

Copying Teacher Assessments from Aspire Pupil Tracking to the End of Key Stage Assessment Service

Overview

The End of Key Stage Assessment Service provides schools with a comparison of their 2021 End of Key Stage Teacher Assessments with other schools using the service. Current Aspire Pupil Tracking users may have entered their assessments into Aspire Pupil Tracking and wish to also submit them to the End of Key Stage Assessment Service.

In order to do this, schools may choose to either:

1. Manually enter their Y2 and Y6 Teacher Assessments into both the End of Key Stage Assessment Service and Aspire Pupil Tracking

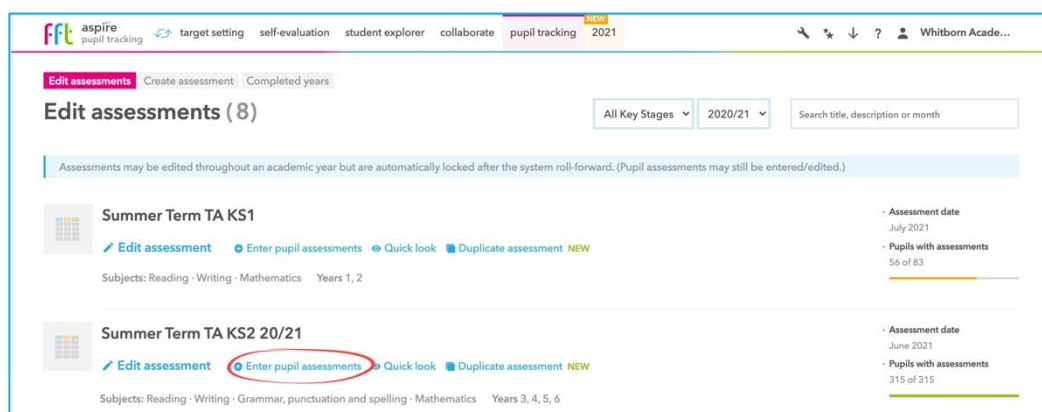
or

2. Use the 'Generate template' facility to copy and paste Y2 and Y6 assessments from one template to another.

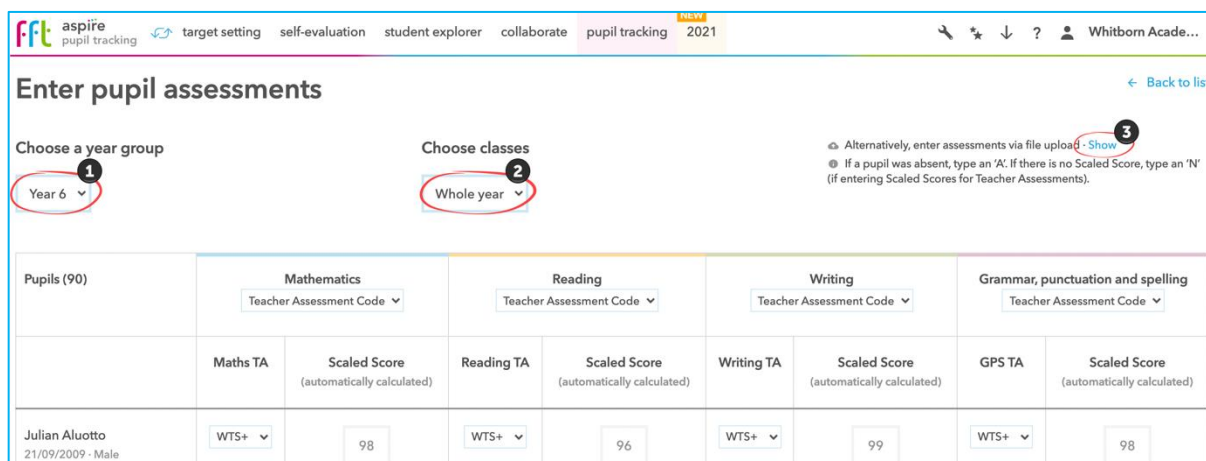
The purpose of this guidance is to provide step by step help to schools wishing to use process 2.

Step 1 Copying Assessments from Aspire Pupil Tracking

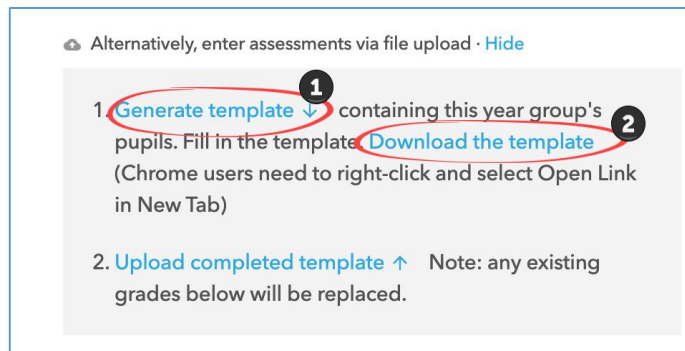
1. Log into Aspire Pupil Tracking, navigate to the assessment that contains your 2021 Summer Key Stage 2 Teacher Assessments and select 'Enter pupil assessments.'



2. From the data entry screen,
 - i. Make sure that you have selected 'Year 6' from the 'Choose a year group' menu
 - ii. Select 'Whole year' from the 'Choose classes' menu
 - iii. Click 'Show' next to the file upload option



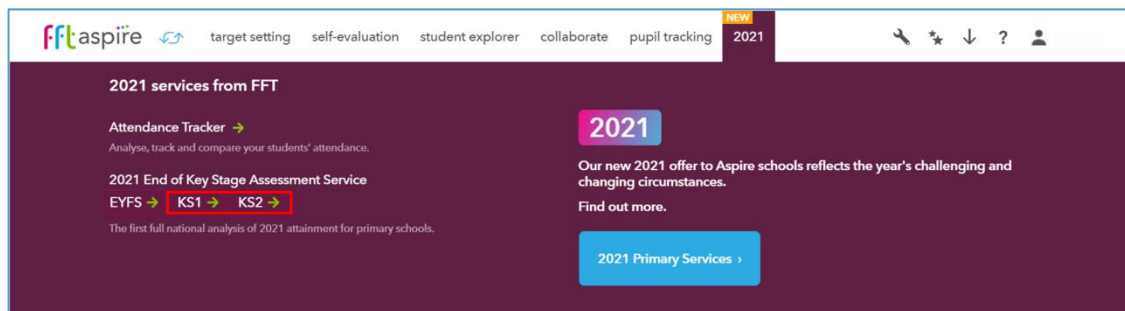
3. From the expanded menu,
 - i. Select 'Generate template'
 - ii. Select 'Download template'



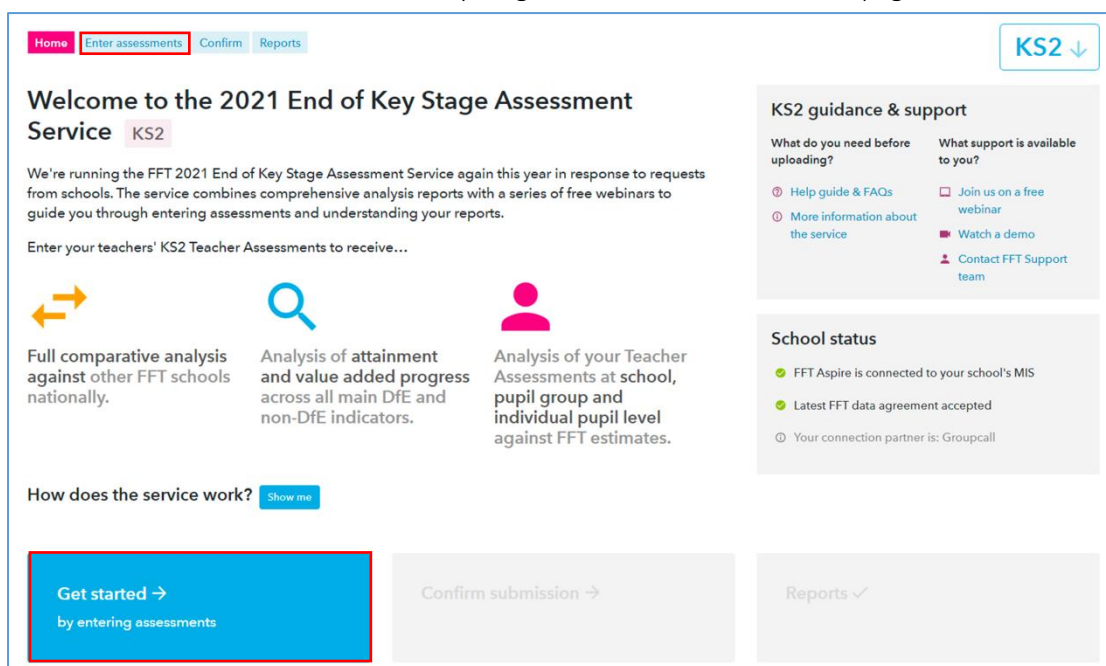
4. Download and open the template that has been generated.

Step 2 Entering the copied assessments into the End of Key Stage Assessment Service

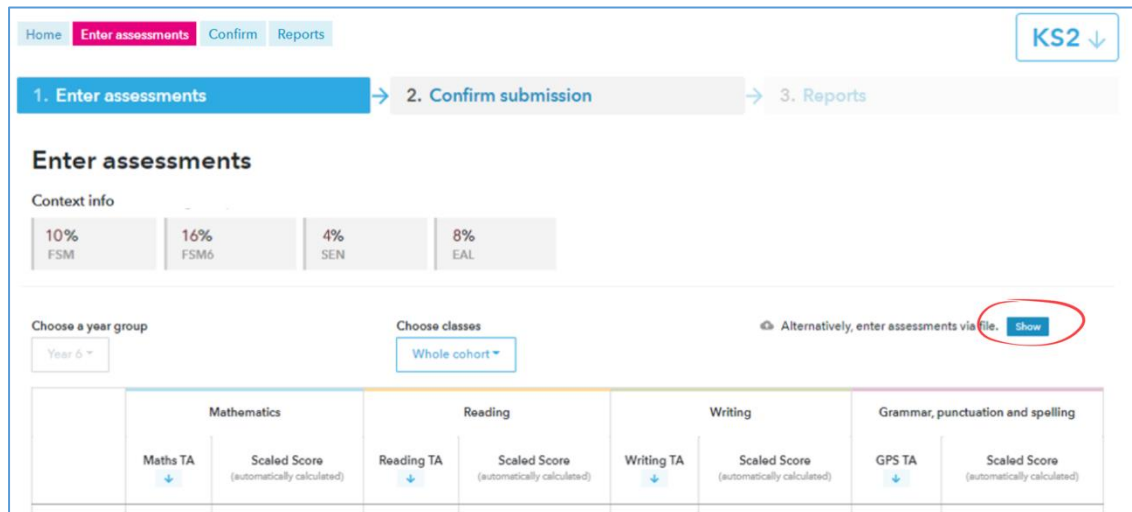
1. Log into FFT Aspire and select the End of Key Stage Assessment Service from the 2021 tab on the top menu bar.




2. Select the Key Stage that you are entering data for.
3. Select 'Enter assessments' from the End of Key Stage Assessment Service home page.



4. From the End of Key Stage Assessment Service data entry screen click on 'Show'



5. From the expanded menu,
- i. Select 'Generate template'
 - ii. Select 'Download template'

 Alternatively, enter assessments via file. [Hide](#)

1. [Generate template](#) ↓ using this year group's pupils. Fill in the template.

2. [Select template](#) ↑ Note: any existing grades below will be replaced.

- Open the downloaded blank template from the **End of Key Stage Assessment Service** and the completed template from **Aspire Pupil Tracking**.

Pupil Info					Mathematics	Reading	Writing	Grammar, punctuation				
UPN	Forename	Surname	DOB	Gender	Maths TA	Scaled Score	Reading TA	Scaled Score	Writing TA	Scaled Score	GPS TA	Scaled Score
S13011031	Julian	Aluotto	21/09/2000	Male	WTS+	98	WTS+	96	WTS+	99	WTS+	98
S13011031	Royetta	Aper	08/01/201	Female	EXS	106	WTS	94	EXS	107	WTS	95
S13011031	Styles	Baltich	27/12/2000	Male	GDS-	111	EXS-	101	EXS-	103	EXS-	102
S13011031	Sandy	Bangasser	31/10/2000	Male	GDS	113	EXS-	101	EXS-	103	EXS-	102
S13011031	Shamel	Bigony	03/05/201	Male	WTS	96	WTS	94	EXS-	103	EXS	107
S13011031	Jaxon	Boglin	17/01/201	Male	GDS	113	EXS-	101	EXS-	103	EXS-	102
S13011031	Anihya	Botnick	13/12/2000	Female	GDS	113	EXS-	101	EXS-	103	GDS-	114
S13011031	Isak	Bradigan	14/09/2000	Male	WTS	96	WTS	94	EXS-	103	EXS	107
S13011031	Chibuikem	Braski	11/02/201	Male	WTS	96	WTS	94	EXS-	103	GDS	116
S13011031	Temur	Bredenstei	18/10/2000	Male	WTS+	98	WTS+	96	EXS-	103	WTS+	98
S13011031	Ashur	Byrket	15/08/201	Male	EXS-	103	EXS	105	WTS+	99	WTS+	98
S13011031	Ciarrah	Cloniger	30/11/2000	Female	EXS-	103	WTS+	96	WTS+	99	WTS+	98
S13011031	Adalah	Cocio	29/07/201	Female	WTS+	98	WTS+	96	WTS+	99	WTS+	98
S13011031	Jenisa	Cocolan	12/04/201	Female	GDS-	111	GDS	114	GDS	115	GDS-	114
S13011031	Laderius	Coira	15/03/201	Male	GDS-	111	WTS+	96	EXS+	109	EXS+	109

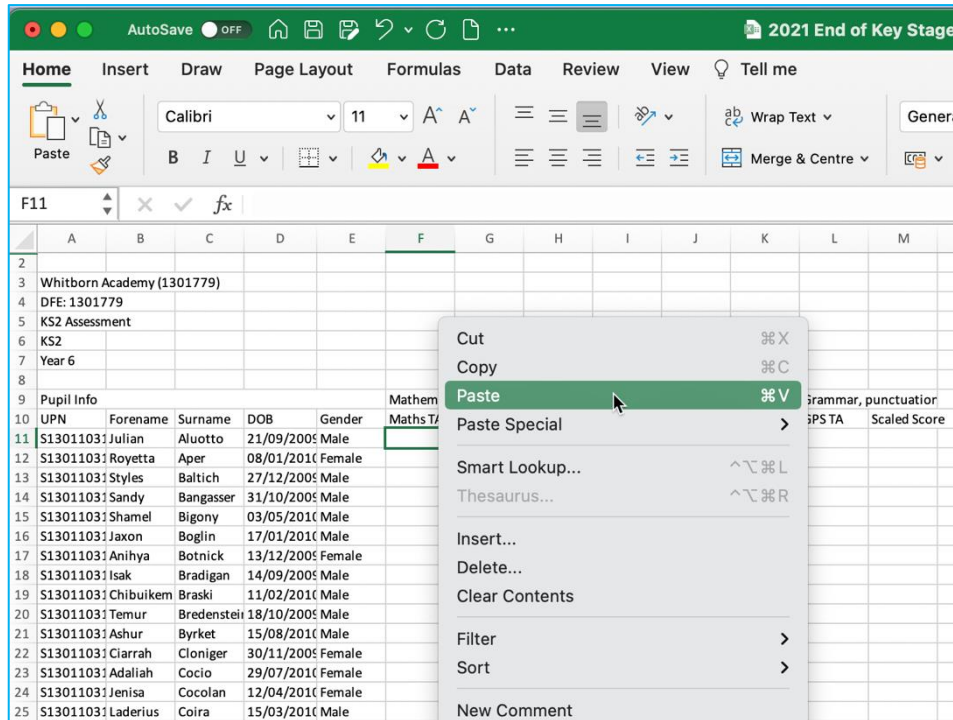
Pupil Info					Mathematics	Reading	Writing	Grammar, punctuation				
UPN	Forename	Surname	DOB	Gender	Maths TA	Scaled Score	Reading TA	Scaled Score	Writing TA	Scaled Score	GPS TA	Scaled Score
S13011031	Julian	Aluotto	21/09/2000	Male								
S13011031	Royetta	Aper	08/01/2011	Female								
S13011031	Styles	Baltich	27/12/2000	Male								
S13011031	Sandy	Bangasser	31/10/2000	Male								
S13011031	Shamel	Bigony	03/05/2011	Male								
S13011031	Jaxon	Boglin	17/01/2011	Male								
S13011031	Anihya	Botnick	13/12/2000	Female								
S13011031	Isak	Bradigan	14/09/2000	Male								
S13011031	Chibuikem	Braski	11/02/2011	Male								
S13011031	Temur	Bredenstei	18/10/2000	Male								
S13011031	Ashur	Byrket	15/08/2011	Male								
S13011031	Ciarrah	Cloniger	30/11/2000	Female								
S13011031	Adalah	Cocio	29/07/2011	Female								
S13011031	Jenisa	Cocolan	12/04/2011	Female								
S13011031	Laderius	Coira	15/03/2011	Male								

- Before using cut and paste, check to ensure that pupil lists in both spreadsheets are identical and are in the same order.
- If your lists are identical, highlight all of the Teacher Assessments that are in your **completed Aspire Pupil Tracking** template.

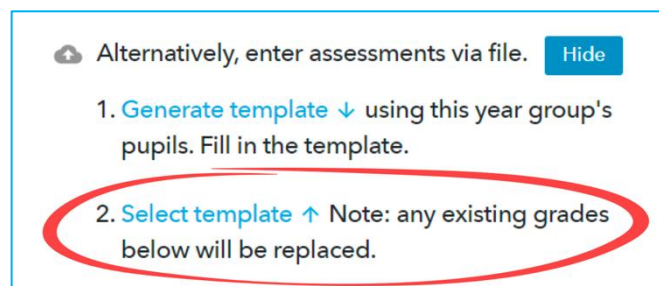
Pupil Info					Mathematics	Reading	Writing	Grammar, punctuation				
UPN	Forename	Surname	DOB	Gender	Maths TA	Scaled Score	Reading TA	Scaled Score	Writing TA	Scaled Score	GPS TA	Scaled Score
S13011031	Julian	Aluotto	21/09/2000	Male	WTS+	98	WTS+	96	WTS+	99	WTS+	98
S13011031	Royetta	Aper	08/01/201	Female	EXS	106	WTS	94	EXS	107	WTS	95
S13011031	Styles	Baltich	27/12/2000	Male	GDS-	111	EXS-	101	EXS-	103	EXS-	102
S13011031	Sandy	Bangasser	31/10/2000	Male	GDS	113	EXS-	101	EXS-	103	EXS-	102
S13011031	Shamel	Bigony	03/05/201	Male	WTS	96	WTS	94	EXS-	103	EXS	107
S13011031	Jaxon	Boglin	17/01/201	Male	GDS	113	EXS-	101	EXS-	103	EXS-	102
S13011031	Anihya	Botnick	13/12/2000	Female	GDS	113	EXS-	101	EXS-	103	GDS-	114
S13011031	Isak	Bradigan	14/09/2000	Male	WTS	96	WTS	94	EXS-	103	EXS	107
S13011031	Chibuikem	Braski	11/02/201	Male	WTS	96	WTS	94	EXS-	103	GDS	116
S13011031	Temur	Bredenstei	18/10/2000	Male	WTS+	98	WTS+	96	EXS-	103	WTS+	98
S13011031	Ashur	Byrket	15/08/201	Male	EXS-	103	EXS	105	WTS+	99	WTS+	98
S13011031	Ciarrah	Cloniger	30/11/2000	Female	EXS-	103	WTS+	96	WTS+	99	WTS+	98
S13011031	Adalah	Cocio	29/07/201	Female	WTS+	98	WTS+	96	WTS+	99	WTS+	98
S13011031	Jenisa	Cocolan	12/04/201	Female	GDS-	111	GDS	114	GDS	115	GDS-	114
S13011031	Laderius	Coira	15/03/201	Male	GDS-	111	WTS+	96	EXS+	109	EXS+	109

- Please note, you **do not** need to copy the values in any of the scaled score columns. These will be automatically added when your Teacher Assessments are entered into the End of Key Stage Assessment Service.

10. Open your **blank End of Key Stage Assessment Service template**, click in the cell for the first pupil in the subject you are pasting and paste the assessments into the blank template.



11. Repeat for all subjects you would like to include in this service.
12. If there are any differences in pupil lists between the two templates, you can still use cut and paste but you will need to take care to ensure the correct assessments are copied and pasted against the correct pupils.
13. Visually check to ensure that the assessments have been pasted next to the correct pupils and re-save the template.
14. Re-open the assessment entry screen for the End of Key Stage Assessment service and select 'Upload completed template' from the expanded template menu.



15. Navigate to where the file is saved, select the file and then click 'Upload' to upload the template to the End of Key Stage Assessment Service.



Home **Enter assessments** Confirm Reports KS2 ↓

1. Enter assessments → 2. Confirm submission → 3. Reports

Enter assessments

Context info Are these figures up to date?

10% FSM	16% FSM6	4% SEN	8% EAL
------------	-------------	-----------	-----------

Choose a year group: Year 6

Choose classes: Alternatively, enter assessments via file. [Show](#)

	Mathematics		Reading		Writing		Grammar, punctuation and spelling	
	Maths TA ↓	Scaled Score <small>(automatically calculated)</small>	Reading TA ↓	Scaled Score <small>(automatically calculated)</small>	Writing TA ↓	Scaled Score <small>(automatically calculated)</small>	GPS TA ↓	Scaled Score <small>(automatically calculated)</small>
Julian Aluotto →	EXS- ↓	103	EXS ↓	105	EXS+ ↓	109	GDS- ↓	114
Royetta Aper →	EXS+ ↓	108	WTS+ ↓	96	WTS ↓	97	EXS- ↓	102
Styles Baltich →	GDS ↓	113	EXS- ↓	101	EXS- ↓	103	EXS- ↓	102
Sandy Bangasser →	WTS+ ↓	98	B+ ↓	88	B ↓	85	B+ ↓	90
Shamel Bigony →	EXS ↓	106	EXS- ↓	101	WTS+ ↓	99	EXS- ↓	102

[Save assessments](#) [Save & submit](#)

16. Remember to save the assessments when complete.

17. Remember to submit your assessments to the End of Key Stage Assessment Service – additional guidance is available via the End of Key Stage Assessment Service to help with this. [ADD LINK](#)