



2022 Key Stage 1 Results upload guidance



V3.0

May 2022

Important - before you begin

To take part in the 2022 Primary Results Services you **must** have an active connection to Aspire Data Exchange.

Please note that the following steps to import 2022 KS1 Results data in FFT Aspire can only be performed by Aspire users with 'Manage Data' administration privileges. They must also have full access to pupil data within their Aspire account role.

If you are not sure about your school role type, level of access or do not have either of these account types, please speak to your school's FFT Aspire administrator.

The file upload function within the 2022 KS1 early results service page will be available and enabled up until **midnight on Friday 29th July 2022**. The service will work in the following windows:

Submission windows	Reports available by
1. Submission by Friday 1st July	Friday 8th July
2. Submission by Friday 15th July	Friday 22nd July
3. Submission by Friday 29th July (service closes)	Mid-August

NOTE: The last file submitted within a window will be used to produce the school reports. Changes to the submission can be made up until the deadline dates above but these changes need to be made in the form of an updated file which include any pupils who have previously been included – for example, if you added data for 20 pupils in the first submission and a further 2 within the template need data adding, a file including data for the 22 students should be uploaded to replace the existing one.

FFT will only use the most recently submitted file as of each deadline so the importance of uploading the full 2022 KS1 cohort by the deadline must be stressed.

Please be aware that this submission to FFT DOES NOT replace the statutory requirement to make a formal submission of KS1 results to the DfE via your LA.

Further help and support

If you need any further help, support or advice then please contact our support team. We can take you through the process step-by-step or help with any individual issues.



FFT Support

Our support team are available:

Mon - Thur 8.30am - 5.30pm | Fri 8.30am - 5.00pm

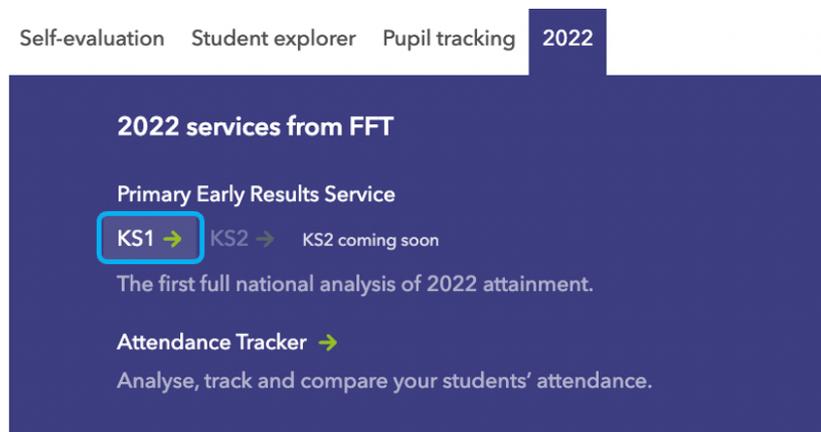
Email: support@fft.org.uk

Tel: 01446 776 262 (option 2)

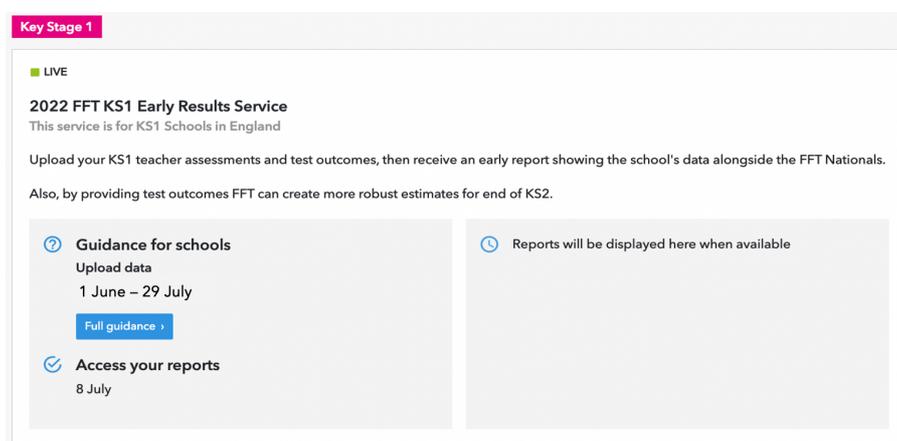
Twitter: @FFTSupport

Upload your 2022 KS1 results

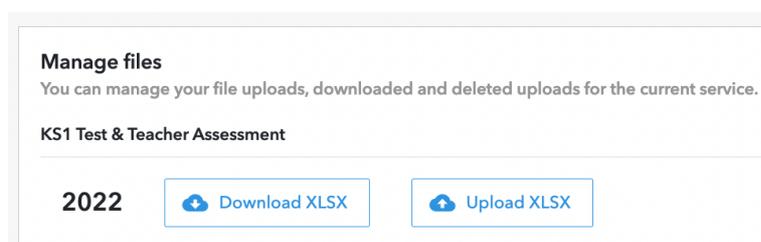
1. Log into FFT Aspire <https://fftaspire.org>
2. Within the 2022 menu under 'Primary Early Results Service' please select 'KS1'



3. This will take you through to the new File Exchange area within Aspire which features an introduction to the service



4. On the right of the screen you will see an area where you can download an excel file, add your pupil test and teacher assessment outcomes and import the completed file



5. Complete the Excel spreadsheet by entering your teacher assessment and KS1 scaled score test data. Please note the following:

- The pupils shown in the file are all Year 2 pupils that were within the schools Management Information System on the 31st May
- Accepted teacher assessments are:

Key Stage 1	Available Codes
English reading	GDS, EXS, WTS, PK4, PK3, PK2, PK1, EM, A
Mathematics	GDS, EXS, WTS, PK4, PK3, PK2, PK1, EM, A
English writing	GDS, EXS, WTS, PK4, PK3, PK2, PK1, EM, A
Science	EXS, HNM, A

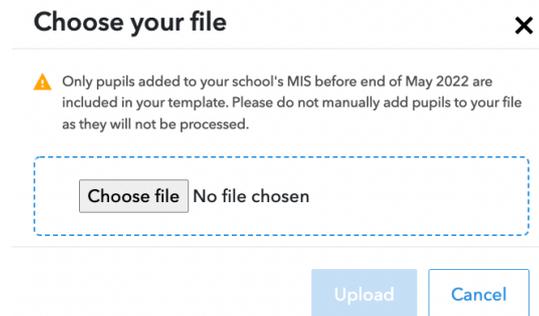
Code	Description
GDS	Working at greater depth
EXS	Working at the expected standard
WTS	Working towards the expected standard
HNM	Has not met the expected standard
PK4	Pre-key stage standard 4
PK3	Pre-key stage standard 3
PK2	Pre-key stage standard 2
PK1	Pre-key stage standard 1
EM	Working below the level of the national curriculum and not yet engaged in subject-specific study
A	Absent for long periods, recently arrived, or not enough information to provide a TA judgement

- Accepted scaled scores are between 85 and 115 (if a pupil does not have a scaled score then leave the cell blank).

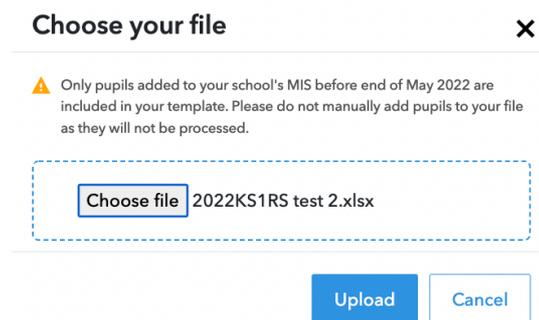
A	B	C	D	E	F	G	H	I	J	K
School DFE	UPN	Forename	Surname	Gender	Date of birth	NC Year	Teacher Assessment: KS1 Reading	Teacher Assessment: KS1 Writing	Teacher Assessment: KS1 Maths	Teacher Assessment: KS1 Science
1231234	P1234567891234	John	Smith	Male	14/04/2015	2	EXS	EXS	EXS	EXS
1231234	P1234567891235	Ann	Brown	Female	08/10/2014	2	WTS	WTS	WTS	EXS
1231234	P1234567891236	James	Page	Male	12/06/2015	2	GDS	GDS	GDS	HNM
1231234	P1234567891237	Anna	Lolly	Female	25/02/2015	2	WTS	EXS	EXS	EXS

- Pupils within the template have been synched with the school's Management Information System at the end of May. Please only add data for pupils within the template.

- Please delete all the whole row including details for any off-roll pupils from the spreadsheet
6. Once you have entered all available data, save the file to a secure location on your computer and return to the Aspire 2022 KS1 results upload screen.
 7. Select the **'Choose file'** option.



8. Navigate to the location of the completed, saved Excel file and select **'open'** then click **'Upload'**.



9. If there are any errors with the upload file, you will be alerted and provided with information on the errors within the template. If there are several errors in the template then you are able to download an error file which will list all errors. Please address the errors and upload the template again.

File upload status

Please check and correct any validation errors identified below.

File upload error

Important: empty rows in the template may affect the reported row numbers below. If you need assistance, please contact FFT Support.

Range must be between 85 to 115 and be whole numbers. Allows empty field

Column: Scaled Score: KS1 GPS

Row: 4

If the upload was successful, the below message will display:

✔ **File uploaded successfully**

If you need to make any changes to the template you can repeat the upload process and it will overwrite the file.

- ⓘ Only pupils added to your school's MIS before end of May 2022 are included in your template. Please do not manually add pupils to your file as they will not be processed.

NOTE: You will be able to upload this file until midnight on the final day of each of the service window and FFT will use the latest successfully uploaded file to generate your KS1 report from the data provided. The first reports will be available by the 8th July.

Upload history

The Upload history section is a chronological list of each attempted upload to the KS1 Early Results service by the school.

File upload history

These are all the files uploaded by your organisation.

Show deleted and other uploads

	Name	Manage	Uploaded by	Upload date	
⌚	Results Service Template	 	example.user@fft.org.uk	17/05/2022 17:17	✔
–	Results Service Template	 	example.user@fft.org.uk	17/05/2022 17:15	

Filename – Name reference for the uploaded file.

Manage – uploaded files can be deleted only by the user who uploaded to the service. All users can download a copy of the template that has been uploaded. Users may want to check a file they previously uploaded or download a file, make amendments and reupload to the service

User – Identifies the Aspire user who uploaded the Excel file.

Date/time – The date and time which the file upload attempt was made. This is shown in chronological order with most recent file at the top of the list. A tick is shown to identify which file is being processed and used for the schools report.