



Standards  
& Testing  
Agency

# **Key stage 2: submitting teacher assessment data**

**May 2016**

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## 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) and P scale data for key stage 2 (KS2) pupils in 2016.

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

- registered to sit a national curriculum test
- registered as working below the standard of the tests

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

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

In 2016, KS2 TA judgements must be submitted using:

- the interim TA frameworks
- the interim pre-key stage standards
- P scales

Each pupil 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.

## How to submit teacher assessment data

For schools submitting data on NCA tools you can use:

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

For LAs which have chosen to collect and submit TA on behalf of their schools, they can use NCA tools to upload multiple files for different schools.

### Deadline for submission

The deadline for submissions is Thursday 30 June. Data must be submitted to us via the 'Teacher assessment' section of the [NCA tools website](#).

## Teacher assessment codes

You must use the following codes when submitting TA and P scale data.

| Code | Description  | Notes  |
|------|--|--|
| BLW  | Below the standard of the interim pre-key stage standards    | <p>Pupils submitted as BLW for English reading, English writing and mathematics must also have either P scales or NOTSEN submitted.</p> <p>If interim pre-key stage standards are submitted when a test result exists the test result will be used in performance tables.</p>  |
| 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  | Has not met the expected standard                            | <p><b>English writing</b><br/>HNM <b>cannot</b> be used for writing as there is no test.</p> <p><b>English reading, and mathematics</b><br/>The HNM code should be used instead of the interim pre-key stage standard codes if the pupil has a test result.</p> <p><b>Science</b><br/>The HNM code 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                        | To be used for English writing only.   |
| EXS  | Working at the expected standard                             | To be used for English reading, English writing, mathematics and science.  |
| GDS  | Working at a greater depth within the expected standard      | To be used for English writing only.   |
| A    | Absent   | To be used for English reading, English writing, mathematics and science when a child is absent or there is not enough information to provide a TA judgement.  |

|   |            |   |
|---|------------|---|
| D | Disapplied | To be used for English reading, English writing, mathematics and science when a pupil has been disapplied from the national curriculum, including statutory assessment requirements.  |
| L | Left       | To be used for English reading, English writing, mathematics and science when a pupil has left the school.  |
| F | Future     | To be used for English reading, English writing, mathematics and science when a pupil will reach the end of the programme of study and complete the key stage in the future.<br>For example, if a pupil takes a mathematics test a year early in 2016 but is not due to take English until 2017, English should be marked as 'F'. |
| P | Past       | To be used for English reading, English writing, mathematics and science when a pupil has already completed the programme of study and a TA result has been submitted in the past.<br>For example, if a pupil took a mathematics test in 2015 and is taking English in 2016, mathematics should be marked as 'P'.                 |

## Using the BLW code

BLW must be submitted with the corresponding P scales or NOTSEN if a pupil is not working at the standard of the interim pre-key stage standards for English writing, English reading and mathematics, and is either working at P scales or is NOTSEN.

## P scales

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

P scales have been reviewed during the second phase of the Rochford Review and the group's recommendations are due to be published in due course. P scales will stay in place for 2016.

## When to apply P scales

The performance descriptors for P1i–P3ii are the same across English, mathematics and science. If a pupil is judged to be higher than P3ii in English, then separate descriptors (P4–P8) can be given in reading, writing, speaking or listening and an overall English descriptor is not expected.

This also applies to mathematics, number, using and applying mathematics, and shape, space and measures. For science, a single judgement from P1i–P8 should be given.

If a pupil is assessed as being between P4–P8 for English or mathematics, P scales should be submitted for the individual attainment targets. For example, if a pupil is working at P4 or above in English, individual P scales should be submitted for speaking and listening, reading, and writing, not an overall English P scale.

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

Note: descriptions for P1i–P3ii are not subject specific so cannot be applied to individual attainment targets.

## 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 into the [NCA tools website](#).

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

Where a pupil 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.

If interim pre-key stage standards have been submitted, it is not necessary to provide any P scales. However, any P scales submitted when not required will be accepted and will not result in an error against your submission.

## Submitting P scales for science

There is no BLW code for science. If a pupil is working at P scales for science then they must be submitted as HNM and corresponding P scales must also be submitted.

## NOTSEN

If a pupil is working below the standard of the interim pre-key stage standards but does not have SEND then they must be submitted as BLW and NOTSEN must also be submitted.

## How to upload your TA data to NCA tools

1. Login to [NCA tools](#) and go to the 'Teacher assessment' tab at the top of the page.
2. Click on '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 management information system (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
  - a 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 the 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 as confirmed during pupil registration. Additional pupils, i.e. 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 your file to your computer and return to NCA tools. You may need to log in again and follow the steps above to return to the last page you were on.
8. Click 'Next' and then click the 'Browse' button to bring up a window and find the location you have saved your data. Select the data file and click 'Open.'
9. Click the 'Submit' button.
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 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.
11. The second tab, the '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 reading, 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.

## File upload confirmation

Once you have submitted your TA file, you will be presented with the status of the file upload and any action you may need to carry out.

| 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. |

## 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 what corrective action 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 expected, i.e. the number of pupils shown in the expected pupils list.

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 2016 KS2 tests in those subjects.

## **Teacher assessment summary**

You can view a summary of your complete TA submission, based on all the files you have uploaded, by clicking on the 'Teacher assessment summary' tab. 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

## Types of errors

### P scale results contain a BLW but no P scale

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

Changes to teacher assessments in 2016 mean that 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 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.

### 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 previous 'Teacher assessment codes' section for further details.

### There is no teacher assessment data in this file

This message 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 – '2016'
- Method – 'TA'
- ResultQualifier – 'NL' or for SEN records, 'NP'
- Stage – 'KS2' or for SEN records, 'SEN' bulleted text

## Correcting errors

### Wrong pupil uploaded

If you have uploaded a pupil in error, i.e. one that is not shown in the prepopulated spreadsheet and is not at 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.

### Errors in pupils' details

#### Correcting or modifying judgements

You can change the judgements that you have submitted by simply 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, e.g. 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 which 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, e.g. 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 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 (as detailed above).

## How and when to delete pupils' details

### 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, i.e. 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.

1. They have been uploaded with incorrect TA outcomes. These can be corrected by uploading another file which will refresh the data.
2. They did not sit the tests because they were working below the 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.
3. They were registered during pupil registration and appear in the expected pupil list on the spreadsheet template. STA require 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.

### How to 'delete a pupil'

1. Click on the 'Teacher assessment' page at the top of the 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'.

If you wish to delete your whole cohort (e.g. if you uploaded the wrong year group, or there are too many errors in your submission and you want to start again), please call the national curriculum assessments helpline on 0300 303 3013.



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