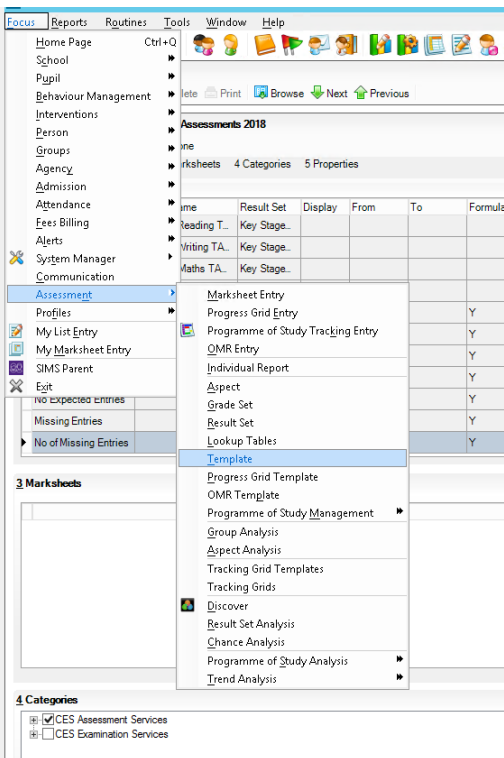


Job	Done
Check Sims.net version is 7.198 or above (Help About in SIMS.net)	
<p>Focus Assessment Marksheet Entry (say ‘Yes’ to the splash screen that appears – this should import all the wizards you need)</p> <p>If not, follow the below steps to bring them in manually (full instructions can be found in related documents, available from One IT).</p>	
<p>Import Wizards via Routines Data In Assessment Import</p> <p>Bring in:</p> <ul style="list-style-type: none"> • EYFS • Year 1 Phonics • Year 2 Phonics • KS1 • KS2 	
<p>Activate marksheets you’ve imported via Focus Assessment Template</p>  <p>Find the template you imported e.g. KS2 teacher assessment and open the template.</p>	



- New
- Open
- Delete
- Print
- Complete

Click 'New' in section 3 (marksheets) to add the required group/year or class to the template.

- EYFS – Year R
- Year 1 Phonics – Year 1
- Year 2 Phonics – Year 2
- KS1 – Year 2
- KS2 – Year 6

Press 'save' to confirm.

Enter teacher assessments via Focus | Assessment | Marksheet Entry

- EYFS – 17 early leaving goals
- Year 1 Phonics – score 0-40
- Year 2 Phonics – score 0-40
- KS1 – Reading, Writing, Maths and Science
- KS2 – Reading, Writing, Maths and Science

Create CTF or send to LA if required

- EYFS – usually send to LA around 19th June
- Year 1 Phonics Screening - usually send to LA around 19th June
- Year 2 Phonics Screening - usually send to LA around 19th June
- KS1 – usually send to LA around 12th June
- KS2 – submit to NCA tools website (link below) no later than 25th June - your LA might want it sooner than this.

Import results from <https://ncatools.education.gov.uk/Home.aspx> (available from 7th July onwards)

Submit applications for KS2 additional time in the [Access arrangements](#) section by 23rd April.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/656168/2019_NCA_academic_calendar_PDFA.PDF