

Welcome to the Webinar.
The session will begin
shortly

Please ensure that you also have an audio connection either through a headset and microphone attached to your computer or by telephone to the published number.

You will join the session muted but there is a chat facility available where you can type questions.

This session will be recorded and shared with colleagues after the session. By attending you agree and accept you may be captured in the recording.

KEY STAGE ENTRY EXPLAINED WEBINAR

Alison York

ICT & Digital, Systems Management

Kevin Coughlan - Data Team

(Education Improvement Service)

Key Stage Entry Explained

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Alison York - ICT Systems Management

Kevin Coughlan - Data Team (Education Improvement Service)





Introductions

Course Objectives

The workshop will cover:

Configuring	Configuring Bromcom to show assessment sheets
Using	using the various marksheets available to record the teacher assessments (TAs)
Recording	recording test results
Using	using additional features on these marksheets
Producing	producing standard Key Stage reports for parents
Exporting	exporting the results
Uploading	uploading reports to the document server so that they can be viewed within BROMCOM.

Overview

- The 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 stages 1 and 2, the Early Years Foundation Stage (EYFS) and the Phonics Screening Check.

Course Requirements

An understanding of how MIS is used to maintain, and update pupil information is desirable but not essential.

No prior knowledge of MIS
Assessment is required.

Email from
K.Coughlan
9th May 2024
- slide 1

(1) 2024 : ANNUAL Data Collection for EYFS, Phonics Screening, KS1 TA and KS2 TA

See also [Full Data Collection Timetable](#) [here](#)

(Please be aware deadlines fall within a few days of each other in late June)

Key Stage/Data Set with DfE guidance links	Submission deadline by
Year 1 & 2 Phonics Screening (10-14 June and 17-21 absentees)	21 June
Key Stage 2 TA	24 June (schools being moderated) 26 June (schools <u>not</u> being moderated) (Dfe deadline for LA is 28 th June) N.B. The Data Team is submitting to the Primary Assessment Gateway on your behalf
Year 4 MTC (3 -14 June)	Optional ctf return by 5 th July
Key Stage 1 TA	28 June (now optional)
EY Foundation Stage	28 June
Key Stage 2 Test data available	No submission but on 9 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 Key Stage “ctfs” are submitted

With school MIS systems now covering several providers, I list below key links plus SIMS documents for those who remain with ESS.

Note pages 7 and 8 of the returns guide is generic for all MIS returns via DataLocker

FOR BROMCOM USERS

See the link below detailing each Key Stage plus details of up-and-coming Webinars 21st, 22nd May and 4th June.

[Primary Data Collections – Bromcom](#)

FOR SIMS USERS

Attached:

1. End of year Summary SIMS Procedure Sheet (use with reference to attachment 2 below)
2. Key Stage Entry Explained (Step – by Step Manual)
3. EYFSP Statutory Return to the LA
4. All Key Stages Returns Guide

Use file 1 “(1) End of Year - Summary Sheet 2024” as the main overview to guide you to the other documents listed

The main manual is file 2 “(2) Key Stage Entry Explained” being the detailed guide and written as a full course training tool.

Email from K. Coughlan 9th May 2024 – slide 2

(2) Year 1 (and “Y2”) Phonics Screening 2024 (“Screening” is week beginning 10th June)

Data is required for all of Year 1 and for those in Year 2 who did not meet the required standard in 2023.

A file will be uploaded **by Monday 20th May** to DataLocker at <https://datalocker.coventry.gov.uk/> listing those in Y2 who need to be screened again. ***An email will also follow to confirm.***

(3) Engagement Model (replacement for P Scales)

Schools record code “EM” for pupils “below pre key stage standards” (BLW) of the national curriculum. The reporting of “areas of engagement” is not required.

(4) Data Returns (File 4 ref above) All school returns should be done via DataLocker at <https://datalocker.coventry.gov.uk/>

**** N.B Please do not submit KS2 TA data to Primary Assessment Gateway , the Data Team are submitting it on your behalf as in previous years ****

(5) Availability of KS2 test data

A common transfer file (“ctf”) will be available to schools on the [Primary Assessment Gateway](#) by **9th July**. This data can be imported directly into your MIS system on this date.

Email from K. Coughlan 9th May 2024 - slide 3

If you have queries regarding the data please call :

- David Woodhouse on **7697 1744** for **Key Stage 1 and Key Stage 2**
- Lee Carvell on **7697 1742** for **Early Year's Foundation Stage**
- Rayna Begum on **7697 2076** for **Y1 (Y2) Phonics Screening.**
- For the set-up of **"End of Key Stage"** (Coventry ICT SLA customers) please log a ticket with the **Schools Service Desk** by emailing schoolsict@coventry.gov.uk or call 7678 6620.

Pupil On Roll relevant dates for each Key Stage – who to include on the marksheet

EYFS

- on roll as at **24 May**

Y1 and Y2 Phonics

- on roll week beginning **10 June**

KS2 MTC for Year 4

- on roll on or before **21 June** and if a new admission include if not already tested at previous school.

KS2 TA for Year 6

- on roll week beginning **13 May** (test week)

BROMCOM Guidance

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

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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/>

Webinar Recordings

Bromcom recordings of live webinars, you will be asked to confirm your details before viewing the recording

[Primary Data Collections Live Webinar Recording](#)

CCC Video Library

<https://www.schoolsict.digital/bromcom/#Statutory%20Returns>

Bromcom - Which columns need completing?

EYFS –

- Marksheet Name EYF-2024-R (or class name)

The DfE requires that the school record an assessment score for each of the 17 early learning goals E01 to E17, either;

- 1 for Emerging
- 2 for Expected
- A for unable to assess/exemption applies.

EYFS – Year R Complete All 17 columns



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	EYF-PSE-E05-FA-FD	EYF-PHY-E06-FA-FD	EYF-PHY-E07-FA-FD	EYF-LIT-FA-FD
<u>Addison</u>	<u>Peter</u>		R Buttercups	R								
<u>Addy</u>	<u>Makoto</u>	👉👉👉	R Daisy	R								
<u>Arkowski</u>	<u>Andrzej</u>	👉👉👉	R Daisy	R								
<u>Aziz</u>	<u>Amanda</u>	👉👉	R Daisy	R								
<u>Barber</u>	<u>Michael</u>	👉	3 Oak	R								
<u>Barnes</u>	<u>Matthew</u>	👉👉👉	R Daisy	R								
<u>Ben-Harch</u>	<u>Selina</u>	👉👉	R Daisy	R								
<u>Carroll</u>	<u>Neil</u>		R Buttercups	R								

Select Grade (Addison, Peter - EYF-COM-E01-FA-FD) ✕

1

2

A

Skip

Bromcom -
Which
columns need
completing?

Key Stage 1 Year 1 –

Year 1 - Phonics Screening

- Marksheet Name KS1-2024-01 (or class name)

Complete this columns

- KS1-PHO-CHK-TT-NM
- KS1-PHO-CHK-TT-NY (only if Abs - A)

Bromcom - Which columns need completing?

Key Stage 1 Year 2 –

Year 2 - Phonics Screening

- Marksheet Name KS1-2024-02 (or class name)

Complete this column

- KS1-PHO-CHK-TT-NM

For inputting Year 2 results (pupils in year 2 who have not previously met the expected standard for phonics decoding and as such are required to take the check) this should be done in the Year 2 sheet, the previous result from Summer 2023 should not be visible.

Bromcom -
Which
columns need
completing?

Key Stage 1 Year 2 Teacher Assessment

- Marksheet Name KS1-2024-02 (or class name)

Complete columns

- KS1-ENG-REA-TA-NC
- KS1-ENG-WRI-TA-NC
- KS1-MAT-MAT-TA-NC
- KS1-SCI-SCI-TA-NC

Bromcom -
Which
columns need
completing?

Key Stage 2 Year 6 –

- Marksheet Name KS2-2024-06 (or class name)

Complete columns

- KS2-ENG-WRI-TA-NC (Writing)
- KS2-SCI-SCI-TA-NC (Science)
PLUS (only for pupils working below the standard of National Curriculum)
- KS2-ENG-REA-TA-NC (Reading)
- KS2-MAT-MAT-TA-NC (Mathematics)

KS2 Assessments for Year 6 – Writing TA and Science TA only ...unless below standard of test then complete Reading and Mathematics also with PreKeyStage levels (PK) or Engagement Model (EM) for high level SEN

<Stag	<Ye	<Subject	<Component	<Metho	<ResultQualifi	<ComponentParameter	Component Description	<Result> Valid Entries	Max
KS2	2023	ENG	SUB	TA	NT	KS2-2023-ENG-SUB-TA-NT	English Subject - Free Text	1000 characters, free text	
KS2	2023	MAT	SUB	TA	NT	KS2-2023-MAT-SUB-TA-NT	Maths Subject - Free Text	1000 characters, free text	
KS2	2023	SCI	SUB	TA	NT	KS2-2023-SCI-SUB-TA-NT	Science Subject - Free Text	1000 characters, free text	
KS2	2023	ENG	GPV	TT	NM	KS2-2023-ENG-GPV-TT-NM	Grammar, Punctuation and Vocabulary	Integer	50
KS2	2023	ENG	SPE	TT	NM	KS2-2023-ENG-SPE-TT-NM	Spelling	Integer	20
KS2	2023	ENG	GPS	TT	NS	KS2-2023-ENG-GPS-TT-NS	Grammar, Punctuation, Vocabulary and Spelling	Integer	70
KS2	2023	ENG	GSS	TT	NB	KS2-2023-ENG-GSS-TT-NB	Grammar, Punctuation and spelling Scaled Score	0-999, N	999
KS2	2023	ENG	GPM	TT	NE	KS2-2023-ENG-GPM-TT-NE	Grammar, Punctuation and spelling Outcome	A, B, L, M, U, J, F, P, H, Q, AS, NS	
KS2	2023	ENG	RD1	TT	NM	KS2-2023-ENG-RD1-TT-NM	Reading	Integer	50
KS2	2023	ENG	RSS	TT	NB	KS2-2023-ENG-RSS-TT-NB	Reading Scaled Score	0-999, N	999
KS2	2023	ENG	REM	TT	NE	KS2-2023-ENG-REM-TT-NE	Reading Outcome	A, B, L, M, U, J, F, P, H, Q, AS, NS	
KS2	2023	MAT	MAR	TT	NM	KS2-2023-MAT-MAR-TT-NM	Mathematics, Arithmetic	Integer	40
KS2	2023	MAT	MR1	TT	NM	KS2-2023-MAT-MR1-TT-NM	Mathematics, Reasoning paper 1	Integer	35
KS2	2023	MAT	MR2	TT	NM	KS2-2023-MAT-MR2-TT-NM	Mathematics, Reasoning paper 2	Integer	35
KS2	2023	MAT	SUB	TT	NS	KS2-2023-MAT-SUB-TT-NS	Mathematics, Total	Integer	110
KS2	2023	MAT	MSS	TT	NB	KS2-2023-MAT-MSS-TT-NB	Mathematics, Scaled Score	0-999, N	999
KS2	2023	MAT	MAM	TT	NE	KS2-2023-MAT-MAM-TT-NE	Mathematics Outcome	A, B, L, M, U, J, F, P, H, Q, AS, NS	
KS2	2023	ENG	REA	TA	NC	KS2-2023-ENG-REA-TA-NC	Reading	EM, PK1, PK2, PK3, PK4, PK5, PK6, A, Q	
KS2	2023	ENG	WRI	TA	NC	KS2-2023-ENG-WRI-TA-NC	Writing	EM, PK1, PK2, PK3, PK4, PK5, PK6, WTS, EXS, GDS, A, L, F, P, Q	
KS2	2023	MAT	MAT	TA	NC	KS2-2023-MAT-MAT-TA-NC	Mathematics	EM, PK1, PK2, PK3, PK4, PK5, PK6, A, Q	
KS2	2023	SCI	SCI	TA	NC	KS2-2023-SCI-SCI-TA-NC	Science	HNM, EXS, A, L, F, P, Q	
KS2	2023	MAT	MTC	TT	MT	KS2-2023-MAT-MTC-TT-MT	Multiplication Tables Check	0-25, A, B, J, L, Q, U, X	25

Class/Group: 06 - Class Teacher(s): N/A - Marksheet: SheetName-06 - Number of Pupils: 58

Last Name	First Name	UDF	TG	Year	AT-NS	KS2-MAT-MSS-TT-NB	KS2-MAT-MAM-TT-NE	KS2-ENG-REA-TA-NC	KS2-ENG-WRI-TA-NC	KS2-MAT-MAT-TA-NC	KS2-SCI-SCI-TA-NC	KS2-MAT-MTC-TT-MT
Addison	Oliver	★♥♦★ ★	6 Birch	06				●		●		
Ahmed	Burcu	♥♦★	6 Willow	06								
Ahmed	Yusra	♥★	6 Birch	06								
Ali	Dhilura	♥★	6 Birch	06								
Arojojoye	Alexandra	♥★	6 Birch	06								
Atkins	Davis	♥	6 Willow	06								
Augustine	Chelsea	♥★	6 Birch	06								

The remaining columns (TT) are populated by test results from the DfE Ctf on 09 July

Bromcom -
Which
columns need
completing?

Multiplications Check

- Marksheet Name KS2-2024-04 (or class name)

Complete columns

- KS2-MAT-MTC-TT-MT

For the Year 4 Multiplication Check the results column for this is the last column in the KS2 Stage Assessment Sheet

Options available on all sheets



Change tab direction



Export to Excel



Import to sheet



Add/Remove additional Columns



Options

Options

Result Date	Class Membership Date
<input type="text" value="21/05/2024"/>	<input type="text" value="21/05/2024"/>

Result Date/Class membership date – defaults to current date



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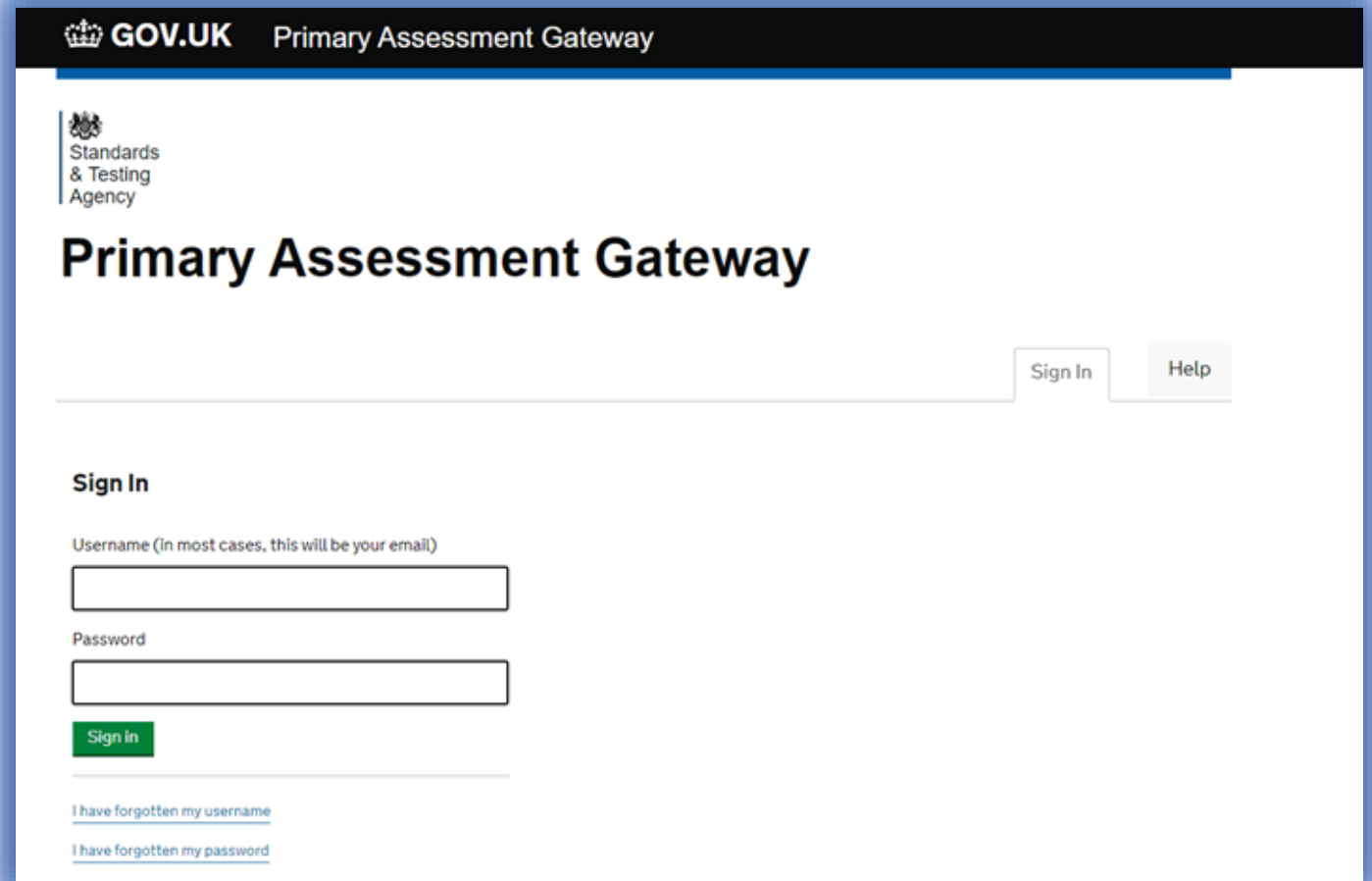
How to send student reports from the DMS

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

Available 9th July

Download KS2 Test Results

[Sign In
\(education.gov.uk\)](https://education.gov.uk)

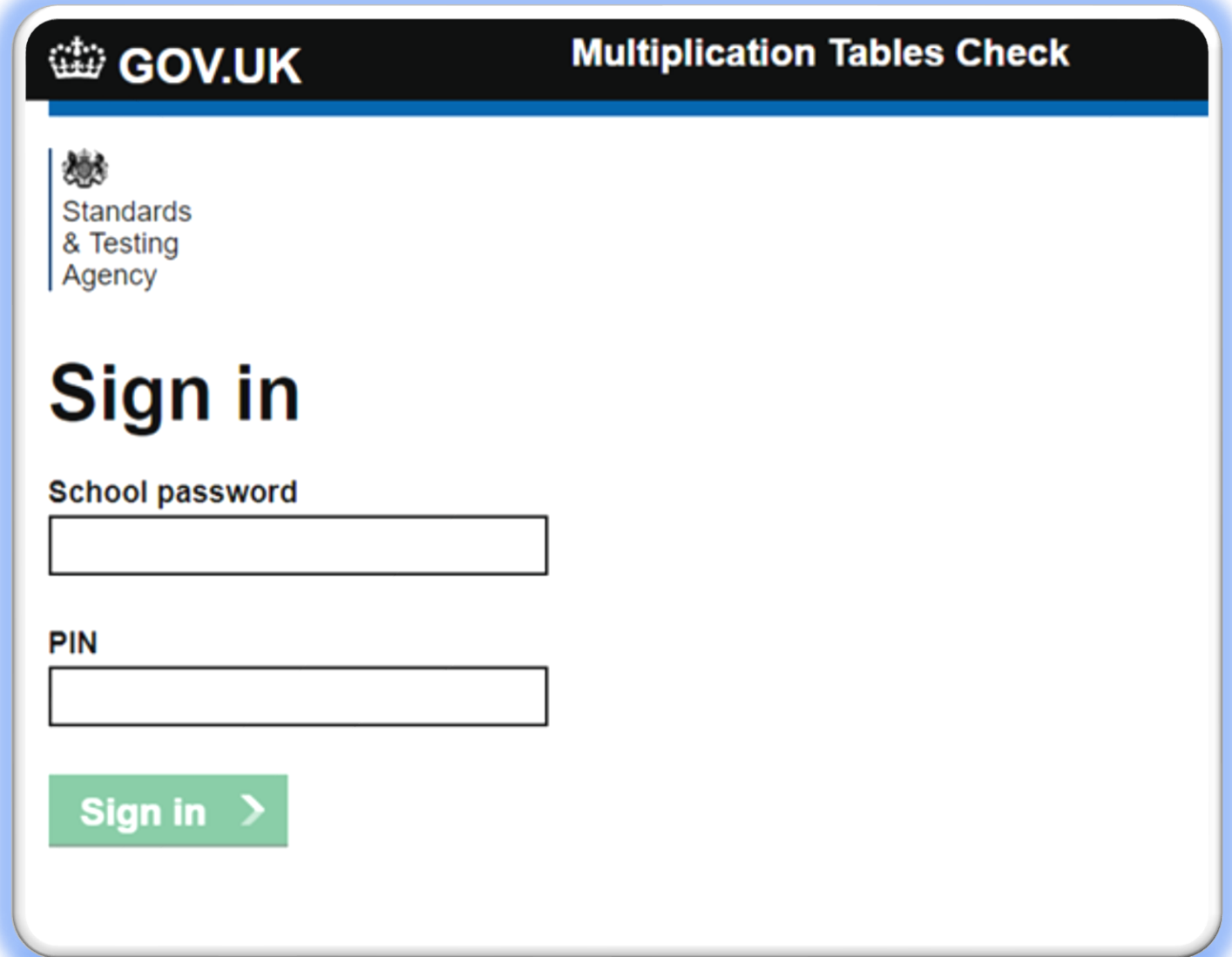


The screenshot shows the 'Primary Assessment Gateway' sign-in page. At the top, there is a black header with the 'GOV.UK' logo and the text 'Primary Assessment Gateway'. Below this, the 'Standards & Testing Agency' logo is visible. The main heading is 'Primary Assessment Gateway'. On the right side,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

- A heading 'Sign In'.
- A label 'Username (in most cases, this will be your email)' above a text input field.
- A label 'Password' above a password 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

[GOV.UK \(multiplication-tables-check.service.gov.uk\)](https://www.gov.uk/multiplication-tables-check.service.gov.uk)



The screenshot shows the sign-in page for the Multiplication Tables Check on the GOV.UK website. At the top, there is a black header with the GOV.UK logo and the text "Multiplication Tables Check". 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". A green "Sign in" button with a right-pointing arrow is located below the input fields. The page is reflected below it.

GOV.UK Multiplication Tables Check

Standards & Testing Agency

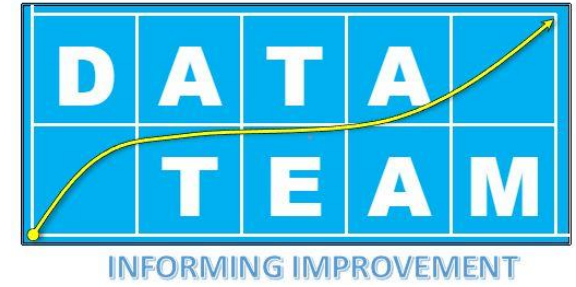
Sign in

School password

PIN

Sign in >

KEVIN COUGHLAN
EDUCATION DATA TEAM



Thank
You

ALISON YORK
ICT & DIGITAL, SYSTEMS MANAGEMENT

