



Appendix 7

I have a problem who do I contact?

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<p>EDASSESSMENT TEAM Debbie Hibberd 01926 743015 Elaine Smith 01926 742089 Helen Hutson 01926 74 2014 edassessmentteam@warwickshire.gov.uk debbiehibberd@warwickshire.gov.uk elain smith@warwickshire.gov.uk EYFS/KS1/KS2 Data Collection</p>	<p>ICT DEVELOPMENT 01926 414100 or email ictdsservicedesk@warwickshire.gov.uk Computer equipment, Software, SIMS .net</p>	<p>Business Intelligence Service Andrew Cartledge 01926 742068 or email businessintelligence@warwickshire.gov.uk</p>	<p>PRIMARY ASSESSMENT GATEWAY Key Stage 2 only https://www.primaryassessmentgateway.education.gov.uk/publicaccessproduction/selfservice/citizenportal/login.htm</p>
<ul style="list-style-type: none"> • EYFS/KS1/KS2 • Absent Pupil • New pupils • Disapplied pupils • Amending results after submission 	<ul style="list-style-type: none"> • Software problems • Assessment Wizard queries • SIMS – Data Entry • Adding results • CTF creating/missing pupils • Administration staff • Absence • Sims queries 	<p>CTF File will not upload Problems with: Secure School Upload System https://apps.warwickshire.gov.uk/SchoolUpload/users/sign_in</p>	<p>Guidance on how to use the website can be found via the following link https://www.gov.uk/guidance/using-the-primary-assessment-gateway</p>
<ul style="list-style-type: none"> • Queries re National Curriculum • Queries re Pre Key Stage and Engagement Model • Reporting requirements • Key Stage staff absence • Incorrect pupils in CTF 			<p>Problems with PAG or queries related to uploading KS2 teacher assessment results to the Primary Assessment Gateway If you need any help or support, please contact the Primary Assessments Gateway helpline either by Phone: 0300 303 3013 or via or email: assessments@education.gov.uk The helpline's normal opening hours are 8:30am to 5pm, Monday to Friday.</p>