



Arbor Data Collection 2025

EYFS, Phonics & KS2

EYFS – 16th June 2025

Phonics Screening – 13th June 2025

KS2 Assessment – 23rd June 2025

KS2 Multiplication Test

Working in Partnership with



Private Funds Manager
From ISTEK UK LIMITED



Where appropriate for data entry purposes, the graphics used in this document match the training data recommended for use on the course. Where the graphic is an example of what might be expected when using certain areas of the software, the training data may not be an exact match.

Revision History

Version	Change Description	Date
Version 1	Buckinghamshire Council ICT School Team Arbor Help Centre	April 2024
Version 2	Buckinghamshire Council ICT School Team Arbor Help Centre	May 2024
Version 3	Buckinghamshire Council ICT School Team Arbor Help Centre	May 2025

Data Collection Instructions

Contents

Introduction.....	1
Key Stage 1	1
Permissions	1
Chapter 1 Setting Up DfE Assessments Templates 2025	2
Introduction.....	2
Setting up the assessment templates	2
Multiplication Tables Check (MTC) template	3
Chapter 2 Early Years Foundation Stage	4
Introduction.....	4
Early Years Foundation Stage Profile	4
Accessing the DfE Assessments	5
Marking the assessment	5
Analysing EYFS.....	6
Chapter 3 Yr 1 & Yr 2 Phonics Screening 2025	7
Introduction.....	7
Accessing the KS1 Phonics 1 DfE Assessments.....	8
Threshold Mark	10
Analysis.....	10
Chapter 4 Key Stage 1 Assessments.....	11
Introduction.....	11
Chapter 5 Key Stage 2 Assessments.....	12
Introduction.....	12
Teacher Assessments (TA) in Key Stage 2	12
Key Stage 2 Test Result Dates	12
Accessing the DfE Assessments.....	13
Marking the assessment.....	14
Teacher Assessments	14
Chapter 6 All Collections - Exporting your data	16
Introduction.....	16
Early Years Foundation Stage Profile Submission Deadline	16
Phonics Screening Check Submission Deadline	16
Key Stage 1 Teacher Assessment Submission Deadline.....	16
Key Stage 2 Teacher Assessment Submission Deadline.....	16
Export a CTF to the Primary Assessment Gateway or the LA.....	16
Chapter 7 All Collections - Submitting CTF to the LA Via AnyComms & Primary Gateway	19
Introduction.....	19
Submitting the KS2 Data to Primary Assessment Gateway	20
How to upload data into the Primary Assessment Gateway	20
Chapter 8 Importing Key Stage 2 – Test Results	21
Introduction.....	21
Importing Key Stage 2 Test results	21
Seeing the results	23

Chapter 9	Multiplication Tables Check for Year 4.....	24
	Introduction.....	24
	Importing the results	24
	Seeing the results	24
Chapter 10	Analysis of all Assessments	25
	Introduction.....	25
	Yr 4 Multiplication Test Results	27
Chapter 11	All Collections - Reporting to Parents	28
	EYFS Reporting to Parents.....	28
	Phonics Screening Check Report to Parents	28
	Key Stage 1 Reporting to Parents.....	28
	Creating End of Year Reports	29
	Option 1 – Predefined Reports.....	29
	Downloading End of Year Reports	29
	Sharing the Predefined End of Year Reports with parents and guardians.....	31
	Option 2 - Build your own letters using our End of Year Reports	31
	Comparative Report	31
Appendix A	KS1 Teacher Assessments.....	32
	Introduction.....	32
	Teacher Assessment Submission Deadline	32
	Accessing the Key Stage 1 DfE Assessments	33
	Marking the assessment.....	33
	Reporting to Parents	34
Appendix B	Contacts	35
	Useful Contact Numbers	35

Introduction

Schools are obliged to assess pupil/students under current regional regulations. Although these regulations are subject to change, the principle remains that pupil/students are tested and/or assessed by their teachers at each Key Stage. These results are then forwarded to the Local Authority for analysis and aggregation into national statistics.

This guide covers the Key Stage procedures common to all the Key Stages in England. Guides to the assessment and reporting arrangements for all the Key Stages can be downloaded from the Department for Education website.

These notes will guide you step by step through the process of inputting all the required data for Early Years Foundation Stage (EYFS) Profiles and Phonics into ARBOR and submitting these to the Local Authority (LA), and reporting to parents.

Key Stage 1

In line with DfE guidance, End of Key Stage 1 (KS1) Teacher Assessments are no longer required to be collected or reported.

There are no changes in the DfE Assessment area in Arbor. If you won't be administering KS1 assessments, do not set them up.

Permissions

To set up and manage DfE Assessments you'll need the School: Assessments: Administer permission
To add marks in you'll need **the School: Assessments: View permission** or one of the Student Profile: **Assessments: Administer All/My Students** permissions.

If you don't have the permission, you'll need to ask your admin team to give you permission using these instructions.

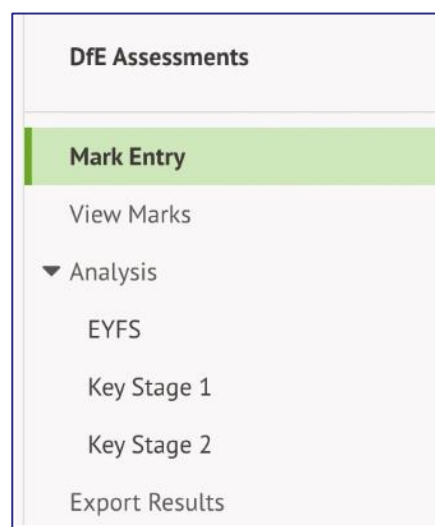
The following guidance will provide step by step process to set up all the relevant standardised assessments for your school and how to set up and mark different standardised assessments.

Chapter 1 Setting Up DfE Assessments Templates 2025

Introduction

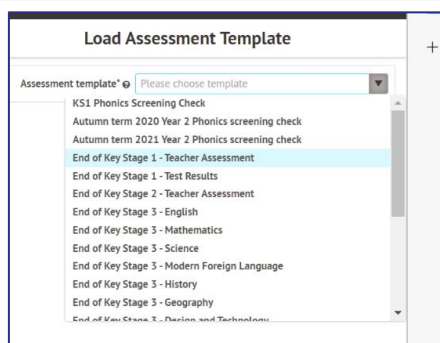
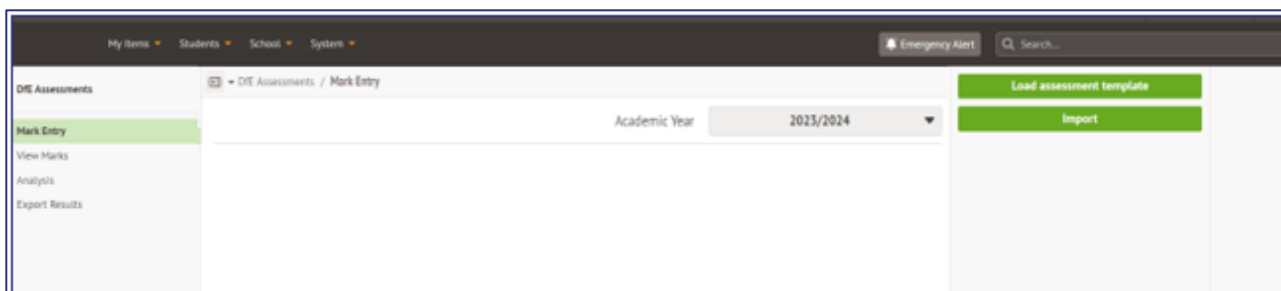
Arbor have developed a specialised area where you can input and analyse your DfE Assessment data, which is a statutory requirement for schools in England.

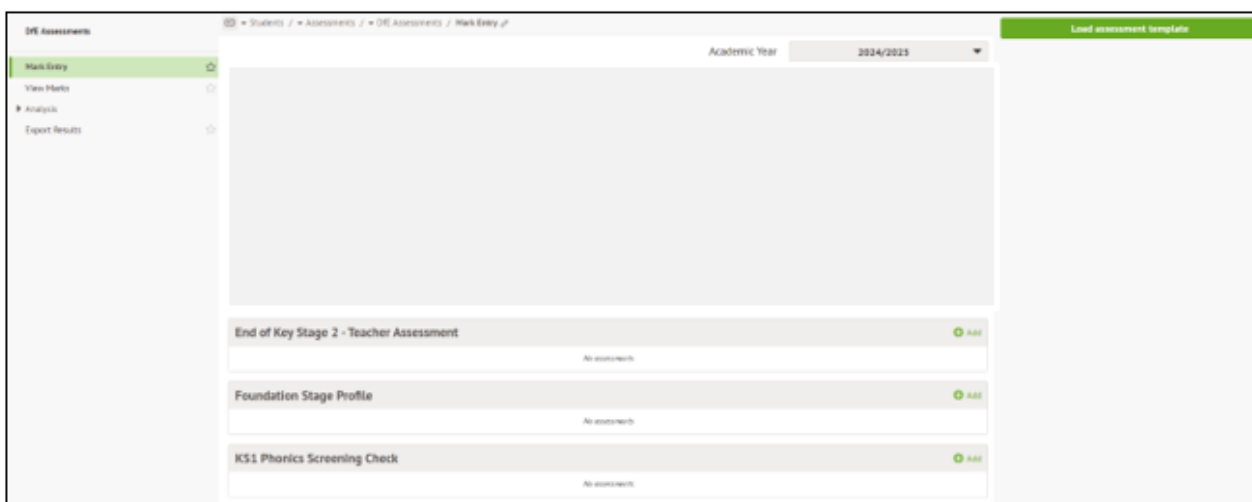
- Add new DfE Assessments, load assessment templates and import results and input marks in Mark Entry.
- See past marks in View Marks.
- Compare this year's results to last year in Analysis.
- Export results as CTFs or Generate PDF reports of results in Export Results.



Setting up the assessment templates

1. Go to **Students / Assessment / DfE Assessment / Mark Entry**.
2. If the page is blank or there are missing templates (as per below screen shot), click the green **Load Assessment Template** button in the top-right of the page.
3. Select the relevant templates from the drop-down menu.





Adding Year Groups to Templates

1. Click on the green Add button and select the year group for the template
2. Add the date.
3. Click on Setup Assessments
4. On the pop up message Click on Setup Assessments

Setup Assessments

Template Foundation Stage Profile

Academic year 2024/2025

Students*

Assessment date*

Students with SEN only ☐

Cancel
Setup assessments

Foundation Stage Profile		
10 Jun 2025	Reception	

Repeat for each assessment relevant for your school phase; ensuring that you have all the correct year groups added to each assessment template

Multiplication Tables Check (MTC) template

You won't be able to select or set up a template to input marks into for the MTC, as this process should be completed outside of Arbor.

Once the results become available from the Primary Assessment Gateway you just need to import them via CTF into Arbor. See Chapter 8, Importing Key Stage Test Results for import guidance.

Chapter 2 Early Years Foundation Stage

Introduction

The Revised Early Years Foundation Stage Profile resources are statutory for all schools. This is collected annually and must be completed for all pupils in the final term of the Reception year during which the pupil reaches the age of five.

Early Years Foundation Stage Profile

There are 17 statutory Profile Aspects or Early Learning Goals to enable the recording of End of Year Assessment results for Reception year pupils. They make up the seven Prime and Specific areas of Learning and Development that pupils must be helped to work towards.

For each of these goals, teachers can specify a grade to indicate whether the pupil is:

1 - at the emerging level

2 - at the expected level.

A - : indicates where an exemption has been granted for a setting or individual child. If any of the 17 learning goals is graded with an A then all should be graded with an A. long periods of absence can be removed

Early Years Foundation Stage Profile Submission Deadline

Schools are required to submit their EYFS Profile data to the LA by **Monday 16th June 2025** . Early submission is recommended but certainly no later than close of business on that day.

Feedback to Schools

After 16th June, schools that submitted their pupil level results by the **16th June 2025** deadline will receive an EYFSP Checking File via AnyComms Plus secure file transfer. Schools that submit their data after the deadline will not receive a checking file.

This checking file will include a pupil data checking sheet together with a school summary sheet.

This report will give schools the opportunity to do a final check of their results and to ensure that the data they have submitted is as expected – at this stage, schools will have the opportunity to resubmit their data if they find any errors or omissions.

Headteacher Declaration Form

This form confirms that the data that has been submitted has been checked for accuracy, has been quality assured by a member of the school's Senior Management Team or Assessment Manager, and has been "signed off" by the Headteacher – no changes will be accepted after this form has been signed and returned. Headteacher Declaration Forms need to be returned to the School Management Support Team by Friday **27th June 2025**.

NOTE: If you've set up EYFS assessments, **these marks won't automatically** be copied across to your Early Years Foundation Stage Profile (EYFSP) in the DfE Assessment area. You'll need to use the process outlined below. If you need to transfer marks across, you'll need to enter them or copy and paste them from one assessment to the other - you can manage this by clicking between tabs

Accessing the DfE Assessments

Go to **Students / Assessments / DfE Assessments / Mark Entry**.

If the template is not available, please refer to **Chapter 1 – Setting Up DfE Assessments Templates 2025**

Marking the assessment

There are 17 statutory Profile Aspects or Early Learning Goals to enable the recording of End of Year Assessment results for Reception year pupils. They make up the seven Prime and Specific areas of Learning and Development that pupils must be helped to work towards.

For each of these goals, teachers can specify a grade to indicate whether the pupil is:

1 - at the emerging level

2 - at the expected level.

A - indicates a pupil who has not been assessed due to long periods of absence, for instance a prolonged illness; a pupil who arrives too late in the summer term for teacher assessment to be carried out, i.e. within two weeks of the data submission date; or a pupil who has an exemption. If any of the 17 Learning Goals is graded with an A, then all should be graded with an A.

1. Click on the Year Group and then click on '**Input Marks**'
2. The marksheet will open to allow to input marks.

☐	Student	EYF: Liste...	EYF: Spea...
☐	Daugherty Vanessa	2	1
☐	Gonzalez Malaikah	2	- Delete -
☐	Smith Jackie		1
			2
			A

When inputting marks, click on the blank box to select a grade to input.

You can also bulk upload marks by ticking the box beside students who all have the same mark

1. Click the **Bulk action** button to select the subject.
2. Select the Aspect you wish to update
3. Select the grade for the pupils
4. Click on Save at the bottom

Input Marks: Foundation Stage Profile, 10 Jun 2025

Bulk action

CTF

Hide columns

Search this table

Student	I	EY...	I	EY...	I	EY...	I	EY...	I	EY...	I	EY...	I	EY...	I	EY...	I	EY...	I
Burgh, Rosalinda	✓	2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Christopher, Ella Mae	✓	1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Davis, Amy	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Honeywell, George	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Kane, Harry	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Radford, Rebecca	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Stevens, Louisa N	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Tang, James	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

You have selected 8 rows

Date: 10 Jun 2025

Assessment: EYF: Gross Motor Skills

Grade: 2

Students

Form REIP

Christopher, Ella Mae

Davis, Amy

Honeywell, George

Stevens, Louisa N

Tang, James

No registration form

Burgh, Rosalinda

Kane, Harry

Radford, Rebecca

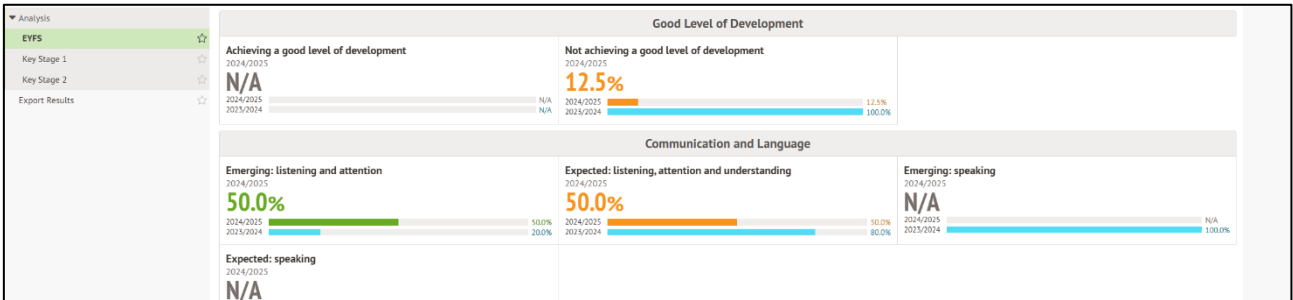
Once all of the Early Years Foundation Stage Profile results have been entered, you can export the results via CTF. **Chapter 6**

Analysing EYFS

To analyse outcomes and to determine Good Level of Development

- 1. select ‘**Analysis**’ on the left hand side and then click on **EYFS**.

The graphs will populate the data from the marks entered in the marksheet.



Chapter 3 Yr 1 & Yr 2 Phonics Screening 2025

Introduction

The Phonics Screening Check is a statutory assessment for all children in Year 1 and comprises of a list of 40 words that children read one-to-one with a teacher.

The Phonics Screening Check should be administered during the week beginning **Monday 9th June 2025**. If a child is unexpectedly absent during that week, the school can administer the Phonics Screening Check up until **Friday 20th June 2025**.

Who is the Phonics Screening Check for?

All children in Year 1 in the school year 2024/25 must take the Phonics Screening Check in June 2025.

Children in Year 2 must also take the check if they did not meet the required standard in the Summer 2024 Phonics Screening. It is possible to withdraw children from the check if the headteacher feels it is appropriate to do so, but such children must still be included in the data reported to the Local Authority (LA), and have an Outcome of "D" recorded.

Schools must ensure they report on every child in Year 2 who:

- did not meet the expected standard in their previous screening
- did not take the check in Summer 2024
- did not take the check in Year 1 or Year 2 (withdrawn from the check in both years)
- entered state-funded education in England for the first time following the end of Year 1.



NOTE: To help schools confirm which of their Year 2 pupils need to take the Phonics Screening Check this year, all schools will be sent before May half term via AnyComms Plus, a list of pupils recorded on their January 2025 School Census who the LA believe should be taking the Phonics Screening Check this year.

Phonics Screening Check Submission Deadline

Schools are required to submit their Phonics Screen Check scores (0 – 40) to the Local Authority by **Friday 13th June 2025**. Please note that after this date the LA can only accept returns for pupils who were absent during the main Phonics Check week.

Any child who is absent from school during check week (Monday 9th June to Friday 13th June) should be recorded as absent (A) in the Outcome Grade when submitting the data for the Phonics Screening Check.

Schools will not have outcome grades of Wa or Wt for pupils in Year 1 at this stage. An outcome grade will only need to be submitted if a pupil has left the school (L), is absent (A), did not participate in the check (D), or if the result is affected by maladministration (Q). In all other cases, only the scores obtained in the phonics screening check are required.

Schools should create **one CTF** containing all **Year 1** and **Year 2** pupils and send this to the Local Authority by **13th June 2025**. Schools must not wait until the threshold is known before submitting phonics results to the LA. This should be done as soon as possible after completion of the checks.

Instructions for this process are in this booklet.

If you subsequently test a child between Monday 16th June and Friday 20st June, due to absence during the previous week, then please contact the **Childrens & Traded Services Team** for instructions [before resending](#) your results.

Once the threshold mark is made available on the **23rd June 2025**, Arbor will update the system for you.

The Local Authority does not require a new CTF with these updated outcome grades.

Headteacher Declaration Form

Schools also need to complete and submit the Headteacher's declaration form once the Phonics Screening Check has been administered. This form should be submitted via the **Primary Assessment Gateway** by **Monday 30th June 2025**.

If a Child Moves School

If a pupil arrives at a school just before or during Phonics Screening Check week, they should still attempt the check, unless they have no understanding of grapheme-phoneme correspondences.

If a child moves school after taking the Phonics Screening Check their results should be submitted by the school in which they took the check and passed to their next school for information.

Accessing the KS1 Phonics 1 DfE Assessments

Go to **Students / Assessments / DfE Assessments / Mark Entry**.

If the template has not available, please refer to **Chapter 1 – Setting Up DfE Assessments Templates 2025**

KS1 Phonics Screening Check		+ Add
10 Jun 2025	Year 1	▶

Year 2 Students retaking from last year (year 2)

Children in **Year 2** must also take the Phonics Screening Check if they did not meet the required standard in **Summer 24**. Their Year 2 results need to be input into Arbor, before they can be transferred to the LA.

To add additional students (such as students who failed the assessment last year), click on the year group.

KS1 Phonics Screening Check		+ Add
10 Jun 2025	Year 1	▶

Then select **Manage Assessment** at the bottom of the slide over.

Click **+Add** in the **Students** section on the next page.

Students Year 1

Manage assessment » Input marks »

Select individual students or whole groups by clicking, then click **Add Students**.

DfE Assessments

Students / Assessments / DfE Assessments / Mark Entry / KS1 Phonics Screening Check / Manage

KS1 Phonics Screening Check

Assessment Details

Academic year	2024/2025
Assessment date	10 Jun 2025
Assessments included	KS1: Year 1 Phonics Screening Check Outcome: Phonics Screening Check Outcome: Task/Test (2011 - ongoing) KS1: Phonics Screening Check Mark: National Curriculum Task/Test Mark: Task/Test (2012 - ongoing)

Students

Year 1

+ Add

They will then appear in the Student list and in the marksheet.

Add Students

Students*

- Aaron Palmer (2RH)
- Amber Smith (2RH)

Cancel Add Students

Inputting Marks

Students

+ Add

Year 1	▶
Aaron Palmer	▶
Amber Smith	▶

The mark for the Phonics Screening will be a score of 0-40.

Please note that if you use the Grades A, D or L then you will need to leave the mark blank – do not enter it as 0.

IMPORTANT NOTE: If pupils were absent during check week (Monday 12th to Friday 16th June), please record an absence (A) in the Outcome Grade. If you subsequently check a child who had been absent, please contact the School Management Support Team by email:

primaryassessmentdata@buckinghamshire.gov.uk for instructions before resending your results. All checks must be completed by **Friday 16th June 2023**.

To input marks into the Phonics Screening Check, return to the DfE assessments page and again select the check.

1. Click it and click **Input Marks** in the slide over.

Students Year 1

Manage Assessment »

Input Marks »

2. Add in the mark to the **Check Mark** column on the right.
- Schools are not required to submit outcomes to their LA unless a student was, for example, absent when the test was administered.

Input Marks: KS1 Phonics Screening Check, 10 Jun 2025

Students All Students

Bulk action

↶ ↷

Hide columns

Q Search this table

Download

☐	Student	KS1: Year 1 Phonics Screening Check Outcome	KS1: Phonics Screening Check Mark	
☐	Abbas_Latif		25	
☐	Achmed_Dobir		30	
☐	Clark_Pete		16	
☐	Darville_Sophie			
☐	Edwards_Felicity	A		
☐	Jonak_Pawel			
☐	Taylor_Miles			

Only input a value in the left-hand column if the student did not take the test. In this case, input A, D, L or Q in the left-hand column, and leave the right-hand column blank.

Threshold Mark

The DfE will release thresholds for passing grades on **Friday 13th June**. The marksheet will then be automatically updated by the end of the day by Arbor, which will then indicate Wa or Wt for each pupil.

Analysis

There won't be any data available until the DfE Threshold has been entered and pupils have their Wa or Wt result.

1. Click on Analysis on the left
2. Click on the Key Stage 1

View Marks

Analysis

EYFS

Key Stage 1

Key Stage 2

Export Results

Academic year 2024/2025

Phonics Screening Check

Year 1 Phonics Screening Check: Meeting Expected Standard

2024/2025

0.0%

2024/2025 0.0%

2023/2024 25.0%

Year 1 Phonics Screening Check: Not Meeting Expected Standard

2024/2025

0.0%

2024/2025 0.0%

2023/2024 75.0%

Chapter 4 Key Stage 1 Assessments

Introduction

Following the [2017 consultation on primary assessment](#), DfE [announced in July 2022](#) that end of KS1 assessments will no longer be statutory from the academic year 2024. This took effect from 1 September 2024.

The following KS1 assessments are now optional:

- teacher assessment judgements in English reading, English writing, mathematics and science
- tests in English reading and mathematics (the English grammar, punctuation and spelling test will also remain optional)
- where relevant, using the pre-key stage standards or engagement model

There is **no legal requirement** for schools or local authorities to report KS1 teacher assessment data back to DfE. There is also no requirement to report results from end of KS1 assessments to parents. As with other years in which there are no statutory assessments, there will still be a requirement for headteachers to provide an annual report to parents or carers about a pupil's general progress in Year 2.

The reception baseline assessment (RBA) will replace the end of KS1 assessments as the baseline for cohort level primary progress measures. This will happen when the first cohort with a statutory RBA reaches the end of key stage 2 (KS2) in 2028.

The existing end of KS1 teacher assessment frameworks remain available on GOV.UK for schools who wish to use them optionally as part of their ongoing assessment of children. The DfE will also continue to develop and supply materials for the optional, non-statutory end of KS1 tests in:

- English reading
- English grammar, punctuation and spelling
- mathematics

See [Appendix A KS1 Teacher Assessments](#) for step by step guidance to record KS1 assessments

Teacher Assessment Submission Deadline

If Schools would like the Local Authority to still collect KS1 data they need to submit Teacher Assessment data to the Local Authority by **Friday 4th July 2025**. Early submission is recommended.

Note for Infant Schools

As part of the end of year procedures you will be sending a CTF to schools receiving your pupils into their Year 3 in September 2025. If you send your CTF before you have entered your Key Stage 1 assessments, you need to send a second CTF in order that the receiving schools will have the Key Stage 1 teacher assessments

Chapter 5 Key Stage 2 Assessments

Introduction

These notes will guide you step by step through the process of inputting all the required data for Key Stage 2 Teacher Assessments into Arbor, submitting these to the Primary Assessment Gateway, importing Test Results and reporting to parents.

Teacher Assessments (TA) in Key Stage 2

At the end of KS2, teachers must summarise their judgements for each eligible pupil, taking into account the pupil's progress and performance throughout the key stage. They must base their TA judgement on a broad range of evidence from across the curriculum for each pupil and use their knowledge of a pupil's work over time, taking into account the pupil's:

- written, practical and oral work
- results of informally administered tests taken in class
- homework

Teachers may not be able to provide a full TA judgement for some pupils, eg because of lengthy periods of absence. They should still report a TA code when they submit their TA data.

In 2025, teacher assessments must be reported using the standards set out in the teacher assessment frameworks at <https://www.gov.uk/government/publications/teacher-assessment-frameworks-at-the-end-of-key-stage-2>

Pre-key stage standards are for pupils who are working below the overall standard of national curriculum assessments, but who are engaged in subject-specific study. Teachers must use these standards to make statutory teacher assessment judgements at the end of key stage 2 for pupils who are working below the national curriculum tests and teacher assessment frameworks. If a pupil is working below these standards, teachers should report their outcome in accordance with the Engagement Model.

Teacher Assessment Submission Deadline

Schools are required to submit their teacher assessment before National Curriculum test results are returned to schools. This places greater emphasis on teacher assessment judgements, which are independent of test results.

Schools are therefore required to submit Teacher Assessment data direct to the Primary Assessment Gateway by **23rd June 2025**.

Key Stage 2 Test Result Dates

For the 2025 KS2 tests STA will publish test results for schools to view and download, on the Primary Assessment Gateway website on **Tuesday 8th July 2025**. Each pupil registered for the tests will receive:

- a raw score (the number of raw marks awarded)
- a scaled score
- and confirmation of whether or not they attained the expected standard

Conversion tables for the 2025 tests will also be published on GOV.UK on **8th July 2025** so schools can understand how pupils' scaled scores are derived from their raw scores.

Marked test scripts will be available on or by **Tuesday 8th July**. Test scripts that have been marked on screen can be accessed and printed via Primary Assessment Gateway.

Test scripts will be returned to schools in hard copy if they were un-scannable and could not be marked on screen. Schools should check the script return website to ensure they know which scripts could not be scanned, and hard copies should have been returned to schools.

Schools must report any missing hard copy marked test scripts immediately to the NCA helpline on 0300 303 3013.

Note for Junior Schools

You will need to import the **KS1 Wizard**, in order to hold Key Stage results. The CTFs sent by feeder schools will import the results and populate your marksheets so that you will be able to view the Key Stage 1, Phonics and EYFSP results for your pupils.

Headteachers Declaration

This form confirms that the data that has been submitted has been checked for accuracy, has been quality assured by a member of the school's Senior Management Team or Assessment Manager and has been "signed off" by the Headteacher – Primary Assessment Gateway will not be able to accept any changes after this form has been signed and returned. Headteacher Declaration Forms need to be returned via the Primary Assessment Gateway by **Friday 30th May 2025**.

Children who Transfer to a New School

2025 Key Stage 2 Assessment and Reporting Arrangements; Section 8.9 Pupils who move schools

Test Week – Week Beginning 12th May 2025

Change of school before KS2 test week

If a pupil changes school before test week, the receiving school must submit TA data for them.

Change of school during KS2 test week

If a pupil changes school during test week, the school where the pupil was registered at the beginning of test week must submit TA data for them.

Change of school after KS2 test week

If a pupil changes school after test week, the school where the pupil was registered during test week must submit TA data for them.

Accessing the DfE Assessments

Go to **Students / Assessments / DfE Assessments**.

If the template has not been set up, please refer to **Chapter 1 – Setting Up DfE Assessments Templates 2025**

There is no separate KS2 Test Results template. These results are incorporated into the KS2 Teacher Assessment template

End of Key Stage 2 - Teacher Assessment	+ Add
14 May 2025 Year 6	▶

Marking the assessment

Teacher Assessments

The acceptable assessment descriptors vary depending on which assessment you are recording as outlined in the table below.

Acceptable National Curriculum Assessments at Key Stage 2

	Maths	Reading	Writing	Science	
High Attaining	n/a	n/a	GDS	EXS	
Expected Standard	n/a	n/a	EXS		
Lower Attaining	n/a	n/a	WTS	HNM	
	PK6 – PK1 <i>Pre-Key Stage Standards 1-6</i>				
	<i>Below the standard of the Pre-Key Stage</i> EM Pupil Assessed against the Engagement Model				
Other Values	A <i>Absent</i>	L <i>Left</i>	F <i>Pupil will take test in the future</i>	P <i>Pupil has taken test in the past</i>	Q <i>Maladministration</i>

1. Click on Year 6 under the End of Key Stage 2 Assessment

End of Key Stage 2 - Teacher Assessment
Add

14 May 2025
Year 6

2. When you click **Input marks**, you'll be taken to the marksheet. Click on the blank box to select a grade to input

Schools are no longer required to submit Teacher Assessment judgements in English Reading or Maths. However, if pupils do not sit the tests, then Pre-Key Stage Standard judgements must be recorded for all subjects.

If a pupil is working below the standard of the Pre-Key Stage standards then EM (Engagement Model) should be recorded in the Teacher Assessment marksheet.

Back
End of Key Stage 2 - Teacher Assessment

Assessment	End of Key Stage 2 - Teacher Assessment
Academic year	2022/2023
Assessment date	24 May 2023
Students	Year 6

Manage assessment
Input marks

Arbor Council Primary

Students / Assessments / DfE Assessments / Mark Entry / End of Key Stage 2 - Teacher Assessment / Input Marks

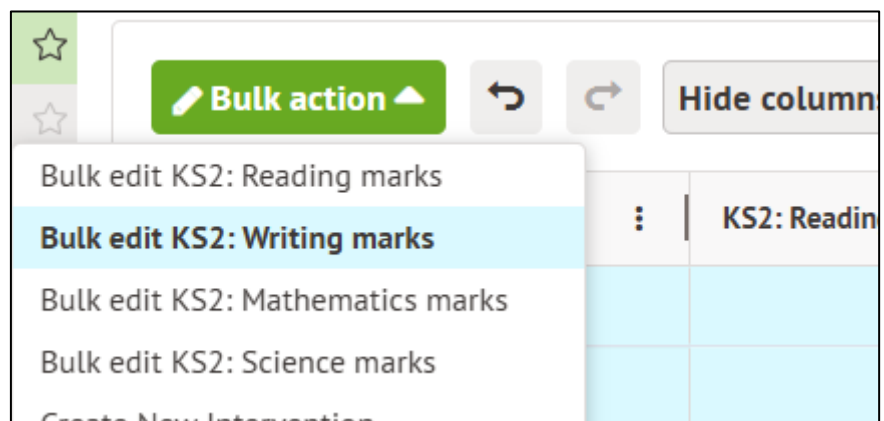
Input Marks: End of Key Stage 2 - Teacher Assessment, 14 May 2025

Students: All Students

Bulk action **Hide columns** Search this table Download

Student	KS2: Reading	KS2: Writing	KS2: Mathematics	KS2: Science
☐ Allen, Adam		WTS		HNM
☐ Anderson, Keeley		WTS		EKS
☐ Bailey, Emily		EKS		HNM
☐ Bailey, Nikki		EKS		EKS
☐ Bennett, Jake	PK2	PK3	PK1	HNM
☐ Rose, Ibrahim	PK2	PK4	PK4	HNM
☐ Butler, Gavin	A			
☐ Campbell, Tracy	Q			

You can also bulk upload marks by ticking the box beside students who all have the same mark and clicking the **Bulk action** button to select the subject.



« Back

Bulk Set Marks

Date: 14 May 2025

Assessment: KS2: Writing

Grade: GDS

Students

- Form 6SP
- Allen, Adam
- Bailey, Emily
- Campbell, Grant
- Campbell, Tracy
- Chapman, Tony
- Cooper, Vanessa

Analyse

To analyse outcomes and to determine Good Level of Development

1. Select '**Analysis**' on the left hand side and then click on **KS2**.

The graphs will populate the data from the marks entered in the marksheet and the test results, after importing from the DfE website.

Chapter 6 All Collections - Exporting your data

Introduction

Early Years Foundation Stage Profile Submission Deadline

Schools are required to submit their EYFS Profile data to the LA by **Monday 16th June 2025**. Early submission is recommended but certainly no later than close of business on that day.

Phonics Screening Check Submission Deadline

Schools are required to submit their Phonics Screen Check scores (0 – 40) to the Local Authority by **Friday 13th June 2025**. Please note that after this date the LA can only accept returns for pupils who were absent during the main Phonics Check week.

Key Stage 1 Teacher Assessment Submission Deadline

If administering KS1 Assessments, then Schools are required to submit Teacher Assessment data to the Local Authority by Friday 4th July 2025. Early submission is recommended.

Key Stage 2 Teacher Assessment Submission Deadline

Schools are required to submit their teacher assessment **before** National Curriculum test results are returned to schools. This places greater emphasis on teacher assessment judgements, which are independent of test results.

Schools are therefore required to submit Teacher Assessment data direct to the **Primary Assessment Gateway by 23rd June 2025**.

Please refer to All Collections - Submitting CTF to the LA Via AnyComms & Primary Gateway for Submitting Data.

Export a CTF to the Primary Assessment Gateway or the LA

Once all of the End of Key Stage or Early Years Foundation Stage Profile results have been entered, you can export the results via CTF to send to your LA or to the DfE. You can go to one of two places:

- **Students / Assessments / DfE Assessments / Export Results**
- **School / Data / Export / Assessment Results**

The screenshot shows the 'DfE Assessment Exports' page. On the left is a sidebar with navigation links: 'Mark Entry', 'View Marks', 'Analysis', and 'Export Results' (which is highlighted). The main content area is titled 'DfE Assessment Exports' and contains two sections: 'Current Assessment Results CTF Exports' and 'Past Assessment Results CTF Exports'. Both sections have a 'Hide columns' dropdown and a search bar. The 'Current' section shows 'No Rows To Show'. The 'Past' section displays a table with three rows of export data.

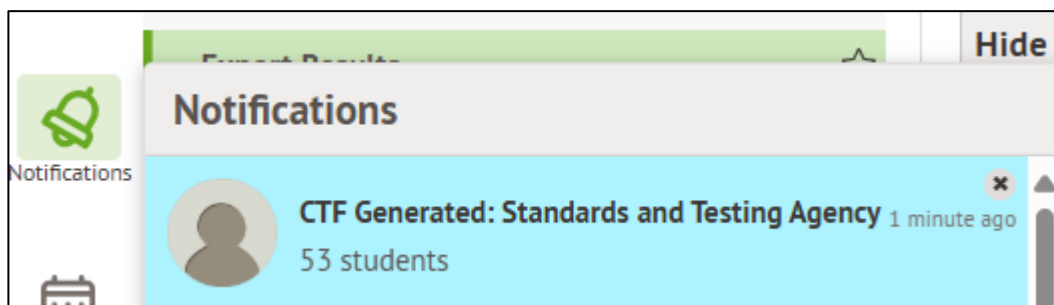
Export Time	CTF type	Students	Status
08 May 2024 11:10	Partial CTF containing Key Stage 2 data	57	Ready for download
08 May 2024 11:09	Partial CTF containing phonics check data	9	Ready for download
08 May 2024 11:09	Partial CTF containing Key Stage 1 data	59	Ready for download

Click the green **+Add** in the **Current Assessment Results CTF Exports** section and update the slide over with the data you want to export.

- **Export Type** - Choose which test you want to export. It is important to note that each CTF is titled **Partial CTF** because these files will only contain the assessment results and are therefore not as detailed as a student CTF.
- **Destination** - Here you need to choose whether the CTF will be sent to either the Local Authority or the Testing Agency.
 - **Early Years Foundation Stage data** – Local Authority
 - **Phonics Check data** – Local Authority
 - **Key Stage 1 data** – Local Authority (if administering)
 - **Kay Stage 2 data** – Standard Testing Agency (Primary Assessment Gateway)
- **Year Group** - Leave this blank if you want all the students that took the test to be included. If you want to, for example, export your year 1 and year 2 Phonics Screening Check data separately, you would select Year 1 in this field.
- **Include only students enrolled on** - This section automatically chooses the current date however you might have a student that has un-enrolled since the test was done. Make sure that the date reflects the enrolment date that includes all students who sat the test.
- **Only export the most recent assessment results** - If you check this box we will only export the assessment results with the most recent dates. If it is unchecked we will export all results for the given export type. Make sure this is ticked when exporting Phonics, to exclude the students who took the test in Autumn.

When happy with the settings, click the green **Export** button.

The CTF will then show as processing. You'll receive a notification when this is ready to download.



If you refresh your page, the CTF will show as Ready for download. Click where it says **Ready for download**.

DfE Assessment Exports

Current Assessment Results CTF Exports

Hide columns

Search this table

Export Time	CTF type	Students	Status
24 Apr 2025 12:19	Partial CTF containing Key Stage 2 data	53	Ready for download

Scroll down to the bottom of the slide over and click **Download**.

Myrtie Yoell
... and 24 additional students.

Delete

Cancel

Download

Repeat for each CTF type.

Chapter 7 All Collections - Submitting CTF to the LA Via AnyComms & Primary Gateway

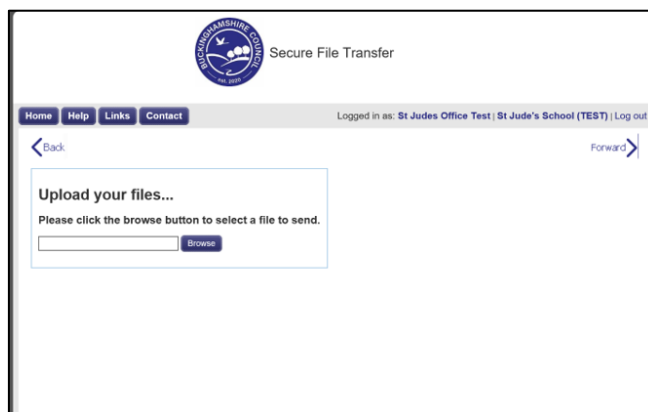
Introduction

Once you have a file ready to send, please log onto AnyComms Plus at <https://securetransfer.buckscc.gov.uk> and choose **Upload a file to the Local Authority** from the home page.

- **Early Years Foundation Stage data** – Local Authority
- **Phonics Check data** – Local Authority
- **Key Stage 1 data** – Local Authority (if applicable)
- **Key Stage 2 data** – Standard Testing Agency (Primary Assessment Gateway)

You will be taken to the screen

- Click on the **Browse** button, navigate to where you have saved the CTF file
- Highlight the file e.g. 825XXXX_KS1_825LLLL_001 (for Key Stage 1 data) where XXXX is your school's DfE number and click on **Open**.



- Other files will also be available but named slightly different
 - 825XXXX_FSP_825LLLL_001.xml for Early Years Foundation Stage data
 - 825XXXX_PHO_825LLLL_001.xml for Phonics Check data
 - 8250001_KS2_NAALLLL_001.xml – for Key Stage 2 data

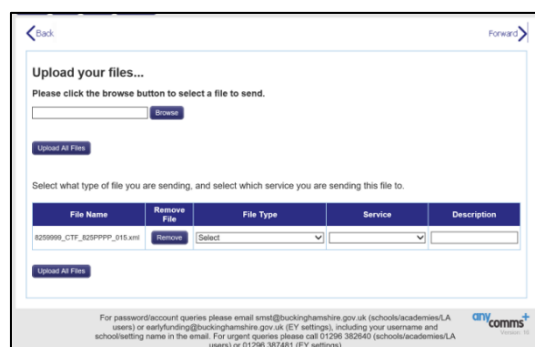
If you have chosen the wrong file, you can select the **Delete** button beside the file name. This will not delete the file from your network, just remove it from AnyComms Plus so it is not sent anywhere.

For the file you wish to upload, please select:

File Type: EYFSP Results
Phonics Check Results
Key Stage 1

Service: SMST – Performance Data

Description: You can add a comment in the description box if you want to, but this is not required to send a file



Once you are happy that the details for the file are correct, please click on the **Upload All Files** button. You will then see the following screen.

You can now **Log out** from Secure File Transfer

Submitting the KS2 Data to Primary Assessment Gateway

Schools will need to submit their KS2 Teacher Assessment direct to the Primary Assessment Gateway (PAG) rather than to the Local Authority, who would then submit on the schools behalf.

The majority of other Local Authorities work in this way, and the PAG is set up for school submission rather than Local Authority submission.

By getting schools to upload KS2 Assessment Data to the PAG instead of AnyComms Plus will make the process more straight-forward. Schools will also have more visibility of the queries that STA raise about data and be able to ensure the TA submission matches the test registrations.

How to upload data into the Primary Assessment Gateway

1. Log in to the Primary Assessment Gateway and go to the **'My activity'** tab.
2. Schools will find the **'Submit teacher assessment'** form in the **'Outstanding activity'** section and should select **'Edit'** on the form tile.
3. If you are submitting your data using a CTF generated by your school's MIS, ensure the file is saved to your computer with the file name in the format **'DfENumber_KS2_NAALLL_001.XML'**.
4. Click **'Select file'** under the **'Upload teacher assessment file'** heading.
5. Then browse and find the location where you have saved your file.
6. Select the data file and click **'Open'**. Then Click **'Submit'**.

A confirmation screen will appear advising you that your data has been submitted and will advise on next steps.

You will receive two emails.

The first will advise that your data has been received and will now be processed

The second will advise if your upload was successful or if further action is required.

Please visit the DfE website as they have produced a video to help schools submit data on the Primary Assessment Gateway.

<https://www.youtube.com/watch?v=XGGtQL001Vc>

Chapter 8 Importing Key Stage 2 – Test Results

Introduction

Marked test scripts and results will be made available to schools on or before **Tuesday 8th July 2025**

Test results will **only** be available on the **Pupil Results** section of the DfE *Primary Assessment Gateway* website.

The KS2 results can be printed off and then manually entered into Arbor. However it is recommended that you download your results electronically as a CTF and import them into Arbor rather than keying them in manually, as this will allow pupil's reports to be generated quickly and for transfer files to be sent to secondary schools.



It is highly recommended that you download the electronic results from the Primary Assessment Gateway website. These can be imported into Arbor removing the need to enter your results manually.

Importing Key Stage 2 Test results

After downloading the CTF from the Primary Assessment Gateway website you can import to update pupil records via the following:

1. Go to **School / Data / Import / CTF Import**.
2. Once on the CTF **All Imports** page, click **+Add** to start the process of importing your CTF.

CTF Imports

CTF Imports

EXAMPLE ONLY

+ Add

Bulk action ▼
 ↶
↷
 Hide columns ▼

Download ▼
 ✉
⚙
?
✕

CTF Uploaded ▼	Imported ▼	CTF Source ▼	Students ▼	Details ▼
17th Oct 2022, 15:44		Arbor Example School	1	Karen Hall (E207000018016)

3. In the slide over, click **Browse** and select the file from your computer.

Do not input a Default intake season, leave this box blank.
Once complete, click **Upload CTF**.

Import CTF

Information

This page lets you upload a CTF file to import students into or update students already in the system. Once the file is uploaded you will be presented with further options as to which student or students you would like to import (or update if already in the system), as well as which parts of the CTF you would like to import or update.

CTF file (.xml)*

Browse...

Default intake season

Use an intake season if this CTF contains new stud ▼

Cancel

Upload CTF

Decide what information to import

Once uploaded, return to the **CTF Imports** dashboard and you will see the CTF File you have just uploaded.

1. Click on this and a slide over will appear. Click **More**.

You will be taken to the **CTF Import Overview** page.

« Back

CTF Import Job

Import date	
From	Arbor Example School
To	201/6007
Status	Awaiting import

Student

Hall Karen

More »

CTF Import Overview		
Uploaded date	27 Jun 2019, 12:18	
Imported date	Not yet imported	
From	The Sunnyville School of Magic (207/0000)	
To	NAA/LLLL	
Intake Season	Not set	
Status	Awaiting import	

Download CTF

Bulk Set Import Sections

Update / Import All Students

Students		
Anderson Andrew (update existing Student: Anderson Andrew)		✗
Bennett Selina (update existing Student: Bennett Selina)		✗
Brown Carrie (update existing Student: Brown Carrie)		✗
Carter Carmen (update existing Student: Carter Carmen)		✗

Decide whether you want to import all information in the CTF, or just the assessment details.:

Option 1 - Assessment results only

1. click the **Bulk Set Import Sections** button
2. In the slide over, untick everything except for **Name & Assessments**.
3. Click on **Set**
4. Confirm the import

EXAMPLE ONLY

Import Selections

Bulk Set Import Sections

This form simply lets you bulk set the import sections for all students.

Name	☒
Date of birth	☒
Languages	☒
Disabilities	☒
Address	☒
Student email address	☒
Guardians	☒
SEN	☒
Attendance	☒
Assessments	☒
School history	☒
Looked after	☒
FSM	☒

Cancel
Set Import Sections

Option 2 – All information

1. Click the **Update / Import All Students** button.
2. Click Ok on the pop up message and the CTF will start to import.

The imports will then show as 'Processing'.

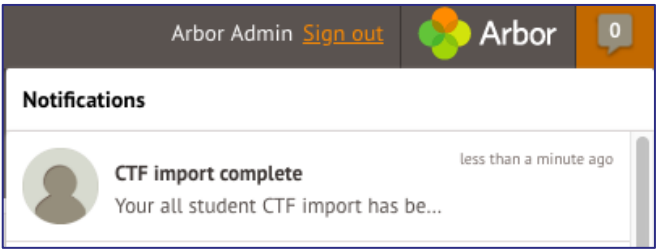
CTF Import Overview		
Uploaded date	27 Jun	
Imported date	Not yet imported	
From	The Sunnyville School of Magic (207/0000)	
To	NAA/LLLL	
Intake Season	Not set	
Status	Queued for importing	

EXAMPLE ONLY

Students		
Anderson Andrew (update existing Student: Anderson Andrew)		⦿
Bennett Selina (update existing Student: Bennett Selina)		⦿
Brown Carrie (update existing Student: Brown Carrie)		⦿

You will get a notification when the CTF has imported.

You can then refresh your page.

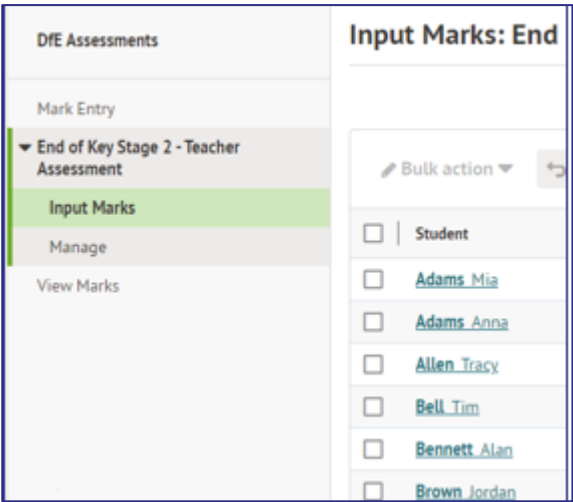


CTF Import Overview		
Uploaded date	27 Jun 2019	EXAMPLE ONLY
Imported date	27 Jun 2019, 12:20	
From	The Sunnyville School of Magic (207/0000)	
To	NAA/LLLL	
Intake Season	Not set	
Status	Some students imported	
Students		
Anderson Andrew (imported to Anderson Andrew)		✓
Bennett Selina (imported to Bennett Selina)		⚠
Brown Carrie (imported to Brown Carrie)		✓
Carter Carmen (imported to Carter Carmen)		✓
Chakrabarti Aastha (imported to Chakrabarti Aastha)		✓

Seeing the results

Once you have imported the CTF, individual results will then appear in **Students / Assessments / DfE Assessments / View Marks OR Analysis for KS2**

You can also view them from the individual student's **Student Profile**.



Chapter 9 Multiplication Tables Check for Year 4

Introduction

The multiplication tables check (MTC) is statutory for primary schools.

The purpose of the MTC is to determine whether pupils can recall their times tables fluently, which is essential for future success in mathematics. It will help schools to identify pupils who have not yet mastered their times tables, so that additional support can be provided.

Schools must administer the MTC to all eligible Year 4 pupils between **Monday 2nd June to Friday 13th June**. Schools are strongly encouraged to administer the check within the first 2 weeks of the check window.

Schools can use the week **Monday 16th June to Friday 20st June** to administer the check to any pupils who were absent during the first two weeks or in case of any delays to the administration of the check due to technical difficulties.

Headteachers must submit the headteacher's declaration form (HDF) once all pupils have completed the check, and by no later than 5pm on **Friday 20th June**.

The HDF confirms that either:

- the check was administered according to the guidance
- any issues were reported to STA You cannot complete the HDF until all pupils have completed the check or have a reason recorded for not taking the check. Failure to complete the HDF by the deadline may result in a maladministration investigation.

Pupils will not see their individual results when they complete the check. Schools will see results (a total score for each pupil) in the 'View pupil results' section of the MTC service from **Monday 23rd June**, providing:

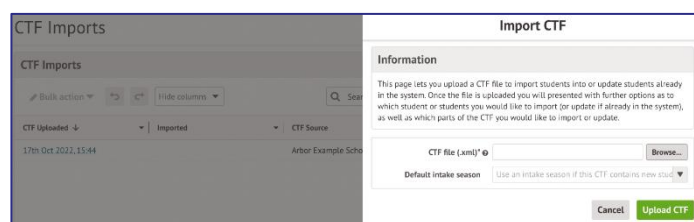
- all pupils have completed the check or have a reason recorded for not taking the check
- the HDF has been submitted.

Once the results become available from the Primary Assessment Gateway, download the file and import them into Arbor via CTF.

Importing the results

Once you have your results file for your Year 4s as a CTF, go to **School / Data / Import / CTF Import**.

1. Click **+Add** to start the process of importing your CTF. A slide over will appear.
2. Click on **Browse** and select the file from your computer. **Do not input a Default intake season, leave this box blank.**



Follow **Importing Key Stage 2 – Test Results** for full import guidance.

Seeing the results

Once you have imported the CTF, individual results will then appear in **Students / Assessments / DfE Assessments / View Marks OR Analysis for KS2**

Chapter 10 Analysis of all Assessments

Introduction

Once you have completed all the assessments, imported the Yr4 Multiplication Results and KS2 Test Results they will be available to analyse.

When does the analysis become available?

Some analysis isn't available until the results have been released by the DfE.

- **KS1** - available as soon as you input your data (it is optional to record this).
- **EYFS** - available as soon as you input your data.
- **Phonics Screening Check** - available after the DfE releases the threshold mark for the Phonics Screening Check. In Arbor, student outcomes will automatically appear on the marksheet based on the raw scores you've already put in.
- **KS2** - Once the DfE releases the results to the Primary Assessment Gateway, you must import them via CTF for the results to show on the analysis pages.
- **Multiplication Tables Check (MTC)** - Once the DfE releases the results to the Primary Assessment Gateway, you must import them via CTF for the results to show on the analysis pages.

In the DfE assessments area, you can see your results and key performance indications (KPIs) by going to

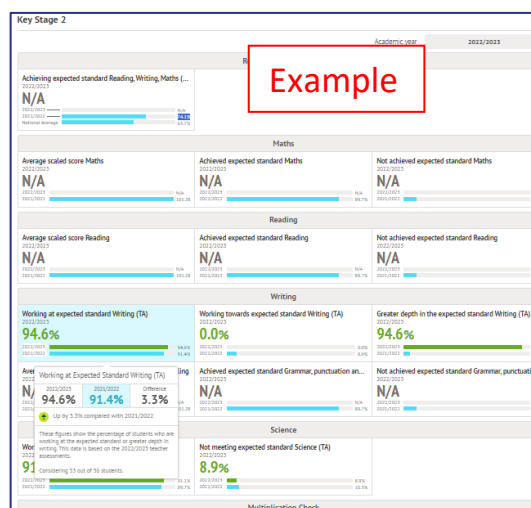
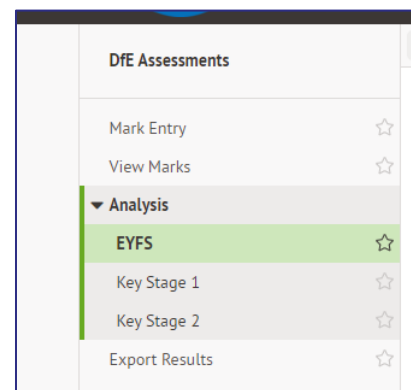
Students / Assessments / DfE Assessments / Analysis

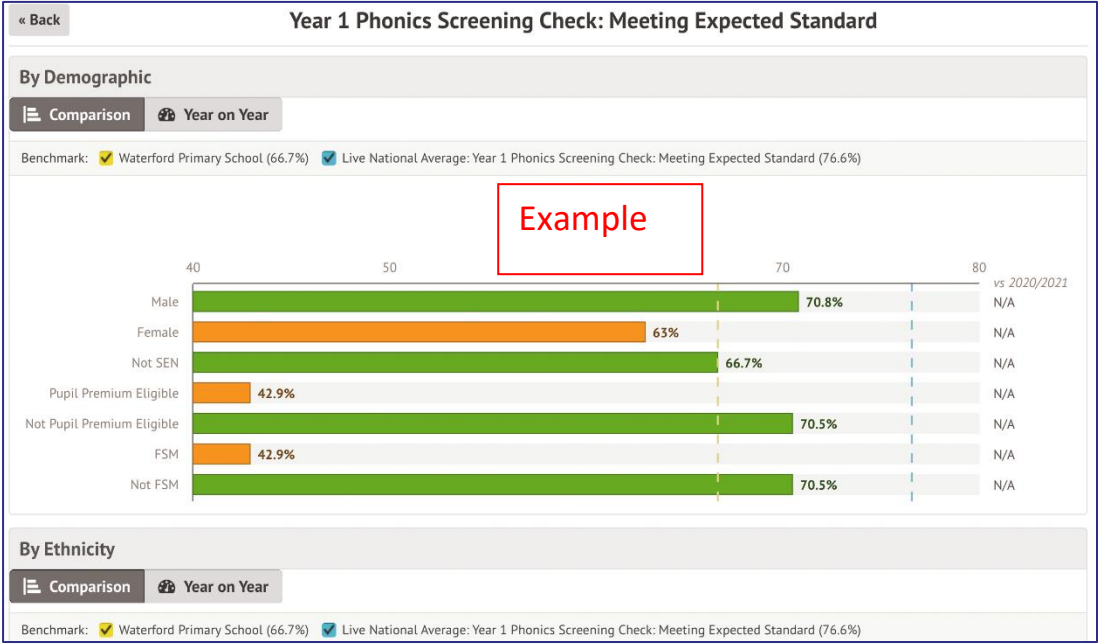
From the left-hand menu, select either:

- **EYFS**
- **Key Stage 1** - this includes Phonics with the % meeting and not meeting the expected standard.
- **Key Stage 2** - this includes the Multiplication Tables Check with measures of Mean Average Score (out of 25) and % of student who scored 25.

On certain measures you'll be able to see your National Benchmarking figures.

1. Select the academic year using the drop-down, and hover over the KPIs for more information.
2. Click on a measure to drill down into your data.





By Demographic

Comparison Year on Year

Hide columns Search this table Download

Student Group	2022/2023	2023/2024	Change since 2022/2023
Male	N/A	91.7%	N/A
Female	N/A	96.9%	N/A
Not SEN	N/A	94.6%	N/A
Pupil Premium Eligible	N/A	75%	N/A
Not Pupil Premium Eligible	N/A	97.9%	N/A
Not FSM	N/A	94.6%	N/A

Showing 6 results

By Ethnicity

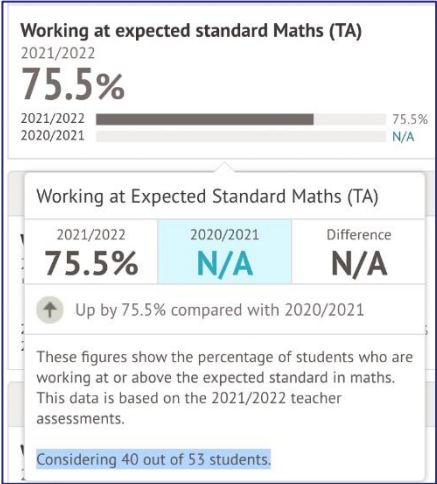
Comparison Year on Year

Hide columns Search this table Download

Student Group	2021/2022	2022/2023	2023/2024	Change since 2022/2023
Black-African	N/A	100%	N/A	N/A
Chinese	N/A	100%	N/A	N/A

What students is the analysis considering?

You may find that some students' marks are not included in the analysis. Arbor built these pages based on feedback from our schools.



Yr 4 Multiplication Test Results

Students / Assessments / DfE Assessments / Analysis

These results, after importing the CTF, will be available at the bottom of the KEY Stage 2 results

DfE Assessments	
Mark Entry	☆
View Marks	☆
▼ Analysis	
EYFS	☆
Key Stage 1	☆
Key Stage 2	☆
Export Results	☆

Example		Multiplication Check	
Mean Average Score (out of 25)		% of students who scored 25	
2022/2023		2022/2023	
N/A		N/A	
This Year	N/A	This Year	N/A
Last Year	N/A	Last Year	N/A

You can also view them from the individual student's **Student Profile / Attainment**

Bulk action ▼		↶ ↷	Hide columns ▼	Q Search this table	Download ▼	📧 ⚙️ ? 🗖
Assessment ▼	Mark ▼	Date ▼				
KS2: Multiplication Tables Check	24					Example
KS1: Phonics Screening Check Mark	36					

Chapter 11 All Collections - Reporting to Parents

EYFS Reporting to Parents

Extract from: *2025 EYFS Assessment and Reporting Arrangements*

All Early Years Foundation Stage (EYFS) providers must give parents a written summary of a child's attainment against the early learning goals (ELGs). For each ELG this must state whether their child is:

- meeting expected levels of development
- exceeding expected levels or
- not yet reaching expected levels ('emerging')

At the end of reception year, you should give parents a written report which:

- states the child's attainment against the ELGs
- summarises attainment in all areas of learning
- comments on general progress including the characteristics of effective learning
- explains arrangements for discussing the profile

You may use the information provided by EYFS profile assessment as a basis for your reports to parents.

Settings must offer parents a reasonable opportunity to discuss the outcomes of the EYFS profile with their child's teacher. This meeting should be within the term in which the EYFS profile has been completed. Teachers may wish to consider making the child's profile available to parents as part of this discussion. If parents ask to see a copy of their child's profile, you must make this available.

Phonics Screening Check Report to Parents

By the end of the Summer Term Headteachers should report:

- each pupil's phonics screening check score
- an outcome if a pupil has left the school, is absent, did not participate in the check or if the result is affected by maladministration

The threshold mark will be published on Friday 13th June.

Key Stage 1 Reporting to Parents

Optional - to include results of optional KS1 teacher assessments. See **Appendix A KS1 Teacher Assessments**

The annual report must be made available to parents before the end of the summer term. The report must cover the pupil's:

- achievements
- general progress
- attendance record

The report must include the pupil's results of the KS2 tests in reading and mathematics as well as grammar, punctuation, vocabulary and spelling. They must also include the KS2 Teacher Assessments in all relevant subjects, and should include p-scales where appropriate.



NOTE: These reports cannot be produced until all Teacher Assessments and Test Results have been entered into Arbor.

Creating End of Year Reports

Option 1 – Predefined Reports

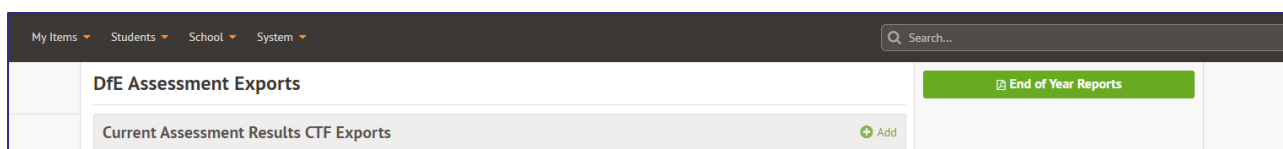
Once all of the End of Key Stage or Early Years Foundation Stage Profile results have been entered, and your KS2 and MTC results imported, you can create reports for parents.

Using this option, you can download the results, per student, via PDF.

Downloading End of Year Reports

Go to **Students / Assessments / DfE Assessments / Export Results**.

1. Click the **End Of Year Reports** button on the right-hand side of the page.



Use the **Bulk generate reports** section to download a report for an entire year group, or use the **Download report for single student** section to create an individual report.

- **Academic Year** - select the year the students took the assessment.
- **Year group** - which year you want to generate reports for. Select the year group they were at the time of taking the assessment
- **Report type** - Select which assessment to output from Phonics, End of KS1 or KS2, EYFS or the MTC.

An individual report will download right away, but you'll need to wait for a notification to download reports in bulk.

End of Year Reports

Information

Generate PDF reports of results for a single student or in bulk for a chosen year group, with relevant assessment results, depending on Key Stage and Year Group. The single student report will download immediately – the bulk generation happens in the background and may take a little while. When the bulk report is ready for download you will receive a notification.

Please Note!

Reports for this academic year will not be available until the Key Stage 2 reports are released by the Department for Education. After this date, you will be able to download the CTF files from the NCA tools website, upload them into Arbor and download the PDF reports.

Bulk generate reports

Academic year* 2024/2025
Year group* Year 6
Report type* End of KS2 Assessment Results

Cancel Bulk Generate Reports

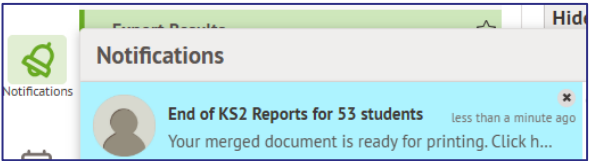
Download report for single student

Academic year* 2024/2025
Year group*
Student*
Report type* Select report type

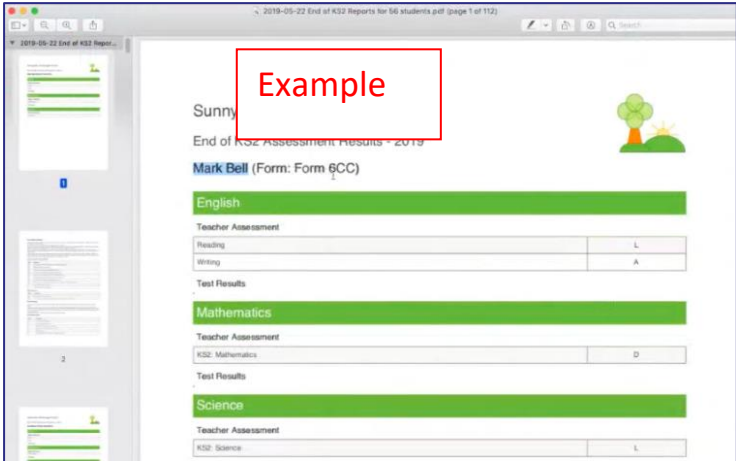
Cancel Download



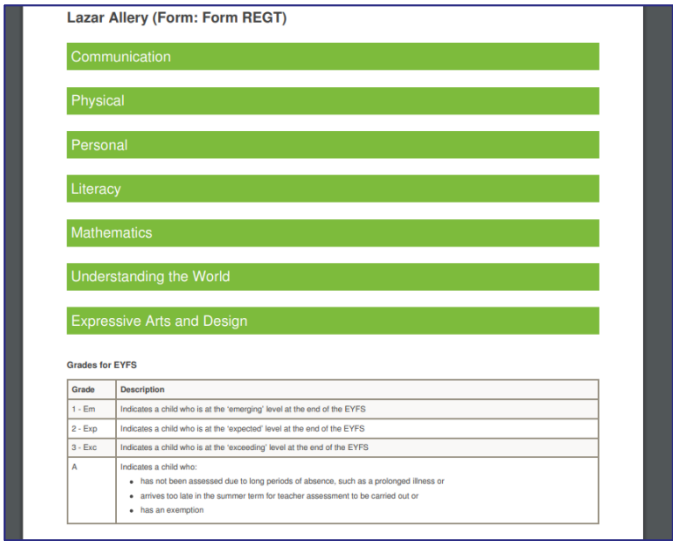
- 2. Click the notification on the left hand to download the reports.
- 3. You can then open them.



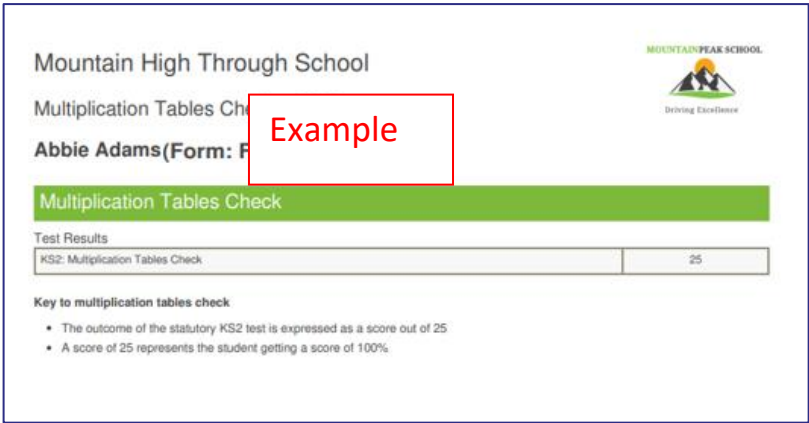
Key Stage 2 example report.



EYFSP example report.



Multiplication Tables example report



Sharing the Predefined End of Year Reports with parents and guardians

Parents cannot see these reports in the Parent Portal or Arbor App.

You'll need to download each report individually, or split the bulk PDF using an external tool. You then have a few options to share them:

1. Use Arbor External Report Cards feature.
2. Upload passwords or links into Arbor as User-defined fields and create a custom report, then send the details to students via a Mail Merge email.
3. Share them outside of Arbor using email from a Sharepoint.

Option 2 - Build your own letters using our End of Year Reports

1. Build a report in the Custom Report Writer with columns for the DfE assessment data you want to include: Report on DfE statutory assessments in the Custom Report Writer

then

2. You'll need to create a mail merge communication to send these details to parents and guardians: Creating a Mail Merge using data from a Custom Report Writer report. We recommend:
 - email to send these details via email
 - letter if you wish to print them out and give the reports to guardians

Comparative Report

As this is only a requirement from schools, not from their MIS, Arbor does not provide any Comparative Reports within the software.

The ICT Schools Team, will create Comparative Reports for KS1 & KS2. They will be in Word format to allow for editing, if required.

Please look out for further emails on availability and guidance.

The DfE specifies that schools must provide a KS1 or KS2 comparative report for parents

- Comparative information about the attainment of pupils of the same age in the school
- Comparative information about the attainment in the core subjects of pupils of the same age nationally, where available
- KS1 reports must be compared to the previous academic year (2024) national results
- KS2 reports must be compared to 2024 national results

The school and national results do **not** have to be in the same report; a separate sheet with the national figures will be acceptable.

Appendix A KS1 Teacher Assessments

Introduction

Following the [2017 consultation on primary assessment](#), DfE [announced in July 2022](#) that end of KS1 assessments will no longer be statutory from the academic year 2023-2025 onwards. This took effect from 1 September 2023.

The following KS1 assessments are now optional:

- teacher assessment judgements in English reading, English writing, mathematics and science
- tests in English reading and mathematics (the English grammar, punctuation and spelling test will also remain optional)
- where relevant, using the pre-key stage standards or engagement model

There is no legal requirement for schools or local authorities to report KS1 teacher assessment data back to DfE. There is also no requirement to report results from end of KS1 assessments to parents. As with other years in which there are no statutory assessments, there will still be a requirement for headteachers to provide an annual report to parents or carers about a pupil's general progress in Year 2.

The reception baseline assessment (RBA) will replace the end of KS1 assessments as the baseline for cohort level primary progress measures. This will happen when the first cohort with a statutory RBA reaches the end of key stage 2.

The existing end of KS1 teacher assessment frameworks remain available on GOV.UK for schools who wish to use them optionally as part of their ongoing assessment of children. The DfE will also continue to develop and supply materials for the optional, non-statutory end of KS1 tests in:

- English reading
- English grammar, punctuation and spelling
- mathematics

Teacher Assessment Submission Deadline

If Schools would like the Local Authority to still collect KS1 data they need to submit Teacher Assessment data to the Local Authority by **Friday 4th July 2025**. Early submission is recommended.

Note for Infant Schools

As part of the end of year procedures you will be sending a CTF to schools receiving your pupils into their Year 3 in September 2025. If you send your CTF before you have entered your Key Stage 1 assessments, you need to send a second CTF in order that the receiving schools will have the Key Stage 1 teacher assessments.

Teacher Assessment Submission Deadline

If Schools would like the Local Authority to still collect KS1 data they need to submit Teacher Assessment data to the Local Authority by **Friday 5th July 2025**. Early submission is recommended.

Note for Infant Schools

As part of the end of year procedures you will be sending a CTF to schools receiving your pupils into their Year 3 in September 2025. If you send your CTF before you have entered your Key Stage 1 assessments, you need to send a second CTF in order that the receiving schools will have the Key Stage 1 teacher assessments.

Accessing the Key Stage 1 DfE Assessments

Go to **Students / Assessments / DfE Assessments**.

End of Key Stage 1 - Test Results

+ Add

06 Jun 2024

Year 2

If the template has already been added, please refer to **Chapter 1 – Setting Up DfE Assessments Templates 2025**

Marking the assessment

Teacher Assessments

The acceptable assessment descriptors vary depending on which assessment you are recording as outlined in the table below.

End of Key Stage 2 - Teacher Assessment

+ Add

Assessment

End of Key Stage 2 - Teacher Assessment

Assessment year

2022/2023

Assessment date

24 May 2023

Students

Year 2

Manage assessment

+ Add

	Reading	Writing	Maths	Science
High Attaining	GDS <i>Working at Greater Depth within the Expected Standard</i>			N/A
Expected Standard	EXS <i>Working at the Expected Standard</i>			
Lower Attaining	WTS <i>Working Towards the Expected Standard</i>			HNM † <i>Has Not Met the Expected Standard</i>
	PK4, PK3, PK2, PK1 <i>Foundations for the Expected Standard</i>			
	EM Pupil Assessed against the Engagement Model <i>Below the standard of the pre-key stage</i>			
Other Values	A / Q <i>Absent / Maladministration</i>			

1. Click on **Year 2** under the End of Key Stage 1 Assessment

End of Key Stage 1 - Teacher Assessment

+ Add

09 Jun 2025

Year 2

2. When you click **Input marks**, you'll be taken to the marksheet.
3. Click on the blank box to select a grade to input.

4. You can also bulk upload marks by ticking the box beside students who all have the same mark and clicking the **Bulk action** button to select the subject.

Reporting to Parents

Optional - to include results of optional KS1 teacher assessments

Previewing Reports

The annual report must be made available to parents before the end of the summer term. The report must cover the pupil's:

- achievements
- general progress
- attendance record

The report must include the pupil's results of the KS1 Teacher Assessments in reading, writing, mathematics and science.

Refer to Chapter 11 All Collections - Reporting to Parents

Appendix B Contacts

Useful Contact Numbers

Query	Team	Phone
Methods of collecting and submitting data	ICT Schools Team Email: ictschools@buckinghamshire.gov.uk	01296 383500 Option 1
Queries on Collection and Submission of Pupil Data to the LA	Sarah Sewell Ellen Haywood Gareth Thomas primaryassessmentdata@buckinghamshire.gov.uk	
Advice on Statutory Requirements	For queries relating to EYFS Profile: email: earlyyears@buckinghamshire.gov.uk For queries relating to KS1 & KS2 assessments (including Phonics) email: sis@buckinghamshire.gov.uk Your query will be passed to the relevant person.	01296 387111 01296 383030
Third party software issues	Refer to the third party software provider directly.	

