

RM Integris - Statutory Assessments

Contents

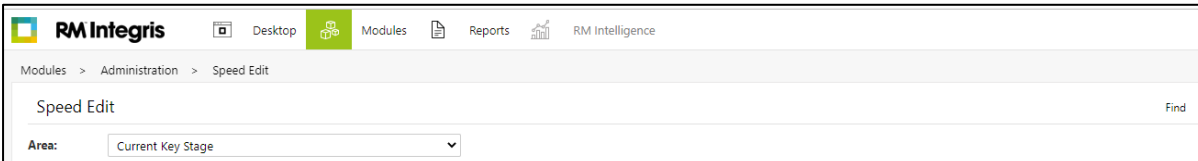
- [1. Pre-assessment checks required prior to assessment data entry](#)
 - [a. Current Key Stage](#)
 - [b. Key Stage Year](#)
- [2. Set up markbooks](#)
- [3. Enter assessment data into markbooks](#)
- [4. Sending Assessment Data to the Local Authority/Standards and Testing Agency](#)
- [5. Running Key Stage Reports](#)
 - [a. Pre- report checks](#)
 - [b. Create reports](#)
- Printing a Markbook (see [appendix A](#))
- Creating an Ad-hoc group for Y2 Phonics re-take pupils (see [appendix B](#))
 - Create an Ad-hoc group
 - Create a Markbook for Y2 Phonics retakes
 - How to use the ad-hoc group when exporting the Phonics CTF

1. Pre-assessment checks required prior to assessment data entry

Before you begin to enter any assessment data, please update the following items

a) Current Key Stage

Step 1) In Modules, go to **Administration > Speed Edit**, and from the **Area** drop down list, select **Current Key Stage**.



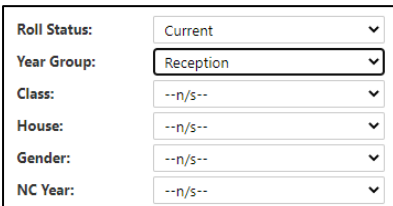
RM Integris Desktop Modules Reports RM Intelligence

Modules > Administration > Speed Edit

Speed Edit Find

Area: Current Key Stage

Step 2) Click on **Find**, and choose the first year group for whom you will be completing an end of Key Stage Assessment (Reception for EYFS, Y2 for KS1, Y6 for KS2)



Roll Status: Current

Year Group: Reception

Class: --n/s--

House: --n/s--

Gender: --n/s--

NC Year: --n/s--



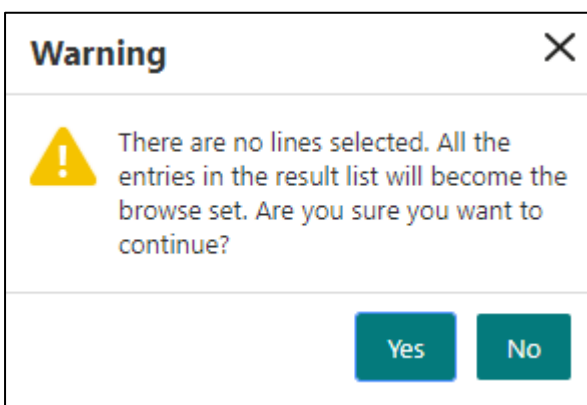
Step 3) Click on **Find**



Step 4) Click on **Select**



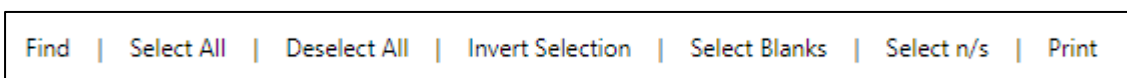
Step 5) Click on **Yes** to show all pupils



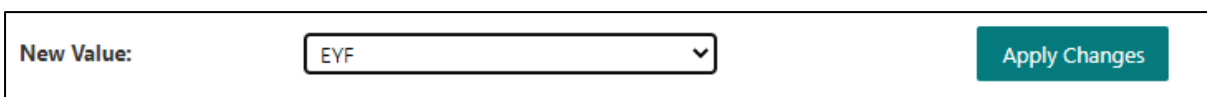
Step 6) Check the column headed '**Value**' to make sure that it is showing the correct Key Stage for this year group – in the example below, these pupils are all in reception and the correct Key Stage should be EYF

Value
EYF
EYF

Step 7) If any of the pupils are in the wrong year, click on **Select All** (next to **Find** – top of the screen). All pupils will be highlighted in blue



Step 8) Click on the drop down list next to **New Value**, and select the correct year. Then **Apply Changes**



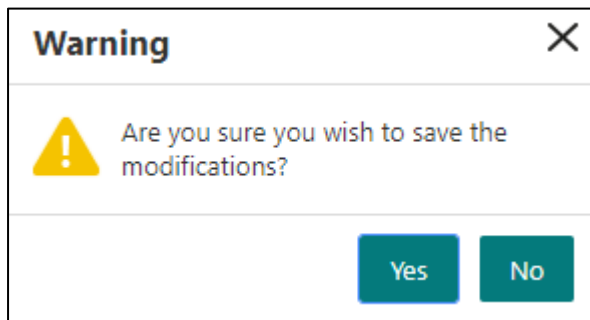
Step 9) The letter 'M' will appear in the 'Status' column to show that the update

Value	Status
EYF	M
EYF	M
EYF	M

Step 10) Click on **Save**.



Step 11) Click **Yes** to the Warning – Are you sure you wish to save the modifications?



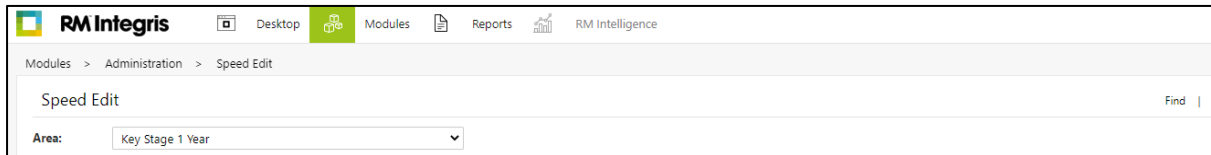
Step 12) Click **Exit**



Step 13) Repeat all steps for every year group being assessed in the current academic year.

b) Key Stage Year

Step 1) In Modules, go to **Administration > Speed Edit**, and from the **Area** drop down list, select the first key stage that you will be entering results for – in this example **Key Stage 1 Year**. Then click on **Find**.



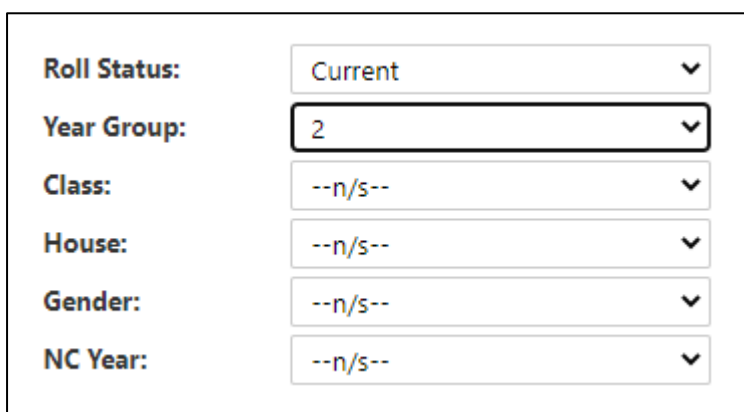
RM Integris Desktop Modules Reports RM Intelligence

Modules > Administration > Speed Edit

Speed Edit Find |

Area: Key Stage 1 Year

Step 2) Select the Year Group appropriate to the Key Stage – in this Key Stage 1 example enter '2' in the Year Group field



Roll Status: Current

Year Group: 2

Class: --n/s--

House: --n/s--

Gender: --n/s--

NC Year: --n/s--

Step 3) Click on **Find**



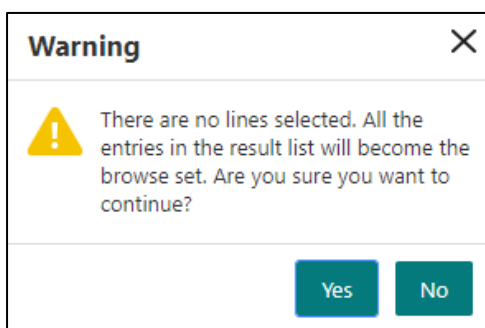
Find Cancel

Step 4) Click on **Select**



Select Cancel

Step 5) Click on **Yes** to display all the pupils.



Warning

There are no lines selected. All the entries in the result list will become the browse set. Are you sure you want to continue?

Yes No

Step 6) Check that the year in the 'Value' column is set to the current year

Value

Step 7) If the current year is not showing then click on **Select All** (next to **Find** – top of the screen) - all pupils will be highlighted in blue.

Find		Select All		Deselect All		Invert Selection		Select Blanks		Select n/s		Print
------	--	------------	--	--------------	--	------------------	--	---------------	--	------------	--	-------

Step 8) From the drop-down list in **New Value** select the current year, click on **Apply Changes**

New Value:	<input type="text" value="2022"/>	<input type="button" value="Apply Changes"/>
------------	-----------------------------------	--


Step 9) The letter 'M' will appear in the 'Status' column to show that the update

Status
M
M

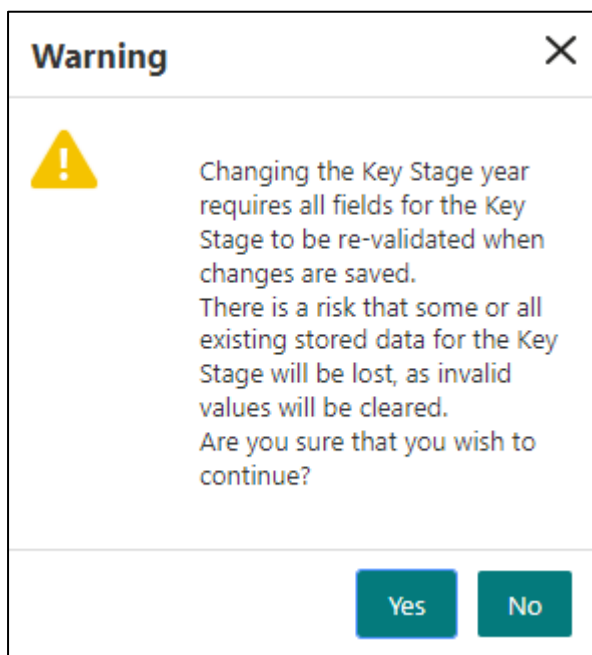
Step 10) Click on **Save**

<input type="button" value="Save"/>	<input type="button" value="Exit"/>
-------------------------------------	-------------------------------------

Step 11) Click on **Yes** to the first warning

Warning ✕	
	Are you sure you wish to save the modifications?
<input type="button" value="Yes"/>	<input type="button" value="No"/>

Step 12) Click **Yes** to the second warning



Step 13) Click on **exit**



Step 14) Repeat this for every Key Stage that you are going to complete - depending on your school type, the options are:

- Key Stage 1 year (year 2)
- Key Stage 2 year (year 6)
- Key Stage EYF year (year reception)
- Phonics check year (year 1). NOTE: The Phonics check year for Y2 retakes should remain set at the previous year (2021).

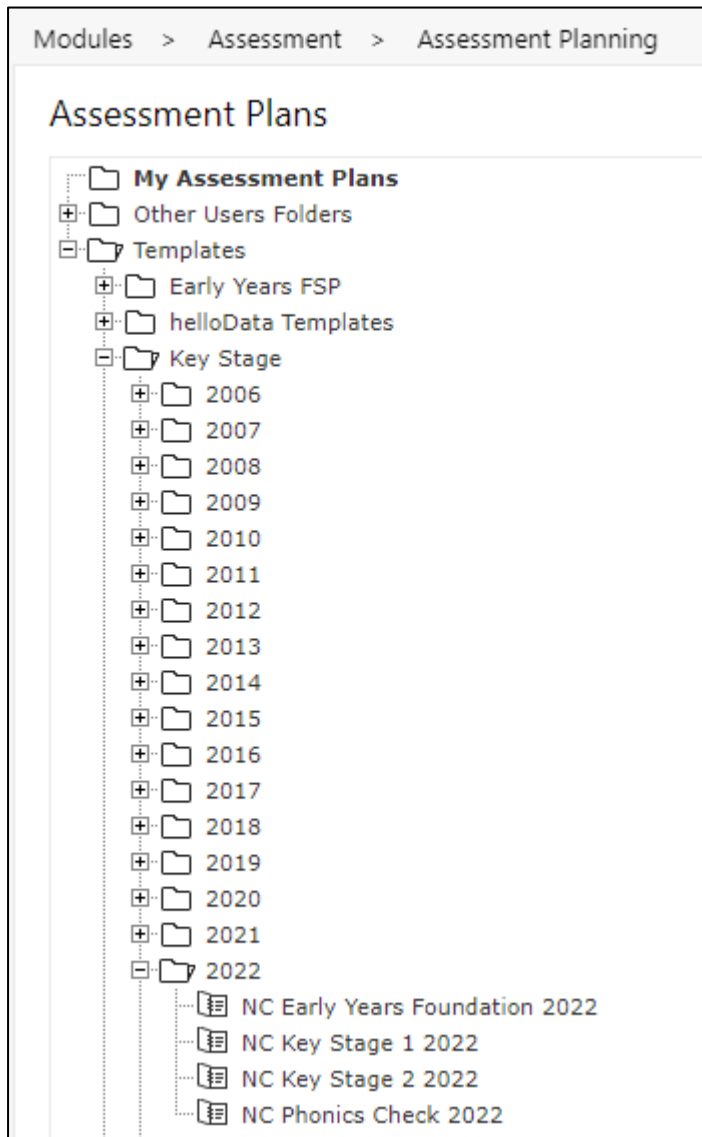
2) Set up Markbooks

Step 1) In the **'Modules'** tab, select **Assessment > Assessment Planning**.

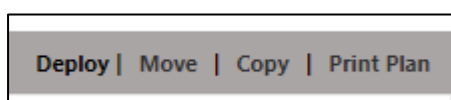
Click on the '+' to expand **Templates**

Click on the '+' to expand **Key Stage**

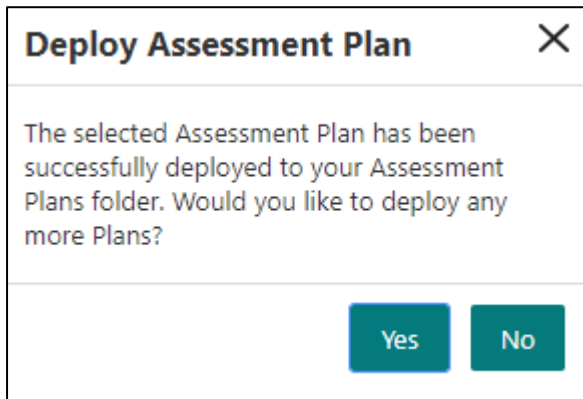
Click on the '+' to expand **2022**



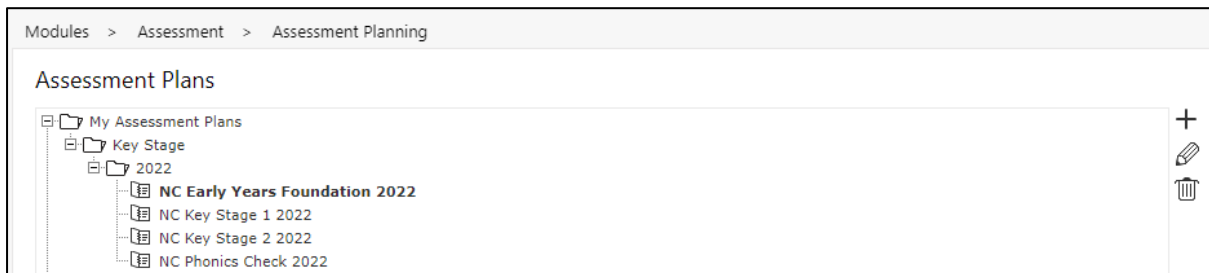
Step 2) Highlight the relevant Key Stage, and click on **Deploy**



Step 3) This will move the selected Assessment Plan to **'My Assessment Plans'**, if you need further Key Stages, select **'Yes'** at the prompt, and repeat the process until you have all relevant Key Stages saved in My Assessment Plans.



Step 4) Click the plus sign to expand **My Assessment Plans > Key Stage > 2022** if it is not already open. Select the relevant assessment plan and click on the **Edit an Assessment Plan** icon (pencil icon)



Step 5) Select the **Enrolled Groups** tab and click on the **Add an enrolled group** icon (plus sign)



Step 6) Open the drop down list in the ‘**Enrolled Group Type**’ window. Select **Year Group** and highlight the relevant year (for example, Reception for EYFS, Y2 for KS1, Y1 for Phonics, Y2 for Phonics retakes, Y6 for KS2).

Enrol Groups [X]

- Select a Group Type and Enrolled Group.
- Click on Add to enrol the selected groups to the Plan.

School Year: 2021/2022

Enrolled Group Type: Year Group

Year Groups:

Name
Not Specified
N2
Reception
1
2
3
4
5

Add Close

Step 7) Click on ‘**Add**’, then ‘**Close**’. The Year Group will disappear from the list, and appear on the next screen.

Modules > Assessment > Assessment Planning

Edit Assessment Plan - NC Early Years Foundation 2022

General Assessments **Enrolled Groups**

Group Name	Year
Year Group Reception	2021/2022

Step 8) Click on the group to highlight it. Click on the **Add Markbook Users** icon (fourth icon down on the right)



Step 9) A list of users will appear, select yourself and/or any other user who will be entering data in the markbook. Click **OK**.

Add Markbook Users ✕

• Select one or more users and click on OK to add them as Markbook Users.

Surname	Known Name	Staff Code	Staff Type
ADMIN	ADMIN	ADM	Not Specified
Barker	Sheila	SBA1	Not Specified
COORDINATOR9001	ASSESSMENT	ASMCRD	Not Specified
LA	LA	SYS	Not Specified
Nahal	Jan	jna	Teacher
O'Connell	Diane	DOC1	Teacher

OK
Cancel

Step 10) Your selections will appear as Markbook Users against the Year Group on the next screen.

Modules > Assessment > Assessment Planning

Edit Assessment Plan - NC Early Years Foundation 2022

General
Assessments
Enrolled Groups

Group Name	Year	Sub-groups	Markbook Users
Year Group Reception	2021/2022		Not Specified ASSESSMENT COORDINATOR9001,

Step 11) Click on **Save**

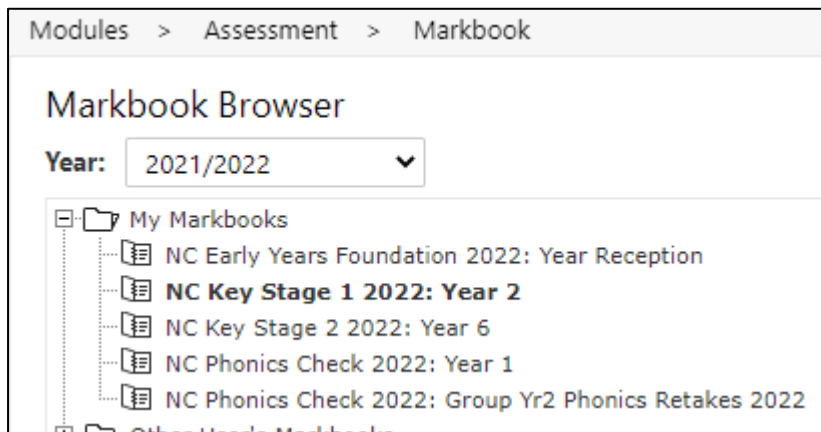
Save

Cancel

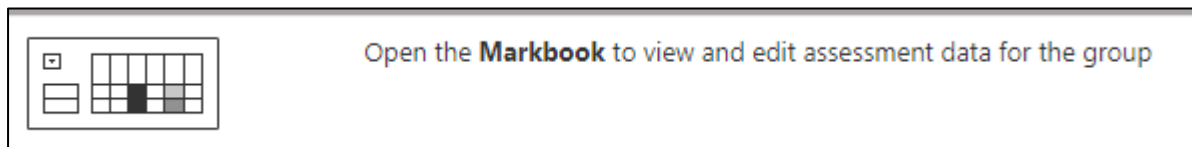
Step 12) Repeat steps 4 to 11 for all other Assessment Plans. See [Appendix B](#) on how to create a Phonics yr2 retake group and then [part b](#) of Appendix B on how to add this group to the Assessment Plan

3) Enter assessment data into markbooks

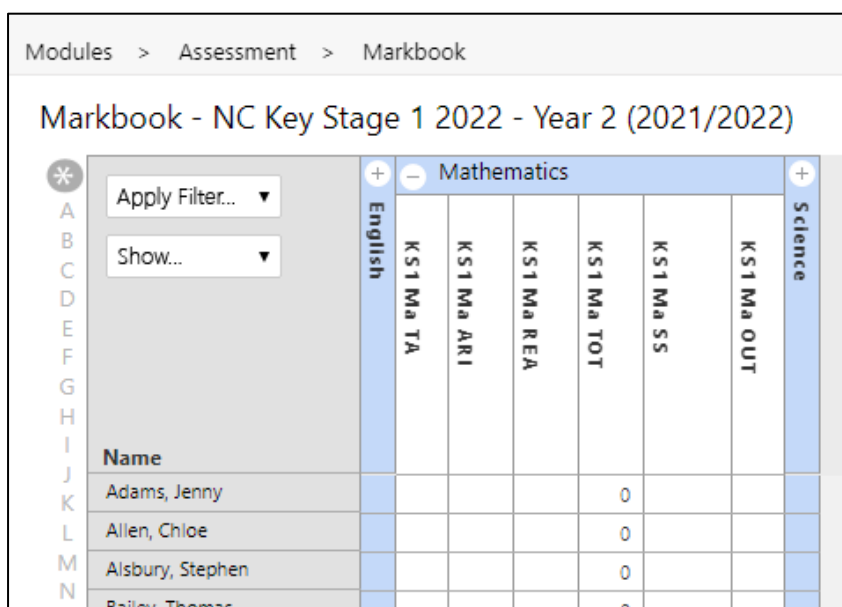
Step 1) Select **Modules > Assessment > Markbook**. Click the '+' to expand **My Markbooks** and click to highlight the relevant markbook.



Step 2) Click on the **Open the Markbook** button

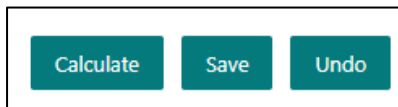


Step 3) The next screen will show a collapsed view of the selected Key Stage. To start entering data, click on the plus sign against the required subject. This will expand the subject to show all the elements, as seen in the KS1 Mathematics example below.

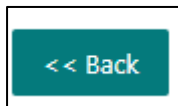


	Name	Mathematics						Science
		English	KST Ma TA	KST Ma ARI	KST Ma REA	KST Ma TOT	KST Ma SS	
A	Adams, Jenny					0		
B	Allen, Chloe					0		
C	Alsbury, Stephen					0		
D	Bailey, Thomas					0		

Step 5) Click on **Save** at regular intervals, and when you have finished entering data, click on **Save** again.



Step 6) Click on the **Back** button to leave this screen



Please see [Appendix A](#) for instructions on how to print out a blank markbook to collect the results from the teachers

4) Sending Assessment Data to the Local Authority/Standards and Testing Agency

Step 1) In the 'Modules' tab, select **Administration > Import & Export > Key Stage Exports**

Please select the Import/Export Utility that you require from the list below:

- Admission Transfer File (ATF)
- Children Missing Education Export
- CTF Export
- CTF Import
- Key Stage Exports
- Pupil Premium Import

Step 2) Click on **Key Stage Exports**, then choose the appropriate Key stage and year from the list that appears.

Modules > Administration > Import & Export

Export Wizard - Transfer Type

Welcome to the Key Stage Export wizard

- Early Years Foundation Export (2022)
- Phonics Export (2022)
- Key Stage 1 Export (2022)
- Key Stage 2 Export (2022)
- Key Stage 3 Export (2015)

Step 3) Click on **Next**



Step 4) From the next screen, click on the **Add Students** button (plus sign) and use the **Student find** screen to select the appropriate year group.

Roll Status:	Current	▼
Year Group:	2	▼
Class:	--n/s--	▼
House:	--n/s--	▼
Gender:	--n/s--	▼
NC Year:	--n/s--	▼

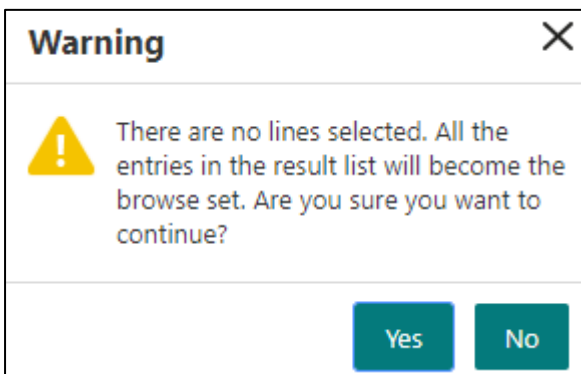
Step 5) Click on **Find**



Step 6) Click on **Select**



Step 7) Click on **Yes** to show all pupils



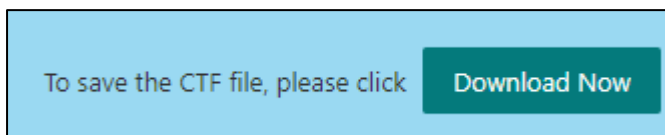
Step 8) Click on **Next**.



Step 9) An 'Export Summary' will appear. Please check for any 'WARNINGS' or errors, and correct them – it may not be possible to complete the export if errors remain. Use the scroll bar on the right of the screen to check error details. The screen will look similar to the one below.

A screenshot of a web application interface. At the top, a breadcrumb trail reads 'Modules > Administration > Import & Export'. Below this is the title 'Export Wizard - Summary and Download'. A grey header bar contains the text 'Export Summary'. The main content area displays the following information: 'Export Type: Key Stage 1 - 2022', a warning message 'WARNING: Validation issues are present. Please review all details before downloading the export.', 'CTF Export File: 8319001_KS1_831LLLL_018.XML', 'Destination: 831/LLLL - Home LEA', and 'Export Started: 8th April at 11:46:28'. Below this is a section titled 'Data Sections selected for export' with a scrollable list containing 'Key Stage Assessments'. At the bottom, it shows 'Number of Students selected: 35', 'Number of Students included in export file: 35', and 'Number of Students who could not be exported: 0'.

Step 10) If you've cleared all the errors then click on the Download now button. This button may not appear if you still need to correct some errors.



Step 11) Save your file to a location of your choosing

Step 12) Your exported CTF will be zipped, and will need to be unzipped before uploading to s2s or the STA Primary Assessment Gateway.

Step 13) Upload your EYFS, Phonics and Key Stage 1 Assessments to the Secure Transfer Website (s2s), and your Key Stage 2 TAs directly to the STA Primary Assessment Gateway

S2S (through the DfE Sign-In website)
STA Primary Assessment Gateway

[https://services.signin.education.gov.uk/
Sign In \(education.gov.uk\)](https://services.signin.education.gov.uk/SignIn(education.gov.uk))

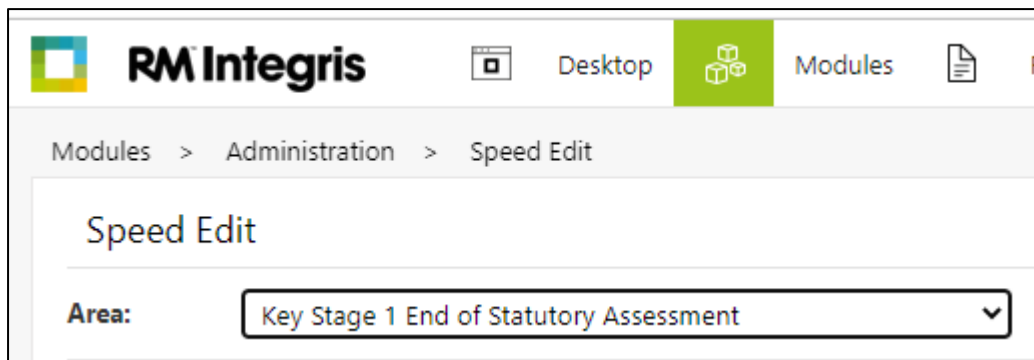
Please note that you should send Y1 Phonics and Y2 Phonics retakes in one CTF – see [Appendix B](#) for instructions on setting up an ad-hoc group for the Y2 pupils who are retaking the Y1 Phonics screening check.



5) Running Key Stage Reports

a) Pre-report checks

Step 1) Before you run any Key Stage reports, please update the following item in Speed Edit **End of Statutory Assessment indicator**. In Modules, go to **Administration | Speed Edit**, and from the **Area** drop down list, select **Key Stage _ End of Statutory Assessment**.



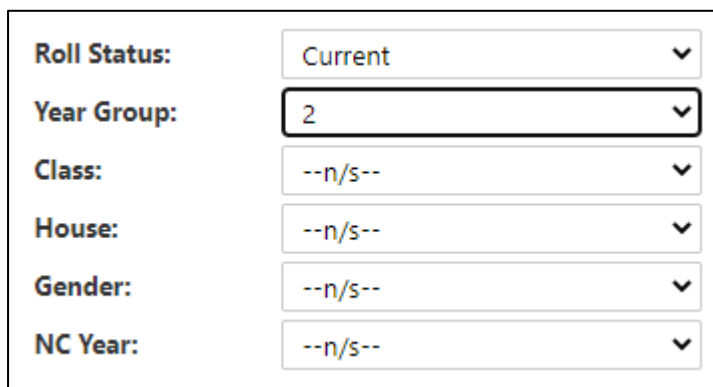
The screenshot shows the RM Integris software interface. At the top, there is a navigation bar with 'RM Integris' logo, a 'Desktop' icon, and a 'Modules' menu. Below this, a breadcrumb trail reads 'Modules > Administration > Speed Edit'. The main content area is titled 'Speed Edit' and features a dropdown menu labeled 'Area:' with the selected option 'Key Stage 1 End of Statutory Assessment'.

Step 2) Click on **Find**



The screenshot shows a horizontal menu with the following options: 'Find', 'Select All', 'Deselect All', 'Invert Selection', 'Select Blanks', 'Select n/s', and 'Print'.

Step 3) Choose the appropriate year group who have reached the end of a Key Stage Statutory Assessment (for example Reception for EYFS, Y2 for KS1, Y6 for KS2 – this does not apply to Phonics)



The screenshot shows a filter selection interface with the following fields:

Roll Status:	Current	▼
Year Group:	2	▼
Class:	--n/s--	▼
House:	--n/s--	▼
Gender:	--n/s--	▼
NC Year:	--n/s--	▼

Step 4) Click on **Find**



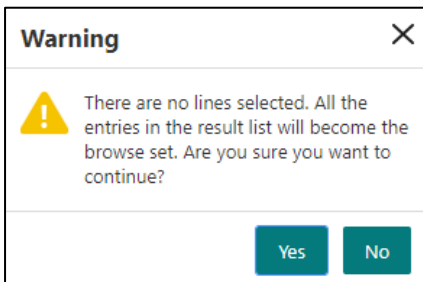
The screenshot shows two buttons: 'Find' and 'Cancel'.

Step 5) Click on **Select**

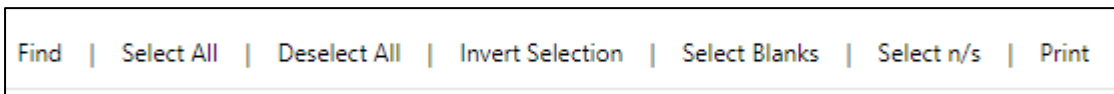


The screenshot shows two buttons: 'Select' and 'Cancel'.

Step 6) Click on **Yes** to show all pupils.



Step 7) On the next screen, the column to check is the one headed **Value**. All pupils should have a **'Yes'** against them. If not, click on **Select All**



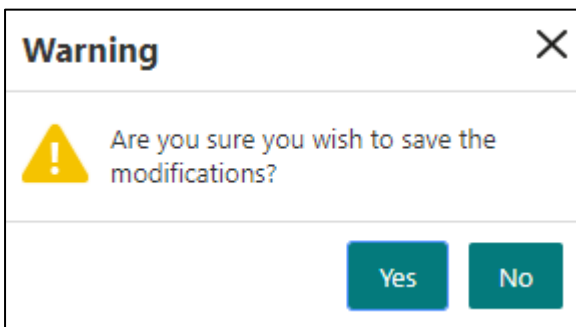
Step 8) Then click the **New Value** box, bottom left. Click on **Apply Changes**



Step 9) The letter 'M' will appear in the status column. Click on **Save**



Step 10) Click on **Yes**



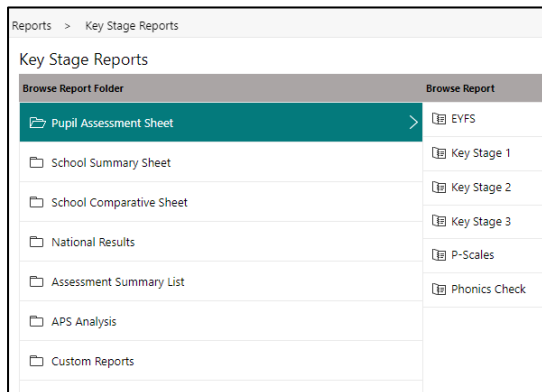
Step 11) All pupils should now have a **Yes** in the Value column. Click on **exit**



Step 12) Repeat for all Key Stage Year Groups

b) create reports

Step 1) In the **Reports** tab, select **Key Stage Reports**

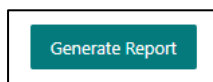


Most commonly used reports are the following:

Pupil Assessment Sheet	Reports for individual pupils
School Summary Sheet	Percentage of pupils achieving each level
School Comparative Sheet	Percentage of pupils achieving each level school vs National (2019)

But others may be useful for school analysis purposes.

Step 2) Select the Report and Key Stage you require. The report will automatically include all pupils whose Assessment Year is set to 2022, and who have been flagged as being at the end of statutory assessment. Click on **Generate Report**



This is an example of the individual child report for end of Key Stage 1 – yours should be populated with their Teacher Assessment results.

Derby Primary School	
CHILD'S RESULTS	
End of key stage 1 teacher assessment 2022	
Name: Adams, Jenny	Class: 2D
ENGLISH	
Reading	
Teacher Assessment Result	EXS
Writing	
Teacher Assessment Result	
MATHEMATICS	
Teacher Assessment Result	EXS
SCIENCE	
Teacher Assessment Result	HNM

IMPORTANT NOTE 1: Please remember to import your Key Stage 2 Test Results BEFORE printing off the individual pupil reports!

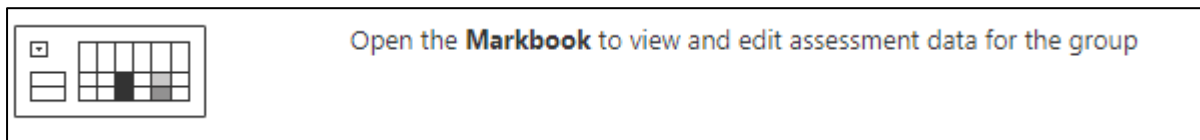
IMPORTANT NOTE 2: Ensure that the Phonics outcome is showing on the markbook . If not, then the Phonics reports won't have this data to report on.



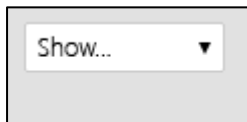
6) Appendix A: Printing a markbook

If you need to print off a paper copy of a markbook – for example; a blank grid for teachers to complete, or a print out of the data for checking – please follow the steps below after you have completed the [initial Markbook set up](#).

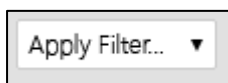
Step 1) In Modules | Assessment | Markbook, click on the plus sign next to **My Markbook**, highlight the relevant Key Stage, and click on the **Open a Markbook** icon



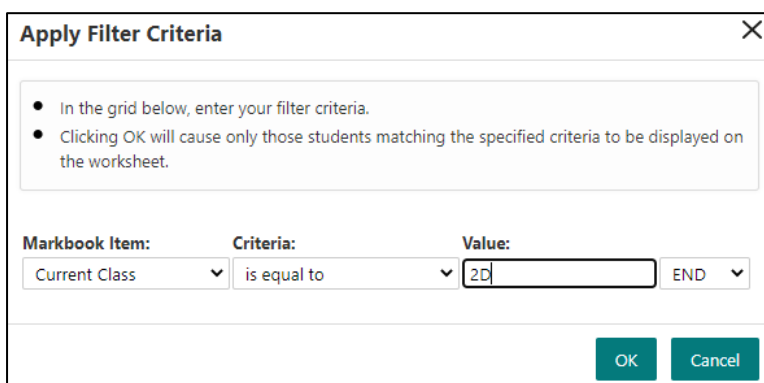
Step 2) To print a separate Markbook for each class, when the Markbook opens, select **Current Class** from the drop down list in the **Show** box, top left of the screen. This will display an extra column on the left hand side of the marksheet showing the pupils' current class.



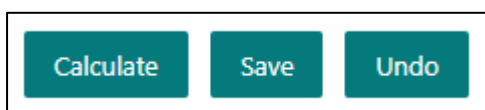
Step 3) Click on **Apply Filter**



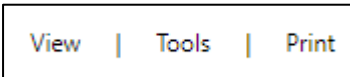
Step 4) From the dropdown list in 'Markbook Item' choose Current Class. Choose one class at a time to enter in the Value box and click on OK to apply the filter



Step 5) Click on **Save**



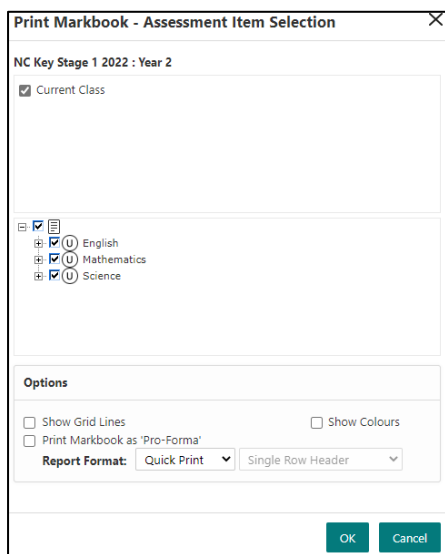
Step 6) The pupil list will now only show the pupils for the class you have filtered on. Click on **Print**



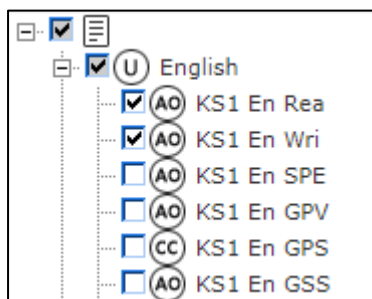
Step 7) The **Assessment Item Selection** box appears, below is the Key Stage 1 example. Different subjects within the key stage are shown in a collapsed view and are expanded by clicking on the plus icon. A tick in the subject box means that ALL the elements within that subject are automatically selected. Clicking on the tick in the subject box will de-select all the elements enabling you to choose which you want to print.

'AO' (Assessment Opportunity) means that data can be entered

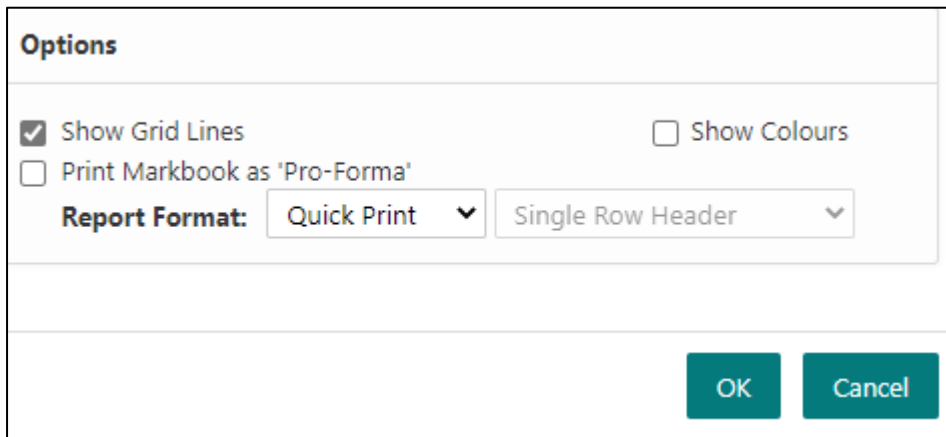
'CC' (Calculated Cell) means data cannot be entered and the value will be calculated from data entered in the other cells.



Step 8) Select the elements that you need to print (in this KS1 example, just the assessments have been selected, the other items are tasks and tests). Scroll down and do the same for Mathematics (just the first item in KS1) and Science (all items as a double check that the calculated level agrees with the teacher's overall assessment).



Step 9) Select **Show Grid Lines** and leave the default report format 'Quick Print'. Click on **OK**



Options

Show Grid Lines Show Colours

Print Markbook as 'Pro-Forma'

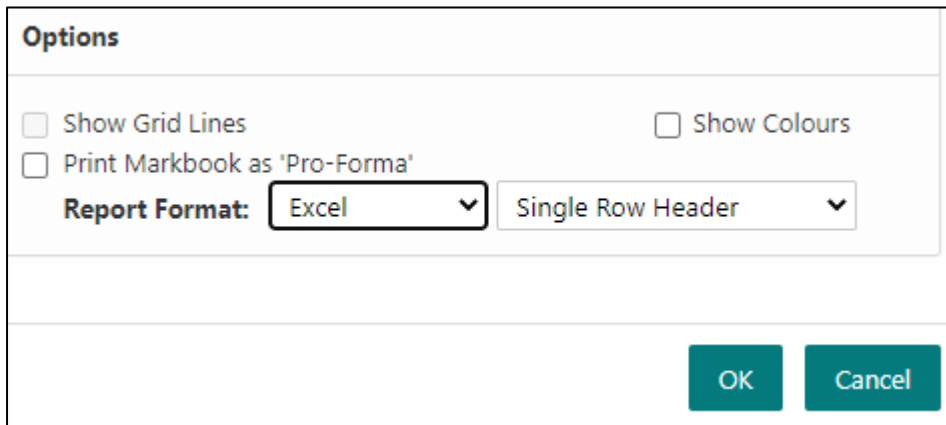
Report Format: Quick Print ▼ Single Row Header ▼

OK Cancel

Step 10) These selections will produce a grid which will be blank for teachers to complete if no data has been entered. Click on the **print** symbol



Step 11) Another option is to select 'Excel' as the Report Format in step 9 which enables you to manipulate such things as column width and cell size in the printed output.



Options

Show Grid Lines Show Colours

Print Markbook as 'Pro-Forma'

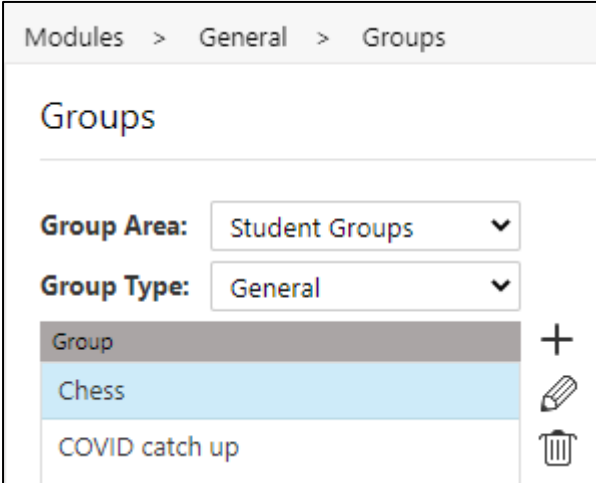
Report Format: Excel ▼ Single Row Header ▼

OK Cancel

7) APPENDIX B: Creating an Ad-hoc group for Y2 Phonics re-take pupils

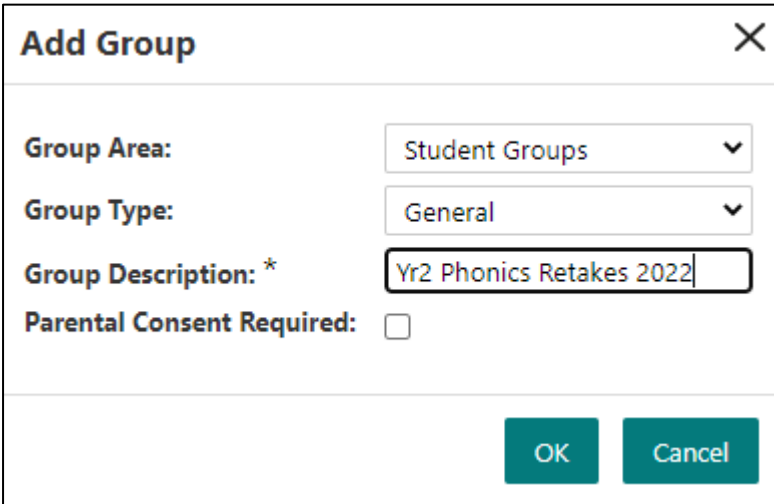
a) Create an Ad-hoc group

Step 1) Select **Modules | General | Groups**. Make sure that the **Group Area** says **Student Groups**, and choose 'General' from the **Group Type** drop down list. Click on the **Add Group** icon (plus sign) in the Group box to create a new group



The screenshot shows a web interface with a breadcrumb trail: Modules > General > Groups. Below this, the title 'Groups' is displayed. There are two dropdown menus: 'Group Area' set to 'Student Groups' and 'Group Type' set to 'General'. Below these is a list of groups: 'Group', 'Chess', and 'COVID catch up'. To the right of the list are three icons: a plus sign (+), a pencil (edit), and a trash can (delete).

Step 2) In the next screen, give the new group an appropriate title. Click **OK**. The newly created group will now appear in the Groups box.



The screenshot shows a dialog box titled 'Add Group' with a close button (X) in the top right corner. It contains the following fields: 'Group Area' (dropdown menu set to 'Student Groups'), 'Group Type' (dropdown menu set to 'General'), 'Group Description: *' (text input field containing 'Yr2 Phonics Retakes 2022'), and 'Parental Consent Required:' (checkbox, which is unchecked). At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

Step 3) Highlight the group you've just created and click on the **Add members** icon (plus sign) in the student(s) box

Student(s)			
Reference	Surname	First Name	Consent
+ 			

Step 4) From the Student Find screen, select Year 2

Roll Status:	Current	▼
Year Group:	2	▼
Class:	--n/s--	▼
House:	--n/s--	▼
Gender:	--n/s--	▼
NC Year:	--n/s--	▼

Step 5) Then click on **Find**

Find	Cancel
-------------	---------------

Step 6) Then cherry pick the pupils who will be re-taking the Phonics screening check this year – this will be any pupil with a Wt (working towards) level in their Yr2 Phonics test in the Autumn 2021 statutory return, or any pupil who did not take part in the screening for any other reason. Use the Control Key to cherry pick from the list of Y2 pupils.

Search Results		
Reference	Surname	Known Name
1494	Adams	Jenny
59	Allen	Chloe
1415	Alsbury	Stephen
26	Bailey	Thomas
1567	Baker	Bobby
63	Bates	Julia
58	Blake	Oscar
68	Brady	Daniel

Step 7) Click on **Select**.



Step 8) The selected pupils will now appear in the ad-hoc group. This group will now be available as an option to choose when [creating a markbook for Yr2 Phonics retakes](#) or [creating a CTF to export your Phonics results to the LA](#).

The screenshot shows the 'Groups' interface. On the left, there is a list of groups under 'Group Area: Student Groups' and 'Group Type: General'. The 'COVID catch up' group is selected. On the right, a table titled 'Student(s)' displays the following data:

Reference	Surname	First Name
43	Abernethy	Ann-Marie
1288	Adams	Harry
1494	Adams	Jenny
87	Adams	Rebecca
75	Allwood	Megan
15	Anasis	Charles

B) Create a Markbook for Y2 Phonics retakes

Step 1) In **Modules | assessment | assessment planning** click the plus sign to expand **My Assessment Plans | Key Stage | 2022** if it is not already open and highlight the **NC Phonics Check 2022** assessment plan. Click on the **Edit an Assessment Plan** icon (pencil)

The screenshot shows the 'Assessment Plans' interface. A tree view on the left shows the following structure:

- My Assessment Plans
 - Key Stage
 - 2014
 - 2015
 - 2016
 - 2017
 - 2018
 - 2019
 - NC Early Years Foundation 2019
 - NC Key Stage 1 2019
 - NC Key Stage 2 2019
 - NC P Scales 2019
 - NC Phonics Check 2019**

Step 2) Select the **Enrolled Groups** tab, click on **Add an enrolled group** icon (plus symbol)



Step 3) In the **Enrolled Group Type** field, select **Student Group** and highlight the Phonics Y2 Retakes 2022 group created earlier. Click on **Add**

Enrol Groups ✕

- Select a Group Type and Enrolled Group.
- Click on Add to enrol the selected groups to the Plan.

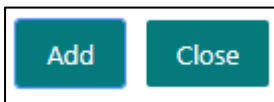
School Year:

Enrolled Group Type:

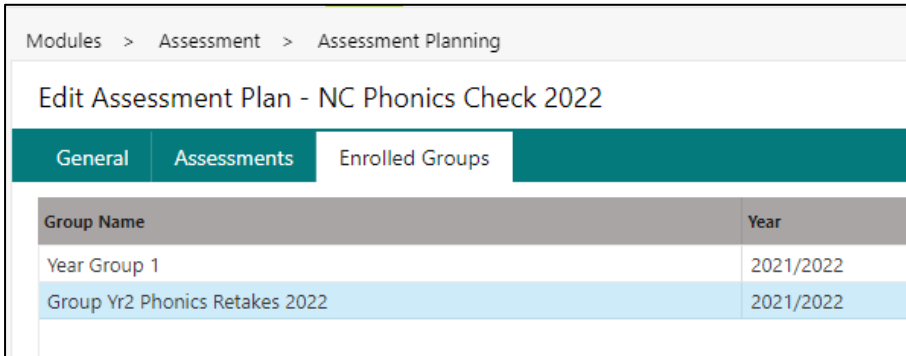
Group Type:

Group	Group Type
Tennis Club	Holiday Club
Woodwork	Hobbies
Y2 Phonics retakes 2016	General
Y2 Phonics Retakes 2017	General
Y2 Phonics Retakes 2018	General
Y2 Phonics Retakes 2019	General
Yr2 Phonics Retakes 2022	General
Yr2 Phonics Retakes 2022 test	General

Step 4) Click on **Close**.



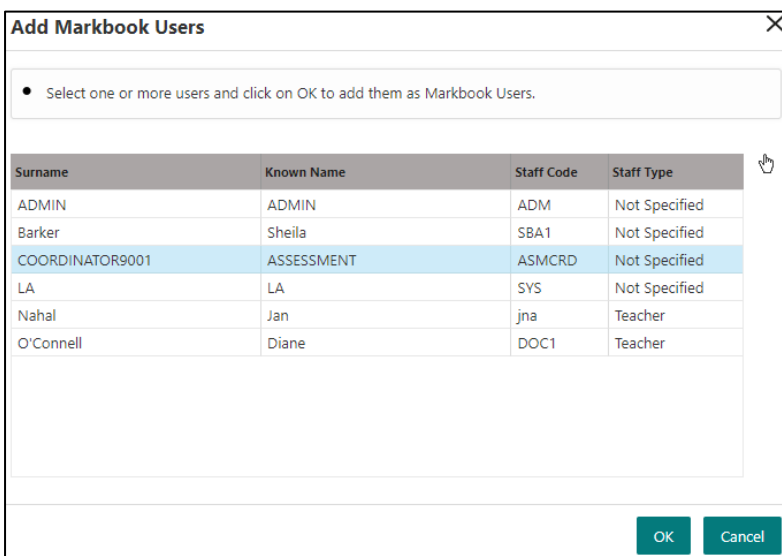
Step 5) The Group will disappear from the list, and appear on the main screen.



Step 6) Click on the Group to highlight it. Click on the **Add Markbook Users** icon (fourth icon down on the right)



Step 7) A list of users will appear, select yourself and/or any other user who will be entering data in the markbook. Click **OK**.



Step 8) Click on **Save**



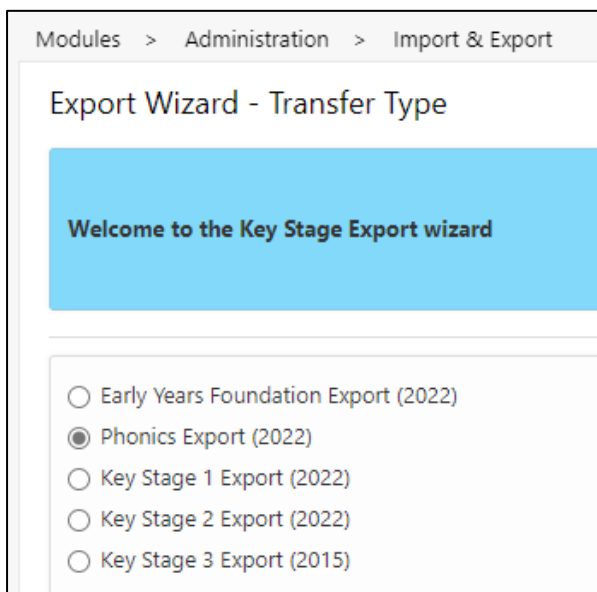
Step 9) In **Modules | assessment | markbook** a separate Markbook will now be available for you to enter the Y2 Phonics retakes for 2022.

c) To use the ad-hoc group when exporting the Phonics CTF

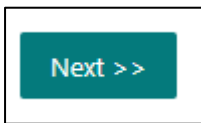
Step 1) Select **Modules > Administration > Import and Export** and choose **Key Stage Exports**



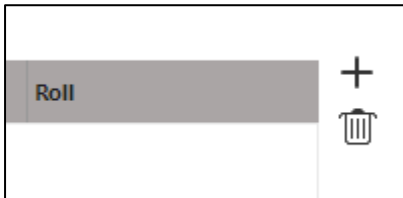
Step 2) Choose the Phonics Export 2022 option



Step 3) Click on **Next**



Step 4) Click on the **Add Students** icon (plus sign)



Step 5) From the Student find screen, select Y1

Roll Status:	Current	▼
Year Group:	1	▼
Class:	--n/s--	▼
House:	--n/s--	▼
Gender:	--n/s--	▼
NC Year:	--n/s--	▼

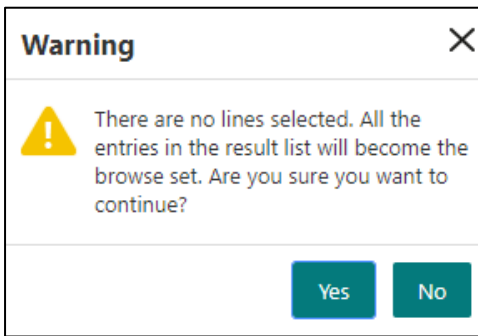
Step 6) Click on **Find**



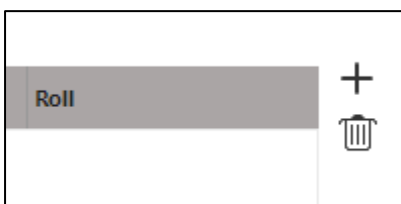
Step 7) Click on **Select**



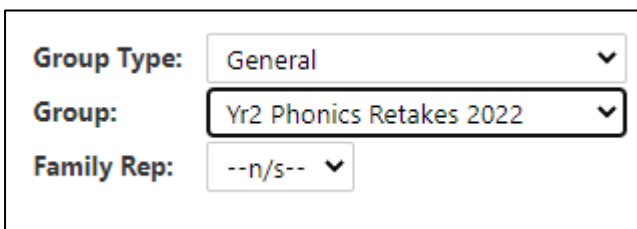
Step 8) Click on **Yes**



Step 9) This will bring through all your Y1 pupils who have taken the Phonics screening check this year. Now click on the **Add Students** icon again.



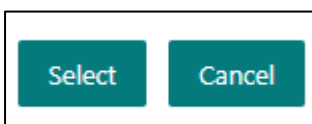
Step 10) This time, in the Student Find screen, go down to the **Group Type** and **Group** section. Set Group Type to **General**. Pick your Y2 Phonics retake group from the list.



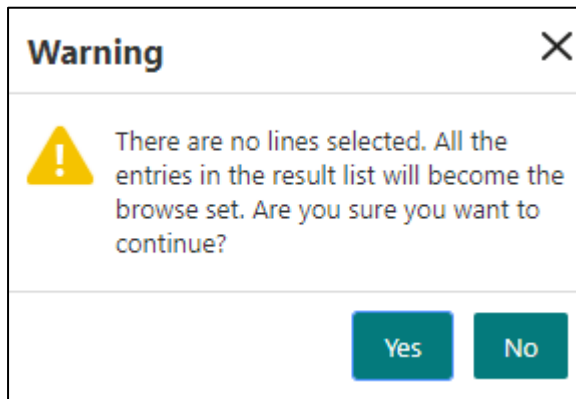
Step 11) Click on **Find**



Step 12) Click on **Select**



Step 13) Click on **Yes**



Step 14) The Y2 re-take pupils will now appear as part of the list of pupils to be exported. Follow from step 8 of the [creating CTF](#) section to complete the CTF process

