

Submission of Teacher Assessment levels to NAA: May 2006

Guidance notes for users of "SIMS .net" on how to create a partial CTF file for the submission of KS2 and KS3 Teacher Assessments to the National Assessment Agency, NAA.

(NB - to reflect wider co-dependency of education and other directorates within local authorities the shorthand 'LEA' is increasingly being replaced by 'LA'. Initially there may be systems and texts that still refer to LEA but LA may also be used.)

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A. Setting NAA as the destination

In SIMS .net Home Page...

Click on: Tools/Setups/CTF

Click on: Alternative Destinations link

Check the list of Alternative Destinations for NAA – National Assessment Agency.

If NAA is already in the list, go to Section **C**

If it is not in the list of destinations:

Click on: New

Type NAALLL in the Code

Type *NAA National Assessment Agency* in the Description (This is what will be seen in the list)

Click: OK

Click: Save

Close the *Configure CTF Default* window

B. Checking the Directory path for CTF

Click on: Tools/Setups/CTF/Directory Details

C. Selecting the data to be exported and placing it in the CTF

In SIMS.NET Home Page

Click on: Routines/Data Out/CTF/Export CTF

Data to be exported

Untick all boxes except Assessment Data - Student Basic Details should NOT be ticked.

Column Year Group:

Click on: the small down arrow and select Year 9

Click On: the first pupil, hold down shift key, scroll down and click on the last pupil (all selected pupils will now be highlighted).

(Check your pupils are correct. You can add or remove a pupil by holding down the Ctrl key and clicking on the selected pupil).

Holding down the Ctrl key:

click on: column headed: Destination LEA/Other

click on: the small down arrow and select NAA

(NAA National Assessment Agency should appear against every chosen pupil).

click on: Export CTF

Check Exception Log shows the correct number of pupils

Close the window

D. Sending the CTF to NAA using s2s

Access the s2s web site: www.teachernet.gov.uk/s2s

Click on Logon

Enter ID & Password

If these have been forgotten or lost you should contact your Local Authority support team, or the **s2s** service desk on 01325-392626 or e-mail s2s.mailbox@dfes.gsi.gov.uk.

Click on Upload

Click on Upload Teacher Assessment files to NAA

Use Browse button to locate the drive and directory where your CTF is stored.

Once you have located the file (0001111_CTF_NAALLL_zzz.XML):

000 represents your LEA number

1111 represents your school DfES number

zzz is the system generated incremental number of the file

Proceed with the upload to **s2s** by selecting the upload button.

A message will appear on screen indicating if the upload has been successful.

On completion select the log off option shown on the menu to leave s2s.

If you have any queries about this guidance, other than using s2s, please contact your Local Authority's SIMS Support Team. For s2s queries please contact the s2s service desk on 01325-392626 or e-mail s2s.mailbox@dfes.gsi.gov.uk.