

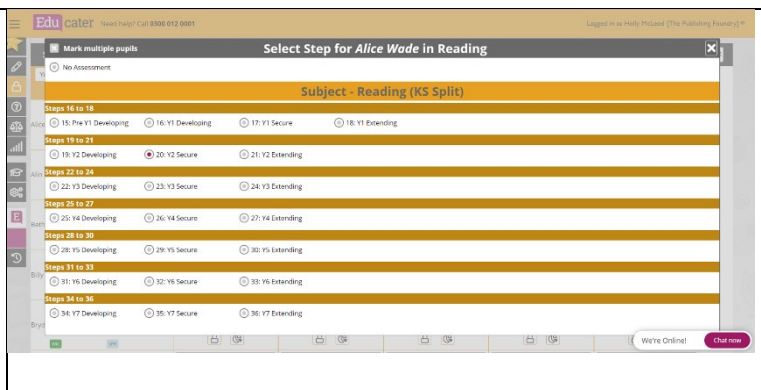
How to ... Inputting or Amending Judgements in Sign Off

If your school is using Stars you will only be able to make any changes at this point if your school has assigned you 'Override step data' privileges. (See Helpsheet Admin - Roles)
 You can alter your Star Assessment in Input Data (See Helpsheet Star Marking).

1.	<p>Select Sign Off Judgements</p> <p>From the Navigation Menu select Sign-Off Judgements</p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #f4a460;"> <th>Sign-Off Judgments</th> <th>Below ARE</th> <th>At ARE</th> <th>Above ARE</th> </tr> </thead> <tbody> <tr style="background-color: #e91e63; color: white;"> <td>Maths</td> <td style="background-color: #f44336;">0% (1 Pupils)</td> <td style="background-color: #8bc34a;">6% (18 Pupils)</td> <td style="background-color: #8bc34a;">58% (188 Pupils)</td> </tr> <tr style="background-color: #e91e63; color: white;"> <td>Reading</td> <td style="background-color: #f44336;">39% (126 Pupils)</td> <td style="background-color: #8bc34a;">10% (31 Pupils)</td> <td style="background-color: #8bc34a;">46% (150 Pupils)</td> </tr> <tr style="background-color: #e91e63; color: white;"> <td>Writing</td> <td style="background-color: #f44336;">0%</td> <td style="background-color: #8bc34a;">9% (30 Pupils)</td> <td style="background-color: #8bc34a;">0% (1 Pupils)</td> </tr> <tr style="background-color: #e91e63; color: white;"> <td>RWM</td> <td style="background-color: #f44336;">39% (126 Pupils)</td> <td style="background-color: #8bc34a;">9% (30 Pupils)</td> <td style="background-color: #8bc34a;">0% (1 Pupils)</td> </tr> </tbody> </table>	Sign-Off Judgments	Below ARE	At ARE	Above ARE	Maths	0% (1 Pupils)	6% (18 Pupils)	58% (188 Pupils)	Reading	39% (126 Pupils)	10% (31 Pupils)	46% (150 Pupils)	Writing	0%	9% (30 Pupils)	0% (1 Pupils)	RWM	39% (126 Pupils)	9% (30 Pupils)	0% (1 Pupils)
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2.	<p>Select Year Group/Class</p> <p>Select your year group and class then Select START.</p> <p>The data displayed will depend on your school's setup and the Admin Privileges you have been given.</p>	<p style="font-size: small;">Year Group: [Nursery 2, Reception, Year 1, Year 2, Year 3, Year 4, Year 5, Year 6]</p> <p style="font-size: small;">Class: [2G1, 2B, 3T0]</p> <p style="font-size: x-small;">You have selected: Class: 2G1/Year 2</p> <p style="text-align: right;">[RESET] [START]</p>																				
3.	<p>Amend Step Data</p> <p>If your school is using Step Data, initial data will be displayed. This can be based on one of the following: stars, previous term's assessments or teacher input. To update this data, select the field you want to alter.</p>	<p style="text-align: right;">Mathematics</p> <p>Year 2 Spring Primary Content</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Alice Wade</td> <td style="width: 10%; text-align: center;">SUM</td> <td style="width: 10%; text-align: center;">[Lock]</td> <td style="width: 10%; text-align: center;">20: Y2 Secure</td> <td style="width: 10%; text-align: center;">[Lock]</td> <td style="width: 10%; text-align: center;">Working Towards</td> </tr> <tr> <td>Alin Fane</td> <td style="text-align: center;">EAL</td> <td style="text-align: center;">SUM</td> <td style="text-align: center;">[Lock]</td> <td style="text-align: center;">16: Y1 Developing</td> <td style="text-align: center;">Below</td> </tr> <tr> <td>Bethany Parr</td> <td style="text-align: center;">SUM</td> <td style="text-align: center;">[Lock]</td> <td style="text-align: center;">24: Y3 Extending</td> <td style="text-align: center;">[Lock]</td> <td style="text-align: center;">Below</td> </tr> </table>	Alice Wade	SUM	[Lock]	20: Y2 Secure	[Lock]	Working Towards	Alin Fane	EAL	SUM	[Lock]	16: Y1 Developing	Below	Bethany Parr	SUM	[Lock]	24: Y3 Extending	[Lock]	Below		
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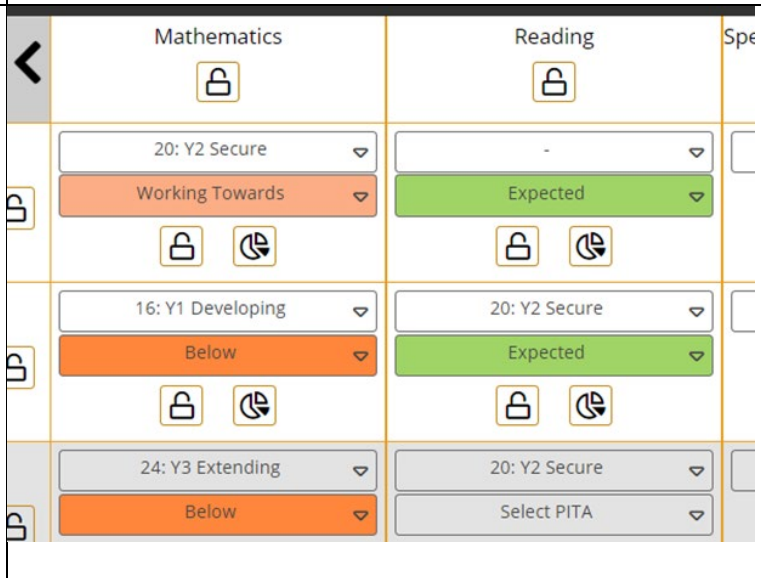
4. **Amend Step Data**

Now select your amended Step.
The updated data will be displayed for the selected pupil.



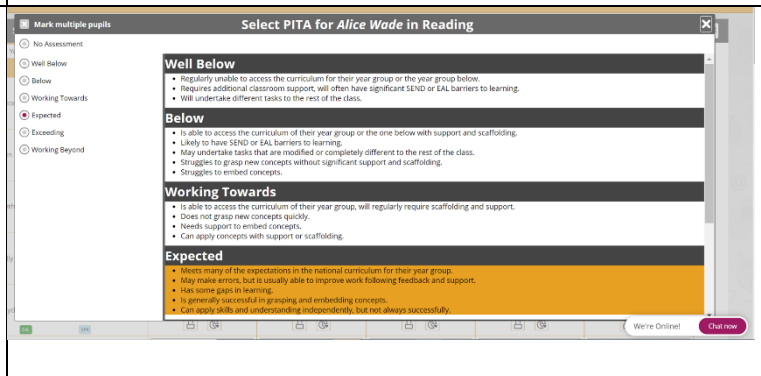
5. **Amend Teacher Judgements**

If your school is using Teacher Judgements, initial data will be displayed, this can be based on previous term's assessments or teacher's input.
To update this field, select the field you wish to alter.



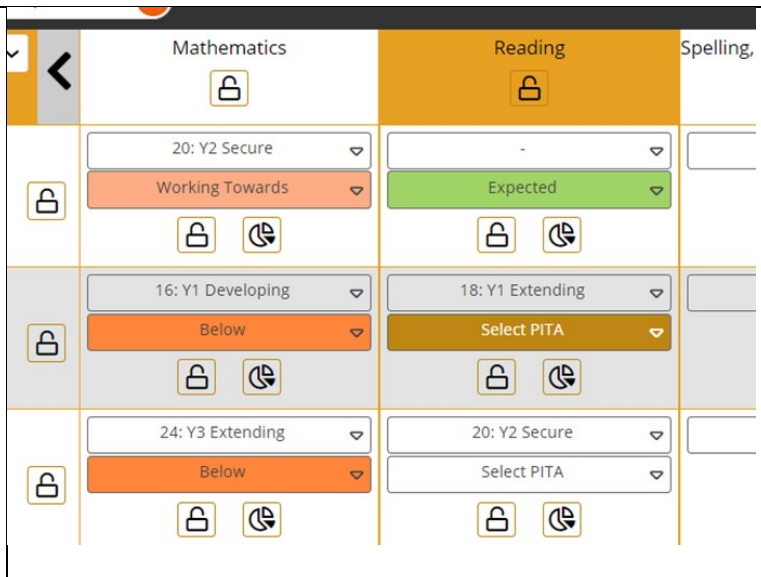
6. **Amend Teacher Judgements**

Now select your amended Teacher Assessment.
The updated data will be displayed for the selected pupil.



7. **Amend PITA**

If your school is using PITA, initial data will be displayed. This can be based on previous term's assessments or teacher's input. To update this data, click on the field you want to alter.



8. **Amend PITA**

Now select your amended PITA. The updated data will be displayed for the selected pupil.

