Appendix 9

Downloading & Importing KS2 Outcomes into SIMS

In Support of Learning

Wes

ICT Development Service

Warwickshire County Council

Downloading & Importing KS2 Test Outcomes into SIMS

Contents

Key Stage 2 Teacher Assessments results will be entered into SIMS via the Key Stage 2 wizard marksheet and subsequently uploaded via CTF to the **Primary Assessment Gateway (PAG).** These results will then be checked and validated by **PAG**. Once this process has been completed, the Test Outcome results will be available to download from the **Primary Assessment Gateway (PAG)** and then imported into SIMS.

The following instructions will guide you through the process of downloading from the **Primary Assessment Gateway (PAG)** the **Key Stage 2 Test Outcomes.** Once downloaded and saved onto your computer, schools will then be able to import the **Key Stage 2 Test Outcomes** into SIMS.

You may find the following video useful. Simply highlight, copy and paste into a web browser.

https://www.youtube.com/watch?v=4hrtHxPgKLk

Downloading from the Primary Assessment Gateway (PAG) Key Stage 2 Test Outcomes

Schools will be able to download the **KS2 Test Outcomes from Primary Assessment Gateway** from <mark>Tuesday 11th July 2023</mark>

1. Log in to **Primary Assessment Gateway**.
   https://uat.primaryassessmentgateway.education.gov.uk/publicaccessuat/selfservice/citizenportal/login.htm

2. If you do not know what the username and/or password is, you may have to use the following options: If you do not have access to the username/password, you will have to register.
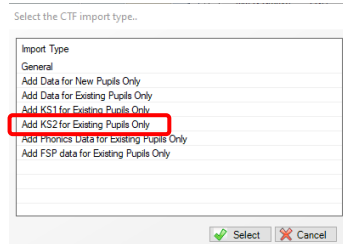

3. Select the tab labelled "My Activity"
4. Select "Available Activity"
5. Select "School Control File"
6. Return to "Available Activity"
7. Select "View and download KS2 test results".
8. Download the available CTF.

Download and save the file in a location SIMS will be able to see when importing into SIMS. (If you can't find the CTF have a look in the **Downloads** folder. The CTF will have to be moved to a location usually the **Y: Drive MIS/ CTFIn**
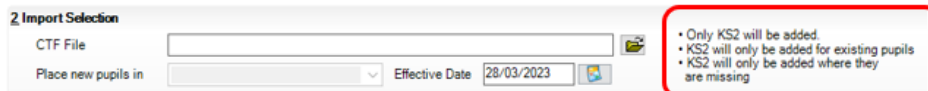
Importing Key Stage 2 Test Outcome results into SIMS

1. Once the CTF has been downloaded and saved accordingly, use route: **Routines / Data In / Import CTF/** Select: **Add KS2 data for existing pupils only** from the available options.

2. Click on the little yellow file to the right of the tab **2 Import Selection /CTF file** box and navigate to where the CTF has been saved
3. select the CTF file, click **Open**
   The file will now appear in the **CTF File** box.
4. Before clicking the **Import** button, just check that you have selected the right options of only adding **KS2 for Existing Pupils Only**.
5. If incorrect, just start again using the above instructions.

Once imported, results may be viewed by using route: **Tools| Performance | Assessment | Wizard manager,** select **Key Stage 2 2023 Wizard**. Click **Next,** Click **Next** again.

You will be presented with the **Marksheets** screen. Open the **KS2 C Test Outcomes 2023**. If results aren't appearing, click the **Calculate** button at the top of the screen. **Save** the marksheet.

You can then open the **KS2 D Broadsheet (Reviewed) 2023** for further facts and figures.