



**Book 09 -**

**Exporting & Uploading Key Stage 2  
Results to the Primary Assessment  
Gateway Website (PAG)**

<https://www.primaryassessmentgateway.education.gov.uk/>



## Uploading Key Stage 2 Results to the Primary Assessment Gateway (PAG)

### Please Note!

- Check for Missing Results – files must **not** be uploaded to the **Primary Assessment Gateway (PAG)** with missing results.
- All pupils within the Key Stage 2 (and leavers) group must be included in the CTF file submitted.
- Remember if changing any results in the marksheet, click on **calculate** and **save** the marksheet before creating the CTF and uploading to the **LA**
- Teachers and Headteachers will need to check/sign off marksheets
- Upload **Key Stage 2** results to the **PAG** via CTF to **Primary Assessment Gateway (PAG)**
- Schools will also be able to download and import into SIMS, the **Key Stage 2 Test Outcomes** from the **Primary Assessment Gateway** website from 7:30 am on the 8<sup>th</sup> July 2022

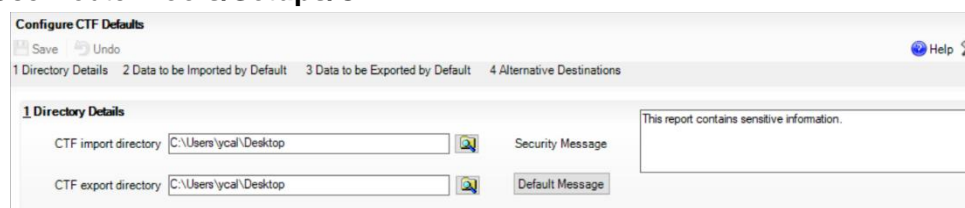
<https://www.primaryassessmentgateway.education.gov.uk/>

Guidance on how to use the website can be found via the following link

<https://www.gov.uk/guidance/using-the-primary-assessment-gateway>

## Check CTF Path

- Use Route: **Tools/Setups/CTF**



The screenshot shows the 'Configure CTF Defaults' window with the following details:

- Buttons: Save, Undo, Help
- Tabs: 1 Directory Details, 2 Data to be Imported by Default, 3 Data to be Exported by Default, 4 Alternative Destinations
- Section: 1 Directory Details
- CTF import directory: C:\Users\lycal\Desktop
- CTF export directory: C:\Users\lycal\Desktop
- Buttons: Security Message, Default Message
- Security Message box: This report contains sensitive information.

### 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.

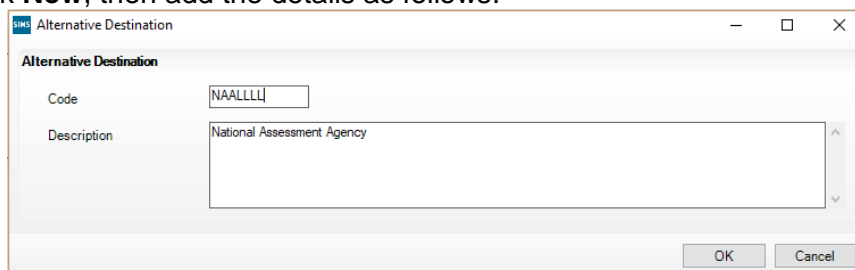
**Panel 3 – Data to be Exported by Default –** Ensure all boxes are ticked.


**Panel 4 – Alternative Destinations (Key Stage 2 only)** should read:  
**NAALLL (National Assessment Agency LLLL)**

## Uploading Key Stage 2 Results to the Primary Assessment Gateway (PAG)

Should **Alternative Destination** be missing, it may be added in this screen.

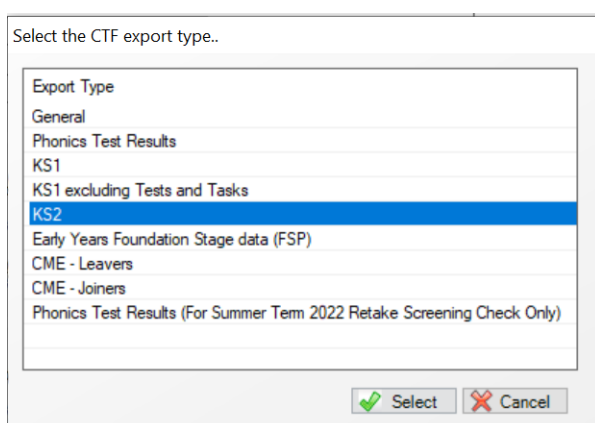
- Click **New**, then add the details as follows:



- Click **Save** the details if any changes are made. 

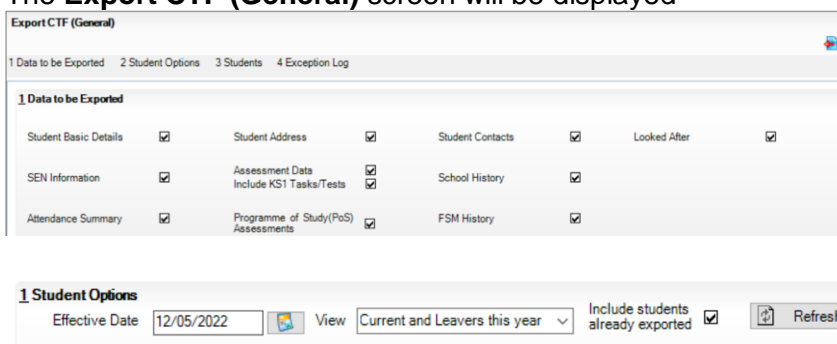
## Creating the CTF,

- Use Route - **Routines / Data Out /CTF / Export CTF**



- Highlight **KS2** from the available list in the panel and click on **Select**

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



If including Leavers or pupils that have already had a ctf created,

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

## Uploading Key Stage 2 Results to the Primary Assessment Gateway (PAG)

The screenshot shows the 'Export CTF (KS2)' window with the following details:

- 1 Student Options:** Effective Date: 12/05/2022, View: Current and Leavers this year, Include students already exported: , Refresh Students: [button]
- 2 Students:** A table with columns: UPN, Preferred Surna., Preferred Forena., Re., Yea., Year T., Previous Destination, Destination LA/Oth., Destination School. The 'Destination LA/Oth.' column is open, showing a dropdown menu with 'National Assessment Agency' selected.
- 3 Exception Log:** [empty]

### To multi select

Click on the required cell for the first child in the list, then scroll down using the scroll bar to the right of the screen and use the **SHIFT** key to select the last child in the list. You can then return to any pupils not being sent and select blank from the drop down menu for that pupil. Alternatively, you can use the keyboard **CTRL** key to make non-sequential selections.

If you need to include pupils from others years change the **Year Grp** column and add these pupils, the pupils you have already selected will be remembered. *All pupils must be in the same file.*

For **Key Stage 2**, select the down arrow in **Destination LA/Other** column and select **National Assessment Agency**

This screenshot is similar to the previous one, but the 'Export CTF' button at the bottom right is highlighted with a red box. The 'Destination LA/Oth.' dropdown menu is also visible, showing 'National Assessment Agency' selected.

Click **Export**

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.

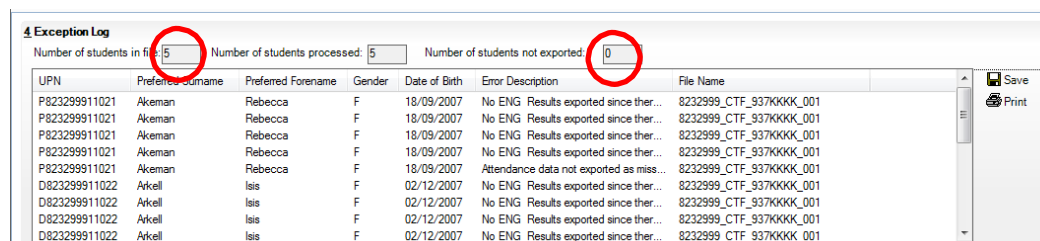


## Uploading Key Stage 2 Results to the Primary Assessment Gateway (PAG)

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.

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.

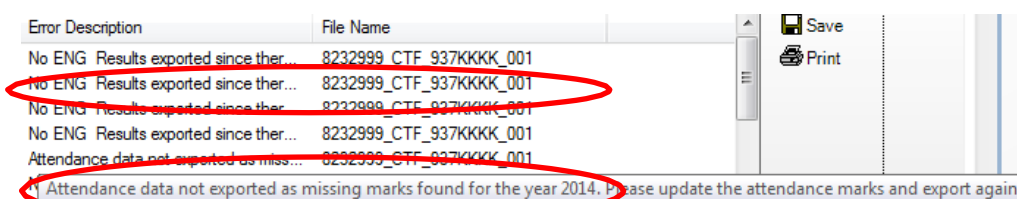
Example of an **Exception Log** for Key Stage 1



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_937K4KKK_001
P823299911021	Akeman	Rebecca	F	18/09/2007	No ENG Results exported since ther...	8232999_CTF_937K4KKK_001
P823299911021	Akeman	Rebecca	F	18/09/2007	No ENG Results exported since ther...	8232999_CTF_937K4KKK_001
P823299911021	Akeman	Rebecca	F	18/09/2007	No ENG Results exported since ther...	8232999_CTF_937K4KKK_001
P823299911021	Akeman	Rebecca	F	18/09/2007	Attendance data not exported as miss...	8232999_CTF_937K4KKK_001
D823299911022	Akell	Isis	F	02/12/2007	No ENG Results exported since ther...	8232999_CTF_937K4KKK_001
D823299911022	Akell	Isis	F	02/12/2007	No ENG Results exported since ther...	8232999_CTF_937K4KKK_001
D823299911022	Akell	Isis	F	02/12/2007	No ENG Results exported since ther...	8232999_CTF_937K4KKK_001
D823299911022	Akell	Isis	F	02/12/2007	No ENG Results exported since ther...	8232999_CTF_937K4KKK_001

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

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



Error Description	File Name
No ENG Results exported since ther...	8232999_CTF_937K4KKK_001
No ENG Results exported since ther...	8232999_CTF_937K4KKK_001
No ENG Results exported since ther...	8232999_CTF_937K4KKK_001
No ENG Results exported since ther...	8232999_CTF_937K4KKK_001
Attendance data not exported as miss...	8232999_CTF_937K4KKK_001

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**

You will now be ready to upload the CTF to the **Primary Assessment Gateway (PAG)**. To login, use the following website

<https://uat.primaryassessmentgateway.education.gov.uk/publicaccessuat/selfservice/citizenportal/login.htm>

Click on any of the links below for further advice on uploading the key stage 2 results to the **Primary Assessment Gateway**.

1. [About the Primary Assessment Gateway](#)
2. [Navigating the Primary Assessment Gateway](#)
3. [Tips on using the site](#)
4. [User permissions](#)
5. [Creating and deleting users](#)
6. [Troubleshooting](#)
7. [Webchat](#)

Use the above website to download the Key Stage 2 Test Outcomes, which will be available on the 11<sup>th</sup> July. Use appendix A8 Downloading and Importing into SIMS the Key Stage 2 Test Outcomes for guidance.