

SIMS .net Assessment
Key Stage Wizards 2010

Key Stage 2



INTRODUCTION

SIMS .net's **Key Stage Wizards** allow schools to easily manage their End of Key Stage results including:

- Recording each pupil's attainment at the end of each Key Stage
- Producing reports for each pupil showing their Key Stage results
- Producing comparative reports showing school and national results for parents.
- Exporting results to the LA and other schools via a CTF
- Using the results as part of a tracking system within SIMS .net Assessment

Details of the Key Stage2 2010 requirements can be found in the 'Assessment and Reporting Arrangements 2010' document available for viewing on-line or download from QCDA at http://www.qcda.gov.uk/resources/assets/Key_Stage_2_Assessment_and_Reporting_Arrangements.pdf.

The Wizards are automatically placed in a folder on each school's computer as part of the upgrade process; this will usually be C:\Program Files\SIMS\SIMS.net\AMPA.

1 CHECK SIMS .NET VERSION

In order to use the 2010 Wizards you must be using the Spring 2010 Main Release version of SIMS .net or later. To check:

Go to **Help | About SIMS .net**.

Check that the version of SIMS .net is **7.128** or higher and the database is at least **3.61.643**.

2 IDENTIFY THE KS2 PUPILS

If all pupils taking the tests are in Year 6, this section can be ignored. However if there are pupils assigned to other year groups taking the tests then a User-Defined Assessment Group must be created to be used in the Wizard. Please see the notes on the ScoMIS website on how to create a User Defined Group

3 IMPORT THE WIZARD FOR KEY STAGE 2

1. Go to **Routines | Data in | Assessment | Import**.
2. If you get a message at this point advising you that there are some new or updated resources to import, you are advised to click **Yes** and import everything available
3. Select the file to import from by clicking on the browser (magnifying glass) and then navigate to the folder C:\Program Files\SIMS\SIMS.net\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager .
4. Highlight the 'Key Stage 2 Wizard England 2010'.
5. Click **Open**.
6. Click **Finish** and then **Yes** when asked **Do you want to proceed?**.

7. After a short pause you will then get an Activity Log that shows what has been imported. You may like to print this for future reference. Click **Close**.

4 ENTER RESULTS

1. Go to **Tools | Performance | Assessment | Wizard Manager**.
2. Leave the filter on Incomplete and highlight **Key Stage 2 England 2010**.
3. Click **Next**.
4. Click the browser (magnifying glass).
5. The Group Selector appears. Click the **+** next to 'Year Group' and choose Year 6 or the 'KS2 2010' group that you may have created earlier, then click **Apply**. This places this group in the box.
6. Click **Next**.

The next screen appears which invites you to choose the Marksheetworks you want to use. For Key Stage 2 there are nine Marksheetworks:

KS2 A. All Subjects TAs 2010

Allows entry of teacher assessments in each of the attainment targets in all core subjects, calculates the overall level, creates validated results and ensures no pupils are missed.

KS2 B. Minimum Subject TAs 2010

Allows entry of scores for the English attainment targets and the overall levels only for Maths and Science, creates validated results and ensures no pupils are missed.

If pupils are working at P Scale level then their results should be recorded as a 'W' on the 'All Subjects' or the 'Minimum Subject' Marksheetworks and/or the 'KS2 B. Minimum subjects TAs 2010' Marksheetworks and the appropriate P level should also be entered on the 'KS2 C. P Scale Data Entry 2010' Marksheet.

KS2 C. P Scale Data Entry 2010

These are used to record the performance of children with SEN where they are working below Level 1 (i.e. level W) of the National Curriculum. P Scales can be recorded in English, Mathematics and Science. Information on the P Scales can be found at <http://www.qcda.gov.uk/curriculum/sen/537.aspx>.

KS2 D. Test Summary Data Entry 2010

Allows recording of the test results when they are received from the marking agency. The results can be entered manually or imported.

KS2 E. En Test Results Data Entry 2010

Allows the recording of marks and levels from the English Tests.

KS2 F. Ma Test Results Data Entry 2010

Allows the recording of marks and levels from the Mathematics Tests.

KS2 G. Broadsheet Review 2010

Will display the results entered on the other Marksheetworks. Results can not be entered here.

Please note: there is no science test Marksheet for 2010.

7. To enter Teacher Assessment results for KS2 use either the 'KS2 A' and / or 'KS2 B' Marksheets depending on whether you wish to record at attainment or subject level for maths and science.

i.e if you only wish to enter an overall maths level, use the 'KS2 B' Marksheet; but if you wish to record individual attainment results ('Using and Applying Maths', 'Number and Algebra' etc.) use the 'KS2 A' Marksheet.

Highlight the required Marksheet and click the **Edit** icon (Pencil) on the right of the screen. (Do not click **Next** at this stage.) You will then get a Marksheet with your Year 6 pupils, or the User Defined Group you created earlier, and columns that relate to the assessments that need to be entered.

8. Enter the marks for all children in the white columns. If you enter an invalid grade it will tell you. Each of the columns with the label **Key Stage 2 Validated Result** (a Result Set) will contain the results that will be sent to the LA as the end of Key Stage assessment. All pupils' assessments must be entered. Do not miss anyone!
9. These Marksheets contain some grey columns with 'f' symbols in their headers. These are formula columns. They calculate the overall Teacher Assessment grade from the Attainment Target results entered in the white columns, and also display a '**Fail!**' message if pupils do not have the full set of results.
10. Click **Calculate**. The calculated TA result will appear in the grey columns and any missing results will be shown as '**Failed**' in the other column.
11. **Save** these.
12. Exit from the Marksheet by clicking on **Close**. This will take you back to the screen from where you originally chose the Marksheet.
13. Complete the 'KS2 A', 'KS2 B' and 'KS2 C' Marksheets as required. The 'KS 2 D', 'KS2 E', and 'KS2 F' Marksheets can be used to record pupils' test results, but where possible you should wait for this information to be provided electronically and import it, unless to do so would mean deadlines could not be met.
14. Once all results are entered you can view all TA and Test results on the **KS2 G. Broadsheet Review 2010**.

Any of the Marksheets can be printed by clicking on the **Print** button (printer icon).

5 USING THE WIZARDS FOR REPORTING TO PARENTS

Once you are sure all the results are entered on the Marksheets reports can be produced. The Wizards will produce:

KS2 P1 Student England 2010
An Individual Report for each pupil.

KS2 P2 Comparative England 2010
KS2 P3 Comp TAs by gender England 2010

KS2 P4 School Tests by gender England 2010

'Comparative' reports which shows the School Results (for 2010) and National Results (for 2009).

1. Go to **Tools | Assessment Manager Tools | Wizard Manager**.
2. Select the **Key Stage 2 2010** Wizard.
3. You can probably leave the **Group Selection** as it is.
4. When presented with the list of Marksheets click **Next**.
5. Choose the first report format – **KS2 P1 Student England 2010** which will produce reports for all the pupils ticked on the list below.
6. To see a preview: Make sure only one of the pupils is ticked then click the **Preview Report** button (magnifying glass on paper icon).
7. As Microsoft® Word opens you will probably get a Security Warning and will need to **Enable Macros**. The report will show you this pupil's results.
8. When you have finished the preview, close Word and return to the Wizard. If you are asked to save the report, click **NO**.
9. To print the reports: If all pupils are required then choose **Select All**. If not, go through the list and select those who are required by ticking the boxes.
10. Click the **Print** button (printer icon). Reports will be created in Word for those children selected.
11. Again, do not save the Word document that this process produces.
12. Choose **KS2 P2 Comparative England 2010**.
13. Choose only one child.
14. Click the **Print Report** button.
15. Repeat the process used for the PS2 report for the PS3 and PS4 reports.

This will produce one copy which you can then photocopy for each pupil.

6UPLOAD REPORTS

A copy of each child's report can be saved in the Document Server. This can then be viewed at any time.

1. Once reports have been generated they can be uploaded, either individually or in bulk, by clicking the **Upload** button (the grey and blue cog wheels)
2. To view the copy open the Pupil Details screen for the child and select **Linked Documents** in the **Links** panel on the right. The report will open as **read only**.

7EXPORTING RESULTS

Key Stage 2 Teacher Assessment results need to be sent to the National Assessment Agency. Information on how to do this will be available from ScoMIS' website.