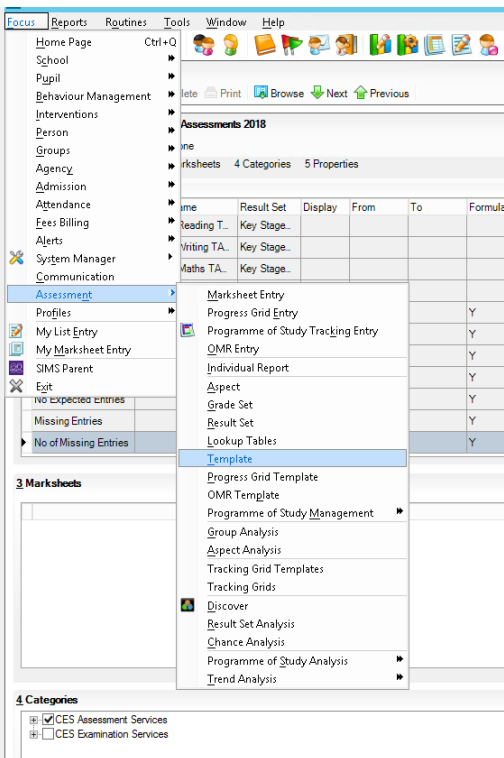
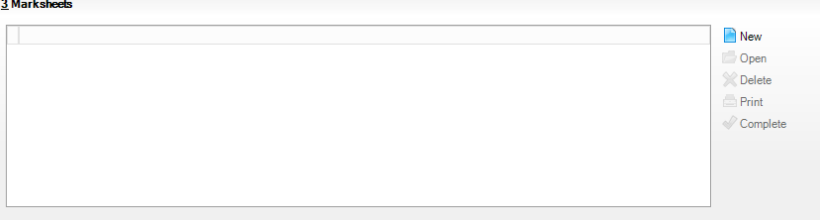




Completing Key Stage Data 2024

Check List

Job	Done
<p>Check Sims.net version is 7.216 or above (Help About in SIMS.net)</p>	
<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 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>	

 <p>Click 'New' in section 3 (marksheets) to add the required group/year or class to the template.</p> <ul style="list-style-type: none">• EYFS – Year R• Year 1 Phonics – Year 1• Year 2 Phonics – Year 2• KS1 – Year 2• KS2 – Year 6 <p>Press 'save' to confirm.</p>	
<p>Enter teacher assessments via Focus Assessment Marksheet Entry</p> <ul style="list-style-type: none">• 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	
<p>Create CTF or send to LA if required</p> <ul style="list-style-type: none">• 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 Primary Assessment Gateway website (link below) no later than 28th June - your LA might want it sooner than this.	
<p>Import results from https://www.primaryassessmentgateway.education.gov.uk/ (available from 5th July onwards)</p> <p>Submit applications for KS2 additional time in the Access arrangements section by 22nd April.</p> <p>https://www.gov.uk/guidance/primary-assessments-future-dates</p>	