

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

- Ensure SIM's .net version is at 7.128 – Spring Main Release
- Download SIMS marksheet template from www.nottinghamshire.embc.org.uk/assessment for NfER
- Import Template into SIMS **Routines | Data in | Assessment | Import** and navigate to the file located in **I:\edit\templates\2010** called “**NFER Data Entry 2010.xml**” An Activity Log should appear confirming that the templates have been imported successfully.

(NB: It is only necessary to download this file if you have not previously recorded NFER data in Assessment Manager. The templates are unchanged from the last academic year and can be used again for this years return.)

- Create a Marksheet for each year group assessed.

Focus | Assessment | Template Tab 3 Marksheets.

The Templates are called:
NFER English Record,
NFER Maths Record,
NFER Non-Verbal Record

- Input data

Focus | Assessment | Marksheet Entry to enter results into marksheets. Remember to change the Result date to the date the tests were administered. Data Services need only the test series, raw score and standardised score.

You can allocate the test series for each year group by right clicking the column heading and choosing **Select Grade for Column**.

- Export results. **Routines | Data Out | Assessment | Export – Export results**


File name format 891****_891LLLL_NFERxxx2010
(where **** is your school's 4 digit DCSF number and xxx is either “Eng”, “Mat” or “NV”).

- Save file in I:\Ass Man 7 Export Files 2010
- Select **Custom Filter** and at the next screen skip the Students for whom results should be exported.
- Use the magnifying glass icon to select Aspects to be exported and put a tick next to each aspect and click Select. There should be three separate files sent, one for each subject area - English, Maths and Non Verbal.

<i>The Aspects for English</i>	<i>The Aspects for Maths</i>	<i>The Aspects for Non Verbal</i>
NFER English Test Series Number NFER English Raw Score NFER English Age Standardised Score	NFER Maths Test Series Number NFER Maths Raw Score NFER Maths Age Standardised Score	NFER Non-Verbal Test Series Number NFER Non-Verbal Raw Score NFER Non-Verbal Age Standardised Score

- Click the Next button to pass the Results Sets screen
- Check the Date Range represents the present academic year then click Finish.

Copy File to ERICA.
 (See the Assessment Data Collection Grid : Summer 2010)
 The deadline for the return is 7th May 2010

 Complete NFER Return Sheet and return to Data Services.