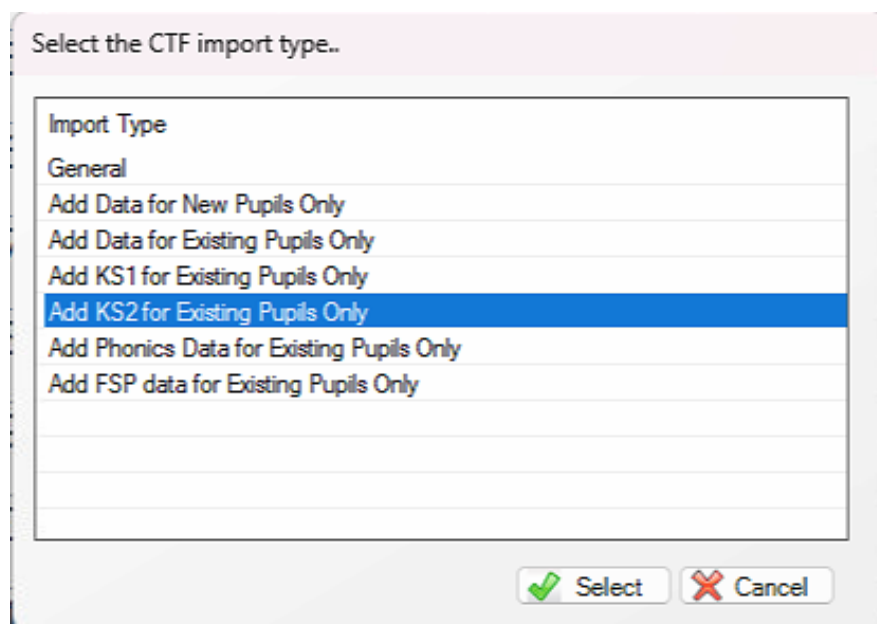


## Importing KS2 Test Results from the Primary Assessment Gateway

1. Use **Routines – Data In – CTF – Import CTF**
2. From the **Select the CTF Import Type** screen select **Add KS2 for Existing Pupils Only**



3. In the Import Selection click the yellow browse button and locate the CTF you have downloaded – note that if there is already a file with the same name in your downloads folder a number will be added in brackets to the file. This will prevent SIMS from seeing the file – to correct this, move the file to a different folder (remembering that it contains unencrypted data) and remove the space and bracketed number from the file name.
4. Click the **Import CTF** button
5. Click **Yes** to continue with the import
6. Check the exception log for any failed records – if the date in the file does not match SIMS records for UPN, Gender or Name the record will be ignored and the data will need to be added manually using the key stage wizard - **KS2 C. Test Outcomes 2023** marksheet

Once the results are in SIMS you can generate more complete CTFs for secondary schools and use the Key Stage 2 Wizard to produce reports for parents:

- **KS2 P1 Student England TA 2023** an Individual Report per pupil showing Teacher Assessments only
- **KS2 P1 Student England TA and TT 2023** an Individual Report per pupil showing Teacher Assessments and Test Outcomes
- **KS2 P2 (C) Comparative England 2023** a report detailing how the cohort has performed compared with national benchmark