KS2 Recording and Reporting in Integris Assessment
Stage 2C: Export KS2 data & Import into NC Key Stage 2 2019 Markbook

FOR SCHOOLS USING Integris Y6 Objectives markbooks

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

Stage 2C steps cover the following:

1. Check the **KS2 Export 2019** markbook
2. Export KS2 TA 2019 data from the **KS2 Export 2019** markbook
3. Import KS2 TA 2019 data into the **NC Key Stage 2 2019** markbook ready for submission and reporting

---

1. **Check the KS2 Export 2019 markbook**

1.1 Go to **Assessment** > **Markbook** > click the plus symbol next to **My Markbooks** > select the **KS2 Export 2019** markbook and click on **Open a markbook** icon to view it.

> At this stage, it is expected that **ALL the KS2 TA outcomes for Writing & Science** have been entered – i.e. the **Writing TA data** comes from the completed **Y6 Writing Objectives Termly** markbook and the **Science TA data** have been entered directly into this **KS2 Export 2019** markbook.
>
> If your school has chosen to complete TA data for **Reading** & **Maths** within the Y6 Objectives termly markbooks (as per Writing), then the Reading and Maths columns in this **KS2 Export 2019** markbook will also automatically display this data (*although it cannot be imported into the NC Key Stage 2 2019 markbook in step 3 overleaf*).

The KS2 Export 2019 markbook should now look like this:

CHECK TO SEE THAT ALL PUPILS HAVE DATA RECORDED IN ALL COLUMNS!

The data for the **KS2 En Wri TA** column has been extracted from the EoY6 TA Pts column (in the final EoY6 TA unit) in **Year 6 Writing Objectives Termly** markbook that your teachers regularly use.

> **If any of the Writing data is missing, then the Y6 teacher(s) need to enter the missing data into their EoY6 TA Pts column in the Y6 Writing Objectives Termly markbook (Stage 2A – Check/Edit KS2 Data). If the data is entered and saved there, it will automatically appear in this markbook.**
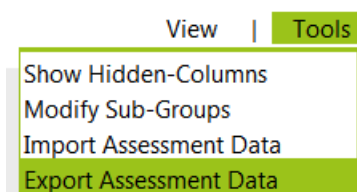
KS2

The KS2 Sc TA column must also be completed <u>in this markbook</u>– this is covered in Stage 2B- Enter KS2 Science data.

1.2 **ALERT**! Look for 'PKF' values – this code represents a pupil who is working below the national curriculum assessment standard. The PKF value will NOT be imported into the NC Key Stage 2 2019 markbook and will need to be changed to PK1, PK2, PK3, PK4, PK5 or PK6. You cannot change this code in this markbook but you can make the change either in step 2 or step 3 below.

When this is completed, you are ready to proceed with step 2 below to EXPORT the KS2 data out of this markbook and step 3 - import into the NC Key Stage 2 2019 markbook ready for submission on the NCA Tools website.

2. Export KS2 2019 return data

2.1 Whilst the **KS2 Export 2019** markbook is open, go to the Tools menu and select *Export Assessment data*

2.2 Click Next at the pop-up window
2.3 Click Next again
2.4 Click Export
2.5 Select to Open file

The file will look like this with the list of pupils and the KS2 data columns:

2.6 Now go to the **File > Save As** menu and select a folder to save the file in – *the file will automatically be called KS2 Export 2019_Year 6.csv.*

Pls make a note of the folder you have saved this file in.

2.7 **PKF** codes – do you have any PKF codes present in your data (as per 1.2 above)? **If yes, these need to be changed to PK1, PK2, PK3, PK4, PK5 or PK6 according to the teacher's assessment judgement** based on the standards 'pupil can" statements in the *Pre Key Stage 2 assessment standards framework for 2018/19*. Please ask the teachers what the PK value should be. You can make the changes here (or you can make the changes in step 3 below within the **NC Key Stage 1 2019** markbook).

2.8 **Close** the file – say Yes to all the prompts. Close Excel.

2.9 Back in Integris, click **Back** to exit out of the **KS2 Export 2019** markbook**.**

<div align="center">

KS2

</div>

3.   Import KS2 2019 data into the NC Key Stage 2 2019 markbook
Note: Stage 1 –Prepare NC Key Stage 2 2019 markbook must be completed before proceeding with this step!

You now need to import the KS2 2019 data into the 'official' NC Key Stage 2 2019 markbook to enable you to make an KS2 CTF return and also to link the KS2 data to each individual pupil record automatically *(i.e. to enable CTFs to include KS2 data for future leavers; to enable KS2 data to appear in prior attainment units in tracking markbooks and for running KS2 reports etc.)*

3.1   In Integris, go to **Assessment > Utilities > Assessment Import**

3.2   In the next window, click **Browse** and select the *KS2 Export 2019_Year 6.csv* file previously saved and click **Open**

3.3   Click on the Mag glass icon and then click on + next to *My Assessment Plans* > click + next to *KS2 2019 folder* > select **NC Key Stage 2 2019**

The *Assessment Data Import wizard* window will look like this:

3.4   Click **Next**

3.5   On the next window, click the Auto-Match [icon] icon which will automatically matchup the data columns from the NC Key Stage 2 2019 markbook *(in the right pane)* to the data columns in your csv file *(in the left pane) as below*

KS2

3.6   Now click **Import**

You should see an Import Progress window appear for a short time.
*If ALL of the **KS2 Writing & Science** data have imported, you will see an '**Import of**
assessment data has imported successfully' message.*

If there are some issues with the data, you will see the following message:
'**The import has completely with some validation errors. Click on Generate Report to view**
details or click OK to finish'.

*Click on **Generate Report** to see the details of the issue – in this example, the important error is*
*that showing '**PKF**' for a Writing TA value for a pupil which has not been accepted. This relates*
*to points 1.3 and 2.7 above regarding the need to change a PKF code to **PK1, PK2, PK3, PK4,**
PK5 or PK6. You can correct this code in step 3.9 below.*

Assessment Import Validation Report

Assessment Plan :	NC Key Stage 2 2019
Import File:	KS2 Export 2019_Year 6.csv
Date/Time :	21 Apr 2019, 20:55

Data Validation Errors:

Student	Assessment Item	Data	Error
Coppard, Ciaran (K823211709028)	English : KS2 En Rea TA	EXS	Lookup: Invalid value.
Evetts, Kieran (H823211709046)	English : KS2 En Rea TA	HNM	Lookup: Invalid value.
Lawrence, Amber (V823211709036)	English : KS2 En Wri TA	PKF	Lookup: Invalid value.
Coppard, Ciaran (K823211709028)	Mathematics : KS2 Ma TA	HNM	Lookup: Invalid value.
Evetts, Kieran (H823211709046)	Mathematics : KS2 Ma TA	HNM	Lookup: Invalid value.
Lawrence, Amber (V823211709036)	Mathematics : KS2 Ma TA	EXS	Lookup: Invalid value.

***The remaining errors for Reading and Maths are expected** if you have R and M data showing*
in the KS2 Export 2019 markbook– the NC Key Stage 2 2019 markbook will not accept TA
values UNLESS they represent a value showing the pupil working below the national curriculum
standard (i.e.BLW or PK1-6)

3.7   Close the report and click **OK**.

3.8   Now go to **Assessment > Markbook** > open the **NC Key Stage 2 2019 – Year 6** markbook and
check that all the KS2 data has imported as expected.

It should look like this when you open each unit:

Markbook - NC Key Stage 2 2019 - Class 2A (2018/2019)

Name	KS2 En Rea TA	KS2 En Wri TA	KS2 En GPV	KS2 En SPE	KS2 En GPS	KS2 En GSS	KS2 En GOU	KS2 En RD1	KS2 En RSS	KS2 En ROU	KS2 Ma TA	KS2 Ma ARI	KS2 Ma REA1	KS2 Ma REA2	KS2 Ma TOT	KS2 Ma SS	KS2 Ma OUT	KS2 Sc TA
Coppard, Ciaran		EXS			0											0		EXS
Evetts, Kieran		EXS			0											0		HNM
Lawrence, Amber	BLW	PK4			0						PK4					0		HNM

You should now see the following columns populated: KS2 En Wri TA & KS2 Sc TA
(based on the data held in the Export KS2 2019 markbook). **It is from this markbook that a**
KS2 CTF can be created (in Stage 3) for submission to the NCA Tools website. All the KS2
TA results have also automatically populated each pupil's individual record.

KS2

If data is not imported for some or all of the pupils, please ensure that you have completed *Stage 1A – Prepare NC Key Stage 2 Markbook* instructions.

3.9 Where you see blank cells – which relate to missing PK codes as per the import report in step 3.6 above – **enter the missing PK1-6 code into the cell(s)** which require them and click **Save**.
If other data is not imported for some or all of the pupils, please ensure that you have completed **Stage 1A – Prepare NC Key Stage 1 Markbook instructions** and then re-import the data from step 3.1 above.
If all data is present and correct, go step 3.10.

3.10 Click **BACK** to exit out of the markbook.

The data must be checked and approved by the Head Teacher before you proceed to Stage 3 – Check & Create KS2 return