

## Key Stage 1 Summer 2011

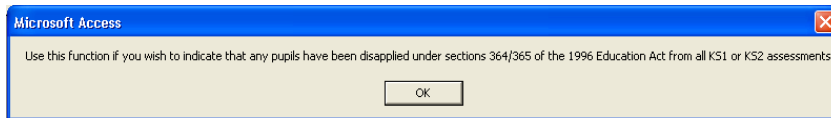
As in recent years, only Teacher Assessments will be collected by your Local Authority. However, Key Stage 1 SATs information can still be recorded. It will be compulsory to record and return P-level information for pupils who are achieving level W – working towards level 1. Previously this had been optional.

These instructions will show you how to record Key Stage 1 results and how to produce the necessary return.

### Stage 1 : Disapplied Pupils

Where National Curriculum requirements do not apply to certain pupils, these children must be indicated as disapplied.

- From the **Main Menu**, click **Assessments**.
- Click **KS1 and KS2**.
- Click **Disapplied Pupils**.



- Click **OK** to acknowledge the message.
- Select the relevant year group from the drop down box.
- Place a tick in the right hand column to indicate the pupil has been disapplied from Key Stage 1 assessments.

On, Anne - A1	Disapplied?	<input type="checkbox"/>
Other, Anne - A1	Disapplied?	<input type="checkbox"/>
Pupil, A - A1	Disapplied?	<input type="checkbox"/>

- Click **Exit** when ready.



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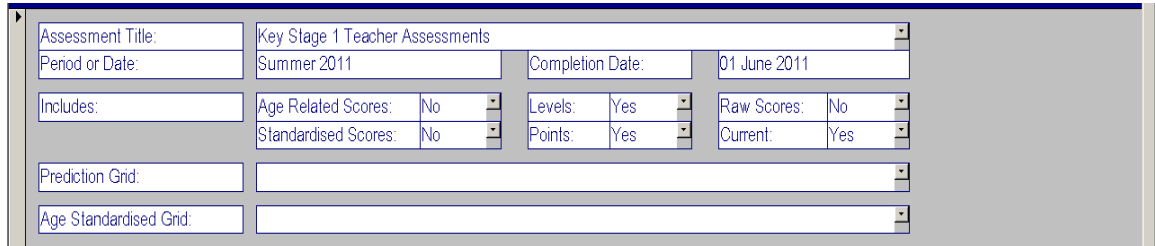
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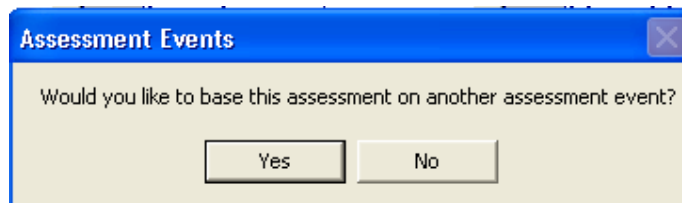
## Stage 2: Setting Up Key Stage 1 Teacher Assessments Summer 2011

- From the **Main Menu**, click **Assessments**.
- Click **General Functions**
- Click **Assessment Events**.
- Click **New** at the bottom of the window to jump to the next available slot.



Assessment Title:	Key Stage 1 Teacher Assessments					
Period or Date:	Summer 2011	Completion Date:	01 June 2011			
Includes:	Age Related Scores:	No	Levels:	Yes	Raw Scores:	No
	Standardised Scores:	No	Points:	Yes	Current:	Yes
Prediction Grd:						
Age Standardised Grd:						

- Fill in the details as shown in the above image.  
 Assessment Title : Select Key Stage 1 Teacher Assessments.  
 Period or Date : Type in Summer 2011.  
 Completion Date : Type in an approximate date in the format dd/mm/yyyy  
 Levels : Select Yes.  
 Points : Select Yes.
- Click **Exit** when ready.
- Upon exiting the Events screen, you will be asked if you would like to base this event on a previous assessment



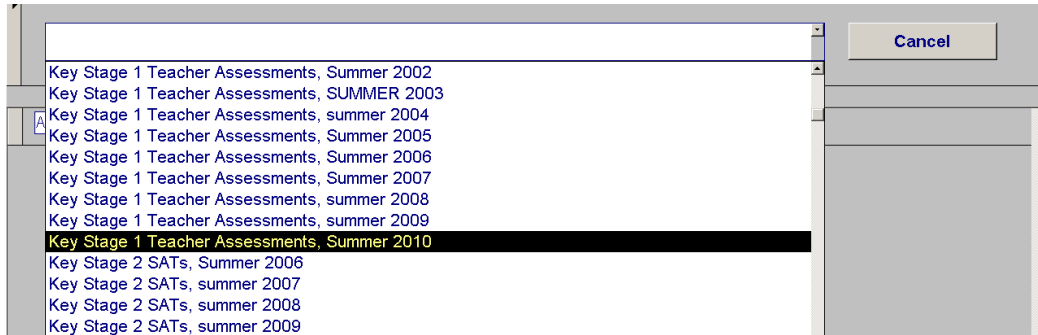
If you click **Yes** a drop down box will appear, asking you to select a previous assessment event. Select the event for last year's Key Stage 1 Teacher Assessment.



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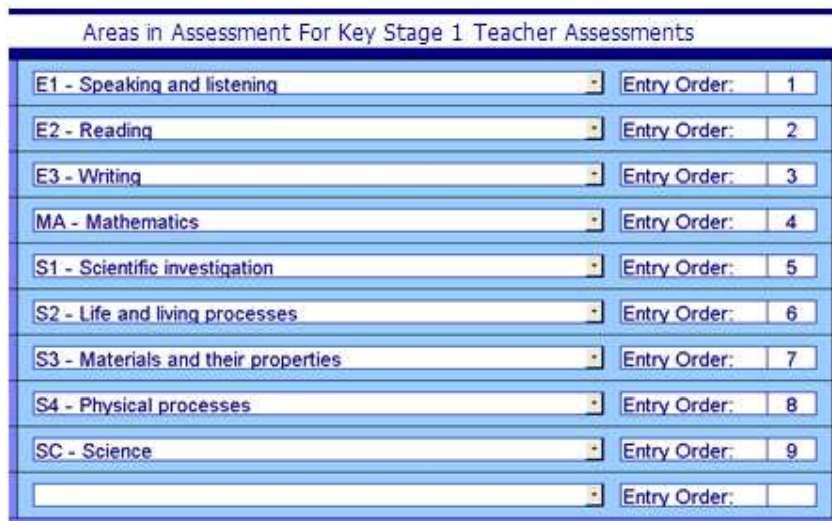


This will allocate the same assessment areas from last year's event to this year's event. Now proceed to **Stage 3**.

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**.

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

- To manually assign areas to the assessment event, from the **Main Menu**, click on **Assessments**.
- Click **General Functions**.
- Click **Areas in an Assessment**. From the drop down boxes, select the required areas. When complete, your screen should look like the image below:



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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.

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 3: Entering Results

- 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.

03-May-10	Assessment Results By class (name order)	07:35
Test:	Key Stage 1 Teacher Assessments, Summer 2010	
Area:		Leave blank to work with all areas in the assessment
Class:	Hookney	

Select **Key Stage 1 Teacher Assessments, Summer 2011** from the drop down list.

If you choose to leave the **Area** blank, then all areas in the teacher assessment 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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03-May-10		Assessment Results By class (name order)		07:37
Key: Stage 1 Teacher Assessments, Summer 2010			Currency on Roll	
Gracey Beck				
Roll Number: 02/0300082		Level		Points Value
E1 - Speaking and listening				
E2 - Reading				
E3 - Writing				
MA - Mathematics				
B1 - Scientific investigation				
B2 - Life and living processes				
B3 - Materials and their properties				
B4 - Physical processes				
SC - Science				

Enter the result for each area in the middle column. The point's value for each area will be automatically entered when you type in the Level. 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.



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

03-May-10		Assessment Results By class (name order)		07:43	
Key Stage 1 Teacher Assessments, Summer 2010					
E1 - Speaking and listening		Level		Points	
Beck, Gracey - 02/0300082 (on roll)					
Belkhit, Harry - 02/0300085 (on roll)					
Byrd, Robyn - 02/0300048 (on roll)					

When entering results, only the following valid levels must be used:

Area	Accepted Levels
<b>E1 – Speaking and Listening</b>	A, D, W, 1, 2, 3 and 4+
<b>E2 – Reading</b>	A, D, W, 1, 2C, 2B, 2A, 3 and 4+
<b>E3 – Writing</b>	A, D, W, 1, 2C, 2B, 2A, 3 and 4+
<b>MA – Mathematics</b>	A, D, W, 1, 2C, 2B, 2A, 3 and 4+
<b>S1 – Scientific Investigation</b>	A, D, W, 1, 2, 3 and 4+
<b>S2 – Life and Living Processes</b>	A, D, W, 1, 2, 3 and 4+
<b>S3 – Materials and their Properties</b>	A, D, W, 1, 2, 3 and 4+
<b>S4 – Physical Processes</b>	A, D, W, 1, 2, 3 and 4+
<b>SC – Science</b>	U, W, 1, 2, 3 and 4+ (Do not enter if you would like system to calculate)

- Click **Exit** when ready.

#### Stage 4: Printing Results for Key Stage 1 Teacher Assessments

- To print off a copy of the results you have just entered, from the **Main Menu**, click on **General Functions**.
- Click on **Results for an Assessment**.
- From the drop down box choose **Key Stage 1 Teacher Assessments, Summer 2011**
- Click **Produce report**.
- Click on either **YES** or **NO** to the message "Do you want to include former pupils."

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03-May-10 Key Stage 1 Teacher Assessments, Summer 2009 - Class: Hepworth Page 1

	KS1		KS2		KS3		KS4		KS5		SC
	L	P	L	P	L	P	L	P	L	P	
Yasmin Akbar	2	15	24	17	20	15	20	15	2	15	2
Amal Khan	2	15	21	17	24	17	22	15	2	15	2
Yasmin Akbar	1	5	1	5	1	5	1	5	1	5	1

A legend at the bottom of the report explains the columns.

- Print the report that appears on the screen.
- If you need to change any of the information which you have entered, go back to step **3** to make the relevant changes.
- If you have entered any Level Ws you will also need to enter P-Scale. Proceed to Stage 10 for instruction on how to load P-Scale results.

## Stage 5: Calculation of Science Level for Key Stage 1 Teacher Assessments

The system can calculate the average science level (SC) from the individual science results.

- From the **Main Menu**, click **Assessments**.
- Click **KS1 and KS2**.
- Click **KS1 TA Subject Levels**.
- Click **OK**.
- Select **Key Stage 1 Teacher Assessments, Summer 2011** from the drop down box

If any errors exist in the data, they will be displayed on screen in a report. These errors must be resolved before proceeding.



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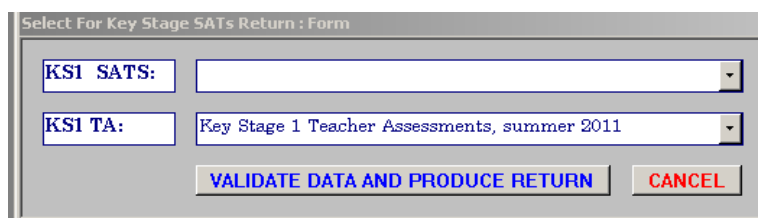
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## Stage 6: Validation of Key Stage 1 Teacher Assessments

**N.B, Before you validate this information you need to have loaded P Scale information if necessary – see Stage 10 for setting up and loading.**

In order to validate the information required for the return:

- From the **Main Menu** click on **Assessments**
- Click on **KS1 and KS2**
- Click on **Validate KS1 Information.**
- Select **Key Stage 1 Teacher Assessments Summer 2011** from the second drop down box (Ignore the first drop down box, you do not need to select Key Stage 1 SATs information).



- Click on **Validate Data and Produce Return.**

If there are any further errors in the information which you have entered they will be displayed on screen in a report. You will need to resolve these errors before you can make the return to the Local Authority.

There are two errors that are most common:

- Incorrect areas that have been selected – check areas and codes in Stage 2.
- Incorrect levels entered for areas please see table in Stage 3.

The system will ask if you would like to include any P-scale data, select **P Scale Assessments 2010/2011** from the drop down box. (if you haven't already set up and entered assessment results for this assessment please see instructions in beginning in Stage 10). If there are no errors in the data which you have entered a message will be displayed to that effect. You will also be asked if you wish to produce the return for the Local Authority.

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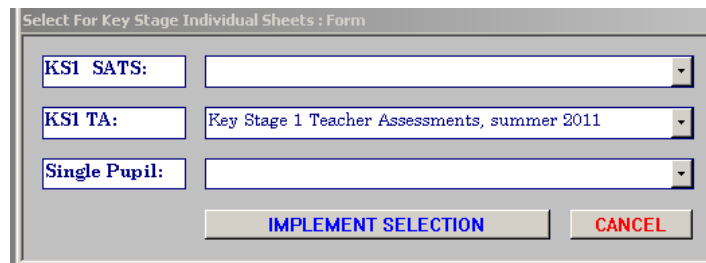
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- Click on **Yes** to produce the return and you will be informed where the file has been placed.
- The system will go on to produce an 'xml' file. You will then be informed of where the file has been placed.

## Stage 7: Printing Individual Sheets With Pupil's Results

PASAPP has been approved by the DfES for the production of the individual sheets which show the results for each pupil. They can be produced in the following way:

- From the **Main Menu** click on **Assessments**
- **Click on KS1 and KS2**
- Click on **KS1 Individual Sheets**.
- Select **Key Stage 1 Teacher Assessments, Summer 2011** from the drop down box. . If you wish to include the SATs you can also select these. If you want to produce the sheet for a single pupil, pick their name from the dropdown box. If you leave this box blank sheets will be produced for all pupils.



- Click on **Implement Selection**.

## Stage 8: Printing Last Year's National Results

PASAPP has been approved by the DfES for the production of the report which shows last year's national results. It can be produced in the following way:

- From the **Main Menu** click on **Assessments**
- **Click KS1 and KS2**
- Click **KS1 National Results 2011**.

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## Stage 9: Printing Report to Summarise the School's Performance

PASAPP has been approved by the DfES for the production of the reports which shows a summary of the school's performance. They can be produced in the following way:

- From the **Main Menu** click **Assessments**.
- Click **KS1 and KS2**
- Click **KS1 Summary Reports**.
- Select the **Key Stage 1 Teacher Assessments Summer 2011**. If you wish to include the SATs you can also select these. NB This facility can also be used to print reports which include more detail than that which is statutorily required.

## Stage 10: Setting Up P-Scale Assessments

In Key Stage 1, 2011, it is compulsory to include P-Scale information for any pupil who has achieved level-W in the teacher assessment.

**N.B. If you have already set up a P Scale Assessment up for 2011, that you used for your Key Stage 2 Teacher Assessments you do not need to set another one up – i.e. use the one assessment for both tests.**

- From the **Main Menu** click **Assessments**.
- Click **General Functions**.
- Click **Assessment Titles**.
- Click **New** at the bottom of the window.
- Enter **P Scale Assessments** in the text box.

P Scale Assessments

- Click **Exit**.
- Click **Areas For Assessment**.
- Click **New** at the bottom of the window. Enter the new P-Scale areas as shown in the following table on the next page (remember you only need to add the areas that you need i.e. only those area where your pupils achieved level W:

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Code	Description	Set Targets?	Current?
P1	P01 - Speaking	Yes or No	Yes
P2	P02 - Listening	Yes or No	Yes
P5	P05 - Science	Yes or No	Yes
P14	P14 - Reading	Yes or No	Yes
P15	P15 - Writing	Yes or No	Yes
P16	P16 - Using and Applying	Yes or No	Yes
P17	P17 - Number and Algebra	Yes or No	Yes
P18	P18 - Shape, Space and Measures	Yes or No	Yes
P19	P19 - Speaking and Listening	Yes or No	Yes
P20	P20 - English	Yes or No	Yes
P21	P21 - Mathematics	Yes or No	Yes

- Click Exit when ready.
- From the **Main Menu**, Click **Assessments**.
- Click **General Functions**.
- Click **Assessment Events**.
- Click **New** at the bottom of the window.

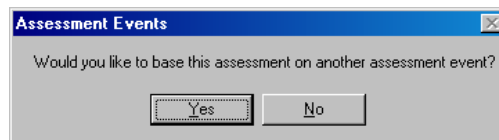
Assessment Title : Select P Scale Assessments.

Period or Date : Type in 2010/2011.

Completion Date : Type in an approximate date in the format dd/mm/yyyy

Levels : Select Yes.

Upon exiting the Events screen, get the following message, click **No**.



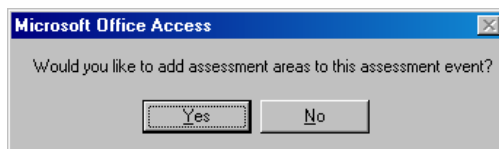
You will then get the following message click **Yes**

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Select the required areas from the drop down boxes. Remember that you only need to select the areas that pupils have achieved level W in, so you may only have one or two areas in the P Scale Assessments.

## Stage 11: Entering P-Scale Assessment Results

To load P Scale Assessment Information, refer to Stage 3. Replace Key Stage 1 Teacher Assessment Summer 2011 with P Scale Assessments 2010/2011.

The following table contains the valid levels for each area:

Area	Levels
P20 – English and P21 - Mathematics	P1i, P1ii, P2i, P2ii, P3i, P3ii, blank or EAL
P05 - Science	P1i, P1ii, P2i, P2ii, P3i, P3ii, P4, P5, P6, P7, P8, blank or EAL
All other P areas	P4, P5, P6, P7, P8, blank or EAL

Once these results have been entered, return to Stage 6 (on page 7) to complete the Key Stage 1 process.

The remainder of these instructions is optional and is not required for the production of your return to the Local Authority.

## Stage 12: Key Stage 1 SATs

To enter results for Key Stage 1 SATs, repeat Stages 2 and 3. Replace Key Stage 1 Teacher Assessments with **Key Stage 1 SATs**. However, there are a few minor differences:

- Assessment Event – Select Levels and Raw Score under the includes section
- Areas in an Assessment – Select E2 – Reading, E2c – Reading Comprehension, MA - Mathematics



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