



Standards
& Testing
Agency

Key stage 2: submitting teacher assessment data

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Section 1: Introduction

This document has been produced by the Standards and Testing Agency (STA). It provides information for schools and local authorities (LAs) about how to submit teacher assessment (TA) data, including P scale data, for key stage 2 (KS2) pupils in 2018.

TA data, including P scale data, must be submitted for every pupil who is:

- registered to take a national curriculum test
- registered as working below the overall standard of the national curriculum

Schools can submit data directly to STA using [NCA tools](#)¹. Alternatively, schools may submit data to the LA, if the LA has agreed to submit it on their behalf.

TA is the main focus for end of KS2 English writing statutory assessment and reporting. Schools are also required to report TA outcomes for English reading, mathematics and science. TA is carried out as part of teaching and learning and provides a professional judgement that is based on knowledge of how the pupil has performed over time and in a variety of contexts.

In 2018, KS2 TA judgements must be submitted using:

- [TA frameworks](#)²
- [Interim pre-key stage standards](#)³
- [P scales](#)⁴

Pupils must be assessed across the range of attainment for each subject. For example, a pupil may be assessed as 'working at the expected standard' in mathematics but 'working at growing development of the expected standard' in English writing, and 'has not met the expected standard' in science.

The statutory requirement for the return of TA data is set out in [The Education \(National Curriculum\) \(Key Stage 2 Assessment Arrangements\) \(England\) Order 2003](#)⁵.

¹ <https://ncatools.education.gov.uk/>

² <https://www.gov.uk/government/publications/teacher-assessment-frameworks-at-the-end-of-key-stage-2>

³ <https://www.gov.uk/government/publications/interim-pre-key-stage-2-standards>

⁴ <https://www.gov.uk/government/publications/p-scales-attainment-targets-for-pupils-with-sen>

⁵ <http://www.legislation.gov.uk/uksi/2003/1038/made>

1.1 How to submit teacher assessment data

To submit data on NCA tools you can use:

- a common transfer file (CTF) generated by the school's management information system (MIS)
- the appropriate key stage spreadsheet template on NCA tools

LAs that have agreed to collect and submit TA on behalf of schools can use NCA tools to upload multiple files for different schools.

Deadline for submission

The deadline for submissions is Thursday 28 June. Data must be submitted to STA using the 'Teacher assessment' section of NCA tools.

1.2 Data sharing

The General Data Protection Regulation (GDPR) provides certain safeguards regarding the use of personal data by organisations, including:

- the department
- local authorities
- schools

The GDPR details the rights of those (known as) data subjects about whom data is held, such as:

- pupils
- parents
- teachers

This includes:

- the right to know the types of data being held
- why it is being held
- to whom it may be communicated

A 'privacy notice' is a good way to be able to meet data subject's rights and the Department for Education strongly recommends that privacy notices are used to explain to pupils and staff how their data is being used in census collections (such as the school workforce and school census collections).

The Department has drafted suggested wording for [privacy notices](#) that schools and local authorities may wish to use. However, the notices should be reviewed and amended as necessary to reflect local business need. Ideally, they should include this link to the [GOV.UK web page](#) that provides information on how the Department collects and shares data.

We recommend that the privacy notice be included as part of an induction pack for staff and be put on the school website for parents, as well as potentially featured on the staff notice board / intranet. Privacy notices do not need to be issued on an annual basis as long as new pupils and staff are made aware of the notices and they are readily available electronically or in paper format.

This data collection will include pupil details as submitted in pupil registration (for example name, date of birth, gender, unique pupil number (UPN)) and teacher assessment judgements as specified in section 2. The data will be used to analyse school performance and in school performance tables published on GOV.UK.

Section 2: Teacher assessment codes

In 2018, KS2 TA judgements must be made using:

- [TA frameworks](#)⁶
- [Interim pre-key stage standards](#)⁷
- [P scales](#)⁸

The table below shows the different codes that should be used to submit TA and P scale data for each subject. A description for each of the codes can be found in section 2.1.

English reading		Mathematics		English writing	Science
Pupil working at the overall standard of the test	Pupil working below the overall standard of the test	Pupil working at the overall standard of the test	Pupil working below the overall standard of the test	TA only (no test)	TA only (no test)
	BLW		BLW	BLW	HNM
	PKF		PKF	PKF	
	PKE		PKE	PKE	
	PKG		PKG	PKG	
HNM		HNM		WTS	EXS
EXS		EXS		EXS	
Other codes: A, D, L, F, P					

⁶ <https://www.gov.uk/government/publications/teacher-assessment-frameworks-at-the-end-of-key-stage-2>

⁷ <https://www.gov.uk/government/publications/interim-pre-key-stage-2-standards>

⁸ <https://www.gov.uk/government/publications/p-scales-attainment-targets-for-pupils-with-sen>

2.1 Description of codes

Code	Description
BLW	Below the standard of the interim pre-key stage standards (to be used with P scales or NOTSEN). See section 3.
PKF	Pre-key stage – foundations for the expected standard.
PKE	Pre-key stage – early development of the expected standard.
PKG	Pre-key stage – growing development of the expected standard.
HNM	<p>Has not met the expected standard.</p> <p>English reading and mathematics: HNM should be used where the pupil took the test as they are working at the overall standard of the test, but have not met the criteria for working at the expected standard.</p> <p>English writing: HNM cannot be used for English writing.</p> <p>Science: HNM is used where pupils have not met the criteria for working at the expected standard. There are no interim pre-key stage standard codes for science.</p>
WTS	Working towards the expected standard (English writing only).
EXS	Working at the expected standard.
GDS	Working at greater depth within the expected standard (English writing only).
A	Absent for long periods or recently arrived, or not enough information to provide a TA judgement.
D	<p>To be used in exceptional circumstances when a pupil has been disapplied from the national curriculum, including statutory assessment requirements.</p> <p>This code should not be used for pupils who did not take the test(s) as they were working below the overall standard. Pupils working below the overall standard of the tests should be assessed using the interim pre-key stage standards or P scales.</p>
L	Pupil has left the school.

F	<p>Pupil will reach the end of the national curriculum programme of study and complete the key stage in a future year.</p> <p>For example, if a pupil takes the mathematics test a year early in 2018 but is not due to take English reading until 2019, English reading should be marked as 'F'.</p>
P	<p>Pupil completed the key stage in a previous year and a TA judgement has already been submitted.</p> <p>For example, if a pupil took the mathematics test in 2017 and is taking English reading in 2018, mathematics should be marked as 'P'.</p>

Section 3: Using the BLW code

BLW must be submitted with the corresponding P scales or NOTSEN if a pupil is working below the standard of the interim pre-key stage standards for English writing, English reading and mathematics. See sections 3.5 and 3.6 for reporting science.

3.1 Using P scales

In 2018, P scales remain statutory when submitting attainment data for pupils with special educational needs and disabilities (SEND) who are working below the pre-key stage standards defined for KS2.

3.2 When to apply P scales

The performance descriptors for P1i–P3ii are the same across English, mathematics and science. They are not subject specific so cannot be applied to individual attainment targets.

If a pupil is judged to be higher than P3ii in English, separate descriptors (P4–P8) should be given in speaking, listening, reading and writing, and an overall English descriptor is not expected.

This also applies to mathematics, where instead of an overall descriptor the following individual descriptors (P4–P8) should be used: number; using and applying mathematics; and shape, space and measures.

For science, a single judgement from P1i–P8 should be given.

This table shows when to apply P scales:

Subject	Reportable scale
English	P1i, P1ii, P2i, P2ii, P3i, P3ii
Reading, writing, speaking, listening	P4, P5, P6, P7, P8
Mathematics	P1i, P1ii, P2i, P2ii, P3i, P3ii
Number; using and applying mathematics; shape, space and measures	P4, P5, P6, P7, P8
Science	P1i, P1ii, P2i, P2ii, P3i, P3ii, P4, P5, P6, P7, P8

3.3 Mixed P scales

There may be exceptional circumstances where a pupil is judged to be at P1i–P3ii in English and/or mathematics but at P4–P8 in a particular element of the subject. In these cases, you are able to submit a combination of overall and attainment target P scales.

3.4 Mixture of P scales and interim pre-key stage standards

Where a pupil with SEND is working between interim pre-key stage standards and P scales, you should make a judgement to decide whether the interim pre-key stage standard can be appropriately applied for the subject.

If the pupil is not working at the standard of the interim pre-key stage standards, the BLW code should be used along with P scales for as many components as applicable, and left blank for those that are not applicable.

3.5 Submitting P scales for science

There is no BLW code for science. If a pupil with SEND is assessed against the P scales for science then they must be submitted as HNM and corresponding P scales must also be submitted.

3.6 NOTSEN

If a pupil is working below the standard of the interim pre-key stage standards but does not have SEND, then BLW (or HNM for science) and NOTSEN must be used.

Section 4: How to upload TA data to NCA tools

1. Login to [NCA tools](#)⁹ and go to the 'Teacher assessment' section.
2. Click 'Submit teacher assessment' on the left hand side of the screen.
3. If you are:
 - submitting your data using a CTF generated by your school's MIS, ensure the file is saved to your computer and continue with step 4
 - submitting your data using the spreadsheet template from NCA tools, go to step 5
 - an LA submitting multiple files for different schools, add these to a zip file and then continue to step 7
4. Read and complete the checklist on screen. Further information can be found by hovering your mouse over the blue arrows next to each point on the checklist. Go to step 8.
5. Download the spreadsheet by clicking on the blue text link 'template' underneath the heading 'What if your school does not have an MIS?'. Click on the link to download the template and click 'Open'.
6. Enter the TA judgements for all pupils in the spreadsheet. If a pupil's unique pupil number (UPN) has changed, you can amend this here. You cannot, however, amend names or dates of birth, as these must remain the same as confirmed during pupil registration. Additional pupils, such as those that have joined your school since pupil registration and are not shown on the spreadsheet, should be added to the bottom of the list of names.
7. Save the file to your computer and return to NCA tools. You may need to log in again and follow the steps described above to return to the last page you were on.
8. Click 'Next' and then click 'Browse' to bring up a window and find the location where you have saved your data. Select the data file and click 'Open.'
9. Click 'Submit'.
10. You will be directed to your file upload report. This will comprise of two tabs, the first is the 'File Upload Result', which will list any errors or warnings against the file you

⁹ <https://ncatools.education.gov.uk/>

have just submitted, including any corrective action required. The tabs will be coloured red, amber or green to indicate the status of the file upload (see section 4.1).

11. The second tab, 'Teacher assessment summary', shows the overall status of your submission, including any files you have already submitted if you uploaded more than one. This will show a pie chart of the current status and any corrective action required to complete your submission.

12. On the 'File Upload Result' tab, you should then check the data that you have submitted by clicking on the 'View key stage 2 data' button at the bottom or the 'View teacher assessment' link on the left-hand side of the screen. Any missing or invalid assessment judgements will be highlighted red, and any outstanding pupils that STA is expecting to receive data for will also be highlighted red.

13. The summary screen will display the judgements for each pupil in English reading, English writing, mathematics and science. You can view the P scale data by clicking on the 'English P scales,' 'Mathematics P scales' or 'Science P scales' links above the table.

4.1 File upload confirmation

Once you have submitted your TA file, you will see the status of the file upload and any action you may need to carry out. This information will also be sent to you via email.

Status	Action
Green: teacher assessment data successfully uploaded	This notification will confirm the successful submission of your TA file. If you would like a copy of your TA upload summary, click 'Print'.
Amber: teacher assessment data uploaded with warnings	This means that you will need to review the warning message(s) and take the corrective action(s) on the error report in the 'Action required summary' table. You may need to upload your file again. The report can be printed for easier offline working.
Red: teacher assessment data not uploaded – file error	Your upload attempt has failed. Please review the error message(s) and take the corrective action(s) on the error report in the 'Action required summary' table. The report can be printed for easier offline working. When you have completed the corrective action(s), please resubmit your file.

4.2 Viewing submitted data

You can view the data you have submitted through the 'Teacher assessment file upload report' in NCA tools. You will be redirected to this page when you have uploaded a file to NCA tools. You can also view this page at any point by clicking on 'View teacher assessment', and then clicking on the 'Upload report' link in the file upload history at the bottom of the screen.

The report tells you what has been uploaded from your specific file and gives details of any errors or warnings. There are 2 tabs:

- 'File upload result' refers to the file you have just uploaded
- 'Teacher Assessment Summary' summarises everything you have uploaded so far

File upload result

The summary box at the top of the screen shows the number of records uploaded and updated in that file. The number of records with errors is also shown.

Warning messages

If any of your pupils have been uploaded with errors or warnings, details of these will be shown here, along with the corrective action that should be taken.

Expected number of pupils warning

You will see a warning if the number of pupils you have uploaded is not consistent with the number of pupils shown in the pre-populated template.

A warning will also be displayed if data has not been provided for all pupils for all subjects. Independent schools are only required to submit TA for pupils who took the 2018 KS2 tests in those subjects.

4.3 Teacher assessment summary

You can view a summary of your complete TA submission, based on all the files you have uploaded, by clicking 'Teacher assessment summary'. This will display a pie chart showing:

- the number of expected pupils
- how many pupils have been uploaded with errors or warnings

- how many pupils have been uploaded successfully
- how many pupils still need to be uploaded

Section 5: Types of errors

5.1 P scale results contain a BLW but no P scale

If BLW is submitted for a subject, you must supply corresponding P scales or the code NOTSEN. To correct the error, upload the missing P scale judgements for that pupil or add the code NOTSEN.

English reading and writing are shown as 2 separate subjects under the interim teacher assessment framework. However, P scales are still included under an overall English subject, with components in reading, writing, speaking, and listening.

If reading or writing is submitted as BLW for a pupil with SEND, then the required P scales are either the component P scales of reading and writing, or an overall P scale. Speaking and listening P scales should be supplied additionally if appropriate.

5.2 X is not a valid result

Only TA judgements BLW, PKF, PKE, PKG, HNM, WTS, EXS or GDS, non-assessing codes A, D, L, F, P, NOTSEN or P scale codes P1i, P1ii, P2i, P2ii, P3i, P3ii, P4, P5, P6, P7 or P8 can be uploaded. Anything else will be rejected. You should re-upload your file containing one of the allowable values. This will overwrite any invalid results. Some TA judgement codes are only applicable for certain subjects. See the 'Teacher assessment codes' section for further details.

5.3 Incorrect files

The message, "There is no teacher assessment data in this file" will be displayed if you upload a spreadsheet with no data populated, or if you upload a CTF which does not contain TA judgements for the current year. You should check that your CTF includes data with:

- Year – '2018'
- Method – 'TA'
- ResultQualifier – 'NL' or for SEND records, 'NP'
- Stage – 'KS2' or for SEND records, 'SEN' bulleted text

Section 6: Correcting errors

6.1 Wrong pupil uploaded

If you have uploaded a pupil in error, such as one that is not shown in the prepopulated spreadsheet and has not reached the end of KS2, you can delete the pupil by clicking on the 'Delete pupil' button on the 'View teacher assessment' screen.

Note: if you delete a pupil that STA is expecting to receive data for, then you will be asked to resubmit.

6.2 Errors in pupils' details

Correcting or modifying judgements

You can change the judgements that you have submitted by uploading another file with the corrected data. This will update what has already been uploaded.

You only need to include the changes you wish to make. Data that was previously uploaded correctly does not need to be re-uploaded.

Wrong UPN

If a pupil you have uploaded has the wrong UPN, for example if they were registered with a temporary UPN and they have now been allocated a permanent UPN, you can correct it by uploading that pupil again with their new UPN. Do not change any other details, otherwise NCA tools will view this as a new pupil.

Wrong name or date of birth

If a pupil has been uploaded with the wrong name, or date of birth, no further action needs to be taken as long as this matches what is shown in the spreadsheet template.

The details in the spreadsheet are those that were confirmed during pupil registration so if you make changes to this information it may delay STA when matching the TA result to the test result.

If these details do not match what is held in the spreadsheet, for example if it is a new pupil that has been added with the wrong details, or appears in the CTF from the MIS incorrectly, you can correct any errors by uploading the file again with the new details.

If NCA tools does not recognise it as the same pupil, it may create a duplicate. You should then delete the incorrect pupil from your submission.

Section 7: How and when to delete pupils' details

7.1 When to delete a pupil

A pupil should only be deleted from your TA submission if they were uploaded in error. Corrections to TA can be made by submitting another file, which will refresh data, but will not remove data or pupils that have already been submitted.

A pupil can be deleted if they:

- are not at the end of KS2
- were not a registered pupil at your school during test week
- are a duplicate, which means the pupil exists more than once in the submission (this may occur if the pupil was uploaded more than once but with different details)

A pupil should not be deleted in the following cases.

- They have been uploaded with incorrect TA outcomes. These can be corrected by uploading another file, which will refresh the data.
- They did not take the tests because they were working below the overall standard of the tests, unable to access the tests or were absent on the day of the tests. You should submit their TA judgements or appropriate code if an assessment cannot be made. Further information can be found in the 'Teacher assessment codes' section above.
- They were registered during pupil registration and appear in the expected pupil list on the spreadsheet template. STA requires a TA judgement or appropriate code for all registered pupils. If the pupil left the school prior to test week you should record them as 'L' for all subjects.

7.2 How to delete a pupil

1. Click on the 'Teacher assessment' section of NCA tools.
2. Click on the 'View teacher assessment' link on the left of the screen.
3. Click the 'View' link next to the pupil you wish to delete.
4. Click the button 'Delete pupil and all assessments'.
5. You will receive a message to ask if you are sure. Click 'OK'.



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