PHONICS SCREENING
Autumn Term 2021

INSTRUCTIONS FOR IMPORTING THE PHONICS SCREENING WIZARD,
ENTERING PUPIL DATA AND
GETTING THE DATA TO YOUR LA

Introduction

Cancellation of the phonics screening check in June 2021 means incoming year 2 pupils did not take the check in year 1. In the 2021/2022 academic year, it is statutory for schools to administer a past version of the phonics screening check to year 2 pupils during the second half of the 2021 autumn term and return results to the Local Authority.

Year 2 pupils who do not meet the expected standard in the autumn check will be expected to take the statutory check in June 2022, alongside year 1 pupils.

Year 3 pupils, who were due to take the statutory check in June 2021 (when they were in year 2), are not formally required to take the autumn check. Schools are expected to maintain a programme of support for these pupils but do not need to return phonics data for year 3 pupils to the LA.

Please note:

In order to output your CTF correctly you will need to be on the 7.202 (Autumn 2021) version of SIMS.net which includes a new CTF export routine.


*You can check which version you are using by going to the Help | About SIMS.net menu.*
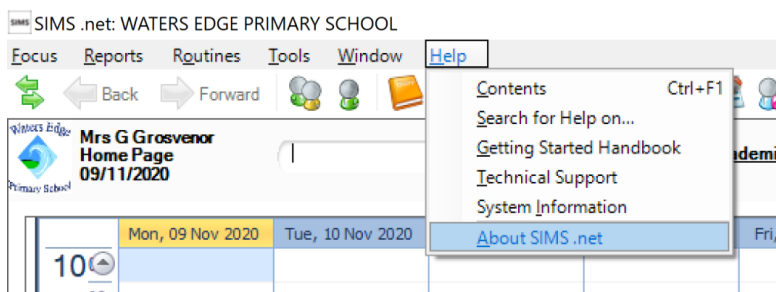
SECTION 1 – Importing the Wizard

You will need to import **one** wizard for the Phonics Screening Test – the 'Phonics Screening Year 1 2021' Wizard – and then attach your Year 2 group to it. You will be recording the Year 1 Phonics assessments in the Year 1 Phonics resources **but** assigning your current Year 2 students to templates to generate the Marksheets.

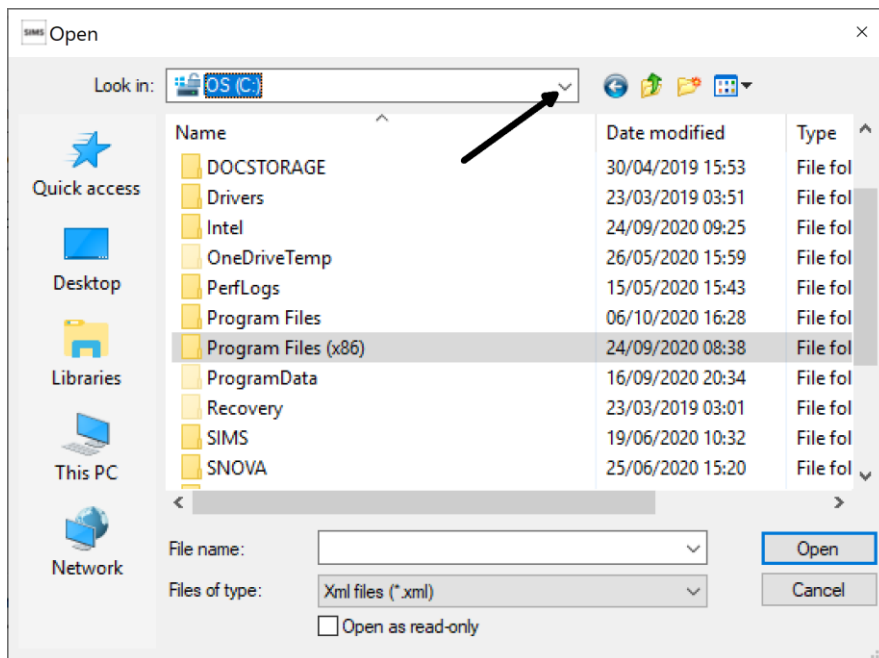In SIMS go to **ROUTINES | DATA IN | ASSESSMENT | IMPORT**
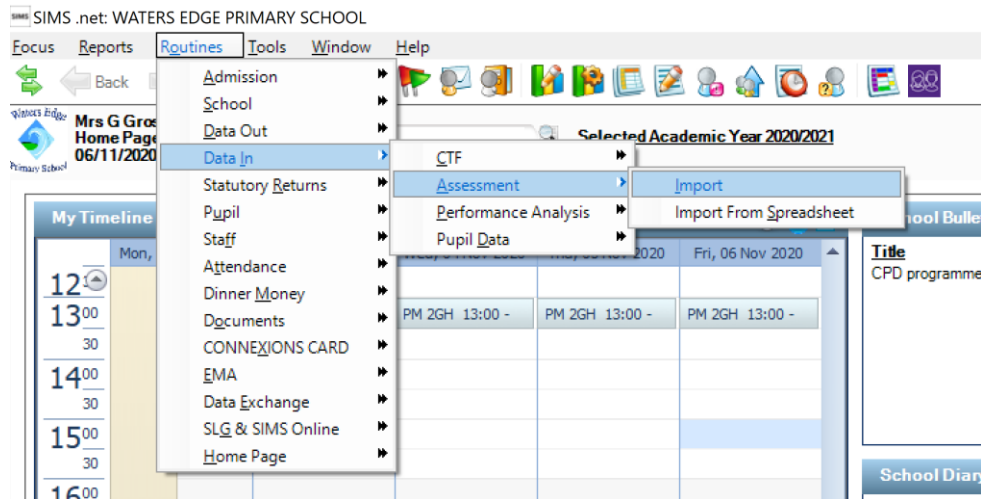
Click on **IMPORT**
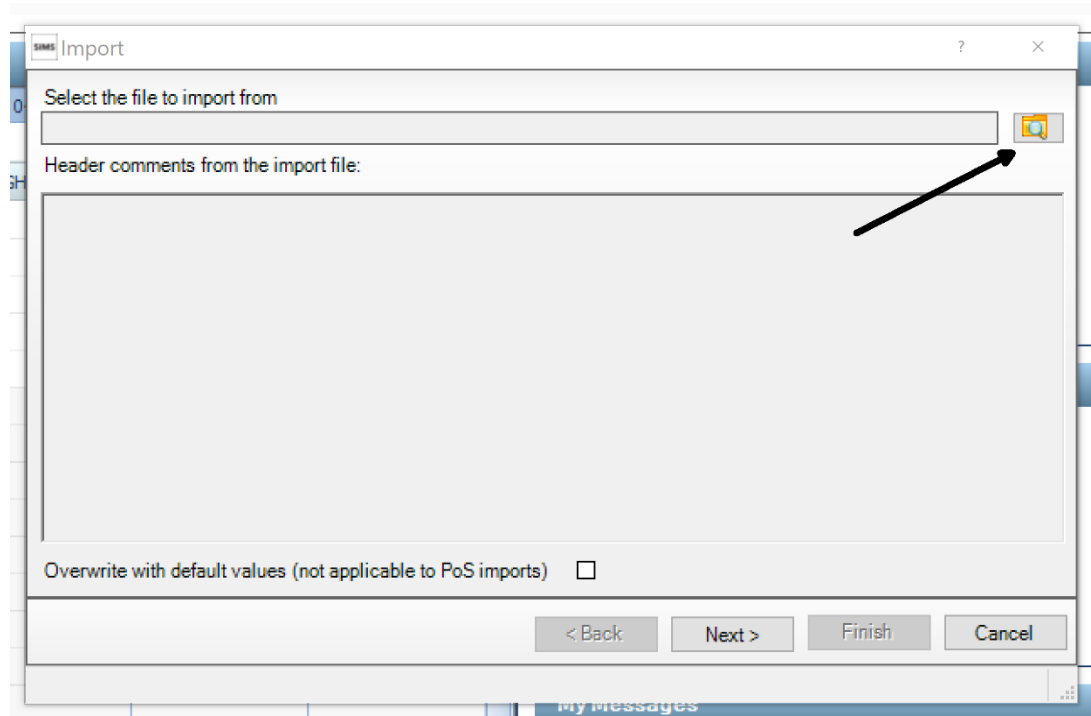
Click on the magnifying glass to select the file that you wish to import

It is unlikely that you will automatically go to the files. You will instead need to follow the route detailed below (Click to the black down arrow in the "Look in" box)
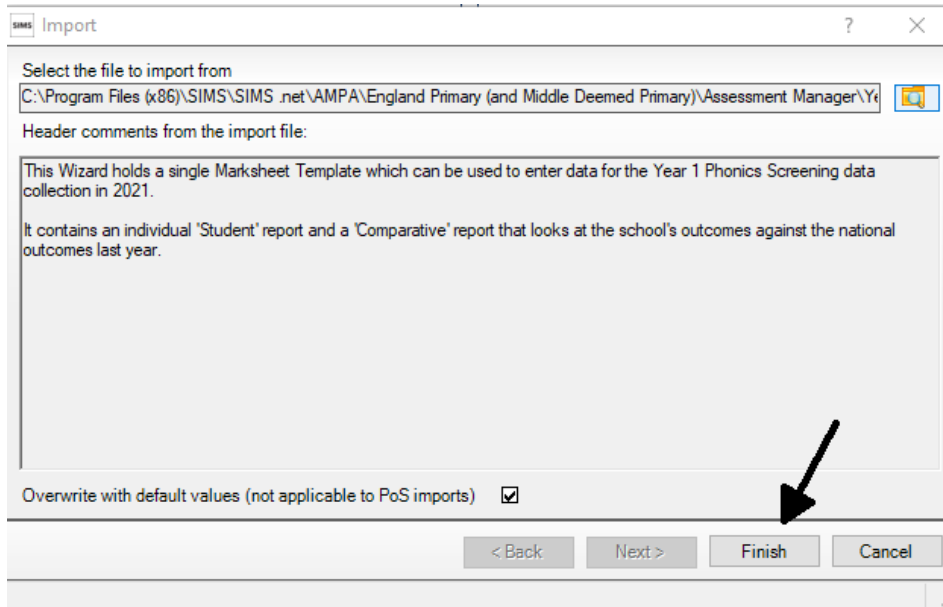

Navigate through to these folders:

Local Disk (C:), Program Files or Program Files (x86), SIMS, SIMS.net, AMPA, England Primary (and Deemed Primary), Assessment Manager
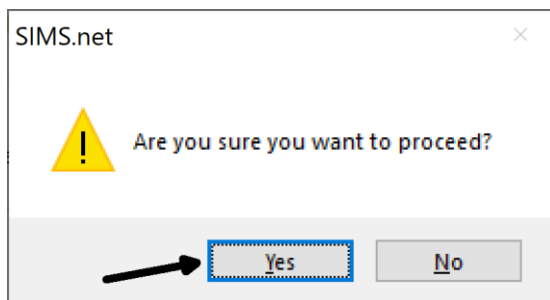
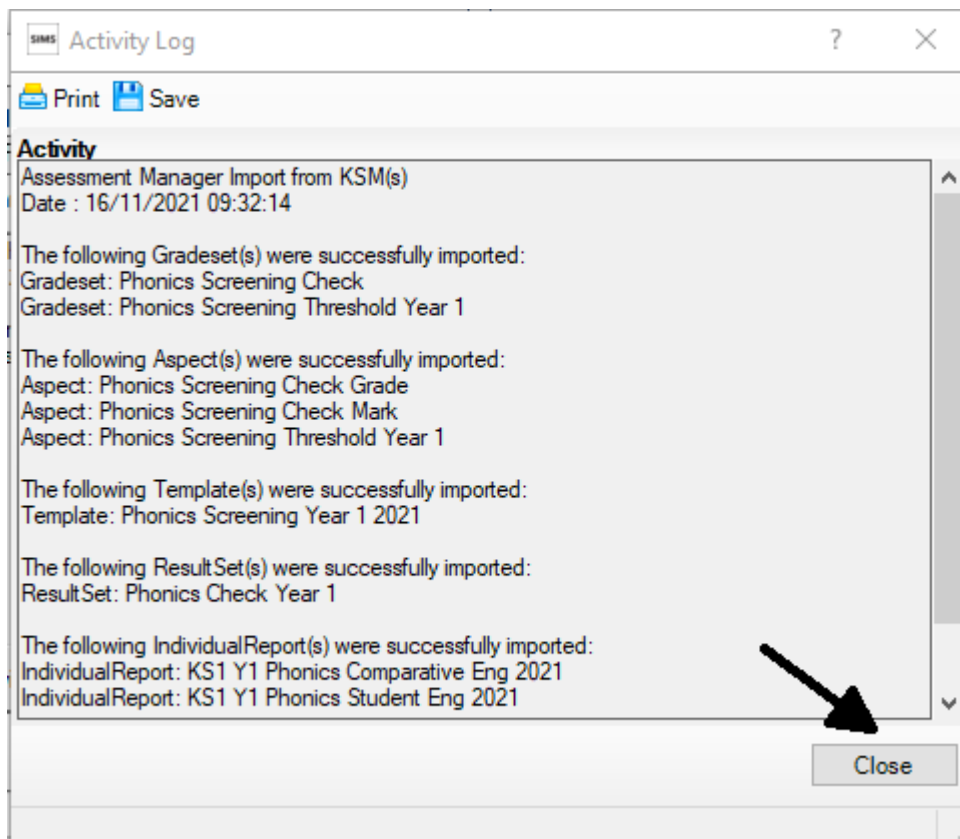When you get to Assessment Manager folder you will see the following files available:
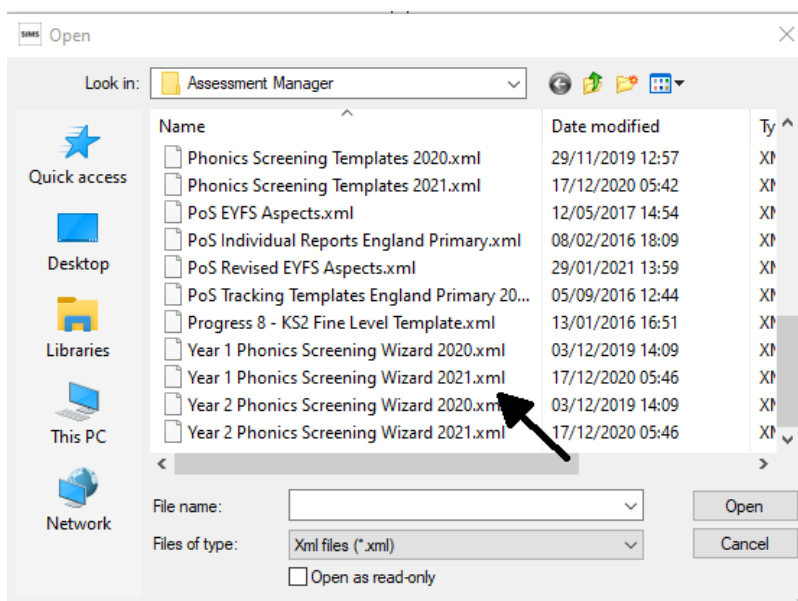
Double-click on the '**Year 1 Phonics Screening Wizard 2021.xml**' file and it will start the import wizard:

Click on the Finish button and it will ask if you want to proceed:

Click on Yes to proceed with the import and it will bring up the Activity Log:

Scroll down the screen to make sure that everything has been imported successfully. If the Activity Log says that any Aspect(s) or Template(s) could not be imported, please give Keystone a call.

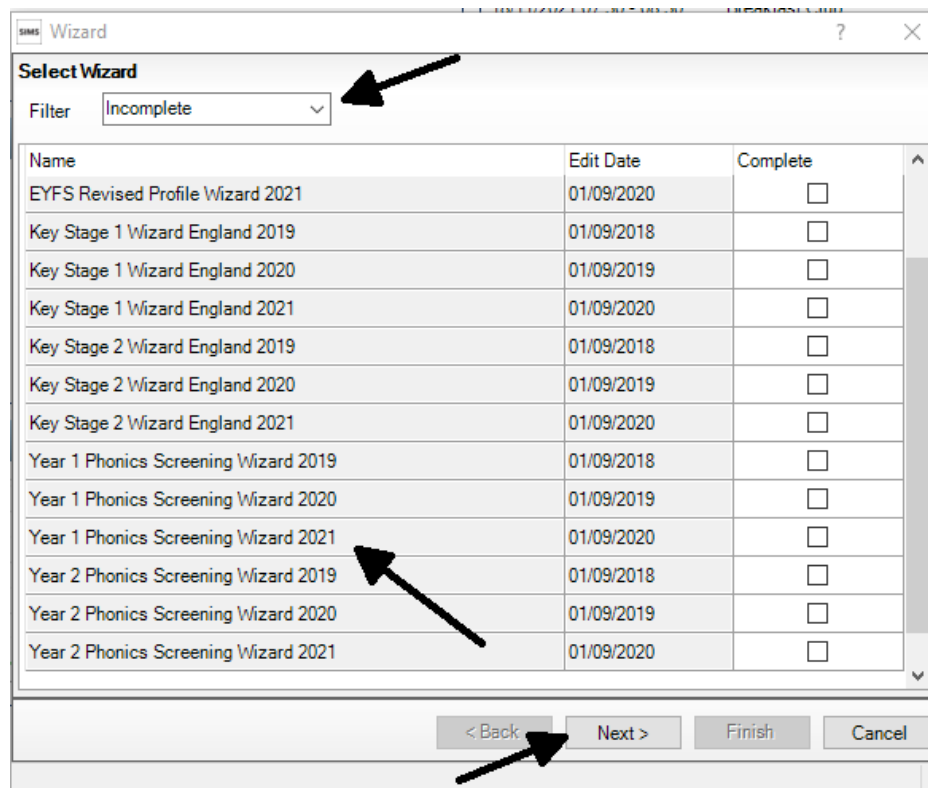If everything has been imported successfully, click the **Close** button.

SECTION 2 – Entering Data

To enter the Wizard, go to:
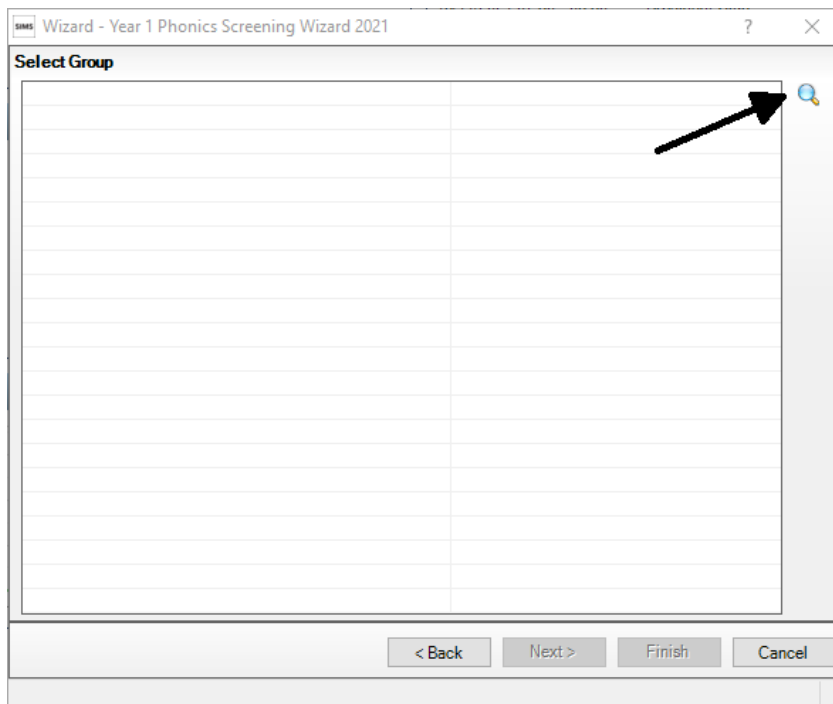
Tools | Performance | Assessment | Wizard Manager
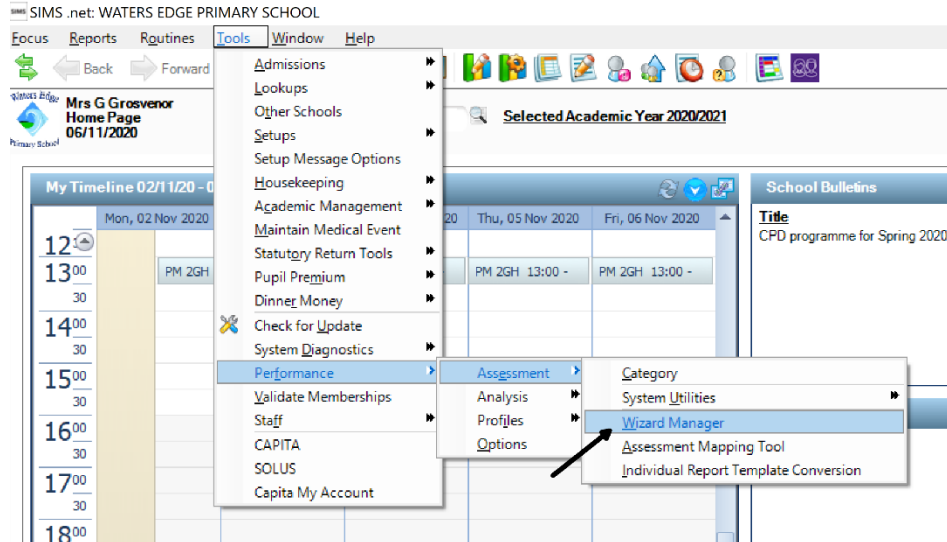
Click on **Wizard Manager**
NB - set filter to **Incomplete**
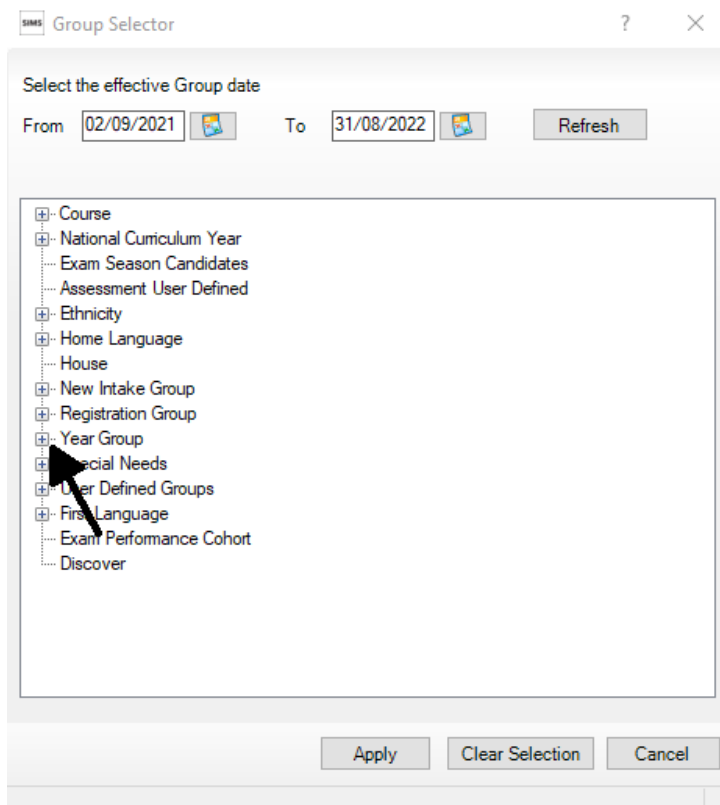

Click on **Year 1 Phonics Screening Wizard 2021**

Click **Next**

Click on the **Magnifying Glass**

The effective Group date will default to the start of the academic year to the start of the next academic year, you can leave this as it is.
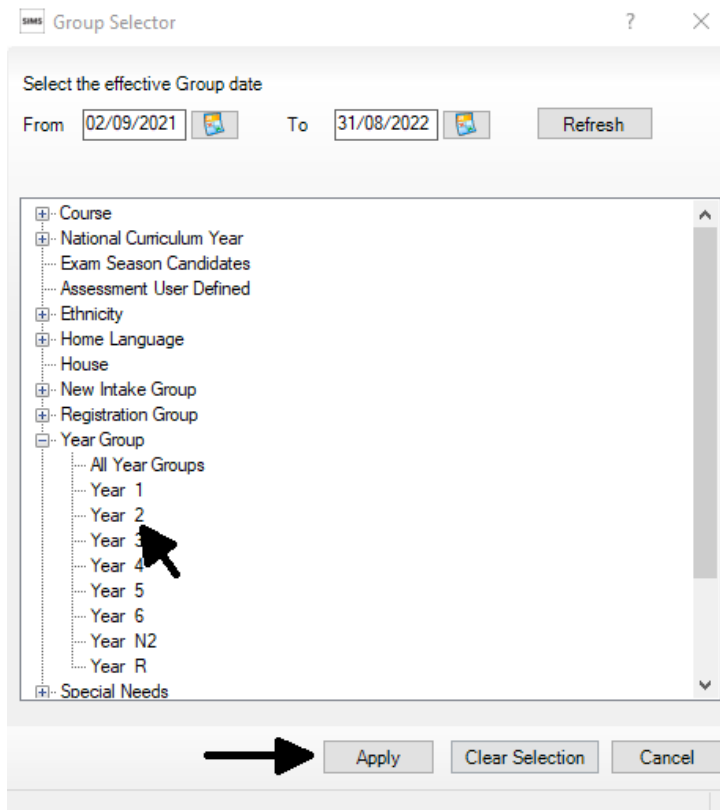
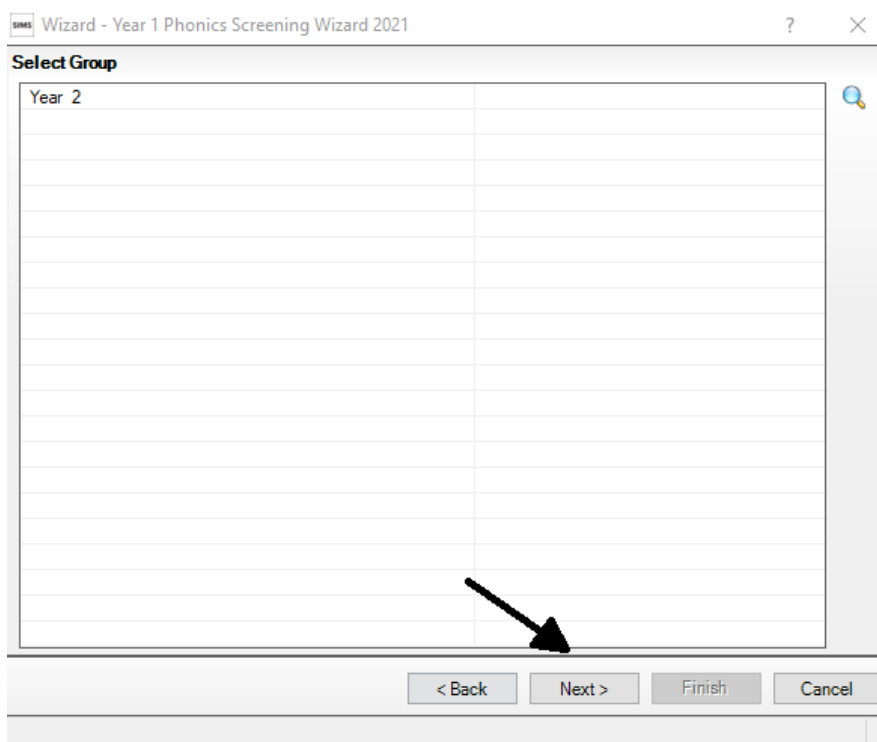Click on the **+** sign next to **Year Group**

Click on **Year 2** (you are adding your current Year 2 group to the Year 1 marksheet).

Click **Apply**

Click **Next**

Double click on **Phonics Screening Year 1 2021** or click once to highlight the template and click on the green pencil

You can enter the threshold score in the first column. In 2017, 2018 and 2019, the threshold mark was 32. Schools and local authorities do not need the threshold mark when submitting data as the DfE system will convert the pupil's score to an outcome (whether they met the expected standard). You do not need to enter the threshold to submit your data, if you calculate the marksheet without the threshold it will fail the data check, but this is still valid for submission of your data to the LA.

However schools could initially enter 32 as the threshold to allow the marksheet to calculate.

If you submit your phonics return without the threshold you will need to edit the marksheet later and enter the threshold. The threshold will need to be present if you wish to use the reports from the wizard to report to parents.

To enter the threshold, you should right click on the column heading 'Threshold Score Phonics Check Year 1' and choose select grade for column.

Select the relevant grade from the list
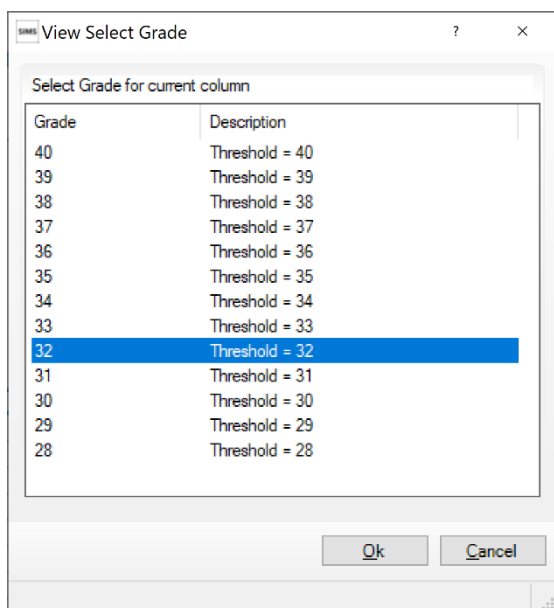
Click on OK

Please note that the threshold mark for the screening check has consistently been 32; this mark has been used for illustration purposes.

If a child has taken the screening check you should enter a mark between 0 and 40 in the **Mark for Phonics Check Year 1** column. You will need to enter these marks manually as there is no select grade for column option.

Please Note - The DfE would like the data to be recorded with a result date when the **check is actually completed** – **not back dated** to May / June 2021 when it would normally have been carried out. So please ensure the Result Date in the Marksheet is set appropriately for the second half of the autumn term when keying in results. It will always default to Today's date, so it is fine to leave it as is.

If a child has not taken the screening check, leave the **Mark for Phonics Check Year 1** column blank, and one of the following codes should be entered manually in the **Grade for Phonics Check Year 1** column:

A – Absent
D – Disapplied - Child did not take the phonics screening check
L – Left - Child has left the school

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Data Check
ABBOTT, Jessica	32	31	Wt	OK
ABHRA, Shaquib	32	32	Wa	OK
ACKTON, Charlotte	32	21	Wt	OK
ALALA, Michael	32		D	OK
BENSON, Chantal	32	35	Wa	OK
BHATI, Nadeem	32	33	Wa	OK
BORDET, Magda	32	30	Wt	OK
BURROWS, Delphine	32		A	OK
CEDRIC-SMITH, Elliott	32	36	Wa	OK
CLEEVES, Rosie	32	37	Wa	OK
CLINTON, Joseph	32	38	Wa	OK
COOPERS, Ryan	32	33	Wa	OK
COOPER-SMITH, Beatrice	32	35	Wa	OK
COULTER, Sadie	32	30	Wt	OK
COULTON, Emma	32	38	Wa	OK

When you have entered your data and the threshold click **Calculate** and the **Grade** column will be populated automatically along with the **Data Check** column to ensure that there is no missing data. If you have not entered the threshold data you will not need to click on calculate you can just save your data.

Wa indicates those children who have taken the screening check and they are working at the required standard and **Wt** indicates pupils that are working towards the required standard.

Click **Save** (top left) and the data you have entered will change from red to black. Click **Close**.

SECTION 3 – Deleting Incorrect Grades

If, after you have entered your data and saved it, you realise that you have made a mistake and want to delete and amend an entry it is important to follow the steps outlined below. Although it might appear that by pressing delete and re-entering a mark that the mistake has been corrected, Assessment Manager remembers the previously saved entry and this is what will be saved in your marksheet.

Click on the cell which has the incorrect mark which you want to delete.

Right Click on the mark and select **View Edit Result History**

The following screen will appear.

Check the dates and look for the mark which needs deleting; **highlight** the row which needs deleting and click on the **red X**.
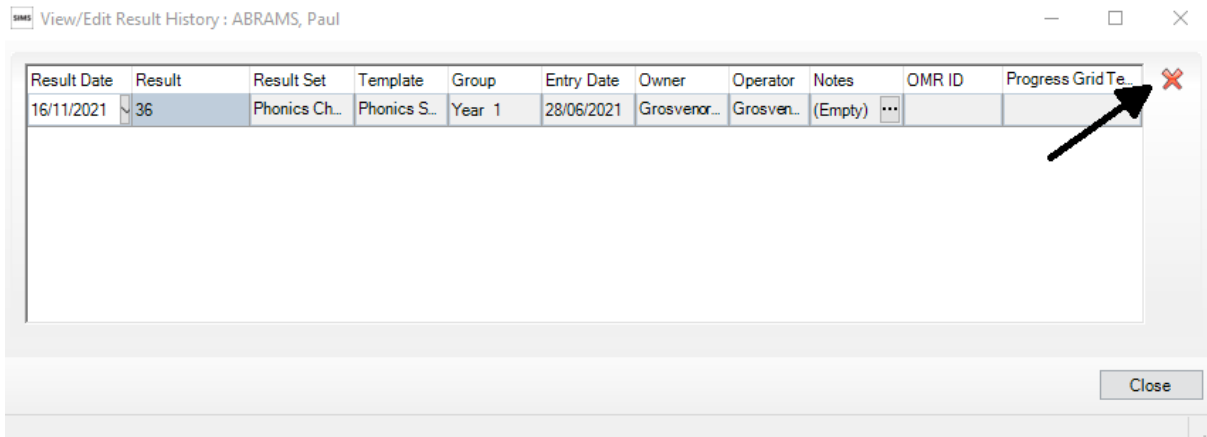
You will get a message asking if you want to delete the mark:
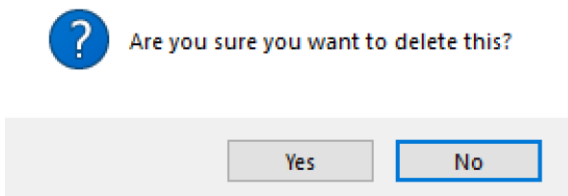

Click on **Yes** and the incorrect grade will be deleted. Now re-enter the correct grade and **Save**.

SECTION 4 – Exporting Data to the LA

Once you have entered the data into the Year 1 Phonics Screening Wizard you need to create a CTF for uploading to your LA.

Please Note – There is a new CTF Export routine that you will need to use, and you can only access this if you are on the Autumn (7.202) version of SIMS. You can check which version you are using by going to the Help | About SIMS.net menu:
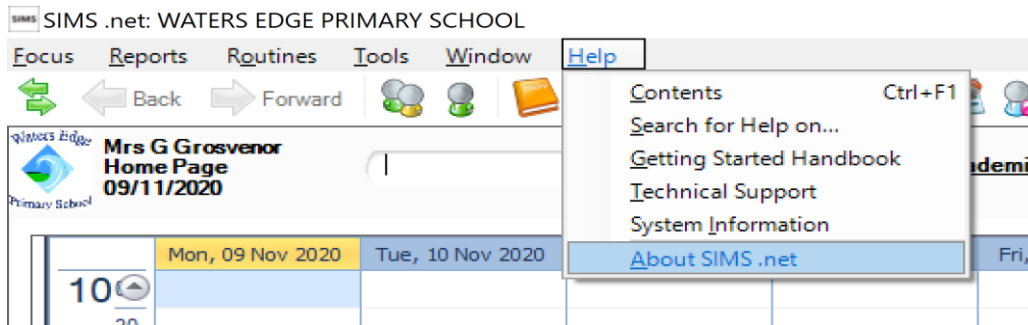
The version number should be 7.202 as shown below. If you have a lower version number please contact Keystone to ask for your upgrade to be completed.

In SIMS go to **Routines | Data Out | CTF | Export CTF**
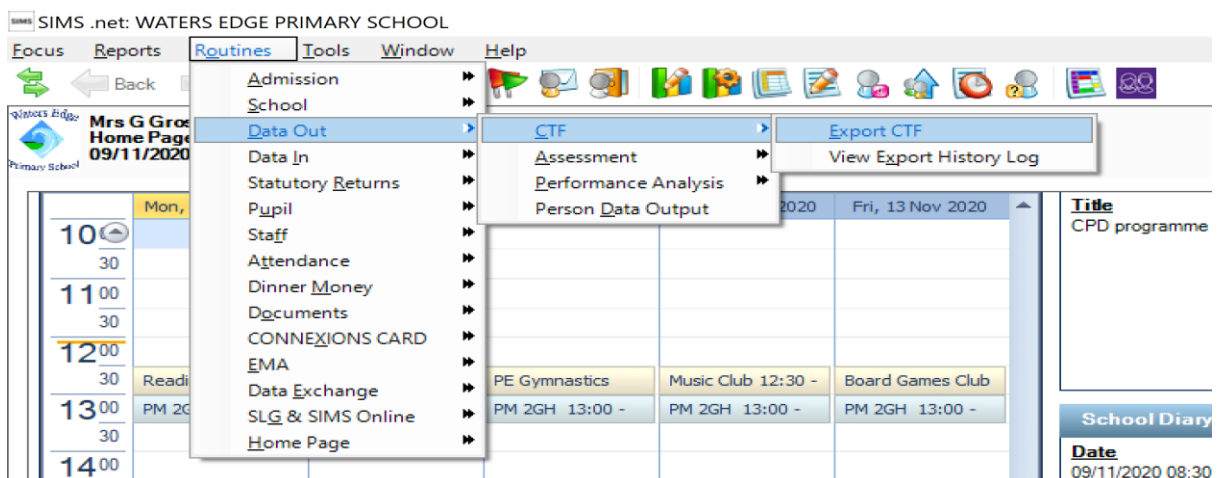
Click on the new option for **Phonics Test Results (for Autumn Term 2021 Screening Check only)** and then click on Select.

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
Phonics Test Results (For Autumn Term 2021 1st Screening Check only)

Select   Cancel

Ensure that the **Include students already exported** box is ticked, as SIMs removes pupils from view if data has already been exported.

1 Student Options

Effective Date 16/11/2021   View Current students   Include students already exported ☑   Refresh Students

From the Year Grp dropdown, select **2**, this will select all your Year 2 pupils

2 Students

| UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught
P823299918001	Abrams	Paul	2JB	2	2
A823299919001	Ainsley	Charlotte	2GH	2	2
D823299918002	Alberts	Courtney	2GH	2	2
P823299919002	Andrews	Ching	2JB	2	2
T823299918003	Atkins	Portia	2JB	2	2
G823299918004	Barnes	Isaac	2GH	2	2
D823299919003	Barnwell	Emma-Jane	2GH	2	2
T823299919004	Bolton	James	2JB	2	2
G823299919005	Burrowes	Matthew	2GH	2	2
W823299919006	Carlston	Jack	2JB	2	2
K823299919007	Cedric-Smith	Kimberley	2GH	2	2
Z823299919008	Chidiadi	Azi	2JB	2	2

☒ [Year Grp] = '2'

In the **Destination LA/Other** box, click on the drop down arrow and scroll down to find your Local Authority; put this destination alongside all the pupils.

Tip – Right-Click in the first destination box and click on select-all and then click in the first destination box and a drop down menu arrow will appear, then enter destination as your Local Authority, this will flood fill the boxes.

Once you have all the pupils tagged with the destination click on **Export CTF.** Select Yes if it brings up a warning about addresses.
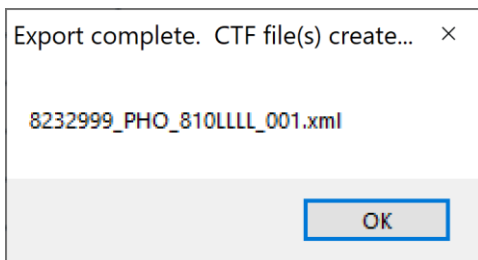
SIMS will pop up a box to tell you the name of the file, this can be located in your CTF Out folder.

Now that you have created your file you need to upload it to your LA following their instructions.

SECTION 5 – Using the Wizard to Produce Individual Pupil Reports for Parents

When you have finished entering the pupil data, you can use the wizard to create statutory pupil reports.

Headteachers must report pupils' results to parents in their annual reports. This should include whether their child has met the expected standard to ensure they are aware of their child's progress in developing phonics decoding skills. For year 2 pupils who take the check in autumn 2021 and June 2022, schools must report both results to parents.

Follow the route – **TOOLS** | **PERFORMANCE** | **ASSESSMENT** | **WIZARD MANAGER**
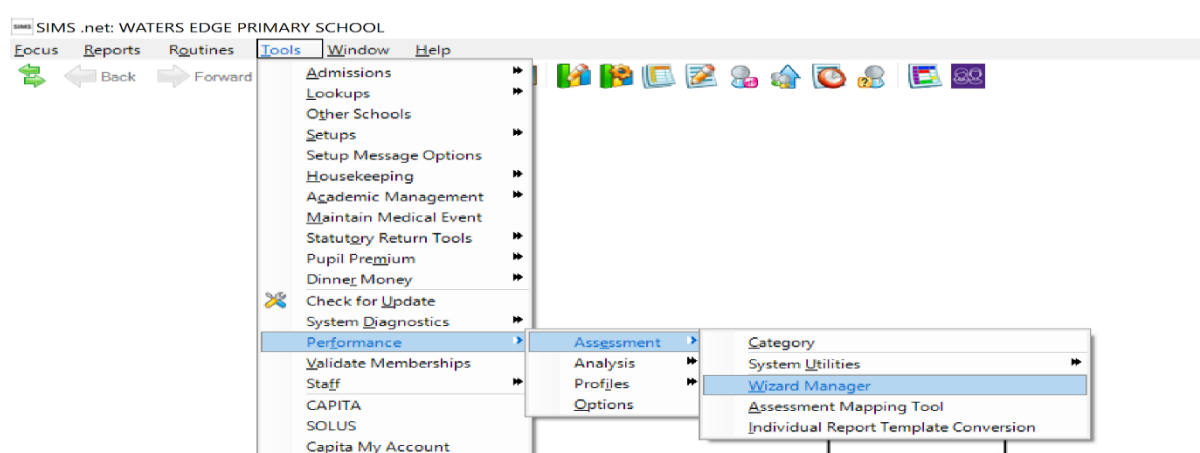
Highlight **Year 1 Phonics Screening Wizard 2021** and click Next – Next – Next until your screen appears as below.

This will run reports for your current Year 2 pupils, so it is ok to leave the membership date as today's date.

You can test the reports by highlighting one report and ticking the top student, and then clicking on the preview button.

The comparative report **KS1 Y1 Phonics Comparative Eng 2021** will give you the school percentages against national outcomes.

The second report is for individual pupils **(KS1 Y1 Phonics Student Eng 2021)** you will need a copy for each individual pupil.

Before you run the reports for all children it is advisable to check that the data is correct. Run a report for one pupil. Assessment Manager will default to the first pupil.

Click the **preview** button. If this report is OK you can run the report for all pupils.

Printing Reports

Please note that the THRESHOLD will need to have been entered for Phonics Year 1 before you run/print the reports for parents.

If reports for all pupils are required then click on **Select All**; if not, go through the list and select those who are required by putting a tick in the check boxes.

Click the **Print Report** button.

Reports will be created in Word for those pupils selected.

It is suggested that you print one copy of the **KS1 Y1 Phonics Comparative Eng 2021** report and then photocopy it as it will be the same for every pupil.

SECTION 6 – Contact Details

Any issues or questions to do with anything in this guide please contact us using the methods below:

Keystone MIS Contact Details

Telephone – 01482 238700

Email – support@keystonemis.co.uk

Website – https://www.keystonemis.co.uk – Live Chat available

Support Site – https://support.keystonemis.co.uk