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 <u>manually enter KS1 data directly</u> 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.

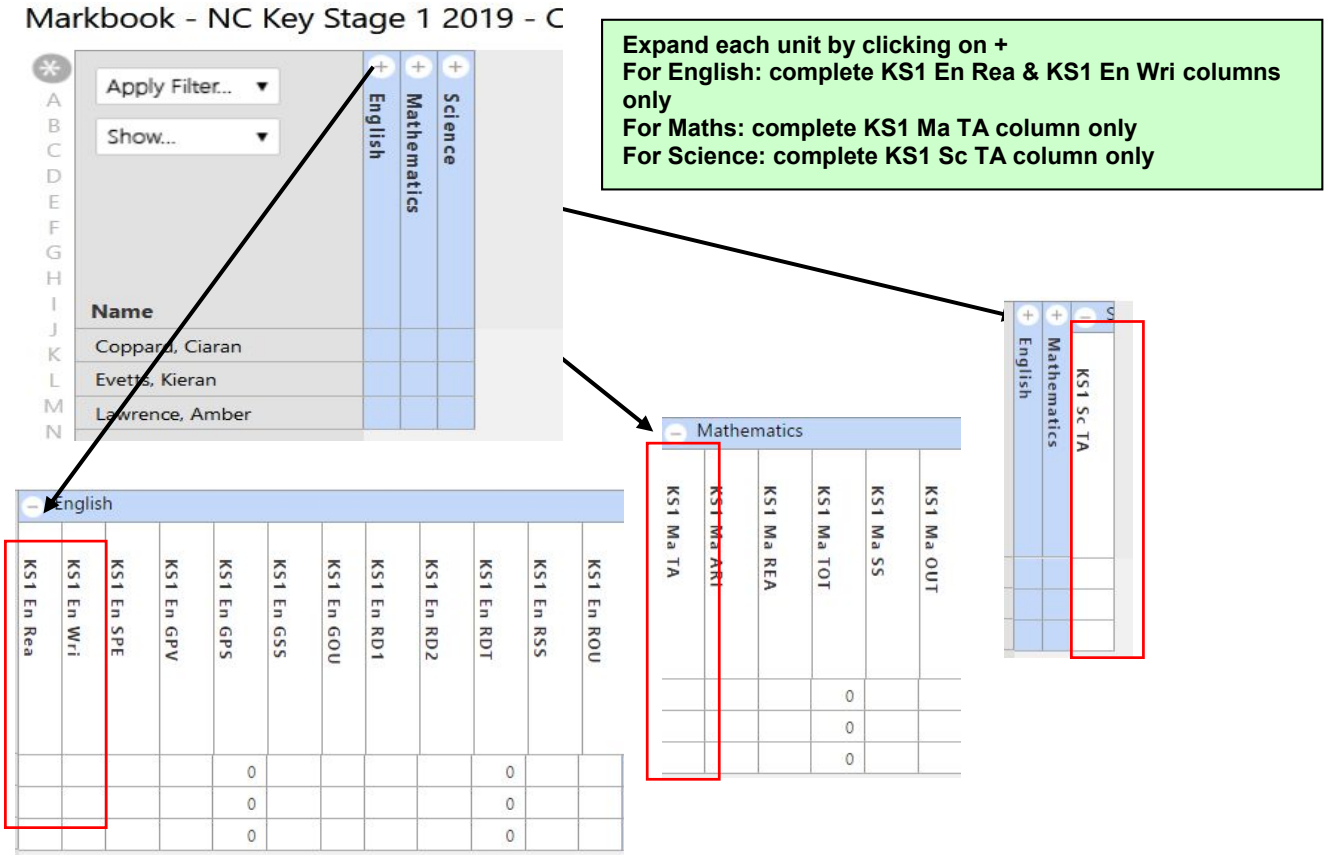
Enter KS1 TA data directly into the **NC Key Stage 1 2019** markbook

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:



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

A note about the pupils listed: *The pupil names should reflect the pupils in the current roll (i.e. new pupils that have started should also be listed). Please refer to* ***Appendix1*** *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.

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.

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 '***Pre Key Stage 1 – Pupils working below the NC assessment standard***' 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		