DAISI

Assessment Data Moderation Service 2024

Summary	This document explains the 2024 Assessment Data Moderation Service for schools in Nottingham City.
Audience	Headteacher School Office Assessment Co-ordinator EYFS Co-ordinator Phonics, KS2 Co-ordinators Members of staff responsible for data and information management
Status	For Action
Issue	February 2024 1v0 by Analysis and Insight
Further copies	Further copies are available from the DAISI Website

Nottingham City Council

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Key Information and Changes from 2023

Moderators for 2024	EYFSP: Caroline Vissani caroline.vissani@nottinghamcity.gov.uk Tel: 8763132 Phonics: 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 have been registered for our Assessment Data Moderation Service, **unless you have advised us** that you do not want to buy our service. Please see pages 5-6 in this booklet for more information.
Schools IT Bespoke Assessment Package	Schools IT are offering a bespoke service for schools who do not normally buy into their services. Find out more about this exciting new package on Page 14.
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	In 2023-24 KS1 becomes a non statutory assessment. As such the LA will no longer be providing a checking service for this data. If you would still like to have KS1 data included in the data packs you purchase, please contact Mark.Attwood@Nottinghamcity.gov.uk for details on how you can send in your KS1 Teacher Assessments for inclusion in your Data Packs.
KS2	Schools must submit Science Teacher Assessment data The use of the 'D' code to indicate a pupil has been 'disapplied' from the National Curriculum Assessments has been withdrawn for KS2 Teacher Assessments.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 2024 assessment cycle are also available in this section. https://www.gov.uk/government/organisations/standards-and-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	**14th 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 complete your data submission, 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 / 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;

£10 Initial fee	£0 On Time Data Submission	£0 On time Mod Form Submission	£10 Overall cost to School
£10 Initial fee	£0 On Time Data Submission	£55 Late Mod Form Submission	£65 Overall cost to School
£10 Initial fee	£55 Late Data Submission	£0 On time Mod Form Submission	£65 Overall cost to School
£10 Initial fee	£55 Late Data Submission	£55 Late Mod Form Submission	£120 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, Sue Chambers
	T 87 64838, 87 64837
	E Deborah.Korn@Nottinghamcity.gov.uk Susan.Chambers@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 complete your data submission to the Primary Assessment Gateway, and that we have agreed to act for you, unless you wish to opt out of this service and inform us in writing.
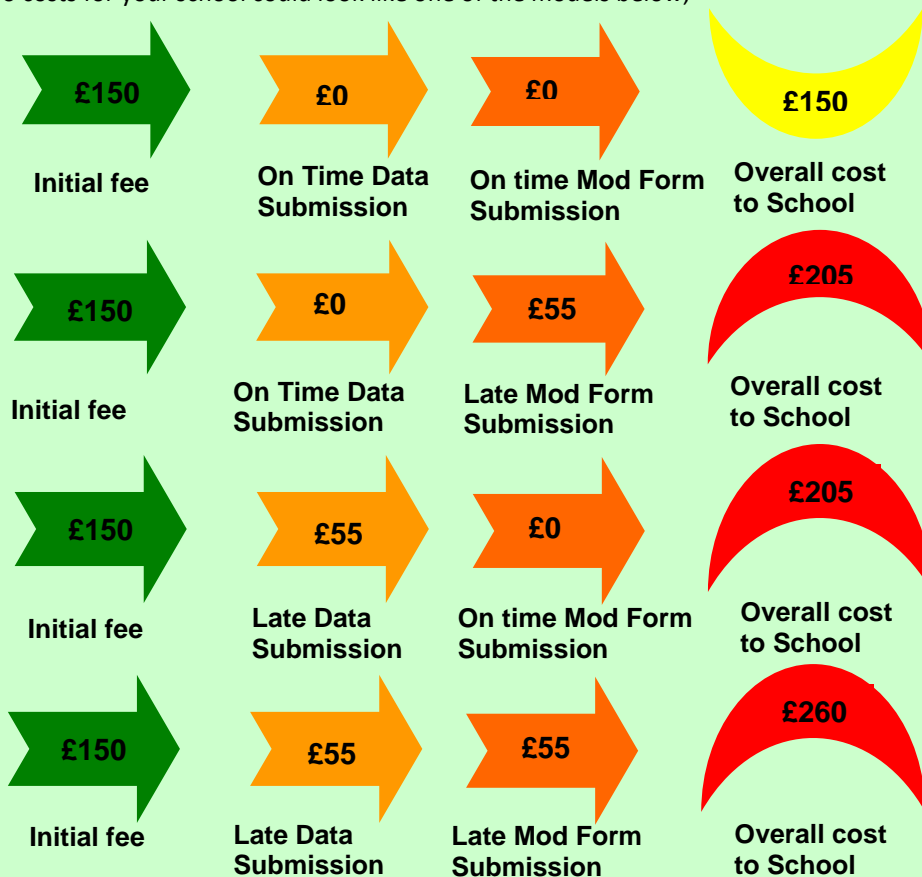
KS2 TA	
	Charges will be based on a standard fee of £110 as schools sign up to the terms and conditions of the service. This will be **increased by** £55 if schools subsequently miss a deadline as part of this service.

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 PAG. 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; |

£150 Initial fee	£0 On Time Data Submission	£0 On time Mod Form Submission	£150 Overall cost to School
£150 Initial fee	£0 On Time Data Submission	£55 Late Mod Form Submission	£205 Overall cost to School
£150 Initial fee	£55 Late Data Submission	£0 On time Mod Form Submission	£205 Overall cost to School
£150 Initial fee	£55 Late Data Submission	£55 Late Mod Form Submission	£260 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, Sue Chambers
T	87 64838, 87 64837
E	Deborah.Korn@Nottinghamcity.gov.uk
Susan.Chambers@Nottinghamcity.gov.uk

Early Years Foundation Stage

Data Input	End of EYFSP ONLY
Deadline for submission to LA:	**30th June 2024**
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

Year 1 Phonics

Data Entry	A Phonics Screening Check Level must be submitted for all pupils who are in Year 1 in the 2022-23 academic year.
Deadline for submission to LA:	**28th June 2024** **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 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	A Phonics Screening Check Level must be re-submitted for all pupils who are in Year 2 in the 2022-23 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 2024** 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 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	All registered pupils must be accounted for.
Deadline for submission to LA:	**14th June 2024**
Secure Transmission	**If you have bought into the Assessment Data Moderation Service;** **Send results securely as an encrypted email to KS2@nottinghamcity.gov.uk You do not need to submit anything to the Primary Assessment Gateway.** **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 CTFs 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

CTF, 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 UPNs 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 UPNs, or only ULNs 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 62655
	E Mark.Attwood@nottinghamcity.gov.uk

Schools IT Bespoke Assessment Support Services

Background	Following the success of last year, Schools IT are again offering a bespoke standalone package to support entering your SATs data and submitting it to the LA using your MIS.
	
	They currently have support available for users of Arbor, Scholarpack and SIMS.
	
	If you bought the package at £250 for support with your school census, you will already be able to access the support for assessment.
	If you didn't, the assessment package is only £50 per school, and offers you access to;
	
	• The online training sessions for;
	    ○ EYFSP
	    ○ Phonics
	    ○ KS2 Teacher Assessments
	• Half an hour of phone and remote Support

Action	1) Purchase the bespoke package from http://www.schoolsit.net 2) Book onto one of the training sessions available at https://bookwhen.com/schoolsit
Additional support	We work closely with Schools IT, and buying into this package ensures your school has the wraparound care for all aspects of your Assessment Data Submission.
Helpline	Schools IT
	T 91 50900
	E SchoolsIT@Nottinghamcity.gov.uk

Useful websites

DfE Sign-In	[DfE Sign In](#)
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
Susan Chambers	T	87 64837
Data Processing Officer	E	Susan.Chambers@nottinghamcity.gov.uk
Mark Attwood	T	87 62655
DAISI Project Support Officer	E	Mark.Attwood@nottinghamcity.gov.uk
Schools IT Helpdesk (SIMS & Technical)	T	91 50900
DAISI Project Support Officer	E	schoolsit@nottinghamcity.gov.uk

DAISI

Assessment Data Moderation Service:

- Early Years Foundation Stage Profile

- Phonics

- Key Stage 2

Census Data Collection & Checking Service

Contact : Deborah.Korn@nottinghamcity.gov.uk

Susan.Chambers@nottinghamcity.gov.uk

Daniel.Skurok@nottinghamcity.gov.uk

Mark.Attwood@nottinghamcity.gov.uk

Nottingham City Council