

# KS2 Recording and Reporting in Integris Assessment

## Stage 1A: Preparing the KS2 2019 Markbook ready for entering KS2 data



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

**Stage 1A** steps cover the following:

1. Assign Year 6 pupils to the KS2 2019 year
2. Give relevant users access to Assessment
3. Copy the **NC Key Stage 2 2019** markbook
4. Assign the **NC Key Stage 2 2019** markbook to the relevant pupils/staff

### 1. Assign Year 6 pupils to the KS2 year for 2019

**IT IS VERY IMPORTANT THAT STEP 1 IS COMPLETED AS IT WILL IMPACT UPON THE USE OF THE KS2 MARKBOOK AT A LATER STAGE!**

- 1.1 Go to **Administration > Speed Edit** > under **Area**, select **Current Key Stage** > click **Find** and select all your **Year 6** pupils > ensure that all the pupils have a value of **KS2** (if not, edit them appropriately). **Save** any changes.
- 1.2 Now keep the Year 6 pupils as your 'browse set', change the **Area** option to **Key Stage 2 Year** > ensure that all the pupils have a value of **2019** (this is the year on which you wish to report) and edit appropriately if required. **Save** any changes.
- 1.3 Again, keeping the Year 6 pupils as your 'browse set', change the **Area** option to **Key Stage 2 End of Statutory Assessment** > ensure that all the pupils have a value of **Yes** > edit appropriately if required and **Save** your changes
- 1.4 Again, keeping the Year 6 pupils as your 'browse set', change the **Area** option to **Key Stage P-Scales Year** > ensure that all the pupils have a value of **2019** > edit appropriately if required and **Save** any changes
- 1.5 Again, keeping the Year 6 pupils as your 'browse set', change the **Area** option to **Key Stage P-Scales End of Statutory Tests** > ensure that all the pupils have a value of **Yes** > edit appropriately if required and **Save** your changes
- 1.6 Click Cancel when you have completed the above changes to exit out of Speed Edit.

### 2 Give relevant users access to Assessment

**Note: if your Year 6 teacher(s) are already using Integris 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 6 classes have been linked to the Year 6 teachers. Go to **General > Parameters > Class > View** > edit the class as appropriate and use the magnifying glass to find the staff member. [Note: if the Year 6 teacher is not linked to the class, the teacher will not be able to access the KS2 markbook later]

Now check to see whether your Year 6 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](http://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 user role, click **Add Role(s) to User(s)** icon from the list of icons on the right of the screen. In

## KEY STAGE 2

# KS2 Recording and Reporting in Integris Assessment

## Stage 1A: Preparing the KS2 2019 Markbook ready for entering KS2 data

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 KS2 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 Key Stage 2 2019** markbook - and assign to pupils and users

3.1 Go to **Modules > Assessment** and **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 one below:

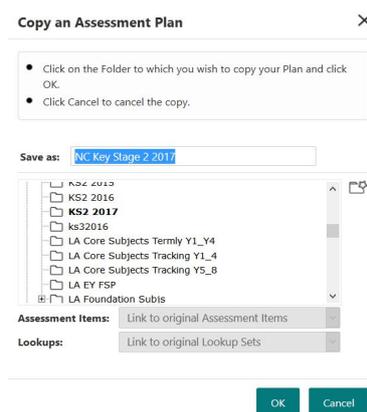


3.5 Click on the **NC Key Stage 2 2019** template name

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



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



3.7 Remove the (1) at the end of the markbook name in the **Save As** box

3.8 Click **My Assessment Plans** and then click on the **Create new folder**  icon

3.9 On the **Create New Folder** screen, enter **KS2 2019** as the **name** and click **OK**.  
The **Copy an Assessment Plan** screen reappears where – if you scroll down the list - you will now

## KEY STAGE 2

# KS2 Recording and Reporting in Integris Assessment

## Stage 1A: Preparing the KS2 2019 Markbook ready for entering KS2 data

see your new folder highlighted.

- 3.10 Click **OK** on that screen and you will see your selected markbook in the folder you created within your **My Assessment Plans** screen (similar to the screen below)



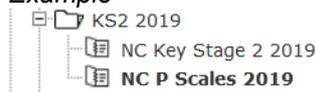
- 3.11 In case there are pupils with any KS2 'BLW' outcomes for whom P-Scales need to be entered, you also need to copy the **NC P Scales 2019** markbook into your KS2 2019 folder.

Go to the **Templates > Key Stage > 2019** folder as before and highlight **NC P Scales 2019** template name.

Click on **Copy > remove the (1) at the end of the markbook name > then click on + next to My Assessment Plans** to reveal your folder list > select your new **KS2 2019** folder to save it in. Click **OK**.

Your new **KS2 2019** folder should now have two markbooks listed as follows:  
**NC Key Stage 2 2019** and **NC P Scales 2019**

*Example*



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

#### 4 Assign the **NC Key Stage 2 2019** markbooks to the relevant pupils/staff

If you wish to assign the **NC Key Stage 2 2019** markbook to sets or specific teaching groups in addition to the year group 6, then you need to set up the groups first. Go to **General > Groups** > add a new 'group' for each set of pupils that you wish to appear in individual copies of the **NC Key Stage 2 2019** markbook. [Eg: group name Y6MathsSet1, Y6MathsSet2 etc.]. When the group names have been created, use Add Pupil to Group to select the pupils in each group. Then follow from 4.1 below.

- 4.1 Clear the screen by going to **Assessment > Assessment Planning** > click + next to **My Assessment Plans** folder > click + next to **KS2 2019** folder. You should see the copied **NC Key Stage 2 2019** and **NC P Scales 2019** markbooks listed.

- 4.2 Highlight the **NC Key Stage 2 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



## KEY STAGE 2

# KS2 Recording and Reporting in Integris Assessment

## Stage 1A: Preparing the KS2 2019 Markbook ready for entering KS2 data

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

**Enrol Groups** ✕

- Select a Group Type and Enrolled Group.
- Click on Add to enrol the selected groups to the Plan.

School Year:

Enrolled Group Type:

Code	Description	Teachers
n/s	Not Specified	
1A	1A	Mr Phillip Catman
1B	1B	Mr Phillip Catman
2A	2A	Mr Phillip Catman
2B	2B	Miss Claire Boothby
3A	3A	Mrs Catherine Boyd
3B	3B	Mr Phillip Catman
4A	4A	Mr Phillip Catman

- 4.5 If you wish each Y6 registration class to appear in individual copies of the [NC Key Stage 2 2019](#) markbook, then continue with this step, otherwise go to step 4.6. Select the Year 6 classes that need to have KS2 data entered - *you can use CTRL & Click to select more than one class* - and click **Add** for each one selected. *You are effectively making 'copies' of the KS2 markbook for each class teacher to use.*
- 4.6 Staying on the Enrol Groups screen, change the **Enrolled Group Type** field to **Year Group** and select **Year 6** and click **Add**. *This combines all of the Year 6 pupils into one copy of the [NC Key Stage 2 2019](#) markbook*
- 4.7 If you have specific teaching groups or sets that you have already created in General > Groups > staying on the Enrol Groups screen, change the **Enrolled Group Type** field to **Student Group** and select **each of your specific teaching groups listed** and click **Add**.

*It may appear that nothing has happened but when you then click **Close** to leave the **Enrol Groups** screen, the classes and/or student groups and the year group you have chosen will now be listed on the **Enrolled Groups** screen. It will look something like this:*

Edit Assessment Plan - NC Key Stage 2 2016(1) Preview | Print Plan

General | Assessments | **Enrolled Groups**

Group Name	Year	Sub-groups	Markbook Users


Now for each markbook listed, you need to assign additional users who need to access them.

- 4.8 Select a markbook from the list and click on the **Markbook Users**  icon.

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

- 4.9 Highlight all of the members of staff who **will need access** to this markbook – 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 key stage assessment data.**
- 4.10 Then click **Save** when you have finished.

## KEY STAGE 2

## KS2 Recording and Reporting in Integris Assessment

### Stage 1A: Preparing the KS2 2019 Markbook ready for entering KS2 data

- 4.11 Next you should repeat this process (steps 4.2 to 4.10) for the **NC P Scales 2019 markbook** to ensure they are available if you know that you will need to report BLW outcome for any pupil
- 4.12 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 Key Stage 2 2019 markbook(s) listed for each class and/or teaching group 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 4.8 above will be able to view these markbooks when they login in the same way.

Now spend a few moments reading through the notes overleaf about starters and leavers in Year 6 so that you can give due consideration as to whether they should be included or not in this KS2 markbook.

Then continue with the appropriate Stage as follows:

- For schools using Integris Y6 Objectives markbooks for Y6 - Follow **Stage 1B – Prepare KS2 Export 2019** markbook.
- For schools **NOT** using Integris Objectives markbooks and expect to enter KS2 data directly into the **NC Key Stage 2 2019** markbook, go straight to **Stage 2D – Enter ALL KS2 TA Data**

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#### Q & A: Year 6 pupils leaving/starting your school - taken from KS2 2019 Assessment & Reporting Arrangements (ARA)

The school where the pupil was registered during the KS2 test week (**Mon 13<sup>th</sup> May– Thurs 16<sup>th</sup> May 2019**) must submit TA data to the STA.

The section from the KS2 ARA is reproduced below:

#### Pupils who move schools (KS2 2019 ARA p. 43)

##### Change of school before KS2 test week

If a pupil changes school **before** test week (*i.e. before 13<sup>th</sup> May*), the **receiving school must submit TA data for them.**

##### Change of school during KS2 test week

If a pupil changes school **during** test week (*i.e. from 13<sup>th</sup>–16<sup>th</sup> May*), the school where the pupil was registered at the beginning of test week must submit TA data for them.

##### Change of school after KS2 test week

If a pupil changes school **after** test week (*i.e. after 16<sup>th</sup> May*), the school where the pupil was registered during test week must submit TA data for them.

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# KS2 Recording and Reporting for Integris Assessment

## Stage 2D - Enter ALL KS2 data into NC Key Stage 2 2019 markbook

### To be undertaken by the Year 6 teacher(s)

These notes will guide you through how to enter end of Key Stage 2 TA data directly into the [NC Key Stage 2 2019](#) markbook, ready for the exports to be run by your admin officer to make the key stage data return to the NCA. The markbooks have been set up for you by your admin staff.

**NOTE: From 2019, ONLY a full set of Y6 Writing TA data will be collected by the DfE. Reading and Maths TA data will only be collected for pupils working below the level of the test. For these pupils, teachers are expected to assign any of the following codes: BLW; PK1,PK2,PK3 or PK4 in addition to A(bsent) or D(isapplied).**

**Stage 2D** covers the following:

1. Access the [NC Key Stage 2 2019](#) markbook for your class or group
2. Enter key stage assessments into the [NC Key Stage 2 2019](#) markbook
3. Enter P Scales for any pupil where appropriate into the [NC P Scales 2019](#) markbook

**IMPORTANT FOR FIRST TIME USERS! Before you proceed with these steps, you should have been given your username and password to login to Integris by your admin staff.**

On your Internet browser screens, enter <http://bedfordshire.rmintegris.com> into the address line and press enter. On the Integris login screen, click **Enter** and type in your username followed by your password at the prompt. If you are logging in for the first time, you will be asked to change your password.

### 1. Access the [NC Key Stage 2 2019](#) markbook for your class/teaching group

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

On the **Markbook Browser** screen, click on the **+** next to the **My Markbooks** folder to open that folder. Look for your [NC Key Stage 2 2019](#) markbook for your year group/class

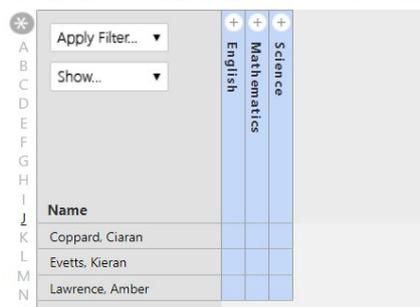
- 1.2 Click on [NC Key Stage 2 2019](#) for your class or for Year 6 and then click the **Open a Markbook**



icon to open it.

The markbook will initially look like this – it will of course list the pupils in the class/year group 6 you selected:

Markbook - NC Key Stage 2 2019 - Class 2A (



	Apply Filter..	+	+	+
	Show..	English	Mathematics	Science
A				
B				
C				
D				
E				
F				
G				
H				
I				
J				
K				
L				
M				
N				
O				
	Name			
	Coppard, Ciaran			
	Evetts, Kieran			
	Lawrence, Amber			

*The pupil names should reflect the pupils in the current roll (i.e. new pupils that have started should also be listed). Pupils that have left should not appear.*

*If the pupil list is incorrect, please refer to your Admin staff as they administer the current roll and will amend it if necessary for you.*

## KEY STAGE 2

# KS2 Recording and Reporting for Integris Assessment

## Stage 2D - Enter ALL KS2 data into NC Key Stage 2 2019 markbook

Please spend a few moments reading through the notes below about starters and leavers in Year 6. If you need to add additional pupils to the markbook who have recently left, please note the pupil names and their KS2 results and pass them to your Integris administrator.

### Q & A about Year 6 pupils leaving/starting your school - taken from KS2 2019 Assessment & Reporting Arrangements (ARA)

The school where the pupil was registered during the KS2 test week (**Mon 13<sup>th</sup> May– Thurs 16<sup>th</sup> May 2019**) must submit TA data to the STA.

The section from the KS2 ARA is reproduced below:

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##### **Change of school during KS2 test week**

If a pupil changes school **during** test week (*i.e. from 13<sup>th</sup>–16<sup>th</sup> May*), the school where the pupil was registered at the beginning of test week must submit TA data for them.

##### **Change of school after KS2 test week**

If a pupil changes school **after** test week (*i.e. after 16<sup>th</sup> May*), the school where the pupil was registered during test week must submit TA data for them.

**You are now ready to enter Key Stage 2 Teacher Assessment data (see overleaf).**

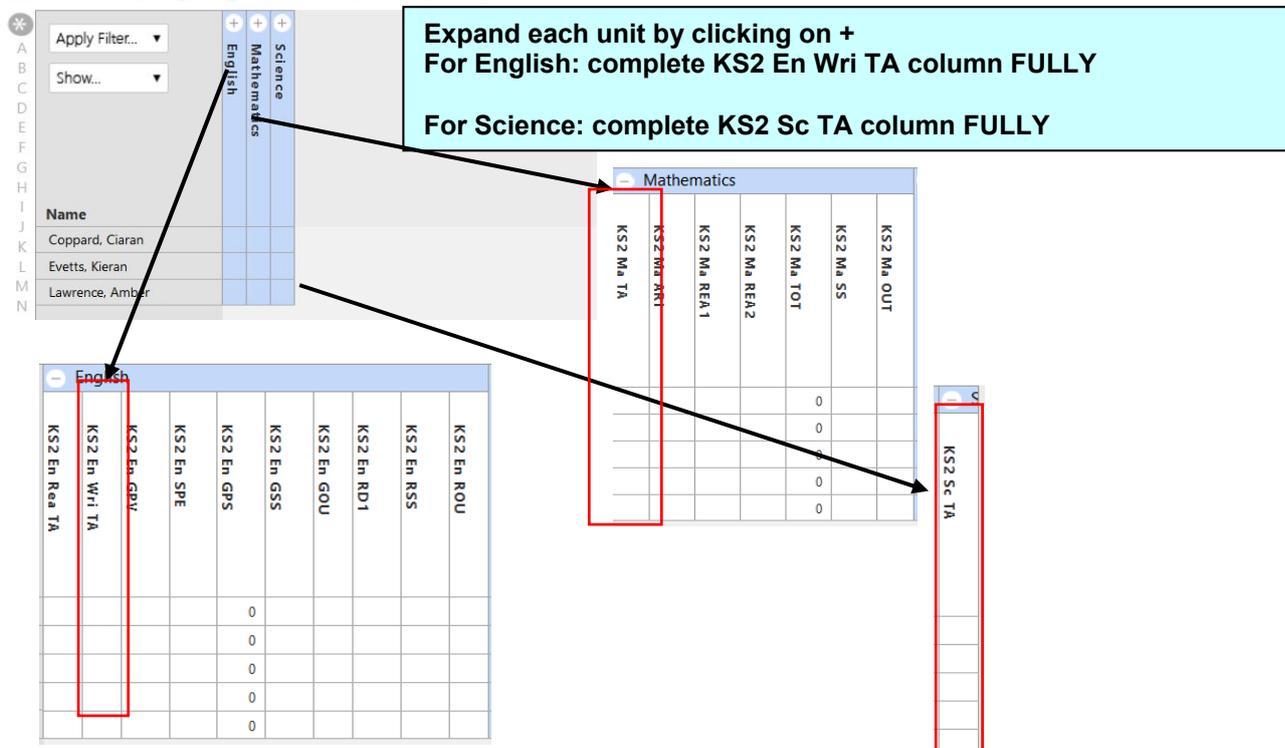
# KS2 Recording and Reporting for Integris Assessment Stage 2D - Enter ALL KS2 data into NC Key Stage 2 2019 markbook

## 2. Enter KS2 TA data into the **NC Key Stage 2 2019** markbook

2.1 The markbook is divided into 3 units, one each for English, Maths & Science.

The markbook will **initially** look like this when you open it:

Markbook - NC Key Stage 2 2017 - Class 2A (2016/2017)



**Expand each unit by clicking on +**  
**For English: complete KS2 En Wri TA column FULLY**  
**For Science: complete KS2 Sc TA column FULLY**

**ONLY the KS2 Writing TA & Science TA columns MUST be completed FULLY!**

The KS2 En Rea (Reading) TA & KS2 Ma (Maths) TA columns should have values entered for pupils working below the level of the test/below the national curriculum assessment standard

**PLEASE READ [Appendix 1](#) for detail of expected data BEFORE proceeding**

***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](#) for explanation about dealing with data for pupils that have left.*

**Do you need a hard copy print of the KS2 TA columns to complete prior to entering into the markbook?** If yes, click on Print (top right), remove the ticks in the boxes next to the units (U) and then open each unit and select the following columns by placing a tick into the box next to: KS2 En Wri TA; KS2 Sci TA. Click 'Show gridlines' and then click OK.

# KS2 Recording and Reporting for Integris Assessment

## Stage 2D - Enter ALL KS2 data into NC Key Stage 2 2019 markbook

### Entering data

**You can enter a result at a time for each individual pupil**

**1.4 Click into a cell** for a pupil and enter a value (as above) and press Enter to move down to the next pupil in the same column OR press <Tab> key to move onto the next column for the same pupil.

OR

**You can populate ALL the column with same result and then edit individual pupil results**

**1.5 Left click the header cell of the column** you want to complete and select **Modify Column Values New Value**. In the pop-up window, select the value you want (e.g. EXS) and click OK.

**Tip** You can click on a surname letter in the left margin to view only pupils with surnames starting with selected letter and then click into their individual cells and enter/edit data. [Then click \* at the top of the left margin to view ALL pupils again].

1.6 Continue to enter values for each pupil listed **and Save regularly**.

**Please ensure that all the KS2 En Wri TA and KS2 Sc TA columns are fully completed and where appropriate the BLW/PK1-6 data is entered into the Reading and Maths columns.**

**Where BLW is entered in any column, a corresponding P-Scale value must be entered into the P-Scales 2019 markbook. See Appendix 1**

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

When all the KS2 return data expected has been entered for Writing & Science please inform your Administrator who will need to follow Stage 3 instructions.

# KS2 Recording and Reporting for Integrus Assessment

## Stage 2D - Enter ALL KS2 data into NC Key Stage 2 2019 markbook

### Appendix 1 - KS2 Data Values and explanation

Reading KS2 En Rea TA	Writing KS2 En Wri TA	Maths KS2 Ma TA	Science KS2 Sc TA
BLW	BLW	BLW	HNM
PK1	PK1	PK1	EXS
PK2	PK2	PK2	A
PK3	PK3	PK3	D
PK4	PK4	PK4	
PK5	PK5	PK5	
PK6	PK6	PK6	
A	WTS	A	
D	EXS	D	
	GDS		
	A		
	D		

Please note that the KS1 TA values are slightly different to the KS2 TA data values

Explanation of codes	
<b>BLW</b>	Below the standard of the pre-key stage - corresponds with P-scales or NOTSEN
<b>PK1 - 6</b>	Pre-Key stage – pupils working below the national curriculum assessment standard TA judgements based on ' <i>Pre Key Stage 2 – Pupils working below the NC assessment standard</i> ' Framework.
<b>HNM</b>	Has not met the expected standard (not defined standard, used for those that have not met the criteria for the standard, but working above p-scales) <b>Science only</b>
<b>WTS</b>	Working towards the expected standard <b>Writing only</b>
<b>EXS</b>	Working at the expected standard <b>Writing &amp; Science only</b>
<b>GDS</b>	Working at a greater depth within the expected standard <b>Writing only</b>
<b>A</b>	Absent for long periods or recently arrived
<b>D</b>	Disapplied from the national curriculum

The following codes need to be entered into the **NC P Scales 2019 for Year 6** markbook for the appropriate subject where you have recorded a KS2 TA outcome of **BLW** for a pupil:

### \*\*\*Important note about BLW values and P-Scales

For each **BLW**, a P-Scale must be entered for the pupil into the **NC P Scales 2019** markbook as below. *If you do not have access to the NC P Scales 2019 markbook, please inform your administrator*

(Overall) English - P1i,P1ii,P2i,P2ii,P3i,P3ii	(Overall) Maths - P1i,P1ii,P2i,P2ii,P3i,P3ii	Science
<b>Reading</b> - P4, NOTSEN	<b>Number</b> - P4, NOTSEN	P1i,P1ii,P2i,P2ii,P3i, P3ii,P4, NOTSEN
<b>Writing</b> - P4, NOTSEN	<b>Using and applying</b> - P4, NOTSEN	
<b>Speaking</b> - P4, NOTSEN	<b>Space, shape and measures</b> - P4, NOTSEN	
<b>Listening</b> - P4, NOTSEN		

# KS2 Recording and Reporting in Integris Assessment

## Stage 3 - Check & Create KS2 return file and send to the NCA



To be undertaken by the Integris Administrator

**Stage 3** contains the following steps:

1. Check & Approve the KS2 TA data
2. Create KS2 xml Return file
3. Unzip the xml file downloaded from Integris
4. Upload the KS2 xml file to the NCA Tools website

**Please note that the deadline for submitting the KS2 TA Return on the NCA Tools website is Thursday 27<sup>th</sup> June 2019 (CBC deadline: 27/6/19 BBC deadline: 25/6/19)**

### 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 2019** markbook for **Year 6** and open it.

>> **CHECK:** **Do all the pupils listed have their KS2 TA data entered for Writing and Science? Where there are any BLW entries, has a P-Scale been entered into the NC P Scales 2019 markbook for the corresponding subject? Where a pupil is working below the national curriculum assessment standard and reported as B for working below the level of the KS2 Reading or Maths test, has a PK1-6 or BLW value been entered in the KS2 Eng Rea TA and/or KS2 Ma TA column respectively?**

- 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 (13<sup>th</sup> – 16<sup>th</sup> May 2019)? 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 **2019**

> tick the tick box for **End of Statutory Assessment**

> in the drop-down boxes for Reading, Writing, Mathematics & Science, select the relevant TA result

## KS2 Recording and Reporting in Integris Assessment Stage 3 - Check & Create KS2 return file and send to the NCA

> Click **Save** This pupil(s) will be included in your return at step 2.5.

>> **CHECK: Are there any BLW entries for any pupils?** If yes, there also needs to be a P Scale (or NOT SEN) entered for the pupil for the relevant subject in the [NC P Scales 2019](#) markbook for Year 6. Open the [NC P Scales 2019](#) markbook for Year 6 and check that a P Scale entry has been entered for the relevant pupil(s). *Note: Failure to do this will result in an error message when trying to create the CTF return file!*

Any actions taken regarding the pupils listed as above for the [NC Key Stage 2 2019](#) markbook need to be repeated in the [NC P Scales 2019](#) markbook if relevant.

When you are satisfied that the information has been entered as expected, continue with the steps below.

**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

2.1 Go to **Administration > Import & Export > Key Stage Exports**

2.2 Select **Key Stage 2 Export (2019)** and click the **Next>>** button (bottom left of screen)



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**. 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 and locate the student in the Former Roll so that they are added to this Year 6 list.

2.4 Click **Next>>** and the system will now perform certain validation checks. If any of these checks fail, an information screen will appear giving details of the errors and the pupils involved (scroll down the screen to see the details of the error(s)).

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.

*The check will look for missing data, or for missing P-Scale data for any pupil assigned BLW on the [NC Key Stage 2 2019](#) Markbook.*

## KS2 Recording and Reporting in Integris Assessment Stage 3 - Check & Create KS2 return file and send to the NCA



If there are no errors, an export summary as per example below, will now appear on screen.

Export Wizard - Summary and Download

**Export Summary**

Export Type: Key Stage 2 - 2011

CTF Export File: 8232117\_CTF\_NAALLL\_001.XML

Destination: NAA/LLLL - QCA National Assessment Agency

Export Started: 10th May at 21:47:19      User: Mr Phillip Catman

Data Sections selected for export

Key Stage Assessments

Number of Students selected: 1

Number of Students included in export file: 1

Number of Students who could not be exported: 0

Exported Students:

Reference	UPN	Last Name	Known Name	DOB	Gender	Year	Class	Roll
219	N123456701014	Anasis	Krysta	14.02.02	Female	4	4A	C

Export Completed: 10th May at 21:47:19

- 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.** It will be something like **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 xml file required by the NCA – 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 NCA Tools website.

Go to the NCA Tools web site at <https://ncatools.education.gov.uk/> and in the Login section, enter your login details.

Further guidance on uploading your KS2 file and dealing with any issues arising from your submission is available on the Y6 KS2 TA Assessment Return page under Support/Summer Assessment link.

### 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 6 – Create KS2 Pupil Reports**

**On or from 9<sup>th</sup> July 2019**, you need to import your KS2 Test results by following **Stage 4 – Import KS2 Test Results**

# KS2 Recording and Reporting in Integris Assessment

## Stage 4 - Import KS2 2019 Test results into Integris



The KS2 2019 Test results will be made available to schools from Tues 9<sup>th</sup> July.

**These steps cannot be followed until such time as the CTF containing your KS2 test results data is available from 9<sup>th</sup> July!**

**Stage 4** - Follow the instructions below to import and view the KS2 2019 Test results in the **NC Key Stage 2 2019** markbook.

By importing the test results, you will be able to include test results in reports for parents, run any analysis reports and perform interactive analysis on this data alongside KS2 TA data.

*[Note: If you have not used the NC Key Stage 2 2019 markbook in Integris to record your KS2 TA data, follow Stage 1- Prepare NC Key Stage 2 2019 markbook first before proceeding with the instructions below].*

**1. Download your KS2 2019 CTF file from the NCA Tools website** (<https://ncatools.education.gov.uk/>) and save it in a folder you can locate later

### 2. Import KS2 CTF into Integris

In Integris, go to:

**Modules > Administration > Import & Export > CTF Import**

> click **Browse** and locate the KS2 CTF file previously downloaded and saved

> click **Next**

> in the 'Existing Students' column, remove all the ticks **except for Key Stage Assessment**

> click **Next**

> at the Batch prompt, click **OK**

> after validation, if you see any messages, say Yes to accept them

> you should now see the list of pupils contained within the CTF file – scroll down the list ensuring each pupil has a green status button and all are ticked in the Accept column (if any are not, click on the name and view the details). If you are satisfied that the results for the pupil should be imported, click the Accept button for the pupil.

> click **Next** to import the data

> finally, you will see a summary screen which confirms the data imported

> click **Finish**

### 3. View the **NC Key Stage 2 2019** markbook:

If you have used the **NC Key Stage 2 2019** markbook to enter your KS2 TA data, you will now see the KS2 Test data alongside KS2 TA data in this markbook.

Click **Back** to exit the markbook.

#### **Proceed with the next Stage:**

For Y6 Objectives Termly markbook users, follow **Stage 5 – Pull KS2 data into Objectives markbooks**

**OR**

Follow **Stage 6 – Create KS2 Reports**

KS2 Test Codes: A=Absent, B= Working below the level of the test, L=Left, M=Missing, U=Unable to access test, J=Just arrived in the school, F= Pupil will take test in the future, P=Pupil has taken test in the past, H= Pupil cheating, Q=Maladministration, AS=Achieved Standard, NS=Not achieved Standard

# KS2 Recording and Reporting in Integris Assessment Stage 6: Create Simple KS2 Reports 2019

## Stage 6 - All of the following reports are available

1. **Pupil Assessment Sheets** (*pupil reports*)
2. **School Summary Sheet** (*% at each outcome*)
3. **School Comparative Sheet** (*various measures with diff to national calculated*)
4. **National Results** (*percentage at each outcome for tests and TAs compared with national*)
5. **Assessment Summary List** (*pupil list of outcomes*)

### 1. **Pupil Assessment Sheets** – standard reports for parents showing BOTH Test and TA results

**Note: run this report only when the KS2 Test results have been imported into Integris – on or after 9/7/19**

These are the standard KS2 end of year reports for parents

This report is automatically linked to Year 6 pupils designated with the latest KS2 2019 Writing and Science TA and Reading and Maths TEST results on the system similar to the example below.

The Primary School	
CHILD'S RESULTS	
End of key stage 2 assessment results 2019	
Name: Coppard, Ciaran	Class: 2A
<b>ENGLISH</b>	
<b>Reading</b>	
Teacher Assessment Result	
Test Result	25
Scaled Score	100
Test Outcome	AS
<b>Writing</b>	
Teacher Assessment Result	EXS
<b>Grammar, Punctuation and Spelling</b>	
Test Result	0
Scaled Score	
Test Outcome	AS
<b>MATHEMATICS</b>	
Teacher Assessment Result	
Test Result	0
Scaled Score	
Test Outcome	AS

### **How to do it...**

**Go to Reports > Key Stage Reports > Pupil Assessment Sheets**

The **Assessment Year** will automatically default to **2019**.

# KS2 Recording and Reporting in Integris Assessment Stage 6: Create Simple KS2 Reports 2019

Pupil Assessment Sheet - Key Stage 2

Save as Custom Report

- This report will include only pupils identified as taking 'End of Statutory Tests' for the selected Assessment Year.
- The student selection list would be populated by default based on the Year of Assessment. Please select the options and click on the Generate Report button to run it.

Assessment Year: 2017

Report Format: Quick Print

### Options

Student Names on Report: Surname and First Name

Include pupils assessed at another school

### Student Selection

Ref No.	Surname	First Name	Year	Class	
235	Coppard	Ciaran	4	2A	👤
253	Evetts	Kieran	4	2A	
243	Lawrence	Amber	4	2A	

All your Year 6 pupils are automatically listed in the **Student Selection** box– select individual pupil(s) or all of them with hand icon and click **Generate Report**.

You can then print them off directly from the pdf screen or save the pdf and then open the pdf file and print of a number of pages at a time if you have many Year 6 pupils.

# KS2 Recording and Reporting in Integris Assessment Stage 6: Create Simple KS2 Reports 2019

## 2. School Summary Sheet (Percentage at each outcome)

*Note: the Test results and Attainment tables within the report will only be completed once your school's 2019 test results have been imported into Integris (from 9<sup>th</sup> July 2019)*

### The Primary School

#### SCHOOL RESULTS

These tables show the percentage of eligible pupils at the end of key stage 2 achieving each outcome and the school's attainment and progress in 2019.

The number of eligible pupils is: 3

Figures may not total 100 percent because of rounding.

TEACHER ASSESSMENT RESULTS																	
	Percentage with each outcome																
	BLW	PK1	PK2	PK3	PK4	PK5	PK6	HNM	WTS	EXS	GDS	A	D	L	F	P	Q
Reading	0	0	33	0	0	0	0					0	0	0	0	0	0
Writing	0	0	0	0	33	0	0		0	67	0	0	0	0	0	0	0
Mathematics	0	0	0	0	0	0	0					0	0	0	0	0	0
Science								33		67		0	0	0	0	0	0

TEST RESULTS													
	Percentage with each outcome												
	B	NS	AS	A	L	M	U	J	F	P	H	Q	
Reading	33	0	67	0	0	0	0	0	0	0	0	0	
Grammar, Punctuation & Spelling	0	33	67	0	0	0	0	0	0	0	0	0	
Mathematics	0	0	67	33	0	0	0	0	0	0	0	0	

ATTAINMENT	
Percentage of pupils achieving the expected standard in English reading, English writing and mathematics	0%
Percentage of pupils achieving a higher standard in English reading, English writing and mathematics	0%
Pupils' average scaled score in English reading	99
Pupils' average scaled score in mathematics	0

### How to do it...

Go to **Reports > Key Stage Reports > School Summary Sheet > Key Stage 2**

The Assessment year should default to 2019.

School Summary Sheet - Key Stage 2

- This report will include only pupils identified as taking 'End of Statutory Tests' for the selected Assessment Year for Key Stage 2.
- Please select the required options and click on the Generate Report button to run the report.

Assessment Year:

Report Format:

#### Options

- Include pupils assessed at another school  
 Include Attainment

Student Names on Report:

- Click **Generate Report**

**(\*\*\*Note for the above report:** the Year 6 pupils must have a Key Stage 2 Year assigned (eg: 2019 etc) AND a Key Stage 2 End of Statutory Assessment = Yes. This would have been done in Stage 1 of the KS2 Return notes.

The Integris Administrator needs to action this if not already done by going to Administration> Speed Edit > under **Area**, select KS2 Year > select Year 6 pupils > assign each with the appropriate KS2 year. Under **Area**, select KS2 End of year assessment > place a tick in the new value box and assign Yes to all of the Year 6 pupils.)

# KS2 Recording and Reporting in Integris Assessment

## Stage 6: Create Simple KS2 Reports 2019

### 3. School Comparative Sheet

Comparison of your school's 2019 data with national data

*Note: the Test results and Attainment tables within the report will only be completed once your school's 2019 test results have been imported into Integris (from 9<sup>th</sup> July 2019)*

#### The Primary School

#### END OF KS2 SCHOOL RESULTS

These tables show the percentage of pupils and their attainment in the Key Stage 2 Tests and Teacher Assessments in 2018 at a national level and for 2019 at a school level.

The number of pupils at the end of key stage 2 in 2019: 3

	National Results (%)	Your School's Results (%)	Difference in Percentage Points (+ or -)
Achieving the expected standard and above in English reading	75	67	-8
Achieving the expected standard and above in English writing (TA)	98	67	-31
Achieving the expected standard and above in mathematics	76	0	-76
Achieving the expected standard in English reading, English writing (TA) and mathematics	64	0	-64
Achieving the expected standard and above in grammar, punctuation and spelling	78	0	-78
Achieving a higher standard in English reading	28	0	-28
Achieving a higher standard in English writing (TA)	20	0	-20
Achieving a higher standard in mathematics	24	0	-24
Achieving a higher standard in English reading, English writing (TA) and mathematics	10	0	-10
Achieving a higher standard in grammar, punctuation and spelling	34	0	-34

#### How to do it...

Go to **Reports > Key Stage Reports > School Comparative Sheet > Key Stage 2**

The Assessment year (School Results) should default to 2019 and the Assessment Year for National results should default to 2018.

- Click **Generate Report**

# KS2 Recording and Reporting in Integris Assessment Stage 6: Create Simple KS2 Reports 2019

## 4. National Results

Comparison of your school's 2019 data with national data (2018 until 2019 becomes available in Autumn term)

*Note: the Test results and Attainment tables within the report will only be completed once your school's 2019 test results have been imported into Integris (from 9<sup>th</sup> July 2019)*

### The Primary School

#### 2018 KEY STAGE 2 NATIONAL RESULTS

These tables shows the percentage of eligible students and their attainment at the end of key stage 2 in 2018 at National Level and for 2018 at a School level.

The number of eligible students is : 0

Figures may not total 100 percent because of rounding.

The shaded sections of the table represent 2018 national teacher assessment data and test result data.

TEACHER ASSESSMENT										
Percentage with each outcome										
	BLW	PKF	PKE	PKG	HNM	WTS	EXS	GDS	A	D
Reading	0	0	0	0	0	0	0	0	0	0
Reading	1	1	1	2	16		80		0	0
Writing	0	0	0	0	0	0	0	0	0	0
Writing	1	1	1	2		17	78	20	0	0
Mathematics	0	0	0	0	0	0	0	0	0	0
Mathematics	1	1	1	2	17		79		0	0
Science	0	0	0	0	0	0	0	0	0	0
Science					17		82		0	0

TEST RESULTS			
	Percentage reaching the expected standard (a scaled score of 100 or more)	Percentage achieving a high score (a scaled score of 110 or more)	Average scaled score
Reading	0	0	0
Reading	75	28	105
Grammar, punctuation and spelling	0	0	0
Grammar, punctuation and spelling	78	34	106
Mathematics	0	0	0
Mathematics	76	24	104
Reading, Writing (TA) & Mathematics	0	0	0
Reading, Writing (TA) & Mathematics	64	10	0

### How to do it...

Go to **Reports > Key Stage Reports > National Results > Key Stage 2**

The Assessment year (school results) should default to 2019.

National Results - Key Stage 2

- This report presents the National Results for all 11 year old pupils in schools in England for Key Stage 2 (KS2).
- When School Results are included, they will be for pupils who (for KS2 in the chosen 'School Results' Year) have been set as 'End of Statutory Assessment' and
- Please select the Year of Assessment and click on the Generate Report button to run it.

Report Format: Quick Print

Options

Assessment Year (National Results): 2016

Include School Results

Assessment Year (School Results): 2017

- Click **Generate Report**

# KS2 Recording and Reporting in Integris Assessment Stage 6: Create Simple KS2 Reports 2019

## 5. Assessment Summary List (print of results by pupil)

This is a straightforward print-out of the [NC Key Stage 2 2019](#) markbook.

**The Primary School**

**Key Stage 2 2019 Assessment Summary**  
All Selected Students

Reference	Name	Year Group	Class	Gender	Teacher Assessment					Test Information										
					Engl	Maths	Science	English					Maths							
								Writing			Reading		Mar	Mar1	Mar2	Sub	Miss	Mam		
					Rea	Wri	Met	Sci	Gpy	Spe	Gps	Gas							Gym	RD1
235	Coppard, Ciaran	5	2A	M	EXS			HNM		0	AS	25	100	AS					0	AS
253	Evetts, Kieran	5	2A	M	PK2	EXS		EXS		0	NS	20	98	B					0	AS
243	Lawrence, Amber	5	2A	F	PK4			EXS		0	AS	25	100	AS					0	A

### How to do it...

Go to **Reports > Key Stage Reports > Assessment Summary List > Key Stage 2**

**Assessment Year** should default to 2019.

Assessment Summary List - Key Stage 2

- This report will include only pupils identified as taking 'End of Statutory Tests' for the selected Assessment Year.
- The student selection list would be populated by default based on the Year of Assessment. Please select the options and click on the Generate Report button to run it.

Assessment Year:

Report Format:

#### Options

Student Names on Report:

- Include pupils assessed at another school
- Only show students with missing details

#### Student Selection

Ref No.	Surname 1	First Name
235	Coppard	Ciaran

The pupils should be automatically listed according to the assessment year selected.

- Click on the hand icon to select all the pupils in the list
- Click on **Generate Report**

Note: this is a useful report to identify pupils with missing KS2 results – especially if the **Only show students with missing details** box is ticked!

# Reporting Y6 TA in Integris Assessment

## Stage 7: KS2 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 **KS2 2019** folder > then select the **NC Key Stage 2 2019** markbook.

**NOTE:** you will only be able to view complete KS2 TA data for **Writing** and **Science** when selecting the **NC Key Stage 2** markbook.

When KS2 Test data is imported into Integris (from 9/7/19), test marks and outcomes (AS/NS) can also be graphed by selecting the appropriate columns from the **Assessment Items** list

You will then see the following graph based on the **Assessment items** (column) for English with Reading (**KS2 En Rea TA**) listed as the first column. The graph will show only the data as entered – note: Reading TA data is only relevant for BLW and PK1-6 values and the bar column will show this accordingly.

- Click on **KS2 EN Wri TA** in the **Assessment items** list to switch the display to Writing TA

You should now see bar columns for each enrolled group assigned to the **NC Key Stage 2 2019** markbook – i.e. Class(es) and/or one for the Year group (Total).

- Hover over any part of the graph column to see the count/% figures
- View the table beneath the graphs for further statistical detail
- Click on any of the **Subject** tabs at the top to view a different subject

- 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)**

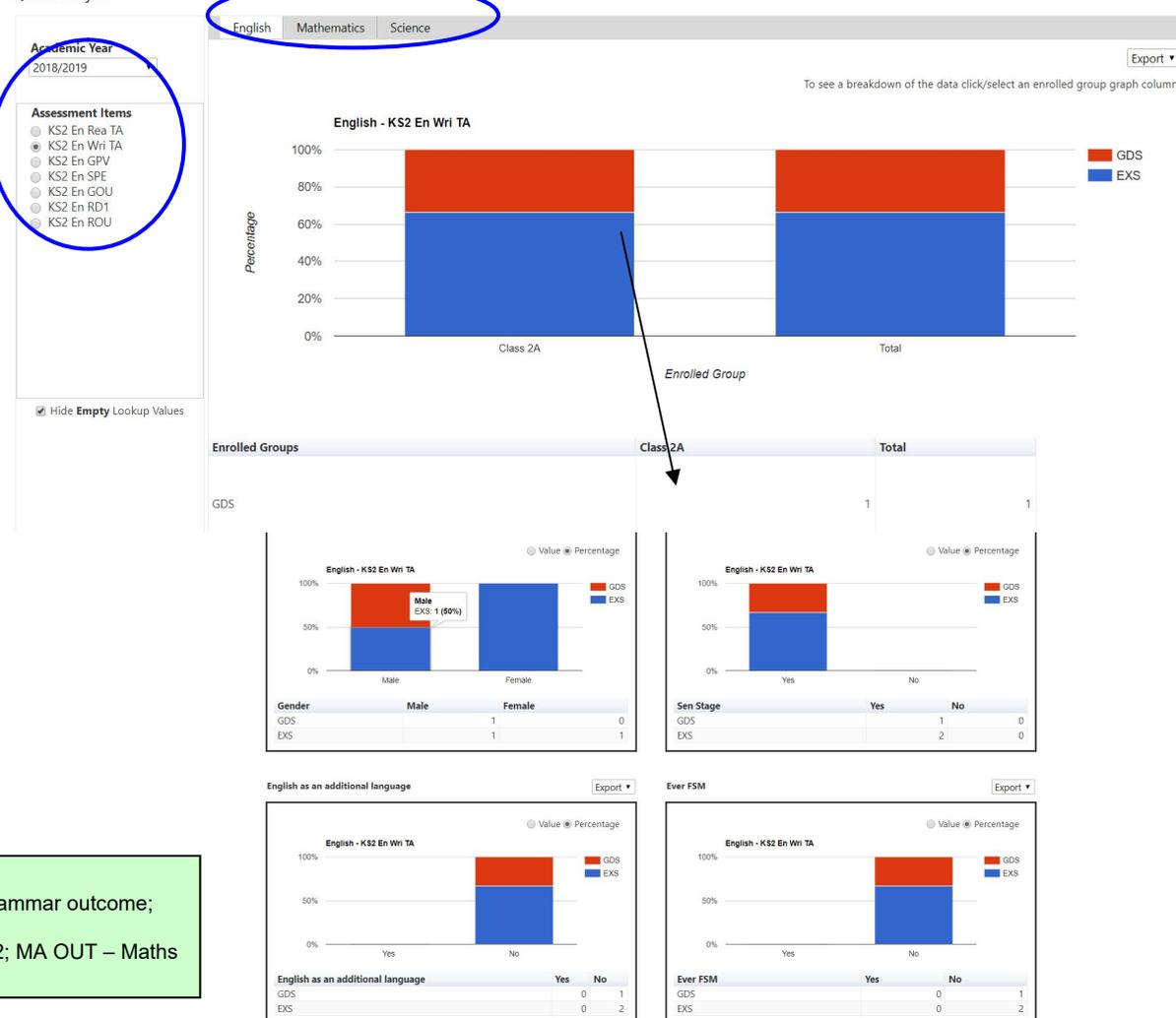
- Select to view data as **Value** or **Percentage**
- If you have more than one class, switch class under the **Enrolled Group** menu
- Click **Back** to return to main graphs and select another bar
- Each graph can be exported separately (through the **EXPORT** menu) – either as data into a csv (spreadsheet); data into a table (HTML) or as an image (PNG)

### Assessment Items (data columns from the NC Key Stage 2 markbook)

**English:** GPV – Grammar, Punctuation & Vocabulary; SPE – Spelling test mark; GOU – Grammar outcome; RD1 – Reading test mark; ROU – Reading outcome

**Maths:** ARI – Arithmetic test mark; REA1 – Reasoning Paper 1; REA2 – Reasoning Paper 2; MA OUT – Maths outcome

### Quick Analysis



# Reporting Y6 TA in Integris Assessment Stage 8 – Interactive Analysis of KS2 TA data 2019

There are **two** types of analysis that can be used with the KS2 TA data:

1. **Transition Matrix tool** to view a **percentage at each outcome data table** for one/two subjects and hibernation sheets
2. **Percentage Report** at each outcome for R,W & M **combined** (and Hibernation sheet)

For non Integris Objectives markbook users – you will only be able to analyse Writing TA and Science TA data from the [NC Key Stage 2](#) markbook.

For Integris Objectives markbook users, you will be able to analyse Reading and Maths TA data (providing it has been entered in your Y6 Objectives markbooks) alongside Writing and Science TA data by using the [KS2 Export 2019](#) markbook.

The instructions below follow the analysis for KS2 Writing – replace the Writing column with Reading, Maths or Science as needed.

## 1. Using Transition Matrix tool to calculate KS2 'percentages at' each outcome table

Follow these steps to produce a report for **KS2 Writing**

1. Go to **Assessment > Markbook** > select the [NC Key Stage 2 2019](#) markbook  
(OR for Y6 Objectives Termly markbook users, select [KS2 Export 2019](#) markbook)
2. Click on the **Transition Matrix** button (*4<sup>th</sup> large button on the right of the screen*)
3. In the pop-up window, select **KS2 En Wri TA** column from the **Vertical Assessment Item** drop-down list
4. Select the same **KS2 En Wri TA** column from the **Horizontal Assessment Item** drop-down list
5. Click **Generate** and click **Yes** to the 'same assessment item' prompt

You should then see a table like the following:

### Assessment Analysis - Transition Matrix

**Markbook:** NC Key Stage 2 2019: Class 2A

**Vertical:** KS2 En Wri TA (as at 20 Apr 2019 )

**Horizontal:** KS2 En Wri TA (as at 20 Apr 2019 )

**Display:**

	20 Apr 2019	PK4	EXS	Total
20 Apr 2019				
PK4		1	0	1
EXS		0	2	2
Total		1	2	3

#### TIP!

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

- **Change the Display** to show Numbers and Percentages:



# Reporting Y6 TA in Integris Assessment Stage 8 – Interactive Analysis of KS2 TA data 2019

**Markbook:** NC Key Stage 2 2019: Class 2A

**Vertical:** KS2 En Wri TA (as at 20 Apr 2019)

**Horizontal:** KS2 En Wri TA (as at 20 Apr 2019)

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

20 Apr 2019	20 Apr 2019	PK4	EXS	Total
PK4		1 (33.33%)	0 (0%)	<b>1 (33.33%)</b>
EXS		0 (0%)	2 (66.67%)	<b>2 (66.67%)</b>
<b>Total</b>		<b>1 (33.33%)</b>	<b>2 (66.67%)</b>	<b>3 (100.00%)</b>

*Note: as the vertical and horizontal columns selected are the same, the same totals will appear for the row and for the columns in the table.*

- 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). Excel opens a separate file each time you export a table – however you can cut and paste exported tables onto the first Excel spreadsheet to build up a profile of results for each subject

- Click **Back** to exit.

- **Repeat from Step 2 above for KS2 Science** (selecting KS2 Sc TA as the column name)

**For Y6 Objectives markbook users, select KS2 Export 2019 markbook and view the KS2 En Rea TA and the KS2 Ma TA columns for Reading and Maths for the *Horizontal Assessment item* and click **Generate**.**

# Reporting Y6 TA in Integris Assessment Stage 8 – Interactive Analysis of KS2 TA data 2019

## 2. Multiple Assessment Items tool to produce KS2 percentages at each outcome

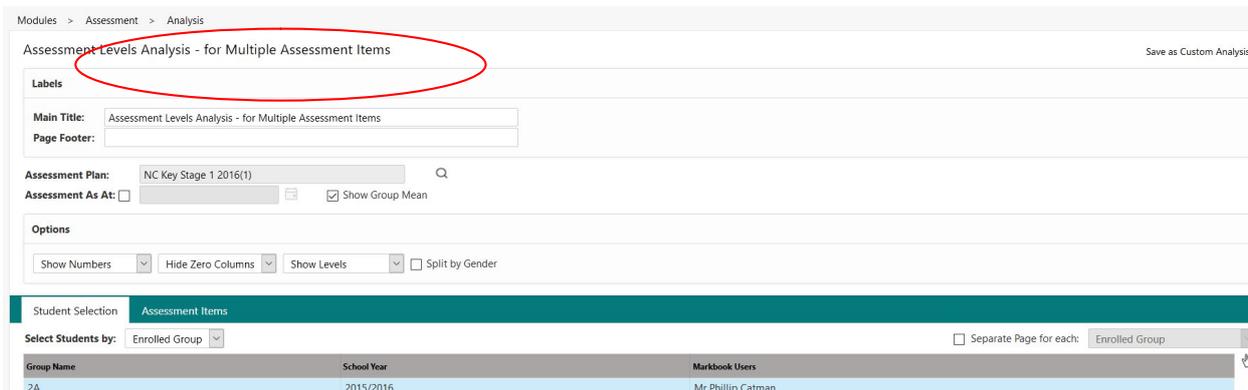
View percentages for Reading & Science together and view percentages for individual groups (i.e. PP, SEN, EAL etc.)

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

2. 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 + next to the **KS2 2019** folder
    - > select the **NC Key Stage 2 2019** markbook and click Ok

[For Y6 Objectives Termly markbook users, you can also select **KS2 Export 2019** markbook located in a **NC AwOL Plans/KS2 Export** folder in your main administrator's user folder).



Modules > Assessment > Analysis

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: NC Key Stage 1 2016(1) 🔍  
Assessment As At:   Show Group Mean

Options

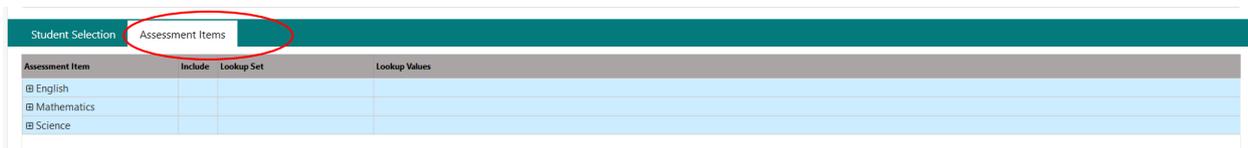
Show Numbers  Hide Zero Columns  Show Levels  Split by Gender

Student Selection **Assessment Items**

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

Group Name	School Year	Markbook Users
2A	2015/2016	Mr Phillip Catman

- **Select Year 6** in the Student Selection box
- Now click on the **Assessment Items** tab



Student Selection **Assessment Items**

Assessment Item	Include	Lookup Set	Lookup Values
English	<input type="checkbox"/>		
Mathematics	<input type="checkbox"/>		
Science	<input type="checkbox"/>		

For Reading:

- Click + next to **English** to open the unit.
- **Click the tick box** for the columns **KS2 En Wri TA**
- **Click TABLE** (*bottom right*) to produce a table similar to this:

## Key Stage 2

# Reporting Y6 TA in Integris Assessment Stage 8 – Interactive Analysis of KS2 TA data 2019

Assessment Levels Analysis - for Multiple Assessment Items

Save as Custom Analysis

Assessment Plan: KS2 Export 2017

Show Percentages  Hide Zero Columns  Show Levels  Split by Gender

Item	Level	PKG	HNM	EXS	Total	Mean
KS2 En Rea TA		33%	33%	33%	100%	6.20
Total		33%	33%	33%	100%	6.20

- In the first drop-down menu, select **Show numbers & %**
- 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: KS2 Export 2017

Show Percentages  Hide Zero Columns  Show Levels  Split by Gender

Item	Level	PKG	HNM	EXS	Total	Mean
KS2 En Rea TA	Boys		50%	50%	100%	6.30
	Girls	100%			100%	6.00
Total	Boys	0%	50%	50%	100%	6.30
	Girls	100%	0%	0%	100%	6.00

- 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: KS2 Export 2017

Show Percentages  Hide Zero Columns  Show Levels  Split by Gender

Item	Level	PKG	HNM	EXS	Total	Mean
KS2 En Rea TA	Boys		50%	50%	100%	6.30
	Girls	100%			100%	6.00
Total	Boys	0%	50%	50%	100%	6.30
	Girls	100%	0%	0%	100%	6.00

Multiple Item Drilldown

The following students recorded the levels shown below for the assessment item **KS2 Export 2017 / KS2 En Rea TA** (as at 07 Apr 2018)

Evetts, Kieran HNM

- Double-click a pupil's name to view their **Student Profile** window (from where you can access previous end of key stage results from the Key Stage tab)
- 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.
- You can export to Excel using export button
- To return Table back to the % table, select **Show Numbers & %** in the first drop-down **AND** then select **Hide Zero Columns** in the second drop-down menu (as below)

Assessment Levels Analysis - for Multiple Assessment Items

Save as Custom Analysis

Assessment Plan: CBC Y4 Return 2015(1)

Show Numbers and  Show Zero Values  Show Levels  Split by Gender

Item	Level	PKG	HNM	EXS	Total	Mean
		/A	1	2	3	

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

## Key Stage 2

# Reporting Y6 TA in Integris Assessment Stage 8 – Interactive Analysis of KS2 TA data 2019

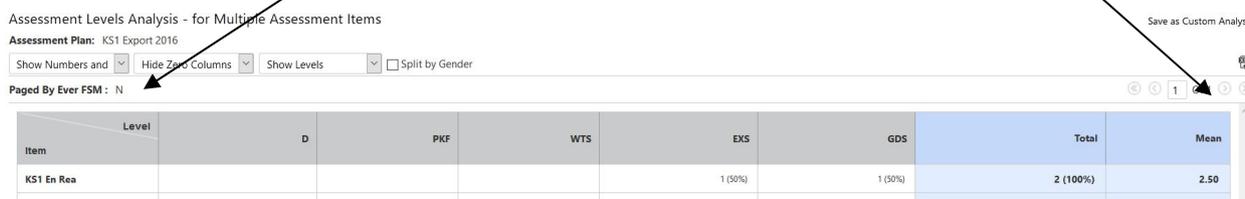
- Click **Back** to return to the criteria screen
- Click the **Student Selection** tab
- Click the tickbox for **Separate Page for each** and select the group you wish to analyse by from the list of options (e.g. Gender; EverFSM; entitled to FSM; SEN Stage etc.) – *the resulting tables will appear according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



- Use same steps as above to display %, gender, SEN and other groups.

Repeat process for other subjects from instructions at the bottom of page 3:

## For Science:

- Click + next to **Science** to open the unit.
- Click the tick box for the **KS2 Sc TA** column
- Ensure that **{LA} KS2 Sci 2016** appears in the **Report on Lookup Set** box before you Generate table

For Integris Y6 Objectives markbook users, using the KS2 Export 2019 markbook, you will be able to analyse the following:

## For Reading:

- Select **KS2 En Rea TA** column
- Ensure that **{LA} KS2 W 2019** appears in the **Report on Lookup Set** box before you Generate table.

## For Maths:

- Click the tick box for the **KS2 Ma TA** column
- Ensure that **{LA} KS2 R M 2019** appears in the **Report on Lookup Set** box before you Generate table.