

Processing Key Stage 2 Results 2024

Summary of the Process

- Check Your Software is the Correct Version
- Create a User-Defined Assessment Group (if required)
- Import the Wizards into Assessment Manager
- Enter the Results
- Print reports for parents
- Export the Results

SIMS Assessment Manager contains 'Key Stage Wizards' which allow schools to enter their Key Stage results onto Marksheets to:

- Record and save each pupil's attainment at the end of each Key Stage
- Export their results to the LA and other schools via a CTF.
- Use the results as part of a tracking system within Assessment Manager
- Produce individual reports for each pupil showing their Key Stage results.
- Print comparative reports to give to parents.

Details of the 2024 Key Stage Assessment Reporting Arrangements can be found on the DfE's web site at

<https://www.gov.uk/government/publications/2024-key-stage-2-assessment-and-reporting-arrangements-ara>

Please Note: Schools are required to submit their assessment information to the Local Authority and DfE in two ways:

- a) **EYFS data and Year 1\Year 2 Phonics Screening** results are initially sent in a CTF file to the Local Authority via the Perspective web site at <https://perspective.angelsolutions.co.uk> The Local Authority will then produce a composite return for all schools and submit this to the DfE.
- b) **Key Stage 2 Teacher Assessments** are sent directly to the web site at Primary Assessment Gateway <https://www.gov.uk/guidance/using-the-primary-assessment-gateway> by CTF file

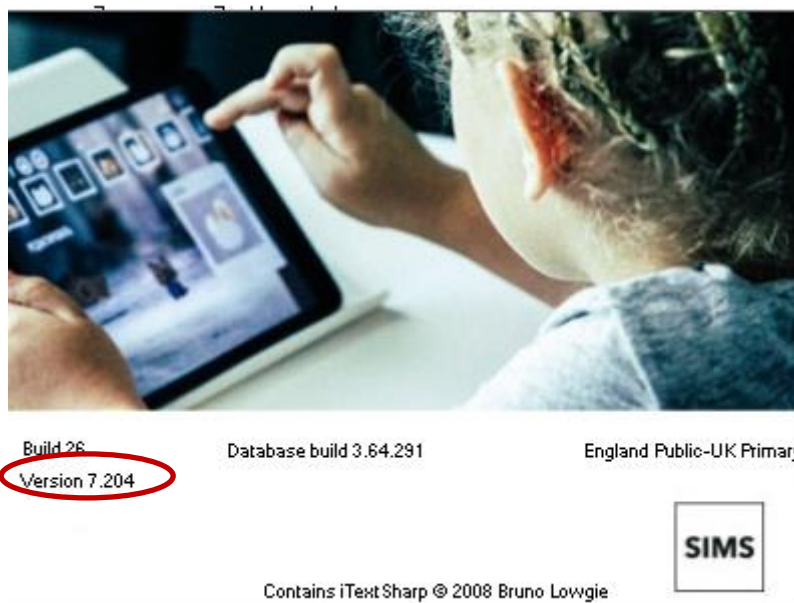
Step 1: Ensure you have the Summer 2024 (Version 7.216) or later version of SIMS.net.

Before continuing with this process, you must upgrade your SIMS.net system to **7.216** or higher.

To check which version, you currently have:

1. Run SIMS .net.
2. On the menu bar click **Help | About SIMS .net.**
3. You should be using version **7.216** or higher.

If you are not using the correct version then contact your local support team.



Step 2: Identify the End of Key Stage 2 Pupils

If all pupils taking the tests are in Year 6 this section can be ignored. Go to Step 3.

However, if there are pupils assigned to other year groups taking the tests then a **User Defined Group** must be created for use in the Wizard.

Creating a User Defined Group

1. Select **Focus | Groups | User Defined Groups**.
2. Go to the **New** button to create a new group.
3. Insert a suitable name and code for the group e.g., **KS2 2024**.
4. Insert a Short name for the group (KS2 2024)
5. Make the group **Active** in the **Active State** box.
6. To choose a supervisor click the **Current Main Supervisor** browser after which the 'Manage Group Supervisor' screen appears. Click **Action** and then **Add Supervisor**.
7. Click **Search**.
8. Choose the appropriate member of staff.
9. Make that person the **Main Supervisor**.
10. Add some notes if you wish and click the **Save** button.
11. Move on to the 'Membership' section.
12. Click **Action** and **Add Student** to add pupils to the group.
13. Choose the Year Group from which you want to select and click **Search**.

The screenshot shows the 'Select Students' dialog box. It features a search interface with the following fields: Surname, Forename, Admission Number, Tier (set to '<Any>'), Year Group (set to 'Year 5'), Class (set to '<Any>'), and House (set to '<Any>'). Below the search fields is a table of student records:

Name	Year Group	YTI	Class	House	Gender	Admission Number
Akeman, Rebecca	5	5	5BB		Female	001295
Arkell, Irene	5	5	5BB		Female	001296
Astoni, Sonya	5	5	5BB		Female	001297
Astwick, Wills	5	5	5BB		Male	001215
Baker, Fiona	5	5	5BB		Female	001298
Barrett, Anthony	5	5	5BB		Male	001299
Bassett, Joseph	5	5	5DT		Male	001300
Benson, Zachary	5	5	5BB		Male	001301
Candy, Tilly	5	5	5DT		Female	001216
Chinn, Sueie	5	5	5BB		Female	001217

At the bottom of the dialog, it indicates '60 matches found'. The 'Action' button is highlighted with a red box, and a red arrow points from it to the 'Member' list on the left side of the dialog.

14. Choose the pupils you require by selecting individuals or in multiples.
15. Click **OK**. The names of these pupils will appear in the box below.
16. **Save**.
17. If there are other pupils who are taking the KS2 assessments but have been allocated to other years, then choose the appropriate year again and pick those children out to add to the **KS2 2024** group.

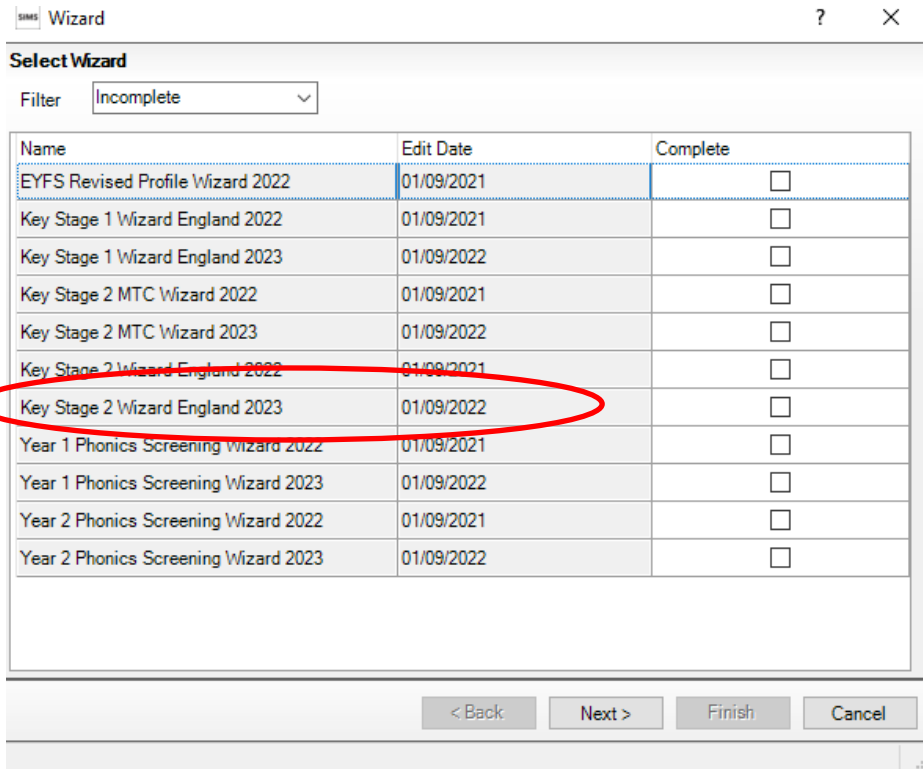
Step 3: Importing the Assessment Wizard for Key Stage 2

The new routines for importing assessment components as part of the SIMS upgrade process should mean that all statutory assessment wizards have already been created on your system as part of the upgrade to SIMS version 7.216.

If you are unable to locate the Key Stage 2 Wizard England 2024 as detailed in the following section, please contact ICT Support on 0161 276 0101 for assistance.

Step 4: Using the Key Stage 2 Wizard

1. Go to **Tools | Performance | Assessment | Wizard Manager**



2. If you have imported other Wizards in the past they will appear in the list.
3. Leave the filter on **Incomplete** and highlight the Key Stage you are going to work with – **Key Stage 2 Wizard England 2024** in this case.
4. Click **Next**.
5. From the Select Group screen, click the browser (magnifying glass).
The **Group Selector** appears (shown below):



6. Either:
 - Click the + next to **Year Group** and choose **Year 6** or
 - Click the + next to **National Curriculum Year** and choose **Curriculum Year 6**
 - Click the + next to **User Defined** and select the **KS2 2024** group that you created earlier (through the User Defined Group routine).
7. Click **Next**.
8. A screen like this appears which invites you to choose the **Marksheets** you want to use.



Click on the Pencil to open the marksheet to enter the results.
Alternatively, you can double-click on the marksheet name.

For Key Stage 2 in 2024 there are three Marksheets:

KS2 A. Teacher Assessments 2024

The Key Stage 2 Teacher Assessments consist of:

- Reading
- Writing
- Mathematics
- Science

This Marksheet can be used to store the Outcome for the KS2 Reading, Writing, Mathematics and Science Performance Descriptor of the reformed curriculum (Assessment without Levels) Teacher Assessment from 2017 onwards.

1. Enter the Performance Descriptor outcomes for English Reading and Writing, Mathematics and Science.
2. Click on 'Calculate' and the final column will alert you to any missing entries.
3. Review the outcomes and repeat the process if necessary.
4. When you are ready, click on 'Save' and the entries will be stored.

Validation checks are performed for missing result entries and an indication given of the number of missing entries that still require completion.

IMPORTANT NOTES: Pupils who are working below the standard of the Pre-Key Stage in Reading, Writing or Mathematics or who have not met the expected standard in Science should be recorded as EM (Engagement Model).

This table shows which framework to use when making TA judgements, depending on the subject and standard at which the pupil is working.

Key stage 2 standard	Guidance	English reading	Maths	English writing	Science
Pupils working at the standard of the national curriculum assessments	TA frameworks ³⁵	N/A	N/A	Yes	Yes
Pupils working below the standard of the national curriculum assessments and engaged in subject-specific study	Pre-key stage 2 standards ³⁶	Yes	Yes	Yes	N/A

Please copy the URL below to your browser for further guidance:

<https://www.gov.uk/government/publications/teacher-assessment-frameworks-at-the-end-of-key-stage-2>

<https://www.gov.uk/government/publications/pre-key-stage-2-standards>

Pre-key Stage Standards

Schools must use the engagement model to assess pupils working below the standard of national curriculum assessments and not engaged in subject-specific study at KS2.

The engagement model is a new TA tool that replaces P scales 1- 4. It is statutory from September 2021.

<https://www.gov.uk/government/publications/the-engagement-model>

You can view the pre-key stage standards information in the video link below, please copy link to your browser. It provides details about the pre-key stage standards and explains how they should be used.

https://www.youtube.com/watch?v=Z_WJv1RgSkQ

KS2 C. Test Outcomes 2024

This Marksheet can be used to enter results of the reformed curriculum (Assessment without Levels) tests that supported the Teacher Assessments made as part of the KS2 arrangements from 2017 onwards.

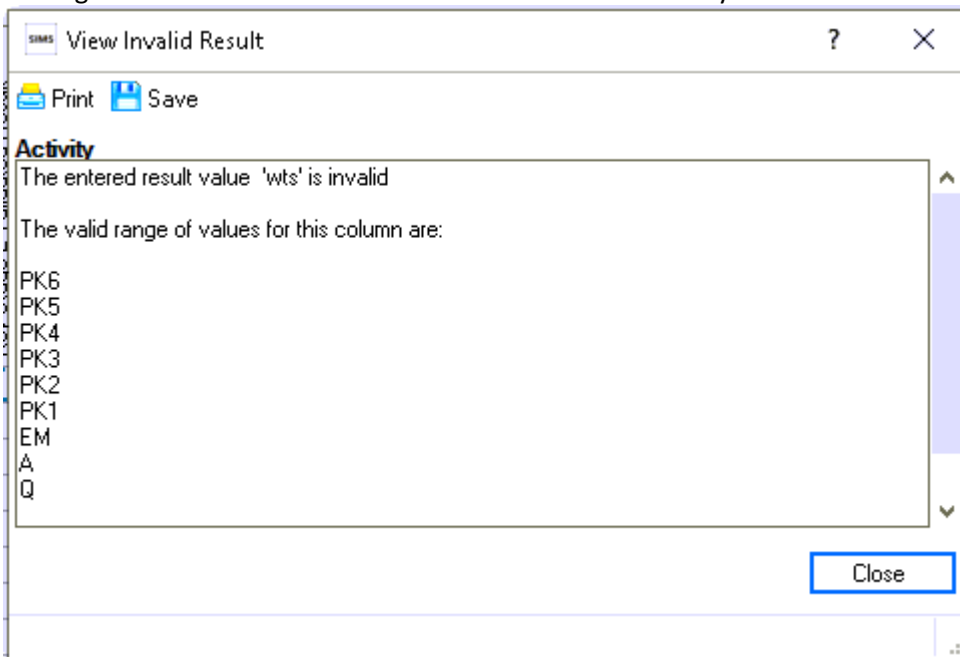
KS2 D. Broadsheet (Review) 2024

The results displayed in the Broadsheet Review marksheet are separated by coloured spaces, to differentiate the different teacher assessments and tests.

Step 4 (A)

Results Entry: Teacher Assessments KS2

- From the list of marksheet select **KS2 A. Teacher Assessments 2024** by clicking on the Pencil (**Edit**) button or double clicking the marksheet name.
Do **not** click **Next** at this stage.
- You will then get a Marksheet with your Y6 pupils, or the User Defined Group you created earlier, and columns that relate to the assessments that need to be entered.
- Reading and Maths TAs (using the new pre key stage standards or P scales 1-4) must be submitted for all children who are not taking the tests.
Please take great care to do this as the LA will not know who has been entered for the tests at this stage so cannot check this for you!*
- Enter grades for **SELECTED** children in the white columns. If you enter an invalid grade, it will tell you.



There are two grey columns. Both are formula columns.

The first will calculate if any entries are missing and will put 'Fail!' if pupils do not have the full set of grades.

2 Marksheet

Result Date: 10/05/2022 Group Membership Date: 10/05/2022 Refresh Summary

Group Filter:

Students	KS2 Reading TA Key Stage 2 Validated Result	KS2 Writing TA Key Stage 2 Validated Result	KS2 Maths TA Key Stage 2 Validated Result	KS2 Science TA Key Stage 2 Validated Result	Missing Entries Check	No of Missing Entries
AKEMAN, Richard	PK6	WTS	PK6	EXS	Ok!	0.00
AKEMAN, Steven					Fail!	2.00
ALAMILLA, Sofia					Fail!	2.00

The second will show how many entries are missing for each pupil.

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 DfE at the end of Key Stage assessment.

5. A screen shot of marksheet KS2 A. Teacher Assessments 2024 is given below:

Students	KS2 Reading TA Key Stage 2 Validated Result	KS2 Writing TA Key Stage 2 Validated Result	KS2 Maths TA Key Stage 2 Validated Result	KS2 Science TA Key Stage 2 Validated Result	Missing Entries Check
AKEMAN, Rebecca	PK6	GDS	PK6	EXS	Ok!
ARKELL, Irene	PK6	GDS	PK6	EXS	Ok!
ASTONI, Sonya	PK6	EXS	PK5	EXS	Ok!
ASTWICK, Wills	PK4	WTS	PK4	HNM	Ok!
BAKER, Fiona	PK3	PK6	PK3	EXS	Ok!
BARRETT, Anthony	PK2	PK5	PK3	HNM	Ok!
BASSETT, Joseph	PK5	PK4	PK3	HNM	Ok!
BENSON, Zachary	PK3	PK3	PK3	HNM	Ok!
CANDY, Tilly	BLW	BLW	BLW	HNM	Ok!

All pupils' assessments must be entered. Do **not miss anyone!**

- Click **Calculate**. This will check for missing results.
- Save** these.
- Exit from the Marksheet by clicking on **Close**. This will take you back to the screen from where you originally chose the Marksheet.

Step 4 (B) Marksheet Entry: Key Stage 2 C. Test Outcomes

This Marksheet can be used to enter results of the reformed curriculum (Assessment without Levels) tests that supported the Teacher Assessments made as part of the KS2 arrangements from 2017 onwards.

NOTE: This marksheet is for review purposes only. If you wish to amend any of the data shown in it, please use Marksheets KS2 A or KS2 C, and then reload this marksheet.

Marksheet Entry: Key Stage 2 D. Broadsheet Review

This Marksheet can be used to review the Test and Teacher Assessment results of the reformed curriculum (Assessment without Levels) that have been entered in support of the KS2 arrangements from 2017 onwards.

Please Note!

This marksheet is for review purposes only. If you wish to amend any of the data shown in it, please use either Marksheets KS2 A. and/or C. as required and then reload this marksheet.

Step 4 (C)

Results Entry: Test Outcomes KS2

For the 2024 KS2 tests the STA (Standards & Testing Agency) will publish test results on the Primary Gateway website on **Tuesday 9th July 2024**. Each pupil registered for the tests will receive:

- a raw score (the number of raw marks awarded)
- a scaled score
- confirmation of whether they met the 'expected standard.'

Primary Gateway

The [Primary Assessment Gateway](#) is a secure website that supports primary schools, LAs and MATs with the administration of key stage 1 (KS1) and key stage 2 (KS2) national curriculum assessments.

Schools can:

- place test orders
- submit holiday dates to help inform delivery of test materials.
- download phonics screening check and KS1 test materials.
- register pupils for KS2 tests.
- apply for KS2 access arrangements.
- submit headteacher's declaration forms.
- view the teacher assessment (TA) standardisation exercise and training materials.
- submit KS2 TA data.
- view the KS2 results and marked test scripts.

Please copy the link below to your browser, on how to use navigate the system.

<https://www.youtube.com/watch?v=4hrtHxPgKlk&list=PL6gGtLyXoeq9eWA31dGs2RmsAM8jDhDXs&index=7>

For further guidance is available in:

<https://www.gov.uk/guidance/using-the-primary-assessment-gateway>

Step 5: Using the Wizards for Reporting to Parents

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

- **KS2 P1 Student England TA 2024** - an Individual Report for each pupil showing Teacher Assessments only.
- **KS2 P1 Student England TA and TT 2024** - An Individual Report for each pupil showing both Teacher Assessments and Test Outcomes
- **KS2 P2 (C) and (D) Comparative England 2024** – An individual pupil report and a comparative report that enables comparison between the school's outcome and the National Outcomes from last year.

1. Go to **Tools | Performance | Assessment | Wizard Manager**.
2. Select the **Key Stage 2 Wizard**.
3. You can leave the Group Selection as it is.
4. When presented with the list of Marksheetworks click **Next**.

To Print an Individual Report for each Pupil

For example, choose the first report format: **KS2 P1 Student England TA 2024** - this will produce reports for all the pupils ticked in the list below.

Individual Report Format

Name	Edit Date
KS2 P1 Student England TA 2022	01/09/2021
KS2 P1 Student England TA and TT 2022	01/09/2021
KS2 P2(C) Comparative England 2022	01/09/2021
KS2 P2(D) Comparative England 2022	01/09/2021

Membership Dates for Group: Year 6

From: 10/05/2022 To: 10/05/2022 Refresh

Group Filter: []

Students

	Surname	Forename	DOB	Reg Grp
<input checked="" type="checkbox"/>	Akeman	Richard	02/02/2011	6VC
<input type="checkbox"/>	Akeman	Steven	02/02/2011	6KH
<input type="checkbox"/>	Alamilla	Sofia	02/12/2010	6VC
<input type="checkbox"/>	Balik	Karolina	15/02/2011	6KH
<input type="checkbox"/>	Banin	Valeriya	22/10/2010	6VC
<input type="checkbox"/>	Banks	Chloe	04/04/2011	6KH

Select All Deselect All

< Back Next > Finish Cancel

However, you will want to see a **Print Preview** of one of the reports first.

Preview

To see a preview:

1. Choose **Deselect All** in the bottom half of the screen, then tick one of the pupils only, and then click the **Preview Report** button.
2. A Microsoft Word document will then show you this pupil's results.
3. When you have finished the preview close Word and return to the Wizard. If you are asked to save the report, click **NO**.

Print

To print a report:

1. If all pupils are required, then choose **Select All**. If not, go through the list and select those that are required by ticking the boxes.
2. Click the **Print** button (printer icon). Reports will be created in Word for those children selected.
3. Again, do not save the Word document that this process produces.

Upload Report

This will save a copy of each report and link it to the main pupil record for the child. These documents can then be accessed via the **Linked Documents** connection from the individual pupil record in SIMS.

To upload a report:

1. Select all the pupils to whom you wish to link their report.
2. Click on the **Upload Report** icon.
3. After a short pause, the documents will be linked to the selected pupils and a confirmation message will be displayed at the bottom of the screen.

Step 6: Exporting Results

Clicking Next on the reports page will take you to the "Results for Export" screen.

Do not use this routine in the Assessment Manager Wizard

Schools should not submit their KS2 data using the SIMS Assessment Wizards.

This data will be collected via standard CTF files and the Primary Assessment Gateway web site.

<https://www.primaryassessmentgateway.education.gov.uk/publicaccessproduction/selfservice/citizenportal/login.htm>

Deadline for submission to STA is 28th June 2024

Results published in Primary Gateway: 9th July 2024