Applicable from upgrade 7.210 onwards

End of Key Stage
Infant, Junior and Primary Schools

Book 01
Before you Begin

In Support of Learning

Wes

ICT Development Service

Warwickshire County Council

Contents

Introduction

Schools are obliged to assess pupils under current regional regulations. Although these regulations are subject to change, the principle remains that pupils are tested and/or assessed by their teachers at each Key Stage. These results are then forwarded to external agencies for analysis and aggregation into national statistics.

This guide covers the Key Stage procedures common to all the Key Stages in England.

- Ensure correct key stage wizards are downloaded for the school type.
  Eg:, Infant, Junior or Primary
- Please see **Key Stage 2023 Documentation/Appendices list** for reference.

Check List for completing the End of Key Stage 2023

- Check/Import the appropriate Wizards for the school
- Tidy up the Wizard Manager screen to see only 2023 Wizards
- Select method using the appendices A2 to A4 - who is going to enter results?
- Select the appropriate Wizard for key stage Data Entry
- Select the required group
- Open the marksheets for data entry
- Enter grades/results
- Change the membership date to pull through leavers **(Phonics 1, 2 and Key Stage 2 only)**
- Save and calculate the marksheets
- Check for missing/incorrect results
- Class Teacher and Headteacher to sign off the marksheets
- **EYFS/Phonics/KS1 -** Upload results to the LA using the CTF routine
- **KS2 –** Upload results to the **PAG** Primary Assessment Gateway
- https://www.primaryassessmentgateway.education.gov.uk/
- Download from the **PAG** website and import into SIMS **KS2 Test Outcomes**.
- Print reports for parents/guardians
- Upload the reports to the pupils' records

Statutory Submission of Data Year Groups highlighted

Age in Years	National Curriculum Year	Applicable Key Stage
3	Nursery 1	EYFS
4	Nursery 2	EYFS
4-5	Reception	EYFS
5-6	Year 1	Key Stage 1/Phonics
6-7	Year 2	Key Stage 1/Phonics resits
7-8	Year 3	Key Stage 2
8-9	Year 4	Key Stage 2
9-10	Year 5	Key Stage 2
10-11	Year 6	Key Stage 2
11-12	Year 7	Key Stage 3
12-13	Year 8	Key Stage 3
13-14	Year 9	Key Stage 3
14-15	Year 10	Key Stage 4
15-16	Year 11	Key Stage 4

NB: Due to the sensitive nature of some of the data stored in SIMS, careful consideration should be given when specifying the location of any folder into which data is saved, e.g. Exported marksheets, census returns, imported and exported CTFs, etc. schools should be mindful of the school's responsibilities with respect to information security. Consider which users have access to the chosen folder, especially if the folder is shared on a server. The DfE recommends ISO27001 as the standard for information security (http://www.itgovernance.co.uk/iso27001.aspx). If in any doubt, schools should consult with the schools' GDPR Officer before proceeding

NB: It is essential that, whatever method is used to record results, the marksheet is printed and signed by the teacher responsible for the class and that the head teacher signs each marksheet for verification before uploading to the LA/Primary Assessment Gateway website

Academies, whether or not they have nominated Warwickshire County Council to be their monitoring/moderation LA for 2023, will still need to upload their **EYFS, Phonics 1, Phonics 2 and Key Stage 1** results using the guidance available to **Warwickshire County Council** to complete data checks before submission to the DfE

https://apps.warwickshire.gov.uk/SchoolUpload/

This system is used termly to upload the School Census files to the LA. Any difficulties at all with uploading the file, please email: businessintelligence@warwickshire.gov.uk

Key Stage 2 Teacher Assessment results should be uploaded to the **Primary Assessment Gateway**
https://www.gov.uk/guidance/using-the-primary-assessment-gateway

Missing Pupils - Children Missing Education

Schools with children in Reception, Y1, Y2 or Y6 who are on roll but not attending - If the child is known not to be attending school, but is on school roll, there will be problems when submitting the statutory assessment data in June.

If the data is not submitted by the deadline given, this could be seen as maladministration by the Standards and Testing Agency.

These cases must be resolved well before submission date in June.

If schools have been unable to locate the child, make a referral to the local authority at: http://www.warwickshire.gov.uk/childrenmissingeducation**.**

Send the referral form securely using cme@warwickshire.gcsx.gov.uk.

For advice or support on a child missing in education contact the **Access to Education Team** on **01926 736323.**

For urgent concerns

If schools are concerned about a child's immediate safety or well-being, contact the Warwickshire Multi Agency Safeguarding Hub (MASH) (and police if appropriate) without delay - T: 01926 414144

Schools may find the following pages helpful Warwickshire Multi-agency Safeguarding Hub (MASH)

Changes to Key Stage

A change to the KS2 test schedule this year will be necessary due to the additional bank holiday in honour of the Coronation of His Majesty King Charles III taking place on Monday 8 May 2023. Further information may be found on the following website.

https://www.gov.uk/government/news/changes-to-key-stage-2-assessment-dates-in-2023

Schools may find the following websites helpful

COLLECTION Phonics screening check
Guidance
Key stage 1: phonics screening check administration guidance
Preparing to administer the phonics screening check
Key stage 1: administering the phonics screening check to year 2 pupils
Monitoring visits
Key stage 2 tests and phonics screening check: monitoring visits
Maladministration
Key stages 1 and 2: investigating allegations of maladministration

IMPORTANT NOTE - PHONICS

TO BE NOTED BY THE HEADTEACHER, PHONICS TEACHER AND SCHOOL OFFICE

2023 YEAR 1 AND YEAR 2 PHONICS – RELEASE OF THRESHOLD MARK
- The threshold mark (pass mark) for the Phonics screening check will be disclosed on **Monday 27ʰ June 2023**

IMPORTANT: Please Note!
- The Assessment team have requested that schools upload their data via the CTF routine using the current phonic wizard by **Thursday 23rd June without** the threshold mark entered.

- Once the data has been uploaded to the LA, schools will then be able to enter the threshold mark released on the **27th June 2023** into the marksheet, and then produce reports to parents/guardians

- Schools **do not have to resend** the results to the LA

- **Schools should not produce reports for parents before the new threshold score has been entered into the Phonics 1 and 2 marksheet.**

Removal of the 'D' Code

Removal of 'D code' for KS1 and KS2 teacher assessment. The 'D' code, originally used to record where a pupil was '**disapplied**' from the national curriculum assessments, has been withdrawn for KS1 & KS2 TA.

*Please note, the 'D code' will still however be used in the **Phonics screening check.**

Headteachers make the final decision about whether it is appropriate for a pupil to take the check. In any instances when pupils are not entered for the check, schools should explain their decision to the pupil's parents.

Key Stage 1 and 2 – The Engagement Model

The engagement model is a new statutory teacher assessment tool for pupils working below the standard of the national curriculum and not engaged in subject-specific study.
It should be used to assess pupils' learning regularly throughout the year, enabling these pupils' achievements and progress to be measured over time.

Schools must report which pupils have been assessed using the engagement model when the pupil is at the end of KS2. This is so the DfE is aware of how many pupils are not engaged in subject-specific study and where they are being educated.

Phonics 1 and 2 - Leavers

Schools are required to include pupils who have left the school. The Assessment Team will give guidance as to which pupils to include. These pupils will need to have a code of **L** – Left recorded in the marksheet. These pupils will also need to be included in the CTF along with current pupils when uploading results to the **LA/**School Upload for **Phonics 1** and **2**

Key Stage 2 –Pupils who change schools

Information taken from the Assessment and Reporting arrangements (ARA) DfE website: https://www.gov.uk/government/publications/2023-key-stage-2-assessment-and-reporting-arrangements-ara

If a pupil changes school:
- before test week – the receiving school must submit TA data for them
- during test week – the school where the pupil was registered at the beginning of test week must submit TA data for them
- after test week – the school where the pupil was registered during test week must submit TA data for them
- If a pupil arrives during test week from a non-participating school or having been electively home educated (EHE), the receiving school must submit TA data for them.
- If the pupil arrives after test week, they can no longer be registered for the tests, so data will not be expected

    For more information, schools should contact in the first instance the **Primary Assessment Gateway (PAG)**

If you need any further help or support, please contact the national curriculum assessments helpline by phone 0300 303 3013 or email: assessments@education.gov.uk

The helpline's normal opening hours are 8:30am to 5pm, Monday to Friday.

Key Stage Return Dates to the LA/ PAG Website:

The **STA** (**Standard Testing Agency**) may consider it to be maladministration if schools do not meet the relevant submit date. To ensure this does not happen, Business Intelligence are asking schools to submit their **EYFS, Yr 1 & 2 Phonics and Key Stage 1** data earlier if possible than the deadline, so they can help schools if there are any difficulties with their data submission.

Key Stage 2 Teacher Assessment results should be submitted no later than **30th June 2023**. The Test Outcomes results will be available to download from the **Primary Assessment Gateway website 7.30 am on the 11th July 2023**.
https://www.primaryassessmentgateway.education.gov.uk/

Early Years Foundation (EYFS)
Data Collection opens   **- Monday**   **5th   June 2023**
Data Collection closes   **- Thursday**   **27th June 2023**
Key Stage 1
Data Collection opens   **- Monday**   **5th   June 2023**
Data Collection closes   **- Thursday**   **27th June 2023**
Year 1 and Year 2 Phonics
Data Collection opens   **- Monday**   **12th June 2023**
Data Collection closes   **- Friday**   **23rd June 2023**
Key Stage 2
Data Collection opens   **- Monday**   **15th   May 2023**
Data Collection closes   **- Friday**   **30th   June 2023**

EYFS, Phonics 1 & 2, and Key Stage 1

- Pupil level moderation data will be emailed securely to the Head Teachers welearn365.com account week beginning **11th July 2023**.

If the school's headteacher has changed their email address within the past month, please email their updated details to: businessintelligence@warwickshire.gov.uk

This will ensure they receive their data in a timely manner and allow sufficient time for any revisions prior to the end of term

Key Stage 2

- Teacher Assessment results will be uploaded via CTF to the **Primary Assessment Gateway (PAG) website:**
- The **Primary Assessment Gateway** will check and validate the Teacher Assessment results and Test Outcomes produced
- The **Primary Assessment Gateway** will make the **KS2 Test Outcomes** available on their website for schools to download from: **7:30 am** on the **11th July 2023**
- Schools will then be able to import Test Outcomes into SIMS,
    https://www.primaryassessmentgateway.education.gov.uk/
    Guidance on how to use the website can be found via the following link
    https://www.gov.uk/guidance/using-the-primary-assessment-gateway

NB: It is essential that, whatever method is used to record results, the marksheet is printed and signed by the teacher responsible for the class and that the head teacher signs each marksheet for verification before uploading to the LA/Primary Assessment Gateway website