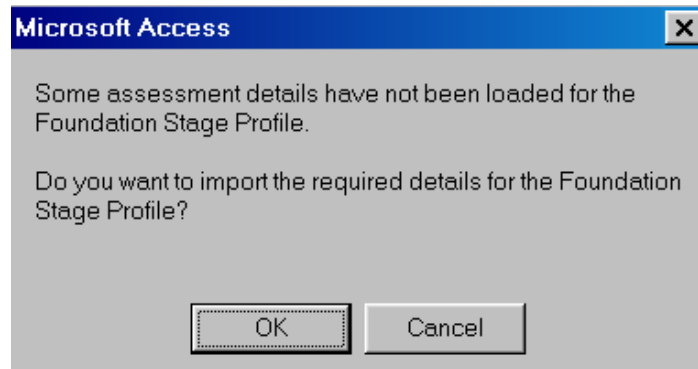


Foundation Stage Profile Spring/Summer 2011

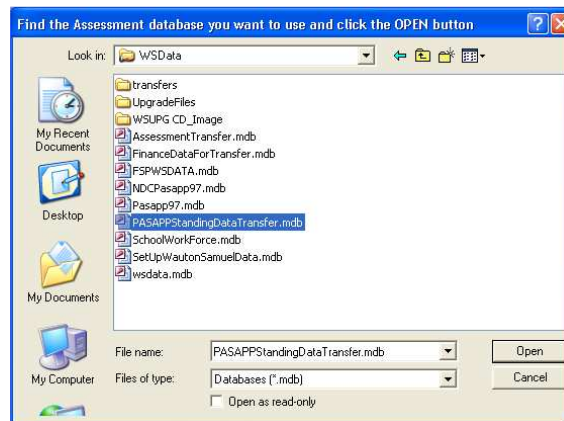
Stage 1: Setting Up The Foundation Stage Profile

Before any loading of results can be done, the Foundation Stage Profile must be first setup. If you have loaded results for previous Foundation Stage Profiles then you need only create a new Event (Proceed to Stage 2 now).

- From the Main Menu, click **Assessments**
- The following message will appear on your screen :



- Click **OK**
- A standard Windows search screen will appear:



- Navigate to the location of your WSDATA folder database. This will vary between schools, but will contain the file **WSDATA.mdb**. This location should also contain a file called **PASAPPStandingDataTransfer.mdb**. Highlight it and click **Open**.

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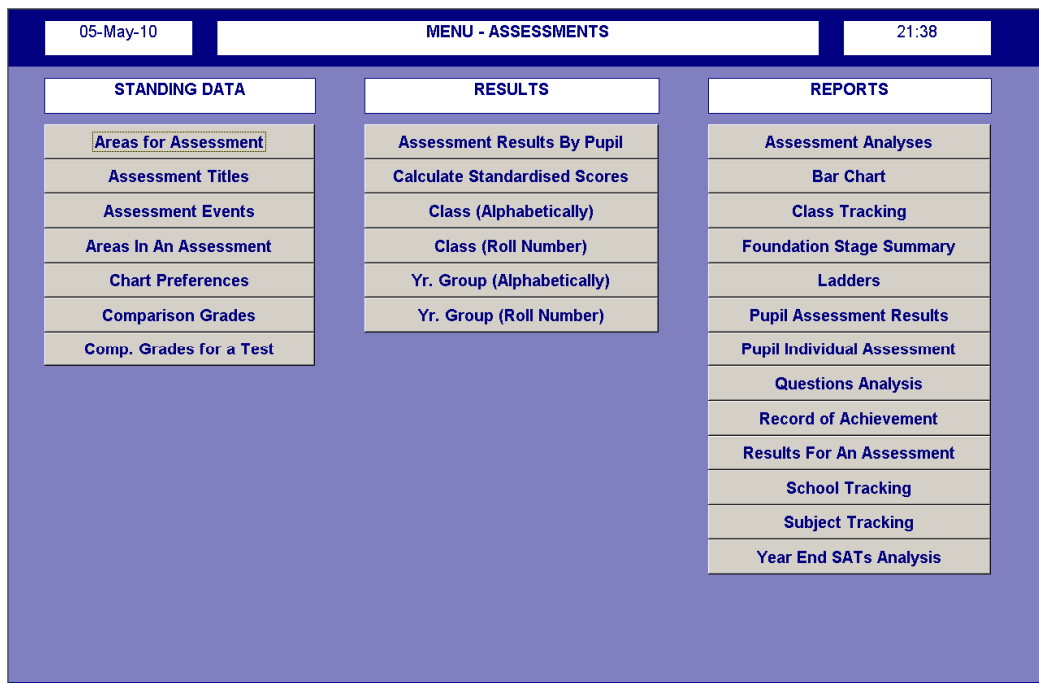
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- The system will now automatically create an **Event** called **'Foundation Stage Profile, Spring/Summer 2011'**. Additionally, the 13 areas that are assessed will added to the event.
- Setup is now complete. Proceed to Stage 4 to enter results.

Stage 2: Creating the Event Manually

- From the **Main Menu**, click **Assessments**.
- Click **General Functions**.
- Click **Assessment Events**.



- Click **New** at the bottom of the screen to move to an empty slot.
- Using the text boxes and drop down boxes, enter the necessary details. When completed, it should look exactly the same as the image below:

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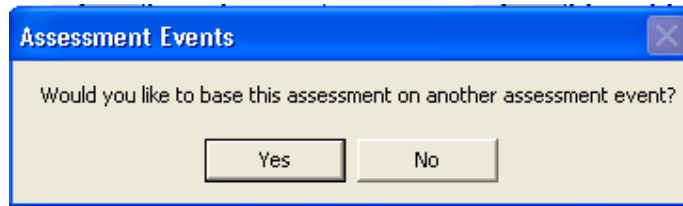
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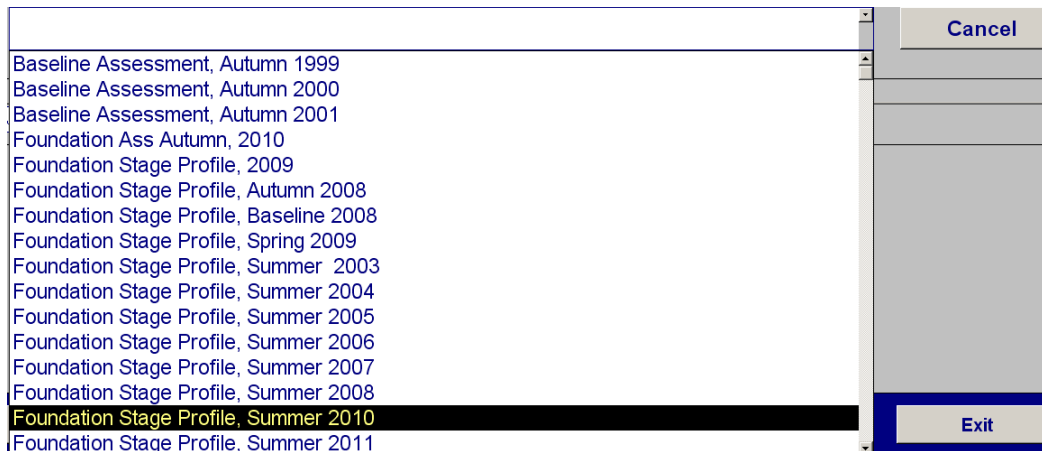
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Assessment Title:	Foundation Stage Profile					
Period or Date:	Summer 2011	Completion Date:	01 July 2011			
Includes:	Age Related Scores:	No	Levels:	No	Raw Scores:	Yes
	Standardised Scores:	No	Points:	No	Current:	Yes
Prediction Grid:						
Age Standardised Grid:						

- Click **Exit**.
- You will be asked if you want to base the event on a previous event.



If you click **Yes** a drop down box will appear, asking you to select a previous assessment event. Select the event for last year's Foundation Stage Profile.



This will allocate the same assessment areas from last year's event to this year's event. If you have any doubt over the areas allocated to last year's events or requirements have changed since last year, then click **Cancel** and **Exit**.

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If you clicked either **No** or **Cancel** in the 2 previous steps, then you will need to assign the assessment areas manually.

Stage 3: Manually Assigning Assessment Areas

The Foundation Stage Profile contains 13 separate assessment areas.

- From the **Main Menu**, click **Assessments**.
- Click **General Functions**.
- Click **Areas in an Assessment**. Select **Foundation Stage Profile, Spring/Summer 2011** from the drop down box, then select the required areas. When complete, your screen should look like the image below:

Assessment Areas included in Foundation Stage Profile - Summer 2011

FP1 - Dispositions and attitudes	Entry Order: 1
FP2 - Social development	Entry Order: 2
FP3 - Emotional development	Entry Order: 3
FC1 - Language for communication and thinking	Entry Order: 4
FC2 - Linking sounds and letters	Entry Order: 5
FC3 - Reading	Entry Order: 6
FC4 - Writing	Entry Order: 7
FM1 - Numbers as labels and for counting	Entry Order: 8
FM2 - Calculating	Entry Order: 9
FM3 - Shape, space and measures	Entry Order: 10
FKY - Knowledge and understanding of the world	Entry Order: 11
FPY - Physical development	Entry Order: 12

The **Entry Order** controls the sequence that the areas appear on screen when entering results. To make the entering of results more efficient it would be beneficial to order the areas to appear on screen in the same sequence that they appear in your paper files.



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To remove unwanted areas, highlight the grey box to the left of the area and press 'Delete' on your keyboard.

- Click **Exit** when ready. **Stage 4 : Entering Results**

There are two methods of entering results:

Method 1 : Entering the raw score for each assessment area by **Class (Alphabetically)** or **(Year Group Alphabetically)**.

Method 2 : Entering whether a child is able to complete the tasks and activities for each assessment area, i.e. **Individual Questions**. This allows for deeper analysis, indicating weaknesses and strengths of each child. However, more results per child must be entered.

Method 1

- From the **Main Menu**, click **Assessments**.
- Click **General Functions**.
- Click either **Class (Alphabetically)** or **Yr. Group (Alphabetically)**. The option that you choose should match the way your results have been reported to you, i.e. By Class in alphabetical order or by Year group in alphabetical order.
- Whichever of the previous options you chose, you will be asked to select the relevant test for which you want to enter results.

Test:	Foundation Stage Profile, Summer 2011
Area:	<input type="text"/> Leave blank to work with all areas in the assessment
Class:	<input type="text"/>

Select '**Foundation Stage Profile, Spring/Summer 2011**' from the drop down list.

If you choose to leave the **Area** blank, then all areas in the Foundation Stage Profile will be presented on screen at the same time, one pupil at a time.

Select the required class from the drop down box and click Yes or No to include former pupils.



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Foundation Stage Profile, Summer 2011

One pupil per screen

Another Pupil		Raw Score
Roll Number: 99/0000044		
FP1 - Dispositions and attitudes		
FP2 - Social development		
FP3 - Emotional development		
FC1 - Language for communication and thinking		
FC2 - Linking sounds and letters		
FC3 - Reading		
FC4 - Writing		
FM1 - Numbers as labels and for counting		
FM2 - Calculating		
FM3 - Shape, space and measures		
FKY - Knowledge and understanding of the world		
FPY - Physical development		
FCE - Creative development		

Enter the result for each area in the right hand column. When ready, click **Next Pupil** to move to the next pupil in the class or **Previous Pupil** to move to the previous pupil in the class. Or **Exit** when all results have been entered.

If you chose to select a specific area, then all pupils in the class will be displayed on screen at the same time.

Foundation Stage Profile, Summer 2011

All pupils displayed at same time

FP1 - Dispositions and attitudes	Raw Score
Child, Another - 99/0000040 (on roll)	
Joined, Just - 99/0000050 (on roll)	
Pupil, Another - 99/0000044 (on roll)	

Enter the results in the right hand column. Click **Exit** when completed.



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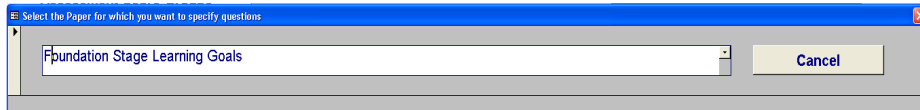
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Method 2

If you have not loaded individual questions for a Foundation Stage Profile then you will need to import the file PASAPPStandingDataTransfer.mdb (See Stage 1). This will load into the system all 117 individual task/activities associated with the Foundation Stage Profile. If you would like to view these tasks or need to make an adjustment to them:

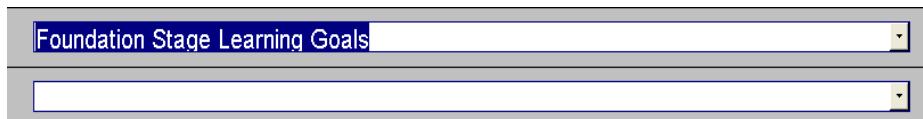
- From the **Main Menu**, click **Assessments**.
- Click **Individual Questions**.
- Click **Questions in a Paper**.
- Select **Foundation Stage Learning Goals** from the dropdown box.



- When ready, click **Exit**.

If you did not import PASAPPStandingDataTransfer.mdb, but chose to load the Foundation Stage Goals by another means, then you will need to link the goals with the assessment Event:

- From the **Main Menu**, click **Assessments**.
- Click **Individual Questions**.
- Click **Papers for an Assessment**.
- Select **Foundation Stage Profile, Spring/Summer 2011** from the drop down box.
- Select **Foundation Stage Learning Goals** from the drop down box.



Once the above has been setup then you are in a position to load the results.

- From the **Main Menu**, click **Assessments**.
- Click **Individual Questions**.
- Click **Manual Input**.
- Select **Foundation Stage Profile, Summer 2011** from the drop down box.

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- Depending on how the results have been reported back to you, select either the Class or Year Group for which you want to enter results.

Select Pupil Class Group Or Whole School : Form

Whole School

Year Group:

Class:

Pupil Group:

First Name:

Last Name:

Pupils On Roll
 All Pupils

- Click **Implement Selection**.
- All pupils in the class/year group will be displayed on screen at the same time. Enter the results for each child in the relevant text box. Enter '1' for 'Yes' the pupil can do the task or '0' for 'No' if the pupil cannot. If the pupil is not assessed in an area, enter an 'N'. If you have chosen another method for assessment, enter 'A'

Clear All Results	Foundation Stage Profile, Summer 2011															
	DA1	DA2	DA3	DA4	DA5	DA6	DA7	DA8	DA9	ED1	ED2	ED3	ED4	ED5	ED6	ED7
Another Child																
Just Joined																
Another Pupil																

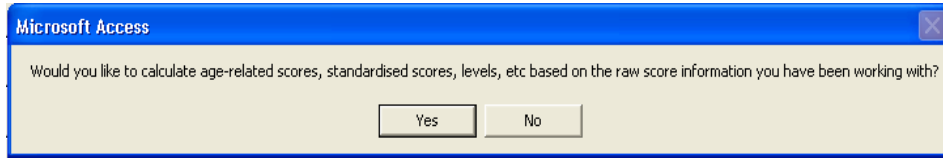
- Please note that each ninth task can only be '1' if all eight preceding tasks have been marked as '1'
- If necessary, use the round radio buttons at the bottom of the screen to jump to another 16 tasks.
- Click **Exit** when all results have been entered. You will be asked to confirm that you wish to update the assessment database with the results on screen. Clicking **No** at this point will cause the system to exit with out making any changes to the assessment database.
- You will be asked to calculate any age related scores, standardised scores or levels from the raw scores you have entered.

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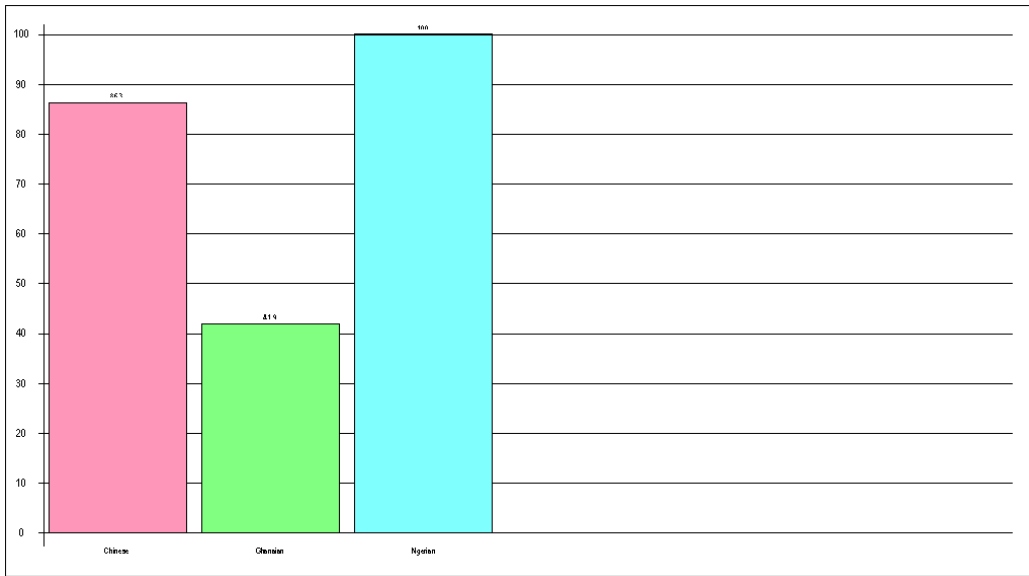
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- Click **Yes**.

Although this method requires more information to be entered per child it does allow for deeper analysis. Below is an example of a graph that can be produced with this assessment module.



The method to create this and similar graphs is outside the scope of these instructions. For more information, or to arrange training, please call Wauton Samuel.



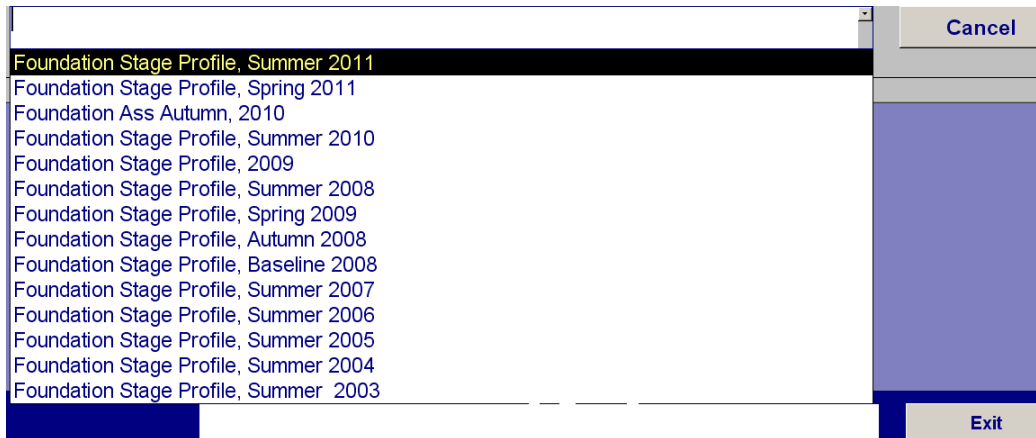
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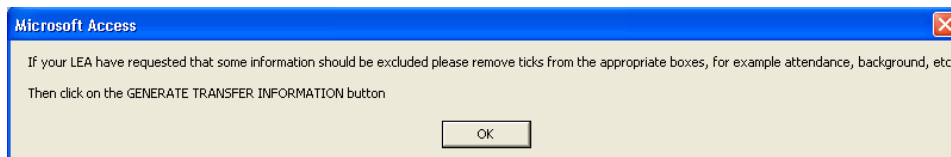


Stage 5: Producing the Foundation Stage Profile Return

- From the Main Menu, click Assessments.
- Click Import and Export.
- Click Foundation Stage Export.
- Select Foundation Stage Profile, Spring/Summer 2011 from the drop down box.



- The system will check and validate all entered results. Any errors that are found will be displayed in a report. These errors must be correct before the system will complete the Return.
- If no errors exist, the system will proceed with generating the Return.



- Click **OK**, to acknowledge the message.
- You will be presented with the following screen:



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Assessments Attendance Background Contacts Previous Schools SEN

WHICH PUPILS? INCLUDE OFF ROLL PUPILS?

Year Group: R: Born in 2005/2006

Class:

Last Name:

First Name:

Left Later Than:

WHOLE SCHOOL

DATA COLLECTION OR TRANSFERS

Pupil Transfer Files Data Collection

ANY SCHOOL WHICH DESTINATION SCHOOL?

School:

WHICH ATTENDANCE PERIOD? Include Sessions?

From: 01-Sep-03 To: 31-Aug-11

FSP: Foundation Stage Profile, Spring 2011

Tests/Tasks Teacher Assessments

Key Stage 1:

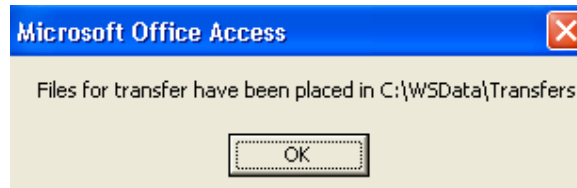
Year 3:

Year 4:

Year 5:

Key Stage 2:

- If you are satisfied that all requirements have been met, click **Generate Transfer Information** at the bottom of the window. This will create the **Common Transfer File (CTF)**.
- Once the CTF file has been created, a message will appear on the screen showing the location of the file. This will usually be in the same location as your main pupil database in a **Transfers** folder.



The CTF file can be identified by its distinctive name.
A typical CTF file name will be :

###_CTF_###LLL_001.XML (the ### marks will be your LEA number, the # marks will be your school's DfES number).
This file needs to be returned to your Local Authority by their preferred method (e.g. e-mail, S2s or hard copy.)



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