



2019 Key Stage 2 Results upload guidance



V1.0
June 2019

Important- before you begin

Please note that the following steps to import 2019 KS2 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 Aspire 2019 KS2 results service page will be available and enabled from **Tuesday 9th July** up until midnight on **Thursday 11th July 2019**.

FFT will aim to provide you with your KS2 Early Results report by week commencing **15th July**.

NOTE: FFT will only use the most recently submitted file when the service closes at midnight on 11 July.

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

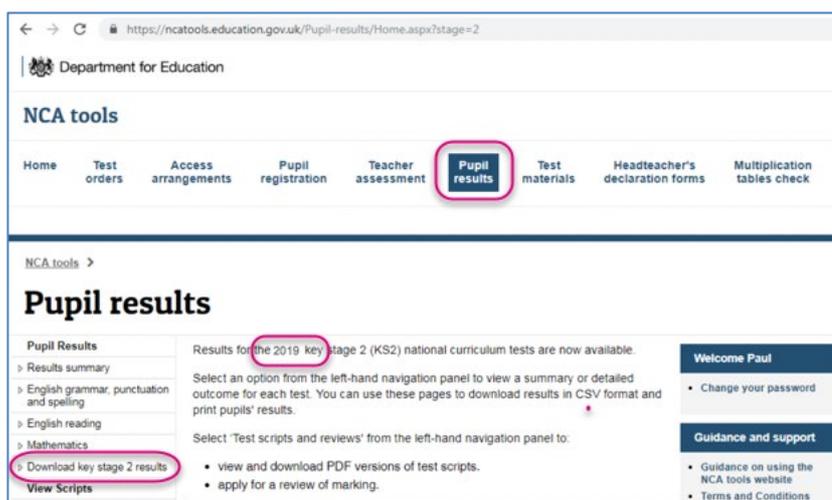
Tel: 01446 776 262 (option 2)

Twitter: @FFTSupport

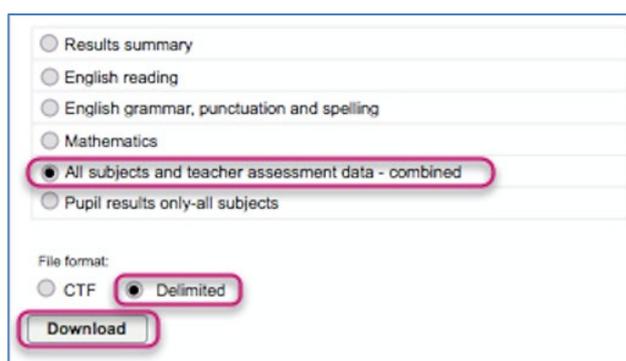
Download your 2019 KS2 results from the DfE

Your results file can be downloaded from the [NCA Tools](https://ncatools.education.gov.uk) website from **Tuesday 9 July 2019 at 7:30am**

1. Navigate to the NCA Tools website: <https://ncatools.education.gov.uk> and log in with your DfE credentials.
2. Click on the **Pupil results** tab at the top of the page then, select **Download Key Stage 2 results** from the left-hand side menu. Ensure that '**2019**' is displayed within the on-screen text.



3. Scroll down the page to see the download results options and select '**All subjects and teacher assessment data – combined**'.
4. The **File format** options will then appear. Select '**Delimited**' (not CTF) and click **Download**.



5. You will either be asked to save the file or the file will be automatically downloaded to an area on your computer/network.

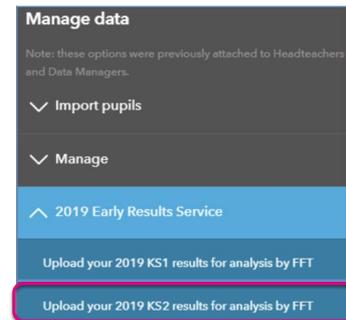
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- a) **If you are asked to save the file** please navigate to a secure and memorable location on your computer/network. **Please don't change the file** name when saving. The file name should be made up of your 7-digit school number, then 'KS2_Combined_Results' and the file type should be .csv (comma separated file). If at the end of the file name there is a number in brackets e.g. (1) it means a results file has been previously downloaded to the same folder. This is fine, just remember when uploading the file later to Aspire that the most recent one is selected.
- b) **If the file downloaded automatically** then please navigate to the downloads folder and check that the file name, date and time are correct. If there is a number in brackets at the end of the file e.g. (1), this means a results file has been previously downloaded to the same folder. This is fine, just remember when uploading the file later to Aspire that the latest one is selected.

Upload your 2019 KS2 results to FFT Aspire

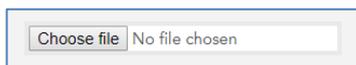
1. Log into FFT Aspire <https://fftaspire.org>
2. Select the Administration icon in the top right hand of the screen and a menu will display on the right side.



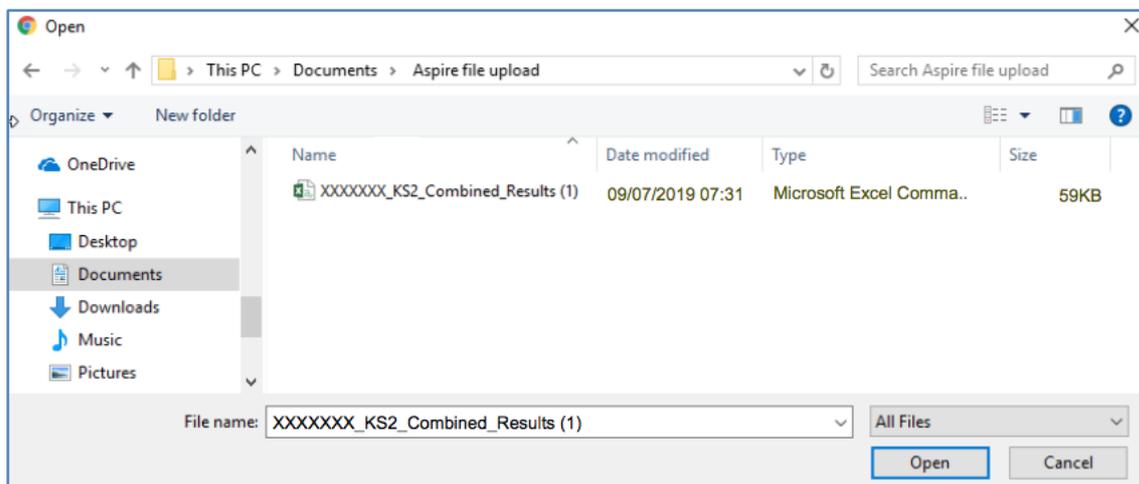
3. Under Manage data, select '2019 Early Results Service' and 'Upload your 2019 KS2 results for analysis by FFT' from the dropdown options.



4. Select the 'Choose file' option.



5. Navigate to the location of your saved file and check the all the details are correct (i.e. full file name including any bracketed numbers if relevant and the correct date & time). Now Select 'Open'.



- Once the file has been selected, tick the box to confirm that you have read the data protection statement and click the 'Upload KS2 Results' button.

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

- 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 following message will be displayed:

The file was uploaded successfully

Please note - You will be able to upload your results file until midnight on **11th July 2019** and FFT will use the latest successfully uploaded file to generate your KS2 report from the data provided. Your KS2 report will be available in FFT Aspire during the week commencing 15th July 2019.

Upload history

The Upload history section is a chronological list of ever attempted upload to the KS2 Results Day service by the school.

Upload history			
Date/time	Filename	User	Status
09/07/2019 10:31	XXXXXXXX_KS2_Combined_Results (1).csv	A@non	Success
09/07/2019 09:45	XXXXXXXX_KS2_XXXXXXXX.xml	A@non	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 KS2 Results CSV file.

Status – Indicates whether the uploaded file was successful or unsuccessful. Only the most recent successful upload file will be used by FFT to produce your 2019 KS2 results report.