2023 Key Stage 1 Early Results upload guidance

2023 KS1 Results upload

V1.0

May 2023

Important - before you begin

> You will need to have Administration permissions to access this service

> MAT Administrators uploading on behalf of their schools can now do this in bulk – please refer to Appendix A in this guide.

Service opens on Monday 5th June

The file upload function will be available and enabled up until 12noon on Friday 21st July 2023. The service will work in the following windows:

The first submission window closes on **Friday 30th June at 12noon** with reports available on the 7th July. This data and data submitted past this deadline will be used to generate new Y3 estimates in the autumn term.

KS1 Aspire Self Evaluation reports, based on DfE provided data, will be available during 2023/24

NOTE: The last file successfully submitted within the window will be used by FFT to produce estimates and any reports. The importance of uploading your full Y2 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. FFT does NOT pass on your file to 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.

Email: support@fft.org.uk

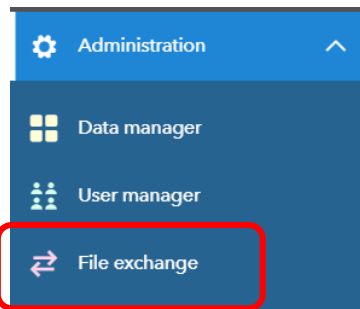Telephone: 01446 776 262 (option 2)

Monday – Thursday: 9am – 4.30pm

Friday: 9am to 4pm

Or use the 'Chat with an Expert' facility on the Aspire log-in page

Taking part in the 2023 KS1 Early Results Service

1. Log into FFT Aspire https://fftaspire.org

2. From the side navigation menu; go to '**Administration**' then '**File exchange**'

3. This will take you through to the File Exchange area within Aspire

4. Choose the '**Key Stage 1**' tab
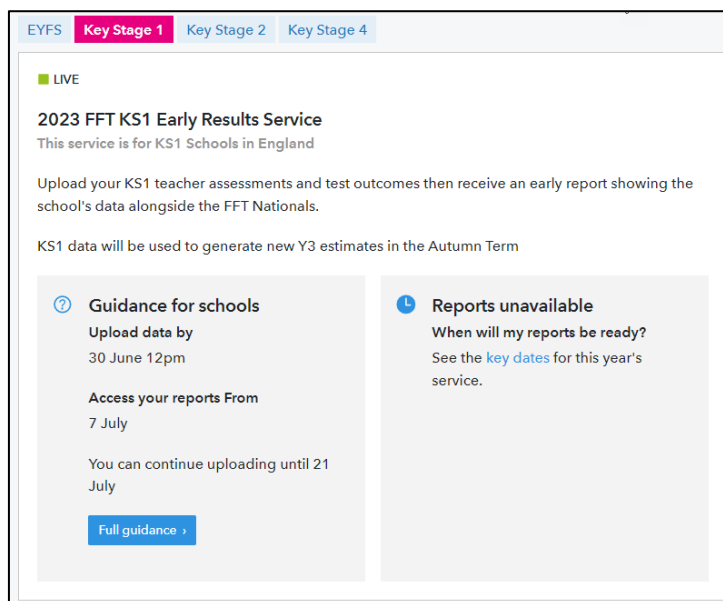
5. On the right of the screen, you will see an area where you can download an Excel file, add your pupil test and teacher assessment outcomes and import the completed file
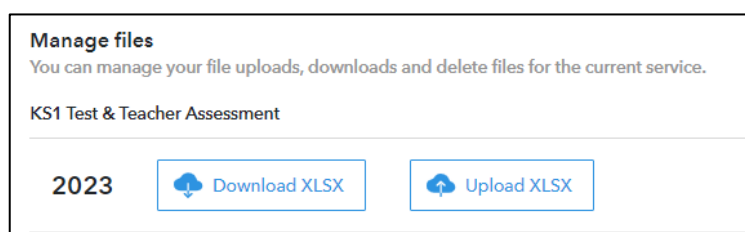
6. This file will automatically contain your current Y2 pupils.

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

- Accepted teacher assessments codes 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

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1109956/Key_stage_1_teacher_assessment_guidance_2022-23.pdf

8. Once you have entered all available data, save the file to a secure location on your computer and return to the Aspire 2023 KS1 results upload screen.

9. Select 'UPLOAD XLSX', then 'Choose file' option.
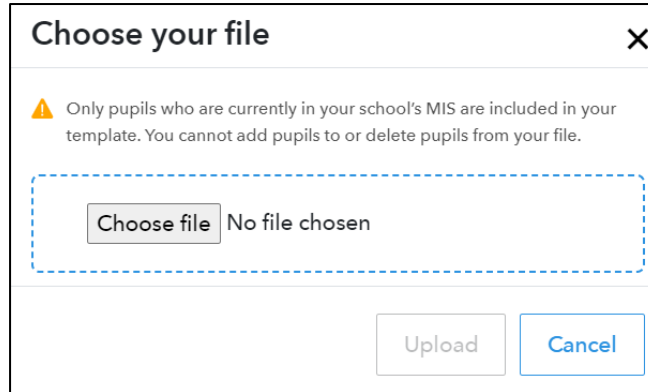
10. Navigate to the location of the completed, saved Excel file and select 'open' then click 'Upload'.
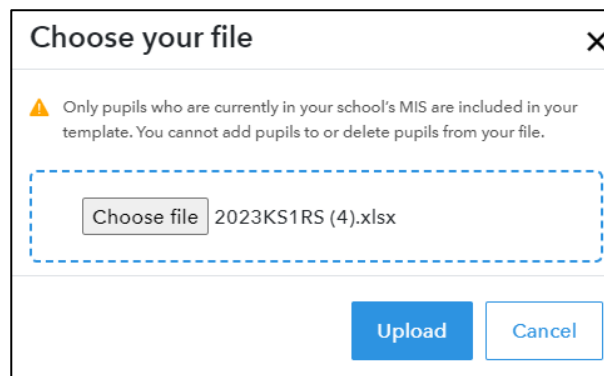
11. If there are any errors with the upload file, you will be alerted and provided with information on the errors within the template. If there are more than 10 errors in the template then you are able to download an error file which will list all errors. Please address the errors and upload the template again.

E.G.

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

File upload status
Please check and correct any validation errors identified below.

✅ **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 who are currently in your school's MIS are included in your template. You cannot add pupils to or delete pupils from your file.

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 all the 22 students should be uploaded to replace the existing one.

NOTE: You will be able to upload this file until 12noon 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. New Y3 estimates will be generated from this data in the autumn term

The first reports will be available by the 7th 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.

Status: All ▾ Year: All ▾ Service: All ▾

Name	Manage	User	Date ⓘ	Status	
📄 2023KS1RS (1).xlsx	📥 🗑	School@ABCTrust.co.uk	01/06/2023 09:11	✅	ⓘ
📄 2023KS1RS (3).xlsx	📥 🗑	School@ABCTrust.co.uk	01/06/2023 09:11	⛔	ⓘ
📄 2023KS1RS (4).xlsx	📥 🗑	School@ABCTrust.co.uk	01/06/2023 09:11	⛔	ⓘ
📄 2023KS1RS (2).xlsx	📥 🗑	MATAdmin@ABCTrust.co.uk	01/06/2023 09:11	✅	ⓘ

Name – Filename 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 – 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 school's report.

Status -

Upload status		Next steps
	Download	Download your submitted template – useful if corrections to results are required
	Successful	This data will be used to generate reports on the published date and new Y3 estimates generated in the autumn term
	Overwritten	This file has been overwritten so reports will no longer be generated from its data
	Processing	Report generation is in progress for this file
	Upload error	This file contains errors and will not be used to generate a report/ there is an error in the report creation process. View the error(s) in the file upload details
	Delete upload	This will delete the uploaded file from the file history; any reports and new Y3 estimates will be removed / not generated

Schools who are part of a Trust will be able to see if their MAT Administrator colleague has uploaded a file on their behalf. See Appendix A

It is the latest successful file FFT receives by the close of the upload window that is used to generate reports and produce new Y3 estimates in the autumn term. Please ensure you meet the published deadlines.

Appendix A – MAT Administrators

This section is for MAT Administrators uploading on behalf of their schools.

1. You will need to have a copy of all of the completed KS1 files for your schools

   Select the **'Bulk upload'** option.
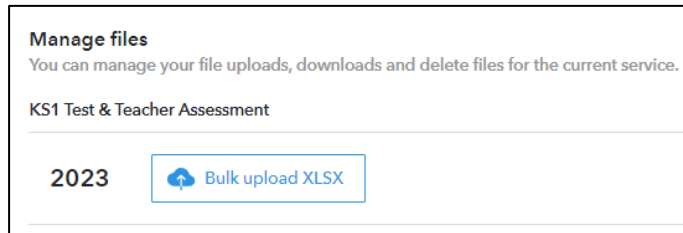
2. Navigate to the location of the saved completed KS1 Excel files.
   Here you will be able to select multiple files to upload; (hold down the shift key) select **'Choose files'** then click 'Upload'.
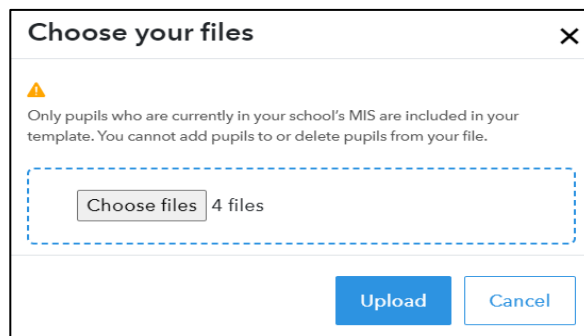
NOTE: MATs have found it useful to have the DfE number for each school in the file name for ease of identification.

3. If there are any errors with the upload files, you will be alerted and provided with information on the errors within the appropriate template.
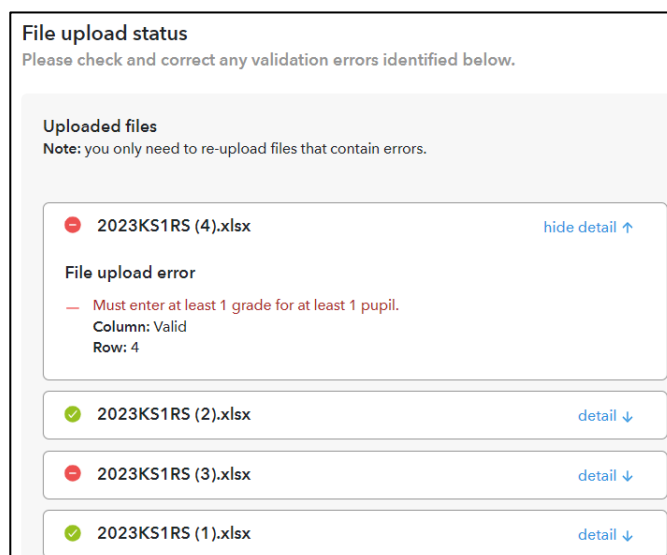
NOTE: **You will be able to upload these files until 12noon on the final day of each of the service window and FFT will use the latest successfully uploaded file to generate your KS1 report from the data provided. New Y3 estimates will be generated from this data in the autumn term.**

The first reports will be available by the 7th July.

Upload history

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

A school Administrator will be able to see when their MAT has uploaded their data file on their behalf.

Likewise, should a school user upload a later file, this will be visible by the MAT Administrator and will overwrite any previous versions.

Name – Filename 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 – 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 school's report.

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	Upload error	This file contains errors and will not be used to generate a report/ there is an error in the report creation process View the error(s) in the file upload details
	Delete upload	This will delete the uploaded file from the file history; any reports and new Y3 estimates will be removed / not generated

File Upload history details can be filtered by **Organisation**; **File Status**; **Year** (of the service) and **Service** (type)

Appendix B – FAQ

1. What should I do if I have no data for a pupil?

   Leave the all the cells blank for that pupil.

2. What data do I need to submit?

   We require statutory end of KS1 data. This service does not replace your statutory return to the LA nor are we able to process the file you submitted to your LA. FFT does not pass this data onto your LA.

3. Do I have to submit both Teacher Assessments and test scales scores?

   Submitting test data will provide you with a report containing a more comprehensive analysis of KS1 outcomes.

4. Can I add additional pupils to the template?

   You cannot manually add pupils to the template. Ensure that your MIS is up to date with the new pupils and download the template again. It can take up to 24hrs for MIS changes to be reflected in the template.

5. Can I resubmit my data during the upload window?

   Changes to the submission can be made up until the deadline date but these changes need to be made in the form of an updated file which includes 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 **all** the 22 students should be uploaded to replace the existing one.

6. Can my MAT load my files on my behalf?

   Yes, your MAT Administrator can load school files on your behalf. Your 'File Upload history' pane will show the details of who uploaded files and when this was. - see Appendix A

7. As a MAT Administrator can I upload a mixture of files from each service together?

   Each Early Results Service uses a different file type; it is therefore only possible to upload to each service separately.