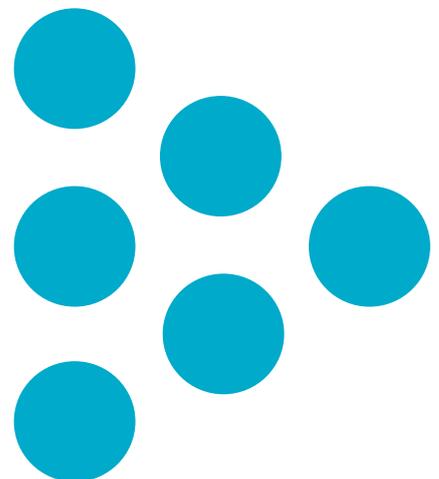

NFER Tests Analysis Tool

Guidance notes

A guide for using the NFER Tests Analysis Tool

National Foundation for Education Research (NFER)



Guidance notes

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Thank you for using the NFER Tests Analysis Tool. This booklet provides guidance on how to use the system.

The NFER Tests Analysis Tool is an online tool which has been designed to allow schools to capture and analyse results from the NFER Tests for Year 1 to Year 6 pupils.

Pupils' details can be uploaded from a Microsoft Excel spreadsheet or a CTF file, and manually updated, added to or deleted. Their test results can be added either at question level or by entering the total raw score. By entering the item or test scores the system will calculate the standardised scores, age-standardised scores and age-related expectations as appropriate for the test. Reports can then be viewed to analyse the progress and attainment of pupils across the class, year group and school.

This tool replaces the Question Level Excel sheets and Progress Monitoring Tool previously available to Year 3-5 tests.

NFER will communicate with users when future releases are upcoming and available for use.

Pupil Data Form Codes Required

Note that the following codes are particularly useful when uploading and editing pupil data on the system. For further information on how to do this, see section 2.3.

Pupil data that can be entered into the NFER Tests Analysis Tool

| Column heading | Code required | Additional notes |
|----------------------------|-------------------------------|--|
| UPN | | |
| Forename* | | |
| Surname* | | |
| DOB* | DD/MM/YYYY | For example, enter date of birth as 11/07/2005 |
| Gender* | M, F | |
| SEN | N, K, E | See table below for details about SEN codes required |
| FSM | Y, N | If a pupil's eligibility for free school meals is not known please leave blank |
| Ethnicity | | See table below for details about Ethnicity codes required |
| Class* | | Class name or number of pupil |
| Y2 SATS Teacher Assessment | GDS, EXS, WTS, PKS, BLW, A, D | See table below for details about Y2 SATS Teacher Assessment codes |
| Y2 SATS Scaled Score | Score between 85 and 115 | |

*Mandatory fields

SEN status: list of codes required

| Codes required | Description of codes |
|----------------|---------------------------------|
| N | No Special Educational Need |
| K | SEN Support |
| E | Education, Health and Care Plan |

Ethnicity: list of codes required

| Codes required | Description of codes | Codes required | Description of codes |
|----------------|--|----------------|---|
| WBRI | White – British | APKN | Asian or Asian British – Pakistani |
| WIRI | White – Irish | ABAN | Asian or Asian British – Bangladeshi |
| WIRT | White - Traveller of Irish Heritage | AOTH | Any Other Asian Background |
| WOTH | Any Other White Background | BCRB | Black or Black British - Black Caribbean |
| WROM | White - Gypsy / Roma | BAFR | Black or Black British - Black - African |
| MWBC | Mixed / Dual Background - White and Black Caribbean | BOTH | Black or Black British - Any Other Black Background |
| MWBA | Mixed / Dual Background - White and Black African | CHNE | Chinese |
| MWAS | Mixed / Dual Background - White and Asian | OOTH | Any Other Ethnic Group - Any Other Ethnic Group |
| MOTH | Mixed / Dual Background - Any Other Mixed Background | REFU | Refused |
| AIND | Asian or Asian British – Indian | NOBT | Information Not Yet Obtained |

Y2 SATS Teacher Assessment: list of codes required

| Codes required | Description of codes |
|----------------|----------------------|
| GDS/GD | Greater Depth |
| EXS/WAWAS | Working At |
| WTS/WT | Working Towards |
| PKS | Pre Key Stage 1-4 |
| BLW | Below the standard |
| A | Absent |
| D | Disapplied |

1 Accessing the tool

1.1 Logging in to the NFER Tests Analysis system

To access the **NFER Tests Analysis Tool system** it is recommended that the Google Chrome browser is used on the Microsoft Windows 8.1 or Microsoft Windows 10 operating system as this gives the best performance. Microsoft Internet Explorer 11, Microsoft Edge or Mozilla Firefox may also be used. Some features are not currently available on iOS and Google Android operating systems.

The system is not supported on Microsoft Windows Vista or Microsoft Windows XP operating systems.

The system can be accessed online at <https://hub.nfer.ac.uk>

This will take you to the NFER Online Hub home page and you will be required to login by entering your school ID number, username and password into the relevant boxes and then press the 'Log in' button.

A screenshot of a login form with a purple background. It contains three input fields: 'Enter School ID:', 'Username:', and 'Password:'. A 'Log in' button is located at the bottom right of the form.

The information you need to log in will have been sent to you in a letter. You will be required to change your password once you have logged in for the first time. Passwords are case sensitive. They must have at least 9 characters, including a capital letter, a number and a special character. You will be prompted to change your password upon first login and every 365 days after first use.

If you forget your password you will need to ask a user with School Admin permissions within your school account to reset this for you; similarly if you are locked out of the system due to a number of failed log in attempts, a School Admin user will be able to unlock your account by resetting your password. If you are the only School Admin user within your school account please contact NFER using the contact details in 10 and we will be able to reset your password for you.

1.2 Permissions

There are three different permission levels for users within the NFER Tests Analysis Tool. Each permission level allows the users to access different areas within the system. There is no maximum limit to the number of staff user accounts you can set up on the system.

| User | Access Areas and Abilities |
|----------------------|--|
| School Admin | <p>This user can add, edit and delete staff members and reset staff passwords. They can manage the pupils, including uploading, editing, adding and deleting pupil data. They will also be able to move them up a year at the start of the new academic year. School admin users are able to manage the data relating to the pupils held by the test analysis system, in line with the requirements of the GDPR.</p> <p>Admin users are able to view results and generate reports based on test data entered into the system.</p> <p>They are not able to enter test results data but can use the import results function.</p> |
| Teacher | <p>This user can enter test results data into the system, they can also view results and generate reports.</p> <p>They will be able to see the account information in the administration section.</p> <p>They are not able to manage pupils, data, or staff accounts.</p> |
| School Admin/Teacher | <p>This user is a combination of the two users above and is able to access everything within the system.</p> |

1.3 Home page

The home page has three main areas, Administration, NFER and NFER Classroom tools.

The administration section is where all pupil, staff and data management is carried out.

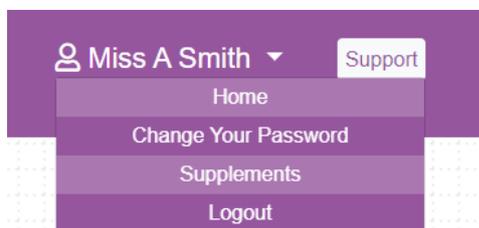
All research and trial work is accessed through the NFER section.

The NFER Classroom tools area is the home of all of our digital products including our NFER Tests Analysis Tool.

Please refer to Section 2 for more details about what you are able to do in the Administration section, and Section 3 for more information about what you are able to do in the NFER Classroom tools section.

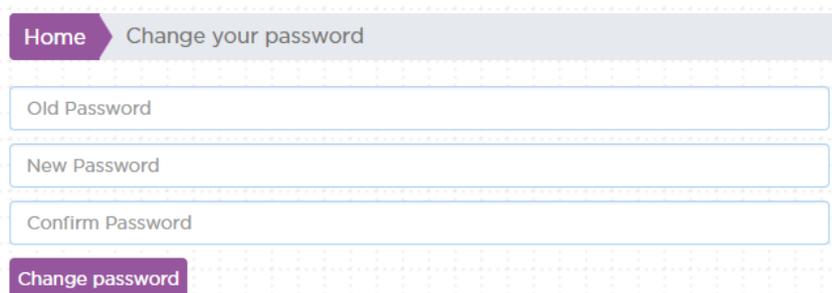
As well as accessing the three aforementioned sections, the Home page also allows access to your personal administration settings.

To access these click on your name which should appear in the upper right corner of the screen. This will open a drop down menu of options, as pictured below.



The first option available to you is **'Home'**. As this menu is accessible at all times this provides a quick link back to the NFER Online Hub home page from wherever you are on the system.

Choose the **'Change Your Password'** option and you will be taken to a new screen that allows you to change your password to something memorable for you.



When you have finished using the NFER Tests Analysis Tool, click **'Logout'** here to return to the sign in screen.

Supplements for the Teacher Guides are available under the Supplements sections.

You can access additional guidance by clicking the **'Support'** button next to your username. On this page you can download a selection of guides and watch tutorial videos.

1.4 Navigation

Within the NFER Online Hub there are some features to support easy navigation. In the top left corner clicking on the NFER logo will take you back to the Home page.



We also use breadcrumbs to support navigation. Throughout the NFER Tests Analysis Tool you will see the breadcrumbs at the top of the page, like this:

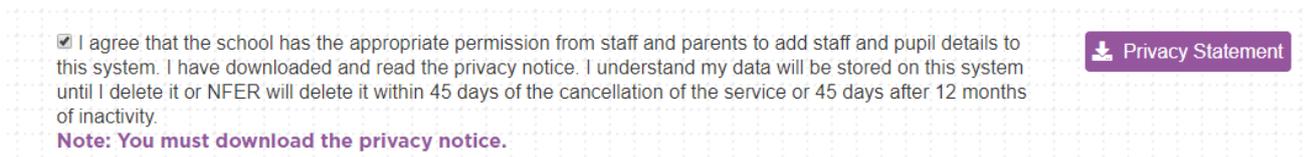


The grey section on the end tells you where you currently are in the site and the blue/purple sections show the areas you access previously to the current one. Each section of the row can be clicked on to return to that part of the tool.

2 Administration

2.1 Privacy statement

Before any area of the system can be accessed, the main School Admin user must **download** and read the Privacy statement and indicate that they understand the terms of use by clicking the tick box. The Privacy statement can be accessed by clicking on the **'Privacy Statement'** button, as pictured below. This can be found on the bottom right of the Administration screen.



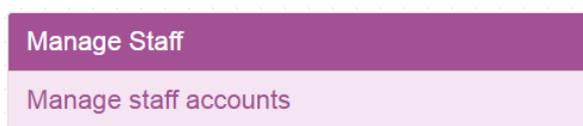
If any updates are made to the privacy statement we will communicate this to you and the new privacy statement will need to be acknowledged before the system can continue to be used.

2.2 Manage staff

2.2.1 Manage staff accounts

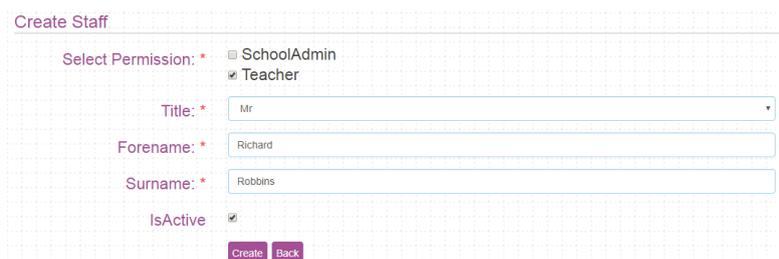
Click on the **'Manage staff accounts'** button in the top left menu on the Administration home screen to open the Manage staff section home page.

From here you are able to add, edit and delete staff as well as reset their passwords.



2.2.1.1 Create staff

To create a new staff account, click on the **'Create New'** button at the top left of the screen. This will open a new page called Create Staff.

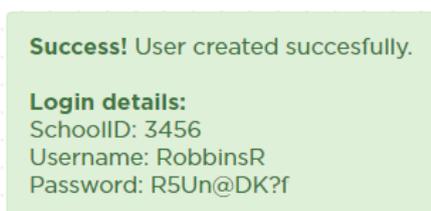


You will need to select the user's permission level by clicking on the relevant tick box. If you want to select the School Admin/Teacher permission level then both boxes will need to be ticked.

Select the user's title from the drop down menu and type the staff member's forename and surname into the boxes.

You will need to make sure the 'Is active' box is ticked for the user to be able to access the system once you have created their user account.

Press **'Create'** and a message will appear at the bottom of the screen to tell you the new account has successfully been created. A secure password will be automatically generated for the account. **Remember to note down the login details** provided within this message as you will need to give these to the new staff member in order for them to log in to their account.



Press **'Back'** at any point before you press **'Create'** to go back to the manage staff accounts screen and cancel what you have been doing.

2.2.1.2 Viewing staff user accounts

From the Manage Staff main page you are able to see a list of all users set up within the school account including their permission level, how many times they have logged on and when they last logged on.

Show entries Search:

| Title | First Name | Surname | Permissions | Last Logged on | Logged on | Actions |
|-------|-------------------------------------|-------------------------------------|---------------------|----------------|-----------|---|
| All | <input type="text" value="Search"/> | <input type="text" value="Search"/> | | | | |
| Mr | Fred | Flinstone | SchoolAdmin | 05/04/2018 | 1 |    |
| Mr | Richard | Robbins | Teacher | 01/01/0001 | 0 |    |
| Mrs | Jenny | Jenkins | Teacher | 03/04/2018 | 7 |    |
| Ms | Kirstie | Ramsay | SchoolAdmin,Teacher | 09/04/2018 | 60 |    |

Showing 1 to 4 of 4 entries Previous **1** Next

You are able to change how many entries are shown on one screen by clicking on the drop down menu on the top left and selecting how many you wish to show. If your entries are listed across more than one page, the page can be changed by pressing the **'Next'** button on the bottom right of the screen.

To search in your list of staff members you can use the search bar on the top right-hand side of the screen. Begin typing in the box and the list of staff members below will filter to match your search.

You can also use the search bars found at the top of the list of names, here you can search specifically for first names, or surnames, by typing in the box above the column you wish to search in.

A total number of user accounts can be seen in the bottom left of the screen. This will also tell you how many of the total users are currently on show out of the total number if you have filtered through a search.

Each column can be sorted into alphabetical order by pressing the arrow symbol next to the column heading.

Within the actions column there are a number of buttons you can click on for different administrative abilities.



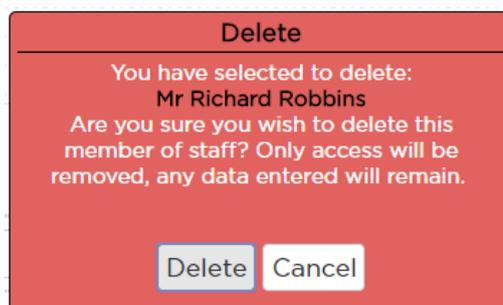
Clicking on this button will take you to the reset password screen for that staff member.



Clicking on this button will take you to the edit staff details screen for that staff member.



Clicking on this button will delete the staff member's account. A warning message, as pictured below, will appear first asking you to confirm you wish to delete the staff member.



2.2.1.3 Reset password

When the **'Reset password'** button is clicked for any staff member the reset password screen will be opened.

The staff member's username will be prepopulated, as will a new default password in the password and confirmed password boxes. You do not need to enter a new password however this can be changed if you wish.

If you wish to change the password to something specific delete the text in the password box and type in your new password, repeat for the confirmed password box.

Once all fields are completed press the **'Reset password'** button and a success message will appear to say that the staff member's password has changed and it will confirm the new details.

Success! Password reset is successful. New password for RobbinsR is @NFERHub17

Press the **'Back'** button at any point before pressing **'Reset password'** to go back to the manage staff accounts screen without making any changes.

Passwords are case sensitive. They must have at least 9 characters, including a capital letter, a number and a special character. Passwords will need to be changed at a minimum of every 12 months.

2.2.1.4 Edit staff details

Click the **'Edit user details'** button for any staff member to access the update staff details screen. From here you are able to change the permission level, name or active status of any staff member.

Press the **'Update'** button when you have made the required changes. A message will appear at the bottom on the screen saying 'Success!' to confirm the details have been amended.

Press the **'Back'** button at any point before pressing **'Update'** to go back to the manage staff accounts screen without making any changes.

2.3 Manage pupils

Click on the **'Manage pupils'** button in the bottom left menu on the Administration home screen to open the Manage pupils section home page.

From here you are able to upload pupils, view & edit pupils, move all pupils up a year and manage class names.

2.3.1 Uploading pupil data

There are two ways to upload pupil data. The preferred method is the Upload from CTF assuming you can extract a data file in the Common Transfer File (CTF) format from your school's Management Information System (MIS). The alternative method is to upload an Excel spreadsheet containing the pupil data.

2.3.2 Uploading pupil data from CTF

Tip: At the start of a new academic year, it is recommended that the **'Move Pupils Up A Year'** function is performed, if required, before uploading the pupil data from CTF.

Tip: Immediately following an upload from CTF and before making any changes to pupil data or pupil results, it is recommended that the **'Matching pupils to CTF Upload'** functionality is used to manually match all pupils that were not matched automatically.

Tip: The Class is not part of CTF data, so any pupil in the CTF not matching an existing pupil will be placed in a Class called **'Unknown'**. You can use the **'Manage Class Names'** function to allocate these pupils to the correct classes following the CTF upload.

2.3.2.1 Creating a CTF file

CTF files should be generated from your school's MIS. It is not recommended that they are created or edited manually.

It is recommended that a single CTF file is generated with the data for all pupils in all years.

When you generate a CTF file, please make sure your MIS has included the following required data and such of the optional data as you wish to include:

Required Header data: CTF Version, Source School, Academic Year.

Required Pupil data: UPN, Forename, Surname, Date of Birth, Gender.

Optional Pupil data: SEN, FSM, Ethnicity, Y2 SATS Reading scaled score and teacher assessment, Y2 SATS Maths scaled score and teacher assessment and Y2 SATS Writing teacher assessment. If SEN, FSM or Ethnicity are added to the system it is expected the school has the appropriate permissions to do so in accordance with GDPR.

Any additional information in the CTF file is ignored.

Save the CTF file to a location of your choice on your computer.

2.3.2.2 Uploading your CTF data to the NFER Tests Analysis Tool

2.3.2.2.1 CTF File selection

Click the **'Upload Pupils from CTF'** button on the **Manage Pupils** page. This will take you to a screen where you can select which CTF file to upload.

| File | Last Updated |
|---|--|
| <input type="button" value="Choose file"/> No file chosen | 19/03/2021 <input type="button" value="Upload"/> |

In the column headed File press the **'Choose file'** button. This will open a browser window. Navigate to the saved file on your computer and select it.

The file name will update to show the file you have selected. Check that this is the correct file.

If you wish to change the file, press the **'Choose file'** button again and search for the correct file you wish to upload.

Click **'Upload'** to start the import of the data from your file into the NFER Tests Analysis Tool.

2.3.2.2.2 Checking School Data

The system will read the CTF file you've selected and display the information it contains about your school.

CTF School Data Check

Please confirm that this information is correct before continuing.

| Name | Value |
|---------------------------------------|---------------------|
| CTF Version | 20.0 |
| File Generation Date/Time | 18/09/2020 11:34:00 |
| Description | Full CTF file |
| LA Number | XXX |
| DfE Establishment Number | 0000 |
| Establishment Unique Reference Number | |
| Name of School | My Primary School |
| Academic Year | 2020 |

Check that this information is correct. In particular ensure that you are loading a CTF file for this Academic Year (or if the current month is August, the next academic year) as using an outdated CTF file could result in pupils being moved to the incorrect year.

Once you are happy that this is the data file you wish to use, click the **'Continue'** button.

2.3.2.2.3 Matching Pupils in CTF

The system will now match the pupils in the CTF file with your existing pupils. The next page displayed enables you to view all the data you are uploading.

| Year | UPN | Forename | Surname | DoB | Gender | SEN Provision | FSM | Ethnicity | Y2 SATS Reading Teacher Assessment | Y2 SATS Writing Teacher Assessment | Y2 SATS Maths Teacher Assessment | Y2 SATS Reading Scaled Score | Y2 SATS Maths Scaled Score |
|------|---------------|----------|---------|------------|--------|---------------|-----|-----------|------------------------------------|------------------------------------|----------------------------------|------------------------------|----------------------------|
| 6 | V381200719003 | Adam | Adams | 08/05/2010 | M | | Y | BAFR | | | | | |
| 2 | J381200719003 | Annie | Allen | 27/08/2014 | F | | Y | WBRI | EXS | EXS | WTS | 102 | 102 |
| 3 | Y001800020042 | Bob | Allen | 27/08/2014 | M | | Y | WBRI | EXS | EXS | EXS | 102 | 98 |
| 4 | M001800020012 | Lola | Allen | 25/04/2013 | F | | Y | WBRI | | | | | |

If a Pupil is matched to an existing pupil in the system, their UPN is highlighted in green.

If there are possible minor data errors, the affected field is highlighted in Yellow.

Critical errors with data or absence of required data will result in the cell being highlighted in Red. If there are any Red cells, you will be unable to proceed with the data upload. The data should be corrected in your MIS and a fresh CTF file generated.

Moving your cursor over any Yellow or Red cells will show you an explanation of the error.

If you are happy with your data click the **'Save'** button to complete the upload.

Tip: It is recommended at this point that you **'View and Edit'** for each year group and use the **'Matching pupils to CTF Upload'** functionality is used to manually match all pupils that were not matched automatically. If any pupils still in your school cannot be matched, it is recommended that your School's MIS is updated with their details and a fresh CTF file is uploaded.

2.3.2.3 Deleting a CTF file before it is imported

At any point before clicking **'Save'** on the final screen, you will be able to delete the uploaded file.

Return to the main upload pupil from CTF screen and press the **'Clear file'** button in the far right column.

Once you have deleted the existing file you will be able to select a new CTF file to upload and then follow the upload steps again with your new data.

2.3.3 Uploading pupil data from Excel

2.3.3.1 Downloading the templates for the Pupil Data Form spreadsheets

To upload your pupil data it is recommended that you use our data templates to ensure you are providing the correct information for your pupils in a suitable format.

Required data: Forename, Surname, Date of Birth, Gender, Class.

Optional data: UPN, SEN, FSM, Ethnicity, Y2 SATS Reading scaled score and teacher assessment, Maths scaled score and teacher assessment and Writing teacher assessment. Note

that these fields only appear in the upload template for year groups 2 – 6. If SEN, FSM or Ethnicity are added to the system it is expected the school has the appropriate permissions to do so in accordance with GDPR.

To access the templates click the ‘**Upload Pupils from Excel**’ button. This will take you to a screen listing all year groups that data can be uploaded for. Press on the ‘**Download template**’ button for the year group you wish to provide data for.

| Year | Template | File | Last Updated | Status | |
|------|-----------------------------------|--|--------------|--------------|------------------------|
| 1 | Download template | Choose file No file chosen | | Not Uploaded | Upload |
| 2 | Download template | Choose file No file chosen | | Not Uploaded | Upload |

Save the template to a location of your choice on your computer.

Tip: It is useful to keep the file name as it appears as this identifies your school and the relevant year group.

Open the Excel template from the saved location on your computer. Enter or copy and paste your pupils’ data into the spreadsheet. A list of accepted formats for each field is given on page 4 of this booklet. Check your data to ensure that the correct information has been entered into the correct column (e.g. forenames and surnames are in the correct columns).

Tip: If you are using our template, simply leave the column headings unchanged.

Once completed, save the changes you have made to the template. Repeat for each year group as necessary.

2.3.3.2 Uploading your Excel data to the NFER Tests Analysis Tool

Return to the Upload pupils from Excel section of the NFER Tests Analysis Tool. In the column headed File press the ‘**Choose file**’ button for the year group you wish to upload data for. This will open a browser window. Navigate to the saved file on your computer and select it.

| Year | Template | File | Last Updated | Status | |
|------|-----------------------------------|---|--------------|--------------|------------------------|
| 1 | Download template | Choose file y1 PUPILS_r.xls | | Not Uploaded | Upload |

You will see the file name will update to show the file you have selected. Check that this is the correct file for the year group you are uploading.

If you wish to change the file, press the ‘**Choose file**’ button again and search for the correct file you wish to upload. You will only be able to upload Excel .xls and .xlsx files.

Click ‘**Upload**’ to import the data from your file into the NFER Tests Analysis Tool.

2.3.3.2.1 Matching Excel columns

The system will now match the column headings in your file to the headings it is expecting to receive. You will be able to view and edit all the data you have uploaded on the next page.

IMPORTANT: If your column headings do not match those expected, the cell will turn red as in the example below. Click on the drop down menu and select the matching header from the list that the system recognises. If there is a column in your spreadsheet that doesn't match any of the headers in the drop down list, you can leave it blank but this column will not be imported.

Once you are happy with your columns click the '**Save**' button.

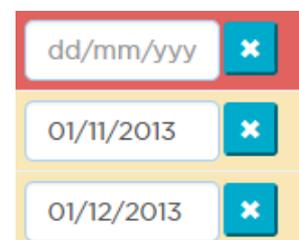
| Your Column Name | UPN | Forename | Surname | DOB | Gender | SENstatus | FSMeligible | Ethnicity | Group |
|------------------|---|----------|---------|---------|---------|-----------|-------------|-----------|---|
| NFER Column | UPN | Forename | Surname | DOB | Gender | SEN | FSM | Ethnicity | <input type="text"/> |
| Matched Columns | Matched (contains no values and will not be imported) | Matched | Matched | Matched | Matched | Matched | Matched | Matched | Select an NFER column for this row to be imported |

2.3.3.2.2 Editing your data

Once you have pressed '**Save**' you will be taken to a new screen that lists your pupil data in an editable format.

Any cells that have missing data, or invalid data will be highlighted in yellow or red, as shown to the right:

By hovering your mouse pointer over a highlighted cell, you will be able to see why the cell has been highlighted.



Below is a list of possible messages, what they mean and the action you need to take to resolve the issue.

| Message | Meaning | Action |
|---|--|---|
| Value is required (Cell is highlighted in red) | A value that is required has not been supplied or is invalid. | A valid value must be entered. You will not be able to continue without providing this information. |
| Value is desired (Cell is highlighted in yellow) | A value that is desired has not been supplied or is invalid. | Enter a valid value. Note that you will be able to move on to the next page without providing these. |
| Length of text value not within valid range | The text provided is not within the acceptable character length. | An invalid code may have been used. See page 3 for a list of acceptable codes. |

| | | |
|-------------------------------|---|---|
| Invalid date | The format of the date is invalid. | Ensure dates are entered in the format DD/MM/YYYY and that '/' is used as a delimiter. |
| DOB not within expected range | Flags when a date of birth is outside the expected range for the year group selected. | Check the date of birth is correct. The program will accept values outside of the expected range as these may still be valid. |

If you would like to completely remove a child's name and data from the list, click the check box to the left of the child's name in the delete column and then click the **Delete** button.

A window will open asking you to confirm the deletion before any data is removed.

2.3.3.2.3 Saving and transferring your data

Once you have finished editing your data press **Save** to validate any changes. This will make any corrected data errors, or missing data that was highlighted, change to white. If any data remains invalid it will stay highlighted.

You must save your data before you move on.

Tip: If large numbers of edits need to be made to the pupil data, you may choose to delete the file, then amend and re-upload another pupil data file. Please refer to Section 2.3.1.3 for instructions on how to delete a file.

When there are no more highlighted cells or you are happy not to provide any of the missing data that is highlighted, click **Finish**.

If there are any remaining possible errors in your data, such as an out of range date of birth, a message will appear prompting you to amend these fields if they are incorrect.

Click **Back** to amend the data or **Continue** if you are happy with the data as it is.

If there are no queries with the pupil data it will transfer to the system and you will be taken to the 'View & Edit pupils' section which will list all year groups you have uploaded data for.

2.3.3.3 Deleting an Excel file before it is imported

You will be able to, at any point before clicking **Finish** on the final screen in the upload and transferring your data across process, delete the uploaded file in order to edit it and re-upload it.

Return to the main upload pupil from Excel screen and press the **Clear file** button in the far right column. A message will appear asking you to confirm that you wish to delete, press **Ok** to delete and **Cancel** to go back.

Once you have deleted the existing file you will be able to select a new file to upload and follow the upload and transfer steps again with your new data.

2.3.4 View and edit pupils

To make any changes, or to view the data that you have uploaded, click on ‘**View & Edit Pupils**’. This will take you to a new page that lists all the year groups there is data for and has 3 options for each year group: add, view & edit, and delete.

| Year | Add new | Manage | Delete |
|------|---------------------|---------------------------------|------------------------|
| 1 | Add | View & Edit | Delete |
| 2 | Add | View & Edit | Delete |
| 3 | Add | View & Edit | Delete |

2.3.4.1 Adding additional individual pupils

Tip: Instead of adding pupils individually into the NFER Tests Analysis Tool, if you have uploaded pupils from CTF, it is recommended that your School’s MIS is updated with the new pupil’s details and a fresh CTF file is uploaded.

To add an additional individual pupil press the ‘**Add**’ button in the row of the year group you wish to add them to.

This will open a new page where you can enter the new pupil's details.

Pupil Details

| | |
|-------------------------------------|---|
| UPN: | <input type="text"/> |
| Forename: * | <input type="text"/> |
| Surname: * | <input type="text"/> |
| DOB: * | <input type="text" value="dd/mm/yyyy"/>  |
| Gender: * | <input type="text"/> ▼ |
| SEN Provision: | <input type="text"/> ▼ |
| FSM: | <input type="text"/> ▼ |
| Ethnicity: | <input type="text"/> ▼ |
| Class: * | <input type="text"/> |
| Year: * | <input type="text" value="6"/> ▼ |
| Y2 SATS Reading Teacher Assessment: | <input type="text"/> ▼ |
| Y2 SATS Reading Scaled Score: | <input type="text"/> ▼ |
| Y2 SATS Maths Teacher Assessment: | <input type="text"/> ▼ |
| Y2 SATS Maths Scaled Score: | <input type="text"/> ▼ |
| Y2 SATS Writing Teacher Assessment: | <input type="text"/> ▼ |

Fields that are marked with an asterisk (*) are mandatory. All other fields are optional.

The UPN, Forename and Surname will need to be typed in.

The DOB can be selected from a pop out calendar or typed in.

Gender, SEN, FSM and ethnicity and Y2 SATS results can all be selected from a drop down menu.

Class will provide a drop down selection once you have begun typing the class name.

The Year is been pre-populated with the appropriate year group number and should not be changed.

Once all the details have been entered press the **'Save'** button in the bottom right corner to add the pupil to the school data.

If any data is missing or out of the expected range this will be flagged and you will be given the option to go back and amend this before saving.

Press '**Cancel**' at any time before saving to go back to the Manage Pupils home screen without adding the new pupil.

Once saved you will be taken to the view pupils screen and all pupils for that year group will be displayed. You are able to add additional new pupils by clicking the '**Add**' button in the bottom right of the screen. This will take you back to the pupil details page and the process can be repeated.

2.3.4.2 Editing pupils details

Tip: Instead of editing pupils' details in the NFER Tests Analysis Tool, if you have uploaded pupils from CTF, it is recommended that your School's MIS is updated with the pupils' new details and a fresh CTF file is uploaded.

Pupils who have already been uploaded or added can be edited at any time. To do this from the 'View & Edit Pupils' screen press the '**View & Edit Pupils**' button in the row of the year group the pupil you wish to edit is in.

This will bring you to a new screen that lists all pupils in that year group. The columns within the table can be sorted to show data in alphabetical/reverse-alphabetical order for any of the columns.

To edit the details of any pupils, click the  button next to the pupil you wish to edit. This will bring a new page, the same as the one for adding a new pupil, that will be pre-populated with the information held on that pupil.

You are able to click on and change any of this information.

Tip: The Year can only be increased by one. Be very careful with changing the Year as this is **irreversible** once saved. Consider whether the **Move Up a Year** function for the whole school should be used before making changes to the Year for individual pupils.

When complete press '**Save**' to save the changes. This will return you back to the view & edit pupils screen where you are able to repeat the process for further amendments.

2.3.4.3 Matching pupils to CTF Upload

In most cases, the CTF upload function successfully matches the pupils in the CTF file with those already in the system. In the rare cases where a pupil in the system has not been matched, then it is possible to do this matching manually.

Pupils who have not been matched can be matched manually. To do this go to the 'View & Edit Pupils' screen and press the '**View & Edit**' button in the row of the year group the pupil you wish to match is in.

This will bring you to a new screen that lists all pupils in that year group.

To try to match an unmatched pupil, click the  button next to the pupil you wish to match. This button is only visible for pupils who have not already been matched.

This will bring up a screen showing the pupil being matched and all pupils uploaded via CTF who did not match existing pupils.

| UPN | Forename | Surname | DoB | Gender | SEN Provision | FSM | Ethnicity | Class | Year |
|-----|----------|---------|------------|--------|---------------|-----|-----------|-------|------|
| | Susan | Swift | 04/04/2014 | F | | No | | Jones | 6 |

Show entries Search:

| UPN | Forename | Surname | DoB | Gender | SEN Provision | FSM | Ethnicity | Class | Year | Select |
|-------------------------------------|-------------------------------------|-------------------------------------|------------|--------|---------------|-----|-----------|---------|------|--------------------------|
| <input type="text" value="Search"/> | <input type="text" value="Search"/> | <input type="text" value="Search"/> | | | | | All ▼ | | ▼ | |
| V381200719002 | Ashley | Adams | 08/05/2009 | F | | Yes | BAFR | Unknown | 6 | <input type="checkbox"/> |
| V381200719001 | Alice | Reed | 21/10/2008 | F | | Yes | AIMD | Unknown | 6 | <input type="checkbox"/> |

Select the CTF record which matches this pupil and click on the **'Select'** checkbox, then click the **'Match'** button to match the two pupil records as being the same pupil. The unmatched pupil record will disappear, and all data associated with that pupil record will be merged into the record uploaded from the CTF file.

Tip: Be very careful with to select the correct pupil for the match as this is **irreversible** once saved.

2.3.4.4 Deleting individual pupils

Deleting a pupil is **irreversible**. All of their assessment data will also be deleted and cannot be retrieved within the system.

Pupils who have already been uploaded or added can be deleted from the system. To do this go to the 'View & Edit Pupils' screen and press the **'View & Edit'** button in the row of the year group the pupil you wish to delete is in.

This will bring you to a new screen that lists all pupils in that year group.

To delete any pupil, click the  button next to the pupil you wish to remove.

A message will appear asking you to confirm you wish to delete the pupil before any data is deleted. Press **'Ok'** to delete, or **'Cancel'** to go back without deleting the pupil.

2.3.4.5 Deleting data for a year group

Deleting a year group is **irreversible**. All of the assessment data associated with the year group will also be deleted and cannot be retrieved within the system.

To delete the data for a whole year group go to the 'View & Edit Pupils' screen and press the **'Delete'** button in the row of the year group who you wish to delete the data for.

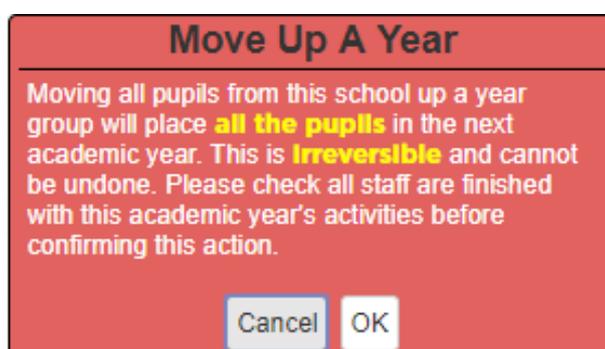
A message will appear asking you to confirm that you wish to delete, press **'Ok'** to delete and **'Cancel'** to go back.

Once you have deleted the file you will be able to upload a new file for that year group through the 'Upload pupils' screen if you wish to replace this data.

2.3.5 Move up a year

Moving pupils up one year is **irreversible**.

You are able to move all your pupils up to the next academic year in one go. To do this click the '**Move Pupils Up One Year**' button. This will bring up a warning message, as pictured below.

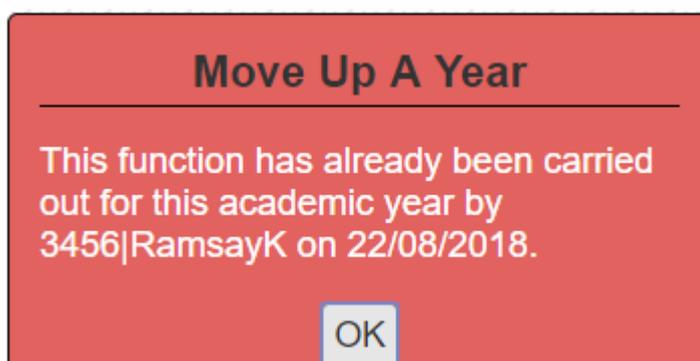


Click the '**Cancel**' button to go back without moving your pupils up a year.

Press the '**OK**' button to continue and move all pupils up one year. You will be taken back to the administration home page. If you wish to check your pupils after carrying out the function, click '**Manage pupils**' and then '**View & edit pupils**'. You should see your pupils have moved up one year, click 'view & edit' to check the pupils in each year group.

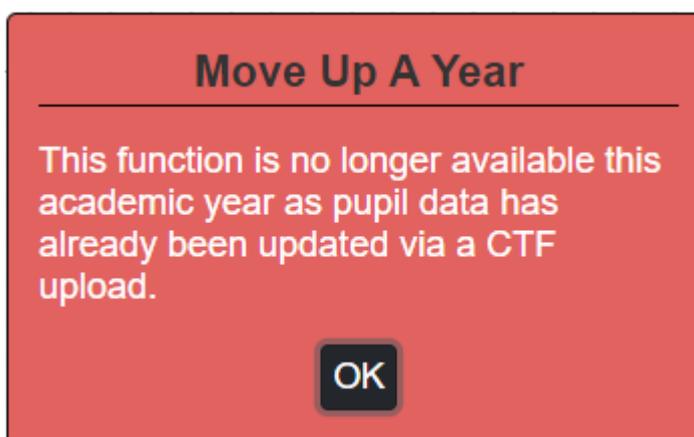
The move all pupils up a year function is only available once per academic year and once carried out will not be available again until the 1st August towards the end of this academic year.

If the function has already been carried out for this academic year a second message will appear showing the staff member username and the date the function was carried out.



If you believe this message has appeared in error, please contact the NFER helpdesk.

If pupils have been uploaded by CTF for this academic year, then the move pupils up a year function will not be available and a second message will appear.



Please note that you will still be able to view and edit pupils who move into years 7, 8 or 9 from the 'Administration' page, and view their results and generate reports for them in 'Classroom tools'.

2.3.6 Manage class names

Individual pupil's class names can be changed through the 'View & Edit pupils' page, however if you wish to change multiple pupils class name at one time, for example after you have moved all pupils up one year or following a CTF upload this can be done in the manage pupils area.

Click the 'Manage Class Names' button. This will open a new page. Select the year group you would like to change the class names for from the drop down menu on the left.

The pupils in that year group will populate in a table below.

| PupilUid | FirstName | Surname | ClassName |
|----------|-----------|-----------|-----------|
| 532407 | Julio | Abdulla | Ms Smith |
| 532408 | Gillian | Demery | Ms Smith |
| 532409 | Lilly | Manfredi | Ms Smith |
| 532410 | Joi | Fontaine | Ms Smith |
| 532411 | Arnulfo | Brumfield | Ms Smith |
| 532412 | Arden | Empey | Ms Smith |
| 532413 | Carita | Toland | Ms Smith |
| 532414 | Leonel | Cosby | Ms Smith |
| 532415 | Hayley | Doiron | Ms Smith |

Select the pupils you would like to update the class name for, this can be done in two ways.

Click on the names of the pupils you would like to update the class name for, when selected they will be highlighted in blue.

Select pupil from: Year 6 ▾ Move to: Class name **Bulk Update**

Select all **Clear all** Search:

| PupilUid | FirstName | Surname | ClassName |
|----------|-----------|-----------|-----------|
| 532407 | Julio | Abdulla | Ms Smith |
| 532408 | Gillian | Demery | Ms Smith |
| 532409 | Lilly | Manfredi | Ms Smith |
| 532410 | Joi | Fontaine | Ms Smith |
| 532411 | Arnulfo | Brumfield | Ms Smith |
| 532412 | Arden | Empey | Ms Smith |
| 532413 | Carita | Toland | Ms Smith |
| 532414 | Leonel | Cosby | Ms Smith |
| 532415 | Hayley | Doiron | Ms Smith |

You can also click the **'Select All'** button to highlight all pupils, you can then deselect those you don't wish to update the class name for, or you can press the **'Clear All'** button to deselect all pupils.



The search bar on the top right of the table can be used to type in pupil names, or current class names to make it easier to select groups of pupils.

Using the **'Select all'** button when there is a search filter on will only select all pupils currently showing through the filter. This makes it much easier to update full classes to a new class name.

When you have selected all the pupils you would like to update the class name for, type the new class name into the **'Move to'** box. If the new class name already exists within the school it will appear in a drop down menu as you type, where you can select it.

If the class name doesn't exist, a new class will be created with the class name you have given.

Click the blue **'Bulk Update'** button when you have selected the new class name.

A message will appear first, asking you to confirm the changes.

Press **'Cancel'** to go back without making any changes to the class names.

Press **'Continue'** to change the class name.

Select Pupil from: Year 3 ▾ Move to: Squirrels Bulk Update

Select All Select None Search: rabbits

| PupilUid | FirstName | | ClassName |
|----------|-----------|----------|-----------|
| 156860 | Tim | | Rabbits |
| 156868 | Beth | Dudley | Rabbits |
| 156869 | Tim | Foster | Rabbits |
| 156861 | Ebony | Green | Rabbits |
| 156870 | James | Hamilton | Rabbits |
| 156871 | Amy | Howard | Rabbits |
| 156862 | Amy | Jones | Rabbits |
| 156872 | Gillian | Kelly | Rabbits |

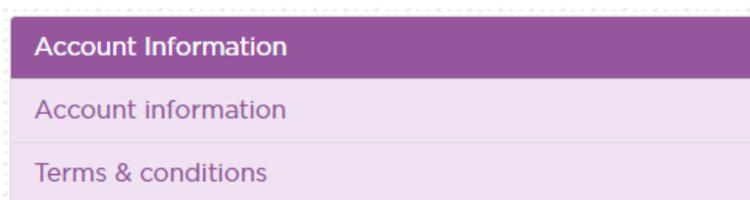
Confirm Changes!!

Are you sure that you want to continue?

To change class names in a different year group, select the new year group from the drop down menu and repeat the above process.

2.4 Account information

There are two options within the Account Information menu, as pictured below.



Clicking on '**Account information**' will take you to a new screen which lists the projects your school is a part of and the products you have bought/subscribed to.

You are able to change how many entries are shown on one screen by clicking on the drop down menu on the top left and selecting how many. If your entries are listed across more than one page, the page can be changed by pressing the 'Next' button on the bottom right of the screen.

Show 10 ▾ entries Search:

| Projects | Start date | Renewal date |
|--------------------------|------------|--------------|
| NFER Tests Analysis Tool | N/A | N/A |

Showing 1 to 1 of 1 entries Previous **1** Next

To search in your list of projects you can use the search bar on the top right-hand side of the screen. Begin typing in the box and the list of projects below will filter to match your search.

A total number of projects and products can be seen in the bottom left of the screen. This will also tell you how many of the total projects are currently on show out of the total number if you have filtered through a search.

Each column can be sorted into alphabetical order by pressing the arrow symbol next to the column heading.

Clicking on the **'Terms & conditions'** option from the account information section will bring up a new screen which lists your projects and products with their own terms and conditions.

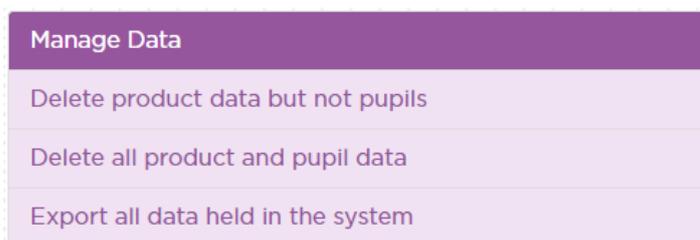
You are able to view the terms and conditions document by pressing the **'View'** button in the row of the project you wish to see them for.

| Project | Last updated | Agreed date | Actions |
|---------------------|--------------|-------------|----------------------|
| NFER Tests Analysis | 21/03/2018 | 21/03/2018 | View |

This also details the date they were last updated and when they were agreed by the main school admin user.

2.5 Manage data

There are three options within the 'Manage Data' section, as pictured below:



2.5.1 Deleting all product data but not pupils

To delete all the data held for a particular product but retain the pupil data select **'Delete product data but not pupils'** from the manage data section.

This will open a new page with two drop down menus, pictured below.

Delete product data but not pupils

Select Product:

Select Year group:

Select the product you wish to delete data from the menu.

Next select the year group you would like to delete data for, or select all if you would like to remove all data for that product.

Press the **'Delete'** button. A warning message will appear to confirm that this deletion is irreversible. Press **'Continue & delete all product data'** to delete or **'Cancel'** to go back without removing any data.

A success message will appear at the bottom of the screen to let you know that the deletion has been successful.

You will be returned to the delete product data screen and can then select another product and year group if you wish to delete more.

2.5.2 Deleting all product and pupil data

To delete all product and pupil data held on the system select **'Delete all product and pupil data'** from the manage data section.

A warning message will appear to confirm that this deletion is **irreversible**. Press **'Continue & delete all product data'** to delete or **'Cancel'** to go back without removing any data.

After deleting all your product and pupil data, you will need to re-download and confirm your agreement to the privacy statement before you can access all features. Details on how to do this are provided in section 2.1.

2.5.3 Export all data held in the system

To export all the data select **'Export all data held in the system'** from the manage data section.

This will automatically download an Excel file. Save this file into a location you have chosen on your computer.

The downloaded file will have a time and date stamp and lists both pupil data and test result data.

3 NFER Classroom tools

3.1 Products

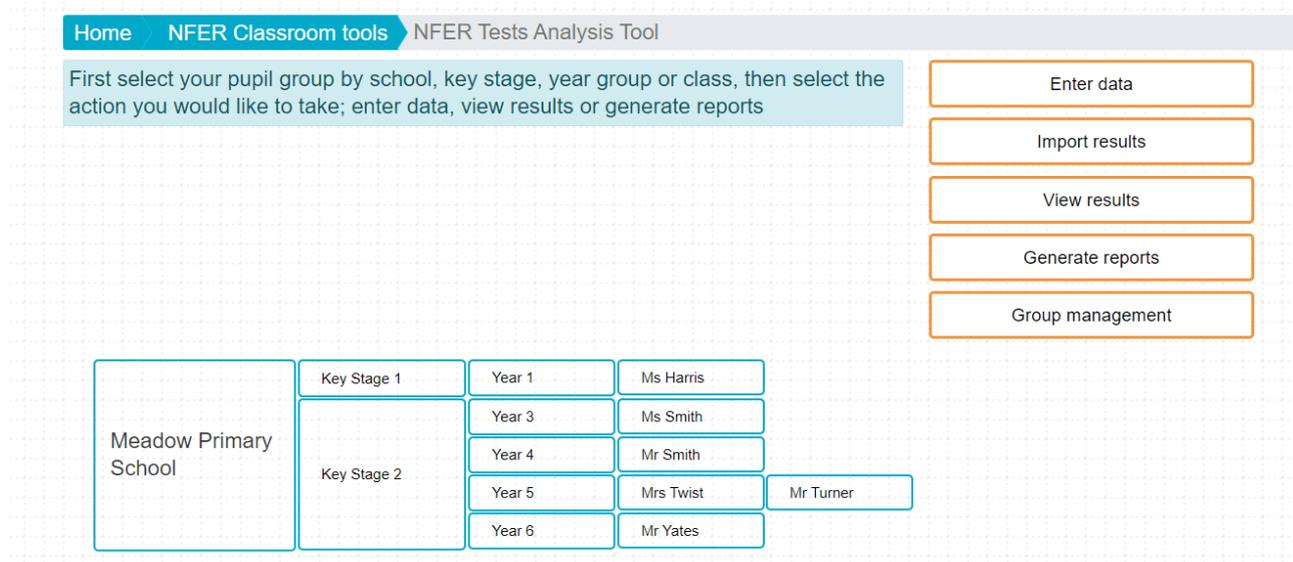
When entering the NFER Classroom tools page you will have to select from the tools which you would like to work with by pressing the **'Select'** button on the relevant tool.

Currently the only available tool is the NFER Tests Analysis Tool, however we hope to expand our range in the future.

The first time you access a new product on the system you will need to agree to the Terms and Conditions. If we update these they will be to be agreed again before you can continue.

3.2 NFER Tests Analysis Tool

When you enter the NFER Tests Analysis Tool page you will be taken to a screen, like the one below. This lists all the classes and year groups you have uploaded pupil data for. There is also a list of the actions you can complete within this section on the right-hand side.



Home NFER Classroom tools NFER Tests Analysis Tool

First select your pupil group by school, key stage, year group or class, then select the action you would like to take; enter data, view results or generate reports

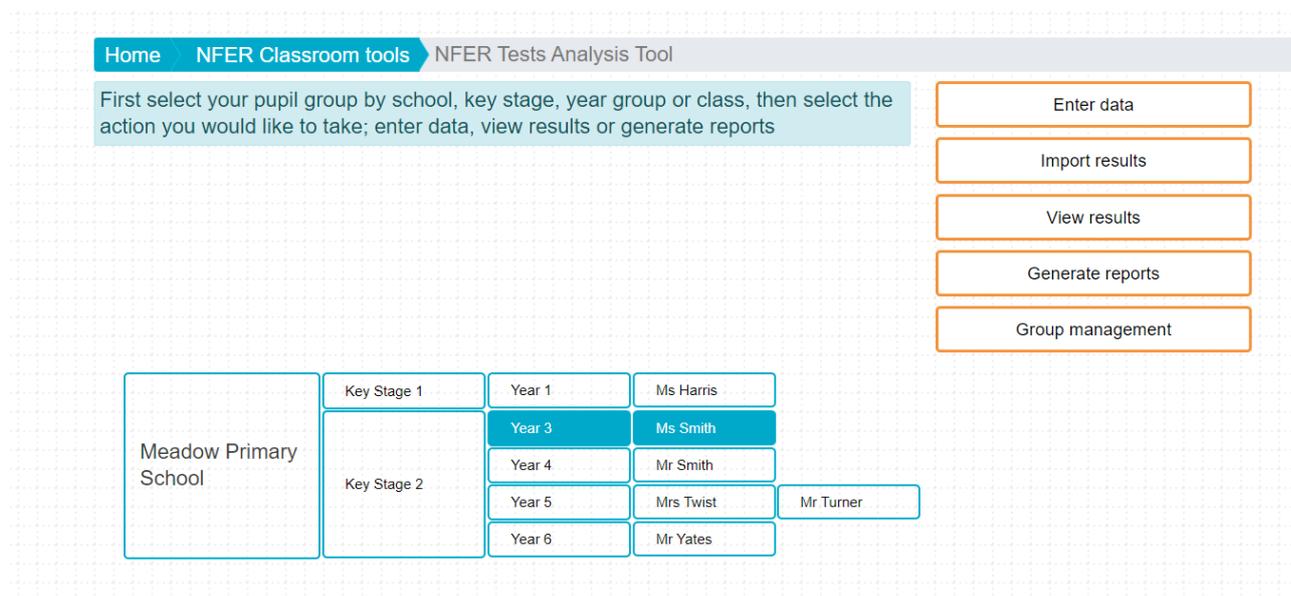
- Enter data
- Import results
- View results
- Generate reports
- Group management

| | | | | |
|-----------------------|-------------|--------|-----------|-----------|
| Meadow Primary School | Key Stage 1 | Year 1 | Ms Harris | |
| | Key Stage 2 | Year 3 | Ms Smith | |
| | | Year 4 | Mr Smith | |
| | | Year 5 | Mrs Twist | Mr Turner |
| | | Year 6 | Mr Yates | |

3.3 Selecting pupils to work with

Before you are able to enter any test data, or view any results or reports, you will need to select which set of pupils you wish to work with.

You are able to select as many as you wish and this can be done at class, year, key stage, or school level by clicking on the relevant box.



The screenshot shows the 'NFER Classroom tools' interface. At the top, there is a navigation bar with 'Home', 'NFER Classroom tools', and 'NFER Tests Analysis Tool'. Below this is a light blue instruction box: 'First select your pupil group by school, key stage, year group or class, then select the action you would like to take; enter data, view results or generate reports'. To the right of the instruction box is a vertical menu with five buttons: 'Enter data', 'Import results', 'View results', 'Generate reports', and 'Group management'. Below the instruction box is a selection grid for 'Meadow Primary School'. The grid has three columns: 'Key Stage', 'Year', and 'Teacher'. The 'Key Stage 1' column has 'Year 1' with 'Ms Harris' and 'Year 3' with 'Ms Smith'. The 'Key Stage 2' column has 'Year 4' with 'Mr Smith', 'Year 5' with 'Mrs Twist', and 'Year 6' with 'Mr Yates'. A separate box for 'Mr Turner' is positioned to the right of the 'Year 5' row. In the screenshot, 'Year 3' and 'Ms Smith' are highlighted in blue, indicating they are selected.

When a set of pupils is selected they will be highlighted in blue. Any left unselected will remain white.

When you select a year, all classes within that year will automatically highlight in blue. Similarly if you select a whole key stage all years and classes within that key stage will highlight in blue, and if you select the school, all key stages, years and classes will be highlighted.

Click on the box again to clear your selection, this will change the box back to white.

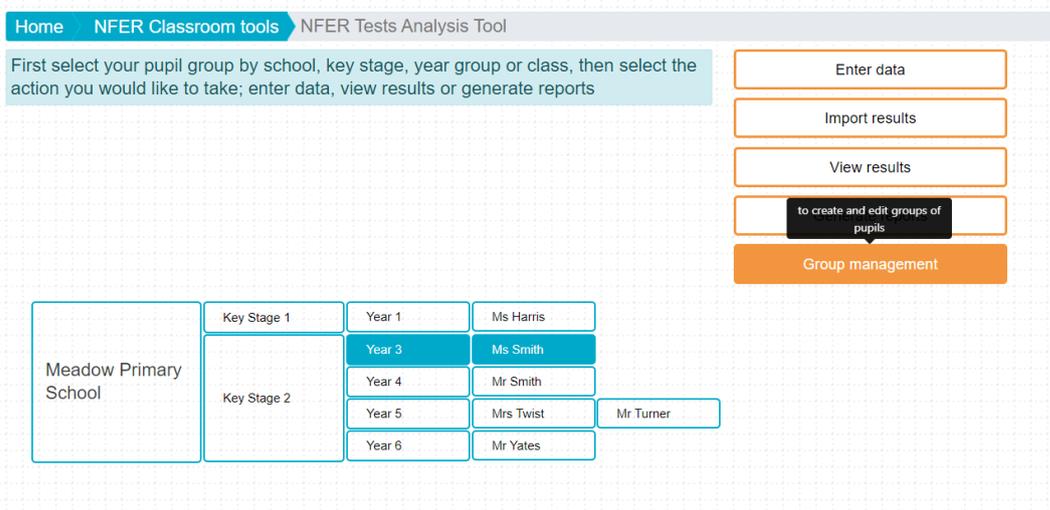
Once you have selected your pupils you can then choose the action you wish to take with them from the menu on the right-hand side.

The system will retain your pupil selection during your session until you change it. This will allow you to move seamlessly between group management, entering test data, viewing results and generating reports for the same set of pupils.

4 Group Management

The Group Management section allows you to create and edit custom groups of pupils which can be used to filter the **'Enter data'**, **'View results'** and **'Generate reports'** sections. Using this feature you can create groups of pupils (such as sets, or pupils receiving additional support) and view and analyse their results separately from the rest of their year group or class. Users with 'Teacher' or 'AdminTeacher' permissions will be able to use the Group Management functionality.

To begin, enter NFER Classroom tools, select the NFER Tests Analysis Tool and select appropriate class(es), year group(s) or key stage(s) you would like to select pupils from to create your group. Click **'Group management'**.



The screenshot shows the NFER Tests Analysis Tool interface. At the top, there are navigation tabs: Home, NFER Classroom tools (selected), and NFER Tests Analysis Tool. Below the tabs, a light blue box contains the instruction: "First select your pupil group by school, key stage, year group or class, then select the action you would like to take; enter data, view results or generate reports". To the right of this box are five buttons: "Enter data", "Import results", "View results", "to create and edit groups of pupils" (with a tooltip), and "Group management" (highlighted in orange). Below these buttons is a table for selecting a pupil group:

| | | | | |
|-----------------------|-------------|--------|-----------|-----------|
| Meadow Primary School | Key Stage 1 | Year 1 | Ms Harris | |
| | Key Stage 2 | Year 3 | Ms Smith | |
| | | Year 4 | Mr Smith | |
| | | Year 5 | Mrs Twist | Mr Turner |
| | | Year 6 | Mr Yates | |

4.1 Create a group

From the 'Group management' menu, select 'Create New Group'. On this page, you will see all pupils listed based on your selection on the NFER Tests Analysis Tool page (in this case, year 3 was selected, so all pupils in year 3 are displayed).

Home NFER Classroom tools NFER Tests Analysis Tool Pupil Groups Create New Group

Information:
 Select the pupils you would like to add to this group by clicking on their name or by clicking on the "Select all" or "Clear all" buttons.
 Type the new group name into the group name box. Click "Create Group" to create a new group.

Group name: JD01

Search:

| First Name | Surname | Year group | Class name |
|------------|---------|------------|------------|
| Ardella | Fricks | 3 | Ms Smith |
| Armando | Reveles | 3 | Ms Smith |
| Audra | Roussel | 3 | Ms Smith |
| Augustine | Peters | 3 | Ms Smith |
| Bethany | Rodd | 3 | Ms Smith |
| Brenna | Baynard | 3 | Ms Smith |
| Carletta | Sober | 3 | Ms Smith |
| Catherin | Linares | 3 | Ms Smith |

Enter your preferred group name in the 'Group name' box. This will be prefixed with your initials and a two digit number.

You can select individual pupils by clicking on their record. When selected the pupil record turns blue.

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 Type the new group name into the group name box. Click "Create Group" to create a new group.

Group name: JD01

Search:

| First Name | Surname | Year group | Class name |
|------------|---------|------------|------------|
| Ardella | Fricks | 3 | Ms Smith |
| Armando | Reveles | 3 | Ms Smith |
| Audra | Roussel | 3 | Ms Smith |
| Augustine | Peters | 3 | Ms Smith |
| Bethany | Rodd | 3 | Ms Smith |
| Brenna | Baynard | 3 | Ms Smith |
| Carletta | Sober | 3 | Ms Smith |
| Catherin | Linares | 3 | Ms Smith |

To clear your selection click 'Clear all'. To select all listed pupils click 'Select all'. You can also search for pupils using the search bar. Your search results will update automatically when you

begin typing. To undo the search results, delete the text in the box or click the x button in the corner of the text box.



Once you have selected all pupils who should be included in the group, click 'Create Group'. You will receive a success message indicating that your group has been created.

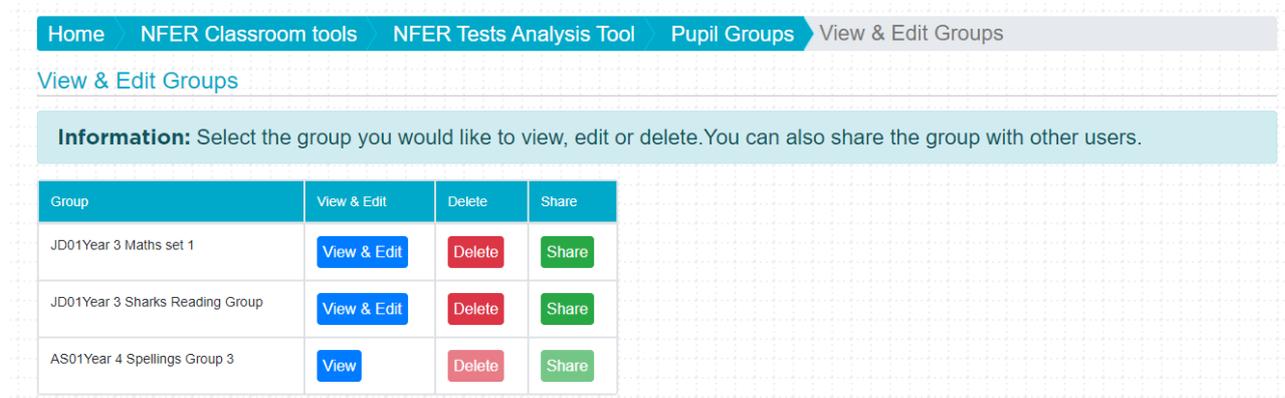


To clear your selection click 'Clear all'. To select all listed pupils click 'Select all'. You can also search for pupils using the search bar. Your search results will update automatically when you begin typing. To undo the search results, delete the text in the box or click the x button in the corner of the text box.

This group will now be available in 'Enter data', 'View results' and 'Generate reports' menus

4.2 View & Edit Groups

From the 'Group Management' menu, select 'View & Edit Groups'. Here you can view all groups that you have created or that have been shared with you by another user.



Information: Select the group you would like to view, edit or delete. You can also share the group with other users.

| Group | View & Edit | Delete | Share |
|---------------------------------|---------------------------------|------------------------|-----------------------|
| JD01Year 3 Maths set 1 | View & Edit | Delete | Share |
| JD01Year 3 Sharks Reading Group | View & Edit | Delete | Share |
| AS01Year 4 Spellings Group 3 | View | Delete | Share |

For any groups that are created by you, you have the options to 'View & Edit', 'Delete' and 'Share' the group. For groups created by other users and shared, you will only have the option to 'View' the group. Only the group owner can edit, delete or share the group.

4.2.1 Editing a group

For any groups that are created by you, you have the options to 'View & Edit', 'Delete' and 'Share' the group. For groups created by other users and shared, you will only have the option to 'View' the group. Only the group owner can edit, delete or share the group.

4.2.2 Deleting a group

To delete a group, click 'Delete' next to the group you would like to delete. You will receive a warning message asking you to check the group that you are deleting. Deleting groups is irreversible. Click 'Delete' to delete the group, or 'Cancel' to return to the 'View and Edit Groups' page without deleting the group.



4.2.3 Sharing a group

You are able to share any group that you have created with all other users registered on your school account. To do this click the 'Share' button next to the group you would like to share. You will receive a warning message asking you if you are sure that you would like to share the selected group. Click 'Share' to share the group, or 'Cancel' to return to the 'View and Edit Groups' page without sharing the group. Only the group owner will be able to edit or delete shared groups. Other users will be able to view the group and use the group to filter results in the 'Enter data', 'View results' and 'Generate reports' sections.



4.3 Export all groups

From the Group Management menu you are able to export a list of all groups that have been created. This includes all groups created by you and all groups that have been shared with you. The pupils shown in this export are those selected on the NFER Tests Analysis Tool page (see section 3.3).

Click 'Export all groups'. This will download an Excel document to your local system. The export file shows every pupil in the key stage, year or class that you selected on the NFER Tests Analysis Tool page. It also shows every group that has been created by or shared with you. Pupils who

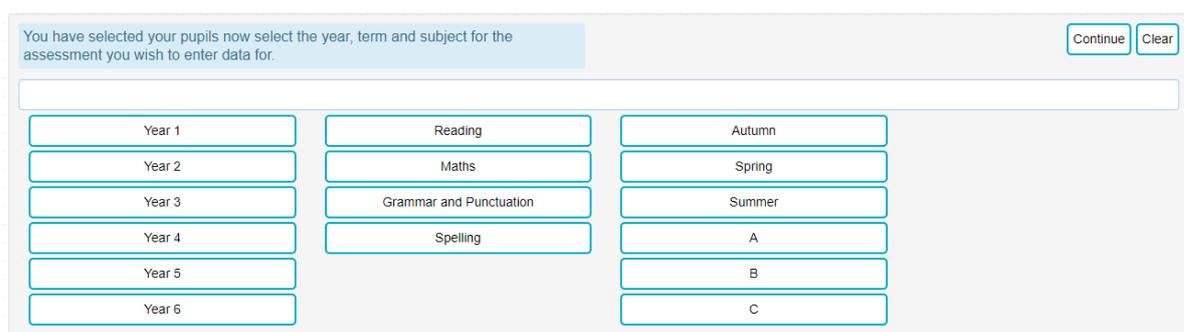
appear in the group are indicated with a 'Y' in the group column, and pupils who are not part of the group are indicated with a 'N'. It is possible to filter your Excel spreadsheet to quickly identify pupils who are part of each group by filtering the results.

5 Entering test results

To access the enter test data section you will need to enter NFER Classroom tools, select the NFER Tests Analysis Tool and then select which pupils you would like to enter test data for. For help doing this please see Section 3.3

Then press the **'Enter data'** button on the right-hand side menu. You will be taken to a new page, as pictured below, where you will need to select the assessment that you wish to enter data for.

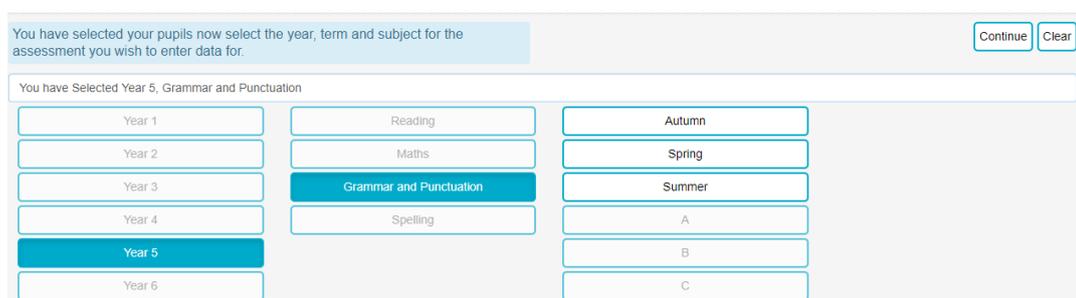
Select the year group, term and subject the assessment was for.



The screenshot shows a selection interface with a header: "You have selected your pupils now select the year, term and subject for the assessment you wish to enter data for." There are "Continue" and "Clear" buttons in the top right. Below the header is a text input field. The main area contains three columns of buttons:

- Year group: Year 1, Year 2, Year 3, Year 4, Year 5, Year 6
- Subject: Reading, Maths, Grammar and Punctuation, Spelling
- Term: Autumn, Spring, Summer, A, B, C

The boxes will be highlighted in blue as they are chosen and your selection will appear in the text box above the options, as pictured below. Invalid options will appear greyed out and you will not be able to select them. You can clear your selection using the **'Clear'** button.

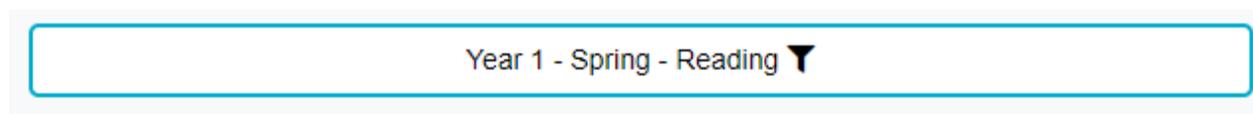


This screenshot shows the same interface as above, but with selections made. The text input field now contains "You have Selected Year 5, Grammar and Punctuation". The "Year 5" button, "Grammar and Punctuation" button, and "Autumn" button are highlighted in blue. The "Continue" and "Clear" buttons remain in the top right.

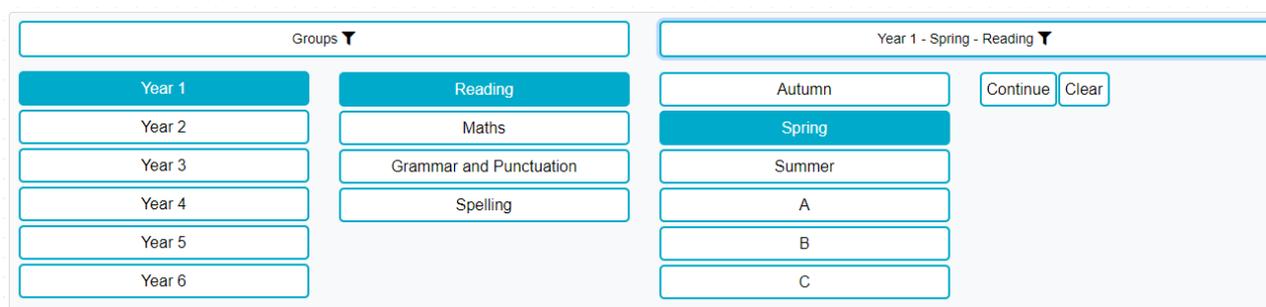
Click the **'Continue'** button to go to the first data entry screen.

There are three different screens for entering test data, each being beneficial for a different method and dependent on what reports you are interested in. The options are: enter by pupil, enter by question and enter by total. These will be explained in more detail below.

You can change the paper you have selected at any time during the data entry process by using the menu at the top of the page. This looks like the below:



Click the box to show the hidden selection tool, as seen below:



Press the **'Clear'** button to remove your selection and select a new year, term and subject.

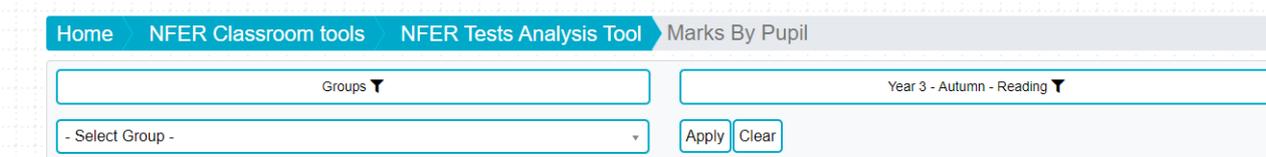
Press **'Continue'** and the new assessment selected will load.

It is important to save regularly when entering to ensure you do not lose any data.

When entering test data you will need to ensure that something has been added for every question for pupils who have taken the test. You can enter a score of 0 if attempted but no score achieved, the mark achieved or mark the question as not attempted using this button: 

5.1 Using groups on the enter data pages

If you have created a group, or another user has shared a group (see section 4 for details), you can filter the enter data pages to show only pupils who are members of the desired group. To do this, click the 'Groups' button. This function is in the top panel on the Enter by Pupil, Enter by Question and Enter by Total pages. This will open the groups menu.



Click the 'Select group' to open the dropdown box and select the desired group from the list. The selected group name will now show in the box. Click apply to filter the pupils to that group. The 'Groups' menu will close and the selected group name will be shown in the menu box.



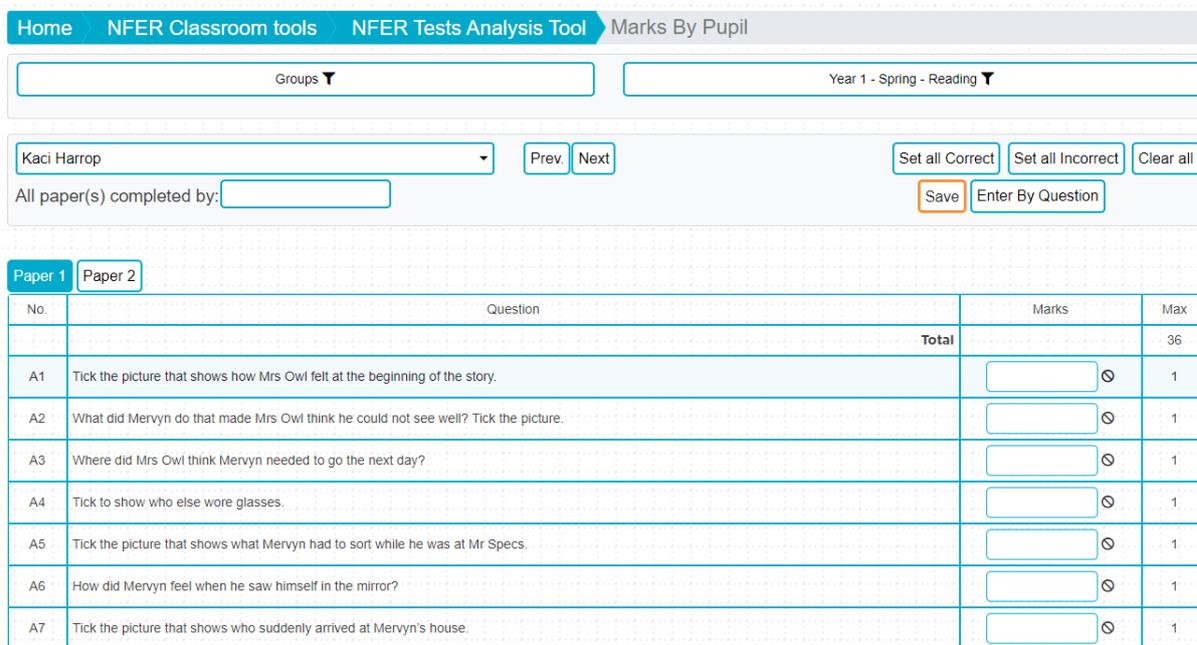
The group has been applied and the pupils shown below are those who belong to the selected group. Only one group may be applied at any one time.

To change your group selection, click the group name to re-open the groups menu. Click the dropdown and select a different group. Click 'Apply'.

To clear your group selection, click the group name to re-open the groups menu. Click 'Clear', then 'Apply'. This will reset the dropdown to the 'Select group' text and clear any group selections.

5.2 Enter by pupil

Enter by pupil will be the first screen you are taken to after selecting the test paper you would like to enter data for and pressing 'Continue'. This looks like the below:



| No. | Question | Marks | Max |
|--------------|---|----------------------|-----|
| Total | | | 36 |
| A1 | Tick the picture that shows how Mrs Owl felt at the beginning of the story. | <input type="text"/> | 1 |
| A2 | What did Mervyn do that made Mrs Owl think he could not see well? Tick the picture. | <input type="text"/> | 1 |
| A3 | Where did Mrs Owl think Mervyn needed to go the next day? | <input type="text"/> | 1 |
| A4 | Tick to show who else wore glasses. | <input type="text"/> | 1 |
| A5 | Tick the picture that shows what Mervyn had to sort while he was at Mr Specs. | <input type="text"/> | 1 |
| A6 | How did Mervyn feel when he saw himself in the mirror? | <input type="text"/> | 1 |
| A7 | Tick the picture that shows who suddenly arrived at Mervyn's house. | <input type="text"/> | 1 |

This test data entry option allows you to enter each individual pupil's results for the selected assessment one pupil at a time.

You can select which pupil you wish to enter test data for using the drop down menu or using the previous or next buttons on the top left of the screen. This will automatically start from the first child, listed alphabetically by first name. Click the box to open the drop down menu and make your student selection.

Before entering any test scores you will need to enter the date the test was sat. Click in the test date box to open the calendar. You can either select your date from the calendar or you can type your date into the box. Please enter in format DD/MM/YYYY.

For assessments where there are multiple test papers, such as mathematics, the test you are entering data will need to be selected. Click the test paper button you want from the options in the top left of the question table. This will load the set of questions below that refer to the test you have chosen.

To enter data click in the text box in the 'Marks' column of the table for the question you would like to enter results for. To move to the next question's text box quickly you can press the return, tab or down arrow key on your keyboard.

In the top right of the screen you will see '**Set all correct**' and '**Set all incorrect**' buttons, as pictured below.

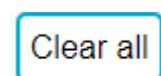


These can be used to immediately populate all the questions with the highest available mark, or lowest available respectively. Individual text boxes can then be amended.

If a pupil has not attempted a question click the button to the right of the text box, pictured below. This will populate the test box with a X which represents 'not attempted'

| |
|--|
| Marks |
| 12 |
| <input type="text"/>  |

You can use the 'Clear all' button to remove all test data for the current pupil.



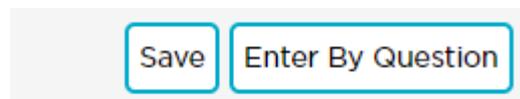
Once all marks have been completed for one pupil, press the '**Save**' button in the top right of the screen, directly below the '**Set all correct**' and '**Set all incorrect**' buttons. A message should appear above the data entry table like the one below.

Success!
Scores saved successfully.

Once saved you can move onto the next pupil by selecting them from the drop down menu in the top left of the screen or by pressing the **'Next'** button and repeating the data entry process.

5.3 Enter by question

To access the enter by question screen once you have selected your assessment paper and clicked **'Continue'**, you will then need to press the **'Enter by question'** button, pictured below. This can be found in the top right-hand corner of the screen.



This will load a screen, as pictured below, which lists the pupils you have selected to work with in the two left hand columns and lists the questions and total marks available along the top two rows.

Home NFER Classroom tools NFER Tests Analysis Tool Marks By Question

Groups Year 3 - Autumn - Reading

Reading All Paper(S) Completed By: 06/01/2020 Save Enter By Pupil Enter Total Score

Entering item level scores will delete any total scores previously saved

| Forename | Surname | Total (Max: 37) | 1(Max: 1) | 2(Max: 1) | 3(Max: 1) | 4a(Max: 1) | 4b(Max: 1) | 5(Max: 1) | 6(Max: 1) |
|----------------------|---------|-----------------|-----------|-----------|-----------|------------|------------|-----------|-----------|
| Set all to Max / Min | | | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 | 1 0 |
| Ardella | Fricks | | | | | | | | |
| Armando | Reveles | | | | | | | | |
| Audra | Roussel | | | | | | | | |
| Augustine | Peters | | | | | | | | |
| Bethany | Rodd | | | | | | | | |
| Brenna | Baynard | | | | | | | | |
| Carletta | Sober | | | | | | | | |

This view allows you to enter each pupil's score on a particular question before moving onto the next question and repeating.

Similarly to enter by pupil, if there are multiple test papers these can be selected by clicking on the test paper buttons on the left hand side above the data entry grid.

To enter data, click in the text box for the question and pupil you would like to begin with. To move to the next pupil for the same question quickly you can press the return, down arrow or tab key on your keyboard.

On the top of each column there is a row of buttons which allow you to set all pupils' scores for that questions to the maximum available marks, or the minimum available marks.

| | | | |
|----------------------|-----------|-----------------|-----------|
| Forename↑↓ | Surname↑↓ | Total (Max: 25) | 1(Max: 1) |
| Set all to Max / Min | | | 1 0 |

Press the round '0' button to set all pupils to incorrect. Press the round numbered button to set all to the maximum score. This button is pictured as a '1' above, however this number will differ depending on the total marks available for the selected question.

If a pupil has not attempted a question click the button to the right of the text box, pictured below. This will populate the test box with a X which represents 'not attempted'

| |
|------------------------|
| 1(Max: 1) |
| 1 0 |
| <input type="text"/> ⓧ |

Once this has been pressed and all scores populated, individual response boxes can then be amended for individual pupils.

When you have reached the final pupil for each question you can continue pressing the tab key on your keyboard to move on to the first pupil listed for the next question.

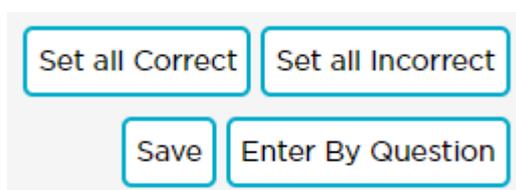
Before you are able to save the data you have entered by question you will need to enter the date the test was sat. Click in the test date box to open the calendar. You can either select your date from the calendar or you can type your date into the box. Please enter in format DD/MM/YYYY.

If you have previously entered a date for this test in the 'enter by pupil' mode, the date will be prepopulated with the same date.

To save the data entered, press the ‘**Save**’ button on the top right-hand side of the screen above the data entry level grid.

5.4 Enter by total

To access the enter by total screen, once you have selected your assessment paper and clicked ‘**Continue**’, you will then need to press the ‘**Enter by question**’ button, pictured below. This can be found in the top right-hand corner of the screen.



Then press the ‘**Enter total score**’ button pictured below. This can be found in the top right-hand corner of the screen.



This will enable the enter total score screen, as pictured below, which lists the pupils you have selected to work with in the two left hand columns with a box to enter their total score in the assessment to the right.

Groups ▼

Year 3 - Autumn - Maths ▼

Arithmetic
Test 1
Test 2

All Paper(S) Completed By: 01/01/2019

Save
Enter By Pupil
Enter By Question

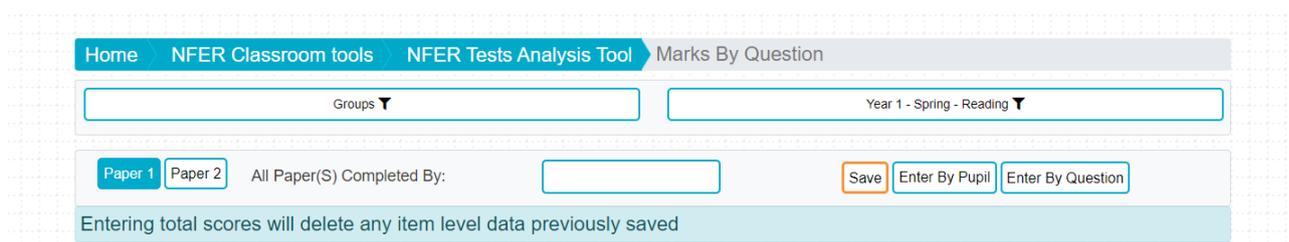
Entering total scores will delete any item level data previously saved

| Forename ▲ | Surname ▲ | Total (Max: 30) |
|------------|-----------|----------------------|
| Ardella | Fricks | <input type="text"/> |
| Armando | Reveles | <input type="text"/> |
| Audra | Roussel | <input type="text"/> |
| Augustine | Peters | <input type="text"/> |
| Bethany | Rodd | <input type="text"/> |
| Brenna | Baynard | <input type="text"/> |
| Carletta | Sober | <input type="text"/> |

This view allows you to enter each pupil’s total score on the test paper as a whole.

Please note: Entering scores in this mode, as opposed to by question or pupil, will mean you are unable to access Question level analysis or Programme of study reports for this assessment.

Similarly, to enter by pupil and enter by question, if there are multiple test papers these can be accessed by clicking on the button for the assessment you want on the left hand side, above the data entry grid.



To enter data, click in the text box for the pupil you would like to begin with. To move to the next pupil’s text box quickly you can press the return or tab key on your keyboard.

If scores have been previously entered in either of the two modes, the totals will reflect this and any totals you enter will overwrite the data already held.

Before you are able to save the data you have entered, you will need to enter the date the test was sat. Click in the test date box to open the calendar. You can either select your date from the calendar or you can type your date into the box. Please enter in format DD/MM/YYYY.

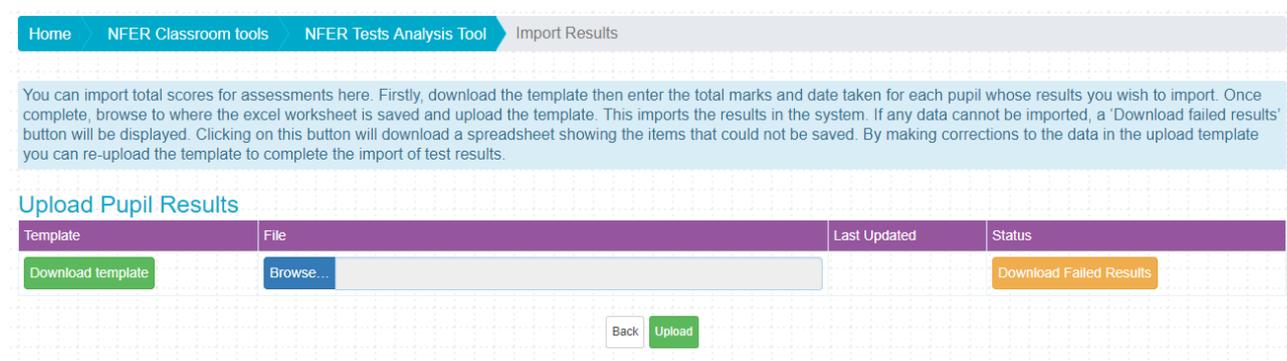
If you have previously entered a date for this test in the ‘enter by pupil’ or ‘enter by question’ mode, the date will be prepopulated.

To save the data entered, press the ‘**Save**’ button on the top right-hand side of the screen above the data entry level grid.

6 Import results

To access the import results section enter NFER Classroom Tools, select the NFER Tests Analysis Tool and then select which pupils you would like to import results for. For help doing this please see Section 3.3

Then press the '**Import results**' button on the right-hand side menu. You will be taken to a new page, as pictured below.



Importing results is a useful function for adding historical data for your pupils without having to select each individual test. We recommend that it is not be used as a frequent data entry method.

To begin, click the green '**Download template**' button. This will download an Excel document, save this in a location of your choice on your computer.

The Excel document will look similar to the below, and will have all pupils in that year group populated into it as well as column headers for all available NFER Tests.

| | | | | | | Year 1 - Summer | | | | Year 2 - Autumn | | | | Year 3 - Autumn | | | |
|--------|------------|------------|-----------------|---------------|--------------|-----------------|---------------------|----------|---------------------|-----------------|---------------------|----------|---------------------|-----------------|-----------------------|------------|----------------------|
| | | | | | | Reading | | Maths | | Reading | | Maths | | Reading | | Maths | |
| Pupild | First Name | Surname | Full Name | Date Of Birth | Pupil Status | Y1R Date | Y1R Marks (Max: 48) | Y1M Date | Y1M Marks (Max: 40) | Y2R Date | Y2R Marks (Max: 35) | Y2M Date | Y2M Marks (Max: 51) | Y3R_A Date | Y3R_A Marks (Max: 37) | Y3M_A Date | Y3M_A Marks (Max: 8) |
| 156863 | Alex | Kelly-Hall | Alex Kelly-Hall | 01/07/2010 | Active | | | | | | | | | | | | |
| 156871 | Amy | Howard | Amy Howard | 01/09/2009 | Active | | | | | | | | | | | | |
| 156862 | Amy | Jones | Amy Jones | 01/05/2010 | Active | | | | | | | | | | | | |
| 156866 | Ashley | Smith | Ashley Smith | 01/12/2009 | Active | | | | | | | | | | | | |
| 156868 | Beth | Dudley | Beth Dudley | 01/04/2010 | Active | | | | | | | | | | | | |
| 156847 | Beth | Jones | Beth Jones | 01/06/2010 | Active | | | | | | | | | | | | |
| 156864 | Chris | Nash-Hall | Chris Nash-Hall | 01/09/2009 | Active | | | | | | | | | | | | |
| 156865 | Claire | Reid | Claire Reid | 01/10/2009 | Active | | | | | | | | | | | | |
| 156853 | Claire | Dudley | Claire Dudley | 01/05/2010 | Active | | | | | | | | | | | | |
| 156857 | Daniel | Martins | Daniel Martins | 01/12/2009 | Active | | | | | | | | | | | | |
| 156852 | Danielle | Childs | Danielle Childs | 01/03/2010 | Active | | | | | | | | | | | | |
| 156861 | Ebony | Green | Ebony Green | 01/03/2010 | Active | | | | | | | | | | | | |
| 156872 | Gillian | Kelly | Gillian Kelly | 01/11/2009 | Active | | | | | | | | | | | | |
| 156867 | Helena | Taylor | Helena Taylor | 01/02/2010 | Active | | | | | | | | | | | | |
| 156854 | Jack | Hall | Jack Hall | 01/07/2010 | Active | | | | | | | | | | | | |
| 156850 | Jack | Smith | Jack Smith | 01/11/2009 | Active | | | | | | | | | | | | |
| 156870 | James | Hamilton | James Hamilton | 01/08/2010 | Active | | | | | | | | | | | | |
| 156859 | Jessica | Wright | Jessica Wright | 01/12/2009 | Active | | | | | | | | | | | | |
| 156846 | Joanna | Howard | Joanna Howard | 01/04/2010 | Active | | | | | | | | | | | | |
| 156858 | John | Reid | John Reid | 01/10/2009 | Active | | | | | | | | | | | | |
| 156848 | Laura | Morris | Laura Morris | 01/08/2010 | Active | | | | | | | | | | | | |
| 156856 | Lucy | Hyatt | Lucy Hyatt | 01/10/2009 | Active | | | | | | | | | | | | |

You are not able to upload pupil results in any format other than by using this template as pupils are matched by their unique PupillD allocated by the system.

You cannot make any changes to your pupil's data here. Any changes must be done in the administration section (see section 2.3.2.2).

Enter test results and the date each test was taken in the relevant columns.

The score format should be a number written in digits, and, where there are multiple papers, it is the combined total of all papers.

The date should be written in format DD/MM/YYYY.

Errors in format will mean the spreadsheet will fail to upload.

| | | | | | | Year 1 - Summer | | | | Year 2 - Autumn | | | | Year 3 - Autumn | | | |
|---------|------------|------------|-----------------|---------------|--------------|-----------------|---------------------|------------|---------------------|-----------------|---------------------|------------|---------------------|-----------------|-----------------------|------------|----------------------|
| | | | | | | Reading | | Maths | | Reading | | Maths | | Reading | | Maths | |
| PupillD | First Name | Surname | Full Name | Date Of Birth | Pupil Status | Y1R Date | Y1R Marks (Max: 48) | Y1M Date | Y1M Marks (Max: 40) | Y2R Date | Y2R Marks (Max: 35) | Y2M Date | Y2M Marks (Max: 51) | Y3R_A Date | Y3R_A Marks (Max: 37) | Y3M_A Date | Y3M_A Marks (Max: 8) |
| 156863 | Alex | Kelly-Hall | Alex Kelly-Hall | 01/07/2010 | Active | 01/05/2016 | 27 | 15/05/2016 | 27 | 01/10/2016 | 27 | 15/10/2016 | 27 | 01/10/2017 | 27 | 15/10/2017 | |
| 156871 | Amy | Howard | Amy Howard | 01/09/2009 | Active | 01/05/2016 | 32 | 15/05/2016 | 32 | 01/10/2016 | 32 | 15/10/2016 | 32 | 01/10/2017 | 32 | 15/10/2017 | |
| 156862 | Amy | Jones | Amy Jones | 01/05/2010 | Active | 01/05/2016 | 16 | 15/05/2016 | 16 | 01/10/2016 | 16 | 15/10/2016 | 16 | 01/10/2017 | 16 | 15/10/2017 | |
| 156866 | Ashley | Smith | Ashley Smith | 01/12/2009 | Active | 01/05/2016 | 19 | 15/05/2016 | 19 | 01/10/2016 | 19 | 15/10/2016 | 19 | 01/10/2017 | 19 | 15/10/2017 | |
| 156868 | Beth | Dudley | Beth Dudley | 01/04/2010 | Active | 01/05/2016 | 28 | 15/05/2016 | 28 | 01/10/2016 | 28 | 15/10/2016 | 28 | 01/10/2017 | 28 | 15/10/2017 | |
| 156847 | Beth | Jones | Beth Jones | 01/06/2010 | Active | 01/05/2016 | 37 | 15/05/2016 | 37 | 01/10/2016 | 35 | 15/10/2016 | 37 | 01/10/2017 | 37 | 15/10/2017 | |
| 156864 | Chris | Nash-Hall | Chris Nash-Hall | 01/09/2009 | Active | 01/05/2016 | 14 | 15/05/2016 | 14 | 01/10/2016 | 14 | 15/10/2016 | 14 | 01/10/2017 | 14 | 15/10/2017 | |

When completed, save the file and return to the Online Hub, log in and navigate to the import results page.

Click the blue '**Browse**' button and find your completed saved file on your computer. The box to the left of the button will populate with the selected file name.

Press the green upload button below and the file will upload.

If you are trying to import results for assessments you have previously entered data for, in enter by pupil, enter by question or enter by total data entry screens a message will appear.

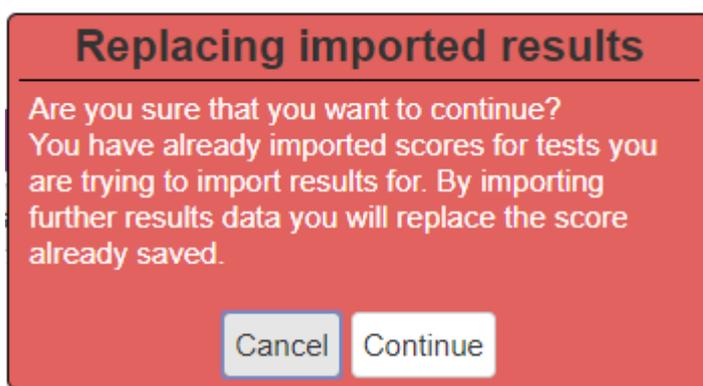
Manually entered data already exists

You have previously entered data by pupil, question or total for assessments you are trying to import results for. These results will not be imported, please click the 'Download failed results' button for details of results not imported.

The import function will not overwrite any data that has previously been entered manually into the system.

The import of these results will be stopped and the tests will appear on the download failed results sheet, which is explained below.

If you are importing results where you have previously imported results but not entered data manually in enter by pupil, enter by question or enter by total, a warning message will appear, as pictured below.



Press **'Cancel'** to go back without importing any results. Press **'Continue'** if you are happy for the new results to be imported and the previous imported results will be replaced.

You may see a new button appear called **'Download failed results'**. This button signifies that some scores have not been imported.

Click this button to download the file as an Excel document, open the file to see the failed result imports.

| FailedResults - Thursday 23 Aug 12:17 | | | | | | | | | |
|---------------------------------------|-----------|---------|-------------|-----------|--------|---------|---------------|-------|---|
| PupilUid | Firstname | Surname | DateOfBirth | YearGroup | Term | Subject | TestTakenDate | Marks | Remarks |
| 156871 | Amy | Howard | 01/09/2009 | 4 | Autumn | M | | | Neither Date nor Score provided for the qualification |
| 156862 | Amy | Jones | 01/05/2010 | 4 | Autumn | R | | | Please provide date |
| 156874 | Robert | Smith | 01/11/2009 | 3 | Summer | R | 01/05/2018 | 38 | Score Exceeded Max Score |
| 156869 | Tim | Foster | 01/06/2010 | 3 | Summer | R | 01/05/2018 | 39 | Score Exceeded Max Score |
| 156869 | Tim | Foster | 01/06/2010 | 4 | Summer | R | | | Neither Date nor Score provided for the qualification |
| 156869 | Tim | Foster | 01/06/2010 | 5 | Summer | R | | | Neither Date nor Score provided for the qualification |
| 156869 | Tim | Foster | 01/06/2010 | 4 | Summer | M | | | Neither Date nor Score provided for the qualification |
| 156869 | Tim | Foster | 01/06/2010 | 5 | Summer | M | | | Neither Date nor Score provided for the qualification |
| 156869 | Tim | Foster | 01/06/2010 | 4 | Summer | GP | | | Neither Date nor Score provided for the qualification |
| 156869 | Tim | Foster | 01/06/2010 | 5 | Summer | GP | | | Neither Date nor Score provided for the qualification |
| 156869 | Tim | Foster | 01/06/2010 | 4 | Autumn | R | | | Neither Date nor Score provided for the qualification |
| 156845 | Tim | Boyce | 01/02/2010 | 5 | B | S | | | Neither Date nor Score provided for the qualification |

Results will be separated by pupil and assessment. A reason the import failed will be shown in the column at the end.

This spreadsheet will show both assessment columns that were left empty and assessment columns where you have previously entered data using the 'enter data' function and have not been overwritten.

A list of reasons and what they mean can be seen below:

| | |
|--|--|
| Neither Date nor Score provided for the qualification | You did not put any data for this assessment in the import file |
| Score Exceeded Max Score | The score you have entered is invalid as it is above the maximum available score for that assessment |
| Cannot overwrite data entered manually by pupil, question or total in the system | You have previously entered data for this assessment within the system on the 'enter by pupil', 'enter by question' or 'enter by total' pages. These scores will not be overwritten as they are done on a test level (each individual test paper) rather than on a qualification level (multiple papers combined). |
| Please provide date | You have entered a score but not a date for this assessment in the import file. |
| Date provided, but could not find score | You have entered a date but not a score for this assessment in the import file |
| Score cannot be less than 0 | You have entered a negative number in the import file. |

If scores have failed to import due to not having a date provided, or having a score that exceeds the maximum available score you will need to amend your spreadsheet and re-upload, or enter the scores for these pupils individually.

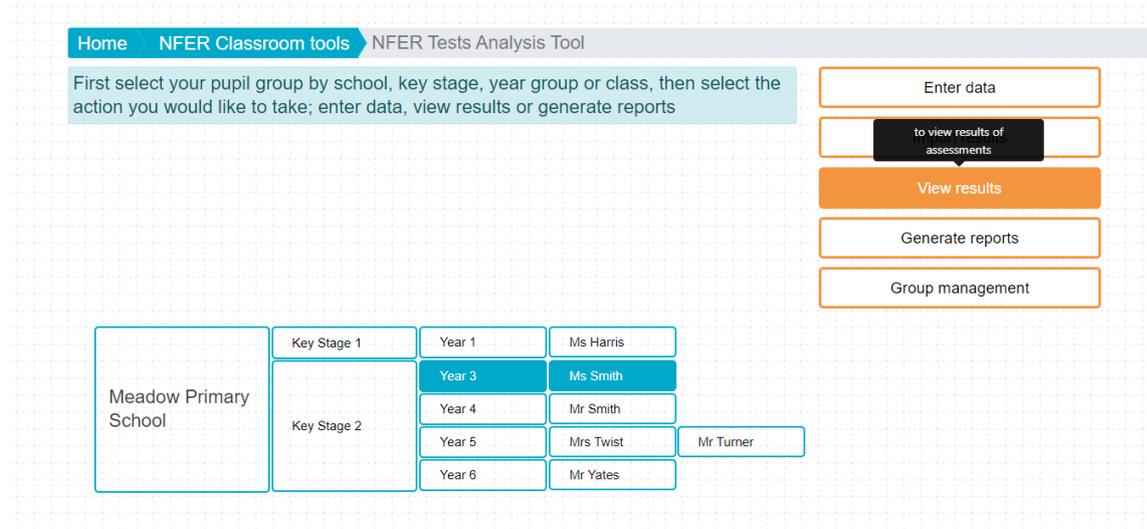
Only staff with 'SchoolAdmin' or 'AdminTeacher' permission level will be able to import results.

Successfully imported results, will be accessible immediately through the 'view results' and 'generate reports' areas of the NFER Tests Analysis Tool.

Imported results will not appear on the 'enter data' pages as these pages work on test level and not on 'qualification level', which combines multiple test results.

7 Viewing results

Once you have selected the pupils you wish to work with from the main screen press the **‘View results’** button on the left hand menu.



This will open a new page with four drop down menus for subject, year, term and score.



Select which subject you wish to receive the results for, you are able to select an ‘all’ option if you are looking for results for all subjects.

Next select the assessment year you wish to have results for, you are able to select an ‘all’ option, or a ‘Key stage 1’ option.

Next select which term you wish to receive results from, again, you are able to select an ‘all’ option. Finally you will need to choose the format of score you wish your results to be in.

The ‘Raw score’ option will provide the actual scores achieved on the test. This is used to inform the standardised score and age-standardised score.

The ‘Standardised score’ option will provide a score that enables a comparison to be made between performance of a pupil and that of other pupils who have taken the same assessment. This can be useful for grouping your class by ability and for identifying pupils in need of targeted intervention. For more information about standardised scores, please see your NFER Tests Teacher Guide.

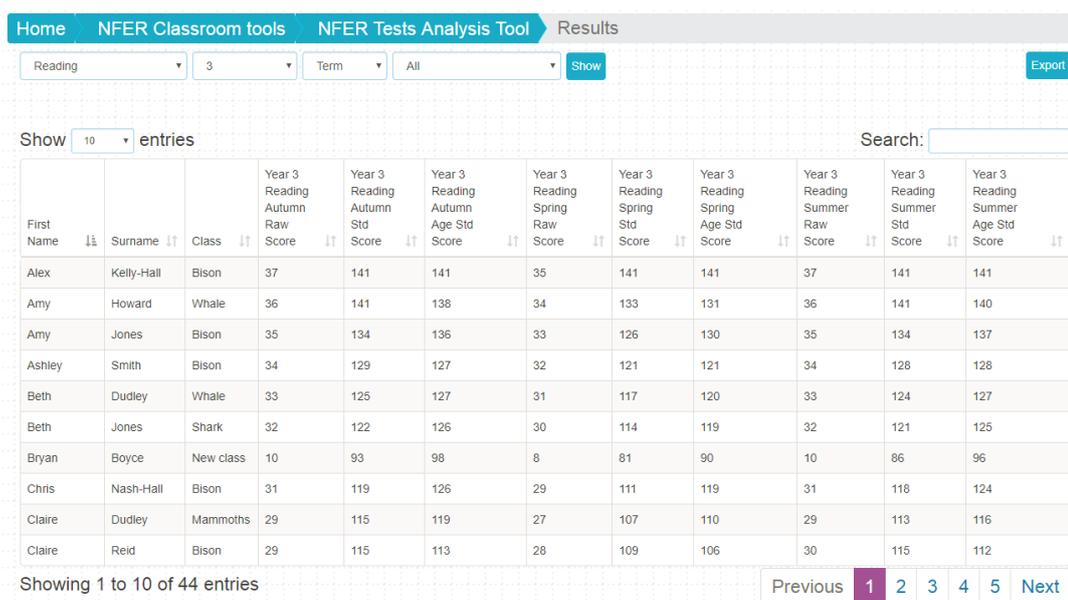
The ‘Age-Standardised score’ option will provide a score that takes into account a pupil’s age in years and months at the time of sitting the assessment in order for the pupil’s score to be compared with the performance of other pupils of the same age. The score will only be accurate if

it has been given to pupils within the expected age range for the test. For more information about age-standardised scores, please see your NFER Tests Teacher Guide.

Selecting 'All' will produce a table with raw, standardised and age-standardised scores for each pupil.

In addition to NFER test scores, if you have entered scaled scores and teacher assessment scores for year 2 SATs (this can be done via 'Manage pupils', see section 2.3 for details) these will be displayed alongside the relevant NFER test scores. If you select all subjects, all SATs scores will be shown. If you select 'Reading', only reading SATs scores will be shown, if you select 'Maths', only maths SATS scores will be shown and if you select 'Grammar and Punctuation', just Writing SATs scores will be shown.

Once you have made all your selections, press the '**Show**' button to the right of the drop down menus and the results will populate in a table below. An example of this can be seen below:



The screenshot shows the NFER Tests Analysis Tool interface. At the top, there are navigation tabs: Home, NFER Classroom tools, NFER Tests Analysis Tool, and Results. Below the tabs, there are several dropdown menus: 'Reading', '3', 'Term', and 'All'. To the right of these menus is a 'Show' button and an 'Export' button. Below the filters, there is a 'Show 10 entries' dropdown and a search bar. The main part of the screenshot is a table with 12 columns: First Name, Surname, Class, Year 3 Reading Autumn Raw Score, Year 3 Reading Autumn Std Score, Year 3 Reading Autumn Age Std Score, Year 3 Reading Spring Raw Score, Year 3 Reading Spring Std Score, Year 3 Reading Spring Age Std Score, Year 3 Reading Summer Raw Score, Year 3 Reading Summer Std Score, and Year 3 Reading Summer Age Std Score. The table contains 10 rows of data for pupils like Alex, Amy, Ashley, Beth, Bryan, Chris, and Claire. At the bottom of the table, it says 'Showing 1 to 10 of 44 entries' and there are navigation buttons for 'Previous', '1', '2', '3', '4', '5', and 'Next'.

| First Name | Surname | Class | Year 3 Reading Autumn Raw Score | Year 3 Reading Autumn Std Score | Year 3 Reading Autumn Age Std Score | Year 3 Reading Spring Raw Score | Year 3 Reading Spring Std Score | Year 3 Reading Spring Age Std Score | Year 3 Reading Summer Raw Score | Year 3 Reading Summer Std Score | Year 3 Reading Summer Age Std Score |
|------------|------------|-----------|---------------------------------|---------------------------------|-------------------------------------|---------------------------------|---------------------------------|-------------------------------------|---------------------------------|---------------------------------|-------------------------------------|
| Alex | Kelly-Hall | Bison | 37 | 141 | 141 | 35 | 141 | 141 | 37 | 141 | 141 |
| Amy | Howard | Whale | 36 | 141 | 138 | 34 | 133 | 131 | 36 | 141 | 140 |
| Amy | Jones | Bison | 35 | 134 | 136 | 33 | 126 | 130 | 35 | 134 | 137 |
| Ashley | Smith | Bison | 34 | 129 | 127 | 32 | 121 | 121 | 34 | 128 | 128 |
| Beth | Dudley | Whale | 33 | 125 | 127 | 31 | 117 | 120 | 33 | 124 | 127 |
| Beth | Jones | Shark | 32 | 122 | 126 | 30 | 114 | 119 | 32 | 121 | 125 |
| Bryan | Boyce | New class | 10 | 93 | 98 | 8 | 81 | 90 | 10 | 86 | 96 |
| Chris | Nash-Hall | Bison | 31 | 119 | 126 | 29 | 111 | 119 | 31 | 118 | 124 |
| Claire | Dudley | Mammoths | 29 | 115 | 119 | 27 | 107 | 110 | 29 | 113 | 116 |
| Claire | Reid | Bison | 29 | 115 | 113 | 28 | 109 | 106 | 30 | 115 | 112 |

You are able to change how many entries are shown on one screen by clicking on the drop down menu on the top left and selecting how many. If your entries are listed across more than one page, the page can be changed by pressing the '**Next**' button on the bottom right of the screen, or by selecting the page number you would like to view.

To search in your list of pupils, you can use the search bar on the top right-hand side of the screen. Begin typing in the box and the list of pupils below will filter to match your search.

A total number of entries can be seen in the bottom left of the screen. This will also tell you how many of the total pupils are currently on show out of the total number if you have filtered through a search.

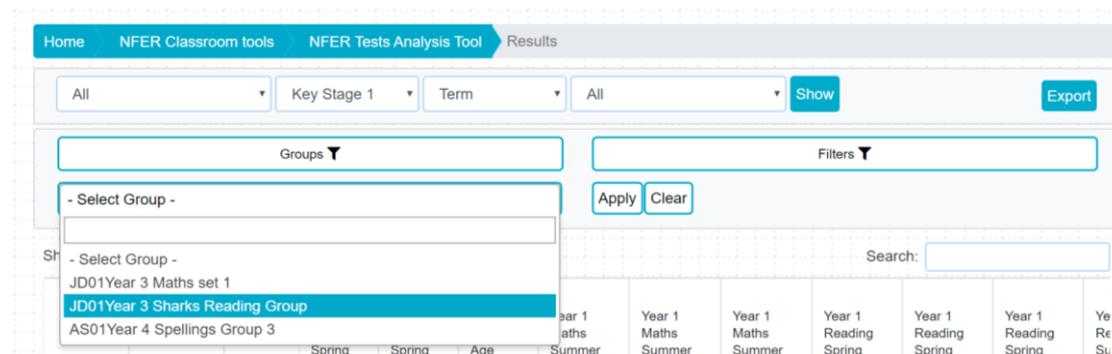
Each column can be sorted into alphabetical order by pressing the arrow symbol next to the column heading.

If you would like to view results for a specific group of pupils you can use the groups and filters buttons.

7.1 View results by group

You can view results for any group that you have created or has been shared with you in 'Groups management' (see section 4 for details).

Click on the 'Groups' button. Click the 'Select group' dropdown and click the group you would like to filter on. Then click apply. The 'Groups' menu will close and the chosen group name will be displayed in the box.



The group has been applied and the pupils shown in the results are those who belong to the selected group. Only one group may be applied at any one time.

To change your group selection, click the group name to re-open the groups menu. Click the dropdown and select a different group. Click 'Apply'.

To clear your group selection, click the group name to re-open the groups menu. Click 'Clear', then 'Apply'. This will reset the dropdown to the 'Select group' text and clear any group selections.

7.2 Filtering the view results page

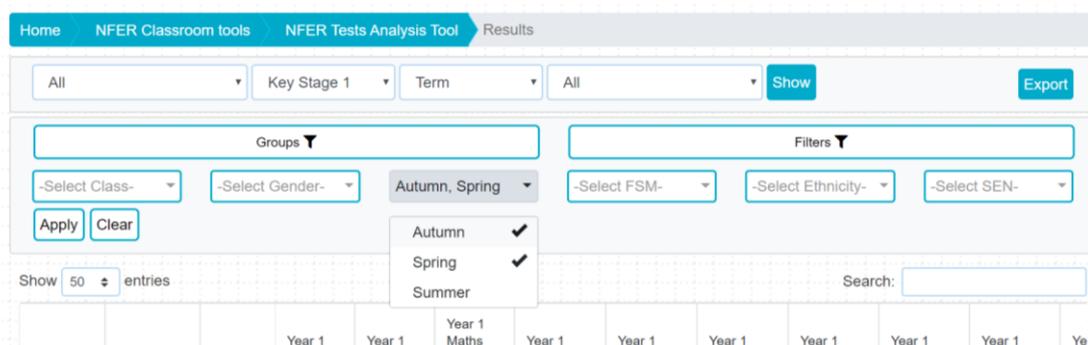
You can use the filter menu to filter results by the following categories:

- Class
- Gender
- Birth Term
- Free School Meals (FSM)

- Ethnicity
- Special Educational Needs (SEN)

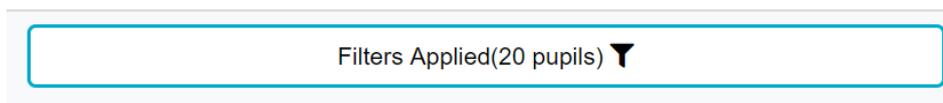
In order to do this, this information must have been entered for pupils in the 'Manage pupils' section (see section 2.3 for details on how to complete this).

Click on the 'Filters' button. This opens the filters menu. You will see a dropdown box for each of the fields named above. Click the dropdown for any field you would like to use to filter your pupil selection. Click the option you would like to filter by. In binary fields, such as FSM, selecting an option will automatically populate the field box. In fields with more than two options, you are able to select more than one result. A tick will appear next to selected options when clicked.



You can filter on more multiple fields at once. Once you are happy with your selection, click 'Apply'. This will apply your selection and close the filter menu.

The 'Filters' box now shows that you have filters applied and the number of pupils your selection is currently showing. The filters you have applied are listed below the groups and filters panel.



To change your selection, reopen the 'Filters' menu and select your preferred options from the dropdown boxes. You may need to click the 'Clear' button to remove filters. Once you are happy with your selection click 'Apply'.

To clear your entire selection, click the 'Clear' button. Then click 'Apply'.

Note that you are able to use both 'Groups' and 'Filters' to refine the results you see in tandem.

7.3 Exporting your results

You can export your results table using the 'Export' button in the top right-hand corner of the screen. Clicking this will automatically start a download of an Excel file containing the data.

To retrieve, open this from your computer's downloads file. It should look similar to the below:

Notes Results Analysis

| First Name | Surname | Year 3 Reading Autumn Age Std Score |
|------------|----------|-------------------------------------|
| Tim | Boyce | 141 |
| Joanna | Howard | 141 |
| Beth | Jones | 141 |
| Laura | Morris | 141 |
| Robert | Newman | 141 |
| Jack | Smith | 141 |
| Tim | Taylor | 141 |
| Danielle | Childs | 141 |
| Claire | Dudley | 141 |
| Jack | Hall | 141 |
| Rebecca | Hamilton | 141 |
| Lucy | Hyatt | 141 |

Save the exported report into a location of your choice on your computer.

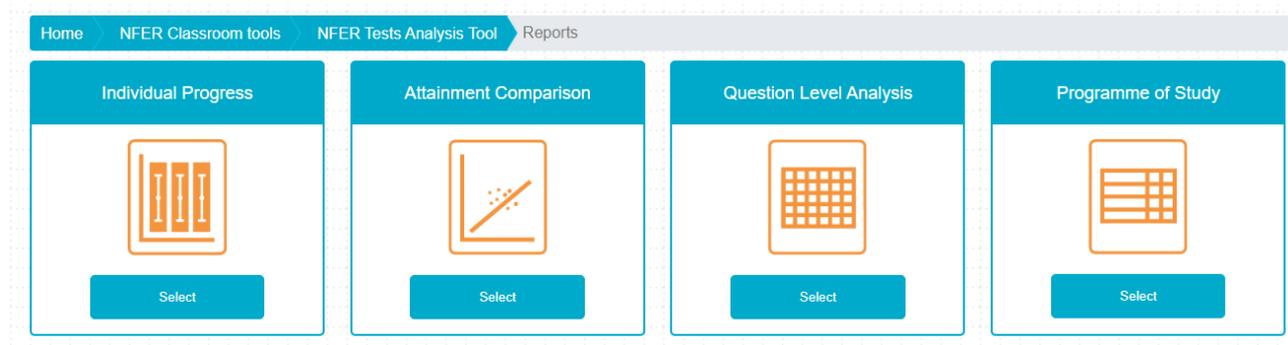
8 Reports

There are a number of reports available to you to help you analyse your pupils' results.

To access the reports section, enter NFER Classroom tools, select the NFER Tests Analysis Tool and then select which pupils you would like to generate a report for. For help doing this please see Section 3.3.

Click the '**Generate Reports**' button on the right-hand side menu.

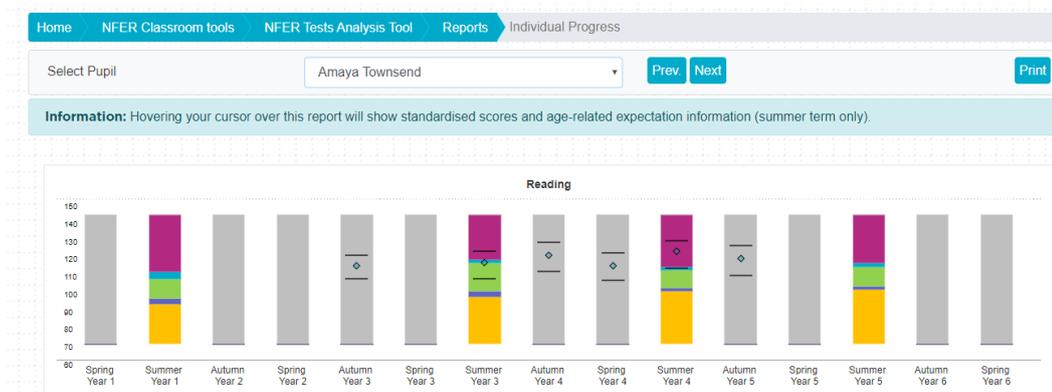
The NFER Tests Analysis Tool produces four different reports. These are displayed on the screen, as below:



To choose one, click on the '**Select**' button underneath the icon. This will take you to a new page for that report. Details of the individual reports can be found below in Sections 8.1, 8.2, 8.3 and 8.4.

8.1 Individual Progress report

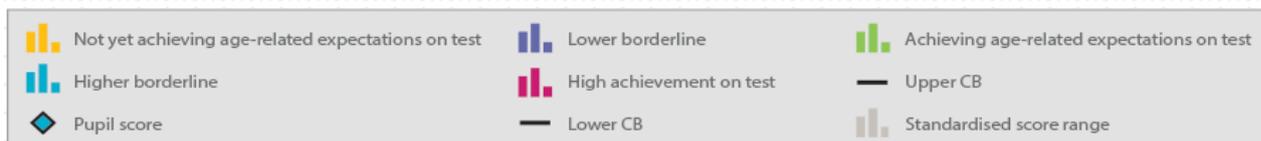
The Individual Progress report (previously called the Age Related Expectations report) will load automatically once you have selected 'Individual Progress from the generate reports page. This looks similar to the below:



The report shows Reading, Maths and Grammar and Punctuation test results from Year 1 to Year 6. The reports are generated by individual pupil and the pupil can be selected by using the drop down menu in the top left side of the screen. Pupils can also be navigated through using the ‘**Prev.**’ and ‘**Next**’ buttons. This will track through pupils in alphabetical order by first name.

This chart shows the pupil’s standardised scores and how the pupil has scored in comparison with the age-related expectations (summer terms only) on the tests. The chart can be used to monitor progress over time by comparing the pupil’s standardised scores at two time points. If the standardised scores are similar the pupil is making expected progress. If the standardised score increases above the confidence band the pupil is exceeding expected progress and a decrease in standardised score below the confidence band indicates the pupil is making less progress than expected.

In addition, the age-related expectation information can be used to inform the teacher’s assessment as to whether a pupil meets the age-related learning expectations for reading and mathematics across school years. (This information is not available for the grammar tests as a teacher assessment of English writing is required at the end of KS2, rather than grammar and punctuation alone.)



You will be able to ascertain further information about what each section of the graph represents by hovering over the relevant section with your mouse pointer.

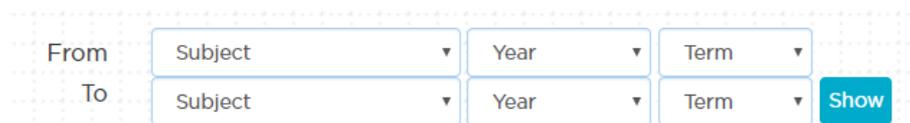
8.1.1 Printing the individual progress graphs

To print the graphs for the student you are currently viewing press the ‘**Print**’ button in the top right-hand corner.

This will open the print window and will ask you to confirm your printing preferences. Once confirmed, click the ‘**Print**’ button.

8.2 Attainment comparison

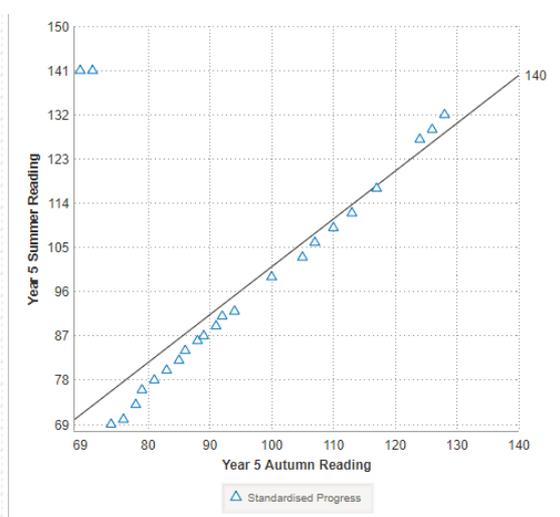
After you have selected ‘Attainment Comparison report’ (previously called the ‘Standardised Progress’ report) from the list of reports, a screen will load with six drop down menus, as shown below:



On the top row, select the first assessment you would like to include in the comparison. You will need to select the subject, the year group and which term of the assessment.

On the bottom row, select the second assessment you would like to compare the first assessment's scores against.

When you have selected both assessments press the 'Show' button. This will produce a report similar to the below:



If you would like to know which pupil a specific point on the graph is referring to hold your mouse pointer over the graph point and an information box will appear listing the pupil's name, and their scores for each of the assessments and the lower and upper confidence bands (-***,+***) for the score as shown below.

Danielle Childs

Year 5 Autumn Reading: 124 (9,7)

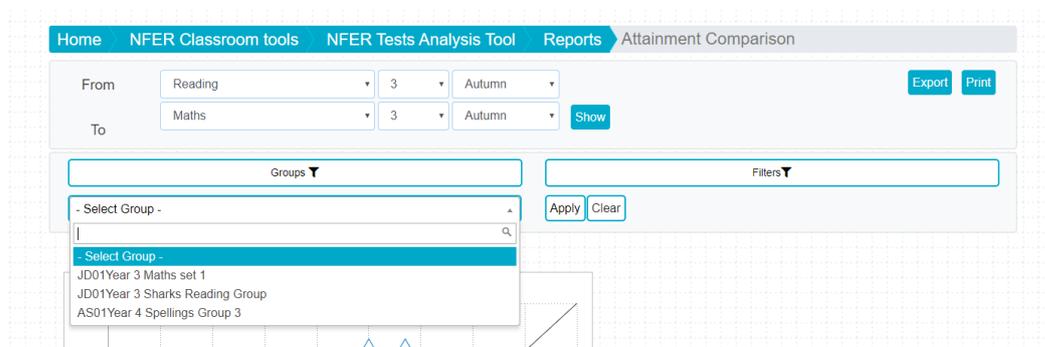
Year 5 Summer Reading: 127 (11,5)

This report allows you to make a direct comparison between pupil's scores on two different assessments.

8.2.1 Using groups in the Attainment Comparison report

You can generate the Attainment Comparison report for any group that you have created or has been shared with you in 'Groups management' (see section 4 for details).

Click on the 'Groups' button. Click the 'Select group' dropdown and click the group you would like to filter on. Then click apply. The 'Groups' menu will close and the chosen group name will be displayed in the box.



The group has been applied and the pupils shown in the results are those who belong to the selected group. Only one group may be applied at any one time.

To change your group selection, click the group name to re-open the groups menu. Click the dropdown and select a different group. Click 'Apply'.

To clear your group selection, click the group name to re-open the groups menu. Click 'Clear', then 'Apply'. This will reset the dropdown to the 'Select group' text and clear any group selections.

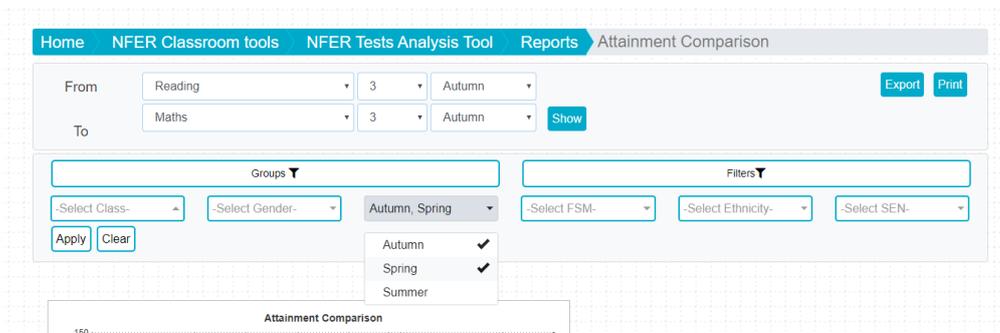
8.2.2 Filtering the Attainment Comparison report

You can use the filter menu to filter results by the following categories:

- Class
- Gender
- Birth Term
- Free School Meals (FSM)
- Ethnicity
- Special Educational Needs (SEN)

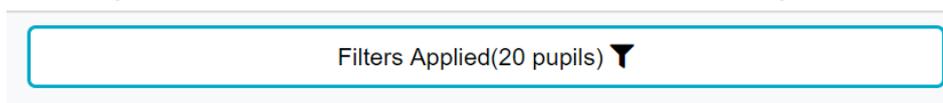
In order to do this, this information must have been entered for pupils in the 'Manage pupils' section (see section 2.3 for details on how to complete this).

Click on the 'Filters' button. This opens the filters menu. You will see a dropdown box for each of the fields named above. Click the dropdown for any field you would like to use to filter your pupil selection. Click the option you would like to filter by. In binary fields, such as FSM, selecting an option will automatically populate the field box. In fields with more than two options, you are able to select more than one result. A tick will appear next to selected options when clicked.



You can filter on multiple fields at once. Once you are happy with your selection, click 'Apply'. This will apply your selection and close the filter menu.

The 'Filters' box now shows that you have filters applied and the number of pupils your selection is currently showing. The filters you have applied are listed below the groups and filters panel.



To change your selection, reopen the 'Filters' menu and select your preferred options from the dropdown boxes. You may need to click the 'Clear' button to remove filters. Once you are happy with your selection click 'Apply'.

To clear your entire selection, click the 'Clear' button. Then click 'Apply'.

Note that you are able to use both 'Groups' and 'Filters' to refine the pupils you see in tandem.

8.2.3 Exporting and printing the attainment comparison report

To export the data from the report you are viewing click 'Export'. This will download an Excel document containing a table of the pupil data.

To print the graph you are currently viewing, press the 'Print' button in the top right-hand corner.

This will open the print window and will ask you to confirm your printing preferences. When these are checked or amended, click the 'Print' button.

8.3 Question level analysis

After you have selected 'Question level analysis' from the list of reports a screen will load with three drop down menus, as shown below:



Select the subject, year and term for the assessment that you would like to see the analysis for. Once you have made your selection press the **'Show'** button to the right of the drop down menus. This will bring up a page similar to the below:

Please note: If you have only entered results data by total score and not by question or by pupil then this report will not generate as there is no data for it.

Grammar & Punctuation 3 Spring **Show** **Export** **Print**

Grammar & Punctuation 3 Spring **Grammar**

| Forename | Surname | Correct | Incorrect | Omitted | Raw Score | % | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|-----------------------------------|---------|---------|-----------|---------|-----------|--------|-------|-------|-------|-------|-------|-------|-------|------|-------|
| Average of group | | 16 | 11 | 1 | 16 | 57.14% | 0.4 | 0.53 | 0.53 | 0.47 | 0.4 | 0.53 | 0.43 | 1 | 0 |
| Average of standardisation sample | | | | | | | 0.84 | 0.88 | 0.54 | 0.7 | 0.56 | 0.76 | 0.56 | 0.58 | 0.35 |
| Difference | | | | | | | -0.44 | -0.35 | -0.01 | -0.23 | -0.16 | -0.23 | -0.13 | 0.42 | -0.35 |
| % Not attempted | | | | | | | | | | | | | | | |
| POS / Focus | | | | | | | Y3W | Y3W | Y2P | Y3Tx | Y1W | Y3W | Y3P | Y2Tm | Y2P |
| Marks available | | | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Forename | Surname | Correct | Incorrect | Omitted | Raw Score | % | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| Tim | Boyce | 19 | 9 | 0 | 19 | 67% | 0 | 1 | 1 | 0 | 1 | 1 | 0 | 1 | 0 |
| Joanna | Howard | 13 | 15 | 0 | 13 | 46% | 0 | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 0 |

You are able to change the subject, year and term data that is being shown at any point by using the same drop down menus to make a new selection. Press the **'Show'** button to refresh the table below.

If you are creating the report for a subject that has multiple papers you can choose which is displayed by pressing the test name buttons below the drop down menu.

Maths 3 Spring **Show**

Maths 3 Spring **Test 1** **Test 2** **Arithmetic**

This will refresh the screen and show the report for the test you have selected.

The top part of the report, pictured below, shows the average results for the group you have selected.

| Forename | Surname | Incorrect | Omitted | Raw Score | % | A1 | A2 | A3 | A4 | A5 | A6 | A7 | A8 | A9 | A10 |
|-----------------------------------|---------|-----------|---------|-----------|-------|------|------|-------|------|-------|-------|-------|------|-------|-------|
| Average of group | | 21.84 | 1 | 14.12 | 38.8% | 0.12 | 1 | 0.24 | 1 | 0.4 | 0.84 | 0.52 | 0.56 | 0.56 | 0.56 |
| Average of standardisation sample | | | | | | 0.62 | 0.87 | 0.38 | 0.55 | 0.65 | 0.91 | 0.76 | 0.66 | 0.57 | 0.59 |
| Difference | | | | | | -0.5 | 0.13 | -0.14 | 0.45 | -0.25 | -0.07 | -0.24 | -0.1 | -0.01 | -0.03 |
| % Not attempted | | | | | | | | | | | | | | | |
| POS / Focus | | | | | | 1b | 1b | 1b | 1e | 1b | 1a | 1d | 1b | 1b | 1b |
| Marks available | | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |

It also shows a break down of the average result for each question in the assessment you have selected compared against the average of a standardisation sample.

Where the standardisation sample is 20% or more higher than your selected pupils the cell will highlight pink and where your selected pupils are 20% or more higher than the standardisation sample the cell will highlight in green. This gives you a quick indication of any areas that either may not have been taught yet or need to be revisited.

Below this you will see this broken down by individual pupil.

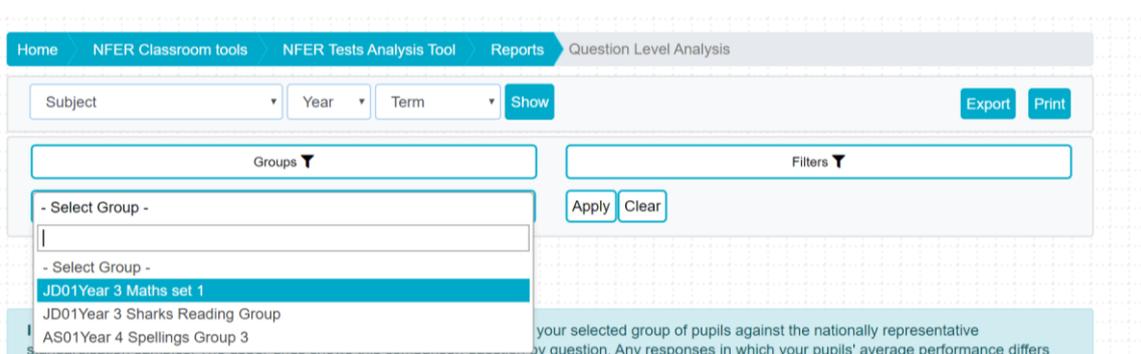
| Forename | Surname | Incorrect | Omitted | Raw Score | % | A1 | A2 | A3 | A4 | A5 | A6 | A7 | A8 | A9 | A10 |
|----------|----------|-----------|---------|-----------|-----|----|----|----|----|----|----|----|----|----|-----|
| Alfie | Counsell | 29 | 0 | 7 | 19% | 0 | 1 | 0 | 1 | 0 | 1 | 1 | 1 | 1 | 1 |
| Bryan | Boyce | 17 | 0 | 19 | 52% | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Emma | Counsell | 27 | 2 | 7 | 19% | X | X | 1 | 1 | 0 | 1 | 1 | 1 | 0 | 1 |
| Gaya | Williams | 26 | 3 | 7 | 19% | X | 1 | 1 | 1 | 0 | X | 0 | 1 | X | 1 |
| Helen | Counsell | 27 | 1 | 8 | 22% | 1 | 1 | 1 | 1 | 1 | X | 0 | 1 | 1 | 1 |
| Iona | Tait | 24 | 0 | 12 | 33% | 1 | 1 | 0 | 1 | 1 | 1 | 0 | 1 | 1 | 1 |

All questions are listed in their own column. Scroll along using the scroll bar at the bottom of the table to access question data further right of what is immediately visible.

8.3.1 Using groups in the question level analysis report

You can generate the Attainment Comparison report for any group that you have created or has been shared with you in 'Groups management' (see section 4 for details).

Click on the 'Groups' button. Click the 'Select group' dropdown and click the group you would like to filter on. Then click apply. The 'Groups' menu will close and the chosen group name will be displayed in the box.



The group has been applied and the pupils shown in the results are those who belong to the selected group. Only one group may be applied at any one time.

To change your group selection, click the group name to re-open the groups menu. Click the dropdown and select a different group. Click 'Apply'.

To clear your group selection, click the group name to re-open the groups menu. Click 'Clear', then 'Apply'. This will reset the dropdown to the 'Select group' text and clear any group selections.

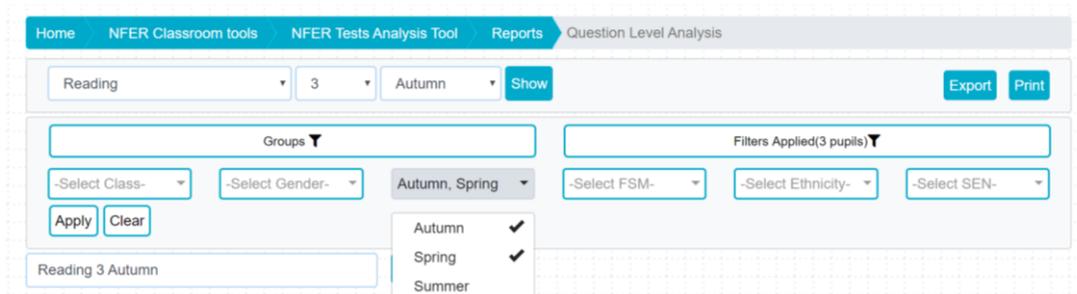
8.3.2 Filtering the question level analysis report

You can use the filter menu to filter results by the following categories:

- Class
- Gender
- Birth Term
- Free School Meals (FSM)
- Ethnicity
- Special Educational Needs (SEN)

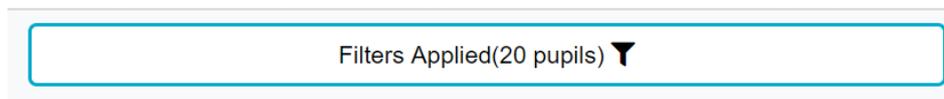
In order to do this, this information must have been entered for pupils in the 'Manage pupils' section (see section 2.3 for details on how to complete this).

Click on the '**Filters**' button. This opens the filters menu. You will see a dropdown box for each of the fields named above. Click the dropdown for any field you would like to use to filter your pupil selection. Click the option you would like to filter by. In binary fields, such as FSM, selecting an option will automatically populate the field box. In fields with more than two options, you are able to select more than one result. A tick will appear next to selected options when clicked.



You can filter on multiple fields at once. Once you are happy with your selection, click '**Apply**'. This will apply your selection and close the filter menu.

The '**Filters**' box now shows that you have filters applied and the number of pupils your selection is currently showing. The filters you have applied are listed below the groups and filters panel.



To change your selection, reopen the **'Filters'** menu and select your preferred options from the dropdown boxes. You may need to click the **'Clear'** button to remove filters. Once you are happy with your selection click **'Apply'**.

To clear your entire selection, click the **'Clear'** button. Then click **'Apply'**.

Note that you are able to use both 'Groups' and 'Filters' to refine the pupils you see in tandem.

8.3.3 Exporting and printing the question level analysis

To print the analysis table you are currently viewing press the **'Print'** button in the top right-hand corner.

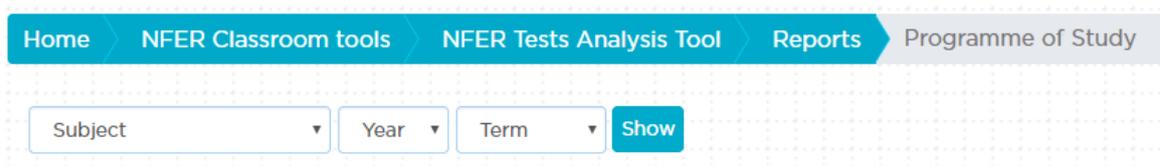
This will open the print window and will ask you to confirm your printing preferences. When these are checked or amended, click the **'Print'** button.

To export the graph press the export button in the top right-hand corner. This will begin a download of an Excel file containing the data within the table.

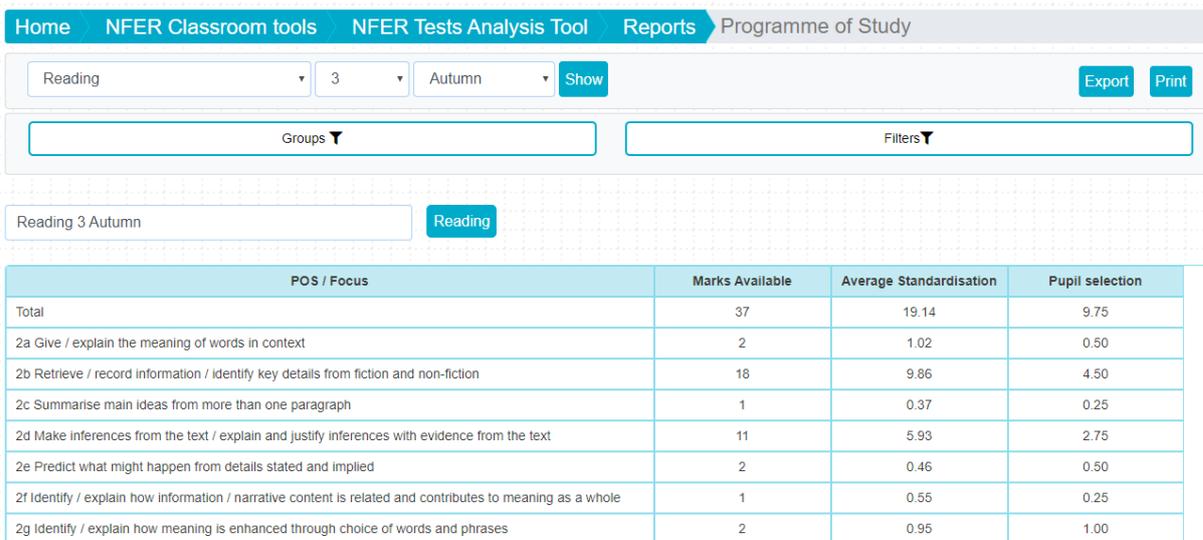
Save the exported report into a location you have chosen on your computer.

8.4 Programme of study

After you have selected **'Programme of Study'** from the list of reports a screen will load with three drop down menus, as shown below:



Select the subject, year and term for the assessment that you would like to see the report for. Once you have made your selection press the ‘**Show**’ button to the right of the drop down menus. This will bring up a page similar to the below:



Home NFER Classroom tools NFER Tests Analysis Tool Reports Programme of Study

Reading 3 Autumn Show Export Print

Groups Filters

Reading 3 Autumn Reading

| POS / Focus | Marks Available | Average Standardisation | Pupil selection |
|--|-----------------|-------------------------|-----------------|
| Total | 37 | 19.14 | 9.75 |
| 2a Give / explain the meaning of words in context | 2 | 1.02 | 0.50 |
| 2b Retrieve / record information / identify key details from fiction and non-fiction | 18 | 9.86 | 4.50 |
| 2c Summarise main ideas from more than one paragraph | 1 | 0.37 | 0.25 |
| 2d Make inferences from the text / explain and justify inferences with evidence from the text | 11 | 5.93 | 2.75 |
| 2e Predict what might happen from details stated and implied | 2 | 0.46 | 0.50 |
| 2f Identify / explain how information / narrative content is related and contributes to meaning as a whole | 1 | 0.55 | 0.25 |
| 2g Identify / explain how meaning is enhanced through choice of words and phrases | 2 | 0.95 | 1.00 |

Please note: If you have only entered results data by total score and not by question or by pupil then this report will not generate as there is no data for it.

You are able to change the subject, year and term data that is being shown at any point by using the same drop down menus to make a new selection. Press the ‘**Show**’ button to refresh the table below.

If you are creating the report for a subject that has multiple papers you can choose which is displayed by pressing the paper name buttons below the drop down menu.



Maths 3 Spring Show

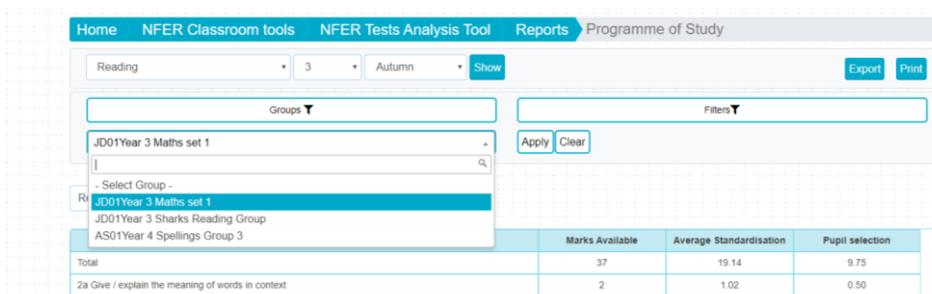
Maths 3 Spring Test 1 Test 2 Arithmetic

This will refresh the screen and show the report for the paper you have selected.

8.4.1 Using groups in the question level analysis report

You can generate the Attainment Comparison report for any group that you have created or has been shared with you in ‘Groups management’ (see section 4 for details).

Click on the ‘Groups’ button. Click the ‘Select group’ dropdown and click the group you would like to filter on. Then click apply. The ‘Groups’ menu will close and the chosen group name will be displayed in the box.



The group has been applied and the pupils shown in the results are those who belong to the selected group. Only one group may be applied at any one time.

To change your group selection, click the group name to re-open the groups menu. Click the dropdown and select a different group. Click 'Apply'.

To clear your group selection, click the group name to re-open the groups menu. Click 'Clear', then 'Apply'. This will reset the dropdown to the 'Select group' text and clear any group selections.

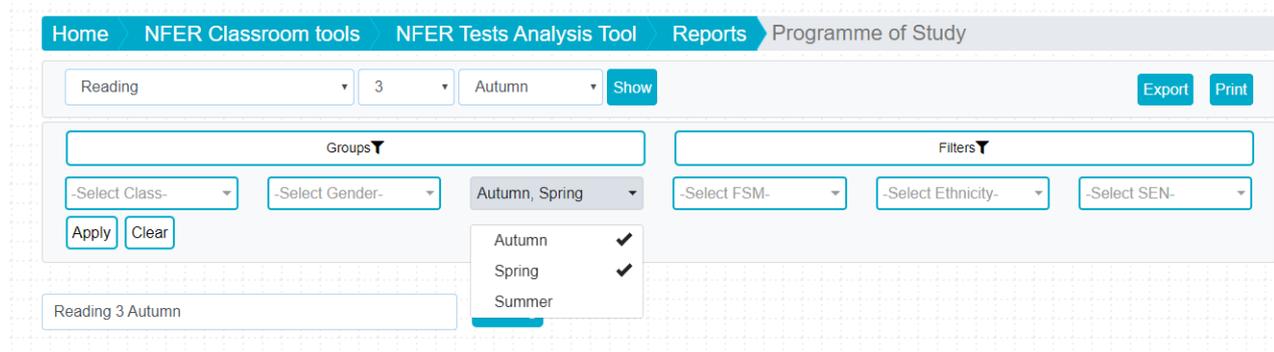
8.4.2 Filtering the question level analysis report

You can use the filter menu to filter results by the following categories:

- Class
- Gender
- Birth Term
- Free School Meals (FSM)
- Ethnicity
- Special Educational Needs (SEN)

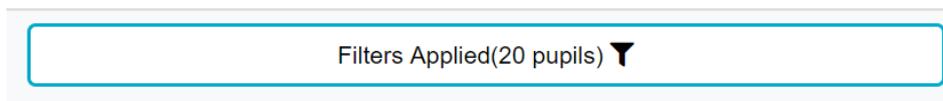
In order to do this, this information must have been entered for pupils in the 'Manage pupils' section (see section 2.3 for details on how to complete this).

Click on the 'Filters' button. This opens the filters menu. You will see a dropdown box for each of the fields named above. Click the dropdown for any field you would like to use to filter your pupil selection. Click the option you would like to filter by. In binary fields, such as FSM, selecting an option will automatically populate the field box. In fields with more than two options, you are able to select more than one result. A tick will appear next to selected options when clicked.



You can filter on multiple fields at once. Once you are happy with your selection, click 'Apply'. This will apply your selection and close the filter menu.

The 'Filters' box now shows that you have filters applied and the number of pupils your selection is currently showing. The filters you have applied are listed below the groups and filters panel.



To change your selection, reopen the 'Filters' menu and select your preferred options from the dropdown boxes. You may need to click the 'Clear' button to remove filters. Once you are happy with your selection click 'Apply'.

To clear your entire selection, click the 'Clear' button. Then click 'Apply'.

Note that you are able to use both 'Groups' and 'Filters' to refine the pupils you see in tandem.

8.4.3 Exporting and printing the programme of study report

To print the analysis table you are currently viewing press the 'Print' button in the top right-hand corner.

This will open the print window and will ask you to confirm your printing preferences. When these are checked or amended, click the 'Print' button.

To export the graph press the export button in the top right-hand corner. This will begin a download of an Excel file containing the data within the table.

Save the exported report into a location you have chosen on your computer.

9 Minimum technical requirements

9.1 Operating systems

Microsoft Windows 8.1 or above (Windows XP or Vista may not have full functionality of the system).

Apple iOS 11 (not recommended for data entry).

9.2 Browsers

Google Chrome (latest version) *This is our recommended browser for the best experience

Microsoft Internet Explorer 11 or Edge (Internet Explorer 10 or lower may not have full functionality of the system)

Mozilla Firefox (latest version)

Apple Safari (latest version)

10 Contact information

Should you need any assistance, please contact the Customer Service team on 01753 637007 or by using the email address products@nfer.ac.uk

