

To be undertaken by the Integris Administrator

Stage 4 contains the following steps:

1. Check & Approve the KS2 TA data for the return
2. Create KS2 Return file
3. Unzip the xml file downloaded from Integris
4. Upload the KS2 xml file to the Primary Assessment Gateway (PAG)

Please note that the deadline for submitting the KS2 TA Return to PAG is Thursday 28th June 2022 (CBC deadline: 28/6/22 | BBC deadline: 23/6/22)

1. Check & Approve KS2 TA data

2.1 When the Year 6 data entry for each pupil is completed, please check that all the KS2 data is present for your year 6 pupils and that the data is accurate.

Go to **Assessment > Markbooks > My Markbooks** > select the **NC Key Stage 2 2022** markbook for **Year 6** and open it.

>> **CHECK: Do all the pupils listed have their KS2 TA data entered for Writing and Science? Where a pupil is working below the national curriculum assessment standard for the KS2 Reading or Maths tests, has a PK1-6 or EM value been entered in the KS2 En Rea TA and/or KS2 Ma TA column respectively?**

Markbook - NC Key Stage 2 2022 - Year 6 (2021/2022)

A B C D E F G H I J K L M N	English										Mathematics								
	KS2 En Rea TA	KS2 En Wri TA	KS2 En GPV	KS2 En SPE	KS2 En GPS	KS2 En GSS	KS2 En GOU	KS2 En RD1	KS2 En RSS	KS2 En ROU	KS2 Ma TA	KS2 Ma ARI	KS2 Ma REA1	KS2 Ma REA2	KS2 Ma TOT	KS2 Ma SS	KS2 Ma OUT	KS2 Ma MTC	KS2 Sc TA
Name																			
Christmas, Evie		EXS			0									0					HNM
Gaye, Marv		EXS			0									0					EXS
Harsh, Ebie	PK5	PK6			0						PK6			0					EXS

- You can use a specific report to help identify any missing data easily: go to **Reports > Key Stage Reports > Assessment Summary List** > select **Key Stage 2** > click on the hand icon to select all the pupils in the list > **Generate Report**

>> **CHECK:** Have any pupils started or left your school during KS2 test week (9th – 12th May 2022)? Check according to the KS2 ARA guidelines below:

Change of school before KS2 test week

If a pupil changes school **before** KS2 test week, the receiving school must submit TA data for the pupil. **[Note: A pupil name will appear in red in the markbook to indicate that s/he has left – left click the name and click on Remove Student if not school not required to enter data].**

Change of school during the KS2 test week

If a pupil changes school **during** the KS2 test week, the school where the pupil was registered at the beginning of the test week must submit TA data for the pupil.

Change of school after the KS2 test week

If a pupil changes school **after** the KS2 test week, the school where the pupil was registered during the KS2 test week must submit TA data for the pupil. [**Note: if pupil appears in red, leave pupil in the markbook with TA data entered.**

If pupil does not appear in markbook and TA data is expected, then add KS2 TA data directly into their pupil record by following these steps:

- Go to General > Student Details > **Former (roll)**> type in pupil name in search box and click Find.
- When the pupil record is on screen, click **Edit** > click the Key Stage tab
- > ensure **Current Key Stage** box says Key Stage 2
- > click **KS2** link
- > ensure **Year of Assessment** (top left) is set to **2022**
- > tick the tick box for **End of Statutory Assessment**
- > in the drop-down boxes for **Writing & Science**, select the relevant TA result > Click **Save**. *If the pupil is working below the standard of the tests, then a Reading and maths TA value needs to also be entered. This pupil(s) will be included in your return at step 2.3.*

Approve the KS2 data – this needs to be signed off by the Head teacher. Please ensure the Head Teacher has seen the data and has approved it before continuing with Step 2 below.

2. Create the KS2 return file

When the data has been checked and approved:

- 2.1 Go to **Administration > Import & Export > Key Stage Exports** > select **Key Stage 2 Export (2022)** and click the **Next>>** button (*bottom left of screen*)
- 2.2 Now click the **Add Student** icon **+** (*top right of screen*) to display the Student Search window
- 2.3 In the Year Group field select **Year 6** and click **Find** > click **Select** > click **Yes** at the prompt
All the Year 6 pupils should now be listed.

Check - are there any pupils that were at your school during test week but have since left and need to be included in your return? If yes, these pupils need to be added to the list from the Former Roll. Click **Add Student** **+** icon > select **Former Roll** > and locate and select the pupil to add them to this Year 6 list.

- 2.4 Click **Next>>** and the system will now perform certain validation checks.

If it finds missing TA data for Writing and/or Science for any pupil, you will not be able to export the file until these are corrected. Make a note of the errors and click **Finish**. Go back to Stage 2 and correct the errors.

Note: The summary report does state as a matter of course that there are missing data for Reading & Maths TA as these are no longer statutory – this is perfectly acceptable and you can proceed if this is the only 'error' message.

- 2.5 On the export summary screen, **check the correct number of pupils are recorded** (i.e. selected for inclusion in the export file). If these numbers are incorrect, click **Finish** and restart process from step 2.1. above.

- 2.6 **Make a note of the file name.** The format will be **823dddd_KS2_NAALLL_001.XML** (where dddd=your school's DfE number) [or 822dddd_KS2_NAALLL_001.XML if a BBC school]
The 001 represents an incremental number which increases each time a KS2 file is created.
 - 2.7 Now click **Download now** and click **Save**.
Select the folder where you wish to save your file in and click **Save** again. You will now see a download complete message.
 - 2.8 Click **Close** and **Finish**
You have now downloaded a **zip file** containing the return xml file for submission to the PAG – the zip file will be called the same name as the KS2 file except that it will end with a 'zip' instead of an 'xml' (eg: **823dddd_KS2_NAALLL_001.zip** (where dddd=your school's DfE number) or 822dddd_KS2_NAALLL_001.zip)
- ## 2 Unzip the downloaded zipped CTF file
- 2.1 Minimise your Integris screen and locate and open the folder where you saved the zipped KS2 file (refer to the file name you noted down in step 2.7 above).
 - 2.2 Right click on the filename **823dddd_KS2_NAALLL_001.zip** [or 822dddd_KS2_NAALLL_001.zip for BBC schools] (where dddd=your school's DfE number) and select **Extract All** or **Extract to here** or **Extract to..**
If using Extract All > click Next > Next > Finish
If using Extract to here > click Extract
If using Extract to..... > select the folder you want the file to be saved to > click Extract
 - 2.3 You should now see listed in the folder you have selected the **823dddd_KS2_NAALLL_001.XML file** (where dddd=your school's DfE number) [or 822dddd_KS2_NAALLL_001.XML file for BBC schools]

You are now ready to upload this KS2 file to the Primary Assessment Gateway (PAG)

Go to the PAG web site at

<https://www.primaryassessmentgateway.education.gov.uk/publicaccessproduction/selfservice/citizenportal/login.htm>

What next?

Once your KS2 TA data has been submitted, you can create some KS2 reports just to obtain % results for your Writing & Science TA data: **follow Stage 5 – Create KS2 Pupil Reports**

On or from 5th July 2022, you need to import your KS2 Test results by following **Import KS2 Test Results instructions and then re-creating reports to incorporate both test and TA outcomes.**