



2023 KS2 Early Results Service upload guidance



V1.0

July 2023

Important - before you begin

You will need to have Administration permissions to access this service

Service opens on Tuesday 11th July (pm)

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

Submission windows	Reports available by
Window 1: Tuesday 11 th July to Friday 14 th July, 12pm	Friday 21 th July
Window 2: Monday 17 th July to Friday 21 st July, 12pm	Friday 28 th July
Interim Aspire Self-evaluation reports in September	

NOTE: Please ensure you upload the .CSV file available via the DfE Primary Assessment Gateway. The last file submitted within a window will be used to produce the school reports.

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 KS2 Service

1. Download your full results .CSV file (**All subjects and teacher assessment data**) from the DfE Primary Assessment Gateway

Download School Results form

Use the links below to navigate between results pages.

[Summary](#) | [English grammar, punctuation and spelling](#) | [English reading](#) | [Mathematics](#) | [Raw score to Scaled score](#)

On this page you can download school results in several different formats:

- Common transfer file (CTF) – you can download all test results or all test results with teacher assessment outcomes'. You can import this file into your school's management information system (MIS) or save to Excel.
- Comma-separated values (CSV) - you can download all test results, all test results with teacher assessment data or test results for specific subjects.
- Results letter – you can download all test results or test results for specific subjects.

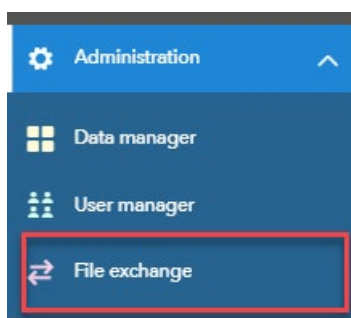
To download your results, please first select what format you would like. Then state what level of information you need. Finally, please select 'Get document' to download your results file.

Download format
CSV

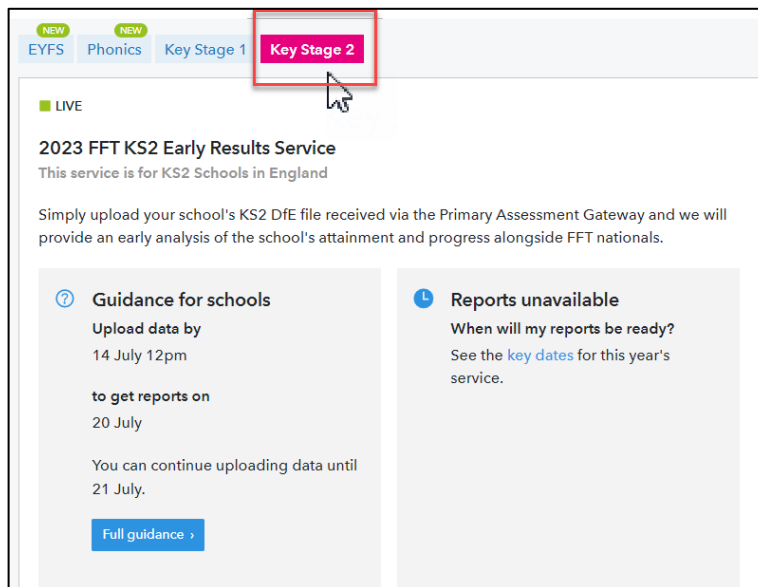
Select Subjects For CSV
All subjects and teacher assessment data - c

Download All Result With TA
AllSubjectwithTA_Result
56.37kb
Download

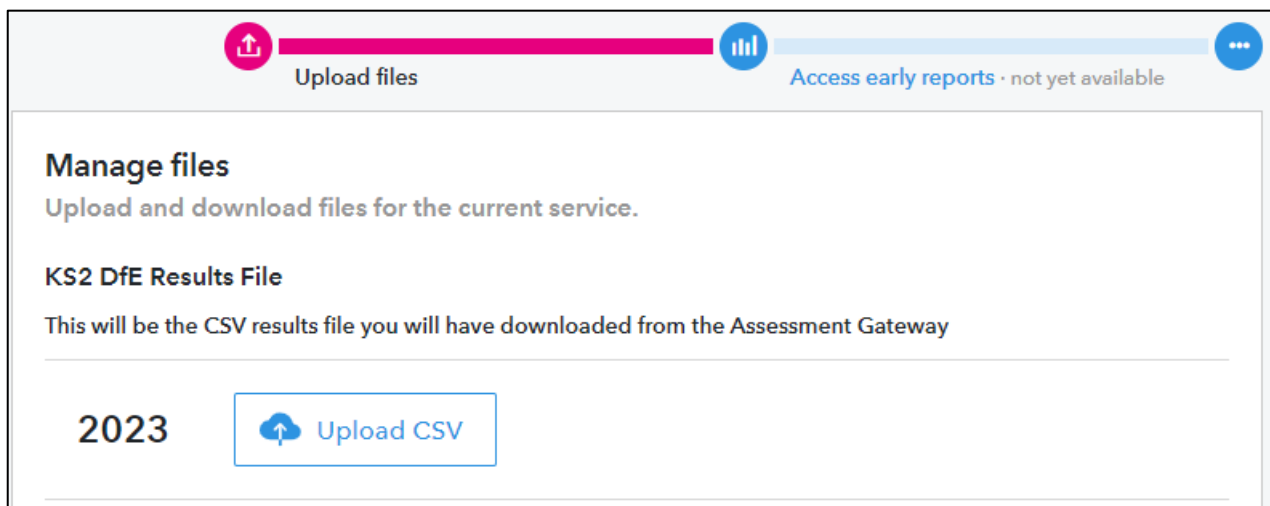
2. Log into FFT Aspire <https://fftaspire.org>
3. From the side navigation menu; go to 'Administration' then 'File exchange'



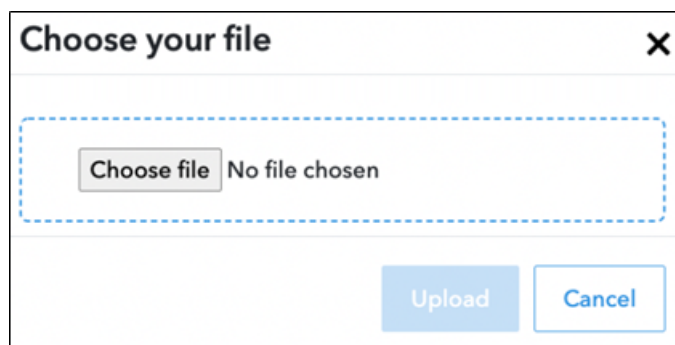
- This will take you through to the File Exchange area within Aspire
- Choose the 'Key Stage 2' tab



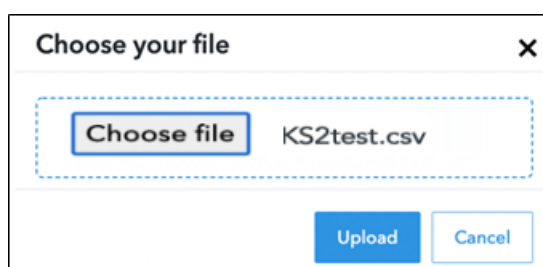
- On the right of the screen, you will see an area where you can upload the .CSV results file from the DfE Primary Assessment Gateway. Select the 'Upload CSV' option.



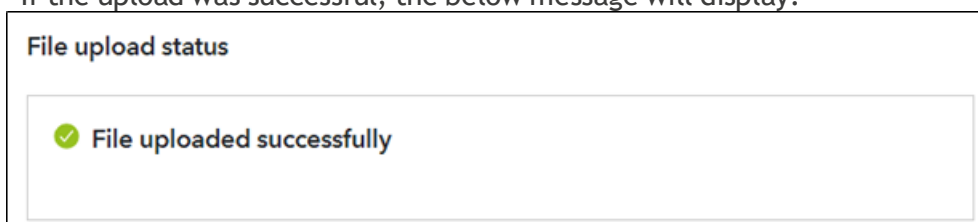
- Click on 'Choose file'



8. Navigate to the location of your .CSV results file you downloaded from the Primary Assessment Gateway and select 'open' then click 'Upload'.



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



Upload history

The Upload history section is a chronological list of each attempted upload to the KS2 Early Results service by the school.

File upload history					
These are all the files uploaded by your organisation.					
<input type="checkbox"/> 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	

Name - Filename reference for the uploaded file.







Manage - Download previously uploaded files or Delete an uploaded file. Uploaded files can only be deleted only by the user who uploaded to the service.

User - Identifies the Aspire user who uploaded the CSV 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 - This shows the status of the uploaded files. See below.

File upload history icons:

Icon	Description	Action
	Download	Download your submitted file
	Successful	A report will be generated from this data on the published date
	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 upload file from the file history; any reports generated from this data will be removed

NOTE: You will be able to upload files until 12noon on the final day of the service window and FFT will use the latest successfully uploaded file to generate KS2 reports and new pupil estimates from the data provided.

Reports will be available by the 21st July.

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

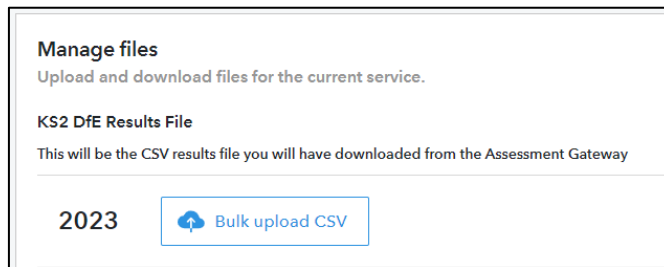
It is the latest successful file FFT receives by the close of the upload window that is used to generate reports. Please ensure you meet the published deadlines.

Appendix A - MAT Administrators

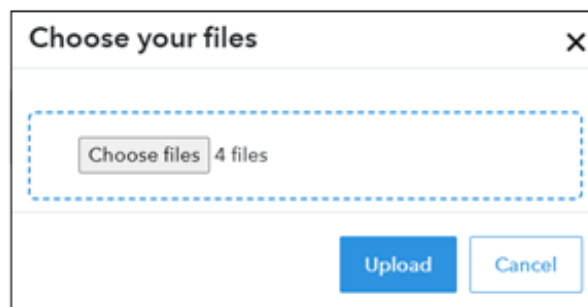
This section is for MAT Administrators uploading on behalf of their schools.

1. You will need to have a copy of all of the KS2 (.CSV) files for each of your schools which have been downloaded from the Primary Assessment Gateway

Select the 'Bulk upload' option.



2. Navigate to the location of the schools' KS2 CSV files. Here you will be able to select multiple files to upload; (hold down the shift key) select 'open' then click 'Upload'.



3. If there are any errors with the upload files, you will be alerted and provided with information on the errors

NOTE: You will be able to upload these files until 12noon on the final day of the service window and FFT will use the latest successfully uploaded file to generate KS2 reports from the data provided.

Reports will be available by the 21st July.





File upload history

The upload history section is a chronological list of each attempted upload to the KS2 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 version.

File upload history					Organisation	Status	Year	Service
These are all the files uploaded by your organisation.					All ▾	All ▾	All ▾	All ▾
Name	Manage	User	Date [ⓘ]	Status				
1234567_PHO_123		SchoolAdmin@SchoolA.com	01/07/2023					
1234567_PHO_123A		MATAdmin@ABCTrust	28/06/2023					

Name - Filename reference for the uploaded file.






Manage - Download previously uploaded files or Delete an uploaded file. Uploaded files can only be deleted only by the user who uploaded to the service.

User - Identifies the Aspire user who uploaded the .CSV 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 - This shows the status of the uploaded files. See below.

File upload history icon:

Icon	Description	Action
	Download	Download your submitted file
	Successful	A report will be generated from this data on the published date
	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 upload file from the file history; any reports generated from this data will be removed
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File Upload history details can be filtered by **Organisation**; **File Status**; **Year (of the service)** and **Service (type)**.



Appendix B - FAQ

1. What data do I need to submit?

We require your statutory 2023 **KS2 CSV** file that you will have download from the Primary Assessment Gateway.

This file should be the '**All results with TA**' version

2. Can I edit the file before submitting?

There is no need to edit the file before submitting

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

Yes. Note that it is the final successful file we have received by the deadline that we will processed.

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

Yes, your MAT Administrator can upload 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

5. 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.