



SIMS Assessment Guidance: Entering and Submitting End of KS1 Assessments Using the Wizards

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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 1.

Using the wizards in SIMS is the easiest way for you to prepare your data and allows schools to enter teacher assessments directly into SIMS.

Once all data has been entered into SIMS, 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 KS1 data and fulfil the requirements of the DfE in relation to Key Stage 1 arrangements.

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

(Please note that screenshots are for illustration purposes only)

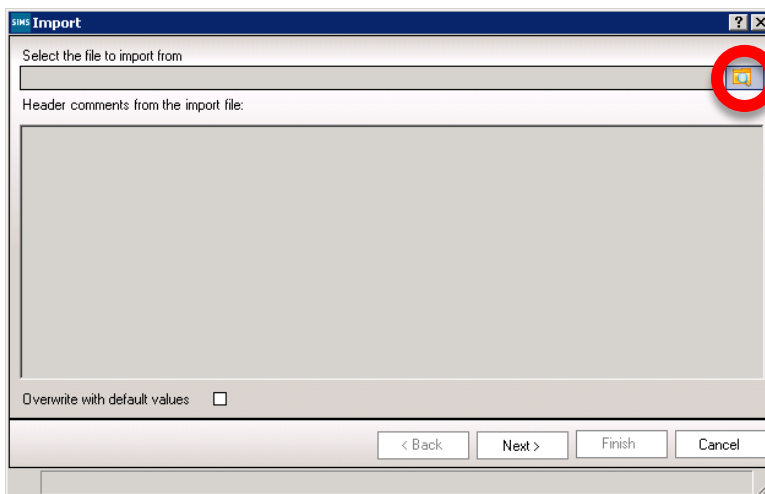
01642 635570

helpdesk@oneitss.org.uk

02 | Importing the Wizards

You will need to import the wizards and marksheet templates before you can enter any data into SIMS. The below instructions are a step by step guide on how to import all resources needed to enter your end of KS1 data.

1. Go to **Routines | Data In | Assessment | Import**
2. Press the browse button to browse for the wizard



3. The browser window should automatically take you to a folder called “Assessment Manager”

If you find the browser doesn't default to this location, please browse to

C:\Program Files\SIMS\SIMS .net\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager

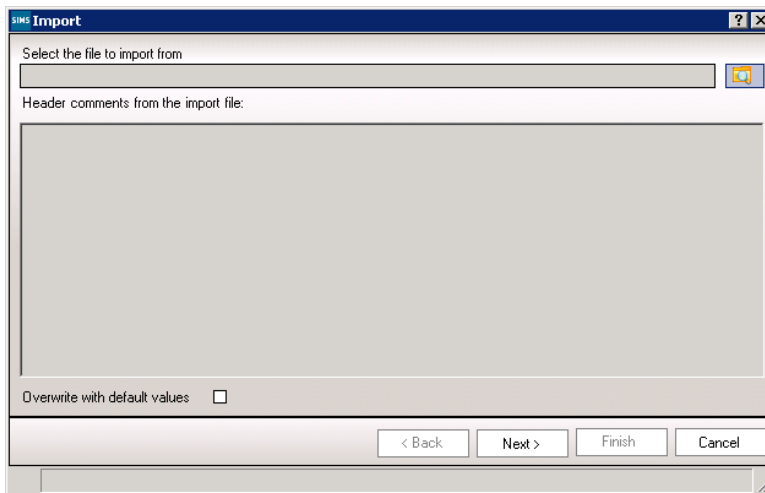
OR

C:\Program Files (x86)\SIMS\SIMS .net\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager

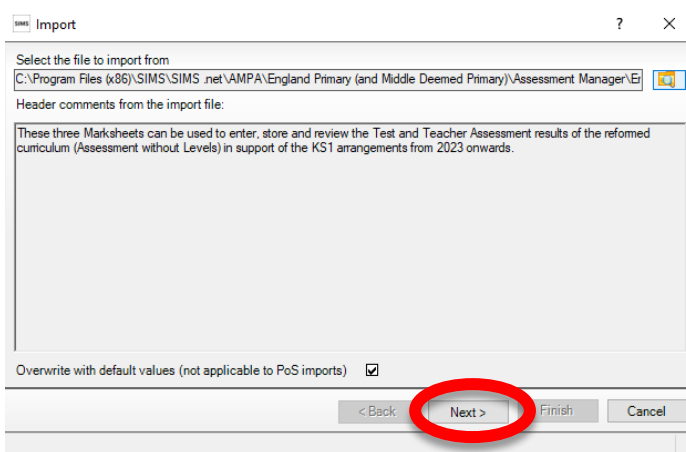
4. Select the file named “**Key Stage 1 Wizard England 2026**” and click “**Open**”
5. Click “**Finish**”

Your wizard has now been imported. We now need to import the marksheet templates so that you can input your data.

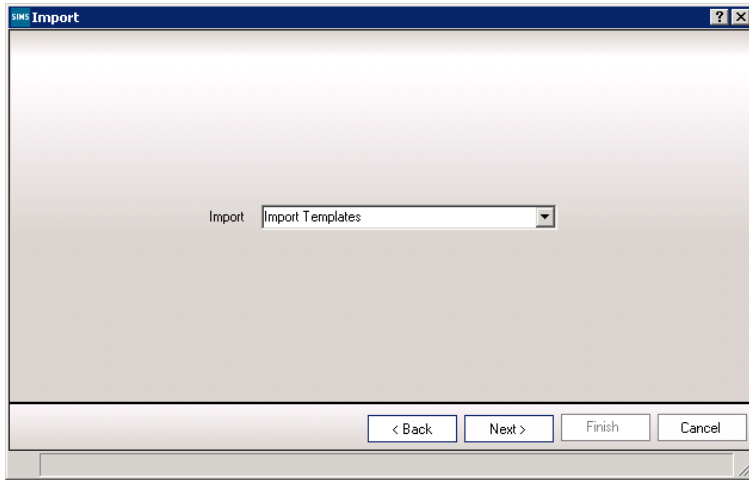
1. Go to **Routines | Data In | Assessment | Import**
2. Press the browse button to browse for the marksheet template



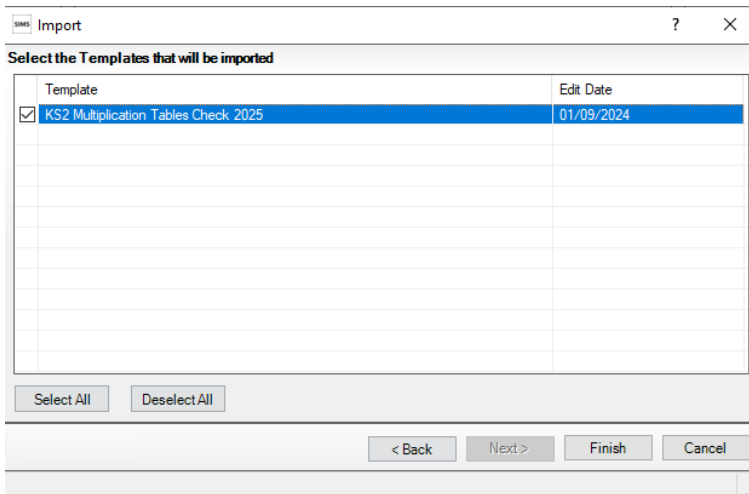
3. You should be directed to the Assessment Manager folder again. If you aren't, browse to the file path mentioned previously.
4. Select the file named **“EN KS1 Templates 2026”** and click **“Open”**
5. Click **“Next”**



6. Select "Import Templates" from the drop-down box



7. Click "Next"
8. Tick all three boxes



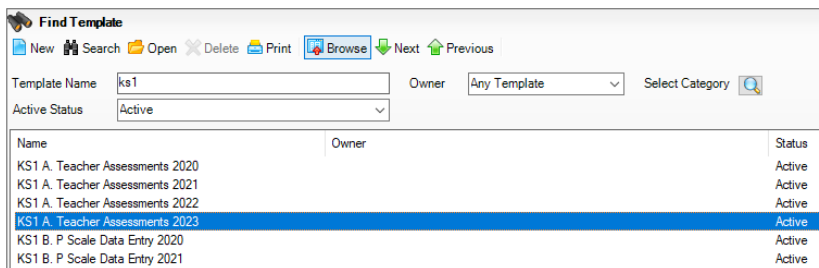
9. Click "Finish"

03 | Activating the Marksheets

Now that the wizard and marksheet template have been imported, we need to activate the marksheet to allow us to view it and enter data.

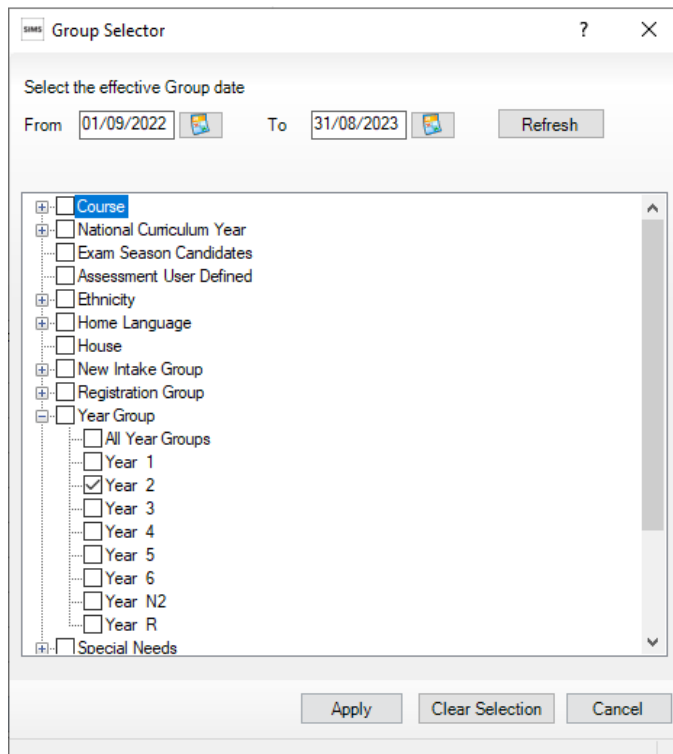
Go to **Focus | Assessment | Template**

1. Search for “KS1”



2. Select “KS2 Multiplication Check table 2026”
3. In section 3 (Marksheets), click “New”

4. Expand “Year Group” by clicking on the “+” and select Year 2

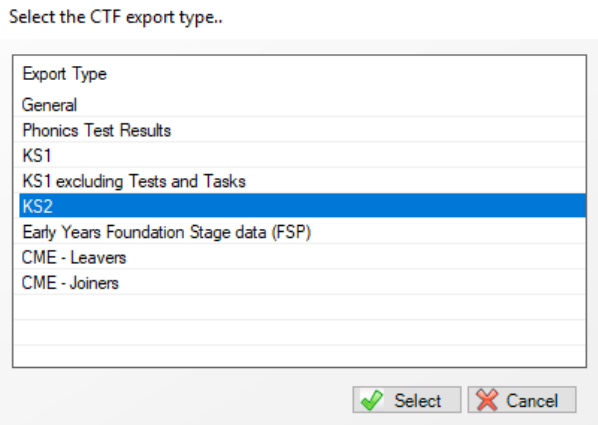


5. Click “Apply” then click “Save” in the top left hand corner of the screen.

Your marksheets have now been activated.

4 | Exporting the Results to a CTF

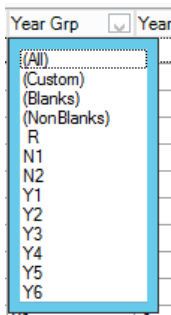
1. Click **Routines | Data Out | CTF | Export CTF**
2. Select the export type '**KS1**'



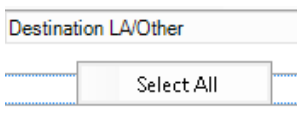
3. Set the view to "Current and Leavers this year"



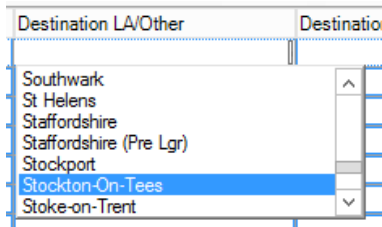
4. Select Year 2 in the 'Year Grp' column and check that all relevant pupils are listed.



5. Right click in the white area under 'Destination LA/Other' and click 'Select All'

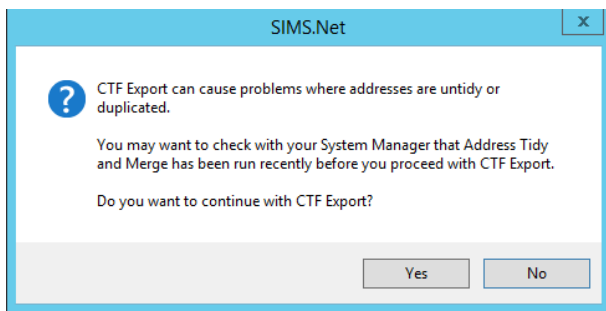


6. Left click in the 'Destination LA/Other' cell for the first pupil and scroll down until you find your Local Authority.



7. Click 'Export CTF'  Export CTF

8. Click 'Yes' when you receive the below message relating to address tidy.



9. Make a note of the filename that appears on the screen.
10. Your file is now ready to send via your LA's preferred method of secure transfer.