

CBC Schools: Reporting Y4 TAs 2019 in Integris Assessment

Stage 1: Set Up & Assign the CBC Y4 TA Return 2019 Markbook

To be undertaken by the Integris Administrator only

Stage 1 steps cover the following:

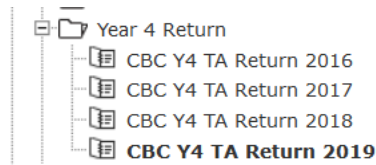
Do you need to give any new Y4 teacher access to Integris? If yes, follow steps on page 4 first before continuing with steps 1 & 2 below

ALL CBC SCHOOLS:

1. Set up the **CBC Y4 TA Return 2019 markbook** - copy the assessment book
2. Assign the **CBC Y4 TA Return 2019 markbook** to the relevant pupils/staff


1. Set up the **CBC Y4 TA Return 2019** markbook - deploy the assessment plan and assign to pupils and staff

- 1.1 Go to **Modules > Assessment and Assessment Planning**
The Assessment Plans window will be displayed
- 1.2 Expand the Templates folder by clicking on the + symbol next to Templates
- 1.3 Then click on the + symbol next to **LA Templates**
- 1.4 Then click on the + symbol next to **Year 4 Return**
*The Y4 Return folder will open to reveal the **CBC Y4 TA Return 2019** assessment plan (similar to the example below)*



- 1.5 Click on the **CBC Y4 TA Return 2019** assessment plan
- 1.6 Now click on **Deploy** (top right of screen)
- 1.7 Click **No** at the prompt

2. Assign the **CBC Y4 TA Return 2019** markbook to the relevant pupils/staff

- 2.1 Ensure that the **CBC Y4 TA Return 2019** markbook is selected and click the **Edit an Assessment Plan** icon  (middle top of screen)
- 2.2 On the **Edit Assessment Plan** screen, click on the **Enrolled Groups** tab

Edit Assessment Plan - CBC Y4 Return 2015(1)

General	Assessments	Enrolled Groups
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Created: 07 April 2015 Modified:

School Year: 2014/2015

Plan Title: CBC Y4 Return 2015(1)

Description: Y4 Return 2015 Marbook - for making a Y4 Return to CBC

To add an Assessment Plan, use the 3 tabs to allow you to

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

Note the steps below depending on current use of Integris Assessment:

CBC Schools: Recording and Reporting Y4 TA in Integris Assessment

Stage 2B - Enter Y4 Threshold data

For schools using the Integris Y4 Objectives Termly markbooks

Stage 2B covers the following:

- Enter data for Assessment **Threshold** column (teachers or Integris Administrator) into the **CBC Y4 Return 2019** markbook.

As your teachers complete the Y4 TA columns for Read, Writ & Maths in their Objectives markbooks, the data entered will automatically appear in the **CBC Y4 Return 2019** markbook.

The remaining Threshold column is left to complete.

Markbook - CBC Y4 TA Return 2019 - Class 2A (2018/2019)

Name	Gender	Date of Birth	Y4 Read TA	Y4 Writ TA	Y4 Maths TA	Threshold
Coppard, Ciaran	M	23 Feb 2005	2	2	3	
Evetts, Kieran	M	20 Oct 2004	2	1	3	
Lawrence, Amber	F	13 Sep 2004	3	3	3	

Whether all, some or none of the TA data columns are completed at this point, you can populate the 'Threshold' column before moving to Stage 3 to approve and create the return.

However, the Y4 Return can still be made without data entered into the Threshold column.

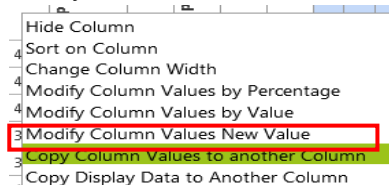
Follow the steps below to populate the Threshold column quickly!

1 Enter data for Assessment Threshold column

The Assessment Threshold column is "the 100% or 85% threshold used to measure the year 4 children"

- You can enter the value **85%** or **100%** against each pupil in the Threshold column— **it will be the same value for each child** so the easiest way to do this is to use the '**Modify Column Value New Value**' option which completes the entire column in one go!

Left click on the header 'Threshold' at the top of the column and from the short menu that pops up, slide your cursor onto and click the option **Modify Column Values New Value**.



In the pop-up window that follows, select either 85% or 100% from the data list and click **Ok**.

You should then see the column filled with the value selected.

- Then click **Save** to save your changes.

Markbook - CBC Y4 TA Return 2018 - Class 2A (2017/2018)

Name	Gender	Date of Birth	Y4 Read TA	Y4 Writ TA	Y4 Maths TA	Threshold
Coppard, Ciaran	M	23 Feb 2005	1	2	1	100%
Evetts, Kieran	M	20 Oct 2004	2	3	2	100%
Lawrence, Amber	F	13 Sep 2004	2	2	1	100%

When all the Y4 TA columns for Reading, Writing & Maths and the Threshold column is complete, please follow Stage 3 instructions (administrator).

CBC Schools: Reporting Y4 TAs 2019 in Integris Assessment

Stage 1: Set Up & Assign the CBC Y4 TA Return 2019 Markbook

> If you are using the **Integris Y4 Objectives markbooks**, go straight to step 2.5

> If you are **NOT** using the Integris Y4 Objectives markbooks, continue with step 2.4.

2.4 If you are going to enter data directly into the **CBC Y4 TA Return 2019 markbook**:

> **If you have one class only** in year 4, go to step 2.5 to assign the year group only

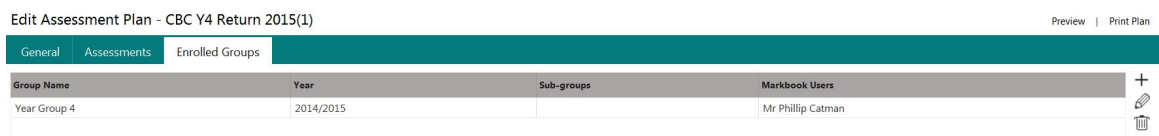
>>**If you have more than one class** in Year 4, select the Year 4 class(es) - you can use CTRL & Click to select more than one class - and click **Add** for each one selected – then go to step 2.5

>>> **If you have one mixed year 3/4 class(es)**, then go straight to step 2.5 and assign to year group instead of classes so that Year 3 pupils will not appear in the markbook.

>>>> **If you have more than one mixed year 3/4 class**, then you need to select a specific student group (if already set up for G2 assessment markbooks). Change the **Enrolled Group Type** field to Student Group and select Assessment in the **Group Type** field. Select the appropriate Year 4 groups from the list and click Add. Then close the window. Proceed with point 2.5 below to assign the year group.


2.5 Staying on the *Enrol Groups* screen, change the *Enrolled Group Type* field to Year Group and select Year 4 and click **Add**. Then click **Close**. It is necessary to assign the whole year group to this markbook to enable you to make your return to the LA.

It will look something like this:



Group Name	Year	Sub-groups	Markbook Users
Year Group 4	2014/2015		Mr Phillip Catman

Now you need to assign additional users who need access to each Year 4 class markbook or access to the complete Year Group 4 markbook.

2.6 Select each class and/or the Year 4 group markbook from the list [*you can use CTRL & click to select more than one markbook*] and click on the Markbook Users  icon.


For Integris Y4 Objectives markbook users, only select the Administrator and Head Teacher as users in order to approve the data before it is submitted for return.

For non Y4 Objective markbook users, assign class teachers and other users that are expected to enter data directly into the markbook.

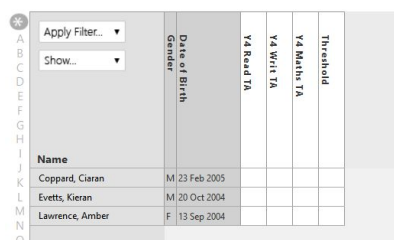
2.7 Then **click Save when you have finished**.

Now check the CBC Y4 TA Return 2019 markbook.

2.8 Go to **Modules > Assessment > Markbooks** > click the + symbol next to **My Markbooks** > you should now see copies of **CBC Y4 TA Return 2019** markbook(s) listed for each class and/or a copy for the year group as you have assigned in steps above.

2.9 Select the **CBC Y4 TA Return 2019** markbook for Year 4 from the list and click on Open a markbook icon  to view it.

It will look similar to this:



Name	Date of Birth	Gender	Y4 Read TA	Y4 Write TA	Y4 Maths TA	Threshold
Coppard, Ciaran	M 23 Feb 2005					
Evetts, Kieran	M 20 Oct 2004					
Lawrence, Amber	F 13 Sep 2004					

See below regarding Y4 pupils who have started/left in the summer term.

For schools using Integris Y4 Objectives markbooks - Follow Stage 2A & Stage 2B – Enter Y4 TA data instructions

For schools NOT using Integris Y4 Objectives markbooks, follow Stage 2C – Enter Y4 TA Data directly into the [CBC Y4 Return 2019](#) markbook

Q & A about Y4 pupils leaving/starting 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 your school is responsible for reporting Y4 levels. Therefore, you must ensure these pupils have Y4 levels 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 Y4 levels so your school does not need to enter this Y4 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 (with KS1 data if relevant) as well as a transfer file containing the remainder of assessment data you have previously recorded.

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 Y4 levels. Therefore, you must ensure these pupils have Y4 levels entered for all required columns. These pupils must be included in your return to the LA.

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 Y4 levels. Therefore, you must ensure these pupils have Y4 levels entered for all required columns.

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 Y4 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 Y4 data. At the point later in the process when the administrator creates the return for the LA, they will be excluded from the return.

CBC Schools: Recording and Reporting Y4 TA in Integris Assessment

Stage 2A - How to enter Y4 TA data

For schools using the Integris Y4 Objectives Termly markbooks

To be undertaken by the Year 4 teacher(s)

Stage 2A covers the following:

- How to enter Y4 TA data into the Y4 TA Return units within the Y4 Objectives books for Reading, Writing & Maths (which will populate the CBC Y4 TA Return 2019 markbook automatically)

Enter Y4 (ARE) TA data into the Y4 Objective markbooks for Reading, Writing & Maths

1.1 Log in to Integris and from your Teacher's desktop, click **Assessment Markbook** from the **Quick Links** window

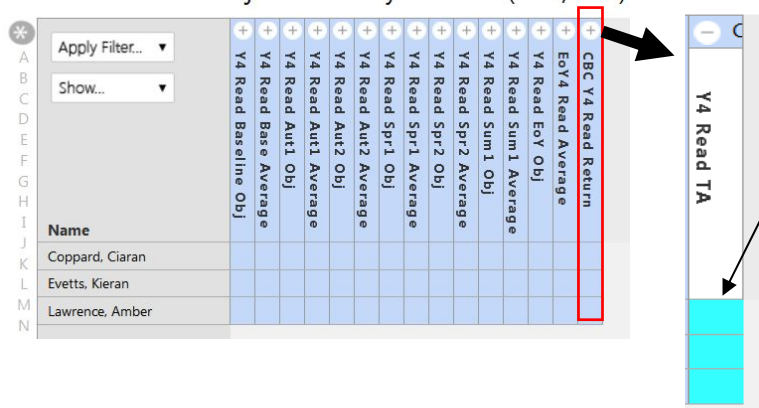
1.2 On the **Markbook Browser** screen, click on the + next to the **My Markbooks** folder to open that folder. This will give you the list of the markbooks available to you.

1.3 Starting with Reading, click on **Y4 Read Objectives Termly** markbook for your class (or for Year 4 if you have a mixed year class) and then click the **Open a Markbook** icon to open it.

1.4 Open the last **CBC Y4 Read Return** unit in the markbook (by clicking on the +)

This unit called **CBC Y4 Read Return** contains a single column for the Reading TA value to be entered - the values you can enter are 1,2, 3 & A.

Markbook - Y4 Read Objectives Termly - Class 2A (2014/2015)



The screenshot shows a markbook interface with a list of units on the left and a detailed view of the 'CBC Y4 Read Return' unit on the right. The 'CBC Y4 Read Return' unit is highlighted with a red box. The detailed view shows a single column for 'Y4 Read TA' with a blue header and a light blue body. The 'Y4 Read TA' column is highlighted with a blue box.

Data values explained:

- 1 Below Age related expectations (i.e. Embarking/Emerging)
 - 2 At Age related Expectations (i.e. Expected)
 - 3 Above Age related Expectations (i.e. Embedded/Exceeding)
- A** Unable to assess or where exemptions apply

A note about the pupils listed: The pupil names should reflect the pupils in the current roll (i.e. new pupils that have started should also be listed). Please refer to Appendix 1 (page 2) for explanation about dealing with data for pupils that have left.

1.4 Enter the values for each pupil listed and **Save** regularly. **Please look carefully at the EoY4 Average unit to see the % of objectives each pupil has attained at the expected standard or above – this will help you to identify whether you are recording Y4 TA at the 85% or 100% threshold for the standard (as requested by CBC LA).**

1.5 To **exit** out of the markbook, press the **BACK** button (bottom left of screen) to return to the My Markbooks list.

1.6 Repeat the above for **Writing** in the **Y4 Writ Objectives Termly** and for **Maths** in the **Y4 Maths Objectives Termly** markbooks

When all the Y4 return data expected has been entered for Reading, Writing & Maths, please inform your Administrator who will need to follow Stage 2B instructions.

Appendix 1

Q & A about Y4 pupils leaving/starting 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 your school is responsible for reporting Y4 levels. Therefore, you must ensure these pupils have Y4 levels 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 Y4 levels so your school does not need to enter this Y4 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 (with KS1 data if relevant) as well as a transfer file containing the remainder of assessment data you have previously recorded.

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 Y4 levels. Therefore, you must ensure these pupils have Y4 levels entered for all required columns. These pupils must be included in your return to the LA.

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 Y4 levels. Therefore, you must ensure these pupils have Y4 levels entered for all required columns.

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 Y4 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 Y4 data. At the point later in the process when the administrator creates the return for the LA, they will be excluded from the return.

CBC Schools: Recording and Reporting Y4 TA in Integris Assessment

Stage 2B - Enter Y4 Threshold data

For schools using the Integris Y4 Objectives Termly markbooks

Stage 2B covers the following:

- Enter data for Assessment **Threshold** column (teachers or Integris Administrator) into the **CBC Y4 Return 2019** markbook.

As your teachers complete the Y4 TA columns for Read, Writ & Maths in their Objectives markbooks, the data entered will automatically appear in the **CBC Y4 Return 2019** markbook.

The remaining Threshold column is left to complete.

Markbook - CBC Y4 TA Return 2019 - Class 2A (2018/2019)

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Lawrence, Amber	F	13 Sep 2004	3	3	3	

Whether all, some or none of the TA data columns are completed at this point, you can populate the 'Threshold' column before moving to Stage 3 to approve and create the return.

However, the Y4 Return can still be made without data entered into the Threshold column.

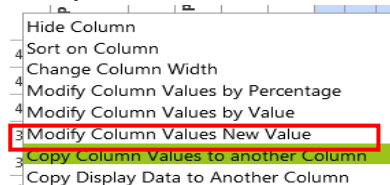
Follow the steps below to populate the Threshold column quickly!

1 Enter data for Assessment Threshold column

The Assessment Threshold column is “the 100% or 85% threshold used to measure the year 4 children”

- 1.1 You can enter the value **85%** or **100%** against each pupil in the Threshold column— **it will be the same value for each child** so the easiest way to do this is to use the '**Modify Column Value New Value**' option which completes the entire column in one go!

Left click on the header 'Threshold' at the top of the column and from the short menu that pops up, slide your cursor onto and click the option **Modify Column Values New Value**.



In the pop-up window that follows, select either 85% or 100% from the data list and click **Ok**.

You should then see the column filled with the value selected.

- 1.2 Then click **Save** to save your changes.

Markbook - CBC Y4 TA Return 2018 - Class 2A (2017/2018)

Name	Gender	Date of Birth	Y4 Read TA	Y4 Writ TA	Y4 Maths TA	Threshold
Coppard, Ciaran	M	23 Feb 2005	1	2	1	100%
Evetts, Kieran	M	20 Oct 2004	2	3	2	100%
Lawrence, Amber	F	13 Sep 2004	2	2	1	100%

When all the Y4 TA columns for Reading, Writing & Maths and the Threshold column is complete, please follow Stage 3 instructions (administrator).

CBC Schools: Recording and Reporting Y4 TA in Integris Assessment Stage 3 - Create Y4 TA Return 2019 and send to the LA

To be undertaken by the Integris Administrator

Stage 3 contains the following step:

1. Check the accuracy and completeness of the data
2. Create the **Year4_DDDD_19** csv file as the return file
3. Send the file via Anycomms to the LA Performance Team

Please note that you can submit your Y4 return from **Mon 17th June** until **Thurs 27th June 2019**

1. Check the accuracy and completeness of the data

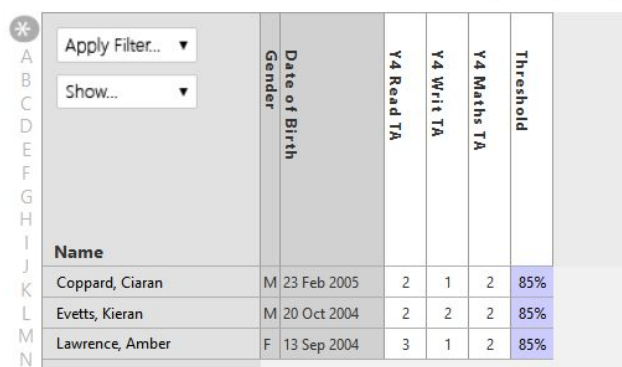
- 1.1 When the Year 4 teacher(s) have completed and checked the data entry for each pupil, go to **Assessment > Markbooks** > select the **CBC Y4 TA Return 2019** markbook assigned to your **Year 4** pupils to highlight it in bold.

- 1.2 Click the **Open Markbook** icon



- 1.3 Take a few minutes to check that all the data is present for each pupil in your Year 4 cohort. Check the following columns have the 1,2, 3 entries as expected: **Y4 Read TA; Y4 Writ TA; Y4 Maths TA**

- 1.4 Check that the **Assessment Threshold** column is also populated with either **85%** or **100%** for the entire column (as per instructions in Stage 2)

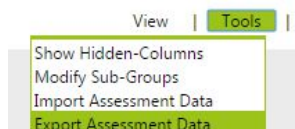


Name	Gender	Date of Birth	Y4 Read TA	Y4 Writ TA	Y4 Maths TA	Threshold
Coppard, Ciaran	M	23 Feb 2005	2	1	2	85%
Evetts, Kieran	M	20 Oct 2004	2	2	2	85%
Lawrence, Amber	F	13 Sep 2004	3	1	2	85%

Check/Approve the Y4 data before sending to the LA – please ensure that your Head Teacher has ‘signed off’ this data to approve accuracy and completeness before you create the return file in the next step!

2. Create the Y4 TA Return 2019 csv file

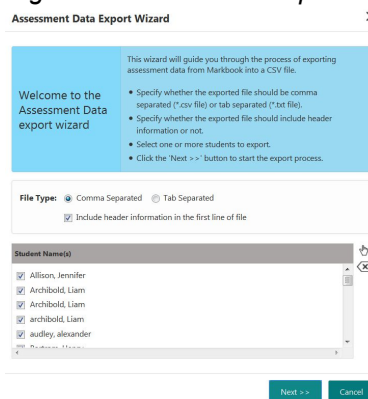
- 2.1 When you are satisfied that the data is ready to be returned, open the **CBC Y4 TA Return 2019** markbook for the **Year 4** group and go to the **Tools** menu (top right of the markbook screen) and select **Export Assessment Data**



*Note: If you have made any changes to the markbook which have not been saved, you will be reminded to click **Save** before proceeding.*

CBC Schools: Recording and Reporting Y4 TA in Integris Assessment Stage 3 - Create Y4 TA Return 2019 and send to the LA

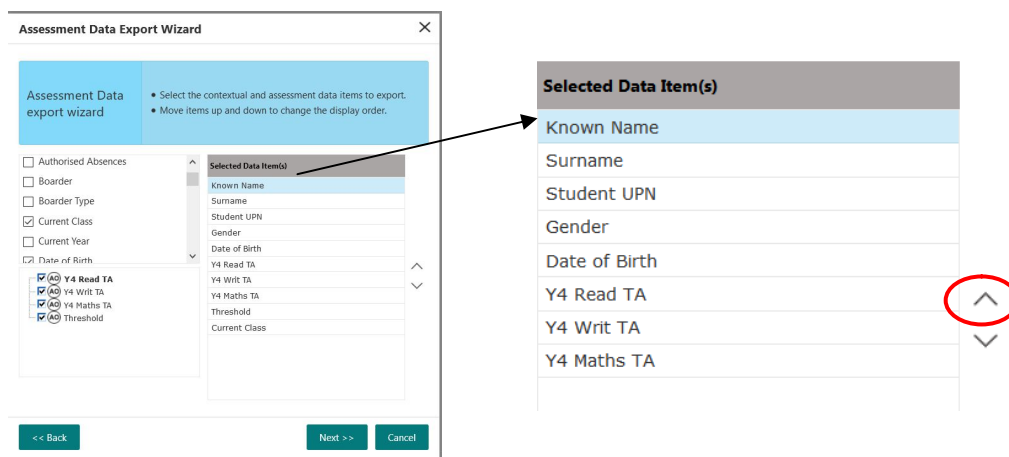
You are presented with the following Assessment Data Export Wizard screen:




All the Year 4 pupils should already be selected in the list.

2.2 Click Next

The next window (in the right hand pane) shows you that all of the columns have been selected to be included in the export file – this includes the UPN, Surname and Known name, gender and date of birth of each pupil.

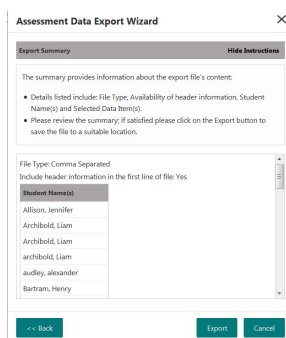


2.3 PLEASE CHANGE THE ORDER of the data items:

> click on **Known Name** and move this to the top of the list (using the  button)

2.4 Click Next

The final screen displays a summary of what was selected for the export file.



CBC Schools: Recording and Reporting Y4 TA in Integris Assessment Stage 3 - Create Y4 TA Return 2019 and send to the LA

- 2.5 Click **Export**
- 2.6 Depending on your browser, you will see either an **Open** file option or the file is opened in an Excel window automatically – ensure that you have the export file opened.

This is your final opportunity to check that the data is all present and correct.

- 2.7 Now click on **File > Save As...**
- > in the **Save As Type** select **CSV (Comma Delimited)** from the drop-down menu
 - > in the **Filename** box delete the existing filename and replace with **Year4_DDDD_19** **[where DDDD is your school's DfE number]** as the new filename
 - > choose the folder location you wish to save the file in
 - > click **Save**
 - > answer Yes to any formatting prompts
 - > Now **Close** the file and click Yes to any further prompts

The file should now be saved as a .csv file.

- 2.8 In Integris, the **CBC Y4 TA Return 2019** markbook will remain open. Click **Back** to exit out of the markbook.

You are now ready to send the **Year4_DDDD_19** file to the LA via Anycomms.

3 Send the Y4 TA return to the LA

- 3.1 Logon to Anycomms+ and select the **Upload File to a Service** option on the Home menu
- 3.2 Click **Browse** and select the **Year4_DDDD_19** file (where DDDD is your school's DfE number) from the folder you saved the file in (step 2.7 above)
- 3.3 Select **Y4 Return** option for File Type and select **Performance Group** under Service and enter in the Description box **Y4 TA Return**.
- 3.4 Then click **Upload File**

If you had created an additional CBC Y4 TA Return 2019 markbook for Y4 Leavers, you need to open this markbook and repeat from step 2 above to create a second return file and name it as **Year4_DDDD_19 LEAVERS.csv**

Well done – you have now completed the process for your Y4 TA Return for 2019!

Follow Stage 4 to perform analysis reports on your Y4 data.

Don't forget to now deal with the Year 4 Transfer files to your destination schools! Refer to separate Y4 Transfer instructions available on the www.cbict.org.uk website.

CBC Schools: Reporting Y4 TA in Integris Assessment Stage 4 - Analysis of Year 4 TA data 2019

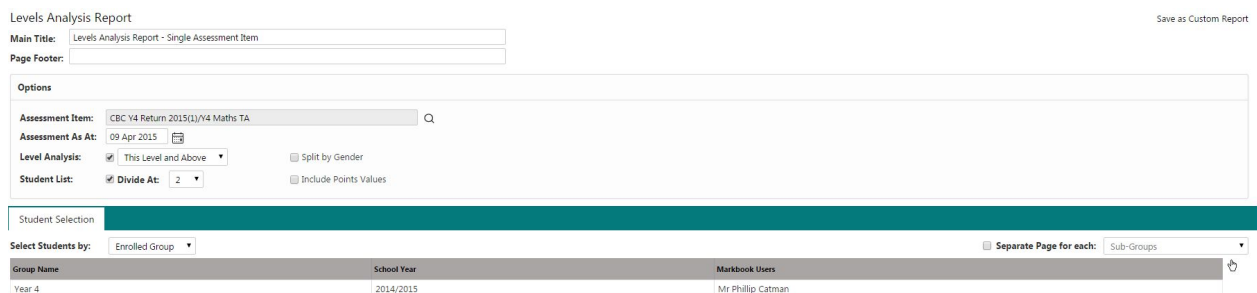
There are **three** types of analysis that can be used with the Y4 TA data in the **CBC Y4 TA Return 2019** markbook:

1. **Simple Analysis Report** – separate reports for Reading, Writing & Maths
2. **Transition Matrix tool** to view a **percentage data table** for one/two subjects and hibernation (pupil) sheets
3. **Percentage Report for R,W & M combined** (and Hibernation sheet) using the Multiple Assessment Items tool

1. Produce simple Percentage Reports for Reading, Writing & Maths (example below)

Follow these steps to produce a report for Y4 Reading

1. Go to **Reports > Assessment > Analysis > Levels Analysis**
 1. Click the magnifying glass icon next to the **Assessment Plan** text box
 2. Click on Magnifying glass again
 3. Click on + next to the Other User's Folder and find the user who 'OWNS' the markbook (usually the Integris Administrator who set up the markbook – if it is you, click + next to *My Assessment Plans*)
 - > then click on + again next to the (Administrator) user name
 - > then click on + next to **LA Templates**
 - > then click on + next to the **Y4 Returns** folder
 - > select the **CBC Y4 TA Return 2019** markbook
 - > now select a subject column (e.g. Y4 Maths TA) and click Ok



- **Select Year 4** in the Student Selection box
- Click **Generate Report** (bottom right of screen) – you should see a new Adobe window open with the resulting report as per example below:

The Primary School

Levels Analysis Report - Single Assessment Item

Assessment Item: CBC Y4 Return 2019(1)/Y4 Maths TA (09 Apr 2015)

Students: 25 selected Students

Level	Frequency	Levels Plus	
A	0	0.0%	25 100.0%
1	2	8.0%	25 100.0%
2	20	80.0%	23 92.0%
3	3	12.0%	3 12.0%

Assessment Item Statistics: (Including Zeros; Excluding Nulls)

	Count	Mean	Standard Dev.
	25	2.04	0.45

Students below Level 2	Students on Level 2	Students above Level 2
Hutchinson, Amber Lee, Sophia	Allison, Jennifer archibold, Liam Archibold, Liam Archibold, Liam audley, alexander Bartram, Henry Blackford, Joseph Boston, Jacob braim, bethany Coppard, Ciaran Evetts, Kieran Fenton, Thomas Frost, Fredrick Geraci, Luca Gibb, Henry Gunn, Harrison hoskins, Rubie Jones, Poppy Lawrence, Amber leigh, dean	Godden, Menna Hemmins, Mason KOMOLAFE, MORGANNA

- **Save and/or print** the report
- **Repeat steps** above for Y4 Reading and Y4 Writing columns

CBC Schools: Reporting Y4 TA in Integris Assessment Stage 4 - Analysis of Year 4 TA data 2019

2. Using Transition Matrix tool to calculate Y4 ARE 'percentages at' table (See Transition Matrix analysis questions overleaf)

Follow these steps to produce a report for Y4 Reading

- Go to **Assessment > Markbook** > select the **CBC Y4 TA Return 2019** markbook and click on the **Transition Matrix** button (4th large button on the right of the screen)
- For the **Vertical Assessment Item**, select **Y4 Read TA** column from the drop-down list
- For the **Horizontal Assessment Item**, select the same **Y4 Read TA** column from the drop-down list
- Click **Generate** and click **Yes** to the prompt

You should then see a table like the following:

Assessment Analysis - Transition Matrix

Markbook: CBC Y4 Return 2015(1): Year 4

Vertical: Y4 Read TA (as at 23 Mar 2016)

Horizontal: Y4 Read TA (as at 23 Mar 2016)

Display: Show Numbers Hide Zero Columns & Rows Show Zero Values

23 Mar 2016	23 Mar 2016	1	2	3	Total
1		8	0	0	8
2		0	15	0	15
3		0	0	17	17
Total		8	15	17	40

TIP!

Click on any number /% figure in the table to view a separate list of pupils within the group. Then double-click a pupil name to view their Student Profile.

- Change the Display to show Numbers and Percentages:

Assessment Analysis - Transition Matrix


Markbook: CBC Y4 Return 2015(1): Year 4

Vertical: Y4 Read TA (as at 23 Mar 2016)

Horizontal: Y4 Read TA (as at 23 Mar 2016)

Display: Show Numbers and Percentages Hide Zero Columns & Rows Show Zero Values

23 Mar 2016	23 Mar 2016	1	2	3	Total
1		8 (20.0%)	0 (0%)	0 (0%)	8 (20.00%)
2		0 (0%)	15 (37.5%)	0 (0%)	15 (37.50%)
3		0 (0%)	0 (0%)	17 (42.5%)	17 (42.50%)
Total		8 (20.00%)	15 (37.50%)	17 (42.50%)	40 (100.00%)

- Change the Display again to view **Students** and turn the table into a **Hibernation Sheet**
- Export any table view to Excel (for printing) by clicking the  button (top right).
- Click **Back** to exit.
- **Repeat Step 2 above for Y4 Writing & Y4 Maths** (selecting Y4 Writ TA & Y4 Maths TA respectively)

To compare Y4 Reading with Y4 Writing:

- Click on Transition Matrix > select Y4 Read TA column for **Vertical assessment item** and select Y4 Writ TA column for **Horizontal Assessment item** > click **Generate**

CBC Schools: Reporting Y4 TA in Integris Assessment Stage 4 - Analysis of Year 4 TA data 2019



Transition Matrix Analysis questions:

<p>1. What is the number/% of children AT each Y4 Outcome (1- Emerging, 2-Expected, 3-Exceeding) for Reading (or Writing or Maths)?</p>	
<p>AwoL Markbook to use</p>	<p>Choose following columns as examples:</p>
<p>CBC Y4 TA Return 2019</p>	<p><i>Vertical:</i> Y4 Read TA column</p> <p><i>Horizontal:</i> Select same as for vertical column (Say Yes to the prompt)</p> <p><i>Repeat for Writing & Maths by selecting the Y4 Writing TA and Y4 Maths TA columns respectively</i></p>
<p>2. How does attainment in one subject (Reading) compare with attainment in another subject (Writing)?</p>	
<p>CBC Y4 TA Return 2019</p>	<p><i>Vertical:</i> Y4 Read TA column</p> <p><i>Horizontal:</i> Y4 Writ TA column</p>

CBC Schools: Reporting Y4 TA in Integris Assessment Stage 4 - Analysis of Year 4 TA data 2019

3. Multiple Assessment Items tool to produce percentages at Y4 TA outcomes (interactive tool)

View percentages for Reading, Writing & Maths together and view percentages for individual groups (i.e. PP, SEN, EAL etc.)

Follow the steps below to obtain:

- Number/Percentages of children below, at and above Age Related Expectations
 - As above for individual groups (i.e. PP; SEN; Aut/Spr/Sum ; EAL etc.)
 - Identify/compare pupils and their attainment with peer group across three subjects
 - Produce Hibernation sheets
3. Go to **Modules > Assessment > Analysis > Multiple Assessment Items** > click **Start Analysis**
- Click the magnifying glass icon next to the **Assessment Plan** text box
 - Click on Magnifying glass again
 - Click on + next to the Other User's Folder and find the user who 'OWNS' the markbook (usually the integris Administrator who set up the markbook – if it is you, click + next to *My Assessment Plans*)
 - > then click on + again next to the user name
 - > then click + next to **LA Templates**
 - > then click on + next to the **Y4 Return** folder
 - > select the **CBC Y4 TA Return 2019** markbook and click Ok

Assessment Levels Analysis - for Multiple Assessment Items Save as Custom Analysis

Labels

Main Title: Assessment Levels Analysis - for Multiple Assessment Items
Page Footer:

Assessment Plan: CBC Y4 Return 2015(1)

Assessment As At: Show Group Mean

Options

Show Numbers Hide Zero Columns Show Levels Split by Gender

Student Selection **Assessment Items**

Select Students by: Enrolled Group Separate Page for each: Enrolled Group

Group Name	School Year	Markbook Users
Year 4	2014/2015	Mr Phillip Catman

<< Back Table

- **Select Year 4** in the Student Selection box
- Now click on the **Assessment Items** tab

Student Selection **Assessment Items**

Assessment Item	Include	Lookup Set	Lookup Values
Y4 Read TA	<input checked="" type="checkbox"/>	{LA} Y4 Gen	, 1, 2, 3, A
Y4 Writ TA	<input checked="" type="checkbox"/>	{LA} Y4 Gen	, 1, 2, 3, A
Y4 Maths TA	<input checked="" type="checkbox"/>	{LA} Y4 Gen	, 1, 2, 3, A

Report on Lookup Set: {LA} Y4 Gen Show as Points Values

Reporting Values: All Values

<< Back Table

CBC Schools: Reporting Y4 TA in Integris Assessment Stage 4 - Analysis of Year 4 TA data 2019

- Click the tick boxes for Y4 Read, Writ & Maths TA columns
- Click **Table** to produce a table similar to this:

Assessment Levels Analysis - for Multiple Assessment Items Save as Custom Analysis

Assessment Plan: CBC Y4 Return 2015(1)

Show Numbers Hide Zero Columns Show Levels Split by Gender

Item	Level	1	2	3	Total	Mean	
Y4 Read TA		10	3	8	4	25	1.24
Y4 Writ TA		10	3	8	4	25	1.24
Y4 Maths TA		11		14		25	1.12
Total		31	6	30	8	75	1.20


- In the first drop-down menu, select **Show numbers & %** to display table similar to this:

Assessment Levels Analysis - for Multiple Assessment Items Save as Custom Analysis

Assessment Plan: CBC Y4 Return 2015(1)

Show Numbers and % Hide Zero Columns Show Levels Split by Gender

Item	Level	1	2	3	Total	Mean
Y4 Read TA		7 (28%)	11 (44%)	7 (28%)	25 (100%)	2.00
Y4 Writ TA		5 (20%)	13 (52%)	7 (28%)	25 (100%)	2.08
Y4 Maths TA		2 (8%)	20 (80%)	3 (12%)	25 (100%)	2.04
Total		14 (19%)	44 (59%)	17 (23%)	75 (100%)	2.04

- To export table to Excel for printing or other use, click the  icon at any time – this action enables you to open a new Excel file with the table pasted into it
- To split the table by gender, **click the *Split by gender*** tick box as below (remove tick when not required):

Assessment Levels Analysis - for Multiple Assessment Items Save as Custom Analysis

Assessment Plan: CBC Y4 Return 2015(1)

Show Numbers and % Hide Zero Columns Show Levels Split by Gender

Item	Level	1	2	3	Total	Mean
Y4 Read TA	Boys	4 (25%)	8 (50%)	4 (25%)	16 (100%)	2.00
	Girls	3 (33%)	3 (33%)	3 (33%)	9 (100%)	2.00
Y4 Writ TA	Boys	4 (25%)	8 (50%)	4 (25%)	16 (100%)	2.00
	Girls	1 (11%)	5 (56%)	3 (33%)	9 (100%)	2.22
Y4 Maths TA	Boys		15 (94%)	1 (6%)	16 (100%)	2.06
	Girls	2 (22%)	5 (56%)	2 (22%)	9 (100%)	2.00
Total	Boys	8 (17%)	31 (65%)	9 (19%)	48 (100%)	2.02
	Girls	6 (22%)	13 (48%)	8 (30%)	27 (100%)	2.07

- To drill down to pupil names behind numbers/percentages, **click on a number/percentage in the table – you will see list of pupils to the right**

Assessment Levels Analysis - for Multiple Assessment Items Save as Custom Analysis

Assessment Plan: CBC Y4 Return 2015(1)

Show Numbers and % Hide Zero Columns Show Levels Split by Gender

Item	Level	1	2	3	Total	Mean
Y4 Read TA		7 (28%)	11 (44%)	7 (28%)	25 (100%)	2.00
Y4 Writ TA		5 (20%)	13 (52%)	7 (28%)	25 (100%)	2.08
Y4 Maths TA		2 (8%)	20 (80%)	3 (12%)	25 (100%)	2.04
Total		14 (19%)	44 (59%)	17 (23%)	75 (100%)	2.04

Multiple Item Drilldown X

The following students recorded the levels shown below for the assessment item **CBC Y4 Return 2015(1) / Y4 Writ TA** (as at 09 Apr 2015)

- archibold, Liam 2
- Archibold, Liam 2
- Archibold, Liam 2
- audley, alexander 2
- Bartram, Henry 2
- Boston, Jacob 2
- Copperd, Ciaran 2
- Geraci, Luca 2
- Godden, Menna 2

CBC Schools: Reporting Y4 TA in Integris Assessment Stage 4 - Analysis of Year 4 TA data 2019

- Click on a pupil name in the right hand pane and view attainment in other subjects – *identified by shaded boxes*
- Double-click a pupil's name to view their **Student Profile** window

Assessment Levels Analysis - for Multiple Assessment Items

Save as Custom Analysis

Assessment Plan: CBC Y4 Return 2015(1)

Show Numbers and Hide Zero Columns Show Levels Split by Gender

Item	Level	1	2	3	Total	Mean
Y4 Read TA		7 (28%)	11 (44%)	7 (28%)	25 (100%)	2.00
Y4 Writ TA		5 (20%)	13 (52%)	7 (28%)	25 (100%)	2.08
Y4 Maths TA		2 (8%)	20 (80%)	3 (12%)	25 (100%)	2.04
Total		14 (19%)	44 (59%)	17 (23%)	75 (100%)	2.04

Multiple Item Drilldown X

The following students recorded the levels shown below for the assessment item **CBC Y4 Return 2015(1) / Y4 Writ TA** (as at 09 Apr 2015)

- archibold, Liam 2
- Archibold, Liam 2
- Archibold, Liam 2
- audley, 2
- alexander, 2
- Bartram, Henry 2
- Boston, Leah 2

- Convert table to a 'hibernation' sheet by selecting **Show Students** in the first dropdown menu - *you will see the pupil names appear in each cell.*

Assessment Levels Analysis - for Multiple Assessment Items

Save as Custom Analysis

Assessment Plan: CBC Y4 Return 2015(1)

Show Students Show Zero Values Show Levels Split by Gender

Item	Level	1	2	3	Total	Mean
Y4 Read TA		Jennifer A Liam A alexander a Henry G Mason H Poppy J Sophia L	Liam a Liam A Joseph B Jacob B Ciaran C Thomas F Luca G Menna G Rubiie h MORGANNA K	Henry B bethany b Kieran E Freddie F Harrison G Amber H Amber L	25	2.00
Y4 Writ TA		Jennifer A Freddie F Henry G Mason H dean I	Liam a Liam A Liam A alexander a Henry B Jacob B Ciaran C Luca G Menna G	Joseph B bethany b Kieran E Thomas F Harrison G MORGANNA K Amber L	25	2.08

- You can export to Excel using export button; click on a pupil name to see attainment in other subjects

Assessment Levels Analysis - for Multiple Assessment Items

Save as Custom Analysis

Assessment Plan: CBC Y4 Return 2015(1)

Show Numbers and Hide Zero Columns Show Zero Values Show Levels Split by Gender

Item	Level	1	2	3	Total	Mean	
Y4 Read TA		0 (0%)	7 (28%)	11 (44%)	7 (28%)	25 (100%)	2.00
Y4 Writ TA		0 (0%)	5 (20%)	13 (52%)	7 (28%)	25 (100%)	2.08
Y4 Maths TA		0 (0%)	2 (8%)	20 (80%)	3 (12%)	25 (100%)	2.04
Total		0 (0%)	14 (19%)	44 (59%)	17 (23%)	75 (100%)	2.04

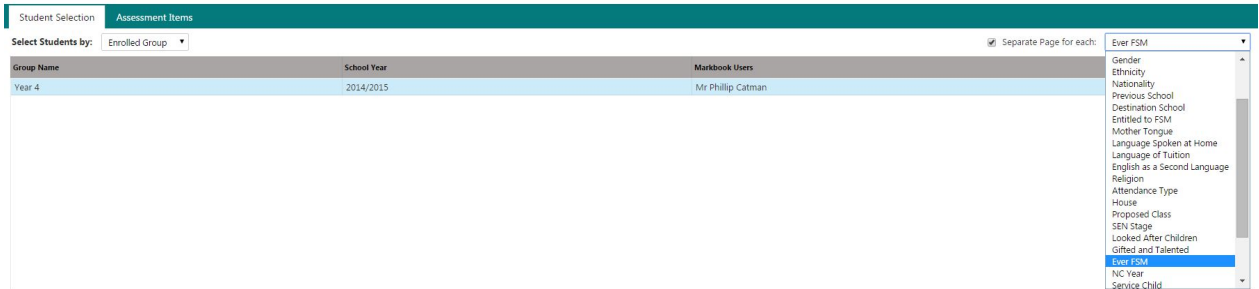
To display percentage tables by different groups i.e. Gender; PP; EAL, SEN, etc.

- Click **Back** to return to the criteria screen
- Click the **Student Selection** tab
- Click the tickbox for **Separate Page for each** and select the group you wish to analyse by from the list of options (e.g. Gender; EverFSM; entitled to FSM; SEN Stage etc.) – *the resulting tables will appear according to the different values assigned to the pupils*

CBC Schools: Reporting Y4 TA in Integris Assessment Stage 4 - Analysis of Year 4 TA data 2019

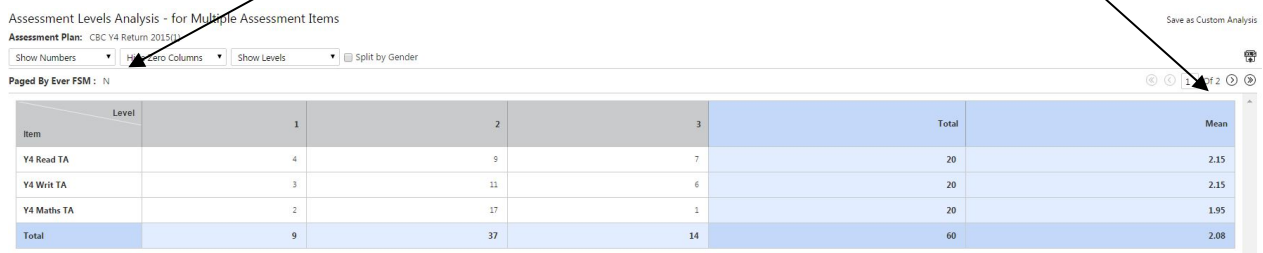
- Click **Table**

For example: selecting *Ever FSM*



will produce a table for *EverFSM = No*

and by scrolling to the next table, display a further table for *EverFSM = Yes*



Item	Level	1	2	3	Total	Mean
Y4 Read TA		4	9	7	20	2.15
Y4 Writ TA		3	11	6	20	2.15
Y4 Maths TA		2	17	1	20	1.95
Total		9	37	14	60	2.08

- Use same steps as above to display %, gender, hibernation sheet etc.

CBC Schools: Reporting Y4 TA in Integris Assessment Stage 5 - Create Y4 Pupil Reports 2019 for parents

To be undertaken by the Integris Administrator

Stage 5 contains the following step:

1. Export Y4 TA data into an Excel csv (source) file onto the desktop
2. Link the Y4 Pupil Report template (Word document) to the Excel csv (source) file and merge the data to the report to create the individual Y4 TA reports for each pupil

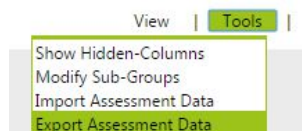
1. Export Y4 TA data into a Excel file

1.1 Go to **Assessment > Markbooks >** select the **CBC Y4 Return 2019** markbook assigned to your **Year 4** pupils to highlight it in bold.

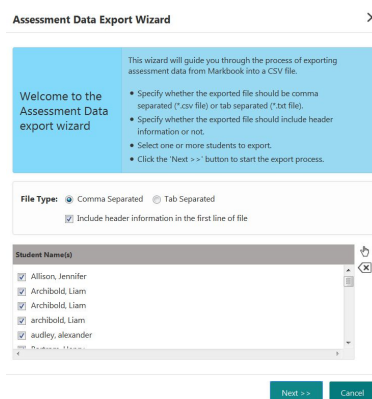
1.2 Click the **Open Markbook** icon



1.3 Go to the **Tools** menu (top right of the markbook screen) and select **Export Assessment Data**



You are presented with the following **Assessment Data Export Wizard** screen:

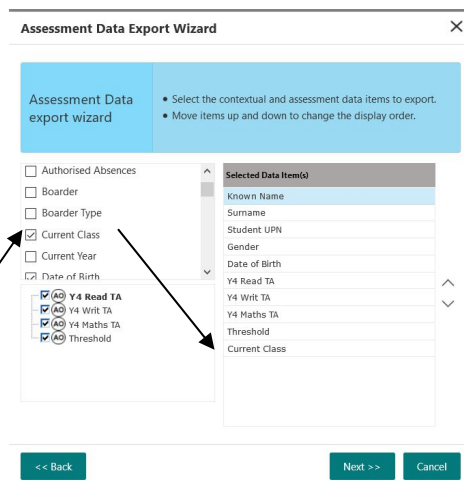


All the Year 4 pupils should already be selected in the list.

1.4 Click **Next**

The next window shows you that all of the data columns in the right pane that have been selected to be included in the export file.

CBC Schools: Reporting Y4 TA in Integris Assessment Stage 5 - Create Y4 Pupil Reports 2019 for parents

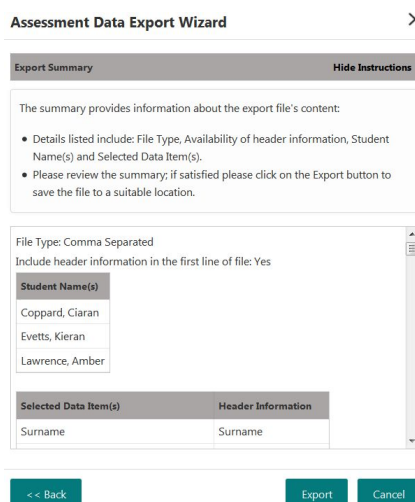


- 1.5 You **MUST** now select **Current Class** as an **additional pupil item** to be included in the extract file. In the top left section of the window, scroll down and **place a tick in the box for Current Class**.

*Current Class is now appended to the list of Selected Data items in the right hand pane. **Please take a moment to check that Current Class appears at the bottom of this list before you continue.***

- 1.6 Click **Next**

The final screen displays a summary of what was selected for the export file.



- 1.7 Click **Export**
- 1.8 In the next window, select **Open** with Microsoft Office **Excel**.
Your Year 4 pupils and the Y4 TA data along with the Current Class will be listed.
- 1.9 Now go to **File > Save As..**
> **select the Desktop** as the location for the file
> **enter Y42019TA** as the filename
> the **Save as type** box should say 'csv'
> Click **Save** and click **Yes** to any following message.

CBC Schools: Reporting Y4 TA in Integris Assessment Stage 5 - Create Y4 Pupil Reports 2019 for parents

- 1.10 Finally, go to **File** menu in Excel > click **Close** and click **Yes** to any following prompts.
- 1.11 You can now minimise Integris and proceed with the next step.

Please note that you may have a more up-to-date version of Excel which will have differently formatted screens to the ones displayed below (Excel version 2003). The principles are the same however. You need to find the corresponding functions in the newer version.

2. Link the Y4 TA Report template and create the reports

2.1 Download the Y4 Report (Word) template called [Y4_TA_2019_Report \(template\)](#) from the [www.cbict.org.uk/Support/Summer Assessments/Y4 CBC](http://www.cbict.org.uk/Support/Summer_Assessments/Y4_CBC) web page and **save it on your Desktop**

2.2 Once downloaded, **open** the [Y4_TA_2019_Report \(word\)](#) document. You should see a SQL message which tells you the location it is set to look for the source file (i.e. your csv file with the data you saved in previous step). It should be looking for the file called **Y42019TA.csv** on your desktop. Click **Yes** at the SQL prompt.

The file should now open and look similar to this with the field names appearing.

<enter school name here >	
Year 4 Teacher Assessment Results 2017 Age Related Expectations	
Name: «Known_Name» «Surname»	Class: «Current_Class»
Teacher Assessment Results	
Reading	«Y4_Read_TA»
Writing	«Y4_Writ_TA»
Maths	«Y4_Maths_TA»
Age Related Expectations key	
1 - Working Below the standard expected for their age	
2 - Working At the standard expected for their age	

If a **Find Data Source** prompt appears, please **click** on **Find Data Source** and navigate to the **Desktop** and select **Y42019TA.csv** file – otherwise continue with the next step.

2.3 Enter your school name at the top of the document (removing the existing text)

Pls Note – you can of course change the TA key descriptions, style or layout of the template to suit your school's needs.

2.4 You may be able to see the Mailmerge menu options as below – if not, go to the **View** menu > **Toolbars** > select **Mailmerge**



CBC Schools: Reporting Y4 TA in Integris Assessment Stage 5 - Create Y4 Pupil Reports 2019 for parents

2.5 Click on the **ABC** tool button on the Mailmerge toolbar to view the report with the data for the first pupil listed in your **Y42019TA.csv** file. You should see **1** appear in the record number box.

Click on the blue arrow icon to the right of **1** to scroll to the record of the next pupil and so on - you will be able to see their details appear on the template document as if they were printed.

2.6 Click **Save**

You are now ready to produce the Y4 TA pupil reports.

2.7 Click on the **Merge to New Document**  button and click OK for ALL records to be included.

2.8 You should now see a new '**Letters1**' document appear- note the number of pages created at the bottom of the document – *there should be a page for each pupil so the total number of pages should equal the total number of pupils you have in Year 4.*

2.9 Save this document as your **Y4 Individual TA Reports 2019** in your preferred folder.

2.10 Close **any remaining documents.**

You can now open the **Y4 Individual TA Reports 2019** document and print off the reports.

Important!

When you have created the individual reports, please securely delete the Y42019TA.csv data source file from your desktop as this file is no longer required.

Please store the Y4 Individual reports in a secure location until such time as no longer required.

CBC Schools: Reporting Y4 TA in Integris Assessment

Stage 6: Y4 Quick Analysis

Go to **Modules > Assessment > Analysis > Go to Quick Analysis >** in the left hand pane, you need to look for the admin user's folder (i.e. who set up the markbooks) and locate and open (+) the **LA Templates> Y4 Return** folder > then select the **CBC Y4 TA Return 2019** markbook.

You will then see the following graph based on the **Assessment items** (column) for Y4 Read TA listed as the first column. The graph will show separate bar columns for each enrolled group assigned to the **Y4 CBC Y4 TA Return 2019** markbook – i.e. Class(es) and one for the Year group (Total).

- Click on any of the **Assessment items** listed to switch the display
- Hover** over any part of the graph column to see the count/% figures
- View the table beneath the graphs for further statistical detail
- By clicking on any of the bar columns** (e.g.a class)– you will see displayed graphs for each of the following **groups** within the group selected : **Gender; SEN Stage; EAL; EverFSM (FSM PP only); Pupil Premium-Any Ever (all PP)**
- Select to view data as **Value** or **Percentage**
- If you have more than one class, switch class under the **Enrolled Group** menu
- Click **Back** to return to main graphs and select another bar
- Each graph can be exported separately (through the **EXPORT** menu) – either as data into a csv (spreadsheet); data into a table (HTML) or as an image (PNG)

