

Instructions for setting up and inputting Key Stage 3 SATs results and Key Stage 3 Teacher Assessments

Key Stage 3 SATs

1. From the Main Menu click on **Assessments - Assessment Events** - click on **New** - from the drop down box choose **Key Stage 3 SATs** - in period or date type in **Summer 2011** – then type in completion date i.e. 01/06/2011 – put **YES** in 'Levels' – 'Raw Scores' and 'Standardised Scores' - click on EXIT.
2. Now click on the button **Areas in an Assessment** from the drop down box choose **Key Stage 3 SATs, Summer 2011** - now click on the drop down box and choose the following areas:-

	Enter the figures from the Results Mark sheet from the following columns	
	Level	Raw Score
M6 – Mental Maths	Blank	Column 10
M7 – Written Maths	Blank	Columns 11 and 12 (<i>added together</i>)
MA – Mathematics	Column 20	Column 16
SC – Science	Column 20	Column 16
click on EXIT.		

Input Results for Key Stage 3 SATs

3. Depending on how you would like to input the results either click on the button **Class (Alphabetically)** or **Yr. Group (Alphabetically)** - from the drop down box choose **Key Stage 3 SATs, Summer 2011** – leave the area blank and in the Year Group either type in '9' or click on the drop down box and choose **9: born in 1996/1997** - click on either YES or NO to the message "do you want to include former pupils". The pupils will now appear in alphabetical order. Input the assessment results in the relevant boxes. Once you have reached the last pupil you will get a message 'there are no more pupils in the class/year group which you have selected' - click on OK.



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Business Ambassador
for the London
Borough of Lewisham

St Agnes House Cresswell Park
Blackheath Village London SE3 9RD
020 8318 1700 info@wautonsamuel.co.uk
www.wautonsamuel.co.uk

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N.B. if you are entering this information – historically (remember to choose the correct year group that will have taken this Assessment).

Print Results for Key Stage 3 SATs

4. To print off a copy of the results you have just input: Click on **Results for an Assessment** - from the drop down box choose **Key Stage 3 SATs, Summer 2011** – click on either YES or NO to the message “do you want to include former pupils” - print the report that appears on the screen.
5. If you need to change any of the information which you have entered, go back to step **3** to make the relevant changes.

Key Stage 3 Teacher Assessments

6. From the Main Menu click on **Assessments - Assessment Events** - click on **New** - from the drop down box choose **Key Stage 3 Teacher Assessments** - in period or date type in **Summer 2011** – then type in completion date i.e. 01/06/2011 – put **YES** in 'Levels' - click on EXIT.
7. Now click on the button **Areas in an Assessment** from the drop down box choose **Key Stage 3 Teacher Assessments, Summer 2011** - now click on the drop down box and choose the following areas:-

EN – English
DT – Design Technology
GEO – Geography
HIS – History
IT – Information Technology
MA – Mathematics
MFL – Modern Foreign Language
PE – Physical Education
SC – Science - click on EXIT.

8. Repeat steps **3, 4** and **5** but instead of choosing Key Stage 3 SATs – choose **Key Stage 3 Teacher Assessments**.



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