



2019 Key Stage 1 Results upload guidance

fftaspire

V2.0

June 2019

Important - before you begin

Please note that the following steps to import 2019 KS1 Results data in FFT Aspire can only be performed by Aspire users with 'Manage Data' administration privileges. They must also have full access to pupil data within their Aspire account role.

If you are not sure about your school role type, level of access or do not have either of these account types, please speak to your school's FFT Aspire administrator.

The file upload function within the 2019 KS1 results day page will be available and enabled up until midnight on Friday 28th June 2019. FFT will aim to provide you with your KS1 Early Results report by Tuesday 9 July.

NOTE: Should any changes need to be made following the initial upload, amended files can be submitted to include further pupils' results data. Changes to the submission can be made up until the deadline above but these changes need to be made in the form of an updated file which include any pupils who have previously been included – for example, if 20 pupils are submitted and a further 2 need to be included, a file of 22 students should be uploaded to replace the existing one. FFT will only use the most recently submitted file as of the deadline so the importance of uploading the full 2019 KS1 cohort by the deadline must be stressed.

Please be aware that this submission to FFT DOES NOT replace the statutory requirement to make a formal submission of KS1 results to the DfE via your LA.

Further help and support

If you need any further help, support or advice then please contact our support team. We can take you through the process step-by-step or help with any individual issues.



FFT Support

Our support team are available:

Mon - Thur 8.30am - 5.30pm | Fri 8.30am - 5.00pm

Email: support@fft.org.uk

Tel: 01446 776 262 (option 2)

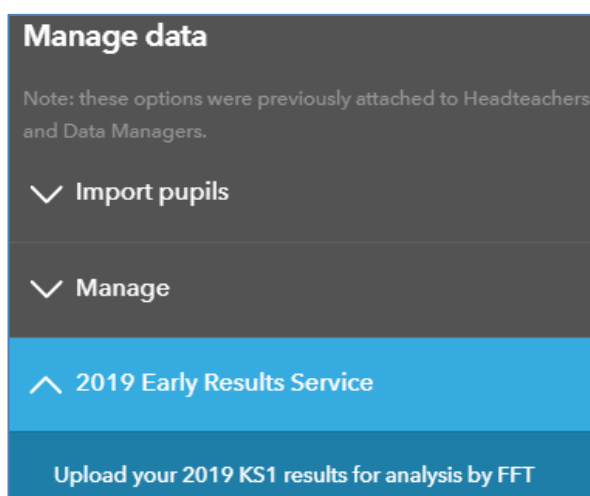
Twitter: @FFTSupport

Upload your 2019 KS1 results

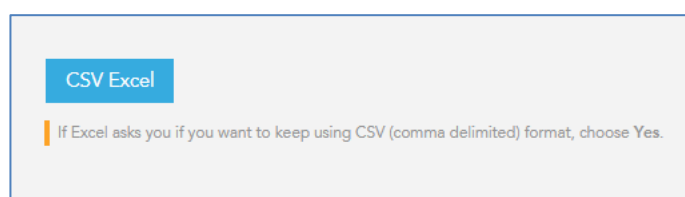
1. Log into FFT Aspire <https://fftaspire.org>
2. Select the Administration icon in the top right hand of the screen and a menu will display on the right side.



3. Under Manage data, select '**2019 KS1 results upload**' and '**Upload your 2019 KS1 results for analysis by FFT**' from the dropdown options.



4. Download the Excel spreadsheet template for your school. This file contains background data about your current pupils. Please note that if you have Aspire Data Exchange installed then you should first import new pupils before downloading the template.

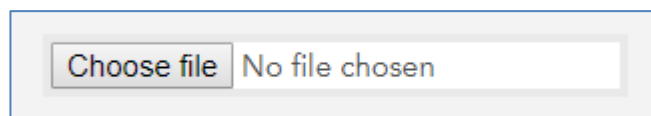


5. Complete the Excel spreadsheet by entering your teacher assessment and KS1 scaled score test data. Please note the following:
 - The pupils shown in the file are all Year 2 pupils recorded on roll in the Autumn Census (this may include pupils that have subsequently been deleted by the school) and all pupils that have since been imported manually into Aspire.
 - Accepted teacher assessments are B, W, N, A;
 - B - DfE equivalent codes = BLW/PKF/HNM (below standard/pre KS/not met standard)
 - W - DfE equivalent code = WTS (working towards expected standard)
 - N - DfE equivalent code = EXS (working at the expected standard)
 - A - DfE equivalent code = GDS (working at greater depth within the expected standard)
 - Accepted scaled scores are between 85 and 115 (if a pupil does not have a scaled score then leave the cell blank).
 - Where the pupil was absent or disappled for a test/TA, the cell in the spreadsheet should be left blank to avoid confusion with the teacher assessment Band A grade.
 - As mentioned in the image above, the file will need to be saved as CSV format as otherwise the file upload will not be compatible with FFT's matching processes and won't be successful.

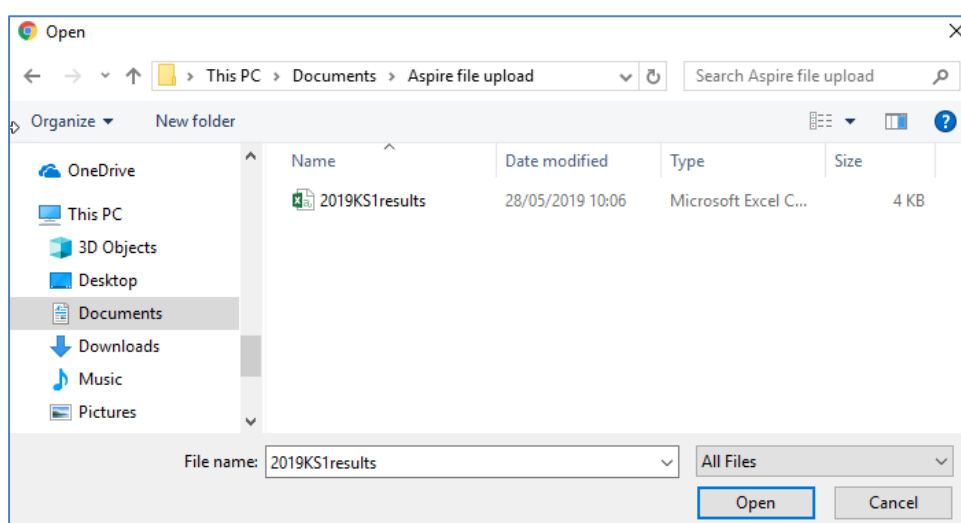
	A	B	C	D	E	F	G	H	I	J	K	L
	School DFE	UPN	Forename	Surname	Gender	Date of birth	NC Year	Teacher Assessment: KS1 Reading	Teacher Assessment: KS1 Writing	Teacher Assessment: KS1 Maths	Teacher Assessment: KS1 Science	Scaled Score
1	9992000	B1111111111111	Leslie	Mostyn	Male	2010-12-13	2	A	N		W	
2	9992000	K2222222222222	Dora	Louise	Female	2011-03-14	2					
3	9992000	Z3333333333333	William	Barnabus	Male	2010-12-10	2	A				
4	9992000	N4444444444444	Spencer	Kent	Male	2010-10-04	2	B				
5	9992000	C5555555555555	Josephine	Le Marc	Female	2011-01-12	2	W				
6	9992000	R6666666666666	Sebastian	Reddington	Male	2011-03-20	2	N				
7	9992000	F7777777777777	Logan	Berry	Male	2011-05-10	2	N				
8	9992000	J8888888888888	Polly-Esther	Smith	Female	2011-06-25	2	A				
9	9992000	V9999999999999	William	Kidd	Male	2010-10-25	2	N				

- You can delete pupils and also add additional pupils at the bottom of spreadsheet (up to a maximum of 500 pupils). The required fields are school DFE number, pupil name, gender, UPN and date of birth, but please make sure you don't change the spreadsheet format in any other way. Save the spreadsheet on your computer.
- Please delete all details for any off-roll pupils from the spreadsheet

6. Once you have entered all available data, save the file to a secure location on your computer and return to the Aspire 2019 KS1 results upload screen.
7. Select the '**Choose file**' option.



8. Navigate to the location of the saved Excel file and select '**open**'.



9. Once the file has been selected, tick the box to confirm that you have read the data protection statement and click the '**Upload KS1 Results**' button.

The file will not be successfully uploaded until this declaration has been ticked.

Choose File 2019KS1results.csv

☒ I confirm that I have taken all reasonable steps to ensure that the information held in this file is correct to the best of my knowledge and that the file only contains details of pupils who are currently on roll at my school. I have also read and accepted the [FFT Terms of Use](#) and [FFT Terms and Conditions](#) and my use of this data adheres to these terms.

Upload KS1 Results

10. If there are any errors with the upload file, you will be alerted and provided with information on the possible cause and will be required to correct the error.

If the upload was successful, the below message will display:

The file was uploaded successfully

NOTE: You will be able to upload this file until midnight on 28th June 2019 and FFT will use the latest successfully uploaded file to generate your KS1 report from the data provided. Reports will be made available from 9th July 2019.

Upload history

The Upload history section is a chronological list of ever attempted upload to the KS1 Results Day service by the school.

Upload history			
Date/time	Filename	User	Status
23/05/2019 15:48	3034003 (501_correct_2)114135232154325342435421342..		✔ Success Data for 38 pupils
23/05/2019 15:47	2019KS1results (3).csv		✔ Success Data for 501 pupils
23/05/2019 15:45	3034003 (501_correct_2)114135232154325342435421342..		✔ Success Data for 501 pupils
23/05/2019 15:44	2019KS1results (2).csv		✘ Error Invalid spreadsheet format

Date/time – The date and time which the file upload attempt was made. This is shown in chronological order with most recent file at the top of the list.

Filename – Name reference for the uploaded file.

User – Identifies the Aspire user who uploaded the CSV file.

Status – Indicates whether the uploaded file was successful or unsuccessful. If successful it will display the number of pupils included in the file and if unsuccessful it will display an error message. As mentioned in the **NOTE** for the 'Before you begin' page, the most recent successful upload will be the file used by FFT to produce your 2019 KS1 results report.