

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

- Ensure SIMS .net version is at 7.138 – Spring Main Release
- Import Key Stage 3 Wizard from AMPARK into SIMS.

Routines | Data In | Assessment | Import navigate to c:/programme files/Sims/Sims.net/AMPA/England Secondary (and Middle Deemed Secondary)/Assessment Manager/Key Stage 3 Wizard England 2011 and then **Open** and **Finish** to import.

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

- Create Marksheets for Year 9. **Tools | Performance | Assessment | Wizard Manager**
 - Select **Key Stage 3 Wizard England 2011**
 - At the **Group Selector**, tick **Year 9** and **Apply**
 - Click **Next** to see the list of templates.

You will need:

KS3 A. En Ma Sc TA 2011: Year 9
KS3 B. MFL TA 2011: Year 9
KS3 C. Subject TA 2011: Year 9
KS3 D. Foundation TA 2011: Year 9
KS3 E. P Scale Core 2011: Year 9
KS3 F. P Scale Foundation 2011: Year 9
KS3 J. Broadsheet Review 2011: Y9

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

(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 via route Routines / Data in / Assessment / Import from Spreadsheet).

Use the Wizard to print off individual reports for Y9 pupils

Tools | Performance | Assessment | Wizard Manager

- **Year 9** should already be selected,
- **Click** the **Next** button to navigate through the wizard to the **Individual Report Format screen**.

There are three KS3 reports, these are:

KS3 P1 Student England 2011

KS3 P2 School TAs England 2011

KS3 P3 Comp TAs by Gender England 2011

Export results: Create a partial CTF

Routines | Data out | CTF | Export CTF to create a CTF file for Year 9 pupils

- Untick all boxes except “**Assessment data**”
- Tick box “**include pupils already exported**” and “**Refresh Students**”
- In the **Year Group Column** select **all Y9 pupils**, highlight all pupils
- In the **Destination LEA/Other** column select **National Assessment Agency**
- Click **Export CTF** and make a note of the file name

Upload the export file 891ssss_ctf_NAALLLL_001.xml to NCA Tools Website
<https://ncatools.qcda.gov.uk>
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 Secondary (and Middle Deemed Secondary)/Assessment Manager

Create marksheet for Year 9 and click **Calculate**.

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