

EYF Recording and Reporting in Integris Assessment

Stage 1: Prepare the NC Early Years F 2019 Markbook

Please note: even if you are using a system other than Integris to record and/or submit your EYF data, you will still need to perform Stage 1. Data can be imported from *any other compatible EYF Software* into the **NC Early Years F 2019** markbook and the subsequent analysis reports and reports for parents can be produced.

Note: These steps are to be undertaken by the Integris Administrator only.

Stage 1 steps cover the following:

1. Assign Reception Year pupils to the EYF Year 2019
2. Give relevant users access to Integris Assessment
3. Set up the **NC Early Years F 2019** markbook - copying the assessment plans for data entry
4. Assign the **NC Early Years F 2019** markbook to the relevant pupils/staff

1. Assign Year Reception pupils to the EYF year for 2019

You MUST complete steps 1.1 – 1.5 below otherwise the EYF return for the LA will be invalid!

- 1.1 Go to **Administration > Speed Edit** > under **Area**, select **Current Key Stage** > click **Find** and select all your **Year Reception** pupils > ensure that all the pupils have a value of **EYF** (if not, edit them appropriately i.e. select EYF as new value; click Select ALL to select all the pupils; click Apply Changes; click Save) .
- 1.2 Now keep the Year R pupils as your 'browse set' , change the **Area** option to **Key Stage EYF Year** > ensure that all the pupils have a value of **2019** (this is the year for which you wish to report) and edit appropriately if required (i.e. select 2019 as new value; click Select ALL to select all the pupils; click Apply Changes; click Save).
- 1.3 **Again**, keeping the Year R pupils as your 'browse set' , change the **Area** option to **Key Stage EYF End of Statutory Assessment** > ensure that all the pupils have a value of **Yes** > edit appropriately if required (i.e. check new value box; click Select ALL to select all the pupils; click Apply Changes; click Save).
- 1.4 Again, keeping the Year R pupils as your 'browse set' , change the **Area** option to **Key Stage EYF Tests Taken at Another School** > ensure that all the pupils have a value of **No** > edit appropriately if required (i.e. leave new value box unchecked; click Select ALL to select all the pupils; click Apply Changes; click Save).
- 1.5 Click **Cancel** when you have completed the above changes to exit out of Speed Edit.

2. Give relevant users (teachers) access to Assessment

Note: if your Year R teacher(s) is already using Integris EYF Assessment, then this step will be unnecessary as you have already done this and you can proceed to step 3.

- 2.1 Firstly, check that your Year R class(es) has been linked to the Year R teacher(s). Go to **General > Parameters > Class > View** > edit the class as appropriate and use the magnifying glass to find the staff member.

Now check to see whether your Year R teacher(s) have access to Assessment (if any of them do not already have an Integris user account set up, you will need to create one for them first – Refer to the **How to Create User Account for Teachers** guide on the www.cbict.org.uk/Integris/Home/LiteBites web page):

- 2.2 Go to **System Management > User Management** > a list of all the user accounts created are displayed.
- 2.3 When you have found the user's entry, click on the name and check the **Roles Assigned** window at the bottom right of the screen. If **Assessment** has not already been added to the

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user role, click **Add Role(s) to User(s)** icon from the list of icons on the right of the screen. In the list of roles window, select **Assessment** and **Assessment_Reports** and click Ok. It is also recommended to add the **STUDENT_PROFILE** role too.

It is worth checking other user accounts too. For each teacher who has been given a user account to access Assessment or additional users (i.e. Headteacher, assessment co-ordinator or yourself) who need to be able to **view** the EYF 2019 markbook data, each teacher user account should have the following roles assigned:
Assessment; Assessment_Reports; TEACHER; Student_Profile; Show My Locks

2.4 Click **Close** to exit

3. Set up the **NC Early Years F 2019** markbook - copying the assessment plans for data entry

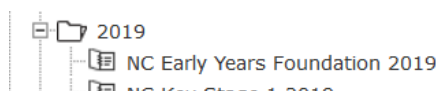
3.1 Go to **Modules > Assessment > Assessment Planning**

The Assessment Plans window will be displayed

3.2 Expand the **Templates** folder by clicking on the Plus Symbol next to **Templates**

3.3 Then click on the Plus symbol next to **Key Stage**

3.4 Then click on the Plus symbol next to **2019** so the list looks similar to the example below :

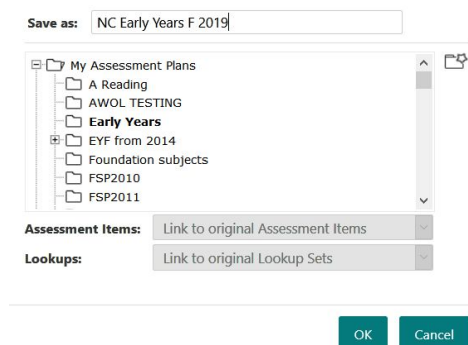


3.5 Click on the **NC Early Years Foundation 2019** template name


3.6 Now click on **Copy** (top right of screen)



The following **Copy an Assessment Plan** window appears



3.7 Click + next to **My Assessment Plans** to reveal your folder list and select a folder called **Early Years** and go to step 3.8.

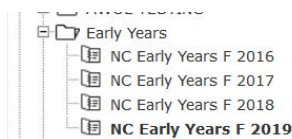
If you do not have an **Early Years** folder already, then click on the folder **My Assessment Plans** to embolden it and then click on the **Create new folder**  icon > enter **Early Years** as the **name** and click **OK**.

3.8 In the **Save as** box, the **NC Early Years Foundation 2019** template name will now appear with 2 next to it (filename is too long!) - therefore **change the markbook name to the following: NC Early Years F 2019**

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- 3.9 Click **OK** on that screen and you will see your selected markbook in the folder you created under **My Assessment Plans** screen like the example below:




You can now follow with step 4 to complete this process.

4. Assign the **NC Early Years F 2019** markbook to the Year R pupils and relevant staff


If continuing immediately from step above, go straight to 4.2, otherwise start at 4.1.

- 4.1 Staying in **Assessment > Assessment Planning** > expand the **My Assessment Plans** folder by clicking on the Plus symbol and then expand the **Early Years** folder by clicking on the Plus symbol next to it. You should see the copied **NC Early Years F 2019** markbook listed.

- 4.2 Highlight the **NC Early Years F 2019** markbook to be assigned and click the **Edit an Assessment Plan** icon 

- 4.3 On the **Edit Assessment Plan** screen, click on the **Enrolled Groups** tab



- 4.4 Click the **Add an Enrolled Group** icon  and you should see your classes with the teacher names linked to each class.

4.5 Select the appropriate option below:

> **If you have more than one class** in Year R, select the Year R class(es) that need to have EYF data entered - *you can use CTRL & Click to select more than one class* - and click **Add** for each one selected – then go to step 4.6

> **If you have a mixed year R/N class(es)**, then go straight to step 4.6 and assign year groups instead of classes so that Year N pupils will not appear in the markbook.

> **If you have one class only** in year R, go to step 4.6 to assign the year group only

- 4.6 Staying on the Enrol Groups screen, change the **Enrolled Group Type** field to **Year Group** and select **Year Reception** and click **Add**. Then click **Close**. *This is useful if a) you have mixed year classes so that only the Year R pupils will appear in the markbook and b) you have more than one Year R class so that a teacher can view a copy of the markbook with all of the Year R pupils listed as well as individual classes.*

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*It may appear that nothing has happened but when you then click **Close** to leave the **Enrol Groups** screen, the class(es) and the year group which you have chosen will now be listed on the **Enrolled Groups** screen. It will look something like this:*


| General Assessments Enrolled Groups | | | |
|-------------------------------------|-----------|------------|----------------|
| Group Name | Year | Sub-groups | Markbook Users |
| Year Group Reception | 2016/2017 | | |

Check at this point:

for schools with non mixed year classes you should have 'copies' of the EYF markbook for each class (with the class teacher listed under Markbook user) and a Year R group markbook which will not have any markbook user listed as yet

for schools with mixed year classes you should have 'copies' of the EYF markbook for a Year R group which will not have any markbook user listed as yet

Now you need to assign additional users who need access to each Year R class markbook and/or to the complete Year R markbook.


- 4.7 Select a markbook from the list and click on the **Markbook Users**  icon.
(for example, a class teacher of a mixed year class will need access to the Year R markbook so that data can be entered for the relevant Year R pupils only in the class)

All the staff users to whom you have given Assessment as one of their roles will be listed.

- 4.8 Highlight all of the members of staff who **will need access** to the markbook selected – hold down the **Ctrl key** to make multiple entries - and then click **OK**.
You must at this point include yourself as the administrator who will be creating the export file to send to the LA and also any senior management or other staff who may need to view the EYF assessment data.

- 4.9 Then click **Save** when you have finished.

- 4.10 As a final check, it is a good idea to see how the markbooks will appear for data entry. Go to **Modules > Assessment and Markbook** > click the plus symbol next to **My Markbooks** > you should now see copies of **NC Early Years F 2019** markbook(s) listed for each class and a copy for

the year group > select a markbook from the list and click on **Open a markbook** icon  to view it.

Each user you have assigned to each markbook in step 4.7 above will be able to view these markbooks in the same way when they login.

Please check overleaf about how the Administrator needs to deal with pupils leaving/starting before/after **Friday 24th May 2019** (last Friday before half-term).

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Dealing with pupils that have left:

[See page 7 for details on dealing with leavers and new starters]

1 ➤ Pupils **that have left the school** and moved into the Former Roll **after** the NC Early Years F 2019 markbook was assigned to pupils (step 4 above) will appear in red in the markbook.

> **Retain these pupils in the markbook if they left on or before 24th May** – in this case, their data is to be submitted by your school – simply enter the data for them in the normal way.

> If they left the school after 24th May 2019, they need to be deleted from the markbook - simply left click the pupil name and then in the pop-up window, click on **Remove student from markbook** and click Save. **Note: this needs to be done by each user in their own copy of their markbooks**

2 ➤ Pupils that have left the school **on or before 24th May** and have been moved to the Former Roll **before** the NC Early Years F 2019 markbook is assigned to pupils in step 4 above will not automatically appear in the **NC Early Years F 2019** markbook.

In these cases, the easiest method is to enter their EYF data directly into the pupil's record by doing the following:

Go to **General > Student Details** > click on **Key Stage** tab > click **Edit** > ensure you are looking at the **EYFS** screen > enter **2019** into the **Year of Assessment** box > click the tick box for **End of statutory assessment** > enter the data into each of the results boxes > finally click **Save**.

*** When you reach Stage 3 - Create EYF Return, you will be reminded about any former pupils that need to be included in the process for making the return.

The **NC Early Years F 2019** markbook is now ready for use.

Please follow the next stage as appropriate for your school:

- If you are NOT using the Integris EYF markbooks and wish to enter EY data directly into Integris to make the EYF return, follow **Stage 2A – Part 1: Enter EYF data into NC Early Years F 2019 markbook**
- If you are using the Integris EY Prime & Specific Tracking markbooks, please follow **Stage 2B – Enter EYF data into EYF_YR Prime & Specific markbooks**
- If you have recorded your EYF data for the return in another software and wish to import it into Integris, follow **Stage 2A – Part 2: Import EYF data into Integris**.

Trouble-shooting

A general note about markbooks: the Integris Administrator can re-assign or remove users to any markbook at any time. They can also delete markbooks if copies have been created in error. If a teacher deletes a markbook in error, the Integris Administrator can re-assign the users to the markbook (repeat steps 4.1 – 4.3 & 4.7 – 4.9). All the previously saved data will re-appear.

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How to deal with leavers/starters

The information below is also included in Stage 2 notes for teachers so that they know what data should be entered for leavers/starters. Please note that you need to be aware of any pupils that should not be included in your return when you make the return in Stage 3.

Q & A about Year R pupils who have left your school

Q: What do you do with pupils that have **left** your school **after Friday 24th May 2019** (i.e. effectively, up to half-term)?

A: If you are the last school the pupil attends before the half term week your school is responsible for reporting EYF data. Therefore, you must ensure these pupils have EYF data entered for all required columns. These pupils must be included in your return to the LA.

Q: What do you do with pupils that have left your school and started at their new school **on or before Friday 24th May 2019** (i.e. effectively before half term)?

A: The new school is responsible for reporting EYF data so your school does not need to enter this EYF data for these pupils – they can remain on the markbook with blank data boxes. At the point later in the process when the administrator creates the return for the LA, they can be excluded from the return. Of course, your school is still required to send a CTF to the new school.

Q: What do you do with pupils that have **left** your school **before Friday 24th May 2019** and have NOT started at their new school until AFTER half term?

A: As your school is the last school the pupil attended before the half term your school is responsible for reporting EYF data. Therefore, you must ensure these pupils have EYF data entered for all required columns. These pupils must be included in your return to the LA.

Q & A about Year R pupils who have recently started your school

Q: What do you do with pupils who have **started** your school **on or before Friday 24th May 2019**?

A: Your school is responsible for reporting EYF data. Therefore, you must ensure these pupils have EYF data entered for all required columns. **See *Bullet 2* on page 6.**

Q: What do you do with pupils who have **started** your school **after Friday 24th May 2019**?

A: You do **not** need to enter any EYF data for these pupils – they can remain on the markbook with blank data boxes. The previous school the pupil attended prior to summer half-term will be responsible for returning EYF data. At the point later in the process when the administrator creates the return for the LA, they will be excluded from the return.