

## 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

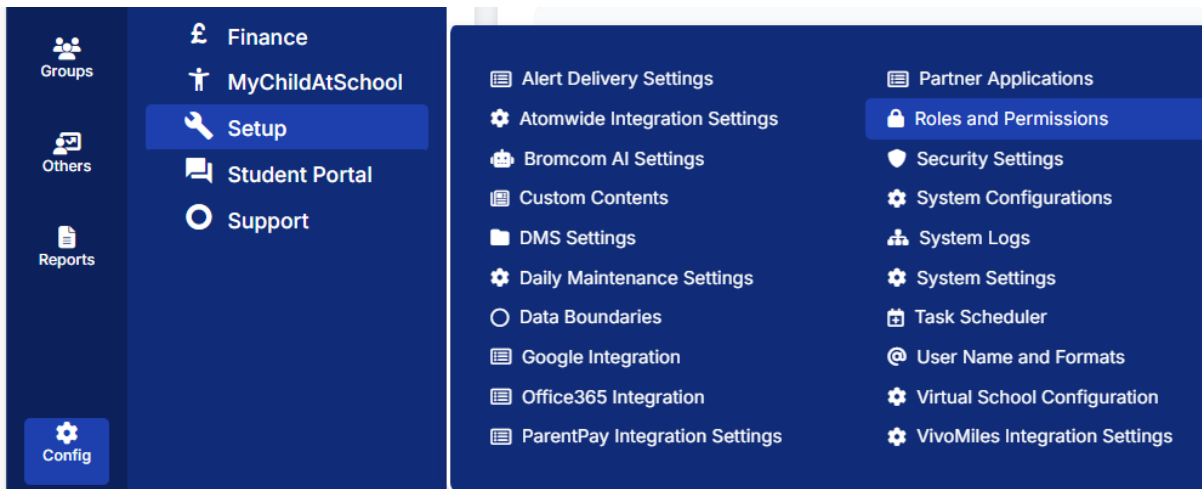
The deadline line for submission of the data is **Friday 12th June 2026**.

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

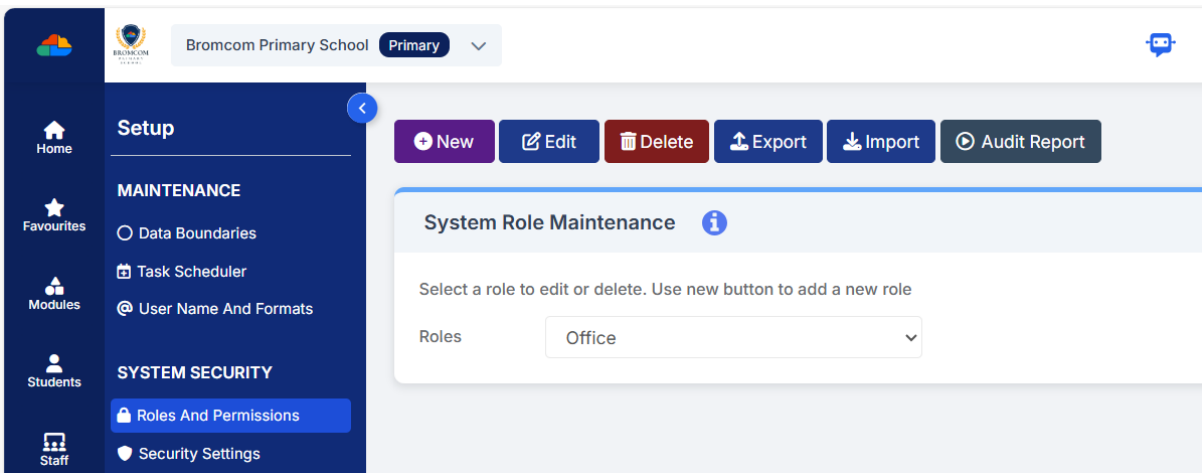
To set **Permissions** for access to the **Assessment Sheets List** where the **Stage Assessment Sheets** are located, from the left hand menu go to **Config>Set Up> Roles and Permissions**.



Pathway

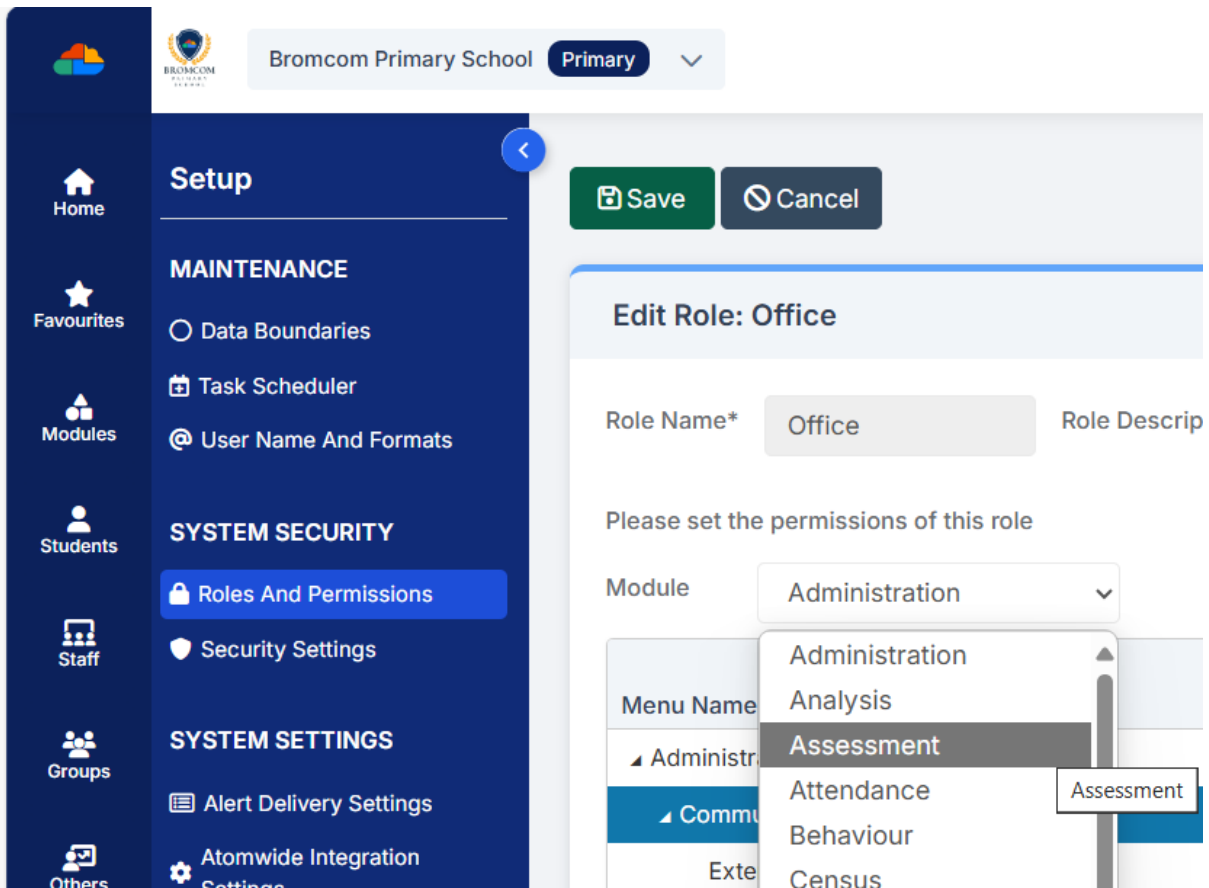
See also [How to Edit a Role and its Permissions](#).

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

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

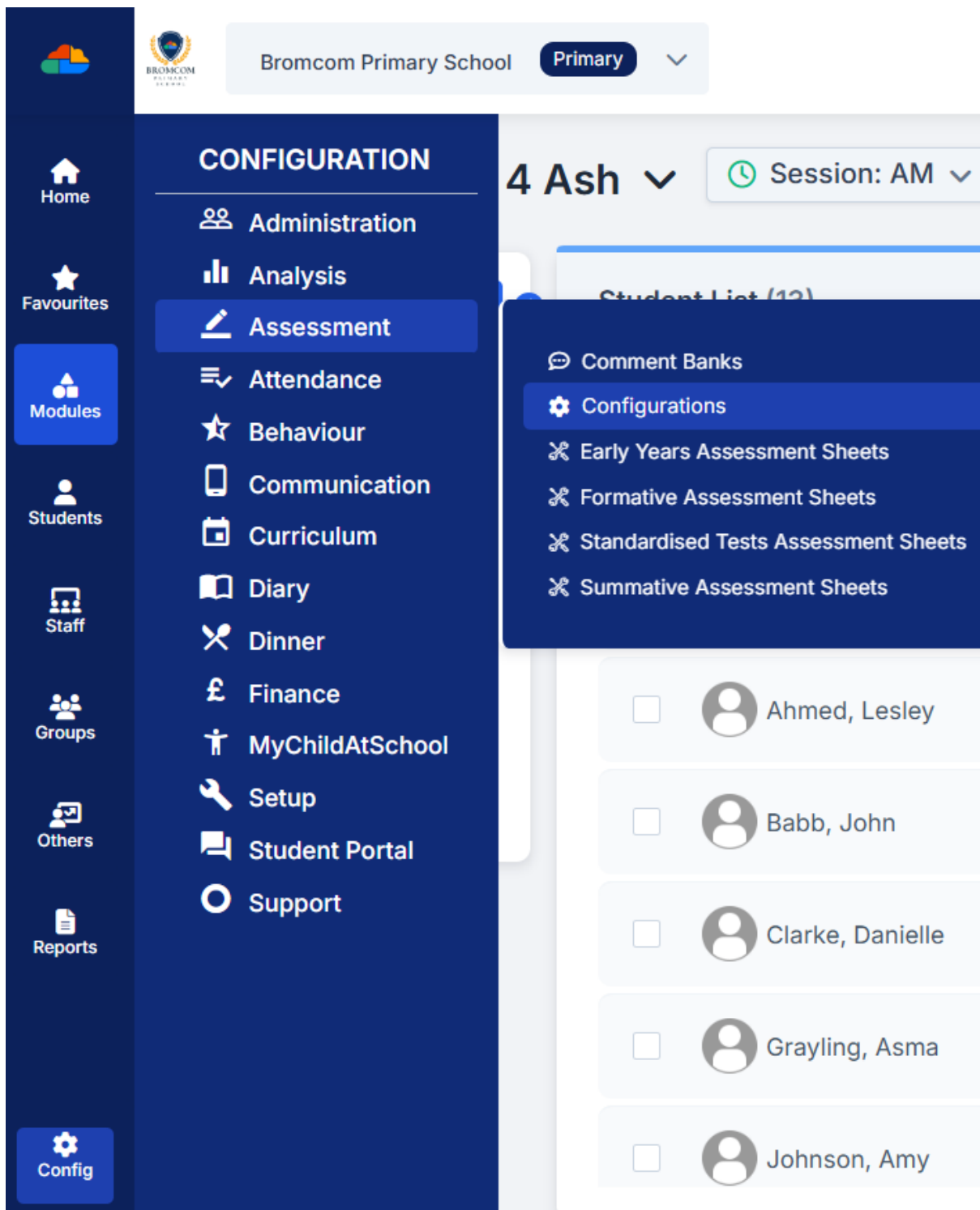
Module Assessment

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**.



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

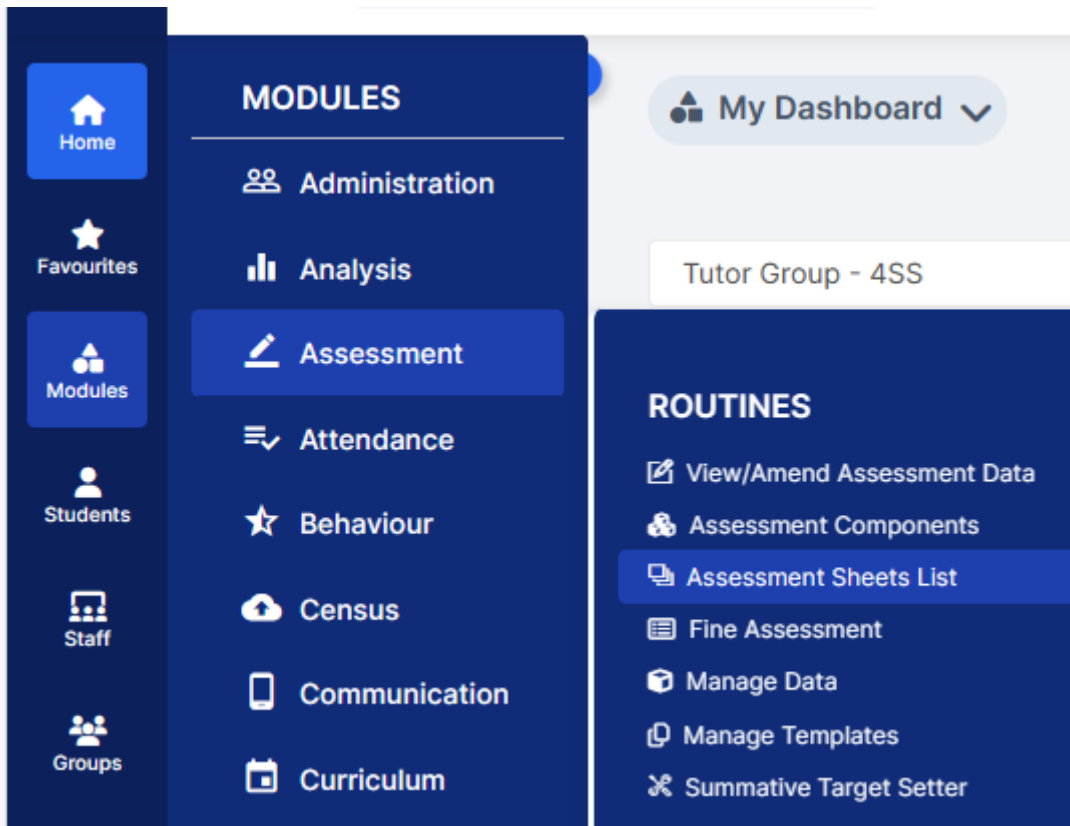
Select the relevant parameters:

- **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**.

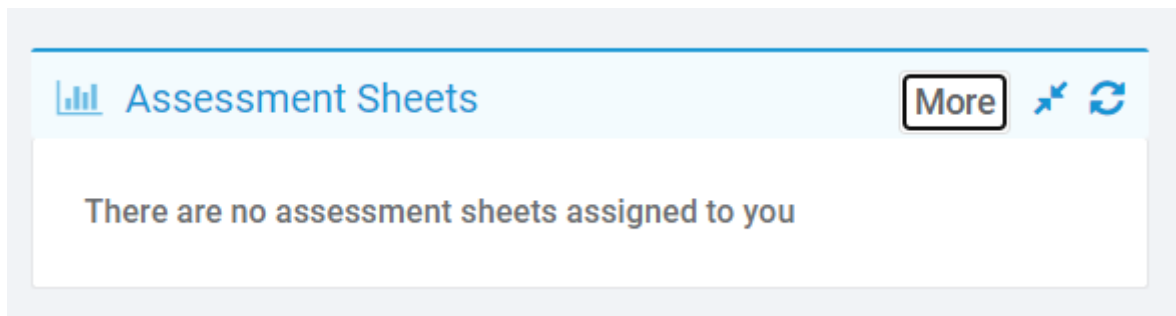
## Access the Stage Assessment Sheets as a Teacher or Administrator

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

Marksheet Name	Class Name	Class Subject	Assigned Teacher(s)	Created	Last Modified	Modified By	Sheet Type
KS2-2025-04	04						Stage Assessment Marksheet
KS2-2025-06	06						Stage Assessment Marksheet
KS2-2025-4 Ash	4 Ash		Mrs L Sunshine				Stage Assessment Marksheet
KS2-2025-4 Holly	4 Holly		Mrs C Andrews				Stage Assessment Marksheet
KS2-2025-6 Birch	6 Birch		Mr J Pattinson				Stage Assessment Marksheet
KS2-2025-6 Willow	6 Willow		Mr R Lewis				Stage Assessment Marksheet

### Assessment Sheets List Filters

- **User Access** – if the user has more than one **Role** allocated to them select the required **Role**.
- **Marksheet type** – filter to show **Stage Assessment**.
- **High Level Filter** – this is used to filter by the **current register** or **today's register**. Leave this box empty as we are setting the date back to the previous academic year.
- Select the **Year Group Stage Assessment Marksheet** you require and **Double Click** to open the sheet. You can click the **Filter** in the **Marksheet Name** column header and filter by for example KS2-2025 if needed

## Input Individual Student Data into the Stage Assessment Sheets

For DfE guidance on completing the **KS2 Teacher Assessments** see [here](#) and for guidance on column headings see [here](#).

Below is a screenshot with **2025 column heading** information for the **KS2 Teacher Assessments**.

Key Stage 2	<Stage>	<Year>	<Subject>	<Component>	<Method>	<Result/Qualifier>	<Component/Parameters>	Component Descriptor	<Result>	Valid Entries	Max	<Derivation/Calculation>
KS2	2025	ENG	SUB	TA	NT		KS2-2025-ENG-SUB-TA-NT	English Subject - Free Text	1000 characters, free text	None		Free text for interim assessments
KS2	2025	MAT	SUB	TA	NT		KS2-2025-MAT-SUB-TA-NT	Maths Subject - Free Text	1000 characters, free text	None		Free text for interim assessments
KS2	2025	SCI	SUB	TA	NT		KS2-2025-SCI-SUB-TA-NT	Science Subject - Free Text	1000 characters, free text	None		Free text for interim assessments
KS2	2025	ENG	GPV	TT	NM		KS2-2025-ENG-GPV-TT-NM	Grammar, Punctuation and Vocabulary	Spelling	Integer	50	
KS2	2025	ENG	SPE	TT	NM		KS2-2025-ENG-SPE-TT-NM	Grammar, Punctuation, Vocabulary and Spelling	Spelling	Integer	20	
KS2	2025	ENG	GPS	TT	NS		KS2-2025-ENG-GPS-TT-NS	Grammar, Punctuation, Vocabulary and Spelling	Spelling	Integer	70	SPE(NM) + GPV(NM)
KS2	2025	ENG	GSS	TT	NB		KS2-2025-ENG-GSS-TT-NB	Grammar, Punctuation and Spelling	Scaled Score	0-999, N	999	Scaled Scores are likely to be in the range 80-120
KS2	2025	ENG	GPM	TT	NE		KS2-2025-ENG-GPM-TT-NE	Grammar, Punctuation and spelling Outcome	A, B, L, M, U, J, F, P, H, Q, AS, NS	None		A=Absent, B= Working below the standard of the test, L=Left, M=Missing, U=Unable to access test, J=Just arrived in the school, F= Pupil will take test in the future, P=Pupil has taken test in the past, H= Pupil cheating, Q=Maladministration, AS=Achieved Standard, NS=Not achieved Standard
KS2	2025	ENG	FDI	TT	NM		KS2-2025-ENG-FDI-TT-NM	Reading	Integer	999	50	Scaled Scores are likely to be in the range 80-120
KS2	2025	ENG	RSS	TT	NB		KS2-2025-ENG-RSS-TT-NB	Reading Scaled Score	0-999, N	999	999	Scaled Scores are likely to be in the range 80-120
KS2	2025	ENG	REM	TT	NE		KS2-2025-ENG-REM-TT-NE	Reading Outcome	A, B, L, M, U, J, F, P, H, Q, AS, NS	None		A=Absent, B=Working below the standard of the test, L=Left, M=Missing, U=Unable to access test, J=Just arrived in the school, F= Pupil will take test in the future, P=Pupil has taken test in the past, H= Pupil cheating, Q=Maladministration, AS=Achieved Standard, NS=Not achieved Standard
KS2	2025	MAT	MR1	TT	NM		KS2-2025-MAT-MR1-TT-NM	Mathematics, Arithmetic	Integer	40	40	
KS2	2025	MAT	MR1	TT	NM		KS2-2025-MAT-MR1-TT-NM	Mathematics, Reasoning paper	Integer	35	35	
KS2	2025	MAT	MR2	TT	NM		KS2-2025-MAT-MR2-TT-NM	Mathematics, Reasoning paper	Integer	35	35	
KS2	2025	MAT	SUB	TT	NS		KS2-2025-MAT-SUB-TT-NS	Mathematics, Total	Integer	110	110	MAR(NM) + MFE(NM)
KS2	2025	MAT	MSS	TT	NB		KS2-2025-MAT-MSS-TT-NB	Mathematics, Scaled Score	0-999, N	999	999	Scaled Scores are likely to be in the range 80-120
KS2	2025	MAT	MAM	TT	NE		KS2-2025-MAT-MAM-TT-NE	Mathematics Outcome	A, B, L, M, U, J, F, P, H, Q, AS, NS	None		A=Absent, B= Working below the standard of the test, L=Left, M=Missing, U=Unable to access test, J=Just arrived in the school, F= Pupil will take test in the future, P=Pupil has taken test in the past, H= Pupil cheating, Q=Maladministration, AS=Achieved Standard, NS=Not achieved Standard
KS2	2025	ENG	PEA	TA	NC		KS2-2025-ENG-PEA-TA-NC	Reading	EM, PK1, PK2, PK3, PK4, PK5, PK6, A, Q	None		EM=pupil assessed against the Engagement model, PK1=Pre Key Stage Standard 1, PK2=Pre Key Stage Standard 2, PK3=Pre Key Stage Standard 3, PK4=Pre Key Stage Standard 4, PK5=Pre Key Stage Standard 5, PK6=Pre Key Stage Standard 6, A=Absent, Q=Maladministration
KS2	2025	ENG	WPI	TA	NC		KS2-2025-ENG-WPI-TA-NC	Writing	EM, PK1, PK2, PK3, PK4, PK5, PK6, WTS, EXS, GDS, A, L, F, P, Q	None		EM=pupil assessed against the Engagement model, PK1=Pre Key Stage Standard 1, PK2=Pre Key Stage Standard 2, PK3=Pre Key Stage Standard 3, PK4=Pre Key Stage Standard 4, PK5=Pre Key Stage Standard 5, PK6=Pre Key Stage Standard 6, WTS=Working towards the expected standard, EXS=Working at the expected standard, GDS=Working at greater depth at the expected standard, A=Absent, L=Left, F= Pupil will take test in the future, P=Pupil has taken test in the past, Q=Maladministration
KS2	2025	MAT	MAT	TA	NC		KS2-2025-MAT-MAT-TA-NC	Mathematics	EM, PK1, PK2, PK3, PK4, PK5, PK6, A, Q	None		EM=pupil assessed against the Engagement model, PK1=Pre Key Stage Standard 1, PK2=Pre Key Stage Standard 2, PK3=Pre Key Stage Standard 3, PK4=Pre Key Stage Standard 4, PK5=Pre Key Stage Standard 5, PK6=Pre Key Stage Standard 6, A=Absent, Q=Maladministration
KS2	2025	SCI	SCI	TA	NC		KS2-2025-SCI-SCI-TA-NC	Science	EM, EXS, A, L, F, P, Q	None		EM=Has not met the standard, EXS=Working at the expected standard, A=Absent, L=Left, F= Pupil will take test in the future, P=Pupil has taken test in the past, Q=Maladministration
KS2	2025	MAT	MTC	TT	MT		KS2-2025-MAT-MTC-TT-MT	Multiplication Tables Check	0-25, A, B, J, L, H, Q, U, NAA, X	25	25	**A code should not be inputted by schools but be available as an allowable value for import A=Absent, B=Working below expectation, J=Just arrived in the school, L=Left, H= Pupil cheating, Q=Maladministration, U=Unable to access test, NAA=Not able to administer, X=Check, not taken and no reason for not taking the check given Codes should not be inputted by schools but be available as allowable values for import files

### Column Headings

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.

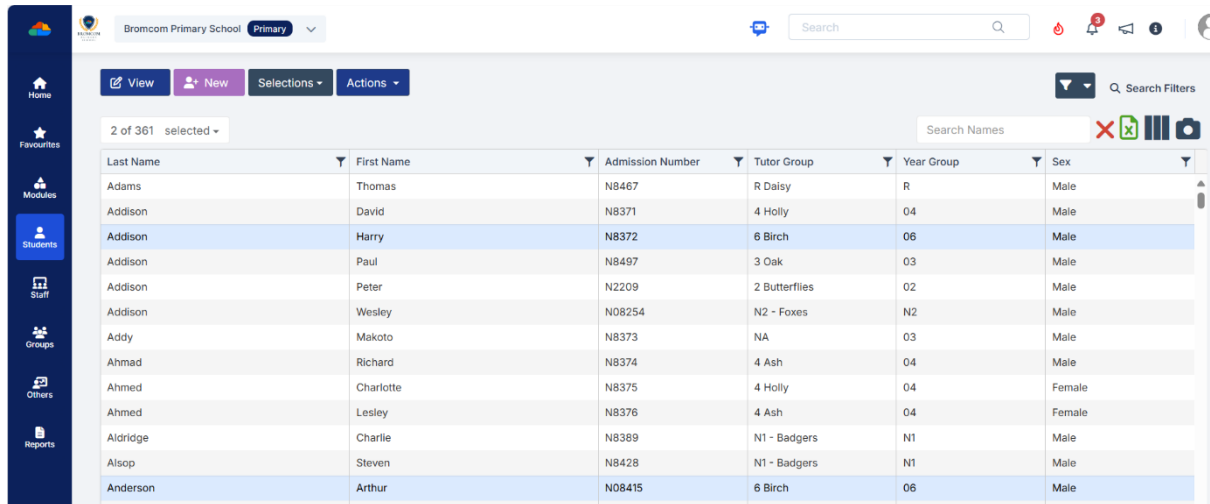


Export

## 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.

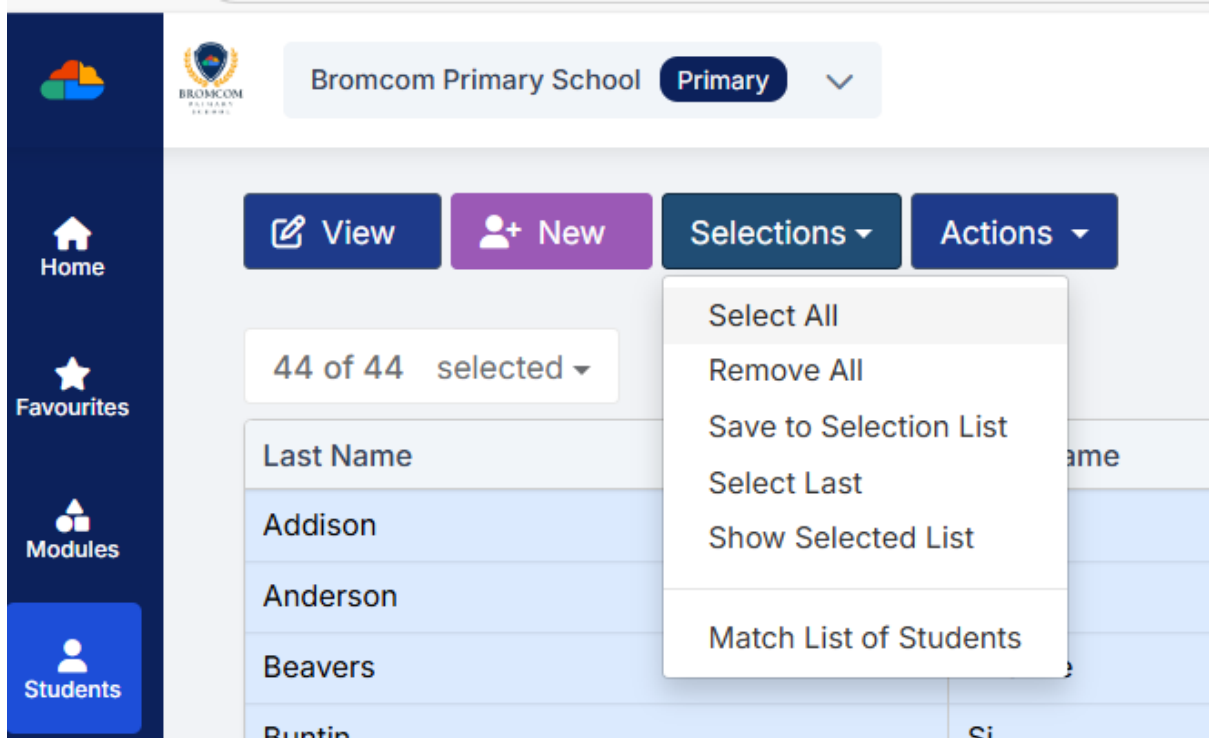


Last Name	First Name	Admission Number	Tutor Group	Year Group	Sex
Adams	Thomas	N8467	R Daisy	R	Male
Addison	David	N8371	4 Holly	04	Male
Addison	Harry	N8372	6 Birch	06	Male
Addison	Paul	N8497	3 Oak	03	Male
Addison	Peter	N2209	2 Butterflies	02	Male
Addison	Wesley	N08254	N2 - Foxes	N2	Male
Addy	Makoto	N8373	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

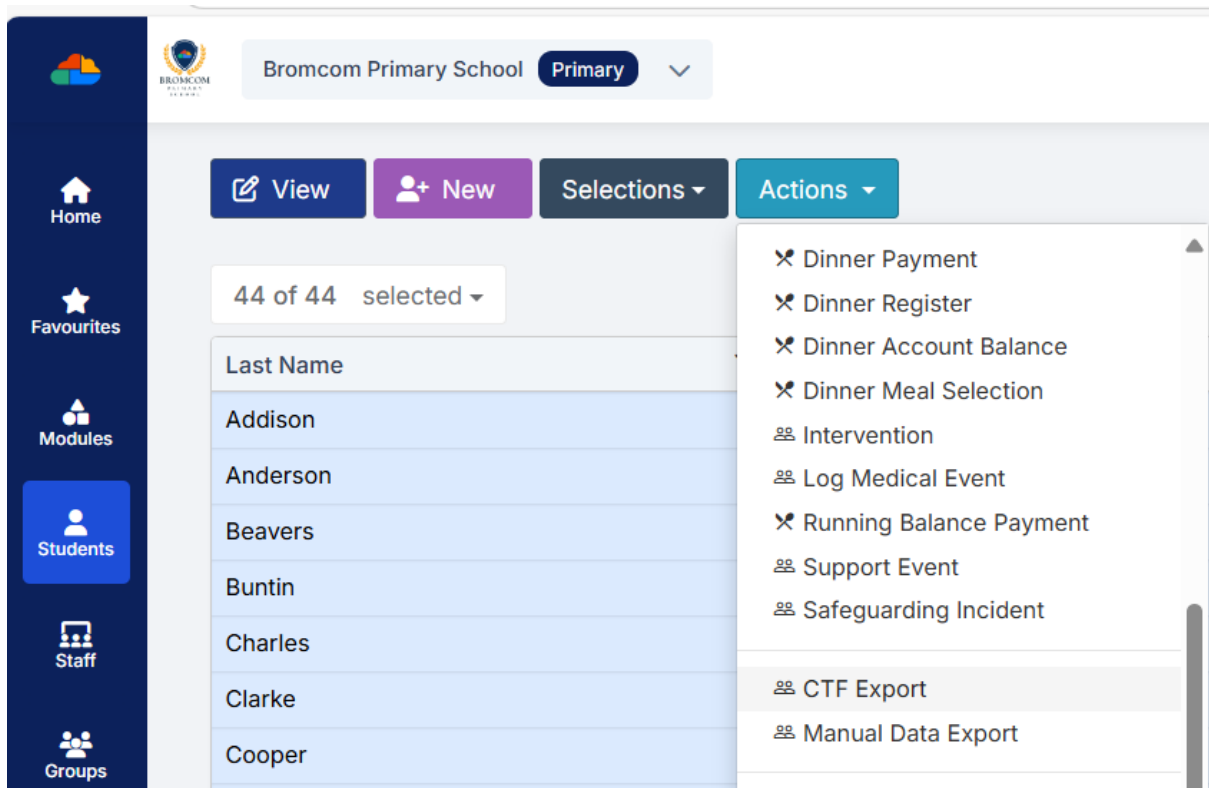
Select by **Groups**: to filter the list by a specific **Year Group** click on the top right 3 vertical blue bars to **Add/Remove Additional Columns**. Tick **Year Group** and **Save** to add it as a column to the **Student List Page**. Now you can filter by this Group.





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.