OBTAINING HISTORICAL END OF KEY STAGE RESULTS



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



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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	ford Academy + You are to i e Fupi Data d Talented Saves Jum 2015-2016 d chools 2015 Ion form mutations thendance m	gged in as Mr D Magne Searchabl You may only Stage assess school. You c ≥ 1 confirm th The database cc 2005-2014 Key 1 Please enter the should be enter 2005-2014 Key 1 Please enter the system the opport The CTF can be existing data. 289120005010	er e Pupi use this se ments in y annot down int in y annot down int in y annot down int in y int int int int int int int int int int	I Data arch facility to searc your school or hists for any ead and understooc tatains the 2007-201: suits. upil Numbers (JPNs suits. upil Numbers (JPNs database applicatio database applicatio database applicatio database application en to an MIS: it does	h for and download the rical results for pupile tasts that pupils have the conditions for use old format EYFSP, 20 of the pupils you wish aximum of 200. You ci hin to the box you will be told how m ther "CTF XML" or "CTF ot contain any 'volatile	data for pupili who are current aken subseque of this facility, e 113-2014 EYFS 10 search for ii ans also copy an also VV ⁺ formats. • data, such as	s who have taken end of Ke entity on the roll of your ent to leaving your school. as set out above. SP, 2014 Year 1 phonics and in the following box. Each UPN id paste a list of UPNs from, fo e found in the database, and SEN or FSM that might overv	y 4 or
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If there is data for the UPN's that you have searched on, your search result will look like this

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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

Or

Jude Eade (87 65199) jude.eade@nottinghamcity.gov.uk

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