



SIMS Assessment Guidance: Entering and
Submitting End of KS1 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 1.

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 KS1 data and fulfil the requirements of the DfE in relation to Key Stage 1 arrangements.

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

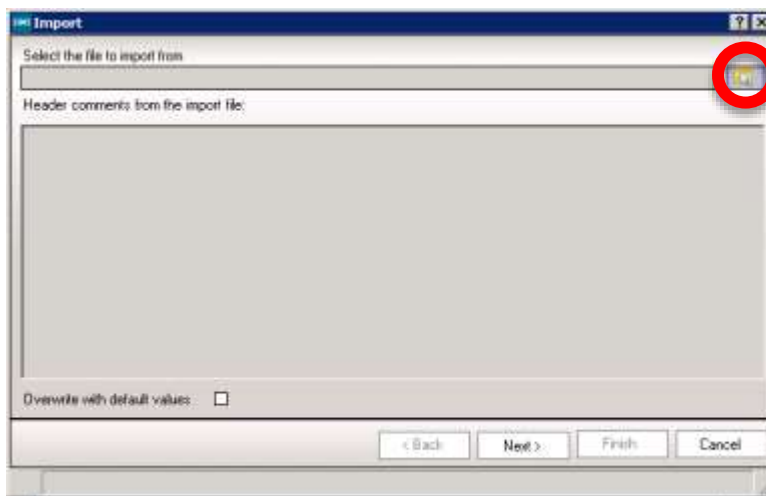
01642 635570

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 KS1 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

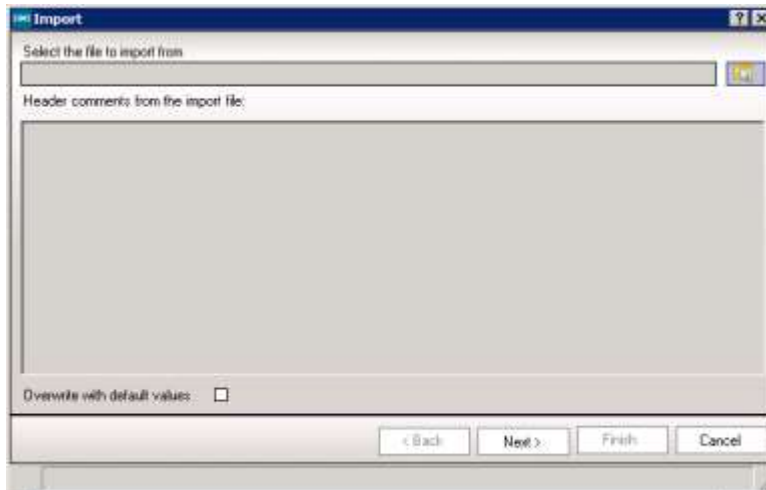
OR

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

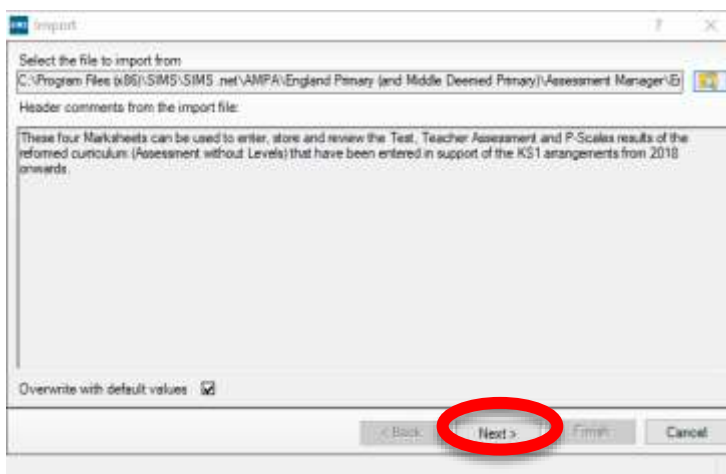
4. Select the file named “Key Stage 1 Wizard England 2021” and click “Open”
5. Click “Finish”

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

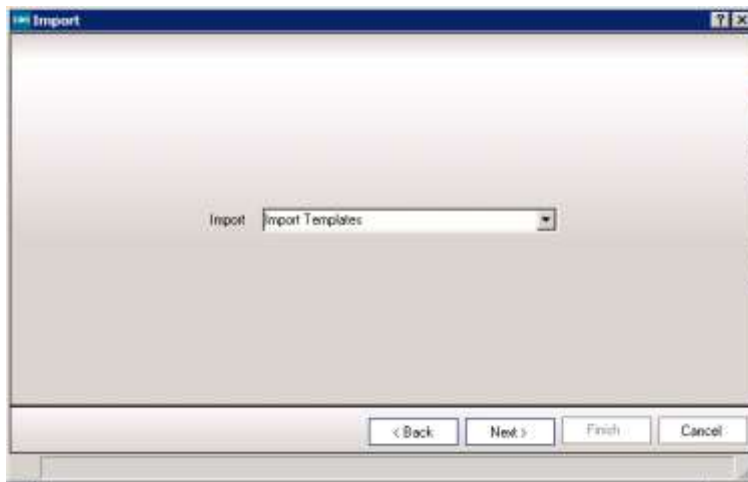
1. Go to *Routines / Data In / Assessment / Import*
2. Press the browse button to browse for the marksheet template



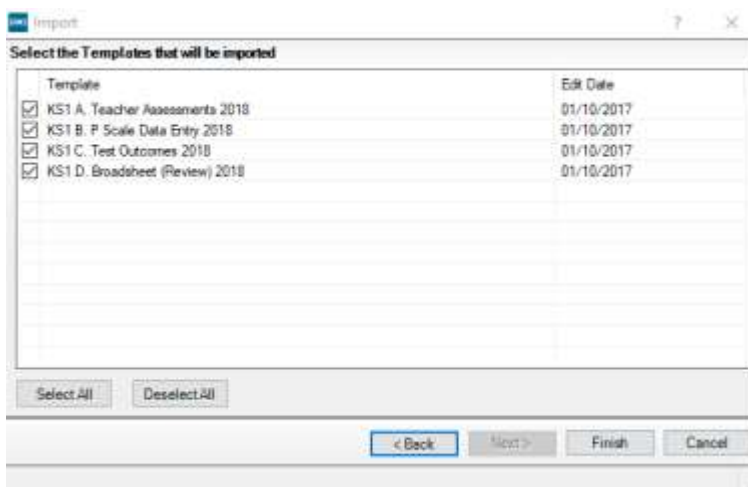
3. You should be directed to the Assessment Manager folder again. If you aren't, browse to the file path mentioned previously.
4. Select the file named "En KS1 Templates 2021" and click "Open"
5. Click "Next"



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



7. Click "Next"
8. Tick all four boxes



9. Click "Finish"

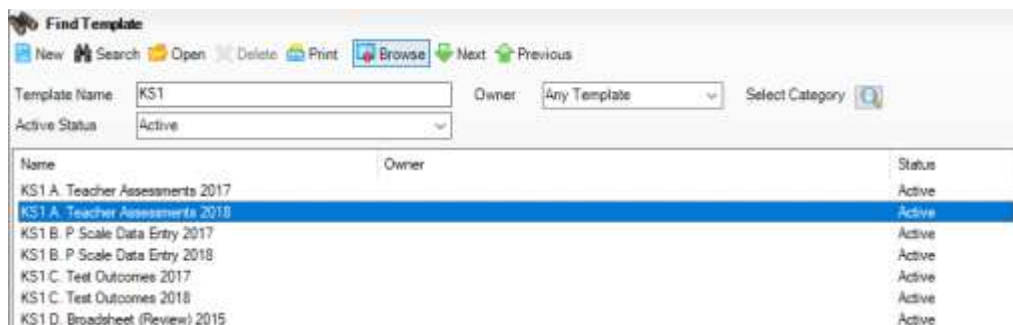
03 | Activating the Marksheets

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:-

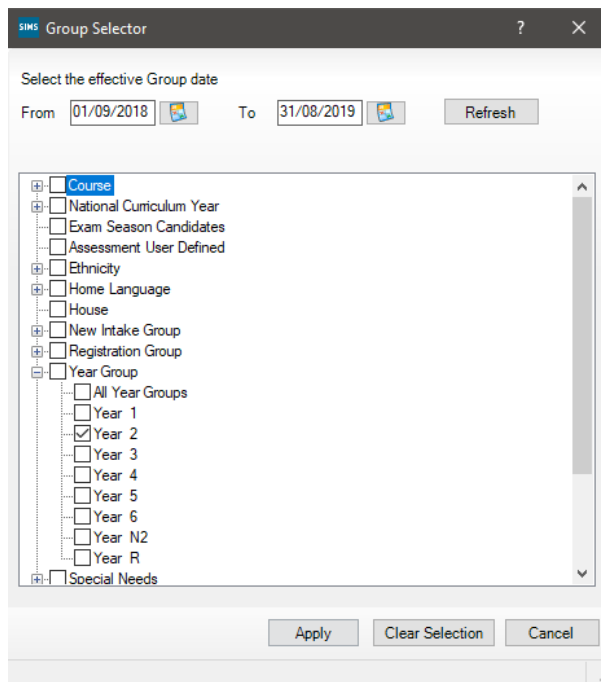
- KS1 A. Teacher Assessments 2021 – Used to enter teacher assessments
- KS1 B. P Scale Data Entry 2021 – Used to enter P Scale assessment for pupils, at KS1, who are working below the expected standard (BLW) in Reading, Writing or Maths
- KS1 C. Test Outcomes 2021 – Used to enter results of curriculum tests that support the teacher assessments
- KS1 D. Broadsheet (Review) 2021 – Review marksheet showing data entered in the marksheets A-C listed above.

1. Go to **Focus | Assessment | Template**
2. Search for “KS1”



3. Select “KS1 A. Teacher Assessments 2021”
4. In section 3 (Marksheets), click “New”

- Expand “Year Group” by clicking on the “+” and select Year 2



- Click “Apply” then click “Save” in the top left hand corner of the screen.
- Repeat for the following templates:-
 - KS1 B. P Scale Data Entry 2021
 - KS1 C. Test Outcomes 2021
 - KS1 D. Broadsheet (Review) 2021

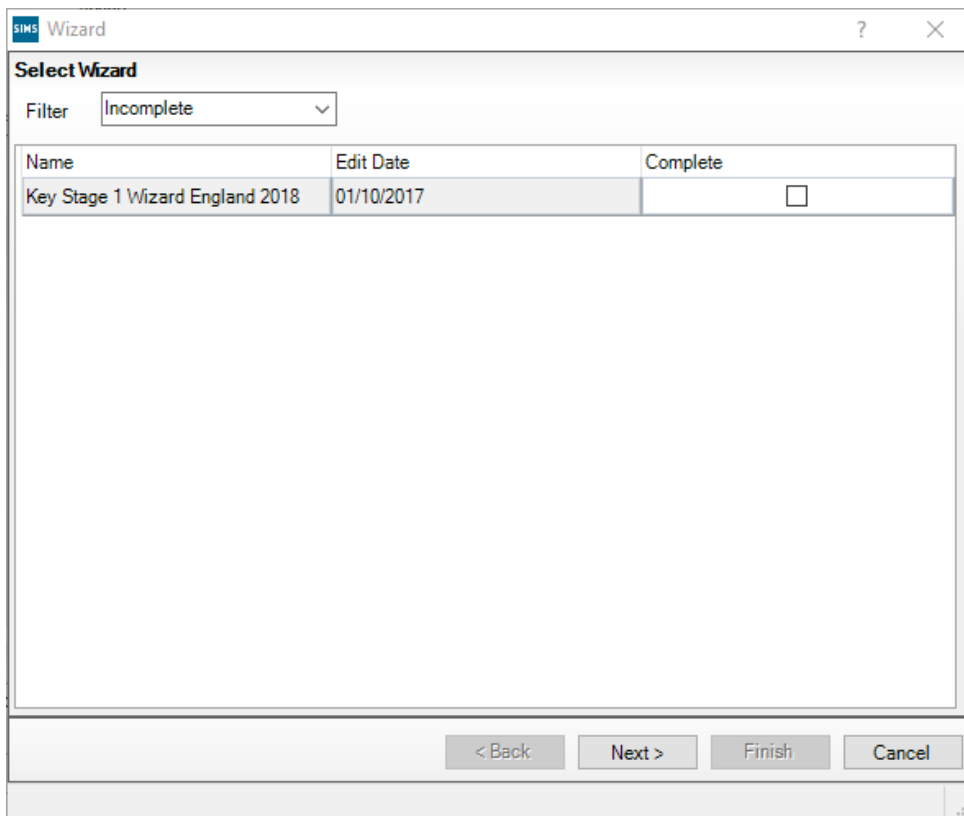
Your marksheets have now been activated.


04 | Preparing the Information

In the final term of Key Stage 1, a teacher assessment must be made for each pupil. If a pupil starts a new school after 31st May 2021 the old school must record and report the teacher assessment.

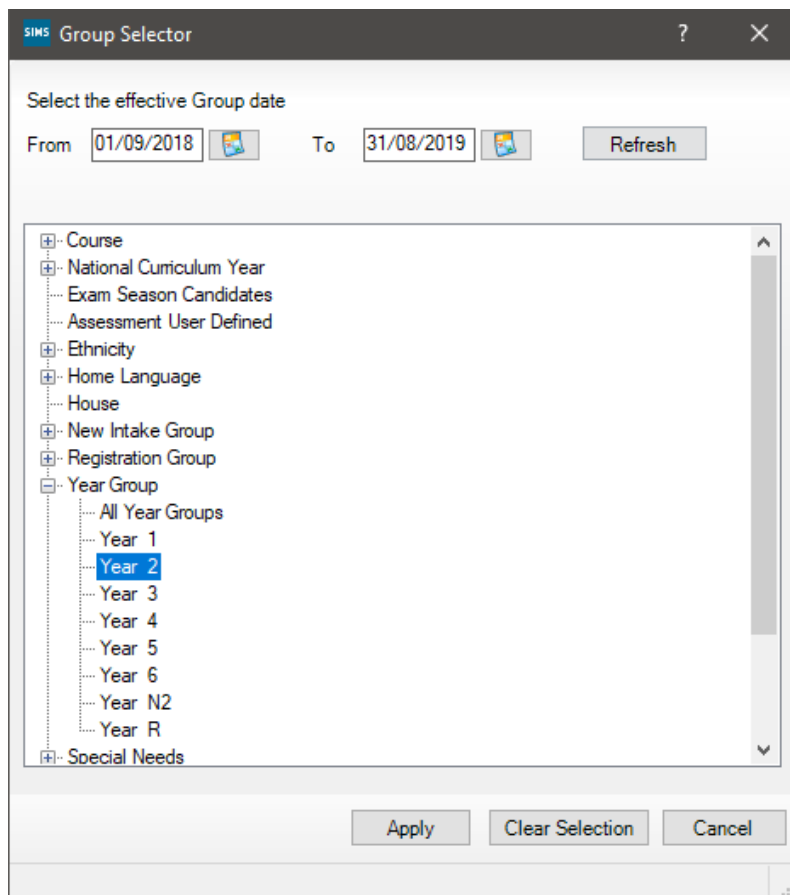
Running the Wizard

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



2. Leave the filter on **Incomplete**, highlight 'Key Stage 1 Wizard England 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 2' then click the 'Apply' button.

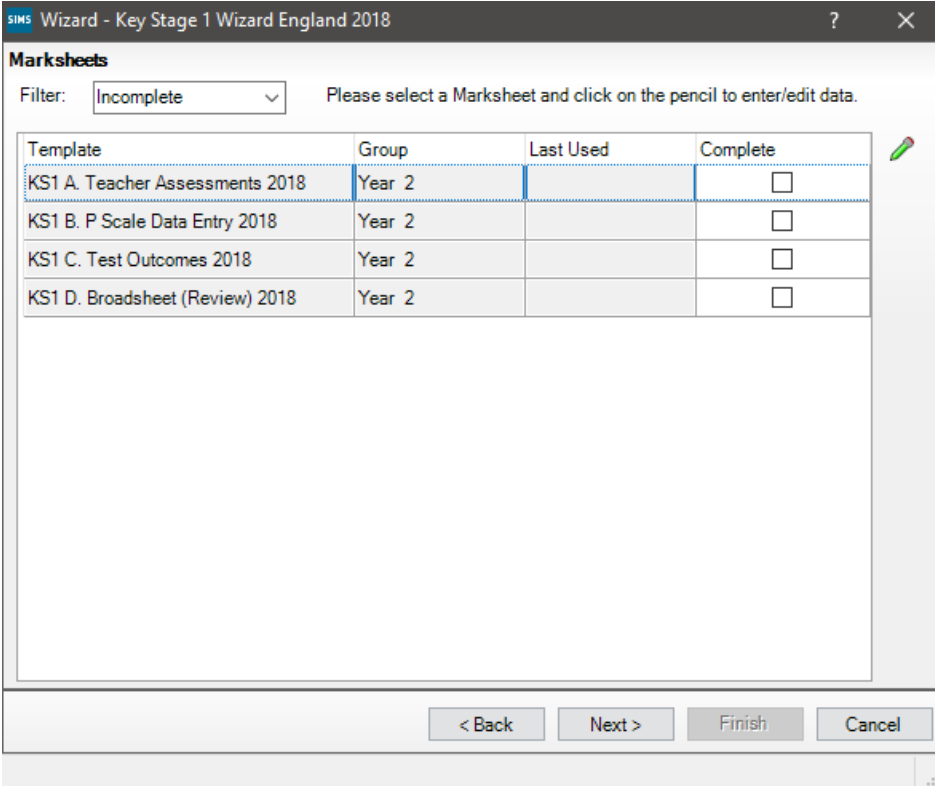


5. Click 'Next'.

Marksheets

We will now enter data into the marksheet that we have activated in previous steps. The below steps relate to the KS1 A. Teacher Assessments 2021 marksheet.

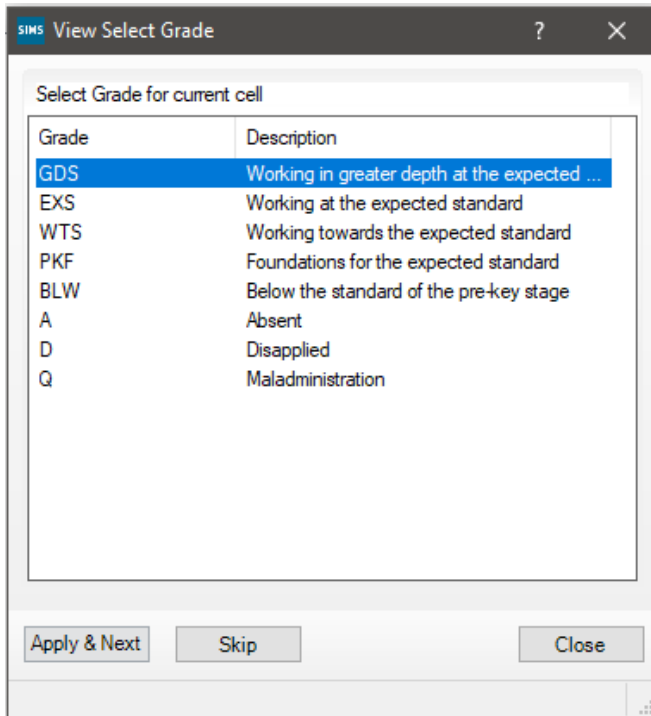
1. Click on the required marksheet from the list shown below and click on the green pencil  button.



Template	Group	Last Used	Complete
KS1 A. Teacher Assessments 2018	Year 2		<input type="checkbox"/>
KS1 B. P Scale Data Entry 2018	Year 2		<input type="checkbox"/>
KS1 C. Test Outcomes 2018	Year 2		<input type="checkbox"/>
KS1 D. Broadsheet (Review) 2018	Year 2		<input type="checkbox"/>

2. A marksheet with Year 2 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.

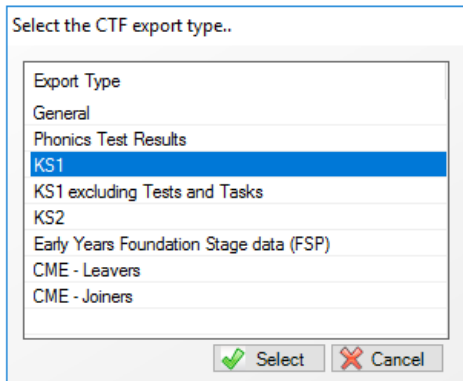
- To enter grades quickly, right click in the first cell and select '**Select Grade for Cell**'. Move the View Select Grade dialog box so you can view this alongside pupil names and the Result column. Double click the result for the first pupil. This will place the grade in the cell and moves to the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



- 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 | Exporting the Results to a CTF

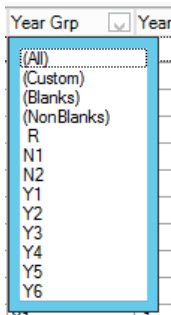
1. Click **Routines | Data Out | CTF | Export CTF**
2. Select the export type '**KS1**'



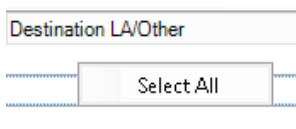
3. Set the view to "Current and Leavers this year"



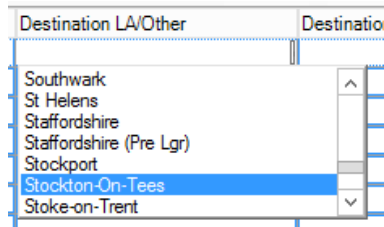
4. Select Year 2 in the 'Year Grp' column and check that all relevant pupils are listed.



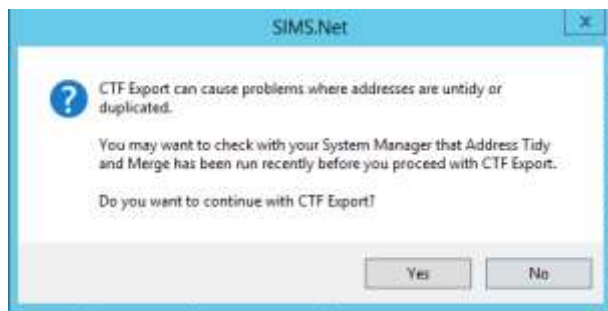
5. Right click in the white area under 'Destination LA/Other' and click 'Select All'



- Left click in the 'Destination LA/Other' cell for the first pupil and scroll down until you find your Local Authority.



- Click 'Export CTF' 
- Click 'Yes' when you receive the below message relating to address tidy.

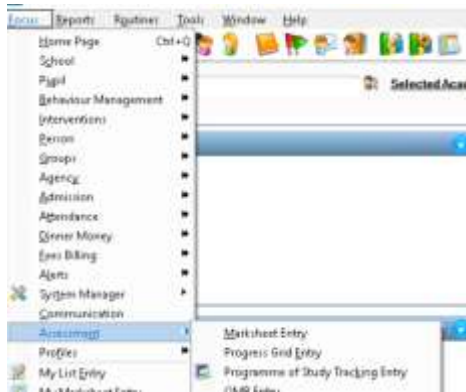


- Make a note of the filename that appears on the screen.
- Your file is now ready to send via your LA's preferred method of secure transfer.

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 **KS1 D Broadsheet (Review) 2021**, make sure your data entry is complete and the extra student columns of DOB, Reg (class) and Gender are visible on screen.

KS1 CPWB Tests	KS1 CPWB Mark Key Stages 1 Validated Result	KS1 Spelling Mark Key Stages 1 Validated Result	KS1 CPWS Total Mark Key Stages 1 Validated Result	KS1 CPWS Scaled Score Key Stages 1 Validated Result	KS1 CPWS Outcome Key Stages 1 Validated Result	KS1 Reading Tests	KS1 Reading 1 Mark Key Stages 1 Validated Result	KS1 Reading 2 Mark Key Stages 1 Validated Result	KS1 Reading 1 Total Mark Key Stages 1 Validated Result	KS1 Reading Scaled Score Key Stages 1 Validated Result	KS1 Reading Outcome Key Stages 1 Validated Result	KS1 Mathematics Tests	KS1 Maths Arithmetic Mark Key Stages 1 Validated Result	KS1 Maths Fluency Mark Key Stages 1 Validated Result	KS1 Maths Total Mark Key Stages 1 Validated Result	KS1 Maths Scaled Score Key Stages 1 Validated Result	KS1 Maths Outcome

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.