



ICT Services Entry/End of Nursery, Start of Reception Data Entry and Returns

**Non Statutory
Quick Check Sheet**

This check list is for users familiar with the Data Entry process

- Ensure SIM's .net version is at 7.128 – Spring Main Release
- Download SIMS marksheet template from www.nottinghamshire.embc.org.uk/assessment for Entry/End of Nursery Start of Reception
 - Import Template into SIMS **Routines | Data in | Assessment | Import** and navigate to the file located in **I:\edit\templates\2010** called **“Template Library No.2.xml”** An Activity Log should appear confirming that the templates have been imported successfully.

(NB: It is only necessary to download this file if you have not previously recorded Entry/End of Nursery & start of Reception data in Assessment Manager. The templates are unchanged from the last academic year and can be used again for this year's data entry.)

This data is for schools use only.

- Use **Focus | Assessment | Template** to create Marksheets using imported templates from **I:\edit\templates\2010**
- Create a Marksheet for each year group assessed. **Focus | Assessment | Template**, Tab 3, Marksheets.

The Templates are called:

- TL: Entry to Nursery FS Record
- TL: End of Nursery FS Record
- TL: Reception FS Record

- Input data **Focus | Assessment | Marksheet Entry** to enter results into marksheets.

Remember to change the Result date to the date the tests were administered. Input data (this will be between 0-9 leaving the **Totals columns** and **Overall Total Columns** blank. Use the **Calculate** button to populate these columns)

 Optional – Create Marksheets to review data using templates

TL: Tracking Communication in the FS

TL: Tracking Foundation Stage pupils

TL: Tracking Maths in Foundation Stage

TL: Tracking PSE in the Foundation Stage

TL: Tracking the FS Areas of Learning