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SERVICES & SOLUTIONS

SIMS Assessment Guidance: Entering and  
Submitting End of KS2 Assessments Using the  
Wizards

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# 01 | Introduction

Schools have a statutory duty to report and submit teacher assessments data for every pupil at the end of Key Stage 2.

Using the wizards in SIMS is the easiest way for you to prepare your data and allows schools to enter teacher assessments directly into SIMS.

Once all data has been entered into SIMS, you are required to produce a CTF (common transfer file) for submission to your Local Authority.

This document is a step by step guide on entering and submitting your end of KS2 data and fulfil the requirements of the DfE in relation to Key Stage 2 arrangements.

Please do not hesitate to contact the SIMS team with any problems or questions.

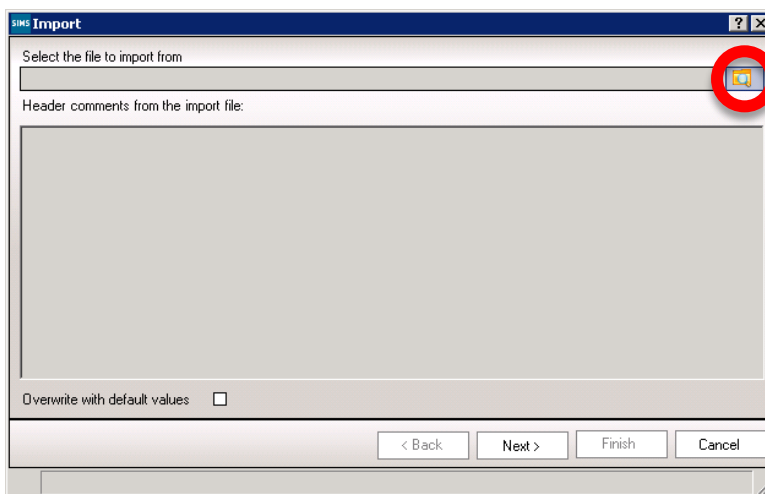
01642 635570

[helpdesk@oneitss.org.uk](mailto:helpdesk@oneitss.org.uk)

## 02 | Importing the Wizards

You will need to import the wizards and marksheet templates before you can enter any data into SIMS. The below instructions are a step by step guide on how to import all resources needed to enter your end of KS2 data.

1. Go to **Routines | Data In | Assessment | Import**
2. Press the browse button to browse for the wizard



3. The browser window should automatically take you to a folder called “Assessment Manager”  
If you find the browser doesn’t default to this location, please browse to

***C:\Program Files\SIMS\SIMS .net\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager***

**OR**

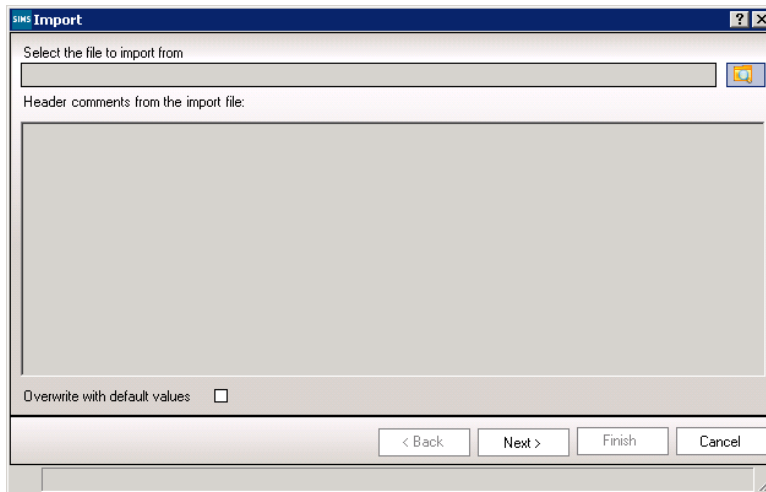
***C:\Program Files (x86)\SIMS\SIMS .net\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager***

4. Select the file named ‘**Key Stage 2 Wizard England 2020**’ and click ‘**Open**’
5. Click ‘**Finish**’

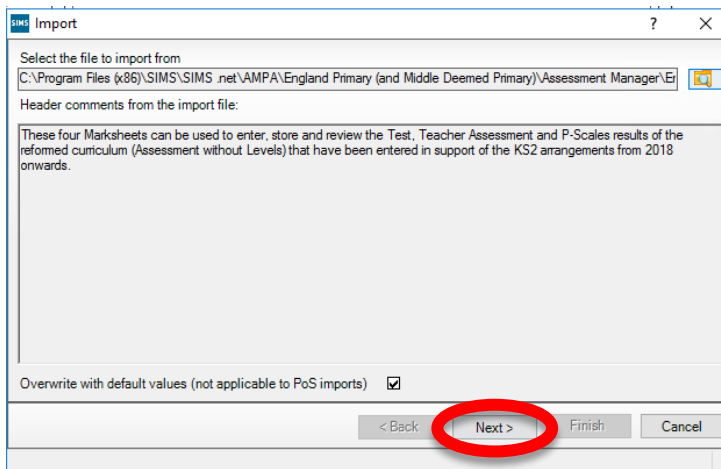
Your wizard has now been imported. We now need to import the marksheet templates so that you can input your data.

1. Go to **Routines | Data In | Assessment | Import**

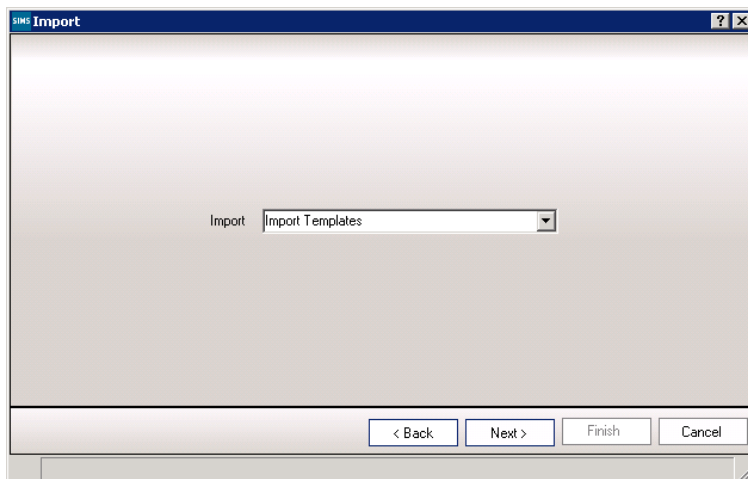
2. Press the browse button to browse for the marksheet template



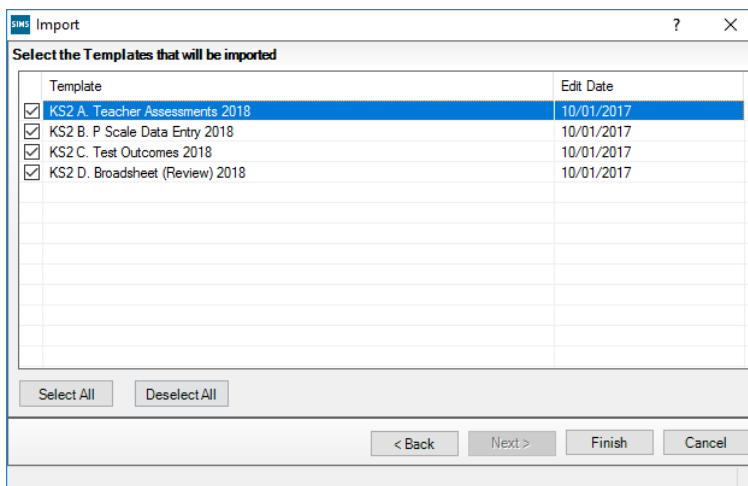
3. You should be directed to the Assessment Manager folder again. If you aren't, browse to the file path mentioned previously.
4. Select the file named '**En KS2 Templates 2020**' and click '**Open**'
5. Click '**Next**'



6. Select '**Import Templates**' from the drop down box



7. Click '**Next**'
8. Tick all four boxes



9. Click '**Finish**'

# 03 | Activating the Marksheets

Now that the wizard and marksheet template have been imported, we need to activate the marksheet to allow us to view it and enter data.

There are 4 marksheets we need to activate:-

- KS2 A. Teacher Assessments 2020
- KS2 B. P Scale Data Entry 2020
- KS2 C. Test Outcomes 2020
- KS2 D. Broadsheet (Review) 2020 – Review marksheet showing data entered in the marksheets A-C listed above.

1. Go to **Focus / Assessment / Template**

2. Search for '**KS2**'

The screenshot shows the 'Find Template' interface with the following details:

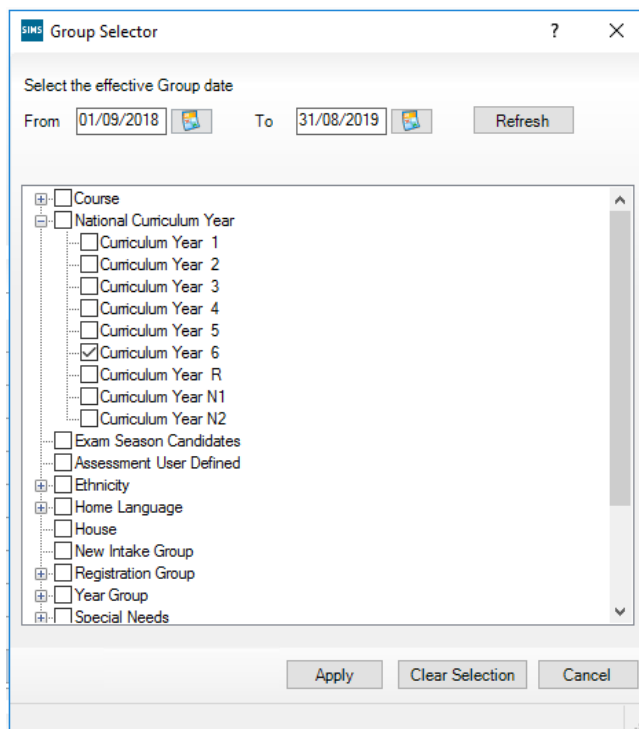
- Buttons: New, Search, Open, Delete, Print, Browse, Next, Previous
- Template Name: KS2
- Owner: Any Template
- Active Status: Active

Name	Owner	Status
KS2	ICT ZSUPPORT	Active
KS2 A. All Subjects TAs 2014		Active
<b>KS2 A. Teacher Assessments 2018</b>		<b>Active</b>
KS2 B. P Scale Data Entry 2018		Active
KS2 B. Subject TAs 2014		Active
KS2 C. P Scale Data Entry 2014		Active
KS2 C. Test Outcomes 2018		Active

3. Select '**KS2 A. Teacher Assessments 2020**'

4. In section 3 (Marksheets), click '**New**'

5. Expand '**National Curriculum Year**' by clicking on the '+' and select '**Year 6**'



6. Click '**Apply**' then click '**Save**' in the top left hand corner of the screen.
7. Repeat for the following templates:-
- KS2 B. P Scale Data Entry 2020
  - KS2 C. Test Outcomes 2020
  - KS2 D. Broadsheet (Review) 2020

Your marksheets have now been activated.



# 04 | Preparing the Information

In the final term of Key Stage 2, a teacher assessment and test result must be recorded for each pupil.

If a pupil starts a new school **before test week**, the receiving school must record and report the teacher assessment.

If a pupil changes school **during test week**, the school where the pupil was registered at the start of test week must record and report the teacher assessment.

If a pupil changes school **after test week**, the school where the pupil was registered during test week must record and report the teacher assessment.


## Running the Wizard

1. Select **Tools / Performance / Assessment / Wizard Manager**

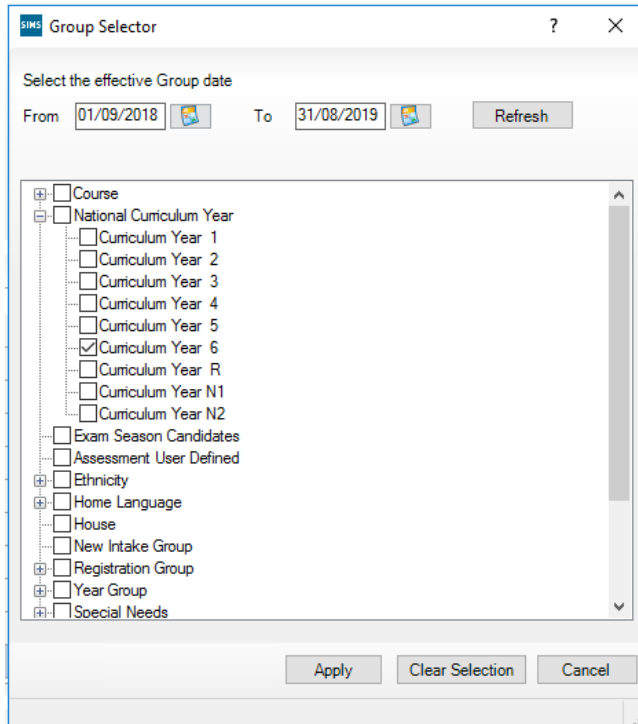
The screenshot shows the 'SIMS Wizard' window with the title 'Select Wizard'. A filter dropdown is set to 'Incomplete'. Below is a table with columns 'Name', 'Edit Date', and 'Complete'. The row 'Key Stage 2 Wizard England 2018' is highlighted with a red arrow.

Name	Edit Date	Complete
EYFS Profile Detail Wizard 2011	1/1/2011	<input type="checkbox"/>
EYFS Profile Wizard 2014	6/1/2014	<input type="checkbox"/>
Key Stage 1 England 2010	1/1/2010	<input type="checkbox"/>
Key Stage 1 Wizard England 2014	6/1/2014	<input type="checkbox"/>
Key Stage 1 Wizard England 2018	10/1/2017	<input type="checkbox"/>
Key Stage 1 Yr1 Phonics Screening...	1/1/2012	<input type="checkbox"/>
Key Stage 2 England 2010	1/1/2010	<input type="checkbox"/>
Key Stage 2 Wizard England 2014	1/1/2014	<input type="checkbox"/>
Key Stage 2 Wizard England 2018	10/1/2017	<input type="checkbox"/>
Year 1 Phonics Screening Wizard 2...	1/1/2014	<input type="checkbox"/>
Year 2 Phonics Screening Wizard 2...	1/1/2014	<input type="checkbox"/>

At the bottom of the window are buttons: '< Back', 'Next >', 'Finish', and 'Cancel'.

2. Leave the filter on **Incomplete**, highlight 'Key Stage 2 Wizard England 2020' and click 'Next'.
3. On the **Select Group** screen, click the magnifying glass  to display the Group Selector.


- Click the '+' next to '**National Curriculum Year**' and select '**Curriculum Year 6**' then click the '**Apply**' button.

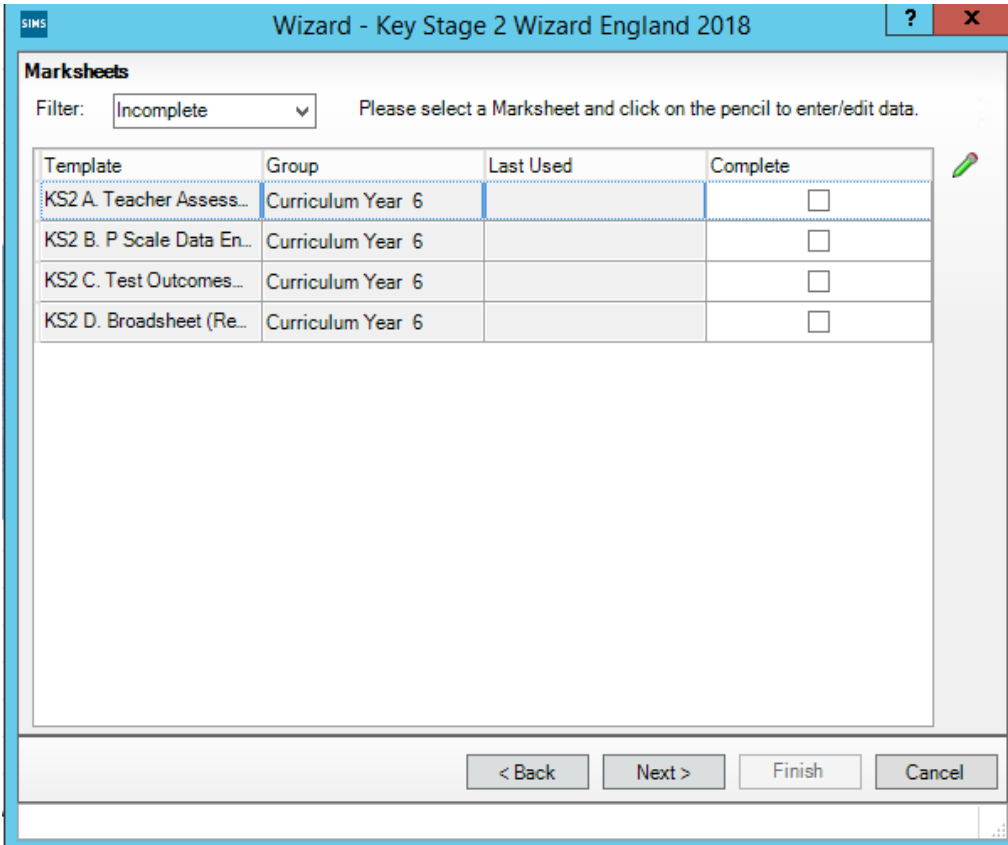


- Click '**Next**'.

## Marksheets

We will now enter data into the marksheets that we have activated in previous steps. The below steps relate to the KS2 A. Teacher Assessments 2020 marksheet.

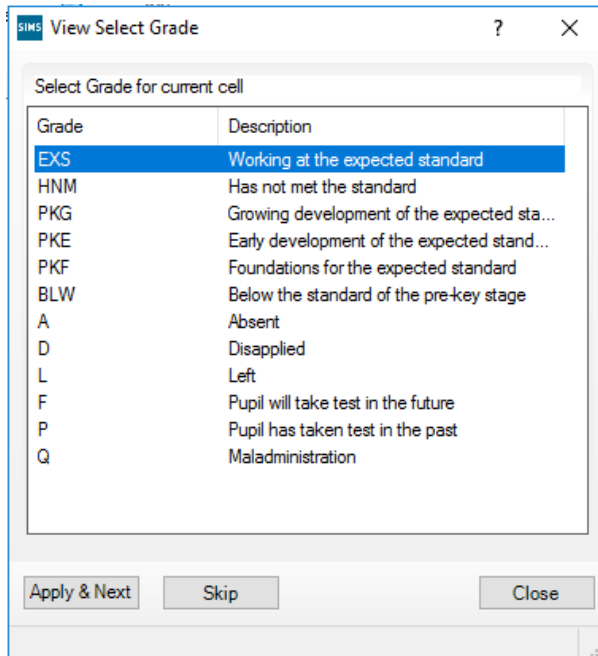
1. Click on the required marksheet from the list shown below and click on the green pencil  button.



Template	Group	Last Used	Complete
KS2 A. Teacher Assess...	Curriculum Year 6		<input type="checkbox"/>
KS2 B. P Scale Data En...	Curriculum Year 6		<input type="checkbox"/>
KS2 C. Test Outcomes...	Curriculum Year 6		<input type="checkbox"/>
KS2 D. Broadsheet (Re...	Curriculum Year 6		<input type="checkbox"/>

2. A marksheet with Year 6 pupils will be displayed along with columns that relate to the assessments which need to be entered.
3. Grades should be entered into the white columns. If an invalid grade is entered, you will be notified. Grades will show in red until the marksheet is saved. Once saved, the grades will show in black.

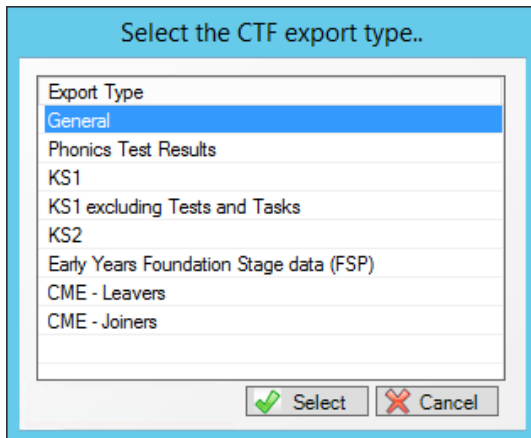
- To enter grades quickly, right click in the first cell and click '**Select Grade for Cell**'. Move the View Select Grade dialog box so you can view this alongside pupil names and the Result column. Double click the result for the first pupil. This will place the grade in the cell and moves to the next pupil. Continue to select grades until they have been entered for all pupils. Click the '**Close**' button to return to the marksheet.



- Once all columns are completed, click '**Save**'.
- There are 2 grey columns on this marksheet. The first column will look for any missing entries and produce a '**Fail!**' message against any pupils that have missing grades. The second column will display the number of missing entries for each pupil. All failures need to be addressed.
- Results can be overtyped if a correction is needed. Ensure that you click '**Save**' again if you amend any results.
- Once you have entered all results, click '**Close**' in the top right hand corner to close the marksheet screen and return to the wizard.
- Select the next marksheet and repeat the above steps to complete.
- Once all required marksheets are completed, close the wizard.

# 05 | Creating a CTF for upload to NCA Tools

1. Click **Routines / Data Out / CTF / Export CTF**
2. Select the export type '**General**' and click '**Select**'.



3. Tick the following options in the '**Data to be Exported**' panel:-

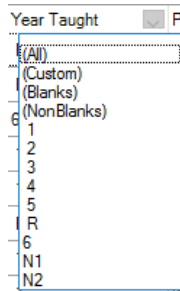
1 Data to be Exported			
Student Basic Details	<input checked="" type="checkbox"/>	Student Address	<input checked="" type="checkbox"/>
SEN Information	<input checked="" type="checkbox"/>	Assessment Data	<input checked="" type="checkbox"/>
Attendance Summary	<input type="checkbox"/>	Include KS1 Tasks/Tests	<input type="checkbox"/>
		Programme of Study(PoS) Assessments	<input type="checkbox"/>
		Student Contacts	<input type="checkbox"/>
		School History	<input type="checkbox"/>
		Looked After	<input checked="" type="checkbox"/>
		FSM History	<input checked="" type="checkbox"/>

- ✓ Student Basic Details
- ✓ SEN Information
- ✓ Student Address
- ✓ Assessment Data
- ✓ Looked After
- ✓ FSM History

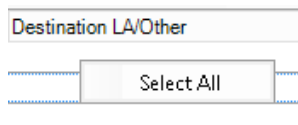
4. Set the view to '**Current and Leavers this year**'.



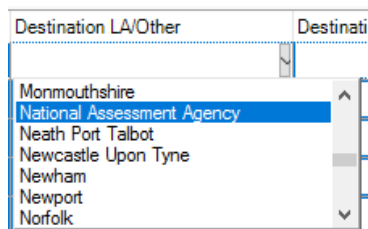
5. Ensure the '**Include Students already exported**' tick box is ticked.
6. Click '**Refresh Students**'.
7. Select Year 6 in the '**Year Taught**' column and check that all relevant pupils are listed.



8. Right click in the white area under '**Destination LA/Other**' and click '**Select All**'

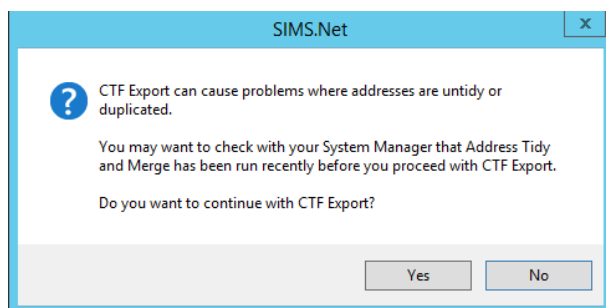


9. Left click in the 'Destination LA/Other' cell for the first pupil and scroll down until you find '**National Assessment Agency**'.



10. Click '**Export CTF**'  Export CTF

11. Click '**Yes**' when you receive the below message relating to address tidy.

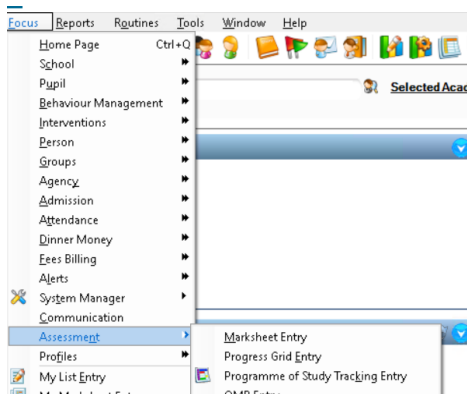


12. Make a note of the filename that appears on the screen.
13. Click on '**Exception Log**' to view any errors. All errors must be corrected before uploading data to NCA Tools.
14. Your file is now ready to upload to NCA Tools.

# 06 | Exporting the Results to Excel (Stockton schools only)

From the marksheet screen in SIMS you can export the data formatted to excel for the use of the MIS team.

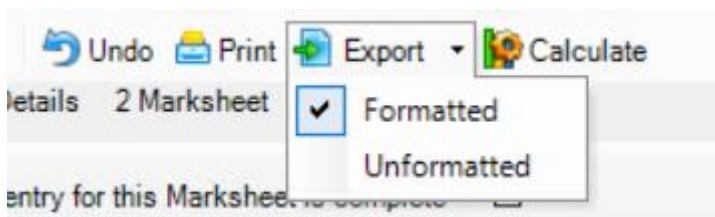
## Focus | Assessment | Marksheet Entry



Open the marksheet called **KS2 D Broadsheet (Review) 2020**, make sure your data entry is complete and the extra student columns of DOB, Reg (class) and Gender are visible on screen.

KS2 GPMS Tests	KS2 Spelling Mark Key Stage 2 Validated Result	KS2 GPV Mark Key Stage 2 Validated Result	KS2 GPMS Total Mark Key Stage 2 Validated Result	KS2 GPMS Scaled Score Key Stage 2 Validated Result	KS2 GPMS 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	KS2 Maths Arithmetic Mark Key Stage 2 Validated Result	KS2 Math Reasoning 1 Mark Key Stage 2 Validated Result	KS2 Math Reasoning 2 Mark Key Stage 2 Validated Result	KS2 Maths Total Mark Key Stage 2 Validated Result	KS2 Maths Scaled Score Key Stage 2 Validated Result	KS2 Maths Outcome Key Stage 2 Validated Result	KS2 Teacher Assessments	KS2 Reading TA Key Stage 2 Validated Result

From the menu bar select export and choose formatted.



The file will open in excel.

Please save the file and upload to the extranet as instructed. Notes will come from the MIS team with folder locations for uploads.

Extranet URL: <https://extranet.sbcschools.org.uk/>



# 07 | Uploading Results to NCA Tools

Key Stage 2 Teacher Assessment data needs to be submitted to the NCA Tools website by the school.

<https://ncatools.education.gov.uk>

You should have received login details for this site. If you have not received login details, please contact the National Curriculum Assessments Helpline on 0300 303 3013 or email [assessments@education.gov.uk](mailto:assessments@education.gov.uk).

1. Log in to the NCA Tools website with the login details you have been given.
2. Click on the '**Teacher Assessment**' tab.
3. Click on '**Submit your teacher assessment**' on the left hand side of the screen.
4. You will be presented with a checklist which you need to read and complete.
5. Click '**Next**'.
6. Click the '**Browse**' button (you may have to scroll down to find the upload section).
7. Browse for the CTF you created in SIMS. This should be located in **K:\SIMS\Star\CTFOut**. Click on the '**Date Modified**' column heading to bring the most recent files to the top. You should see the file you made a note of earlier towards the top of the list.
8. Once you have selected the correct file, click '**Open**'.
9. Click the '**Submit**' button.
10. You will be presented with a file upload report comprising of two tabs:-

**File Upload Result** – This will list any errors or warnings against the file you have just submitted, including any corrective action required. The tabs will be coloured red, amber or green to indicate the status of the file upload.

**Teacher Assessment Summary** – This shows the overall status of your submission, including any files you have already submitted if you uploaded more than one. This will show a pie chat of the current status and any corrective action required to complete your submission.

11. On the '**File Upload Result**' tab, you should check the data that you have submitted by clicking on the 'View key stage 2 data' button at the bottom or the 'View teacher assessment' link on the left-hand side of the screen. Any missing or invalid assessment judgements will be highlighted red, and any outstanding pupils that STA

is expecting to receive data for will also be highlighted red.

12. The summary screen will display the judgements for each pupil in English reading, English writing, mathematics and science. You can view the P scaledata by clicking on the '**English P scales**,' '**Mathematics P scales**' or '**Science P scales**' links above the table.

For more information on submitting Key Stage 2 data to NCA Tools, please see the below link:-

<https://www.gov.uk/government/publications/key-stage-2-submitting-teacher-assessment-data>