

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

- Ensure SIM's .net version is at 7.138 – Spring Main Release
- Import Key Stage 1 Wizard from AMPARK into SIMS.

Routines | Data In | Assessment | Import, navigate to c:/programme files/Sims/Sims.net/AMPA/England Primary(and Middle Deemed Primary)/Assessment Manager/Key Stage 1 Wizard England 2011

An Activity log should appear confirming that the aspects and templates have been successfully imported.

- Create Marksheets for Year 2.

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- Select **Key Stage 1 England 2011**
- At the **Group Selector**, tick **Year Group 2**
- Click next to see the list of templates.

You will see:

KS1 A. Teacher Assessments 2011: Year 2
KS1 B. P Scale Data Entry 2011: Year 2
KS1 C. Test Outcomes (Optional) 2011: Year 2
KS1 D. Broadsheet (Review) 2011: Year 2
KS1 E. Average Point Score Calculator: Year 2

- Use the pencil icon to open the marksheet required and enter the pupil result data. When all the data is input, click **Calculate** and **Save**. Check that there are no '*Fails*' in the last column.

VERY IMPORTANT: Please check that there is no missing child data (including totals and grand totals) in marksheet KS1 A. Teacher Assessments 2011: Year 2 or KS1 B. P Scale Data Entry 2011: Year 2 before you export your results and return your data to the Data Management Team.

(NB: Remember, to avoid unnecessary duplication of work, you can export marksheets to Excel and ask your teachers to enter the data into the spreadsheet. This can then be imported back into the marksheet).

- Use the Wizard to print off individual reports for Y2 pupils

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- **Year 2** should already be selected,
- **Click the Next** button to navigate through the wizard to the **Individual Report Format** screen.

There are two KS1 reports, these are:

KS1 P1 Student England 2011

KS1 P2 Comparative England 2011

- Export results: Use KS1 Wizard to export data screen

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- **Year 2** should already be selected,
- **Click the Next** button to navigate through the wizard past the **Individual Report Format** screen to the **Results for Export** screen
- **Click the Export icon**
- Navigate to folder I:\Ass Man 7 Export Files 2011
- Name the file **891ssss_891LLLL_KS1** (where ssss is your schools 4 digit DCSF number)

Check the Assessment Data Collection Grid : Summer 2011

- Upload the export file to **Erica**. Data Management will then download your file, validate the data and return your schools data to the DfE.
The deadline for this return is 30th June 2011

- Optional – Calculate KS1 Average Point Scores using wizard marksheet **KS1 E. Average Point Score Calculator**

- Optional – Mark used wizards as complete **Tools | Performance | Assessment | Wizard Manager**

In the filter tick the completed box

