

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

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 choose to also add their Year 2 and Year 6 assessments to Aspire Pupil Tracking to complete their 2021 Assessment Year.

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 the End of Key Stage Assessment Service

1. Log into The End of Key Stage Assessment Service and follow the on-screen instructions to enter your 2021 Teacher Assessments.
2. After you have completed entering your assessments, make sure that you save your template and then click 'Show.'

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: Whole cohort

Alternatively, enter assessments via file. **Show**

	Mathematics		Reading		Writing		Grammar, punctuation and spelling	
	Maths TA	Scaled Score (automatically calculated)	Reading TA	Scaled Score (automatically calculated)	Writing TA	Scaled Score (automatically calculated)	GPS TA	Scaled Score (automatically calculated)
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

- From the expanded menu, select 'Generate template.'

- Download and open the template that has been generated.

Step 2 Entering the copied assessments into Aspire Pupil Tracking.

- Log into Aspire Pupil Tracking and create the assessment that you would like to add your 2021 Teacher Assessments to in the usual way
- Within the Aspire Pupil Tracking data entry screen, I select 'Show':

- From the expanded box, select 'Generate template' and then 'Download template.'

Alternatively, enter assessments via file upload · Hide

1. Generate template ↓ containing this year group's pupils. Fill in the template. Download the template (Chrome users need to right-click and select Open Link in New Tab)
2. Upload completed template ↑ Note: any existing grades below will be replaced.

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

Completed End of Key Stage Assessment Service template

Pupil Info		Mathematics	Reading	Writing	Grammar, punctuation
UPN	Forename Surname	Maths TA	Scaled Score Reading TA	Scaled Score Writing TA	Scaled Score GPS TA
11	S13011031 Julian Aluotto	WTS+	WTS+	WTS+	WTS+
12	S13011031 Royetta Aper	WTS	WTS	WTS	WTS
13	S13011031 Styles Baltich	GDS-	EXS-	EXS-	EXS-
14	S13011031 Sandy Bangasser	GDS-	EXS-	EXS-	EXS-
15	S13011031 Shamel Bigony	WTS	WTS	EXS-	EXS-
16	S13011031 Jaxon Boglin	GDS	EXS-	EXS-	EXS-
17	S13011031 Anihya Botnick	GDS	EXS-	EXS-	GDS-
18	S13011031 Isak Bradigan	WTS	WTS	EXS-	EXS-
19	S13011031 Chibuikem Braski	WTS	WTS	EXS-	GDS
20	S13011031 Temur Bredensteli	WTS+	WTS+	EXS-	WTS+
21	S13011031 Ashur Byrket	EXS	EXS	WTS+	WTS+
22	S13011031 Ciarrah Cloniger	EXS-	WTS+	WTS+	WTS+
23	S13011031 Adallah Cocio	WTS+	WTS+	WTS+	WTS+
24	S13011031 Jenisa Cocolan	GDS-	GDS-	GDS-	GDS-
25	S13011031 Laderius Coira	GDS-	WTS+	EXS+	EXS+

Blank Aspire Pupil Tracking template

Pupil Info		Mathematics	Reading	Writing	Grammar, punctuation
UPN	Forename Surname	Maths TA	Scaled Score Reading TA	Scaled Score Writing TA	Scaled Score GPS TA
11	S13011031 Julian Aluotto				
12	S13011031 Royetta Aper				
13	S13011031 Styles Baltich				
14	S13011031 Sandy Bangasser				
15	S13011031 Shamel Bigony				
16	S13011031 Jaxon Boglin				
17	S13011031 Anihya Botnick				
18	S13011031 Isak Bradigan				
19	S13011031 Chibuikem Braski				
20	S13011031 Temur Bredensteli				
21	S13011031 Ashur Byrket				
22	S13011031 Ciarrah Cloniger				
23	S13011031 Adallah Cocio				
24	S13011031 Jenisa Cocolan				
25	S13011031 Laderius Coira				

- 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 results that are in your completed End of Key Stage Assessment Service template.

2021 End of Key Stage Ass

Home Insert Draw Page Layout Formulas Data Review View Tell me

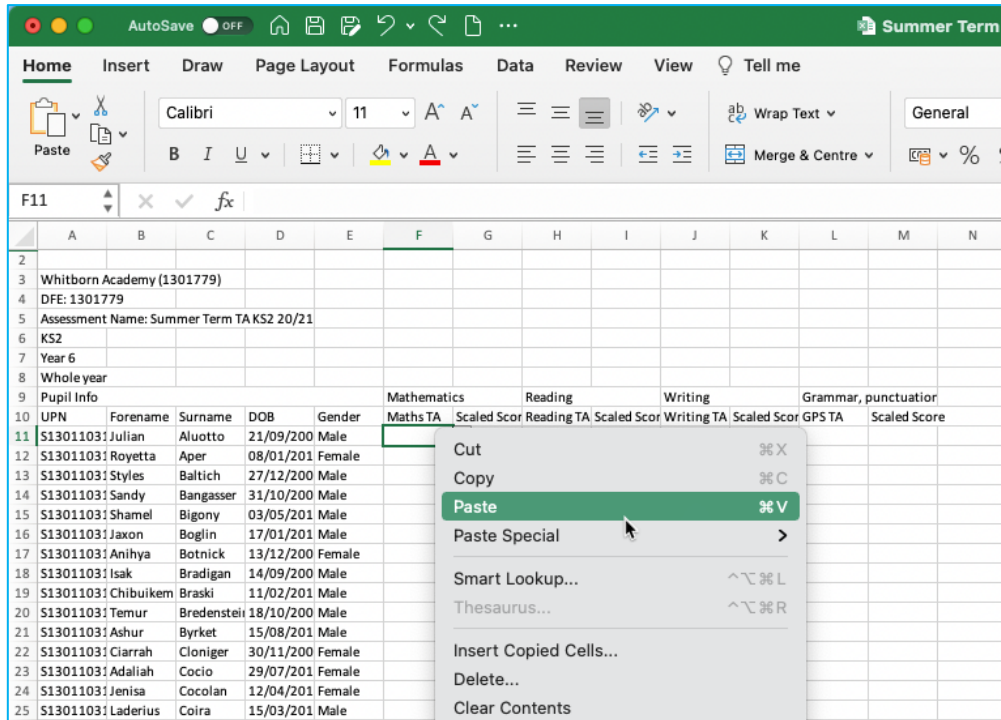
Calibri 11

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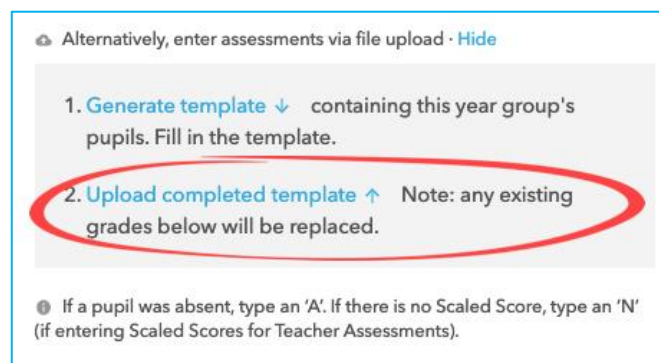
F11 WTS+

Pupil Info		Mathematics	Reading	Writing	Grammar, punctuation
UPN	Forename Surname	Maths TA	Scaled Score Reading TA	Scaled Score Writing TA	Scaled Score GPS TA
11	S13011031 Julian Aluotto	WTS+	WTS+	WTS+	WTS+
12	S13011031 Royetta Aper	EXS	WTS	EXS	WTS
13	S13011031 Styles Baltich	GDS-	EXS-	EXS-	EXS-
14	S13011031 Sandy Bangasser	GDS	EXS-	EXS-	EXS-
15	S13011031 Shamel Bigony	WTS	WTS	EXS-	EXS-
16	S13011031 Jaxon Boglin	GDS	EXS-	EXS-	EXS-
17	S13011031 Anihya Botnick	GDS	EXS-	EXS-	GDS-
18	S13011031 Isak Bradigan	WTS	WTS	EXS-	EXS-
19	S13011031 Chibuikem Braski	WTS	WTS	EXS-	GDS
20	S13011031 Temur Bredensteli	WTS+	WTS+	EXS-	WTS+
21	S13011031 Ashur Byrket	EXS	EXS	WTS+	WTS+
22	S13011031 Ciarrah Cloniger	EXS	WTS+	WTS+	WTS+
23	S13011031 Adallah Cocio	WTS+	WTS+	WTS+	WTS+
24	S13011031 Jenisa Cocolan	GDS-	GDS-	GDS-	GDS-
25	S13011031 Laderius Coira	GDS-	WTS+	EXS+	EXS+

7. Open your **blank Aspire Pupil Tracking template**, click the cell for the result in Mathematics for your first pupil (cell F11 below) and paste the assessments into the blank template.



8. 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.
9. Visually check to ensure that the assessments have been pasted next to the correct pupils and re-save the template.
10. Re-open the assessment entry screen in Aspire Pupil Tracking and select 'Upload completed template' from the expanded template menu.



11. Navigate to where the file is saved, select the file and then click 'Upload' to upload the template into Aspire Pupil Tracking.



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Enter pupil assessments

Choose a year group: Year 6 | Choose classes: Whole year

Alternatively, enter assessments via file upload - Hide

1. Generate template containing this year group's pupils. Fill in the template.
2. Upload completed template. Note: any existing grades below will be replaced.

Upload

ⓘ If a pupil was absent, type an 'A'. If there is no Scaled Score, type an 'N' (if entering Scaled Scores for Teacher Assessments).

Pupils (90)	Mathematics Teacher Assessment Code		Reading Teacher Assessment Code		Writing Teacher Assessment Code		Grammar, punctuation and spelling Teacher Assessment Code	
	Maths TA	Scaled Score (automatically calculated)	Reading TA	Scaled Score (automatically calculated)	Writing TA	Scaled Score (automatically calculated)	GPS TA	Scaled Score (automatically calculated)
Julian Aluotto 21/09/2009 - Male	EXS-	103	EXS	105	EXS+	109	GDS-	114
Royetta Aper 08/01/2010 - Female	EXS+	108	WTS+	96	WTS	97	EXS-	102
Styles Baltich 27/12/2009 - Male	GDS	113	EXS-	101	EXS-	103	EXS-	102
Sandy Bangasser 31/10/2009 - Male	WTS+	98	B+	88	B	85	B+	90

KS2 Summer Term TA | View in reports | Unsaved changes | Save | or Back to list

12. Remember to save the assessments when complete.