



# LTS Education Performance

*Supporting Schools through Data Analysis, Data Collection and Guidance*

## USING THE TEMPLATE TO SUBMIT TEACHER ASSESSMENTS 2020

Schools are invited to use the supplied template spreadsheet to supply their voluntary teacher assessments.

An Excel template is available on our website for completion and return. The template is named **Teacher\_Assessments\_NNNNNNN.xls**

Once opened you may need to click the 'Enable Editing' prompt that appears at the top of the spreadsheet.

Assessments can be entered manually or copy and pasted into the spreadsheet from another source.

Please complete your school details in the **Information & Instructions** sheet. The Local Authority Number is already populated. The DfE number is your four-digit establishment number.

The spreadsheet is comprised of a sheet for each key stage:

**EYF** – early years foundation stage profile

**KS1** – key stage 1

**KS2** – key stage 2

Each sheet only allows the entry of valid assessments and will return a validation error if incorrect data is entered.

You do not have to submit assessments for every key stage. If you only wish to participate in KS2, for example, that is fine. Just leave the sheets blank for the key stages you are not submitting. You can also submit one key stage initially and choose to supply others later.

Upon completion of the school details and teacher assessments save the spreadsheet and rename it, replacing 'NNNNNNN' with your seven-digit DfE establishment number, e.g. **Teacher\_Assessments\_8552000.xls**  
There is no need to run the 'Click to Export' button. We will export the individual files for you.

Spreadsheets should be submitted to the Performance Team via AVCO Anycomms Secure Transfer <https://filetransfer.leics.gov.uk/> as a 'Generic Performance Team File'

A glossary of headings used in the template is provided on the following page.

# Template Column Headings and Acceptable Values

## Foundation Stage Profile

The ELG column header abbreviations in each of the Areas of Learning translate as follows:

### Communication and language

- LA: Listening and attention
- U: Understanding
- S: Speaking

### Physical development

- M&H: Moving and handling
- HSC: Health and self-care

### Personal, social and emotional development

- SC/SA: Self-confidence and self-awareness
- MFB: Managing feelings and behaviour
- MR: Making relationships

### Literacy

- R: Reading
- W: Writing

### Mathematics

- N: Numbers
- SSM: Shape, space and measures

### Understanding the world

- P&C: People and communities
- World: The world
- Tech: Technology

### Expressive arts and design

- EMM: Exploring and using media and materials
- BI: Being imaginative

### Acceptable assessment values

- 1 = Emerging
- 2 = Expected
- 3 = Exceeding

## Key Stage 1

- BLW = Working Below the standard of the pre-key stage (to keep it simple we are not asking for P Scales here)
- PK - Pre-key stage standards 1 to 4 – not at the expected standard of the KS1 curriculum (RWM)
- WTS = Working Towards the Expected Standard (to keep it simple we are not asking for P Scales here)
- EXS = Working At the Expected Standard
- GDS = Working at Greater Depth within the Expected Standard

## Key Stage 2

- BLW = Working Below the standard of the pre-key stage (to keep it simple we are not asking for P Scales here)
- PK - Pre-key stage standards 1 to 6 – not at the expected standard of the KS2 curriculum (RWM)
- WTS = Working Towards the Expected Standard (to keep it simple we are not asking for P Scales here)
- EXS = Working At the Expected Standard
- GDS = Working at Greater Depth within the Expected Standard