

## **Producing the Key Stage 2 Teacher Assessment file for the QCA / NAA**

This process can be done when the input for your school Key Stage 2 Teacher Assessments has been completed. Full instructions on how to do this are available on our website.

1. From the Main Menu click on Assessments - KS1 and KS2 - File for QCA. A message box will appear letting you know that this function will calculate the subject levels for the Teacher Assessments and if the data is valid will also allow you to create a file to send to the QCA/NAA, click on OK. Select Key Stage 2 Teacher Assessments 2011 from the drop down box. The information on this screen will be automatically filled in for you.
2. Click on GENERATE TRANSFER INFORMATION. A message box will appear letting you know that the transfer files have been generated and place on your main machine, take a note of the path e.g. C:\wsdata\transfers or <\\server\c\wsdata\transfers>.
3. Close the system and sign on to the internet, in the address bar type in <https://ncatools.qcda.gov.uk/Home.aspx> enter your user name and password into the correct boxes and click submit to upload your data.
4. The Select Files and Folder name box should now be filled in with something like [\\server\c\wsdata\transfers\#####\\_CFT\\_NAALLL\\_001.xml](\\server\c\wsdata\transfers\#####_CFT_NAALLL_001.xml). Click on Upload Assessment File this will transfer the file on to the web site you will shown a message when the file has been uploaded successfully and the process will be complete.



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