

MAT Assessment Pushdown Checklist

No.	Steps to complete	✓
Preparing for the rollout		
1.	<p>Decide what assessments to use across your MAT</p> <ul style="list-style-type: none"> • If you know what you want to set up and roll out, you can get started right away. • If you want to know more about assessments, want to change your MAT-wide centralised policy, or have had some of your schools use Arbor Assessments on their School MIS sites, we recommend booking an Assessment Consultation. <p>To book your consultation, email us at accountmanagers@arbor-education.com</p>	
2.	<p>Plan your rollout</p> <p>Using this checklist, plan a timeline to roll out your assessments.</p> <p>Decide on:</p> <ul style="list-style-type: none"> • whether your schools will only use your trust-wide assessments or continue also using their own • how often you'll be collecting data - assessments need to be using the same assessment periods for your MAT analysis to work (Termly or Half-termly, not custom) <p>You can push down Summative Assessments (including Progress 8). You can't push down Formative, Ad Hoc or DfE Statutory assessments, so you'll need to plan in time to set these up directly on school sites.</p>	
Roll out your assessments		
3.	<p>Check you have data sharing agreements set up</p> <p>Check all of your schools have agreed to share data at the DfE Data, MIS Data & Group Actions level - this will allow you to set up assessments. You can see how to set this up here: Seeing my schools and their data sharing agreements on the MAT MIS</p>	
4.	<p>Ensure all of your courses and classes have a suitable name</p> <p>So you can identify the right classes when rolling out assessments, we recommend that names include details about the Year Group. Check course names on school sites from School > Programmes > Courses:</p> <ul style="list-style-type: none"> • Year 1 ✓ • Woodpeckers ✗ • Woodpeckers (Y1) ✓ 	

5.	<p>Make sure the academic year for the assessment exists on school sites</p> <p>If the academic year you're adding the assessment for hasn't been set up yet on the school's site, the assessment won't be added. Check the year on the school's sites by following these instructions: Adding the next Academic Year to your Arbor site</p>	
6.	<p>Make sure the academic year for the assessment exists on your MAT site</p> <p>To enable you to set up assessments for a particular year, you'll need to define the dates for them. You can see how to do this here: Academic years and terms on the MAT MIS</p>	
7.	<p>Set any custom summative assessments up on a school site</p> <p>Check the Administration > Assessment > Framework > Assessment Catalogue page.</p> <ul style="list-style-type: none"> • If you see the assessment you want to roll out here, you won't need to set it up on a school's site first. • If you don't see the assessment, you'll need to set it up: Setting up a Summative 	
8.	<p>Import custom assessments into your group site</p> <p>To enable you to select any custom summative assessments to roll out across your schools, you'll need to import it to your MAT MIS by clicking Import assessment template from Administration > Assessment > Framework > Assessment Catalogue.</p> <p>Before rolling out, click into an assessment from here to change the name if needed.</p>	
9.	<p>Roll out your assessments</p>	
Setting baselines, targets and marks		
10.	<p>Set up School Target Rule on a school site</p> <p>Check that School Target Rules have been set up on a school's site for all the assessments you want to roll out the School Target Rules for.</p>	
11.	<p>Check existing targets</p> <p>Check that the assessments on school sites that you'll be adding School Target Rules for don't already have targets set. You'll need to remove any to prevent multiple targets.</p>	
12.	<p>Roll out your School Target Rules</p>	
13.	<p>Add assessment marks</p> <p>Decide how to add baselines, grades and targets (where needed). You can either:</p> <ul style="list-style-type: none"> • Import via spreadsheet template: Adding marks from the MAT MIS • Get schools to mark the assessments • Migrate assessment marks: Migrating summative assessment marks 	

14.	<p>Check baselines and marks have been added to assessments on school sites</p> <p>To be able to roll out Target Judgement Rules to colour code marksheets based on student progress, check that:</p> <ul style="list-style-type: none"> • baselines and marks have been added • School Target Rules have been set 	
15.	<p>Roll out Target Judgement Rules</p>	
Analysis		
16.	<p>Set up School Assessment Measures on a school site</p> <p>Check that School Assessment Measures have been set up on a school's site for all the key measures you want to roll out.</p>	
17.	<p>Check year groups exist on school sites</p> <p>As School Assessment Measures have rules set based on year groups, Year Groups need to be set up to be able to roll them out. Make sure the school has completed Step 3 of the New School Year Setup process to copy their year groups over if setting up assessments for next year.</p>	
18.	<p>Roll out School Assessment Measures</p>	
19.	<p>Analyse your assessments on School or MAT MIS sites</p>	