



Department
for Education

2016 Key Stage 2 Performance Tables

Procedures for Checking and Providing Information

2016 KEY STAGE 2 PERFORMANCE TABLES
PROCEDURES FOR CHECKING AND PROVIDING INFORMATION

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Key dates

Date	Activity
30 June 2016	Deadline for acceptance of teacher assessment data via NCA Tools TA submitted after this date will not be included in unvalidated RAISEonline.
25 August 2016	Schools sent details of how to log into the checking website.
26 August 2016	Separate letter with school's password sent.
01 September 2016	National level KS2 performance measures available at: www.gov.uk/government/collections/statistics-key-stage-2
01 September 2016	Checking website opens at http://tableschecking.education.gov.uk
16 September 2016	Checking website closes for submission of amendments. Information received after this date may not be included in validated RAISEonline or December's performance tables publication.
December 2016 (exact date to be confirmed)	'Early access' - schools can view their own Tables' entries 24 hours ahead of publication. We will contact you with details of how to access this information. From the following day, schools can also view the pupil level data underpinning calculation of performance measures.
Mid December 2016 (exact date to be confirmed)	Publication of the 2016 Performance Tables.
Mid December – late January 2017	Schools can notify the Schools Helpline of any errors in the published data because of previously unsubmitted amendments, late notified results etc. Individual Tables entries will then be recalculated and re-published during this time.

Schools Helpline: 08453 077867
examshelp@rm.com
<https://tableschecking.education.gov.uk>

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PLEASE NOTE: Ofsted use the same dataset for the first key stage 2 RAISEonline release at the end of October/start of November as we have used for this checking exercise. Any late results or review outcomes notified to us by Standards and Testing Agency, and all accepted amendments made during the checking exercise, will be taken into account in December's performance tables and in the subsequent [RAISEonline](#) release of amended data.

Section 1

Introduction

1. The checking exercise gives you an opportunity to check that we have attributed the right pupils to you when calculating performance measures. It allows you to submit amendment requests or confirm that your data is correct. You may add any missing pupils, request the removal of pupils who left your school before the tests and request the discounting from our calculations of pupils recently arrived from overseas.

Action for schools by 16 September 2016

2. Please check your pupil listing to ensure that we have attributed the correct children to your school. If you took part in our 2015 data checking exercise, you should use the unique username and password that you created for yourself last year. If you have not logged in for three months or more you will find your password has expired, and you will be prompted to create a new one.

3. If you have forgotten your username and/or password, please use the 'Forgotten Username' and / or the 'Forgotten Password' links on the log on screen.

4. You can download or print the following information from the website to help you in checking your school's data:

- a list of all pupils that we have included in our figures, their TA, test results and their characteristics
- guidance on how to check and submit amendments to your data
- frequently asked questions (FAQs).

5. Once you have checked your school's data, you should submit amendment requests via the website (following the instructions in the rest of this document) or confirm that your data is correct.

6. You should also check (and correct if necessary) the background information held on EduBase at www.education.gov.uk/edubase – in particular the school's name, address, phone number and the Headteacher's name. Any changes you make to EduBase will feed through to the published performance tables.

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7. If you have any problems logging into or updating Edubase, you can request help via the links to help pages on the Edubase website.

Section 2

Removing a pupil from performance data

8. Click on the 'Pupils' tab at the top of the web page to view your school's pupil listing.

9. To make a pupil adjustment for pupils shown on the listing, click on '▶' under the 'Amend Pupil' column for the appropriate pupil. This will take you to the 'Amend Pupil Details' page.

10. Select the 'Remove Pupil' tab and then select the appropriate reason from the options supplied and submit the form. You will then be asked to supply extra information. You must provide an explanation of why you want to remove the pupil otherwise your request will be rejected.

Removal – other reasons, including recent change of school

13. If none of the removal categories are appropriate then there is a general 'other' option at the bottom of the list where you can submit your particular reasons for applying for the pupil's removal. If a pupil joined the school on or since the first day of summer term (may vary for a small number of areas, but we take this as being 11 April 2016), then you may apply for them to be removed from our calculations – this may happen automatically if the school they have left has asked to include them in their own figures.

14. Requests for 'other' removals, such as terminal illness, should include evidence in the form of a supporting statement from an official body i.e. the local authority/medical professional.

Evidence should be sent by post to the address below or to examshelp@rm.com. Please be aware of your responsibilities under the Data Protection Act when forwarding evidence for pupil level data, passwording documents in which you name pupils and sending on the password separately.

KS2 Schools Performance Tables

RM Results

11th floor

The Blue Fin Building

110 Southwark Street

London SE1 0TA.

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Removal details:

Fields with a * should not be left blank.

Reason for removal *

Admitted from abroad with English not first language

Pupil not at end of key stage 2 in all subjects

Left school roll before or during the tests

Other

PLEASE NOTE: *Removal requests for pupils on roll at the time of the tests cannot be accepted if they were absent from the tests; unable to access them because of disability; or the request is made on the basis that the pupil has SEN or is working below the level of the tests. These pupils are all included in our calculation of performance measures.*

Pupils recently arrived from overseas

15. Pupils can be removed from our calculation of performance measures if:

- they were admitted to an English school for the first time on, or after, the start of the 2014/2015 school year; **and**
- they arrived from overseas prior to their admission; **and**
- English is not an official language of the country they came from; **and**
- English is not their first language

16. After submission, your removal request will show as 'Pending' on the checking website. You won't be able to see what the final decisions on your amendment requests are until we have published the performance tables.

17. You should be specific about the country of origin and language. We cannot accept 'Africa' or 'unknown' as a country of origin.

Please note:

We cannot accept requests to remove pupils from countries with an English language based education system (such as Jamaica, Gambia, Ghana, Malawi, Nigeria, Uganda, Zambia and Zimbabwe).

While we appreciate that some children may speak a tribal language, these countries have declared that their official language is English, so requests will be automatically

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rejected in these cases.

Adding a pupil

18. If you want to add a pupil not shown on the listing, click on the 'Add Pupil' tab on the 'Cohort Pupils' page. Enter the requested pupil details and the database will complete a pupil search to ensure they are not already listed. If the pupil cannot be found, supply all the extra requested details and click 'Next'. Select the appropriate reason for the pupil addition from the options listed. You must supply the extra information otherwise your request will be rejected.

Pupil amendments

19. You can supply or correct a pupil's date of entry to your school but cannot change any other pupil characteristics information. Characteristics are as recorded in the January census.

20. Click on the 'Pupils' tab at the top of the web page to view your school's pupil listing.

21. To make a pupil adjustment, for pupils shown on the listing, click on '►' under the 'Amend Pupil' column for the appropriate pupil. This will take you to the 'Amend Pupil Details' page where you can enter the pupil's correct admission date.

22. If your school has recently amalgamated with another, the pupil's date of entry shown will be the date that the school amalgamated. If the pupil attended one of the schools that amalgamated, you should change the date of entry to be the date they entered the predecessor school so that mobility is calculated correctly.

Amending key stage 1 results

23. We can only consider amending KS1 prior attainment data if there is either: (a) evidence that a school submitted the correct TA to its local authority, but an error was made later in the process; or (b) if TA conducted by a different school has since come to light and can be verified.

24. KS1 results cannot be added or amended via the checking website. If you have evidence that KS1 results shown for end of KS2 pupils are incomplete or incorrect for any of your pupils, you should let us know via www.education.gov.uk/contactus/dfc. Select the option for queries relating to 'exams and testing' and include the words 'Performance tables - KS1 prior attainment data' in the subject heading. Use the 'add an attachment' facility to provide individual pupils' details (your document must be password protected – **we will contact you for the password once the query is passed to our team**), and make sure to include evidence to support your request. You will get an acknowledgement of receipt of your request, and any requests we received during the period of the checking exercise will be processed in time for performance tables publication and validated RAISEonline.

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25. Evidence to support amendment to KS1 data - Printouts from management information systems are **not** appropriate evidence of a correct teacher assessment level. Examples of suitable evidence are: a letter or email from the child's previous school confirming their TA, or verification from a local authority that their original submission was incorrect and providing details of both the data submitted and the correct data.

Key stage 2 test results; late notified results, outcomes of reviews, incorrect results shown

26. The key stage 2 results data we use are supplied direct by the Standards and Testing Agency (STA) in early July. You can view any late results or outcomes of reviews for your pupils that were received after early July on the checking website's late results page. While these results will have arrived too late to be included in our calculation of figures presented on the school summary page and in unvalidated RAISEonline, they will be included when we publish the performance tables and in validated RAISEonline.

27. Any late results, outcomes of reviews or of maladministration investigations that are shown on NCA Tools but not yet shown on the late results page will be automatically sent to us by the STA. We will include these in the data in the performance tables and the validated RAISEonline release. If the 'wrong' test or TA result is shown on the checking website for one of your pupils, bear in mind that the website shows data as provided to us and schools by STA on 5 July and will be updated as described above.

Teacher assessments

28. If teacher assessment results submitted after 30 June 2016 are not on the checking website as 'late results', please check whether these are shown on NCA tools, at <https://ncatools.education.gov.uk>. If you have outstanding results still to be submitted or TA to be re-submitted, STA's moderation guidance states that '*a school must only re-submit data after 30 June 2016 when required to do so by STA or the LA*'. Therefore you should speak to your LA or to STA before making a data submission.

29. You can contact the Standards and Testing Agency by email at assessments@education.gov.uk or by telephone on 0300 303 3013. The RM schools helpline cannot help with results queries.

Navigating through the website

30. Home Page – if any late results have been received, details will be shown on this page as below.

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 [View late results and/or review changes](#)

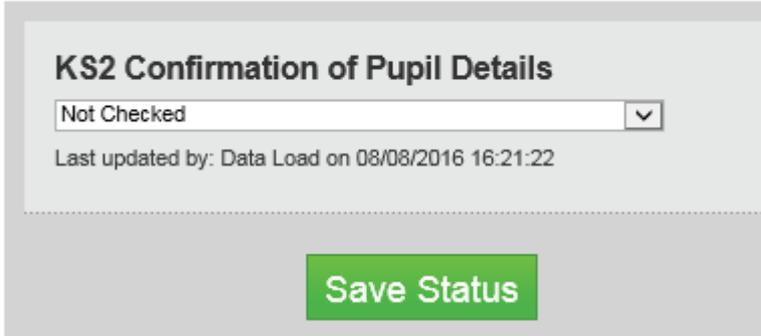
These updates to your KS2 results will be applied automatically before publication. Please note that they are not yet included in your school summary and pupil listings. The updates can also be viewed from the 'Pupils' tab under 'Pupil Results'. If you disagree with any of these updates, please contact the Standards Testing Agency by email at assessments@education.gov.uk, or by telephone on 0300 303 3013. **The RM Schools helpline cannot help with any results queries.**

31. Summary - Gives provisional headline performance measures for your school.

32. Pupils – You can view pupil and exam level data. Via the 'amend pupil' tab, you can submit changes to pupil's personal details and requests to remove or add pupils from the number on roll used for calculation of performance measures.

33. Documents Page- From here, you can view and download guidance, and a spreadsheet listing each pupil and all the information we hold on them etc. The pupil level performance data files are in CSV (comma-separated value) format and can be opened directly in Excel or a similar spreadsheet package. From the autumn term, you will be able to analyse your performance data using the web-based data analysis tool, RAISEonline - see www.raiseonline.org

34. Confirmation Page - Use this to confirm that the data on the Website is correct or to highlight that amendments are needed.



KS2 Confirmation of Pupil Details

Not Checked

Last updated by: Data Load on 08/08/2016 16:21:22

Save Status

2016 KEY STAGE 2 FREQUENTLY ASKED QUESTIONS

Frequently asked questions - General	
Q01	My school name is incorrect. How do I update it?
A01	School names are taken from Edubase. You can update this information via the Edubase website via Secure Access .
Q02	My school's Headteacher's name is incorrect. How do I update it?
A02	Headteachers' names are taken from Edubase. You can update this information by logging on to EduBase via Secure Access .
Q03	My school's age range is incorrect. How do I update it?
A03	The age range is taken from EduBase. For state-funded schools, the age range should be the same as the statutory age range shown in your Instrument of Governance or your funding agreement. You can update this information by logging on to Edubase via Secure Access .
Frequently asked questions – Pupil questions	
Q04	What is a 'non-mobile' pupil?
A04	A 'non-mobile' pupil is defined as one who has been in the school throughout both years 5 and 6.
Q05	What does the 'FSM6' field mean?
A05	Has the pupil been recorded as eligible for free school meals in any school census at any time in the last 6 years, up to and including the Spring census 2016? In the CSV file 1=Yes and 0=No.
Q06	How are low, middle and high attaining pupils defined?
A06	Prior attainment definitions are based on key stage1 (KS1) teacher assessment (using the KS1 average point score (APS)) as follows: <ul style="list-style-type: none"> • Low attaining = those below level 2 at KS1 (i.e. those with a KS1 APS < 12); • Middle attaining = those at level 2 at KS1 (i.e. those with a KS1 APS >= 12 but <18); • High attaining = those above level 2 at KS1 (i.e. those with a KS1 APS >= 18).
Q07	I don't know a pupil's date of arrival in England. Can he/she still be discounted from the published results?
A07	Yes, as long as the pupil meets all of the criteria, referred to in the guidance notes. Leave the date of arrival in England blank.

2016 KEY STAGE 2 FREQUENTLY ASKED QUESTIONS

Q08	What happens to pupils who are old enough to take the key stage 2 tests but are being held back to do all the tests next year?
A08	These pupils are not eligible as they have not reached the end of key stage 2 and should not be on the listings sent to schools. If they are on the Pupil Listing, use the 'Pupil not at the end of Key Stage 2 in all subjects' option via the 'Remove Pupil' link to remove.
Frequently asked questions – Questions on results and floor standards	
Q09	How is a pupil marked as absent reported in the performance tables?
A09	The calculations of attainment measures within the performance tables are based on the number of eligible pupils in the cohort, including pupils who were absent on the day of the test. They are not included in progress measures.
Q10	My pupils' key stage 1 results are missing or are incorrect on the checking website – How do I change them?
A10	You should contact us on the link given here www.education.gov.uk/contactus/dfc and provide evidence to support your request along with verification (for example, from your LA) to confirm the correct key stage 1 results. All pupil level data should be submitted securely in a password protected document. We will contact you for the password once the query is passed to our team.
Q11	My key stage 2 results are incorrect – How do I change them?
A11	If the key stage 2 results are incorrect on the checking website then you need to check the official results on the STA NCA Tools website . We will be using the results data from this website when we publish the performance tables.
Q12	My key stage 2 teacher assessments are incorrect – How do I change them?
A12	If you submitted teacher assessment results on or before 30 June 2016, those results should be accounted for in your summary figures. If you submitted teacher assessment results after 30 June, they should be visible as 'late results'. If they are not, please ensure these have been submitted to NCA tools (http://ncatools.education.gov.uk). Additions or changes to teacher assessment results can be made on NCA tools until 16 September 2016. If you have any queries about your test or teacher assessment results, please contact the Standards Testing Agency by email at assessments@education.gov.uk , or by telephone on 0300 303 3013. The RM schools helpline cannot help with any results queries.
Q13	How did you calculate the average scaled score per pupil?
A13	We looked at all pupils who had been awarded a scaled score, then divided the total of their scores by number of pupils.

2016 KEY STAGE 2 FREQUENTLY ASKED QUESTIONS

Q14	What is the floor standard for 2016?
A14	<p>The floor standard is the minimum standard for pupil attainment and / or progress that the Government expects schools to meet.</p> <p>In 2016, a school will be above the floor if:</p> <ul style="list-style-type: none">• at least 65% of pupils meet the expected standard in English reading, English writing and mathematics or• the school achieves sufficient progress scores in all of English reading and English writing and mathematics <p>To be above the floor, the school needs to meet either the attainment or all of the progress element.</p> <p>The attainment element is a combined measure. This means an individual pupil needs to meet the 'expected standard' in English reading, English writing and mathematics, in order to be counted towards the attainment element.</p> <p>To meet the progress element a school needs to have sufficient progress scores in English reading, and English writing, and mathematics. There is no measure of 'sufficient progress' for individual pupils.</p>
Q15	Are results from the grammar, punctuation and spelling test included in the floor standard?
A15	No.
Q16	What is the high score threshold?
A16	<p>The scaled score that pupils need to achieve in the test subjects (reading, mathematics or grammar, punctuation and spelling) to attain the higher standard is 110.</p> <p>In Writing, the equivalent is a teacher assessment of 'working at a greater depth' within the expected standard.</p>