



ASSESSMENTS GUIDE FOR TEACHERS

Please log Arbor assessment issues by emailing misassessment@bdcs.org.uk

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1. Setting baselines and teacher targets

Once the marksheet has been set up for the academic year, you can set the baselines and teacher targets.

Notes:

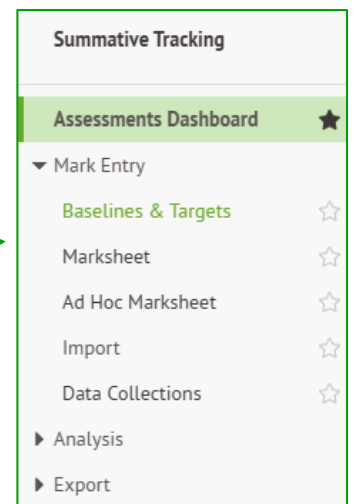
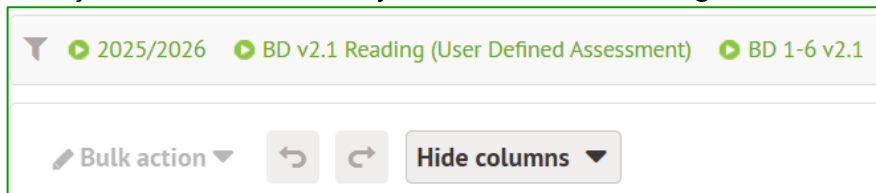
- If you set the baseline to copy across the end of previous year's attainment, you will not need to set the baseline now, unless you have new pupils who do not have previous year's data.
- If year groups use a different 'grade set' (e.g. different entry codes) then the end of previous year data won't roll over, so baselines will need to be entered. For example Reception to Year 1.
- You may wish teachers to add the baseline and targets – in which case give them a copy of this step.

Entering baselines and teacher targets:

Go to **Students > Assessments > Summative Tracking**

Baseline:

- On the left-hand **Mark Entry** menu, click on **Baselines & Targets**
- A subject will be automatically selected – click on the **green filter**



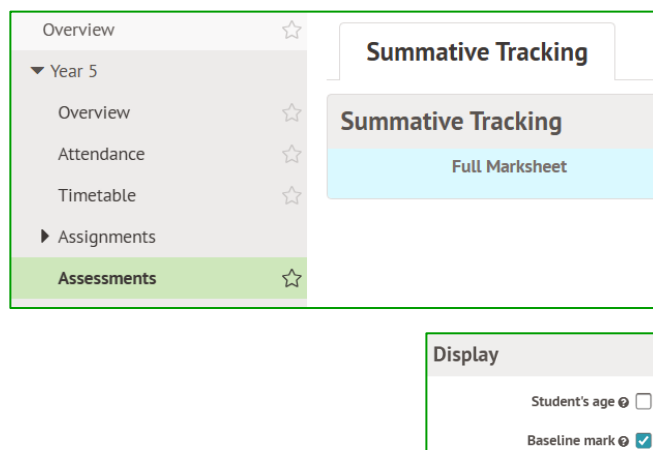
- Select the year group / class (choose course)
- Select the assessment you want to enter data for and the relevant grade set (select default)
- Click **Save changes**
- Enter baseline data (if you chose to copy across the end of previous year's attainment as the baseline, the baseline column will already be populated, but you might want to enter baseline for any new pupils)

Target:

- The school attainment target will probably be entered, e.g. EXS for all pupils.
- If a different target is more appropriate for a child (e.g. GDS / WTS), then enter a teacher target. If the school attainment target is appropriate for a child, then the teacher target can be left blank.

To enter **baseline** for more than one subject at a time, go to **School > Programmes > Courses**

- Click on relevant **year group** (or expand and click on class)
- Click on **Assessments** on left hand menu, then **Full marksheet** in the central window
- Baselines can then be entered
- If the baseline columns are not showing, click in the filter at the top and check that Baseline mark has been ticked
- See *markbook* section for more information on entering marks.



2. Navigating marksheets and entering data

Further guidance on Arbor Help Centre: [Getting to the summative assessment marksheet and adding marks](#)

Assessments dashboard:

To see an overview of the assessments, or if you want to open the marksheet for a single assessment item, go to **Students > Assessments > Summative Tracking**

Assessments Dashboard						
Start date 1st Sep 2025. End date 19th Dec 2025. Change						
Bulk action Hide columns Search this table Download Check Settings Help Fullscreen						
☐	Assessment	Assessment ...	Student ...	Academic Lead	Status	All marks app...
☐	BD v2.1 Reading	Autumn	Year 1: Form 1HL	Helen Lloyd	Not Started	✖
☐	BD v2.1 Writing	Autumn	Year 1: Form 1HL	Helen Lloyd	Not Started	✖

- From this table you can see if an assessment has been started
- Click on the name of an assessment to open the marksheet just for that particular assessment (hold CTRL key when you click on the assessment name to open in a new tab)
- Enter a class or subject in the **Search this table** box to find a particular marksheet

Accessing the full marksheets:

There are various ways to access the full marksheet, depending on if you are a class teacher or not.

Class teachers - Method 1:

- From Arbor homepage, click on your class in **My Calendar**
- Click on **Assessments** (bottom of left-hand menu)
- Click on **Full Marksheet**

Class teachers - Method 2:

- From Arbor homepage, click on **My Items – My Classes**
- Click on **Full Marksheet** for your class
- Or, if you click on **All Assessments** you can select an individual assessment marksheet

Class teachers - Method 3:

- In search bar at top of page, search for your class and select **Class name - Course**
- Click on **Assessments** (halfway down left-hand menu)
- Click on **Full Marksheet**

Admin / SLT - Method 1:

- From **School** menu go to **Programmes** and click on **Courses**
- Click on **Year group**, or expand and click on **Class**
- Click on **Assessments** (halfway down left-hand menu)
- Click on **Full Marksheet**

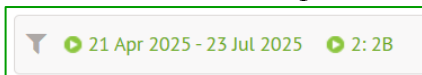
Admin / SLT - Method 2:

- In search bar at top of page, search for class / year group and select **Class name / Year group - Course**
- Click on **Assessments** (halfway down left-hand menu)
- Click on **Full Marksheet**

Changing filter and hiding columns:

The marksheet will show the data entry columns for the current term by default.

Click in the **filter setting** at the top to change the filter:



For example:

- Change the **start date** to also include columns showing data from previous term
- Add or remove assessments you want to look at in the marksheet
- Select **Pupil Premium Eligible** in the **...who are also in...** drop down to filter the marksheet and just show the pupil premium eligible pupils (or SEN, EAL etc)
- Show standardised assessments (e.g. statutory phonics score)
- Show current vs baseline progress measure

Note – if particular columns aren't displayed in the marksheet (e.g. baseline), check they are selected in the filter.

Use the **hide columns** drop-down to hide / show columns; for example if you are not using the score columns these can be hidden, or you can hide columns if you want to focus on a particular subject.

Entering marks:

Click on the three dots next to a column name and select **Autosize** to resize an individual or all columns. Drag columns to change the order in which they are displayed.

There are different ways to enter marks:

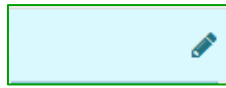
1. Entering marks individually:
 - Click a cell to open the drop-down menu of values to select from (they appear in alphabetical order).
 - Start typing in the cell – auto-complete will suggest matches. Press enter key to save the value and move to the cell below. Press enter key again to start typing in the next cell.
2. Bulk entering marks (setting value for whole column):
 - If a markbook column is empty:
 - Click on three dots at the top of the column
 - On pop up window move to **Bulk Fill** and click on **Blank Values**
 - From drop down select appropriate grade, e.g. EXS, and click **Submit**
 - Alter pupil grades that are not at the selected grade
3. Bulk entering marks for selected pupils (if you have multiple pupils all with the same mark):
 - Hold CTRL key to select the grade cells for the pupils you want to give the same mark to
 - From the **Bulk action** drop down, select **Bulk Fill**
 - In the slideover select the relevant **value** (grade) and click **Submit**.
4. Copying marks:
 - Enter the grade for one pupil
 - In bottom right corner of grade on marksheet a small box will appear – drag this box down to copy the grade into cells underneath
 - You can also copy the grade you've entered (CTRL+C) and paste into other cells (CTRL+V)
5. Copying and pasting marks from external source:
 - If you already have marks in another document, these can be copied and pasted into the marksheet.
 - Ensure the pupils are in the same order, the marks are the same type and the columns displayed are in the same order.
 - Highlight and copy (CTRL+C) the data from the spreadsheet, click on the first relevant cell in the marksheet (or highlight the cells) and paste (CTRL+V).

Note re saving: There is no save button on Arbor marksheets. Once you have entered data the marksheet will 'flash' – this means it is saved.

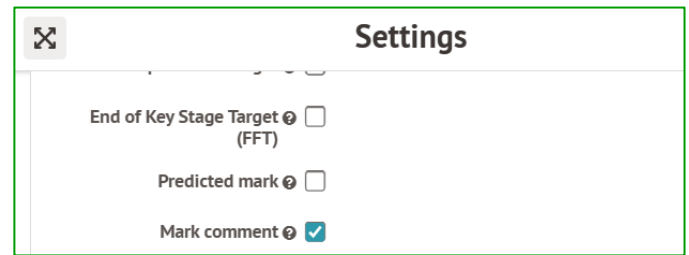
Adding comments:

If needed, you can also add comments to support the mark you have given. You need to use the filter to show the comments box:

Click on the pencil in the cell next to the mark entry and enter the comment in the pop-up window.



to



Sorting and filtering:

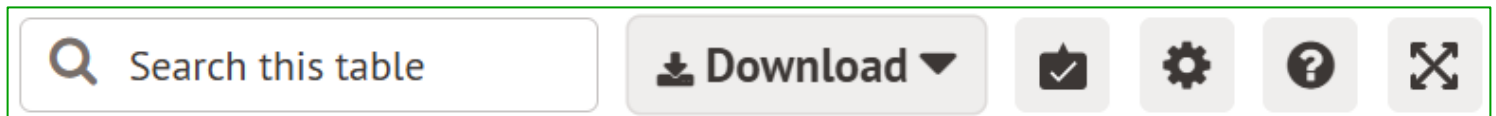
Sorting:

- Click on a column header to **sort** the data in that column. Click a second time to reverse the sort, and a third time to reset the column.

Filtering:

- Click on the three dots on a column header and click on **Column filter**
- Tick / untick grades to **filter** by that grade
- Reset** to remove the filter
- You can add more than one filter if needed, and filters work on contextual columns if these are visible in the marksheet

Additional marksheet navigation tips:



- Use the **Search this table** box to search for a specific pupil, or to show all pupils with a specific grade, e.g. enter GDS to show all pupils with GDS in any column.
- The **Download** button allows you to download the data in the marksheet in various formats, including Excel and Word.
- Untick the **Tool tips** button (to the right of download) to turn off tool tips
- Click the **Table spacing** cog to tweak table spacing and style
- The **question mark** opens an Arbor help page highlighting new features
- The **double-headed arrows** will allow you to enter full screen mode

3. Analysis – Overview dashboard

Go to **Students > Assessments > Summative tracking**

- From **Analysis** menu on left, click on **Overview dashboard**
- The overview dashboard enables you to easily see an overview of key assessment measures; these have to be set up first.

Set up school assessment measures:

Go to **Students > Assessments > Annual Policy > School Assessment Measures**

You need to consider what key assessment measures you want to use, for example:

EYFS:

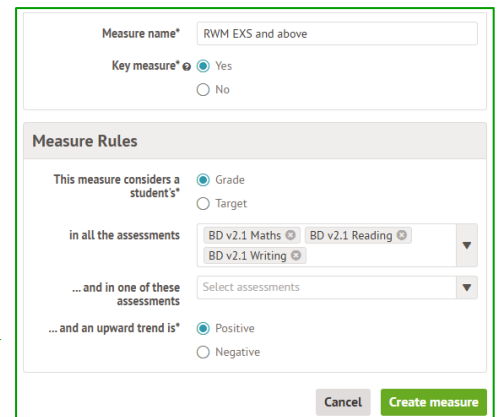
- All areas EXS and above
- GLD EXS and above
- Each of 7 areas EXS and above

KS1/2:

- RWM EXS and above
- RWM GDS
- Each of Reading, Writing and Maths EXS and above
- Each of Reading, Writing and Maths GLD

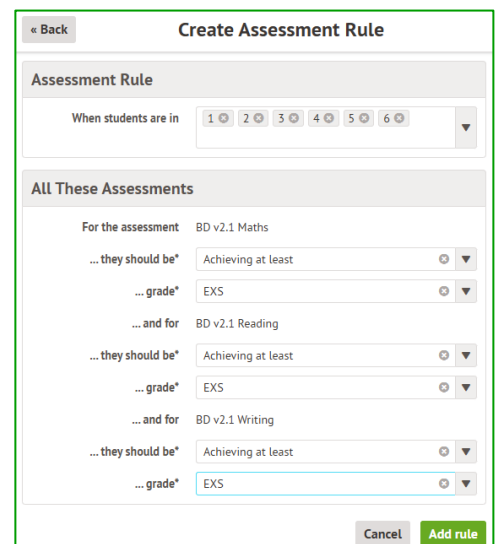
To create a measure:

- Click on **Create new measure for 2025/2026**
- Enter the measure name
- Select if you this to be a key measure (key measures appear on the dashboard, others appear on the
- Select if measure considers a student's grade or target
- Select the assessments that are relevant (all or all and in one...)
- Select if upward trend is positive or negative
- Click **Create measure**
 - *Example for RWM EXS+ measure:*



The details of the measure will be shown and rules need to be set up:

- Click on **Add new assessment rule**
- Select year group(s) relevant for this rule
- Complete rule for **each** assessment
- Click **Add rule**
 - *Example for RWM EXS+ measure:*



The details of the measure and rules will be shown. Additional rules can be added if needed, or click **Back** to return to **School assessment measures** page, where additional measures can be created.

Example measures and rules:

Measure name	Measure assessments	Rule year groups	Rule for each assessment
GLD EXS and above	CL ListenAttUnd CL Speaking PSED SelfReg PSED ManagSelf PSED BuildingRel PD GrossMotor PD FineMotor Lit Comprehension Lit WordReading Lit Writing Maths Number Maths NumPatterns	Nursery and Reception	Achieving at least EXS
EY All Areas EXS and above	Strands above plus: UW PastPresent UW PeopleCulCom UW NatWorld EAD CreatingMat EAD BeingImagExp	Nursery and Reception	Achieving at least EXS
EY CL EXS and above	CL ListenAttUnd CL Speaking	Nursery and Reception	Achieving at least EXS
EY PSED EXS and above	PSED SelfReg PSED ManagSelf PSED BuildingRel	Nursery and Reception	Achieving at least EXS
EY PD EXS and above	PD GrossMotor PD FineMotor	Nursery and Reception	Achieving at least EXS
EY Lit EXS and above	Lit Comprehension Lit WordReading	Nursery and Reception	Achieving at least EXS
EY Maths EXS and above	Maths Number Maths NumPatterns	Nursery and Reception	Achieving at least EXS
EY UW EXS and above	UW PastPresent UW PeopleCulCom UW NatWorld	Nursery and Reception	Achieving at least EXS
EY EAD EXS and above	EAD CreatingMat EAD BeingImagExp	Nursery and Reception	Achieving at least EXS
RWM EXS and above	Y1-6 Reading Y1-6 Writing Y1-6 Maths	Year 1 to 6	Achieving at least EXS
RWM GDS	Y1-6 Reading Y1-6 Writing Y1-6 Maths	Year 1 to 6	Achieving at least GDS
Reading EXS and above	Y1-6 Reading	Year 1 to 6	Achieving at least EXS
Writing EXS and above	Y1-6 Writing	Year 1 to 6	Achieving at least EXS
Maths EXS and above	Y1-6 Maths	Year 1 to 6	Achieving at least EXS
Reading GDS	Y1-6 Reading	Year 1 to 6	Achieving at least GDS
Writing GDS	Y1-6 Writing	Year 1 to 6	Achieving at least GDS
Maths GDS	Y1-6 Maths	Year 1 to 6	Achieving at least GDS

Analysing school assessment measures:

Go to **Students > Assessments > Summative tracking**

- From **Analysis** menu on left, click on **Overview dashboard**

By default, the dashboard will show assessment measures for all current roll pupils for that date; if a measure was set up for multiple year groups, the percentage will be for all the relevant year groups combined.

- Click on **All Measures** tab to show percentages for all measures created (key measures plus any others created).
 - Click on a percentage to get to demographics page for that measure (see also below)
- From **Headlines** tab, click on a measure to show breakdown by year group and by demographic.
 - **Hover** over a bar in the graph to see the number of pupils in that group



- **Click** on a bar in the graph to see the pupil list in that group
 - Click **back** to return to dashboard
- To show measures for a specific year group:
 - Click on **Settings**
 - Change date (if relevant)
 - From **students** drop down select year group
 - Click on **save changes**
 - *Not all the measures will be relevant for each year group, so there will be some N/A.*
- **Classes** are not listed on the demographics page, so select an individual class from **Settings** to see data for that class.

You may also want to set up measures for groups that are below the key measures, or at expected in two out of the three subjects for combined measure.

Further guidance from Arbor:

- [Set up key measures of students above, at or below with School Assessment Measures](#)
- [Our built-in summative assessment analysis options for Primaries](#)