

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 9th July.

These steps cannot be followed until such time as the CTF containing your KS2 test results data is available from 9th 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