

**SIMS**

**End of Key  
Stage Data  
Processing  
(England)**

**applicable to 7.198 onwards**

**Handbook**

## Revision History

Version	Change Description	Date
7.198 - 1.0	Initial release.	04/03/2021
7.198 - 1.1	Contact information updated.	27/04/2021
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Please ensure that you include the module name, version and aspect of documentation on which you are commenting.

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## Introduction

Schools are obliged to assess pupil/students under current regional regulations. Although these regulations are subject to change, the principle remains that pupil/students are tested and/or assessed by their teachers at the end of each Key Stage. These results are then forwarded to external agencies for analysis and aggregation into national statistics.

This guide covers the end of Key Stage procedures common to all the Key Stages in England. Guides to the assessment and reporting arrangements for all the Key Stages can be downloaded from the Department for Education website.

The **Wizard Manager**, which is available in SIMS Assessment, provides an easy way of managing the statutory end of Key Stage procedures. It guides you through each of the following processes:

- selecting the required Key Stage wizard(s)
- selecting the pupil/student group
- entering, editing and validating the results in marksheets
- generating and printing the reports to be sent home to parent/carers
- exporting the results to an XML file.

The Key Stage wizards contain aspects and templates, which the system uses to create the necessary Key Stage marksheets and individual reports. The Key Stage wizards are provided in the Assessment Manager and Performance Analysis Resource Kit (AMPARK). Full details of the files supplied are available (please see Wizards and Templates on page 11).

## 01 | Overview of the End of Key Stage Procedures

The AMPA folder is installed on each SIMS workstation as part of each release (via SOLUS). When the latest version of AMPA has been downloaded and installed, the various resources (i.e. aspects, templates and wizards) can be imported into SIMS Assessment.

*NOTE: All files are imported into the C:\PROGRAM FILES\SIMS\SIMS.NET\AMPA folder (where C: represents the local drive where the SIMS.net folder is held).*

When the **Wizard Manager** has been run and the results have been entered, the results can be exported, either from the **Export** page in the **Wizard Manager** or via **Routines | Data Out | CTF | Export CTF**.

**IMPORTANT NOTE:** Due to the sensitive nature of some of the data stored in SIMS, careful consideration should be given when specifying the location of any folder into which you save sensitive data, e.g. census returns, imported and exported CTFs, etc. You should be mindful of your school's responsibilities with respect to information security. Consider which users have access to the chosen folder, especially if the folder is shared on a server. The DfE recommends ISO27001 as the standard for information security (<http://www.itgovernance.co.uk/iso27001.aspx>). If you are in any doubt, you should consult with your IT Security Officer before proceeding.

## What's New in this Release?

A number of enhancements have been incorporated for this release:

### Removal of EYFS Baseline Assessment Templates

**Applicable to Primary and All-Through schools in England only**

The following EYFS Baseline Assessment Templates for Durham University's Centre for Evaluation and Monitoring (CEM), Early Excellence (EE) and National Foundation for Educational Research (NFER) have been removed from the AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager folder.

- EYFS Baseline Assessment Template CEM 2019.xml
- EYFS Baseline Assessment Template CEM 2020.xml
- EYFS Baseline Assessment Template EE 2019.xml
- EYFS Baseline Assessment Template EE 2020.xml
- EYFS Baseline Assessment Template NFER 2019.xml
- EYFS Baseline Assessment Template NFER 2020.xml.

These resources will not be delivered in future because they are no longer statutory. Schools must now use the statutory DfE online baseline assessment process.

## Additional EYFS Revised Profile Templates for 2021

Applicable to Primary and All-Through schools in England only

The following additional resources have been provided for schools that choose to use the revised EYFS profiles. These resources are available in the AMPA\England Primary (and Middle Deemed Primary) folder.

- EYFS Revised Profile Wizard 2021.xml
- EYFS Revised Profile Template 2021.xml.

Only schools that have registered with the DfE to be early adopters should use these resources. All other schools must continue to use the updated legacy resources.



### More Information:

*Revised Early Years Foundation Stage Resources: Profiles on page 13*

## Modifications to KS1 and KS2 Templates for P Scales and Engagement Models

Applicable to Primary and All-Through schools in England only

The DfE and the Standards and Testing Agency (STA) announced in January 2021 that due to the ongoing COVID-19 situation, the Key Stage 1 (KS1) and Key Stage 2 (KS2) National Curriculum Assessments and Tests could not continue as intended. The following assessments, scheduled between April and July 2021, have been cancelled:

- KS1 Teacher Assessments and Tests
- KS2 Teacher Assessments and Tests
- Phonics Screening Check
- All other statutory trialling.

When this announcement was made, ESS had already completed much of the work to produce the usual range of statutory resources to support the National Curriculum Assessments and Tests in 2021. We have taken the decision to release these resources to schools via the AMPA folder in the usual way. The resources reflect the changes that were expected to have been made, had the National Curriculum Assessments and Tests gone ahead, and as conveyed to us in requirements supplied by the DfE and STA at that time.

Therefore, you will find the usual suite of KS1 and KS2 statutory resources, and the Profiles Screening Check resources for both the legacy and revised versions of profiles, in the relevant AMPA folders.

While we have provided these resources, we have done so in view of an ever-changing environment. We suggest that schools carefully consider whether to record information in these resources. These resources should be used only to capture 'validated' results. If schools wish to capture data based on past papers etc., they can do so but they should be aware that any data recorded in these resources will be treated as the statutory validated results for pupil/students.

### Key Stage 1

- The BLW value has been replaced by P Scales and Engagement Model in the relevant grade sets. Validation on the templates has been updated to reflect the changing grades in line with DfE requirements.

## 01 | Overview of the End of Key Stage Procedures

- KS1 A - Teacher Assessments templates have been updated to ensure that a single pupil/student is recorded against a P Scale or Engagement Model only. Validation has been amended because Science TA is not required by the DfE for 2021.
- KS1 B - P Scales Individual Assessments - the template remains in the AMPA folder but all validations have been removed because these are no longer statutory.
- KS1 C - Tests have been suspended by the DfE for 2021. However, the template remains available to enable schools to run a past paper test, if required.
- KS1 D - Broadsheet Review - the templates remain unchanged.

All associated reports have been updated to reflect these changes.

### Key Stage 2

- The BLW value will be replaced by P Scales and Engagement Model in relevant grade sets. Validation on the templates will be updated to reflect the changing grades in line with DfE requirements.
- KS2 A - Teacher Assessments – validation to ensure that a single pupil/student is recorded against a P Scale or Engagement Model only. Validation has been amended because Science TA is not required by the DfE for 2021.
- KS2 B - P Scales Individual Assessments - the template remains in the AMPA folder but all validations have been removed because these are no longer statutory.
- KS2 C - Tests and KS2 D - Broadsheet Review templates remain unchanged.

All associated reports have been updated to reflect these changes.



#### More Information:

*Contents of the En KS1 Templates XML File on page 16*

*Contents of the En KS2 Templates XML File on page 17*

## Updates to the Phonics Screening Check

Applicable to Primary and All-Through schools in England only

### Routines | Data Out | CTF | Export

Due to the cancellation of the Summer 2020 collection for the Year 1 Phonics Check because of COVID-19, an additional CTF export type named **Phonics Test Results (for Autumn Term 2020 Screening Check only)** was provided as part of the SIMS 2020 Autumn Release to enable schools to make the return for the new Year 1 Phonics Check in Autumn 2020. For the SIMS 2021 Spring Release, this has been renamed **Phonics Test Results (For Summer Term 2021 Retake Screening Check only)**. This enables schools to complete the return for any pupil/students who undertook the Year 1 Phonics Check in Autumn 2020 and who are now undertaking the Year 2 Phonics Check or recheck in Summer 2021 only. All results for the pupil/students who will be taking the Year 2 Phonics Check or recheck in Summer 2021 must be recorded with a result date of 13 April 2021 or later.



Results for the pupil/students who are undertaking the Year 1 Phonics Check in Summer 2021 should be recorded using the Year 1 Phonics Check 2021 template. Results for the pupil/students who are undertaking the Year 2 Phonics Check or recheck in Summer 2021 should be recorded in the Year 2 Phonics Check 2021 template.

For any pupil/students who are undertaking the Year 1 Phonics Check in Summer 2021, schools must complete the return using the **Early Years Foundation Stage data (FSP)** option in the CTF export routine (via **Routines | Data Out | CTF | Export CTF**).



**More Information:**

*Years 1 and 2 Resources: Phonics on page 15*

## Assessments for Early Years

The Early Years Foundation Stage Profile is collected annually. The following resources are provided for legacy Early Years Foundation Stage assessments:

- EYFS Profile Wizard 2021.xml
- EYFS Profile Template 2021.xml.

The following additional resources have been provided for schools that choose to use the revised EYFS profiles. These resources are available in the AMPA\England Primary (and Middle Deemed Primary) folder.

- EYFS Revised Profile Wizard 2021.xml
- EYFS Revised Profile Template 2021.xml.

**IMPORTANT NOTE:** *Only schools that have registered with the DfE to be early adopters should use these resources. All other schools must continue to use the updated legacy resources.*



**More Information:**

*Legacy Early Years Foundation Stage Resources: Profiles on page 12*

## Assessments at Key Stage 1

**IMPORTANT NOTE:** *The DfE and the Standards and Testing Agency (STA) announced in January 2021 that due to the ongoing COVID-19 situation, the Key Stage 1 (KS1) and Key Stage 2 (KS2) National Curriculum Assessments and Tests could not continue as intended.*

The following assessments, scheduled between April and July 2021, have been cancelled:

- KS1 Teacher Assessments and Tests
- KS2 Teacher Assessments and Tests
- Phonics Screening Check
- All other statutory trialling.

## 01 | Overview of the End of Key Stage Procedures

Assessments at Key Stage 1 include tasks and tests that can be performed at any time during Year 2. These can be undertaken informally in the classroom so that the children do not know that they are being assessed and the results form the basis for the Teacher Assessments for English Reading, English Writing, Mathematics and Science. The results of these assessments are reported to the Standards and Testing Agency (STA) as well as to parents.

The Key Stage Assessments also include the Phonics Screening check that is applied to all pupils in Year 1 and Year 2 (for those pupils who did not achieve or did not take the assessment in Year 1).

**IMPORTANT NOTE:** Please refer to the Updates to the Phonics Screening Check topic for further information.

The following resources are provided for the Phonics Screening assessments:

- Phonics Screening Templates 2021.xml
- Year 1 Phonics Screening Wizard 2021.xml
- Year 2 Phonics Screening Wizard 2021.xml.

The following resources are provided for Key Stage 1 assessments:

- Key Stage 1 Wizard England 2021.xml
- En KS1 Templates 2021.xml.



### More Information:

*Years 1 and 2 Resources: Phonics on page 15*  
*Key Stage 1 Wizard England on page 16*

## Assessments at Key Stage 2

**IMPORTANT NOTE:** The DfE and the Standards and Testing Agency (STA) announced in January 2021 that due to the ongoing COVID-19 situation, the Key Stage 1 (KS1) and Key Stage 2 (KS2) National Curriculum Assessments and Tests could not continue as intended.

The following assessments, scheduled between April and July 2021, have been cancelled:

- KS1 Teacher Assessments and Tests
- KS2 Teacher Assessments and Tests
- Phonics Screening Check
- All other statutory trialling.

The Key Stage 2 Assessments are designed to determine a pupil/student's knowledge and understanding of various components of the National Curriculum that they have been taught up to the end of Key Stage 2.

English and Mathematics tests are taken at the end of Year 6 when pupil/students are 11 years of age.

Teacher Assessments for English, Science and Mathematics are also conducted at the end of Year 6. The results of these assessments are reported to the Standards and Testing Agency (STA) as well as to parents.

The following resources are provided for Key Stage 2 assessments:

- Key Stage 2 Wizard England 2021.xml
- En KS2 Templates 2021.xml.



**More Information:**

Key Stage 2 Wizard England on page 16

## Assessments at Key Stage 3

Key Stage 3 extends across the age range between 11-14 and covers the first three years of secondary school. It is no longer statutory to conduct assessments at Key Stage 3.

## Measuring Progress

For each National Curriculum subject, there is a programme of study. The programmes of study describe the subject knowledge, skills and understanding that pupil/students are expected to develop during each Key Stage.

Age in Years	National Curriculum Year	Applicable Key Stage
3	Nursery 1	EYFS
4	Nursery 2	EYFS
4-5	Reception	EYFS
5-6	Year 1	Key Stage 1
6-7	Year 2	Key Stage 1
7-8	Year 3	Key Stage 2
8-9	Year 4	Key Stage 2
9-10	Year 5	Key Stage 2
10-11	Year 6	Key Stage 2
11-12	Year 7	Key Stage 3
12-13	Year 8	Key Stage 3
13-14	Year 9	Key Stage 3
14-15	Year 10	Key Stage 4
15-16	Year 11	Key Stage 4

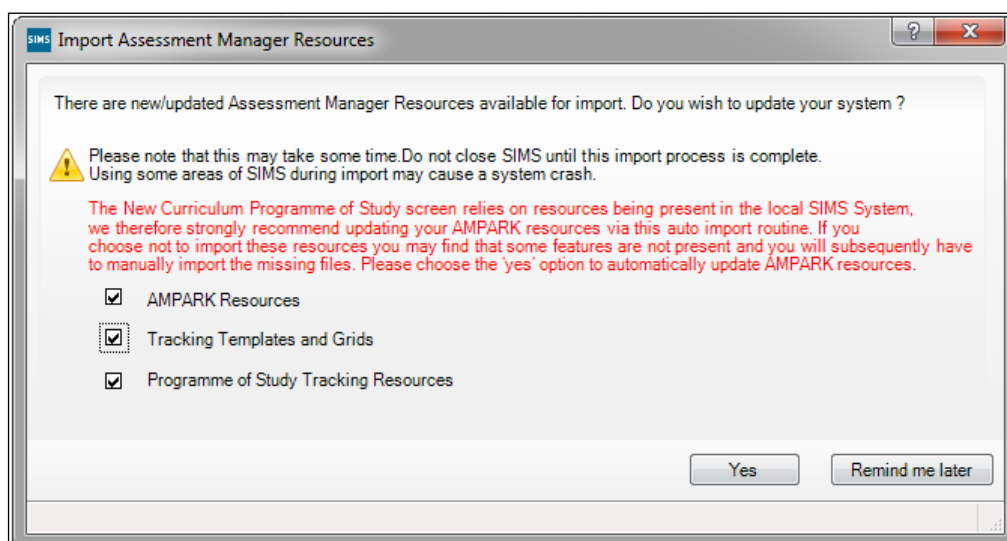
## Installing the AMPA Resources

The Assessment Manager and Performance Analysis resources (AMPA) provide the Key Stage Wizards and other resources required for the End of Key Stage process in SIMS Assessment. The AMPA folder is installed as part of the SIMS release (either by downloading it or by installing via SOLUS).

You can also download and print the latest version of the AMPARK release note from the support portal

([https://support.capitasoftware.com/csm?id=kb\\_article\\_view&sysparm\\_article=KB0036819](https://support.capitasoftware.com/csm?id=kb_article_view&sysparm_article=KB0036819)). The release note contains the details of the most up-to-date resources available for use when managing the statutory end of Key Stage procedures and should be used in conjunction with this handbook.

School users must click the **Yes** button on the **Import Assessment Manager Resources** dialog when prompted to import the new and updated SIMS Assessment resources.



If you click the **Remind me later** button, you will continue to be presented with the **Import Assessment Manager Resources** dialog each time you access SIMS until the new resources have been imported. The **No** button has been removed from the **Import Assessment Manager Resources** dialog to ensure that the new resources are imported as soon as possible.

**IMPORTANT NOTE:** *The graphics used are for representation purposes only and should not be considered as exact replicas of what is displayed on screen.*

If necessary, the files can be imported directly from the AMPA folder (C:\PROGRAM FILES\SIMS\SIMS .NET\AMPA).

You can now import the resources into SIMS Assessment (please see Importing the Key Stage Wizards into Assessment on page 18).

## Checking for Updates to A\_Comp Files

The English A\_Comp file specifies the framework against which the assessment of pupil/student attainment is measured. For each Key Stage or year group, the framework details the subjects and components against which the pupil/students are measured.

You are always advised to check on the DfE website (<https://www.gov.uk/government/organisations/department-for-education>) for any changes to the A\_Comp file for the forthcoming academic year.

## Completing the End of Key Stage Process Using SIMS Assessment

**IMPORTANT NOTE:** The DfE and the Standards and Testing Agency (STA) announced in January 2021 that due to the ongoing COVID-19 situation, the Key Stage 1 (KS1) and Key Stage 2 (KS2) National Curriculum Assessments and Tests could not continue as intended.

The following assessments, scheduled between April and July 2021, have been cancelled:

- KS1 Teacher Assessments and Tests
- KS2 Teacher Assessments and Tests
- Phonics Screening Check
- All other statutory trialling.

The steps for completing the End of Key Stage process are as follows.

1. Consider the groups to include in the process and import the Key Stage wizard(s) relevant to the specific groups from the AMPA folder.
2. Select **Tools | Performance | Assessment | Wizard Manager** and select the required Key Stage Wizard(s).
3. Select the Pupil/Student group - the wizard displays the relevant Key Stage marksheets.
4. Open each marksheet to add/edit results.
5. Validate the marksheet entries as required (refer to marksheet notes).
6. Correct any incorrect entries then save and exit the marksheet.
7. Generate, preview and print **Individual Reports**.
8. Export Key Stage Data, if required.

These procedures are described in detail in the following chapters.

## Where to Find More Information

Online help can be accessed by pressing **F1** or clicking the applicable **Help** button in SIMS.

A wide range of documentation is available from the SIMS **Documentation Centre**, including handbooks, quick reference sheets and tutorials. Click the **Documentation** button located on the top right-hand side of the SIMS **Home Page**, select the required category and then select the document you require.

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## Wizards and Templates

The Wizards are the foundation of the SIMS solution for Key Stage results in England. They provide a simple method for users to input and validate End of Key Stage results in preparation for the National Data Collection.

Each Wizard contains all the Aspects, Templates and Reports needed to fulfil the mandatory minimum requirement, as defined by the DfE.

When imported into SIMS Assessment, the Wizards can be used via the **Tools | Performance | Assessment | Wizard Manager** route, where you are guided through the process of creating marksheets, inputting and validating results and generating reports.

Each year the Wizard names are updated with the assessment year (that is the year of the result). The Wizard imports as a new Wizard and does not overwrite the previous years.

The following wizards and templates are available from the AMPA folder. This folder and all the files are located in the C:\Program Files\SIMS\SIMS.net\AMPA folder (where C: represents the local drive where the SIMS .net folder is held).

## Wizards

The following wizards are available for 2021:

- EYFS Profile Wizard 2021.xml
- Year 1 Phonics Screening Wizard 2021.xml
- Year 2 Phonics Screening Wizard 2021.xml
- Key Stage 1 Wizard England 2021.xml
- Key Stage 2 Wizard England 2021.xml.

## Templates

The template files contain only the marksheet templates specific to each individual data collection. The following templates are available for 2021:

- PoS Tracking Templates England Primary 2015.xml
- Phonics Screening Templates 2021.xml
- En KS1 Templates 2021.xml
- En KS2 Templates 2021.xml

*NOTE: The two previous files include a template for recording on-going assessments.*

- EYFS Profile Template 2021.xml
- EYFS Revised Profile Template 2021.xml
- PoS Individual Reports England Secondary.xml
- PoS KS3 Aspects.xml
- PoS Revised EYFS Aspects.xml
- Progress 8 - KS2 Fine Level Template.xml.

## Legacy Early Years Foundation Stage Resources: Profiles

The Early Years Foundation Stage Profile is collected annually. It must be completed for all pupils in the final term of the Reception year during which the pupil reaches the age of five, before the 30 June.

The EYFS Profile Template 2021.xml file contains the following:

- EYFS Profile 2021 Template (with validation)
- EYFS Profile Good Level Development 2021.

The EYFS Profile Wizard 2021.xml file contains the following:

- EYFS Profile 2021 Template (with validation)
- EYFS Profile Good Level Development 2021
- EYFS Profile Pupil Report 2021
- EYFS Profile School Report 2021
- EYFS Profile National Report 2021.

There are 17 statutory Profile Aspects or Early Learning Goals to enable the recording of End of Year Assessment results for Reception year pupils. They make up the seven Prime and Specific areas of Learning and Development that pupils must be helped to work towards.

### Prime Goals

- **Communication and Language**
  - Listening and Attention
  - Understanding
  - Speaking.
- **Physical Development**
  - Moving and handling
  - Health and Self-care.



- **Personal, Social and Emotional Development**
  - Self-confidence and Self-awareness
  - Managing Feelings and Behaviour
  - Making Relationships.

#### **Specific Goals**

- **Literacy**
  - Reading
  - Writing.
- **Mathematics**
  - Numbers
  - Shapes, Space and Measures.
- **Understanding the World**
  - People and Communities
  - The World
  - Technology.
- **Expressive Arts and Design**
  - Exploring and Using Media and Materials
  - Being Imaginative.

For each of these goals, teachers can specify a grade to indicate whether the pupil is:

- 1 - at the emerging level.
- 2 - at the expected level.
- 3 - exceeding the expected level.
- A - indicates a pupil who has not been assessed due to long periods of absence, for instance a prolonged illness; a pupil who arrives too late in the summer term for teacher assessment to be carried out, i.e. within two weeks of the data submission date; or a pupil who has an exemption. If any of the 17 Learning Goals is graded with an A, then all should be graded with an A.

## **Revised Early Years Foundation Stage Resources: Profiles**

The Revised Early Years Foundation Stage Profile applies to schools that have registered with the DfE as early adopters. This is collected annually and must be completed for all pupils in the final term of the Reception year during which the pupil reaches the age of five, before the 30 June. All other schools must continue to use the updated legacy resources.

The EYFS Revised Profile Template 2021.xml file contains the following:

- EYFS Revised Profile 2021 Template (with validation)
- EYFS Revised Profile Good Level Development 2021.

## 02| Resources Provided for End of Key Stage Assessments

The EYFS Revised Profile Wizard 2021.xml file contains the following:

- EYFS Revised Profile 2021 Template (with validation)
- EYFS Revised Profile Good Level Development 2021
- EYFS Revised Profile Pupil Report 2021
- EYFS Revised Profile School Report 2021
- EYFS Revised Profile National Report 2021.

There are 17 statutory Profile Aspects or Early Learning Goals to enable the recording of End of Year Assessment results for Reception year pupils. They make up the seven Prime and Specific areas of Learning and Development that pupils must be helped to work towards.

### Prime Goals

- **Communication and Language**
  - Listening, Attention and Understanding ELG
  - Speaking ELG.
- **Personal, Social and Emotional Development**
  - Self-Regulation ELG
  - Managing Self ELG
  - Building Relationships ELG.
- **Physical Development**
  - Gross Motor Skills ELG
  - Fine Motor Skills ELG.
- **Literacy**
  - Comprehension ELG
  - Word Reading ELG
  - Writing ELG.
- **Mathematics**
  - Number ELG
  - Numerical Patterns ELG.
- **Understanding the World**
  - Past and Present ELG
  - People Culture and Communities ELG
  - The Natural World ELG.
- **Expressive Arts and Design**
  - Creating with Materials ELG
  - Being Imaginative and Expressive ELG.

For each of these goals, teachers can specify a grade to indicate whether the pupil is:

- 1 - at the emerging level
- 2 - at the expected level.

- A - indicates a pupil who has not been assessed due to long periods of absence, for instance a prolonged illness; a pupil who arrives too late in the summer term for teacher assessment to be carried out, i.e. within two weeks of the data submission date; or a pupil who has an exemption. If any of the 17 Learning Goals is graded with an A, then all should be graded with an A.

## Years 1 and 2 Resources: Phonics

The Phonics Screening assessments comprise an annual screening check that is assessed by a teacher. This consists of 40 words, both real and made up, read by each pupil to a teacher. Each word that the pupil pronounces correctly is awarded a single mark and the total mark for this test is 40. The threshold mark is normally 32 out of 40.

Data is collected for all pupils in year 1 and any pupils in year 2 who did not take the test during year 1 or who did not achieve the expected level.

The `Phonics Screening Templates 2021.xml` file contains the two templates for use in Phonics Screening for 2021. One template is for year 1, the other is for year 2.

- Template: Phonics Screening Year 1 2021 (including validation)
- Template: Phonics Screening Year 2 2021 (including validation).

The `Year 1 Phonics Screening Wizard 2021.xml` file contains a marksheet template that can be used to enter data for the year 1 Phonics Screening data collection in 2021. It also contains an individual pupil report and a comparative report that enables comparison between the school's outcome and the National Outcomes from the last available year.

- Template: Phonics Screening Year 1 2021
- Individual Report: KS1 Y1 Phonics Student Eng 2021
- Individual Report: KS1 Y1 Comparative Eng 2021.

The `Year 2 Phonics Screening Wizard 2021.xml` file contains a marksheet template that can be used to enter data for the year 2 Phonics Screening data collection in 2021. It also contains an individual pupil report and a comparative report that enables comparison between the school's outcome and the National Outcomes from the last available year.

- Template: Phonics Screening Year 2 2021
- Individual Report: KS1 Y2 Phonics Comparative Eng 2021
- Individual Report: KS1 Y2 Phonics Student Eng 2021.

## Composition of Years 1 and 2: Phonics Screening

The following xml files contain the marksheet templates and individual reports needed to manage the Phonics Screening process for schools in England.

**Phonics Screening Templates 2021.xml** – containing:

- Template: Phonics Screening Year 1 2021 (includes validation)
- Template: Phonics Screening Year 2 2021 (includes validation).

**Year 1 Phonics Screening Wizard 2021.xml** – containing:

- Template: Phonics Screening Year 1 2021
- Individual Report: KS1 Y1 Phonics Student Eng 2021

## 02| Resources Provided for End of Key Stage Assessments

- Individual Report: KS1 Y1 Phonics Comparative Eng 2021.  
**Year 2 Phonics Screening Wizard 2021.xml** – containing:
  - Template: Phonics Screening Year 2 2021
  - Individual Report: KS1 Y2 Phonics Comparative Eng 2021
  - Individual Report: KS1 Y2 Phonics Student Eng 2021.

## Key Stage 1 Wizard England

This wizard contains all the marksheets, individual reports and all other resources needed to manage the Key Stage 1 process for schools in England.

### Contents of the En KS1 Templates XML File

The following marksheet templates are provided in the En KS1 Templates 2021.xml file:

- **KS1 A. Teacher Assessments 2021**  
This marksheet can be used to store the Outcome for the KS1 Reading, Writing, Mathematics and Science Performance Descriptor of the new curriculum (Assessment without Levels) Teacher Assessment. The BLW value will be replaced by P Scales and Engagement Model in relevant grade sets. Validation on the templates will be updated to reflect the changing grades in line with DfE requirements. Teacher Assessments templates have been updated to ensure that a single pupil/student is recorded against a P Scale or Engagement Model only. Validation has been amended because Science TA is not required by the DfE for 2021.
- **KS1 B. P Scale Data Entry 2021**  
This marksheet enables you to enter a P Scale assessment for pupils who are working below the standard of the Pre-Key Stage in Reading, Writing or Maths or who have not met the expected standard (HNM) in Science. The template remains in the AMPA folder but all validations have been removed because these are no longer statutory.
- **KS1 C. Test Outcomes 2021**  
This marksheet can be used to enter results of the new curriculum (Assessment without Levels) tests that supported the Teacher Assessments made as part of the Key Stage 1 arrangements. Tests have been suspended by the DfE for 2021. However, the template remains available to enable schools to run a past paper test, if required.
- **KS1 D. Broadsheet (Review) 2021**  
This marksheet can be used to review the Test, Teacher Assessment and P Scale results of the new curriculum (Assessment without Levels) that have been entered in support of the Key Stage 1 arrangements.

## Key Stage 2 Wizard England

This wizard contains the marksheets, individual reports and all other resources needed to manage the Key Stage 2 process for schools in England.

## Contents of the En KS2 Templates XML File

The following marksheet templates are provided in the En KS2 Templates 2021.xml file:

- **KS2 A. Teacher Assessments 2021**  
This marksheet can be used to store the Outcome for the KS2 Reading, Writing, Mathematics and Science Performance Descriptor of the curriculum (Assessment without Levels) Teacher Assessment. The BLW value has been replaced by P Scales and Engagement Model in relevant grade sets. Validation on the templates will be updated to reflect the changing grades in line with DfE requirements. Validation ensures that a single pupil/student is recorded against a P Scale or Engagement Model only. Validation has been amended because Science TA is not required by the DfE for 2021.
- **KS2 B. P Scale Data Entry 2021**  
This marksheet enables you to enter a P Scale assessment for pupils who are working below the standard of the Pre-Key Stage in Reading, Writing or Maths or who have not met the expected standard (HNM) in Science. The template remains in the AMPA folder but all validations have been removed because these are no longer statutory.
- **KS2 C. Test Outcomes 2021**  
This marksheet can be used to enter results of the new curriculum (Assessment without Levels) tests that supported the Teacher Assessments made as part of the Key Stage 2 arrangements.
- **KS2 D. Broadsheet (Review) 2021**  
This marksheet can be used to review the Test, Teacher Assessment and P-Scales results of the new curriculum (Assessment without Levels) that have been entered in support of the Key Stage 2 arrangements.
- **KS2 E. Multiplication Tables Check 2021**  
This marksheet can be used to record the results of the Multiplication Tables Check, typically taken in Year 4.

## KS1 and 2 Subject Comment Free Text Aspects

The following aspects have been made available again in line with DfE requirements for 2021. These comment aspects are not linked to Teacher Assessments or Tests. They have been provided to enable the creation and subsequent transfer of a comment about the pupil's achievements in a given subject.

- EN KS1: English Subject Free Text
- EN KS2: English Subject Free Text
- MA KS1: Maths Subject Free Text
- MA KS2: Maths Subject Free Text
- SC KS1: Science Subject Free Text
- SC KS2: Science Subject Free Text.

## Progress 8 - KS2 Fine Level Template

The template called KS2 Average Fine Points Score and Level contained in the `Progress 8 - KS2 Fine Level Template.xml` file includes the following additional aspects:

- KS2: English Fine Level with values of 0-6.99
- KS2: Maths Fine Level with values of 0-6.99.

## Permissions Required to Run the Wizard Manager

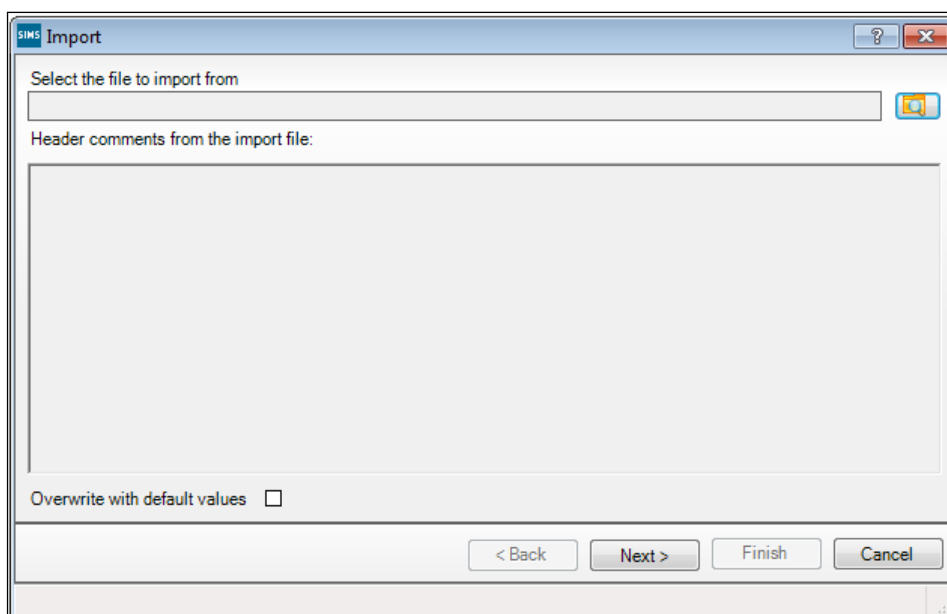
Only members of the Assessment Co-ordinator and Assessment Operator user groups have the necessary permissions to access the **Wizard Manager**.

If a user has been granted the appropriate Permissions, they can access marksheets and individual reports through the marksheet and individual report menu routes.

## Importing the Key Stage Wizards into Assessment

Before being able to use the **Wizard Manager** to carry out end of Key Stage processing, you must import the required Key Stage wizard(s) into SIMS Assessment.

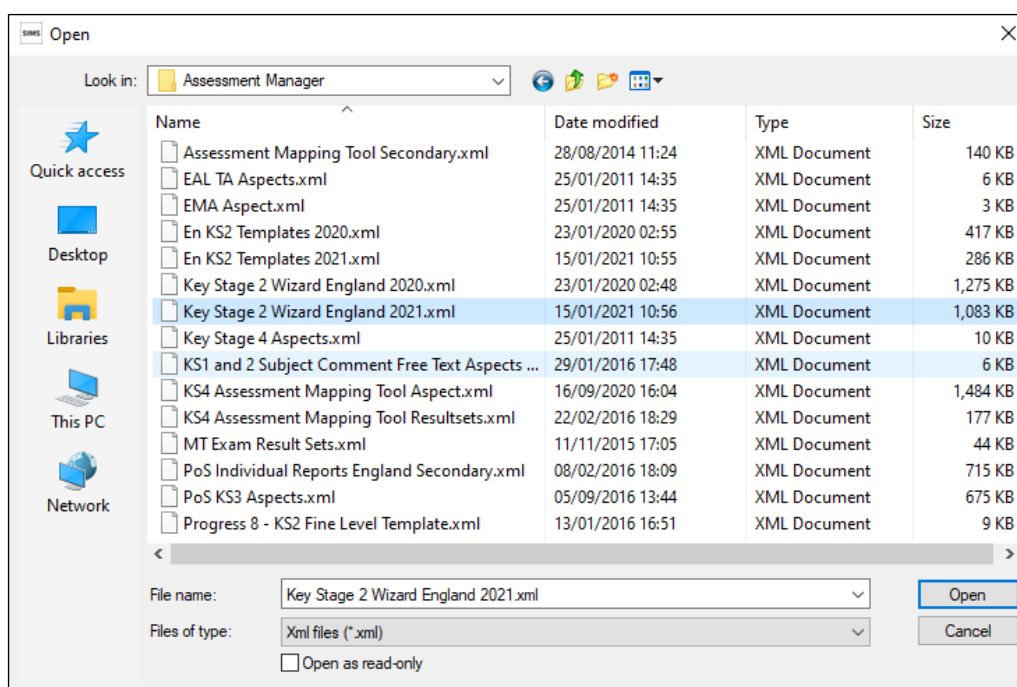
1. Select **Routines | Data In | Assessment | Import** to display the first page of the **Import** wizard.



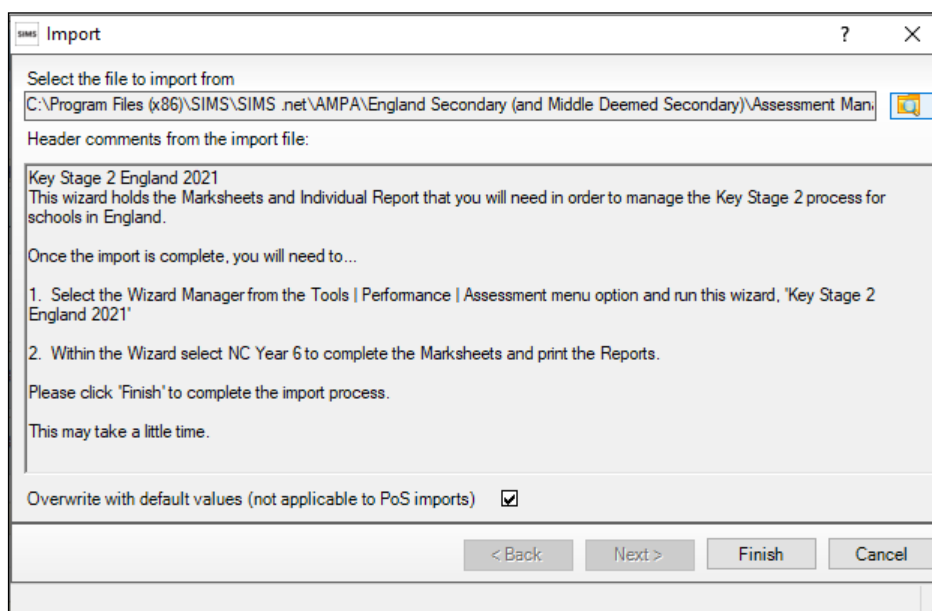
2. Navigate to the `AMPA` folder and select the file to import by clicking the **Field Browser** button to display the **Open** dialog.



*Field Browser button*



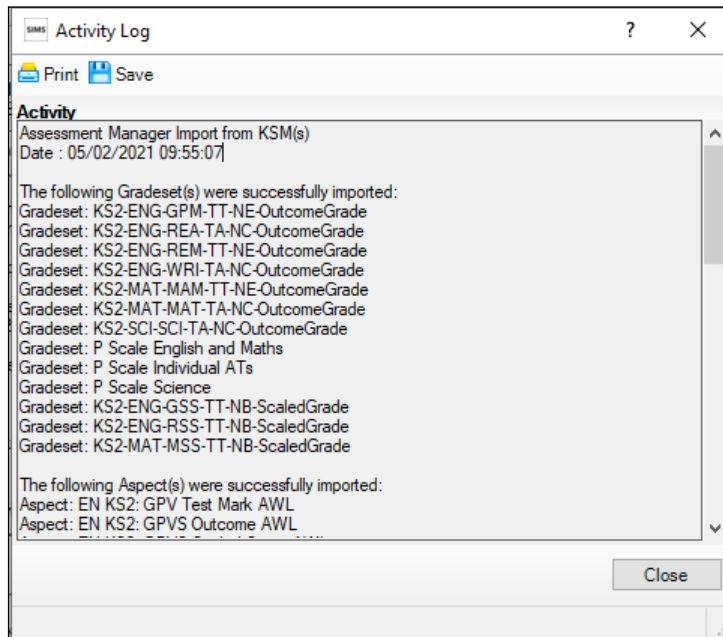
- Highlight the Key Stage file you wish to import and click the **Open** button to return to the wizard. The name of the selected file is displayed in the **Select the file to import from** field.



- Click the **Finish** button. A message prompts for confirmation to proceed with the import.
- Click the **Yes** button to start the import process. This may take some time to complete.

## 02| Resources Provided for End of Key Stage Assessments

An **Activity Log** is displayed when the import is complete.



The **Wizard Manager** can now be used to complete the End of Key Stage process.



# 03 | Running the Wizard Manager

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## Introduction

Before running the **Wizard Manager**, you should consider which pupil/student groups' results you will be working on. For example, you might want to include pupil/students who are working out of year. In this case, you would create a user defined group, which would include your choice of pupil/students and supervisors (who might be from more than one year group).

Once created, the user defined group is available anywhere in SIMS Assessment where groups can be selected, e.g. within marksheet creation, report generation, Key Stage Results wizard, etc.

## Running the Wizard Manager

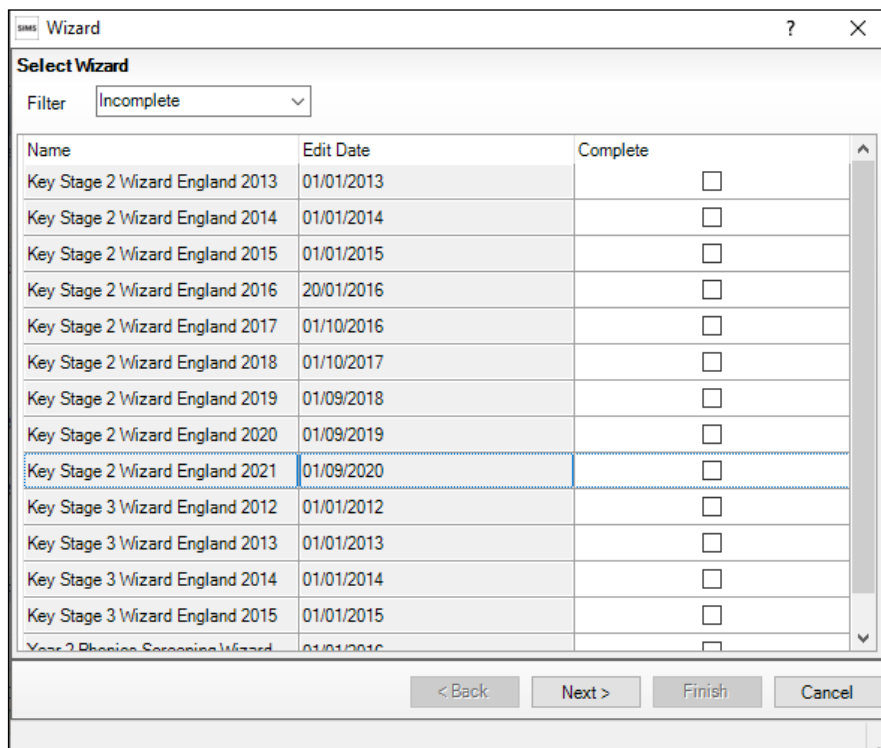
The **Wizard Manager** guides you through the end of Key Stage process, from selecting the relevant Key Stage wizard and pupil/student group, adding, editing and validating the results, through to producing the individual reports and exporting the results.

Before running the **Wizard Manager**, ensure that the required Key Stage wizards have been imported, as described in the previous chapter.

*NOTE: The examples used in this section show the process of running the Wizard Manager using the Key Stage 1 wizard. However, the process is the same for all Key Stage wizards.*

## Selecting the Key Stage Wizards

1. Select **Tools | Performance | Assessment | Wizard Manager** to display the first page of the wizard.



Any Key Stage wizards that have already been imported into SIMS Assessment are displayed. The list can be sorted by clicking the **Name** or **Edit Date** column headings. The **Edit Date** refers to the date the Key Stage wizard was last updated by SIMS.

If the display is empty, ensure that you have successfully imported the required Key Stage wizard(s) (please see Importing the Key Stage Wizards into Assessment on page 18).

2. Select **Incomplete**, **Complete** or **All** from the **Filter** drop-down list to filter the Key Stage wizards.

Selecting **Incomplete** filters out any Key Stage wizards that have already been processed through the **Wizard Manager** and are marked as **Complete**.

*NOTE: Once a Key Stage wizard has been processed successfully, select the related **Complete** check box and click the **Next** button. A message informs you that the 'Complete' status has changed and prompts you to save the changes. Click the **Yes** button then click the **Cancel** button to close the **Wizard Manager**.*

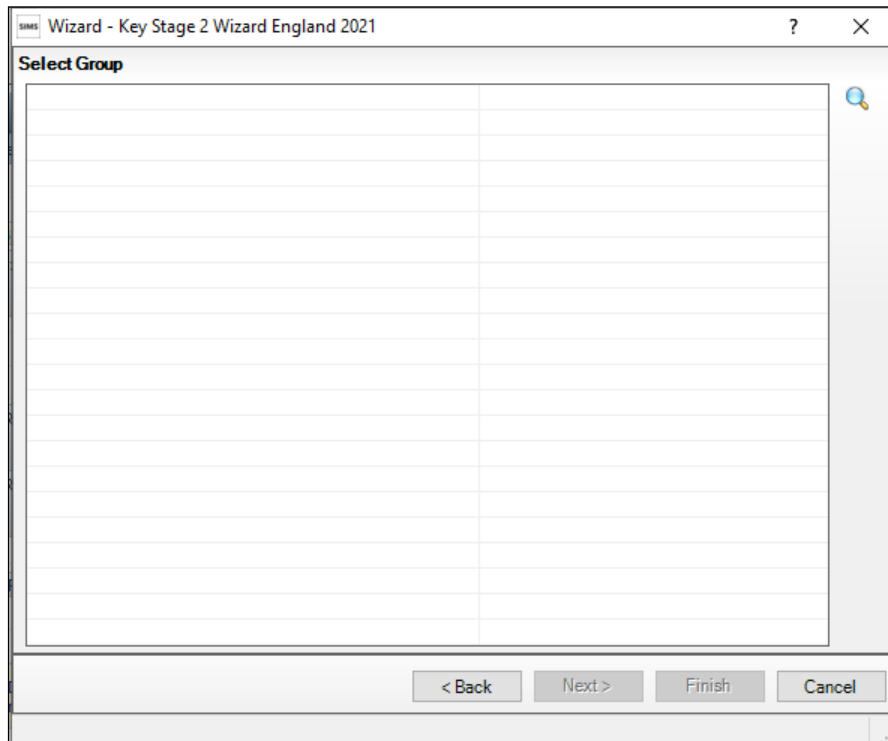
*Each time the wizard is opened, the view defaults to **Incomplete** Key Stage wizards.*

3. Highlight the required Key Stage wizard and click the **Next** button.

*NOTE: Even if only one definition is displayed, it must be highlighted before continuing to the next page of the wizard.*

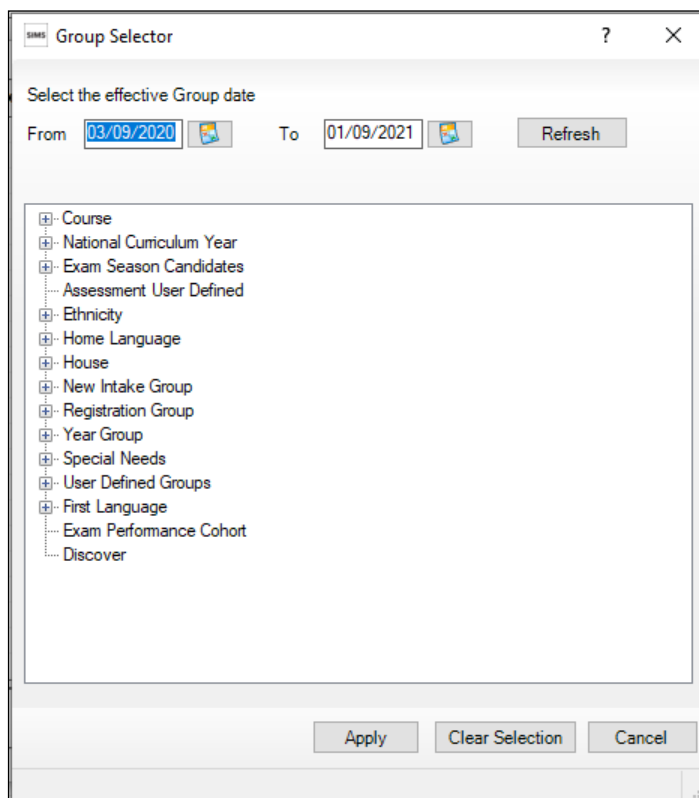
## Selecting the Pupil/Student Group

This page of the wizard enables you to select the group that contains the results on which you want to report. It is possible to select any previously created user-defined groups, if required.



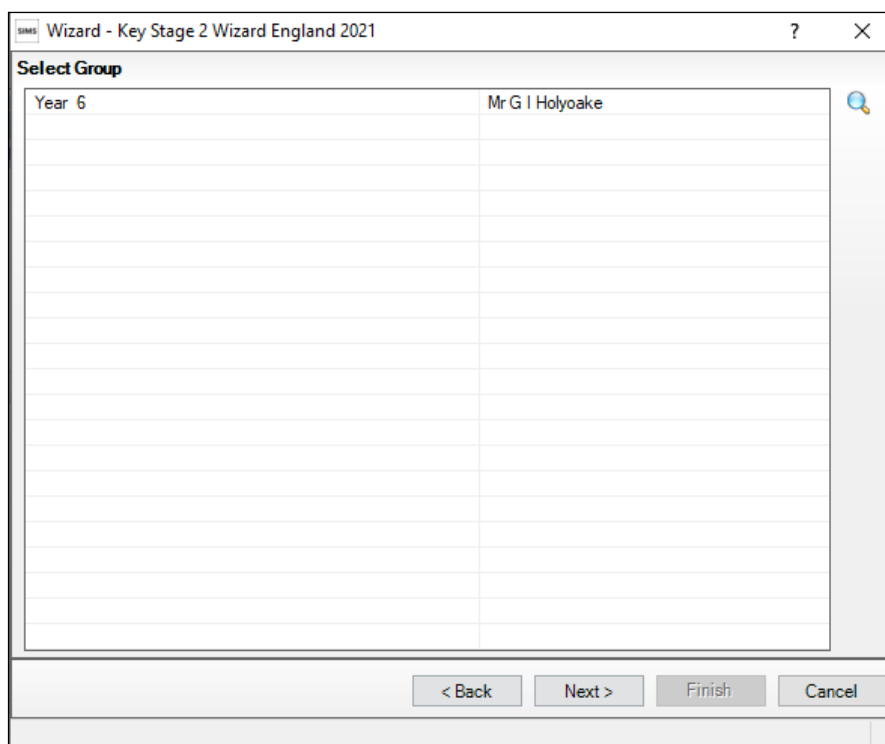
### 03| Running the Wizard Manager

1. Click the **Field Browser** button to display the **Group Selector** dialog.



2. The **From** and **To** dates default to the date range of the current academic year. To change these dates, e.g. to include pupil/students who have already left the school, click the respective **Calendar** button and select an alternative date. Click the **Refresh** button.
3. Click the **+** or **-** symbols to expand or contract the groups as necessary. To clear a selection, click the **Clear Selection** button.

4. Highlight the required group and click the **Apply** button to select the group and return to the wizard.



5. Click the **Next** button to display the **Marksheets** page.
6. Click the **Yes** button if you are prompted to save.

### Validating the Key Stage Marksheets

The **Marksheets** page of the wizard displays the available marksheets in the imported Key Stage wizard. The marksheets can be sorted on any column by clicking the required column heading.

### 03| Running the Wizard Manager

*NOTE: The Teacher Assessments for English, Maths and Science for all Key Stages are collated in one marksheet.*

Wizard - Key Stage 2 Wizard England 2021

Marksheets

Filter: Incomplete Please select a Marksheet and click on the pencil to enter/edit data.

Template	Group	Last Used	Complete
KS2 A. Teacher Assessments 2021	Year 6		<input type="checkbox"/>
KS2 B. P Scale Data Entry 2021	Year 6		<input type="checkbox"/>
KS2 C. Test Outcomes 2021	Year 6		<input type="checkbox"/>
KS2 D. Broadsheet (Review) 2021	Year 6		<input type="checkbox"/>

< Back Next > Finish Cancel

The marksheets can be opened directly from this page to add, edit or validate results. Complete the following steps for each marksheet.

1. Highlight the required marksheet and click the **Edit Marksheet** button.

Any results previously entered against the aspects are displayed.

The marksheet functionality accessed via the **Wizard Manager** is the same as when accessed via **Focus | Assessment | Marksheet Entry**. However, the display is different in that the marksheet browser and the **Focus | Assessment** menu routes are not available.

**IMPORTANT NOTE:** Please read the text in the **Notes** field of each marksheet because this offers guidance and information relating to the adding, editing and validating of results in that particular marksheet. Schools are responsible for their own data and must judge entries made on that basis. Any validation discrepancies should be reported to your Local Support Unit.

Marksheet Entry : KS2 C. Test Outcomes 2021 : Year 6, Holyoake, Gerald

Save Undo Print Export Calculate

1 Basic Details 2 Marksheet

2 Marksheet

Result Date 05/02/2021 Group Membership Date 05/02/2021 Refresh Summary Narrow Zoom Reveal Freeze Additional S

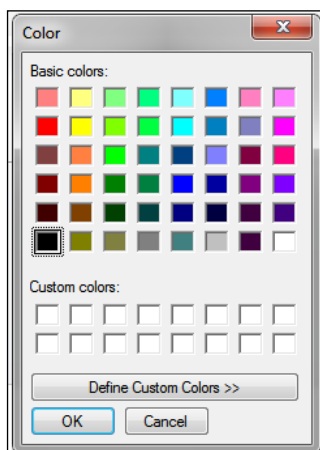
Group Filter

Students	KS2 GPWS Tests	KS2 Spelling Mark Key Stage 2 Validated Result	KS2 GPV Mark Key Stage 2 Validated Result	KS2 GPWS Total Mark Key Stage 2 Validated Result	KS2 GPWS Scaled Score Key Stage 2 Validated Result	KS2 GPWS Outcome Key Stage 2 Validated Result	KS2 Reading Tests	KS2 Reading Mark Key Stage 2 Validated Result	KS2 Reading Scaled Score Key Stage 2 Validated Result	KS2 Reading Outcome Key Stage 2 Validated Result	KS2 Mathematics Tests
ABHRA, Abjit											
ABHRA, Alisha											
ACKTON, Stan											
ANDREWS, Josef											
BAILEY, Eve											
BALINSKI, Cyla											
BALINSKI, Fil											
BALINSKI, Iwa											

2. If there are missing entries or if entries need to be updated, right-click in the required cell and select the appropriate option from the pop-up menu.
3. Choose **Select Grade for Cell** to display the **View Select Grade** dialog. Highlight the required **Grade** and click the **Apply & Next** button. This enters the grade in the selected cell and continues to enter the same grade into subsequent cells until you select another grade from the dialog. Click the **Skip** button if you want to miss out the next cell and subsequently return to it to assign a different grade. Click the **Close** button on the **View Select Grade** dialog when you have finished assigning grades to cells on the marksheet.

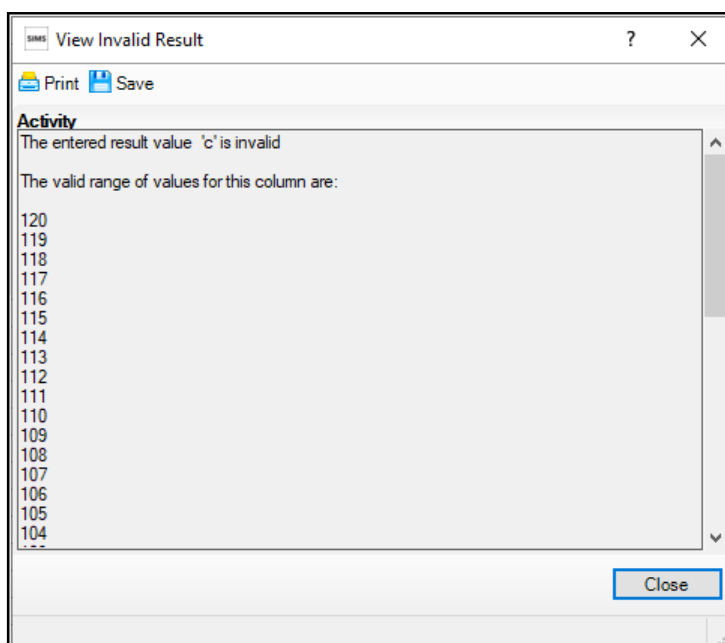
### 03| Running the Wizard Manager

Alternatively, choose **Select Colour for Cell** to display the **Color** palette dialog and specify a colour for the cell on the marksheet. Click the **OK** button to return to the marksheet.



*NOTE: If the marksheet being viewed requires data to be added, and the teacher who assessed the pupil/students does not have Assessment Co-ordinator or Assessment Operator permissions, they can access the same marksheets via **Focus | Assessment | Marksheet Entry**.*

If an incorrect value is entered, the **View Invalid Result** dialog is displayed, giving details of the valid grades that can be entered into the specific column.



4. Click the **Close** button and correct the required grade.
5. Click the **Save** button to calculate the results and save the marksheet.



If the marksheet contains formula columns for data review, click the **Calculate** button after saving to view the output of those columns (e.g. to see if there are any missing entries). This ensures that correct results are recorded for delivery to your Local Authority (LA).

6. When you have completed the marksheet, select the **Data Entry for this Marksheet is Complete** check box and click the **Save** button again.
7. Click the **Close** button to close the marksheet and return to the **Wizard Manager**.
8. Repeat steps 1-6 for each required marksheet.
9. Click the **Next** button. Click the **Yes** button if you are prompted to save.

*NOTE: You should not move on to producing individual reports until you have fully completed the mandatory Key Stage Results marksheets. Once the mandatory Key Stage result marksheets are complete, you should preview and print individual reports (please see Previewing and Printing Individual Reports on page 30).*

## What are P Scale Templates?

The P Scales are a set of criteria or performance descriptions for measuring the progress of pupil/students for whom the early levels of the National Curriculum are not appropriate. P Scale Core marksheets enable you to record information against such pupil/students. These marksheets are created from a set of P Scale templates.

All Key Stages have associated P Scale Core marksheets.

The template remains in the AMPA folder but all validations have been removed because these are no longer statutory.

To open a P Scale marksheet in SIMS, select **Focus | Assessment | Marksheet Entry**, click the **Browse** button and select the required marksheet.

Save the marksheet once all entries have been recorded.

## Previewing and Printing Individual Reports

This page of the wizard displays the individual report templates from the selected Key Stage wizard and from here the statutory end of Key Stage reports can be printed. Before printing, an individual pupil/student's report can be previewed in Microsoft® Word.

**Individual Report Format**

Name	Edit Date
KS2 P1 Student England TA 2021	01/09/2020
KS2 P1 Student England TA and TT 2021	01/09/2020
KS2 P2(C) Comparative England 2021	01/09/2020
KS2 P2(D) Comparative England 2021	01/09/2020

**Membership Dates for Group : Year 6**

From: 05/02/2021 To: 05/02/2021 Refresh

Group Filter: [ ]

**Students**

	Surname	Forename	DOB	Reg Grp
<input checked="" type="checkbox"/>	Abhra	Abjit	20/11/2009	6VC
<input type="checkbox"/>	Abhra	Alisha	20/11/2009	6VC
<input type="checkbox"/>	Ackton	Stan	22/03/2010	6KH
<input type="checkbox"/>	Andrews	Josef	26/03/2010	6KH
<input type="checkbox"/>	Bailey	Eve	17/04/2010	6VC
<input type="checkbox"/>	Balinski	Cyla	14/03/2010	6VC

Select All Deselect All

< Back Next > Finish Cancel

1. Highlight the required **Individual Report Format**.
2. The membership **From** and **To** date fields default to today's date and are used to display the pupil/students who are currently on-roll. To change these dates, e.g. to include pupil/students who have left, directly enter the dates in dd/mm/yyyy format, or click the down arrow adjacent to the required field and select a date from the displayed Calendar.
3. Click the **Refresh** button.

## Previewing Key Stage Reports

1. In the **Students** panel, select the check box adjacent to the required pupil/student name (the first pupil/student in the list is selected by default).

**Students**

	Surname	Forename	DOB	Reg Grp
<input checked="" type="checkbox"/>	Abdullah	Tamwar	12/01/2009	6TO
<input checked="" type="checkbox"/>	Beynon	Harvey	15/02/2009	6CB
<input checked="" type="checkbox"/>	Carrick	Oliver	12/11/2008	6TO
<input checked="" type="checkbox"/>	Carter	Daniel	04/04/2009	6CB
<input checked="" type="checkbox"/>	Cassidy	Michael	02/01/2009	6TO
<input checked="" type="checkbox"/>	Cedric-Smith	Lucie	08/05/2009	6CB

Select All Deselect All

2. Click the **Preview Report** button on the right-hand side of the **Individual Report Format** panel to open the selected pupil/student's report in Microsoft® Word.
3. When you have finished previewing the report, close Microsoft Word to return to the **Wizard Manager**.

### Printing Pupil/Student Key Stage Reports

Only the reports for the selected pupil/students are printed. If you have not previewed any reports, the first pupil/student in the list is selected by default.

1. To print the reports for all the pupil/students in the group, click the **Select All** button.

To print only a selection of pupil/students in the group, select the check boxes of the pupil/students whose reports you wish to print.

***TIP:** Multiple members of a group can be selected by holding down the **Ctrl** key and clicking each member's name. Sequentially listed members can be highlighted by clicking the first name in the list, holding down the **Shift** key, then clicking the last name in the list.*

2. Click the **Print Report** button to print the selected pupil/student reports.
3. Click the **Next** button to export the results.

### Exporting Results Using the Wizard Manager

The **Wizard Manager** can be used to export the results for subsequent forwarding to your LA, if the LA accepts this format.

### 03| Running the Wizard Manager

**NOTE:** If your LA does not accept this format, use the CTF routine to export the results. To do this, click the **Finish** button on the **Wizard Manager** to close the wizard and see Exporting Results Using the CTF Routine for further information.

**Individual Report Format**

Name	Edit Date
KS2 P1 Student England TA 2021	01/09/2020
KS2 P1 Student England TA and TT 2021	01/09/2020
KS2 P2(C) Comparative England 2021	01/09/2020
KS2 P2(D) Comparative England 2021	01/09/2020

**Membership Dates for Group : Year 6**

From: 05/02/2021 To: 05/02/2021 Refresh

Group Filter

**Students**

	Surname	Forename	DOB	Reg Grp
<input checked="" type="checkbox"/>	Abhra	Abjit	20/11/2009	6VC
<input type="checkbox"/>	Abhra	Alisha	20/11/2009	6VC
<input type="checkbox"/>	Ackton	Stan	22/03/2010	6KH
<input type="checkbox"/>	Andrews	Josef	26/03/2010	6KH
<input type="checkbox"/>	Bailey	Eve	17/04/2010	6VC
<input type="checkbox"/>	Balinski	Cvla	14/03/2010	6VC

Select All Deselect All

< Back Next > Finish Cancel

The **Group Membership Dates** default to the date range of the current academic year. To change these dates, e.g. to export the results for pupil/students who have already left the school, enter them in dd/mm/yyyy format or click the relevant **Calendar** button to select a date.

1. Click the **Refresh** button.
2. Deselect the check boxes adjacent to any pupil/students whose results you do not want to export. If you need to export only one or two from a long list of pupil/students, click the **Deselect All** button and then select the required pupil/students. To select all the pupil/students, click the **Select All** button.

**Students**

	Surname	Forename	DOB	Reg Grp
<input checked="" type="checkbox"/>	Abdullah	Tamwar	12/01/2009	6TO
<input checked="" type="checkbox"/>	Beynon	Harvey	15/02/2009	6CB
<input checked="" type="checkbox"/>	Carick	Oliver	12/11/2008	6TO
<input checked="" type="checkbox"/>	Carter	Daniel	04/04/2009	6CB
<input checked="" type="checkbox"/>	Cassidy	Michael	02/01/2009	6TO
<input checked="" type="checkbox"/>	Cedric-Smith	Lucie	08/05/2009	6CB

Select All Deselect All

3. Click the **Export** button in the **Results for export** panel to export the results.

4. The results that are exported are saved as an XML file. To specify the storage location of the XML file, click the **Browser** button to display the **Save As** dialog.

**IMPORTANT NOTE:** Due to the sensitive nature of some of the data stored in SIMS, careful consideration should be given when specifying the location of any folder into which you save sensitive data, e.g. census returns, imported and exported CTFs, etc. You should be mindful of your school's responsibilities with respect to information security. Consider which users have access to the chosen folder, especially if the folder is shared on a Server. The DFE recommends ISO27001 as the standard for information security (<http://www.itgovernance.co.uk/iso27001.aspx>). If you are in any doubt, you should consult with your IT Security Officer before proceeding.

5. Enter a name for the results file and navigate to the location where you would like to save the file.
6. Click the **Finish** button.
7. When the export is complete, a message is displayed. Click the **OK** button to complete the process.

## Exporting Results Using the CTF Routine

Use the Common Transfer File (CTF) process in SIMS via **Routines | Data Out | CTF | Export CTF** to export Key Stage results if your LA does not accept the **Wizard Manager** export format.

## Transferring Key Stage Results to your LA

Once the Key Stage results have been collected and exported to an XML file, they should be sent to your LA by the method they have requested or uploaded to the Standards and Testing Agency (STA) website. Information detailing this process has been made available to all schools by the STA. Any queries should be directed to the STA website.

### **03| *Running the Wizard Manager***

# 04 | Key Stage 1 Teacher Assessments and Tests

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## Introduction

The tests are used to help determine the necessary teacher assessments; these can also be based on class and homework. Schools are not required to send their test results to the LA and the data is not sent to the DfE. However, parents can request sight of their own child's test results at any time.

## Key Stage 1: Phonics Screening

Marks for the Phonics Screening assessment range from 0-40.

The **Phonics Outcome** field is populated with the following values only if a pupil was unable to participate in the test:

- **A** - Absent
- **Q** - Maladministration
- **D** - Disapplied
- **L** - Left.

The following outcomes are no longer required. However, if the DfE receive a file containing these outcomes, the file will not be rejected.

- **Wa** - Met expected Phonics standard
- **Wt** - Did not meet expected Phonics standard.

## Contents of the Phonics Wizards

The following templates and individual reports are provided in the Phonics wizards and templates:

Phonics Screening Templates 2021.xml – containing:

- Template: Phonics Screening Year 1 2021 (includes validation)
- Template: Phonics Screening Year 2 2021 (includes validation).

Year 1 Phonics Screening Wizard 2021.xml – containing:

- Template: Phonics Screening Year 1 2021
- Individual Report: KS1 Y1 Phonics Student Eng 2021
- Individual Report: KS1 Y1 Phonics Comparative Eng 2021.

Year 2 Phonics Screening Wizard 2021.xml – containing:

- Template: Phonics Screening Year 2 2021
- Individual Report: KS1 Y2 Phonics Comparative Eng 2021
- Individual Report: KS1 Y2 Phonics Student Eng 2021.

## Contents of the En KS1 Templates XML File

The following marksheet templates are provided in the En KS1 Templates 2021.xml file:

- KS1 A. Teacher Assessments 2021

This marksheet can be used to store the Outcome for the KS1 Reading, Writing, Mathematics and Science Performance Descriptor of the new curriculum (Assessment without Levels) Teacher Assessment. The BLW value will be replaced by P Scales and Engagement Model in relevant grade sets. Validation on the templates will be updated to reflect the changing grades in line with DfE requirements. Teacher Assessments templates have been updated to ensure that a single pupil/student is recorded against a P Scale or Engagement Model only. Validation has been amended because Science TA is not required by the DfE for 2021.

- KS1 B. P Scale Data Entry 2021

This marksheet enables you to enter a P Scale assessment for pupils who are working below the standard of the Pre-Key Stage in Reading, Writing or Maths or who have not met the expected standard (HNM) in Science. The template remains in the AMPA folder but all validations have been removed because these are no longer statutory.

- KS1 C. Test Outcomes 2021

This marksheet can be used to enter results of the new curriculum (Assessment without Levels) tests that supported the Teacher Assessments made as part of the Key Stage 1 arrangements. Tests have been suspended by the DfE for 2021. However, the template remains available to enable schools to run a past paper test, if required.

- KS1 D. Broadsheet (Review) 2021

This marksheet can be used to review the Test, Teacher Assessment and P Scale results of the new curriculum (Assessment without Levels) that have been entered in support of the Key Stage 1 arrangements.



## Composition of Key Stage 1 Teacher Assessments

The Key Stage 1 Teacher Assessments for 2021 consist of:

- English Reading
- English Writing
- Mathematics
- Science.

The Q code is an allowed import value in files from STA but schools and Local Authorities must not input the code manually.

## Key Stage 1 Teacher Assessments and Tests - Grade Sets and Result Sets

The following grade sets are available from the Key Stage 1 Wizard England 2021.xml file.

There is one grade set per aspect.

- KS1-ENG-GPM-TT-NE-OutcomeGrade
- KS1-ENG-REM-TT-NE-OutcomeGrade
- KS1-MAT-MAM-TT-NE-OutcomeGrade
- KS1-ENG-REA-TA-NC-OutcomeGrade
- KS1-ENG-WRI-TA-NC-OutcomeGrade
- KS1-MAT-MAT-TA-NC-OutcomeGrade
- KS1-SCI-SCI-TA-NC-OutcomeGrade.

The result set has not changed and remains the Key Stage 1 Validated Result.

## Key Stage 1 Teacher Assessments and Tests - Aspects

The aspect names contain 'AWL' to indicate that these aspects relate to the Assessment Without Levels curriculum.

Aspect External ID	Aspect Name	Aspect Column Heading
KS1-ENG-SPE-TT-NM	EN KS1: Spelling Test Mark AWL	KS1 Spelling Mark
KS1-ENG-GPV-TT-NM	EN KS1: GPV Test Mark AWL	KS1 GPV Mark
KS1-ENG-GPS-TT-NS	EN KS1: GPVS Test Total Mark AWL	KS1 GPVS Total Mark
KS1-ENG-GSS-TT-NB	EN KS1: GPVS Test Scaled Score AWL	KS1 GPVS Scaled Score
KS1-ENG-GPM-TT-NE	EN KS1: GPVS Test Outcome AWL	KS1 GPVS Outcome
KS1-ENG-RD1-TT-NM	EN KS1: Reading Test 1 Mark AWL	KS1 Reading 1 Mark
KS1-ENG-RD2-TT-NM	EN KS1: Reading Test 2 Mark AWL	KS1 Reading 2 Mark
KS1-ENG-RDT-TT-NS	EN KS1: Reading Test Total Mark AWL	KS1 Reading Total Mark
KS1-ENG-RSS-TT-NB	EN KS1: Reading Test Scaled Score AWL	KS1 Reading Scaled Score
KS1-ENG-REM-TT-NE	EN KS1: Reading Test Outcome AWL	KS1 Reading Outcome
KS1-MAT-MAR-TT-NM	MA KS1: Maths Arithmetic Test Mark AWL	KS1 Maths Arithmetic Mark
KS1-MAT-MRE-TT-NM	MA KS1: Maths Reasoning Test Mark AWL	KS1 Maths Reasoning Mark
KS1-MAT-SUB-TT-NS	MA KS1: Maths Test Total Mark AWL	KS1 Maths Total Mark
KS1-MAT-MSS-TT-NB	MA KS1: Maths Test Scaled Score AWL	KS1 Maths Scaled Score
KS1-MAT-MAM-TT-NE	MA KS1: Maths Test Outcome AWL	KS1 Maths Outcome
KS1-ENG-REA-TA-NC	EN KS1: Reading TA AWL	KS1 Reading TA
KS1-ENG-WRI-TA-NC	EN KS1: Writing TA AWL	KS1 Writing TA
KS1-MAT-MAT-TA-NC	MA KS1: Maths TA AWL	KS1 Maths TA
KS1-SCI-SCI-TA-NC	SC KS1: Science TA AWL	KS1 Science TA

## Marksheet Entry: Key Stage 1 A. Teacher Assessments

1. Enter the performance descriptor outcomes for English Reading and Writing, Mathematics and Science.
2. Click the **Calculate** button. The final two columns alert you to any missing entries.
3. Review the outcomes and repeat the process, if necessary.
4. Click the **Save** button.

Validation checks are performed for missing result entries and an indication given of the number of missing entries that still require completion.

**IMPORTANT NOTES:** Pupils who are working below the standard of the Pre-Key Stage in Reading, Writing or Mathematics or who have not met the expected standard in Science should be recorded as either P Scales or EM (Engagement Model) as required. An individual pupil should only be recorded as either P Scales or EM for any subjects, not a combination of both.

*In either case, it is no longer statutory to record individual assessments for those pupils who are working below the standard of the Pre-Key Stage.*

## Marksheet Entry: Key Stage 1 B. P Scale Data Entry

This marksheet enables you to enter a P Scale assessment for pupils who are working below the standard of the Pre-Key Stage in Reading, Writing or Maths or who have not met the expected standard (HNM) in Science. The template remains in the AMPA folder but all validations have been removed because these are no longer statutory.

Once data has been entered, click the **Save** button.

## Marksheet Entry: Key Stage 1 C. Test Outcomes

This marksheet can be used to enter results of the new curriculum (Assessment without Levels) tests that supported the Teacher Assessments made as part of the Key Stage 1 arrangements. Tests have been suspended by the DfE for 2021. However, the template remains available to enable schools to run a past paper test, if required.

## Marksheet Entry: Key Stage 1 D. Broadsheet (Review)

The results displayed in the Broadsheet Review marksheet are separated by coloured spaces, to differentiate between the different teacher assessments and tests.

*NOTE: This marksheet is for review purposes only. If you wish to amend any of the data shown in it, please use Marksheets KS2 A, B or C and then reload this marksheet.*

## Composition of Key Stage 1 Tests

The tests consist of:

- English Spelling (20 marks)
- English Grammar, Punctuation and Vocabulary (20 marks)
- = Total Score (40 marks)
- + Scaled Score (999)
- + Outcome (Performance Descriptor).
- English Reading Paper 1 (20 marks)
- English Reading Paper 2 (20 marks)
- = Total Score (40 marks)
- + Scaled Score (999)
- + Outcome (Performance Descriptor).

*NOTE: There is no longer a separate test for English Writing.*

- Mathematics paper 1: Arithmetic (25 marks)
- Mathematics paper 2: Reasoning (35 marks)
- = Total Score (60 marks)
- + Scaled Score (999)
- + Outcome (Performance Descriptor).



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## Introduction

The tests are used to help determine the necessary teacher assessments; these can also be based on class and homework.

## Contents of the En KS2 Templates XML File

The following marksheet templates are provided in the En KS2 Templates 2021.xml file:

- **KS2 A. Teacher Assessments 2021**  
 This marksheet can be used to store the Outcome for the KS2 Reading, Writing, Mathematics and Science Performance Descriptor of the curriculum (Assessment without Levels) Teacher Assessment. The BLW value has been replaced by P Scales and Engagement Model in relevant grade sets. Validation on the templates will be updated to reflect the changing grades in line with DfE requirements. Validation ensures that a single pupil/student is recorded against a P Scale or Engagement Model only. Validation has been amended because Science TA is not required by the DfE for 2021.
- **KS2 B. P Scale Data Entry 2021**  
 This marksheet enables you to enter a P Scale assessment for pupils who are working below the standard of the Pre-Key Stage in Reading, Writing or Maths or who have not met the expected standard (HNM) in Science. The template remains in the AMPA folder but all validations have been removed because these are no longer statutory.

## 05| Key Stage 2 Teacher Assessments and Tests

- KS2 C. Test Outcomes 2021  
This marksheet can be used to enter results of the new curriculum (Assessment without Levels) tests that supported the Teacher Assessments made as part of the Key Stage 2 arrangements.
- KS2 D. Broadsheet (Review) 2021  
This marksheet can be used to review the Test, Teacher Assessment and P-Scales results of the new curriculum (Assessment without Levels) that have been entered in support of the Key Stage 2 arrangements.
- KS2 E. Multiplication Tables Check 2021  
This marksheet can be used to record the results of the Multiplication Tables Check, typically taken in Year 4.

## En KS2 Aspects

The following aspects are available for use with the En KS2 templates:

- EN KS2: Reading TA AWL
- EN KS2: Writing TA AWL
- MA KS2: Maths TA AWL
- SC KS2: Science TA AWL
- EN KS2: GPV Test Mark AWL
- EN KS2: GPVS Outcome AWL
- EN KS2: GPVS Scaled Score AWL
- EN KS2: GPVS Total Test Mark AWL
- EN KS2: Reading Test Mark AWL
- EN KS2: Reading Test Outcome AWL
- EN KS2: Reading Test Scaled Score AWL
- EN KS2: Spelling Test Mark AWL
- MA KS2: Maths Arithmetic Test Mark AWL
- MA KS2: Maths Outcome AWL
- MA KS2: Maths Reasoning Test 1 Mark AWL
- MA KS2: Maths Reasoning Test 2 Mark AWL
- MA KS2: Maths Scaled Score AWL
- MA KS2: Maths Total Test Mark AWL
- EN P Scale: English
- EN P Scale: Listening
- EN P Scale: Reading
- EN P Scale: Speaking
- EN P Scale: Writing
- MA P Scale: Maths
- MA P Scale: Number
- MA P Scale: Shape, Space, Measures
- MA P Scale: Using Applying Maths
- SC P Scale: Science

- Multiplication Tables Check.

## Composition of Key Stage 2 Teacher Assessments

The Key Stage 2 Teacher Assessments consist of:

- Reading
- Writing
- Mathematics
- Science.

Schools are typically required to send the Teacher Assessment results to the STA for inclusion in the National Curriculum Assessment process. Additionally, schools have a responsibility to inform parents of their child's Teacher Assessment results.

The Q code is an allowed import value in files from STA but schools and Local Authorities must not input the code manually.

## Key Stage 2 Teacher Assessments and Tests - Grade Sets and Result Sets

The following grade sets are available from the Key Stage 2 Wizard England 2021.xml file.

There is one grade set per aspect.

- KS2-ENG-GPM-TT-NE-OutcomeGrade
- KS2-ENG-REA-TA-NC-OutcomeGrade
- KS2-ENG-REM-TT-NE-OutcomeGrade
- KS2-ENG-WRI-TA-NC-OutcomeGrade
- KS2-MAT-MAM-TT-NE-OutcomeGrade
- KS2-MAT-MAT-TA-NC-OutcomeGrade
- KS2-SCI-SCI-TA-NC-OutcomeGrade.

The result set has not changed and remains the Key Stage 2 Validated Result.

## Key Stage 2 Teacher Assessments and Tests - Aspects

The aspect names contain 'AWL' to indicate that these aspects relate to the Assessment Without Levels curriculum.

Aspect External_ID	Aspect Name	Aspect Column Heading
KS2-ENG-GPV-TT-NM	EN KS2: GPV Test Mark AWL	KS2 GPV Mark
KS2-ENG-SPE-TT-NM	EN KS2: Spelling Test Mark AWL	KS2 Spelling Mark
KS2-ENG-GPS-TT-NS	EN KS2: GPVS Total Test Mark AWL	KS2 GPVS Total Mark
KS2-ENG-GSS-TT-NB	EN KS2: GPVS Scaled Score AWL	KS2 GPVS Scaled Score
KS2-ENG-GPM-TT-NE	EN KS2: GPVS Outcome AWL	KS2 GPVS Outcome
KS2-ENG-RD1-TT-NM	EN KS2: Reading Test Mark AWL	KS2 Reading Mark
KS2-ENG-RSS-TT-NB	EN KS2: Reading Test Scaled Score AWL	KS2 Reading Scaled Score
KS2-ENG-REM-TT-NE	EN KS2: Reading Test Outcome AWL	KS2 Reading Outcome
KS2-MAT-MAR-TT-NM	MA KS2: Maths Arithmetic Test Mark AWL	KS2 Maths Arithmetic Mark
KS2-MAT-MR1-TT-NM	MA KS2: Maths Reasoning Test 1 Mark AWL	KS2 Math Reasoning 1 Mark
KS2-MAT-MR2-TT-NM	MA KS2: Maths Reasoning Test 2 Mark AWL	KS2 Math Reasoning 2 Mark
KS2-MAT-SUB-TT-NS	MA KS2: Maths Total Test Mark AWL	KS2 Maths Total Mark
KS2-MAT-MSS-TT-NB	MA KS2: Maths Scaled Score AWL	KS2 Maths Scaled Score
KS2-MAT-MAM-TT-NE	MA KS2: Maths Outcome AWL	KS2 Maths Outcome
KS2-ENG-REA-TA-NC	EN KS2: Reading TA AWL	KS2 Reading TA
KS2-ENG-WRI-TA-NC	EN KS2: Writing TA AWL	KS2 Writing TA
KS2-MAT-MAT-TA-NC	MA KS2: Maths TA AWL	KS2 Maths TA
KS2-SCI-SCI-TA-NC	SC KS2: Science TA AWL	KS2 Science TA

### Marksheet Entry: Key Stage 2 A. Teacher Assessments

1. Enter the performance descriptor outcomes for English Reading and Writing, Mathematics and Science.
2. Click the **Calculate** button. The final two columns alert you to any missing entries.
3. Review the outcomes and repeat the process, if necessary.
4. Click the **Save** button.

Validation checks are performed for missing result entries and an indication given of the number of missing entries that still require completion.

**IMPORTANT NOTES:** Pupils who are working below the standard of the Pre-Key Stage in Reading, Writing or Mathematics or who have not met the expected standard in Science should be recorded as either P Scales or EM (Engagement Model) as required. An individual pupil should only be recorded as either P Scales or EM for any subjects, not a combination of both.

In either case, it is no longer statutory to record individual assessments for those pupils who are working below the standard of the Pre-Key Stage.

### Marksheet Entry: Key Stage 2 B. P Scale Data Entry

This marksheet enables you to enter a P Scale assessment for pupils who are working below the standard of the Pre-Key Stage in Reading, Writing or Maths or who have not met the expected standard (HNM) in Science. The template remains in the AMPA folder but all validations have been removed because these are no longer statutory.

Once data has been entered, click the **Save** button.



## Marksheet Entry: Key Stage 2 C. Test Outcomes

This marksheet can be used to enter results of the new curriculum (Assessment without Levels) tests that supported the Teacher Assessments made as part of the Key Stage 2 arrangements. Tests have been suspended by the DfE for 2021. However, the template remains available to enable schools to run a past paper test, if required.

## Marksheet Entry: Key Stage 2 D. Broadsheet Review

The results displayed in the Broadsheet Review marksheet are separated by coloured spaces, to differentiate the different teacher assessments and tests.

*NOTE: This marksheet is for review purposes only. If you wish to amend any of the data shown in it, please use Marksheets KS2 A, B or C and then reload this marksheet.*

## Marksheet Entry: Key Stage 2 E. Multiplication Table Check

This marksheet can be used to record the results of the Multiplication Tables Check, typically taken in Year 4.

## Composition of Key Stage 2 Tests

The tests consist of:

- English Spelling (20 marks)
- English Grammar, Punctuation and Vocabulary (50 marks)
- = Total Score (70 marks)
- + Scaled Score (999)
- + Outcome (Performance Descriptor).
- English Reading Paper 1 (50 marks)
- = Scaled Score (999)
- + Outcome (Performance Descriptor).

*NOTE: There is no longer a separate test for English Writing.*

- Mathematics paper 1: Arithmetic (40 marks)
- Mathematics paper 2: Reasoning (35 marks)
- Mathematics paper 3: Reasoning (35 marks)
- = Total Score (110 marks)
- + Scaled Score (999)
- + Outcome (Performance Descriptor).



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