KS1 Recording and Reporting in Integris Assessment
Stage 2C: Export KS1 data & Import into NC Key Stage 1 2019 Markbook

FOR SCHOOLS USING Integris Y2 Objectives MARKBOOKS

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

Stage 2C steps cover the following:

1. Check the **KS1 Export 2019** markbook
2. **Export KS1 2019 data** (R,W, M & Sc) from the **KS1 Export 2019** markbook
3. **Import KS1 2019** data into the **NC Key Stage 1 2019** markbook ready for submission and reporting *(as your data has been entered into your usual objectives markbooks, it now needs to be copied out and imported into the NC Key Stage 1 markbook so that all the end of KS1 data entered is transferred over to the pupil records and you can then export it through a CTF for submission to the LA as well as run the normal KS1 reports)*

1.   Check the KS1 Export 2019 markbook

1.1 Go to **Assessment** > **Markbook** > click the plus symbol next to **My Markbooks** > select the **KS1 Export 2019** markbook and click on **Open a markbook** icon to view it.

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

The data for the KS1 En Rea, KS1 En Wri & KS1 Ma TA columns has been automatically copied from the EoY2 TA Pts column (in the final EoY2 TA unit) in the Year 2 Objectives Termly markbooks for Reading, Writing & Maths that your teachers regularly use.

If any of the above data is missing, then the Y2 teacher(s) need to enter the missing data into their EoY2 TA Pts column in the Objectives Termly markbooks (Stage 2A – Check/Edit KS1 Data). If the data is entered and saved there, it will automatically appear in this markbook.

The KS1 Sc TA column must also be completed <u>in this markbook</u> – this is covered in Stage 2B- Enter KS1 Science data.

1.3 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 1 2019 markbook and will need to be changed to PK1, PK2, PK3 or PK4. You cannot change this code in this markbook but you can make the change either in step 2 or step 3 below.
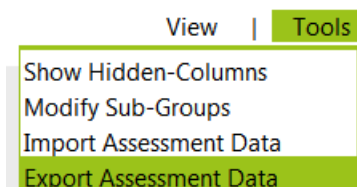
When this is completed, you are ready to proceed with step 2 below to EXPORT the KS1 data out of this markbook and step 3 - import into the NC Key Stage 1 2019 markbook ready for submission to the LA.

2.   Export KS1 2019 return data

2.1   Whilst the **KS1 Export 2019** markbook is open, go to the Tools menu and select *Export Assessment data*

View	**|**	Tools

Show Hidden-Columns
Modify Sub-Groups
Import Assessment Data
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 KS1 data columns:

	A	B	C	D	E	F	G	H
1	Surname	Known Nai	Student UF	KS1 En Re	KS1 En W	KS1 Ma T	KS1 Sc TA	
2	Coppard	Ciaran	K8232117(	EXS	EXS	PKF	HNM	
3	Evetts	Kieran	H8232117(	GDS	WTS	EXS	EXS	
4	Lawrence	Amber	V8232117(	WTS	GDS	EXS	D	
5								

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* **KS1 Export 2019_Year 2.csv** *(if it has not been named as such, please enter the filename manually)*

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 1.3 above)?**
If yes, these need to be changed to PK1, PK2, PK3 or PK4 according to the teacher's
assessment judgement based on the standards 'pupil can" statements in the *Pre Key Stage 1*
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 **KS1 Export 2019** markbook**.**

Follow Step 3 overleaf when you are ready to do so.

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3.   Import KS1 2019 data into the NC Key Stage 1 2019 markbook
Note: Stage 1 –Prepare NC Key Stage 1 2019 markbook must be completed before proceeding with this step!

You now need to import the KS1 2019 data into the 'official' NC Key Stage 1 2019 markbook to enable you to make an KS1 CTF return and also to link the KS1 data to each individual pupil record automatically (i.e. to enable CTFs to include KS1 data for future leavers; to enable KS1 data to appear in prior attainment units in tracking markbooks and for running KS1 reports etc.)

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

3.2   In the next window, click *Browse* and select the *KS1 Export 2019_Year 2.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 *KS1 2019* folder to open it > select **NC Key Stage 1 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 which will automatically matchup the data columns from the NC Key Stage 1 2019 markbook (*in the right pane*) to the data columns in your csv file (*in the left pane*) as below

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3.6   Now click **Import**

You should see an Import Progress window appear for a short time.
*If ALL of the KS1 data has 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 data is 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 or PK4**. You can correct this code in step 3.9 below.*

Assessment Import Validation Report

Assessment Plan :	NC Key Stage 1 2019
Import File:	ks1 export -year2.csv
Date/Time :	16 Apr 2019, 19:54

Data Validation Errors:

Student	Assessment Item	Data	Error
Lawrence, Amber (V823211709036)	English : KS1 En Wri	PKF	Lookup: Invalid value.

*Either **print and/or close** the report.*

3.7   Click **OK** to close the message window.

3.8   Now go to **Assessment > Markbook** > open the **NC Key Stage 1 2019 – Year 2** markbook and check that all the KS1 data has imported as expected.

You should now see the following columns populated: KS1 En Rea ; KS1 En Wri ; KS1 Ma TA & KS1 Sc TA (based on the data held in the **Export KS1 2019** markbook) when you open each unit. It is from this markbook that all the KS1 data can be submitted to the LA. All the KS1 TA results have also automatically populated each pupil's individual record.

Markbook - NC Key Stage 1 2019 - Class 2A (2018/2019)

Name	KS1 En Rea	KS1 En Wri	KS1 En SPE	KS1 En GPV	KS1 En GPS	KS1 En GSS	KS1 En GOU	KS1 En RD1	KS1 En RD2	KS1 En RDT	KS1 En RSS	KS1 En ROU	KS1 Ma TA	KS1 Ma ARI	KS1 Ma REA	KS1 Ma TOT	KS1 Ma SS	KS1 Ma OUT	KS1 Sc TA
Coppard, Ciaran	EXS	GDS			0					0			WTS			0			HNM
Evetts, Kieran	WTS	EXS			0					0			GDS			0			
Lawrence, Amber	GDS				0					0			EXS			0			

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 PK1-4 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 KS1 return