

Making an Entry Level Assessment Return (also known as Autumn 1 or Autumn A Return) to the Local Authority using EYFS Target Tracker

For the first time this year, Cambridgeshire LA are collecting Foundation Stage assessments from Reception classes made up to October Half Term. This will provide us with a sort of baseline for the County.

These notes will help you make that return using EYFS Target Tracker.

1. As you are now going to be using the new EYFS Target Tracker, you must make sure that any files you have already created for this Reception year are converted into EYFS Target Tracker files. Please consult the Help files/video tutorials to help with this process.
2. Check that the dates in the program are the correct Cambridgeshire term dates:



Choose the Admin tab.



Click on the School Info button.

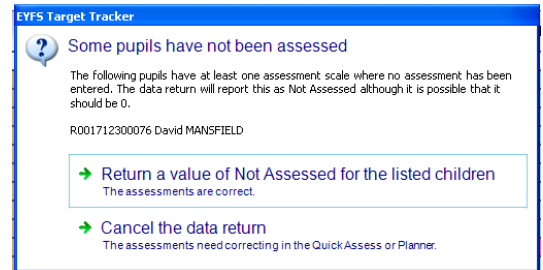


7. Check ELA Report to see that all assessments and total scores are as expected.

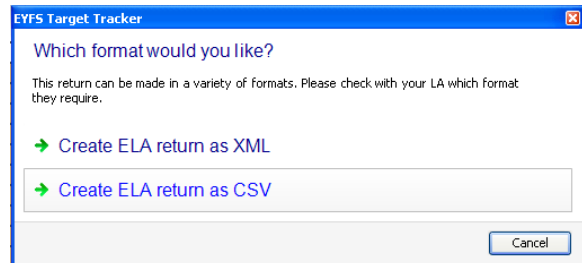
Name	DOB	PSE1	PSE2	PSE3	CLL1	CLL2	CLL3	CLL4	PRN1	PRN2	PRN3	KUW	PHY	CRE	Average
Average:		2.9	2.2	1.9	1.6	1.9	1.9	1.8	2.8	2.0	2.2	2.7	2.5	1.8	2.2
Peter DENNING	16-09-2003	4	3	3	2	3	2	3	3	3	3	3	3	1	2.6
Colin LEIGH	16-10-2003	5	4	3	3	4	3	3	4	3	4	3	3	0	3.2
Phyllis BEST	25-10-2003	3	2	1	1	1	1	2	3	2	2	3	2	3	2.0
Michael BALL	31-10-2003	2	2	1	1	2	1	2	3	2	2	3	2	3	2.0
Sally SINGLETON	09-11-2003	3	2	2	1	2	1	2	3	2	2	3	3	2	2.2
Katie COLE	16-11-2003	3	2	1	1	2	2	2	3	2	2	3	2	3	2.2
Stephen BARRETT	20-11-2003	2	1	1	1	1	1	0	1	0	1	1	1	0	0.8
Emily SAMS	22-11-2003	3	2	2	1	2	2	2	3	2	2	3	2	3	2.2
Ethan CAMPBELL	29-11-2003	2	1	1	1	1	1	0	1	0	1	1	1	0	0.8
Ringo NUNN	16-12-2003	0	0	2	1	2	0	0	1	0	1	0	0	1	0.6
Benjamin BALL	28-12-2003	2	2	2	1	2	2	2	3	2	2	3	3	2	2.2
Callum BARRETT	06-01-2004	3	2	1	1	1	2	2	3	2	2	3	2	3	2.1
Andrew YOUNG	19-02-2004	4	3	3	3	3	3	2	3	3	3	3	3	1	2.8
David MANSFIELD	18-02-2004	2	2	1	1	N	2	2	3	2	2	3	2	2	1.8
Beloved BEVANS	19-02-2004	4	3	3	3	3	3	2	3	3	3	3	3	1	2.8
Doreen ROBERTS	01-03-2004	2	2	2	1	2	2	2	3	2	2	3	3	3	2.2
Erniek GANGADEEN	03-03-2004	4	3	3	3	2	3	2	3	3	3	3	3	1	2.8
Bobby BROWN	03-03-2004	4	3	3	3	2	3	2	3	3	3	3	3	1	2.8
Milo FLOWERS	04-03-2004	4	3	3	3	3	3	2	3	3	3	3	3	1	2.8
Stuti BHARAT	13-03-2004	2	2	2	1	0	1	2	3	2	2	3	3	3	2.0
Claire BUTLER	21-03-2004	2	1	1	1	1	1	0	1	0	1	1	1	0	0.8
Maggie BECHAM	22-03-2004	2	2	1	1	2	2	2	3	2	2	3	3	3	2.2
Norma CHAMBERS	10-04-2004	3	2	1	1	2	1	2	3	2	2	3	3	2	2.1

8. Repeat step 3.

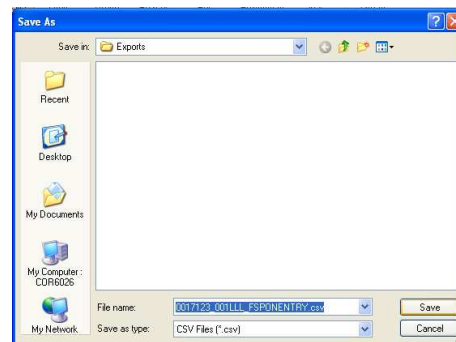
9. Check that all Not Assessed pupils are now correct. If it is correct to leave these pupils unassessed click on the **Return a value of Not Assessed for the listed children** OR if you now have no unassessed pupils go step 10.



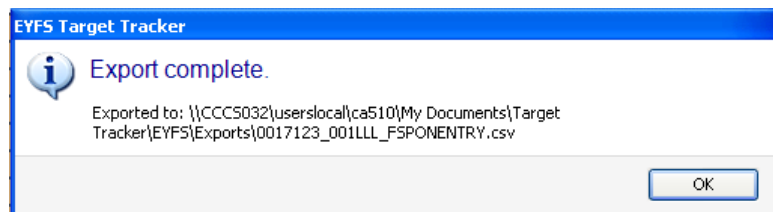
10. Cambridgeshire would like you to make a CSV file to return this data so click on **Create ELA return as CSV**.



11. EYFS Target Tracker will choose where to save the file unless you choose to save it somewhere else.



12. A message will appear to tell you where you can find that file and that the export is complete.



13. To send the file to ISSIS it needs to be uploaded to the s2s site.

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Secure Data Transfer System
Version: 2.42

Login

Please enter your username and password
in the boxes below and press Submit

Username:

Password:

School Users:
Should you not know your password, please phone 01325 392626.

14. Log on to s2s and choose **Upload**, then choose **Upload Generic File**

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Please select an item from the list...

15. Use the Browse button to find your file (see step 12) and click Upload.

16. Wait until you have a message saying that the upload was successful before you log off the site.

Deadline for returns: Tuesday, 4 November 2008