



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.

(Please note that screenshots are for illustration purposes only)

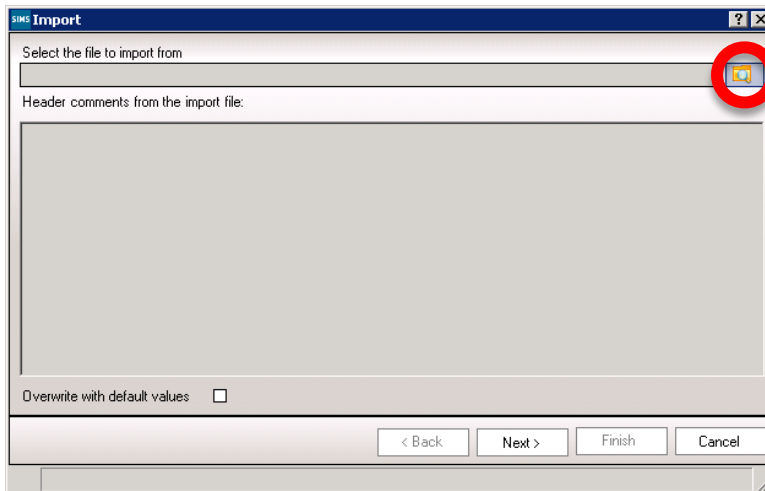
01642 635570

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 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

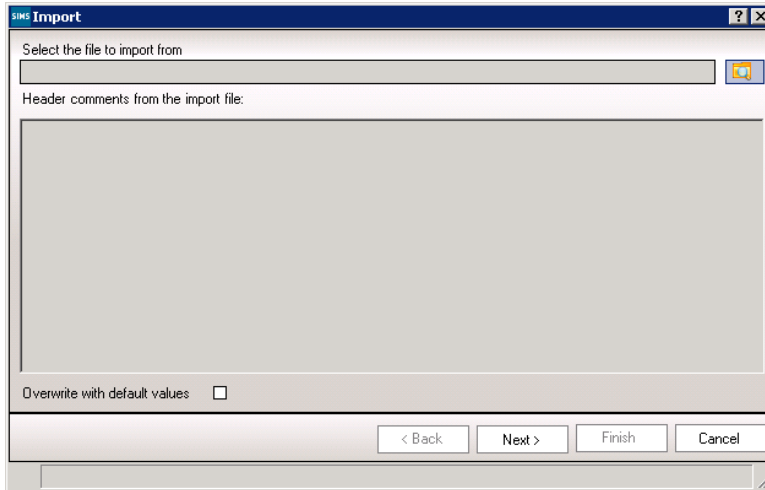
C:\Program Files (x86)\SIMS\SIMS .net\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager

4. Select the file named “Key Stage 1 Wizard England 2024” and click “Open”
5. Click “Finish”

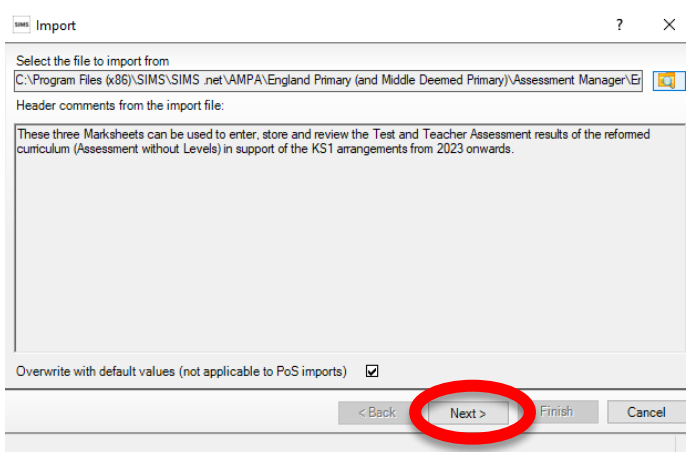
Your wizard has now been imported. We now need to import the marksheet templates so that you can input your data.

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

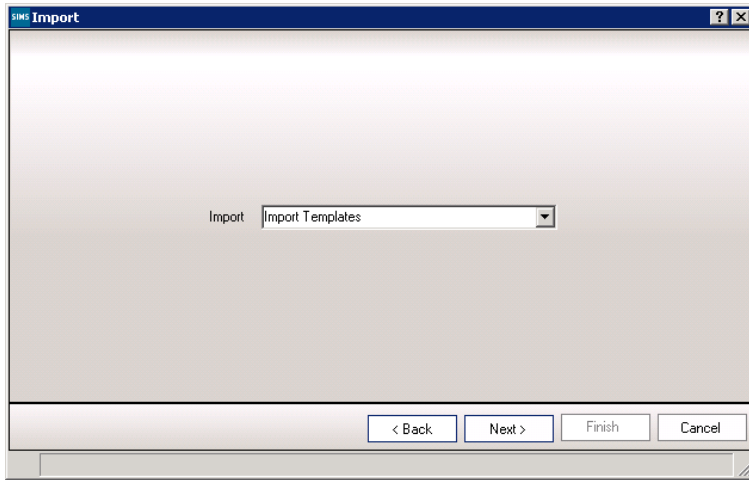
2. Press the browse button to browse for the marksheet template



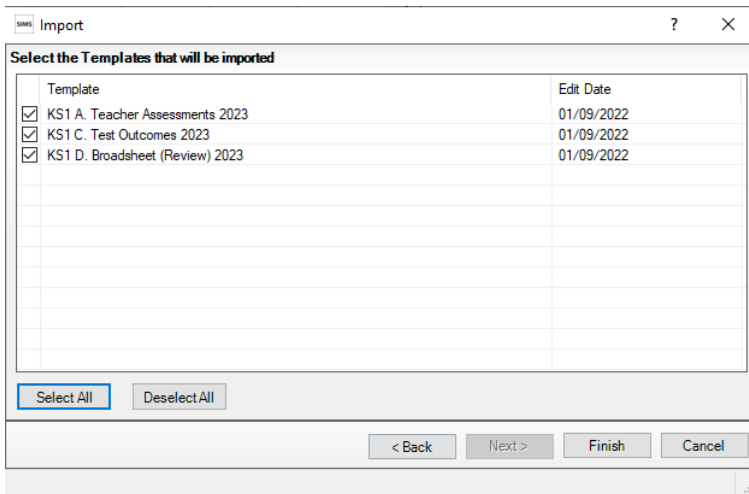
3. You should be directed to the Assessment Manager folder again. If you aren't, browse to the file path mentioned previously.
4. Select the file named "En KS1 Templates 2024" and click "Open"
5. Click "Next"



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



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



9. Click "Finish"

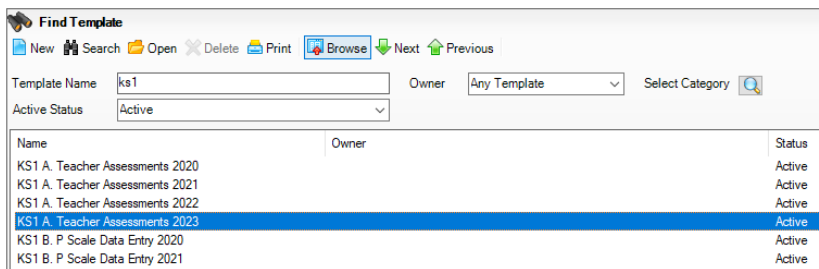
03 | Activating the Marksheetworks

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:-

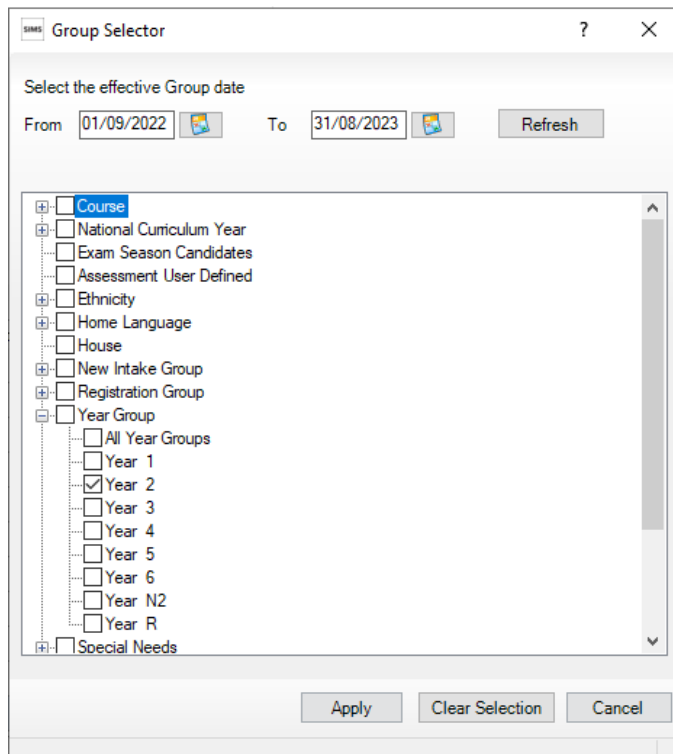
- KS1 A. Teacher Assessments 2024 – Used to enter teacher assessments
- KS1 C. Test Outcomes 2024 – Used to enter results of curriculum tests that support the teacher assessments
- KS1 D. Broadsheet (Review) 2024 – Review marksheet showing data entered in the marksheets A-C listed above.

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



3. Select “KS1 A. Teacher Assessments 2024”
4. In section 3 (Marksheets), click “New”

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



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

7. Repeat for the following templates:-
 - KS1 C. Test Outcomes 2024
 - KS1 D. Broadsheet (Review) 2024

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 2023 the old school must record and report the teacher assessment.


Running the Wizard

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

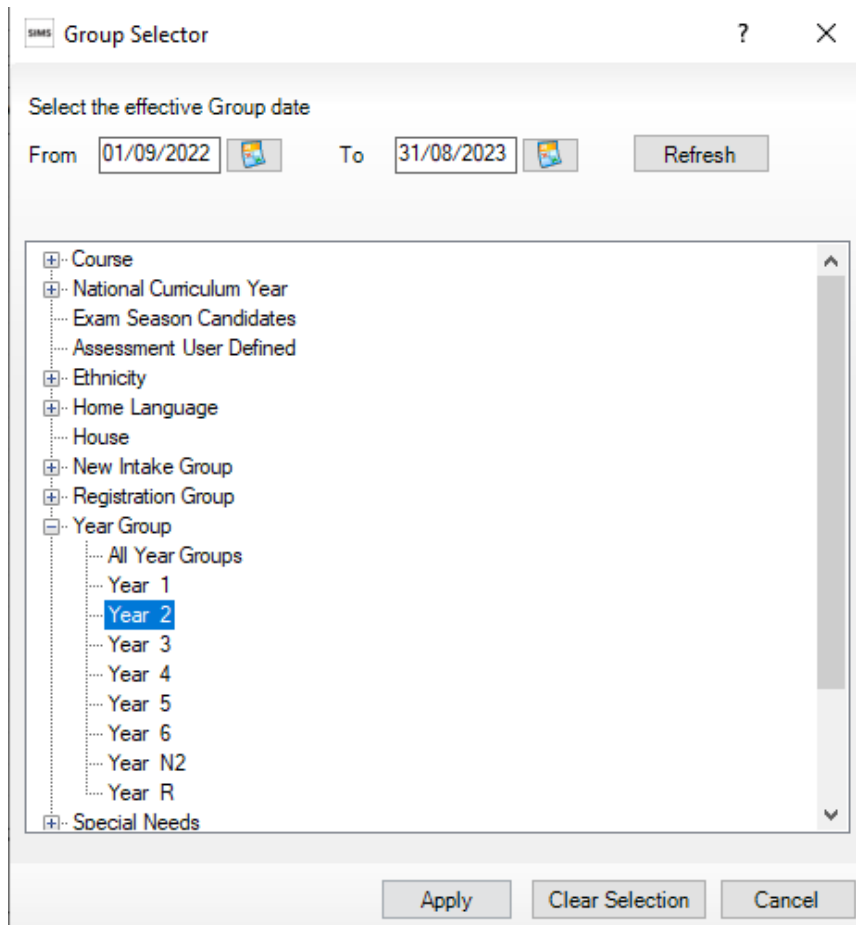
The screenshot shows a window titled 'SIMS Wizard' with a 'Select Wizard' dialog box. The dialog has a 'Filter' dropdown set to 'Incomplete'. Below the filter is a table with the following data:

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 1 Wizard England 2023	01/09/2022	<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"/>
Key Stage 2 Wizard England 2023	01/09/2022	<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"/>

At the bottom of the dialog are four buttons: '< Back', 'Next >', 'Finish', and 'Cancel'.

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

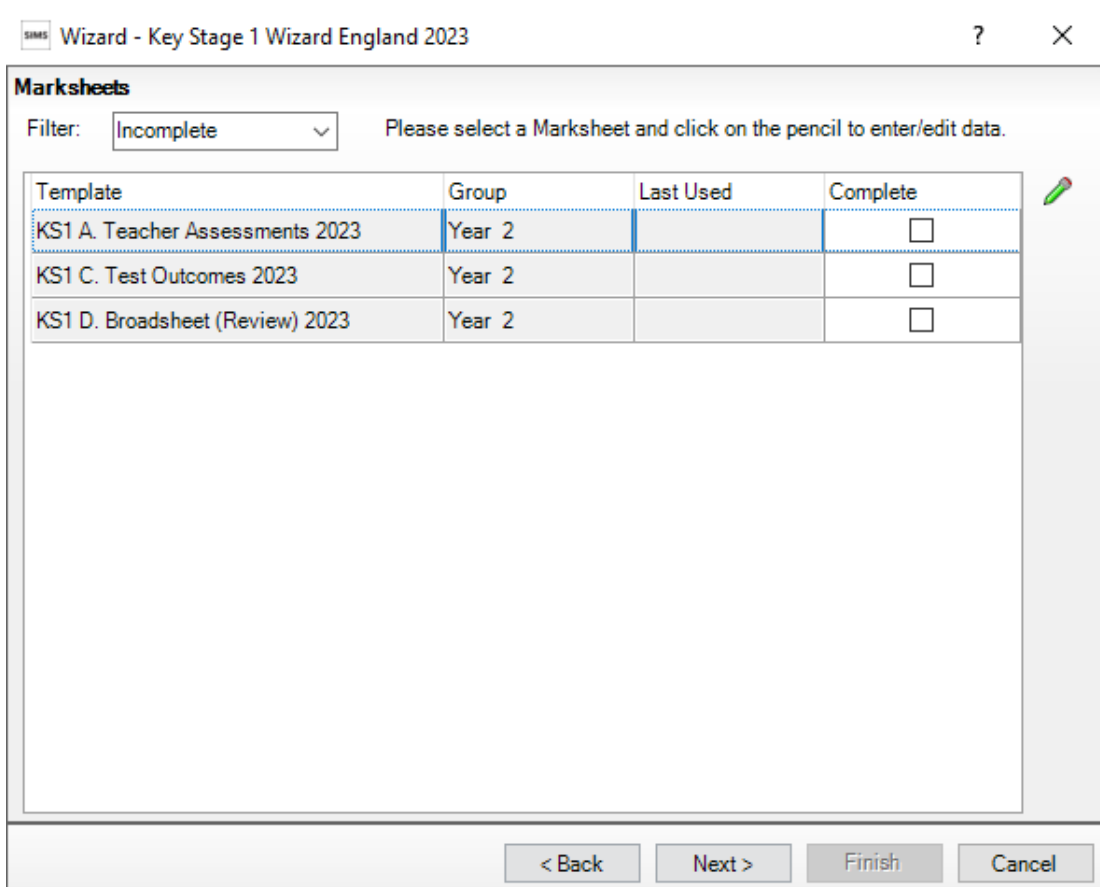


5. Click 'Next'.

Marksheets

We will now enter data into the marksheets that we have activated in previous steps. The below steps relate to the KS1 A. Teacher Assessments 2024 marksheet.

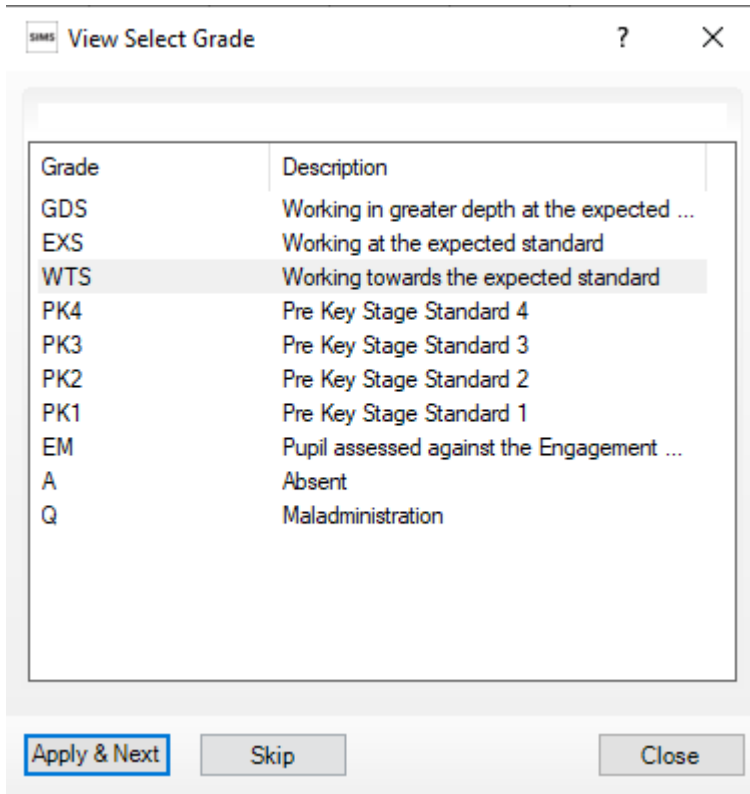
1. Click on the required marksheet from the list shown below and click on the green pencil  button.



Template	Group	Last Used	Complete
KS1 A. Teacher Assessments 2023	Year 2		<input type="checkbox"/>
KS1 C. Test Outcomes 2023	Year 2		<input type="checkbox"/>
KS1 D. Broadsheet (Review) 2023	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.

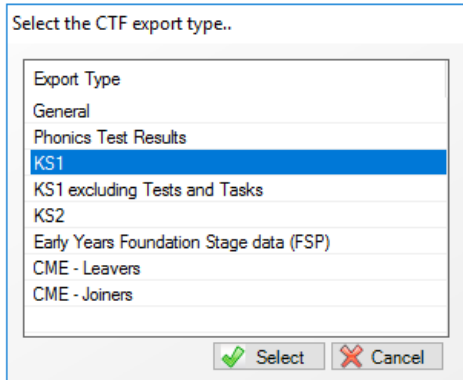
- To enter grades quickly, right click in the first cell and select '**Select Grade for Cell**'. Move the View Select Grade dialog box so you can view this alongside pupil names and the Result column. Double click the result for the first pupil. This will place the grade in the cell and moves to the 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

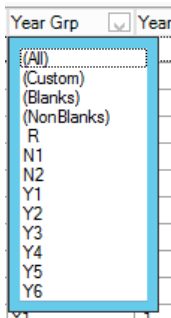
1. Click **Routines | Data Out | CTF | Export CTF**
2. Select the export type '**KS1**'



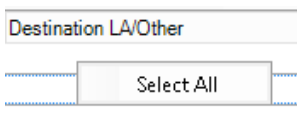
3. Set the view to "Current and Leavers this year"



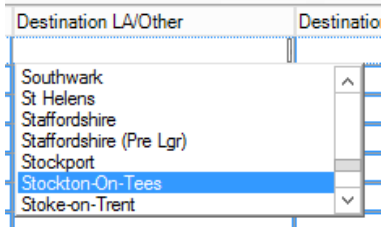
4. Select Year 2 in the 'Year Grp' column and check that all relevant pupils are listed.



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

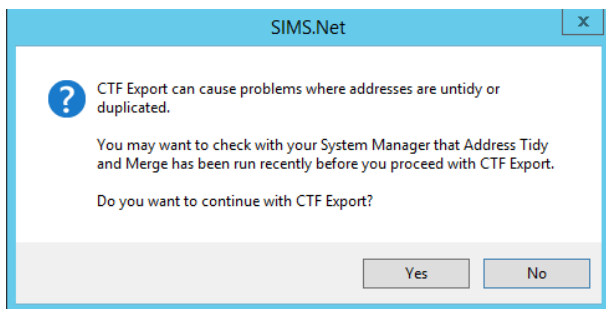


6. Left click in the 'Destination LA/Other' cell for the first pupil and scroll down until you find your Local Authority.



7. Click 'Export CTF'  Export CTF

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

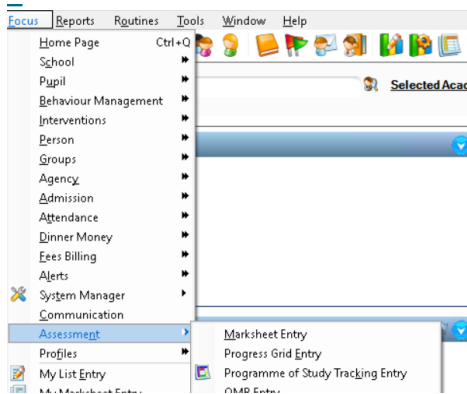


9. Make a note of the filename that appears on the screen.
10. Your file is now ready to send via your LA's preferred method of secure transfer.

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



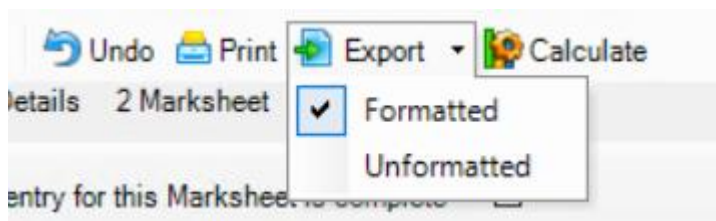
Open the marksheet called **KS1 A. Teacher Assessments 2024**, make sure your data entry is complete and the extra student columns of DOB, Reg (class) and Gender are visible on screen.

To add the above fields, right click on the “Students” heading, then click on “Select Additional Student Columns”. Tick these fields in the list and click OK.

Students	Reg Group	Date of Birth	Gender	KS1 Reading TA Key Stage 1 Validated Result	KS1 Writing TA Key Stage 1 Validated Result	KS1 Maths TA Key Stage 1 Validated Result	KS1 Science TA Key Stage 1 Validated Result	Missing Entries Check	No of Missing Entries
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From the menu bar select export and choose formatted.

This Information has been classified as Customer / General.



The file will open in Excel so you can save it. Upload this file to the SIS portal (Stockton only).