Assessment Data Moderation Service 2022

Summary	This document explains the 2022 Assessment Data Moderation Service for schools in Nottingham City.
Audience	Headteacher School Office Assessment Co-ordinator EYFS Co-ordinator Phonics, KS1, KS2 Co-ordinators Members of staff responsible for data and information management
Status	For Action
Distribution	Link to this document in SCENE
Issue	January 2022 1v0 by Analysis and Insight
Further copies	Further copies are available from the DAISI Website

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Key Information and Changes From 2021

Moderators for 2022	EYFSP: Caroline Vissani caroline.vissani@nottinghamcity.gov.uk Tel: 8763132 Phonics: Jane Gill jane.gill@nottinghamcity.gov.uk Tel: 8764572 KS1: Jane Gill jane.gill@nottinghamcity.gov.uk Tel: 8764572 KS2: Jane Gill jane.gill@nottinghamcity.gov.uk Tel: 8764572
Data Checking and Moderation Service	All Nottingham City schools are invited to register for our Assessment Data Moderation Service. Please see pages 5-6 in this booklet for more information. You do not have to buy in to this service. Please be aware however, that if you don't purchase this service your data will not be checked before we make your submission to the relevant collection agencies. When you buy in to the agreement you are agreeing to meet the deadlines outlined in this document, failure to meet the prescribed deadlines for any reason will mean that penalty charges are incurred.
Secure Transmission	If you are using Office 365 or Egress Switch to encrypt your emails, please continue to email the relevant address with your data return. For Office 365, please **MAKE SURE** you put the word **ENCRYPT** in the subject line. If you **DO NOT** have encrypted email please send your return via S2S as a Password Protected zip file. You will need to email us with the password **ONLY** **If you don't know how to password protect a zip file please contact your schools IT support team.**
Phonics	The Threshold mark for the Phonics Screening Check will not be available until **June** on the Gov.uk website. You do not need to know this in order to make your submission.
KS1	Teacher Assessment at the End of KS1 must determine overall levels as well as levels against **each attainment target** in Science and Mathematics. The use of the 'D' code to indicate a pupil has been 'disapplied' from the National Curriculum Assessments has been withdrawn for KS1 Teacher Assessments.
KS2	There is no Science Sampling in 2021/22 The use of the 'D' code to indicate a pupil has been 'disapplied' from the National Curriculum Assessments has been withdrawn for KS2 Teacher Assessments.
Testing and Assessment and Updates **(All Key Stages)**	Assessment updates sent by DfE in relation to the 2022 assessment cycle are also available in this section. Assessment updates - The Standards & Testing Agency

Checklist

School Phase	Task	Deadline
Primary	Entered and returned KS2 Teacher Assessment data via Office 365 or Egress Switch encrypted email or S2S to KS2@nottinghamcity.gov.uk If you DO NOT have encrypted email please send via S2S as a Password Protected zip file. You will need to email us with the password **ONLY** at KS2@nottinghamcity.gov.uk	**17th June**
Primary	Entered and returned KS1 data via Office 365 or Egress Switch encrypted email or S2S to KS1@nottinghamcity.gov.uk If you DO NOT have encrypted email please send via S2S as a Password Protected zip file. You will need to email us with the password **ONLY** at KS1@nottinghamcity.gov.uk	**28th June**
Primary	Entered and returned Year 1 and Year 2 Phonics data via Office 365 or Egress Switch encrypted email or S2S to Phonics@nottinghamcity.gov.uk If you DO NOT have encrypted email please send via S2S as a Password Protected zip file. You will need to email us with the password **ONLY** at Phonics@nottinghamcity.gov.uk	**28th June**
Primary	Entered and returned Early Years Foundation Stage Data via Office 365 or Egress Switch encrypted email or S2S to EYFSP@nottinghamcity.gov.uk If you DO NOT have encrypted email please send via S2S as a Password Protected zip file. You will need to email us with the password **ONLY** at EYFSP@nottinghamcity.gov.uk	**30th June**

DAISI Data checking and moderation (Sold Service)

This is your written contract between yourselves and Nottingham City LA that you have selected us to provide your data moderation and that we have agreed to act for you, unless you wish to opt out of this service and inform us of this in writing.
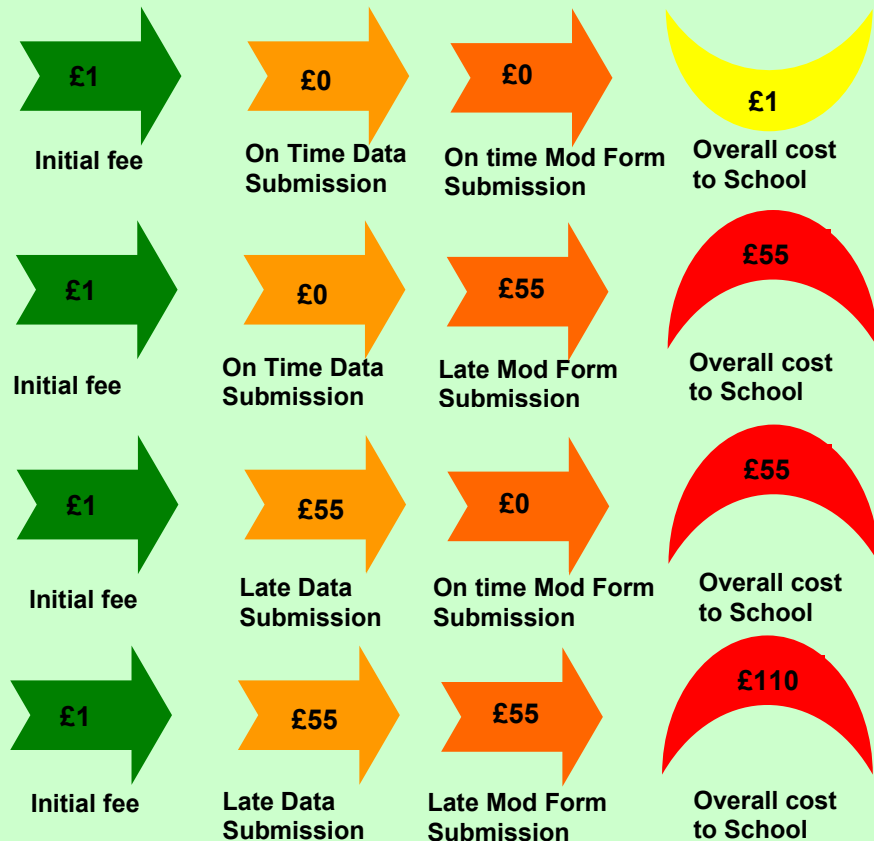
EYFSP / KS1 / Phonics	Charges will be based on a nominal £1 fee as schools sign up to the terms and conditions of the service. This will be **increased by** £55 if schools subsequently miss any deadline as part of this service.

Schools buying into the service will receive a report outlining the data that they have submitted, and a form that they must sign off and return to the LA to confirm that that the submitted data can be forwarded to the DfE. Should the deadline for the return of the form be missed, an additional late fee of £55 will be charged.

Should you make all parts of your submission to deadline you will pay no more than the initial £1 for buying into the service.

Costs for your school could look like one of the models below;

Initial fee	On Time Data Submission	On time Mod Form Submission	Overall cost to School
£1	£0	£0	£1
£1	£0	£55	£55

Initial fee	Late Data Submission	On time Mod Form Submission	Overall cost to School
£1	£55	£0	£55

Initial fee	Late Data Submission	Late Mod Form Submission	Overall cost to School
£1	£55	£55	£110

There will be an option for you resubmit your data with no additional charge should you discover errors once you have made your submission to the deadline, confirmation of the resubmission will be required and will follow the above process which may incur an late fee if not completed to the requisite deadlines.

Helpline	Jude Eade, Deborah Korn	
	T	87 65199, 87 64838
	E	Jude.Naylor-Eade@nottinghamcity.gov.uk Deborah.Korn@nottinghamcity.gov.uk

Junior Data checking and moderation (Sold Service)

This is your written contract between yourselves and Nottingham City LA that you have selected us to provide your data moderation and that we have agreed to act for you, unless you wish to opt out of this service and inform us in writing.
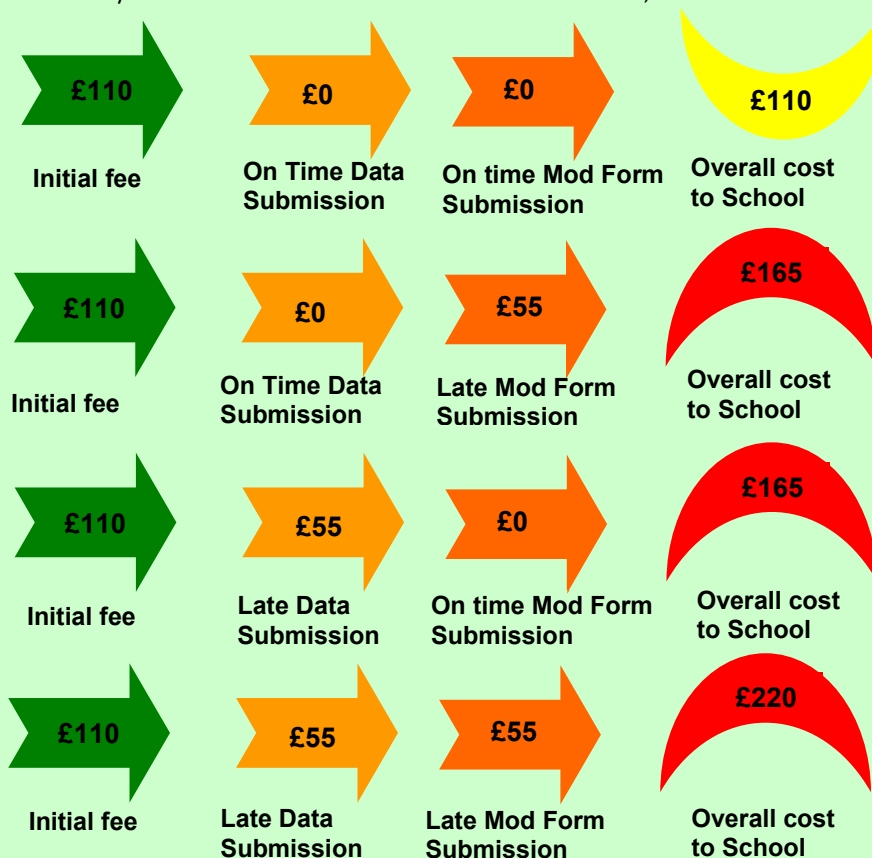
KS2 TA	
	Charges will be based on a standard fee of £110 as schools sign up to the terms and conditions of the service. This will be **increased by** £55 if schools subsequently miss a deadline as part of this service.

Schools buying into the service will receive a report outlining the data that they have submitted, and a form that they must sign off and return to the LA to confirm that their submitted data can be forwarded to the NCA. Should the deadline for the return of the form be missed, an additional late fee of £55 will then be charged.

Should you make all parts of your submission to deadline you will pay no more than the initial £110 (plus vat where applicable) for buying into the service.

So costs for your school could look like one of the models below;

£110	£0	£0	£110
Initial fee	**On Time Data Submission**	**On time Mod Form Submission**	**Overall cost to School**
£110	£0	£55	£165
Initial fee	**On Time Data Submission**	**Late Mod Form Submission**	**Overall cost to School**
£110	£55	£0	£165
Initial fee	**Late Data Submission**	**On time Mod Form Submission**	**Overall cost to School**
£110	£55	£55	£220
Initial fee	**Late Data Submission**	**Late Mod Form Submission**	**Overall cost to School**

There will be an option for you resubmit your data with no additional charge should you discover errors once you have made your submission to the deadline, confirmation of the resubmission will be required and will follow the above process which may incur an late fee if not completed to the requisite deadlines.

Helpline	Deborah Korn
T	87 64838
E	deborah.korn@nottinghamcity.gov.uk

Early Years Foundation Stage

Data Input	Assessment Manager • End of EYFSP ONLY • For schools not using SIMS an excel spreadsheet is available should you need one, data will still have to be entered into your MIS.
Deadline for submission to LA:	**30th June 2022**
Secure Transmission	**Send results securely as an encrypted email to EYFSP@nottinghamcity.gov.uk** **If you DO NOT have encrypted email please send via S2S as a password protected zip file** **If you don't know how to password protect a zip file please contact your schools IT support team.** Instructions for completing your return in SIMS Assessment Manager, can be found on the Schools IT Website. Following submission of your file, if you have bought into the Assessment Data Moderation Service the LA will send you a summary of your submission and a form to confirm that your submitted results are correct. Once this has been completed your submission will be sent for moderation.
Common Transfer File	The Common Transfer File will draw from the data in your MIS .
Training	Assessment training can be requested by contacting the Schools IT team.
Reporting	Your School MIS will produce the end of year report to parents
More Information	More information is available in the Early Years Foundation Stage Profile handbook on the DfE website.
Helpline	Schools Helpdesk T 91 50900 E schoolsit@nottinghamcity.gov.uk

Key Stage 1

Data Entry	Assessment Manager An assessment must be submitted for all pupils who will be moving to the KS2 programmes of study in the 2022-23 academic year
Deadline for submission to LA:	**28th June 2022**
Secure Transmission	**Send results securely as an encrypted email to KS1@nottinghamcity.gov.uk** **If you DO NOT have encrypted email please send via S2S as a password protected zip file** **If you don't know how to password protect a zip file please contact your schools IT support team.** Following submission of your file, if you have bought into the Assessment Data Moderation Service the LA will send you a summary of your submission and a form to confirm that your submitted results are correct. Once this has been completed your submission will be sent for moderation.
Common Transfer File	The Common Transfer File will draw from the data in your MIS .
Training	Assessment training can be requested by contacting the Schools IT team.
Reporting	Your School MIS will produce the end of year report to parents
More Information	More information is available in the KS1 and Phonics Assessment and Reporting Arrangements on the DfE website.
Helpline	Schools Helpdesk
	T 91 50900
	E schoolsit@nottinghamcity.gov.uk

Year 1 Phonics

Data Entry	Assessment Manager A Phonics Screening Check Level must be submitted for all pupils who are in Year 1 in the 2021-22 academic year.
Deadline for submission to LA:	**28th June 2022**
Secure Transmission	**Send results securely as an encrypted email to Phonics@nottinghamcity.gov.uk** **If you DO NOT have encrypted email please send via S2S as a password protected zip file** **If you don't know how to password protect a zip file please contact your schools IT support team.** Following submission of your file, if you have bought into the Assessment Data Moderation Service the LA will send you a summary of your submission and a form to confirm that your submitted results are correct. Once this has been completed your submission will be moderated.
Common Transfer File	The Common Transfer File will draw from the data in your MIS.
Training	Assessment training can be requested by contacting the Schools IT team.
Reporting	Your School MIS will produce the end of year report to parents
More Information	More information is available in the KS1 and Phonics Assessment and Reporting Arrangements on the DfE website.
Helpline	Schools Helpdesk
	T 91 50900
	E schoolsit@nottinghamcity.gov.uk

Year 2 Phonics

Data Entry	Assessment Manager
	A Phonics Screening Check Level must be re-submitted for all pupils who are in Year 2 in the 2021-22 academic years **and** who did not meet the required standard for Phonics when they were in Year 1 **or** who were not tested when they were in Year 1.

Deadline for submission to LA:	**28th June 2022** **PLEASE NOTE:** You **do not** need the Threshold mark in your system to be able to submit your return.

Secure Transmission	**Send results securely as an encrypted email to Phonics@nottinghamcity.gov.uk**
	If you DO NOT have encrypted email please send via S2S as a password protected zip file
	If you don't know how to password protect a zip file please contact your schools IT support team.
	Following submission of your file, if you have bought into the Assessment Data Check Moderation Service the LA will send you a summary of your submission and a form to confirm that your submitted results are correct. Once this has been completed your submission will be moderated.

Common Transfer File	The Common Transfer File will draw from the data in your MIS.

Training	Assessment training can be requested by contacting the Schools IT team.

Reporting	Your School MIS will produce the end of year report to parents

More Information	More information is available in the [KS1 and Phonics Assessment and Reporting Arrangements](#) on the DfE website.

Helpline	Schools Helpdesk	
	T	91 50900
	E	schoolsit@nottinghamcity.gov.uk

Key Stage 2 Teacher Assessments

Data Entry	Assessment Manager All registered pupils must be accounted for.
Deadline for submission to LA:	**17th June 2022**
Secure Transmission	**If you have bought into the Assessment Data Moderation Service;** **Send results securely as an encrypted email to KS2@nottinghamcity.gov.uk** **If you DO NOT have encrypted email please send via S2S as a password protected zip file** **If you don't know how to password protect a zip file please contact your schools IT support team.** Following submission of your file, if you have bought into the Assessment Data Moderation Service the LA will send you a summary of your submission and a form to confirm that your submitted results are correct. Once this has been completed your submission will be submitted. **If you HAVE NOT bought into the Data Checking and Moderation Service;** Submit your data directly to the Primary Assessment Gateway, no support on use of this website is offered by the DAISI service.
Common Transfer File	The Common Transfer File will draw from the data in your MIS.
Training	Assessment training can be requested by contacting the Schools IT team.
Reporting	Your School MIS will produce the end of year report to parents
More Information	More information is available in the KS2 Assessment and Reporting Arrangements on the DfE website.
Helpline	Schools Helpdesk
	T 91 50900
	E schoolsit@nottinghamcity.gov.uk

Common Transfer File

Background	All schools should be creating a Common Transfer File when pupils transfer school, and sending this on to the destination school by uploading onto the DFE secure website at DfE Sign-in
Action	All schools must hold National Curriculum Assessment results in their Management Information Systems
Guidance	Guidance for creating and transferring Common Transfer Files is on the website at Gov.UK CTF guidance
Additional support	You can search for CTF's for pupils using the DFE system Get Information About Pupils. Guidance is available on the DAISI Website. Alternatively, the DAISI service offers a paid for service that can: • Search for the CTF of a new pupil where you don't know the school • Contact another LA where a school is reluctant to provide a CTF If you would like us to search for a CTF for you, please see the next page for more details.
Helpline	Schools IT
	T 91 50900
	E schoolsit@nottinghamcity.gov.uk

UPN and ULN Searches

Background	All pupils should retain the same UPN throughout their school history in England. Sometimes it isn't always easy to know if a child has previously been in an English School. UPNs that originate in Ireland, Scotland and Wales can't be used for pupils being taught in England. If you have a pupil who is joining you but you are unsure if they are already in the school system we can help you. Searches are sold in bundles of 25, and once purchased you can request 25 individual searches ad hoc or larger amounts of searches up to 25. If you use all of your 25 searches and still have UPN's or ULNs to locate you can buy further search bundle to restore or increase your allocation. They are available to buy through Traded Services
Action	1) Purchase a search bundle 2) Email Mark.Attwood@nottinghamcity.gov.uk to request a spreadsheet template, which you will need to complete and return to us for searching.
Guidance	Guidance for creating and transferring UPNs on the website at Gov.UK UPN guidance Guidance for using the Learner Records Service for ULNs is available at Learner Records Service Guidance
Additional support	The DAISI bundle service can be used to locate only UPN's, or only ULN's or you can use it for a mix of UPN and ULN searches. Bundles can be purchased in multiple quantities, so buy 2 bundles and you'll be entitled to 50 searches, or 3 bundles for 75 searches etc.
Helpline	Mark Attwood
	T 87 62566
	E Mark.Attwood@nottinghamcity.gov.uk

Useful websites

DfE Sign-In	DfE Sign In
Performance Tables	Performance Tables
Analysis & Insight	Analysis & Insight Assessment Webpage
Schools IT Website	www.schoolsit.net
DAISI Website	DAISI.education
ESN Traded Services	Traded Services

Local Authority Contacts

Deborah Korn	T	87 64838
Data & MIS Consultant	E	Deborah.Korn@nottinghamcity.gov.uk
Jude Naylor-Eade	T	87 65199
Data & MIS Consultant	E	Jude.Naylor-Eade@nottinghamcity.gov.uk
Jeremy Lynn-Cook	T	87 64849
Information Policy Officer	E	Jeremy.Lyncook@nottinghamcity.gov.uk
Mark Attwood	T	87 62566
Business Development Officer	E	Mark.Attwood@nottinghamcity.gov.uk
Schools IT Helpdesk (SIMS & Technical) (inc Course Bookings)	T	91 50900
	E	schoolsit@nottinghamcity.gov.uk

DAISI

Assessment Data Moderation Service:

- Early Years Foundation Stage Profile
- Phonics
- Key Stage 1
- Key Stage 2

Census Data Collection & Checking Service

Contact : Deborah.Korn@nottinghamcity.gov.uk
Jude.Eade@nottinghamcity.gov.uk
Daniel.Skurok@nottinghamcity.gov.uk
Mark.Attwood@nottinghamcity.gov.uk

Nottingham City Council