SIMS Assessment Guidance: Entering and Submitting Early Years Foundation Stage Profile Results Using the Wizards

Contents

01 | Introduction

Schools have a statutory duty to report and submit EYFS Profile data for every pupil at the end of Reception.

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 EYFS Profile data and fulfil the requirements of the DfE in relation to EYFSP arrangements.

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

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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 EYFS Profile data.

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

2. Press the browse button to browse for the wizard
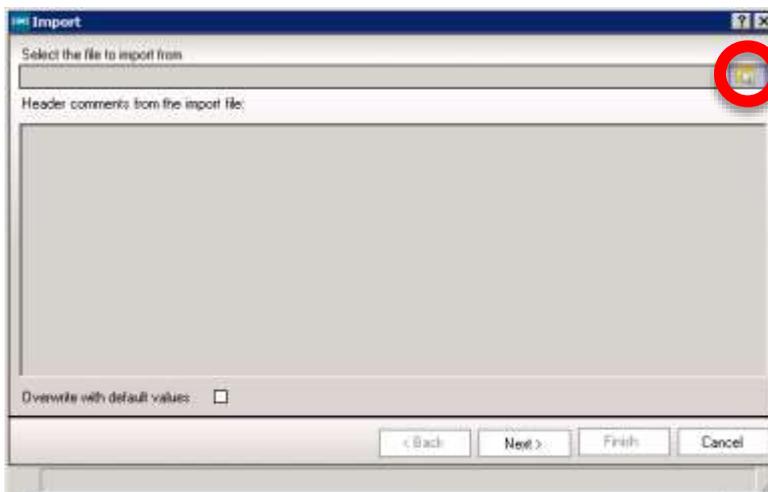
3. The browser window should automatically take you to a folder called "Assessment Manager"
   If you find the browser doesn't default to this location, please browse to

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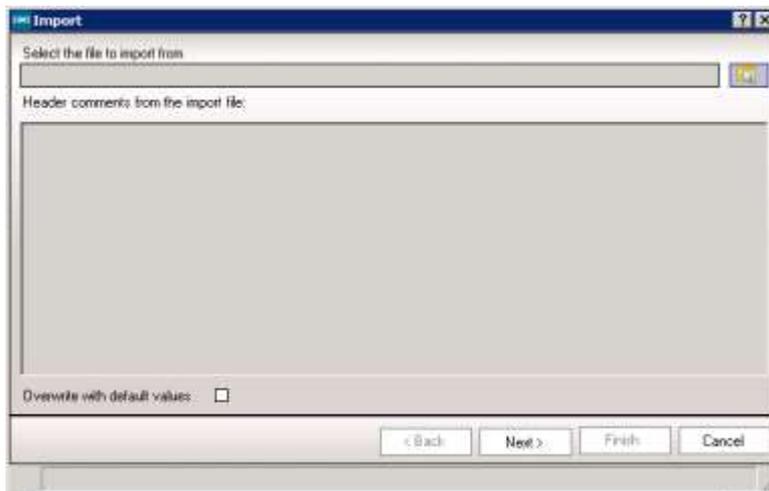
   OR

   C:\Program Files (x86)\SIMS\SIMS .net\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager
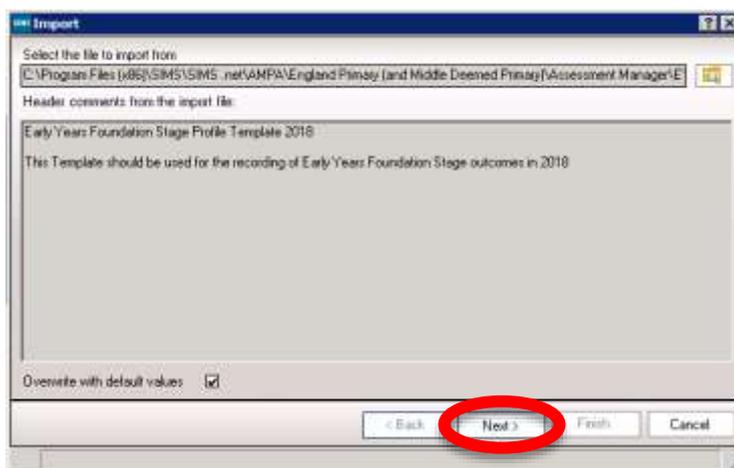
4. Select the file named "EYFS Profile Wizard 2021" and click "Open"

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 "EYFS Profile Template 2021" and click "Open"

5. Click "Next"

6. Select "Import Templates" from the drop-down box

7. Click "Next"

8. Tick "EYFS Profile 2021"

9. Click "Finish"

03| Activating the Marksheet

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

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

2. Search for "EYFS profile"

3. Select "EYFS Profile 2021"

4. In section 3 (Marksheets), click "New"

5. Expand "Year Group" by clicking on the "+" and select Reception

6. Click "Apply" then click "Save" in the top left hand corner of the screen.

Your marksheet has now been activated.

04| Preparing the Information

In the final term of Reception, an EYFSP assessment must be made for each pupil. If a pupil starts a new school before the summer half term holiday, the new school are responsible for recording and reporting the pupil's EYFSP.

Running the Wizard

1. Select **Tools | Performance | Assessment | Wizard Manager**
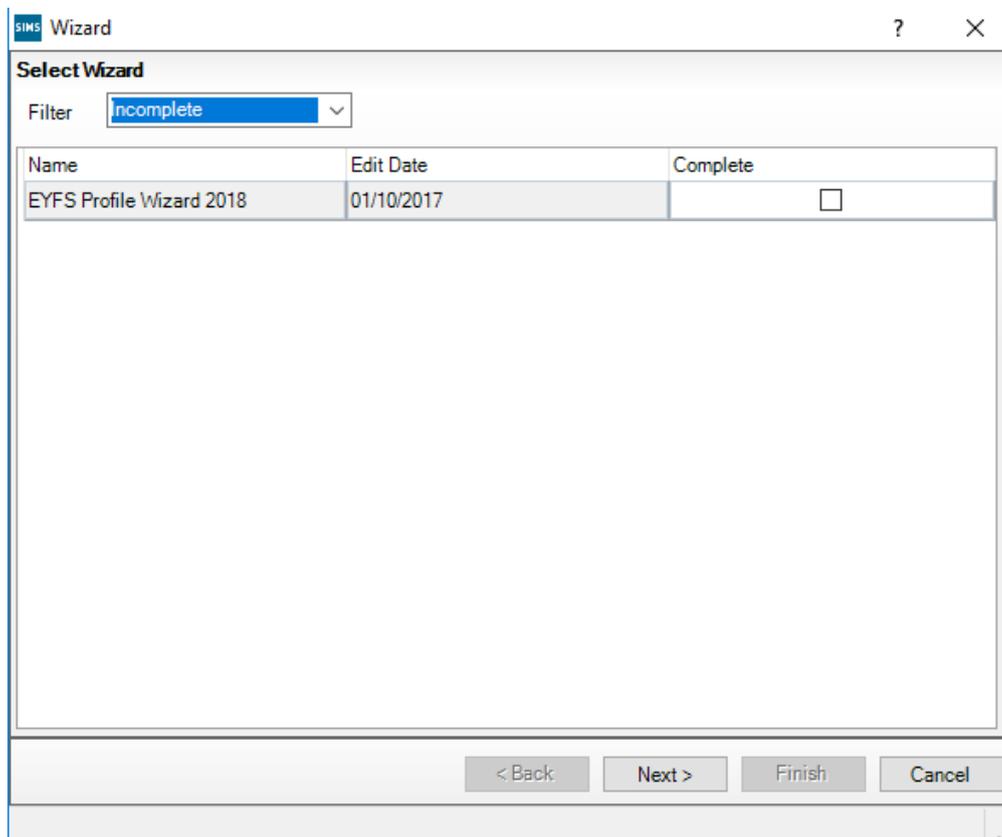
2. Leave the filter on **Incomplete**, highlight 'EYFS Profile Wizard 2021' and click 'Next'.

3. On the **Select Group** screen, click the magnifying glass to display the Group Selector.

4. Click the '+' next to '**Year Group**' and select '**Year R**' then click the '**Apply**' button.
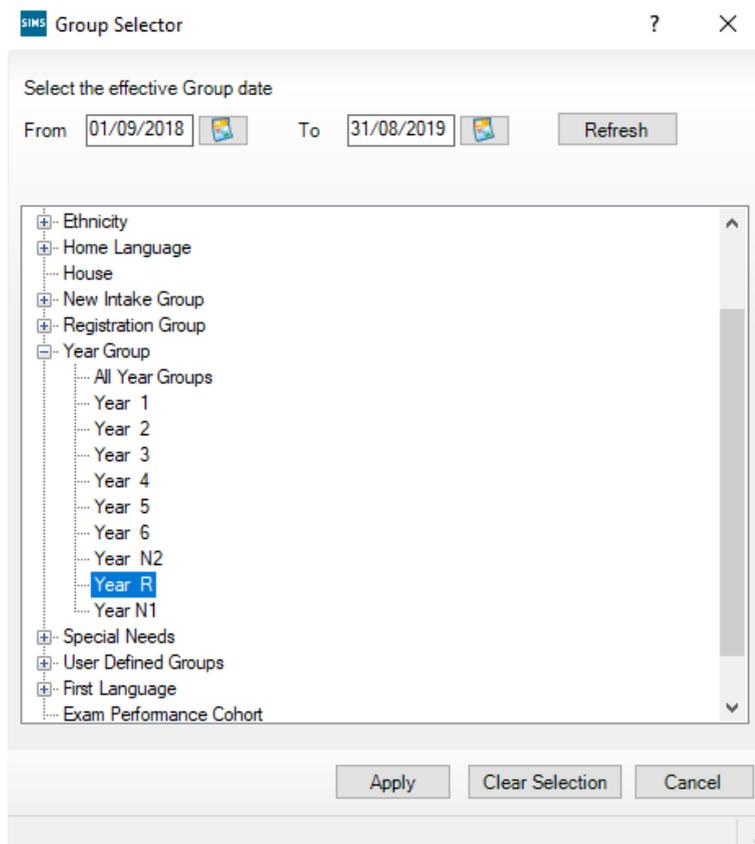
5. Click 'Next'.

Marksheets

Important: Data only needs to be populated in the 'EYFS Profile 2021' marksheet. Once saved, the 'EYFS Profile GLD 2021' marksheet will also be populated. To see information in the 'EYFS Profile GLD 2021' marksheet, you will need to click on 'Calculate'.

We will now enter data into the marksheets that we have activated in previous steps.

1. Click on '**EYFS Profile 2021**' and click on the green pencil 🖊 button.
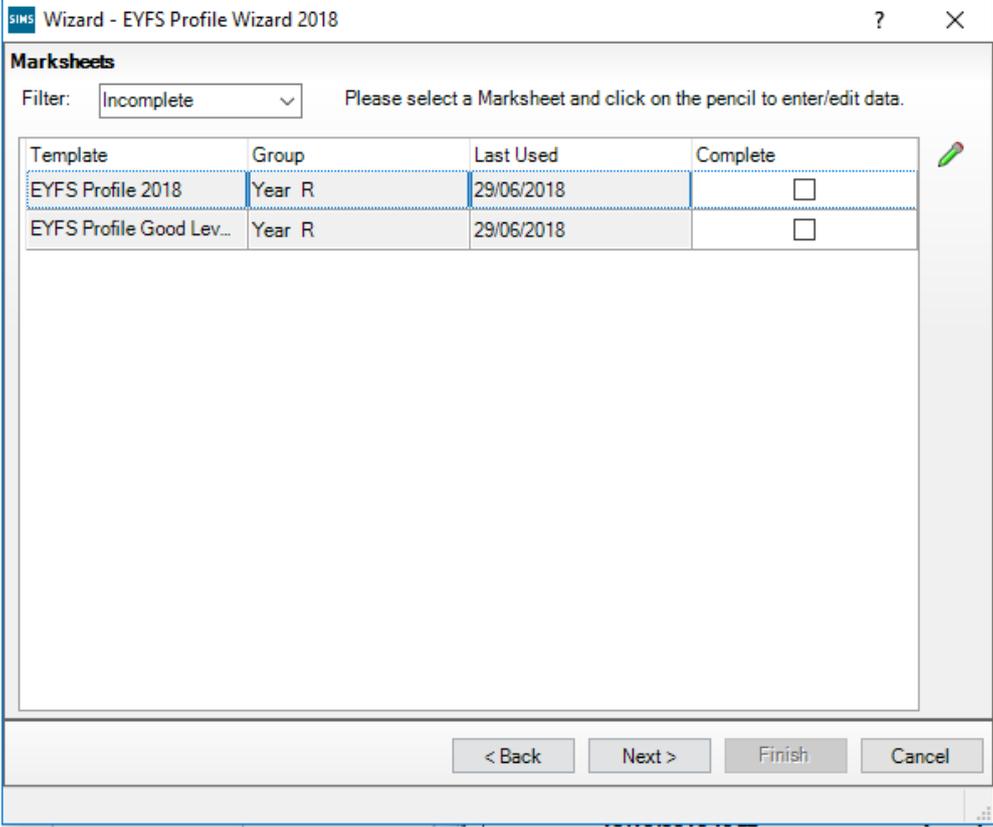
2. Enter a grade for each pupil in the appropriate cells. The grades are as follows:-

    - 3 (Exceeding)
    - 2 (Expected)
   - 1 (Emerging)
    - A (Unable to access or exempt)

3. To enter grades quickly, right click in the first cell and select '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.

4. All white columns (without f) enables the entry of the EYFS level.

5. Once all columns are completed, click 'Save'. Columns with 'f' in the header will automatically complete.

6. Click . Any pupils with missing results will show as 'Missing' and will be highlighted red in the 'Data Check' column.

7. Results can be overtyped if a correction is needed. Ensure that you click 'Save' again if you amend any results.

Populating the GLD Marksheet

1. Click on '**EYFS Profile Good Level Development 2021**' and click on the green pencil to open the GLD marksheet.

2. Click to auto-populate the marksheet.

3. All columns should now populate.

4. Click '**Save**'.

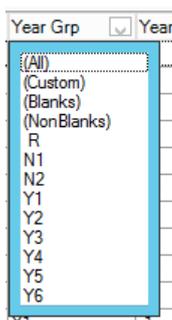5. Close the wizard.

05 | Exporting the Results to a CTF

1. Click **Routines | Data Out | CTF | Export CTF**

2. Select the export type '**General**'
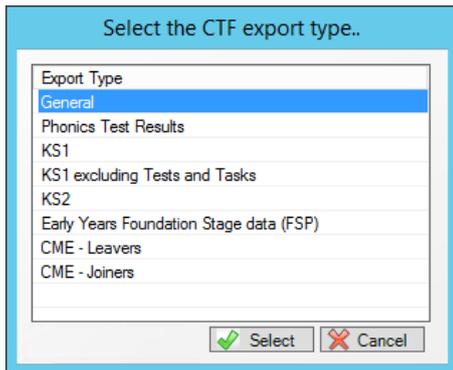
3. Deselect all boxes in the 'Data to be Exported' panel except for 'Student Basic Details', 'Student Address', 'Assessment Data' and 'Include KS1 Tasks/Tests'

4. Select 'Reception' in the 'Year Grp' column and check that all relevant pupils are listed.

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

6. Left click in the 'Destination LA/Other' cell for the first pupil and scroll down until you find your Local Authority.
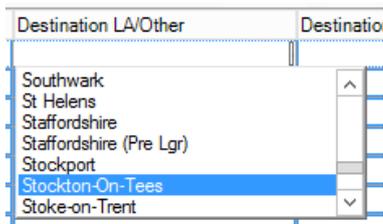
7. Click 'Export CTF'

8. Click 'Yes' when you receive the below message relating to address tidy.
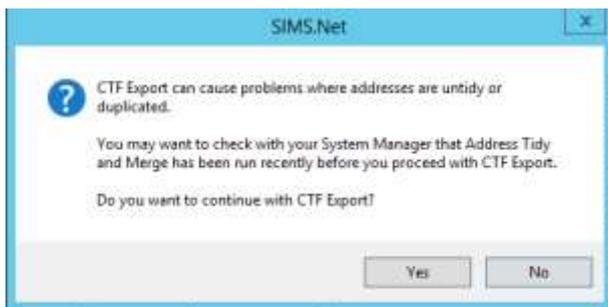
9. Make a note of the filename that appears on the screen.

10. Your file is now ready to send via your LA's preferred method of secure transfer.

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
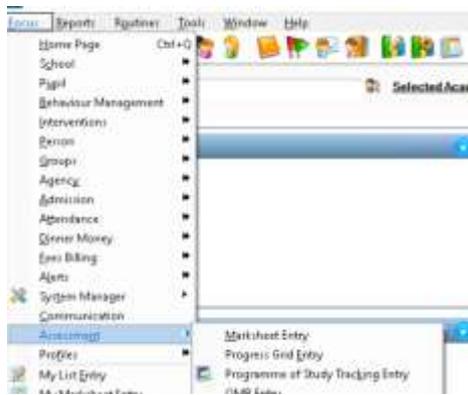
Open the marksheet called **EYFS Profile 2021**, make sure your data entry is complete and the extra student columns of DOB, Reg (class) and Gender are visible on screen.

From the menu bar select export and choose formatted.
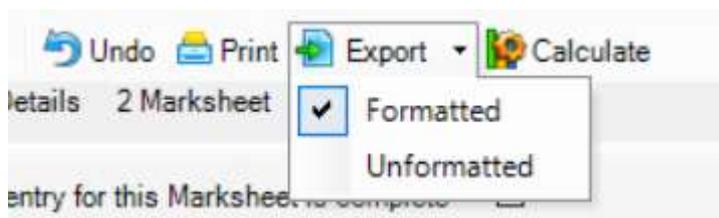
The file will open in Excel so you can save it. Your Local Authority will be in touch should they need a copy of your data. If you're unsure, please contact your LA directly.