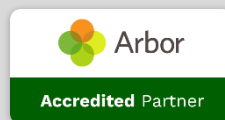




## Arbor – DfE Assessments - EYFS

How to enter and export Statutory Early Years Assessments



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# 01 | Introduction

Schools have a statutory duty to report and submit EYFS Profile data for every pupil at the end of Reception.

Once all data has been entered into Arbor, 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 Profile data to fulfil the requirements of the DfE in relation to EYFSP arrangements.  
(Please note that screenshots are for illustrative purposes only)

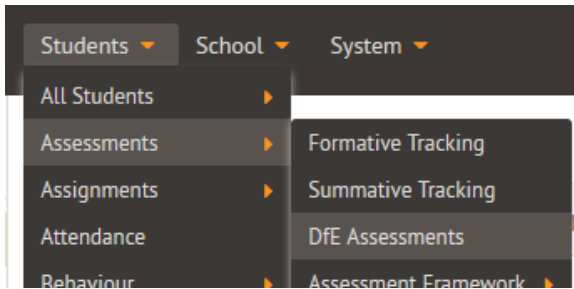
Please do not hesitate to contact the MIS team with any problems or questions.

01642 635570

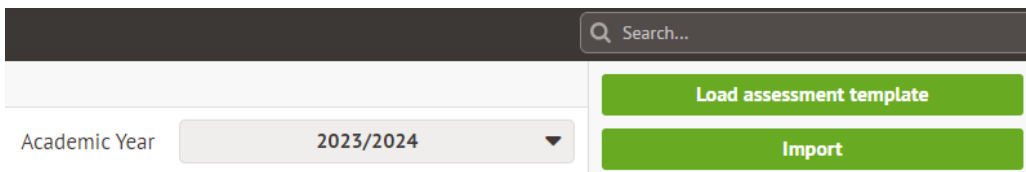
[helpdesk@oneitss.org.uk](mailto:helpdesk@oneitss.org.uk)

# 02 | Loading Assessment Templates

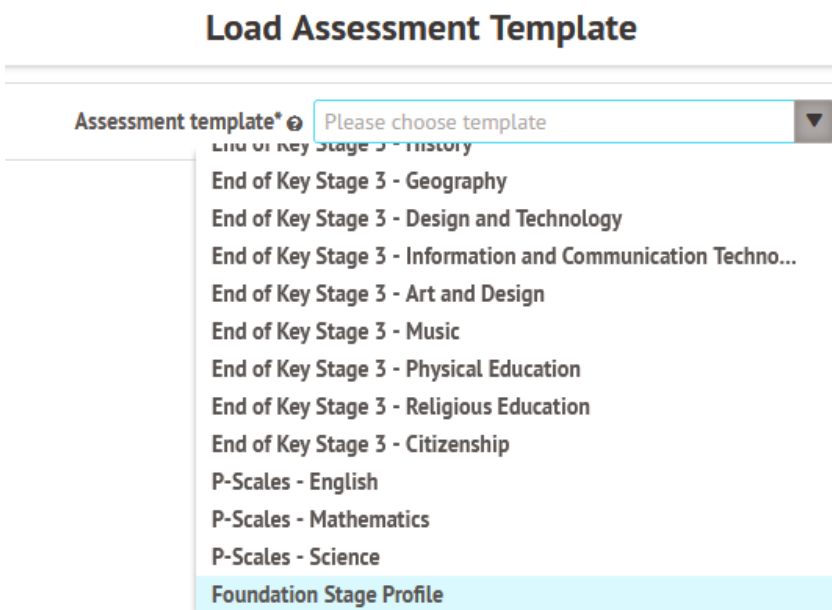
1. Before you begin entering your assessments, you will need to check if your assessment is in the list. If it isn't, you need to load the assessment template. To do this, go to **Students | Assessments | DfE Assessments**



2. Click on **Load Assessment Template** on the right



3. Choose your assessment from the drop down. For EYFS, choose **Foundation Stage Profile**

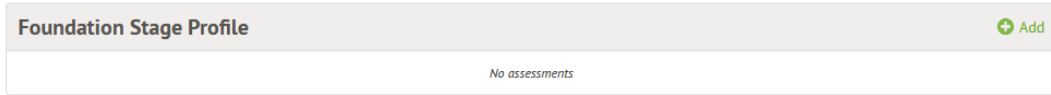


4. Click **Load Template** then **Load Template** again

5. You should now see **Foundation Stage Profile** in your list of DfE Assessments.

# 03 | Setting Up Assessments

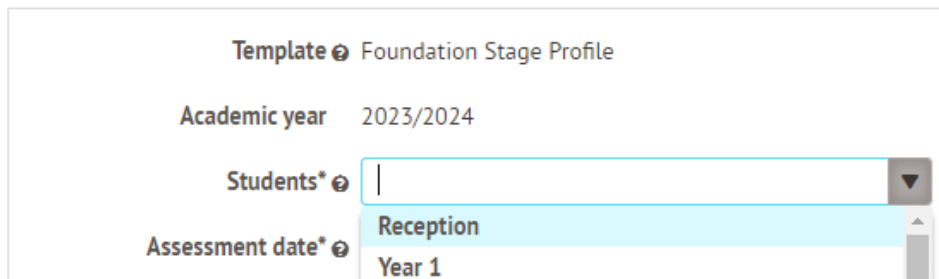
1. Click **Add** next to your assessment



Foundation Stage Profile + Add

No assessments

2. Choose your year group. For Foundation Stage Profile, we will choose **Reception**



Template ⓘ Foundation Stage Profile

Academic year 2023/2024

Students\* ⓘ |

Assessment date\* ⓘ

- Reception
- Year 1

3. Enter your assessment date (must be between April and June)
4. You will also notice there is a tick box for **Students with SEN Only**. Tick this if required.
5. Click **Setup assessments**
6. Your assessment should now be listed under **Foundation Stage Profile**

# 04| Inputting Marks

1. Click on your assessment

| Foundation Stage Profile |           | + Add |
|--------------------------|-----------|-------|
| 03 Jun 2024              | Reception | ▶     |

2. Click **Input Marks**

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## Foundation Stage Profile

|                        |                          |
|------------------------|--------------------------|
| <b>Assessment</b>      | Foundation Stage Profile |
| <b>Academic year</b>   | 2023/2024                |
| <b>Assessment date</b> | 03 Jun 2024              |
| <b>Students</b>        | Reception                |

Manage assessment »
Analytics »
Input marks »

3. This will open a marksheet. You can either click in the cells and type the grade, or use the arrows on each cell and select them from a drop down.

Input Marks: Foundation Stage Profile, 15 Jun 2022

|                          |                  | Students <span style="float: right;">All Students ▼</span>  |                |                |               |                 |                |                |               |                |                 |          |
|--------------------------|------------------|---|----------------|----------------|---------------|-----------------|----------------|----------------|---------------|----------------|-----------------|----------|
|                          |                  | Bulk action ▼ <span style="margin-left: 10px;">↶ ↷</span> <span style="margin-left: 10px;">Hide columns ▼</span> <span style="margin-left: 10px;">Q Search this table</span> <span style="margin-left: 10px;">Download ▼</span> <span style="margin-left: 10px;">📄</span> <span style="margin-left: 10px;">⚙️</span> <span style="margin-left: 10px;">🔍</span> <span style="margin-left: 10px;">🗑️</span> |                |                |               |                 |                |                |               |                |                 |          |
| <input type="checkbox"/> | Student          | EYF: Liste... ▼   | EYF: Spea... ▼ | EYF: Self... ▼ | EYF: Man... ▼ | EYF: Build... ▼ | EYF: Gros... ▼ | EYF: Fine... ▼ | EYF: Com... ▼ | EYF: Word... ▼ | EYF: Writi... ▼ | EYF: Nun |
| <input type="checkbox"/> | Arnold_Shelby    | 1   | ▼ - Delete -   | ▼              | ▼             | ▼               | ▼              | ▼              | ▼             | ▼              | ▼               | ▼        |
| <input type="checkbox"/> | Perry_James      | 1   | ▼ - Delete -   | ▼              | ▼             | ▼               | ▼              | ▼              | ▼             | ▼              | ▼               | ▼        |
| <input type="checkbox"/> | Robson_Connor    | 1   | ▼ 1            | ▼              | ▼             | ▼               | ▼              | ▼              | ▼             | ▼              | ▼               | ▼        |
| <input type="checkbox"/> | Saunders_Jessica | 2   | ▼ 2            | ▼              | ▼             | ▼               | ▼              | ▼              | ▼             | ▼              | ▼               | ▼        |
| <input type="checkbox"/> | Smith_Sam        | ▼   | ▼ A            | ▼              | ▼             | ▼               | ▼              | ▼              | ▼             | ▼              | ▼               | ▼        |

Showing 5 results

| EYF: Liste... | EYF: Spea... |
|---------------|--------------|
| 1             | - Delete -   |
| 1             | - Delete -   |
| 1             | 1            |
|               | 2            |
| 2             | A            |



# 05| Entering Marks in Bulk

Entering marks in bulk makes it quicker and easier to complete your assessment marksheets and means you're not inputting the same mark multiple times.

1. In your marksheet, tick the students you want to enter marks for, or use the top tick box to tick all if you need to enter the same mark for everyone

2. Use the **Bulk Action** drop down to choose which column you'd like to update

3. Choose the grade from the drop down

- Ensure you check the list of pupils is correct to avoid the wrong marks being entered.
- Click **Save Changes**

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## Bulk Set Marks

---

|                   |  |
|-------------------|--|
| <b>Date</b>       | 15 Jun 2022  |
| <b>Assessment</b> | EYF: Fine Motor Skills                             |
| <b>Grade</b>      | <input style="width: 80%;" type="text" value="2"/> |

### Students

- Form REAZ
- Arnold** Shelby
- Perry** James
- Robson** Connor
- Saunders** Jessica
- Smith** Sam

Cancel Save Changes

- The grades should now be against your chosen pupils.

✎ Bulk action ▼
↶ ↷
Hide columns ▼

| <input type="checkbox"/> | Student                          | Gros... | EYF: Fine Motor Skills |   |
|--------------------------|----------------------------------|---------|------------------------|---|
| <input type="checkbox"/> | <a href="#">Arnold Shelby</a>    | ▼       | 2                      | ▼ |
| <input type="checkbox"/> | <a href="#">Perry James</a>      | ▼       | 2                      | ▼ |
| <input type="checkbox"/> | <a href="#">Robson Connor</a>    | ▼       | 2                      | ▼ |
| <input type="checkbox"/> | <a href="#">Saunders Jessica</a> | ▼       | 2                      | ▼ |
| <input type="checkbox"/> | <a href="#">Smith Sam</a>        | ▼       | 2                      | ▼ |

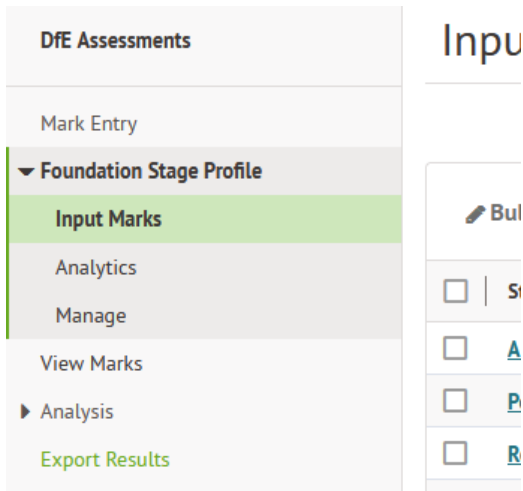
<
>
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Showing 5 results

- Repeat/enter marks manually as needed until you have completed the sheet for all pupils.

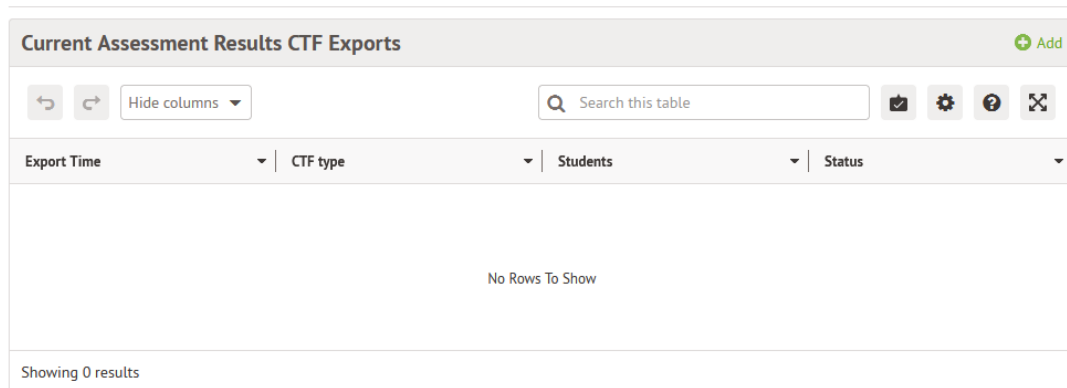
# 06 | Exporting Your Assessments

1. You can export your results straight from the marksheet screen using the **Export Results** option on the left



2. Click **Add** on the top right of the **Current Assessment Results CTF Exports** panel

## DfE Assessment Exports



3. Complete as follows:-

**Export Type:** Partial CTF containing Early Years Foundation Stage data

**Destination:** Local Authority

**Year Group:** Reception

**Include only students enrolled on:** Today's date (unless backdating for any reason)

**Only export the most recent assessment results:** Tick – this ensures that only the most recent result is pulled through

4. Click **Export**

### Export Assessment Results

#### Information

To export a CTF file, please first pick the type of export you want. When you have done that, click Export. A CTF containing the chosen assessment results for the academic year will be created. It may take a little while to create the CTF, so please be patient. When it is finished you will be alerted by a notification, so keep an eye on those.

**Export type\*** Partial CTF containing Early Years Foundation Stage data

**Destination\*** Local Authority

**Year group** Reception

**Include only students enrolled on** 11th Aug 2022

**Only export the most recent assessment results**

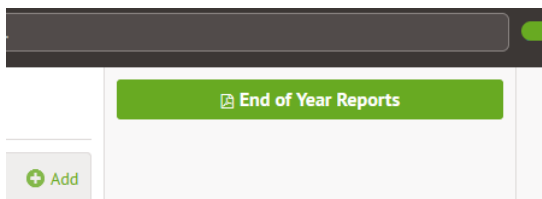
**Notes**

5. Your export will be added to the list. Give it a few seconds and then refresh the page and your CTF should be available through your notification centre in the top right.

# 07| Producing End of Year Reports

Arbor comes with pre-defined End of Year Reports which you can export as a PDF and give to parents.

1. From the **Export Results** screen, click **End of Year Reports** on the right



2. Complete the **Bulk Generate Reports** panel as follows:-

**Academic Year:** Defaults to this year

**Year Group:** Reception

**Report Type:** End of Year EYFS

3. Click **Bulk Generate Reports**

A screenshot of a 'Bulk generate reports' panel. The panel has a title bar 'Bulk generate reports' and three dropdown menus. The first dropdown is 'Academic year\*' with the value '2023/2024'. The second dropdown is 'Year group\*' with the value 'Reception'. The third dropdown is 'Report type\*' with the value 'End of Year EYFS'. Below the dropdowns are two buttons: a grey 'Cancel' button and a green 'Bulk Generate Reports' button with a white document icon.

4. Arbor will download a PDF file containing all reports so you can print them off
5. You can also use the **Download report for single student** option if needed (for example if you've changed a mark and need to recreate their report)

**Download report for single student**

Academic year\*

Year group\*

Student\*

Report type\*