



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

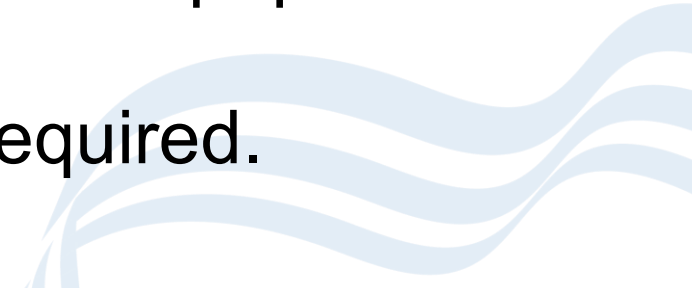
Producing –
standard key stage
reports for parents

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.
- 

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.

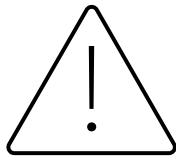
Email sent by Kevin on 08/05/26



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 SIMS

To complete your Key Stage Data



Before you start

- Please make sure you have upgraded to the Spring release of SIMS
- Version **7.228**
- Ensure you have the latest version of the assessment resources loaded in SIMS (see next slide)



The image shows a screenshot of the SIMS Next Gen software interface. The main window is titled "Attendance overview" and displays various data points and charts. Key statistics include "Overall attendance" at 95.17% (national average 95.20%) and "Persistent absence" at 17.10% (national average 16.20%). There are also charts for "Absence by day" and "Weekly attendance". The SIMS logo is visible in the top right corner of the interface.

SIMS Next Gen

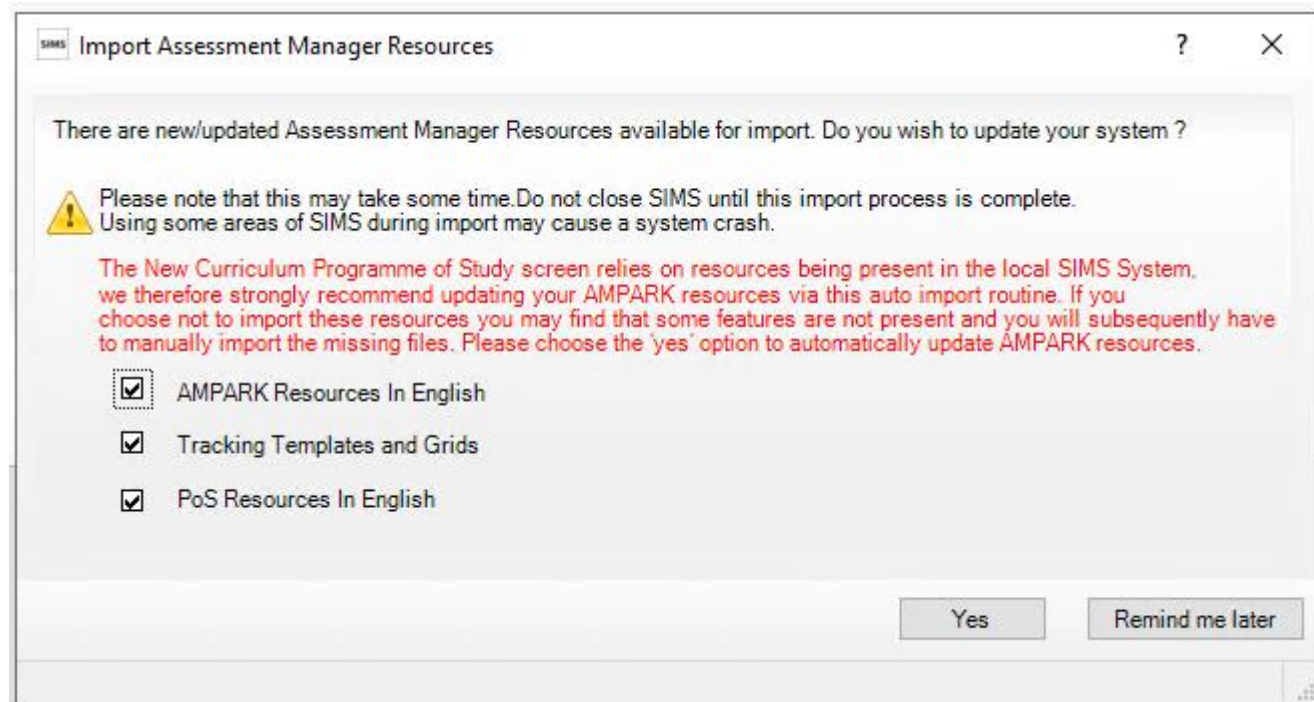
See the story behind your school's data.
Clear trends. Actionable insights. Informed decisions.

Build 23 Database build 3.65.463 England Public-UK Primary

Version 7.228 © Education Software Solutions Limited (ESS), 1984-2026
Contains iTextSharp © 2008 Bruno Lowgic

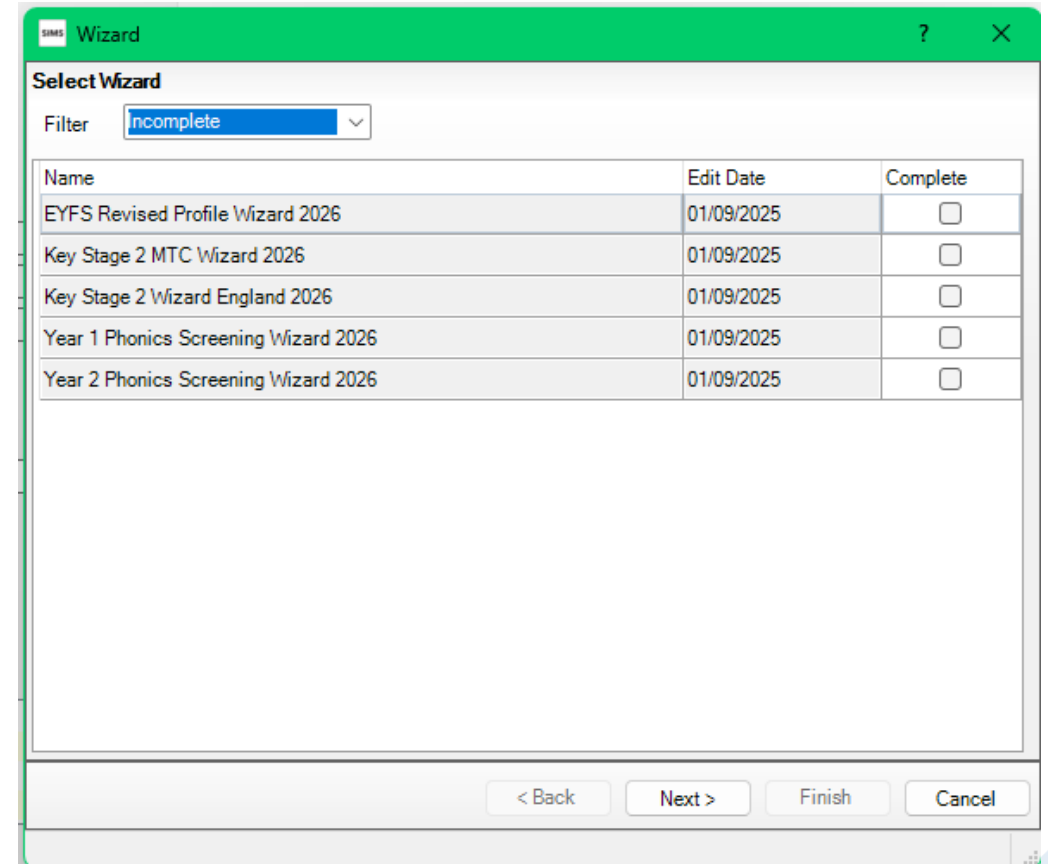
Import AMPARK

- 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.



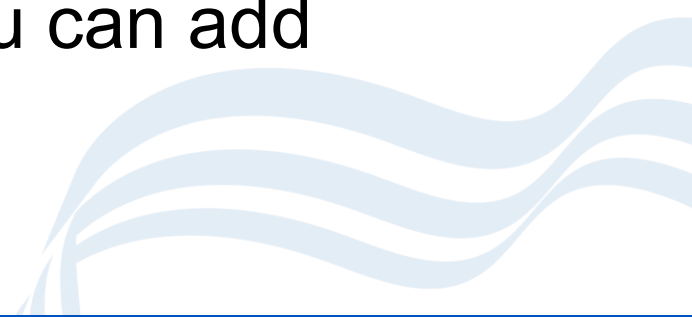
Check resources have been imported

- Go to **Tools | Performance | Assessment | Wizard Manager**
- You should see EYFS, KS2, Y1 Phonics, Y2 Phonics, KS2 MTC
- If some are missing, you may need to import them manually via **Routines | Data In | Assessment**
- If you are completing the KS1TA return you will need to use the Key Stage 1 Wizard England 2024




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 2026, Make it active.
 - Use the **Effective date range** to make it active for the key stage collection period.
 - To Add Students, go to **Action | Add Student** you can add students manually or in bulk.
- 


Accessing the marksheets

- Once successfully imported, the wizards will show in **Tools | Performance | Assessment | Wizard Manager**. A group will need to be applied within the wizard to create the marksheets, you can do this by selecting the desired wizard and clicking 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
 - When a 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
 - 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 (or use the pencil icon).
- 

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

- Column 1 (**Threshold Score**) you will enter the threshold scores when released by the DfE
- Column 2 (**Marks**) enter the marks that the pupil obtained.
- Column 3 (**Grade**) this will be automatically calculated once you enter the Threshold Score.
- Column 3 (**Grade**) if pupils are Disapplied, Absent, Left or you need to record Maladministration you will need to enter the corresponding grade into this column prior to submitting your data.
- If you have entered a Mark in Column 2 you do not need to enter anything into Column 3
- 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.



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						


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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Exporting the results to send to the LA

- Routines | Data Out | CTF | Export CTF
- Select the relevant CTF export type e.g. Early Years Foundation Stage data (FSP)
- Default view displays all **current** pupils including those who have previously had a CTF created. Ensure the default of **Include students already exported** is active.
- All pupils will be displayed. Select the relevant year group using the filter on the column
- In column **Destination LA/Other**, click on the right-click in the first cell and **Select All**. Then left-click and use the down arrow to scroll to **Coventry LA**. Each pupil will now be marked with the relevant LA.
- For the **Key Stage 2 CTF** you should select **STA** instead of Coventry in the Destination LA/Other column

Exporting the results to send to the LA



- Click **Export CTF**
 - You will receive a message related to address tidy. Select **Yes** to continue.
 - Check the **Exception Log** file.
 - The file is now ready to send to the LA via Datalocker.
 - Make a note of the filename for your reference
 - Remember this process will need to be repeated for other returns
- 

Importing Test Results

- **Routines | Data In | Import CTF**
 - Add MTC for Existing Pupils Only
 - Add KS2 for Existing Pupils Only
- Browse to find your file
- Select **Assessment data**

Select the CTF import type..

Import Type
General
Add Data for New Pupils Only
Add Data for Existing Pupils Only
Add KS1 for Existing Pupils Only
Add KS2 for Existing Pupils Only
Add Phonics Data for Existing Pupils Only
Add FSP data for Existing Pupils Only
Add MTC for Existing Pupils Only

 Select  Cancel

Import CTF (Add KS2 for Existing Pupils Only)

1 Data to be Imported 2 Import Selection 3 Exception Log

1 Data to be Imported

Student Basic Details	<input type="checkbox"/>	Student Address	<input type="checkbox"/>	Student Contacts	<input type="checkbox"/>	Looked After	<input type="checkbox"/>
SEN Information	<input type="checkbox"/>	Assessment Data	<input type="checkbox"/>	School History	<input type="checkbox"/>		
Attendance Summary	<input type="checkbox"/>	Programme of Study(PoS) Assessments	<input type="checkbox"/>	FSM History	<input type="checkbox"/>		

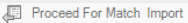
2 Import Selection

CTF File

Place new pupils in Effective Date 22/05/2026

Pre-Admission Group	Admit On	Year Group

◆ Only KS2 will be added.
◆ KS2 will only be added for existing pupils
◆ KS2 will only be added where they are missing



Reporting to Parents

- When all the results are entered on the marksheets, reports can be produced.
- Tools | Performance | Assessment | Wizard Manager
- Open each wizard you want to report to parents
- The process is the same for each wizard
- 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

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 **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

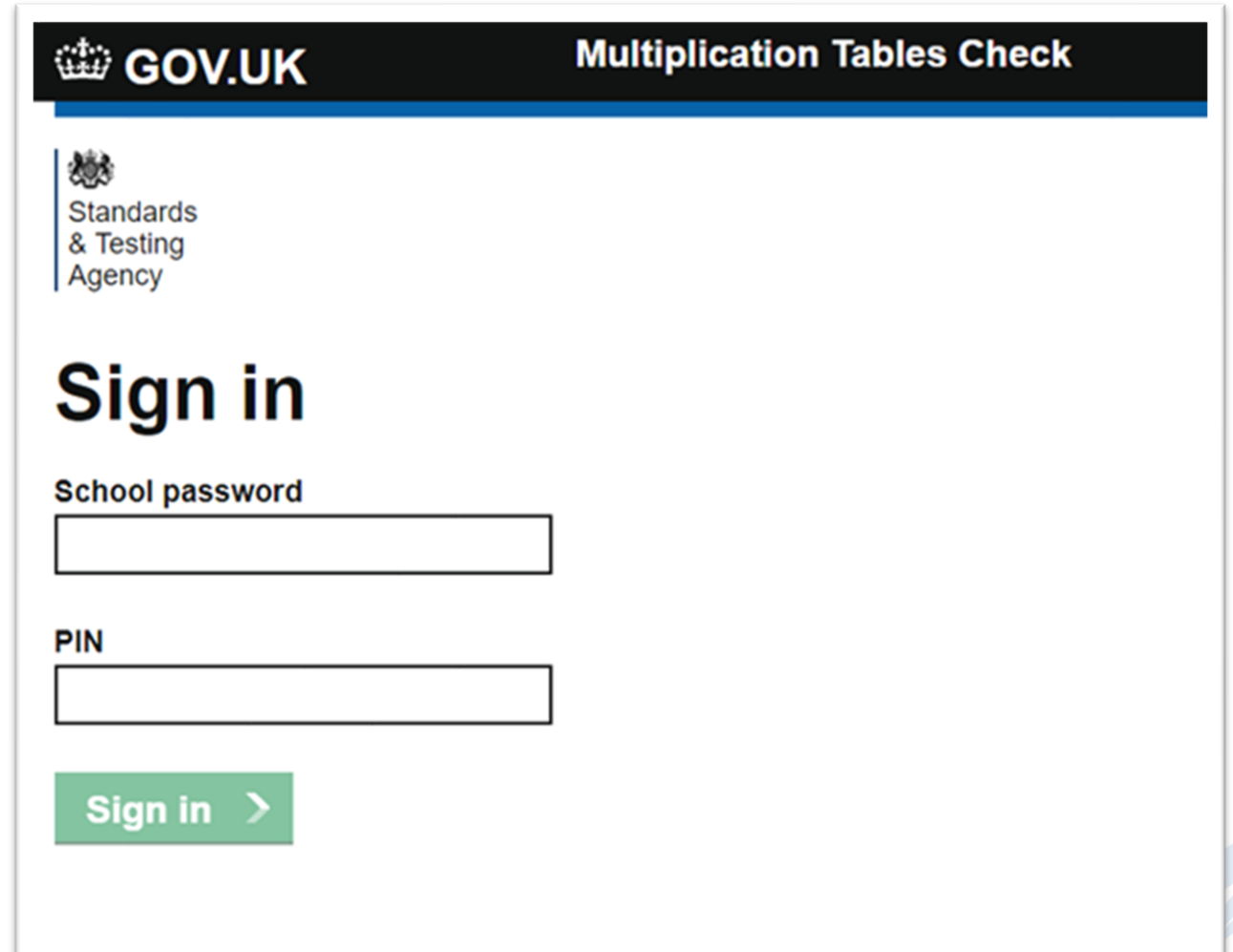
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Download MTC Results

- 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 page 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, on the left side, is the logo for the Standards & Testing Agency. 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 arrow.

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**



Coventry City Council

coventry.gov.uk