

Applicable from upgrade 7.210 onwards

Exporting & Uploading Results using the CTF Routine

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

Book 08 -

EYFS, Phonics 1 & 2 (Resits) and Key Stage 1 Results using The CTF Routine

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NB:

If a file is uploaded to the LA with missing pupils and/or results, it will fail the validation process in Business Intelligence. There must be a result/grade entered for **all** pupils and **all** pupils must be included in the CTF and the file uploaded again.

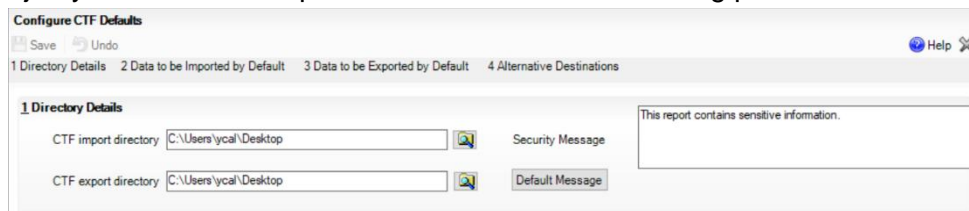
- The marksheets will need to be recalculated and saved again.
 - The file will need to include **all pupils** within the group (***not just the ones with missing results***).
-
- It is essential that, whatever method is used to record results, the marksheet is printed and signed by the teacher responsible for the class and that the head teacher signs each marksheet for verification before uploading via the CTF Routine.

Exporting & Uploading EYFS/Phonics & KS1 to the LA

Check CTF setups

Use Route: Tools/Setups/CTF

This tells schools where they need to navigate to when uploading the results to the LA
The majority of schools CTF paths are located in the following path: **Y:/MIS/CTFOUT**

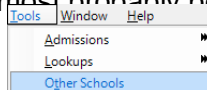


Panel 1 - Directory Details –

The **Export** address for the CTF file will be different to that shown. Make a note of the **CTF export Directory** path. **This is where schools will navigate to pick up the file when ready to upload**

Check Destinations – EYFS, Phonics 1 & 2(Resits), Key Stage 1

1. The Destination Schools should most probably be already available in SIMS, however to check, use route: **Tools/Other Schools**.



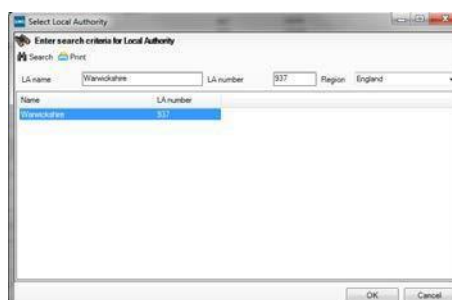
2. You can click on the Search option to display all schools or type in the name of the key stage you are looking for in the School Name box (see table at bottom of page) and click Search



3. If the Key Stage you are looking for doesn't appear, click **New** top left hand corner, and type in the key stage name. See table below on how these should be setup. To enter the **LA No.** click on the



4. Type in **LA name** box **Warwickshire** and in the **LA number** type **937**, click **Search**. **Warwickshire** will appear in the box below. Click **OK**



5. The **LA** box will now be populated with **937 Warwickshire**

Exporting & Uploading EYFS/Phonics & KS1 to the LA

Key Stage	School Name	LA	Establishment No.
EYFS	Foundation Stage	937	FFFF
Key Stage1	Key Stage	937	K K K K
Phonics Year 1	Phonics	937	P P P P
Phonics Year 2	Phonics Retakes	937	R R R R

Continue adding the key stages until all 4 have been setup in SIMS.

Creating/Exporting the CTF

All marksheets must be verified and signed off by the class and head teacher before creating the CTFs.

Please note: for Phonics 1 & 2 only!

Include any leavers;

Section 2 - Students Options - Change the **View** to **Current Students/Leavers this year**, ensure the tick for **Include students already exported** is present and click on **Refresh Students**.

Creating of CTFs will be the same for all Key Stages.

Guidance notes for Key Stage 2 is available **Book 09 – Exporting Uploading Key Stage 2 Results using the CTF Routine**.

1. Routines/Data out/CTF/Export CTF

NB: It is essential that the relevant Key Stage for the type of results you are exporting is selected.

Example: If a CTF is being created for **Phonics**, then **Phonics Test Results** must be selected.

2. Highlight the appropriate CTF export type for the key stage you wish to create a CTF for.
3. Click **Select**

Exporting & Uploading EYFS/Phonics & KS1 to the LA

1 Student Options
 Effective Date: 12/05/2022 View: Current and Leavers this year Include students already exported Refresh Students

If including Leavers, (**Phonics 1 & 2**)

- click on **View** and change it to **Current and Leavers this year**
- Enter a tick into **Include students already exported**
- **Click Refresh**

The **Export CTF (General)** screen will be displayed

Export CTF (General)

1 Data to be Exported 2 Student Options 3 Students 4 Exception Log

1 Data to be Exported

Student Basic Details	<input checked="" type="checkbox"/>	Student Address	<input checked="" type="checkbox"/>	Student Contacts	<input checked="" type="checkbox"/>	Looked After	<input checked="" type="checkbox"/>
SEN Information	<input checked="" type="checkbox"/>	Assessment Data Include KS1 Tasks/Tests	<input checked="" type="checkbox"/>	School History	<input checked="" type="checkbox"/>		
Attendance Summary	<input checked="" type="checkbox"/>	Programme of Study(PoS) Assessments	<input checked="" type="checkbox"/>	FSM History	<input checked="" type="checkbox"/>		

It might be useful for selection, if you click on the header **Year Group**, to put into **Year Group** order

3 Students

UPN	Preferred Surname	Preferred Forename	Reg G.	Year G.	Year Taught	Previous Destination	Destination LA/Other	Destination School
K823200110081	Adams	Laura	2JB	2	2			
Z823200110082	Amnar	Tarak	2JB	2	2			
Z823200110053	Astwick	Gwenneth	2JB	2	2			

Any leavers will then be displayed at the top of the list and will have brackets around the **Reg/Year** and **Year Taught in**

3 Students

UPN	Preferred Surname	Preferred Forename	Reg Grp	Year... /	Year Taught	Previous Destination	Destination LA/Other	Destination School
V823299920025	Caster	Adam	(2GH)	(2)	(2)			

To multi select

1. Find the first child in the year group you are looking for. Click on the required cell for the first child in the list, then hold down the **SHIFT** key and scroll down using the scroll bar to the right of the screen and select the last child in the list.

NB: If pupils have been included in the CTF and should not have been, simply hold down the **CTRL** key and deselect those pupils not required.

2. From the drop-down menu under **Destination School** select the Destination the CTF is going to:

Check the table below under **School Name** to assist you in selecting the correct destination.

Key Stage	School Name	LA	Establishment No.
EYFS	Foundation Stage	937	FFFF
Key Stage1	Key Stage	937	KKKK
Phonics Year 1	Phonics	937	PPPP
Phonics Year 2	Phonics Retakes	937	RRRR

Once selected, the **Destination School** column will now be populated with the **School Name** selected.

Exporting & Uploading EYFS/Phonics & KS1 to the LA

UPN	Preferred Surname	Preferred Forename	Reg. Year	Year Taught	Previous Destination	Destination LA/Other	Destination School
P823299911021	Akeman	Rebecca	2JB	2	2	Green Abbey	Key Stage 937Kkkk
D823299911022	Arkell	Isis	2JB	2	2	Green Abbey	Key Stage 937Kkkk
T823299911023	Astoni	Sonya	2JB	2	2	Green Abbey	Key Stage 937Kkkk
J823200110061	Astwick	Wills	2JB	2	2	Green Abbey	Key Stage 937Kkkk
G823299911024	Baker	Fiona	2JB	2	2	Green Abbey	Key Stage 937Kkkk

- To include pupils who have left (Phonics 1 & 2)
- scroll to the top of the list and leaver/s, if any, should be displayed at the top of the list for selection. You will need to select the appropriate pupils and include them in the **Destination School** drop down menu.
- The pupils you have already selected will be remembered. *All pupils must be in the same file.*

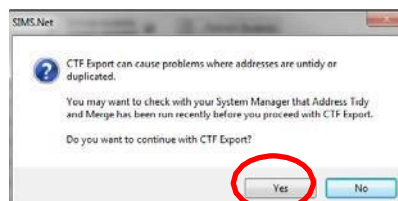
UPN	Preferred Surname	Preferred Forename	Reg. Year	Year Taught	Previous Destination	Destination LA/Other	Destination School
P823299911021	Akeman	Rebecca	2JB	2	2	Green Abbey	Key Stage 937Kkkk
D823299911022	Arkell	Isis	2JB	2	2	Green Abbey	Key Stage 937Kkkk
T823299911023	Astoni	Sonya	2JB	2	2	Green Abbey	Key Stage 937Kkkk
J823200110061	Astwick	Wills	2JB	2	2	Green Abbey	Key Stage 937Kkkk
G823299911024	Baker	Fiona	2JB	2	2	Green Abbey	Key Stage 937Kkkk

- Once all of your selections have been made click **Export CTF**

UPN	Preferred Surname	Preferred Forename	Reg. Year	Year Taught	Previous Destination	Destination LA/Other	Destination School
K823200110081	Adams	Laura	2JB	2	2		Key Stage 937Kkkk
Z823200110082	Amnar	Tarak	2JB	2	2		
Z823200110053	Astwick	Gwenneth	2JB	2	2		Key Stage 937Kkkk
N823200110083	Bond	Steve	2JB	2	2		Key Stage 937Kkkk
P823200110045	Cameron	Zara	2GH	2	2		
C823200110084	Carter	Hannah	2JB	2	2		Key Stage 937Kkkk
R823200110085	Churchill	Martin	2JB	2	2		Key Stage 937Kkkk
F823200110086	Cookson	Harry	2JB	2	2		Key Stage 937Kkkk
V823200110087	Cosenza	Isabella	2JB	2	2		Key Stage 937Kkkk
J823200110088	Defeo	Lorenzo	2JB	2	2		Key Stage 937Kkkk
Y823200110089	Dennis	Tommy	2GH	2	2		Key Stage 937Kkkk
J823200110090	Dixon	Stephanie	2JB	2	2		Key Stage 937Kkkk

Export CTF

The next screen refers to addresses and can be ignored, click on Yes



Creation of the CTF could take some time, once it is complete a CTF file number will appear on screen. Make a note of this number; you will need it to find your file when sending your results.



The CTF number is generated according to the following rules:

LADFEN_CTF_937kkkk.xxx.xml LA = Local Authority = School
DfE no. xxx = version number.

If you are required to re-submit the CTF, ensure that you include all pupils in the CTF and that you upload the latest version.

Exporting & Uploading EYFS/Phonics & KS1 to the LA

6. Check Number of students in file and Number of students processed match, check Number of students not exported is **0**. If there are any problems please address the issues. In particular, even if all the pupils have all exported check the full details to check that Assessment data is not missing.

Example of an **Exception Log** for Key Stage 1

UPN	Preferred Surname	Preferred Forename	Gender	Date of Birth	Error Description	File Name
P823299911021	Akeman	Rebecca	F	18/09/2007	No ENG Results exported since ther...	8232999_CTF_937K4444_001
P823299911021	Akeman	Rebecca	F	18/09/2007	No ENG Results exported since ther...	8232999_CTF_937K4444_001
P823299911021	Akeman	Rebecca	F	18/09/2007	No ENG Results exported since ther...	8232999_CTF_937K4444_001
P823299911021	Akeman	Rebecca	F	18/09/2007	No ENG Results exported since ther...	8232999_CTF_937K4444_001
P823299911021	Akeman	Rebecca	F	18/09/2007	Attendance data not exported as miss...	8232999_CTF_937K4444_001
D823299911022	Arkell	Isis	F	02/12/2007	No ENG Results exported since ther...	8232999_CTF_937K4444_001
D823299911022	Arkell	Isis	F	02/12/2007	No ENG Results exported since ther...	8232999_CTF_937K4444_001
D823299911022	Arkell	Isis	F	02/12/2007	No ENG Results exported since ther...	8232999_CTF_937K4444_001
D823299911022	Arkell	Isis	F	02/12/2007	No ENG Results exported since ther...	8232999_CTF_937K4444_001

7. **Hover over an Error Description to view any missing data information**

Error Description	File Name
No ENG Results exported since ther...	8232999_CTF_937K4444_001
No ENG Results exported since ther...	8232999_CTF_937K4444_001
No ENG Results exported since ther...	8232999_CTF_937K4444_001
No ENG Results exported since ther...	8232999_CTF_937K4444_001
Attendance data not exported as miss...	8232999_CTF_937K4444_001

Attendance data not exported as missing marks found for the year 2014. Please update the attendance marks and export again.

Don't worry about other data not exported eg Attendance, it's not needed for this return.

If there are any **Assessment Results missing**, schools will need to return to the marksheet, enter missing results, recalculate, save then resend the CTFs until you do not get any missing result errors. **Don't forget the marksheet will need verification by Class Teacher and Head Teacher**

NB: Phonics Year 2 pupils (Resits):

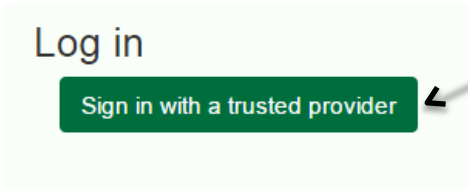
Ensure you make the correct selections, **not all** Year 2 pupils will have taken the resits therefore only those taking resits should be included in the CTF

NB: There is no need to re upload your **Phonics results once the threshold result has been released.**

Exporting & Uploading EYFS/Phonics & KS1 to the LA

How to upload your school returns securely to the Local Authority

- 1) Open up your internet browser / internet explorer and type <http://apps.warwickshire.gov.uk/SchoolUpload> into the address bar.
- 2) You will be presented with a log in page. Click on 'Sign in with a trusted provider'.



- 3) Enter your details - your registered email address and password. *If you do not know your registered e-mail address please email businessintelligence@warwickshire.gov.uk requesting your school upload details:*

The image shows a login form for 'WCC Schools Identity Provider'. It includes a message: 'You need to sign in or sign up before continuing.' Below this are fields for 'Email' and 'Password', and buttons for 'Sign in' and 'Register'. There are also links for 'Forgot your password?', 'Didn't receive confirmation instructions?', and 'Didn't receive unlock instructions?'. An arrow points from the message to the 'Email' field.

If you have forgotten your password, click the link 'Forgot your password?' and you will receive an email to reset your password.

- 4) Once logged in the following 'Returns' screen will then display. Click on the '**Upload**' button for the return that you need to send to the Local Authority

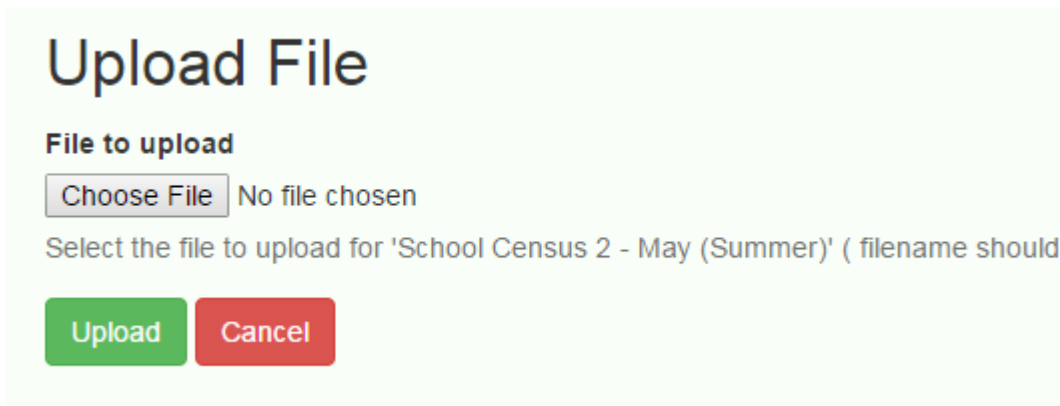
The image shows a screen titled 'Returns for XXXXX Primary School'. It has a 'History' sidebar with '2015/16' and '2014/15'. The main content is divided into two sections: 'School Census' and 'Primary Phase Assessments'. Each section contains a table with columns for 'Return Name', 'Return Date', 'Deadline Date', 'Status', and 'Upload'. An arrow points to the 'Upload' button in the 'School Census' table.

School Census				
Return Name	Return Date	Deadline Date	Status	Upload
School Census 2 - May (Summer)	21/05/2015	22/05/2015	Not submitted	Upload

Primary Phase Assessments				
Return Name	Return Date	Deadline Date	Status	Upload
EYFSP - Early Years Foundation Stage Profile	15/06/2015	19/06/2015	Not submitted	Upload
Phonics - Year 1	15/06/2015	26/06/2015	Not submitted	Upload
Phonics - Year 2 recheck	15/06/2015	26/06/2015	Not submitted	Upload
Key Stage 1	15/06/2015	25/06/2015	Not submitted	Upload

Exporting & Uploading EYFS/Phonics & KS1 to the LA

- 5) Select the 'Choose File' button and navigate to where you have saved your file.



Upload File

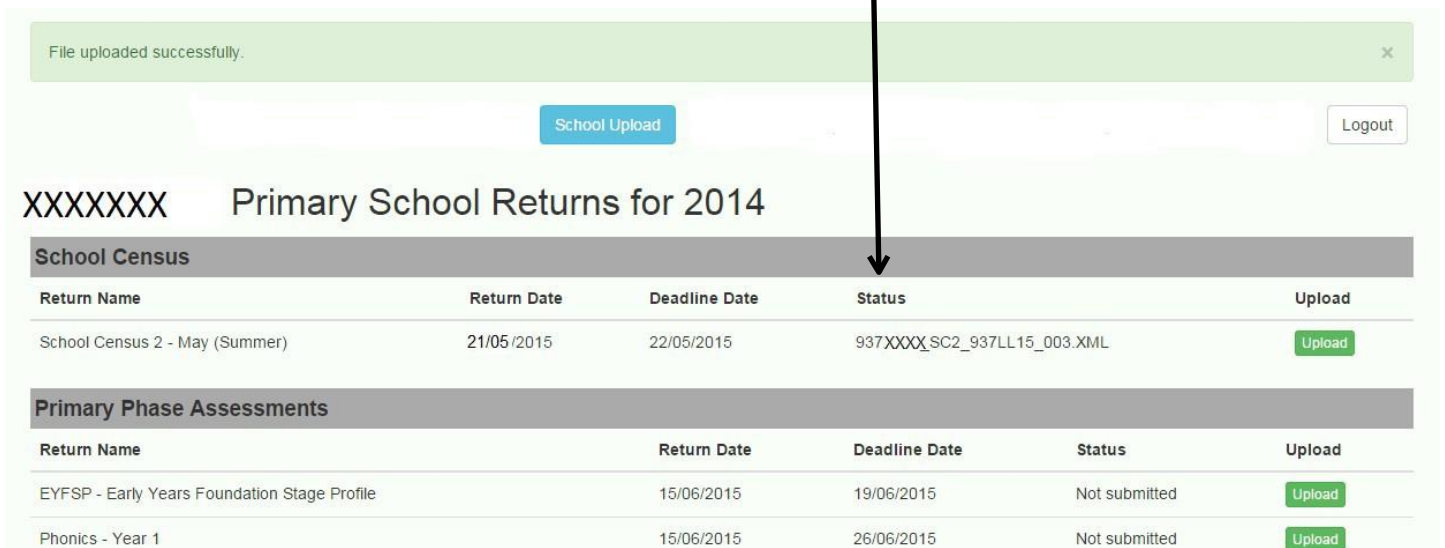
File to upload

No file chosen

Select the file to upload for 'School Census 2 - May (Summer)' (filename should

The file path will then show in the File box. Select the file and **Click Upload**.

- 6) The status will then display the filename. This indicates that your file has been transferred **successfully**. (Note: this may be instantaneous or it may take up to a minute to appear, depending on the speed of your internet connection)



File uploaded successfully. ×

XXXXXXX Primary School Returns for 2014

School Census				
Return Name	Return Date	Deadline Date	Status	Upload
School Census 2 - May (Summer)	21/05/2015	22/05/2015	937XXXX_SC2_937LL15_003.XML	<input type="button" value="Upload"/>

Primary Phase Assessments				
Return Name	Return Date	Deadline Date	Status	Upload
EYFSP - Early Years Foundation Stage Profile	15/06/2015	19/06/2015	Not submitted	<input type="button" value="Upload"/>
Phonics - Year 1	15/06/2015	26/06/2015	Not submitted	<input type="button" value="Upload"/>

- 7) **You have successfully completed the file upload process. You can now log out using the 'log out' button and close the website.**

