**SIMS .net Assessment**

**Key Stage Wizard 2024**

**Key Stage 1**

**Version 4.0**

**REVISION HISTORY**

|  |  |  |
| --- | --- | --- |
| **Version** | **Change Description** | **Date** |
| 1.0 | Updated to 7.186 | 05/05/2019 |
| 2.0 | Updated to 7.204 | 07/05/2022 |
| 3.0 | Updated 7.210 | April 2023 |
| 4.0 | Updated to 7.216 | April 2024 |

**Update from the DFE for 2024- PLEASE READ**

-Following the [2017 consultation on primary assessment](https://www.gov.uk/government/consultations/primary-assessment-in-england), we [announced in July 2022](https://mailchi.mp/education.gov.uk/primary-assessments-in-the-2022-2023-academic-year?e=%5bUNIQID%5d) that end of KS1 assessments will no longer be statutory from the academic year 2023 to 2024 onwards. This took effect from 1 September 2023.

The following KS1 assessments are now optional:

* teacher assessment judgements in English reading, English writing, mathematics and science
* tests in English reading and mathematics (the English grammar, punctuation and spelling test will also remain optional)
* where relevant, using the pre-key stage standards or engagement model

There is no legal requirement for schools or local authorities to report KS1 teacher assessment data back to us and we will not ask them to do so. There is also no requirement to report results from end of KS1 assessments to parents. As with other years in which there are no statutory assessments, there will still be a requirement for headteachers to provide an annual report to parents or carers about a pupil’s general progress in year 2.

This means no CTF for KS1 is required to be sent to your LA or the DFE. For further information please visit- https://www.gov.uk/government/collections/national-curriculum-assessments-key-stage-1-tests

*From <*[*https://www.gov.uk/government/collections/national-curriculum-assessments-key-stage-1-tests*](https://www.gov.uk/government/collections/national-curriculum-assessments-key-stage-1-tests)*>*

**Introduction**

If your school would still like to complete the KS1 assessments and send reports to parents then please see the following guide.

This book covers the process from beginning to end for the Key Stage 1 Key Stage including importing the wizard, entering results and printing the reports.

By the end of this book, you should have completed the following:

|  |  |  |
| --- | --- | --- |
| **To do** | ***Page*** | **Completed** |
| Importing the Wizard Marksheets | **4-6** |  |
| Entering your results | **7-13** |  |
| Create Reports | **13-16** |  |

**Step 1 – Check SIMS .net Version**

In order to use the 2024 Wizards, you must be using the Spring 2024 Main Release version of SIMS .net or later. To check:

1. Go to **Help | About SIMS .net**
2. Check that the version of SIMS .net is 7.216 or higher.

**Step 2 – Identify the KS1 Pupils**

1. If all pupils being assessed are in Year 2 **continue to Step 3**.
2. If pupils outside of the year are being included in the Key Stage 1 assessment, or some of the Year 2 pupils are not being assessed – please refer to the notes for Creating a User Defined Group by clicking on the link below.

[**http://faq.scomis.org/kb15030/**](http://faq.scomis.org/kb15030/)

**Step 3 - Import the Wizard for Key Stage 1 for 2024**

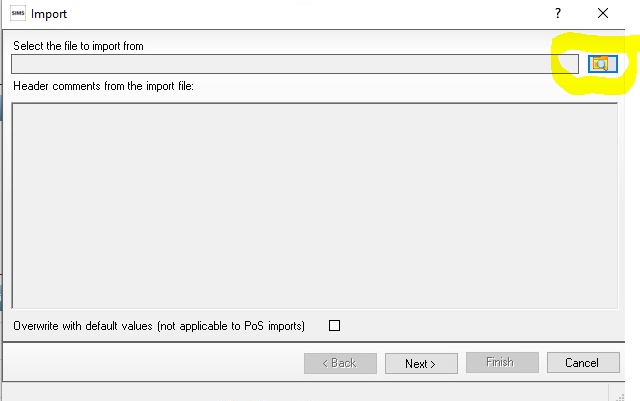
1. Select **Routines | Data In | Assessment | Import**. If you see a screen similar to the one below, click **Yes**.

Image1.tif

1. Once the update has completed, **Close** the activity log.

If you **DON’T** see the box above then you will need to browse to the folder locations-

1. Select the file to import by clicking the **Browser** button.



You will then need to go to the following file location -

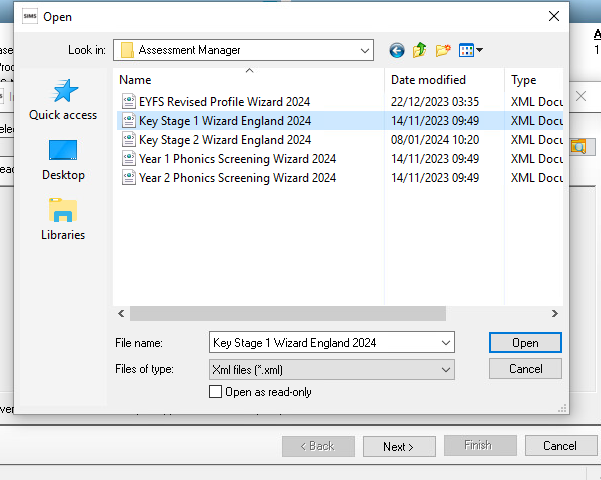
* **Hosted Schools:**

F:\Public\AMPA\ England Primary (and Middle Deemed Primary)\Assessment Manager

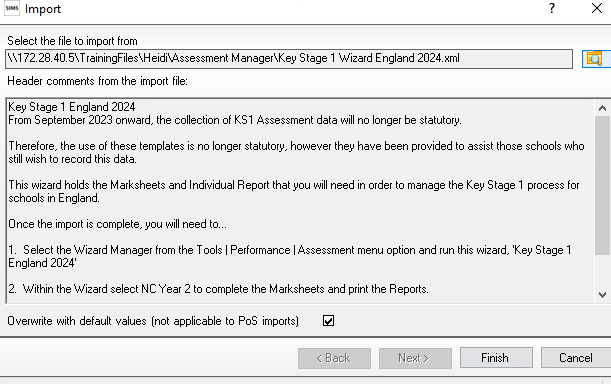
* **Non-Hosted Schools:**

C:\Program Files\SIMS\SIMS.net\AMPA \England Primary (and Middle Deemed Primary)\Assessment Manager

3. Select the **Key Stage 1 Wizard England 2024 and click on Open**

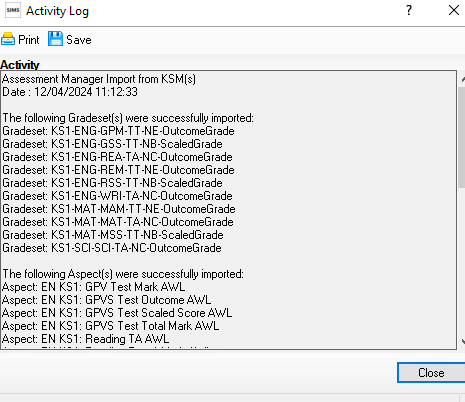


It will then show the **below**



4. The Overwrite with default values check box should be ticked then select **Finish.** Click the **Yes** button when asked ‘**Do you want to proceed?**’

1. An Activity Log shows what has been imported.

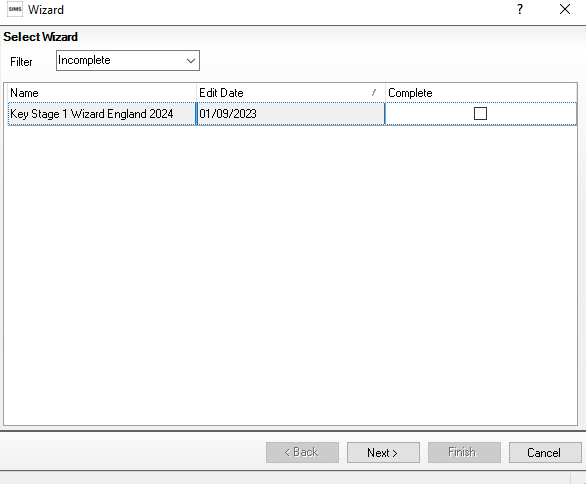


You can then click **Close**

**Step 4 - Enter Results**

Now you have imported your marksheet it is time to enter your results.

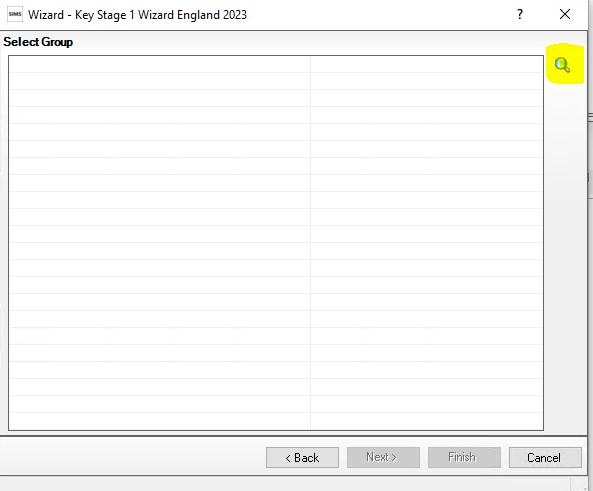
1. Go to **Tools | Performance | Assessment | Wizard Manager**.



If other wizards have been imported in the past they will also appear in the list.

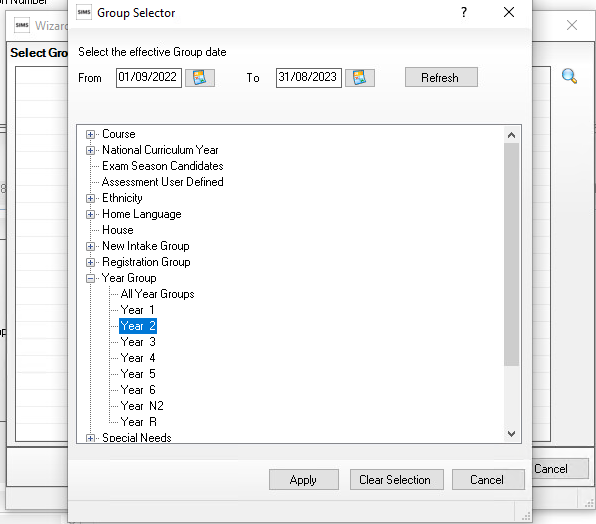
Leave the filter on **Incomplete** and find the wizard which is going to be worked on – in this case **Key Stage 1 Wizard England 2024**.

1. Click the **Next** button.
2. From the **Select Group** screen, click the **Browser** button (magnifying glass) to display the **Selector** dialog.



1. Click the **+** icon next to **Year Group** and select **Year 2**

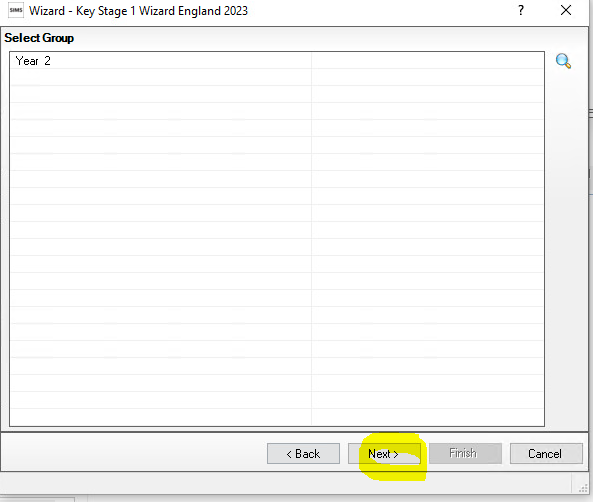
**OR** the **+** button next to **User Defined Groups** to select the user defined group, if you created one earlier, then click the **Apply** button. This places this group on the **Select Group** screen.



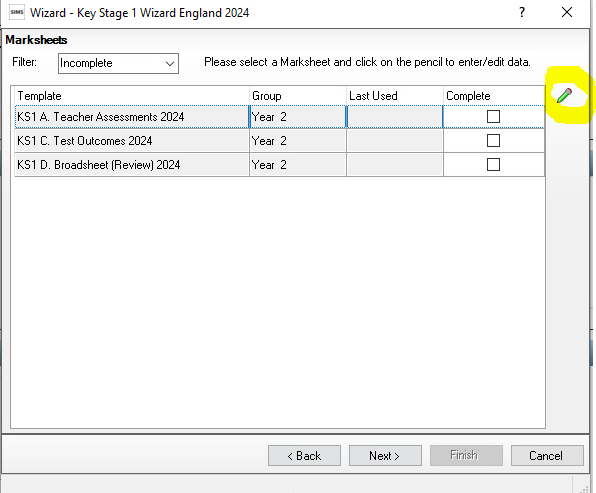
Click the **+** icon next to **Year Group** and select **Year 2** then click the **Apply** button.

**Or** the **+** button next to **User Defined Groups** to select the user defined group, if you created one earlier, if applicable. Then click the **Apply** button. This places this group on the **Select Group** screen.

5.Once your Year 2 group is showing Click the **Next** button.



6. The following screen appears listing the marksheets available



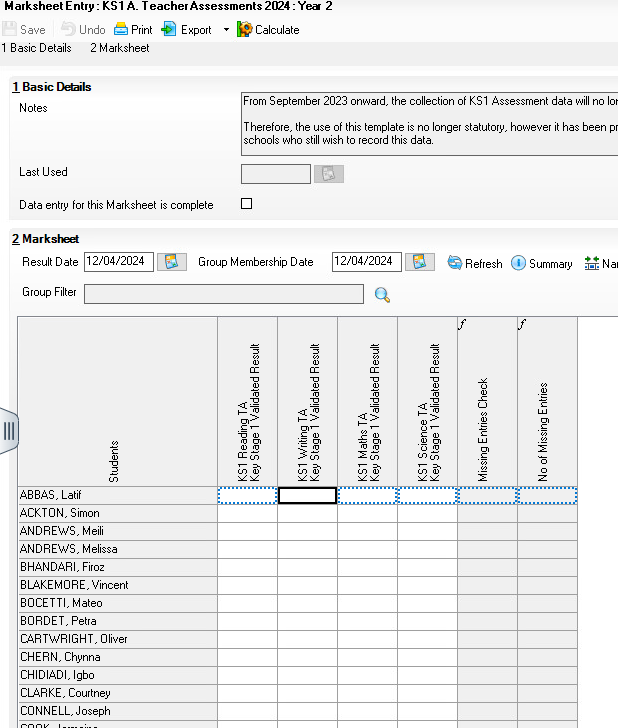
Highlight **KS1 A teacher Assessment 2024.**

**Click on the pencil icon** to open the marksheet.

There are **3 marksheets** to choose from:

**KS1 A. Teacher Assessments 2024**

This marksheet can be used to store the outcome for the KS1 Reading, Writing, Mathematics and Science Performance Descriptor of the new curriculum (Assessment without Levels) from 2022 onwards.



Enter the result for English Reading and Writing, Mathematics and Science.

**Hint:** You can just type in the result or right click in the first empty cell and **Select Grade for Cell** and click **SAVE** in the top left-hand corner.

Click the **Calculate** button. The final two columns alert you to any missing results. Continue entering results until completed.

Click the **Save** button.

**KS1 C. Test Outcomes 2022 – Optional**

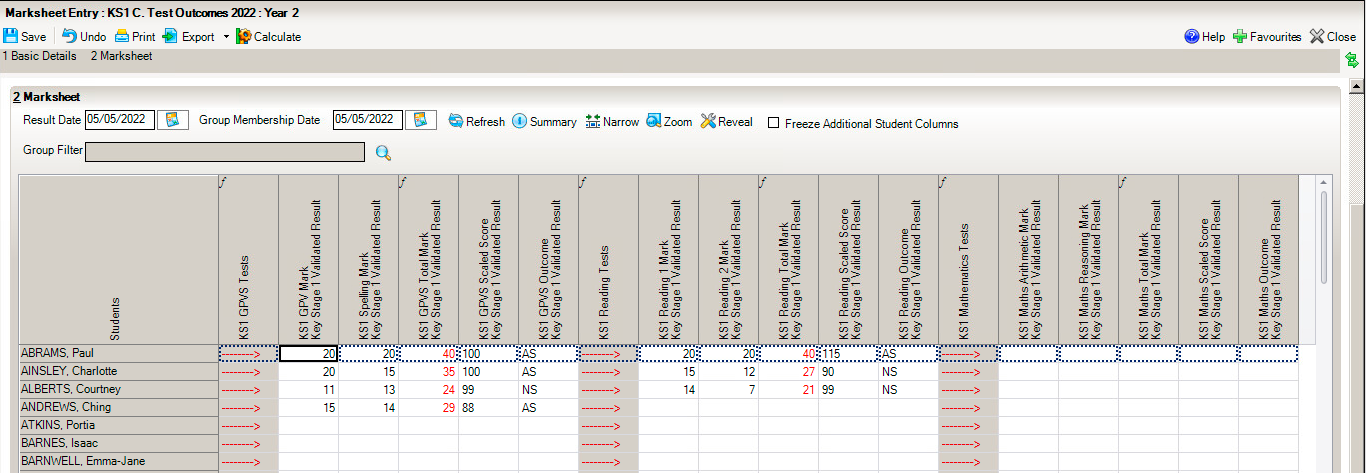
This marksheet can be used to enter results, the curriculum (Assessment without Levels) Teacher Assessments results.

The tests assess the range of ability that the majority of pupils are expected to demonstrate. The outcomes of these tests will be provided in the form of a scaled score, where a score of 100 represents the standard expected at the end of the key stage.

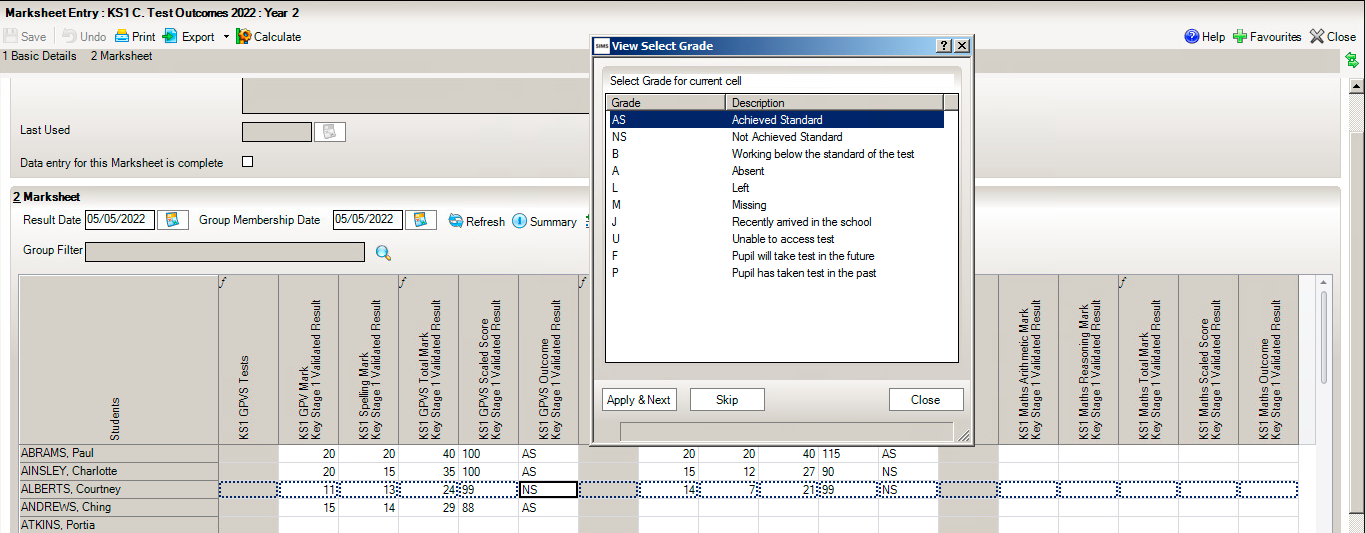
The tests consist of:

* Reading
* Maths Arithmetic
* Maths Reasoning

It is expected that raw score to scaled score conversion tables for KS1 will be available on [www.gov.uk](http://www.gov.uk).



1. A scaled score and an outcome also need to be defined. Using the graphic below as a guide, enter a scaled score and outcome.

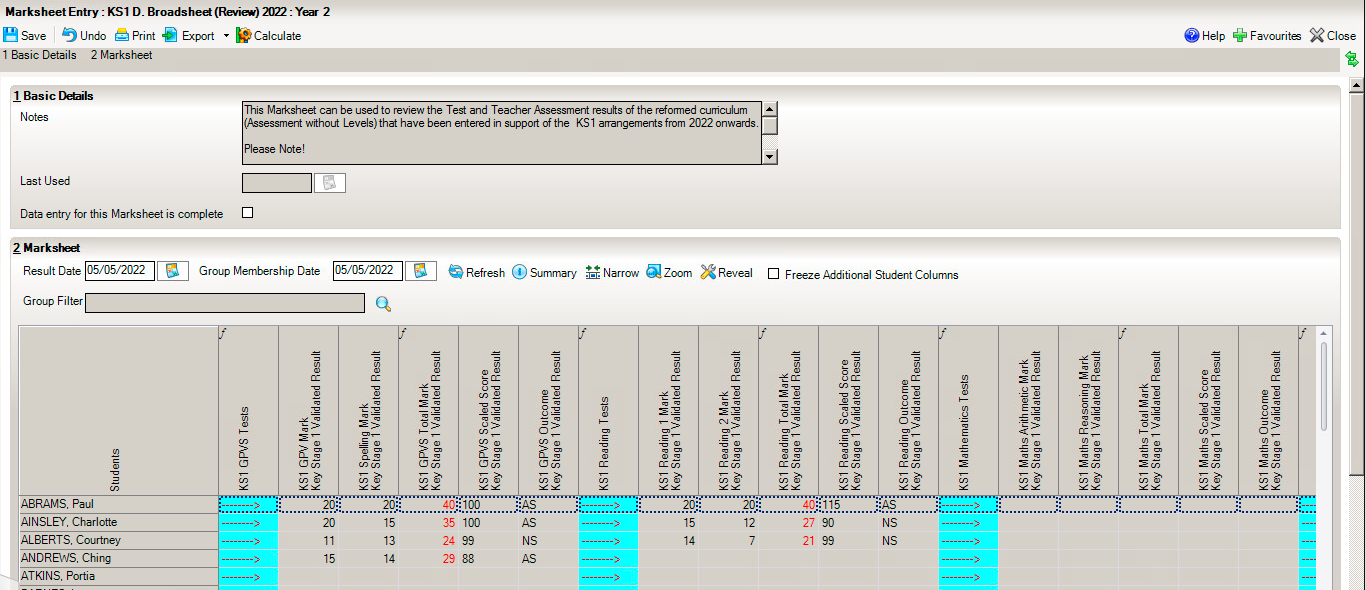


Scaled Scores for each – Reading and Maths will accept entries of between 0 – 999.

On completion click on **Save**.

**KS1 D. Broadsheet (Review) 2024**

This marksheet can be used to review both the Test marksheet and the Teacher Assessment marksheet.



The results displayed in the Broadsheet Review marksheet are separated by coloured spaces to differentiate the different teacher assessments and tests.

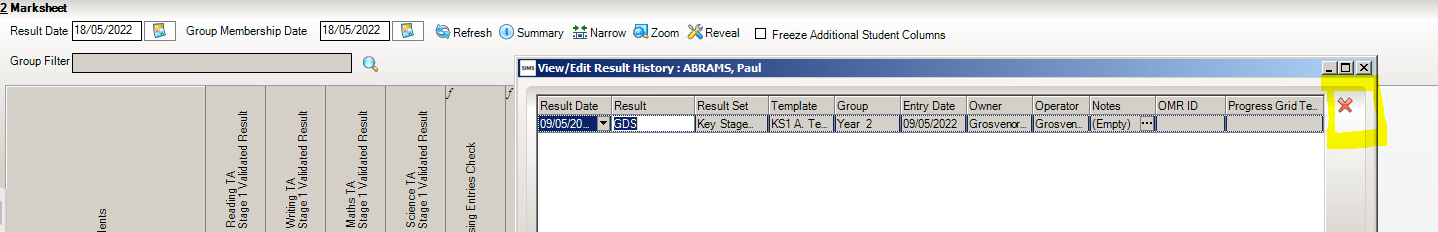
**Note:** This marksheet is for review purposes only. If you wish to amend any of the data shown in it, please use the other two marksheets.

**How to delete an incorrect grade in a marksheet**

Results are stored against the student. Deleting a result from a marksheet does not delete it from the student which means the result will repopulate the marksheet each time it is opened.

To delete the result permanently:

* Open up the relevant marksheet
* Right click on the incorrect result
* Select ‘view/edit result history’
* Select the result and click on the red cross and click yes when prompted. There may be two results and you will need to click the red cross to delete both.
* Click Close



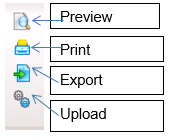
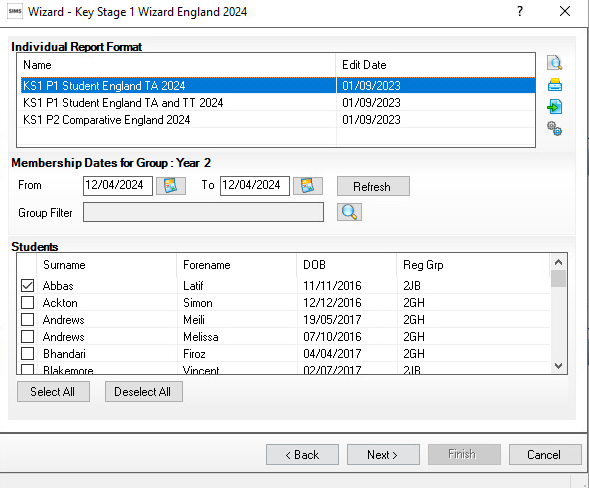
**Step 5 - Using the Wizards for Reporting to Parents**

Once all the results are entered on the marksheets the following report can be produced:

**KS1 P1** **Student England 2024**

This produces an individual report for each pupil.

1. Go to **Tools | Performance | Assessment | Wizard Manager**.
2. Select the **Key Stage 1 Wizard England 2024.** Click the **Next** button.
3. Leave the **Group Selection** as it is. Click the **Next** button.
4. At the marksheet window, click **Next**.
5. Choose the report – **KS1 P1 Student England 2024.**



1. To preview a report, ensure one of the pupils is ticked then click the **Preview Report** icon.
2. To print the reports choose **Select All.** Click the **Print** icon.

There are three reports

1. KS1 P1 Student England TA 2024 - Individual student report with just the Teacher Assessment result.
2. KS1 P1 Student England TA and TT 2024 - Teacher assessment result and the Test results.
3. KS1 P2 Comparative England 2024 - This compares your schools results with 2023 National results.

**Step 6 - Upload Reports**

If required, you can save a copy of these reports to each pupils Linked Documents in SIMS.

A copy of each child’s report can be saved in the Document Server. This can then be viewed at any time.

1. Once reports have been generated, they can be uploaded, either individually or in bulk, by clicking the **Upload** icon.
2. To view the copy, open the Pupil Details screen for the child and select **Linked** **Documents** in the **Links** panel on the right. The report will open as **read only**.

As previously stated, you no longer need to provide your KS1 results to the DFE or your LA. So no CTF needs to be created. For more information please see- https://www.gov.uk/government/collections/national-curriculum-assessments-key-stage-1-tests