



ONE IT
SERVICES & SOLUTIONS

Arbor – DfE Assessments – Key Stage 2

How to enter and export Statutory Key Stage 2 Assessments



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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 2.

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 end of KS2 data to fulfil the requirements of the DfE in relation to Key stage 2 arrangements.

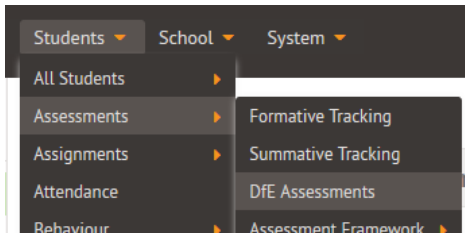
Please do not hesitate to contact the MIS team with any problems or questions.

01642 635570

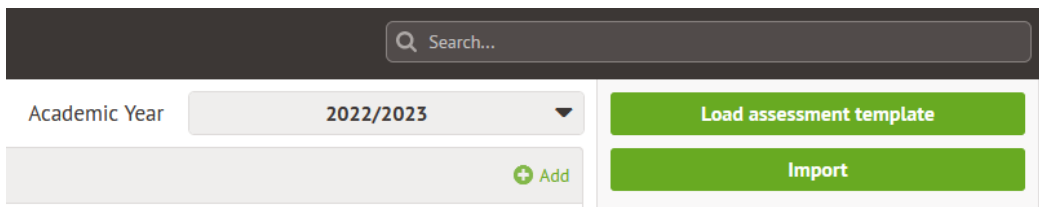
helpdesk@oneitss.org.uk

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**



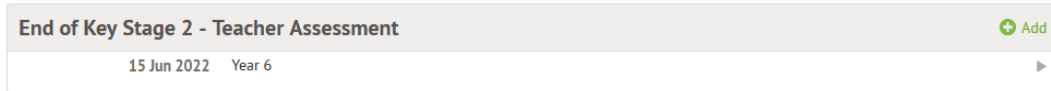
2. Click on **Load Assessment Template** on the right



3. Choose your assessment from the drop down. For KS2, choose **End of Key stage 2 – Teacher Assessment**
4. Click **Load Template** then **Load Template** again
5. You should now see **End of Key Stage 2 – Teacher Assessment** in your list of DfE Assessments.

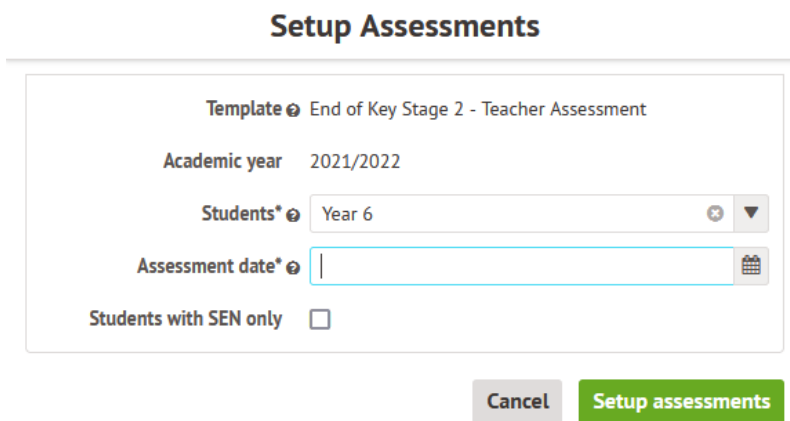
03 | Setting Up Assessments

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



The screenshot shows a table with one row. The first cell contains the text "End of Key Stage 2 - Teacher Assessment". The second cell contains the date "15 Jun 2022" and the text "Year 6". To the right of the first cell, there is a green plus icon followed by the word "Add". To the right of the second cell, there is a right-pointing arrow icon.

2. Choose your year group. For KS2, we will choose **Year 6**



The screenshot shows a dialog box titled "Setup Assessments". Inside the dialog, there are several fields and a checkbox:

- Template**: End of Key Stage 2 - Teacher Assessment
- Academic year**: 2021/2022
- Students***: A dropdown menu showing "Year 6".
- Assessment date***: An empty text input field with a calendar icon to its right.
- Students with SEN only**: An unchecked checkbox.

At the bottom of the dialog, there are two buttons: "Cancel" (grey) and "Setup assessments" (green).

3. Enter your assessment date
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 2 – Teacher Assessment**

04| Inputting Marks

1. Click on your assessment

End of Key Stage 2 - Teacher Assessment
+ Add

15 Jun 2022 Year 6
▶

2. Click **Input Marks**

« Back
End of Key Stage 2 - Teacher Assessment

Assessment	End of Key Stage 2 - Teacher Assessment
Academic year	2021/2022
Assessment date	15 Jun 2022
Students	Year 6

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 2 - Teacher Assessment

Input Marks

Manage

View Marks

► Analysis

Export Results

Input Marks: End of Key Stage 2 - Teacher Assessment, 15 Jun 2022

Students
All Students ▼

Bulk action ▼
Hide columns ▼
Search this table
Download ▼

	Student	KS2: Reading	KS2: Writing	KS2: Mathematics	KS2: Science
<input type="checkbox"/>	Anderson, Scarlett	▼	▼	▼	▼
<input type="checkbox"/>	Anderson, Julie	▼	▼	▼	▼
<input type="checkbox"/>	Bailey, Fiona	▼	▼	▼	▼
<input type="checkbox"/>	Bell, Candice	▼	▼	▼	▼
<input type="checkbox"/>	Brown, Joel	▼	▼	▼	▼
<input type="checkbox"/>	Butler, Will	▼	▼	▼	▼
<input type="checkbox"/>	Carter, Karen	▼	▼	▼	▼

Bulk action ▼		Hide columns ▼
<input type="checkbox"/> Student	KS2: Reading	
<input type="checkbox"/> Anderson Scarlett	- Delete -	
<input type="checkbox"/> Anderson Julie	- Delete -	
<input type="checkbox"/> Bailey Fiona	EM	
<input type="checkbox"/> Bell Candice	PK1	
<input type="checkbox"/> Brown Joel	PK2	
<input type="checkbox"/> Butler Will	PK3	
<input type="checkbox"/> Carter Karen	PK4	
<input type="checkbox"/> Cooper Callum	PK5	
	PK6	
	A	
	Q	

05| Entering Marks in Bulk

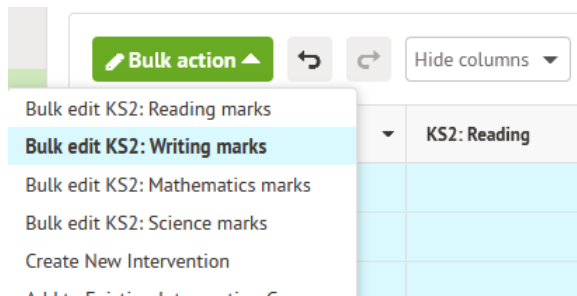
Entering marks in bulk makes it quicker and easier to complete your assessment marksheets and means you're not inputting the same mark multiple times.

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

<input type="checkbox"/>	Student
<input checked="" type="checkbox"/>	Allen Rebecca
<input checked="" type="checkbox"/>	Allen Graham
<input checked="" type="checkbox"/>	Anderson Samantha
<input type="checkbox"/>	Apte Sapna
<input type="checkbox"/>	Bailey Theo

<input checked="" type="checkbox"/>	Student
<input checked="" type="checkbox"/>	Allen Rebecca
<input checked="" type="checkbox"/>	Allen Graham
<input checked="" type="checkbox"/>	Anderson Samantha
<input checked="" type="checkbox"/>	Apte Sapna
<input checked="" type="checkbox"/>	Bailey Theo

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



3. Choose the grade from the drop down

« Back **Bulk Set Marks**

Date 15 Jun 2022

Assessment KS2: Writing

Grade

Students	Grade
— Form 6BY	EM
Anderson Julie	PK1
Bailey Fiona	PK2
Bell Candice	PK3
— Form 6FA	PK4
Anderson Scarlett	PK5
Brown Joel	PK6
	WTS
	EXS
	GDS
	A
	L
	F

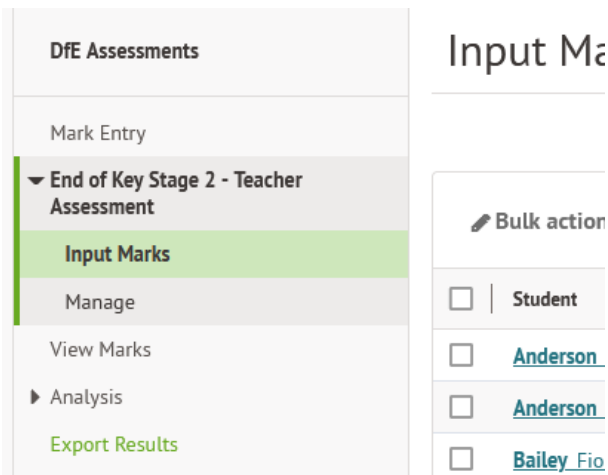
4. Ensure you check the list of pupils is correct to avoid the wrong marks being entered.
5. Click **Save Changes**
6. The grades should now be against your chosen pupils.

<input type="checkbox"/>	Student	KS2: Writing
<input type="checkbox"/>	Anderson Scarlett	EXS
<input type="checkbox"/>	Anderson Julie	EXS
<input type="checkbox"/>	Bailey Fiona	EXS
<input type="checkbox"/>	Bell Candice	EXS
<input type="checkbox"/>	Brown Joel	EXS

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

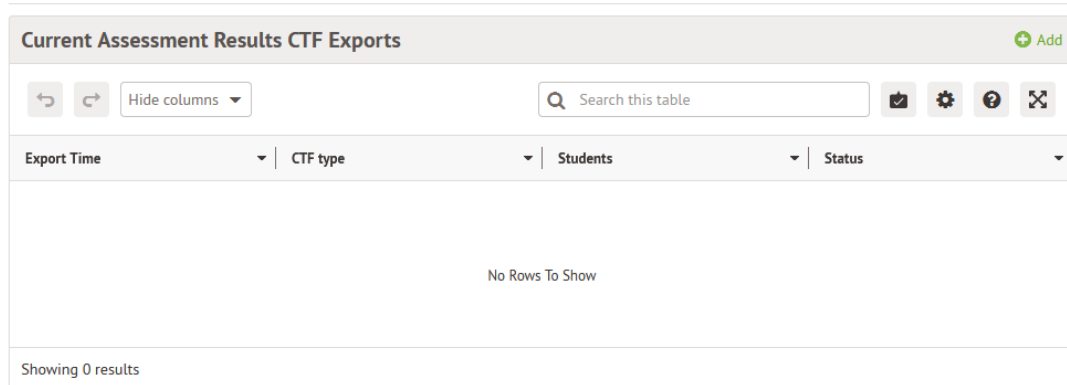
06 | Exporting Your Assessments

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 Key stage 2 data

Destination: Local Authority

Year Group: Year 6

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 Key Stage 2 data

Destination* Local Authority

Year group Year 6

Include only students enrolled on 31st Aug 2022

Only export the most recent assessment results

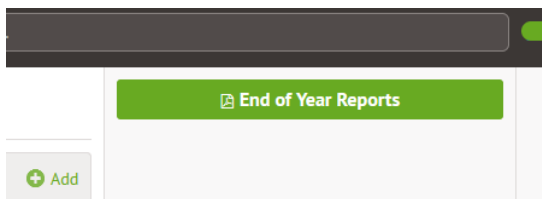
Notes

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: Year 6

Report Type: End of KS2 Assessment Results

3. Click **Bulk Generate Reports**

 A screenshot of a 'Bulk generate reports' panel. It has a title bar 'Bulk generate reports' in a light grey box. Below the title bar are three dropdown menus:

- 'Academic year*' with the value '2021/2022'.
- 'Year group*' with a crown icon and the value 'Year 6'.
- 'Report type*' with a crown icon and the value 'End of KS2 Assessment Results'.

 At the bottom of the panel 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*