

KS1 TA Recording and Reporting 2019 in Integris Assessment

Stage 1A: Prepare the 2019 KS1 Markbook ready for entering KS1 data

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

Stage 1A steps cover the following:

1. Assign Year 2 pupils to the KS1 2019 year
2. Give relevant users access to Integris Assessment
3. Set up the [NC Key Stage 1 2019](#) markbook - copying the assessment plan for data entry
4. Assign the [NC Key Stage 1 2019](#) markbook to the relevant pupils/staff

1. Assign Year 2 pupils to the KS1 year for 2019

You MUST complete steps 1.1 – 1.5 below otherwise the KS1 return you produce for the LA will be invalid!

- 1.1 Go to **Administration > Speed Edit** > under **Area**, select **Current Key Stage** > click **Find** and select all your **Year 2** pupils > ensure that all the pupils have a value of **KS1** (if not, edit them appropriately i.e. click on **value** to sort; click Select ALL to select all the pupils or click Select Blanks; select KS1 from the new item menu; click Apply Changes; click Save).
- 1.2 Now keep the Year 2 pupils as your 'browse set' in your Speed Edit screen, change the **Area** option to **Key Stage 1 Year**
> ensure that all the pupils have a value of **2019** (this is the year for which you wish to report) and edit appropriately if required (i.e. click on **value** to sort; click Select ALL to select all the pupils or click Select Blanks; select 2019 from the new value menu; click Apply Changes; click Save).
- 1.3 **Again**, keeping the Year 2 pupils as your 'browse set', change the **Area** option to **Key Stage 1 End of Statutory Assessment**
> ensure that all the pupils have a value of **Yes** > (if not, edit them appropriately i.e. click on **value** to sort; click Select ALL to select all the pupils or click Select Blanks; click the new value checkbox; click Apply Changes; click Save).
- 1.4 Again, keeping the Year 2 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 as per 1.2 above
- 1.5 Again, keeping the Year 2 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 as per 1.3 above
- 1.6 Click **Cancel** when you have completed the above changes to exit out of Speed Edit.

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2. Give relevant users (teachers) access to Assessment

Note: if your Year 2 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 2 class(es) has been linked to the Year 2 teacher. 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 2 teacher is not linked to the class, the teacher will not be able to access the KS1 markbook later]

Now check to see whether your Year 2 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 **LiteBite 1 - Create User Accounts** on www.cbict.org.uk/Integris Home menu):

- 2.2 Go to **System Management > User Management** > a list of all the user accounts previously 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 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 NC Key Stage 1 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 1 2019** markbook & the **NC P Scales 2019** Markbook - copying the assessment plans for data entry

- 3.1 Go to **Modules > Assessment > 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 1 2019** template name

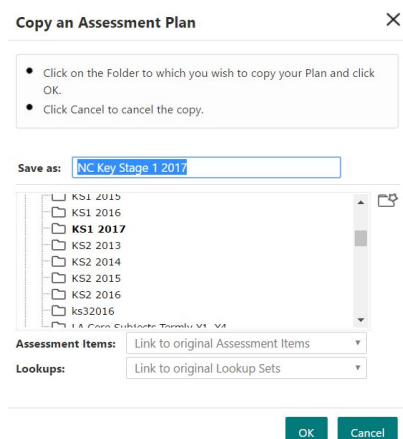
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3.6 Now click on **Copy** (top right of screen)

Information Move | Copy | Print Plan

The following **Copy an Assessment Plan** window appears similar to the one below:

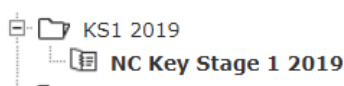


3.7 Remove the (1) at the end of the markbook name in the Save As box

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

3.9 In the **Create New Folder** window, enter **KS1 2019** as the **name** and click **OK**.
The **Copy an Assessment Plan** screen reappears and if you scroll down the list of folders you will now see your new folder highlighted.

3.10 Click **OK** on that screen and you will see your selected markbook in the folder you created under **My Assessment Plans** screen



3.11 In case there are pupils for whom P-Scales need to be entered, you also need to copy the **NC P Scales 2019** template into your KS1 2019 folder.
Go back to Assessment > Assessment Planning > click on + next to the **Templates folder** > click + next to **Key Stage** > click + next to **2019** folder as before and highlight the **NC P Scales 2019** template name.

3.12 Click on **Copy**.

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

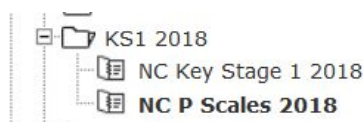
3.14 **Then** select your new **KS1 2019** folder to save it in by clicking on + next to **My Assessment Plans** and then clicking on the **KS1 2019 folder** to make it bold

3.15 Click **OK**

Your new **KS1 2019 folder** should now have two markbooks listed as follows:
NC Key Stage 1 2019 and **NC P Scales 2019**


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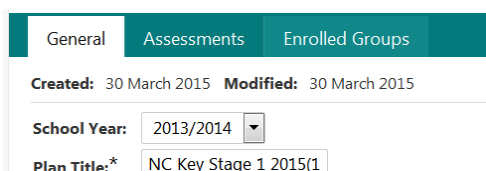
Stage 1A: Prepare the 2019 KS1 Markbook ready for entering KS1 data




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

4. Assign the **NC Key Stage 1 2019** markbook to the relevant pupils and staff

- 4.1 If continuing straight from above, go to 4.2.
Otherwise, go to **Assessment** > **Assessment Planning** > expand the **My Assessment Plans** folder by clicking on the Plus symbol and then expand the **KS1 2019** folder by clicking on the Plus symbol. You should see the copied KS1 and P Scale markbooks listed.
- 4.2 Highlight the **NC Key Stage 1 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



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

Choose the option appropriate for your school:

Note the steps below depending on current use of Integris Assessment:

> If you are using the **NC Y2 Objectives** markbooks, go straight to step 4.6

> If you are **NOT** using the NC Y2 Objectives markbooks and intend to enter KS1 data **directly** into the **NC Key Stage 1 2019** markbook, continue with step 4.5

4.5 Assign Y2 Classes:

>If you have more than one class in Year 2, select the Year 2 class(es) that need to have KS1 data entered by each Year 2 teacher - *you can use CTRL & Click to select more than one class* - and click **Add** for each one selected – then go to step 4.6

>If you have one class only in year 2, go to step 4.6 to assign the year group only

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>If you have one mixed year 1/2 class, then go straight to step 4.6 and assign year groups instead of classes so that Year 1 pupils will not appear in the markbook.

>If you have more than one mixed year 1/2 class, then you need to select specific student groups for the year 2 children in the classes. If these student groups are already set up for Integris assessment markbooks > change the **Enrolled Group Type** field to **Student Group** and select **Assessment** in the **Group Type** field. Select the appropriate Year 2 class groups from the list and click **Add**. Then close the window. Proceed with point 4.6 below to assign the year group.

[If you have not yet set up student groups for the Year 2 pupils > Go to **General > Groups** > select **Assessment** in **Group Type** (you can set this up in General > Parameters> Group Types first) > click **Add Group** and name it according to year group plus class name followed by academic year e.g. Y2 Owls 17_18. Then click Add Pupils button to add the pupils to this group by selecting Year Group 2 and the class. Then repeat from 4.1 above up to this point.]

- 4.6 Staying on the Enrol Groups screen, change the **Enrolled Group Type** field to **Year Group** and select **Year 2** and click **Add**. Then click **Close**.

*It may appear that nothing has happened but when you then click **Close** to leave the **Enrol Groups** window, the class(es) and the year group which you have chosen will now be listed on the **Enrolled Groups** screen. It will look something like this:*

Edit Assessment Plan - NC Key Stage 1 2015(1) Preview | Print Plan

General Assessments Enrolled Groups			
Group Name	Year	Sub-groups	Markbook Users
Year Group 2	2014/2015		

Check at this point:

for schools with non mixed year classes you should have 'copies' of the KS1 markbook for each class (with the class teacher listed under Markbook user) and a Year 2 group markbook which will not have any markbook user listed as yet

for schools with one mixed year 1/2 class you should have 'copies' of the KS1 markbook for a Year 2 group which will not have any markbook user listed as yet

for schools with more than one mixed year 1/2 classes, you should have 'copies' of the KS1 markbook for specific student groups and a Year 2 group, none of which have any markbook users listed as yet

Now you need to assign additional users who need access to each Year 2 class markbook and/or to the complete Year 2 markbook.

- 4.7 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 in a pop-up window.

- 4.8 Highlight all of the members of staff who **will need access** to the markbook selected – hold down the **Ctrl** key to select more than one user - 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

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need to view the key stage assessment data.

- 4.9 Select the next markbook listed and repeat steps 4.7 & 4.8 until all the markbooks have been assigned to users.
- 4.10 Then click **Save** when you have finished.
- 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 need to report a **BLW** outcome for any pupil in the KS1 2019 Markbook. So **select** the **NC P Scales 2019** markbook and repeat from step 4.2.
- 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 1 2019 markbook(s) listed for each class 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 in the same way when they login.

Please check overleaf about how the Administrator needs to deal with pupils leaving/starting before/after **Friday 24th May 2019** (last Friday before half-term).

Then continue with the appropriate Stage as follows:

- For schools using Integris Y2 Objectives markbooks - Follow Stage 1B – Prepare KS1 Export 2019 markbook.
- For schools NOT using Integris Y2 Objectives markbooks and expect to enter KS1 data directly into the **NC Key Stage 1 2019** markbook, follow Stage 2D – Enter ALL KS1 TA Data

Trouble-shooting

A general note about markbooks: the Integris Administrator can re-assign or remove users to any markbook at any time. They can also delete markbooks if copies have been created in error. If a teacher deletes a markbook in error, the G2 Administrator can re-assign the users to the markbook (repeat steps 4.1 – 4.3 & 4.7 – 4.10). All the previously saved data will re-appear.

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Stage 1A: Prepare the 2019 KS1 Markbook ready for entering KS1 data

KS1 Test period - Mon 7th May – Fri 24th May 2019

Leavers and new starters in summer term

How to deal with leavers/starters for KS1 – the information below is also included in Stage 2 notes for teachers so that they know whether data should be entered for leavers/starters. Please note that you need to be aware of any pupils that should not be included in your return when you make the return in Stage 3.

Q & A about pupils leaving your school

Q: What do you do with pupils that have **left** your school **after Friday 24th May 2019** (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 24th May 2019** (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 24th May 2019** 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.

New starters in summer term

Q: What do you do with pupils who have **started** your school **on or before Friday 24th May 2019** 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 24th May 2019**?

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.

Recording and Reporting KS1 TA in Integris Assessment

Stage 2D - Enter ALL KS1 TA data into NC Key Stage 1 2019 markbook

For schools wishing to manually enter KS1 data directly into the NC Key Stage 1 2019 markbook

To be undertaken by the Year 2 teacher(s)

Stage 2D covers the following:


- Enter KS1 TA data directly into the **NC Key Stage 1 2019** markbook for **Reading, Writing, Maths & Science**

Note: TA judgements should be made using the 'pupil can' statements in the 2018/19 KS1 Teacher Assessment Framework. Pupils working below the national curriculum standard should be assessed against the Pre KS1 'pupil can' statements in the Pre-KS1 TA Framework.

Enter KS1 TA data directly into the **NC Key Stage 1 2019** markbook

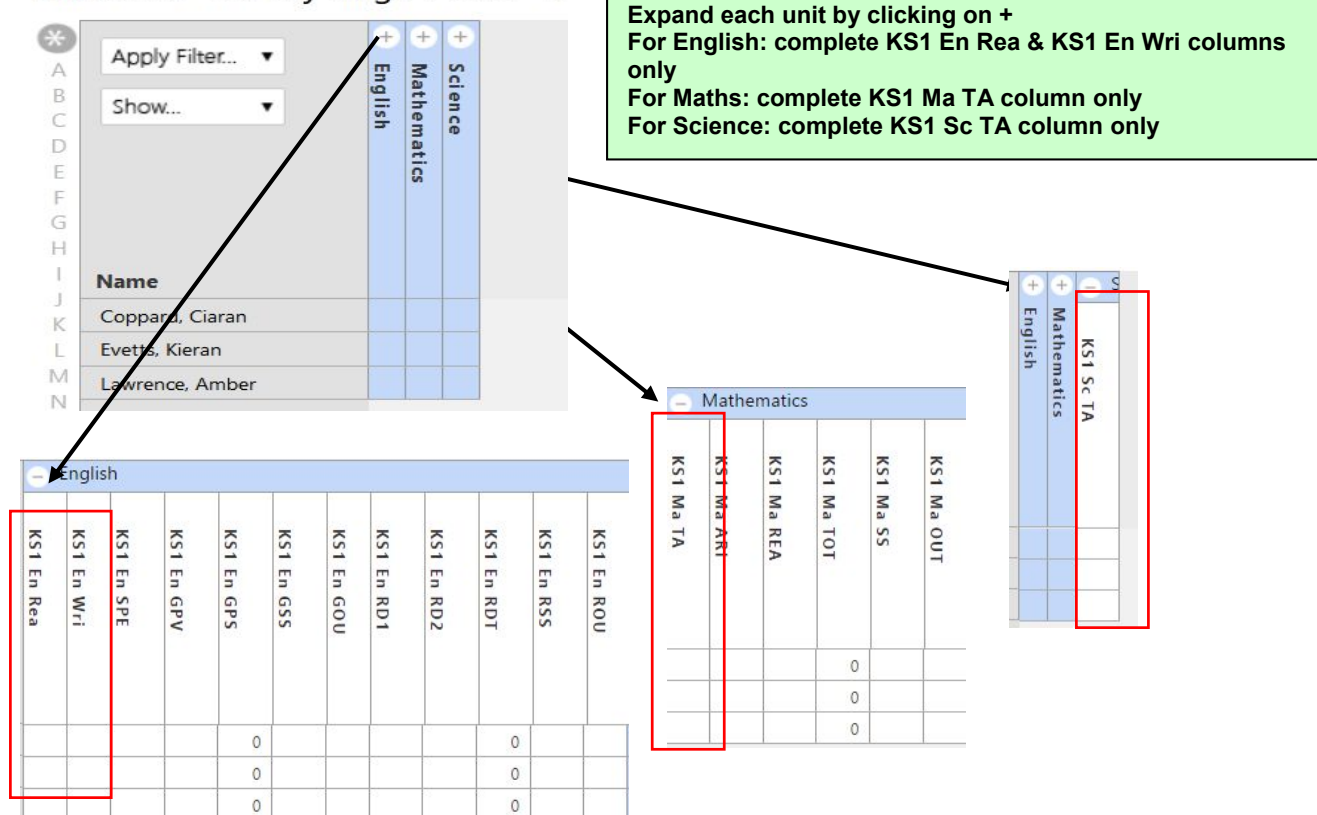
1.1 Log in to Integris and from your Teacher's desktop, click **Assessment Markbook** from the **Quick Links** window

1.2 On the **Markbook Browser** screen, click on the **+** next to the **My Markbooks** folder to open that folder. This will give you the list of the markbooks available to you.

1.3 Select the **NC Key Stage 1 2019** markbook for your class (or for Year 2 if you have a mixed year class) and then click the **Open a Markbook**  icon to open it.

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

Markbook - NC Key Stage 1 2019 - C



Expand each unit by clicking on +
For English: complete KS1 En Rea & KS1 En Wri columns only
For Maths: complete KS1 Ma TA column only
For Science: complete KS1 Sc TA column only

ONLY the four TA columns MUST be completed – these are encircled in red!
PLEASE READ Appendix 2 for detail of expected data BEFORE proceeding

Recording and Reporting KS1 TA in Integris Assessment

Stage 2D - Enter ALL KS1 TA data into NC Key Stage 1 2019 markbook

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 KS1 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: KS1 En Rea; KS1 En Wri ; KS1 Ma TA; Ks1 Sci TA. Click 'Show gridlines' and then click OK.

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 KS1 En Rea, KS1 En Wri, KS1 Ma TA and KS1 Sc TA columns are completed. 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 KS1 return data expected has been entered for Reading, Writing, Maths & Science please inform your Administrator who will need to follow Stage 3 instructions.

Recording and Reporting KS1 TA in Integris Assessment

Stage 2D - Enter ALL KS1 TA data into NC Key Stage 1 2019 markbook

Appendix 1 KS1 Test period - Tues 7th May – Fri 24th May 2019

How to deal with leavers/starters for KS1 – the information below is also included in Stage 2 notes for teachers so that they know whether data should be entered for leavers/starters. Please note that you need to be aware of any pupils that should not be included in your return when you make the return in Stage 3.

Q & A about pupils leaving/starting your school

Q: What do you do with pupils that have **left** your school **after Friday 24th May 2019** (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 24th May 2019** (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 24th May 2019** 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 24th May 2019** 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 24th May 2019**?

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.

Recording and Reporting KS1 TA in Integris Assessment

Stage 2D - Enter ALL KS1 TA data into NC Key Stage 1 2019 markbook

Appendix 2 - KS1 Data Values and explanation

Reading	Writing	Maths	Science
BLW	BLW	BLW	HNM
PK1-4	PK1-4	PK1-4	
WTS	WTS	WTS	
EXS	EXS	EXS	EXS
GDS	GDS	GDS	
A	A	A	A
D	D	D	D

Explanation of codes	
BLW	Below the standard of the pre-key stage - corresponds with P-scales or NOTSEN
PK1-4	Pre-Key stage – pupils working below the national curriculum assessment standard TA judgements based on ' <i>Pre Key Stage 1 – 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)
WTS	Working towards the expected standard
EXS	Working at the expected standard
GDS	Working at a greater depth within the expected standard
A	Absent for long periods or recently arrived
D	Disapplied from the national curriculum

***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		

KS1 Recording and Reporting in Integris Assessment

Stage 3 - Create KS1 2019 return file and send to the LA

To be undertaken by the Integris Administrator

Stage 3 contains the following steps:

1. Check/Approve the KS1 data for the return
2. Create the KS1 CTF file as the return file
3. Unzip the CTF 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 – from Mon 17th June – Thursday 27th June 2019

BBC schools – Tues 25th June 2019

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:

Go to **Assessment > Markbooks > My Markbooks** > select the **NC Key Stage 1 2019** markbook for **Year 2** and open it.

>> Check that all the pupils listed have their KS1 TA data entered (as per Appendix 1 at the end of these notes).

You can use a specific report to help check/identify any 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**

Go through the following checks to ensure that data for all pupils has been entered correctly and included where expected

>> Are all the pupils listed those for whom you wish to submit KS1 TA results? (i.e. for pupils that have recently started or left the school, please check through the Q & A guidelines at the back of these notes with your Year 2 teacher/Head teacher to establish whether you are or are not the school submitting KS1 data for these pupils).

⇒ Where a pupil has left the school, the pupil will be listed in red in the markbook (i.e. in cases where the pupil was moved into the Former Roll after the KS1 markbook had been assigned to the Year 2 pupils).

If you are the school expected to submit KS1 data for the pupil (as per the Q&A guidelines), leave the 'red' pupil listed in the markbook. If however, your school is not expected to submit any data for the pupil, click on the pupil name and then select 'Remove the pupil from the markbook'.

⇒ Where a pupil has recently started and your school is not expected to return data (as per Q&A guidelines), leave the pupil's data boxes blank. The process for creating the return in a later step will allow you to remove the pupil from the submission file.

⇒ Where a pupil has left after 24th May and the pupil does not appear in the KS1 markbook (i.e. the pupil was moved to the former roll before the KS1 markbook had been assigned) and you need to include their KS1 data, you need to add their KS1 data directly into their pupil record.

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 1

> click KS1 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

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KS1 Recording and Reporting in Integris Assessment

Stage 3 - Create KS1 2019 return file and send to the LA

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

>> Are there any 'BLW' entries for any pupils?

If yes, there also needs to be a P Scale entered for the pupil for the relevant subject in the [NC P Scales 2019](#) markbook (otherwise you will be prevented from making the return).

Open the [NC P Scales 2019](#) markbook – check that a P Scale has been entered for the pupil(s) as per the PScale notes in Appendix 2 of the Stage 2A or Stage 2D – enter KS1 data 2019 instructions. Any actions taken regarding the pupils listed as above for the [NC Key Stage 1 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.

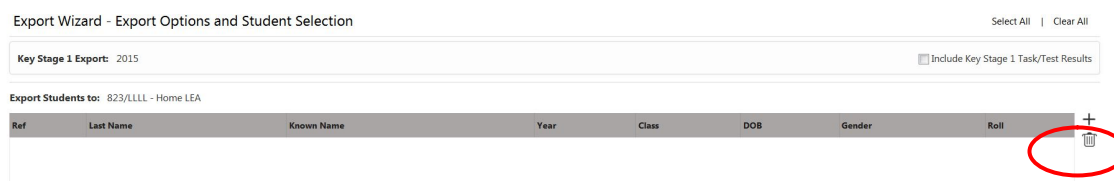
Approve the KS1 data – this needs to be signed off by the Head teacher. Please ensure the Head Teacher has seen the data and has approved it before continuing with Step 2 below.


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**

2.2 Select **Key Stage 1 Export (2019)** and click the **Next>>** button (bottom left of screen)




2.3 Now click the **Add Student**  icon (top right of screen) to display the Student Search window

2.4 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.

2.5 **Check** - are there any pupils listed that started your school **AFTER 24th May 2019**? If yes, and after following the recommendations in the Q & A section at the end of these notes you concluded that you are not required to submit KS1 data for the new pupil, then select the pupil name in the list on screen and press the **Delete** icon before moving onto the next screen so that they are not included in the KS1 export.

Check: Are there any pupils that left after 24th May 2019 who must be included in the

return? If yes, click **Add Student** , select the Former Roll and locate and select the pupil so that the pupil is added to the list.

Before continuing, check that you have the correct number of pupils listed.

2.6 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. *The check will look for missing data, or for missing P-Scale data for any pupil assigned a BLW on the [NC Key Stage 1 2019](#) Markbook.*

KS1 Recording and Reporting in Integris Assessment

Stage 3 - Create KS1 2019 return file and send to the LA

Where a BLW entry is found without a corresponding PScale in the [NC PScale 2019](#) markbook, you will be required to enter a PScale into the relevant subject in the [NC PScale 2019](#) markbook.

[Equally, if a BLW has been removed from the [NC Key Stage 1 2019](#) markbook, the P Scale also needs to be removed from the [NC P Scale 2019](#) markbook!]

If there are no errors, an export summary will now appear on screen similar to the one below:

Export Wizard - Summary and Download

Export Summary

Export Type: Key Stage 1 - 2014

CTF Export File: 8230001_KS1_823LLLL_012.XML

Destination: 823/LLLL - Home LEA

Export Started: 22nd April at 09:58:07 **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	
255	L823211709048	Button	Zoe	28.02.06	Female	2	1

- 2.7 On the export summary screen, **check the number of pupils included in the export file** against number of pupils selected is correct as well as the number of pupils that could not be exported (this should say 0 unless you have removed a new starter in earlier steps). If these numbers are incorrect, click Finish and go back either to check the levels entered or check the pupils selected in the previous steps.

- 2.8 **Make a note of the CTF 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]

- 2.9 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.

- 2.10 Click **Close** and **Finish**

You have now downloaded a **zip file** containing the file required by the LA – the zip file will be called the same name as the KS1 file except that it will end with a 'zip' instead of an 'xml' (eg: 823dddd_KS1_823LLLL_001.zip (where dddd=your school's DfE number) or 822dddd_KS1_822LLLL_001.zip)

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 1.9 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.

KS1 Recording and Reporting in Integris Assessment

Stage 3 - Create KS1 2019 return file and send to the LA



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 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**

Remember that the Headteacher must submit a KS1 Headteacher Declaration Form (HDF) available from the NCA Tools website from Mon 3rd 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 HDF for KS1 is on Thursday 27th June.

Now consider your next Stage:

- If using Integris Y2 Objectives markbooks: Follow **Stage 4 – Pull KS1 Data into Integris Objectives markbooks**
- If NOT using Integris Y2 Objectives markbooks: Follow **Stage 5 – Create KS1 Pupil Reports**

KS1 Recording and Reporting in Integris Assessment Stage 3 - Create KS1 2019 return file and send to the LA

KS1 Test period - Tues 7th May – Fri 24th May 2019

How to deal with leavers/starters for KS1 – the information below is also included in Stage 2 notes for teachers so that they know whether data should be entered for leavers/starters. Please note that you need to be aware of any pupils that should not be included in your return when you make the return in Stage 3.

Q & A about pupils leaving/starting your school

Q: What do you do with pupils that have **left** your school **after Friday 24th May 2019** (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 24th May 2019** (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 24th May 2019** 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 24th May 2019** 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 24th May 2019**?

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.

KS1 Recording and Reporting in Integrus Assessment

Stage 5: Create Simple KS1 Reports 2019

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 TA outcome compared with national*)
5. **Assessment Summary List** (*pupil list of outcomes*)

1. Pupil Assessment Sheets – standard reports for parents

These are the standard KS1 end of year reports for parents

This report is automatically linked to Year 2 pupils designated with the latest KS1 2019 results on the system similar to the example below.

The Primary School	
CHILD'S RESULTS	
End of key stage 1 teacher assessment 2019	
Name: Coppard, Ciaran	Class: 2A
ENGLISH	
Reading	
Teacher Assessment Result	EXS
Writing	
Teacher Assessment Result	EXS
MATHEMATICS	
Teacher Assessment Result	EXS
SCIENCE	
Teacher Assessment Result	HNM
Teacher Assessment Results	
<small>BLW = Below the standard of the pre-key stage, PK1 = Pre Key Stage Standard 1, PK2 = Pre Key Stage Standard 2, PK3 = Pre Key Stage Standard 3, PK4 = Pre Key Stage Standard 4, WTS = Working towards the expected standard for most seven-year-olds, EXS = Working at the expected standard for most seven-year-olds, GDS = Working at greater depth at the expected standard for most seven-year-olds, HNM = Has not met the required standard for most seven-year-olds, A = Absent, D = Disappointed, Q = Misadministration.</small>	

How to do it...

Go to Reports > Key Stage Reports > Pupil Assessment Sheets

Pupil Assessment Sheet - Key Stage 1

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: 2014

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
255	Button	Zoe	3	1B

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

All your Year 2 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 2 pupils.

KS1 Recording and Reporting in Integris Assessment Stage 5: Create Simple KS1 Reports 2019

2. School Summary Sheet

(Percentage at each outcome and % attainment (incl greater depth at RWM))

The Primary School

SCHOOL RESULTS

These tables show the percentage of eligible pupils at the end of key stage 1 achieving each outcome and the school's attainment in 2017.

The number of eligible pupils is: 4

Figures may not total 100 per cent because of rounding.

TEACHER ASSESSMENT								
Percentage with each outcome								
	BLW	PKF	HNM	WTS	EXS	GDS	A	D
Reading	0	0		0	0	0	0	0
Writing	0	0		0	0	0	0	0
Mathematics	0	0		0	0	0	0	0
Science			0		0		0	0
ATTAINMENT	0	0		0	0	0	0	0

ATTAINMENT	
Percentage of pupils achieving the expected standard in English reading, English writing and mathematics teacher assessments	0%
Percentage of pupils working at greater depth in English reading, English writing and mathematics teacher assessments	0%

Teacher assessment results

BLW Below the standard of the pre-key stage - to be reported with P-scales or NOTSEN as appropriate

PKF Pre-key stage foundation

HNM Has not met the required standard for most 7-year-olds

WTS Working towards the expected standard

EXS Working at the expected standard

GDS Working at greater depth at the expected standard

A Absent

D Disappointed

How to do it...

Go to **Reports > Key Stage Reports > School Summary Sheet > Key Stage 1**

The Assessment year should default to 2019.

School Summary Sheet - Key Stage 1

- This report will include only pupils identified as taking 'End of Statutory Tests' for the selected Assessment Year for Key Stage 1.
- 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 average scaled score test results

Student Names on Report: Surname and First Name

- Click **Generate Report**

(*Note for the above report:** the Year 2 pupils must have a Key Stage 1 Year assigned (eg: 2019 etc) AND a Key Stage 1 End of Statutory Assessment = Yes. This would have been done in Stage 1 of the KS1 Return notes.

The Integris Administrator needs to action this if not already done by going to Administration> Speed Edit > under **Area**, select KS1 Year > select Year 2 pupils > assign each with the appropriate KS1 year. Under **Area**, select KS1 End of year assessment > place a tick in the new value box and assign Yes to all of the Year 2 pupils.)

KEY STAGE 1

KS1 Recording and Reporting in Integris Assessment

Stage 5: Create Simple KS1 Reports 2019

4. School Comparative Sheet

Compare your attainment results with national data. You can select to compare your 2019 results data with national 2018 results until such time as 2019 results become available in Integris. The report calculates the difference in percentage points between schools and national results.

The Primary School
END OF KS1 SCHOOL RESULTS

These tables show the percentage of pupils and their attainment in the Key Stage 1 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 1 in 2019: 1

	National Results (%)	Your School's Results (%)	Difference in Percentage Points (+ or -)
Working at the expected standard in English reading	76	100	24
Working at the expected standard in English writing	70	100	30
Working at the expected standard in mathematics	76	100	24
Working at the expected standard in science	83	0	-83
Working at greater depth in English reading	26	0	-26
Working at greater depth in English writing	16	0	-16
Working at greater depth in mathematics	22	0	-22

How to do it...

Go to **Reports > Key Stage Reports > School Comparative Sheets > Key Stage1**

The National results year should default to 2018.
The School results year should default to 2019.

- Click on **Generate Report**

Note: you can select 2018 for the School results year to compare against the national results.

5. National Results Report

This compares your school attainment for each subject at each outcome compared with the national picture (in the grey rows). National results for 2018 are available to compare against your school's 2019 results.

The Primary School
2016 KEY STAGE 1 NATIONAL RESULTS

This table shows the percentage of eligible students and their attainment at the end of key stage 1 in 2016 at National Level and for 2016 at a school level.
The number of eligible students is :12
Figures may not total 100 percent because of rounding.
The shaded sections of the table represent 2016 national teacher assessment data for core subjects.

TEACHER ASSESSMENT								
	Percentage with each outcome							
	BLW	PKF	HNM	WTS	EXS	GDS	A	D
Reading	0	50		17	17	8	0	0
Reading	2	5		19	50	24	0	0
Writing	0	17		25	42	8	0	0
Writing	2	5		27	52	13	0	0
Mathematics	0	8		25	42	17	0	0
Mathematics	2	4		21	55	18	0	0
Science			33		58		0	0
Science			18		82		0	0

Teacher assessment results

- BLW Below the standard of the pre-key stage - to be reported with P-scales or NOTSEN as appropriate
PKF Pre-key stage foundation
HNM Has not met the required standard for most 7-year-olds
WTS Working towards the expected standard
EXS Working at the expected standard
GDS Working at greater depth at the expected standard
A Absent
D Disapplied

KS1 Recording and Reporting in Integris Assessment Stage 5: Create Simple KS1 Reports 2019

The National results year should default to 2018.
The School results year should default to 2019.

- Click on **Generate Report**

Note: you can select 2019 for the School results year to compare against the national 2018 results!

6. Assessment Summary List (print of TA and Test (if entered) results by pupil)

This is a straightforward print-out of the [NC Key Stage 1 2019](#) markbook.

The Primary School
Key Stage 1 2016 Assessment Summary
All Selected Students

Reference	Name	Year Group	Class	Gender	Teacher Assessment										Test Information									
					English			Maths			Science				English					Mathematics				
					Reading		Writing		Spelling		Grammar		Punctuation		Reading		Writing		Mathematics		Mathematics		Mathematics	
					R1a	R1b	W1	W2	Sp1	Sp2	G1	G2	P1	P2	R1	R2	W1	W2	M1	M2	Sub	Miss	Mum	Mum
235	Coppard, Claran	4	2A	M	EXS	WTS	GDS	HNM							0								0	

How to do it...

Go to **Reports > Key Stage Reports > Assessment Summary List > Key Stage1**

Assessment Summary List - Key Stage 1

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: 2014
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	Year	Class
255	Button	Zoe	3	1B

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 KS1 results – especially if the **Only show students with missing details** box is ticked!

Now go to **Stage 6 – KS1 Quick Analysis**

Reporting Y2 TA in Integris Assessment Stage 6: KS1 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 **KS1 2019** folder > then select the **NC Key Stage 1 2019** markbook.

You will then see the following graph based on the **Assessment items** (column) for English with Reading (KS1 En Rea) listed as the first column. The graph will show separate bar columns for each enrolled group assigned to the **NC Key Stage 1 2019** markbook – ie. Class(es) and one for the Year group (Total).

- Click on any of the **Assessment items** listed to switch the display
 - Click on any of the **Subject** tabs at the top to view a different subject
 - Hover** over any part of the graph column to see the count/% figures
 - View the table beneath the graphs for further statistical detail
-
- 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)**
 - Select to view data as **Value** or **Percentage**
 - If you have more than one class, switch class under the **Enrolled Group** menu
 - Click **Back** to return to main graphs and select another bar
 - 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)

Quick Analysis



Reporting Y2 TA in Integris Assessment

Stage 7 – Interactive Analysis of KS1 TA data 2019

There are **two** types of analysis that can be used with the KS1 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)

1. Using Transition Matrix tool to calculate KS1 'percentages at' each outcome table

Follow these steps to produce a report for KS1 Reading

1. Go to **Assessment > Markbook** > select the **NC Key Stage 1 2019** markbook
(OR for Integris Objectives markbook users, select **KS1 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 **KS1 En Rea** column from the **Vertical Assessment Item** drop-down list
4. Select the same **KS1 En Rea** 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 1 2016(1): Year 4

Vertical: KS1 En Rea (as at 20 Apr 2016)

Horizontal: KS1 En Rea (as at 20 Apr 2016)

Display:

20 Apr 2016	20 Apr 2016	Other	PKF	WTS	EXS	GDS	Total
Other		13	0	0	0	0	13
PKF		0	6	0	0	0	6
WTS		0	0	2	0	0	2
EXS		0	0	0	3	0	3
GDS		0	0	0	0	2	2
Total		13	6	2	3	2	26

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**.

- Change the Display to show Numbers and Percentages:

Display:


20 Apr 2016	20 Apr 2016	Other	PKF	WTS	EXS	GDS	Total
Other		13 (50.0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	13 (50.00%)
PKF		0 (0%)	6 (23.08%)	0 (0%)	0 (0%)	0 (0%)	6 (23.08%)
WTS		0 (0%)	0 (0%)	2 (7.69%)	0 (0%)	0 (0%)	2 (7.69%)
EXS		0 (0%)	0 (0%)	0 (0%)	3 (11.54%)	0 (0%)	3 (11.54%)
GDS		0 (0%)	0 (0%)	0 (0%)	0 (0%)	2 (7.69%)	2 (7.69%)
Total		13 (50.00%)	6 (23.08%)	2 (7.69%)	3 (11.54%)	2 (7.69%)	26 (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.

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

Reporting Y2 TA in Integris Assessment

Stage 7 – Interactive Analysis of KS1 TA data 2019

- Export any table view to Excel (for printing) by clicking the  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*
- Click **Back** to exit.
- **Repeat from Step 2 above for KS1 Writing and then again for KS1 Maths and KS1 Science** (selecting KS1 En Wri, KS1 Ma TA & KS1 Sc TA respectively)

To compare KS1 Reading with KS1 Writing:

- Click on Transition Matrix > select KS1 En Rea column for **Vertical assessment item** and select KS1 En Wri column for **Horizontal Assessment item** > click **Generate**

Reporting Y2 TA in Integris Assessment Stage 7 – Interactive Analysis of KS1 TA data 2019

2. Multiple Assessment Items tool to produce percentages at each KS1 outcome for pupil groups

View percentages for Reading, Writing, Maths & Science together 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.)
- Identify/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 **KS1 2019** folder
 - > select the **NC Key Stage 1 2019** markbook and click Ok

[For Integris Objectives markbook users, you can also select **KS1 Export 2019** markbook located under **NC AwoL Plans > KS1 Export** folder in the Integris Administrator's user folder).

Modules > Assessment > Analysis

Assessment Levels Analysis - for Multiple Assessment Items Save as Custom Analysis

Labels

Main Title: Assessment Levels Analysis - for Multiple Assessment Items

Page Footer:

Assessment Plan: NC Key Stage 1 2016(1)

Assessment As At: ☒ Show Group Mean

Options

Show Numbers ☐ Hide Zero Columns ☐ Show Levels ☐ Split by Gender ☐

Student Selection **Assessment Items**

Select Students by: Enrolled Group ☐ Separate Page for each: Enrolled Group

Group Name	School Year	Markbook Users
2A	2015/2016	Mr Phillip Catman

- **Select Year 2** in the Student Selection box
- Now click on the **Assessment Items** tab

Student Selection **Assessment Items**

Assessment Item	Include	Lookup Set	Lookup Values
English	<input checked="" type="checkbox"/>	KS1 En Rea	KS1 En Wri
Mathematics	<input type="checkbox"/>		
Science	<input type="checkbox"/>		

- Click + next to **English** to open the unit.
- **Click the tick boxes** for the columns KS1 En Rea and KS1 En Wri and then click – to close the unit
- **Click +** next to **Mathematics** to open the unit.
- **Click the tick box** for the KS1 Ma TA column
- **Click +** next to **Science** to open the unit.
- **Click the tick box** for the KS1 Sc TA column
- **Click TABLE (bottom right)** to produce a table similar to this:

Reporting Y2 TA in Integris Assessment

Stage 7 – Interactive Analysis of KS1 TA data 2019


Assessment Levels Analysis - for Multiple Assessment Items

Assessment Plan: KS1 Export 2016

Save as Custom Analysis

Show Numbers and ☐ Hide Zero Columns ☐ Show Levels ☐ Split by Gender

Item	Level	D	PKF	WTS	EXS	GDS	Total	Mean
KS1 En Rea					1 (50%)	1 (50%)	2 (100%)	2.50
KS1 En Wri				1 (33%)	1 (33%)	1 (33%)	3 (100%)	2.40
KS1 Ma TA			1 (33%)		2 (67%)		3 (100%)	2.27
KS1 Sc TA		3 (100%)					3 (100%)	-0.10
Total		3 (27%)	1 (9%)	1 (9%)	4 (36%)	2 (18%)	11 (100%)	1.70

- In the first drop-down menu, select **Show numbers & %**
- To export table to Excel for printing or other use, click the  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: KS1 Export 2016

Save as Custom Analysis

Show Numbers and ☐ Hide Zero Columns ☐ Show Levels ☒ Split by Gender

Item	Level	D	PKF	WTS	EXS	GDS	Total	Mean
KS1 En Rea	Boys				1 (50%)	1 (50%)	2 (100%)	2.50
	Girls						0 (0%)	0.00
KS1 En Wri	Boys			1 (50%)	1 (50%)		2 (100%)	2.30
	Girls					1 (100%)	1 (100%)	2.60
KS1 Ma TA	Boys		1 (50%)		1 (50%)		2 (100%)	2.20
	Girls				1 (100%)		1 (100%)	2.40
KS1 Sc TA	Boys	2 (100%)					2 (100%)	-0.10
	Girls	1 (100%)					1 (100%)	-0.10
Total	Boys	2 (25%)	1 (13%)	1 (13%)	3 (38%)	1 (13%)	8 (100%)	1.72
	Girls	1 (33%)	0 (0%)	0 (0%)	1 (33%)	1 (33%)	3 (100%)	1.63

- 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: KS1 Export 2016

Save as Custom Analysis

Show Numbers and ☐ Hide Zero Columns ☐ Show Levels ☒ Split by Gender

Item	Level	D	PKF	WTS	EXS	GDS	Total	Mean
KS1 En Rea	Boys				1 (50%)	1 (50%)	2 (100%)	2.50
	Girls						0 (0%)	0.00
KS1 En Wri	Boys			1 (50%)	1 (50%)		2 (100%)	2.30
	Girls					1 (100%)	1 (100%)	2.60
KS1 Ma TA	Boys		1 (50%)		1 (50%)		2 (100%)	2.20
	Girls				1 (100%)		1 (100%)	2.40
KS1 Sc TA	Boys	2 (100%)					2 (100%)	-0.10
	Girls	1 (100%)					1 (100%)	-0.10
Total	Boys	2 (25%)	1 (13%)	1 (13%)	3 (38%)	1 (13%)	8 (100%)	1.72
	Girls	1 (33%)	0 (0%)	0 (0%)	1 (33%)	1 (33%)	3 (100%)	1.63

Multiple Item Drilldown X

The following students recorded the levels shown below for the assessment item **KS1 Export 2016 / KS1 Sc TA** (as at 23 Apr 2016)

Coppard, Ciaran HNM
Evetts, Kieran EXS

- Click on a pupil name** in the right hand pane and view attainment in other subjects – *identified by shaded boxes*

Reporting Y2 TA in Integris Assessment Stage 7 – Interactive Analysis of KS1 TA data 2019

Assessment Levels Analysis - for Multiple Assessment Items

Save as Custom Analysis

Assessment Plan: KS1 Export 2016

Show Numbers and ☐ Hide Zero Columns ☐ Show Levels ☒ Split by Gender

Item	Level	D	PKF	WTS	EXS	GDS	Total	Mean
KS1 En Rea	Boys				1 (50%)	1 (50%)	2 (100%)	2.50
	Girls						0 (0%)	0.00
KS1 En Wri	Boys		1 (50%)		1 (50%)		2 (100%)	2.30
	Girls					1 (100%)	1 (100%)	2.60
KS1 Ma TA	Boys		1 (50%)		1 (50%)		2 (100%)	2.20
	Girls				1 (100%)		1 (100%)	2.40
KS1 Sc TA	Boys	2 (100%)					2 (100%)	-0.10
	Girls	1 (100%)					1 (100%)	-0.10
Total	Boys	2 (25%)	1 (13%)	1 (13%)	3 (38%)	1 (13%)	8 (100%)	1.72
	Girls	1 (33%)	0 (0%)	0 (0%)	1 (33%)	1 (33%)	3 (100%)	1.63

Multiple Item Drilldown

The following students recorded the levels shown below for the assessment item **KS1 Export 2016 / KS1 Sc TA** (as at 23 Apr 2016)

Coppard, Ciaran HNM

Evetts, Kieran EXS

- Double-click a pupil's name to view their **Student Profile** window (from where you can access previous EYFSP results from the green 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.

Assessment Levels Analysis - for Multiple Assessment Items

Save as Custom Analysis

Assessment Plan: KS1 Export 2016

Show Numbers and ☒ Hide Zero Columns ☐ Show Levels ☒ Split by Gender

Item	Level	D	PKF	WTS	EXS	GDS	Total	Mean
KS1 En Rea	Boys				1 (50%)	1 (50%)	2 (100%)	2.50
	Girls						0 (0%)	0.00
KS1 En Wri	Boys		1 (50%)		1 (50%)		2 (100%)	2.30
	Girls					1 (100%)	1 (100%)	2.60
KS1 Ma TA	Boys		1 (50%)		1 (50%)		2 (100%)	2.20
	Girls				1 (100%)		1 (100%)	2.40
KS1 Sc TA	Boys	2 (100%)					2 (100%)	-0.10
	Girls	1 (100%)					1 (100%)	-0.10
Total	Boys	2 (25%)	1 (13%)	1 (13%)	3 (38%)	1 (13%)	8 (100%)	1.72
	Girls	1 (33%)	0 (0%)	0 (0%)	1 (33%)	1 (33%)	3 (100%)	1.63

Multiple Item Drilldown

The following students recorded the levels shown below for the assessment item **KS1 Export 2016 / KS1 Sc TA** (as at 23 Apr 2016)

Coppard, Ciaran HNM

Evetts, Kieran EXS

- Click on a pupil name in the list to see the pupil's attainment in other subject rows
- 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

Save as Custom Analysis

Assessment Plan: CBC Y4 Return 2015(1)

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

Item	Level	/A	1	2	3	Total	Mean
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To display percentage tables by different groups i.e. Gender; PP; EAL, SEN, etc.

- 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

Reporting Y2 TA in Integris Assessment Stage 7 – Interactive Analysis of KS1 TA data 2019

Student Selection Assessment Items

Select Students by: Enrolled Group Separate Page for each: Ever FSM

Group Name	School Year	Markbook Users
Year 4	2014/2015	Mr Phillip Catman

Gender
Ethnicity
Nationality
Previous School
Destination School
Entitled to FSM
Mother Tongue
Language Spoken at Home
Language of Tuition
English as a Second Language
Religion
Attendance Type
House
Proposed Class
SEN Stage
Looked After Children
Gifted and Talented
Ever FSM
NC Year
Service Child

will produce a table for EverFSM = No

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

Assessment Levels Analysis - for Multiple Assessment Items

Assessment Plan: KS1 Export 2019

Show Numbers and Hide Zero Columns Show Levels Split by Gender

Paged By Ever FSM: N

Save as Custom Analysis

Item	Level	D	PKF	WTS	EXS	GDS	Total	Mean
KS1 En Rea					1 (50%)	1 (50%)	2 (100%)	2.50
KS1 En Wri				1 (33%)	1 (33%)	1 (33%)	3 (100%)	2.40
KS1 Ma TA			1 (33%)		2 (67%)		3 (100%)	2.27
KS1 Sc TA		3 (100%)					3 (100%)	-0.10
Total		3 (27%)	1 (9%)	1 (9%)	4 (36%)	2 (18%)	11 (100%)	1.70

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