

DATA MANAGEMENT

PLANNING, SUPPORT AND IMPROVEMENT

CHILDREN, FAMILIES & CULTURAL SERVICES

📁 Organisation and Management	
Audience	Headteachers of all schools
Circulation List	School Administrators / Assessment co-ordinators
Type	For information to the audience
Description	Details of data collection processes in the summer term 2011
Timing	Please see deadlines attached
Cross Ref	
Action required	Book a place on the ICT Services (Schools) training course. Return of data to Data Services / QCDA
Contact	Neil Hill Tel.0115 977 4539 neil.hill@nottscc.gov.uk
For schools' use:	

Date of issue: 28th March 2011

Dear Colleague

Summer Data Collections 2011

The summer term is a busy time for schools returning assessment data to the Local Authority or the Qualifications and Curriculum Development Agency (QCDA). Please find attached to this letter a data collection calendar which provides key details about the statutory collections happening in the summer term.

All data returns will be preceded by a covering letter from Data Management on how to record and return data. Specific guidance on each collection, a quick reference sheet and a FAQ section will be provided.

The use of P scales remains statutory in 2011 for pupils with special educational needs who are working below level 1 of the national curriculum. Schools will need to use P scales to record and report the achievements of those pupils in the core subjects of English, Mathematics and Science at KS1, KS2 and KS3.

Schools should note that the Key Stage 2 and 3 Teacher Assessments should be submitted directly via the NCA Tools website at:

<https://ncatools.qcda.gov.uk/home.aspx>

The schools' registered email address to log in to the NCA Tools site is the email address used to access the 2010 Test orders website. Schools will however need to specify a new password.

Head teachers should review nominated users within their organisation to ensure they should continue to have access to the NCA tools website. Please note the local authority does not hold school login details for the NCA Tools site. (See NCA helpline number overleaf).

ICT Training

The Data Entry and Return Seminars are being run by ICT Services (Schools) on **Friday 8th April 2011 (Edwinstowe House) and Wednesday 13th April 2011 (Ruddington Grange)**. These seminars will give schools an overview of how to record and return assessment data via Assessment Manager and we recommend that the Assessment Co-ordinator and Assessment Administrator from your school attend the 90 min seminar. Guidance notes for all the returns will be accessible from the Schools ICT website - <http://ictservices.org.uk>.

Primary & Special - : Summer 2011 Data Services Data Collections

Statutory data collections: Advance warning of the data collections taking place in Summer term.

Data Collection Description	Phase	Reminder letter on Wired - LEA Communications	Method of Data Collection / Return	Deadline for Return of Data
School Census Return: 19th May 2011	Primary, Special, Nursery	May 5th	Upload School Census xml file to COLLECT. Upload census summary html file to ERICA	May 23rd
Key Stage 1 Teacher assessment data inc P-Scales	Primary Special	May 5th	Assessment Manager upload file to ERICA	June 30th
Foundation Stage Profile Final Assessments	Primary	May 5th	Assessment Manager upload file to ERICA	June 30th
Key Stage 2 TA : English, Maths, Science inc P-Scales	Primary, Special	June 7th	TA: Assessment Manager. Upload CTF file to NCA Tools website	July 8th

Secondary - : Summer 2011 Data Services Data Collections

Statutory data collections: Advance warning of the data collections taking place in Summer term.

Data Collection Description	Phase	Reminder letter on Wired - LEA Communications	Method of Data Collection / Return	Deadline for Return of Data
School Census Return: 19th May 2011	Secondary	May 5th	Upload School Census xml file to COLLECT. Upload census summary html file to ERICA	May 23rd
Key Stage 3 TA : English, Maths, Science including P-Scales	Secondary	June 7th	Upload SIMS.net CTF file to NCA Tools website	July 8th

Non Statutory Data collections / analysis

Data Collection Description	Phase	Reminder letter on Wired - LEA Communications	Method of Data Collection / Return	Deadline for Return of Data
Key Stage 3 TA : Non Core Subjects inc ICT	Secondary	N/A	Uploaded by default with KS3 core subjects if recorded in SIMS. Data returned directly to the LA from QCDA	N/A
A level results	Secondary	June 14th	FAX back sheet to Data Services	Aug 18th
GCSE results	Secondary	June 14th	FAX back sheet to Data Services	Aug 25th