

# Entering the 2023 Phonics Threshold and Y2 Scores

May 2023

## Management Information



This guidance explains how to enter the 2023 Phonics threshold score into SIMS and how to enter scores/thresholds for new Year 2 pupils (who didn't take the screening check at your school).

*Please note that all screenshots are for example purposes only and will not say 2023.*

### Phonics Year 1

To access the 2023 Phonics Wizard, go to **Tools | Performance | Assessment | Wizard Manager**

- Click on Year 1 Phonics Screening Wizard 2023 and click Next
- On the next screen, if not already selected, select Year 1 or your User Defined Group (magnifying glass)

You will be returned to the Wizard screen where your selected group will now be displayed. Click on the **Next** button.

The list of available marksheets will be displayed as shown below.

Template	Group	Last Used	Complete
Phonics Screening Year 1 2022	Year 1		<input type="checkbox"/>

There is only **one** statutory marksheet that schools need to complete for Year 1:

#### **Phonics Screening Year 1 2023**

Click on the name of the marksheet to select and then click on the **Edit Marksheet** button.



The marksheet will be displayed as shown on the left.

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Data Check
ADAMS, Sadie		30		
ALYONA, Tatyana		28		
ANDREWS, Richard		A		
BARTRAM, Piers		31		
BENNET, Eloise		D		
BRONISLAW, Tomaz		35		
BROOKS, Madison				

When the pass mark is released on 26<sup>th</sup> June, you can enter it into the Threshold Score Phonics Check Year 1 column. Right click on the column header and choose **Select Grade for Column**. Click on the pass mark that has been announced by the DfE and click **OK**. Then click **Calculate** and the Grade for Phonics Check Year 1 will be filled with WA (working at or above) or WT (working towards). Then click **Save**.

## Phonics Year 2

To access the 2023 Phonics Wizard, go to **Tools | Performance | Assessment | Wizard Manager**

- Click on Year 2 Phonics Screening Wizard 2023 and click Next
- On the next screen, if not already selected, select Year 2 or your User Defined Group (magnifying glass)

You will be returned to the Wizard screen where your selected group will now be displayed. Click on the **Next** button.

The list of available marksheets will be displayed as shown below.

Template	Group	Last Used	Complete
Phonics Screening Year 2 2022	Year 2		<input type="checkbox"/>

There is only **one** statutory marksheet that schools need to complete for Year 2:

### Phonics Screening Year 2 2023

Click on the name of the marksheet to select and then click on the **Edit Marksheet** button.



The marksheet will be displayed as shown on the below.

Students	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							
ALALA, Candis		34	Wa							
BARDEN, Olivia		33	Wa							
BATEMAN, Vincent		32	Wa							
BHATI, Aini		35	Wa							
BOIAN, Claudiu		31	Wt							
BROWN, Ingrid		33	Wa							

**If there is no information (Wa/Wt) in the Grade from Phonics Check Year 1 column this means that the pass mark was not entered into the relevant marksheet in June 2022. To do this please see page 7 of this guidance.**

Students	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?
WILLIAMSON, Zachary		30	Wt		Yes				Missing	Ok!
WHITEHEAD, William		34	Wa						Ok!	Ok!
WELCH, Beatrice		36	Wa						Ok!	Ok!
VALIN, Amit		38	Wa						Ok!	Ok!
TRAVERS, Luke		27	Wt		Yes				Missing	Ok!
TOWNSEND, Isak		10	Wt		Yes				Missing	Ok!
SURESH, Sabina		31	Wt		Yes				Missing	Ok!
SUMMERS, Jayde		32	Wa						Ok!	Ok!

If there are some pupils who do not have a Year 1 mark, this may be because they are new, and this data was not transferred on the CTF you received from their school.

**To enter any missing scores from June 2022 on to the marksheet please see page 6 of this guidance.**

## Entering Summer 2023 Year 2 Scores

Once you are sure that you know all the pupils you need to enter a score for you can start entering the Year 2 Phonics Screening scores for them.

First of all, click **Calculate**. This will then highlight the year 2 pupils who need to retake the test as shown below (pupils with **no score, Wt, D** or **A**). Enter the scores as shown below.

Students	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?
ABHRA, Abjit		15	Wt		Yes				Missing	Ok!
ABHRA, Alisha		34	Wa						Ok!	Ok!
ABHRA, Neel		33	Wa						Ok!	Ok!
ACKTON, Stan		32	Wa						Ok!	Ok!
ANDREWS, Josef		35	Wa						Ok!	Ok!
BAILEY, Eve		31	Wt		Yes				Missing	Ok!
BALINSKI, Cyla		33	Wa						Ok!	Ok!
BALINSKI, Fil		38	Wa						Ok!	Ok!
BALINSKI, Iwa		39	Wa						Ok!	Ok!
BENNISON, Hugo		36	Wa						Ok!	Ok!
BENNISON, Hugo					Yes				Missing	Ok!
BENSON, Justin		36	Wa						Ok!	Ok!
BERKLEY, Jack		36	Wa						Ok!	Ok!
BURROWS, Winston		37	Wa						Ok!	Ok!

The score the pupil achieved for the Year 2 retake should be entered in the **Mark for Phonics Check Year 2** column. Valid entries are from 0 to 40.

If a pupil was **Absent** or was **Disapplied** from the Year 2 retake, do not enter a score in the Mark for Phonics Check Year 2 column, enter the **A** or **D** value in the **Grade for Phonics Check Year 2** column.

When the pass mark is released on 27<sup>th</sup> June, you can enter it into the Threshold Score Phonics Check Year 2 column. Right click on the column header and choose **Select Grade for Column**. Click on the pass mark that has been announced by the DfE and click **OK**. Then click **Calculate** and the Grade for Phonics Check Year 2 will be filled with WA (working at or above) or WT (working towards). Then click **Save**.

Finally, when all data has been entered, click **Save** and then **Close** the marksheet.

## Creating Your CTF



It is preferable that you create and submit only 1 XML file to us – it should contain all of your Year 1 pupils and **only those Year 2 pupils who needed to retake the Phonics check.**

If you encounter any technical difficulties with creating a single file, you can submit one file for Year 1 and another for Year 2 Retake pupils.

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Select the CTF export type..

Export Type
General
<b>Phonics Test Results</b>
KS1
KS1 excluding Tests and Tasks
KS2
Early Years Foundation Stage data (FSP)
CME - Leavers
CME - Joiners

 Select  Cancel

## Entering Missing 2022 Scores

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If, when you enter the 2023 Year 2 Phonics marksheet there are pupils with June 2022 scores missing, you can enter them manually into the marksheet.

There are 2 scenarios:

If the child was on roll at your school last year and their Year 1 result is missing:

- Go the Year 1 Phonics wizard for 2022. **Tools | Performance | Assessment | Wizard Manager**.
- Click on the Year 1 Phonics Screening Wizard 2022 option and click **Next**.
- **Curriculum Year 1** needs to be selected on the Select Group screen. Once **Curriculum Year 1** is displayed click **Next**. (In Group Selector **do not** choose an entry under Year Group, the group must be chosen from National Curriculum Year).
- Click on the Phonics Screening Year 1 2022 row and click the **Edit Marksheet** button (green pencil).
- Change **both** the Result Date and Group Membership Date boxes to a date in the last academic year (20/06/2022 for example) and click on **Refresh** – this will then display the pupils who were in Year 1 during the last academic year.
- Enter any missing Phonics scores into the Mark for Phonics Check Year 1 column. **Calculate** then **Save**.
- Close the Marksheet and the Wizard.

If the pupil was not on roll at your school last year and their June 2022 result is missing:

- Go the Year 1 Phonics wizard for 2022. **Tools | Performance | Assessment | Wizard Manager**.
- Click on the Year 1 Phonics Screening Wizard 2022 option and click **Next**.
- **Curriculum Year 2** needs to be selected on the Select Group screen (the year group the pupil is in now). Once Curriculum Year 2 is displayed click **Next**. A message will appear saying the Group selection has been modified. Click **Yes** to save the change. (In Group Selector **do not** choose an entry under Year Group, the group must be chosen from National Curriculum Year).
- Click on the Phonics Screening Year 1 2022 row and click the **Edit Marksheet** button (green pencil).
- Change the **Result Date only** to a date in the last academic year (20/06/2022 for example) and click on **Refresh** – this will then display your current Year 2 pupils.
- Enter any missing Phonics scores into the Mark for Phonics Check Year 1 column. **Calculate** then **Save**.
- Close the Marksheet and the Wizard.

In this second scenario you will need to change the Group back to Year 1 when you next select the Year 1 Phonics Screening Wizard 2022. Again, a message will appear saying the Group selection has been modified. Click Yes to save the change.

## Entering Missing 2022 WA or WT Grades

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If, when you enter the 2023 Year 2 Phonics marksheet there is no information (**Wa/Wt**) in the Grade from Phonics Check Year 1 column this means that the pass mark was not entered into the relevant marksheet in 2022. To flood fill this column you need to:

- Go the Year 1 Phonics wizard for 2022. **Tools | Performance | Assessment | Wizard Manager**.
- Click on the Year 1 Phonics Screening Wizard 2022 option and click **Next**. (You may need to change the filter to **All** to see all the available Wizards.)
- Check that Curriculum Year 1 is displayed and then click Next. (In Group Selector **do not** choose an entry under Year Group, the group must be chosen from National Curriculum Year).
- Click on the Phonics Screening Year 1 2022 row and click the **Edit Marksheet** button (green pencil).
- Change the **Result Date and Group Membership Date** to a date in the last academic year (20/06/2022 for example) and click on **Refresh** – this will then display your current Year 2 pupils.
- The first column, Threshold Score Phonics Check Year 1 should be blank.
- Right click on the column header and choose Select Grade for Column. Click on **32** and then click on **OK**. Then click **Calculate** and the Grade for Phonics Check Year 1 will be filled with WA (working at or above) or WT (working towards). Then click **Save**.
- Close the marksheet.
- When you go back into the 2023 Year 2 Phonics marksheet the grades will now be displayed. Click on **Calculate** to display the pupils who need a retake score added for 2023.

### **Management Information Contacts**

If you have any problems entering your Phonics data, please contact:

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