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

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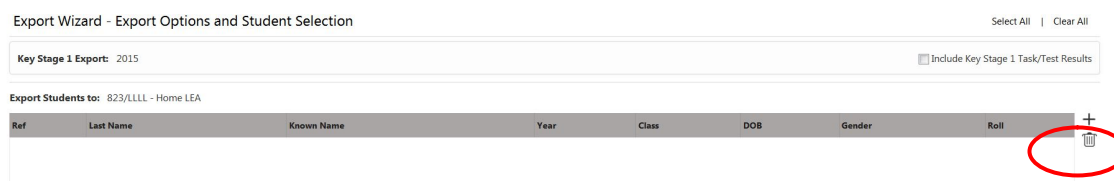
Approve the KS1 data – this needs to be signed off by the Head teacher. Please ensure the Head Teacher has seen the data and has approved it before continuing with Step 2 below.

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 <u>**started**</u> 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 <u>**left**</u> **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.

           <u>Before continuing, check that you have the correct number of pupils listed.</u>

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. <u>You will not be able to create an export the file until these are corrected.</u> 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.

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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 ad 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.

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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:

- o   If using Integris Y2 Objectives markbooks: Follow **Stage 4 – Pull KS1 Data into Integris Objectives markbooks**

- o   If NOT using Integris Y2 Objectives markbooks: Follow **Stage 5 – Create KS1 Pupil Reports**

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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.

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