

Pearson Primary Progress & Assess

Reading

Getting Started Guide

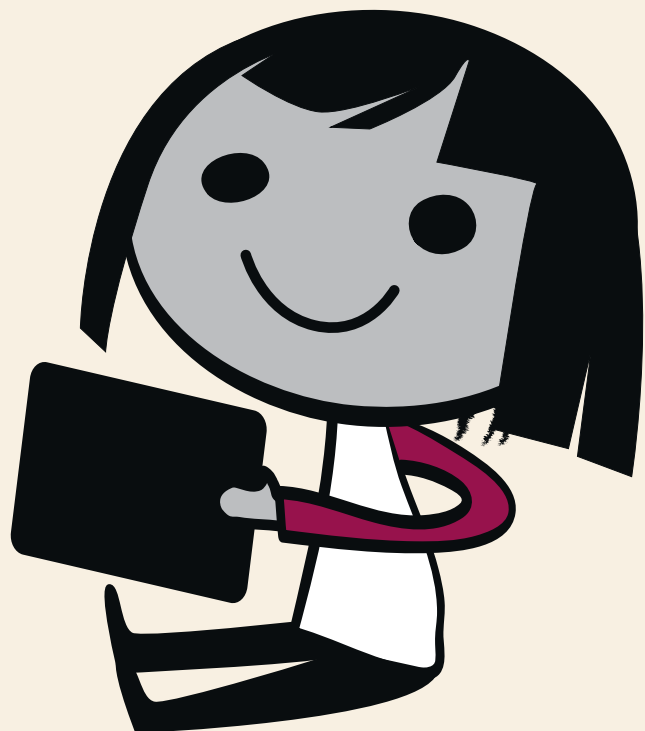


Welcome to Pearson Primary Progress & Assess Reading

Pearson Primary Progress & Assess Reading has been designed to support the assessment of pupil progress and attainment in your school.

It's powered by ActiveLearn Primary, a powerful teaching and learning platform, that together with Progress & Assess Reading, gives you everything you need for assessment in reading along with a tracking and reporting tool to measure your pupils attainment and progress, all in the one place.

This Getting Started Guide has been created to help you familiarise yourself with Progress & Assess Reading and the features of ActiveLearn, so that you can get going as quickly as possible. We've also included information on where you can find additional help and support should you need it.



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What is Progress & Assess Reading?

Progress & Assess Reading is a robust assessment service created by experts in primary reading, Dee Reid and Kate Ruttle, to help you track whether your pupils are on track and making progress.

Progress & Assess Reading is underpinned by a detailed progression map which helps you understand what is expected of pupils at six points throughout the school year. This helps you to monitor whether children are on track for Age Related Expectations and target remediation for individuals and groups.

Our attainment measures

To help you with your ongoing assessment, we have provided you with a view on your pupil's attainment across different intervals so that you can track how they are progressing over time.

In Reading we have matched each bookband to a corresponding half-term. This guideline will help you assess whether pupils are moving through the bookbands at a rate that will keep them on track to achieve Age Related Expectations by the end of Year 6.



Attainment

Exceeding Age Related Expectations

Exceeding Age Related Expectations

The pupil has demonstrated a deep understanding of the required skills by getting at least 80% in a test one or more book bands ahead of the expected one.

On track for Age Related Expectations

On track for Age Related Expectations

The pupil is on track to achieve Age Related Expectations by the end of the year group they are in, and has scored at least 80% in the expected test for their year and term.

Working towards Age Related Expectations

Working towards Age Related Expectations

The pupil is not currently on track, but has demonstrated some of the necessary knowledge and skills for their year and term.

Below Age Related Expectations

Below Age Related Expectations

The pupil is working significantly below the level expected for his or her age group.

Unsuitably easy / hard

Unsuitably easy or hard

This means that the pupil has taken a test either below or above the expected book band for their year and term and the data shows that the test they've taken is either too challenging or not challenging enough. This pupil has scored either over 80% if the test was too easy or below 80% if it was too hard.



What is included in Progress & Assess?

Resources

Progression Maps

At the heart of Progress & Assess Reading are our Progression Maps – created with expert practitioners. These maps give you a rigorous structure for progress that is based on a deep understanding of how children's learning develops and what the Age Related Expectations are.

In Progress & Assess Reading, you have the choice of viewing the Reading Progression Map in its entirety, which covers all year levels from Reception to Year 6, or you can choose simply the year group (PDFs are whole years, with each bookband on a new page) that suits you to view in more detail. This flexibility makes it easier for you to plan for remedial action should skill gaps become apparent in your class following your assessments.

The Reading Progression Map helps to define Age Related Expectations, meaning that the score a pupil receives in a test can be mapped to a specific location on the map and ultimately provide you with an indication of how they are progressing.

Tests

Written by literacy experts in line with our Reading Progression Map, the collection of reading summative tests in Progress & Assess Reading are child-friendly and cover all book bands. Packs of printed colour tests are available for purchase or you can download a version from ActiveLearn by going to Resources and clicking on **Progress & Assess Reading** or the **Assessment Collection** (if you are a Bug Club customers or if you have more than one Progress & Assess product). Then use the left hand menus to find the correct test.

Our tests support precision teaching and reflect best practice as they are designed to ensure that the test is matched to the current ability of the pupil by offering tests per bookband. In addition, our tests are designed to be used with any teaching programme or assessment framework as they are written specifically to the new National Curriculum for England (2014).



Included in your subscription are:

- One test per sub-bookband for Years 1-2, from Pink (struggling Y1) to Lime (Y2 extension)
- Two tests per sub-bookband for Years 3-6, from Brown A (on track Y3) to Red Plus B (Y6 extension)

Assessment Guides

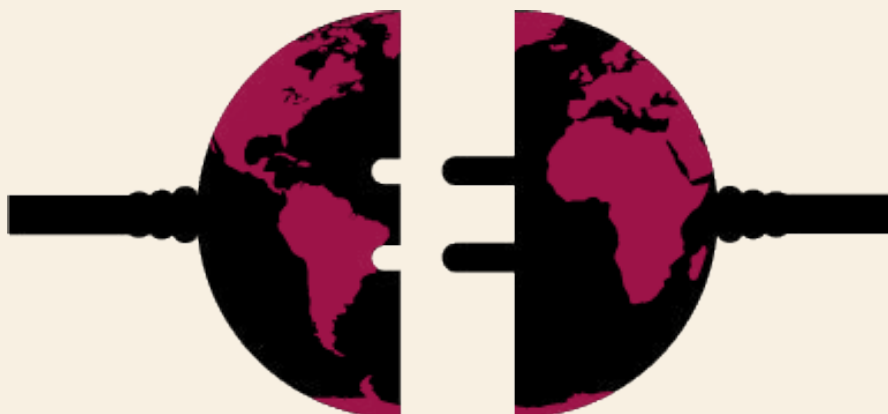
The Assessment Guide for each year group gives you everything you need to administer and mark the reading tests, including guidance on how to administer the tests, question-level commentary, a detailed progression map for the relevant bookbands and a detailed mark scheme. There is one Assessment Guide per year group and guidance on all book bands appropriate to that year is available within the one resource. A digital copy can be found online. See page 15 for instructions on how to find these in ActiveLearn.

Each digital version of the test also comes with its specific set of marking guidance, which can be found by finding the relevant test (see p.15 of this guide) and clicking on the linked resource.

Technology

Tracking and reporting function

When you input your reading test results into ActiveLearn, the platform will allow you to track the attainment of each pupil. It will also calculate how each pupil is performing against Age Related Expectations.





How to get started with Progress & Assess

Setting up your account in four easy steps

If you are new to ActiveLearn, here are four easy steps to set up your new account.

1 **Activate your account**

You should by now have received an email from us (digital.support@pearson.com) asking you to activate your subscription.

To do this, you simply need to accept our terms and conditions - follow the instructions in the email if you haven't yet done so.

This will generate a second email with your login details, including username, password and school code.

Still waiting on your activation email, or having trouble activating?
Give us a call on 0845 313 88 88 or email digital.support@pearson.com

2 **Logging In**

Visit www.activelearnprimary.co.uk to log into Progress & Assess Reading in ActiveLearn Primary. You may want to bookmark the site.

Enter your username, password and school code into the login box. You will have received these details as part of step 1 above.

3 **Check that you have everything you need to use Progress & Assess Reading**

We strongly recommend using Google Chrome or Mozilla Firefox web browsers.

If you prefer to use Internet Explorer, you will need at least IE9 in order for everything to work as it should.



Whichever browser you are using, you need to make sure it is set as your default browser. This will ensure that resources always open in the same browser. You can set your default browser by going into the 'settings' area within your chosen browser.

3 Create your teacher and profile accounts

The first teacher to log in can add teacher and pupil details in order to set up accounts and logins, although most schools usually arrange for their administrator to support with this. The good news is this can be done as a bulk import. To do this, go to **Admin** in the top right-hand corner of ActiveLearn, click the **Import** tab and follow the instructions on the screen. Any teacher with an account can add user details for new accounts or edit existing ones.

For more help on how to add teachers, pupils, classes, groups and cohorts take a look at the **Administration** section in ActiveLearn's **Help** section.

We can help!

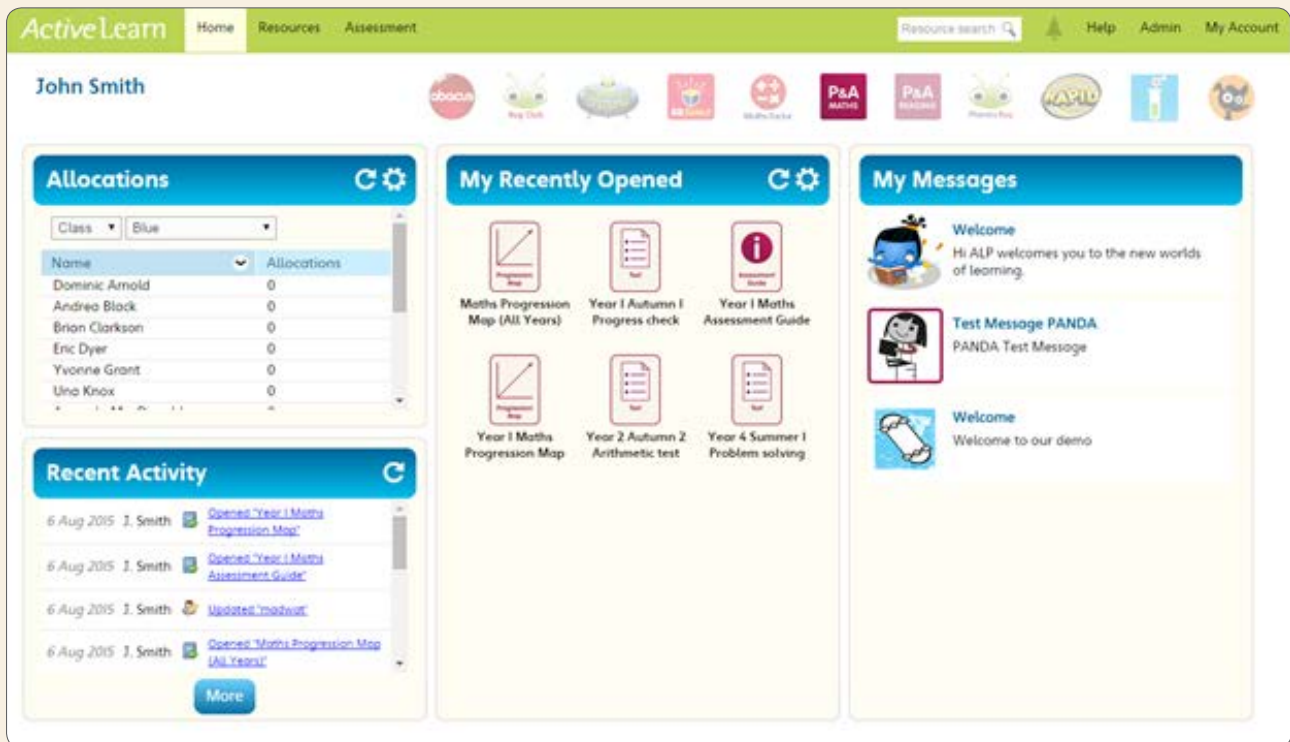
We make setting up our programmes as simple as possible so you and your colleagues can get started independently. If you would like a little support setting up teacher and pupil accounts across your school, our Digital Account Consultants can help.

Email digitalaccounts@pearson.com or call 0345 478 8802



Home screen

This is the screen you'll see after logging in for the first time.



The next time you log into ActiveLearn, you will be taken to the last place you were when you logged out previously. Clicking on **Home** in the top menu will bring you back to this screen.



Setting up pupils, cohorts, groups and classes

It is very important when setting up your pupils in ActiveLearn, that you assign them to the correct cohort. The cohort year is the year the child joined a Reception class (PI in Scotland). This is because a pupil's cohort in ActiveLearn dictates the year they are in and therefore which set of Age Related Expectations the pupils test results should be measured against.

Step-by-step instructions on how to set up new pupils, cohorts, groups and classes, as well as how to import details in bulk from a spreadsheet, are available online once you have logged into your ActiveLearn account. Please click on **Help** in the far-right corner of the screen, and select **Teacher Help**.

The screenshot shows the ActiveLearn interface for user John Smith. The top navigation bar includes 'Home', 'Resources', and 'Assessment'. The main content area is divided into three columns: 'Allocations' (showing a table of pupil allocations for Class Blue), 'My Recently Opened' (showing various progress maps and assessment guides), and 'My Messages' (showing welcome messages). On the right, a 'Help' dropdown menu is open, displaying options like 'This page', 'Home Help', 'General', 'Teacher Help' (highlighted), 'Pupil Help', 'Glossary', 'Information', and 'Submit feedback'. A 'View teacher help files' link is also visible next to 'Teacher Help'.

However to help you get started straight away, included below are step-by-step instructions on how to create cohorts and set up new groups.

Creating a cohort

In the Admin menu, select the Cohort tab and then click **New Cohort**. This will create a new, empty cohort.

Cohorts are always named after an academic year. For example, the new intake of pupils in 2020-2021 would be placed in the cohort '2020'. This cohort then stays with those pupils as they progress through the system so they can always be identified together.



Adding pupils to a cohort

A newly-created cohort doesn't contain any pupils. To add pupils, navigate to the **Pupils** tab.

When you upload any pupil's details, they are added automatically to a cohort. A pupil is always a member of a cohort, so if no cohort is specified it will be set to the current academic year.

To specify a cohort during import, add a column called 'Cohort' to your spreadsheet or table and fill it in. If a cohort for this year does not exist, it will be created automatically. See **Import** for more information. In this way you can add pupils to different cohorts in a single import, modify existing cohorts if they were set incorrectly, or add pupils from an old cohort.

Viewing cohort membership

When you open the Cohorts tab in **Admin**, all the cohorts in your school are displayed in order. It is possible to edit individual pupil data from here by clicking on the number of pupils and clicking the icon next to each name.

<input type="checkbox"/>	Year	Created	Pupils
<input type="checkbox"/>	2006	12 Jun 2013	4
<input type="checkbox"/>	2007	17 Dec 2013	22
<input type="checkbox"/>	2008	17 Dec 2013	20
<input type="checkbox"/>	2009	5 Aug 2013	22
<input type="checkbox"/>	2010	11 Jun 2013	22
<input type="checkbox"/>	2011	8 May 2013	21
<input type="checkbox"/>	2012	26 Feb 2013	62
<input type="checkbox"/>	2013	5 Sep 2013	169
<input type="checkbox"/>	2014	18 Jul 2013	26



Editing a cohort

To change the cohort of one or more pupils, navigate to the **Pupils** tab.

Select the pupils you want to move, or click the checkbox at the top left of the list to select all pupils.

Next, click **Bulk Edit Options** then choose **Set cohort**. You will then be prompted to choose the cohort they will be moved to:

The screenshot shows the 'ActiveLearn' interface with the 'Pupils' tab selected. A dropdown menu for 'Bulk Edit Options' is open, showing options: 'Set passwords', 'Set class', 'Set cohort', and 'Set groups'. The 'Set cohort' option is highlighted. Below the menu is a table of pupils with columns: Username, Class, Cohort, Groups, and Created. The table lists 10 pupils, all in 'Class 1' and '2012' cohort, created on '17 Dec 2013'.

Username	Class	Cohort	Groups	Created
pup#2	Class 1	2012		17 Dec 2013
pup#3	Class 1	2012		17 Dec 2013
pup#6	Class 1	2012		17 Dec 2013
pup#10	Class 1	2012		17 Dec 2013
pup#6	Class 1	2012		17 Dec 2013
pup#14	Class 1	2012		17 Dec 2013
pup#9	Class 1	2012		17 Dec 2013
pup#8	Class 1	2012		17 Dec 2013
pup#3	Class 1	2012		17 Dec 2013
pup#1	Class 1	2012		17 Dec 2013

Deleting a cohort

In order for a cohort to be deleted it has to be empty. It can then be selected and the **Delete Selected** button will become active.

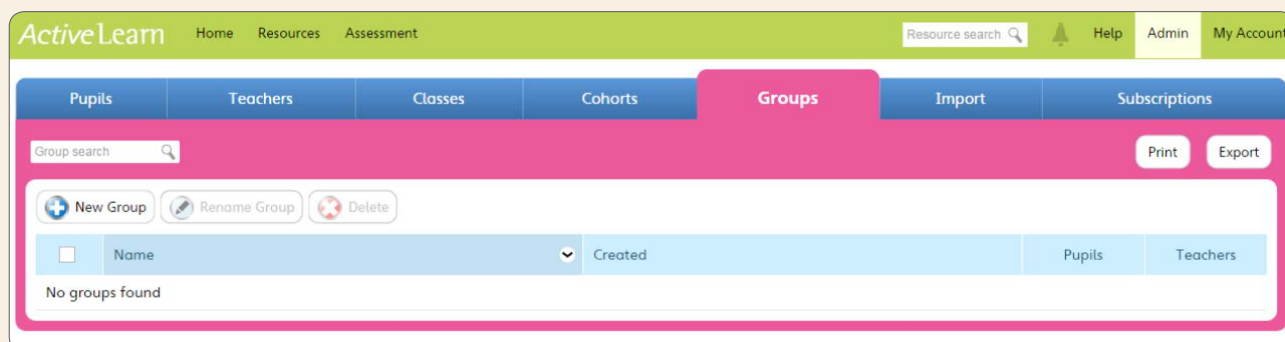
The screenshot shows the 'ActiveLearn' interface with the 'Cohorts' tab selected. A table lists cohorts with columns: Name, Date Created, and Pupils. The '2011' cohort is selected (checkbox checked) and has 0 pupils. The '2012' cohort is not selected (checkbox unchecked) and has 34 pupils. The 'Delete Selected' button is active.

Name	Date Created	Pupils
2011	3 May 2013	0
2012	26 Feb 2013	34

To delete all the pupils in a cohort use the Pupils tab.

Setting up groups

Setting up groups will allow you to quickly and easily enter test results for each of your reading groups. You can also use this feature to set up pupils you wish to track as a group, for example you could add all your Pupil Premium or EAL pupils to one group to enable you to quickly demonstrate their progress. Pupils can be added to more than one group. Groups can be found in the **Group** tab within the **Admin** menu.



Creating a group

To create a new, empty group, click **New Group** at the top of the screen.

To rename a group, simply click on the current name then type the new name when prompted.

Adding pupils to a group

A newly created group doesn't contain any pupils. To add pupils, navigate to the **Pupils** tab.

Pupils can either be added to a group automatically during an import or manually at a later time.

To specify a group during import, add a column called 'Group' to your spreadsheet or table and fill it in. If a group of this name does not exist, it will be created automatically.

To add existing pupils manually to a group, select the names of the pupils you want to add and click **Bulk Edit Options**, then **Set Groups** and finish by choosing the group you wish to add the pupils to.



Viewing group membership

When you open the **Group** tab in **Admin**, all the groups in your school are displayed in order. It is possible to edit individual pupil data from here by clicking on the number of pupils and clicking the icon next to each name.

Editing group membership

Select the pupils you want to move, or click the checkbox at the top left of the list to select all pupils.

Next, click **Bulk Edit Options** then choose **Set group**. You will then be prompted to choose the group they will be moved to.

Deleting a group

To delete one or more groups, select them using the checkboxes then click **Delete Selected**. Deleting a group does not delete the pupils it contains. To delete all the pupils in a group use the Pupils tab.

Linking teachers to groups

A teacher can be associated with multiple groups. Click **Bulk Edit Options** then **Set groups** to link one or more teacher to a group.



Finding resources

If you are searching for a particular Progress & Assess resource such as a test, then the Resource section at the top of the screen will help you do just this. The Resources page works in a similar way to a lot of online shopping websites, allowing you to filter search results to find exactly what you need. You can filter which resources you want to see by year level and resource type. Additional filters are available to Bug Club and Abacus customers when you access your Progress & Assess resources through your existing subscription.

To access your Progress & Assess Reading resources, click on **Resources** at the top of your screen and select your subscription. If you are a Bug Club customer, you will be able to access your Progress & Assess Reading resources by clicking on **Bug Club** in this menu. If you are not a Bug Club customer, then you will see the **Progress & Assess Reading** option in this menu.

For help on using the Resource Finder, see the Browsing Resources section in Help on ActiveLearn.

Progress & Assess is also available as part of our flagship programmes for reading and maths: Bug Club and Abacus. Please contact customer services if you would like to talk to us about converting your Progress & Assess subscription into a full Bug Club or Abacus subscription.



If you have an Bug Club subscription...

You can access all your Progress & Assess Reading resources easily in the one place within Bug Club. From the Resources menu in ActiveLearn, select **Bug Club**.

In the Type filter, click the **Assessment Guide**, **Progression Map**, and **Test** filter options at the bottom of the left-hand options bar to access all your Progress & Assess Reading resources. You can further narrow your search by filtering by year group. Alternatively you can use the Assessment Collection to view only your assessment resources.

The screenshot shows the ActiveLearn interface with the following elements:

- Header:** ActiveLearn logo, navigation tabs (Home, Resources, Assessment, Planning), a search bar, and user links (Help, Admin, My Account).
- Filter Bar:** Includes a 'Select All' button, an 'Allocate' button, an 'Add to My Files' button, and a 'Show: 50' dropdown. It also indicates '62 resources found'.
- Left-hand Filter Panel:**
 - Search by:** Radio buttons for Book Band (46), Year (62), and Phonic Phase (26).
 - Book Band:** A 'Show Bands' link.
 - Type:** Checkboxes for Assessment (108), Assessment Guide (6), Book (429), Progression Map (10), Teaching guidance (9), and Test (46). The 'Progression Map' checkbox is selected.
- Search Results:**
 - Reading Progression Map:** Includes a 'Progression Map' icon, a description, and a 'More info' link.
 - Reading Progression Map (All Years):** Includes a 'Progression Map' icon, a description, 'Suggested for: Reception, Yr 1, 2, 3, 4, 5, 6', and a link to the resource.
 - Reception Reading Progression Map:** Includes a 'Progression Map' icon, a description, 'Suggested for: Reception', 'Linked Resources: Reading Progression Map (All Years)', and a link to the resource.

In this section, you will find the Reading Progression Map, Assessment Guides (including teacher guidance and detailed mark scheme) as well as PDF versions of all the tests.



If have a Progress & Assess Reading subscription...

From the Resources menu in ActiveLearn, select **Progress & Assess Reading**.

The screenshot shows the ActiveLearn interface with the 'Progress & Assess Reading' menu open. The menu options are: Product, Progress & Assess: Reading (highlighted), Collections, Current Allocations, and My Files. The main content area is divided into three sections: 'Allocations' (a table with student names and scores), 'My Recently Opened' (a grid of resource cards including 'Blue C (KSI) Test', 'Green A Test', 'Reading Progression Map', 'Reception Reading Progression Map', 'Year 1 Reading Assessment Guide', and 'Year 1 Reading Progression Map'), and 'My Messages' (a list of messages including 'Welcome', 'Test Message PANDA', and 'Welcome to our demo').

You can then choose to filter by **Year** and **Type** to find all your Progress & Assess Reading resources. In this section, you will find the Reading Progression Map, Assessment Guides (including teacher guidance and detailed mark scheme) as well as PDF versions of all the tests.

The screenshot shows the ActiveLearn interface with the 'Progress & Assess Reading' resources page. The page has a header with 'P&A READING' and buttons for 'Select All', 'Allocate', and 'Add to My Files'. The main content area is divided into two sections: 'Year' (a list of year groups from R/P1 to Yr 6/P7) and 'Type' (a list of resource types: Assessment Guide (6), Progression Map (8), and Test (46)). The resource cards are: 'Reading Progression Map (All Years)' (a progression map icon), 'Reception Reading Progression Map' (a progression map icon), and 'Year 1 Reading Assessment Guide' (an assessment guide icon). Each card includes a description, suggested for, and a link.



Assessment Collections

If you hold multiple ActiveLearn subscriptions, you will be able to access all your Progress & Assess Reading and Progress & Assess Maths resources in the one place.

From the Resources menu in ActiveLearn, under the Collections heading select **Assessment**.

You can then choose to filter your search by **Year**, **Type** and **Subject**.

The screenshot shows the ActiveLearn interface with the 'Assessment' collection selected. The sidebar on the left has three filter sections: 'Year' (R/P1 (4), Yr 1/P2 (26), Yr 2/P3 (30), Yr 3/P4 (22), Yr 4/P5 (22), Yr 5/P6 (22), Yr 6/P7 (24)), 'Subject' (English (60), Mathematics (78)), and 'Type' (Assessment Guide (12), Progression Map (16), Test (110)). The 'Assessment' filter is highlighted. The main content area shows 138 resources found. Three resource cards are visible, each with a 'Progression Map' icon and a description. The first card is 'Progression Map (All Years)', the second is 'Reading Progression Map (All Years)', and the third is 'Reception Maths Progression Map'. Each card includes a 'Suggested for:' field and a 'Link:' field.

How to administer tests

For full information on how and when to administer tests, please refer to the printed Assessment Guide for each year group. Assessment Guides are also available in PDF form in ActiveLearn.

We recommend that you administer the tests at half-termly intervals, and that you allocate the test at the most appropriate bookband for each child. This may mean that each reading group will take a different test.



Entering Results

Overview page

Once you have marked a test, you can enter each pupil's score directly into ActiveLearn. The powerful technology behind Progress & Assess will calculate each pupil's test score against Age Related Expectations and provide you with a useful overview to help you monitor progress. Once populated, the Overview page will show pupil's attainment in each half term. In the top-left hand corner you can filter the view to show your class, an entire cohort, or a specific group of pupils.

Term tabs

To enter a pupil's test score, select **Reading** under the Test Results heading in the Assessment menu in ActiveLearn. This will open to the Reading Overview page.

ActiveLearn
Home
Resources
Assessment
Resource search
Help
Admin
My Account

P&A READING
Class: Blue
Academic Year 2014
Export
Print

Reading Overview
Autumn Term 1
Autumn Term 2
Spring Term 1
Spring Term 2
Summer Term 1
Summer Term 2

Attainment

Exceeding ARE	1 pupil	(7%)
On track for ARE	6 pupils	(40%)
Working towards ARE	6 pupils	(40%)
Below ARE	2 pupils	(13%)
No data	0 pupils	(0%)

Useful Resources

- [Getting Started Guide](#)
- [Year 4 Reading Progression Map](#)
- [Year 4 Reading Assessment Guide](#)
- [More resources...](#)

View: ARE Indicator

Pupil name	Year	Autumn Term 1	Autumn Term 2	Spring Term 1	Spring Term 2	Summer Term 1	Summer Term 2
Tracey Buckland	Y4/P5		Working towards			Working towards	Exceeding
Lily Coleman	Y4/P5	Working towards	Below	On track	On track	Working towards	On track
Richard Ellison	Y4/P5	Working towards	Unsuitably easy	On track	Working towards	Working towards	Below
Austin Kerr	Y4/P5	Below	On track	Working towards	Working towards	Below	Working towards
Julian Lyman	Y4/P5	Exceeding	Exceeding	Working towards	On track	Working towards	On track
Tracey Metcalfe	Y4/P5	On track	On track	On track	Working towards	Working towards	On track
Joe Miller	Y4/P5	On track	On track	Working towards	Below	Working towards	On track
Eric Parr	Y4/P5	Working towards	On track		Working towards	On track	Working towards
Emily Paterson	Y4/P5	Below	Working towards	Working towards	Exceeding	Working towards	Below
Sam Randall	Y4/P5	On track	Working towards	Working towards	On track	On track	Working towards
Lisa Sanderson	Y4/P5	Working towards	Unsuitably hard	On track	Exceeding	On track	On track



Select a class or group, and check that the year group assigned to each pupil in your class is correct. If it isn't correct, you can update it from here by clicking on the year group and altering the cohort (a cohort will need to have been created already for this to work). Make sure you are in the correct academic year (the current academic year will always show as default). If you have not yet entered any test scores into the software, then each cell will be blank. The cell will populate to show the pupil's attainment score against Age Related Expectations once you have entered their test scores for each term.

To enter your pupils' test scores, click on the relevant term tab, highlighted in blue at the top of the page.

If you have not yet entered any test scores for your pupils, your screen will open in edit mode. If you are returning to enter new scores or amend previous data, you will need to click the **Edit** button on the right of the screen first. Select the test each pupil took from the Test Taken drop-down box, and enter their score in the Results box. You can also choose to add any comments using the comments box.

ActiveLearn
Home
Resources
Assessment
Resource search
Help
Admin
My Account

P&A READING
Class: Blue
Academic Year 2014

Reading Overview
Autumn Term 1
Autumn Term 2
Spring Term 1
Spring Term 2
Summer Term 1
Summer Term 2

Recommended: Grey B Test 1
Show comments
Save
Done

Select test
Set for selected pupils

<input type="checkbox"/>	Pupil name	Year	Assessment	Score	Comments
<input type="checkbox"/>	Tracey Buckland	Y6/P7	Red B (KS2) 1	18 / 20	
<input type="checkbox"/>	Lily Coleman	Y6/P7	Grey B 1 (recommended)	12 / 15	
<input type="checkbox"/>	Richard Ellison	Y6/P7	Green C	3 / 6	
<input type="checkbox"/>	Austin Kerr	Y6/P7	Grey B 1 (recommended)	10 / 15	
<input type="checkbox"/>	Julian Lyman	Y6/P7	Grey B 1 (recommended)	14 / 15	
<input type="checkbox"/>	Tracey Metcalfe	Y6/P7	Grey B 1 (recommended)	12 / 15	
<input type="checkbox"/>	Joe Miller	Y6/P7	Grey B 1 (recommended)	12 / 15	
<input type="checkbox"/>	Eric Parr	Y6/P7	Grey B 1 (recommended)	11 / 15	
<input type="checkbox"/>	Emily Paterson	Y6/P7	Green C	4 / 6	
<input type="checkbox"/>	Sam Randall	Y6/P7	Grey B 1 (recommended)	11 / 15	
<input type="checkbox"/>	Lisa Sanderson	Y6/P7	Grey B 1 (recommended)	14 / 15	
<input type="checkbox"/>	Joanne Smith	Y6/P7	Grey B 1 (recommended)	9 / 15	
<input type="checkbox"/>	Joshua Smith	Y6/P7	Grey B 1 (recommended)	10 / 15	



Once you have entered your pupils' results, click **Save**. If you don't have all test results for your class, you can also save as you go and complete at a later date. Once you have finished entering test scores, click **Done** to display the attainment measure and total percentage score for each child you have entered results for.

ActiveLearn

Home

Resources

Assessment

Resource search

Help

Admin

My Account

P&A
READING

Class

Blue

Academic Year 2014

Export

Print

Reading Overview

Autumn Term 1

Autumn Term 2

Spring Term 1

Spring Term 2

Summer Term 1

Summer Term 2

Recommended: [Grey B Test 1](#)

☒ Show comments

View: [ARE Indicator](#)

Edit

Pupil name	Year	Assessment	Score	Attainment	Comments
Tracey Buckland	Y6/P7	Red B (KS2) Test 1	18/20	Exceeding	
Lily Coleman	Y6/P7	Grey B Test 1	12/15	On track	
Richard Ellison	Y6/P7	Green C Test	3/6	Below	
Austin Kerr	Y6/P7	Grey B Test 1	10/15	Working towards	
Julian Lyman	Y6/P7	Grey B Test 1	14/15	On track	
Tracey Metcalfe	Y6/P7	Grey B Test 1	12/15	On track	
Joe Miller	Y6/P7	Grey B Test 1	12/15	On track	
Eric Parr	Y6/P7	Grey B Test 1	11/15	Working towards	
Emily Paterson	Y6/P7	Green C Test	4/6	Below	
Sam Randall	Y6/P7	Grey B Test 1	11/15	Working towards	
Lisa Sanderson	Y6/P7	Grey B Test 1	14/15	On track	
Joanne Smith	Y6/P7	Grey B Test 1	9/15	Working towards	
Joshua Smith	Y6/P7	Grey B Test 1	10/15	Working towards	
Austin Tucker	Y6/P7	Grey B Test 1	10/15	Working towards	
Andrew Underwood	Y6/P7	Grey B Test 1	15/15	On track	



Interpreting Results

Once you have clicked **Done** in a term tab, the page will refresh and display each pupil's total percentage test score as well as their attainment measure. You can choose to turn the comments on or off by selecting the **Show Comments** box. You can also choose to view your pupil's results as a percentage, raw score or an attainment measure by choosing your preferred option in the **View** drop-down box.

If you see *Unsuitably easy* or *Unsuitably hard* in a pupil's attainment indicator cell, this means that the pupil has taken a test either below or above the expected book band for their year and term and the data shows that the test they've taken is either too challenging or not challenging enough. This will mean that they will have either scored over 80% if the test was too easy or below 80% if it was too hard. This means that a true and reliable attainment measure is not able to be calculated in this instance. If this happens, we recommend the pupil takes either an easier or harder test.



Understanding attainment results

If you click on any attainment measure cell in the overview page, a pop-out box will appear which gives you more information about the calculation of each pupil's result.

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P&A READING Class: Blue Academic Year 2014 Export Print

Reading Overview Autumn Term 1 Autumn Term 2 Spring Term 1 Spring Term 2 Summer Term 1 Summer Term 2

Attainment

Exceeding ARE	1 pupil	(7%)
On track for ARE	6 pupils	(40%)
Working towards ARE	6 pupils	(40%)
Below ARE	2 pupils	(13%)
No data	0 pupils	(0%)

Useful Resources

- [Getting Started Guide](#)
- [Year 4 Reading Progression Map](#)
- [Year 4 Reading Assessment Guide](#)
- [More resources...](#)

Grey A I
Emily Paterson

Score: 73%

Attainment: Working towards

When test was taken

	Y4 Autumn Term 2	Y4 Spring Term 1	Y4 Spring Term 2
90%+	OT	OT	TE
80%+	OT	OT	TE
70%+	WT	WT	WT
60%+	WT	WT	WT
50%+	B	B	B
40%+	B	B	B
30%+	B	B	B
20%+	B	B	B
10%+	B	B	B
0%+	B	B	B

View: ARE Indicator

	Spring Term 2	Summer Term 1	Summer Term 2
Tracey Buckland		Working towards	Exceeding
Lily Coleman	On track	Working towards	On track
Richard Ellison	Working towards	Working towards	Below
Austin Kerr	Working towards	Below	Working towards
Julian Lyman	On track	Working towards	On track
Tracey Metcalfe	Working towards	Working towards	On track
Joe Miller	Below	Working towards	On track
Eric Parr	Working towards	On track	Working towards
Emily Paterson	Exceeding	Working towards	Below
Sam Randall	On track	On track	Working towards
Lisa Sanderson	Exceeding	On track	On track

In this pop-out box, you can see which test a pupil took, the percentage score they received and how this relates to Age Related Expectations (ARE). You can also see any additional comments made when inputting test scores, and see whether data is complete or partial.



Reports

To print or export a report of your class, cohort, group or individual child's results, first select the report you want by using the class/group/cohort dropdown on the left-hand side of the results screen. To access an individual's report click on their name. Then select the Print or Export button in the top right section of the page. The Export button will create a .csv file that you open in Excel.

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Show comments

View: ARE Indicator

Edit

Term	Assessment	Score	Attainment	Comments
Autumn Term 1	Yellow B Test	5/6	On track	
Autumn Term 2	Yellow C Test	4/6	Working towards	
Spring Term 1	Blue B (KS1) Test	6/6	On track	
Spring Term 2	Blue A (KS1) Test	5/6	On track	
Summer Term 1	Green C Test	5/6	On track	
Summer Term 2	Green C Test	6/6	On track	



Technical FAQs

If you are having trouble accessing ActiveLearn or viewing and downloading content, try these steps.

1. Are you using the recommended web browser?

We strongly recommend using Google Chrome or Mozilla Firefox web browsers with Abacus in ActiveLearn. If you prefer to use Internet Explorer, you will need at least IE9 in order for everything to work as it should.

2. Have you set your default browser?

Whichever browser you are using to access ActiveLearn, you need to make sure it is set as your default browser. This will ensure that resources always open in the same browser.

You can set your default browser by going into the 'settings' area within your chosen browser.

If you are using IE9 or above and still having trouble, you may need to turn on 'Compatibility View':

- With ActiveLearn open, go to 'Tools' (if the Tools tab is not visible press the 'Alt' key on keyboard).
- Select 'Compatibility View Settings'
- Copy and paste <https://www.activelearnprimary.co.uk> into the box and click 'add' then close the window.



3. Do you have everything you need to run ActiveLearn?

To check that you have everything you need to run ActiveLearn, click on the 'Run a quick test' link on www.activelearnprimary.co.uk



4. Do you have the latest version of Adobe Reader?

If you are having trouble opening PDFs specifically, it's worth checking to see if you have the latest version of Adobe Reader. To do this, type "latest version of Adobe Reader" into an online search engine to find and download the latest version.

5. Have you tried clearing your browser's cache?

Firstly try a forced refresh, by pressing Ctrl+F5, to see if this makes any difference. If not, it may be necessary to clear the cache:

- To clear the cache on a Windows PC, simply press Ctl+Shift+Delete to bring up the Delete Browsing History option in the browser. From here you can delete the appropriate history files.
- To clear the cache on an Apple Macintosh machine when using Safari, click the Safari menu and select 'Empty Cache', then click 'Empty'.



6. Is ActiveLearn Primary a ‘trusted site’?

It's possible you may need to check that 'https://www.activelearnprimary.co.uk' has been added to your school network list of 'trusted sites' (especially if you have had set restrictions previously). To do so, contact your school's network technician or, if your school's internet connection is provided by your LEA, you'll need to contact your LEA ICT contact.

Note: You may require admin rights to edit browser/computer settings. Your network technician should be able to apply these changes on the school network. However, some settings might still be controlled or overridden at a Local Education Authority level.

What to do if...

You've forgotten your password

Forgotten password? From the ActiveLearn login page, click on the **Forgotten password?** link and enter the email associated with your account. If you don't have an email associated with your account, you can always ask another teacher in your school to change your password for you. For help on how to do this, go to 'Changing a teacher's password' in Help.

You've forgotten your school code

School codes are the same for all teachers and pupils in your school so if you can't remember yours, try asking another teacher. If no one has the school code, call our Digital Support team on 0845 313 8888 who will be able to help.



Further support and feedback

How to get support and help

You'll find free support at www.pearsonprimary.co.uk/assessLB to help you as you adapt to 'life after levels', with some great examples of innovative approaches to assessment that really work for the pupil and for the school.

Technical queries

Call our Digital Support team on 0845 313 8888 or email digital.support@pearson.com with your query. The team will be available to answer queries weekdays (excluding bank holiday weekends) between the hours of 8:00am to 5:00pm.

How to provide feedback

We're always seeking to improve our service to you and welcome feedback, good or bad. The beauty of Progress & Assess Maths being online and in ActiveLearn Primary is that it has the ability to update and evolve, so if you think we could improve on anything, then let us know! Click on the **Help** button in the top-right corner of ActiveLearn Primary when you're logged in, then select **Submit Feedback**.

