KS2 Recording and Reporting in Integris Assessment
Stage 3 - Check & Create KS2 return file and send to the NCA

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

KEY STAGE 2

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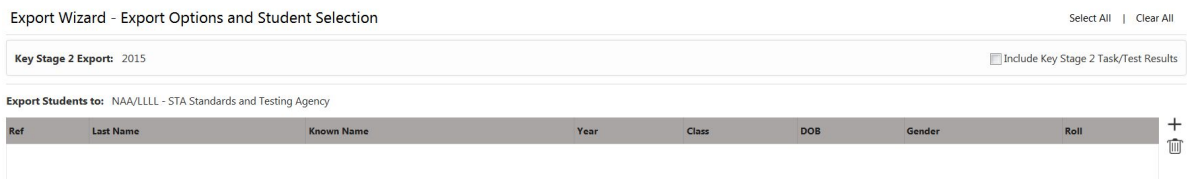
When you are satisfied that the information has been entered as expected, continue with the steps below.

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)

Export Wizard - Export Options and Student Selection							Select All	Clear All
Key Stage 2 Export: 2015							☐ Include Key Stage 2 Task/Test Results
Export Students to: NAA/LLLL - STA Standards and Testing Agency							
Ref	Last Name	Known Name	Year	Class	DOB	Gender	Roll

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