

## Completing the KS2 Proforma 2019 – how to obtain the figures

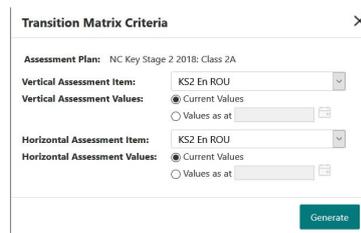
After completing KS2: **Stage 4 – Import KS2 Test results**, you will now be able to use the Transition Matrix to inform you of the pupil numbers at each Test/TA outcome and complete the **CBC KS2 Provisional Test/TA Proforma**.

If you have not checked that the KS2 Test data is present > Go to **Assessment > Markbook > Select the NC Key Stage 2 2019** or **KS2 Measures 2019** markbook for your Year 6 cohort and click Open button. Check these columns for results: KS2 En ROU (Reading Test) ; KS2 Ma OUT (Maths Test); KS2 En GOU (SPAG Test).

If all the data is present, proceed with next step.

We recommend using the **KS2 Measures 2019** markbook as it provides all the stats to help you complete the Proforma. If you have not set up this markbook, follow **Setup Measures Markbook** instructions. Note: The **NC Key Stage 2 2019** markbook will not give you the figure for Combined R,W,M – this can only be obtained from the **KS2 Measures 2019** markbook.

1. Have a printed copy of the KS2 Proforma at the ready to write your results on
2. Go to **Assessment > Markbook > Select the KS2 Measures 2019** markbook for your Year 6 cohort and click on the **Transition Matrix** button (4<sup>th</sup> large button!)  
*In the pop-up window:*
3. For **Reading Test** results: In the *Vertical Assessment item* drop-down, select **KS2 En ROU**
4. In the *Horizontal assessment item* drop-down, select **KS2 En ROU** again
5. Click **Generate**
6. Click **Yes** to the next prompt



**Reading Test (KS2 En**

You will now see a table similar to below for your **ROU**

Markbook: KS2 Measures 2018: Class 2A

Vertical: KS2 En ROU (as at 16 Apr 2018)      Horizontal: KS2 En ROU

Display: Show Numbers    Hide Zero Columns & Rows    Show Zero

16 Apr 2018	16 Apr 2018	AS	NS	Total
AS		2	0	2
NS		0	1	1
<b>Total</b>		<b>2</b>	<b>1</b>	<b>3</b>

From the table produced, **transcribe the numbers for each outcome and total pupil number onto the Proforma into the appropriate boxes (as per example).**

If you want to print the table, click on the  button to paste the table into Excel and print from there.

Repeat this for the other test results as overleaf.

	Number of Pupils in each Category*										No. of Pupils in Year 6 Cohort			
	A	B	F	H	J	L	M	P	Q	U		NS	AS	
<b>Reading Test</b>												1	2	3
<b>Mathematics Test</b>														
<b>Grammar, punctuation and spelling Test</b>														

# Use Transition Matrix to complete CBC KS2 Test/TA Proforma

- To calculate the other subjects, click on the **BACK** button to return to the markbooks list.
- Click on the **Transition Matrix** button (4<sup>th</sup> large button!) again
- For each subject at a time, select the columns as listed below > then click **Generate** and click **Yes** to the prompt

<b>Mathematics Test</b>	Vertical AND Horizontal assessment items: <b>KS2 Ma OUT</b>
<b>Grammar, Punctuation &amp; Spelling Test:</b>	Vertical AND Horizontal assessment items: <b>KS2 En GOU</b>
<b>Writing TA</b>	Vertical AND Horizontal assessment items: <b>KS2 En Wri TA</b>
<b>*** Combined Reading, Writing TA and Maths</b>	Vertical AND Horizontal assessment items: <b>KS2 RWM Met?</b>

\*\*\* For **Combined Reading, Writing TA & Maths**, the table will show pupil numbers for YES and NO. Take the total for YES and transcribe into the 'Combined R,W & M' box on the Proforma

17 Apr 2018	Y	N	Total	
17 Apr 2018	Y	1	0	1
N	0	2	2	
Total	1	2	3	

### EXAMPLE

	Number of Pupils in each Category*												No. of Pupils in Year 6 Cohort
	A	B	F	H	J	L	M	P	Q	U	NS	AS	
Reading Test											10	20	30
Mathematics Test											12	18	30
Grammar, punctuation and spelling Test											7	23	30

	Number of Pupils in each Category*												No. of Pupils in Year 6 Cohort
	A	D	F	L	P	BLW	PKF	PKE	PKG	WTS	EXS	GDS	
Writing TA										5	21	4	30

\*Please see overleaf for the key for each category

No. of Pupils in Yr 6 Cohort	<b>As above</b>	Reading Test Number of pupils reaching the expected standard	20	Grammar, punctuation and spelling Test Number of pupils reaching the expected standard	23	Writing TA Number of pupils reaching the expected standard	25 (21+4)	Mathematics Test Number of pupils reaching the expected standard	18	Combined Reading, Writing TA and Maths Number of pupils reaching the expected standard	<b>Total no for Y(es)</b>
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