Saving the Analysis Spreadsheets

The full set of test analysis spreadsheets can be downloaded from the Lancashire Mathematics Team website here:
**http://www.lancsngfl.ac.uk/curriculum/primarymaths/index.php?category_id=1184**

or individually here in the relevant year group section
http://www.lancsngfl.ac.uk/curriculum/primarymaths/index.php?category_id=1177

We recommend that when you download the spreadsheets, you save them either to your hard drive or to disc. This will enable you to work with them more easily.

To download your chosen spreadsheet, right click on the name, and select **Save link as...**
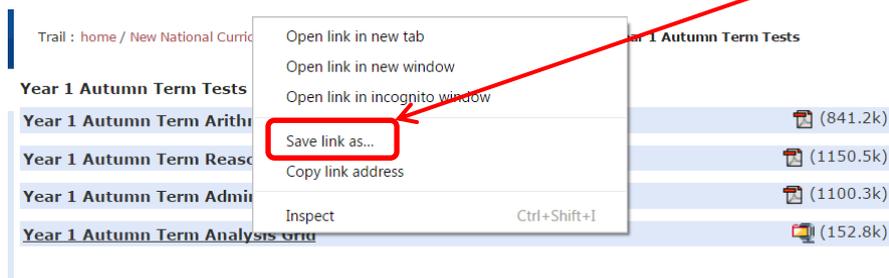
Enter a file name, and click ok.

Due to the fact that the Excel file contains macros, this will save the file as a zip file. A macro is a little program that runs within Excel and helps to automate common repetitive tasks - they are used in this file within the sorting functions.
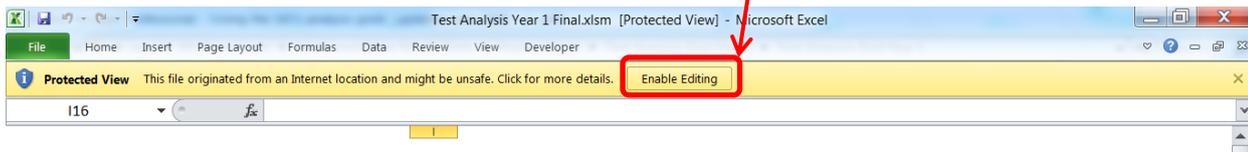
Once the file is saved, you will need to unzip it. Double click on the file name and select **Extract all files** from the toolbar near the top of the page.
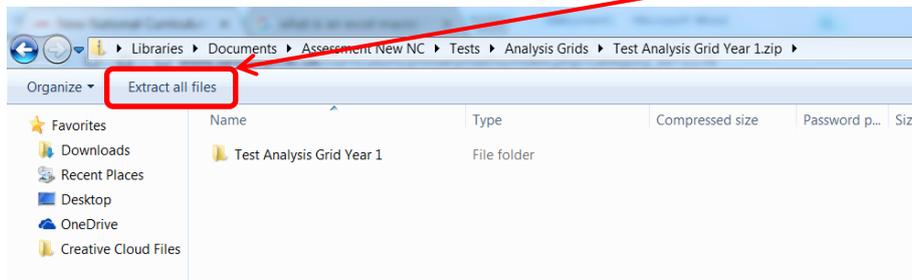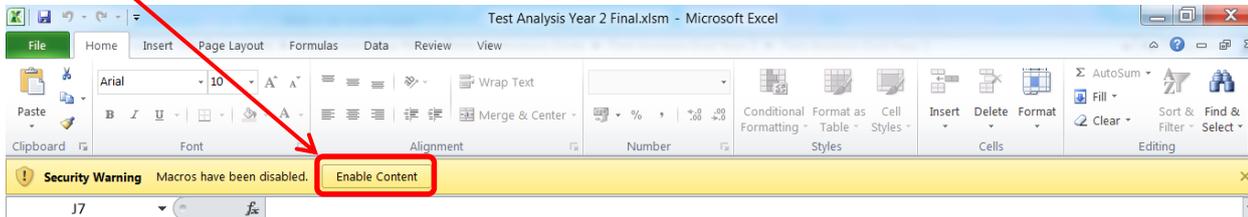

When the pop up box below opens, click on **Extract**. Your file will now be ready to use.
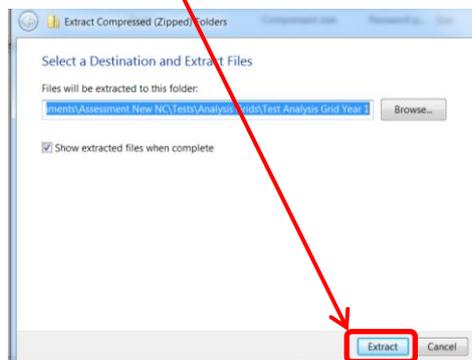
The file will open in **Protected View**. Click on the **Enable Editing** button to allow it to open.

Depending on your computer's settings, you may also get a **Security Warning**. Click on the **Enable Content** button and your spreadsheet will now be ready to use.


If macros on your computer are disabled, the guide **here** will help you to adjust these.

Entering Data into the Analysis Spreadsheets

There are nine tabs in each spreadsheet. These are:

- **Organisation**: buttons that run the macros which allow users to sort the data.
- **Arithmetic Test**: Enter the data here for the arithmetic test.
- **Arithmetic by Total**: Graphical representation to show the percentage of the correct responses for each question of the arithmetic test.
- **Arithmetic by Strand**: Graphical representation to show the percentage of correct responses for each strand of the arithmetic test. The question numbers within each strand are detailed on the right hand side of the graph.
- **Arithmetic by Nil Response**: Graphical representation to show the percentage of questions in the arithmetic test where children have not attempted an answer.
- **Reasoning Test**: Enter the data here for the reasoning test.
- **Reasoning by Total**: Graphical representation to show the percentage of the correct responses for each question of the reasoning test.
- **Reasoning by Strand**: Graphical representation to show the percentage of correct responses for each strand of the reasoning test. The question numbers within each strand are detailed on the right hand side of the graph.
- **Reasoning by Nil Response**: Graphical representation to show the percentage of questions in the reasoning test where children have not attempted an answer.

The tabs that are not currently in view can be accessed by using the arrows on the bottom left of the screen.
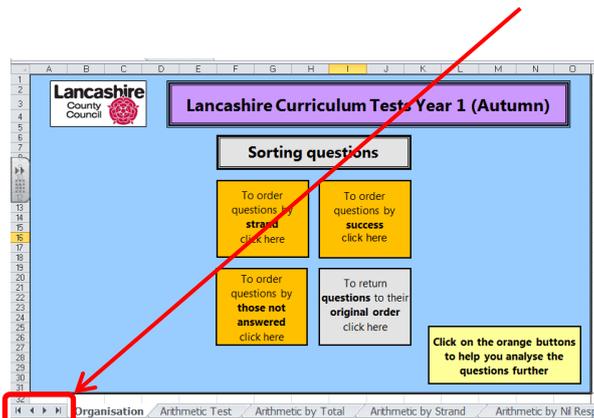
Always start entering information in the **Arithmetic Test** tab, as the spreadsheet uses some of this data in the other workbook. The name cells are locked in the **Reasoning Test** for this reason.

Enter the **school name** in cell D4, and the **class name** in cell D5, and most importantly, the **number in group** in cell D6. This **number in group** cell is locked in the **Reasoning Test** as it will be imported from the **Arithmetic Test**.
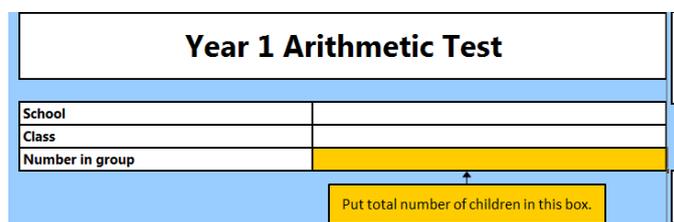
PLEASE NOTE: Without entering the number in group into cell D6, the spreadsheet **WILL NOT WORK**.

Then enter the children's names into row 7 into the cells marked **Name**. This word does not need to be deleted, click in the cell and type and it will overwrite your data.
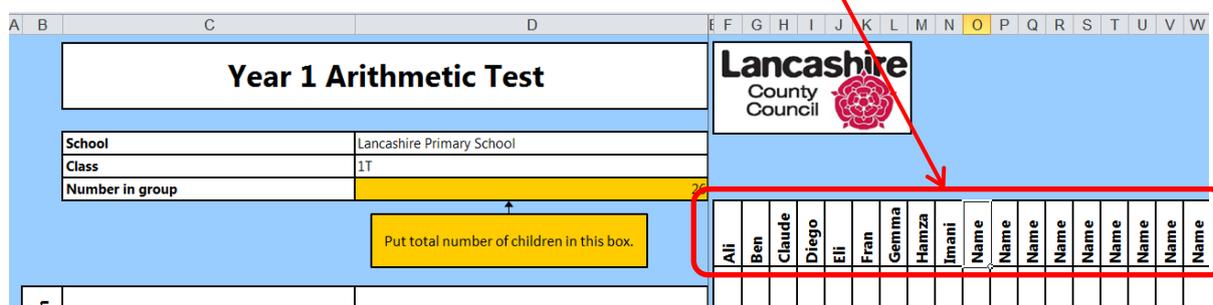
Do not worry if there are spare columns, the spreadsheet will not count these.

Enter the children's data by reading down the column.
Enter a **1** if the child answered correctly.
Leave the **0** if the child answered incorrectly.
Enter a **N** if the child did not attempt the question.

Certain questions are highlighted yellow.

These questions are worth **2** marks and have been split into two sections. For these questions:
- Enter a **1** in each row if the child scored 2 out of a possible 2 marks available.
- Enter a **1** in the first row and a **0** in the second row if the child scored 1 out of a possible 2 marks available (unless marks are allocated to specific parts of the question).
- Enter a **0** in each row if the child scored 0 out of a possible 2 marks available.
- Enter an **N** in each row if the child did not attempt the question.

Your spreadsheet should look similar to the one below.

Question	Strand	Topic	Ali	Ben	Claude	Denis	Ellie	Faisal	Gita	Hamza	India	John	Katy	Letitia	Mahmood	Nerys	Oscar
1	Number (place value)	Identify next number in sequence	1	1	1	1	1	1	1	1	1	n	1	1	1	1	1
2	Measurement (length)	Identify the object that is shorter	1	1	1	0	0	0	1	1	1	n	1	1	1	1	1
3	Number (addition)	Write calculation to match given representation	1	1	1	1	1	1	1	0	0	n	1	0	1	0	1
4	Number (multiplication)	Double a single digit number	1	1	1	1	0	0	0	0	1	n	1	n	1	1	1
5	Number (place value)	Continue repeating pattern	1	1	1	1	0	0	0	0	1	n	1	0	0	0	1
6	Measurement (length)	Use cubes to measure height of picture	1	0	1	1	0	0	0	1	1	1	1	n	1	0	1
7	Number (place value)	Write number for given base 10 representation	1	1	1	0	1	0	1	n	1	1	1	0	1	1	1
8	Number (addition)	Calculate total counters shown in ten frames	1	1	1	1	1	1	1	n	0	0	1	0	1	1	1
9	Word problems	Solve subtraction problem	1	0	1	0	0	0	0	0	1	0	1	n	0	0	1
10i	Number (place value)	Write numbers in numerals and words	1	1	1	1	n	1	1	1	0	1	1	n	1	1	0
10ii	Number (place value)	Write numbers in numerals and words	1	1	0	1	n	0	0	0	0	0	1	n	1	1	0
11	Geometry (shape)	Match the 3-D shape to name	1	0	0	0	1	1	1	n	1	0	0	0	0	1	1

Arithmetic by Total / Arithmetic by Strand / Arithmetic by Nil Response / **Reasoning Test** / Reasoning

Columns A to D have been frozen. This ensures that as you enter your data, these will always remain at the left hand side of the screen to enable you to see the question number, strand and topic for each child, even those in the final column.

Your data should now be entered. It is important that if you have not done so, you **save** your work at this point.

The spreadsheet will calculate each child's total score across both papers, and the overall picture for each question.

	Ali	Ben	Claude	Denis	Ellie	Faisal	Gita	Hamza
Marks for Arithmetic Test	25	17	22	19	21	12	16	20
Marks for Reasoning Test	35	10	30	4	33	12	8	24
Total Marks	60	27	52	23	54	24	24	44

Analysing the Data

The **All children** and **Nil responses** cells at the end of each spreadsheet will allow you to see some information regarding the children's attainment. By looking at this in conjunction with the questions, numbers and strands, it will allow you to identify if there are any patterns within the data.

In addition, using the organisation workbook (the first one in each spreadsheet) will help you to further analyse the data.

The macros contained in this page allow you to:

- **Order the questions by strand**
  Grouping questions of similar strands together will enable you to see if there is a strength or an area for development with a particular strand.

- **Order the questions by success**
  Allows you to see where the strengths and areas for development of the class lie in a list with strengths at the top, and areas for development at the bottom.

- **Order questions by those not answered**
  If children do not make an attempt at a question, it is useful to be able to group these together to see if there is a pattern. By looking at the nil responses for each child, you will be able to see if these all occur at the end of the paper, and whether they have a slow work rate.

- **Return questions to their original order**
  You can also return the questions to their original test order.

Printing the Spreadsheets

If you wish to print any part of the spreadsheets, it is advisable that instead of printing the entire sheet, you select the areas you wish to print. This will avoid printing reams of blue sheets!

Select the area you wish to print by clicking on the top left hand cell and dragging the cursor down to the bottom right hand cell of the area you wish to print.


Your selection will be highlighted blue as in the example above.

If you wish to print cells that are not adjacent to each other, after your initial selection, press and hold the control (ctrl) key and repeat the click and drag process. You can repeat this as many times as you wish, provided that you press and hold the control (ctrl) key.

When you have selected all of your required areas, select **File** from the toolbar, and then **Print**.
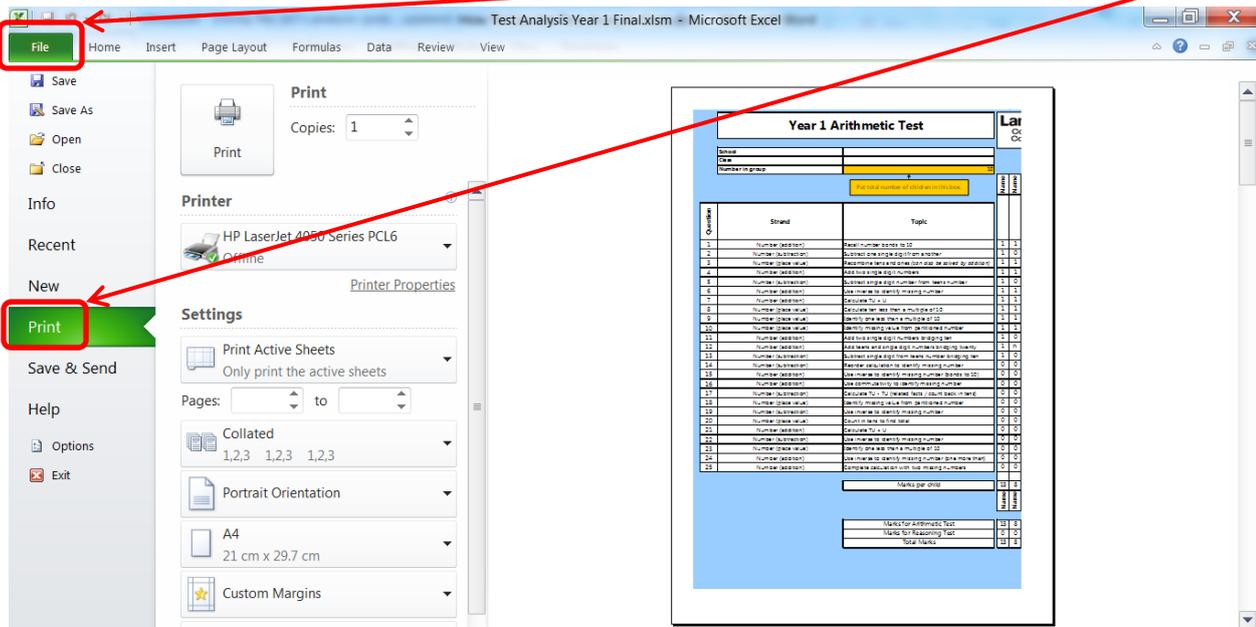
This will bring up the print dialogue box. Ensure that in the **Settings** section, that the Selection box is selected. Now click OK.
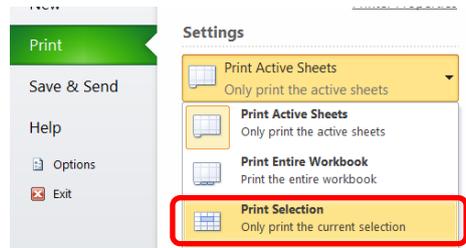
You may have to change the orientation of your paper from portrait to landscape.

Using Graphs to Support Analysis

Each test is also linked to a series of graphs. These show:

- The % of correct responses for each question.
- The % of correct responses for each strand.
- The % of nil responses for each question.

The data for these will be automatically entered from the spreadsheet.

PLEASE NOTE: You must ensure that if you are taking information from, or printing the graphs, that you have undone any of the sort macros by **returning the questions to their original order** using the buttons on the **Organisation** page.

Year 1 Reasoning Test - % of correct responses for each strand
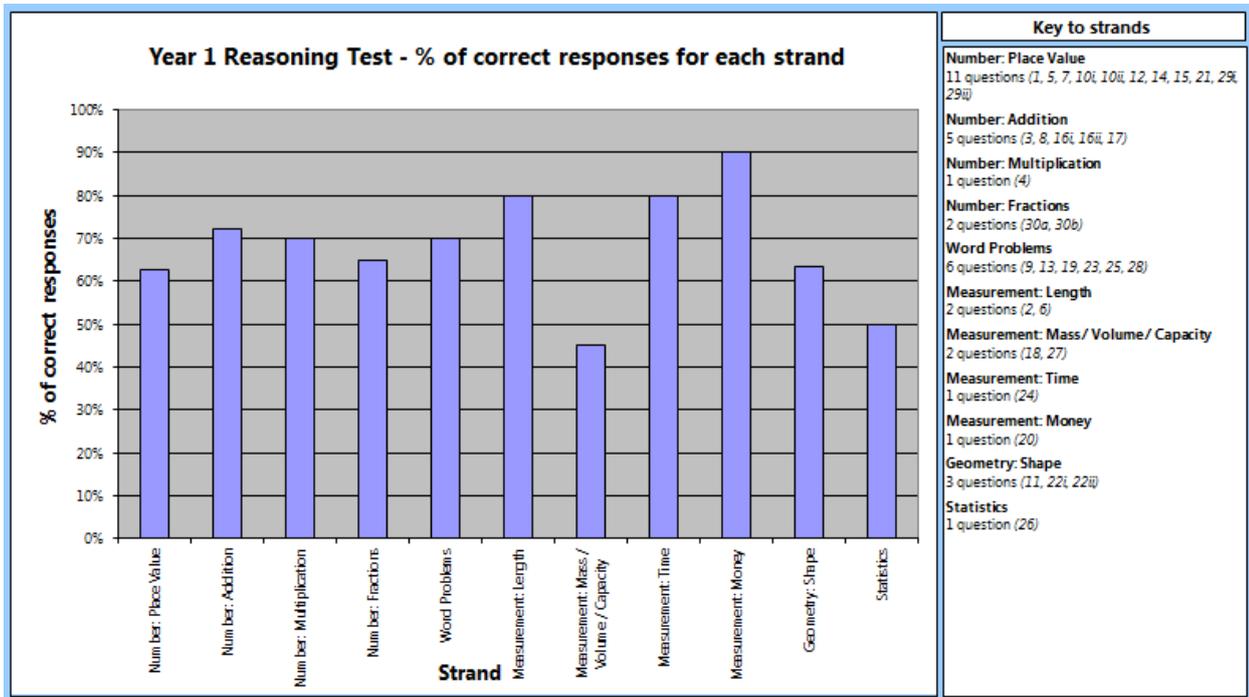
Alongside each strand graph is a list outlining how many questions are involved in each of the areas. This makes it easier to identify strengths and areas for development through the weighting of each strand.

Please note some questions are included in more than one strand so the total may be different to the total number of questions.