

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 2 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 2 Wizard England 2011 and **Import**.

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

- Create Marksheets for Year 6. **Tools | Performance | Assessment | Wizard Manager**
  - Select **Key Stage 2 England 2011**
  - At the **Group Selector**, tick **Year Group 6**
  - Click **Next** to see the list of templates.

You will need:

KS2 A. All Subjects TAs 2011: Year 6  
KS2 B. Minimum Subjects TAs 2011: Year 6  
KS2 C. P Scale Data Entry 2011: Year 6  
KS2 G. Broadsheet (Review) 2011: Year 6

- Use the pencil icon to open the marksheet required and enter the pupil result data. Click **Calculate** and **Save** when data input is complete.

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**VERY IMPORTANT:** Please check that there is no missing child data (including totals and grand totals) in marksheet KS2 A. All Subjects TAs 2011: Year 6 or KS2 B. P Scale Data Entry 2011:Year 6 before you export your results and return your data to the Data Management Team.

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**(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. See full notes for KS2).**

- Use the Wizard to print off individual reports for Y6 pupils

#### **Tools | Performance | Assessment | Wizard Manager**

- **Year 6** should already be selected,
- **Click** the **Next** button to navigate through the wizard to the **Individual Report Format screen**.

There are four KS2 reports, these are:

**KS2 P1 Student England 2011**

**KS2 P2 Comparative England 2011**

**KS2 P3 Comp TA's by gender England 2011**

**KS 2 P4 Comp Tests by gender England 2011**

- Calculate KS2 Age Standardised Scores using template from ICT Services website [www.ictservices.org.uk/assessment](http://www.ictservices.org.uk/assessment)

- Locate and download the template, it will save into **I:\edit\templates\2010**
- Go to **Routines | Data in | Assessment | Import**
- Navigate to **i:/edit/templates/2010** select **“KS2 Age Standardised Score Template”** and **Import**. An Activity Log should appear confirming that the template has downloaded successfully. Then create your marksheet.

**(NB: The marksheet will calculate age standardised scores for reading, and maths (written).** The **Result date**, needs to be set to the date of the assessment.

- Create a Marksheet for Year 6, **Focus | Assessment | Template** tab 3 marksheets. The template is called **KS2 Age Standardised Score 2010**.
- Input data **Focus | Assessment | Marksheet Entry** to enter results into the marksheet. The calculated scores will be transferred into the KS templates.
- Export results: Create a partial CTF

**Routines | Data out | CTF | Export CTF** to create a CTF file for Year 6 pupils

- Untick all boxes except Assessment data
- Tick box **“include pupils already exported”** and **“Refresh Students”**
- In the **Year Group Column** select **all Y6 pupils**, highlight all pupils

- In the **Destination LEA/Other column** select **National Assessment Agency**
- **Click Export CTF make a note of the file name**
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Upload the export file 891ssss\_ctf\_NAALLLL\_001.xml to NCA Tools Website  
<https://ncatools.qcda.gov.uk>  
Check the Assessment Data Collection Grid : Summer 2011  
The deadline for the return is **8th July 2011**

Optional – Import template called **Av Pt Score Calc Templates AM7.xml**  
from c:/programme files/Sims /Sims.net/AMPA /England Primary(and Middle Deemed Primary)/Assessment Manager

Create marksheet for Year 6 and click calculate.

Optional – Mark used wizards as complete **Tools | Performance | Assessment | Wizard Manager**  
In the filter tick the completed box