



Teacher Instructions Phase 1

Paper/ Excel Data Entry

- 1) Download the Questionnaire from the website, either Key Stage 2 or Key Stage 3/4
<http://www.censusatschool.ntu.ac.uk/keystage>
(The PDF version is much nicer to look at and use but there is a Word version available if you don't have Acrobat or would prefer to use Word. Acrobat reader is available to download free from the website)
Either right click then 'Save Target As' and save locally on your computer or double click to open it then either print a copy or save the file (☐) in your computer.
- 2) Make copies for every pupil.
- 3) Conduct CensusAtSchool
Following the Teachers Notes about the questions available from the website
<http://www.censusatschool.ntu.ac.uk/keystage>
- 4) Download the Excel Summary Sheet from the website. Either right click then 'Save Target As' and save locally on your computer or double click to open it then go to top left click on File – 'Save As', then rename using your LEA ref number
Remember to just use the LEA/School numbers at the beginning, no hyphens or gaps eg 9352319yr4) and save on your computer.
- 5) Transfer the Data to the Spreadsheet. Each questionnaire becomes 1 line of data running across the spreadsheet. Two examples are given at the top. The best way to do this is to nominate a couple of pupils as enumerators for each class to collect, collate and fill in the sheet on the computer. This will enhance their understanding of the process although it can be a tedious, time consuming exercise!
- 6) For each completed class spreadsheet check the following:
Cell L1 has in it the first 3 digits of LEA ref number
Cell L2 has in it the last 4 digits of the LEA number
Cell A1 still reads Key Stage 2 or Key Stage 3/4
Please only use Sheet 1 of the spreadsheet.

SEND A COPY OF EACH CLASS SPREADSHEET BACK TO
CensusAtSchool@ntu.ac.uk as an e-mail attachment.

If you need any help at any stage please either e-mail or phone 0115 8488408