



ICT Services

Key Stage 3

Data Entry and Return 2011

Version 1

Contents

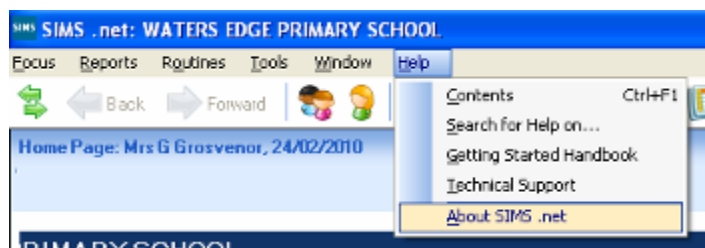
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Please note: Deadline for returns is 8th July 2011

Before you start....

Please make sure you are on the most recent version of SIMS .net - this is the Spring upgrade version 7.138.

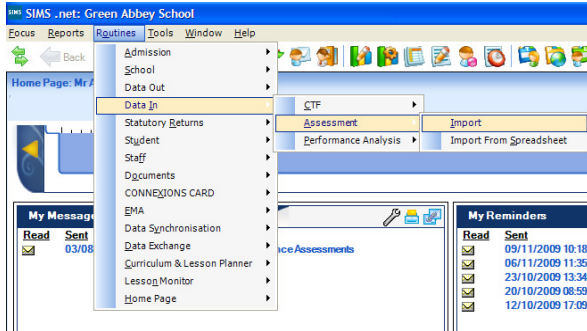
1. To check that you are on this version of SIMS select **Help | About SIMS .net**



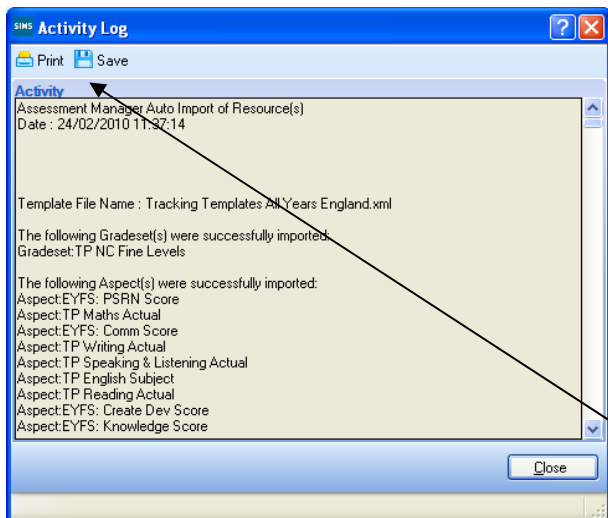
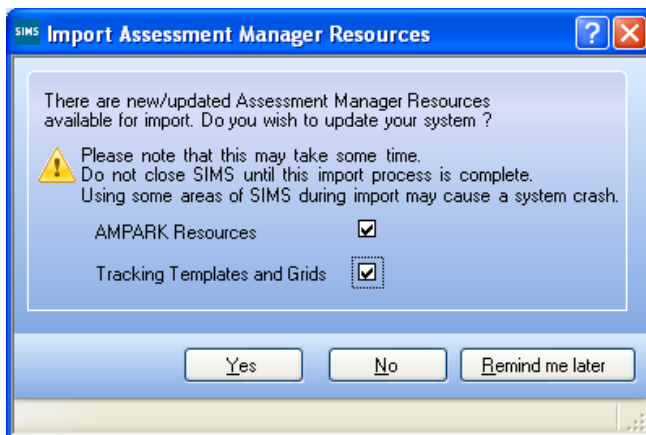
If you aren't on the correct version please contact the Schools Service Desk (0115 8546116).

Step 1. Importing the Wizard

1. Select **Routines | Data In | Assessment | Import**



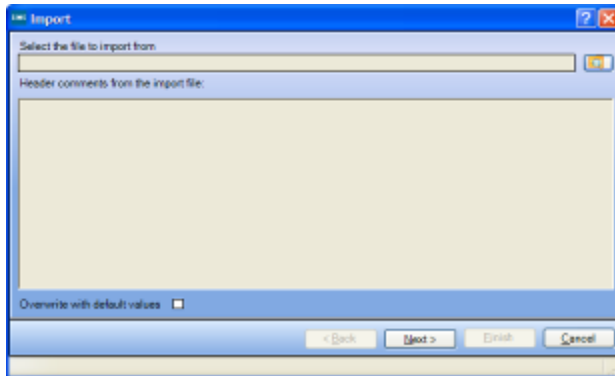
If you get this message, select **Yes**



Check your Activity Log for errors. If you get any errors, **Save** the file and call the Schools Service Desk (0115 8546116)

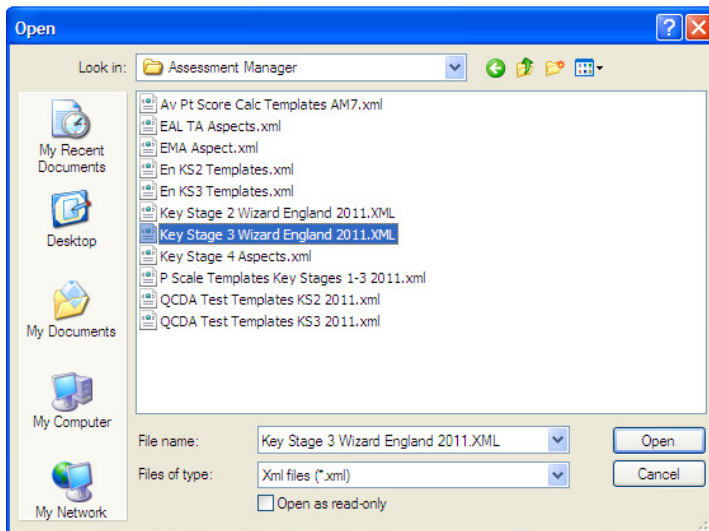
Save the file or **Print** it

1. Following the Activity Log or if the new/updated Assessment Manager resources have previously been downloaded you will see the following window.

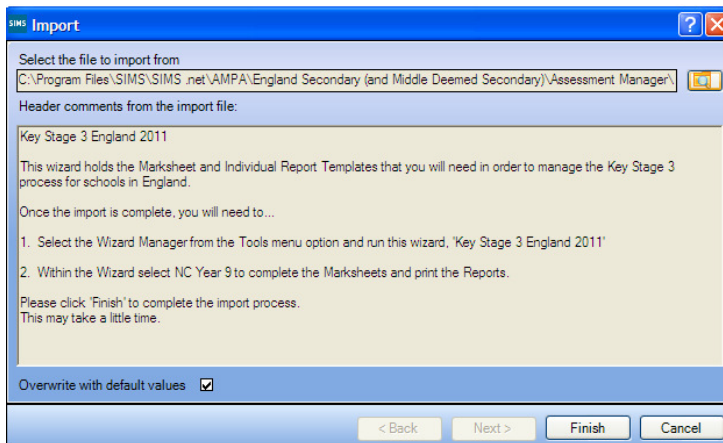


Click on the Browse icon and navigate to **C:\Program Files\SIMS\SIMS .NET\AMPA\England Secondary (and Middle Deemed Secondary)\Assessment Manager**

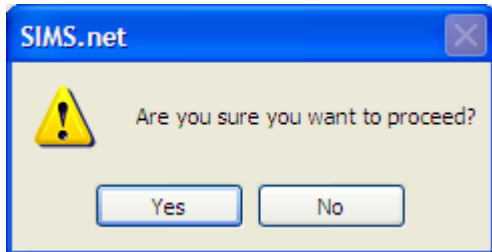
2. Click on the Browse icon and navigate to **C:\Program Files\SIMS\SIMS .NET\AMPA\England Secondary (and Middle Deemed Secondary)\Assessment Manager**



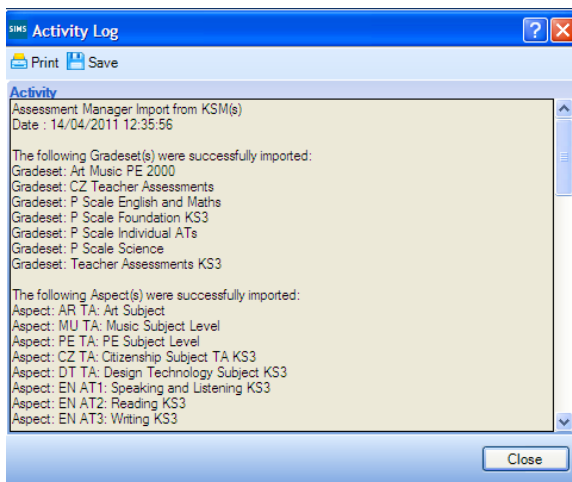
3. Select the file called **Key Stage 3 Wizard England 2011.XML** and click **Open**



4. You will then get a statement about the Wizard you are about to import, click **Finish**



5. Click **Yes** to proceed
6. Once the Wizard has imported you will see an Activity Log



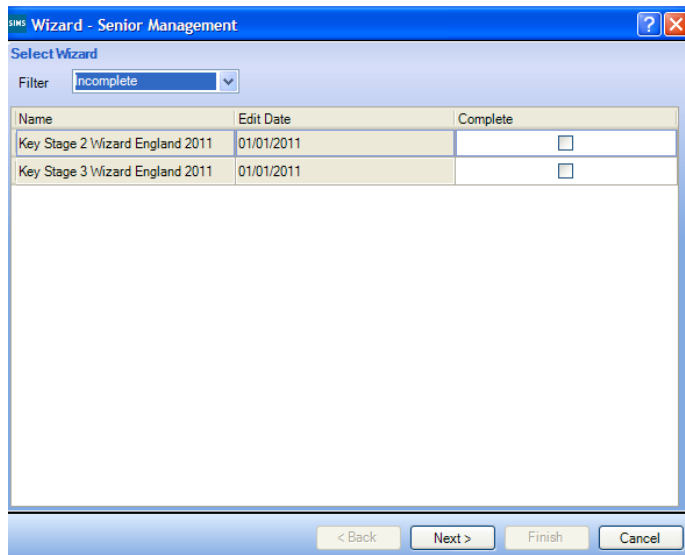
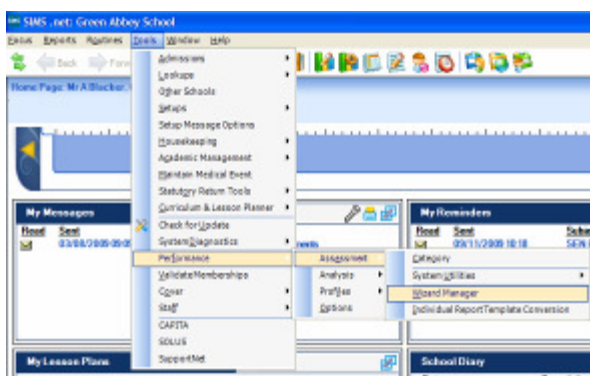
Check your Activity Log for errors. If you do get any, errors, save the file and call the Schools Service Desk (0115 8546116).


**You have successfully imported the Key Stage 3 Wizard.
Continue to Step 2**

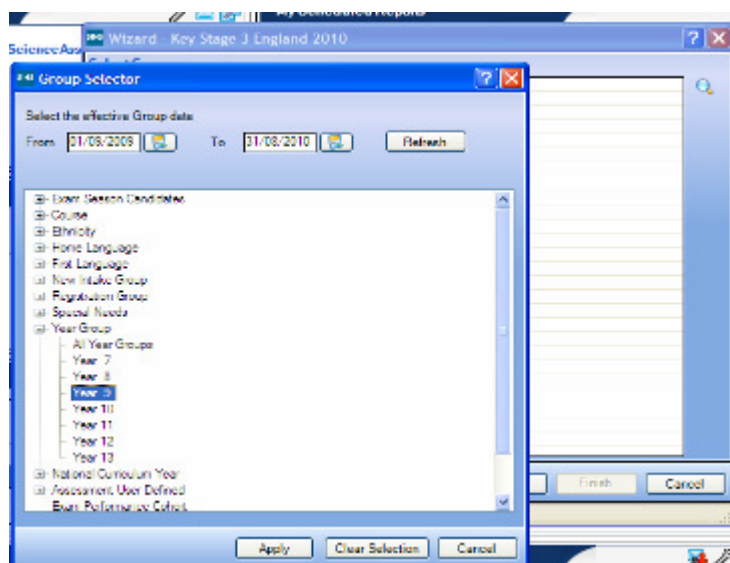
Step 2. Running the Wizard and Entering Results

Running the Wizard

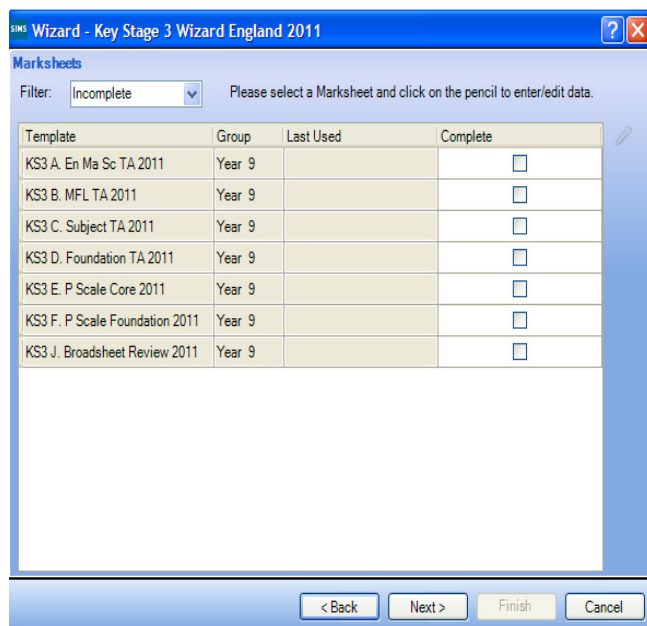
1. Select **Tools | Performance | Assessment | Wizard Manager**



2. Select **Incomplete** from the filter.
3. Click the **Key Stage 3 Wizard England 2011** Wizard to select it, then click **Next**
4. Click the **Browser** icon  the open the **Group Selector** window

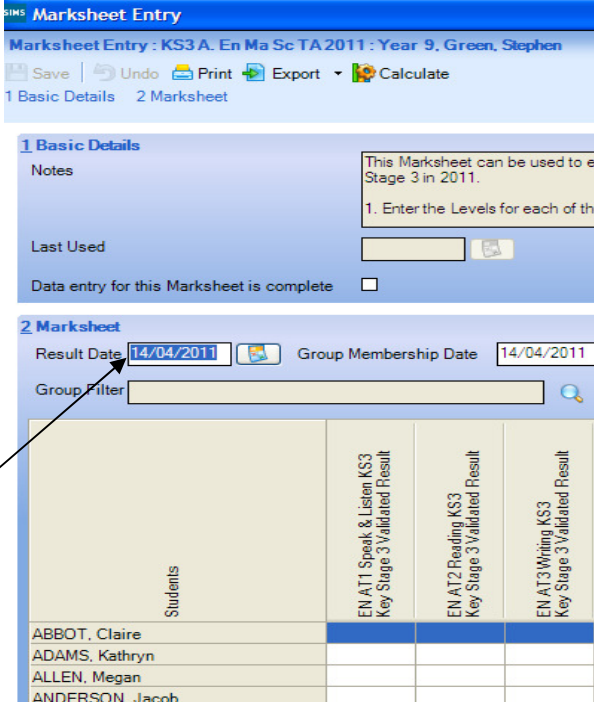


5. Select **Year 9** and **Apply**, then click **Next**
6. You will now see a list of different Marksheets:

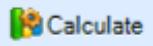


KS3 A. En Ma Sc TA 2011
KS3 B. MFL TA 2011
KS3 C. Subject TA 2011
KS3 D. Foundation TA 2011
KS3 E. P Scale Core 2011
KS3 F. P Scale Foundation 2011
KS3 J. Broadsheet Review 2011

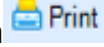
1. Select **KS3 A. En Ma Sc TA 2011** and click the Pencil Icon 
2. The Marksheet will open




Set the **Result Date** to the date of the assessment

3. Ensure that the **Result date is accurate**. Enter results for each pupil
4. Once all results have been entered, click **Calculate**  to populate the formula columns. Examine the **Missing Entry Check** and **Grade Check** columns to make sure there is no missing or incorrect data and then **Save**.

NOTE:

- You can print out this marksheet using the print button 
- You can export this marksheet to Excel
- If you enter a W level for any pupils you will then need to enter the P scale results into the associated marksheet (See page 9)
- You do not have to enter all results at this point. You can save the marksheet and return to it later

NOTE:  *This will appear in the Missing Entry Check column where pupils have some results missing. This is not an error but notification of missing results.*

The Grade Check Field may appear if codes F- To take in the Future or

P- Taken in the past are used. This is for schools to check that the code is correct and not entered in error.

NOTE:

It is no longer a requirement to return KS3 Teacher Assessments for non-core subjects, only for English, Maths and Science. However, the requirement remains for schools to report to parents on these subjects at KS3. Schools are therefore advised to use Assessment Manager to record Teacher Assessment data, including P-Scales, for all non-core subjects.

Schools can record their non-core TA and P-Scale data by inputting the data, calculating and saving in the following marksheet:

KS3 B. MFL TA 2011

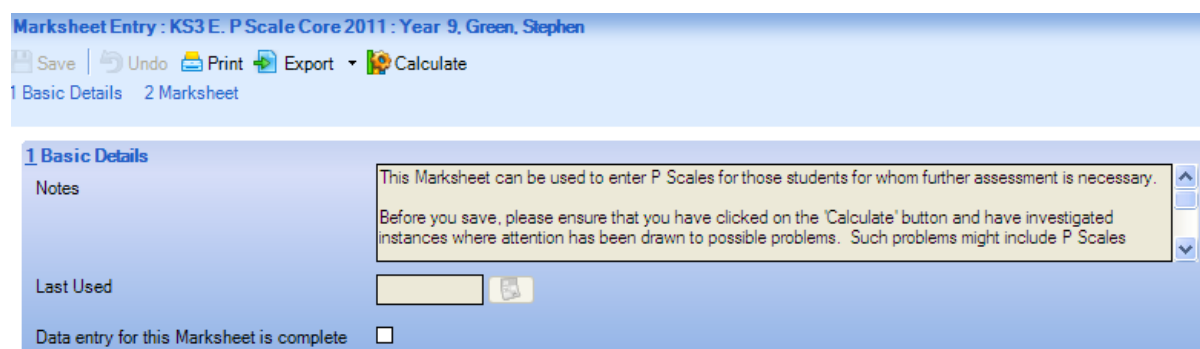
KS3 D. Foundation TA 2011

KS3 F. P Scale Foundation 2011

Recording P Scales

For Pupils that have achieved a **W** level on the Minimum subject marksheet a P Scale assessment will need to be entered in the marksheet called **KS3 E. P Scale Core 2011** from the Wizard, (this is statutory).

1. Navigate to **Tools | Performance | Assessment | Wizard Manager**
2. Select the **KS3 Wizard, Year 9**, and then the marksheet **KS3 E. P Scale Core 2011**



3. **Ensure the result date is correct in the Result Date field.** Enter results only for the pupils that achieved P Scales into the relevant columns

NOTE:

P Scale data is statutory for Year 9 Pupils – if they have achieved a W level in any assessment.

P Scales are recorded at SUBJECT level only in ENGLISH and MATHS for children achieving P1i-P3ii.

For children working at a higher level P4-P8, in English, separate levels for Speaking, Listening, Reading and Writing can be recorded; and in Maths use separate levels for Using and Applying, Number and Shape Space and Measures.

For Science a simple level P1i – P8 is appropriate.

It is also possible to record the level ‘EAL’ for pupils who have achieved a W level and are working towards level 1 on account of having English as an additional language.

If schools wish to record P scale assessment data for all year groups, a general P Scale template (P scales Templates Key Stages 1-3 2011.xml) can be imported.

4. Once all P Scales have been entered click **Calculate**, check the **Validation** and **Number of Possible Errors** columns for problems. If all is correct click **Save** and **Close**

You have successfully entered your KS3 Teacher Assessments and P Scales. Continue to Step 3

Step 3. Creating Individual Pupil and Comparative Reports

1. Select **Tools | Performance | Assessment | Wizard Manager**
2. Left click the **Key Stage 3 Wizard England 2011** wizard and click **Next**
3. Click **Next** a further two times till you get to the Individual report window

Individual Report Format

Name	Edit Date
KS3 P1 Student England 2011	01/01/2011
KS3 P2 School TAs England 2011	01/01/2011
KS3 P3 Comp TAs - Gender England 2011	01/01/2011

Membership Dates for Group : Year 9

From: 14/04/2011 To: 14/04/2011 Refresh

Group Filter: []

Students

	Surname	Forename	DOB	Reg Gp
<input checked="" type="checkbox"/>	Abbot	Claire	22/04/1997	9A
<input type="checkbox"/>	Adams	Kathryn	13/11/1996	9B
<input type="checkbox"/>	Allen	Megan	05/04/1997	9A
<input type="checkbox"/>	Anderson	Jacob	23/05/1997	9E
<input type="checkbox"/>	Appleby	Harbinder	16/02/1997	9F
<input type="checkbox"/>	Archer	Glenda	16/08/1997	9C

Select All Deselect All

< Back Next > Finish Cancel

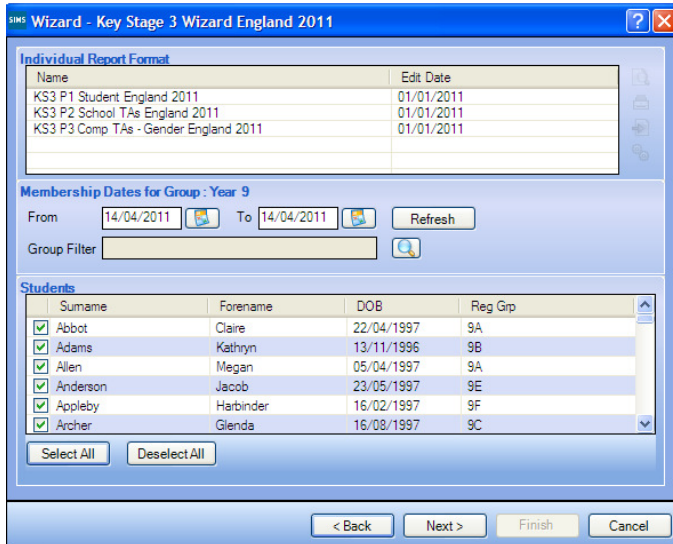
There are 3 reports you can run

KS3 P1 Student England 2011 – This report shows a child’s assessment results.

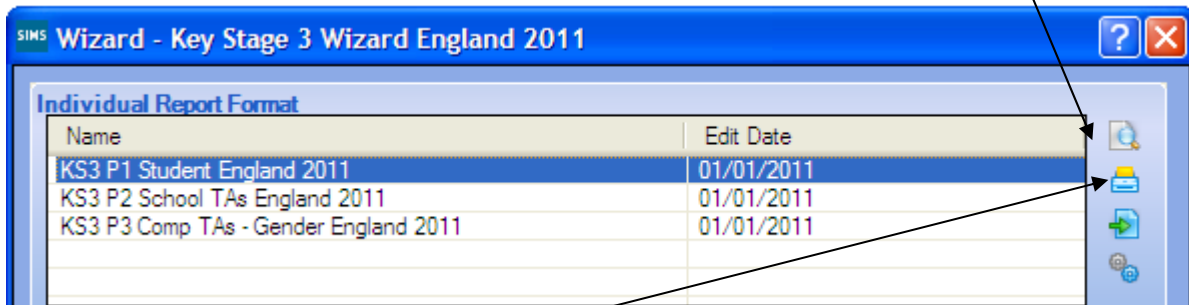
KS3 P2 School TAs England 2011 – This report shows the percentage of pupils at each level at the end of Key Stage 3 2011.

KS3 P3 Comp TAs by Gender England 2011 - This report shows the percentage of year 9 pupils achieving each level in 2011, compared to national end of key stage 3 teacher assessment results for 2009.

4. Select **KS3 P1 Student England 2011** in the top panel and **Select All** students in the bottom panel. Check that the membership date range is for the current academic year and the correct pupils are showing.



Use this button to preview the report before printing; only select one student otherwise the process can take a long time and it is difficult to end the process.

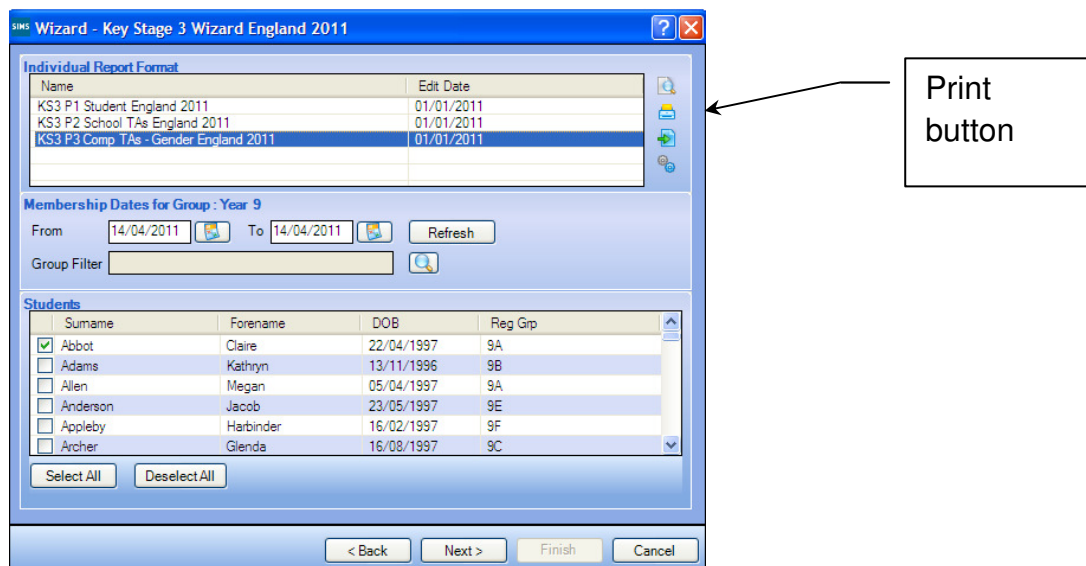


- Click the Printer Icon at the right of the window. A report will print for each student selected

Claire Abbot		9A
STUDENT'S RESULTS		
End of Key Stage 3 Assessment Results 2011		
ENGLISH		
Teacher assessment result		5
Speaking and Listening		5
Reading		5
Writing		5
MATHEMATICS		
Teacher assessment result		5
SCIENCE		
Teacher assessment result		5
MODERN FOREIGN LANGUAGES		
Teacher assessment result		5
DESIGN AND TECHNOLOGY		
Teacher assessment result		5
GEOGRAPHY		
Teacher assessment result		5
HISTORY		
Teacher assessment result		5
INFORMATION AND COMMUNICATION TECHNOLOGY		
Teacher assessment result		5
ART AND DESIGN		
Teacher assessment result		5
MUSIC		
Teacher assessment result		5
PHYSICAL EDUCATION		
Teacher assessment result		5

Once all reports have successfully printed, the message **'Reports printed successfully'** will appear in the bottom left corner of the Wizard

6. Highlight the report called **KS3 P2 School TAs England 2011** and repeat the process
7. Highlight **KS3 P3 Comp TAs Gender England 2011**
8. Select one student in Year 9 and Print.



9. Either print the required number of copies or photocopy this for each student

TEACHER ASSESSMENT COMPARATIVE REPORT BY GENDER

This table shows the percentage of year 9 pupils achieving each level in 2011, compared to national end of key stage 3 teacher assessment results for 2010.

The number of eligible children is: 164

Figures may not total 100 per cent because of rounding.

TEACHER ASSESSMENT RESULTS														
		Percentage at each level												
		W	1	2	3	4	5	6	7	8	EP	D	A	
English	Boys	School	0	0	0	0	0	0	0	0	0	0	0	0
		National	0	1	1	5	18	38	27	7	0	0	0	1
	Girls	School	0	0	0	0	0	1	0	0	0	0	0	0
		National	0	0	1	2	10	34	37	14	1	0	0	1
	All	School	0	0	0	0	0	1	0	0	0	0	0	0
		National	0	0	1	4	15	36	32	11	1	0	0	1
Boys	School	0	0	0	0	0	0	0	0	0	0	0	0	
	National	0	0	1	5	12	21	27	22	9	0	0	1	

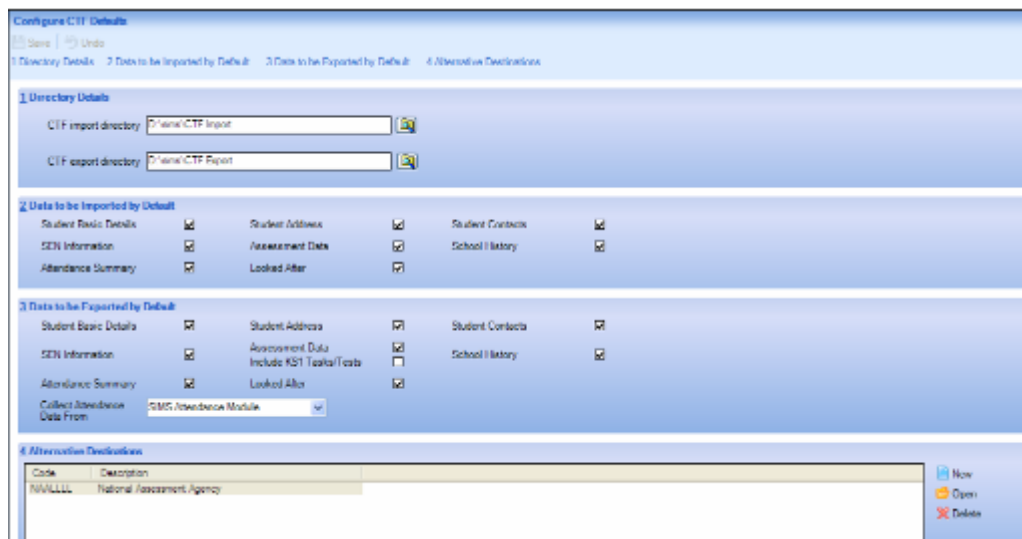
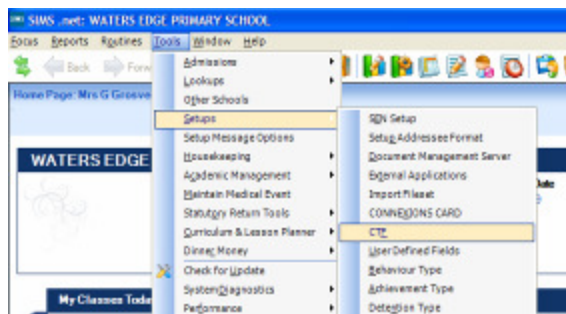
You have now successfully generated and printed the Individual report and the Comparative report for each pupil. Continue to Step 4.

Step 4. Exporting Data

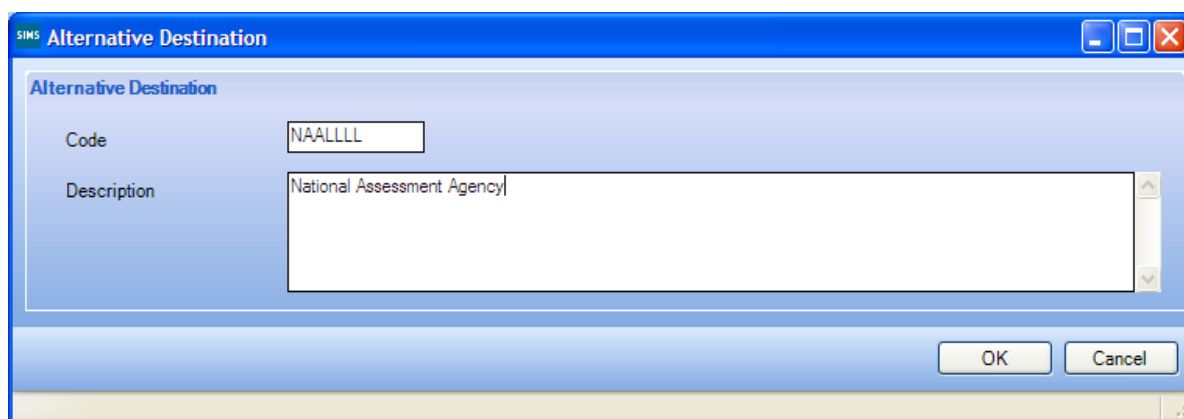
Once all of your data has been entered into the KS3 Wizard you will need to return this to the NCA Tools website.

Ensure you have an NCA Destination within SIMS

1. Select Tools | Setups | CTF



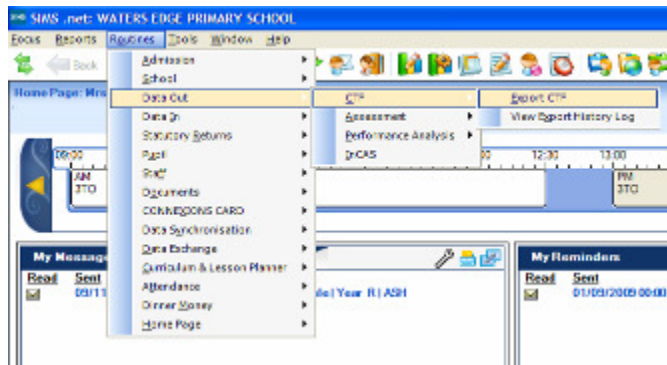
2. You should have NCA listed as an alternative Destination, if not - Click the **New** button next to the **Alternative Destination** panel



3. Add the information as shown in the screenshot above.
4. Click **Save**.

Export Data –Via partial CTF

1. Navigate to **Routines | Data out | CTF | Export CTF**



2. Remove all ticks apart from **Assessment Data**

1 Data to be Exported

Student Basic Details	<input checked="" type="checkbox"/>	Student Address	<input type="checkbox"/>	Student Contacts	<input type="checkbox"/>
SEN Information	<input type="checkbox"/>	Assessment Data	<input checked="" type="checkbox"/>	School History	<input type="checkbox"/>
Attendance Summary	<input type="checkbox"/>	Include KS1 Tasks/Tests	<input type="checkbox"/>		
		Looked After	<input type="checkbox"/>		

Optional Data Descriptor for a partial CTF - Please enter free text e.g. Update to KS2 assessments for QCDA, which will appear in the DataDescriptor tag within the CTF header.

3. Tick the box to **Include students already exported**, then click **Refresh Students**

2 Student Options

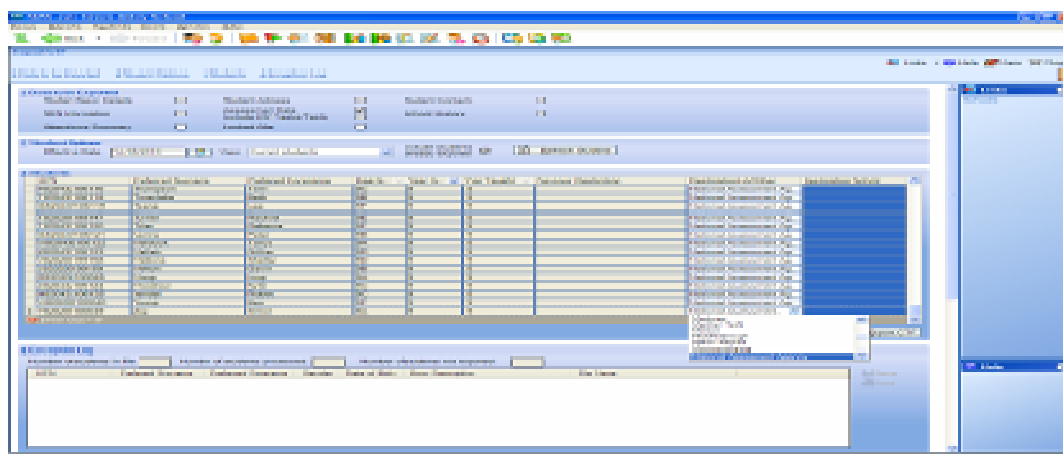
Effective Date: 02/02/2010 View: Current students

Include students already exported

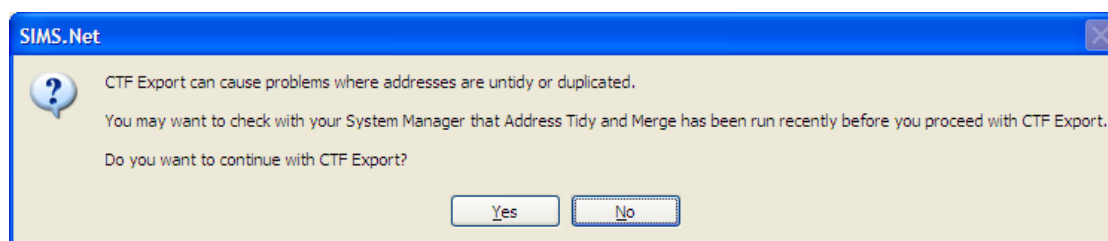
4. Select Year 9 from the drop down box

UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Destination LA/Other	Destination School
152043210607	Abbot	James	SC	9	9		
Y162090100036	Ackroyd	Marc	SB	9	9		
L303000100003	Ackroyd	Mary	SB	9	9		
H202000100001	Addison	Millie	SD	9	9		
Y1620432106008	Abley	Mari	SC	9	9		
G820432106009	Ambrose	Chaz	SB	9	9		
Y1620432106010	Amis	Joshua	SA	9	9		
C320432106011	Anderson	Loren	SE	9	9		
H820432106012	Andrews	Lisa	SA	9	9		
K320432106013	Arano	Piero	SA	9	9		
Z320432106014	Ambroster	Abbe	SE	9	9		
H2020432106015	Ashfield	Angela	SA	9	9		
C320432106016	Ashton	Henry	SA	9	9		
R2020432106017	Barfield	Paul	SE	9	9		

5. You should now only see Year 9 pupils listed. Click on the first pupil in the list, hold shift on the keyboard, scroll to the last pupil in the list. This selects all students in Year 9
6. Secondary schools with a large Year 9 cohort may find it necessary to produce a number of CTF files, split alphabetically (A-M, N-Z) by surname for example. Otherwise the size of the CTF may be too large. The NCA website will accept multiple Key Stage 3 returns for each school.



7. On the last pupil row click in the **Destination LA/Other**. Click the drop-down arrow and select **National Assessment Agency**. All pupils should now have NAA as their destination. (If the NCA is not available see page14)
8. Click **Export CTF**.



9. Click **Yes** at this prompt
10. When the export has finished you will receive a message saying **Export Complete. CTF created – 891ssss_CTF_NAALLL_001.xml**” (where ssss is your school DfE number and 001 an incremental number.
11. Click **OK**. Check the Exception Log shows the correct number of pupils and that there are no exceptions. If you see any exceptions please print or save this and contact the Schools Service Desk for further advice.
12. Click **Close**

Upload data to NCA website

1. Follow the instructions in the Data Services KS3 TA data collection letter or on the NCA Tools website -<https://ncatools.qcda.gov.uk>

You have successfully exported your Teacher Assessments and loaded to the NCA website



Contacting Us

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