

Bromcom KS2 Assessment

How to administer the Key Stage 2 Teacher Assessments

This article is aimed at those responsible for administering the **KS2 Teacher Assessments** or the **Year 4 Multiplications Check**.

Read Guidance

Please see [here](#) for **DfE** guidance on administering the **KS2 Teacher Assessments** and [here](#) for information on the **column headings** in the Stage Assessment Sheets.

In addition you can record the results for the **Year 4 Multiplications Check** in the KS2 Stage Assessment Sheets. For **DfE** guidance on the **MTC** see [here](#).

See also [Primary Data Collections](#) for Bromcom EYFS and Phonics guidance and to register for live webinars.

Important Dates

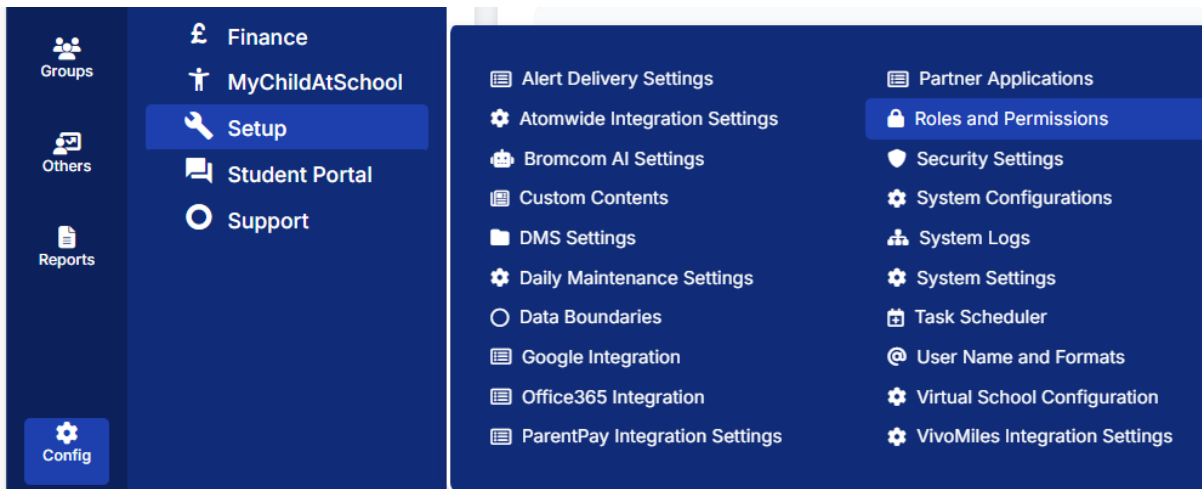
The deadline line for submission of the data is **Friday 27th June 2025**.

This guide shows you how to:

- Setup **Access** to the **Assessment Sheets List**
- **Configure** the **Stage Assessment Sheets**
- **Access** the **Stage Assessment Sheets**
- **Input** Individual **Student** Data into the **Stage Assessment Sheets**
- **Print** or **Export** the **Stage Assessment Sheets**.
- **Create** a **KS2 CTF** to then upload to Collect

Setup access to the Assessment Sheets List

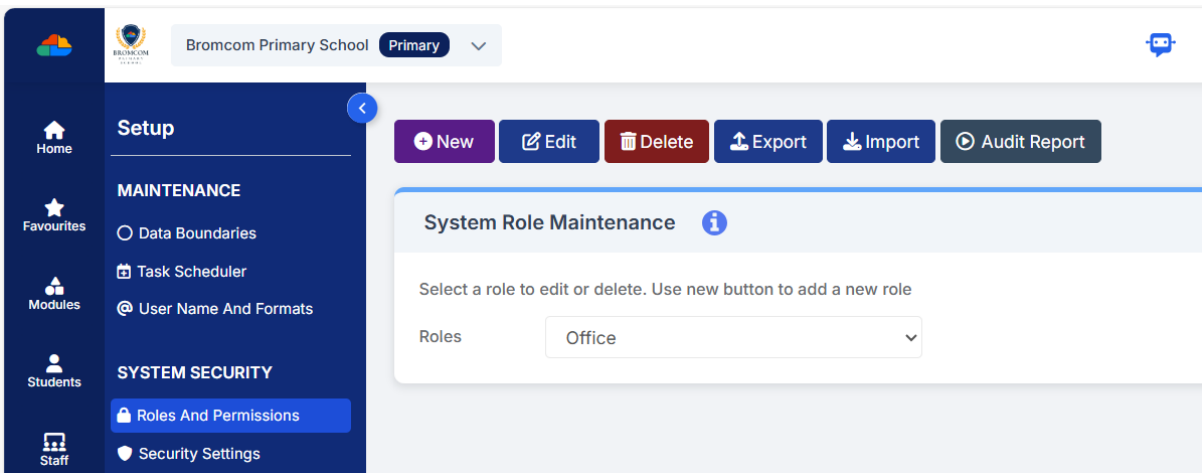
To set **Permissions** for access to the **Assessment Sheets List** where the **Stage Assessment Sheets** are located, from the left hand menu go to **Config>Set Up> Roles and Permissions**.



Pathway

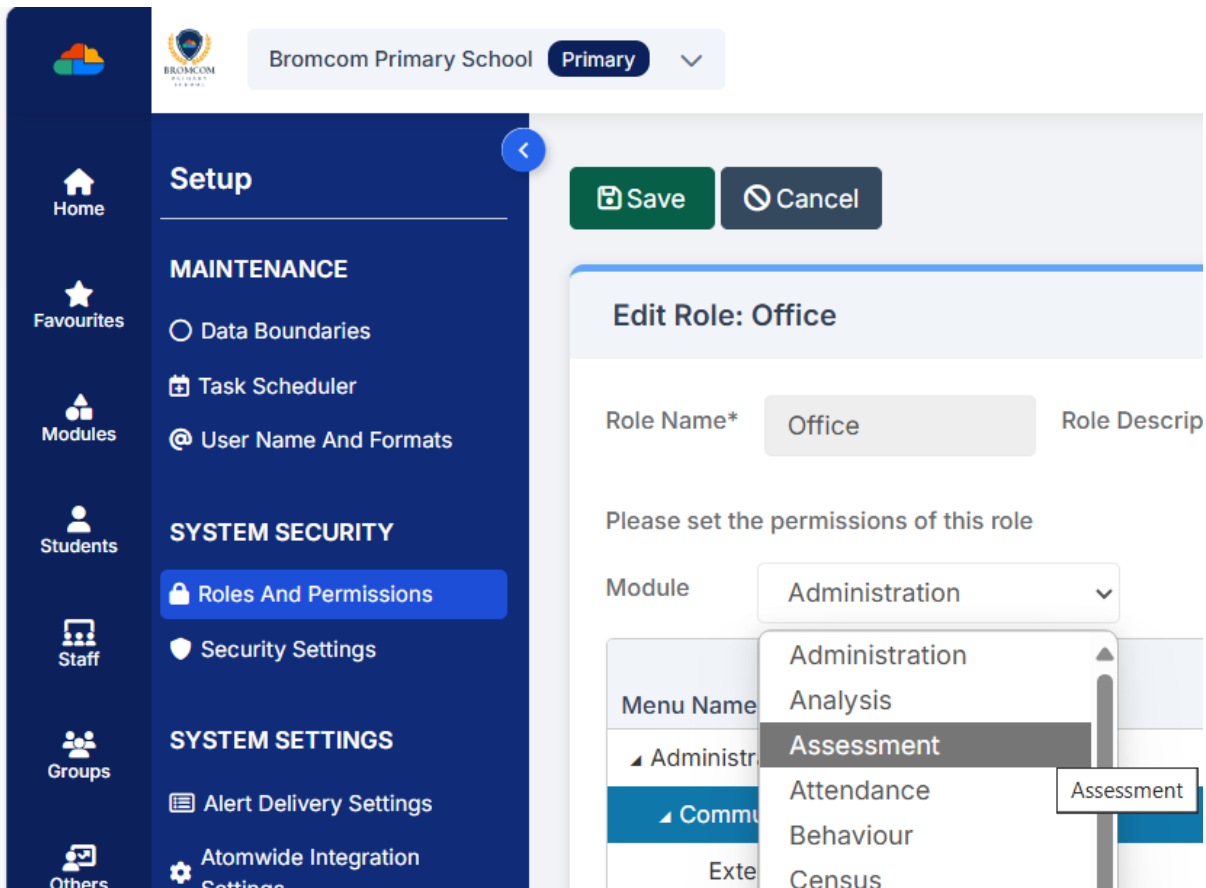
See also [How to Edit a Role and its Permissions](#).

From the **Roles** dropdown list select the required **Role** and **Edit**.



Role>Edit

From the **Module** dropdown choose **Assessment**.



Module>Assessment

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

Please set the permissions of this role

Module: Assessment

Expand All Collapse All

Menu Name	Access	New	Edit	Delete	Save
Assessment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reports					
Maintenance					
Routines					
View/Amend Assessment Data	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Assessment Sheets List	<input checked="" type="checkbox"/>				
Incomplete MarkSheets	<input checked="" type="checkbox"/>				
Assessment Components	<input checked="" type="checkbox"/>				

Permissions

Configure the Stage Assessment Sheets

To set **Permissions** for access to **Configurations** from the left menu go to **Config>Set Up>Roles and Permissions**. Choose the required **Role** and click **Edit**, then from the Module dropdown choose **Assessment** then ensure **Configurations** is ticked for **Access and Save**

Please set the permissions of this role

Module Assessment

Expand All Collapse All

Menu Name	Access	New	Edit	Delete	Save
Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports					
Maintenance					
Comment Banks	<input type="checkbox"/>				<input type="checkbox"/>
Configurations	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Routines					

Configuration Permissions

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

The screenshot displays the Bromcom Primary School system interface. At the top, the school name 'Bromcom Primary School' and the level 'Primary' are shown. The main navigation menu on the left includes Home, Favourites, Modules, Students, Staff, Groups, Others, and Reports. The 'CONFIGURATION' menu is expanded, listing various system settings such as Administration, Analysis, Assessment, Attendance, Behaviour, Communication, Curriculum, Diary, Dinner, Finance, MyChildAtSchool, Setup, Student Portal, and Support. The 'Assessment' option is highlighted, and a sub-menu is open, showing 'Configurations' as the selected item. Other sub-menu items include Comment Banks, Early Years Assessment Sheets, Formative Assessment Sheets, Standardised Tests Assessment Sheets, and Summative Assessment Sheets. The background shows a student list for 'Year 4 Ash' with names like Ahmed, Lesley, Babb, John, Clarke, Danielle, Grayling, Asma, and Johnson, Amy.

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

Note: if you are recording the **Year 4 Multiplication Check** you will need to add **Year 4** in **Generate Templates for National Curriculum Year Groups**.

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

Lizzie Sunshine

Stage Assessment Sheet Configuration

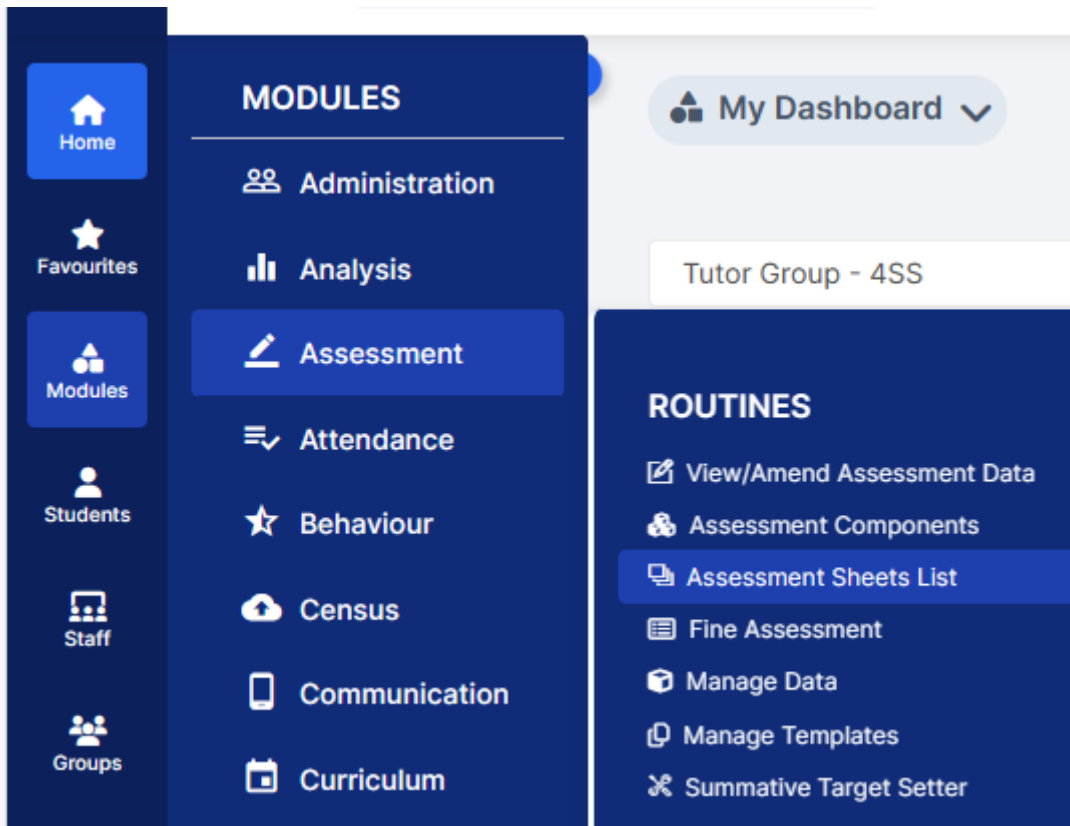
Select the relevant parameters:

- **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 the members 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**.

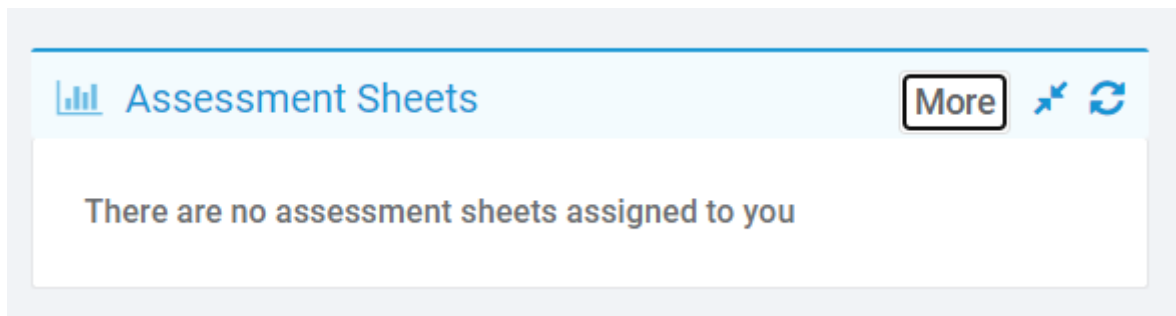
Access the Stage Assessment Sheets as a Teacher or Administrator

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



Pathway

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



Assessment Sheets Widget

Last Name	First Name	UDF	TG	Year	English Subject	Maths Subject	Science Subject	Reading	Reading Scaled Score	Reading Outcome	Mathematics, Arithmetic	Mathematics, Reasoning Paper 1	Mathematics, Reasoning Paper 2
Addison	Harry	★	6 Birch	06									
Anderson	Arthur		6 Birch	06									
Buntin	Si	★	6 Birch	06									
Clarke	Oscar	★	6 Birch	06									
Evans	Chris		6 Birch	06									
Forman	Ellis	★	6 Birch	06									
Guy	Sarah	★	6 Birch	06									
Holt	Harry		6 Birch	06									
Hutchinson	Nyah		6 Birch	06									
Jensen	Olivia	★	6 Birch	06									
Joseph	Oliver		6 Birch	06									
Kumar	Muhammad		6 Birch	06									
Martinez	Harry		6 Birch	06									
Maxfield	Joanne		6 Birch	06									
Muller	Mia		6 Birch	06									

KS2 Stage Assessment Sheet Example

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

Last Name	First Name	UDF	TG	Year	Mathematics, Reasoning Paper 1	Mathematics, Reasoning Paper 2	Mathematics, Total	Mathematics, Scaled Score
Addison	Harry	★	6 Birch	06				

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

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

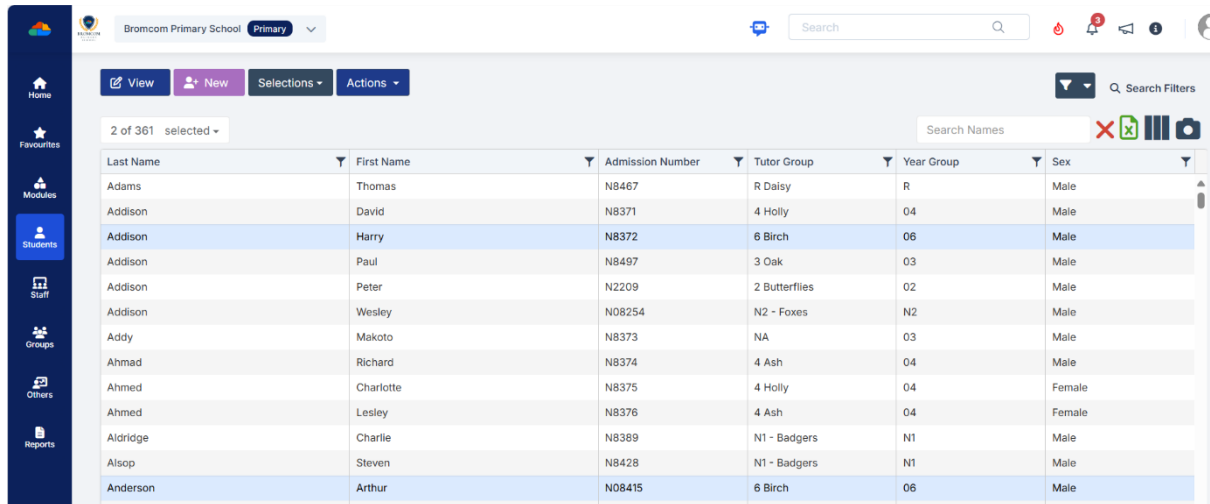


Export

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:

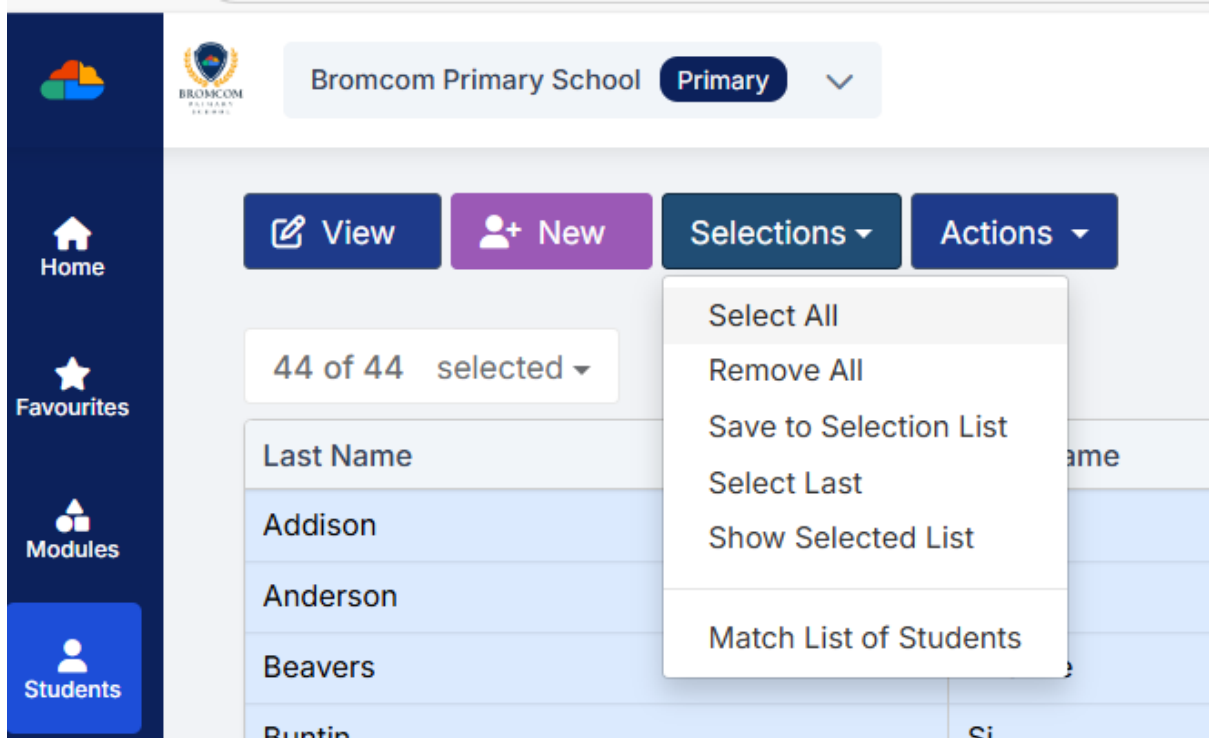
Select individual **Students**: Select the **Students** that you are producing a **KS2 CTF** for by clicking on each individual **Student** record.



Last Name	First Name	Admission Number	Tutor Group	Year Group	Sex
Adams	Thomas	N8467	R Daisy	R	Male
Addison	David	N8371	4 Holly	04	Male
Addison	Harry	N8372	6 Birch	06	Male
Addison	Paul	N8497	3 Oak	03	Male
Addison	Peter	N2209	2 Butterflies	02	Male
Addison	Wesley	N08254	N2 - Foxes	N2	Male
Addy	Makoto	N8373	NA	03	Male
Ahmad	Richard	N8374	4 Ash	04	Male
Ahmed	Charlotte	N8375	4 Holly	04	Female
Ahmed	Lesley	N8376	4 Ash	04	Female
Aldridge	Charlie	N8389	N1 - Badgers	N1	Male
Alsop	Steven	N8428	N1 - Badgers	N1	Male
Anderson	Arthur	N08415	6 Birch	06	Male

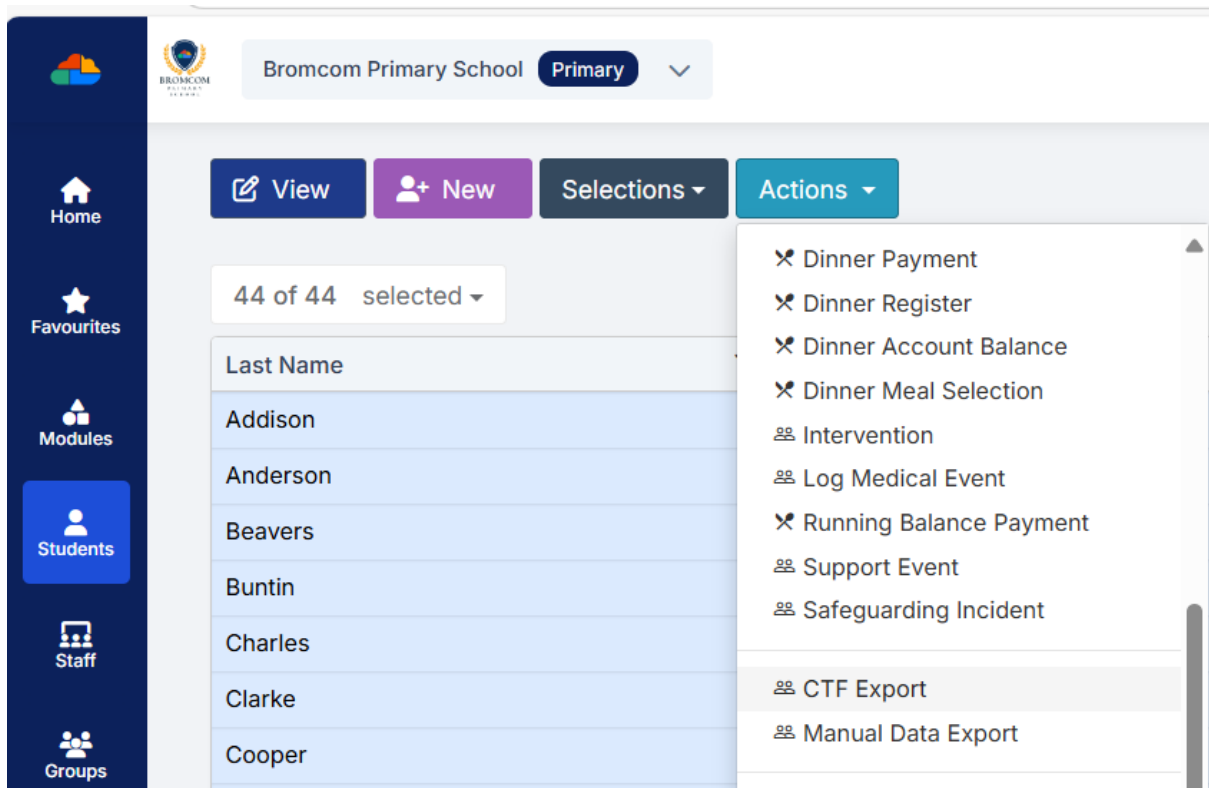
Click to select individual students

Select by **Groups**: to filter the list by a specific **Year Group** click on the top right 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.



Select All

Once you have selected the required **Students** from the **Actions** dropdown scroll down and select **CTF Export**.



Actions>CTF Export

Change the **Export Type** to **KS2 Return**. If you are submitting to the **LA** choose the required **Local Authority**.

CTF Export

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

Export Type:
KS2 Return

Local Authority:
<NOT SELECTED>

Export **Cancel**

If choosing a **CTF Export** for **Year 4 MTC** please choose either **National Assessment Authority** or **Internal Data Transfer**

CTF Export

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

Export Type:
General

School Type:
Destination schools only

- General
- ULN Request
- EYFS Return
- KS1 Return
- KS2 Return
- Phonics Return
- National Assessment Authority**
- Internal Data Transfer
- CMJ
- CML
- Lost Pupils Database

Export **Cancel**

MTC CTF Export

Export to complete the process.