CBC Schools: Recording and Reporting Y4 TA in Integris Assessment
Stage 2A - How to enter Y4 TA data

For schools using the Integris Y4 Objectives Termly markbooks

To be undertaken by the Year 4 teacher(s)

Stage 2A covers the following:
- How to enter Y4 TA data into the Y4 TA Return units within the Y4 Objectives books for Reading, Writing &   Maths (*which will populate the CBC Y4 TA Return 2019 markbook automatically*)

Enter Y4 (ARE) TA data into the Y4 Objective markbooks for Reading, Writing & Maths

1.1 Log in to Integris and from your Teacher's desktop, click **Assessment Markbook** from the **Quick Links** window
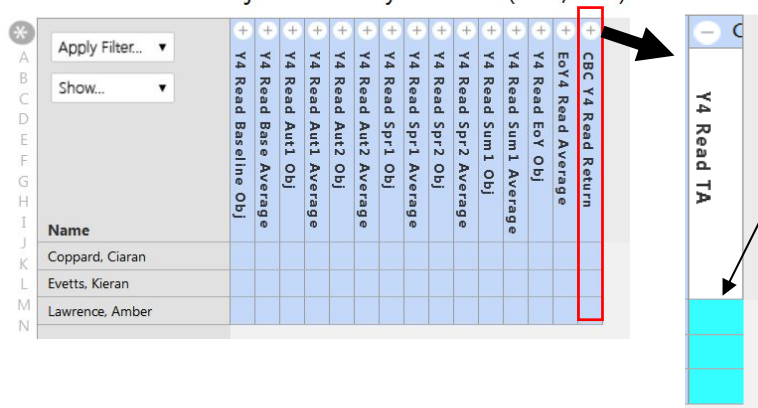
1.2 On the *Markbook Browser* screen, click on the **+** next to the **My Markbooks** folder to open that folder. This will give you the list of the markbooks available to you.

1.3 Starting with Reading, **c**lick on **Y4 Read Objectives Termly** markbook for your class (or for Year 4 if you have a mixed year class) and then click the **Open a Markbook** icon to open it.

1.4 Open the last *CBC Y4 Read Return* unit in the markbook (by clicking on the +)

This unit called *CBC Y4 Read Return* contains a single column for the Reading TA value to be entered - the values you can enter are 1,2, 3 & A.

Data values explained:

1   Below Age related expectations (*i.e Embarking/Emerging*)

2   At Age related Expectations (*i.e. Expected*)

3   Above Age related Expectations (*i.e. Embedded/Exceeding*)

A   Unable to assess or where exemptions apply

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 (page 2) for explanation about dealing with data for pupils that have left.*

1.4 Enter the values for each pupil listed and **Save** regularly. *Please look carefully at the EoY4 Average unit to see the % of objectives each pupil has attained at the expected standard or above – this will help you to identify whether you are recording Y4 TA at the 85% or 100% threshold for the standard (as requested by CBC LA).*

1.5 To **exit** out of the markbook, press the **BACK** button *(bottom left of screen)* to return to the My Markbooks list.

1.6 Repeat the above for **Writing** in the **Y4 Writ Objectives Termly** and for **Maths** in the **Y4 Maths Objectives Termly** markbooks

When all the Y4 return data expected has been entered for Reading, Writing & Maths, please inform your Administrator who will need to follow Stage 2B instructions.

YEAR 4

Appendix 1

Q & A about Y4 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)?

A: If you are the last school the pupil attends before the half term your school is responsible for reporting Y4 levels. Therefore, you must ensure these pupils have Y4 levels 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)?

A: The new school is responsible for reporting Y4 levels so your school does not need to enter this Y4 data for these pupils – they can remain on the markbook with blank 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 (with KS1 data if relevant) as well as a transfer file containing the remainder of assessment data you have previously recorded.

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 Y4 levels. Therefore, you must ensure these pupils have Y4 levels 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**?

A: Your school is responsible for reporting Y4 levels. Therefore, you must ensure these pupils have Y4 levels 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 Y4 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 Y4 data. At the point later in the process when the administrator creates the return for the LA, they will be excluded from the return.