



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

## Contents

01  Introduction .....	1
02  Importing the Wizards .....	1
03  Activating the Marksheet.....	4
04  Preparing the Information.....	5
05  Exporting the Results to a CTF .....	10
06  Exporting the Results to Excel .....	12

# 01 | Introduction

Schools have a statutory duty to report and submit EYFS Revised 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 Revised 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.

*(Please note that screenshots are for illustration purposes only)*

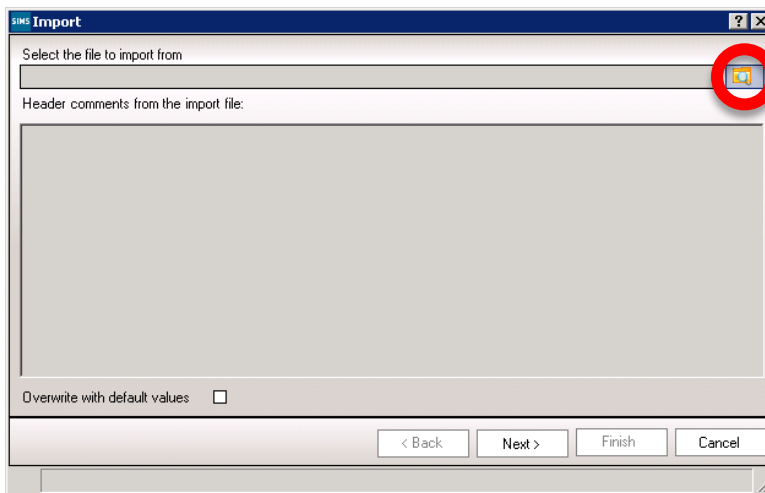
01642 635570

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 EYFS Revised 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**

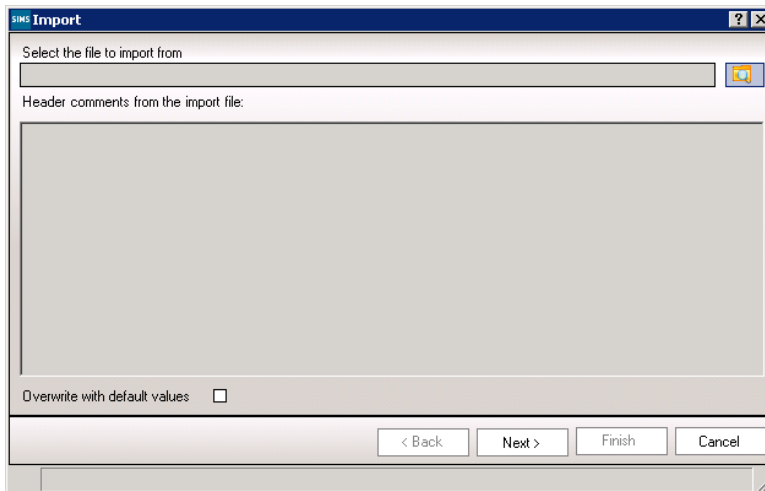
***C:\Program Files (x86)\SIMS\SIMS .net\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager***

4. Select the file named “EYFS Revised Profile Wizard 2024” and click “Open”
5. Click “Finish”

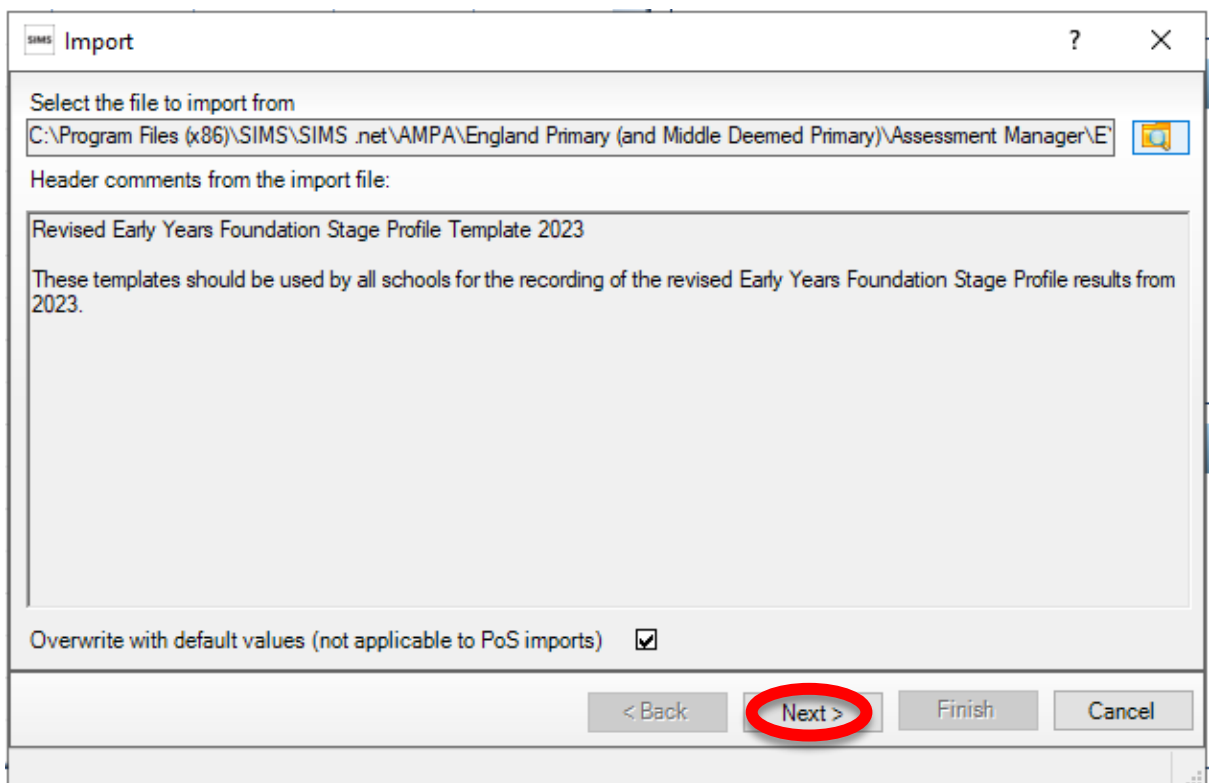
Your wizard has now been imported. We now need to import the marksheet templates so that you can input your data.

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

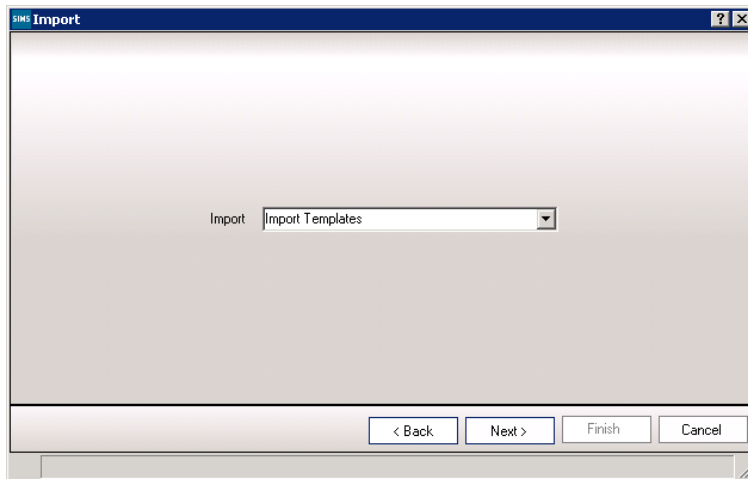
2. Press the browse button to browse for the marksheet template



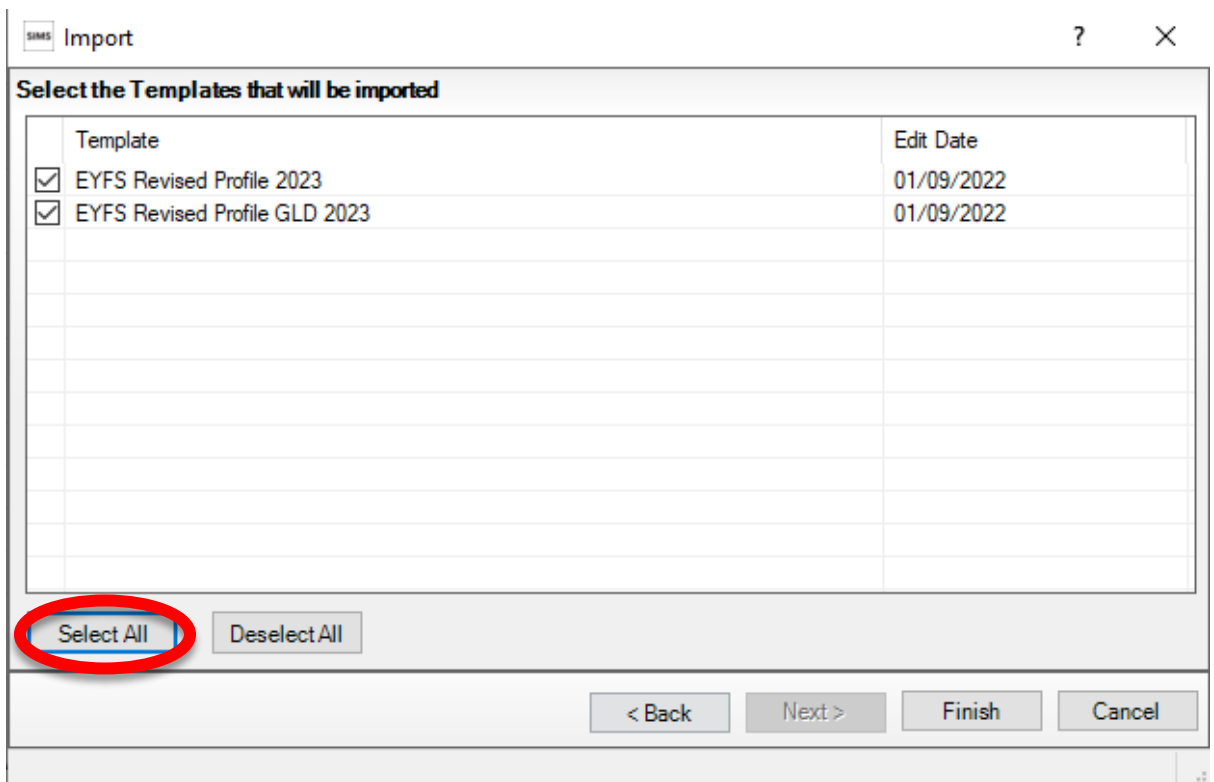
3. You should be directed to the Assessment Manager folder again. If you aren't, browse to the file path mentioned previously.
4. Select the file named "EYFS Revised Profile Template 2024" and click "Open"
5. Click "Next"



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



7. Click "Next"
8. Click "Select All" to tick both templates

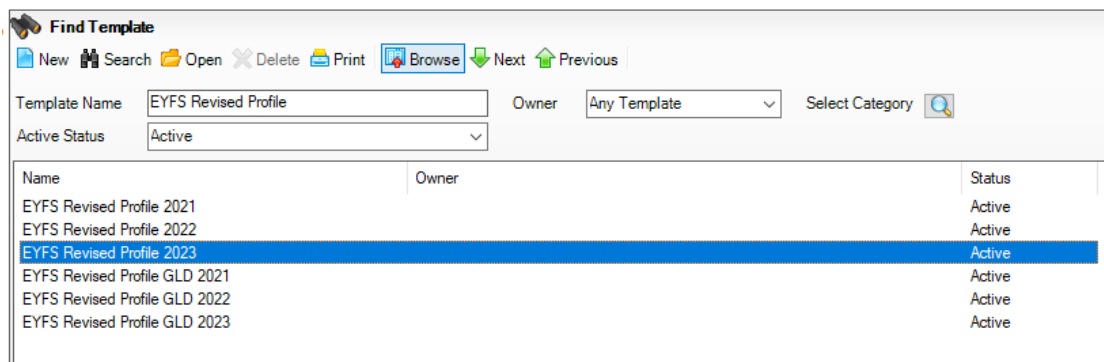


9. Click "Finish"

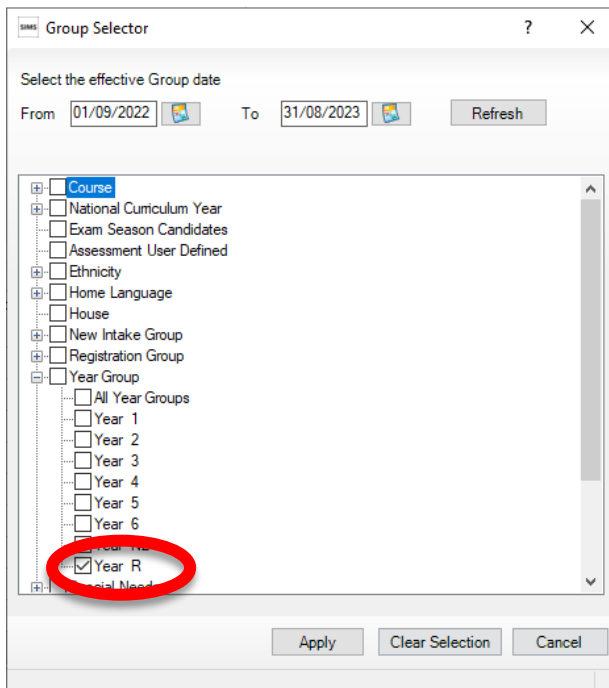
# 03 | Activating the Marksheet

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 Revised Profile”



3. Select “EYFS Revised Profile 2024”
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.

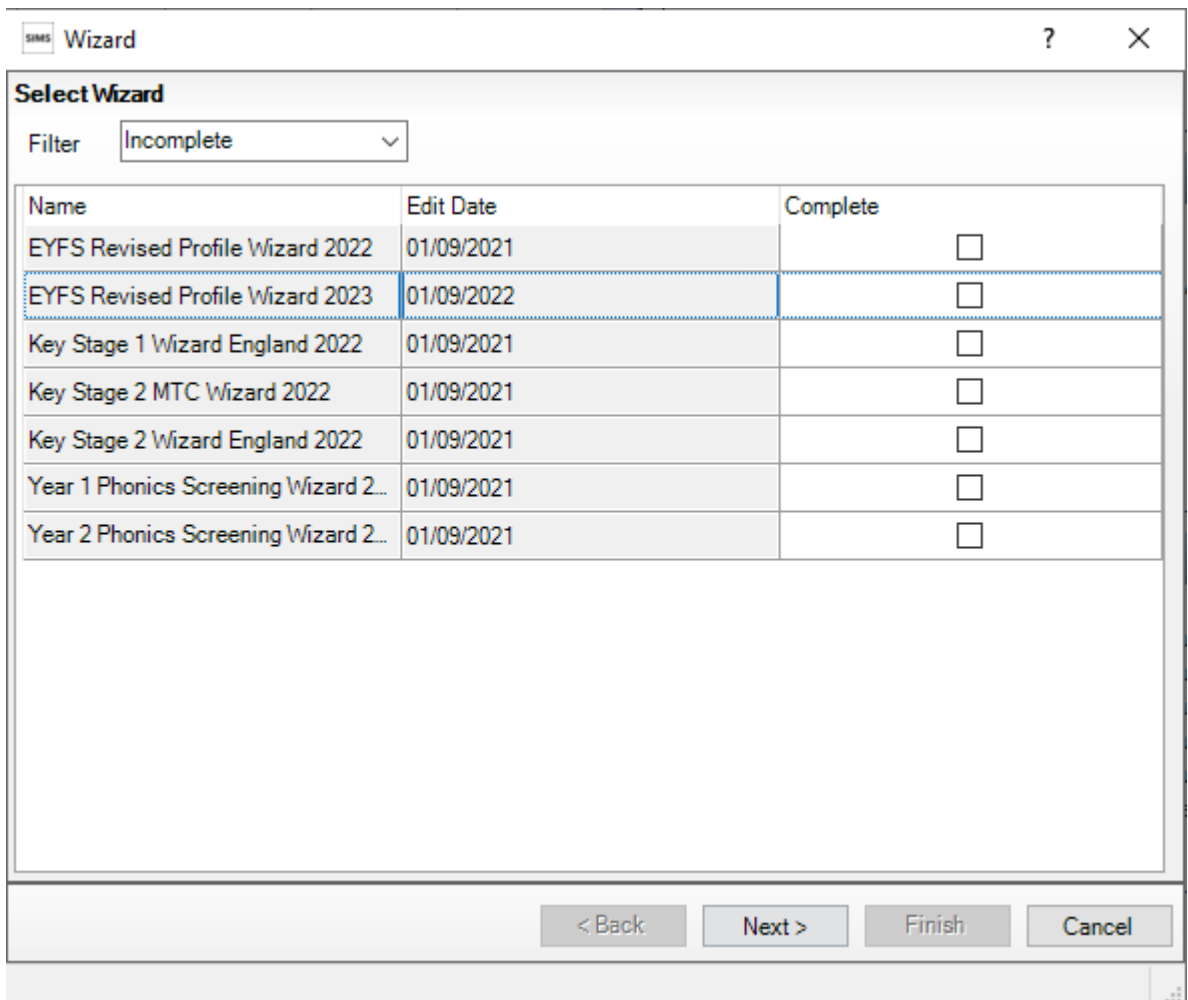
Your marksheet has now been activated.

## 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**

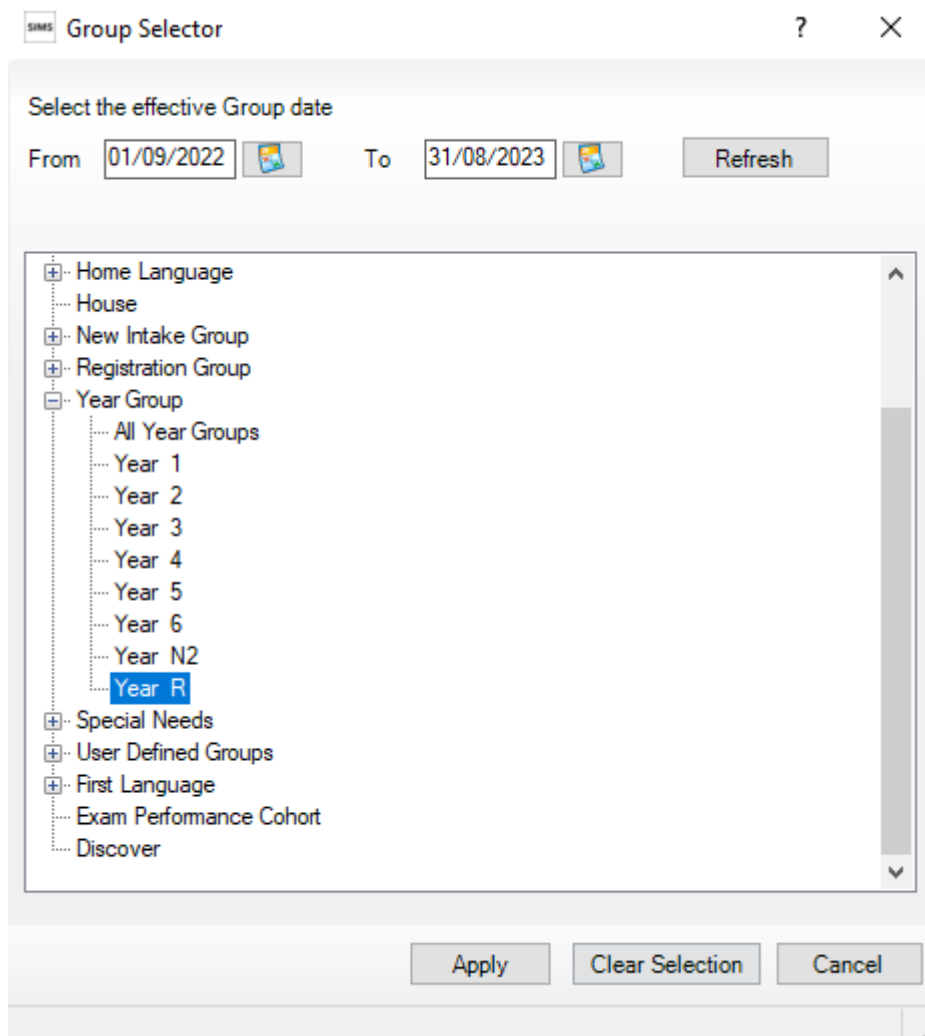


The screenshot shows a window titled "SIMS Wizard" with a "Select Wizard" dialog box. The dialog box has a "Filter" dropdown menu set to "Incomplete". Below the filter is a table with three columns: "Name", "Edit Date", and "Complete". The table lists several wizards, with the second row, "EYFS Revised Profile Wizard 2023", highlighted. At the bottom of the dialog box are four buttons: "< Back", "Next >", "Finish", and "Cancel".

Name	Edit Date	Complete
EYFS Revised Profile Wizard 2022	01/09/2021	<input type="checkbox"/>
EYFS Revised Profile Wizard 2023	01/09/2022	<input type="checkbox"/>
Key Stage 1 Wizard England 2022	01/09/2021	<input type="checkbox"/>
Key Stage 2 MTC Wizard 2022	01/09/2021	<input type="checkbox"/>
Key Stage 2 Wizard England 2022	01/09/2021	<input type="checkbox"/>
Year 1 Phonics Screening Wizard 2...	01/09/2021	<input type="checkbox"/>
Year 2 Phonics Screening Wizard 2...	01/09/2021	<input type="checkbox"/>



2. Leave the filter on **Incomplete**, highlight '**EYFS Revised Profile Wizard 2024**' 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.




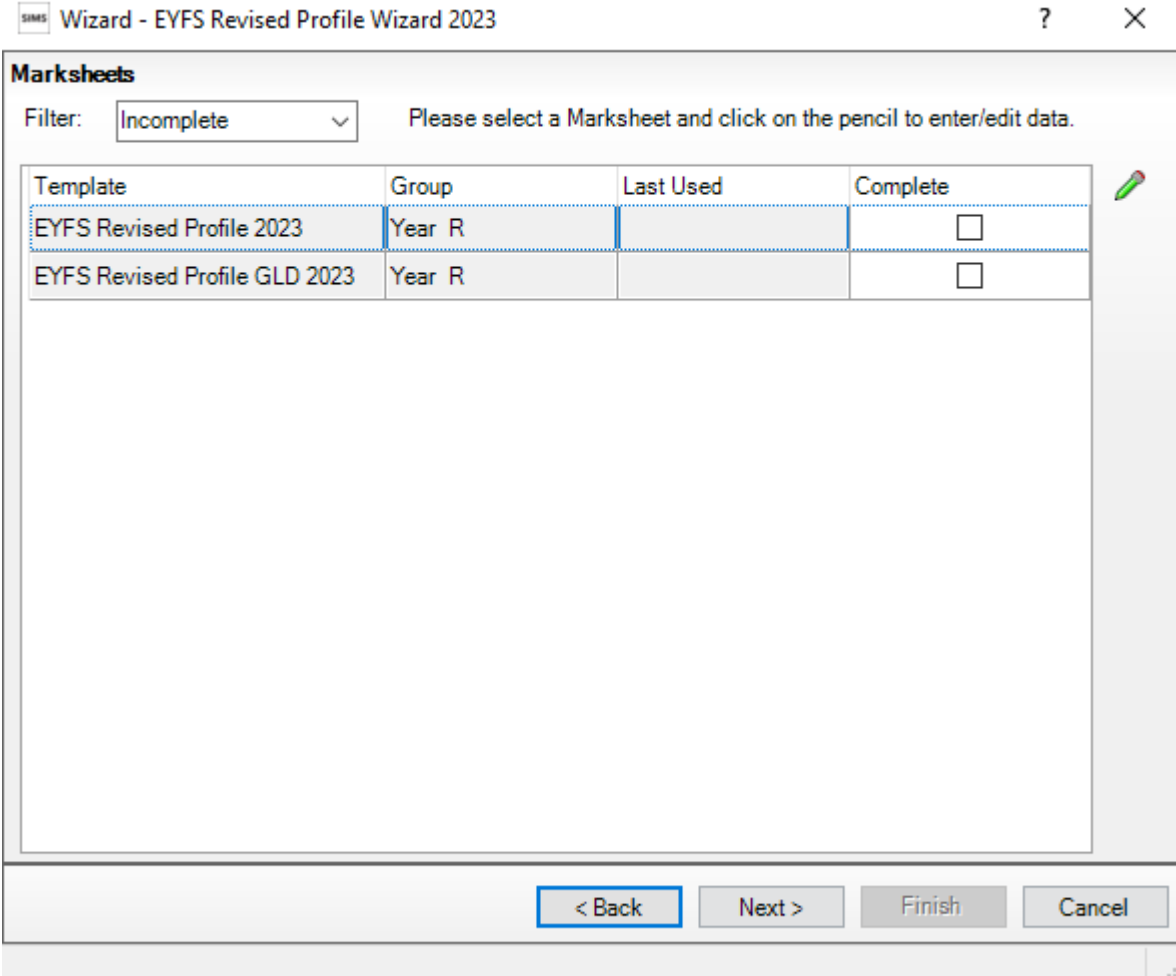
5. Click '**Next**'.

## Marksheets

**Important:** Data only needs to be populated in the 'EYFS Revised Profile 2023' marksheet. Once saved, the 'EYFS Revised Profile GLD 2023' marksheet will also be populated. To see information in the 'EYFS Revised Profile GLD 2023' 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 Revised Profile 2024**' and click on the green pencil  button.



Template	Group	Last Used	Complete
EYFS Revised Profile 2023	Year R		<input type="checkbox"/>
EYFS Revised Profile GLD 2023	Year R		<input type="checkbox"/>

2. Enter a grade for each pupil in the appropriate cells. The grades are as follows:-
  - 2 (Expected)
  - 1 (Emerging)
  - A (Unable to access or exempt)

- 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.

**2 Marksheet**

Result Date: 12/04/2023    Group Membership Date: 12/04/2023    Refresh    Summary    Narrow    Zoom


Group Filter:

Students	COM: Listen, Att & UndStd School Assessment - EYFS
ATKINS, Eve	2
BALAN, Larisa	
BARTEK, Filip	
BIRKETT, Scott	
BROOKS, Willow	
BYRON, Emma	
CARDALE, Luke	
CARMICHAEL, Meghan	
CHATTERJEE, Anisha	
CIOBANU, Mitica	
CLIFTON, Rhianna	
COLE, Jennifer	
COLINS, Oliver	
DAKSH, Ivaan	

**View Select Grade**

Grade	Description
2	Expected
1	Emerging
A	Unable to assess, or exemption applies
.	



Apply & Next    Skip    Close

- All white columns (without f) enables the entry of the EYFS level.
- Once all columns are completed, click **'Save'**. Columns with 'f' in the header will automatically complete.
- Click  **Calculate**. Any pupils with missing results will show as 'Missing' and will be highlighted red in the 'Data Check' column.

Students	COM: Listening Attention School Assessment - EYFS	COM: Understanding School Assessment - EYFS	COM: Speaking School Assessment - EYFS	PHY: Moving & Handling School Assessment - EYFS	PHY: Health & Self-Care School Assessment - EYFS	PSE: Self-confidence School Assessment - EYFS	PSE: Feelings/Behaviour School Assessment - EYFS	PSE: Relationships School Assessment - EYFS	LT: Reading School Assessment - EYFS	LT: Writing School Assessment - EYFS	MAT: Numbers School Assessment - EYFS	MAT: Shape Space Measure School Assessment - EYFS	UTW: People Communities School Assessment - EYFS	UTW: The World School Assessment - EYFS	UTW: Technology School Assessment - EYFS	EXP: Media & Materials School Assessment - EYFS	EXP: Being Imaginative School Assessment - EYFS	Data Check
ABBOTT, Jessica	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	Ok
ABHRA, Shaquib	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	Missing E

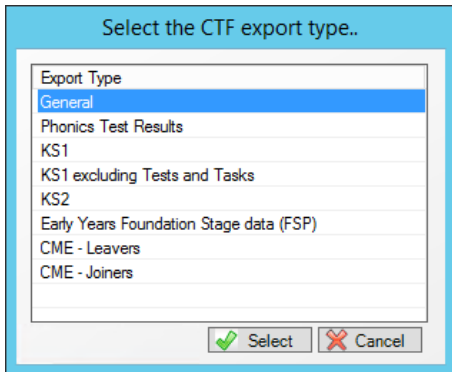
- Results can be overtyped if a correction is needed. Ensure that you click **'Save'** again if you amend any results.

## Populating the GLD Marksheet

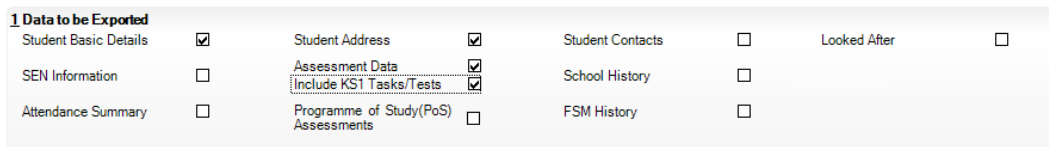
1. Click on '**EYFS Revised Profile Good Level Development 2024**' and click on the green pencil  to open the GLD marksheet.
2. Click  Calculate to auto-populate the marksheet.
3. All columns should now populate.
4. Click '**Save**'.
5. Close the wizard.

# 05 | Exporting the Results to a CTF

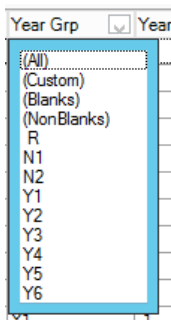
1. Click **Routines | Data Out | CTF | Export CTF**
2. Select the export type '**General**'



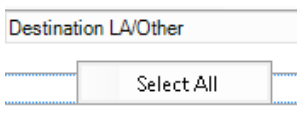
3. Deselect all boxes in the 'Data to be Exported' panel except for 'Student Basic Details', 'Student Address', 'Assessment Data' and 'Include KS1 Tasks/Tests'



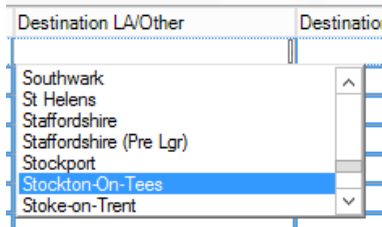
4. Select 'Reception' in the 'Year Grp' column and check that all relevant pupils are listed.



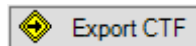
5. Right click in the white area under 'Destination LA/Other' and click 'Select All'



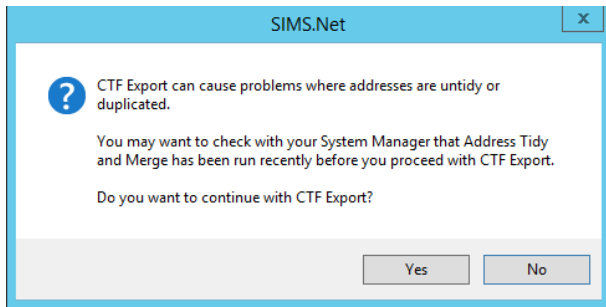
- Left click in the 'Destination LA/Other' cell for the first pupil and scroll down until you find your Local Authority.



- Click 'Export CTF'



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

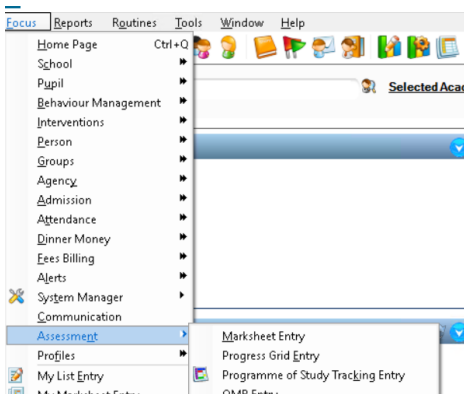


- Make a note of the filename that appears on the screen.
- Your file is now ready to send via your LA's preferred method of secure transfer.

# 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.

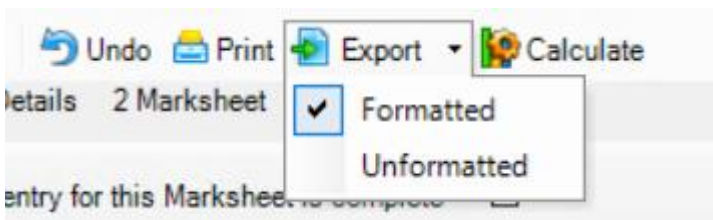
## Focus | Assessment | Marksheet Entry



Open the marksheet called **EYFS Revised Profile 2024**, make sure your data entry is complete and the extra student columns of DOB, Reg (class) and Gender are visible on screen.

Date of Birth	Gender	Reg Group	COM Listening Attention School Assessment - EYFS	COM Understanding School Assessment - EYFS	COM Speaking School Assessment - EYFS	PHY Moving & Handling School Assessment - EYFS	PHY Health & Self-care School Assessment - EYFS	PSE Self-confidence School Assessment - EYFS	PSE Feelings Behaviour School Assessment - EYFS	PSE Relationships School Assessment - EYFS	LT Reading School Assessment - EYFS	LT Writing School Assessment - EYFS	MAT Numbers School Assessment - EYFS	MAT Shape Space Measur School Assessment - EYFS	UTW People Communities School Assessment - EYFS	UTW The World School Assessment - EYFS	UTW Technology School Assessment - EYFS	EYF Maths & Materials School Assessment - EYFS	EXP Being Imaginative School Assessment - EYFS	Data Check	
01/06/2015	M	02																			
05/04/2015	M	02																			
01/07/2015	F	01																			
13/08/2015	M	N																			

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.