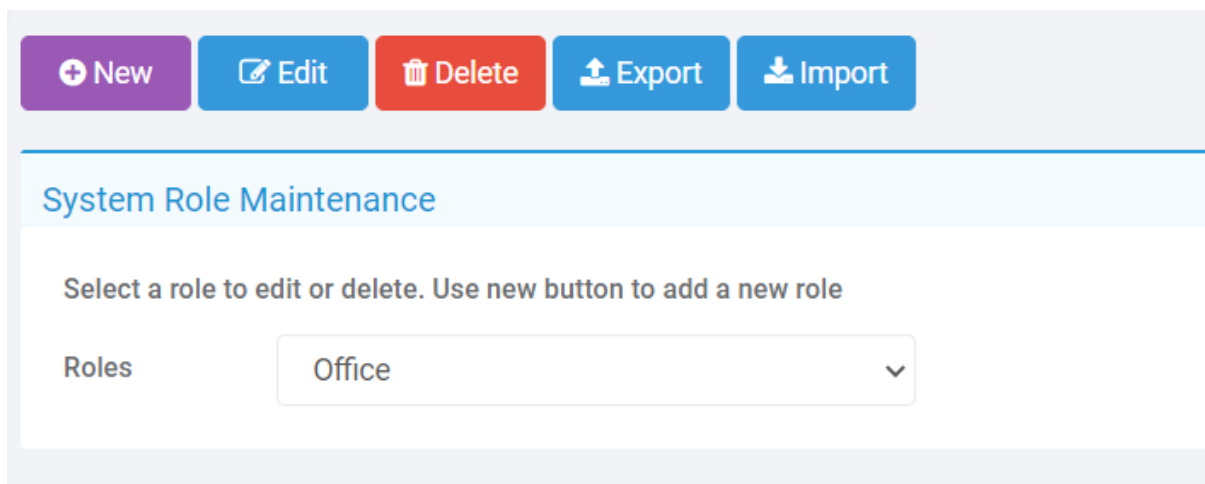


Bromcom KS2 Assessment

Setup access to the Assessment Sheet List

To set **Permissions** for access to the **Assessment Sheets List** where the **Stage Assessment Sheets** are located, from the left hand menu go to **Config** then **Set Up** and **Role and Permissions**.

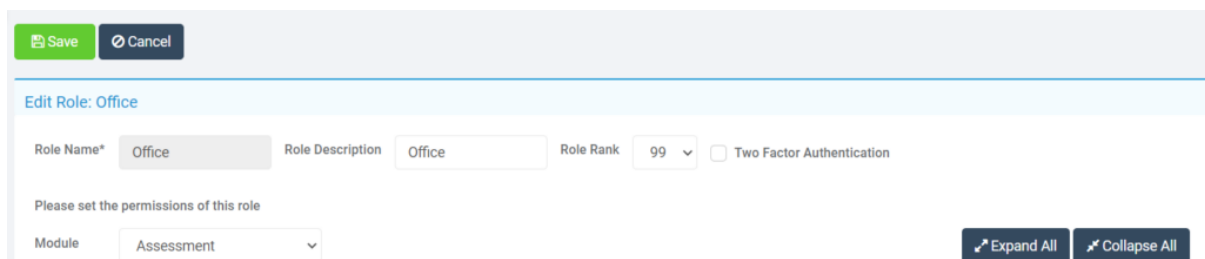
See also [How to Edit a Role and its Permissions](#).



The screenshot shows a 'System Role Maintenance' interface. At the top, there are five buttons: 'New' (purple), 'Edit' (blue), 'Delete' (red), 'Export' (blue), and 'Import' (blue). Below the buttons is a section titled 'System Role Maintenance' with a light blue background. Underneath, there is a text prompt: 'Select a role to edit or delete. Use new button to add a new role'. Below this prompt is a 'Roles' label and a dropdown menu currently showing 'Office' with a downward arrow.

Choose a Role

From the dropdown list select the required **Role** and **Edit**. From the **Module** dropdown choose **Assessment**.



The screenshot shows the 'Edit Role: Office' interface. At the top left, there are 'Save' and 'Cancel' buttons. Below the title, there are four input fields: 'Role Name*' (containing 'Office'), 'Role Description' (containing 'Office'), 'Role Rank' (a dropdown menu showing '99'), and 'Two Factor Authentication' (an unchecked checkbox). Below these fields is a text prompt: 'Please set the permissions of this role'. Below this prompt is a 'Module' label and a dropdown menu currently showing 'Assessment'. At the bottom right, there are two buttons: 'Expand All' and 'Collapse All'.

Module Drop Down

Scroll down to **Routines** and ensure **Assessment Sheets List** is ticked as **Access**.

Save Cancel

Edit Role: Office

Role Name* Office Role Description Office Role Rank 99 Two Factor Authentication

Please set the permissions of this role

Module Assessment Expand All Collapse All

Menu Name	Access	New	Edit	Delete	Save
Configurations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> View/Amend Assessment Data <ul style="list-style-type: none"> Centralised Export/Import Shows the History of All the Downloaded Files <ul style="list-style-type: none"> Assessment Sheets List 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assessment Sheets List

Configure the Stage Assessment Sheets

From the **Menu** on the left go to **Config** and then **Assessment** and **Configurations**, or use the **Global Search Tool**.

Note: if you are recording the **Year 4 Multiplication Check** you will need to add **Year 4** in the **Stage Assessment Sheet Configuration**.

Tick **Enable Sheet Users** and you will see the config box:

Stage Assessment Sheet Configuration

If you select staff in this section, then only the indicated staff will be able to access and enter data on the Stage Assessment Tracking templates.

Enable Sheet Users

Head of School Head of Year Tutor

Deputy Head of School Deputy Head of Year

Generate Templates for National Curriculum Year Groups

Selection List

1 staff selected

Andrea Aziz

Configurations

Select the relevant parameters:

- **Enable Sheet Users** – selecting this option will only allow the selected **Roles** and selected **Staff** in the **Selection List** to access and input data in the **Stage Assessment Sheets**.
- Select individual users – use the blue magnifying glass to open the **Staff** selector page and select more than one member of **Staff** who are **not defined in the Roles** who also need access to the **Stage Assessment Sheets**. Alternatively type the **Staff** name into the box, if selecting a single member of **Staff**. The selected **Staff** will appear in the **Selection List**.
- **Generate Templates for National Curriculum Year Groups** – select the relevant **Year Group** or **Year Groups** you need to generate **Stage Assessment Sheets** for.

When you're done, click **Save**.

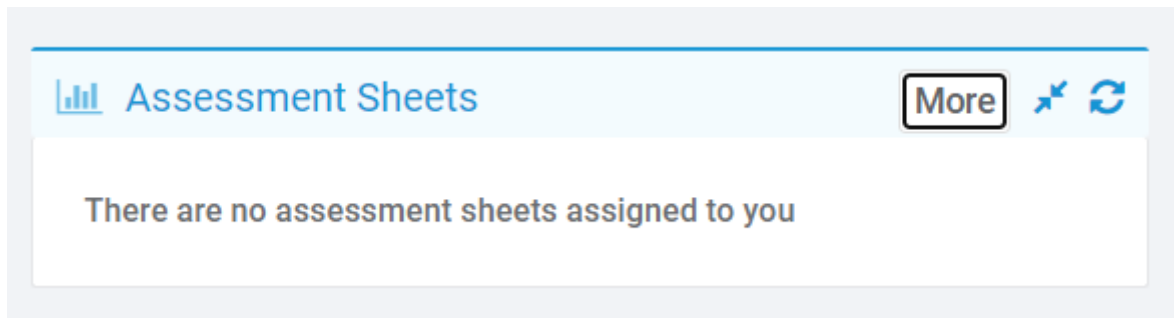
Access the Stage Assessment Sheets as a Teacher or Administrator

From the **Menu** on the left go to **Modules > Assessment > Assessment Sheets List**

The screenshot shows the Bromcom Primary School interface. At the top, there is a header with the Bromcom logo, a 'Primary' tab, the school name 'Bromcom Primary School', and an 'Interval: All' dropdown. On the left, a vertical navigation menu is visible with categories: Home, Favourites, Modules, Students, and Staff. Under the 'Modules' category, a list of modules is shown: Administration, Analysis, Assessment (highlighted), Attendance, Behaviour, Census, Communication, Curriculum, and Diary. A sub-menu for 'Assessment' is open, showing options: Lesson, Overview, Insight, Attendance, Behaviour, and KS2 Performance. Under the 'Routines' section, the following options are listed: View/Amend Assessment Data, Assessment Components, Assessment Sheets List (highlighted), Manage Data, and Manage Templates.

Assessment Sheets Lists Pathway

Or from the **Overview** Tab click **More** on the **Assessment Sheets** Widget to access the Assessment Sheets List.



Assessment Sheets Widget

Marksheet Name	Class Name	Class Subject	Assigned Teacher(s)	Created	Last Modified	Modified By	Sheet Type
KS2-2022-6	6						Stage Assessment Marksheet
KS2-2022-6JP	6JP		Mr S Lewin				Stage Assessment Marksheet
KS2-2022-6RL	6RL		J Gregory				Stage Assessment Marksheet

Assessment Sheets List

- **User Access** – if the user has more than one **Role** allocated to them select the required **Role**.
- **Marksheet type** – filter to show **Stage Assessment**.
- **High Level Filter** – this is used to filter by the **current register** or **today's register**. Leave this box empty as we are setting the date back to the previous academic year.
- Select the **Year Group Stage Assessment Marksheet** you require and **Double Click** to open the sheet.

Input Individual Student Data into the Stage Assessment Sheets

For DfE guidance on completing the **KS2 Teacher Assessments** see [here](#) and for guidance on column headings see [here](#).

For the **Year 4 Multiplication Check** the results column for this is the last column in the **KS2 Stage Assessment Sheet**.

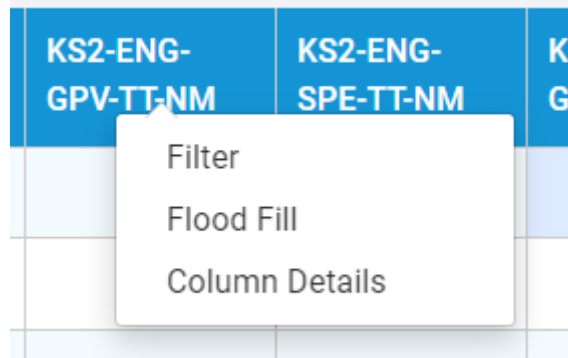
KS2-MAT- MTC-TT-MT

Class/Group: 6 - Class Teacher(s): Ms J Bishop - Marksheet: SheetName-6 - Number of Pupils: 74													
Last Name	First Name	UDF	TG	Year	KS2-ENG-SUB-TA-NT	KS2-MAT-SUB-TA-NT	KS2-SCI-SUB-TA-NT	KS2-ENG-GPV-TT-NM	KS2-ENG-SPE-TT-NM	KS2-ENG-GPS-TT-NS	KS2-ENG-GSS-TT-NB	KS2-ENG-GPM-TT-NE	KS2-ENG-RD1-TT-NM
Adams	Thomas	▼H	6JP	6									
Barnes	Ria	H	6RL	6									
Begum	Babia	♥H	6RL	6									
Begum	Rabia	▼▼H	6RL	6									
Birch	Callumia	▼H	6RL	6									
Bishoo	Marcus	▼	6RL	6									
Blomma	Fred	H▼	6RL	6									
Byard	Aleaha	▼H	6RL	6									
Cheesmond	Johnny	▼H	6RL	6									
Clarke	Jude	▼H	6RL	6									
Coleman	Lamont	H		6									
Cooke	Eva	▼H	6JP	6									
David	Zenobia	H		6									
Dawkins	Aaron	H		6									
Dixon	Tyrone	▲H		6									

KS2 Assessment Sheet

Either click in an **individual cell** to input data for an individual student.

Or right click on the column heading to **Flood Fill** the same data for all students, see the **Column Details** or **Filter** the column.



Column Details

The inputted data will **save automatically** as the data is inputted.

Select **Export** to **Export** the **Stage Assessment Sheet** in csv Format which will be saved locally.



Create a KS2 CTF

From the **Menu** on the left go to **Students** to open the **Students List Page**. There are three selection options, individually, by group, or select all:

- Select individual **Students**: Select the **Students** that you are producing a **KS2 CTF** for by clicking on each individual **Student** record; or

Last Name	First Name	Admission Number
Adams	Thomas	8467
Addison	David	08371
Addison	Harry	08372
Addison	Karen	00822
Addison	Oliver	08294
Ady	Makoto	08373
Ahmed	Burcu	08295
Ahmed	Lesley	08376

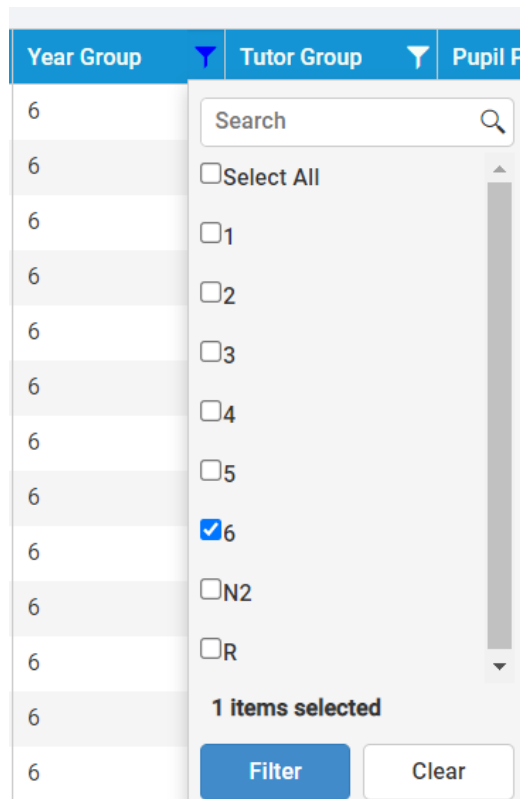
Student List Page

- Select by **Groups**: to filter the list by a specific **Year Group** click on the 3 vertical blue bars to **Add/Remove Additional Columns**. Tick **Year Group** and **Save** to add it as a column to the **Student List Page**. Now you can filter by this Group.

Add/Remove Additional Columns

- Service Children
- Spring Born
- Student ID
- Summer Born
- Thirty Hour Code
- Tutor Group
- UCI
- ULN
- UPN
- Year Group

Add a Year Group Column



Filter by a Year Group

- Select all: To select all the **Students** from the **Selections** dropdown **Select All**.

ncom Primary Bromcom Primary School Interval: All

74 of 74 selected

Last Name	First Name	Admission ...	Year Group	Tutor Group	Pupil Premi...	Gender	Ethnicity	Home Language
Adams	Thomas	8467	6	6JP	No	Male	White - British	English
Barnes	Ria	00895	6	6RL	No	Female	Pakistani	Believed to be English
Begum	Rabia	08261	6	6RL	No	Female	Not Yet Obtained	English
Begum	Rabia	8261	6	6RL	No	Female	White - British	English
Birch	Callumia	00958	6	6RL	No	Female	White - British	Believed to be English
Bishop	Marcus	08258	6	6RL	No	Male	White - British	Believed to be English
Bloggs	Fred	8258	6	6RL	No	Female	Thai	English
Byard	Aleaha	8477	6	6RL	No	Female	White - British	English
Cheesmond	Johnny	8494	6	6RL	No	Male	White - British	English
Clarke	Jude	8496	6	6RL	No	Female	White - British	English
Coleman	Lamont	08309	6	NA	No	Male	Black North American	Believed to be English
Cooke	Eva	8464	6	6JP	No	Female	White - British	English
David	Zenobia	08310	6	NA	No	Female	Other Ethnic Group	Believed to be English


Select Students

Once you have selected the required **Students** from the **Actions** dropdown scroll down and select **CTF Export**. Change the **Export Type** to **KS2 Return**. Select **LA Return** if you are sending it to your LA.

CTF Export

Use this option to export data via CTF for the selected student(s).

Export Type:

Local Authority:

Choose Export Type

Export to complete the process.