



Assessment Data Moderation Service 2019

Summary	This document explains the 2019 Assessment Data Moderation Service for schools in Nottingham City.
Audience	Headteacher School Office Assessment Co-ordinator EYFS Co-ordinator Phonics, KS1, KS2 Co-ordinators Members of staff responsible for data and information management
Status	For Action
Distribution	Link to this document in SCENE
Issue	April 2019 1v0 by Analysis and Insight
Further copies	Further copies are available from the Data Collection page on the Schools Intranet



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Key Information and Changes From 2018

Moderators for 2019	<p>EYFSP: Caroline Vissani caroline.vissani@nottinghamcity.gov.uk Tel: 8768643</p> <p>Phonics: Jane Gill jane.gill@nottinghamcity.gov.uk Tel: 8764572</p> <p>KS1: Jane Gill jane.gill@nottinghamcity.gov.uk Tel: 8764572</p> <p>KS2: Jane Gill jane.gill@nottinghamcity.gov.uk Tel: 8764572</p>
Data Checking and Moderation Service	<p>All Nottingham City schools have been registered for our Assessment Data Moderation Service, unless you have advised us that you do not want to buy our service. Please see pages 5-6 in the booklet for more information.</p> <p>You do not have to buy in to this service, should you want to Opt Out please confirm this to us in an email. Please be aware that if you don't take up this service your data will not be checked before submissions are made to the relevant collection agencies. In continuing to buy in to the agreement you are agreeing to meet all of the deadlines outlined in this document, failure to meet the prescribed deadlines for any reason will mean that penalty charges are incurred.</p>
Secure Transmission	<p>If you are using Office 365 or Egress Switch to encrypt your emails, please continue to email the relevant address with your data return. For Office 365, please MAKE SURE you put the word ENCRYPT in the subject line.</p> <p>If you DO NOT have encrypted email please send your return via S2S as a Password Protected zip file. You will need to email us with the password ONLY</p> <p>If you don't know how to password protect a zip file please contact your schools IT support team.</p>
Phonics	<p>The Threshold mark for the Phonics Screening Check will not be available until June on the Gov.uk website. You do not need to know this in order to make your submission.</p>
KS1	<p>Teacher Assessment at the End of KS1 must determine overall levels as well as levels against each attainment target in Science and Mathematics.</p>
Testing and Assessment and Updates (All Key Stages)	<p>Assessment updates sent by DfE in relation to the 2019 assessment cycle are also available in this section.</p> <p>Assessment updates - The Department for Education</p>

Checklist

School Phase	Task	Deadline
Primary	<p>Entered and returned KS2 Teacher Assessment data via Office 365 or Egress Switch encrypted email or S2S to KS2@nottinghamcity.gov.uk</p> <p>If you DO NOT have encrypted email please send via S2S as a Password Protected zip file. You will need to email us with the password ONLY at KS2@nottinghamcity.gov.uk</p>	17th June
Primary	<p>Entered and returned KS1 data via Office 365 or Egress Switch encrypted email or S2S to KS1@nottinghamcity.gov.uk</p> <p>If you DO NOT have encrypted email please send via S2S as a Password Protected zip file. You will need to email us with the password ONLY at KS1@nottinghamcity.gov.uk</p>	27th June
Primary	<p>Entered and returned Year 1 and Year 2 Phonics data via Office 365 or Egress Switch encrypted email or S2S to Phonics@nottinghamcity.gov.uk</p> <p>If you DO NOT have encrypted email please send via S2S as a Password Protected zip file. You will need to email us with the password ONLY at Phonics@nottinghamcity.gov.uk</p>	27th June
Primary	<p>Entered and returned Early Years Foundation Stage Data via Office 365 or Egress Switch encrypted email or S2S to EYFSP@nottinghamcity.gov.uk</p> <p>If you DO NOT have encrypted email please send via S2S as a Password Protected zip file. You will need to email us with the password ONLY at EYFSP@nottinghamcity.gov.uk</p>	1st July

DAISI Data checking and moderation (Sold Service)

This is your written contract between yourselves and Nottingham City LA that you have selected us to provide your data moderation and that we have agreed to act for you, unless you wish to opt out of this service and inform us of this in writing.

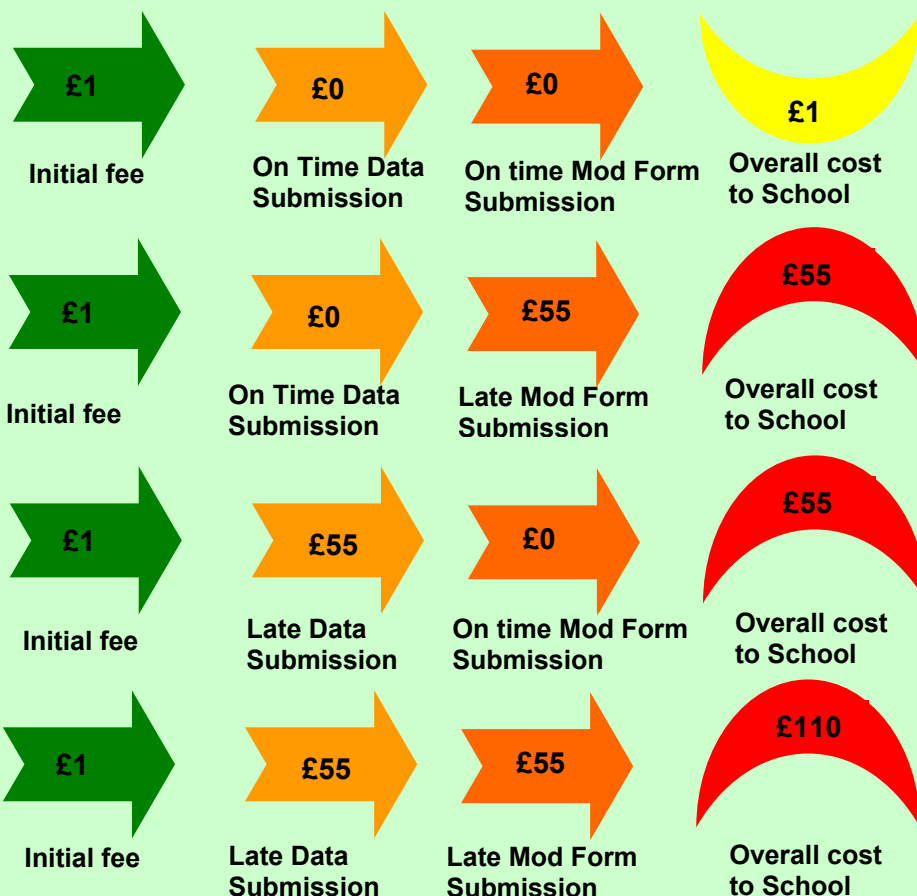
EYFSP / KS1 / Phonics

Charges will be based on a nominal £1 fee as schools sign up to the terms and conditions of the service. If schools subsequently miss any deadline as part of this service a £55 penalty fee will be incurred.

Schools buying into the service will receive a report outlining the data that they have submitted, and a form that they must sign off and return to the LA to confirm that the submitted data can be forwarded to the DfE. Should the deadline for the return of the form be missed, an additional late fee of £55 will be charged.

Should you make all parts of your submission to deadline you will pay no more than the initial £1 for buying into the service.

Costs for your school could look like one of the models below;



There will be an option for you resubmit your data with no additional charge should you discover errors once you have made your submission to the deadline, confirmation of the resubmission will be required and will follow the above process which may incur an late fee if not completed to the requisite deadlines.

Helpline

Jude Eade, Deborah Korn

T 87 65199, 87 64838

E Jude.Eade@nottinghamcity.gov.uk ; Deborah.Korn@nottinghamcity.gov.uk

Junior Data checking and moderation (Sold Service)

This is your written contract between yourselves and Nottingham City LA that you have selected us to provide your data moderation and that we have agreed to act for you, unless you wish to opt out of this service and inform us in writing.

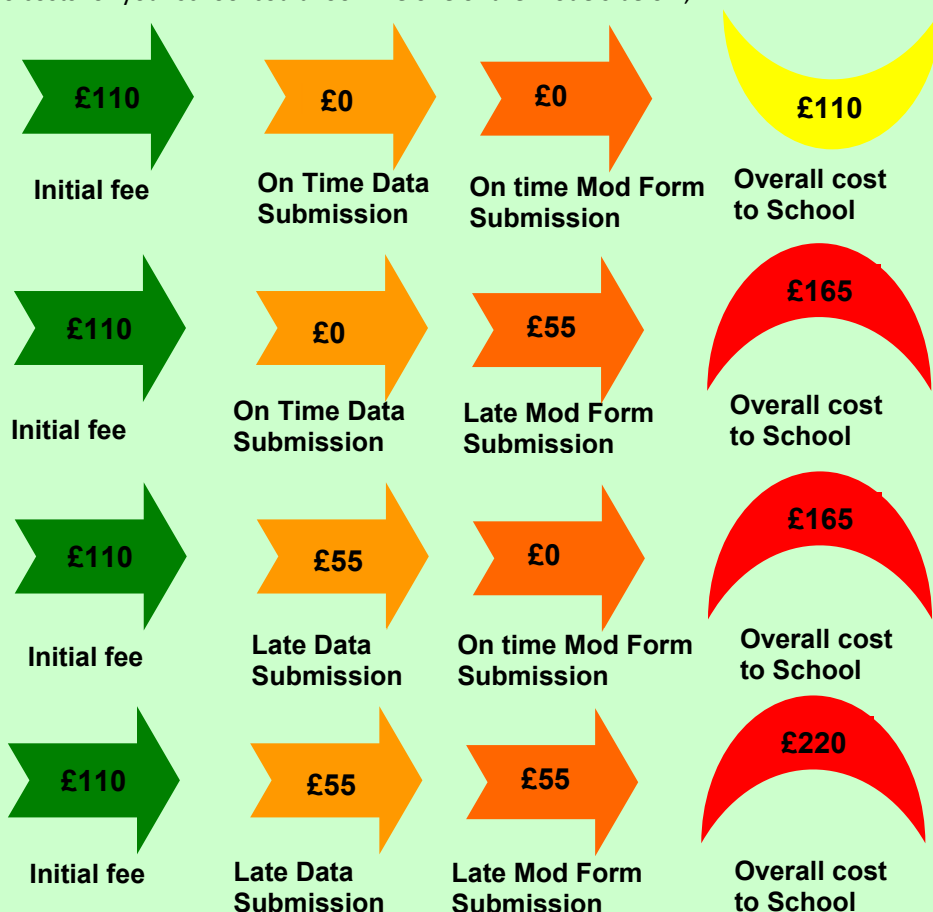
KS2 TA

Charges will be based on a standard fee of £110 as schools sign up to the terms and conditions of the service. If schools subsequently miss a deadline as part of this service a £55 penalty fee will be incurred.

Schools buying into the service will receive a report outlining the data that they have submitted, and a form that they must sign off and return to the LA to confirm that their submitted data can be forwarded to the NCA. Should the deadline for the return of the form be missed, an additional late fee of £55 will then be charged.

Should you make all parts of your submission to deadline you will pay no more than the initial £110 for buying into the service.

So costs for your school could look like one of the models below;



There will be an option for you resubmit your data with no additional charge should you discover errors once you have made your submission to the deadline, confirmation of the resubmission will be required and will follow the above process which may incur an late fee if not completed to the requisite deadlines.

Helpline

Deborah Korn

T 87 64838

E deborah.korn@nottinghamcity.gov.uk

Early Years Foundation Stage

Data Input	<p>Assessment Manager</p> <ul style="list-style-type: none"> • End of EYFSP ONLY • For schools not using SIMS an excel spreadsheet is available should you need one, data will still have to be entered into your MIS.
Deadline for submission to LA:	1st July
Secure Transmission	<p>Send results securely as an encrypted email to EYFSP@nottinghamcity.gov.uk</p> <p><u>If you DO NOT have encrypted email please send via S2S as a password protected zip file</u></p> <p>If you don't know how to password protect a zip file please contact your schools IT support team.</p> <p>Instructions for completing your return in SIMS Assessment Manager, can be found on the Schools IT Website.</p> <p>Following submission of your file, if you have bought into the Assessment Data Moderation Service the LA will send you a summary of your submission and a form to confirm that your submitted results are correct. Once this has been completed your submission will be sent for moderation.</p>
Common Transfer File	Will include the Foundation Stage data held in Assessment Manager
Training	Assessment Manager training can be requested by contacting the SIMS team.
Reporting	City-wide information to be published as part of DAISI
More Information	More information is available in the Early Years Foundation Stage Profile handbook on the DfE website.
Helpline	<p>Schools Helpdesk</p> <p>T 91 50900</p> <p>E schoolsit@nottinghamcity.gov.uk</p>

Key Stage 1

Data Entry	<p>Assessment Manager</p> <p>An assessment must be submitted for all pupils who will be moving to the KS2 programmes of study in the 2019-20 academic year</p>				
Deadline for submission to LA:	27th June				
Secure Transmission	<p>Send results securely as an encrypted email to KS1@nottinghamcity.gov.uk</p> <p><u>If you DO NOT have encrypted email please send via S2S as a password protected zip file</u></p> <p>If you don't know how to password protect a zip file please contact your schools IT support team.</p> <p>Following submission of your file, if you have bought into the Assessment Data Moderation Service the LA will send you a summary of your submission and a form to confirm that your submitted results are correct. Once this has been completed your submission will be sent for moderation.</p>				
Common Transfer File	The Common Transfer File will draw from the data in Assessment Manager .				
Training	Assessment Manager training can be requested by contacting the SIMS team.				
Reporting	SIMS.net will produce the end of year report to parents				
More Information	More information is available in the KS1 and Phonics Assessment and Reporting Arrangements on the DfE website.				
Helpline	<p>Schools Helpdesk</p> <table border="1"> <tr> <td>T</td> <td>91 50900</td> </tr> <tr> <td>E</td> <td>schoolsit@nottinghamcity.gov.uk</td> </tr> </table>	T	91 50900	E	schoolsit@nottinghamcity.gov.uk
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E	schoolsit@nottinghamcity.gov.uk				

Year 1 Phonics

Data Entry	<p>Assessment Manager</p> <p>A Phonics Screening Check Level must be submitted for all pupils who are in Year 1 in the 2018-19 academic year.</p>				
Deadline for submission to LA:	27th June				
Secure Transmission	<p>Send results securely as an encrypted email to Phonics@nottinghamcity.gov.uk</p> <p><u>If you DO NOT have encrypted email please send via S2S as a password protected zip file</u></p> <p>If you don't know how to password protect a zip file please contact your schools IT support team.</p> <p>Following submission of your file, if you have bought into the Assessment Data Moderation Service the LA will send you a summary of your submission and a form to confirm that your submitted results are correct. Once this has been completed your submission will be moderated.</p>				
Common Transfer File	The Common Transfer File will draw from the data in Assessment Manager.				
Training	Assessment Manager training can be requested by contacting the SIMS team.				
Reporting	SIMS.net will produce the end of year report to parents				
More Information	More information is available in the KS1 and Phonics Assessment and Reporting Arrangements on the DfE website.				
Helpline	<p>Schools Helpdesk</p> <table border="1"> <tr> <td>T</td> <td>91 50900</td> </tr> <tr> <td>E</td> <td>schoolsit@nottinghamcity.gov.uk</td> </tr> </table>	T	91 50900	E	schoolsit@nottinghamcity.gov.uk
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E	schoolsit@nottinghamcity.gov.uk				

Year 2 Phonics

Data Entry	<p>Assessment Manager</p> <p>A Phonics Screening Check Level must be re-submitted for all pupils who are in Year 2 in the 2018-19 academic years and who did not meet the required standard for Phonics when they were in Year 1 or who were not tested when they were in Year 1.</p>				
Deadline for submission to LA:	27th June PLEASE NOTE: You do not need the Threshold mark in your system to be able to submit your return.				
Secure Transmission	<p>Send results securely as an encrypted email to Phonics@nottinghamcity.gov.uk</p> <p><u>If you DO NOT have encrypted email please send via S2S as a password protected zip file</u></p> <p>If you don't know how to password protect a zip file please contact your schools IT support team.</p> <p>Following submission of your file, if you have bought into the Assessment Data Check Moderation Service the LA will send you a summary of your submission and a form to confirm that your submitted results are correct. Once this has been completed your submission will be moderated.</p>				
Common Transfer File	The Common Transfer File will draw from the data in Assessment Manager.				
Training	Assessment Manager training can be requested by contacting the SIMS team.				
Reporting	SIMS.net will produce the end of year report to parents				
More Information	More information is available in the KS1 and Phonics Assessment and Reporting Arrangements on the DfE website.				
Helpline	<p>Schools Helpdesk</p> <table border="1"> <tr> <td>T</td> <td>91 50900</td> </tr> <tr> <td>E</td> <td>schoolsit@nottinghamcity.gov.uk</td> </tr> </table>	T	91 50900	E	schoolsit@nottinghamcity.gov.uk
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E	schoolsit@nottinghamcity.gov.uk				

Key Stage 2 Teacher Assessments

Data Entry	<p>Assessment Manager</p> <p>All registered pupils must be accounted for.</p>				
Deadline for submission to LA:	17th June				
Secure Transmission	<p>If you have bought into the Assessment Data Moderation Service;</p> <p>Send results securely as an encrypted email to KS2@nottinghamcity.gov.uk</p> <p><u>If you DO NOT have encrypted email please send via S2S as a password protected zip file</u></p> <p>If you don't know how to password protect a zip file please contact your schools IT support team.</p> <p>Following submission of your file, if you have bought into the Assessment Data Moderation Service the LA will send you a summary of your submission and a form to confirm that your submitted results are correct. Once this has been completed your submission will be submitted.</p> <p>If you HAVE NOT bought into the Data Checking and Moderation Service;</p> <p>Send your CTF directly to the NCA Tools website, no support on use of this website is offered by the DAISI service.</p>				
Training	Assessment Manager training can be requested by contacting the SIMS team.				
Reporting	SIMS.net will produce the end of year report to parents once the Test Results have been received from DfE				
More Information	More information is available in the KS2 Assessment and Reporting Arrangements on the DfE website.				
Helpline	<p>Schools Helpdesk</p> <table border="1"> <tr> <td>T</td> <td>91 509000</td> </tr> <tr> <td>E</td> <td>schoolsit@nottinghamcity.gov.uk</td> </tr> </table>	T	91 509000	E	schoolsit@nottinghamcity.gov.uk
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E	schoolsit@nottinghamcity.gov.uk				

Common Transfer File

Background	All schools should be creating a Common Transfer File when pupils transfer school, and sending this on to the destination school by uploading onto the DfE secure website at DfE Sign-in
Action	All schools must hold National Curriculum Assessment results in Assessment Manager in SIMS.
Guidance	Guidance for creating and transferring Common Transfer Files is on the website at Gov.UK CTF guidance
Additional support	<p>The DAISI service can assist in a number of ways:</p> <ul style="list-style-type: none"> • To search for the CTF of a new pupil where you don't know the school • To contact another LA where a school is reluctant to provide a CTF • If you would like us to search for a UPN for you, please email with; <ul style="list-style-type: none"> ○ Surname ○ Forename ○ DOB ○ Gender <p>See the Contacts section for names, telephone numbers and e-mail addresses</p>
Helpline	<p>Mark Keane</p> <p>T Not available by phone</p> <p>E Mark.Keane@nottinghamcity.gov.uk</p>

UPN and ULN Searches

<p>Background</p>	<p>All pupils should retain the same UPN throughout their school history in England. Sometimes it isn't always easy to know if a child has previously been in an English School.</p> <p>UPNs that originate in Ireland, Scotland and Wales can't be used for pupils being taught in England.</p> <p>If you have a pupil who is joining you but you are unsure if they are already in the school system we can help you.</p> <p>Searches are sold in bundles of 25, and once purchased you can request 25 individual searches ad hoc or larger amounts of searches up to 25.</p> <p>If you use all of your 25 searches and still have UPN's or ULNs to locate you can buy further search bundle to restore or increase your allocation.</p> <p>They are available to buy through Traded Services</p>				
<p>Action</p>	<ol style="list-style-type: none"> 1) Purchase a search bundle 2) Email Mark.Keane@Nottinghamcity.gov.uk to request a spreadsheet template, which you will need to complete and return to us for searching. 				
<p>Guidance</p>	<p>Guidance for creating and transferring UPNs on the website at Gov.UK UPN guidance</p> <p>Guidance for using the Learner Records Service for ULNs is available at Learner Records Service Guidance</p>				
<p>Additional support</p>	<p>The DAISI bundle service can be used to locate only UPN's, or only ULN's or you can use it for a mix of UPN and ULN searches.</p> <p>Bundles can be purchased in multiple quantities, so buy 2 bundles and you'll be entitled to 50 searches, or 3 bundles for 75 searches etc.</p>				
<p>Helpline</p>	<p>Mark Keane</p> <table border="1"> <tr> <td data-bbox="464 1503 512 1541">T</td> <td data-bbox="512 1503 1460 1541">Not available by phone</td> </tr> <tr> <td data-bbox="464 1541 512 1581">E</td> <td data-bbox="512 1541 1460 1581">Mark.Keane@nottinghamcity.gov.uk</td> </tr> </table>	T	Not available by phone	E	Mark.Keane@nottinghamcity.gov.uk
T	Not available by phone				
E	Mark.Keane@nottinghamcity.gov.uk				

Useful websites





DfE Sign-In	DfE Sign In
NCA Tools	NCA Tools
Performance Tables	Performance Tables
Analysis & Insight	Analysis & Insight Assessment Webpage
Schools IT Website	www.schoolsit.net
DAISI Website	DAISI.education
ESN Traded Services	Traded Services

Local Authority Contacts

Deborah Korn	T	87 64838
<i>Data & MIS Consultant</i>	E	Deborah.Korn@nottinghamcity.gov.uk
Jude Eade	T	87 65199
<i>Data & MIS Consultant</i>	E	Jude.Eade@nottinghamcity.gov.uk
Jeremy Lynn-Cook	T	87 64849
<i>Information Policy Officer</i>	E	Jeremy.Lyncook@nottinghamcity.gov.uk
Mark Keane	T	Not available by phone
<i>Data Quality & Reporting Officer</i>	E	Mark.Keane@nottinghamcity.gov.uk
Mark Attwood	T	87 62566
<i>DAISI Project Support Officer</i>	E	Mark.Attwood@nottinghamcity.gov.uk
Schools IT Helpdesk (SIMS & Technical) (inc Course Bookings)	T	91 50900
	E	schoolsit@nottinghamcity.gov.uk



Assessment Data Moderation Service:

-  Early Years Foundation Stage Profile
-  Phonics
-  Key Stage 1
-  Key Stage 2

Census Data Collection & Checking Service

Contact : Deborah.Korn@nottinghamcity.gov.uk

Jude.Eade@nottinghamcity.gov.uk

Gillian.Heath@nottinghamcity.gov.uk



Nottingham
City Council