

## Transfer Y6 data from Integris Assessment

### Stage 1: Prepare the Y6 TRANSFER 2019 Markbook

The **Y6 Transfer 2019** markbook will enable you to transfer matched KS1 data (2015) and this year's Year 6 TA data (along with additional years data if you have been using Integris Assessment) to the destination schools for their new September intake.

To be undertaken by the Integris Administrator only.

Stage 1 steps cover the following:

1. Set up the **Y6 TRANSFER 2019** markbook - copy the assessment plan ready for transfer
2. Assign the **Y6 TRANSFER 2019** markbook to Year 6 pupils

#### 1. Set up the **Y6 TRANSFER 2019** markbook - copy the assessment plan

##### 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 Plus Symbol next to **Templates**

##### 1.3 Then click on the Plus symbol next to **LA Templates**

##### 1.4 Then click on the Plus symbol next to **Y6 Transfers**

The Y6 Transfers folder will open to reveal the **Y6 TRANSFER 2019** assessment plan



##### 1.5 Click on the **Y6 TRANSFER 2019** template name

##### 1.6 Now click on **Deploy** (top right of screen)

Deploy | Move | Copy | Print Plan

##### 1.7 Click No to the next prompt

##### 1.8 You will see your selected **Y6 TRANSFER 2019** markbook listed and highlighted in the **Y6 Transfers** folder in **My Assessment Plans** on the **Assessment Plans** screen.

You can now follow with step 2 to complete this process.

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## 2. Assign the Y6 TRANSFER 2019 markbook to the Year 6 pupils

2.1 With the **Y6 TRANSFER 2019** markbook still highlighted, click the **Edit an Assessment**

**Plan** icon 

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

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

*You only need to assign the Y6 Year Group cohort only.*

2.5 Change the **Enrolled Group Type** field to **Year Group** and select **Year 6** and click **Add**. Then click **Close**.

Now you need to assign yourself as the Integris Administrator to the Y6 Transfer markbook and any other user who may need to access it.

2.6 Select the Year 6 group markbook from the list and click on the **Add Markbook Users**  icon.

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

2.7 **Select your own User ID (as the administrator) as a user for the Year 6 markbook** and then click **OK**.

**This will give you access to the Y6 Transfer 2019 markbook and enable you to create the transfer files to send to the destination Secondary/Upper schools. Select any additional users at this point.**

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

2.9 To check that you now have access to the **Y6 TRANSFER 2019** markbook, go to **Modules > Assessment > Markbook >** click the plus symbol next to **My Markbooks >** you should now see a copy of **Y6 TRANSFER 2019** markbook(s) listed for Year 6 > select the **Y6 TRANSFER 2019** markbook.

2.10 Click **Open a markbook** icon  to view it.

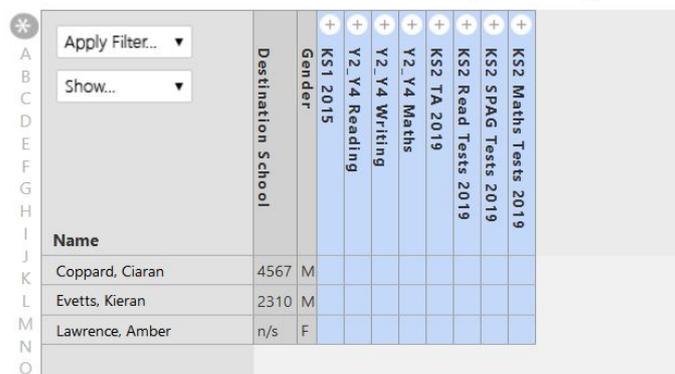
The **Y6 TRANSFER 2019** markbook should contain the Year 6 pupils' KS1 Results from 2015 **and** their Y6 TAs from this year, with additional populated columns dependent upon whether you have used Integris Assessment in previous years.

# Transfer Y6 data from Integris Assessment

## Stage 1: Prepare the Y6 TRANSFER 2019 Markbook

The example below is what you will see when you first open the Y6 TRANSFER 2019 markbook:

Markbook - Y6 TRANSFER 2019 - Class 2A (2018/2019)



Name	Destination School	Gender	KS1 2015	Y2, Y4 Reading	Y2, Y4 Writing	Y2, Y4 Maths	KS2 TA 2019	KS2 Read Tests 2019	KS2 SPAG Tests 2019	KS2 Maths Tests 2019
Coppard, Ciaran	4567	M								
Evetts, Kieran	2310	M								
Lawrence, Amber	n/s	F								

Please read the information below carefully

**The Y6 Transfer markbook should as a minimum provide the destination schools with KS1 2015 AND KS2 2019 TA data for each pupil.**

**Important!** If you open the markbook AFTER the KS2 2019 Test results have been imported into Integris (from 9/7/19), then the KS2 Tests units data will also be populated. This Test data will then also be included in the Y6 Transfer files.

The steps below ensure that the markbook is as fully populated as possible based on the information you have available from the Integris markbooks you have used this year (and in previous years if applicable).

### Content of the Y6 Transfer 2019 markbook

#### Grey contextual columns:

**Destination school:** The markbook will contain a column showing the destination school for each of your Y6 pupils – if you have used Speed Edit to assign the destination schools to each of your Year 6 pupils, this column shows DfE numbers of the destination schools; ***if you hover your cursor over the DfE numbers, the destination school names will appear.***

**Check – can you see the destination school DfE numbers?** If yes, continue below. If no, click Back to exit out of the markbook and use **Administration>Speed Edit** > select **Destination school** in **Area** and select your Year 6 pupils. Assign the appropriate destination schools to the pupils. *Once assigned, the destination school DfE numbers will appear in the markbook.*

**Contextual Gender column** – this column will also be automatically included in any transfer file created from this markbook.

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The remainder of the markbook contains **a number of blue units** – each unit can be expanded to reveal data columns by clicking on the  symbol and then clicking on the  to close the unit - they are **labelled as follows**:

**KS1 2015 unit:** KS1 En1 (Speaking & Listening TA); KS1 En2 (Reading); ); KS1 En3 (Writing); KS1 Ma OvTAL (Maths Overall TA Level) ; KS1 Sc 1,2,3 & 4 and KS1 Sc OvTAL (Science overall Levels)

**Y2\_Y4 Reading:** the data in the Y2-Y4 units will automatically appear if you have used Integris for recording levels in past years

this unit contains:

- equivalent **Y2** TA Level (if entered by your school or imported from feeder school)
- **Year 4 2017** TA outcome (1,2,3) as reported to CBC for summer 2017

If your Integris was used in the past to record this data, then it will automatically appear in these columns.

If these data columns are blank, then they can be left as such.

**KS2 TA 2019:** contains this year's Writing TA (KS2 En Wri TA) & Science TA (KS2 Sc TA) – i.e. the statutory data held in the **NC Key Stage 2 2019** markbook required for submission in 2019.

If your school recording Reading TA (KS2 En Rea TA) and Maths TA (KS2 Ma TA) in addition to the statutory data, then these columns will automatically populate.

Note: the following KS2 Test data only available after importing Test data from 9<sup>th</sup> July 2019

**KS2 Read Tests 2019;** contains KS2 Rea RDI (Reading Test score); KS2 Rea RSS (Reading Scaled Score); KS2 Rea OUT (Reading Outcome)

**KS2 SPAG Tests 2019:** contains KS2 En GPV (Grammar/Punct/Vocab test score); KS2 En SPE (Spelling test score); KS2 En GPS (Gr/Punct/Spell/Vocab test score); KS2 En GSS (Gr/Punct/Spell/Vocab scaled score); KS2 En GOU (Gr/Punct/Spell/Vocab outcome)

**KS2 Maths Tests 2019:** contains KS2 Ma ARI (Arithmetic test score); KS2 Ma REA1 (Reasoning 1 test score); KS2 Ma REA2 (Reasoning 2 test score); KS2 Ma TOT (Maths Total score); KS2 Ma SS (Maths scaled score); KS2 Ma OUT (Maths outcome)

**It is important for you to have all the KS1 2015 and KS2 TA 2019 Writing & Science columns populated.**

Proceed with the following steps to capture as much data as possible:

### 3. Check the **KS1 2015 unit**: Are these columns populated with levels for the majority of pupils?

If yes, continue to first bullet on next page.

If no, click **Back** to exit the markbook and follow these steps:

- > go to **Administration > Utilities > Update Year Independent Markbooks...**
- > select **KS1 (Pre 2016)** from the 'Select Key Stage' box
- > select Year 6 from the list
- > click **Update**. Click Yes to any prompts.

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> Go back to the [Y6 Transfer 2019](#) markbook and re-open it. Check the KS1 2015 unit columns again – the KS1 levels should now appear if your Integris holds this information. If the KS1 columns remain blank after this step, you will need to import KS1 2015 data for this cohort – follow '**Import missing KS1 data**' instructions.

#### ▪ Are there any missing KS1 levels for any individual Y6 pupils?

If no, go to step 4 below

If yes, note down these pupil names. Next, go to each of their records and obtain their UPNs. You will need to login to Keys to Success (via the DfE Sign-in gateway) to see if KS1 2015 data is present for them. When logged into Keys to Success, click on **Pupil Searchable data** > click the *I confirm ...* box and enter in one of the UPNs in the empty text box and click Search. If the search returns a KS1 csv file, open this file and note down the levels for KS1 Sp&L, Read, Writing, Maths & Science 1,2,3 & 4 for the pupil. Repeat this process for the next pupil by clicking on **Pupil Searchable Data** and repeating this step.

Then you will need to **Add missing KS1 levels to pupil records**; where you have obtained the KS1 levels for pupils with missing KS1 data, you then need to:

> go to each of the respective pupils' records in turn and click Edit

> click on the Key Stage screen, ensure KS1 is selected and enter 2015 as the *Year of Assessment* and tick the box for *End of Statutory Assessment*. Enter the levels into each of the corresponding subject result boxes and click **Save** when you have completed each record.

**Finally and importantly**, to ensure this data is pulled through into the [Y6 Transfer 2019](#) markbook, you need to go to **Administration > Utilities > Update Year Independent Markbooks...** > select **KS1 (Pre 2016)** from the '**Select Key Stage**' box and select **Year 6** from the list > click **Update**. Click Yes to any prompts.

Go back to the [Y6 Transfer 2019](#) markbook and re-open it. Check the **KS1 2015** unit columns again to ensure the data has pulled through.

#### 4. Check the [KS2 TA 2019 unit](#): Are these columns populated with KS2 TA outcomes?

If the KS2 TA data columns are blank AND you have used Integris to enter KS2 2019 outcomes this year, simply follow the next step to pull the data through:

>> Go to **Administration > Utilities > Update Year Independent Markbooks...** > select **KS2** from the '**Select Key Stage**' box and select **Year 6** from the list > click **Update**. Click Yes to any prompts.

Go back to the [Y6 Transfer 2019](#) markbook and re-open it. Check the KS2 TA 2019 unit columns again to ensure the data has pulled through.

The [Y6 Transfer 2019](#) markbook should contain as a minimum, KS1 and KS2 TA results, as per the following example:

