



Key Stage Assessment Data Returns 2026

Webinar 4 June 2026

Introductions

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Data Protection Disclaimer

Screenshots used in this presentation and access to the management information system has been performed using a test system.

People depicted do not exist.

Screen shots are used for illustration purposes only.



Objectives

01

Configuring – your
MIS to show
assessment sheets

02

Using – the various
marksheets to
record the teacher
assessments

03

Recording – test
results

04

Using – Additional
features on these
marksheets

05

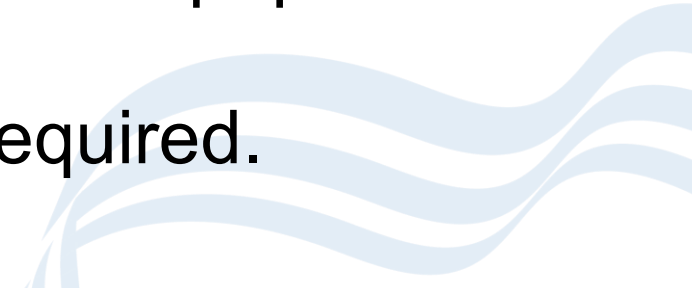
Producing –
standard key stage
reports for parents

06

Exporting results
ready for upload



Overview

- This session is an introduction to recording the statutory key stage results in MIS. It will also cover creating reports for parents and exporting results to the required agency.
 - It will address:
 - Key Stage 1 phonics (plus KS1 TA optional return)
 - Key Stage 2
 - Early Years Foundation Stage (EYFS)
 - Phonics Screening Check
 - An understanding of how your MIS is used to maintain pupil information is desirable but not essential.
 - No other prior knowledge of MIS Assessment is required.
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Data Collection Timetable

Key Stage / Data Set	Submission to LA by
Key Stage 2 (Year 6) SATs SATS week: 11 - 14 May	No submission to LA required Results released on 7 July. Download data from the National Curriculum Assessments Portal (NCA Portal).
Phonics Screening Check Year 1 & Year 2 (retakes) Assessment window: 8 - 12 June and 15 – 16 June (for absentees)	19 June Threshold mark released 22 June
Key Stage 2 (Year 6) Teacher Assessments Assessment window: May	23 June (for schools being moderated) 26 June (schools not being moderated) DfE deadline for LA is 26 June NB. The data team will submit the return to the National Curriculum Assessments Portal (NCA Portal) on your behalf.
Year 4 Multiplication Tables Check (MTC) (Assessment window 1 – 12 June)	22 June MTC results will be available to view and download from the MTC service
Key Stage 1 TA (Optional)	26 June
Initial School and City Reports from Data Team	Emailed to schools from 2 July and uploaded to NCER perspective lite once KS CTFs are submitted.

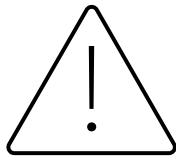
Email sent by Kevin on 08/05/26



Headteacher Declaration Form (HDF)

Deadline Dates

Key Stage	Date (by 5pm)
Key Stage 2	14 May
Year 4 Multiplication Check	19 June
Y1/Y2 Phonics	30 June



Please print to PDF or screenshot declarations and send to keystageassessment@coventry.gov.uk



Data Returns



- Data Returns – All School returns should be done via DataLocker - <https://datalocker.coventry.gov.uk>
- **Please DO NOT submit KS2 TA data to National Curriculum Assessments Portal (NCA Portal), the Data Team are submitting on your behalf.**
- KS2 Test Data will be available to schools on the National Curriculum Assessments Portal (NCA Portal) by 7 July. This can be imported directly into your MIS on this date.

Pupil On Roll relevant dates for each Key Stage



EYFS on roll as of 22 May



Y1 and Y2 Phonics on-roll week beginning 8 June



KS2 MTC for Year 4 on-roll on or before 12 June and if a new admission include if not already tested at previous school.



KS2 TA for Year 6 on-roll on or before 22 May (SATs week 11-14 May)

Reference to this in the KS2 ARA para 3.1



Register new pupils for the tests if they arrive in school after Friday 6 March until Thursday 21 May (see also next slide)

KS2: Pupils who change schools

If a pupil changes school:

- before KS2 test week, the receiving school must submit TA data for them
- during KS2 test week, the school where the pupil was registered at the beginning of the week must submit TA data for them
- after KS2 test week, the school where the pupil was registered during that week must submit data for them

If a pupil previously attended a non-participating school, or was electively home educated (EHE), and changes school:

- during KS2 test week, the receiving school must submit the TA data for them
- after KS2 test week, they can no longer be registered for the tests and no data will be expected

Source : Dfe para 13.2 [Key stage 2 teacher assessment guidance 2026 - GOV.UK](#)





Using Bromcom

To complete your Key Stage Data



Bromcom Links



How to Administer the Key Stage 1 Teacher Assessment

<https://docs.bromcom.com/knowledge-base/ks1-teacher-assessment-guide/>



How to administer the Key Stage 2 Teacher Assessments including **Year 4 MTC**

<https://docs.bromcom.com/knowledge-base/ks2-teacher-assessments-including-year-4-mtc-guide/>



How to Administer the Phonics Screening Check

<https://docs.bromcom.com/knowledge-base/phonics-screening-check-guide/>



How to Administer the EYFS Profile Return

<https://docs.bromcom.com/knowledge-base/eyfs-profile-return-guide/>



How to Import KS2 results via CTF

<https://docs.bromcom.com/knowledge-base/how-to-import-a-ctf-with-ks2-results/>



How to run reports on Primary Data Collections

<https://docs.bromcom.com/knowledge-base/how-to-run-reports-on-primary-data-collections/>



How to send student reports from the Document Management Server (DMS)

<https://docs.bromcom.com/knowledge-base/how-to-send-documents-from-the-dms/>

Assessment Configuration

- This has probably already been done last year but please check.
- **Config > Assessment > Configurations**
- Review the 'Stage Assessment Sheet Configuration'



Make your selections

- Select which staff should see the marksheets.
- You may want to add additional staff, use the magnifying glass.
- Select the year groups for which stage assessment sheets should be generated.
- **SAVE** your changes

Stage Assessment Sheet Configuration

If you select staff in this section, then only the indicated staff will be able to access and enter data on the Stage Assessment Tracking templates.

Enable Sheet Users

Head of School Head of Year

Tutor Deputy Head of School

Deputy Head of Year

Generate Templates for National Curriculum Year Groups

1 x 2 x R x 4 x 6 x

Year Groups



Select the year groups for sheets to be generated.



Year R – Early Years Foundation Stage Profile



Year 1 – Phonics



Year 2 – Phonics recheck and KS1 Data Collection (no longer mandatory)



Year 4 – Multiplication Check



Year 6 – Key Stage 2 data

Assessment Sheets

The screenshot displays the Assessment Sheets interface. At the top, there are filters for 'User Access', 'Marksheet type' (set to '8 Item(s) selected'), and 'High Level Filter'. Below these is a table with columns: 'Marksheet Name', 'Class Name', 'Class Subject', and 'Assigned Teacher(s)'. The table lists several assessment sheets, with 'KS2-2025-06' and 'KS2-2025-6 Birch' highlighted with red boxes. Below the table, there is a section for 'Active On' (07/04/2026) and a list of 'Assigned Teacher(s)' including M Fowler, Mr C Clark, Mrs A Aziz, Mrs J Gowing, Pastor K Thomas, and C Pires.

Marksheet Name	Class Name	Class Subject	Assigned Teacher(s)
KS1-2025-1 Caterpillars	1 Caterpillars		Mr D Bond
KS1-2025-2 Butterflies	2 Butterflies		Mr J Alwadi
KS2-2025-04	04		
KS2-2025-06	06		
KS2-2025-4 Ash	4 Ash		Mrs L Sunshine
KS2-2025-4 Holly	4 Holly		Mrs C Andrews
KS2-2025-6 Birch	6 Birch		Mr J Pattinson
KS2-2025-6 Willow	6 Willow		Mr R Lewis

- Admin: **Modules > Assessment > Assessment Sheets List**
- Teachers: **Marksheets on My Dashboard**
- All: **Overview dashboard**, add the Assessment Sheets widget

Column Headers - EYFS

- Column headers are set by DfE
- Right click on a column and select '**Column Details**' to see what is expected and allowed in each column.
- Next Slide shows a list too

Column Details - Listening, Attention and Understanding

Type: Grade
KS Code: EYF-COM-E01-FA-FD

Grades

Name	Description
1	Emerging
2	Expected
A	Exemption applies under The Early Years Foundation Stage (Exemptions from Learning and Development Requirements) Regulations 2008

Close

Class/Group: R - Class Teacher(s): N/A - Marksheet: SheetName-R - Number of Pupils: 12

Last Name	First Name	UDF	TG	Year	EYF-COM-E01-FA-FD	EYF-COM-E02-FA-FD	EYF-PSE-E03-FA-FD	EYF-PSE-E04-FA-FD
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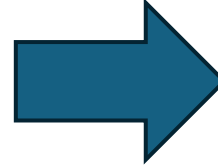
EYFS Codes

- Here you can see the codes which map to the column headers.

Area of learning	Early learning goal	Code
Communication and language	Listening, attention and understanding	E01
	Speaking	E02
Personal, social and emotional development	Self-regulation	E03
	Managing self	E04
	Building relationships	E05
Physical development	Gross motor skills	E06
	Fine motor skills	E07
Literacy	Comprehension	E08
	Word reading	E09
	Writing	E10
Mathematics	Number	E11
	Numerical patterns	E12
Understanding the world	Past and present	E13
	People, culture and communities	E14
	The natural world	E15
Expressive arts and design	Creating with materials	E16
	Being imaginative and expressive	E17

Other Data Entry Tips

- **Flood Fill** – can be used to flood fill a column. Right click on a column header to select Flood Fill.
- Click on the cog (top right) to change the **class membership** date to include only the students that you should include.
- Use the column button to display additional columns which might help with completion of data.
- Change the direction of data entry using the Change Tab Direction button



Select Grade (EYF-COM-E01-FA-FD) X

1
2
A

Remove Mark



Options

Result Date: 21/05/2025

Class Membership Date: 21/05/2025

Confirm Close




Change Tab Direction

Phonics Year 1

- This is recorded in the Key Stage 1 Marksheet
 - KS1-2026-01
- Complete the Columns
 - Phonics Screening Check **Mark** – out of 40
 - Check mark for absent, left or disapplied should be left as null (do not enter a 0)
 - For **certain** pupils (**ONLY those who are absent, left, disapplied or maladministration**), the Phonics Screening Check **Outcome** will need to be populated and submitted as part of the return.

Last Name	First Name	UDF	TG	Year	Maths Subject	Science Subject	Phonics Screening Check Outcome	Phonics Screening Check Mark
<u>Giles</u>	<u>Tim</u>	▼		01				30
<u>Hall</u>	<u>Thomas</u>	▼		01				25
<u>Harrison</u>	<u>Connor</u>	♥▼		01				40

Phonics Year 2

- KS1-2026-02
 - Phonics check mark in Year 2 only needs to be recorded for the children who did not meet the expected level in Year 1.
 - You will need to use the list of children provided by the Data Team via Datalocker to identify the children who you need to enter data for.
- 

Children who didn't meet the Phonics threshold last year

- Change the marksheet list back to an active date last year.
- Open last year's KS1 Y1 marksheet, locate the phonics column.
- Filter for Working Towards (Right click the column header)
- You can then note these children down and submit their data on this years – Year 2 sheet. No need to enter data for other children.



Phonics screening outcome for all

- Threshold mark is published by DfE from 22 June – schools do not need to wait for this before they submit their return
- Once the Phonics Screening Check **pass mark** is made available, the Phonics Screening Check **Outcome** can be populated for **all** students who undertook the test.

Class/Group: 01 - Class Teacher(s): N/A - Marksheet: SheetName-01 - Number of Pupils: 60

Last Name	First Name	UDF	TG	Year	Phonics Screening Check Outcome	Phonics Screening Check Score
Adams	Thomas	♥★	1 Caterpillars	01		34
Andrews	Christine	★	1 Caterpillars	01		12
Baker	Simon	★♥★	1 Caterpillars	01		22
Barnes	Ria	▼★	1 Caterpillars	01		30
Begum	Rabia	▼★	1 Caterpillars	01		40

Filter Column

You can use this tool to filter this column

Select All

34

12

22

30

40

Blank

Class/Group: 01 - Class Teacher(s): N/A - Marksheet: SheetName-01 - Number of Pupils: 60

Last Name	First Name	UDF	TG	Year	Phonics Screening Check Outcome	Phonics Screening Check Score
Adams	Thomas	♥★	1 Caterpillars	01		34
Barnes	Ria	▼★	1 Caterpillars	01		30

Filter

Flood Fill

Column Details

Select Grade (Adams, Thomas - KS1-PHO-CHK-TT-NY)

A

D

L

Q

Wa

WT

Skip

Close Confirm

If you are only completing phonics

- Click the **Cog**, top right.
- Select **Show Key Stage 1 Mandatory Subjects Only** to hide all other columns.

Options

Result Date: 21/05/2025


Class Membership Date: 21/05/2025

Show Key Stage 1 Mandatory Subjects Only.


Confirm Close

38


Year 4 – Multiplication Checks

- KS2-2026-04
 - Open the Year 4 check
 - Scroll all the way to the right and fill in the '**Multiplication Tables Check**' column.
 - This is optional as it can be populated by the CTF when released on the Multiplication Check Service and imported into your system.
- 

Key Stage 2 - Year 6

- KS2-2026-06
 - Enter the Teacher Assessment (TA) data in the final 4 columns
 - For most children you will only need to enter Writing and Science TA.
 - Most children will take a test for Reading and Maths.
 - For children working below standard, you may need to enter a TA for Reading and Maths
 - All other columns related to test data and will be populated by the CTF when released by the DfE and imported into your system.
- 

SENDING DATA: Creating CTF




You may have
to create
multiple CTFs

1. Open the Student's list page.
2. Select the students we need to return the data for.
3. You will need to change the search filters for 'Active Date Filter' if some leavers need to be included.
4. Filter the column by Year also to limit to specific years e.g. year 6.
5. Select all relevant pupils, click **Actions > CTF Export**.
6. Select the Export Type e.g. KS2 Return and select the LA.

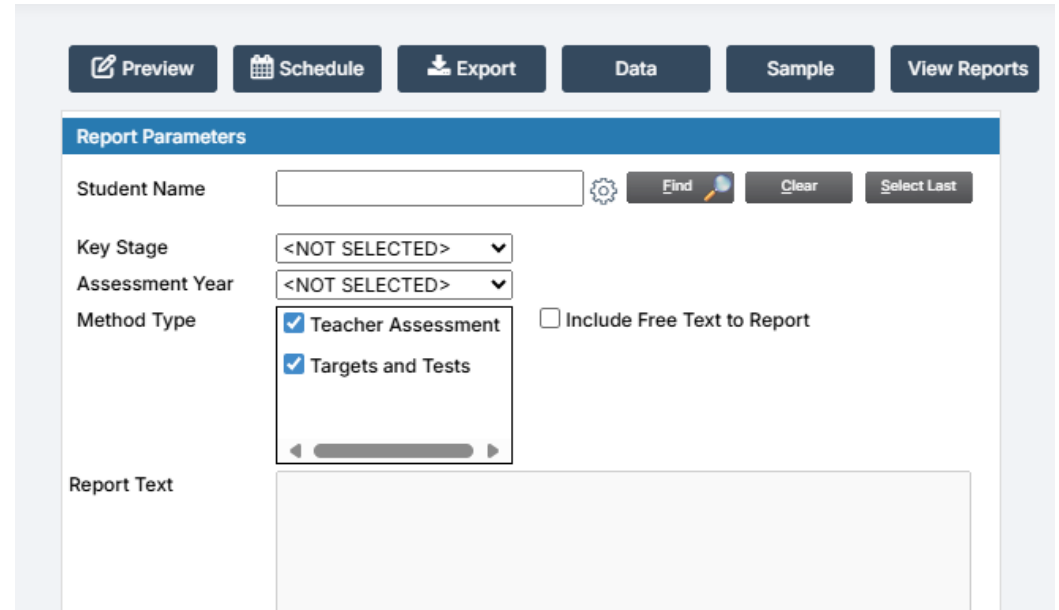
Importing CTF of Results

Once you receive data back from the Gov.UK portal you can import it into your MIS.

1. Open Student's list page.
 2. Click **Actions > CTF Import**.
 3. Locate the file you have downloaded.
 4. Ensure the relevant areas are selected.
 5. Click Next and follow the wizard through.
- 

Reports

- **Reports > Assessment > Pupil Reports**
- Make your selections, as necessary.
- You may need to change effective dates when selecting pupils to pick up leavers.
- Click Preview to view the report



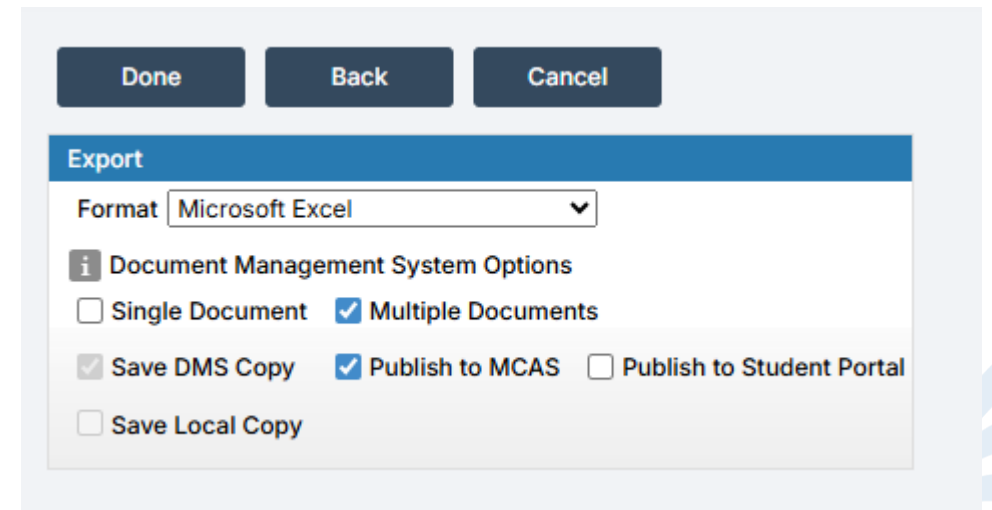
The screenshot shows a web interface for configuring report parameters. At the top, there are five buttons: 'Preview', 'Schedule', 'Export', 'Data', and 'View Reports'. Below these is a 'Report Parameters' section with a blue header. It contains the following fields and controls:

- Student Name:** A text input field with a search icon, a 'Find' button, a 'Clear' button, and a 'Select Last' button.
- Key Stage:** A dropdown menu currently showing '<NOT SELECTED>'.
- Assessment Year:** A dropdown menu currently showing '<NOT SELECTED>'.
- Method Type:** A list box with two items: 'Teacher Assessment' (checked) and 'Targets and Tests' (checked). There is a scrollbar below the list.
- Include Free Text to Report:** An unchecked checkbox.
- Report Text:** A large, empty text area at the bottom of the form.

- Include free text to report, if ticked
this will show the text entered
the box
on the report that you send to
parents.

Publishing Reports to MCAS

- If you use MCAS you can send reports electronically to parents through the MCAS Reports Tile.
- Make your selections and click **Export**
- Choose **Multiple Documents** and tick **Publish to MCAS**
- Then click **Done**
- The reports are then available for the parents to view via MCAS.



Done Back Cancel

Export

Format Microsoft Excel

i Document Management System Options

Single Document Multiple Documents

Save DMS Copy Publish to MCAS Publish to Student Portal

Save Local Copy

Comparative Report

- **Reports > Assessment > Comparative Report**
- This report will help you meet the requirement to send comparative results to parents.
- National level comparative data may not be available.
- This report can also be uploaded to MCAS.

Comparative Results Report - KS2 (Year) - Assessment Year : 2024

Targets AND Tests Results

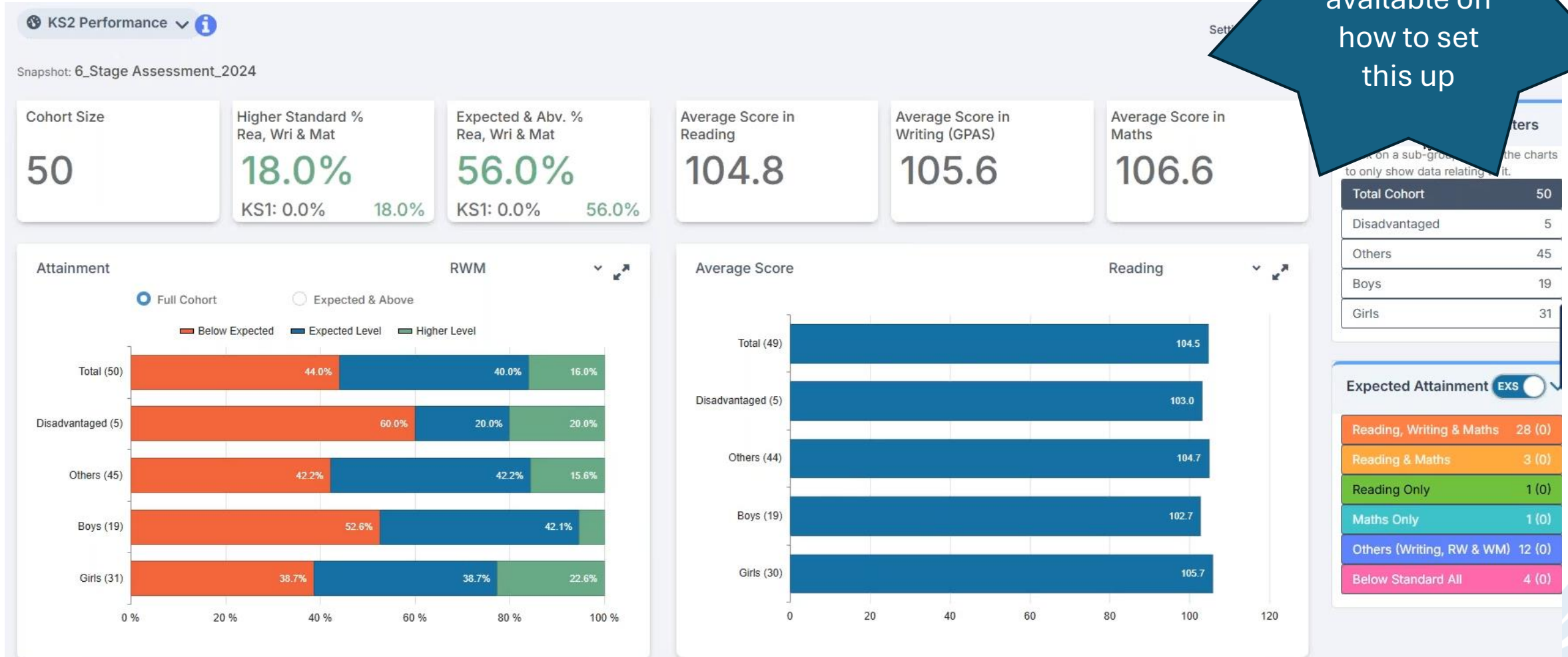
		AS	NS
Grammar, Punctuation and spelling Outcome	School	65.31	34.69
	National	-	-
Reading Outcome	School	66.00	34.00
	National	-	-
Mathematics Outcome	School	80.00	20.00
	National	-	-

Teacher Assessment Results

		EXS	GDS	WTS
Writing	School	54.90	25.49	19.61
	National	-	-	-

Dashboards

Guidance notes available on how to set this up



- [KS2 Performance Dashboard for Primary Tracker – Bromcom – Documentation Centre](#)

Webinar Recordings

- This webinar will be shared with schools via the Bromcom Video Library - <https://www.schoolsict.digital/bromcom>




And Finally



Download KS2 Test Results

- Available from **7 July**
- [National Curriculum Assessments Portal](#)
- The site will produce a CTF which can be imported into your MIS

 **GOV** UK National Curriculum Assessments Portal


Sign in

Email

Password
 [Show](#)

[Forgotten password?](#)


[Sign in](#)



National curriculum assessments helpline
0300 303 3013
assessments@education.gov.uk

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Download MTC Results

- Available from **22 June**
- <https://pupil.multiplication-tables-check.service.gov.uk/sign-in>
- The site will produce a CTF which can be imported into your MIS.



The screenshot shows the sign-in interface for the Multiplication Tables Check. At the top, there is a black header with the GOV.UK logo on the left and the text 'Multiplication Tables Check' on the right. Below the header, the Standards & Testing Agency logo is displayed. The main heading is 'Sign in'. There are two input fields: 'School password' and 'PIN'. A green 'Sign in >' button is located at the bottom of the form.

GOV.UK Multiplication Tables Check

Standards & Testing Agency

Sign in

School password

PIN

Sign in >

Getting Help



Email
sent by
Kevin on
08/05/26

Queries regarding data please call:

- **David Woodhouse** on 024 7697 1744 for Key Stage 1 and 2
- **Pav Thavarajah** on 024 7697 2591 for Early Years Foundation Stage
- **Rayna Begum** 024 7697 2076 for Y1/Y2 Phonics Screening

Or email us Datateam.PD@coventry.gov.uk

- For System Issues (subscribing schools) **Digital Services for Schools and Academies** on 024 7678 6620 or email schoolsict@coventry.gov.uk



**Thank you
for your time**