

# KS2 Recording and Reporting in Integris Assessment

## Stage 1A: Preparing the KS2 2019 Markbook ready for entering KS2 data

**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 to 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](http://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

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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

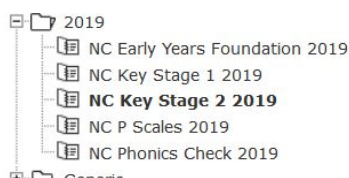
#### 3.1 Go to **Modules > Assessment** and **Assessment Planning**

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:

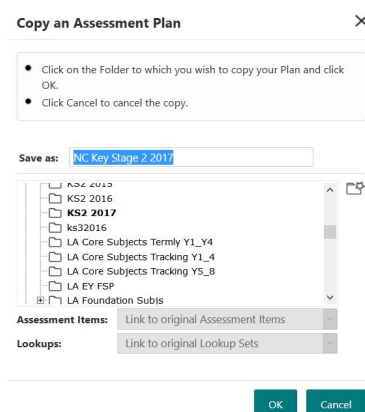


#### 3.5 Click on the **NC Key Stage 2 2019** template name

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

Information Move | Copy | Print Plan

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

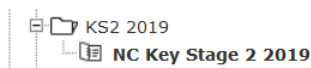
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see your new folder highlighted.

- 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)



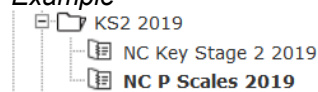
- 3.11 In case there are pupils with any KS2 'BLW' outcomes for whom P-Scales need to be entered, you also need to copy the **NC P Scales 2019** markbook into your KS2 2019 folder.

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



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

Enrol Groups ×

- Select a Group Type and Enrolled Group.
- Click on Add to enrol the selected groups to the Plan.

School Year: 2014/2015

Enrolled Group Type: Class

Classes

Code	Description	Teachers
n/a	Not Specified	
1A	1A	Mr Phillip Catman
1B	1B	Mr Phillip Catman
2A	2A	Mr Phillip Catman
2B	2B	Miss Claire Boothby
3A	3A	Mrs Catherine Boyd
3B	3B	Mr Phillip Catman
4A	4A	Mr Phillip Catman





- 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:*


Edit Assessment Plan - NC Key Stage 2 2016(1) Preview | Print Plan

General Assessments Enrolled Groups

Group Name	Year	Sub-groups	Markbook Users

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.

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- 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:

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

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#### 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 13<sup>th</sup> May– Thurs 16<sup>th</sup> 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 13<sup>th</sup> 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 13<sup>th</sup>–16<sup>th</sup> 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 16<sup>th</sup> May*), the school where the pupil was registered during test week must submit TA data for them.

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