



**Common Transfer File
&
Key Stage Two Data

For New Intake
September 2009

Assessment Manager 7**

June 2009

School IT Systems Support

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INTRODUCTION

Common Transfer Files from Primary Schools

You should be receiving Common Transfer Files from primary schools from the 1st July onwards. Our KS2 instructions advise primary schools to generate a CTF for secondary transfer after they have entered the KS2 Teacher Assessments. The CTF Import instructions on **page 7** gives further advice to aid the import process.

Key Stage Two Results for your new intake

It is likely that the CTF received from primary schools will contain just the Teacher Assessments for KS2. Primary schools do not always enter test data into Assessment Manager. There are two ways secondary schools can obtain the full KS2 results for their new Year 7 September 2009 Intake.

Please read the notes below to decide which option you wish to use. Schools may wish to use a combination of both options as:

- **Option One will** provide data for pupils from outside County but **will not** include the Fine Test Level for English, Maths & Science as that is calculated at County Hall.
- **Option Two will** include the Fine Test Level data but **will not** include pupils from out of County and **will not** be available until later than the download from the Key to success website.

Option One:

Secondary Schools will be able to access the KS2 results for incoming year 7 pupils from **mid July 2009 from the Key to Success website**. This will be unamended data. Amended data will be available from mid August 2009.

Option Two:

Secondary schools can request KS2 data from the MIU team at County Hall in the usual way by sending a spreadsheet containing **Surname, Forename, Date of Birth, Gender** and **UPN** for your new applicants due to start in Year 7 next September. The request can be submitted via an e-mail to **csf.datacollection@hertscc.gov.uk**.

- **SITSS have created a Sims.net report** that can be downloaded from our Website to pull this data into an Excel spreadsheet which can then be attached to the email. The report is called **SITSS - New Intake for Year 7**. You will find instructions on our website on how to download and import reports. If you downloaded the report last year it should still work ok this year.
- To run the report from sims.net click on **Reports | Run**, expand the **Focus | Application** folder. The report is called **SITSS – New Intake for Year 7(2007)**.

This document provides instructions for:

- Preparation in Assessment Manager to ensure it has the updated KS2 Aspects & Templates.
- Importing the CTF from Primary schools.
- **Option One:** Getting the data from the Key to Success website.
- **Option Two:** Instructions for importing the CSV data from MIU into AM7 for schools using that option.

Before any KS2 data can be imported into AM7 it is important to ensure that all the 2009 aspects have been imported into AM7 and the following instructions show how this should be done.

PREPARATION IN ASSESSMENT MANAGER

Assessment Manager can be used to hold the Key Stage Two data for your pupils. Some of this data is received via the **Common Transfer Files** from your feeder schools. It can also be **requested from MIU at County Hall** or downloaded from the **Key to Success** website.

In order for Assessment Manager to be able to store the KS2 data you MUST import the KS2 Aspects that are provided with the software. Capita provide several **Wizards, Templates** and **Aspects** that schools can import.

It is a statutory requirement that end of Key Stage Results are held electronically in a format that can be transferred via the Common Transfer File (CTF). The CTF will pick up data held in the Capita SIMS Aspects. Each year the Aspects will be updated to incorporate any changes to the National Curriculum. The updated information will be provided as part of a Sims upgrade when the information becomes available.

The March 2009 Sims upgrade provided the Wizards and updated aspects for 2009.

Importing the KS2 Templates

By importing the KS2 template you are importing all the KS2 Aspects that will hold the KS2 data.

1. Log into **Sims .net**.
2. Click on **Routines | Data In | Assessment | Import**.
3. Click on the **Browse button** to select the file to import.
4. Navigate to the **C:\Program Files\Sims. net\AMPA\England Secondary (Middle & Secondary)\Assessment Manager** folder.
5. Select **En KS2 Templates** and click **Open**.
6. A screen will appear giving information about what you have selected, click **Next**.
7. Ensure **Import Templates** is selected and click **Next**.
8. **Select All** and click **Finish** and **Yes** to proceed. *(Please Note: The KS2 Average Point Score Calculator Template is now included in this selection so does not need to be imported separately as in previous years.)*
9. An activity log will display, click **Close** provided no errors are reported.

Importing the Template for KS2 ensures that all the KS2 Aspects are up to date and you will now be able to import CTFs containing KS2 data.

IMPORTING THE CTF FROM PRIMARY SCHOOL

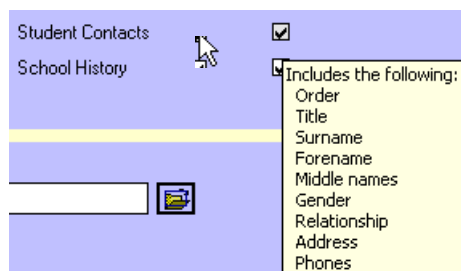
Please refer to the **SITSS Common Transfer File** booklet if you need help downloading the CTF from the S2S website.

It is likely that you will have already set up your admission groups and have added or imported the pupil data from a previous CTF. It is important to **remove ticks** from the **Data to be Imported** screen to ensure data you have updated is not overwritten.

1. Choose **Routines > Data In > CTF > Import CTF** to display the **Import CTF** screen.

If you have **ALREADY** added the pupils into your database prior to receiving the CTF, you can **REMOVE** the ticks from areas such as **Student Contacts**, **Student Address** etc. to avoid any of the details you have entered manually being overwritten.

2. To see what information will be imported, float the mouse over a tick box.

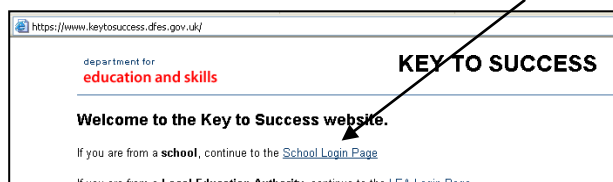


- Remove the tick from **Student Address** to avoid importing an out of date address.
- Remove the tick from **Student Contacts** to avoid importing duplicate contacts.
- Select the correct **Admission Group** and click **Import**.

OPTION ONE: GETTING RESULTS FROM KEYTOSUCCESS

The Key to Success website www.keytosuccess.dfes.gov.uk should provide KS2 results from mid July 2009. By **uploading a file containing your students UPN's** you can download a **Common Transfer File** containing your students' results. This CTF can be imported into Sims.net.

1. Using Sims.net create a report containing the UPN number for your New Intake Pupils. This can be any report that contains the UPNs for the correct group of pupils. All you will need to do is copy the UPNs and paste them into the required area (see step 5).
2. Log on to **www.keytosuccess.dfes.gov.uk**
3. From the home page click on **School Login Page**.



4. You will need the **Username** and **Password** for your school. This is the same one used for the uploading and downloading of CTF files from **S2S** website.

Please enter your username and password in the boxes below to access the Key to Success system.

December 12, 2005: 2005 KS1 PAT compatible files are now available.

November 29, 2005: 2005 KS2 PAT compatible files are now available. This file contains the KS2 results obtained by pupils in your school in 2005, matched to their KS1 prior attainment, as published in the 2005 Achievement and Attainment tables

November 16, 2005: 2005 KS4 PAT compatible files are now available. The data in these files are the unamended pupil results. Whereas in previous years the KS4 outcomes have been provided as csv files, with prior attainment as xml, this year's results are all contained in a single xml file. The files also include pupils' IDACI, Income Deprivation Affecting Children Index. The import of these files into PAT will produce CVA, Contextual Value Added, analyses.

Username:

Password:

5. Select the **Key Stage** that you require from the **Downloads** menu.

2005 KS2 e-results

About the data

These datafiles contain **validated** results. Any discrepancies between the earlier unvalidated results and the marksheets should have been corrected in this release.

Search the e-results

You may search for and download the Key Stage 2 e-results for pupils joining your school in Autumn 2005 using the following form.

Please enter the Unique Pupil Numbers (UPNs) of the pupils you wish to search for in the following box. Each UPN should be entered on a separate line, up to a maximum of 200. You can also copy and paste a list of UPNs from, for example, a spreadsheet or database application into the box.

After entering your UPNs and pressing Search, you will be told how many UPNs were found in the database, and given the opportunity to download the data in either "CTF XML" or "CSV" formats.

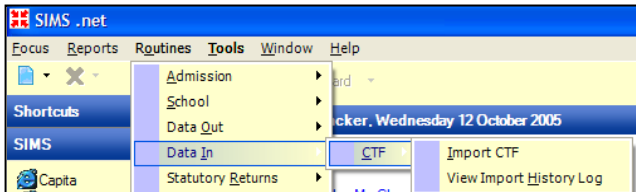
DOWNLOADS:
[PAT Downloads](#)
[KS2 E-results](#)
[KS3 E-results](#)
[Question level](#)
[KS4](#)
[Searchable Data](#)
GUIDANCE:
[E-results FAQ](#)

6. You will then be presented with a screen that requires you to enter or **paste** the **UPN's** for the students that you want to get the results for. Use the report you created at step 1, copy the UPNs and Paste into the box. Click **Search**.

- You will then have the choice to download the results in either a CTF (xml) format or a CSV. Choose the **CTF format** and this can then be imported into Sims.net via the normal CTF Import. Ensure you choose the unzipped CTF rather than the zipped one if both are available.

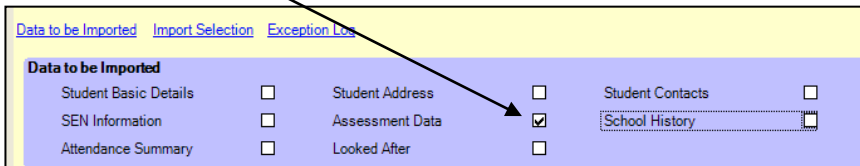
Importing the CTF into Sims.net

The CTF should then be imported in the normal way using sims.net, **Routines | Data In | CTF | Import CTF**.



Please note:

- the pupils are already in pre-admissions and it would be advisable to **remove all ticks** except **Assessment Data** on the Data to be Imported screen.



OPTION TWO: KS2 DATA RECEIVED FROM MIU FOR YEAR 7

For action in September 2009

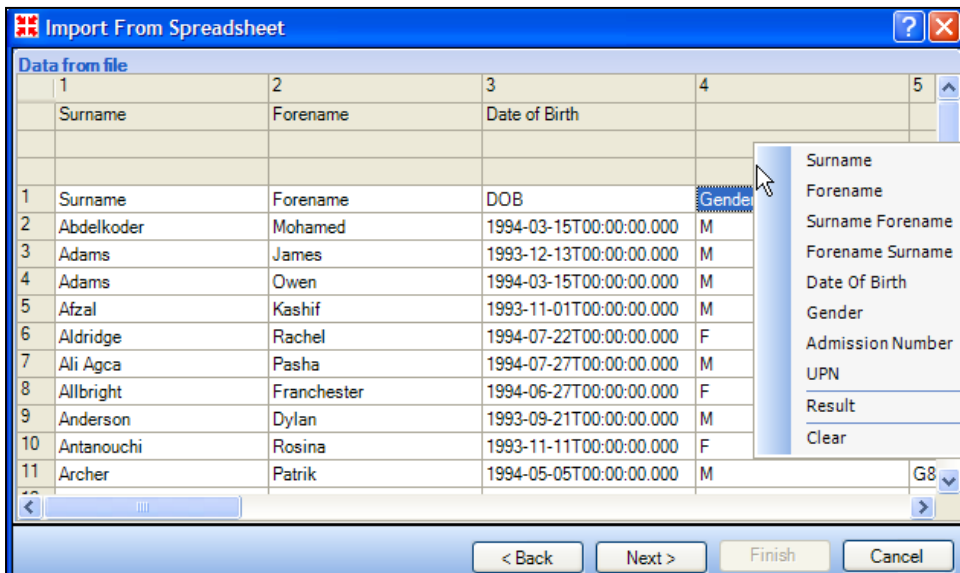
This section is produced for schools that are currently using Assessment Manager 7 and are familiar with the processes of importing Templates and creating their own Templates. If your school has not yet started using Assessment Manager and would like to get your Key Stage Two data into the module with a view to starting to use AM7 please contact the SITSS helpdesk (01438 844777) to discuss what further support/training we can offer you.

The file you receive from MIU will contain several columns of data. You will not want to import everything into AM7. The attached spreadsheet (at the end of this document) shows all the MIU Headings and the corresponding SIMS Heading where there is one.

1. I would advise opening the data file and removing columns that you do not want to import into AM7.
2. Use **SAVE AS** and save as an Excel spreadsheet **KS2 2009 Intake** to a location of your choice.
3. You will then have a spreadsheet containing just the data that you are interested in taking to AM7. Using the SAVE AS ensures you retain the complete file also.
4. MIU provide a **Fine Level** for each subject that does **not** have a corresponding **Sims Aspect**. If you are already using AM7 it is likely that you have already set up **English KS2 Fine Level Aspect** and one for **Maths** and **Science** that you will be matching these to.

Importing KS2 Data from spreadsheet into AM7

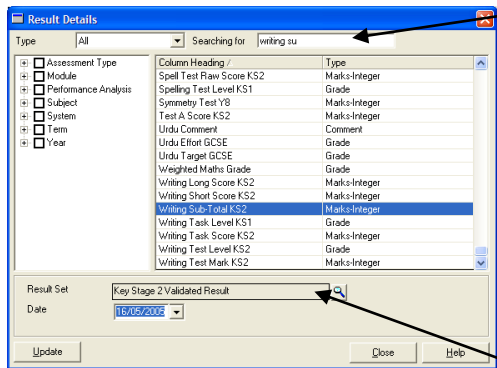
1. Log into **Sims .net**.
2. Select **Routines | Data In | Assessment Manager | Import from Spreadsheet**.
3. Click on the Browse button to locate the **KS2 2009 Intake** file. Click **Open**.
4. Click **Next**, the following Import screen will appear. At this point you will need to match all the MIU headings with the corresponding SIMS Heading.



The spreadsheet at the end of this document will help you with this matching process.

5. With the cursor in the Surname column, **right click** the grey header area. Select **Surname** from the pop-up menu.
6. **MOVE THE CURSOR** into the Forename column. **Right click** the grey header area and select **forename** from the pop-up menu. **Please note it is important to move the cursor into the next column before selecting the heading.**
7. Continue to match the **DoB**, **Gender** and **UPN** headings. Please note the DOB format looks strange but does import correctly.
8. Move the cursor into the first data column that you have decided to import. **Right click** in the grey header area and this time select **Result** from the pop-up menu.

9. Depending which subject you are matching typing the first few letters of the Column Heading will move to the required Aspect.



Make sure the right Aspect is highlighted

10. Use the **Browse** to select the **Key Stage 2 Validated Result Set**.

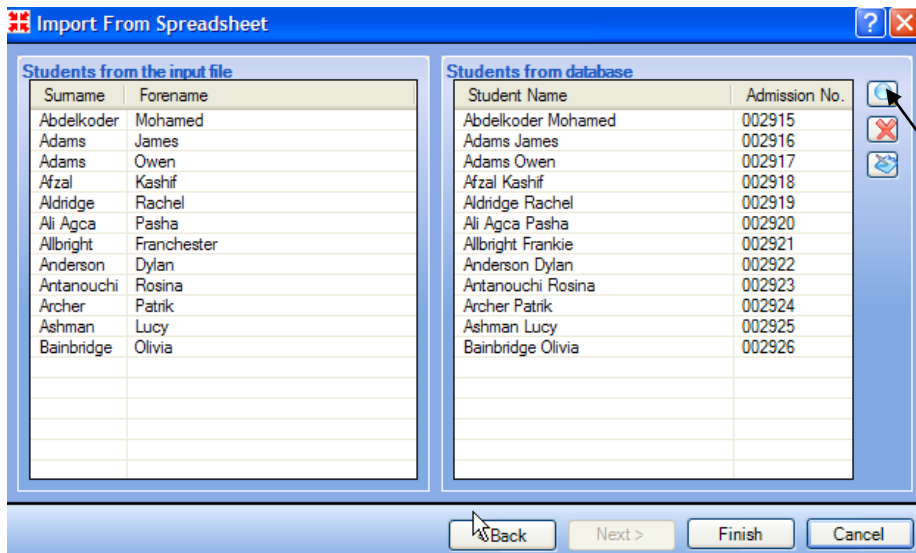
11. Ensure the **date is set to within the previous academic year**. This is important as some of the aspects will have an end date.

12. Click **Update**.

13. Continue with steps 8 to 12 until you have matched all the headings. Click **Next**.

Use the spreadsheet at the end of this document to help you match the headings.

14. The next screen shows Students from the Input File (spreadsheet) on the left and Students from the database on the right. As this data was taken from your admission groups you may have some gaps. Pupils that did not take up their place on the left or new pupils on the right that were not on the export file to MIU. Do as much matching as you can and click on **Finish** when ready and **Yes** to continue. **IT IS IMPORTANT** to scroll down the list on the right hand side looking for any gaps or duplicate pupils shown in yellow.



Use the browse button to locate pupils that are not automatically matched.

15. An **Activity Log** will display. This can be printed if errors are reported, otherwise click **Close**.

The KS2 data is now available in AM7. To display this data you need to either use the **SIMS Templates you have imported** or **create your own Templates** as you require. Attaching your Year 7 groups to

these Templates will create Marksheetworks where the data can be viewed. The instructions on the next page gives a quick reminder of how to attach a year group to a Template to create a marksheet.

CALCULATE THE AVERAGE POINT SCORE

On page 4 there were instructions for importing the KS2 APS calculator template. You can now use that template to create a marksheet that will allow you to calculate the APS for your pupils.

Attaching a group to the Template to create a Marksheet

1. From the **Sims .net** screen click on **Focus | Assessment Manager | Templates**.
2. Locate the **KS2I Average Point Score Calculator** Template and double click to select it.
3. Click on the **Marksheets** hyperlink.
4. Click on the **New** button to the **RIGHT** of the Marksheet area and attach **Year 7**.
5. Click on the **Save button** to save your changes.
6. **Close** the Template Focus.

Viewing the marksheets and calculating the Average Point Score

1. From the Sims .net screen click on **Focus | Assessment Manager | Marksheet Entry**.
2. Select the **KS2I Average Point Score Calculator: Year 7** marksheets.
3. Ensure that the **Result Date** is **June 2009**.
4. If you imported the KS2 Average Point Score from the MIU spreadsheet it will be in place already.
5. Click on the **Calculate** button. The KS2 Average Point Score will be calculated and displayed.
6. Click on the **Save button** to save your changes.

As stated at the beginning of this document these instructions are for schools already using AM7 as a reminder of the actions needed to import and display data in AM7. If your school has not yet started using Assessment Manager and would like to get your Key Stage Two data into the module with a view to starting to use AM7 please contact the SITSS helpdesk (01438 844777) to discuss what further support/training we can offer you.

FINE LEVEL TEST RESULTS FOR OUT OF COUNTY PUPILS

If you have used a combination of Option One and Option Two to collect in Test Level Data you should now have almost all the data for your new year 7 pupils. You will have got the out of county pupil data from the Key to Success website, what you will be missing is the fine level data for these pupils as this will not be included on the spreadsheet from County.

You can create a template for all your new year 7 pupils showing the relevant test results. Sorting on the Marks columns it will be easy to find pupils with matching marks to fill in the gaps.

1. Create a Template with:

- Data Review EN KS2 English Total Marks
- Data Entry EN KS2 Fine Level
- Data Review MA KS2 Mathematics Total
- Data Entry MA KS2 Fine Level
- Data Review SC KS2 Science Total
- Data Entry SC KS2 Fine Level

2. Attach a marksheet for Year 7.

3. **Open** the Marksheet.

4. **Right click** on the **Column Heading** for **English Total Marks** and **Order Rows Decending**. Missing Fine Levels can now be entered by comparing the fine levels that have already been calculated by County.

5. Repeat for **Maths** and **Science**.

SPREADSHEET HEADINGS

MIU Heading	PupID	LEA	DFEE	Assess_Year	Surname	Forename	DOB	Gender	UPN
AM7	X	X	X	X	Surname	Forename	Date of Birth	Gender	UPN

MIU Heading	E_Spelling_Mark	E_Handwriting_Mark	E_Writing_Mark	E_Writing_Total	E_Writing_Level	E_Reading_Mark	E_Reading_Level	E_Main_Total	E_Main_Level
AM7	x	x	x	Writing Sub-Total KS2	Writing Test Level KS2	Reading Test Mark KS2	Reading Test Level KS2	English Total Mark KS2	x

MIU Heading	E_Extension_Mark	E_Extension_Level	E_Final_Level	E_Test_Status	E_TA_Level	E_Change_Flag	E_Points_Score	E_Sub_Level
AM7			English Test Level KS2	x	EN TA English Subject	x	x	School's own English KS2 Fine Level Aspect

MIU Heading	M_Final_Level	M_MA_Mark	M_Paper1_Mark	M_Paper2_Mark	M_Main_Total	M_Main_Level	M_Extension_Mark	M_Extension_Level
AM7	Maths Test Level KS2	x	Maths Test A Score KS2	Maths Test B Score KS2	Maths Total Score KS2	x	x	x

MIU Heading	M_Test_Status	M_TA_Level	M_Change_Flag	M_Points_Score	M_Sub_Level			
AM7	x	MA TA Maths Subject	x	x	School's own Maths KS2 Fine Level Aspect			

MIU Heading	S_Paper1_Mark	S_Paper2_Mark	S_Main_Total	S_Main_Level	S_Extension_Mark	S_Extension_Level	S_Final_Level	S_Test_Status
AM7	Test A Score KS2	Sci Test B Score KS2	Sci Total Score KS2	x	x	x	Science Test level KS2	x

MIU Heading	S_TA_Level	S_Change_Flag	S_Points_Score	S_Sub_Level				
AM7	SC TA Science Subject	x	x	School's own Science KS2 Fine Level Aspect				

MIU Heading	Overall_Points_Score	User_1	User_2	User_3	CPC	Ethnicity	FSMeligible	EntryDate
AM7	KS2: Average Point Score	x	x	x	x	x	x	x

MIU Heading	Boarder	Mother Tongue	PostCode	SEN	ClassRef	destDFES		
AM7	x	x	x	x	x	x		