Phonics Screening Check (Y1 and Y2 re-checks)

2019 assessment collection

LA Collection	LA Deadline	Schools return to?						
Phonics Screening Check (Y1 and Y2 re-checks)	24/06/2019	Local Authority						
Who is in the scope for the sta	atutory collection?	via <u>AnyComms+</u>						
All state-funded schools (includir	ng academies and free schools) v	vith:						
Year 1 cohort in the 2018/19 academic year;								
 Year 2 pupils in the 2018/19 ac decoding in year 1, including tho the check for other reasons. 	ademic year who did not meet the se who were absent or disapplied	e expected standards for phonics I from the check or did not take						
What is required?								
The phonics screening check co aloud to the teacher; and is design appropriate standard	nsists of 20 real words and 20 ps gned to confirm whether pupils ha	eudo-words that pupils read ave learnt phonic decoding to an						
In returning results, schools mus screening check (0-40). The follo absent (A); did not participate (d maladministration (Q).	at provide for each pupil the score owing outcomes are reported if a isapplied) in the check (D); or if th	obtained in the phonics pupil has left the school (L); is ne result is affected by						
The return of a 'Wt' ('working tow submitting results to the Local A	/ards') or 'Wa' ('working at') outco uthority.	me is not required when						
Timetable								
Monday 20 May to Friday 24 M	ay: Schools receive phonics scre	ening check materials.						
Monday 10 June to Friday 14 June to Friday 14 June to pupils in year 1; and to pupils in decoding in the previous year.	Monday 10 June to Friday 14 June: The phonics screening check will be administered to all pupils in year 1; and to pupils in year 2 who did not meet the expected standard for phonic decoding in the previous year.							
Monday 17 June to Friday 21 June: Phonics screening check administered to pupils who were absent during the checking week. If a pupil doesn't take the check during this period and returns to school after Friday 21 June they must be recorded as absent.								
Monday 24 June: State-funded	schools submit Year 1 and Year	2 re-check return to LA.						
Other key dates:								
Monday 24 June: Threshold ma	ark published on GOV.UK.							

Thursday 27 June: Deadline for schools to complete and submit the phonics screening check Headteacher Declaration Form (HDF) to the Standards & Testing Agency on <u>NCA tools</u>.

Information for state-funded schools:	Information for state-funded schools using SIMS:	Information for state-funded schools using other
Appendix A: Statutory data required	See Capita SIMS documentation	Management Information Systems (MIS):
	to:	Contact your MIS/IT Support provider for the latest 2019 guidance in order to:
Transferring return securely to Local Authority via AnyComms+	• Appendix C: Importing Key Stage Pack: (contact your school's MIS/IT support to do this if necessary).	 process the 2019 Year 1 and Year 2 (retakes) Phonics assessments; and
Appendix B: AnyComms+ (Phonics)	and • Appendix D & E: Processing Year 1 & Year 2 Results: to process the 2019 Phonics assessments and export results in a CTF return.	 produce statutory 2019 Phonics CTF export.
Pupils that should take the check:	Pupils shouldn't take the check if they: • haven't shown any	Year 2 pupils that should take the check:
With some exceptions, all pupils who have reached the end of year 1 must take the check. This includes pupils registered at maintained nursery schools who will reach the age of 6.	 understanding of grapheme- phoneme correspondences; have recently moved to the country and are unable to understand letters and sounds in English; use British sign language or other sign-supported 	 Unless the exceptions apply to them, pupils in year 2 must also take the check if they: didn't meet the required standard in year 1; haven't taken it before.
Unless exceptions, pupils in year 2 must also take the check if they didn't meet the required standard in year 1; or haven't taken it before.	communication, e.g. communication boards, to spell out individual letters; or • are mute or selectively mute.	
An outcome will only need to	Using Key to Success to find	Decisions on participation
 week: a pupil has left the school (L); is absent (A); did not participate in the check (D); or if the result is affected by maladministration (Q). In all other cases, the marks obtained in the phonics screening check must be provided. 	take do a phonics screening re-check: Schools can use the 'Searchable data' function of the Key to Success website to search for those pupils by their UPN. Pupils who do not need to take the check again will be indicated by a phonics outcome of 'Wa'. If a search of Key to success finds no data for the pupil they may wish to contact the pupil's previous	Headteachers make the final decision about whether it is appropriate for a pupil to take the check. Some parents may ask a headteacher not to enter their child for the check. Parents may also ask a headteacher to enter their child for the check when the school has decided this is not appropriate. In all instances the headteacher's decision
	school directly.	regarding participation is final.

Collection guidance

Support Contacts

Name	Role	Contact Details
Education Performance & Information Team	LA Data Collection helpdesk	Email: edu.performance@walthamfore st.gov.uk
Leann Valiquette	LA KS1 Moderation Manager	Email: leann.valiquette@st-marys- <u>coe.waltham.sch.uk</u>
Standards & Testing Agency (STA)	National Curriculum Assessments Helpline	Tel: 0300 303 3013

Additional link(s)

2019 Key stage 1: assessment	
and reporting arrangements	
<u>(ARA)</u>	

Appendix A: Statutory data required

Who is in the scope for the phonics screening check data collection?

All state-funded schools (including academies and free schools) are within the scope of the phonics screening check data collection if they have:

- a year 1 cohort in the 2018 to 2019 academic year.
- year 2 pupils in the 2018 to 2019 academic year who did not meet the expected standards for phonics decoding in year 1, including those who were absent or disapplied from the check or did not take the check for other reasons.

All state-funded schools (Including academies and free schools) should report pupil-level phonics screening check results to their local authority **via AnyComms**. Independent schools are out of scope for this collection.

Data required

- Local authority number
- Estab number of the school: This is a 4-digit number.

Pupil data

- Pupil's surname
- Pupil's forename
- Pupil's Unique Pupil Number
- Pupil's date of birth
- Gender
- National curriculum year group

Phonics screening check results

Schools must report the phonics mark as recorded for all pupils who have taken the check.

The phonics mark is the actual mark from the screening check and should be a number in the range 0-40.

We no longer require the return of a 'Wt' ('working towards') or 'Wa' ('working at') outcome for phonics as information about the threshold mark for pupils to be considered as working at the expected standard will not be available until 24 June. An outcome will only need to be reported if a pupil has left the school (L), is absent (A), did not participate in the check (D), or if the result is affected by maladministration (Q). In all other cases, the marks obtained in the phonics screening check must be shown.

Schools should not wait until thresholds are known before submitting phonics results to their local authorities. This should be done as soon as possible after completion of the checks.

Schools will then submit pupil level phonics check results data via AnyComms to the Local Authority.

Appendix B: AnyComms+ (Phonics)

Sending the 2019 Year 1 (and/or Year 2 retakes) Phonics return to the Resident Insight and Performance Team

In terms of data protection - the 2019 Year 1 (and/or Year 2 retakes) Phonics return is to be sent to the Education Performance & Information Team via the AnyComms+ secure file transfer website <u>https://www.wfresearch.org.uk</u>.

Login details will be needed to access and use the secure website. If needed, contact edu.performance@walthamforest.gov.uk).

- Login to <u>https://www.wfresearch.org.uk;</u>
- ii) From the Main Menu click on Upload File to a Local Authority;
- iii) Browse and find 2019 Year 1 (and/or Year 2 retakes) Phonics return;

Upload your files	
Please click the browse button to select a file to	send.
Browse	

 iv) Select file and click **Open.** Note that the browsing window will reappear and you may upload further files if necessary by the same process. If you have uploaded the return, and no further files are required to be uploaded, click the **Cancel** button;



 v) In the File Type drop down box select 'Phonics'. In the 'Service' drop down box also select 'Phonics'. In the Description Box, enter your school name, or other information as required

Select what type of file you are sending, and select which service you are sending this file to.

File Name	Remove File	File Type	Service	Description
8232999_PHO_320LLLL_032.xml	Remove	Phonics V	Phonics	
Upload All Files				

vi) Select 'Upload All Files' to upload the 2019 Year 1 (and/or Year 2 retakes) Phonics return to the Resident Insight and Performance Team.



Appendix C: Importing Key Stage Pack (SIMS)

Importing all Key Stage Packs

This chapter contains:

Chapter Introduction
Step by Step – Initiating the Automated Import Process
Step by Step - Check that all wizards have been imported correctly
Step by Step – Manually importing the wizards

Chapter Introduction

The key stage resources formed part of the spring software release. These resources can be imported in bulk using the automated **Import Assessment Manager Resources process**.

Ensuring the Spring 2019 Release has been applied

Before continuing with this process, SIMS should be upgraded to version 7.186 or higher.

To check which version is currently installed, select Help | About SIMS.net on the menu bar.

If the correct version is not being used, you will need to contact your local support team.

Step by Step – Initiating the Automated Import Process

The Import Assessment Manager Resources process screen is initiated when you first enter the assessment area.

1. Select Focus | Assessment | Marksheet Entry.

SIMS	Import Assessment Manager Resources					
	There are new/updated Assessment Manager Resources available for import. Do you wish to update your system ?					
	Please note that this may take some time.Do not close SIMS until this import process is complete. Using some areas of SIMS during import may cause a system crash.					
	The New Curriculum Programme of Study screen relies on resources being present in the local SIMS System, we therefore strongly recommend updating your AMPARK resources via this auto import routine. If you choose not to import these resources you may find that some features are not present and you will subsequently have to manually import the missing files. Please choose the 'yes' option to automatically update AMPARK resources.					
	AMPARK Resources					
	☑ Tracking Templates and Grids					
	☑ Programme of Study Tracking Resources					
	Yes Remind me later					

2. Ensure at least the **AMPARK Resources** box is ticked and select **Yes**. This will ensure the 2019 wizards and templates are available for import into SIMS.

NOTE: If you choose to import all resources available please be aware that the process may take some time to complete.

- 3. On completion, an **Activity Log** is displayed. Use the scroll bar to check the import and click **Close**. You can also print and save the log for reference.
- 4. Close down the marksheet screen.

Step by Step - Check that all wizards have been imported correctly

The automated import will ensure all necessary key stage processes are imported. The next step is required to check that all necessary wizards are in place to manage the processes.

- 1. From the SIMS Home Page select **Tools | Performance | Assessment | Wizard Manager**.
- 2. All primary schools should see each wizard for 2019, similar to the graphic displayed below.

wizard			?	×
Filter				
Name	Edit Date	Complete		
EYFS Profile Wizard 2019	01/09/2018			
Key Stage 1 Wizard England 2019	01/09/2018			
Key Stage 2 Wizard England 2019	01/09/2018			
Year 1 Phonics Screening Wizard 2	01/09/2018			
Year 2 Phonics Screening Wizard 2	01/09/2018			

NOTE: The Filter will display Incomplete wizards by default. Therefore, if you fail to mark previous year wizards as complete, they may also be displayed. Additional wizards may appear in the list depending on what time of year this course is ran.

Step by Step - Manually importing the wizards

If the process to automatically import the AMPARK resources was not initiated then the import will need to be completed manually for each key stage wizard one at a time.

For example, at the time of checking the EYFS wizard failed to import. We, therefore, need to complete the following process.

- 1. Select Routines | Data in | Assessment | Import.
- 2. Click field browser.
- 3. Navigate to C:\Program Files\SIMS\SIMS.net\AMPA. (schools who are Capita SIMS' hosted solution need to refer to the explorer area on the hosted network)

NOTE: Schools who have a 64bit workstation will find the AMPA directory at the route of C:\Program Files x86\SIMS\SIMS.net\AMPA.

4. Double-click the England Primary (and Middle Deemed Primary) folder.

🗹	≂ Ampa							-		×
File	Home Share View									\sim
Pin to Quick access	Copy Paste Paste shore	cut Move Copy to Delet	te Rename New folder	new ite 🚹 Easy ac	em 👻	Properties	File Open •	Selection Selection	ct all ct none t selection	
	Clipboard	Organize		New		C	pen	Se	elect	
$\leftarrow \rightarrow$	 	➢ Program Files ⇒ SIMS	> SIMS .net > A	mpa		V Ü	Search Am	pa		مر
	Common Files	^ □ Name	^		Date n	nodified	Туре		Siz	te
	Dolby	Assessment	Manager		10/11/	2017 15:59	File fo	der		
	FileZilla FTP Client	🔽 📙 England Prin	mary (and Middle [Deemed	10/11/	2017 15:59	File fo	der		
1	HP	England Sec	ondary (and Midd	e Dee	10/11/	2017 15:59) File fo	der		

- 5. Select Assessment Manager and click Open.
- 6. Highlight EYFS Profile Wizard 2019.
- 7. Click Open.

- 8. Ensure you have the Overwrite with Default Values box checked.
- 9. Select Finish and Yes to proceed with the import.
- 10. On completion, an **Activity Log** is displayed. Use the scroll bar to check the import and click **Close**. You can also print and save the log for reference.



NOTE: You would need to repeat the above process for each key stage wizard as required.

Appendix D: Processing Year 1 Phonics Screening Check (SIMS)

Processing the Year 1 Phonics Screening Check

This chapter contains:

Chapter Introduction
Step by Step – Using the Year 1 Phonics Screening Wizard 2019
Step by Step – Entering the Year 1 Phonics Screening check data
Step by Step – Entering the Threshold Score and calculating the outcome

Chapter Introduction

The phonics screening check is designed to confirm whether individual pupils have learnt phonic decoding to an appropriate standard. Pupils who do not achieve the appropriate standard should receive support from their school to ensure they can improve their phonic decoding skills. These pupils will then be expected to retake the phonics screening check the following year.

If all pupils in year 1 are not being assessed, a user defined group should be created for use in the wizard.

Step by Step – Using the Year 1 Phonics Screening Wizard 2019

1. Select Tools | Performance | Assessment | Wizard Manager.

Wizard - Key Stage 1 Wizard En	gland 2019				?	×
Select Wizard						
Filter Incomplete	/					
Name	Edit Date		Comple	ete		
EYFS Profile Wizard 2019	01/09/2018					- 1
Key Stage 1 Wizard England 2019	01/09/2018					
Key Stage 2 Wizard England 2019	01/09/2018					
Year 1 Phonics Screening Wizard 2	01/09/2018					
Year 2 Phonics Screening Wizard 2	01/09/2018					
						_
		< Back	Next >	Finish	Car	ncel

- 2. Leave the filter on **Incomplete** and click the wizard which is going to be worked with; in this case **Year 1 Phonics Screening Wizard 2019**.
- 3. Click Next.
- 4. From the Select Group screen, click field browser to display the Group Selector dialog.
- Click the + next to Year Group and select Year 1 or the + next to User Defined Groups to select the user defined group if one has been created and click Apply. This places the group on the Select Group screen.

Group Selector			?	\times
Select the effective Group date				
From 01/09/2018 🔂 To	31/08/2019	🔂 Refre	sh	
. National Curriculum Year				^
Exam Season Candidates				
Assessment User Defined				
. Ethnicity				
House				
New Intake Group				
- Year Group				
All Year Groups				
Year 1				
Year 2				
····Year 3				
Year 4				
- Year 5				
- Year 6				
Year N2				
				~
	_		_	
	Apply	Clear Selection	Can	cel

6. Click Next.

Select Group				
Year 1				Q
	< Back	Next >	Finish	Cancel

7. The following screen appears listing the single marksheet available.

Wizard - Year 1 Phonic	s Screening Wiza	ard 2019		?
arksheets ilter: Incomplete	✓ Pleas	e select a Marksheet and cli	ick on the pencil to enter/edit	data.
Template	Group	Last Used	Complete	6
Phonics Screening Yea	Year 1			_
		< Back	Next > Finish	Cancel

8. Double-click the marksheet or select the marksheet and click **Edit Marksheet**. **Do not** click **Next** at this stage.

A marksheet with year 1 pupils is displayed and columns relating to the assessments that need to be entered.

2 Marksheet										
Result Date 26/03/2019 🔂 Gro	up Members	hip Date	26/03/2019	5	Refresh					
Group Filter										
Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	র Grade for Phonics Check Year 1	Data Check						
ADAMS, Sadie										
ALYONA, Tatyana										
ANDREWS, Richard										
BARTRAM, Piers										
BENNET, Eloise										
BRONISLAW, Tomaz										
BROOKS, Madison										
CLARKE, Harriette										
CLINT, William										
CUMMINS, Jake										
DAVEY, Megan										
DAVIES, Adam										
DENTON, Emma										
DONNELLY, Robert										

To report phonics screening check results teachers should use the scores associated to the screening check. When the threshold values have been validated by the DfE on **Monday 24th June 2019**, a phonics grade will then be associated to the mark.

The 'phonics mark' will be the mark from 0-40 for those children who have taken the phonics screening check.

NOTE: For those children who are absent, did not take the check or have left, the mark must be left blank and the phonics grade of A, D or L entered accordingly.

Description	Process	Mark	Phonics Grade
Child took the phonics screening check and met the required standard.	A mark of 0 – 40 is entered from the screening check outcome. The grade will be applied automatically when 0 – 40		Wa
Child took the phonics screening check and did not meet the required standard.	the threshold is released by DfE	0 – 40	Wt
Absent			А
Child did not take the phonics screening check	Leave the Marks column blank and enter the grade	Leave blank	D
Child has left the school	as per the list to the right		L
Maladministration			Q

Step by Step – Entering the Year 1 Phonics Screening check data

- 1. From the marksheet enter a value out of **40** into the **Mark for Phonics Check Year 1** column, or a grade as defined using the table above for reference.
- Click Save. The Data Check column will show an ! to show that you are awaiting a threshold score in order to calculate the Phonics Grade. The data check will show OK only for those children who did not take part in the check.



Exporting the Results in a CTF

Prior to the threshold mark being released it is a requirement to return the Phonics Check Marks to the LA via a CTF type of "Phonics Test Results".

- 1. Click **Close** to close the wizard and select **Routines | Data Out | CTF | Export CTF**.
- 2. Select the CTF export type of **Phonics Test Results**. The CTF will contain export files including phonics data plus the pupil UPN, surname, forename, DOB and gender.

Select the CTF export type
Export Type
General
Phonics Test Results
KS1
KS1 excluding Tests and Tasks
KS2
Early Years Foundation Stage data (FSP)
CME - Leavers
CME - Joiners
Select X Cancel

- 3. The default view displays all current pupils including those who have previously had a CTF created. Ensure the default of **Include students already exported** is active.
- 4. All pupils within the school will be displayed. Click the down arrow to the right of **Year Group** and select **Year 1**.

Effective Date 26/	03/2019 🔂 View	Current students	✓ Include stu already ex	ported	🖒 Refresh Stu	dents			
Students									
UPN	Preferred Surname	Preferred Forename	Reg Grp 📃	Year_ / 🗸	Year Taught	Previous Destination	Destination LA/Other	Destination School	
T823299916001	Adams	Sadie	ELM	1	1				
G823299916002	Alyona	Tatyana	PINE	1	1				
W823299916003	Andrews	Richard	ASH	1	1				
V823299917013	Bartram	Piers	ASH	1	1				
J823299917014	Bennet	Eloise	PINE	1	1				
K823299916004	Bronislaw	Tomaz	OAK	1	1				
Y823299917015	Brooks	Madison	ELM	1	1				
Z823299916005	Clarke	Harriette	ELM	1	1				
M823299917016	Clint	William	OAK	1	1				
B823299917017	Cummins	Jake	ASH	1	1				
Q823299917018	Davey	Megan	ELM	1	1				
N823299916006	Davies	Adam	PINE	1	1				
[Year Grp] = '1'									

- 5. Right-click in the **Destination LA/Other cell** for the first pupil in the list.
- 6. Right-click in an empty cell to display **Select All**. This will highlight all pupils.
- 7. Left-click in the **Destination LA/Other cell** for the first pupil and using the **down arrow** scroll to your LA name. Each pupil will now be marked with the relevant LA.
- 8. Click **Export**.

<u>2</u> SI	tudents								
Π	UPN	Preferred Surname	Preferred Forename	Reg Grp 📃	Year / 🐷	Year Taught 🛛 🔍	Previous Destination	Destination LA/Other	Destination School
I	T823299916001	Adams	Sadie	ELM	1	1		Northamptonshire	
	G823299916002	Alyona	Tatyana	PINE	1	1		Northamptonshire	
	W823299916003	Andrews	Richard	ASH	1	1		Northamptonshire	
	V823299917013	Bartram	Piers	ASH	1	1		Northamptonshire	
	J823299917014	Bennet	Eloise	PINE	1	1		Northamptonshire	
	K823299916004	Bronislaw	Tomaz	OAK	1	1		Northamptonshire	
H	Y823299917015	Brooks	Madison	ELM	1	1		Northamptonshire	
	Z823299916005	Clarke	Harriette	ELM	1	1		Northamptonshire	

- 9. You will receive a message related to address tidy. Select **Yes** to continue.
- 10. Check the Exception Log file.
- 11. The file is now ready to send via your preferred method of secure transfer as defined by the LA.
- 12. Close the export CTF page.

Appendix E: Processing Year 2 Phonics Screening Check (SIMS)

Processing the Year 2 Phonics Screening Check

This chapter contains:

Chapter Introduction
Step by Step – Using the Year 2 Phonics Screening Wizard 2019
Step by Step – Evolution at the Results in a CTE
Step by Step – Explaining the resolution in a CH
Step by Step – Entering the Threshold Score and calculating the outcome

Chapter Introduction

Where pupils did not achieve the appropriate standard of phonic decoding in year 1, they will need to be identified by a calculation in a marksheet and assessed again in year 2.

Step by Step – Using the Year 2 Phonics Screening Wizard 2019

1. Select Tools | Performance | Assessment | Wizard Manager.

SIMS Wizard					?	×
Select Wizard						
Filter Incomplete	~					
Name	Edit Date		Comple	te		
EYFS Profile Wizard 2019	01/09/2018					- 1
Key Stage 1 Wizard England 2019	01/09/2018					
Key Stage 2 Wizard England 2019	01/09/2018					
Year 1 Phonics Screening Wizard 2	01/09/2018					
Year 2 Phonics Screening Wizard 2	01/09/2018					
		< Back	Next >	Finish	Car	ncel

- Leave the filter on Incomplete and click the wizard which is going to be worked with in this case Year 2 Phonics Screening Wizard 2019.
- 3. Click Next.
- 4. From the Select Group screen, click browser to display the Group Selector dialog.

3. Click the + next to Year Group and select Year 2.



4. Click Next.

The following screen appears listing the single marksheet available.

Wizard - Year 2 Phonic	s Screening Wiza	rd 2019		?)
arksheets				
ilter: Incomplete	V Pleas	e select a Marksheet and cli	ck on the pencil to enter/edi	t data.
Template	Group	Last Used	Complete	6
Phonics Screening Yea	Year 2			
				_
		< Back	Next > Finish	Cancel

5. Double-click the marksheet or select the marksheet and click **Edit Marksheet**. Do not click **Next** at this stage.

- 6. A marksheet is populated with the year 2 pupils and columns relating to the assessments that need to be entered. If year 1 phonics results were entered into the corresponding wizard last summer, they will be displayed automatically.
- 7. We now need to establish who requires the recheck.
- 8. Click **Calculate** to highlight those year 2 pupils who require a Year 2 re-check. This will be defined by a **Yes** in a **Yellow** box within the **Year 2 check required** column.



- 9. Click the filter to the right of the Year 2 check required column heading, select Yes and click OK. This will filter the marksheet to show only those pupils who require data entry for year 2.
- 10. Click the filter to the right of the Year 2 check required column heading, select Yes and click OK. This will filter the marksheet to show only those pupils who require data entry for year 2.



<u>2</u> Marksheet												
Result Date 26/03/2019	Group Members	hip Date	26/03/2019	5	🔄 Refresh 🤅	Summary	👬 Narrow	🔍 Zoom	🔀 Reveal	Freez	e Additional	
Group Filter												
	f			ſ	f 🛛			ſ	ſ	ſ	ſ	
Studients	::: Y1 Phonics Check :::	Mark from Phonics Check Year 1	Grade from Phonics Check Year 1	: Y2 Phonics Check .::	Year 2 Check Required?	Threshold Score Phonics Check Year 2	Mark for Phonics Check Year 2	Grade for Phonics Check Year 2		Missing Required Year 2?	Invalid Year 2 Result?	
ADAMS, Nancy		15	Wt		Yes					Missing	Ok!	
BOIAN, Claudiu		31	Wt		Yes					Missing	Ok!	
CARLTON, Eleanor			Α		Yes					Missing	Ok!	
DENNIS, Lily		31	Wt		Yes					Missing	Ok!	
GOREV, Anastasya		29	Wt		Yes					Missing	Ok!	
HEWITT, Mark		29	Wt		Yes					Missing	Ok!	
JOHNSON, Pippa		28	Wt		Yes					Missing	Ok!	
KALINSKI, Eliza		30	Wt		Yes					Missing	Ok!	
LEEMING, Robert			D		Yes					Missing	Ok!	
NEWMAN, Walter		31	Wt		Yes					Missing	Ok!	
RASHEED, Kush		20	Wt		Yes					Missing	Ok!	
ROSENFIELD, Ben		25	Wt		Yes					Missing	Ok!	
SURESH, Sabina		31	Wt		Yes					Missing	Ok!	

- 9. Type a value of **0 40** into the **Mark for Phonics Check Year 2** column for those pupils who have undertaken a year 2 check **only**.
- 10. Click **Save** to save the marks.
- 11. Close the marksheet.

Step by Step – Exporting the Results in a CTF

Prior to the threshold mark being released it is a requirement to return the phonics check marks to the LA via a CTF type of "Phonics Test Results".

- 1. Click Close to close the wizard and select Routines | Data Out | CTF | Export CTF.
- 2. Select the CTF export type of Phonics Test Results.

Se	lect the CTF export type
	Export Type
	General
	Phonics Test Results
	KS1
	KS1 excluding Tests and Tasks
	KS2
	Early Years Foundation Stage data (FSP)
	CME - Leavers
	CME - Joiners
	Select 🔀 Cancel

The default view displays all current pupils including those who have previously had a CTF created. Ensure the default of **Include students already exported** is active.

3. All pupils within the school will be displayed. Click the down arrow to the right of **Year Group** and select **Year 2.**

1	Student Options Effective Date	View Curr	ent students ~	Include stude already expor	nts rted 🗹 📑	Refresh Student:	8				
2	2 Students										
	UPN	Preferred Surname	Preferred Forename	Reg Grp 📃	Year Grp 📃	Year Taught 🔍	Previous Destination	Destination LA/Other			
	G823299915001	Adams	Nancy	2JB	2	2					
	W823299915002	Alala	Candis	2GH	2	2					
	U823299916021	Barden	Olivia	2JB	2	2					
	H823299916022	Bateman	Vincent	2GH	2	2					
	X823299916023	Bhati	Aini	2JB	2	2					
	L823299916024	Boian	Claudiu	2GH	2	2					

- 4. Right-click in the **Destination LA/Other cell** for the first pupil in the list.
- 5. Right-click in an empty cell to display **Select All**. This will highlight all pupils.
- 6. Left-click in the **Destination LA/Other cell** for the first pupil and using the **down arrow** scroll to your LA Name. Each pupil will now be marked with the relevant LA.
- 7. Click Export CTF.

Students									
	UPN	Preferred Surname	Preferred Forename	Reg Grp 📃	Year Grp 🔍	Year Taught 🔍	Previous Destination	Destination LA/Other	
r	G823299915001	Adams	Nancy	2JB	2	2		Northamptonshire	
	W823299915002	Alala	Candis	2GH	2	2		Northamptonshire	
	U823299916021	Barden	Olivia	2JB	2	2		Northamptonshire	
	H823299916022	Bateman	Vincent	2GH	2	2		Northamptonshire	
	X823299916023	Bhati	Aini	2JB	2	2		Northamptonshire	
	L823299916024	Boian	Claudiu	2GH	2	2		Northamptonshire	
	A823299916025	Brown	Ingrid	2JB	2	2		Northamptonshire	
	K823299915003	Broz	Konrad	2GH	2	2		Northamptonshire	

- 8. You will receive a message related to address tidy. Select **Yes** to continue.
- 9. Check the Exception Log file.
- 10. The file is now ready to send via your preferred method of secure transfer as defined by the LA.
- 11. Close the **Export CTF** page.

Step by Step – Entering the Threshold Score and calculating the outcome

The threshold mark will be published on Monday 24th June 2019. This will be available from <u>www.gov.uk</u>

- 1. Re-open the wizard via Tools | Performance | Assessment | Wizard Manager.
- 2. Select the Year 2 Phonics Screening Wizard 2019 and click Next until you get to the marksheet section.
- 3. Open the marksheet.

- 4. Right-click the column heading Threshold Score.
- 5. Choose Select Grade for Column.
- 6. Highlight the **Threshold Score** as defined by the DfE and click **OK**.
- 7. The column will flood fill the threshold score for each pupil.



NOTE: Data used here is an example only.

8. Click Calculate. A phonics outcome grade will be displayed.



- 9. Click **Save** to save the marksheet.
- 10. Close the marksheet.

Exit the Wizard.

Phonics Year 1 and Year 2 Reporting to Parents

This chapter contains:

Chapter Introduction
Step by Step – Using the Wizards for Reporting to Parents
Step by Step – Viewing an Individual Report for Each Pupil
Step by Step – Printing Individual Reports to Parents
Step by Step – Uploading Individual Reports to a pupil's record
Step by Step – Viewing a Comparative Report
Activity – Year 2 Phonics Reporting

Chapter Introduction

Reports can only be produced when all the phonics screening results have been entered on the marksheets for both year 1 and year 2 pupils. They can only be generated with Word 2003 or above.

Step by Step – Using the Wizards for Reporting to Parents

- 1. Select Tools | Performance | Assessment | Wizard Manager.
- 2. Select the Year 1 or Year 2 Phonics Screening Wizard 2019 as required and click Next.
- 3. The group selection may be left as it is. Click Next.
- 4. When presented with the list of marksheets, click **Next**.

Step by Step – Viewing an Individual Report for Each Pupil

- 1. Select the report KS1 Y1 Phonics Student Eng 2019 (second in the list).
- 2. A print preview of one of the reports may be required first, in which case make sure that only one pupil's name has been selected and click the **Print Preview** icon. The report will show this pupil's results.

		Edit Date	e		
KS1 Y1 Phonics Compa	arative Eng 2019	01/09/2	01/09/2018		
KS1 Y1 Phonics Studer	nt Eng 2019	01/09/2	01/09/2018		
				9	
	~ × 1				
embership Dates for	Group : Year 1				
rom 26/03/20	19 🔂 10 26/03/20	19 🔂 Refre	sh		
Group Filter		Q			
· · ·					
tudents					
Sumame	Forename	DOB	Reg Grp		^
Adams	Sadie	20/03/2013	ELM		
Alyona	Tatyana	21/12/2012	PINE		
Andrews	Richard	02/12/2012	ASH		
Bartram	Piers	22/02/2013	ASH		
D Persont	Eloise	04/04/2013	PINE		
Dennet	Tomaz	06/04/2013	OAK		~
Bronislaw					
Bronislaw Select All Des	elect All				

The Year 1 Phonics Screening Check Pupil's Results Report consists of two pages.

3. When the preview is no longer required, click **Close** and return to the wizard. If asked to save the report, click **No**.

Step by Step – Printing Individual Reports to Parents

1. If all pupils are required choose to **Select All**. If not, go through the list and select those required by selecting the check boxes.

- 2. Click **Print Report** (printer icon). Reports will be printed from Word for those pupils selected.
- 3. Close Word without saving.

Step by Step – Uploading Individual Reports to a pupil's record

A copy of each pupil's report can be saved in the document server. This can then be viewed at any time. You do not need to print a second copy to keep with the pupil's records.

- 1. Once reports have been generated they can be uploaded, either individually or by selecting all pupils and clicking **Upload Report**.
- 2. To view the copy, open the **Pupil Details** screen for the relevant pupil and select **Linked Documents** in the **Links** panel on the right. The report will open as read-only.

Step by Step – Viewing a Comparative Report

The **KS1 Year 1 Phonics Comparative Eng 2019** report provides the school results along with the comparative national data in one report.

- 1. Select the report KS1 Y1 Phonics Comparative Eng 2019.
- 2. A print preview of one of the reports may be required first, in which case make sure that only one pupil's name has been selected and click the **Print Preview** icon. The report will show the comparisons.

					_	
KS1 Y1 Phonics Compara	tive Eng 2019	01/09/2	01/09/2018			
KS1 Y1 Phonics Student	Eng 2019	01/09/2	01/09/2018			
embership Dates for G	iroup : Year 1	10 🗖 🗖				
-rom 26/03/2019	10 26/03/20	Refre	sh			
Group Filter		Q				
·						
tudents						
Sumame	Forename	DOB	Reg Grp		1	
✓ Adams	Sadie	20/03/2013	ELM			
Alyona	Tatyana	21/12/2012	PINE			
Andrews	Richard	02/12/2012	ASH			
Bartram	Piers	22/02/2013	ASH			
Bennet	Eloise	04/04/2013	PINE			
Bronislaw	Tomaz	06/04/2013	OAK		1	

3. The Comparative Report is not personalised in any way. It is recommended that you print one report and photocopy it for the number of copies required.

NOTE: If you preview the KS1 Y1 Phonics Comparative Eng 2019 report before printing, it is shown in Microsoft Word. You are advised to do this and save the report (as a Word document) into an appropriate area where you will be able to easily locate it again. It is suggested that you save the file with a name such as School Y1 Phonics Results (2019). This will enable you to access a report containing the correct pupils quickly, without having to recreate it via the wizard.

Year 2 Phonics Reporting

NOTE: Only select those year 2 pupils who have undertaken a phonics check in 2019 when generating a report from the Year 2 Phonics Screening Wizard 2019.