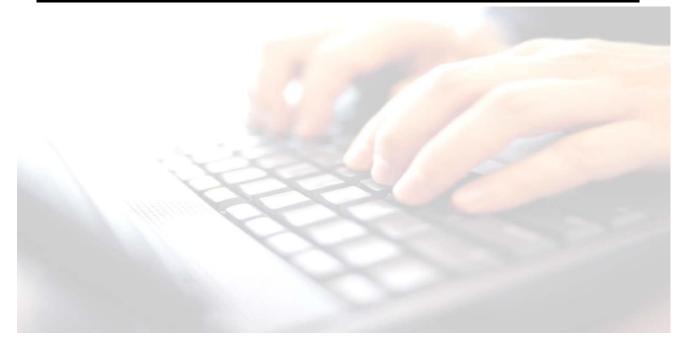
Warwickshire Education Services



Applicable from upgrade 7.210 onwards

Appendix 2

Creating Marksheets (SIMS in the Classroom)





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

White Template									
📄 New 🙀 Search 📁 Open 💥 Delete 🚔 Print 🛛 🐺 Browse 😽 Next 😭 Previous									
Template Name eyfs			Owner	Any Template	\sim	Select Category Q			
Active Status Activ	ve	\sim							
Name		Owner					Status		
EYFS Profile Good Level	Development 2021						Active		
EYFS Revised Profile 20	21						Active		
EYFS Revised Profile 20	122						Active		
EYFS Revised Profile 20	123						Active		
EYES Revised Profile GI	D 2021						Activa		

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

Template Detail	: EYFS Revised Profile 2023					
💾 Save 🍐 Un	📥 Print 🍕 Clone					
1 Basic 2 Templa	Columns 3 Marksheets 4 Categories 5 Properties					
<u>1</u> Basic Name	EYFS Revised Profile 2023					
Notes This template enables you to enter a pupil's results (typically at the end of Reception Year) for the revised EYFS Profile from 2023 onwards. 1. Enter the value for the 17 data entry aspects for the EYFS Profile as either 1.2 or A.						
Group Filter	1. Enter the value for the 17 data entry aspects for the EYFS Profile as either 1,2 or A. V Q Q					

Creating Marksheets for SIMS in the Classroom

6. Click on **New** to the right of the marksheet list

larksheets							
Group	Supervisor	Create Date	Last Used	Complete	Multiple	Last Printed	New 📄
Year 1		28/03/2023					🗁 Open
							💥 Delete
							📥 Print
							Complete

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.

7. 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**.

sams Group Selector					?	×
Select the effective Group date						
From 01/09/2022	То	31/08/2023	5	Refresh	i -	
House 						^
6КН						
6VC						
ASH						
PM □PM						_
		Apply	Clear S	ielection	Can	cel

8. 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.

	plate Details : EYFS Revise								
	ave 👘 Undo 📥 Print 🍕								
Bas	ic 2 Template Columns 3	8 Marksheets	4 Categories	5 Properties					
3 N	larksheets								
_									
Г	Group	Superviso	or	Create Date	Last Used	Complete	Multiple	Last Printed	New 1
	Group ASH	Superviso Miss A. K		Create Date 30/03/2023	Last Used	Complete	Multiple	Last Printed	New
•			ent		Last Used		Multiple	Last Printed	
•	ASH	Miss A. K	ent	30/03/2023	Last Used			Last Printed	🔁 Open

9. 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 I Page Or from the Time Line on the teacher's SIMS Home Page

🐝 Select Class								
🖆 Open 🚔 Print 🛛	Browse							
📷 Take Register	CAS Trac	king RW			S1 A. Teacher		📝 My List Entry	
Take Register 2GH	Mrs. G Grosv	/enor 30/03	2023					
💾 Save 🏾 🟐 Undo	📥 Print 🗟 R	efresh 🔯 🕻	Codes	6	Preserve 🖶 E	ixtra Na	ame 👜 Class Photo 🚦	
Current View) History 💿 T	oday 🔿	Futur	e	Present 28	Meal	s Recorded 3	
Attendance	Dinner Register							
Name	Reg	Medical Condition	АМ	PM				

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.