the export file). If these numbers are incorrect, click Finish and restart process from step 2.1. above.

2.6 **Make a note of the file name**. It will be something like **823dddd_KS2_NAALLLL_**001.XML (where dddd=your school's DfE number)
[or 822dddd_KS2_NAALLLL_001.XML if a BBC school]
The 001 represents an incremental number which increases each time a KS2 file is created.

2.7 Now click **Download now** and click **Save**.
Select the folder where you wish to save your file in and click **Save** again. You will now see a download complete message.

2.8 Click **Close** and **Finish**
You have now downloaded a **zip file** containing the xml file required by the NCA – the zip file will be called the same name as the KS2 file except that it will end with a 'zip' instead of an 'xml' (eg: 823dddd_KS2_NAALLLL_001.zip (where dddd=your school's DfE number) or 822dddd_KS2_NAALLLL_001.zip)

2 Unzip the downloaded zipped CTF file

2.1 Minimise your Integris screen and locate and open the folder where you saved the zipped KS2 file (refer to the file name you noted down in step 2.7 above).

2.2 Right click on the filename 823dddd_KS2_NAALLLL_001.zip
[or 822dddd_KS2_NAALLLL_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
If using Extract to here > click Extract
If using Extract to….. > select the folder you want the file to be saved to > click Extract

2.3 You should now see listed in the folder you have selected the 823dddd_KS2_NAALLLL_001.XML file (where dddd=your school's DfE number)
[or 822dddd_KS2_NAALLLL_001.XML file for BBC schools]

You are now ready to upload this KS2 file to the NCA Tools website.

Go to the NCA Tools web site at https://ncatools.education.gov.uk/ and in the Login section, enter your login details.
Further guidance on uploading your KS2 file and dealing with any issues arising from your submission is available on the Y6 KS2 TA Assessment Return page under Support/Summer Assessment link.

What next?
Once your KS2 TA data has been submitted, you can create some KS2 reports just to obtain % results for your Writing & Science TA data: **follow Stage 6 – Create KS2 Pupil Reports**
On or from 9th July 2019, you need to import your KS2 Test results by following **Stage 4 – Import KS2 Test Results**

KEY STAGE 2

KS2 Recording and Reporting in Integris Assessment
Stage 4 - Import KS2 2019 Test results into Integris

The KS2 2019 Test results will be made available to schools from Tues 9th July.

These steps cannot be followed until such time as the CTF containing your KS2 test results data is available from 9th July!

Stage 4 - **Follow the instructions below to import and view the KS2 2019 Test results in the NC Key Stage 2 2019 markbook.**

By importing the test results, you will be able to include test results in reports for parents, run any analysis reports and perform interactive analysis on this data alongside KS2 TA data.
[Note: If you have not used the NC Key Stage 2 2019 markbook in Integris to record your KS2 TA data, follow Stage 1- Prepare NC Key Stage 2 2019 markbook first before proceeding with the instructions below].

1. Download your KS2 2019 CTF file from the NCA Tools website
(https://ncatools.education.gov.uk/) and save it in a folder you can locate later

2. Import KS2 CTF into Integris

In Integris, go to:

Modules > Administration > Import & Export > CTF Import
> click *Browse* and locate the KS2 CTF file previously downloaded and saved
> click *Next*
> in the '*Existing Students'* column, remove all the ticks **except for Key Stage Assessment**
> click *Next*
> at the Batch prompt, click **OK**
> after validation, if you see any messages, say Yes to accept them
> you should now see the list of pupils contained within the CTF file – scroll down the list ensuring each pupil has a green status button and all are ticked in the Accept column (if any are not, click on the name and view the details). If you are satisfied that the results for the pupil should be imported, click the Accept button for the pupil.
> click **Next** to import the data
> finally, you will see a summary screen which confirms the data imported
> click **Finish**

3. View the NC Key Stage 2 2019 markbook:

If you have used the NC Key Stage 2 2019 markbook to enter your KS2 TA data, you will now see the KS2 Test data alongside KS2 TA data in this markbook.

Click **Back** to exit the markbook.

Proceed with the next Stage:
For Y6 Objectives Termly markbook users, follow **Stage 5 – Pull KS2 data into Objectives markbooks**
OR
Follow **Stage 6 – Create KS2 Reports**

KS2 Test Codes: A=Absent, B= Working below the level of the test, L=Left, M=Missing, U=Unable to access test, J=Just arrived in the school, F= Pupil will take test in the future, P=Pupil has taken test in the past, H= Pupil cheating, Q=Maladministration, AS=Achieved Standard, NS=Not achieved Standard

KS2 Recording and Reporting for Integris Assessment
Stage 5: Pull KS2 data into Objectives tracking books

If you are using the Y6 Writing Objectives/Tracking Markbooks for Year 6 pupils for this academic year, you will need to pull through your KS2 TA data from your NC Key Stage 2 2019 markbook so that it appears within your Y6 Writing **Tracking** markbook.

Stage 5:   To do this, follow these steps:

1.   Go to **Administration > Utilities > Update Year Independent Key Stage Markbooks**

2.   At the *Select Key Stage* drop-down box, select **KS2**

3.   Then select **Year 6** from the list of year groups

4.   Click **Update** and say Yes to any prompts that may appear

   A *Progress* window appears for a few seconds. When complete, you will see the following message:
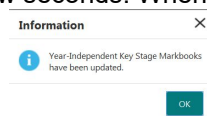
5.   Click **OK**.

   At this point, all the KS2 data from your NC Key Stage 2 2019 markbook will have been captured by your Y6 Writing Tracking book.

6.   To check that the data has come through, open **Y6 Writing Tracking** book and open the last unit called **KS2 ARE**. You should now see the KS2 column populated as in the example below:

   You will see two KS2 columns appearing within the last KS2 ARE unit.
   The first KS2 column (in colours) comes from the Y6 Writing Objectives markbook and the second comes from the official NC Key Stage 2 2019 markbook. The second column of data represents the data that forms the KS2 TA return to the DfE.
   The data in both columns should be the same except for PK values where the second column should contain the actual PK value (PK1-6).

   Now progress to **Stage 6 – Create KS2 Reports for parents**

Stage 6 - **All of the following reports are available**

1. **Pupil Assessment Sheets** *(pupil reports)*
2. **School Summary Sheet** *(% at each outcome)*
3. **School Comparative Sheet** *(various measures with diff to national calculated)*
4. *National Results (percentage at each outcome for tests and TAs compared with national)*
5. **Assessment Summary List** *(pupil list of outcomes)*

1. **Pupil Assessment Sheets** **– standard reports for parents showing BOTH Test and TA results**

   Note: run this report only when the KS2 Test results have been imported into Integris – on or after 9/7/19

These are the standard KS2 end of year reports for parents
This report is automatically linked to Year 6 pupils designated with the latest KS2 2019 Writing and Science TA and Reading and Maths TEST results on the system similar to the example below.

The Primary School

CHILD'S RESULTS

End of key stage 2 assessment results 2019

Name: Coppard, Ciaran   **Class:** 2A

ENGLISH	
Reading	
Teacher Assessment Result	
Test Result	25
Scaled Score	100
Test Outcome	AS
Writing	
Teacher Assessment Result	EXS
Grammar, Punctuation and Spelling	
Test Result	0
Scaled Score	
Test Outcome	AS

MATHEMATICS	
Teacher Assessment Result	
Test Result	0
Scaled Score	
Test Outcome	AS

How to do it…

Go to Reports > Key Stage Reports > Pupil Assessment Sheets

The *Assessment Year* will automatically default to **2019**.

KEY STAGE 2

CBict.org

Supporting Schools Curriculum & Administration in Central Bedfordshire and Beyond

Pupil Assessment Sheet - Key Stage 2

Save as Custom Report

- This report will include only pupils identified as taking 'End of Statutory Tests' for the selected Assessment Year.
- The student selection list would be populated by default based on the Year of Assessment. Please select the options and click on the Generate Report button to run it.

Assessment Year: 2017

Report Format: Quick Print

Options

Student Names on Report: Surname and First Name

☐ Include pupils assessed at another school

Student Selection

Ref No.	Surname ↑	First Name	Year	Class
235	Coppard	Ciaran	4	2A
253	Evetts	Kieran	4	2A
243	Lawrence	Amber	4	2A

All your Year 6 pupils are automatically listed in the *Student Selection* box– select individual pupil(s) or all of them with hand icon and click **Generate Report.**

You can then print them off directly from the pdf screen or save the pdf and then open the pdf file and print of a number of pages at a time if you have many Year 6 pupils.

KEY STAGE 2

2. School Summary Sheet   (Percentage at each outcome)

Note: the Test results and Attainment tables within the report will only be completed once your school's 2019 test results have been imported into Integris (from 9th July 2019)

The Primary School

SCHOOL RESULTS

These tables show the percentage of eligible pupils at the end of key stage 2 achieving each outcome and the school's attainment and progress in 2019.

The number of eligible pupils is: 3

Figures may not total 100 percent because of rounding.

TEACHER ASSESSMENT RESULTS																	
	Percentage with each outcome																
	BLW	PK1	PK2	PK3	PK4	PK5	PK6	HNM	WTS	EXS	GDS	A	D	L	F	P	Q
Reading	0	0	33	0	0	0	0					0	0	0	0	0	0
Writing	0	0	0	0	33	0	0		0	67	0	0	0	0	0	0	0
Mathematics	0	0	0	0	0	0	0					0	0	0	0	0	0
Science								33		67		0	0	0	0	0	0

TEST RESULTS												
	Percentage with each outcome											
	B	NS	AS	A	L	M	U	J	F	P	H	Q
Reading	33	0	67	0	0	0	0	0	0	0	0	0
Grammar, Punctuation & Spelling	0	33	67	0	0	0	0	0	0	0	0	0
Mathematics	0	0	67	33	0	0	0	0	0	0	0	0

ATTAINMENT	
Percentage of pupils achieving the expected standard in English reading, English writing and mathematics	0%
Percentage of pupils achieving a higher standard in English reading, English writing and mathematics	0%
Pupils' average scaled score in English reading	99
Pupils' average scaled score in mathematics	0

How to do it…

Go to **Reports > Key Stage Reports > School Summary Sheet > Key Stage 2**

The Assessment year should default to 2019.

School Summary Sheet - Key Stage 2

- This report will include only pupils identified as taking 'End of Statutory Tests' for the selected Assessment Year for Key Stage 2.
- Please select the required options and click on the Generate Report button to run the report.

Assessment Year: 2017

Report Format: Quick Print

Options

☐ Include pupils assessed at another school
☑ Include Attainment

Student Names on Report: Surname and First Name

- o   Click **Generate Report**

(***Note for the above report**: the Year 6 pupils must have a Key Stage 2 Year assigned (eg: 2019 etc) AND a Key Stage 2 End of Statutory Assessment = Yes. This would have been done in <u>Stage 1 of the KS2 Return notes.</u>

The Integris Administrator needs to action this if not already done by going to Administration> Speed Edit > under *Area*, select KS2 Year > select Year 6 pupils > assign each with the appropriate KS2 year. Under *Area*, select KS2 End of year assessment > place a tick in the new value box and assign Yes to all of the Year 6 pupils.)

KEY STAGE 2

3. School Comparative Sheet
Comparison of your school's 2019 data with national data

Note: the Test results and Attainment tables within the report will only be completed once your school's 2019 test results have been imported into Integris (from 9th July 2019)

The Primary School
END OF KS2 SCHOOL RESULTS

These tables show the percentage of pupils and their attainment in the Key Stage 2 Tests and Teacher Assessments in 2018 at a national level and for 2019 at a school level.

The number of pupils at the end of key stage 2 in 2019: 3

	National Results (%)	Your School's Results (%)	Difference in Percentage Points (+ or -)
Achieving the expected standard and above in English reading	75	67	-8
Achieving the expected standard and above in English writing (TA)	98	67	-31
Achieving the expected standard and above in mathematics	76	0	-76
Achieving the expected standard in English reading, English writing (TA) and mathematics	64	0	-64
Achieving the expected standard and above in grammar, punctuation and spelling	78	0	-78
Achieving a higher standard in English reading	28	0	-28
Achieving a higher standard in English writing (TA)	20	0	-20
Achieving a higher standard in mathematics	24	0	-24
Achieving a higher standard in English reading, English writing (TA) and mathematics	10	0	-10
Achieving a higher standard in grammar, punctuation and spelling	34	0	-34

How to do it…

Go to **Reports > Key Stage Reports > School Comparative Sheet > Key Stage 2**

The Assessment year (School Results) should default to 2019 and the Assessment Year for National results should default to 2018.

- o   Click **Generate Report**

KEY STAGE 2

4. National Results

Comparison of your school's 2019 data with national data (2018 until 2019 becomes available in Autumn term)

Note: the Test results and Attainment tables within the report will only be completed once your school's 2019 test results have been imported into Integris (from 9th July 2019)

The Primary School

2018 KEY STAGE 2 NATIONAL RESULTS

These tables shows the percentage of eligible students and their attainment at the end of key stage 2 in 2018 at National Level and for 2018 at a School level.

The number of eligible students is : 0

Figures may not total 100 percent because of rounding.

The shaded sections of the table represent 2018 national teacher assessment data and test result data.

TEACHER ASSESSMENT										
Percentage with each outcome										
	BLW	PKF	PKE	PKG	HNM	WTS	EXS	GDS	A	D
Reading	0	0	0	0	0	0	0	0	0	0
Reading	1	1	1	2	16		80		0	0
Writing	0	0	0	0	0	0	0	0	0	0
Writing	1	1	1	2		17	78	20	0	0
Mathematics	0	0	0	0	0	0	0	0	0	0
Mathematics	1	1	1	2	17		79		0	0
Science	0	0	0	0	0	0	0	0	0	0
Science					17		82		0	0

TEST RESULTS			
	Percentage reaching the expected standard (a scaled score of 100 or more)	Percentage achieving a high score (a scaled score of 110 or more)	Average scaled score
Reading	0	0	0
Reading	75	28	105
Grammar, punctuation and spelling	0	0	0
Grammar, punctuation and spelling	78	34	106
Mathematics	0	0	0
Mathematics	76	24	104
Reading, Writing (TA) & Mathematics	0	0	0
Reading, Writing (TA) & Mathematics	64	10	0

How to do it…

Go to **Reports > Key Stage Reports > National Results > Key Stage 2**

The Assessment year (school results) should default to 2019.

National Results - Key Stage 2

- This report presents the National Results for all 11 year old pupils in schools in England for Key Stage 2 (KS2).
- When School Results are included, they will be for pupils who (for KS2 in the chosen 'School Results' Year) have been set as 'End of Statutory Assessment' and
- Please select the Year of Assessment and click on the Generate Report button to run it.

Report Format: Quick Print

Options

Assessment Year (National Results): 2016

☑ Include School Results

Assessment Year (School Results): 2017

- o Click **Generate Report**

KEY STAGE 2

5. Assessment Summary List   (print of results by pupil)

This is a straightforward print-out of the **NC Key Stage 2 2019** markbook.

The Primary School

Key Stage 2 2019 Assessment Summary
All Selected Students

					Teacher Assessment									Test Information								
					English	Maths	Science					English						Maths		
												Writing			Reading					
Reference	Name	Year Group	Class	Gender	Rea	Wri	Mat	Sci	Gpv	Spe	Gps	Gss	Gpm	RD1	Rss	Rem	Mar	Mar1	Mar2	Sub	Mss	Mam
235	Coppard, Ciaran	5	2A	M		EXS		HNM			0		AS	25	100	AS				0		AS
253	Evetts, Kieran	5	2A	M	PK2	EXS		EXS			0		NS	20	98	B				0		AS
243	Lawrence, Amber	5	2A	F		PK4		EXS			0		AS	25	100	AS				0		A

How to do it…

Go to **Reports > Key Stage Reports > Assessment Summary List > Key Stage 2**

Assessment Year should default to 2019.

Assessment Summary List - Key Stage 2

- This report will include only pupils identified as taking 'End of Statutory Tests' for the selected Assessment Year.
- The student selection list would be populated by default based on the Year of Assessment. Please select the options and click on the Generate Report button to run it.

Assessment Year:	2017	
Report Format:	Quick Print	

Options

Student Names on Report:	Surname and First Name

☐ Include pupils assessed at another school
☐ Only show students with missing details

Student Selection

Ref No.	Surname ↑	First Name
235	Coppard	Ciaran

The pupils should be automatically listed according to the assessment year selected.

- Click on the hand icon to select all the pupils in the list
- Click on **Generate Report**

Note: this is a useful report to identify pupils with missing KS2 results – especially if the ***Only show students with missing details*** box is ticked!

KEY STAGE 2

Reporting Y6 TA in Integris Assessment
Stage 7: KS2 Quick Analysis

Go to **Modules > Assessment > Analysis > Go to Quick Analysis** > in the left hand pane, you need to look for the admin user's folder (i.e. who set up the markbooks) and locate and open (+) the **KS2 2019** folder > then select the **NC Key Stage 2 2019** markbook.

NOTE: you will only be able to view complete KS2 **TA** data for **Writing** and **Science** when selecting the NC Key Stage 2 markbook.
When KS2 Test data is imported into Integris (from 9/7/19), test marks and outcomes (AS/NS) can also be graphed by selecting the appropriate columns from the **Assessment Items** list

*You will then see the following graph based on the **Assessment items** (column) for English with Reading (**KS2 En Rea TA**) listed as the first column. The graph will show only the data as entered – note: Reading TA data is only relevant for BLW and PK1-6 values and the bar column will show this accordingly.*

o   **Click on KS2 EN Wri TA in the Assessment items list to switch the display to Writing TA**

*You should now see bar columns for each enrolled group assigned to the **NC Key Stage 2 2019** markbook – ie. Class(es) and/or one for the Year group (Total).*

o   **Hover** over any part of the graph column to see the count/% figures
o   View the table beneath the graphs for further statistical detail
o   Click on any of the **Subject** tabs at the top to view a different subject

o   **By clicking on any of the bar columns** (e.g.a class)– you will see displayed graphs for each of the following **groups** within the group selected : **Gender; SEN Stage; EAL; EverFSM (FSM PP only); Pupil Premium-Any Ever (all PP)**
o   Select to view data as **Value** or **Percentage**
o   If you have more than one class, switch class under the **Enrolled Group** menu
o   Click **Back** to return to main graphs and select another bar
o   Each graph can be exported separately (through the **EXPORT** menu) – either as data into a csv (spreadsheet); data into a table (HTML) or as an image (PNG)

Assessment Items (data columns from the NC Key Stage 2 markbook)
English: GPV – Grammar, Punctuation & Vocabulary; SPE – Spelling test mark; GOU – Grammar outcome; RD1 – Reading test mark; ROU – Reading outcome
Maths: ARI – Arithmetic test mark; REA1 – Reasoning Paper 1; REA2 – Reasoning Paper 2; MA OUT – Maths outcome

KS2
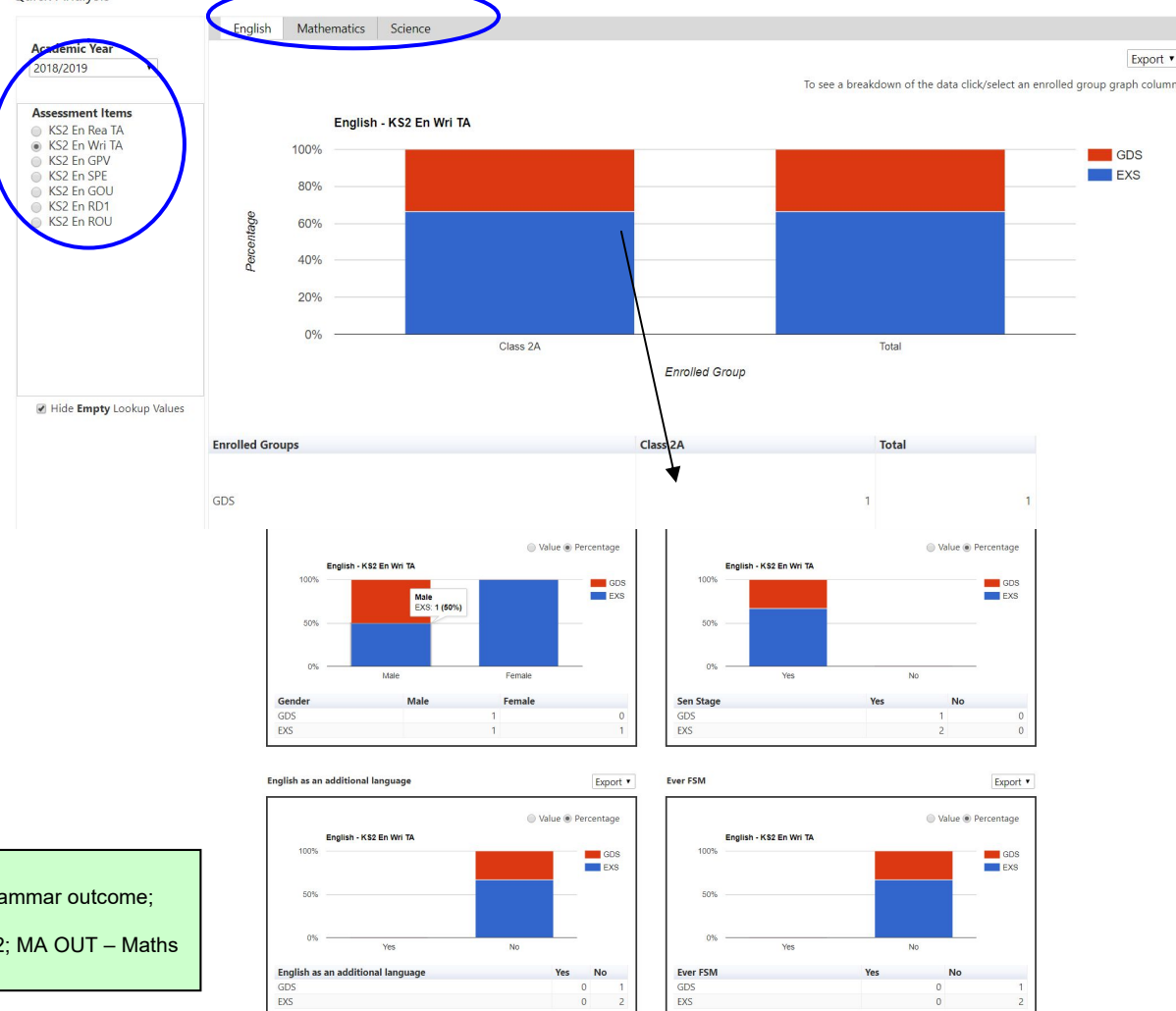
Reporting Y6 TA in Integris Assessment
Stage 8 – Interactive Analysis of KS2 TA data 2019

There are **two** types of analysis that can be used with the KS2 TA data:

1. **Transition Matrix tool** to view a **percentage at each outcome data table** for one/two subjects and hibernation sheets
2. **Percentage Report** at each outcome for R,W & M **combined** (and Hibernation sheet)

For non Integris Objectives markbook users – you will only be able to analyse Writing TA and Science TA data from the NC Key Stage 2 markbook.

For Integris Objectives markbook users, you will be able to analyse Reading and Maths TA data (providing it has been entered in your Y6 Objectives markbooks) alongside Writing and Science TA data by using the KS2 Export 2019 markbook.

The instructions below follow the analysis for KS2 Writing – replace the Writing column with Reading, Maths or Science as needed.

1. Using Transition Matrix tool to calculate KS2 'percentages at' each outcome table

Follow these steps to produce a report for **KS2 Writing**
1. Go to **Assessment > Markbook** > select the **NC Key Stage 2 2019** markbook

   (OR for Y6 Objectives Termly markbook users, select KS2 Export 2019 markbook)

2. Click on the **Transition Matrix** button (*4th large button on the right of the screen*)
3. In the pop-up window, select **KS2 En Wri TA** column from the *Vertical Assessment Item* drop-down list
4. Select the same **KS2 En Wri TA** column from the *Horizontal Assessment Item* drop-down list
5. Click **Generate** and click **Yes** to the 'same assessment item' prompt

You should then see a table like the following:

Assessment Analysis - Transition Matrix

Markbook: NC Key Stage 2 2019: Class 2A

Vertical: KS2 En Wri TA (as at 20 Apr 2019)   **Horizontal:** KS2 En Wri TA (as at 20 Apr 2019)

Display: | Show Numbers | Hide Zero Columns & Rows | Show Zero Values |

20 Apr 2019 / 20 Apr 2019	PK4	EXS	Total
PK4	1	0	1
EXS	0	2	2
Total	1	2	3

TIP!

Click on any number /% figure in any of the tables to view a separate list of pupils behind the number/%. Then double-click a pupil name to view their *Student Profile*

o **Change the Display** to show Numbers and Percentages:

Key Stage 2

Markbook:	NC Key Stage 2 2019: Class 2A	
Vertical:	KS2 En Wri TA (as at 20 Apr 2019)	Horizontal: KS2 En Wri TA (as at 20 Apr 2019)
Display:	Show Numbers and Percentages / Hide Zero Columns & Rows / Show Zero Values	

20 Apr 2019 / 20 Apr 2019	PK4	EXS	Total
PK4	1 (33.33%)	0 (0%)	**1 (33.33%)**
EXS	0 (0%)	2 (66.67%)	**2 (66.67%)**
Total	**1 (33.33%)**	**2 (66.67%)**	**3 (100.00%)**

Note: as the vertical and horizontal columns selected are the same, the same totals will appear for the row and for the columns in the table.

o Change the Display again to view **Students** and turn the table into a **Hibernation Sheet**

o Export any table view to Excel (for printing) by clicking the [XLS] button *(top right). Excel opens a separate file each time you export a table – however you can cut and paste exported tables onto the first Excel spreadsheet to build up a profile of results for each subject*

o Click **Back** to exit.

o **Repeat from Step 2 above for KS2 Science** (selecting KS2 Sc TA as the column name)

For Y6 Objectives markbook users, select KS2 Export 2019 markbook and view the KS2 En Rea TA and the KS2 Ma TA columns for Reading and Maths for the *Horizontal Assessment item* **and** click **Generate.**

Key Stage 2

2. Multiple Assessment Items tool to produce KS2 percentages at each outcome

View percentages for Reading & Science <u>together</u> and view percentages for individual groups (i.e. PP, SEN, EAL etc.)

Follow the steps below to obtain:
- Number/Percentages of children below, at and above Age Related Expectations
- As above for individual groups (i.e. PP; SEN; Aut/Spr/Sum ; EAL etc.)
- Indentify/compare pupils and their attainment with peer group across three subjects
- Produce Hibernation sheets

2. Go to **Modules** > **Assessment** > **Analysis** > **Multiple Assessment Items** > click **Start Analysis**
- Click the magnifying glass icon next to the **Assessment Plan** text box
- Click on Magnifying glass again
- Click on + next to the Other User's Folder and find the user who 'OWNS' the markbook (usually the Integris Administrator who set up the markbook) – if it is you, click + next to *My Assessment Plans*
  > then click on + next to the *KS2 2019* folder
  > select the **NC Key Stage 2 2019** markbook and click Ok

[For Y6 Objectives Termly markbook users, you can also select KS2 Export 2019 markbook located in a *NC AwoL Plans/KS2 Export* folder in your main administrator's user folder).

- **Select Year 6** in the Student Selection box

- Now click on the **Assessment Items** tab

For Reading:
- Click + next to **English** to open the unit.
- **Click the tick box** for the columns **KS2 En Wri TA**

- **Click TABLE** *(bottom right)* to produce a table similar to this:

Key Stage 2

Assessment Levels Analysis - for Multiple Assessment Items

Assessment Plan: KS2 Export 2017

Save as Custom Analysis

| Show Percentages ▾ | Hide Zero Columns ▾ | Show Levels ▾ | ☐ Split by Gender |

Item	Level	PKG	HNM	EXS	Total	Mean
KS2 En Rea TA		33%	33%	33%	100%	6.20
Total		33%	33%	33%	100%	6.20

- In the first drop-down menu, select **Show numbers & %**

- **To export table to Excel for printing** or other use, click the [XLS] icon at any time – this action enables you to open a new Excel file with the table pasted into it

- To split the table by gender, **click the *Split by gender*** tick box as below (remove tick when not required):

Assessment Levels Analysis - for Multiple Assessment Items

Assessment Plan: KS2 Export 2017

Save as Custom Analysis

| Show Percentages ▾ | Hide Zero Columns ▾ | Show Levels ▾ | ☑ Split by Gender |

Item	Level	PKG	HNM	EXS	Total	Mean
KS2 En Rea TA	Boys		50%	50%	100%	6.30
	Girls	100%			100%	6.00
Total	Boys	0%	50%	50%	100%	6.30
	Girls	100%	0%	0%	100%	6.00

- To drill down to pupil names behind numbers/percentages, **click on a number/percentage** in the table **–** *you will see list of pupils to the right*

Assessment Levels Analysis - for Multiple Assessment Items

Assessment Plan: KS2 Export 2017

Save as Custom Analysis

| Show Percentages ▾ | Hide Zero Columns ▾ | Show Levels ▾ | ☑ Split by Gender |

Item	Level	PKG	HNM	EXS	Total	Mean
KS2 En Rea TA	Boys		50%	50%	100%	6.30
	Girls	100%			100%	6.00
Total	Boys	0%	50%	50%	100%	6.30
	Girls	100%	0%	0%	100%	6.00

Multiple Item Drilldown ✕

The following students recorded the levels shown below for the assessment item **KS2 Export 2017 / KS2 En Rea TA** (as at 07 Apr 2018)

Evetts, Kieran   HNM

- Double-click a pupil's name to view their **Student Profile** window (*from where you can access previous end of key stage results from the Key Stage tab*)

- Convert table to a 'hibernation' sheet by selecting **Show Students** in the first dropdown menu - *you will see the pupil names appear in each cell.*

- You can export to Excel using export button

- To return Table back to the % table, select **Show Numbers & %** in the first drop-down **AND** then select **Hide Zero Columns** in the second drop-down menu (as below)

Assessment Levels Analysis - for Multiple Assessment Items

Assessment Plan: CBC Y4 Return 2015(1)

Save as Custom Analysis

| Show Numbers and ▾ | Show Zero Values ▾ | Show Levels ▾ | ☐ Split by Gender |

Hide Zero Columns
Show Zero Values
Hide Zero Values

Item	Level	/A	1	2	3	Total	Mean

To display percentage tables by different groups i.e. Gender; PP; EAL, SEN, etc.

Key Stage 2

- Click **Back** to return to the criteria screen
- Click the *Student Selection* tab
- Click the tickbox for *Separate Page for each* and select the group you wish to analyse by from the list of options (e.g. Gender; EverFSM; entitled to FSM; SEN Stage etc.) – *the resulting tables will appear according to the different values assigned to the pupils*
- Click **Table**

For example: selecting Ever FSM

will produce a table for EverFSM = No

and by scrolling to the next table, display a further table for EverFSM = Yes

- **Use same steps as above** to display %, gender, SEN and other groups.

Repeat process for other subjects from instructions at the bottom of page 3:

For Science:
- **Click** + next to *Science* to open the unit.
- **Click the tick box** for the *KS2 Sc TA* column
- Ensure that *{LA} KS2 Sci 2016* appears in the *Report on Lookup Set* box before you Generate table

For Integris Y6 Objectives markbook users, using the KS2 Export 2019 markbook, you will be able to analyse the following:

For Reading:
- Select *KS2 En Rea TA* column
- Ensure that *{LA} KS2 W 2019* appears in the *Report on Lookup Set* box before you Generate table.

For Maths:
- **Click the tick box** for the *KS2 Ma TA* column
- Ensure that *{LA} KS2 R M 2019* appears in the *Report on Lookup Set* box before you Generate table.

Key Stage 2