

# OBTAINING HISTORICAL END OF KEY STAGE RESULTS

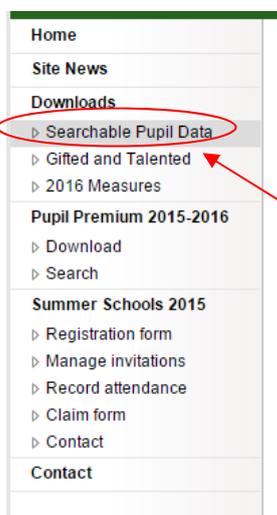


Nottingham  
City Council

THIS GUIDANCE SUPPORTS THE ENHANCED 'KEY TO SUCCESS' SECURE WEB SITE FUNCTIONALITY INTRODUCED BY NATIONAL GOVERNMENT IN MARCH 2006 PROVIDING A FACILITY FOR SCHOOLS TO SEARCH FOR THEIR PUPILS PRIOR ATTAINMENT DATA. THE ASSESSMENT DATA PROVIDED IS UP TO BUT NOT INCLUDING, THE 'LAST' KEY STAGE TESTS FOR WHICH PUPILS ARE ENTERED BY THAT SCHOOL

IN ORDER TO ACCESS THIS INFORMATION THE UPN OF EACH PUPIL IS REQUIRED.

## Log into Key To Success



From the menu on the left hand side of the screen click on the option for Searchable Pupils Data

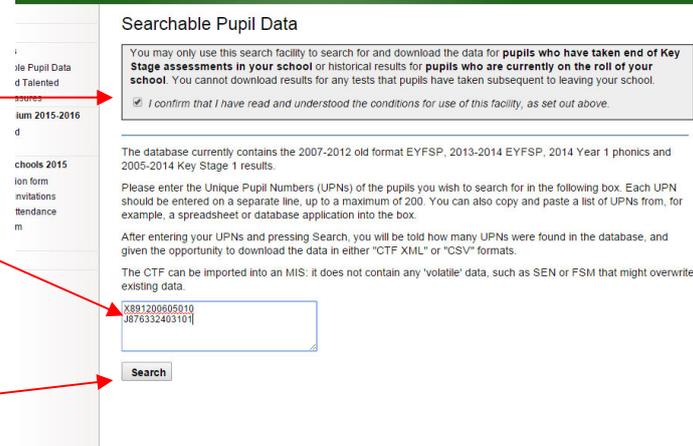
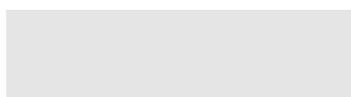


Click to confirm you are only searching for the details of pupils on your school roll.

Enter the UPNs that you want to search for in the Search box.

If you have lots of UPNs you could create a report in SIMs and then copy and paste the UPNs from the report into the search box

Click on Search



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Powered by SDA

If there is data for the UPN's that you have searched on, your search result will look like this

**Searchable Pupil Data**

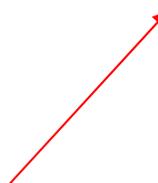
**Uploaded UPNs**  
2 valid UPNs were uploaded.

**Download options**  
Right click on a link and choose a save option to download available data below.

**I accept I can only search for and download the data for pupils who have taken end of Key Stage assessments in my school and cannot download any results taken after leaving my school.**

Download	Description
<a href="#">8922906_CTF_8922906_001.xml</a>	CTF XML" format
EYFSP 2013 onwards	"CSV" format EYFSP 2013 onwards data
EYFSP pre 2013	"CSV" format EYFSP pre 2013 data
Year 1 phonics	"CSV" format Year 1 phonics data
<a href="#">KS1</a>	"CSV" format KS1 data

[Do another search](#)



Right click on the CTF link at the top of the download box and save the file to your CTFIN box on your SIMS Drive. You should then be able to import the CTF into SIMS as you would do any other CTF.

Analysis and Insight is not able to assist with importing CTF's to your school MIS.  
Please speak to your school MIS support team.

If you need help with the Key To Success Process please contact either;

Deborah Korn (87 64838) [deborah.korn@nottinghamcity.gov.uk](mailto:deborah.korn@nottinghamcity.gov.uk)

Or

Jude Eade (87 65199) [jude.eade@nottinghamcity.gov.uk](mailto:jude.eade@nottinghamcity.gov.uk)

For help creating, importing or exporting CTFs in /out of SIMS please contact the helpdesk on 50900.