

Key Stage 2 Teacher Assessments

SIMS

Approved
Support
Unit

Staffordshire Schools

Summer 2025



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Key Stage 2 2025 SIMS Assessment

Returning your KS2 Teacher Assessments to the DfE

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PLEASE NOTE: You will need to ensure that you have at least SIMS version 7.222 before the wizard will be available.

The KS2 Teacher Assessments should be submitted to the DfE via Primary Assessment Gateway (PAG) by Friday 27th June 2025

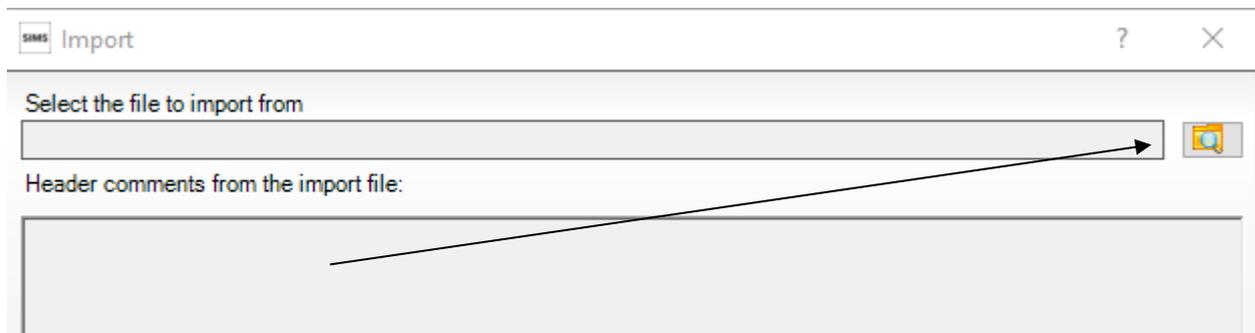
<https://www.primaryassessmentgateway.education.gov.uk/publicaccessproduction/selfservice/citizenportal/login.htm>

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Stage 1 Checking the Wizard is available

Following the upgrade to **SIMS 7.222** the appropriate KS2 wizard should be available to use, however, in some schools it may be missing. Use the notes below to check that the wizard is there and if not, follow the guidance to import it.

1. Login to SIMS.
2. Select **Tools | Performance | Assessment | Wizard Manager**.
3. The list of wizards will appear. If the **Key Stage 2 Wizard England 2025** is displayed in the list, then move to **Stage 2 Creating a User-Defined Group**. If the wizard is **not** in the list, then continue with the notes below which will guide you through importing the wizard.
4. Select **Routines | Data In | Assessment | Import**.



5. Click on the browse button and navigate to the folder **C:\Program Files\SIMS\SIMS .net\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager**.

NOTE: - At school it may read **Program Files (x86)** instead of **Program Files**. Some schools may not have access to the C Drive to be able to find the files, if this is the case then please raise a call for your **Technical** support team.

NOTE: - **SIMS Connected schools** can import the Assessment Wizards from **S:\SIMS\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager**.

6. Highlight the file **Key Stage 2 Wizard England 2025.xml** and click on **Open**.
7. Click '**Finish**' and confirm that you wish to proceed.
8. Once the import is complete an activity log will appear, click '**Close**'.
9. The wizard should now be imported.

Stage 2 Creating a User Defined Group

The creation of a user defined group allows only the students to be submitted to be included, for example students who have left who need to be included or those who have recently arrived who need to be excluded.

IMPORTANT – Note about students to include

If a pupil changes school:

- **before test week** – the receiving school must submit TA data for them
- **during test week** – the school where the pupil was registered at the beginning of test week must submit TA data for them
- **after test week** – the school where the pupil was registered during test week must submit TA data for them

If a pupil arrives during test week from a non-participating school or having been electively home educated (EHE), the receiving school must submit the TA data for them. If the pupil arrives after test week, they can no longer be registered for the tests, so data will not be expected.

1. Select **Focus | Groups | Assessment Defined Groups** within SIMS.
2. Once the group browser appears, click **'Search'** to see if the group has already been created. If not, click **'New'** and a blank record will appear.
3. Insert a suitable description e.g. **Key Stage 2 2025** and short name for the group e.g. **KS2 2025**.
4. From the drop-down list set the Active State to **'Active'**.

5. Move down the screen to the **'Membership'** area.
6. Click on  against **Effective Date Range** and choose **Whole Year**.

- Click 'OK'.
- Click on the 'Action' button and choose 'Add Member'.

9. The 'Select Members' screen will appear.

10. From the **Group Type** choose **National Curriculum Year Group**.

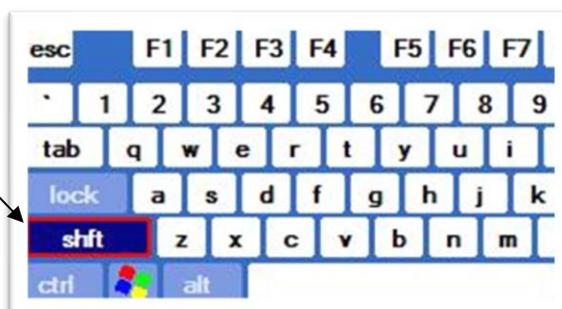
11. Click the Group browser and choose **Curriculum Year 6**, click 'OK', then click on **Search**.

12. You may need to change the **Effective Date** if you need to include a student who is no longer on roll at the school.

Name	Gender	Year and Reg Group	Current Group
Patterson, Tiffany	Female	6KH	Curriculum Year 6
Abhra, Shantib	Male	6VC	Curriculum Year 6
Martin, Araminta	Female	6KH	Curriculum Year 6
McCann, Austin	Male	6VC	Curriculum Year 6
Delanve, Mill	Female	6KH	Curriculum Year 6
Singh, Aafia	Female	6VC	Curriculum Year 6
Lin, Jian	Male	6KH	Curriculum Year 6
Ellis, Paul	Male	6VC	Curriculum Year 6
Whitemore, Paige	Female	6KH	Curriculum Year 6
Kaur, Amara	Female	6KH	Curriculum Year 6
Ackton, Charlotte	Female	6KH	Curriculum Year 6
Kender, Feame	Female	6VC	Curriculum Year 6
Ludwika, Karina	Female	6KH	Curriculum Year 6
Ludwika, Lidia	Female	6VC	Curriculum Year 6
Daniels, Ben	Male	6KH	Curriculum Year 6

13. Highlight the students you wish to include in the group.

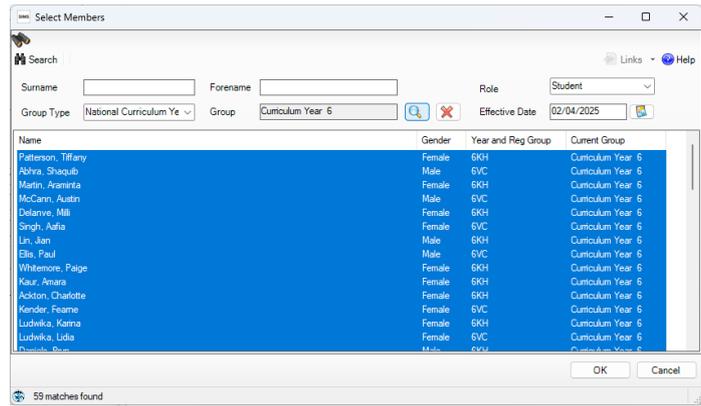
To highlight blocks of students hold down the 'Shift' key on the keyboard and click on the first student then the last. This will highlight in blue all those students in between.



To highlight individual students hold down the 'Ctrl' key on the keyboard and click the individuals you want to select.



14. Once the students have been highlighted click on 'OK'.



2 Membership

Effective Date Range: 02 Sep 2024 - 01 Sep 2025 Academic Year: Academic Year 2024/2025

Cursor Day: Friday Selected Member: Abbott, Jessica - 6VC

Cursor Date: 20 Sep 2024 Selected Membership: <None>

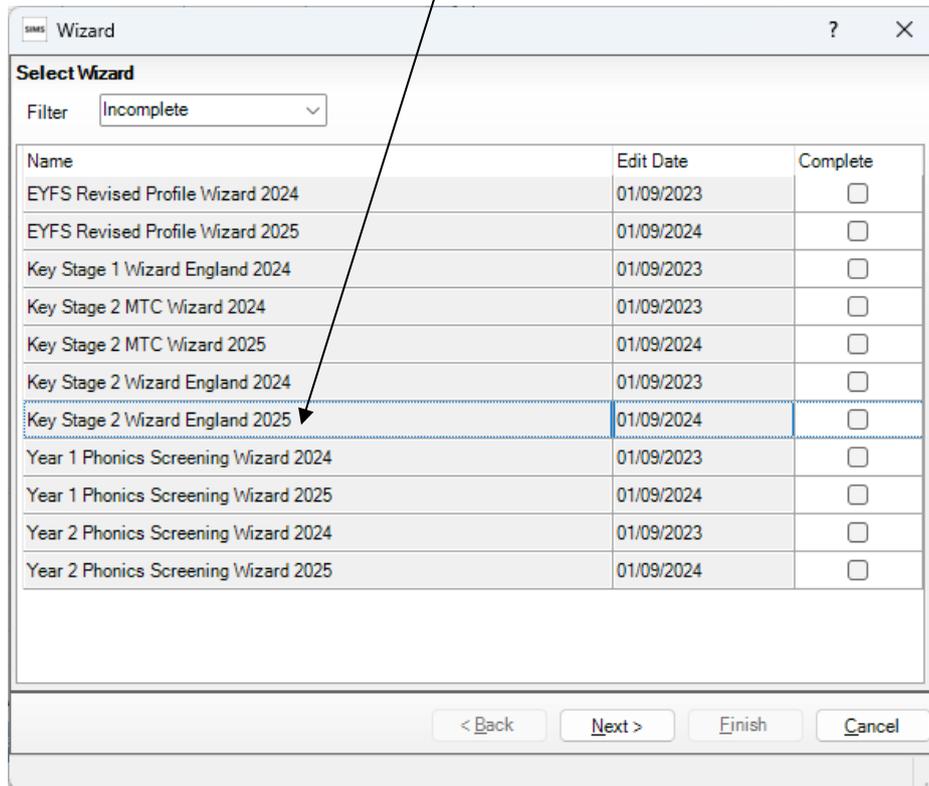
Zoom Action...

Member	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Abbott, Jessica - 6VC												
Abhra, Shaquib - 6VC												
Ackton, Charlotte - 6KH												
Alala, Michael - 6KH												
Benson, Chantal - 6VC												
Bhati, Nadeem - 6VC												
Bordet, Magda - 6VC												
Burrows, Delphine - 6VC												

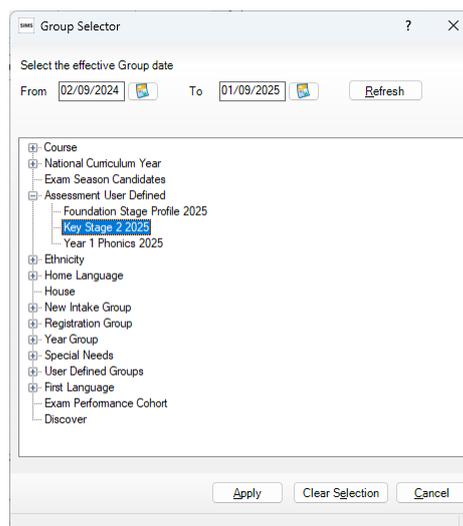
15. Once the students have been added click 'Save' at the top of the screen and then close the screen.

Stage 3 Using the Key Stage 2 Wizard

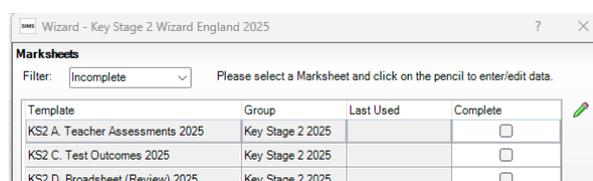
1. Select **Tools | Performance | Assessment | Wizard Manager** from the menu bar within SIMS.
2. Highlight the **Key Stage 2 Wizard England 2025** so that it has a faint blue line around it (**don't click the Complete box**) and click 'Next'.



3. Click on the **Group Browser** button  and click on the + by **Assessment User Defined**. Highlight **Key Stage 2 2025** and click 'Apply'.

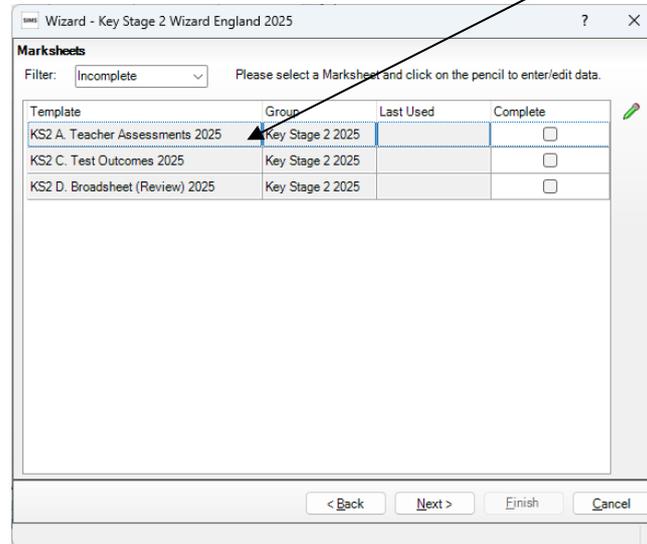


4. Click on 'Next' to display the list of marksheets.



Stage 4 Entering Teacher Assessment data

- To enter the Teacher Assessments, highlight **KS2 A. Teacher Assessment 2025** and click on the **Edit Marksheet** button .



- You will need to complete Teacher Assessments for only **Writing** and **Science**. For pupils who are working below the overall standard of national curriculum assessments engaged in subject-specific study, Pre Key Stage Standards should be recorded for Reading and Mathematics too.

Teacher Assessment - Column Name (Aspect)	Acceptable Grades
<p>KS2 Reading TA (<i>Only required for those who have NOT completed the English Reading Programme of Study</i>)</p> <p>KS2 Maths TA (<i>Only required for those who have NOT completed the Mathematics Programme of Study</i>)</p> <p>KS2 Writing TA (Required by All pupils)</p>	<p>GDS - Working at greater depth at the expected standard (Writing only)</p> <p>EXS - Working at the expected standard (Writing only)</p> <p>WTS - Working towards the expected standard (Writing only)</p> <p>PK6 – Pre Key Stage Standard 6*</p> <p>PK5 – Pre Key Stage Standard 5*</p> <p>PK4 – Pre Key Stage Standard 4*</p> <p>PK3 – Pre Key Stage Standard 3*</p> <p>PK2 – Pre Key Stage Standard 2*</p> <p>PK1 – Pre Key Stage Standard 1*</p> <p>EM – Pupil assessed against the Engagement model**</p> <p>A - Absent</p> <p>L – Left (Writing only)</p> <p>F - Pupil will take the test in the future (Writing only)</p> <p>P - Pupil has taken the test in the past (Writing only)</p> <p>Q - Maladministration</p>
<p>KS2 Science TA (Required by All pupils)</p>	<p>EXS - Working at the expected standard</p> <p>HNM - Has not met the standard</p> <p>A - Absent</p> <p>L - Left</p> <p>F - Pupil will take the test in the future</p> <p>P - Pupil has taken the test in the past</p> <p>Q - Maladministration</p>

- Enter results either by typing the grade in or using the **'Select Grade for Cell'** option in Assessment Manager. To access this right mouse click over the cell in the marksheet you wish to enter data for and choose **'Select Grade for Cell'**. Simply double click on the appropriate grade from the list, you will then automatically move down to the next student.

View/Edit Result History...

View/Edit Note...

View/Edit Comment... F4

Copy Value

Select Grade for Cell

Select Colour for Cell

Clear Cell Colour

- Complete the columns as required and click **'Calculate'**.

2 Marksheet

Result Date Group Membership Date Refresh Summary

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
ADAMS, Sadie		GDS		EXS	Ok!	0.00
ALYONA, Tatyana		GDS		EXS	Ok!	0.00
ANDREWS, Richard		EXS		EXS	Ok!	0.00
BARTRAM, Piers		WTS		EXS	Ok!	0.00
BENNET, Eloise		GDS		EXS	Ok!	0.00
BRONISLAW, Tomaz		EXS		EXS	Ok!	0.00
BROOKS, Madison		WTS		EXS	Ok!	0.00
CLARKE, Harriette		EXS		EXS	Ok!	0.00
CLINT, William		GDS		EXS	Ok!	0.00
CUMMINS, Jake		GDS		EXS	Ok!	0.00
DAVEY, Megan		EXS		EXS	Ok!	0.00
DAVIES, Adam	PK4	PK4	PK4	HNM	Ok!	0.00
DENTON, Emma		EXS		EXS	Ok!	0.00
DONNELLY, Robert	PK4	PK4	PK4	HNM	Ok!	0.00

- Where entries are missing you will be alerted by the text in the final two columns, the first showing if it has failed, the second showing the number of missing entries.
- Click on the **'Save'** button and close the marksheet and you are returned to the wizard. Click on the **(X)** at the top right corner to close the wizard.

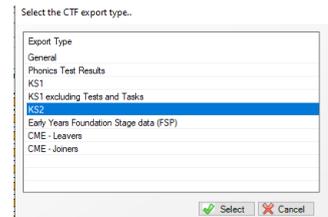
The next step in the wizard is to print the reports, however, you will not be able to print the reports until you have received the test marks from the DfE. The test data should be available to download from the **Primary Assessment Gateway** on **Tuesday 9th July 2025**.

Continue to Stage 5 Making and Submitting the Return to the DfE.

Stage 5 Making and Submitting the Return to the DfE

The deadline for the return to the DfE is **Friday 27th June 2025** but we urge schools to send the data as early as possible.

1. Log into SIMS, unless you are already in there.
2. Select **Routines | Data Out | CTF | Export CTF**.
3. From the **'Select the CTF export type'** menu, highlight **KS2** and click **'Select'**.



4. Move down to the **'Student Options'** panel and from the dropdown menu against **'View'**, select **'Current and Leavers this year'** and click **'Refresh'**. This will enable you to pick up students who have left but need to be included in the return.



5. Along the top of the **Students** panel find the **Year Group** column and click on the dropdown arrow and choose **Year 6**.

2 Students

UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught
M823299920001	Abbas	Latif	ELM	1 (All)	
F823299918013	Abbott	Jessica	4ES	4 (Custom)	
W823299916061	Abhra	Shaquib	4ES	4 (Blanks)	
P823299918001	Abrams	Paul	3FD	4 (NonBlanks)	
D823299917001	Ackton	Charlotte	4SL	3	
Z823299921021	Ackton	Simon	PINE	4	
G823299915001	Adams	Nancy	6VC	15	
T823299916001	Adams	Sadie	5DT	6	
C823299919041	Aditya	Zayan	2GH	6N2	2
A823299919001	Ainsley	Charlotte	3CB	R	3
W823299915002	Alala	Candis	6KH	5	6

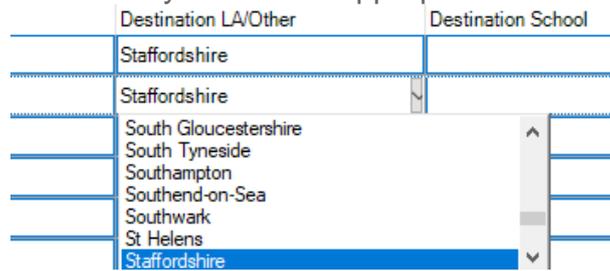
The list should display Year 6 students.

6. Left click in the first **'Destination LA/Other'** box and then right click in the same box and choose **'Select All'**, the grid should be outlined in blue.

3 Students

UPN	Preferred Surname	Preferred Forename	Reg G.	Year Grp	Year Taught	Previous Destination	Destination LA/Other	Destination School
K823200110081	Adams	Laura	6VC	6	6			
Z823200110082	Amnar	Tarak	6VC	6	6	Green Abbey		

- Left click in the **Destination LA/Other** box against the first student, click on the dropdown arrow, and scroll down the list until you find the appropriate LA.



- Staffordshire schools use **Staffordshire**.
- If there are any students in Year 6 that shouldn't be included in the file, then you will need to remove the destination from their row. To do this click in the **Destination LA/Other** box for the student and from the dropdown list scroll back up to the top of the list and choose the **blank** line.

Students who have left the school but need to be included.

If there are students who have left and need to be included, then at the top of the Year Group column click on the filter and choose **All**. Then click again on the filter and choose **(6)**, the brackets signify leavers. From the list of leavers, individually select the **Destination LA/Other** of Staffordshire for those students to be included.

- Click on **Export CTF** and select **Yes** to the warning about addresses.
- Once exported **make a note** of the filename and click 'OK'.
- The Exception Log will then display the number of students in the file and the number that have been processed. The number of students not exported should be **0**, if it isn't then you will need to make a note of the name of the student(s) not exported and investigate why.

3 Exception Log

Number of students in file: Number of students processed: Number of students not exported:

UPN	Preferred Surname	Preferred Forename	Gender	Date of Birth	Error Description	File Name

Save Print

The file will be automatically saved to the CTFout folder, and now needs to be uploaded to the Primary Assessment Gateway - <https://www.primaryassessmentgateway.education.gov.uk/>.

Submission of your Teacher Assessments must be by **Friday 27th June 2025**, this is the DfE's final date.

Once uploaded ensure that you complete the **Headteacher Declaration Form** on the Primary Assessment Gateway. DfE's deadline for submission is **Monday 20th May 2025**.

Stage 6 Importing the Key Stage 2 Test Results

The Key Stage 2 Test results will hopefully be available to download from the DfE **Primary Assessment Gateway** on **Tuesday, 8th July 2025**, you won't be able to complete this section until they are made available.

1. To access <https://www.primaryassessmentgateway.education.gov.uk/> you will need the same username and password that was used to access the site to upload the Teacher Assessments.
2. Once logged in to the website you should then be able to download the test results, usually as a CTF.
3. When prompted to save the file ensure it is saved into the folder **F:\SIMS\STAR\CTFin** (or where F:\ represents your SIMS Drive), as it will make it easier to find when you come to import it. Make a note of the filename.
4. From within SIMS select **Routines | Data In | CTF | Import CTF**.
5. Highlight '**Add KS2 for Existing Pupils Only**' and click '**Select**'.

2 Import Selection

CTF File

Place new pupils in Effective Date

Pre-Admission Group	Admit On	Year Group
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Only KS2 will be added.
KS2 will only be added for existing pupils.
KS2 will only be added where they are missing

6. Click  to select the file you have downloaded. The browser should automatically open in the **CTFin** folder.
7. Click '**Import**'.
8. Once the import has completed, the KS2 Test results should be imported into the marksheets.

Checking the data has imported

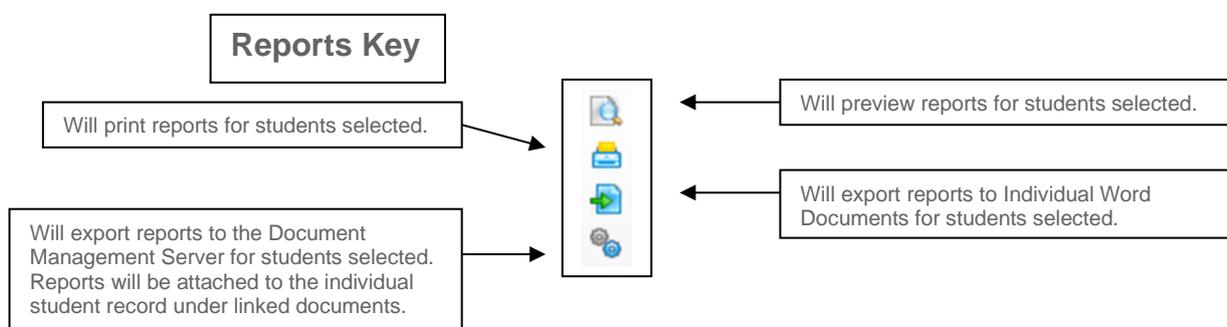
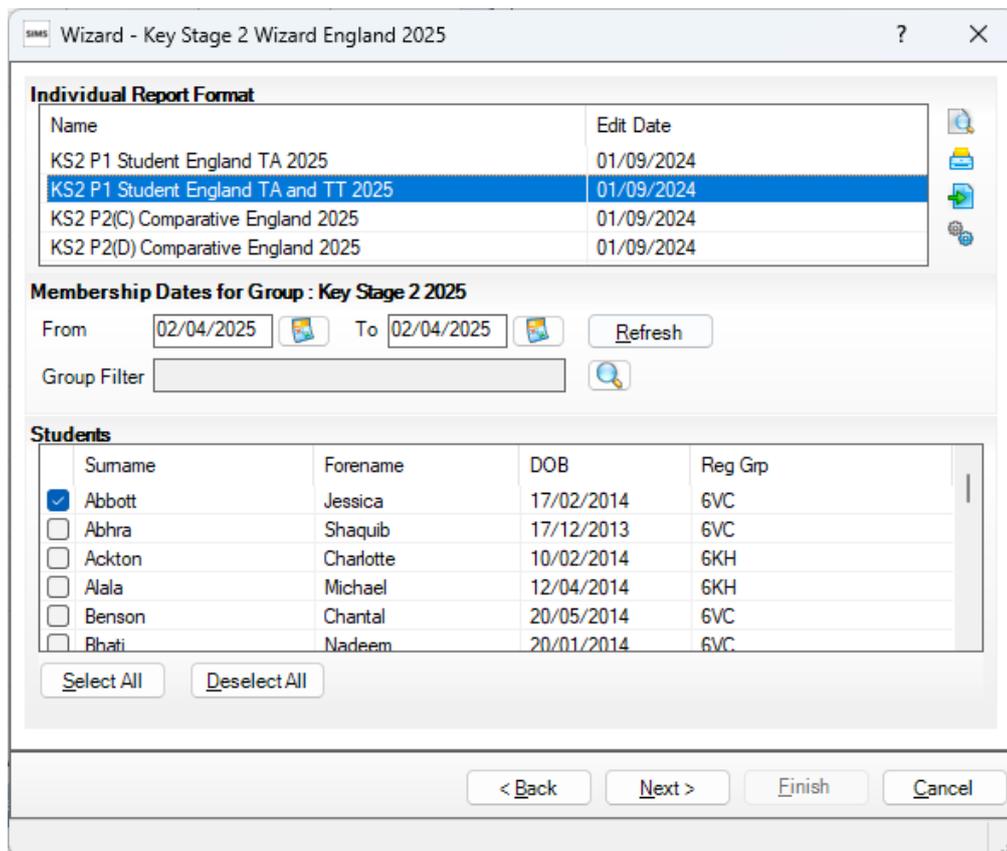
1. Select **Tools | Performance | Assessment | Wizard Manager**.
2. Highlight **Key Stage 2 Wizard England 2025**, then click '**Next**' and '**Next**' again.
3. Highlight the **KS2 C. Test Outcomes 2025** and click .
4. The test results from the imported file should have populated the appropriate columns.
5. The individual report will now contain both the Teacher Assessments and Test results, they can now be printed off and sent to parents.

Stage 7 Printing the Reports

If you have closed the wizard select **Tools | Performance | Assessment | Wizard Manager**, highlight the **KS2 Wizard England 2025** then click 'Next', 'Next' and 'Next' to take you to the report screen.

Within the wizard there are a choice of two pupil reports to send to parents, along with a comparative report.

NOTE: If you wish to customise the individual report and use your own text and school logo, please see **Section 8** of the notes.



The student report showing Teacher Assessment & Tests

1. Ensure that the **KS2 P1 Student England TA and TT 2025** is highlighted.
2. In order to view the report for an individual student ensure that all the students are deselected and then highlight the student of your choice before clicking the **'Preview'** button. Enable macros if asked to do so.
3. Close Word and choose **'No'** to save any changes.
4. To print all reports, select all students and click on the **'Print Report'** icon.

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

If you get the following error when accessing an individual report **'Cannot Locate Base Template'** or **'Cannot Download the Base Template File'**, it is likely that you have Word open. Close all Word documents. Open **Task Manager** on the affected workstation and locate **'Winword.exe'**. End this process and then navigate to the route of the individual report in SIMS.

Uploading the Report to the Document Server

1. It is possible to upload a copy of the individual student report to the student's record in SIMS. This means that anyone with access to SIMS would be able to view the KS2 report after it is generated. I would advise schools to do this because if someone wishes to view a copy of an individual student's report in the future, it will save having to go back into the wizard to generate and print the report again.
2. To upload the reports, ensure that the **KS2 P1 Student England TA and TT 2025** report is highlighted and that you have selected all the students. Now click on the cog icon

Comparative Reports

This year there are two comparative reports (C) and (D) and the difference between them relates to the way the percentage of students achieving a High Score (HS) is calculated.

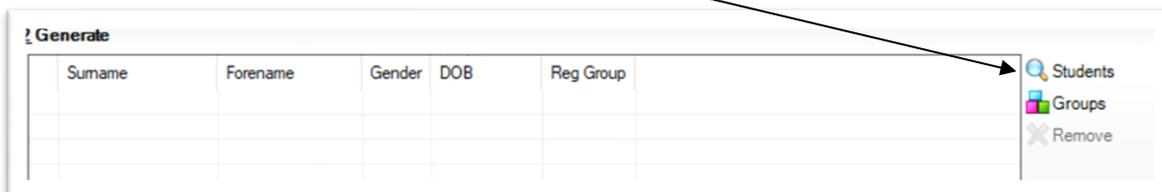
KS2 P2(C) Comparative England 2025 report – *'The % of students achieving a High Score (HS) is the subset of the % of students who Achieved the Standard (AS) with a Scaled Score of 110 or more, so the total of students including this figure will total to more than 100%'*

KS2 P2(D) Comparative England 2025 report – *'The % of students achieving a High Score (HS) a Scaled Score of 110 or more, has been separated from those who Achieved the Standard (AS), a Scaled Score of between 100 and 109, so the total of students including this figure will total 100%'*

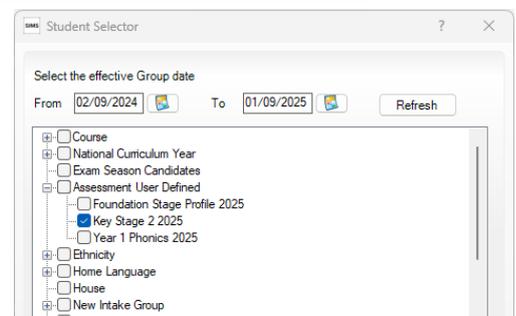
1. Highlight the appropriate comparative report. The report is the same for every student, so you may want to print one and then photocopy it to send to parents.
2. Ensure that there is a tick against at least one of the pupils and then click on **'Print Report'** icon.

Stage 8 Customising the reports (Optional)

1. You may wish to customise your reports by including your school logo etc. In order to achieve this, it will be necessary to edit the template and print the reports outside the Key Stage Wizard.
2. Close the Key Stage Wizard if it is open and select **Focus | Assessment | Individual Report**.
3. Double click on **KS2 P1 Student England TA and TT 2025** depending on which report you wish to use.
4. Click on the '**Clone**' button and name the copy of the report generated, make it a different name to the existing one.
5. Click on the **Word Template** button to access the template and edit it in the usual way (using the full range of Word editing features available).
6. **Save** the template by selecting '**File/Save**' and close Word.
7. **Save** the template in Assessment by clicking on the '**Save**' button and generate the reports for the required students by clicking on the **Students** button.



8. Click on the + to the left of Assessment User Defined and select **Key Stage 2 2025**.
9. Select all students and click on '**Apply**'.
10. At the next screen select one pupil and preview report using the '**Preview**' button at the top of the screen.
11. To print all reports, select all students and click on the **Print** icon.
12. In addition to printing the reports they can also be uploaded to the **Linked Documents** area of the student record. Click **Upload** to attach them to the individual students.
13. Once complete close the Individual Report screen.



Contact Details

If you have any questions or would like further support: Schools subscribing to Entrust can contact the Service Desk on 0333 300 1900 – edtech@entrust-ed.co.uk or visit the Entrust Support Portal, support.entrust-ed.co.uk

Data collection enquiries:

Capita Data Team – 01785 895600

Email – schools.capitadatateam@staffordshire.gov.uk

Assessment practice and moderation enquiries:

Sarah Luty – 07817 834932

Email – statutoryassessment@entrust-ed.co.uk

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