



Standards  
& Testing  
Agency

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

**May 2019**

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# 1 Introduction

This guidance provides information for schools and local authorities (LAs) about how to submit teacher assessment (TA), including pre-key stage and P scale data, for key stage 2 (KS2) pupils.

The data must be reported by Thursday 27 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 [NCA tools](#)<sup>1</sup> or submit data to the 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.

Schools are required to report TA for English writing and science for all pupils. For pupils working within the pre-key stage standards or P scales, schools are also required to report TA in English reading and mathematics.

In 2019, KS2 TA, pre-key stage and P scale judgements must be submitted using:

- key stage 2 [teacher assessment frameworks](#)<sup>2</sup>
- 2018/19 [pre-key stage 2: pupils working below the national curriculum](#)<sup>3</sup>
- [P scales](#)<sup>4</sup> attainment targets for pupils with SEN

## 1.1 Submitting teacher assessment data

For schools submitting data on NCA tools you can use:

- a common transfer file (CTF) generated by your school's management information system (MIS)
- the appropriate key stage spreadsheet template on NCA tools

LAs that have chosen to collect and submit TA on behalf of schools can use NCA tools to upload multiple files for different schools.

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<sup>1</sup> <https://ncatools.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/p-scales-attainment-targets-for-pupils-with-sen](http://www.gov.uk/government/publications/p-scales-attainment-targets-for-pupils-with-sen)

**Deadline for submission**

The deadline for submissions is Thursday 27 June. Data must be submitted to STA using the 'Teacher assessment' section of NCA tools.

## 2 Teacher assessment codes

The table below shows the different codes that can be used to submit TA, pre-key stage and P scale data, for each subject. A description for each of the codes can be found in section 2.1.

Key stage 2	Pupils working at the standard of the national curriculum assessments	Pupils working below the standard of the national curriculum assessments and engaged in subject specific study	Pupils working below the standard of the national curriculum assessments and not yet engaged in subject-specific study	Other codes
English reading	Not applicable	PK1, PK2, PK3, PK4, PK5, PK6	BLW (with corresponding P scales)	Not applicable
Mathematics	Not applicable	PK1, PK2, PK3, PK4, PK5, PK6	BLW (with corresponding P scales)	Not applicable
English writing	GDS, EXS, WTS	PK1, PK2, PK3, PK4, PK5, PK6	BLW (with corresponding P scales)	A, D, L, F, P
Science	EXS, HNM	HNM (pre-key stage standards are not applicable for science)	HNM (with corresponding P scales)	A, D, L, F, P

## 2.1 Description of codes

Code	Description
GDS	Working at greater depth
EXS	Working at the expected standard
WTS	Working towards the expected standard
HNM	Has not met 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
BLW	Below the standard of the pre-key stage standards (to be used with P scales)—see section 3
A	Absent for long periods, recently arrived, or not enough information to provide a TA judgement
D	To be used in the exceptional circumstances when a pupil has been disapplied from the national curriculum, including statutory assessment requirements
L	Pupil has left the school
F	Pupil will reach the end of the programme of study and complete the key stage in a future year
P	Pupil completed the key stage in a previous year and a TA judgement has already been submitted

## 3 Using the BLW code

BLW must be submitted with the corresponding P scales if a pupil is working below the standard of the pre-key stage standards for English reading, English writing and mathematics. See section 3.5 for reporting science.

### 3.1 Using P scales

P scales 1-4 remain statutory when submitting attainment for pupils with special educational needs and disabilities (SEND), who are working below the pre-key stage standard of the national curriculum assessments and not yet engaged in subject-specific study.

### 3.2 When to apply P scales

The performance descriptors for P1i to P3ii are the same across English, mathematics and science. They are not subject specific so cannot be applied to individual attainment targets.

If a pupil is judged to be P4 in some or all components of English, then separate descriptors should be given in speaking, listening, reading and writing, and an overall English descriptor is not expected. P4 is the entry point for subject-specific learning.

This also applies to mathematics—P4 should be used rather than an overall mathematics descriptor for:

- number
- using and applying mathematics
- shape, space and measures

For science, a single judgement from P1i to P4 should be given.

For further information on P scales and [P scales attainment targets for pupils with SEN](#)<sup>5</sup>.

The table below shows when to apply P scales.

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<sup>5</sup> [www.gov.uk/government/publications/p-scales-attainment-targets-for-pupils-with-sen](http://www.gov.uk/government/publications/p-scales-attainment-targets-for-pupils-with-sen)

Subject	Reportable scale
English	P1i, P1ii, P2i, P2ii, P3i, P3ii
Reading Writing Speaking Listening	P4
Mathematics	P1i, P1ii, P2i, P2ii, P3i, P3ii
Number Using and applying mathematics Shape, space and measures	P4
Science	P1i, P1ii, P2i, P2ii, P3i, P3ii, P4

### 3.3 Mixed P scales

There may be exceptional circumstances where a pupil is judged to be at P1i to P3ii in English or mathematics, but at P4 in a particular element of the subject. In these cases, you are able to use a combination of overall and attainment target P scales.

### 3.4 Mixture of P scales and pre-key stage standards

Where a pupil is working below the standard of national curriculum assessments and engaged in subject-specific study in one or more subjects, but not in all, judgements should be made using the appropriate guidance as set out below.

If a pupil is engaged in subject-specific study, you should make a judgement using the pre-key stage standards.

If the pupil is not yet engaged in subject-specific study, the BLW code should be used along with P scales for as many components as applicable, and left blank for those that are not applicable.

### 3.5 Submitting P scales

There is no BLW code for science. If a pupil is working at P scales for science, HNM must be used along with corresponding P scales.

## 4 How to upload your data to NCA tools

1. Log in to NCA tools and go to the 'Teacher assessment' section.
2. Click 'Submit teacher assessment' on the left hand side of the screen.
3. If you are:
  - submitting your data using a CTF generated by your school's MIS, ensure the file is saved to your computer and continue with step 4
  - submitting your data using the spreadsheet template from NCA tools, go to step 5
  - an LA submitting multiple files for different schools, add these to a zip file and then continue to step 7
4. Read and complete the checklist on screen. Further information can be found by hovering your mouse over the blue arrows next to each point on the checklist. Go to step 8.
5. Download the spreadsheet by clicking on the blue text link 'template' underneath the heading 'How to submit your data if your school does not have an MIS'. Click on the link to download the template and click 'Open'.
6. Enter the 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, such as those that have joined your school since pupil registration and are not shown on the spreadsheet, should be added to the bottom of the list of names.
7. Save the file to your computer and return to NCA tools. You may need to log in again and follow the steps above to return to the last page you were on.
8. Click 'Next' and then click 'Browse' to bring up a window and find the location you have saved your data. Select the data file and click 'Open.'
9. Click 'Submit'. You may be asked to confirm if you have any pupils working at or below the pre-key stage standard. Please tick the appropriate box to continue.
10. You will be directed to your file upload report. This will comprise of two tabs, the first is the 'File Upload Result', which will list any errors or warnings against the file you have just submitted, including any corrective action required. The tabs will be coloured red, amber or green to indicate the status of the file upload (see section 4.1).
11. The second tab, 'Teacher assessment summary', shows the overall status of your submission, including any files you have already submitted if you uploaded more than one. This will show a pie chart of the current status and any corrective action required to complete your submission.
12. On the 'File Upload Result' tab, you should then check the data that you have submitted by clicking on the 'View key stage 2 data' button at the bottom or the 'View teacher assessment' link on the left-hand side of the screen. Any missing or invalid assessment judgements will be highlighted red, and any outstanding pupils that STA is expecting to receive data for will also be highlighted red.

13. The summary screen will display the judgements for each pupil in English reading, English writing, mathematics and science. You can view the P scale data by clicking on the 'English P scales,' 'Mathematics P scales' or 'Science P scales' links above the table.

## 4.1 File upload confirmation

Status	Action
Green: teacher assessment data successfully uploaded	This notification will confirm the successful submission of your TA file. If you would like a copy of your TA upload summary, click 'Print'.
Amber: teacher assessment data uploaded with warnings	This means that you will need to review the warning messages and take the corrective actions on the error report in the 'Action required summary' table. You may need to upload your file again. The report can be printed for easier offline working.
Red: teacher assessment data not uploaded—file error	Your upload attempt has failed. Please review the error messages and take the corrective actions on the error report in the 'Action required summary' table. The report can be printed for easier offline working. When you have completed the corrective actions, please resubmit your file.

## 4.2 Viewing submitted data

You can view the data you have submitted through the 'Teacher assessment file upload report' in NCA tools. You will be redirected to this page when you have uploaded a file to NCA tools. You can also view this page at any point by clicking on 'View teacher assessment', and then clicking on the 'Upload report' link in the file upload history at the bottom of the screen.

The report tells you what has been uploaded from your specific file and gives details of any errors or warnings. There are 2 tabs:

- 'File upload result' refers to the file you have just uploaded
- 'Teacher Assessment Summary' summarises everything you have uploaded so far

### 4.2.1 File upload result

The summary box at the top of the screen shows the number of records uploaded and updated in that file. The number of records with errors is also shown.

### 4.2.2 Warning messages

If any of your pupils have been uploaded with errors or warnings, details of these will be shown here, along with what corrective action should be taken.

### **4.2.3 Expected number of pupils warning**

You will see a warning if the number of pupils you have uploaded is not consistent with the number of pupils shown in the pre-populated template.

A warning will also be displayed if data has not been provided for all pupils for English writing and science. Independent schools are only required to submit TA for pupils who took the 2019 KS2 tests in those subjects.

## **4.3 Teacher assessment summary**

You can view a summary of your complete TA submission, based on all the files you have uploaded, by clicking 'Teacher assessment summary'. This will display a pie chart showing:

- the number of expected pupils
- how many pupils have been uploaded with errors or warnings
- how many pupils have been uploaded successfully
- how many pupils still need to be uploaded

## 5 Types of errors

### 5.1 P scale results contain a BLW but no P scale

If BLW is submitted for a subject, you must submit corresponding P scales. To correct the error, upload the missing P scales for that pupil.

English reading and writing are shown as 2 separate subjects under the teacher assessment framework. However, P scales are still included under an overall English subject, with components in reading, writing, speaking, and listening.

If reading or writing is submitted as BLW for a pupil with SEND, then the required P scales are either the component P scales of reading and writing, or an overall P scale. Speaking and listening P scales should be supplied additionally if appropriate.

### 5.2 X is not a valid result

Only the codes in table 1 (section 2) can be uploaded. Anything else will be rejected. You should re-upload your file containing one of the allowable values. This will overwrite any invalid results. Some TA judgement codes are only applicable for certain subjects. See table 1 for further details.

### 5.3 There is no teacher assessment data in this file

This message will be displayed if you upload a spreadsheet with no data populated, or if you upload a CTF which does not contain TA judgements for the current year. You should check that your CTF includes data with:

- year—'2019'
- method—'TA'
- ResultQualifier—'NL' or for SEND records, 'NP'
- stage—'KS2' or for SEND records, 'SEN' bulleted text

## 6 Correcting errors

### 6.1 Wrong pupil uploaded

If you have uploaded a pupil in error, such as one that is not shown in the prepopulated spreadsheet and is not at the end of KS2, you can delete the pupil by clicking on the 'Delete pupil' button on the 'View teacher assessment' screen.

Please note, if you delete a pupil that the Standards and Testing Agency (STA) is expecting to receive data for, then you will be asked to resubmit.

### 6.2 Errors in pupils' details

#### 6.2.1 Correcting or modifying judgements

You can change the judgements that you have submitted by simply uploading another file with the corrected data. This will update what has already been uploaded.

You only need to include the changes you wish to make. Data that was previously uploaded correctly does not need to be re-uploaded.

#### 6.2.2 Wrong UPN

If a pupil you have uploaded has the wrong UPN, for example if they were registered with a temporary UPN and they have now been allocated a permanent UPN, you can correct it by uploading that pupil again with their new UPN. Do not change any other details, otherwise NCA tools will view this as a new pupil.

#### 6.2.3 Wrong name or date of birth

If a pupil has been uploaded with the wrong name, or date of birth, no further action needs to be taken as long as this matches what is shown in the spreadsheet template.

The details in the spreadsheet are those that were confirmed during pupil registration so if you make changes to this information it may cause a delay with matching the TA result to the test result.

If these details do not match what is held in the spreadsheet, for example if it is a new pupil that has been added with the wrong details, or the pupil appears in the CTF from the MIS incorrectly, you can correct by uploading the file again with the new details.

If NCA tools does not recognise it as the same pupil, it may create a duplicate. You should then delete the incorrect pupil from your submission.

## 7 How and when to delete pupils' details

### 7.1 When to delete a pupil

A pupil should only be deleted from your TA submission if they were uploaded in error. Corrections to TA can be made by submitting another file, which will refresh data, but will not remove data or pupils that have already been submitted.

A pupil can be deleted if they:

- are not at the end of KS2
- were not a registered pupil at your school during test week
- 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
- 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 judgements or appropriate code if an assessment cannot be made (further information can be found in the 'Teacher assessment codes' section above)
- they were registered during pupil registration and appear in the expected pupil list on the spreadsheet template—STA requires a TA judgement or appropriate code for all registered pupils so if the pupil left the school prior to test week you should record them as 'L' for all subjects

### 7.2 How to delete a pupil

1. Click on the 'Teacher assessment' section of NCA tools.
2. Click on the 'View teacher assessment' link on the left of the screen.
3. Click the 'View' link next to the pupil you wish to delete.
4. Click the button 'Delete pupil and all assessments'.
5. You will receive a message to ask if you are sure. Click 'OK'.

If you wish to delete your whole cohort, for example if you uploaded the wrong year group, or there are too many errors in your submission and you want to start again, please call the national curriculum assessments helpline on 0300 303 3013.



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