

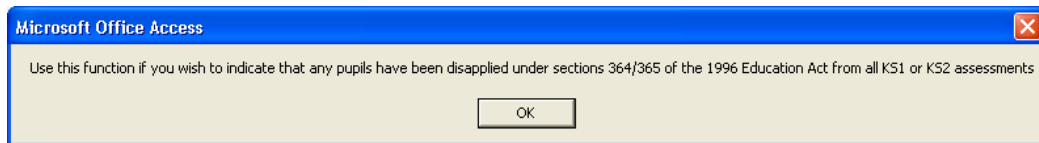
Key Stage 2 Summer 2011

These instructions will show you how to record Key Stage 2 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.

Ahnert, Tyler - Y6 - Green	Disapplied?	<input type="checkbox"/>
Chambers, George - Y6 - Green	Disapplied?	<input type="checkbox"/>
Cook, Gbenga - Y6 - Green	Disapplied?	<input type="checkbox"/>

- Click **Exit** when ready.

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

Wauton Samuel and Company Limited
Registered in England, Registered Number 3562945
Registered Office: Lynwood House Crofton Road Orpington Kent BR6 8QE



Lewisham Business Awards 2010
Runner Up



INVESTOR IN PEOPLE



Business Ambassador
for the London
Borough of Lewisham

Stage 2: Setting Up Key Stage 2 SATs Summer 2011

- From the **Main Menu**, click **Assessments**.
- Click **General Functions**
- Click **Assessment Events**.
- Click **New** at the bottom left hand side of the screen.

23-Feb-11		ASSESSMENT EVENTS		11:30	
Assessment Title:	Key Stage 2 SATs				
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 Grid:					
Age Standardised Grid:					

- Fill in the details as shown in the above image.

Assessment Title : Select Key Stage 2 SATs

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.

Raw Scores : Select Yes.

Standardised Scores : Select Yes – Standardised Score are Optional

- 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.

Assessment Events ✕

Would you like to base this assessment on another assessment 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 Key 2 SATs.

This will allocate the same assessment areas from last year's event to this year's event. Now proceed to **Stage 4**.

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



Wauton Samuel and Company Limited
 Registered in England, Registered Number 3562945
 Registered Office: Lynwood House Crofton Road Orpington Kent BR6 8QE



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 on below:

E2 - Reading	Entry Order:	1
E3 - Writing	Entry Order:	2
EN - English	Entry Order:	3
M6 -Mental Maths	Entry Order:	4
M7 - Written Maths	Entry Order:	5
MA - Mathematics	Entry Order:	6
SC - Science	Entry Order:	7

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.



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

Wauton Samuel and Company Limited
 Registered in England, Registered Number 3562945
 Registered Office: Lynwood House Crofton Road Orpington Kent BR6 8QE



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.

Select **Key Stage 2 SATs, 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.

23-Feb-11	Assessment Results By class (name order)	11:41
Test:	Key Stage 2 SATs, Summer 2011	
Area:	Leave blank to work with all areas in the assessment	
Class:		

Enter the result into the correct column (use the table below to help). 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.

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



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

Wauton Samuel and Company Limited
 Registered in England, Registered Number 3562945
 Registered Office: Lynwood House Crofton Road Orpington Kent BR6 8QE

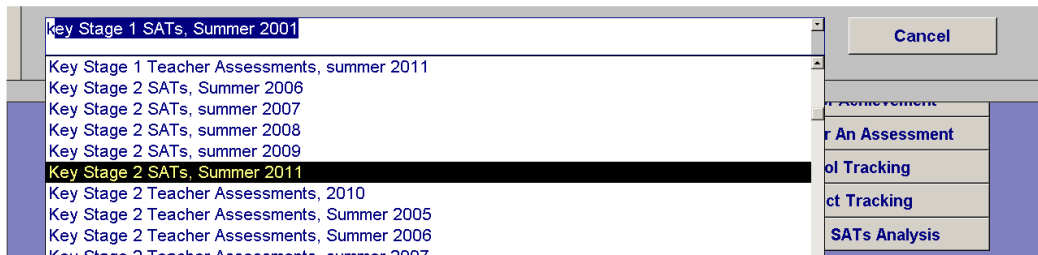


23-Feb-11		Assessment Results By class (name order)		12:24	
Key Stage 2 SATs, Summer 2011					
E3 - Writing		Level		Points	
Johnson, Lee - 03/0400080 (on roll)					
Jones, Jackie - 03/0400081 (on roll)					
Jones, John - 03/0400271 (on roll)					

- Click **Exit** when ready.

Stage 4: Printing Results for Key Stage 2 SATs

- 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 2 SATs, Summer 2011**



- Click **Produce report**.
- Click on either **YES** or **NO** to the message "Do you want to include former pupils."

Key Stage 2 SATs, Summer 2009 Year 6

	E2				E3				E3				M5				M7				M8				M9			
	L	P	R	S	L	P	R	S	L	P	R	S	L	P	R	S	L	P	R	S	L	P	R	S	L	P	R	S
Anne On	4	27	2	100	3	21	2	90	2	15	20	80	2	15	1	1	2	15	1	1	3	21	1	1	2	15	1	1
Anne Other	2	15	2	100	2	2	2	100	2	15	1	90	2	15	3	90	1	9	3	50	1	9	3	20	1	9	20	1
A Pupils	4	27	3	9	4	27	3	9	4	27	3	9	1	9	3	2	3	21	1	2	3	21	1	2	6	33	3	2
Class Avg - based on numeric values only	3.3	23.0	2.3	69.7	3.0	16.7	2.3	66.3	2.7	19.0	0.0	59.7	1.7	13.0	2.3	31.0	2.0	15.0	1.7	17.7	2.5	17.0	1.7	17	2.7	19.0	0.0	1.3
Report Avg - based on numeric values only	3.3	23.0	2.3	69.7	3.0	16.7	2.3	66.3	2.7	19.0	0.0	59.7	1.7	13.0	2.3	31.0	2.0	15.0	1.7	17.7	2.5	17.0	1.7	17	2.7	19.0	0.0	1.3

- A legend at the bottom of the report explains the columns.
- Print the report that appears on the screen.

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



Wauton Samuel and Company Limited
 Registered in England, Registered Number 3562945
 Registered Office: Lynwood House Crofton Road Orpington Kent BR6 8QE

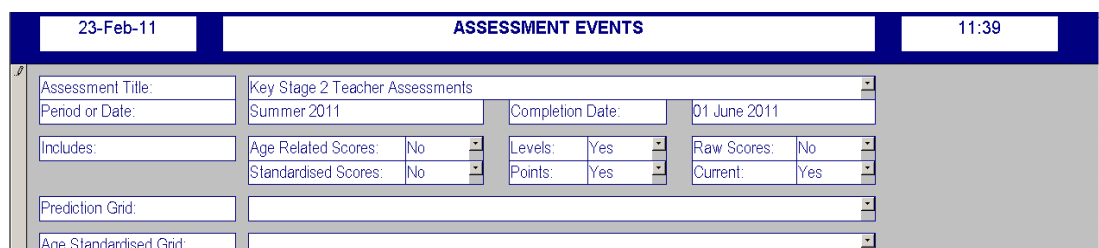


- If you need to change any of the information which you have entered, go back to step **3** to make the relevant changes.
- If you have entered any Level Ws you will also need to enter P-Scale. Proceed to Stage 11 for instruction on how to load P-Scale results.

Stage 5: Key Stage 2 Teacher Assessments

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

- Assessment Event



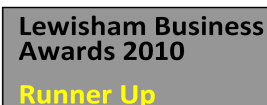
- Areas in an Assessment - When entering results, you can either load the individual subject areas and the system will calculate the overall level for EN, MA and SC. Or you can just load the overall totals for EN, MA and SC.
- Select the required areas from the drop down boxes.

E1 – Speaking and Listening
 E2 – Reading
 E3 – Writing
 EN – English
 M1 – Using and Applying Mathematics
 M2 – Number and Algebra
 M3 – Shape, Space and Measure
 M4 – Handling Data
 MA – Mathematics
 S1 – Scientific Investigation
 S2 – Life and Living Processes
 S3 – Materials and their Properties

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



Wauton Samuel and Company Limited
 Registered in England, Registered Number 3562945
 Registered Office: Lynwood House Crofton Road Orpington Kent BR6 8QE



Wauton Samuel

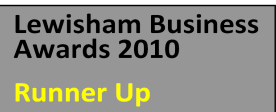
Expert IT Solutions

S4 – Physical Processes
SC – Science

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



Wauton Samuel and Company Limited
Registered in England, Registered Number 3562945
Registered Office: Lynwood House Crofton Road Orpington Kent BR6 8QE



Stage 6: Calculation of total Levels for Key Stage 2 Teacher Assessments

The system can calculate the average level for EN, MA and SC from the individual results – this only needs to be done if you have entered each area not overall totals

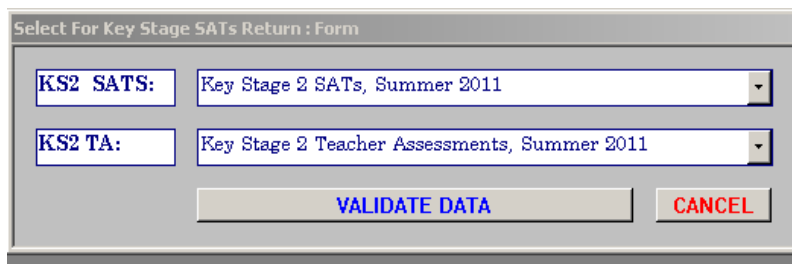
- From the **Main Menu**, click **Assessments**.
- Click **KS1 and KS2**.
- Click **KS2 TA Subject Levels**.
- Click **OK**.
- Select **Key Stage 2 Teacher Assessments, Summer 2011** from the drop down box.
- If any errors exist in the data, they will be displayed on screen in a report. These errors must be resolved before proceeding.

Stage 7: Validation of Key Stage 2 SATs & Teacher Assessments and Producing the Return

N.B, Before you validate this information you need to have loaded P Scale information if necessary – see Stage 11 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 KS2 Information**.
- Select **Key Stage 2 SATs, Summer 2011** from the first drop down box and **Key Stage 2 Teacher Assessments, Summer 2011** from the second drop down.



- Click on **Validate Data**.

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

Wauton Samuel and Company Limited
Registered in England, Registered Number 3562945
Registered Office: Lynwood House Crofton Road Orpington Kent BR6 8QE



Lewisham Business Awards 2010

Runner Up



INVESTOR IN PEOPLE



Business Ambassador
for the London
Borough of Lewisham

There are some common errors shown on the following page. If there are any 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.

Errors Reports

07-Mar-08	KS2 SATs Data Validation Errors	Page 1 of 3
Tyler Ahnert	E3TEST is 4B - it should be 'A', 'D', 'B', 'F', 'N', 'T', '2', '3', '4', '5', '6', 'L' or 'M'	
George Chambers	E2TEST is 4B - it should be 'A', 'D', 'B', 'F', 'N', 'T', '2', '3', '4', '5', '6', 'L' or 'M'	
George Chambers	E3TEST is 4B - it should be 'A', 'D', 'B', 'F', 'N', 'T', '2', '3', '4', '5', '6', 'L' or 'M'	

The above errors '**E3 TEST is 4B it should be**' And '**E2 TEST is 4B it should be**' Means that the result entered in the level box for E3 – Writing has been sub levelled i.e. a B after the 4 and it shouldn't, the validation only allows the levels listed. This is also the same for E2 – Reading.

The first error below shows that Harry Hans '**E2TEST is – it should be...**' and E3, EN MA and SC this is means that Harry's results are blank his entry has been missed out so needs to be input.

The error for Eric Humphrey '**SCTEST is P7 it should be...**' This means that in Science Eric has been given a P level meaning that he is working below the level 2 so he needs to have an 'L' entered in his SAT test and the correct P level entered in the P Scale assessments – details of these levels and how to set up the assessment are on page



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

Wauton Samuel and Company Limited
 Registered in England, Registered Number 3562945
 Registered Office: Lynwood House Crofton Road Orpington Kent BR6 8QE

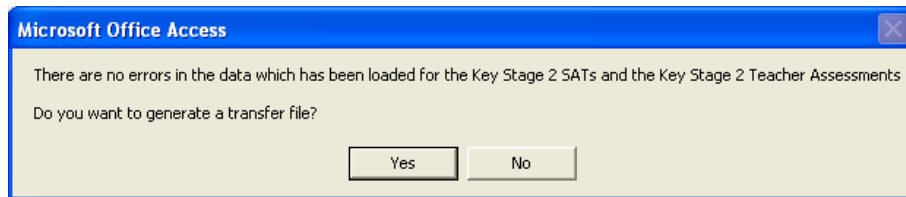


07-Mar-08	KS2 SATs Data Validation Errors	Page 1 of 1
Harry Hans	E2TEST is - it should be 'A', 'D', 'B', 'F', 'N', 'T', '2', '3', '4', '5', '6', 'L' or 'M'	
Harry Hans	E3TEST is - it should be 'A', 'D', 'B', 'F', 'N', 'T', '2', '3', '4', '5', '6', 'L' or 'M'	
Harry Hans	ENTEST is - it should be 'A', 'D', 'B', 'F', 'N', 'T', '2', '3', '4', '5', '6', 'L' or 'M'	
Harry Hans	MATEST is - it should be 'A', 'D', 'B', 'F', 'N', 'T', '2', '3', '4', '5', '6', 'L' or 'M'	
Harry Hans	SCTEST is - it should be 'A', 'D', 'B', 'F', 'N', 'T', '2', '3', '4', '5', '6', 'L' or 'M'	
Eric Humphrey	SCTEST is P7 - it should be 'A', 'D', 'B', 'F', 'N', 'T', '2', '3', '4', '5', '6', 'L' or 'M'	

If there are no errors in the data which you have entered a message will be displayed to that effect. 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 11).

You will also be asked if you wish to produce the return for the Local Authority.



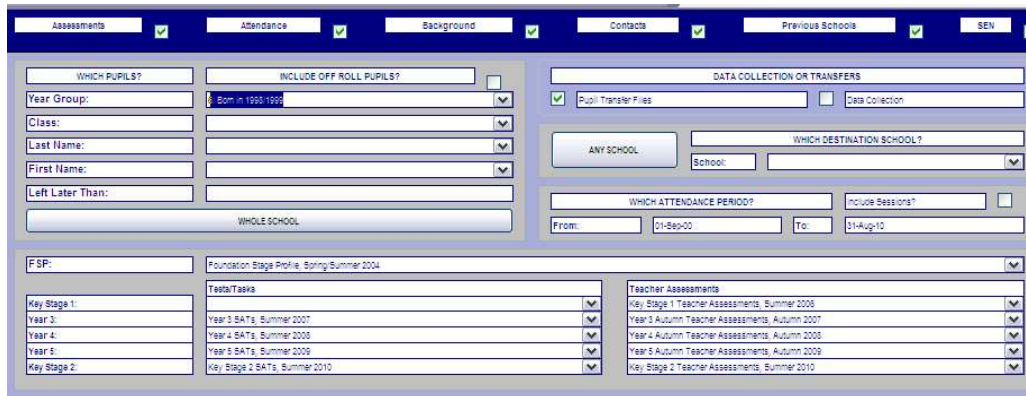
- Click on **Yes** to produce the return.



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

Wauton Samuel and Company Limited
 Registered in England, Registered Number 3562945
 Registered Office: Lynwood House Crofton Road Orpington Kent BR6 8QE





The screenshot shows a software interface with several sections:

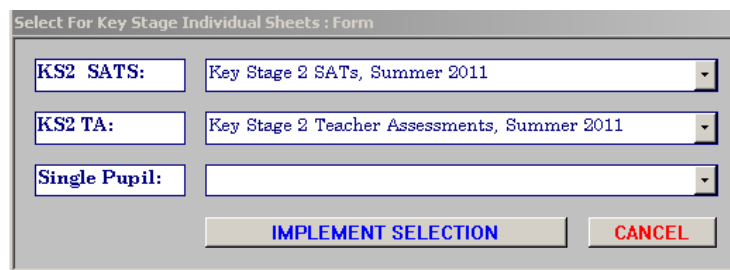
- Assessments, Attendance, Background, Contacts, Previous Schools, SEN:** Each has a checked checkbox.
- WHICH PUPILS?:** Includes fields for Year Group, Class, Last Name, First Name, and Left Later Than.
- INCLUDE OFF ROLL PUPILS?:** A checkbox.
- DATA COLLECTION OR TRANSFERS:** Includes checkboxes for Pupil Transfer Files and Data Collection.
- WHICH DESTINATION SCHOOL?:** Includes a dropdown for ANY SCHOOL and a text field for School.
- WHICH ATTENDANCE PERIOD?:** Includes From and To date pickers.
- FSP:** A dropdown menu.
- Tests/Tasks:** A list of dropdown menus for Key Stage 1, Year 3, Year 4, Year 5, and Key Stage 2.
- Teacher Assessments:** A list of dropdown menus for Key Stage 1, Year 3, Year 4, Year 5, and Key Stage 2.

- Click Generate Transfer Information.
- The system will go on to produce an 'xml' file. You will then be informed of where the file has been placed.

Stage 8: 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 **KS2 Individual Sheets**.
- Select **Key Stage 2 SATs, Summer 2011** from the drop down box. . If you wish to include the Teacher Assessments 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.



The dialog box contains the following fields:

- KS2 SATS:** Key Stage 2 SATs, Summer 2011
- KS2 TA:** Key Stage 2 Teacher Assessments, Summer 2011
- Single Pupil:** (Empty dropdown)

Buttons: IMPLEMENT SELECTION, CANCEL

- Click on **Implement Selection**.

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



Wauton Samuel and Company Limited
 Registered in England, Registered Number 3562945
 Registered Office: Lynwood House Crofton Road Orpington Kent BR6 8QU



Stage 9: Printing Last Year's National Results

PASAPP has been approved by the DCFS 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 **KS2 National Results 2010**.

Stage 10: 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 **KS2 Summary Reports**.
- Select the **Key Stage 2 SATs, Summer 2011 and Key Stage 2 Teacher Assessments, Summer 2011**. NB This facility can also be used to print reports which include more detail than that which is statutorily required.

Stage 11: Setting Up P-Scale Assessments

In Key Stage 2 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 1 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.
- Click **Exit**.
- Click **Areas For Assessment**.

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

Wauton Samuel and Company Limited
Registered in England, Registered Number 3562945
Registered Office: Lynwood House Crofton Road Orpington Kent BR6 8QE



Lewisham Business Awards 2010

Runner Up



INVESTOR IN PEOPLE



Business Ambassador
for the London
Borough of Lewisham

- 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:

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
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 left hand side of the screen.

Assessment Title : Select P Scale Assessments.

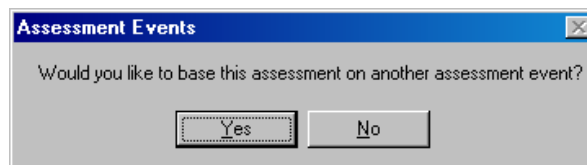
Period or Date : Type in 2010/2011.

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

Levels : Select Yes.

- Click **Exit** when Ready.

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



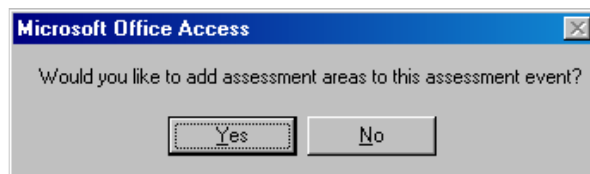
You will then get the following message click **Yes**

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



Wauton Samuel and Company Limited
 Registered in England, Registered Number 3562945
 Registered Office: Lynwood House Crofton Road Orpington Kent BR6 8QJ





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 12 : Entering P-Scale Assessment Results

To load P Scale Assessment Information, refer to Stage 3. Replace Key Stage 2 SATs, Summer 2010 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 7 (on page 8) to complete the Key Stage 2 process.