



LTS Education Performance

Supporting Schools through Data Analysis, Data Collection and Guidance

Using Other Methods to Submit Teacher Assessment

The preferred method of submitting teacher assessments is to use the template that has been provided. We understand that some schools may wish to submit data in another format.

CTF Files

If your school software has been updated to export CTF files for the 2020 assessments we will accept files in that format. There is no guarantee that the software supplier has released a patch to enable this option due to the lack of a statutory collection of assessments this academic year. You also need to be careful to choose the cohort of pupils you wish to submit within the file.

Please rename each CTF as per the examples below:

EYFSP – NNNNNNN_FSP_855LLLL_001.xml

KS1 – NNNNNNN_KS1_855LLLL_001.xml

KS2 – NNNNNNN_KS2_855LLLL_001.xml

Where NNNNN is your seven-digit DfE establishment number, e.g. 8552000_FSP_855_001

Spreadsheets

We will also accept assessments within a generic spreadsheet. If following this route, please ensure that the column headings are clear. The following pupil details will be required:

Forename

Surname

UPN

DoB

Gender

Assessments for each ELG (FSP) / core subject

Please submit one spreadsheet per key stage and name the spreadsheets in the following format:

EYFSP – FSP_855NNNNN

KS1 – KS1_855NNNNN

KS2 – KS2_855NNNNN

Where NNNN is your four-digit DfE establishment number in each instance.

Submitting the files

CTF files and spreadsheets should be submitted to the Performance Team via AVCO Anycomms Secure Transfer <https://filetransfer.leics.gov.uk/> as a 'Generic Performance Team' file type.