



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.



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 mark sheets

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.
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Data Collection Timetable

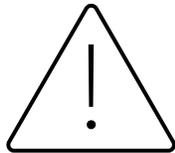
Email
sent by
Kevin on
09/05/25

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



- 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 SIMS

To complete your Key Stage Data



Before you start

- Please make sure you have upgraded to the Spring release of SIMS
- Version **7.222**



Build 25
Version 7.222

Database build 3.65.199
England Public-UK Primary
© Education Software Solutions Limited (ESS). 1984-2025

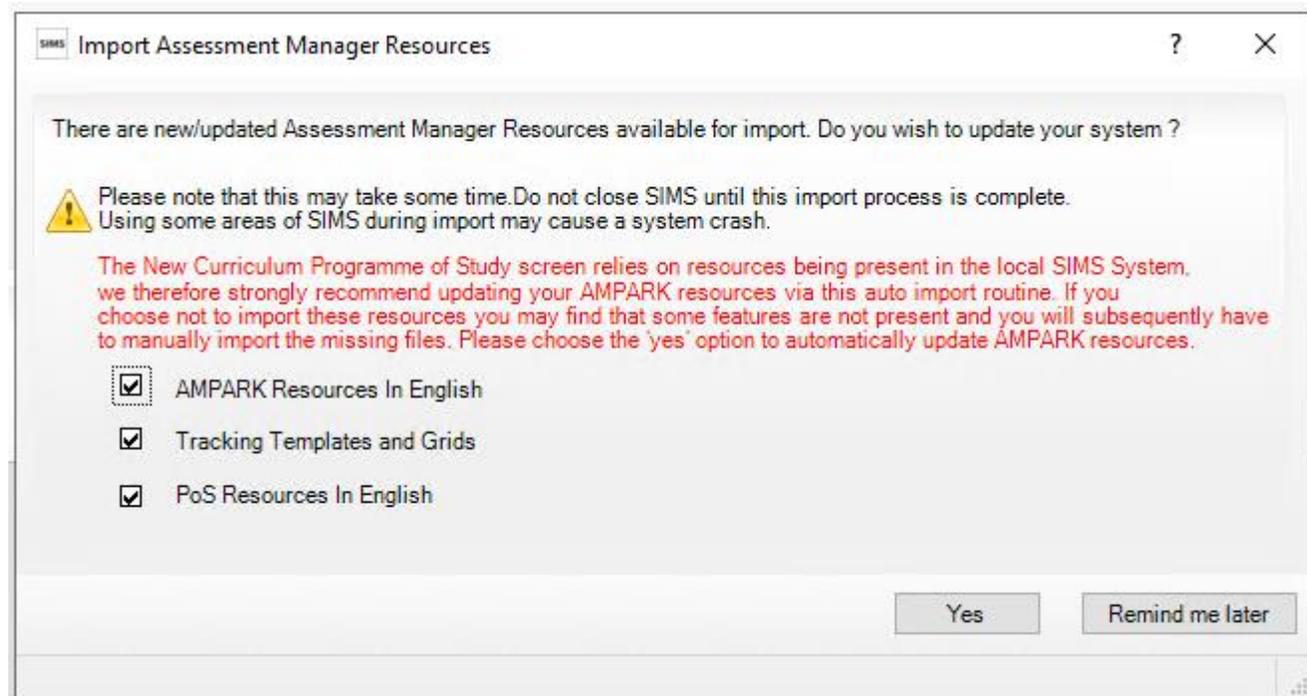
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SIMS



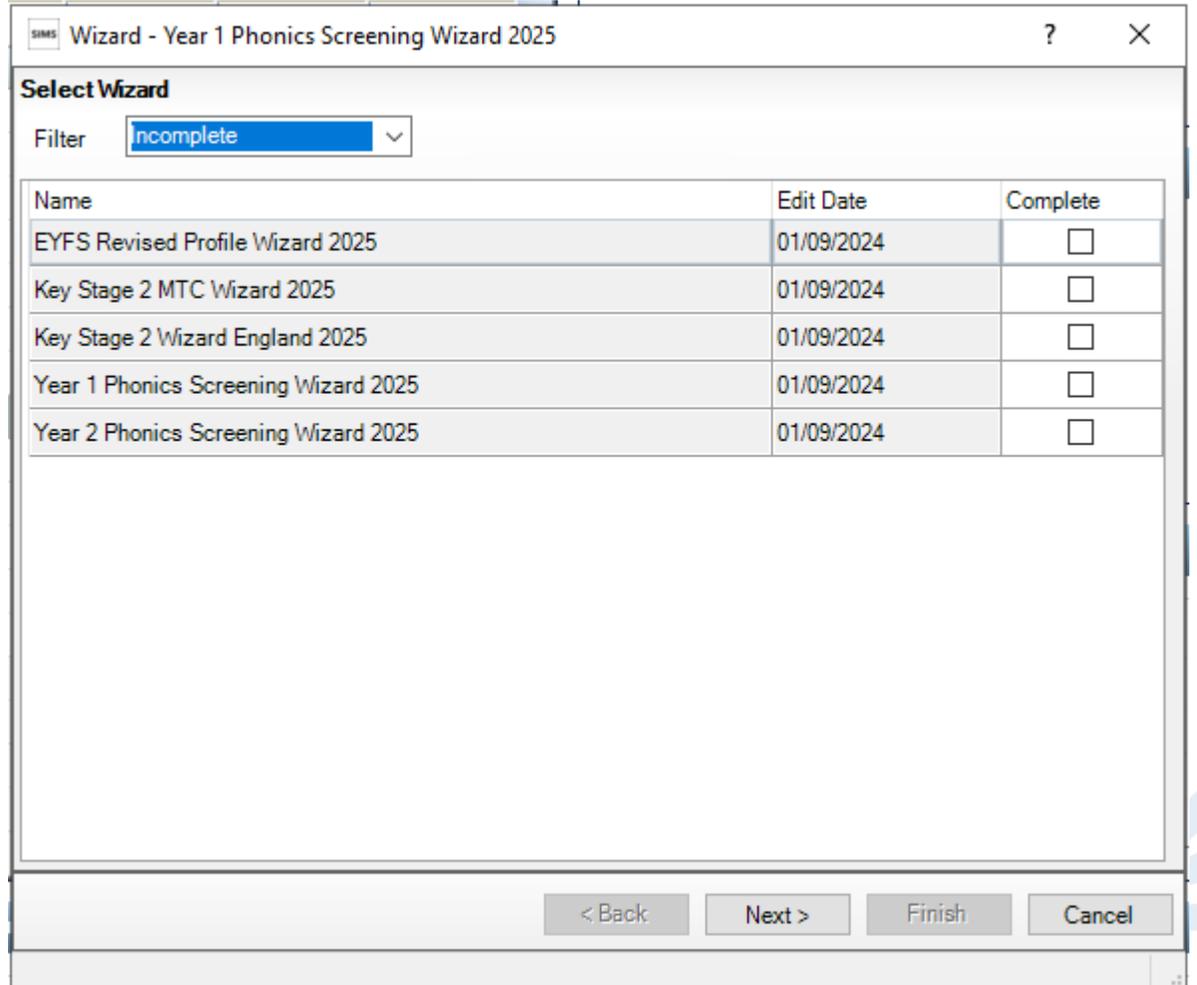
Import AMPARK

- Go to **Focus | Assessment | Marksheet Entry**
- You will be presented with the **Import Assessment Manager Resources** Window
- Click **Yes**
- The process may take a couple of minutes to complete.
- If the import doesn't happen automatically you may have to do it manually, please contact us.



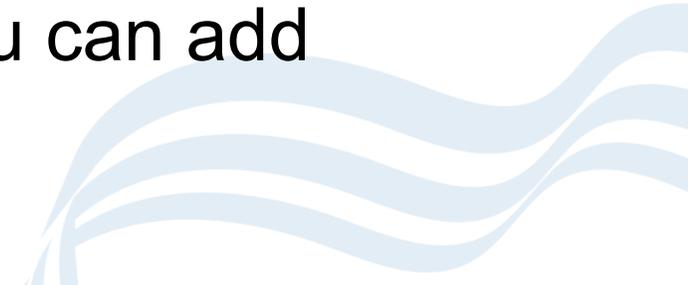
Check resources have been imported

- Go to **Tools | Performance | Assessment | Wizard Manager**
- If some are missing, you may need to import them manually via **Routines | Data In | Assessment**



User Defined Groups

These are used for ensuring you only have the correct pupils listed.

- **Focus | Groups | User Defined Groups**
 - Click **New** and choose a suitable name, short name and code
 - E.g. KS1 2025, Make it active.
 - Use the **Effective date range** to make it active for the correct date range
 - To Add Students, go to **Action | Add Student** you can add students manually or in bulk.
- 

Accessing the Wizards

- Once successfully imported, the wizards will show in **Tools | Performance | Assessment | Wizard Manager**. A year group will need to be applied within the wizard, you can do this by selecting the desired wizard and clicking next, then going to the looking glass and expanding year group for example and applying the relevant year.
 - When a year group has been attached to the wizard, you can then see the marksheets in **Focus | Assessment | Marksheet Entry**. You can filter the marksheets you wish to view by typing in the search bar
- 

Accessing and completing the wizards

- All the wizards work in a similar way.
 - **Tools | Performance | Assessment | Wizard Manager**
 - Select the wizard you want to work on and click next
 - On the group screen, using the Magnifying glass to select a group of students (year group, registration group or User defined group). Click Apply
 - Click Next to be shown the marksheets, you may need to expand the column heading to see the full name of the marksheet.
 - Double click on a marksheet to open it.
- 

General Marksheet Tips

- Fill in the grades for the columns that are required.
 - Columns with an **f** are formula columns and those which are greyed out are for data checking / calculation and you can't enter anything into those.
 - You can flood fill columns by right clicking on the heading and selecting '**Select Grade for Column**'
 - Right click on a cell to see the available grades for that cell.
- 

Year 1 Phonics Screening Check

- In column 1 (Threshold Score) you will enter the threshold scores when released by the DfE
- In column 2 (Marks) enter the marks for that the pupil obtained.
- In column 3 (Grade) this will be automatically calculated once the threshold is entered. If pupils are Disapplied, Absent, Left or you need to record Maladministration this is recorded in this column also.
- The Data Check column will alert you to any missing information.

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	f Grade for Phonics Check Year 1	f Data Check
ADESINA, Kyra	38	40	Wa	
BAJEK, Timon			A	
BARBER, Serena				
BARNES, Luke				
BLAKE, Ryan				
BROWNS, Megan				
CHAPMAN, Aurora				
CHESTER, Gregory				
CLARISE, Rosealie				

Year 2 Phonics Check

- You may choose to use a user defined group to narrow down your list of pupils – using the list sent by the data team.
 - For any pupil that did not achieve the standard in year 1, their recheck marks can be entered here.
 - Open the phonics check marksheet for year 2 – you only need to complete data for those children who are being reassessed.
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MTC Year 4

- You don't need to enter data into SIMS for this as the multiplication check is done via the online service.
- Data is sent to you via a CTF and once imported it will populate the mark.
- You can use the wizard to review the student data and to produce the reports to parents.



Key Stage 2 Wizard

- Open the KS2 A Teacher Assessments
- 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

2 Marksheet

Result Date  Group Membership Date   Refresh  Summary  Na

Group Filter 

Students	KS2 Reading TA Key Stage 2 Validated Result	KS2 Writing TA Key Stage 2 Validated Result	KS2 Maths TA Key Stage 2 Validated Result	KS2 Science TA Key Stage 2 Validated Result	<i>f</i> Missing Entries Check	<i>f</i> No of Missing Entries
ABBOTT, Jessica						
ABHRA, Shaquib						
ACKTON, Charlotte						
ALALA, Michael						
BENSON, Chantal						
BHATI, Nadeem						
BORDET, Magda						
BURROWS, Delphine						
CEDRIC-SMITH, Elliott						

Reporting to Parents

- Each Wizard is similar
- Using the Wizard manager, open each one you want to report to parents.
- Click Next until you get to the Individual Report Format Screen.



Setting Up the Reports

- Choose the report at the top of the screen.
- Select the specific membership dates for the relevant pupils (i.e. the date range for which pupils were on roll for).
- Select the students at the bottom of the screen which you want to run a report for.

Individual Report Format

Name	Edit Date
KS1 Y1 Phonics Comparative Eng 2025	01/09/2024
KS1 Y1 Phonics Student Eng 2025	01/09/2024

Membership Dates for Group : ASH

From: 05/06/2025 To: 05/06/2025 Refresh

Group Filter

Students

	Surname	Forename	DOB	Reg Grp
<input checked="" type="checkbox"/>	Adesina	Kyra	23/03/2019	ASH
<input type="checkbox"/>	Bajek	Timon	17/04/2020	ASH
<input type="checkbox"/>	Barber	Serena	07/07/2020	ASH
<input type="checkbox"/>	Bames	Luke	01/11/2018	ASH
<input type="checkbox"/>	Blake	Ryan	22/02/2020	ASH
<input type="checkbox"/>	Browns	Megan	02/07/2020	ASH

Select All Deselect All

< Back Next > Finish Cancel

Running Reports

- Use the report buttons to Preview in Word, Print, Export or upload to the SIMS document management server.

Wizard - Year 1 Phonics Screening Wizard 2025

Individual Report Format

Name	Edit Date
KS1 Y1 Phonics Comparative Eng 2025	01/09/2024
KS1 Y1 Phonics Student Eng 2025	01/09/2024

Membership Dates for Group : ASH



Preview in word



Print



Export



Upload to document management server

Returning data to the LA

- A guide has been sent to schools on how to export data to the LA using SIMS.
 - This is done via a CTF which is sent via Data Locker.
 - Please refer to this guide for further information.
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Webinar Recordings

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

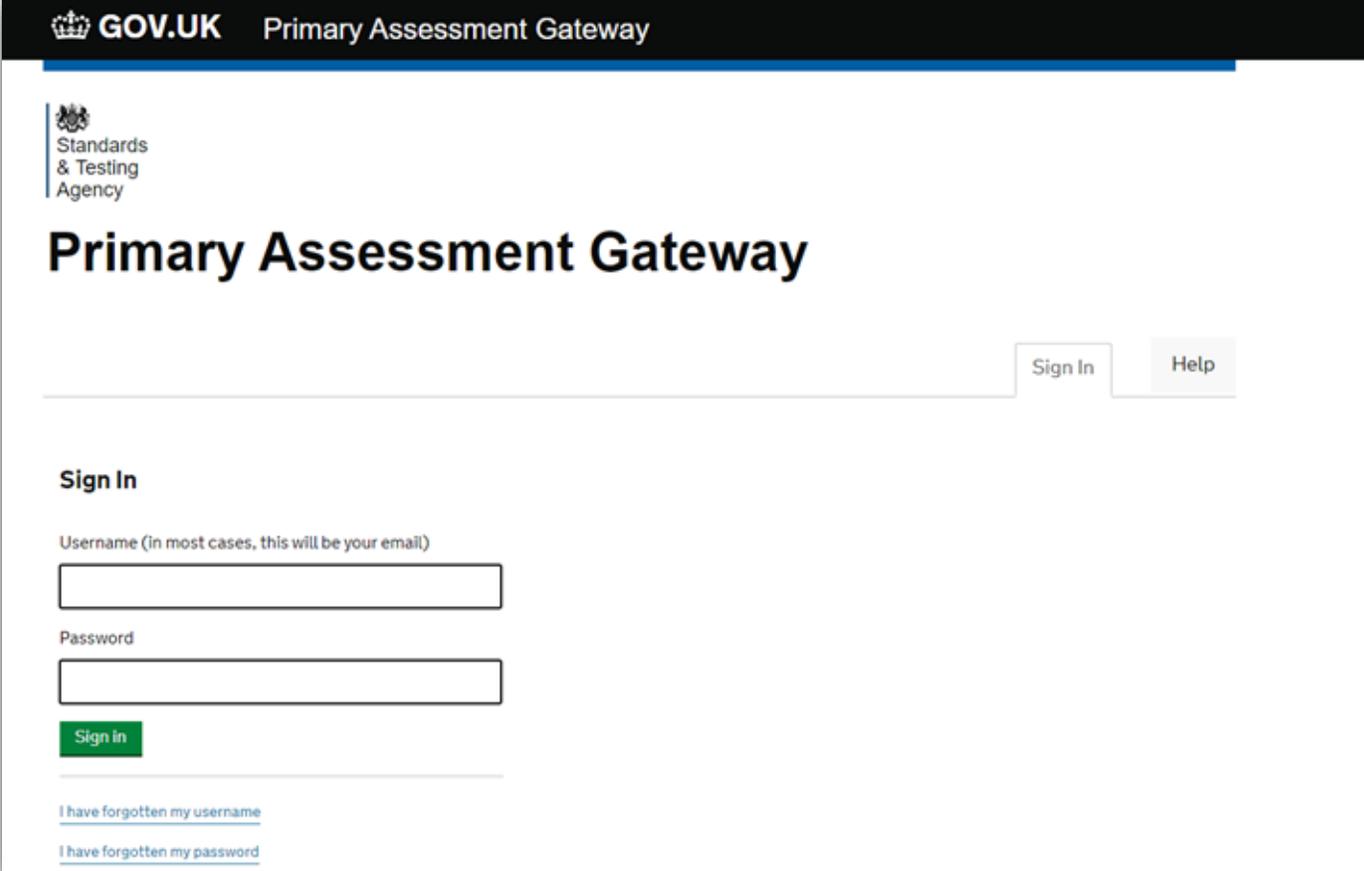


And Finally



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

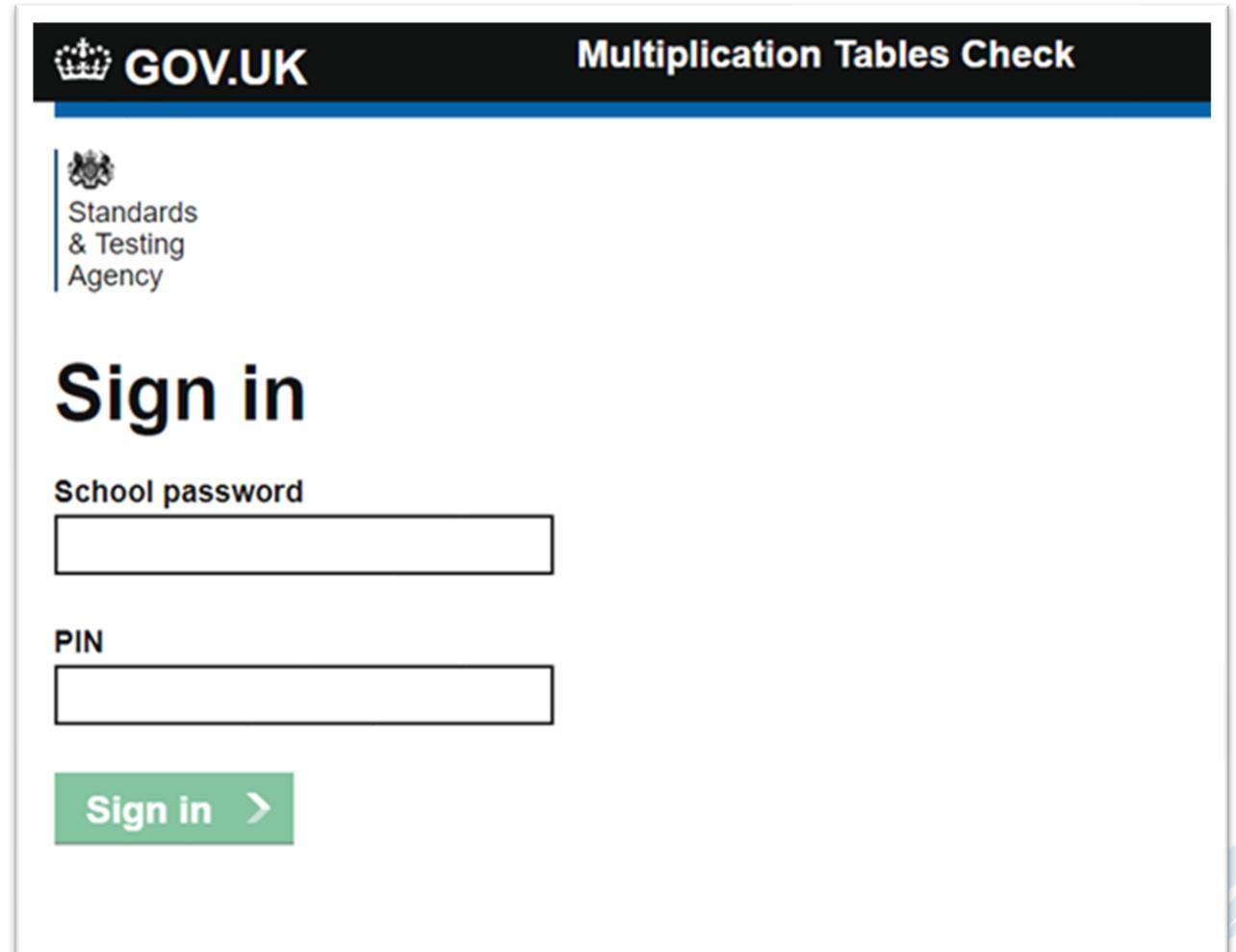


The screenshot shows the login page for the Primary Assessment Gateway. At the top, there is a black header with the GOV.UK logo and the text 'Primary Assessment Gateway'. Below this, the Standards & Testing Agency logo is visible. The main heading is 'Primary Assessment Gateway'. On the right side, there are two buttons: 'Sign In' and 'Help'. The 'Sign In' section contains a form with the following elements:

- Sign In** (Section Header)
- Username (in most cases, this will be your email) label above a text input field.
- Password label above a text input field.
- A green 'Sign in' button.
- Two links at the bottom: '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 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 logo for the Standards & Testing Agency is displayed. The main heading is 'Sign in'. There are two input fields: 'School password' and 'PIN'. Below the input fields is a green button with the text 'Sign in' and a right-pointing chevron.

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**



Coventry City Council

coventry.gov.uk