



ONE IT
SERVICES & SOLUTIONS

Arbor – DfE Assessments – Key Stage 1

How to enter and export Statutory Key Stage 1 Assessments



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01 | Introduction

Until Academic Year 2025-26, schools had a statutory duty to report and submit KS1 Teacher Assessment data for every pupil at the end of Year 2. **This is now optional.**

This document is a step-by-step guide on entering and submitting your KS1 Teacher Assessment data, should your school still wish to administer it.

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

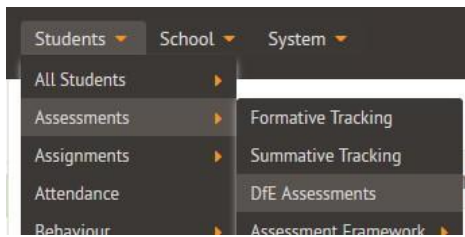
01642 635570

helpdesk@oneitss.org.uk

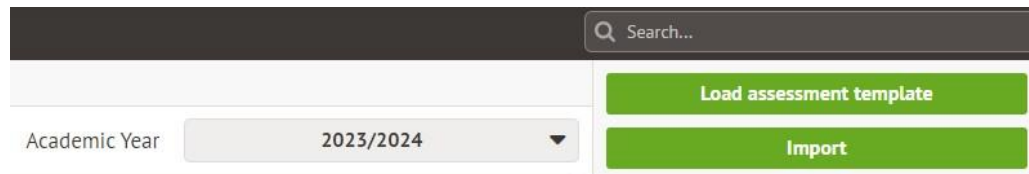
02| Loading Assessment Templates

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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

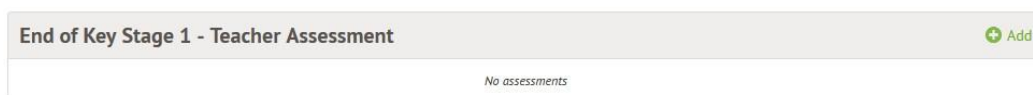


3. Choose your assessment from the drop down. For KS1, choose **End of Key Stage 1 – Teacher Assessment**
4. Click **Load Template** then **Load Template** again
5. You should now see **End of Key Stage 1 – Teacher Assessment** in your list of DfE Assessments.

03| Setting Up Assessments

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



2. Choose your year group. For KS1, we will choose **Year 2**

Setup Assessments

Template ⓘ End of Key Stage 1 - Teacher Assessment

Academic year 2023/2024

Students* ⓘ Year 2 ⊕ ▼

Assessment date* ⓘ 6th May 2024 📅

Students with SEN only

Cancel
Setup assessments

3. Enter your assessment date (suggested to be carried out during May)
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 **End of Key Stage 1 – Teacher Assessment**

04| Inputting Marks

04| Inputting Marks

1. Click on your assessment

End of Key Stage 1 - Teacher Assessment ⊕ Add

06 May 2024 Year 2 ▶

2. Click **Input Marks**

« Back **End of Key Stage 1 - Teacher Assessment**

Assessment	End of Key Stage 1 - Teacher Assessment
Academic year	2023/2024
Assessment date	06 May 2024
Students	Year 2

Manage assessment »

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.

DfE Assessments

Mark Entry

End of Key Stage 1 - Teacher Assessment

Input Marks

Manage

View Marks

Analysis

Export Results

Input Marks: End of Key Stage 1 - Teacher Assessment, 15 Jun 2022

Students All Students

Bulk action Hide columns Search this table Download

Student	KS1: Reading	KS1: Writing	KS1: Mathematics	KS1: Science
Allen Rebecca				
Allen Graham				
Anderson Samantha				
Apte Sapna				
Bailey Theo				
Baker Ruby				
Butler Lindsay				

05] Entering Marks in Bulk

Bulk action Hide columns

Student	KS1: Reading
Allen Rebecca	- Delete -
Allen Graham	- Delete -
Anderson Samantha	EM
Apte Sapna	PK1
Bailey Theo	PK2
Baker Ruby	PK3
Butler Lindsay	PK4
Clark Victoria	WTS
	EXS
	GDS
	A
	Q

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

05| Entering Marks in Bulk

4. Ensure you check the list of pupils is correct to avoid the wrong marks being entered.
5. Click **Save Changes**
6. The grades should now be against your chosen pupils.

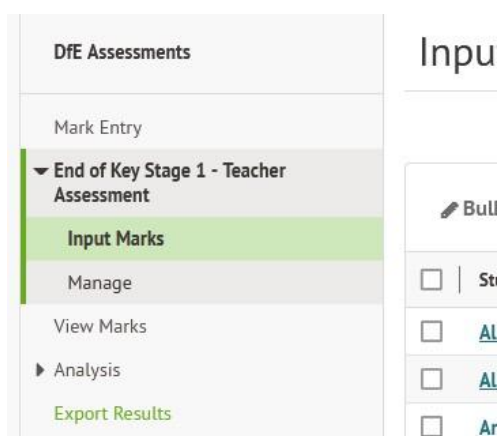
Bulk action		Hide columns
<input type="checkbox"/>	Student	KS1: Reading
<input type="checkbox"/>	Allen Rebecca	EXS
<input type="checkbox"/>	Allen Graham	EXS
<input type="checkbox"/>	Anderson Samantha	EXS
<input type="checkbox"/>	Apte Sapna	EXS

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

06| Exporting Your Assessments

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

Current Assessment Results CTF Exports Add			
Export Time	CTF type	Students	Status
No Rows To Show			
Showing 0 results			

3. Complete as follows:-

Export Type: Partial CTF containing Key Stage 1 data

Destination: Local Authority

Year Group: Year 2

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

06| Exporting Your Assessments

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 Key Stage 1 data ✕ ▼

Destination* Local Authority ✕ ▼

Year group Year 2 ✕ ▼

Include only students enrolled on 15th Feb 2024 📅

Only export the most recent assessment results

Notes

Cancel
Export

- 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

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.

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



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

Academic Year: Defaults to this year

Year Group: Year 2

Report Type: End of KS1 Assessment Results

- Click **Bulk Generate Reports**

 A screenshot of the 'Bulk generate reports' panel. It has a title bar 'Bulk generate reports' and three dropdown menus: 'Academic year*' with '2023/2024', 'Year group*' with 'Year 2', and 'Report type*' with 'End of KS1 Assessment Results'. Each dropdown has a close icon (x) and a downward arrow. At the bottom, there are two buttons: a grey 'Cancel' button and a green 'Bulk Generate Reports' button with a document icon.

- 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)

07| Producing End of Year Reports

Download report for single student

Academic year*

Year group*

Student*

Report type*