

Tracking Pupil Progress in Primary Schools

A set of Tracking Progress marksheet templates has been provided by Capita Assessment Services (CAS), for tracking termly pupil progress in Years 1-6 in English, Maths and Science. If you wish to make use of these templates, you must first install or import them. They should then be associated with the classes/registration groups relevant to each template. Marksheets are created by associating a previously imported or created template with one or more groups of pupils.

You can then enter/review assessment data. There are various ways that the marksheet view can be customised to meet your requirements, e.g. colour cells/columns, add summary rows, maximise the screen space, etc. To enter results, click in the required cell and enter the appropriate grade. The result appears red to indicate that the data has not yet been saved.

Setting an End of Year Target

The CAS Tracking Progress marksheets enable you to track pupil results each term against an end of year target. Similar marksheets are provided for each of Years 1-6 in Reading, Writing, Speaking & Listening, Maths and Science.

Group Filter – displays pupils from specified groups only, e.g. SEN status, pupils in LA care, filter by gender, etc.

Data entry cells are displayed with a white background.

Narrow button – narrows the columns in order to view more information.

Zoom button – expands the marksheet to full screen.

Coloured cells indicate pupil progress.

Formula columns – the content of a formula column is generated from data held in SIMS and is based on pre-defined calculations.

Right-click the **Students** column heading, choose **Select Additional Student Columns**, then select the required check boxes in the **Select Columns to Display** dialog.

Read-only columns – display previous years' assessments or targets generated by a formula.

This marksheet can be used to enter attainment on a termly basis and monitor progress from the end of Year 2 (KS1) and the previous term. The progress columns calculate whether pupils are on track for the expected amount of progress from KS1.

In Year 3, pupils are expected to progress 1 sub level (2 points) in the Summer terms, 0 sub levels (0 points) in the Spring terms and 0 sub levels (0 points) in the Autumn terms.

Key to Progress Colours

- Yellow - displayed if the pupil has met the **Expected** amount of progress
- Green - displayed if the pupil has progressed one sub level more than the expected progress (**Good**)
- Dark green - displayed if the pupil has progressed two or more sub levels above expected progress (**Rapid**)
- Red - displayed if the pupil is below the expected level of progress (**Concern**).

2a	0	Expected	0
2b	1	Good	0
2c	2	Rapid	0
2c	-1	Concern	1

For more information, please refer to the *Tracking Pupil Progress in Primary Schools with SIMS Assessment* handbook.

Viewing Grade Distribution Data

For all marksheets containing grade columns, it is possible to view information on the distribution of grades. This is particularly useful for progress monitoring and reporting. You can view grade distribution as a percentage of results or of pupils achieving each grade, or as the count of pupils achieving each result.

The grade distribution shows the **Frequency** (the percentage or count of results) and the **Cumulative Freq** (the cumulative percentage or count of results).

You can also view the grade distribution in a graph:

- Right-click the required grade column heading on the marksheet and select **Show Grade Distribution**.
- Select the required radio button to determine what information is displayed.
- Click the **Graph** button. The results displayed include any filters selected.

Filtering the Pupils in the Marksheet

You can filter the group of pupils displayed in a marksheet, e.g. filter on gender, SEN status, traveller status, etc. This can be useful in identifying and tracking groups of pupils who may need additional support.

- Click the **Group Filter** Field Browser button to display the **Select the Group Filter** dialog.
- Click the **+** icon to expand the display then select the appropriate check box. The group appears blue to indicate its inclusion on the marksheet. Repeat this process for any other group(s) you want to include.
- To exclude groups, click the **Exclude** button then select the appropriate check box(es). The group appears red to indicate its exclusion from the marksheet. Repeat this process for other group(s) you want to exclude.
- Click the **Apply** button to return to the marksheet. The name of the selected filter is displayed in the **Group Filter** field. The data in the marksheet changes automatically according to the filters set.
- Remove the group filter by repeating step 1 and clicking the **Clear Selection** button.

NOTE: Switch between **Include** and **Exclude** by clicking the appropriate button. Before selecting a check box, ensure that the correct button has been clicked. The filter can be cleared by clicking the **Clear Selection** button.

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Tracking Pupil Progress Using Tracking Grids

Assessments recorded in marksheets can be displayed in Pupil Tracking Grids, where pupil names are mapped to their recorded grade and the term or year group in which it was recorded. The SIMS Pupil Tracking Grid Templates draw this data from the Tracking Progress Marksheet Templates. Pupil Tracking Grid Templates may also be set up locally using your own marksheet aspects.

Actions - the drop-down arrow enables you to select formatting options for the grid display.

Paint - enables you to select a colour for a cell. Selecting **Actions | Paint Cell with Current Colour** displays the cell with that colour background.

Pupils to the **left** of target cells - shows pupils who fall below the national expectation.

Summary Rows - display row totals, with an optional gender split.

Group Filter - used to interrogate data to identify underachieving groups of pupils.

Pupils to the **right** of target cells - shows pupils who exceed the national expectation.

Targets are identified on a tracking grid template by a cell with a grey background and a white letter **T**.

Summary Columns - display a column count or percentage of pupils who fall into one of the categories.

Actions Possible on a Tracking Grid

Click the **Actions** button and select one of the following options:

Paint Cell with Current Colour – adds the currently selected colour to the highlighted cell. Change the colour prior to painting the selected cell by selecting a colour from the drop-down list adjacent to the **Paint** button. This could be used to highlight pupils above or below the targets set.

Remove Current Cell Colour – removes a previously added background colour from the currently highlighted cell.

Equalise All Column Widths – makes all columns (except summary columns) the same width as the first column.

Automatic Column Widths – forces each column to the required width to display its longest value.

Hide Empty Leading/Trailing Columns – toggles the display of columns that contain no data.

Larger Font and Smaller Font – changes the font size of the content of a tracking grid.

Pivot Rows and Columns – changes the orientation of the tracking grid, so that row data is displayed in the columns and vice versa.

Reset to Default Settings – resets the display to the defaults defined in the original template.

TIP: To view a new tracking grid in the **Tracking Grids** browser in the current session of SIMS, you must click the **Search** button to refresh the display.

Displaying Summary Rows and Columns

1. Select the default **Summary Rows** you wish to display on the grid by selecting an option from the drop-down list.

Selecting and deselecting **Show Summary Rows** toggles the row totals on and off. This option displays the total number of pupils achieving each mark/grade in the grid in the **All** row.

Selecting **Split Totals by Gender** displays additional summary rows that break down the figure in the **All** row into separate figures for boys (**B**) and girls (**G**). Deselect this option to remove the split totals by gender. Alternatively, deselect the **Show Summary Rows** option to remove all summary rows.

2. Select the display of information you wish to display in the **Summary Columns** (if any) by selecting either **Show Percentage** or **Show Count** from the drop-down list. Deselect the option again to hide the summary columns from display. This functionality can be used only where target cells have been defined in the template.

Printing a Tracking Grid

To print a summary of the information displayed in the columns and rows, together with any filters set, click the **Print** button.

You can specify the orientation of the paper before printing, choose to fit the grid to the page, select an alternative font size and preview the Primary Tracking Grid before committing to print.

You can also export the tracking grid to a spreadsheet application and set it up exactly as you want it to be viewed on the printout. For example, you may wish to embolden the row and column headers.

Target Cells

If targets have been defined, they are identified on a tracking grid template by a cell with a grey background and a white letter **T**.

When a tracking grid is populated:

- Pupils whose names are displayed in the shaded target cells are those who have reached the targeted attainment level.
- Pupils whose names are displayed to the left of the shaded target cells have not achieved the required level and those to the right have exceeded the required level.

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