



Standards  
& Testing  
Agency

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

**May 2022**

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# 1 Introduction

This guidance provides information for schools and local authorities (LAs) about how to submit teacher assessment (TA) data, including pre-key stage and engagement model data for pupils at the end of key stage 2 (KS2).

TA data must be reported by Tuesday 28 June, for every pupil who is:

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

Schools can submit data directly to STA using the [Primary Assessment Gateway](#)<sup>1</sup> or submit data to their LA, if the LA has agreed to submit it on their behalf.

TA should be carried out as part of teaching and learning. It provides a judgement that is based on knowledge of how the pupil has performed over time and in a variety of contexts.

Teachers must make their TA judgements using the:

- [TA framework](#)<sup>2</sup> in English writing and science – for pupils who have completed the KS2 programme of study and are working at the standard of national curriculum assessments
- [Pre-key stage standards](#)<sup>3</sup> in English reading, English writing and mathematics – for pupils who are working below the standard of national curriculum assessments and are engaged in subject-specific study, or who have not completed the relevant programme of study
- [Engagement model](#)<sup>4</sup> if a pupil is working below the standard of national curriculum assessments and is not yet engaged in subject-specific study

See section 8 of the [KS2 assessment and reporting arrangements](#)<sup>5</sup> for further details.

## 1.1 Submitting teacher assessment data

Schools submitting data on the Primary Assessment Gateway can use:

- a common transfer file (CTF) generated by their school's management information system (MIS)

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<sup>1</sup> [www.primaryassessmentgateway.education.gov.uk](http://www.primaryassessmentgateway.education.gov.uk)

<sup>2</sup> [www.gov.uk/government/publications/teacher-assessment-frameworks-at-the-end-of-key-stage-2](http://www.gov.uk/government/publications/teacher-assessment-frameworks-at-the-end-of-key-stage-2)

<sup>3</sup> [www.gov.uk/government/publications/pre-key-stage-2-standards](http://www.gov.uk/government/publications/pre-key-stage-2-standards)

<sup>4</sup> [www.gov.uk/government/publications/the-engagement-model](http://www.gov.uk/government/publications/the-engagement-model)

<sup>5</sup> [www.gov.uk/government/publications/2022-key-stage-2-assessment-and-reporting-arrangements-ara](http://www.gov.uk/government/publications/2022-key-stage-2-assessment-and-reporting-arrangements-ara)

- the teacher assessment spreadsheet template on the Primary Assessment Gateway

LAs that have chosen to collect and submit TA data on behalf of schools can also use the Primary Assessment Gateway to upload multiple files for different schools.

#### **Deadline for submission**

The deadline for submissions is Tuesday 28 June. Data must be submitted to STA using the 'Submit teacher assessment' form in the Primary Assessment Gateway.

Schools must only re-submit data after Tuesday 28 June when required to do so by STA or their LA – if authorisation is not provided, it will be investigated as maladministration and STA should be informed via the national curriculum assessments helpline on 0300 303 3013.

## 2 Changes for 2021/22

### 2.1 Primary Assessment Gateway

Schools and LAs will submit data using the Primary Assessment Gateway. TA data will be matched with school pupil registration data, this enables the system to identify missing data and present information to follow to correct data submissions.

### 2.2 Teacher assessment guidance

Information about the different codes that can be used to submit TA data and pre-key stage data for each subject can now be found in section 10.1 of the [key stage 2 teacher assessment guidance](#)<sup>6</sup>. This includes a description of codes.

### 2.2 Engagement Model

The engagement model is statutory for use from the 2021/22 academic year to access pupils working below the standard of the national curriculum and not yet engaged in subject-specific study. Schools can no longer assess pupils against P scales 1 to 4. The code 'EM' has replaced the 'BLW' code and the accompanying P Scale codes. If these are submitted, then the user will be presented with an error and asked to correct their data.

The engagement model does not apply to science. Pupils working below the standard of the national curriculum and not yet engaged in subject-specific study should continue to be reported as 'Has not met the expected standard' (HNM).

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<sup>6</sup> [www.gov.uk/government/publications/key-stage-2-teacher-assessment-guidance](http://www.gov.uk/government/publications/key-stage-2-teacher-assessment-guidance)

### 3 How to upload data into the Primary Assessment Gateway

1. Log in to the Primary Assessment Gateway and go to the 'My activity' tab.
  - Schools will find the 'Submit teacher assessment' form in the 'Outstanding activity' section and should select 'Edit' on the form tile.
  - LA users can find the 'Submit teacher assessment' form in the 'Available activity' section.
2. 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'. Continue with step 6.
  - submitting your data using the spreadsheet template from the Primary Assessment Gateway, go to step 3.
  - an LA submitting multiple files for different schools, add these to a zip file, save to your computer and then continue to step 6. The zip file can contain a mix of both CTF and XLSX files.
3. Download the spreadsheet by selecting 'Generate TA template', then 'Download' to open the template.
4. Enter TA judgements for all pupils in the spreadsheet. If a pupil's unique pupil number (UPN) has changed, you can amend this here. You cannot, however, amend names or dates of birth, as these must remain the same as confirmed during pupil registration. Additional pupils that arrived in school before or during test week who were not added to pupil registration, should be added to the bottom of the list of names.
5. Save the file to your computer with the file name in the format 'KS2\_DfENumber\_001.xlsx' and return to the 'Submit teacher assessment' form on the Primary Assessment Gateway. It is important that the file name is in the correct format otherwise it may create errors.
6. Click 'Select file' under the 'Upload teacher assessment file' heading. Next you need to browse and find the location where you have saved your file (CTF, XLSX, ZIP). Select the data file and click 'Open.'
7. Click 'Submit'.
8. You will now see a confirmation screen advising that your data has been submitted and will advise on next steps.
9. You will receive two emails. The first will advise that your data has been received and will now be processed and the second will advise if your upload was successful or if further action is required.

### 3.1 Email confirmation

The table below summarises the emails that you may receive and action required to submit your TA data.

Email title	Action
Teacher assessment file received	This email will confirm that your file has been submitted and will show the relevant file name used.
Submit teacher assessment data – upload successful	This email confirms that the file submitted has been processed successfully.
Submit teacher assessment data – file rejected	The file submitted has been rejected for a specific reason. You need to open the email to see the reason given. Make the corrections to the file and follow the steps above to re-submit.
Submit teacher assessment data – file processed with errors	The file submitted has been loaded successfully but there are errors that need to be addressed. The email will advise of next steps to take. If data is incorrect or missing, you will need to correct your file and follow the steps above to re-submit.

### 3.2 Viewing submitted data

You can view the data you have submitted by selecting the ‘Download processed teacher assessment data’ form in the ‘Available activity’ section on the Primary Assessment Gateway. This report will only show pupil data that has been uploaded successfully without any errors.

LAs can view successfully uploaded data for all their schools (including those they have a moderation agreement with) using the ‘Download processed teacher assessment data’ form.

Pupils with errors will be shown on the ‘Review teacher assessment errors’ form found in the ‘Outstanding activity’ section of the Primary Assessment Gateway.

You can also see a record of all TA data that has been submitted for your school by selecting the ‘View uploaded teacher assessment file’ form in the ‘Available activity’ section of the Primary Assessment Gateway. LAs can also see a records of all the data files submitted for their schools by selecting the ‘View LA uploaded teacher assessment file’ in the ‘Available activity’ section in the Primary Assessment Gateway.

These forms will show you:

- file name
- name of user who uploaded the file
- upload date and time
- processing status of the file
- file uploaded (you can download this file, if required)

### 3.3 Review teacher assessment errors

When uploading TA data there may be some pupil data that does not successfully upload, in these cases the email notification will advise of next steps.

Pupils with errors will be shown in the 'Review teacher assessment errors' form in the 'Outstanding activity' section of the Primary Assessment Gateway.

LAs submitting on behalf of schools will also see a 'Review teacher assessment errors' form for each school where errors have occurred upon their submission. LAs can use the 'Search' field to filter by DfE number if required.

If data has been submitted on behalf of your school, schools will also see the 'Review teacher assessment errors' form. Schools should discuss errors with the LA before taking any recommended next steps.

To review TA errors, select the 'Edit' button and the form will provide details of the errors within the TA data upload. Further information about each table within the report can be found below:

- **Teacher assessment matched to pupil registration records with errors**  
Pupils have been successfully matched to a pupil record that was provided during pupil registration, however there was an issue with the TA data. An appropriate error message will be shown for the user to correct and re-upload.
- **Teacher assessments without pupil registration records**  
Pupils cannot be matched to a pupil record that was provided during pupil registration; this may be because:
  - they were not registered on pupil registration (see section 3.3.1)
  - the personal details differ to what is held on pupil registration and has prevented the records from matching (see section 3.3.2)
  - the pupil was uploaded in error (see section 5)
- **Pupil registration records without teacher assessment**  
Registered pupils do not match any data within the TA upload.



If a pupil's data is missing from the TA upload, the user will be required to re-submit the file with TA data for these pupils. If data has been provided for these pupils, they may have different details to those provided during pupil registration and can be matched from the 'Teacher assessments without pupil registration records' table (see section 3.3.2).

- **Teacher assessment matched and successfully applied to pupil record**

Data has successfully been loaded for the pupils and no further action is required.

- **Rejected teacher assessments**

Pupils have not been uploaded successfully and will need to be uploaded again. An appropriate pupil specific error message will be shown for the user to correct and re-upload, for example invalid date of birth, missing UPN etc.

### **3.3.1 Registering a new pupil in teacher assessment**

Pupils should only be added to pupil registration if they were registered at your school during test week. Pupils that appear in the 'Teacher assessments without pupil registration records' table can be added to pupil registration data by selecting 'Register pupil' from the dropdown list to the left of the pupil's name. These pupils will then move to the 'Additional pupils' table, you should then select the relevant registration code for each test and select 'Save'. The 'Registered' code must only be used for pupils who sat the tests and should correspond with completed attendance registers. Once the above has been completed, click on the 'Submit' button to complete the action.

### **3.3.2 Matching teacher assessment data to an existing pupil record**

Pupils may appear in the 'Teacher assessments without pupil registration records' table and the 'Pupil registration without teacher assessment' table, this may be because some personal details differ between what was provided at pupil registration and what has been submitted as part of the TA upload. In the 'Pupil registration without teacher assessment' table, you can manually match these records by selecting the correct pupil record from the dropdown box to the left of the pupil's name. If the pupil that you need to link with is not available in the dropdown list, but they appear in one of the other tables, then you may need to un-match the record first (see section 3.3.3).

### **3.3.3 Un-matching teacher assessment data**

If a pupil has been successfully loaded and it has been incorrectly matched to a pupil record, you can click on the 'Un-match' button next to the pupil's name in the 'Teacher Assessment matched and successfully applied to pupil record' table. The

data will then appear in the 'Teacher assessments without pupil registration record' table. The pupil can then either be matched to the correct pupil, registered, or removed by selecting 'Remove Teacher Assessment' (see section 5).

## 4 Correcting errors

Following review of the 'Review teacher assessment errors' form users should take corrective action (see section 3) and may need to re-submit corrected data by uploading the file again using the 'Submit teacher assessment data' form. The new submission will update what has already been previously loaded.

When you re-submit corrected data, you only need to include the changes you wish to make. Data that was previously uploaded correctly does not need to be re-uploaded.

### 4.1 Wrong UPN

If a pupil's UPN has changed since pupil registration, for example pupil was registered with a temporary UPN and has now been allocated a permanent UPN, you can update this by providing the new UPN when uploading TA data.

If you have already uploaded the pupil and you wish to change their UPN, you will need to upload the pupil again with the correct UPN and all their data. Then on the 'Review teacher assessment errors' form which will be created, you will first need to un-match the incorrect pupil entry from the 'Teacher Assessment matched and successfully applied to pupil record' table and then manually match the correct pupil (see section 3.3.2).

### 4.2 Wrong name, gender, or date of birth

If the pupil details are incorrect in the TA spreadsheet template downloaded from the Primary Assessment Gateway, then these cannot be changed as they are the pupil details confirmed during pupil registration.

If you have uploaded a pupil with different details to those already registered, you may need to manually match to the correct record held (see section 3.3.2).

## 5 Deleting pupils

### 5.1 When to delete a pupil

A pupil should only be deleted from TA data if they were uploaded in error and were not registered during pupil registration. Corrections to TA (see section 4) can be made by submitting another file but this will only refresh the data and will not remove data or pupils that have already been submitted.

A pupil can be deleted if they have not completed the KS2 programme of study and:

- were not registered at your school during test week, or
- are a duplicate, which means the pupil exists more than once in the submission (this may occur if the pupil was uploaded more than once but with different details)

A pupil should not be deleted in the following cases:

- they have been uploaded with incorrect TA outcomes. These can be corrected by uploading another file which will refresh the data (see section 3.3)
- they did not take the tests because they were working below the overall standard of the tests, unable to access the tests or were absent on the day of the tests. You should submit their TA with the appropriate code. Refer to the [‘key stage 2 teacher assessment guidance’<sup>7</sup>](#) for further information
- they have left the school but appear on the TA spreadsheet template, these pupils should be recorded as ‘L’ for all subjects

If you have added a pupil to your pupil registration data in error whilst uploading your TA data, you must check they meet the criteria above. To request removal, you should contact the national curriculum assessments helpline on 0300 3030 3013 and report this so corrective action can be taken for you.

### 5.2 How to delete a pupil

You will only be able to delete pupils if they were not registered during pupil registration and therefore appear in the ‘Teacher assessments without pupil registration records’ table on the ‘Review teacher assessment errors’ form in the Primary Assessment Gateway.

1. Select ‘Remove teacher assessment’ from the drop-down list to the left of the pupil’s name.

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<sup>7</sup> [www.gov.uk/government/publications/key-stage-2-teacher-assessment-guidance](http://www.gov.uk/government/publications/key-stage-2-teacher-assessment-guidance)

2. Click 'OK' on the box that will appear on screen to advise the pupil has been removed successfully.

## 6 Local authority summary reports

LAs can also view and download summary reports for their geographical schools and schools that notified STA they have a moderation agreement with their LA. Summary reports are available via the 'Teacher assessment submission summary – LA' form in the 'Available activity' section on the Primary Assessment Gateway. Further information about each report can be found below:

- **School teacher assessment submission summary report**  
This report shows a school level summary of TA that has and has not been submitted.
- **Expected teacher assessment pupils report**  
This report shows all schools and their pupils for whom TA data is required, including an indication as to whether English reading and mathematics data is required in addition to writing and science.
- **Outstanding pupil's teacher assessment report**  
This report shows the same information as 'expected teacher assessment pupils report' but only shows the pupils where TA data is still outstanding.

## 7 Further information

[Videos](#)<sup>8</sup> have been published to support schools and local authorities.

The '[Key stage 2 teacher assessment: how to submit your data](#)'<sup>9</sup> video demonstrates how to submit data on the Primary Assessment Gateway.

The '[Key stage 2 teacher assessment: resolving errors within submitted data](#)'<sup>10</sup> video demonstrates how to view and correct errors found in your data submission.

For general enquiries about submitting KS2 TA data, contact the national curriculum assessments helpline on 0300 303 3013 or email [assessments@education.gov.uk](mailto:assessments@education.gov.uk).

Alternatively, you can use the 'Message us – general enquiry' form which can be found under the 'Available activity' section in the Primary Assessment Gateway.

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<sup>8</sup> <https://www.youtube.com/playlist?list=PL6gGtLyXoeq9eWA31dGs2RmsAM8jDhDXs>

<sup>9</sup> <https://www.youtube.com/watch?v=XGGtQL0O1Vc&list=PL6gGtLyXoeq9eWA31dGs2RmsAM8jDhDXs&index=3>

<sup>10</sup> <https://www.youtube.com/watch?v=5Lt60ErS6SY&list=PL6gGtLyXoeq9eWA31dGs2RmsAM8jDhDXs&index=1>