

Applicable from upgrade 7.210 onwards

Appendix 2

Creating Marksheets (SIMS in the Classroom)



In Support of
Learning



ICT Development
Service

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Introduction

Teachers using SIMS in the classroom will be able to access their Key stage marksheets and enter results for their pupils. The Key stage marksheet will appear as tabs at the top of the **Take Register** screen. So that the teacher can see the tabs the marksheets require setting up by the Administration Staff / Assessment Co-ordinator.

First steps for Administration Staff / Assessment Co-ordinators

- Update Assessment Manager
- Tidy up the Template list
- Import the Wizards

Instructions for this are found in **Book 02 Importing Key Stage Wizards**

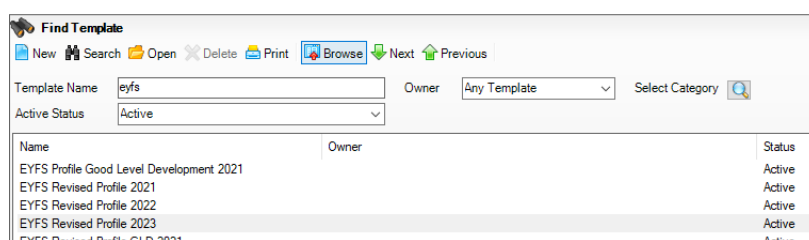
Creating Marksheets

When importing Key stage Wizards this also imports the Key stage marksheet templates. To enable teachers to access these marksheets in the classroom, marksheets will need to be attached to the templates. All marksheet templates are accessed through the

Setting up the Key Stage Marksheets

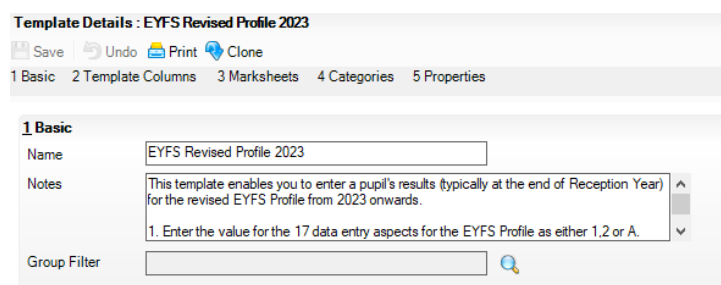
Use Route: **Focus/Assessment/Templates**

1. Enter the appropriate name e.g. **EYFS** in the template name box
2. Click on the search icon
3. Highlight the required template e.g. **EYFS Profile 2023**
4. Double click to open



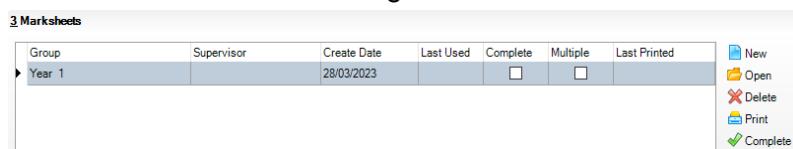
If looking for Phonics, type in the word Phonics. For Key Stage 1 and 2 it will be KS1 and KS2 respectively.

5. Click on tab **3 Marksheets**



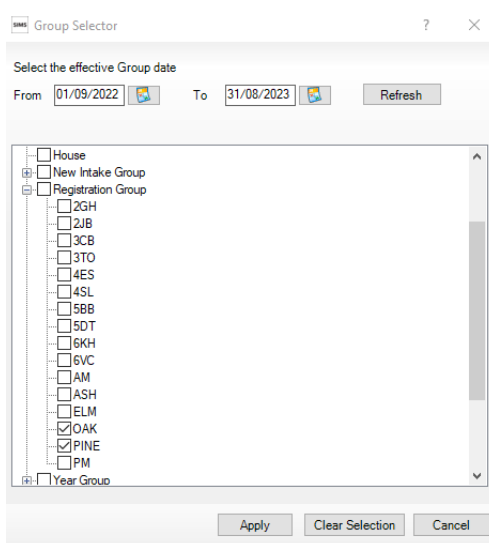
Creating Marksheets for SIMS in the Classroom

- Click on **New** to the right of the marksheet list

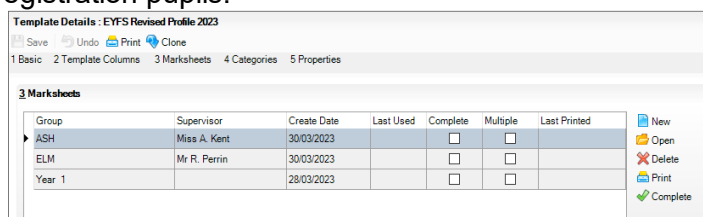


NB: Once in this screen, a marksheet may already be set up for the Year Group, however for teachers to be able to see the extra tab in the **Take Register** screen a marksheet needs to be created for each individual class/registration group.

- Select the + sign to the left of registration groups and place a tick in the box of all registration groups you wish to create the marksheets for. Click **Apply**.



- Once you click on the **Save** button, the marksheets displayed in the list will be available for the teachers named in the list. These marksheets will only display the named teacher's registration pupils.



- Close the template and save if prompted.

Use the above guidance to continue creating marksheets for **Phonics 1 Yr 1** and **Phonics 2 (resits) Yr 2**. - 1 marksheet for each Phonics

EYFS marksheet, there will be 2 marksheets to create. The second **EYFS Revised Profile GLD (Good Level of Improvement)** marksheet is for calculation only, but useful to set it up for Reception teachers to see final results.

Key Stage:

Key Stage 1 marksheets will need to be created for: **KS1 TA** and **KS1 Test Outcomes**. Key Stage 2 marksheets will need to be created for: **KS2 TA** and **KS2 Test Outcomes** (The **KS2 Test outcomes results** will be downloaded and imported from the **Primary Assessment Gateway (PAG)** but will be beneficial for teacher/s to be able to see the data, once imported


NB: Once the marksheets have been created, unfortunately, admin staff will not be able to go into the register and check they are present with their login. Admin staff will need to ask their teachers to check via their Take Register screen. The reason for this is that marksheets have been assigned to those teachers only. Therefore, only those teachers who have had marksheets set up in the Take Register screen, will be able to see them. Admin staff will of course be able to see the marksheets in the usual way via the Wizard Manager and check what results, if any, have been entered.

Teacher Guidance on accessing their Key Stage Marksheets in the Classroom

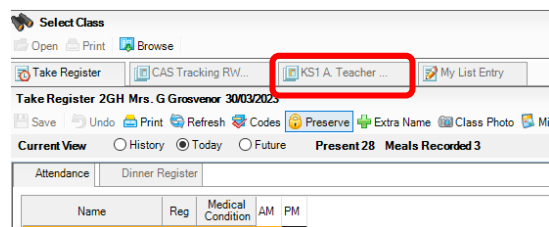
Teachers open their register in the usual way:

Either via:

Focus / Attendance / Take Register

Or the **Take Register** icon on the SIMS Home  Page

Or from the **Time Line** on the teacher's SIMS Home Page



Once in the Take Register screen, teachers will see their class. Along the top of the screen, teachers should now see their marksheets for key stage.

- Click on tab to open marksheet, as you hover on each marksheet the marksheet name will be reveal under the tab.

Your marksheet is now ready to complete as per instructions in the Key Stage manual.