



2018 Key Stage 1

Results upload guidance



V1.0

June 2018



Before you begin

Please note that the following steps to import 2018 KS1 Results data in FFT Aspire can only be performed by users whose school role type is 'Head Teacher / Senior Leader' or 'Data Manager' for their Aspire account. They must also have full access to pupil data within their Aspire account role.

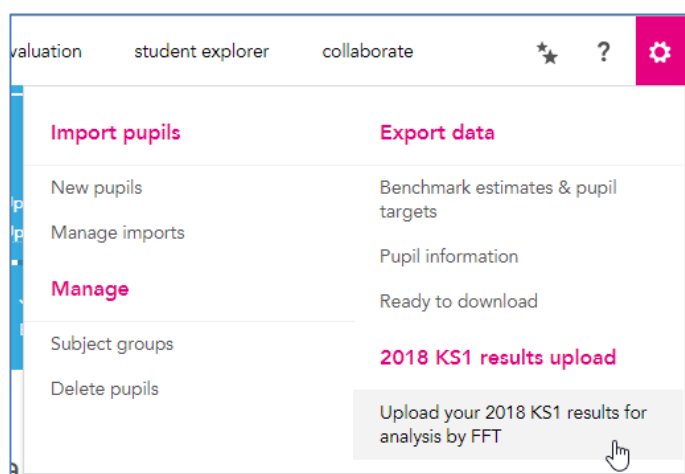
If you are not sure about your school role type, level of access or do not have either of these account types, please speak to your school's FFT Aspire administrator.

The file upload function within the 2018 KS1 results day page will be available and enabled up until midnight on 29th June 2018 (29/06/2018).

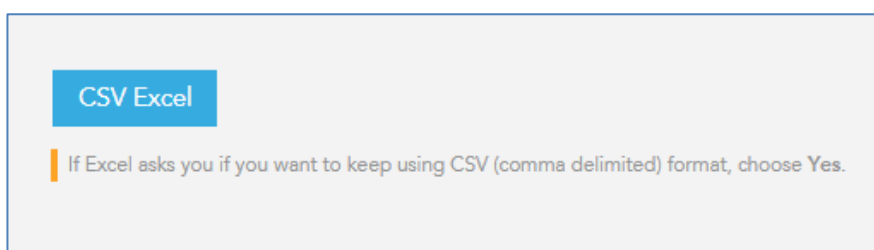
NOTE: Should any changes need to be made following the initial upload, amended files can be submitted to include further pupils' results data. Changes to the submission can be made up until the deadline above but these changes need to be made in the form of an updated file which include any pupils who 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 2018 KS1 cohort by the deadline must be stressed.

Upload your 2018 KS1 results

1. Log into the main FFT Aspire site <https://fftaspire.org>
2. Hover over the **cog** icon on the right hand side of the menu bar. From the dropdown list of options select **'Upload your 2018 KS1 results for analysis by FFT'**.



3. Download the Excel spreadsheet template for your school.

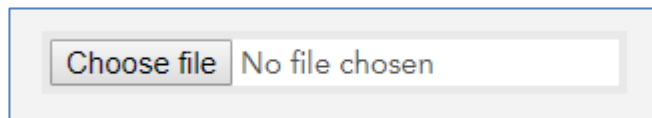


4. Complete the Excel spreadsheet by entering your teacher assessment and KS1 scaled score test data. Please note the following:
 - The pupils shown in the file are all Year 2 pupils recorded on roll in the Autumn Census (this may include pupils that have subsequently been deleted by the school) and all pupils that have since been imported manually into Aspire.
 - Accepted teacher assessments are W, B, N, A; Accepted scaled scores are between 85 and 115.
 - Where the pupil was absent for the exam or test, 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.

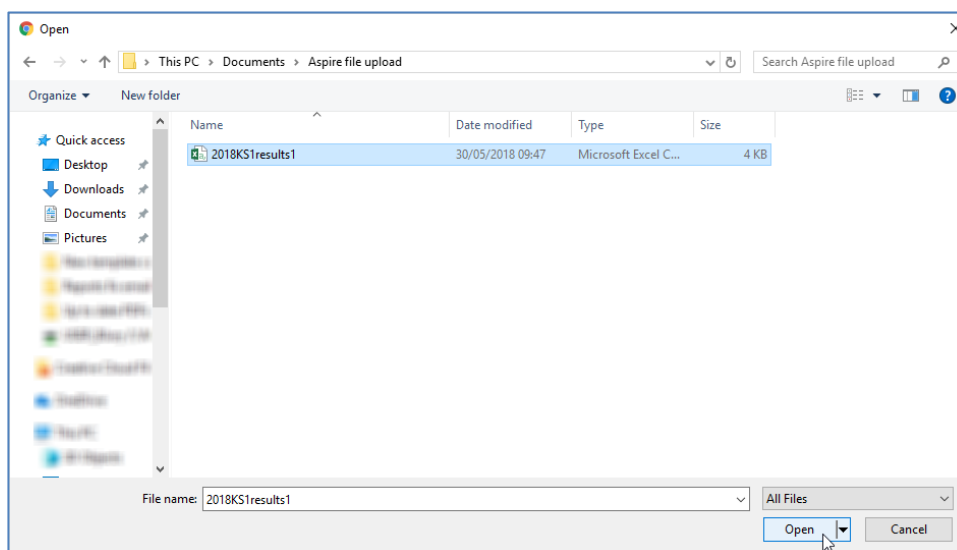
	A	B	C	D	E	F	G	H	I	J	K	L
1	School DFE	UPN	Forename	Surname	Gender	Date of birth	NC Year	Teacher Assessment: KS1 Reading	Teacher Assessment: KS1 Writing	Teacher Assessment: KS1 Maths	Teacher Assessment: KS1 Science	Scaled Score:
2	9992000	8111111111111111	Leslie	Mostyn	Male	2010-12-13	2	A	N	N	W	
3	9992000	K22222222222222	Dora	Louise	Female	2011-03-14	2	N				
4	9992000	Z33333333333333	William	Barnabus	Male	2010-12-10	2	A				
5	9992000	N44444444444444	Spencer	Kent	Male	2010-10-04	2	B				
6	9992000	C55555555555555	Josephine	Le Marc	Female	2011-01-12	2	W				
7	9992000	R66666666666666	Sebastian	Reddington	Male	2011-03-20	2	N				
8	9992000	F77777777777777	Logan	Berry	Male	2011-05-10	2	N				
9	9992000	J88888888888888	Polly-Esther	Smith	Female	2011-06-25	2	A				
10	9992000	V99999999999999	William	Kidd	Male	2010-10-25	2	N				
11												
12												
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- 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.

- Once you have entered all available data, save the file to a secure location on your computer and return to the Aspire 2018 KS1 results upload screen.
- Select the **'Choose file'** option.



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



8. 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.

A screenshot of a web form for uploading a file. At the top, there is a 'Choose file' button followed by a text input field containing '2018KS1results.csv'. Below this is a checkbox that is checked, followed by a declaration in pink text: '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 accepted the FFT Aspire Terms of Use and my use of this data must adhere to those terms and the Data Protection Act.' At the bottom of the form is a blue button labeled 'Upload KS1 Results' with a mouse cursor hovering over it.

9. 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 29th June 2018 and FFT will use the latest successfully uploaded file to generate your KS1 report from the data provided. We will also inform you via email when the report is available.

Upload history

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

Date/time	Filename	User	Status
30/05/2018 13:12	ScaledScoreKS1 (errorfile7).csv	New User user@ash.org	Error Invalid spreadsheet format
30/05/2018 10:58	2018KS1results.csv	New User user@ash.org	Success Data for 118 pupils
30/05/2018 10:53	2018KS1results.csv	New User user@ash.org	Success Data for 118 pupils

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 2018 KS1 results report.