



**Buckinghamshire
Council**

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Data Collection 2025

Junior Phase

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 Schools Team edit Taken from ESS version dated March 2025	March 2025
Version 2	Buckinghamshire Council ICT Schools Team	April 2025
Version 2	Buckinghamshire Council ICT Schools Team	April 2025

This booklet is designed for use with SIMS software version 7.222 and above



Data Collection 2025 Junior Phase

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Complete	Task Description
☐	Check permissions to run Wizards and to record associated data
☐	Check SIMS upgrade to the Spring Release (SIMS v7.222 or later) has been carried out
☐	Import KS2 Wizard
☐	Enter KS2 Data
☐	Create CTF: File Name
☐	Download KS2 Test Results
☐	Import Test Results
☐	Reporting to Parents
☐	Year 4 Multiplication Data – Import CTF/Manually Enter Data
☐	Report to Parents
☐	
☐	

Useful Contact Numbers

Query	Team	Phone
Enter and Submitting Data in SIMS	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 KS1 & KS2 assessments (including Phonics) email: sis@buckinghamshire.gov.uk Your query will be passed to the relevant person.	01296 383030

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 SIMS, 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.

Chapter 1 Set Up

Introduction

- To Import the Key Stage 2 Wizard you must have **Assessment Coordinator** permissions.
- To run the Key Stage 2 Wizard you need to have either **Assessment Coordinator** or **Assessment Operator** permissions.



NOTE: If you have carried out these procedures in previous years you are likely to have the correct permissions. If you are unsure please check with your System Manager in school.

SIMS Version

Check that you are upgraded to SIMS release **7.222**

The menu route to find this in SIMS is:

Help | About SIMS.net



Assessment Manager Resources (AMPARK)

After every SIMS Upgrade (there are 3 per year) there are new / updated Assessment resources to be imported into SIMS, via the Assessment Resource Manager pop up window. This feature will appear the first time the Assessment module is accessed after an upgrade ie **Focus / Assessment, by any user**.

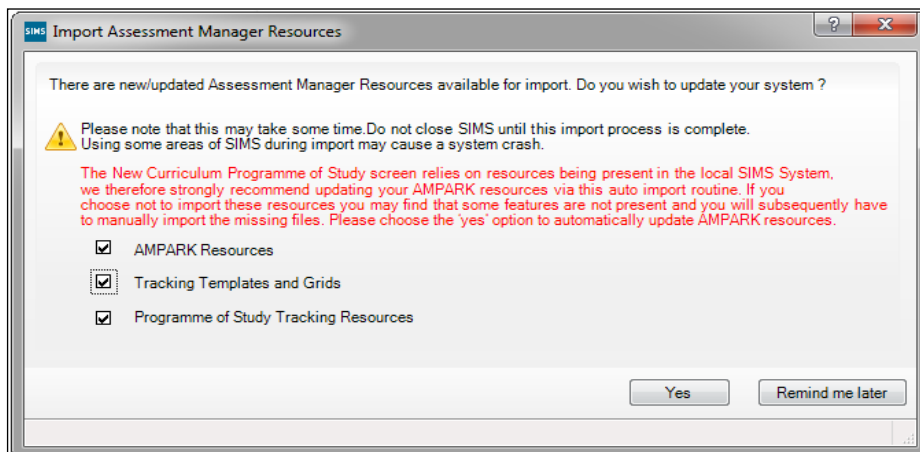
It is essential that this import is completed to ensure that the Assessment module is up to date.

It also contains all the wizards for EYFS, KS1, KS2 & Phonics. When the AMPARK Resource is imported, then there is no need to import each wizard individually.

There are 2 options to choose when the Assessment Manager Resource pop up window appears, all producing very different results.

Yes – the import process will start. Dependent on the number of SIMS users currently accessing SIMS, will depend on the speed of the import.

Remind me later – This will close the window for this instance however, will re-appear when the Assessment module is accessed again. The Remind Me Later option can be chosen several times.



If you are unable to locate **your Wizards via Tools / Performance / Assessment / Wizard Manager**, please refer to **Appendix C** for import guidance.

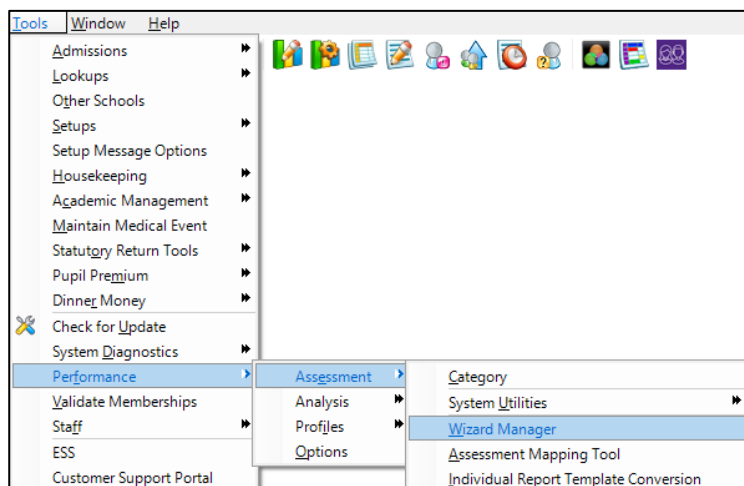
Chapter 2 Key Stage 2 Wizard 2025

Introduction

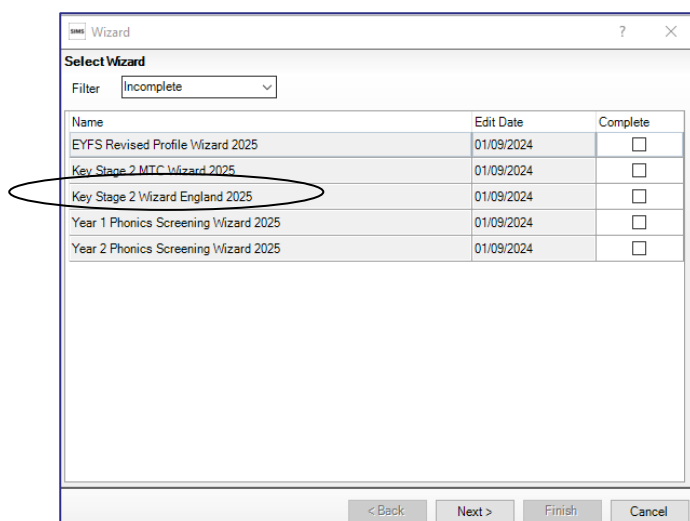
Your school's end of Key Stage 2 teacher assessments for Reading, Writing, Mathematics and Science must be input into SIMS before they can be uploaded to the Primary Assessment Gateway.

Accessing The Key Stage 2 Wizard 2025

1. In SIMS select **Tools | Performance | Assessment | Wizard Manager**.



2. Leave the Filter on **Incomplete**.
3. The window will show the **Key Stage 2 Wizard England 2025**. (Any other imported Wizards will also show). Mark other Wizards from previous years as Complete at this point, by ticking the box in the **Complete** column so you are just left with the **Incomplete** Wizards for 2025 as detailed below.



4. Highlight the **Key Stage 2 Wizard England 2025** with a single click (This will put a faint dotted box around the selected Wizard).



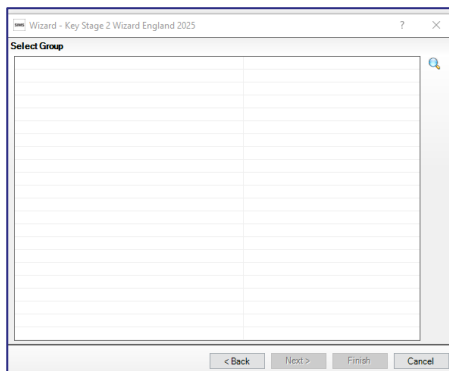
NOTE: Even if only one Key Stage Wizard is displayed, you must highlight it before you continue to the next page.

5. Select **Next** (If you are prompted to **Save** select **Yes**).

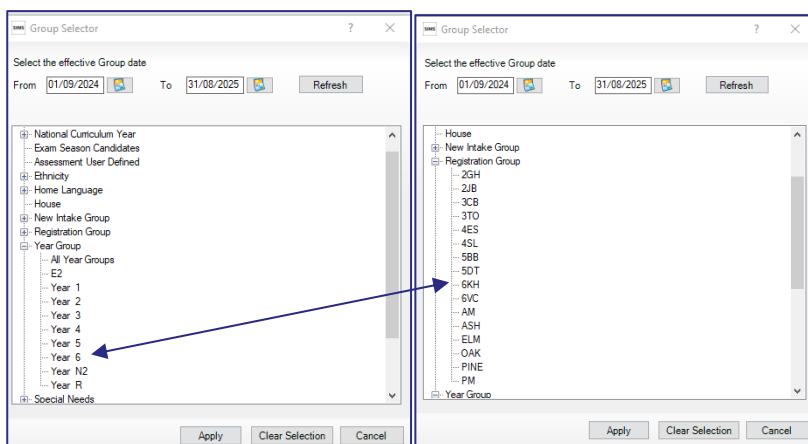
6. This will take you to the **Select Group** window

Selecting a Group of Pupils e.g. Year 6 or Reg Group

1. To select your required group click on the **Browser**  button.



2. This will open the **Group Selector** window:



3. Expand **Year or Reg Group** (by clicking on the plus sign) and highlight.



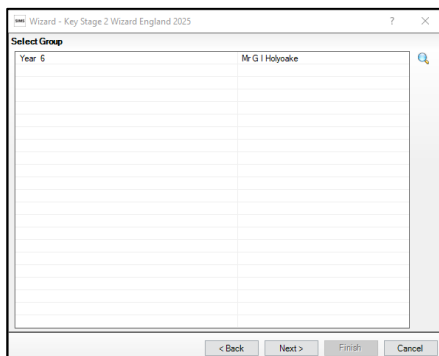
NOTE: For Schools with pupils taught out of Year Group:

If you have pupils being taught in Year 6 who are out of Year Group then expand **National Curriculum Year** and highlight **Curriculum Year 6**.

4. Click on **Apply**.

This will return you to the **Select Group** window where your selection will now show:

5. Select **Next** (If you are prompted to **Save** select **Yes**).



6. This will take you to the **Marksheets** window.

Marksheets

There are four Marksheetworks available in the **Key Stage 2 Wizard England 2025**.

KS2 A. All Subject TAs 2025- Statutory

This marksheet allows entry of teacher assessments for writing and Science for all pupils and in reading, writing, mathematics, and science for pupils working at the Pre Key Stage Standards 1-6. It creates validated results and ensures no pupils are missed.

KS2 C. Test Outcomes 2025- Statutory

This marksheet is used to hold results of the reformed curriculum (Assessment without Levels) tests that were returned to schools by the Standards and Testing Agency. It covers externally marked tests at Key Stage 2 for England in 2025.



NOTE: For marksheet KS2 C. Test Outcomes 2025

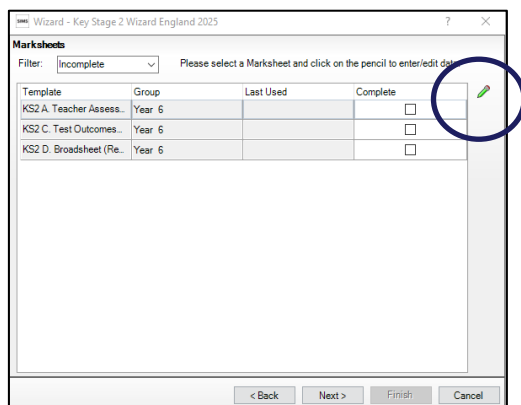
Any test scores entered on this marksheet will be included in the pupil's individual report.

KS2 D. Broadsheet Review 2025

A read only marksheet that displays all the results for each pupil that have been entered through the first two marksheets. Data cannot be entered in this marksheet.

Opening & Closing Marksheets

1. Marksheets can be opened by double clicking on them, or highlighting them and clicking on the pencil icon.

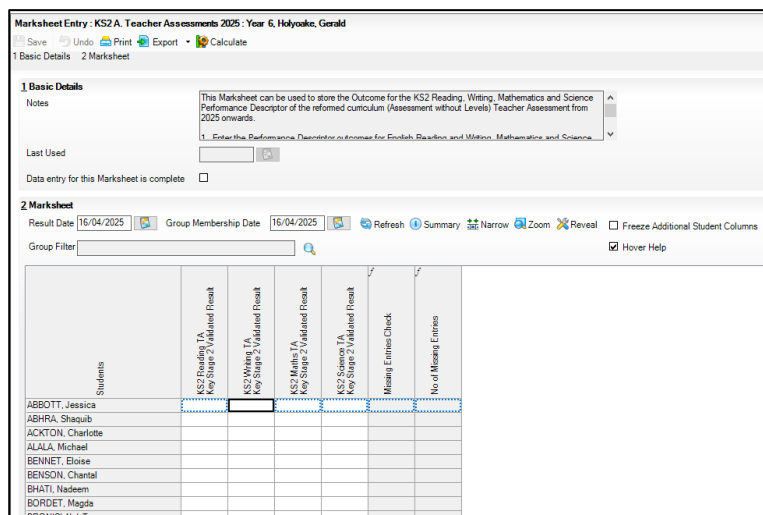




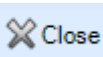
Clicking the **Next** button at this point navigates you away from the Marksheets and to the next step of the **Key Stage 2 Wizard England 2025**.

If this should happen use the **Back** button to return to the Marksheets screen.

Example of a marksheet:



Students	KS2 Reading TA Key Stage 2 Validated Result	KS2 Writing TA Key Stage 2 Validated Result	KS2 Maths TA Key Stage 2 Validated Result	KS2 Science TA Key Stage 2 Validated Result	Missing Entries Check	No of Missing Entries
ABBOTT, Jessica						
ABHRA, Shaqib						
ACKTON, Charlotte						
ALJALA, Michael						
BENNET, Eloise						
BENSON, Chantal						
BHATI, Nadeem						
BORDET, Magda						
BRONIS, Alvi Tomas						

To close a marksheet and return to the Key Stage 2 Wizard click on the **Close**  button to the top right of the screen.



NOTE: You will be prompted to save at this point if you have any unsaved data on the marksheet.

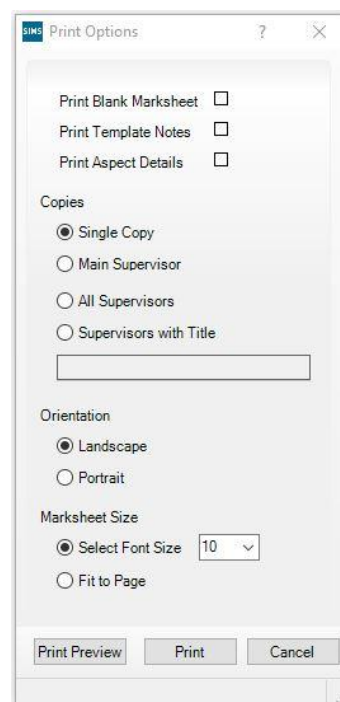
Collecting Teacher Assessments

If you have not already collected teacher assessments one way of collecting them would be to issue a blank marksheet or export the marksheet for the class teachers to complete.

This can then be returned to you for data entry into SIMS.

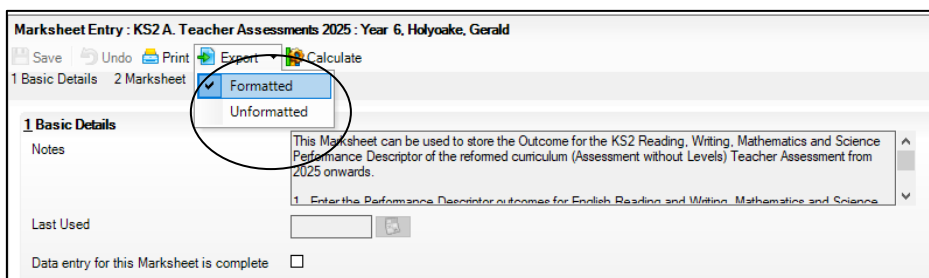
Printing

- In the blank marksheet select the **Print**  button at the top of the screen.
- Accept the default selections in the **Print Options** window:
- Click on the **Print** button at the bottom of the window.



Exporting

- In the EYFS marksheet select the **Export (Formatted)** button at the top of the Screen.
- An Excel spreadsheet will generated.
- Save the Excel spreadsheet to a shared location on the network or to a removable device.



- Once the Teacher has entered the marks in the spreadsheet, this can then be imported directly into SIMS. See **Appendix B** for instructions



NOTE: Any existing assessments in SIMS will print out on this marksheet. If you would like to exclude these select **Print Blank Marksheet** from the Print Options.

Entering Results into KS2 A. Teacher Assessments 2025

- Open the **KS2 A. Teacher Assessments 2025** marksheet. The marksheet will show the pupils you selected earlier.

The notes in **Basic Details** give guidance on how to complete the marksheet.

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 Pre-Key Stage Standards 1-6				
	Below the standard of the Pre-Key Stage EM Pupil Assessed against the Engagement Model				
Other Values	A Absent	L Left	F Pupil will take test in the future	P Pupil has taken test in the past	Q Maladministration

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.

A quick way of entering the data is to:

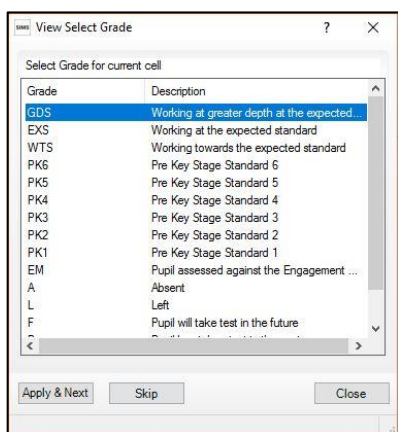
1. Right click in the first cell and choose **Select Grade for Cell** from the drop down menu.
2. Double-clicking the result for the first student places that result on the marksheet and moves to the next student.

If the same grade applies to several consecutive students:

3. Select the **Apply & Next** button, this will enter the same grade in the next cell.

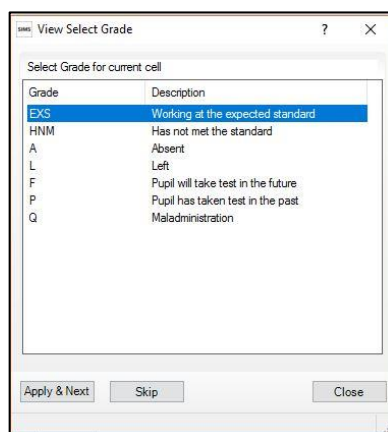
The **Skip** button will miss the cell and go to the next student.

Writing



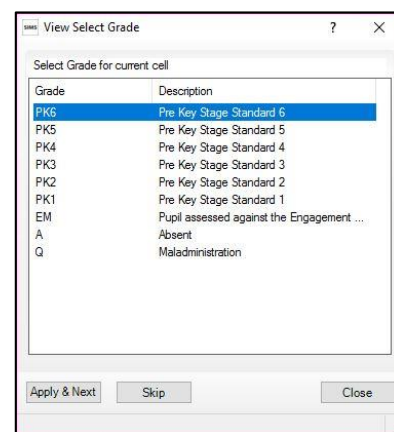
Grade	Description
GDS	Working at greater depth at the expected...
EXS	Working at the expected standard
WTS	Working towards the expected standard
PK6	Pre Key Stage Standard 6
PK5	Pre Key Stage Standard 5
PK4	Pre Key Stage Standard 4
PK3	Pre Key Stage Standard 3
PK2	Pre Key Stage Standard 2
PK1	Pre Key Stage Standard 1
EM	Pupil assessed against the Engagement ...
A	Absent
L	Left
F	Pupil will take test in the future

Science



Grade	Description
EXS	Working at the expected standard
HNM	Has not met the standard
A	Absent
L	Left
F	Pupil will take test in the future
P	Pupil has taken test in the past
Q	Maladministration

Reading & Maths*



Grade	Description
PK6	Pre Key Stage Standard 6
PK5	Pre Key Stage Standard 5
PK4	Pre Key Stage Standard 4
PK3	Pre Key Stage Standard 3
PK2	Pre Key Stage Standard 2
PK1	Pre Key Stage Standard 1
EM	Pupil assessed against the Engagement ...
A	Absent
Q	Maladministration

**Should only be completed if applicable.*

Click the **Close** button to close the dialog box and return to the marksheet. If you enter an invalid grade a screen message will appear on screen.

2. It is recommended to save after you enter each column of results. To save click the **Save**  **Save** button to the top left of the screen.
3. Once all of your results are entered click on the **Calculate**  **Calculate** button to the top left of the screen to populate the grey columns.

This will calculate any overall results (where appropriate) and also display a **Fail** message if a pupil does not have a full set of results.

4. **Save** again once you have calculated.
5. **Close** the marksheet to return to the Key Stage 2 Wizard.

Here is an example of a completed **KS2 A. Teacher Assessments 2025** marksheet (showing a pupil with a missing result which will need to be resolved):

Data Collection 2025 Junior Phase

Marksheet Entry: KS2 A Teacher Assessments 2025 - Year 6, Holyoake, Gerald

Save Undo Print Export Calculate

1 Basic Details

Notes: This Marksheet can be used to store the Outcome for the KS2 Reading, Writing, Mathematics and Science Performance Descriptor of the reformed curriculum (Assessment without Levels) Teacher Assessment from 2025 onwards.

Last Used: 16/04/2025

Data entry for this Marksheet is complete ☐

2 Marksheet

Result Date: 16/04/2025 Group Membership Date: 16/04/2025 Refresh Summary Narrow Zoom Reveal Freeze Additional Student Columns

Group Filter:

Students	KS2 Reading TA Key Stage 2 Validated Result	KS2 Writing TA Key Stage 2 Validated Result	KS2 Maths TA Key Stage 2 Validated Result	KS2 Science TA Key Stage 2 Validated Result	Missing Entries Check	No. of Missing Entries
ABBOTT, Jessica	PKS	PKS	HNM	OK	0.00	0.00
ABHRA, Shaqib	EXS	EXS	OK	OK	0.00	0.00
ACKTON, Charlotte	EXS	EXS	OK	OK	0.00	0.00
ALALA, Michael	GDS	EXS	OK	OK	0.00	0.00
BENNET, Eloise	GDS	HNM	OK	OK	0.00	0.00
BENSON, Chantal	GDS	EXS	OK	OK	0.00	0.00
BHATI, Naseem	GDS	EXS	OK	OK	0.00	0.00
BORDET, Magda	GDS	Fail	OK	OK	1.00	1.00
BRONISLAW, Tomaz	EXS	HNM	OK	OK	0.00	0.00

Viewing all Assessments

1. Open the **KS2 D. Broadsheet (Review) 2025** marksheet. This will show a summary of all assessments entered into the Key Stage 2 Wizard.

The **KS2 D. Broadsheet (Review) 2025** marksheet is read only, you cannot enter assessments here.

Students	KS2 GPS Tests	KS2 Spelling Mark Key Stage 2 Validated Result	KS2 GPS Mark Key Stage 2 Validated Result	KS2 GPS Total Mark Key Stage 2 Validated Result	KS2 GPS Scaled Score Key Stage 2 Validated Result	KS2 GPS Outcome Key Stage 2 Validated Result	KS2 Reading Tests	KS2 Reading Mark Key Stage 2 Validated Result	KS2 Reading Scaled Score Key Stage 2 Validated Result	KS2 Reading Outcome Key Stage 2 Validated Result	KS2 Mathematics Tests	KS2 Maths Arithmetic Mark Key Stage 2 Validated Result	KS2 Math Reasoning 1 Mark Key Stage 2 Validated Result	KS2 Math Reasoning 2 Mark Key Stage 2 Validated Result	KS2 Maths Total Mark Key Stage 2 Validated Result	KS2 Maths Scaled Score Key Stage 2 Validated Result	KS2 Maths Outcome Key Stage 2 Validated Result	KS2 Teacher Assessments	KS2 Reading TA Key Stage 2 Validated Result	KS2 Writing TA Key Stage 2 Validated Result	KS2 Maths TA Key Stage 2 Validated Result	KS2 Science TA Key Stage 2 Validated Result
ABBOTT, Jessica																		PKS	PKS	PKS	HNM	
ABHRA, Shaqib																		EXS	EXS	EXS	EXS	
ACKTON, Charlotte																		GDS	EXS	EXS	EXS	
ALALA, Michael																		GDS	HNM	HNM	HNM	
BENNET, Eloise																		GDS	EXS	EXS	EXS	
BENSON, Chantal																		EXS	EXS	EXS	EXS	
BHATI, Naseem																		GDS	EXS	EXS	EXS	
BORDET, Magda																		EXS	EXS	EXS	EXS	
BRONISLAW, Tomaz																		EXS	EXS	EXS	EXS	
BROOKS, Madison																		EXS	EXS	EXS	EXS	
BURROWS, Delphine																		EXS	EXS	EXS	EXS	



NOTE: The columns that are populated depend on which marksheets have been completed.

2. Close the marksheet to return to the Key Stage 2 Wizard.

Entering Data for a Pupil who has Already Left the School

2 Marksheet

Result Date: 17/04/2025 Group Membership Date: 17/04/2025 Refresh Summary Narrow Zoom Reveal Freeze Additional Student Columns

Group Filter:

☒ Hover Help

If you have a pupil for whom you are required to report their Key Stage 2 Teacher Assessments, who has already left your school you will need to put back the **Group Membership Date** on the Marksheet to a date when they were **On Roll** (i.e. before the Summer Half Term) and click on **Refresh**, they will be added to the list of pupil names.

Chapter 3 Exporting KS2 Teacher Assessments to the Primary Assessment Gateway

Checking You Have the Correct Destination Set Up

1. Select **Tools | Other Schools**.



2. Type **bu** in the School Name and Click on **Search**.



3. Check you have **Buckinghamshire Key Stage 2** set up with a school number of **LLLL**.



NOTE: It does not matter if the name is slightly different to that recorded here, but the LA and number must be 825 LLLL.



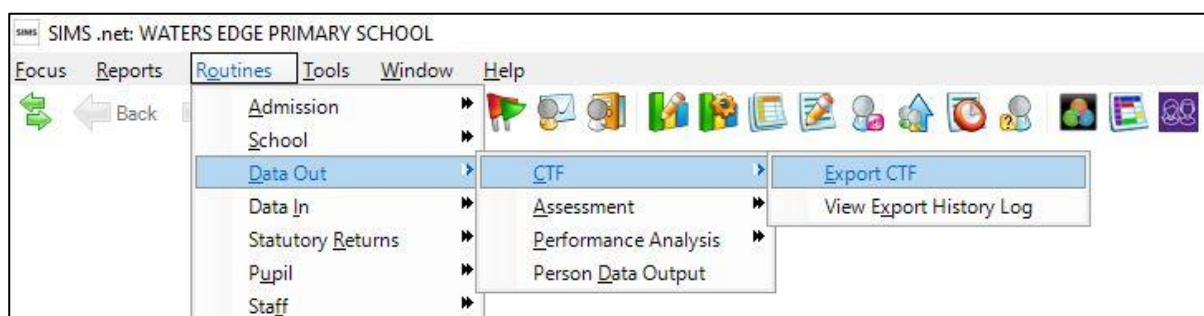
You may see other Buckinghamshire destinations set up here depending on your school type.

Adding a Destination for Key Stage 2 Results

If you do not have **Buckinghamshire Key Stage 2** set up as a destination please see Appendix D.

Creating a Common Transfer File

1. Select **Routines | Data Out | CTF | Export CTF**.



2. Choose **KS2** option and click **Select**

Select the CTF export type..

Export Type
General
Phonics Test Results
KS1
KS1 excluding Tests and Tasks
KS2
Early Years Foundation Stage data (FSP)
CME - Leavers
CME - Joiners

 **Select**  **Cancel**

Important Note: Please do not choose General from the list.
Please select **KS2** CTF export.

This will display your Export CTF screen.

- Untick all boxes aside from **Student Basic Details** and **Assessment Data** (you do not need to include KS1 Tasks/Tests)
- Change the view to **Current and Leavers this year**, tick **Include Students Already Exported** and click **Refresh Students**.

Export CTF (KS2)

1 Student Options 2 Students 3 Exception Log

1 Student Options

Effective Date: 17/04/2025 View **Current students** Include students already exported Refresh Students

2 Students

UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Previous Destination	Destination LA/Other	Destination School
V82329994031	Abbas	Aurani	ELM	R	R			
M823299920001	Abbas	Latif	3TD	3	3			
F823299918013	Abbott	Jessica	6VC	6	6			
V823299916061	Abhra	Shaqub	6VC	6	6			
P823299918001	Abrams	Paul	5BB	5	5			
D823299917001	Ackton	Charlotte	6KH	6	6			
Z823299921021	Ackton	Simon	3CB	3	3			

5. Filter the list to **Year 6** by clicking the drop down for **Year Group** and selecting Year 6.

3 Students

UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Previous Destination	Destination LA/Other	Destination School
F823299918013	Abbott	Jessica	ASH	6 (All)		Sunnyville Primary School		
N823299911001	Abdullah	Tamwar	5BB	6 Custom (Blanks) (Non-Blanks) (R)		Green Abbey		
K823299913001	Abhra	Abjit	4ES	6		Green Abbey		
Z823299913002	Abhra	Alisha	4ES	6		Green Abbey		
V823299916061	Abhra	Shaqub	ELM	6		Sunnyville Primary School		
P823299918001	Abrams	Paul	AM	6				
D823299917001	Ackton	Charlotte	PINE	6		Sunnyville Primary School		
C823299913004	Ackton	Stan	4SL	6		Green Abbey		
K823200110081	Adams	Laura	6VC	6		Green Abbey		
G823299915001	Adams	Nancy	2JB	2				
T823299916001	Adams	Sadie	ELM	1				
P823299911021	Akeman	Rebecca	6VC	6		Green Abbey		
V823299914001	Akeman	Richard	3TO	3		WATERS EDGE PRIMARY SCHOOL		

 Export CTF

Any previous destinations showing will be unique to your school.



NOTE: For Schools with pupils taught out of Year Group please use the drop down for **Year Taught In** rather than **Year Group**.

6. Highlight the first pupil record in your list.

UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Previous Destination	Destination LA/Other	Destination School
K823200110081	Adams	Laura	6VC	6	6	Green Abbey		
P823299911021	Alkeman	Rebecca	6VC	6	6	Green Abbey		
D823299911022	Arnell	Irene	6VC	6	6	Green Abbey		
T823299911023	Astoni	Sonya	6VC	6	6	Green Abbey		
J823200110061	Astwick	Willis	6VC	6	6	Green Abbey		
G823299911024	Baker	Fiona	6VC	6	6	Green Abbey		
V823299911025	Barrett	Anthony	6VC	6	6	Green Abbey		
K823299911026	Bassett	Joseph	6KH	6	6	Green Abbey		
Z823299911027	Benson	Zachary	6VC	6	6	Green Abbey		
Y823200110062	Candy	Tilly	6KH	6	6	Green Abbey		
M823200110063	Ching	Susie	6VC	6	6	Green Abbey		
N823299911028	Clarke	Anabel	6VC	6	6	Green Abbey		

Export CTF

7. Scroll to the bottom of your list. Hold down the **Shift** key on your keyboard.

8. Select the last pupil on your list- this will result in all pupils being highlighted.

UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Previous Destination	Destination LA/Other	Destination School
P823200110074	Tanzari	Antonio	6VC	6	6	Green Abbey		
D823200110075	Tanzari	Serena	6VC	6	6	Green Abbey		
T823200110076	Warren	Ellie	6KH	6	6	Green Abbey		
N823299911057	White	Aurora	6KH	6	6	Green Abbey		
C823299911058	Whiting	Courtney	6KH	6	6	Green Abbey		
G823200110077	Wilson	Sabrina	6KH	6	6	Green Abbey		
R823299911059	Wright	Florence	6VC	6	6	Green Abbey		
C823299911060	Yusaf	Adan	6KH	6	6	Green Abbey		
V823200110078	Zazwisko	Anastasia	6KH	6	6	Green Abbey		
K823200110079	Zazwisko	Luca	6VC	6	6	Green Abbey		
V823200110080	Zebed	Saskia	6KH	6	6	Green Abbey		

Export CTF

9. Release your **Shift** key.

10. Left click in the last cell under the heading **Destination School**, this will activate a drop down button.

UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Previous Destination	Destination LA/Other	Destination School
P823200110074	Tanzari	Antonio	6VC	6	6	Green Abbey		
D823200110075	Tanzari	Serena	6VC	6	6	Green Abbey		
T823200110076	Warren	Ellie	6KH	6	6	Green Abbey		
N823299911057	White	Aurora	6KH	6	6	Green Abbey		
C823299911058	Whiting	Courtney	6KH	6	6	Green Abbey		
G823200110077	Wilson	Sabrina	6KH	6	6	Green Abbey		
R823299911059	Wright	Florence	6VC	6	6	Green Abbey		
C823299911060	Yusaf	Adan	6KH	6	6	Green Abbey		
V823200110078	Zazwisko	Anastasia	6KH	6	6	Green Abbey		
K823200110079	Zazwisko	Luca	6VC	6	6	Green Abbey		
V823200110080	Zebed	Saskia	6KH	6	6	Green Abbey		

Export CTF

Abbots Repton Primary School 8252190
Buckinghamshire FSP 825FFFF
Buckinghamshire Key Stage 1 825KXXXX
Buckinghamshire Key Stage 2 825LLLLL
Buckinghamshire Phonics Screening 825PPPP
England ENGXXXX

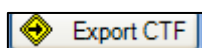
11. Click on the **Drop Down** button and select **Buckinghamshire Key Stage 2 825LLLLL** from the list.

12. All records will now have this as their destination.

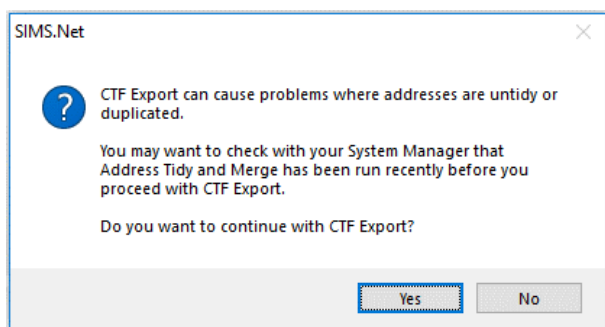
UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Previous Destination	Destination LA/Other	Destination School
P823200110074	Tanzari	Antonio	6VC	6	6	Green Abbey		Buckinghamshire Key Stage 2.
D823200110075	Tanzari	Serena	6VC	6	6	Green Abbey		Buckinghamshire Key Stage 2.
T823200110076	Warren	Ellie	6KH	6	6	Green Abbey		Buckinghamshire Key Stage 2.
N823299911057	White	Aurora	6KH	6	6	Green Abbey		Buckinghamshire Key Stage 2.
C823299911058	Whiting	Courtney	6KH	6	6	Green Abbey		Buckinghamshire Key Stage 2.
G823200110077	Wilson	Sabrina	6KH	6	6	Green Abbey		Buckinghamshire Key Stage 2.
R823299911059	Wright	Florence	6VC	6	6	Green Abbey		Buckinghamshire Key Stage 2.
C823299911060	Yusaf	Adan	6KH	6	6	Green Abbey		Buckinghamshire Key Stage 2.
V823200110078	Zazwisko	Anastasia	6KH	6	6	Green Abbey		Buckinghamshire Key Stage 2.
K823200110079	Zazwisko	Luca	6VC	6	6	Green Abbey		Buckinghamshire Key Stage 2.
V823200110080	Zebed	Saskia	6KH	6	6	Green Abbey		Buckinghamshire Key Stage 2.

Export CTF

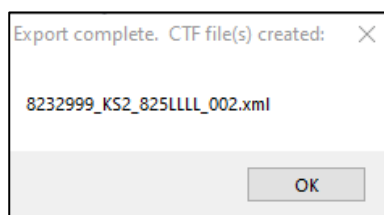
13. Click on



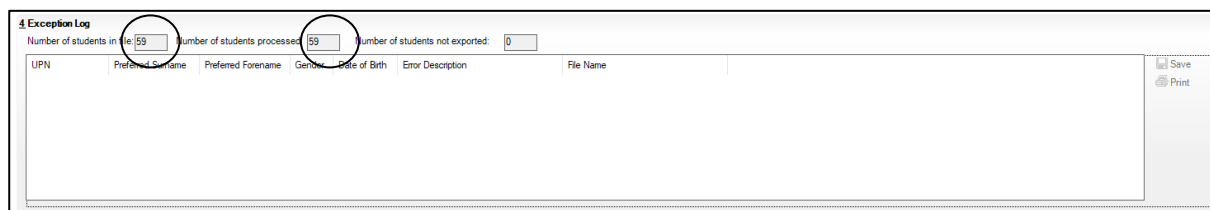
14. An Address Tidy prompt will appear on screen, select **Yes**.



15. A message will shortly be displayed on screen to confirm the CTF has been created:



16. Take a note of the **filename**, particularly the last three digits. Select **OK**. An **Exception Log** will be displayed.
17. Check that the **Number of students in file** and the **Number of students processed** are the same, and that this matches the number of students in your Key Stage 2 cohort.



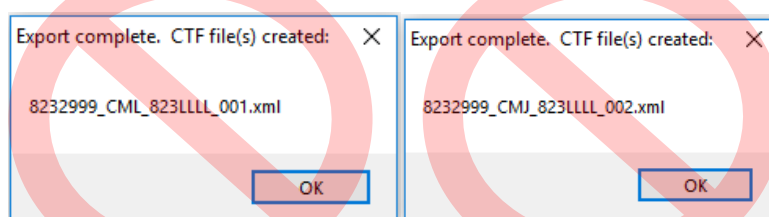
2. Close the screen.



NOTE: If all pupils have been processed and exported then the exception log cannot be saved or printed. If a pupil has not been processed the reason will be given in the Error Description so it would be useful to save or print this so that the ICT Schools Team can effectively assist with resolution. If you require any assistance resolving errors please contact the ICT Schools Team on 01296 383500.



IMPORTANT NOTE: Please be aware that the 2 CTF types, CME-Joiners and CME-Leavers are hardcoded to the destination 825LLLL. You must ensure that you upload the correct file to PAG. You should not upload files with CML and CMJ references.



Chapter 4 Submitting the KS2 Data to Primary Assessment Gateway

This year 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 (CTF, XLSX, ZIP).
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 5 Importing Test Results

There are 2 marksheets in the Key Stage 2 Wizard which relate to the test results:

- **KS2 C. Test Outcomes 2025**
- **KS2 D. Broadsheet (Review)**



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

Viewing Results on the Primary Assessment Gateway Website

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 SIMS. However, it is recommended that you download your results electronically as a CTF and import them into SIMS 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.



IMPORTANT NOTE:

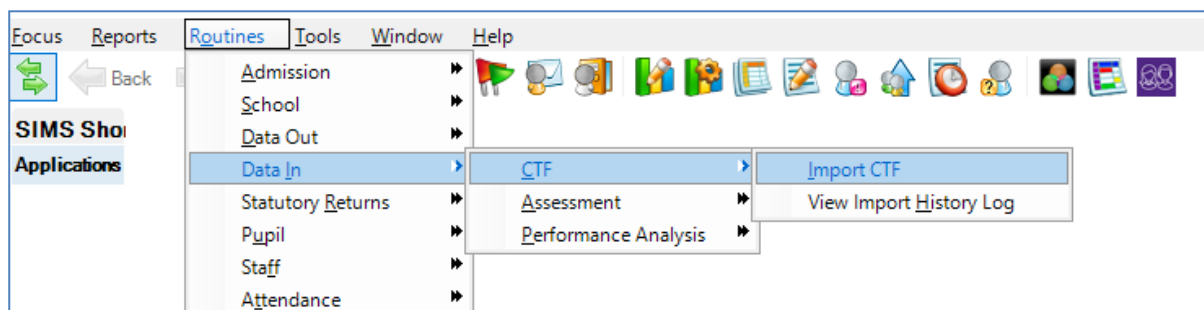
We recommend that the CTF is saved in **Sims\Star\CTFin** after you have ensured that the CTF downloaded with 2025 results has been moved to an archive folder as they will be named identically and this can cause issues for importing data.

Once the CTF from the Primary Assessment Gateway website has been imported into SIMS, the assessment data it contains will then populate the required columns in Marksheets **KS2 C. and KS2 D.** Once this is completed you have all the data needed for the reports for parents.

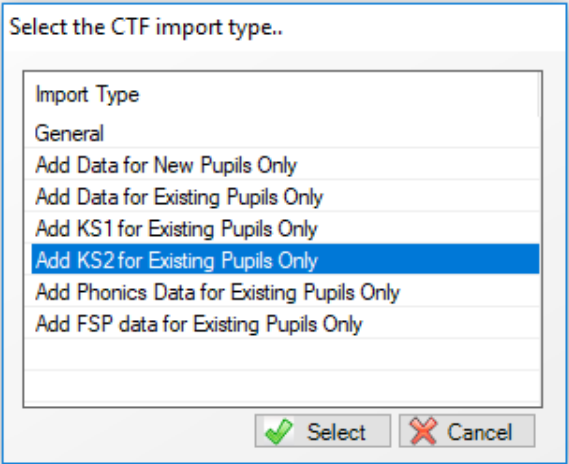
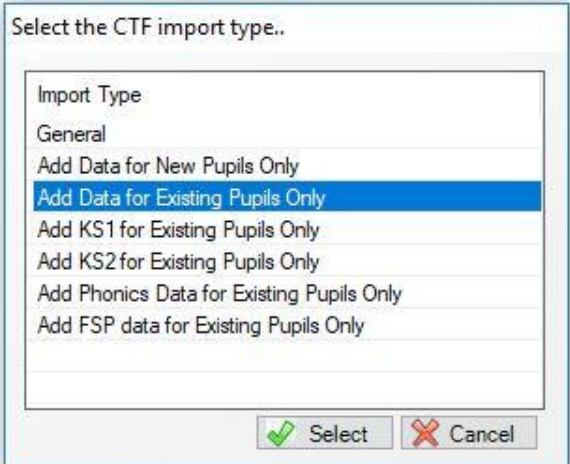
Importing the CTF into SIMS

The CTF can be imported into SIMS in the usual way.

1. Select **Routines | Data In | CTF | Import CTF**.



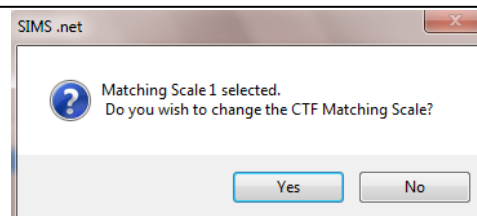
In previous years the Primary Assessment Gateway website has provided one of 2 different CTF types, guidance for each type is provided.

825????_KS2_825????_001	825????_CTF_825????_001
If the CTF downloaded from NCA Tools is formatted 825????_KS2_825????_001 then select Add KS2 for Existing Pupils Only 	If the CTF downloaded from NCA Tools is formatted 825????_CTF_825????_001 then select Add Data for Existing Pupils Only 

2. If the CTF is formatted as KS2 you can proceed to import. If the CTF is formatted as CTF then you should remove all ticks except **Assessment Data** and **Student Basic Details** in the **Data to be Imported** panel.

1 Data to be Imported			
Student Basic Details	☒	Student Address	☐
SEN Information	☐	Assessment Data	☒
Attendance Summary	☐	Programme of Study(PoS) Assessments	☐
		Student Contacts	☐
		School History	☐
		FSM History	☐
		Looked After	☐

If you receive a message similar to this, click **NO**



3. Locate the file to be imported by clicking the **Open** button at the end of the **CTF File** field.

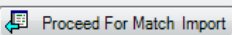
2 Import Selection	
CTF File	S:\sims\Star\CTFin\8232016_CTF_8232999_001.xml 
Place new pupils in	Effective Date 05/05/2022 

• Data will only be added for existing pupils.
• New pupils will not be added

Navigate to **Sims\Star\CTFin**. Select the required file and click the **Open** button. The file name will be in one of the following formats:

825????_KS2_825????_001	825????_CTF_825????_001
-------------------------	-------------------------

The **Place new pupils in** dropdown menu will be greyed out as you are only adding data to existing pupils. The number at the end of the filename is a count of how many times this type of file has been created. It may not be 001.

4. Click  to start the import. If your option is  click on it, check the details on the Match and Import panel and then click on 

If you receive the Address Tidy prompt, select **Yes**.

- If Match Import is used then once the import is complete a Report will open. This is for information only. In both cases an exception log will display. There is no requirement to Print or Save the Exception Log, but you may like to for your own reference.

4 Exception Log

UPN	Preferred Surname	Preferred Forename	Gender	Date of Birth	Error Description
H935999912005	Azizi	Francis	M	14/09/2007	Student already exists in the school, but some data n
B935999912001	Bong	Bessie	F	20/09/2007	Student already exists in the school, but some data n
Q935999912002	Cord	Sash	F	20/07/2008	Student already exists in the school, but some data n
X935999912006	Fa	Sol	M	19/12/2007	Student already exists in the school, but some data n
L935999912007	French	Frits	M	29/12/2007	Student already exists in the school, but some data n
A935999912008	Iles	James	M	19/02/2008	Student already exists in the school, but some data n
E935999912003	John	Demi	F	19/11/2007	Student already exists in the school, but some data n
P935999912009	John	John	M	27/02/2008	Student already exists in the school, but some data n
A935999912010	Kina	Jo	M	08/03/2008	Student already exists in the school, but some data n

Save Print



NOTE: If a pupil has not been processed the reason will be given in the Error Description. This will need to be resolved and the CTF re-imported. If you require any assistance resolving errors please contact the ICT Schools Team on 01296 383500.

Viewing Test Results in SIMS

- You will now be able to view the imported data in the marksheets.

Select **Tools | Performance | Assessment | Wizard Manager**.

- Highlight **Key Stage 2 Wizard England 2025** and click **Next** until you reach the marksheets step. Open the **KS2 C. Test Outcomes 2025** marksheet by highlighting it and then clicking on the pencil icon as you did when accessing the Teacher Assessment marksheet.

Wizard - Key Stage 2 Wizard England 2025

Marksheets

Filter: **Incomplete** Please select a Marksheet and click on the pencil to enter/edit data.

Template	Group	Last Used	Complete
KS2 A. Teacher Assessment...	Year 6		☐
KS2 C. Test Outcomes 2025	Year 6		☐
KS2 D. Broadsheet (Review)...	Year 6		☐

- Your Test Results will now show on screen.
- Close the Marksheet.



NOTE: You can also view all information (Teacher Assessments and Test Results) recorded against each pupil in the **KS2 D Broadsheet (Review)**.

Chapter 6 Reporting to Parents

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

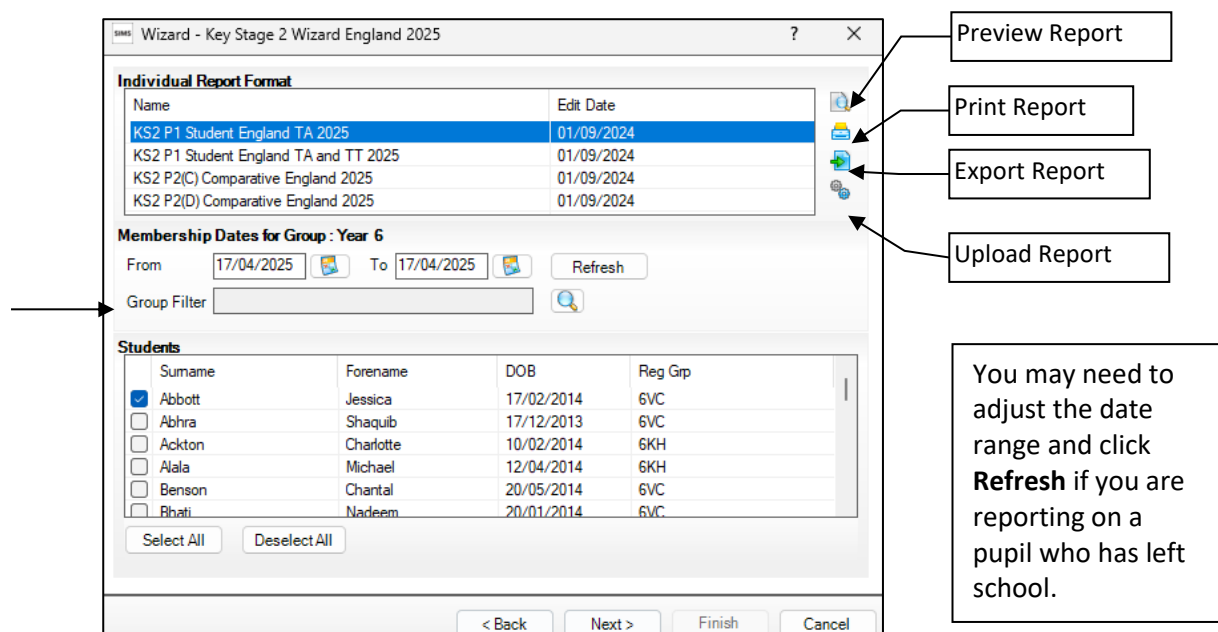
The report must include the pupil's results of the KS2 tests in reading and mathematics as well as grammar, punctuation, vocabulary and spelling. They must also include the KS2 Teacher Assessments in all relevant subjects, and should include p-scales where appropriate.



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

1. Select **Tools | Performance | Assessment | Wizard Manager**.
2. Highlight **Key Stage 2 Wizard England 2025**.
3. Click **Next** until you reach the Reports step of the Wizard.

There are four reports available:



Individual Report Format

Name	Edit Date
KS2 P1 Student England TA 2025	01/09/2024
KS2 P1 Student England TA and TT 2025	01/09/2024
KS2 P2(C) Comparative England 2025	01/09/2024
KS2 P2(D) Comparative England 2025	01/09/2024

Membership Dates for Group : Year 6

From To

Group Filter

Students

	Surname	Forename	DOB	Reg Grp
☒	Abbott	Jessica	17/02/2014	6VC
☐	Abhra	Shaqib	17/12/2013	6VC
☐	Ackton	Charlotte	10/02/2014	6KH
☐	Alala	Michael	12/04/2014	6KH
☐	Benson	Chantal	20/05/2014	6VC
☐	Rhati	Nadeem	20/01/2014	6VC

You may need to adjust the date range and click **Refresh** if you are reporting on a pupil who has left school.

- **KS2 P1**
 - **Student England TA 2025** - an Individual Report for each student including only Teacher Assessments – DO NOT USE THIS REPORT
 - **Student England TA and TT 2025** - an Individual Report for each student including Teacher Assessments and Test Results

- **KS2 P2(D)**

- **Comparative England 2025** - tables which show the percentage of Year 6 pupils achieving each outcome in 2025, compared to national end of Key Stage 2 Teacher Assessment Levels and Test Results for 2019 (last year of validated data).
- **KS2 P2(C) – DO NOT USE THIS REPORT**

Previewing Individual Reports

1. Highlight your chosen report.
2. Ensure you have a green tick against the required pupil(s).



NOTE: The report will preview in Microsoft Word®. If you have more than one pupil selected you must close the first report before you can see the next one.

To continue in SIMS you must close all the reports, therefore it not recommended to use the preview option with all pupils selected.

3. Click on the **Preview Report**  button.
4. Close the Word document to return to the Key Stage 2 Wizard.

Printing Individual Reports

1. Highlight your chosen report.
2. If all pupil reports are required, click on **Select All**
3. Click on the Print Report button.

Uploading Individual Reports

The individual pupil reports can be uploaded to the pupils' records where they will be stored as a linked document. They can then be viewed or reprinted at any time.

1. Highlight your chosen report.
2. Click on **Select All**.
3. Click on the **Upload** button.

Comparative Report

The comparative report will be the same for all pupils and therefore only needs printing once. It can then be photocopied for each pupil. You may also wish to save as a PDF and publish it to your school website.

1. Highlight **KS2 P2 Comparative England 2025**
2. Select one pupil and click on the **Print Report** button.
3. Please check that the number of pupils is shown correctly on the report.



NOTE: This report records percentages of pupils not a count of pupils. Figures may not total 100% due to rounding.

Examples of both report outputs can be found in **Appendix A**

Chapter 7 Year 4 Multiplication Test

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:

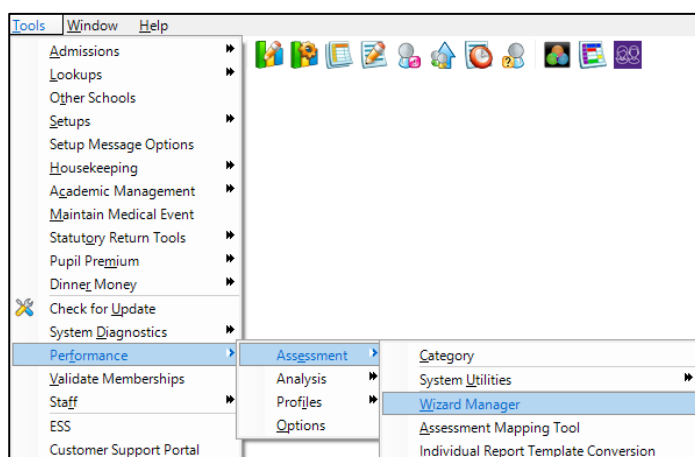
- all pupils have completed the check or have a reason recorded for not taking the check
- the HDF has been submitted.

There is no expected standard threshold for the MTC. Schools can download a common transfer file (CTF) containing their MTC results, which they can then upload into their management information system.

SIMS has provided a marksheet for the purposes of the MTC and school have a choice to either import the data or manually input the results.

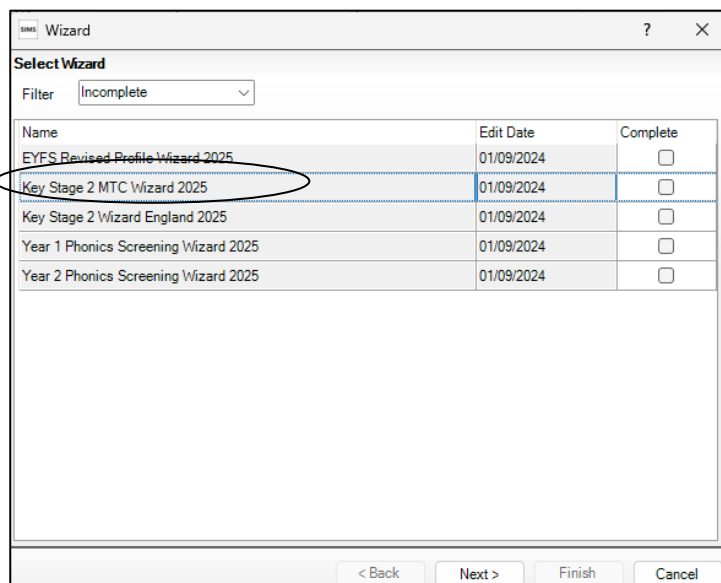
Accessing the Key Stage 2 MTC Wizard 2025

1. In SIMS select **Tools | Performance | Assessment | Wizard Manager**.



2. Leave the Filter on **Incomplete**.

3. The window will show the **Key Stage 2 MTC Wizard 2025** . (Any other imported Wizards will also show)



Name	Edit Date	Complete
EYFS Revised Profile Wizard 2025	01/09/2024	☐
Key Stage 2 MTC Wizard 2025	01/09/2024	☐
Key Stage 2 Wizard England 2025	01/09/2024	☐
Year 1 Phonics Screening Wizard 2025	01/09/2024	☐
Year 2 Phonics Screening Wizard 2025	01/09/2024	☐

*If you mark historic Wizards as complete at this point, by ticking the box in the **Complete** column, they will not show next time you access the Wizards.*

4. Highlight the **Key Stage 2 MTC Wizard 2025** with a single click (This will put a faint dotted box around the selected Wizard).



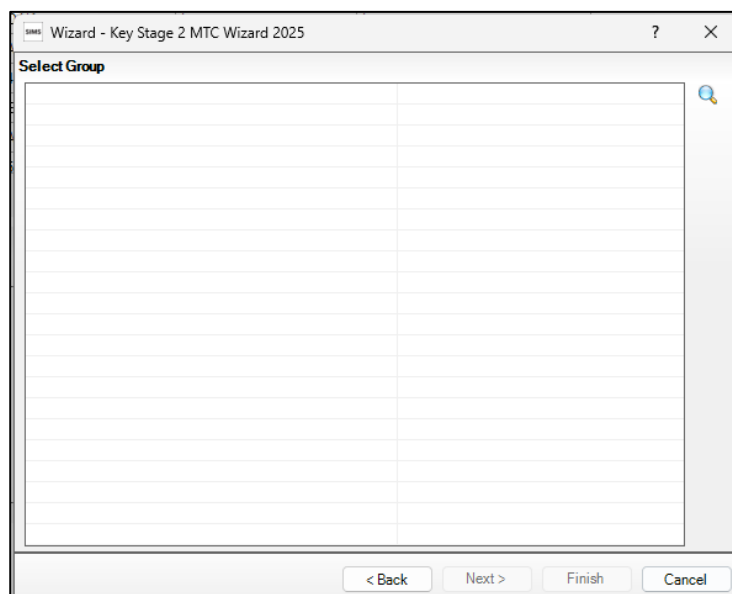
NOTE: Even if only one Key Stage Wizard is displayed, you must highlight it before you continue to the next page.

5. Select **Next** (If you are prompted to **Save** select **Yes**).

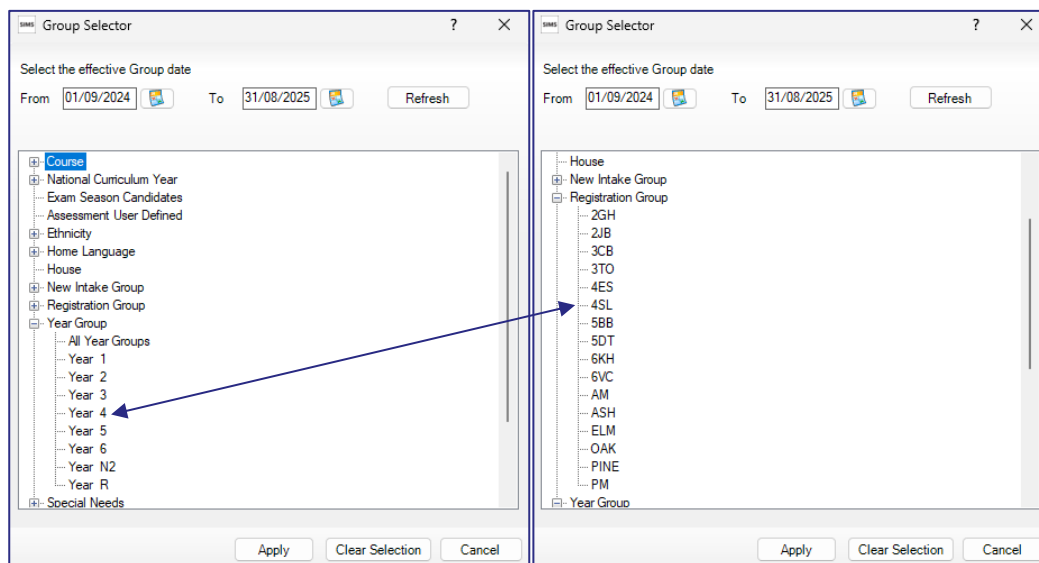
6. This will take you to the **Select Group** window

Selecting a Group of Pupils e.g. Year 4 or Reg Group

4. To select your required group click on the **Browser**  button.



5. This will open the **Group Selector** window:



6. Expand **Year or Reg Group** (by clicking on the plus sign) and highlight.



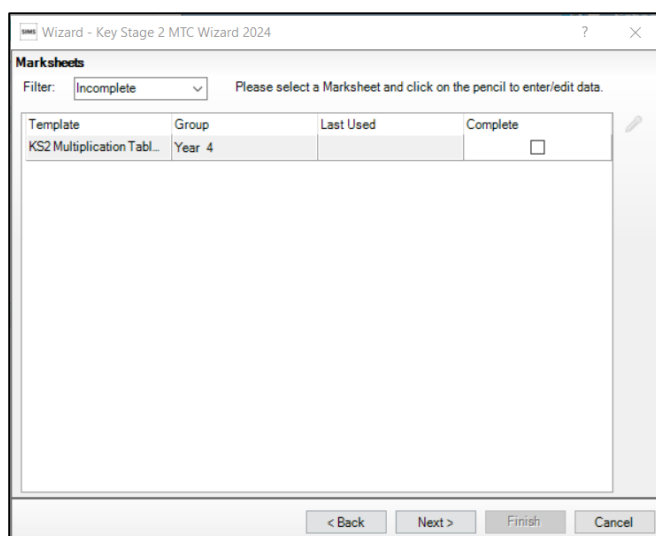
NOTE: For Schools with pupils taught out of Year Group:
If you have pupils being taught in Year 4 who are out of Year Group then expand **National Curriculum Year** and highlight **Curriculum Year 4**.

5. Click on **Apply**.

This will return you to the **Select Group** window where your selection will now show:

5. Select **Next** (If you are prompted to **Save** select **Yes**).
6. This will take you to the marksheet window, highlight the KS2 Multiplication Table and click on the Pencil icon.

We recommend you import the CTF to populate the results from the website but if you wish to manually input the data please see the steps below.



Example of the marksheet.

Marksheet Entry : KS2 Multiplication Tables Check 2025 : Year 4

Save Undo Print Export Calculate

1 Basic Details 2 Marksheet

1 Basic Details

Notes: This mark sheet can be used to record the results of the Multiplication Tables Check typically taken by students in Year 4.

Last Used: []

Data entry for this Marksheet is complete ☐

2 Marksheet

Result Date: 17/04/2025 Group Membership Date: 17/04/2025 Refresh Summary Narrow Zoom Reveal Freeze Additional Student Columns

Group Filter: [] Hover Help ☒

Students	Marks KS2 MTC Key Stage 2 Validated Result
ADITYA, Zayan	
ANDREWS, Izabel	
ARMITAGE, Elise	
ATKINS, Austin	
BASIR, Saeed	
BLACKWELL, Meghan	
CARLTON, Fintan	
CARTER, April	
CASTER, Adam	
CHANA, Riya	
CHAVA, Arjun	
COLE, Saffron	
EASTON, Jack	

- Right click in the first cell and choose **Select Grade for Cell** from the drop down menu.
- Double-clicking the result for the first student places that result on the marksheet and moves to the next student **or**
- Manually type in the grade, 1-25.
- Once all of your results are entered click Save.
- Close the marksheet to return to the wizard.

Wizard - Key Stage 2 MTC Wizard 2025

Individual Report Format

Name	Edit Date
KS2 Multiplication Table Check 2025	01/09/2024
KS2 Multiplication Table Check Comp 2025	01/09/2024

Membership Dates for Group : Year 4

From: 17/04/2025 To: 17/04/2025 Refresh

Group Filter: []

Students

	Surname	Forename	DOB	Reg Grp
☒	Aditya	Zayan	20/05/2016	4SL
☐	Andrews	Izabel	10/10/2015	4ES
☐	Armitage	Elise	04/06/2016	4SL
☐	Atkins	Austin	22/05/2016	4SL
☐	Basir	Saeed	17/01/2016	4ES
☐	Blackwell	Meghan	09/12/2015	4SL

Select All Deselect All

< Back Next > Finish Cancel

Preview Report
Print Report
Export Report
Upload Report

Previewing Individual Reports

- Highlight the report.
- Ensure you have a green tick against the required pupil(s).



NOTE: The report will preview in Microsoft Word®. If you have more than one pupil selected you must close the first report before you can see the next one.

To continue in SIMS you must close all the reports, therefore it not recommended to use the preview option with all pupils selected.

3. Click on the **Preview Report**  button.
4. Close the Word document to return to the Key Stage 2 Wizard.

Printing Individual Reports

1. Highlight the report.
2. If all pupil reports are required, click on **Select All**
3. Click on the Print Report button.

Uploading Individual Reports

The individual pupil report can be uploaded to the pupils' records where they will be stored as a linked document. They can then be viewed or reprinted at any time.

1. Highlight the report.
2. Click on **Select All**.
3. Click on the **Upload** button.



NOTE: This report records percentages of pupils not a count of pupils. Figures may not total 100% due to rounding.

Examples of both report outputs can be found in **Appendix A**.

Appendix A Sample Reports

KS2 P1 Student England TA and TT 2025

Pupil's Results at Key Stage 2 - 2025	
Jessica Abbott	6VC
Teacher Assessment Results:	
English Writing	Working at greater depth at the expected standard
Science	Working at the expected standard
Key to Teacher Assessment Results:	
Note: not all results are valid for all Areas of Learning GDS is awarded if the pupil is working at greater depth at the expected standard. EXS is awarded if the pupil is working at the expected standard. WTS is awarded if the pupil is working towards the expected standard. HNM is awarded if the pupil has not met the standard. PK1 is awarded if the pupil is working at a Pre Key Stage Standard 1. PK2 is awarded if the pupil is working at a Pre Key Stage Standard 2. PK3 is awarded if the pupil is working at a Pre Key Stage Standard 3. PK4 is awarded if the pupil is working at a Pre Key Stage Standard 4. PK5 is awarded if the pupil is working at a Pre Key Stage Standard 5. PK6 is awarded if the pupil is working at a Pre Key Stage Standard 6. EM is awarded if the pupil has been assessed against the Engagement Model. A is awarded if the pupil was absent. L is awarded if the pupil has left. F is awarded if the pupil will take test in the future. P is awarded if the pupil has taken test in the past. Q is imported in cases of maladministration in Reading, Writing, Mathematics or Science.	
Please see reverse for Test Results	

Test Results:	
English Grammar, Punctuation, Vocabulary and Spelling	
English Reading	
Mathematics	
Key to Test Results:	
Scaled Scores	
Scaled scores are used all over the world. They help test results to be reported consistently from one year to the next. The national curriculum tests are designed to be as similar as possible year on year, but slight differences in difficulty will occur between years. Scaled scores maintain their meaning over time so that two pupils achieving the same scaled score on two different tests will have demonstrated the same attainment. On the scale 100 will always represent the 'national standard'. However, due to the small differences in difficulty between tests, the 'raw score' (ie the total number of correct responses) that equates to 100 might be different (though similar) each year.	
Outcomes	
AS is awarded if a pupil has achieved the standard. NS is awarded if a pupil has not achieved the standard. A is awarded if a pupil was absent from one or all of the test papers. B is awarded if a pupil is working below the standard assessed by the tests. L is awarded if a pupil has left the school. M is awarded if a pupil has missed the test. T is awarded if a pupil is working at the level of the tests but is unable to access them. F is awarded if a pupil will take the test in the future. P is awarded if a pupil has taken the test in the past. Q is awarded if there has been any maladministration. H is awarded if a pupil has cheated. CA is awarded if a pupil has had special consideration applied which has led to their actual ability in the test being affected. CN is awarded if a pupil has had special consideration applied which has not led to their actual ability in the test being affected.	

KS2 Multiplication Table Check 2025

Year 4 Multiplication Tables Check 2025	
PUPIL'S RESULTS	
Zayan Aditya	45L
Test Result	
Year 4 Multiplication Tables Check Mark	24
Assessment Outcome	
Score	Description
0-25	The permissible scores as defined by the test, for more information please visit: https://www.gov.uk/guidance/multiplication-tables-check-development-process
Grade	Description
J	Just arrived in the school
X	Check not taken and no reason for not taking the check given
A	Absent
B	Working below expectation
L	Left
U	Unable to access test
Q	Maladministration
H	Pupil cheating
N/A	Not able to administer

Year 4 Multiplication Tables Check 2025	
Pupil / School / National Comparison Report	
Zayan Aditya	45L
Test Result	
Pupil's Year 4 Multiplication Tables Check Mark	24
School Average Multiplication Tables Check Mark	23.1
National Average Multiplication Tables Check Mark	26.6
School and national average check marks are based only on those pupils who took the test, including all results from 0 - 25. The national average is based on data from November 2024.	
Assessment Outcome	
Score	Description
0-25	The permissible scores as defined by the test, for more information please visit: https://www.gov.uk/guidance/multiplication-tables-check-development-process
Grade	Description
J	Just arrived in the school
X	Check not taken and no reason for not taking the check given
A	Absent
B	Working below expectation
L	Left
U	Unable to access test
Q	Maladministration
H	Pupil cheating
N/A	Not able to administer

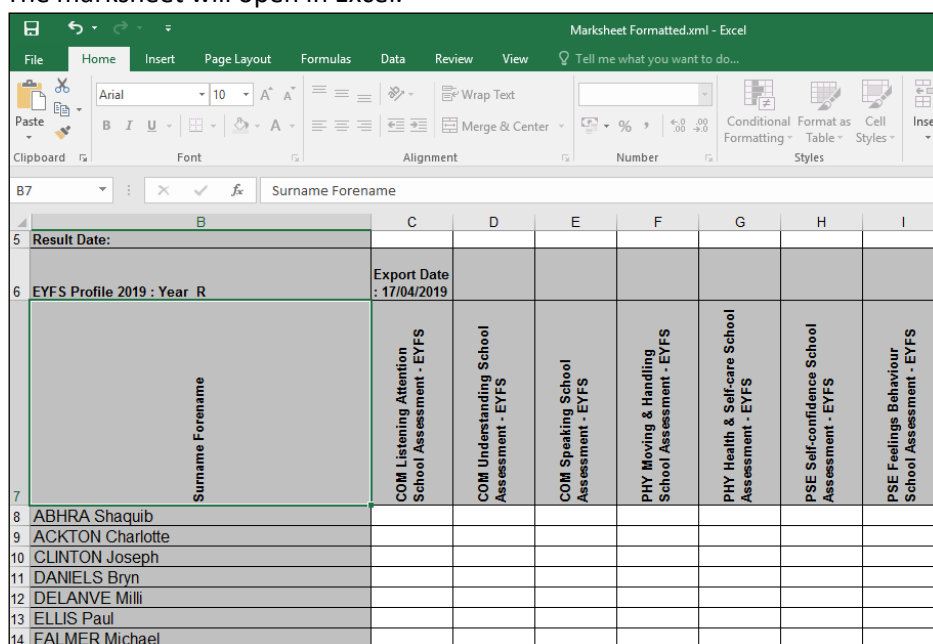
Appendix B Importing & Exporting Marksheets

The export of formatted marksheets to Microsoft® Excel enables the data to be entered off line in such a way that the data can be re-imported with ease.

1. Open the marksheet you wish to export. **Export** button and choose FORMATTED.



2. The marksheet will open in Excel.



	B	C	D	E	F	G	H	I
5	Result Date:							
6	EYFS Profile 2018 : Year R	Export Date : 17/04/2018						
7	Surname Forename	COM Listening Attention School Assessment - EYFS	COM Understanding School Assessment - EYFS	COM Speaking School Assessment - EYFS	PHY Moving & Handling School Assessment - EYFS	PHY Health & Self-care School Assessment - EYFS	PSE Self-confidence School Assessment - EYFS	PSE Feelings Behaviour School Assessment - EYFS
8	ABHRA Shaquib							
9	ACKTON Charlotte							
10	CLINTON Joseph							
11	DANIELS Bryn							
12	DELANVE Milli							
13	ELLIS Paul							
14	FALMER Michael							



NOTE: The pupil names, column headings are write protected as would be any columns that were read-only on the marksheet in SIMS Assessment.

3. Click the **Save** button to save the marksheet, to a convenient location. Click the **Close** button and exit Excel.

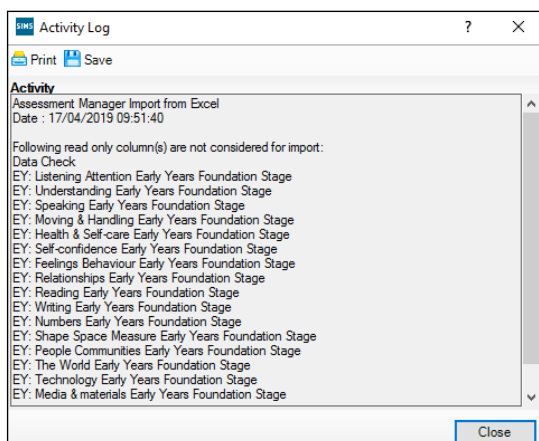
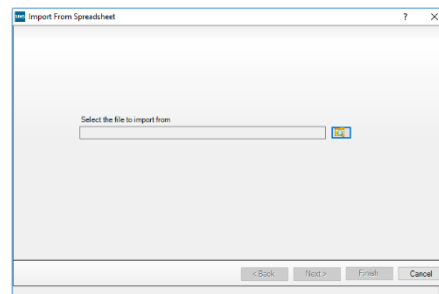


NOTE: Ensure the marksheet is saved as an **.XML file**. The excel spreadsheet will not import into SIMS if saved in another format.

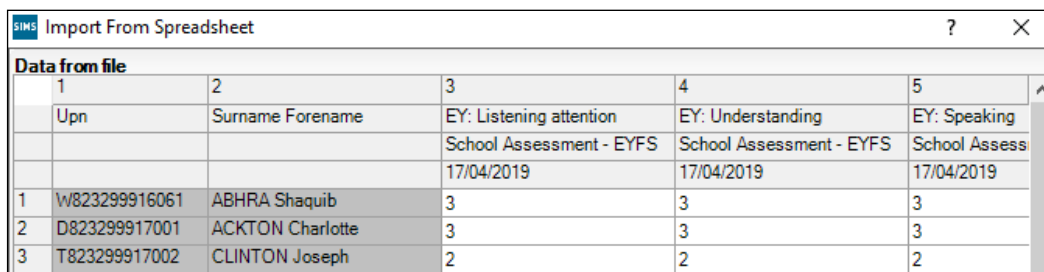
Importing Marksheets into SIMS (Formatted version)

To import marks successfully, the grades / marks in the xml spreadsheet must match the expected grade / mark in the SIMS Marksheet. If these are not the same, the grades / marks will not import.

1. Select **Routines | Data In | Assessment | Import from Spreadsheet**.
2. Select the file that you have just saved and click the **Open** button.
3. Click the **Next** button - you will then receive an Activity Log informing you of any read only columns the process will not consider for import.

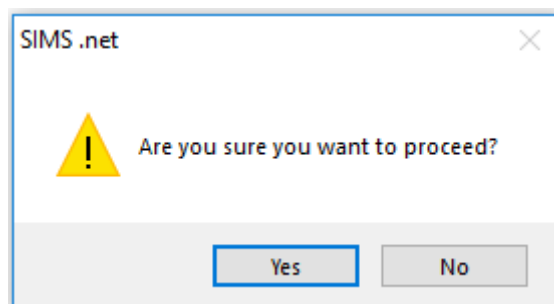
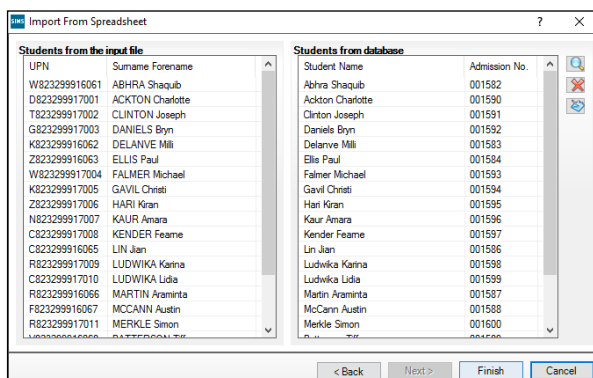


4. Click the **Close** button to see the data that you entered in Excel with the dates at the top of the columns.

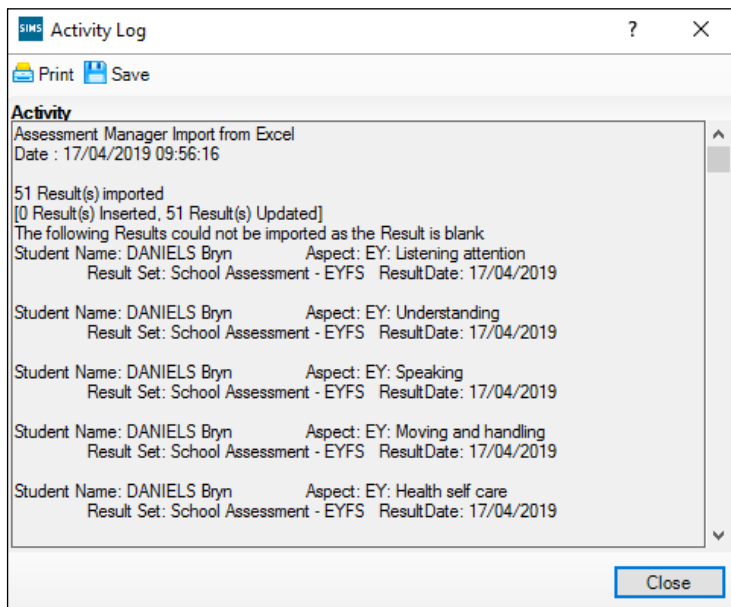


Data from file				
1	2	3	4	5
Upn	Surname Forename	EY: Listening attention	EY: Understanding	EY: Speaking
		School Assessment - EYFS	School Assessment - EYFS	School Assess
		17/04/2019	17/04/2019	17/04/2019
1	W823299916061 ABHRA Shaquib	3	3	3
2	D823299917001 ACKTON Charlotte	3	3	3
3	T823299917002 CLINTON Joseph	2	2	2

5. Click the **Next** button to display a list of matched pupils. Click the **Finish** button and confirm that you wish to proceed in order to import the data.



6. The Activity Log displays a list of any invalid results that cannot therefore be imported. Blank results are also listed.

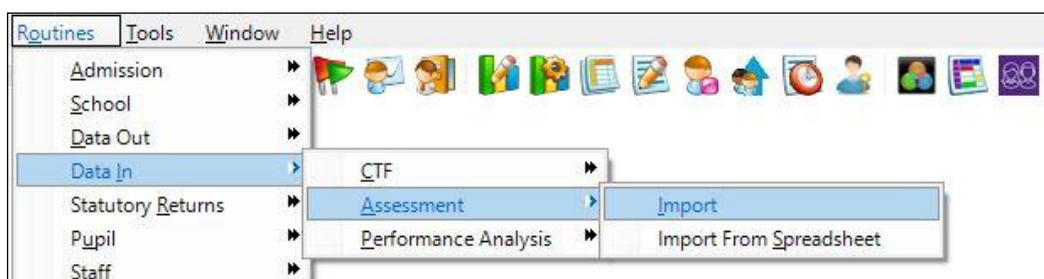


7. Click the **Close** button to close the Activity Log and view the **Marksheet** to display the imported data. (If you did not close the marksheet during this process it will need to be refreshed in order to display the data).
8. Open the marksheet in SIMS to check data has been imported successfully.

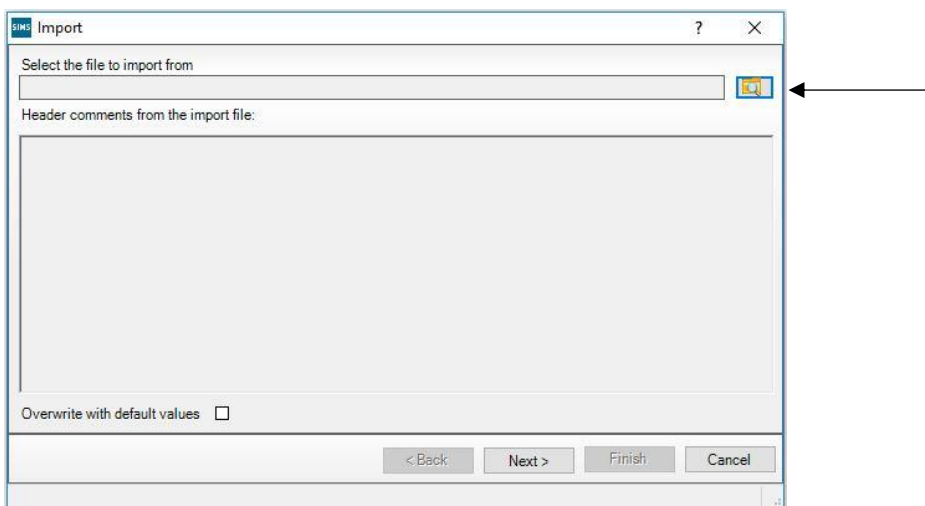
Appendix C Importing EYFS, KS1, KS2 & Phonics Wizards

In SIMS select the menu route:

1. Routines | Data In | Assessment | Import

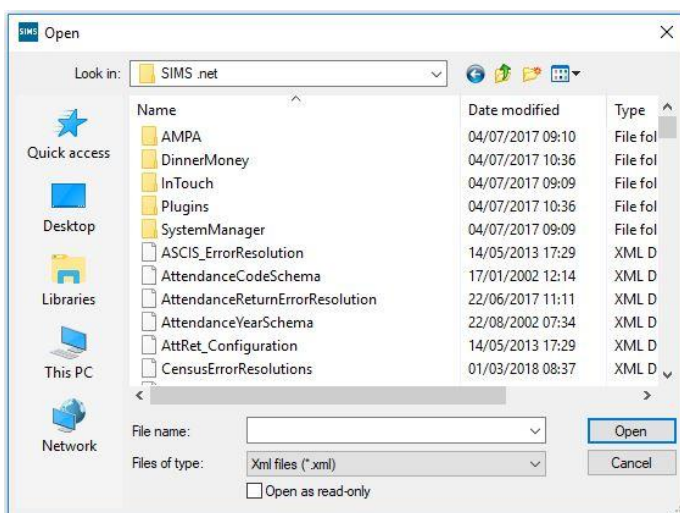


- to open the first page of the Import Wizard.



2. Click the **Browser** button.

3. The **Look in** field should default to **SIMS .net**, please see the note over the page if this is not the case.





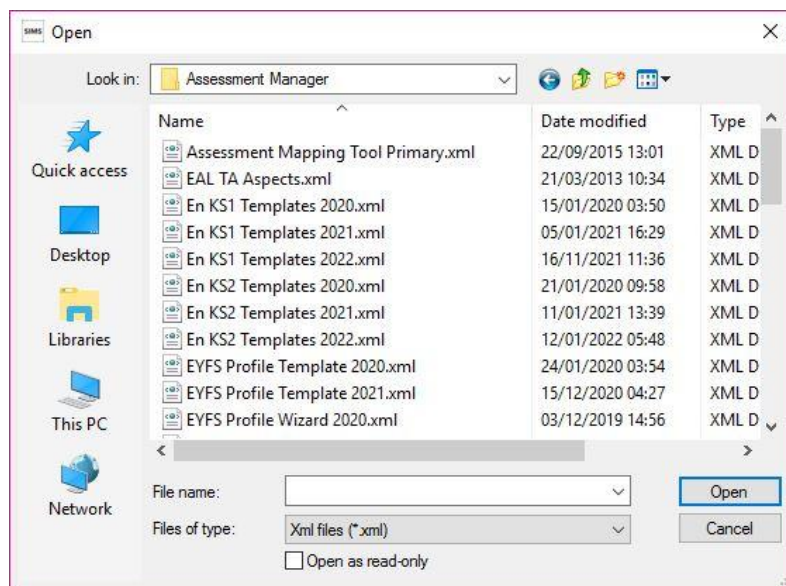
NOTE: If the system does not open in **SIMS .net**, you will need to navigate to it.

Click on the **My Computer** icon and access the following menu route:

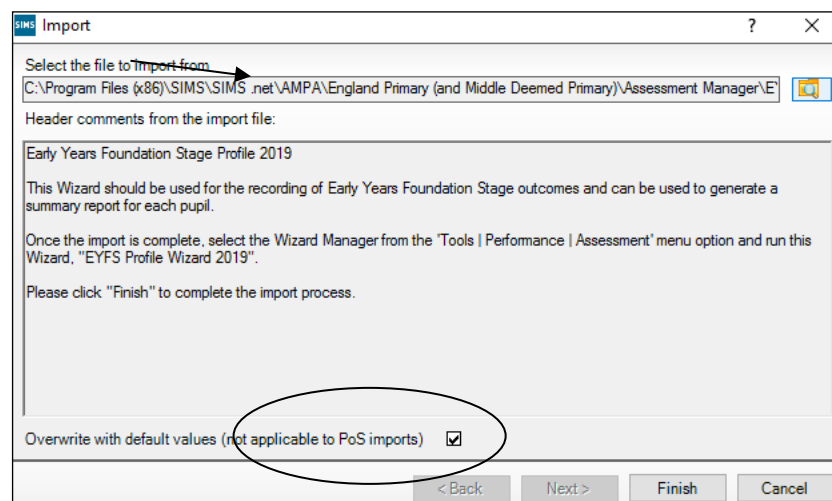
C: \ Program Files \ SIMS \ SIMS .net

4. Select **AMPA \ England Primary (and Middle Deemed Primary) \ Assessment Manager**.

5. Highlight **EYFS Profile Wizard 2025.xml** and click on the **Open** button.



6. The name of the selected file will be displayed in the **Select the file to import from** window as shown in the following graphic.

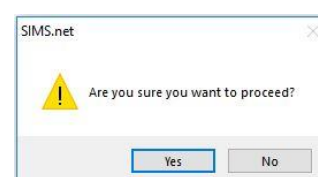


7. Ensure that there is a tick in **Overwrite with defaults values** box.

8. Click on Next to import templates.

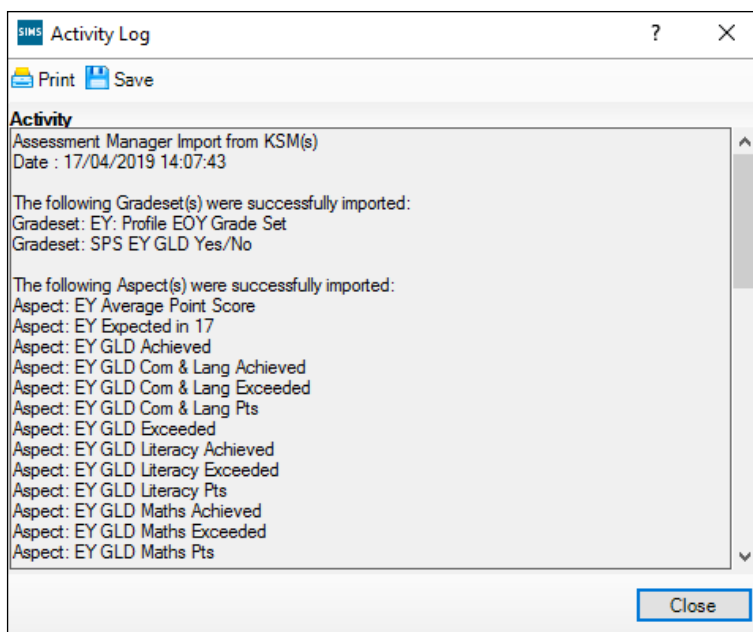
9. Click on the **Finish** button.

10. A message dialog will ask you for confirmation to proceed with the import. Click the **Yes** button to start the import process, which might take a short time to complete.



11. An activity log will show once the process is complete. Please scroll to the bottom and check the Early Years Foundation Stage Wizard was **successfully imported**.

There is no need to Print or Save the Activity Log.



Depending on your School Phase, please import the following Wizards:

- **Key Stage 2 Wizard 2025**
- **Year 1 Phonics Screening Wizard 2025**
- **Year 2 Phonics Screening Wizard 2025**

If you are a Junior School, you will need to import KS1 Wizard, Yr1 Phonics Wizard and Yr2 Phonics Wizard to have historical data for your Yr3 pupils, which is contained within the CTF from your Infant School.

Appendix D Adding a Destination for Results

1. Select **Tools | Other Schools**.



The 'Find School' interface includes a toolbar with buttons for New, Search, Open, Print, Browse, Next, and Previous. Below the toolbar are input fields for 'School Name' and 'School Purpose' (with a dropdown menu set to '<Any>'). At the bottom, there is a table with columns: School Name, School Address, LA, and School No.

2. Click on the **New** button.

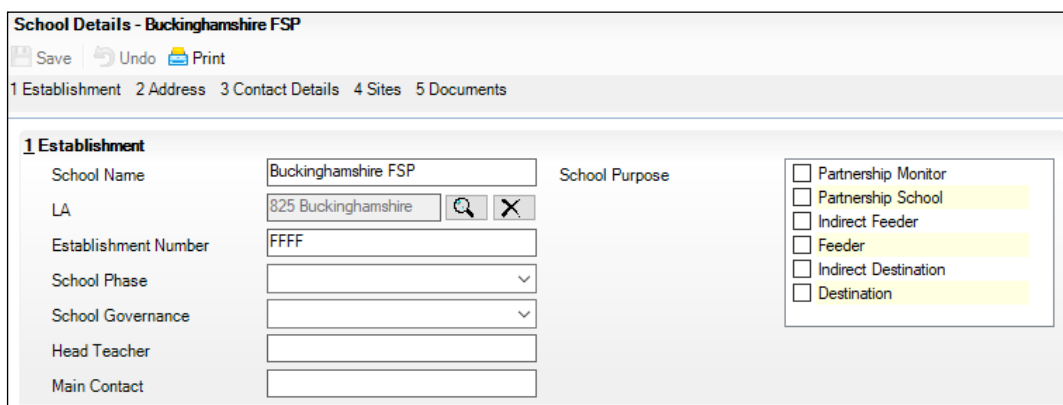
3. Enter details as follows:

School Name	LA	Establishment Number
Buckinghamshire FSP	825	FFFF
Buckinghamshire Phonics Screening	825	PPPP
Buckinghamshire KS1	825	KKKK
Buckinghamshire KS2	825	LLLL



NOTE: To add the LA number:

- Click on the browser  button
- Click on search
- Double click **Buckinghamshire 825**



The 'School Details - Buckinghamshire FSP' form has a toolbar with Save, Undo, and Print buttons. Below the toolbar are tabs for Establishment, Address, Contact Details, Sites, and Documents. The '1 Establishment' tab is active, showing fields for School Name (Buckinghamshire FSP), LA (825 Buckinghamshire), Establishment Number (FFFF), School Phase, School Governance, Head Teacher, and Main Contact. To the right, under 'School Purpose', there are checkboxes for Partnership Monitor, Partnership School, Indirect Feeder, Feeder, Indirect Destination, and Destination. The 'Partnership School', 'Feeder', and 'Destination' options are highlighted in yellow.

4. **Save.**

5. Close the screen.

