



Key Stage Data 2025 Webinar

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.

A decorative graphic consisting of several overlapping, wavy blue lines that flow from the bottom right towards the center of the slide.

Objectives

01

Configuring – your
MIS to show
assessment
sheets

02

Using – the
various markets 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 (optional return)
 - Key Stage 2,
 - the Early Years Foundation Stage (EYFS)
 - the Phonics Screening Check.
 - An understanding of your MIS is used to maintain pupil information is desirable but not essential.
 - No other prior knowledge of MIS Assessment is Required.
- 

Data Collection Timetable

Email
sent by
Kevin on
09/05/25

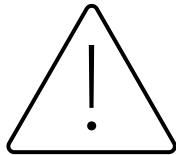
Key Stage / Data Set	Submission by
Year 1 & 2 Phonics (Screening between 9 and 13 June and 16 -20 for Absentees)	20 June
Key Stage 2 Teacher Assessments	23 June (for schools being moderated) 26 June (schools not being moderated) DfE deadline for LA is 27 th June) NB. The data team is submitted to the Primary Assessment gateway on your behalf.
Year 4 MTC (2 – 13 June)	Return by 4 th July
Key Stage 1 TA (Optional)	27 June
Key Stage 2 Test Data Available	No submission by on 8 July download data from the primary assessment gateway.
Initial School and City Reports from Data Team	Emailed to schools from 3 July and uploaded to NCER perspective lite once KS CTFs are submitted.

Headteacher Declaration Form

Deadline Dates



Key Stage	Date (by 5pm)
Key Stage 2	30 May
Year 4 Multiplication Check	20 June
Y1/Y2 Phonics	30 June



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



Data Returns



Email
sent by
Kevin on
09/05/25

- Data Returns – All School returns should be done via DataLocker - <https://datalocker.coventry.gov.uk>
- **Please DO NOT submit KS2 TA data to primary assessment gateway, the Data team are submitting on your behalf.**
- KS2 Test Data will be available to schools on the Primary Assessment Gateway by 8th 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 23 May



Y1 and Y2 Phonics on roll week beginning 9 June



KS2 MTC for Year 4 on roll on or before 20 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 12-15 May)

Reference to this in the KS2 ARA para 3.1



Register new pupils for the tests if they arrive in school after Friday 7 March until Thursday 22 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 test week, the receiving school must submit the TA data for them
- after 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 2025 - 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/key-stage-1-teacher-assessment/>



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

<https://docs.bromcom.com/knowledge-base/how-to-administer-the-key-stage-2-teacher-assessments/>



How to Administer the Phonics Screening Check

<https://docs.bromcom.com/knowledge-base/how-to-administer-the-phonics-screening-check-summer/>



How to Administer the EYFS Profile Return

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



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 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 > 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 sheets should be generated.

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

☒ Tutor

☒ Deputy Head of Year

☒ Head of Year

☒ Deputy Head of School

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

- **Modules > Assessment > Assessment Sheets** list
- You will see all the KS data sheets here.
- Class Teachers can access from their teacher dashboard too.

Marksheet Name	Class Name	Cl
EYF-2025-R	R	
EYF-2025-RB'	RB'	
KS1-2025-01	01	
KS1-2025-02	02	
KS1-2025-1AB	1AB	
KS1-2025-1B	1B	
KS1-2025-2A	2A	
KS1-2025-2B	2B	
KS2-2025-04	04	
KS2-2025-06	06	
KS2-2025-4A	4A	
KS2-2025-4B	4B	
KS2-2025-6A	6A	
KS2-2025-6B	6B	

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	

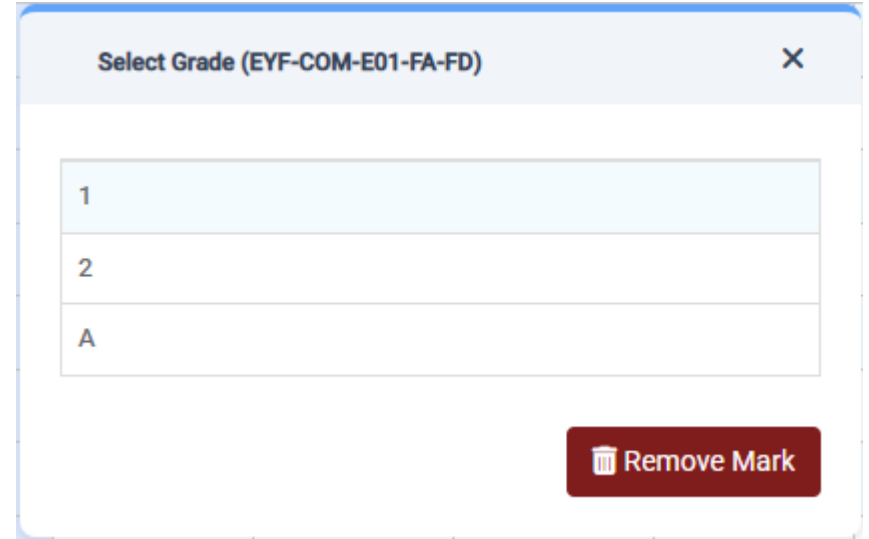
EYFS Codes

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

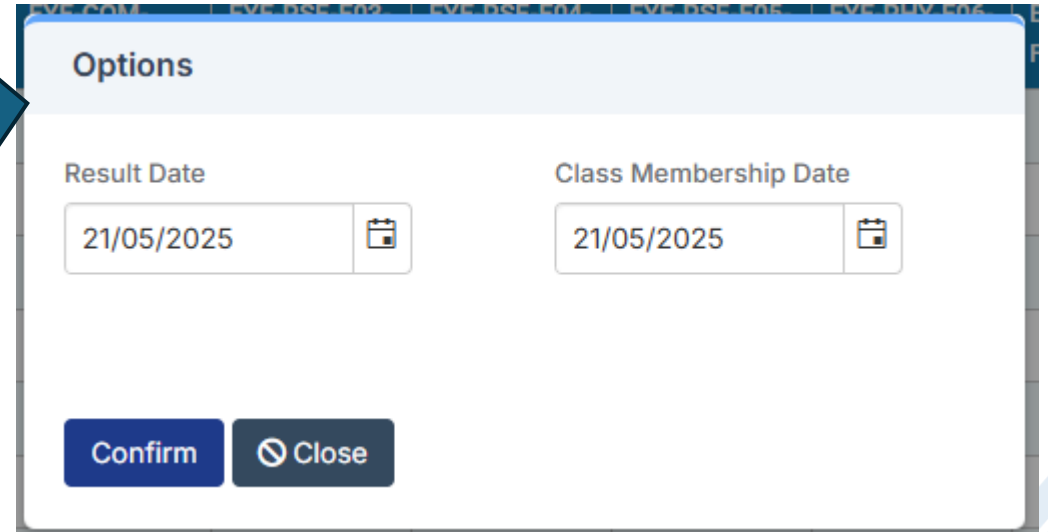
Area of learning	Early learning goal	Code
Communication and language	Listening, attention and understanding	E01
	Speaking	E02
Personal, social and emotional development	Self-regulation	E03
	Managing self	E04
	Building relationships	E05
Physical development	Gross motor skills	E06
	Fine motor skills	E07
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.




A screenshot of a 'Select Grade' dialog box. The title bar reads 'Select Grade (EYF-COM-E01-FA-FD)' with a close button (X) on the right. The main area contains a table with three rows: '1', '2', and 'A'. The first row is highlighted in light blue. At the bottom right, there is a red button with a trash icon and the text 'Remove Mark'.



A screenshot of an 'Options' dialog box. The title bar reads 'Options'. The main area has two sections: 'Result Date' and 'Class Membership Date'. Each section has a text input field containing '21/05/2025' and a calendar icon to its right. At the bottom, there are two buttons: 'Confirm' and 'Close'.

Key Stage 1 - Phonics

- Open the Key Stage 1 Marksheets.
- Complete the Columns
 - Phonics Screening Check Mark – out of 40.
 - Phonics Screening Check Outcome – this can be added once the threshold mark has been released.

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

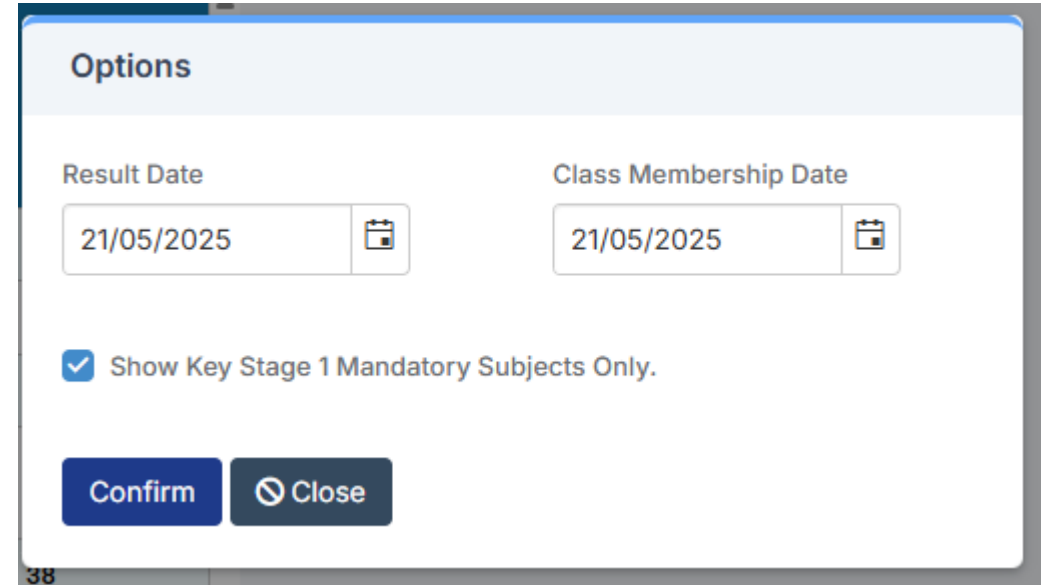
Key Stage 1 – Teacher Assessments

- No longer compulsory, but can be completed and submitted to the LA.
- Complete the columns Reading, Writing, Mathematics and Science – these are all the way to the right of the marksheet.

[illegible]

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

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 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.




Year 4 – Multiplication Checks


- 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

- Enter the TA data in the final 4 columns
 - Writing and Science
plus
 - Reading and Mathematics (but only for pupils working below the standard of National Curriculum)
 - 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. You will need to change the search filters for 'Active Date Filter' if some leavers need to be included.
3. Filter the column by Year also to limit to specific years e.g. year 6.
4. Select all relevant pupils, click **Actions > CTF Export**.
5. Select the Export Type E.g. KS2 Return and select the LA.

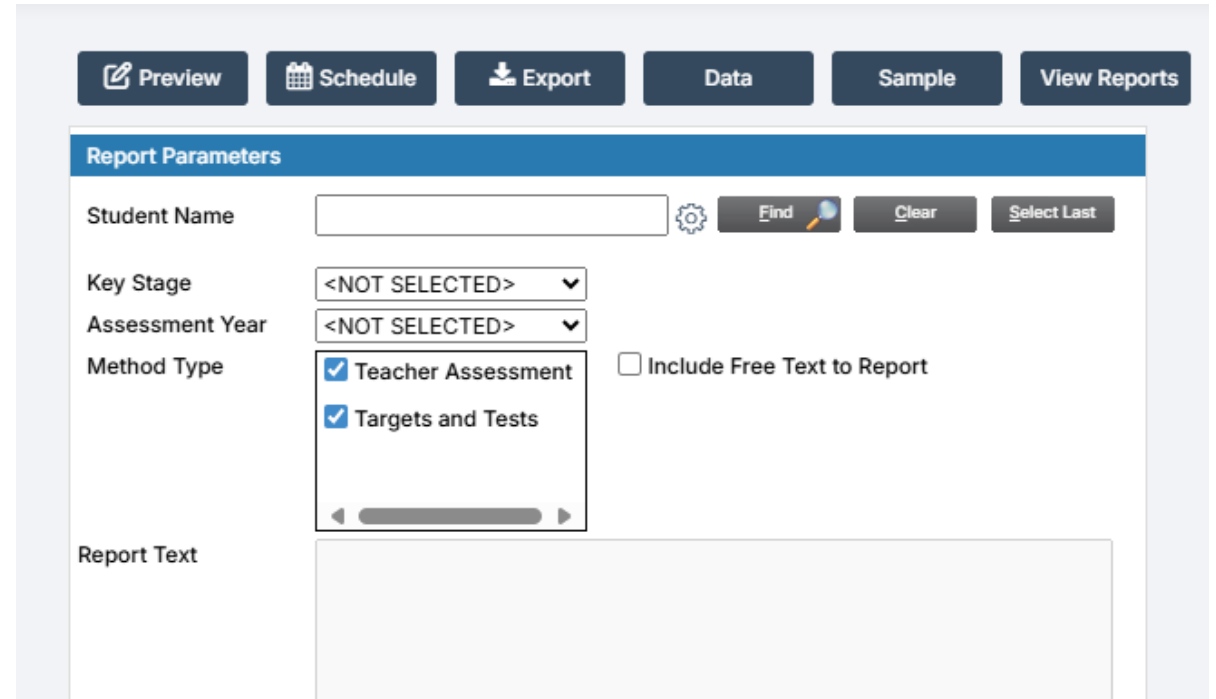
Importing CTF of Results

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 select a different cohort of children if you have leavers that you want to produce the report for.
- Click Preview to view the report

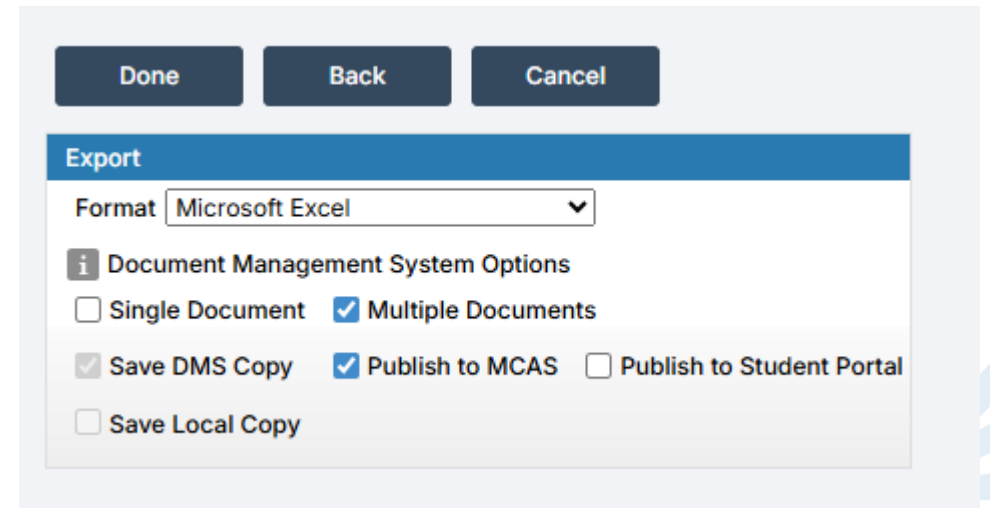


The screenshot shows a web interface for generating reports. At the top, there is a navigation bar with buttons: 'Preview' (with a magnifying glass icon), 'Schedule' (with a calendar icon), 'Export' (with a download icon), 'Data', 'Sample', and 'View Reports'. Below this is a 'Report Parameters' section with a blue header. It contains several input fields: 'Student Name' with a text box, a settings gear icon, and buttons for 'Find' (with a magnifying glass icon), 'Clear', and 'Select Last'; 'Key Stage' and 'Assessment Year' both with dropdown menus showing '<NOT SELECTED>'; 'Method Type' with a list box containing 'Teacher Assessment' and 'Targets and Tests', both of which are checked; and an unchecked checkbox labeled 'Include Free Text to Report'. At the bottom, there is a 'Report Text' label and a large, empty text area for input.

- 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.



The screenshot shows the 'Export' dialog box with the following options:

- Format:** Microsoft Excel (selected)
- Document Management System Options:**
 - ☐ Single Document
 - ☒ Multiple Documents
- ☒ Save DMS Copy
- ☒ Publish to MCAS
- ☐ Publish to Student Portal
- ☐ Save Local Copy

Buttons at the top: Done, Back, Cancel.

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

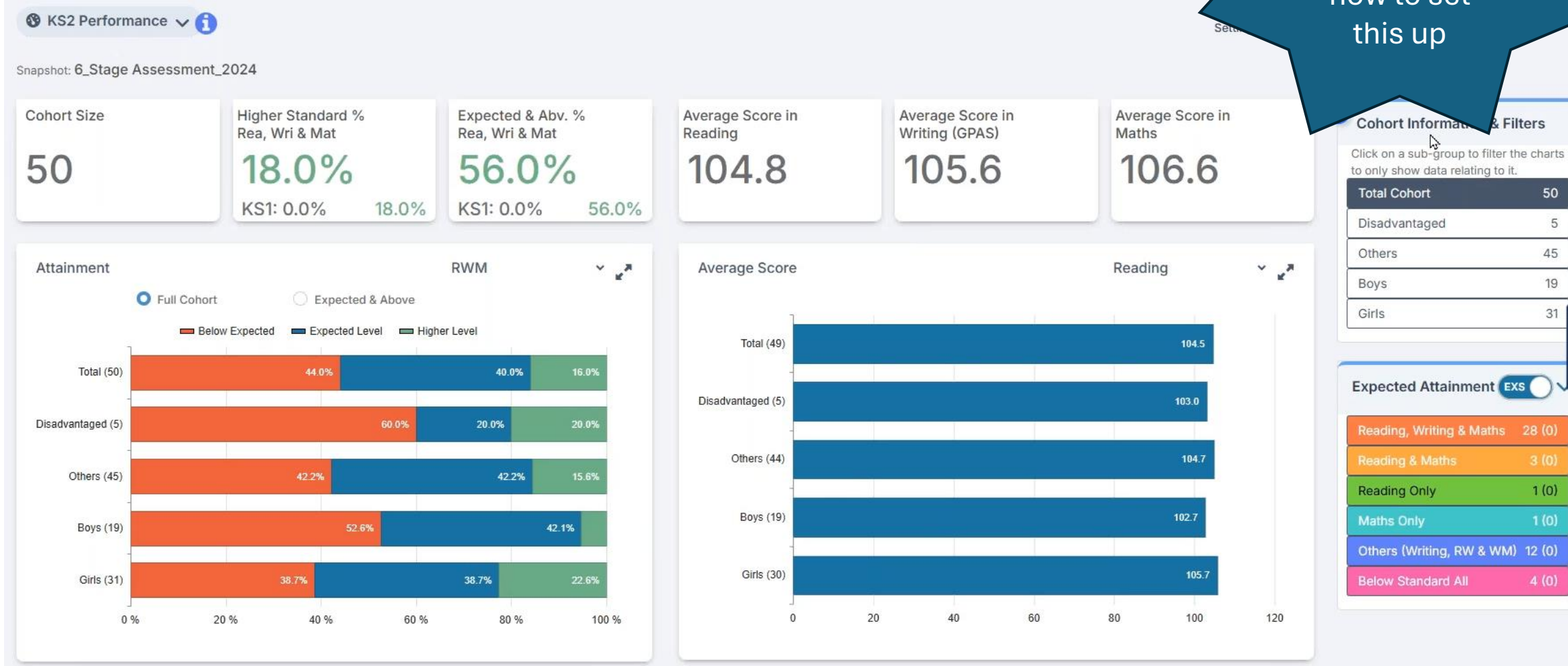
		AS	NS
Grammar, Punctuation and spelling Outcome	School	65.31	34.69
	National	-	-
Reading Outcome	School	66.00	34.00
	National	-	-
Mathematics Outcome	School	80.00	20.00
	National	-	-

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



Webinar Recordings

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

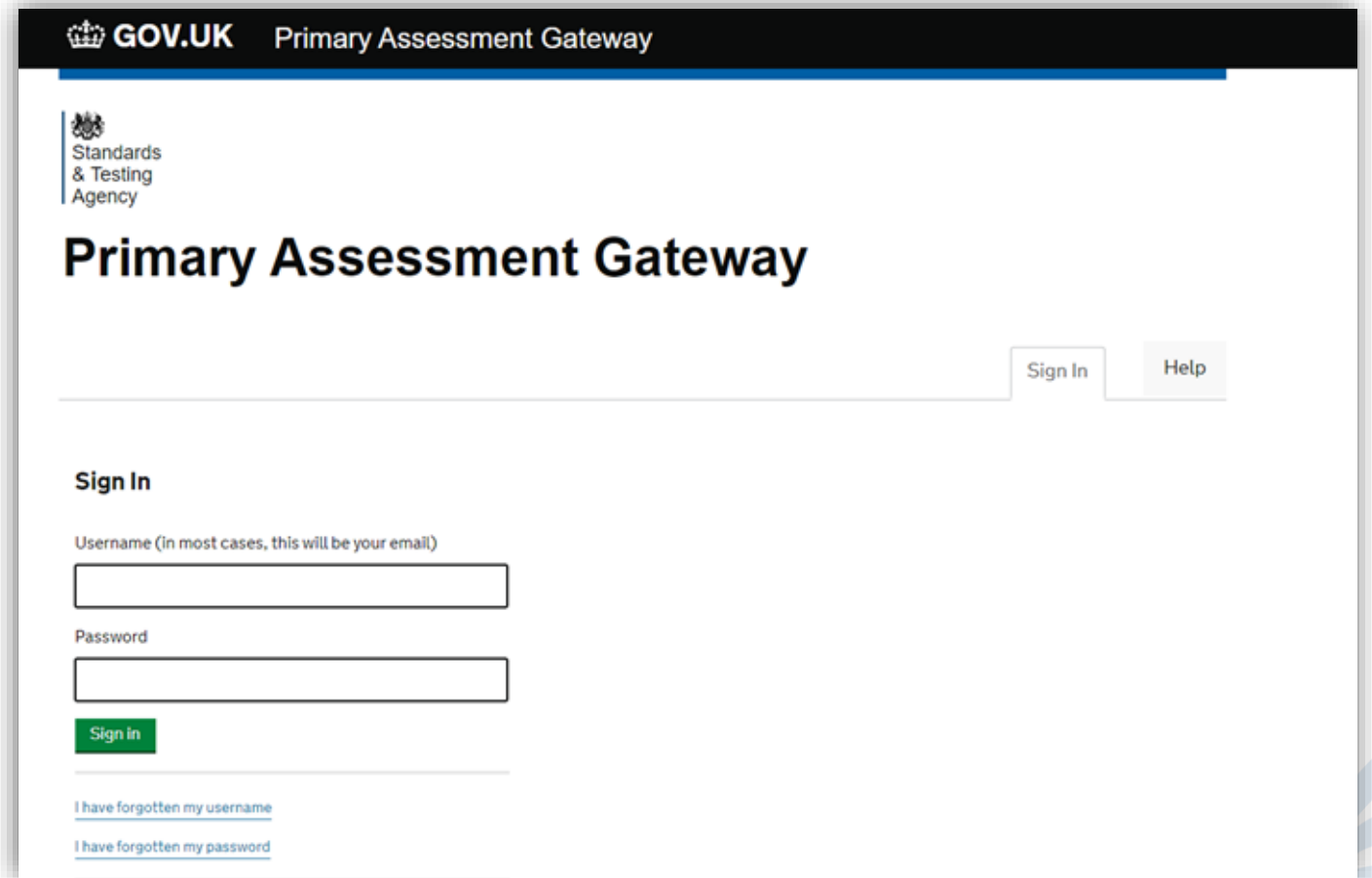


And Finally



Download KS2 Test Results

- Available from **8 July**
- <https://www.primaryassessmentgateway.education.gov.uk/publicaccessproduction/selfservice/citizenportal/login.htm>
- The site will produce a CTF which can be imported into your MIS



The screenshot shows the login interface for the Primary Assessment Gateway. At the top, there is a black header with the 'GOV.UK' logo and the text 'Primary Assessment Gateway'. Below this, the 'Standards & Testing Agency' logo is visible. The main heading is 'Primary Assessment Gateway'. On the right side, there are two buttons: 'Sign In' and 'Help'. The 'Sign In' section includes a label 'Sign In', a prompt 'Username (in most cases, this will be your email)', a text input field, a 'Password' label, another text input field, and a green 'Sign in' button. At the bottom, there are two links: 'I have forgotten my username' and 'I have forgotten my password'.

Download MTC Results

- Available from **23 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 'Multiplication Tables Check' sign-in page. At the top, there is a black header bar with the 'GOV.UK' logo on the left and the title 'Multiplication Tables Check' on the right. Below the header, on the left side, is the 'Standards & Testing Agency' logo. The main heading 'Sign in' is prominently displayed in the center. Underneath, there are two input fields: 'School password' and 'PIN'. At the bottom of the form is a green 'Sign in' button with a right-pointing arrow.

GOV.UK Multiplication Tables Check

Standards & Testing Agency

Sign in

School password

PIN

Sign in >

Getting Help



Email
sent by
Kevin on
09/05/25

Queries regarding data please call:

- **David Woodhouse** on 024 7697 1744 for Key Stage 1 and 2
- **Lee Carvell** on 024 7697 1742 for Early Years Foundation Stage
- **Rayna Begum** on 024 7697 2076 for Y1/Y2 Phonics Screening
- 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**