Year 1 Phonics 2016 Guidance Notes (inc Year 2 Retakes) May 2016 Management Information	Kent County Council kent.gov.uk

This information notice explains how to enter your statutory Year 1 Phonics Screening scores and Year 2 retake scores into Assessment Manager and how to return them to Management Information.

Please note: you need the **Spring 2016** SIMS upgrade to complete this return.

To check this, in SIMS.net go to **Help | About SIMS.net** option from the menu. The version should be 7.168 or later.

As last year there are two Phonics Wizards available, one for your Year 1 cohort and another for your Year 2 cohort (retakes only). Phonics scores will have to be entered into both Wizards and a single CTF created (containing all of your Year 1 and 2 pupils) for submission to Management Information.

Section 1 – User Defined Groups

Before you import the new Phonics wizards, you need to consider whether you need to set up a User Defined Group. This is used when you have pupils who are eligible for Year 1 Phonics but who are not marked as being in NC Year 1 (or Year 2 if applicable) in SIMS.net.

You will also need to set up a group to:
- Include any pupils who may have left your school **AFTER** they took the Phonics Screening Check – all pupils who take the screening check in your school must have their result submitted **AND/OR**
- Exclude any pupils who may have joined your school after the Phonics Screening Check week.

If neither of these options applies to your school, turn to the top of page four and continue from Section 2.
Otherwise, please follow the guidelines that start below.

Go to **Focus | Groups | User Defined Groups** and the following screen will appear.

Click on the **New** button and the screen shown overleaf will appear.

User Group Details:

💾 Save   ↩ Undo   🖨 Print

1 Group Details   2 Membership

1 Group Details

Group Description	Y1 Phonics 2016
Short Name	Y1P 16
Notes	Year 1 plus 1 leaver

Active State: Active

Current Main Supervisor: [ ] 🔍

Include in Discover ☐

2 Membership

Effective Date Range	01/09/2015 - 31/08/2016 🔍
Cursor Day	Monday
Cursor Date	25/04/2016

Academic Year: Academic Year 2015/2016

🔍 Zoom   ⚙ Action...

Member	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug

Add a relevant **Group Description** and **Short Name**.

Make sure the Active State Is **Active**.

If you wish, add a brief note.

Then click on the **Action** button and click **Add Member**.

The screen shown below will appear.

SIMS — Select Members

🔍 Search   Links ▾ ❓ Help

Surname	[ ]	Forename	[ ]	Role	Student
Group Type	National Curriculum Ye ▾	Group	[ ] 🔍 ✖	Effective Date	25/04/2016 📅

Name	Gender	Year and Reg Group	Current Group

Change the **Group Type** filter to National Curriculum Year, then click **Search**. All the pupils in your school will now be displayed.

To ensure that all pupils in each year group are shown together, click on the **Current Group** header. This will sort the pupils by Year Group as shown below.

SIMS — Select Members

🔍 Search   Links ▾ ❓ Help

Surname	[ ]	Forename	[ ]	Role	Student
Group Type	National Curriculum Ye ▾	Group	[ ] 🔍 ✖	Effective Date	25/04/2016 📅

Name	Gender	Year and Reg Group	Current Group
Ackton, Stan	Male	1OAK	Curriculum Year 1
Whitemore, Amie	Female	1ELM	Curriculum Year 1
Abhra, Abjit	Male	1ELM	Curriculum Year 1
Abhra, Neel	Male	1ASH	Curriculum Year 1
Abhra, Alisha	Female	1PINE	Curriculum Year 1
Ludmitas, Klara	Female	1ASH	Curriculum Year 1
Benson, Justin	Male	1PINE	Curriculum Year 1
Hassan, Giv	Male	1OAK	Curriculum Year 1
Del Sonno, Nadia	Female	1PINE	Curriculum Year 1
Lewis-Jones, Megan	Female	1PINE	Curriculum Year 1
Smith, Erin	Female	1PINE	Curriculum Year 1
DiMichele, Sara	Female	1OAK	Curriculum Year 1
Felek, Bryda	Female	1ELM	Curriculum Year 1
Berkley, Jack	Male	1ELM	Curriculum Year
Parker, Henry	Male	1ASH	Curriculum Yea 1

OK   Cancel

Select all the relevant pupils by clicking on them while holding down the Shift key.

You can also select any pupils who are not listed as NC Year 1 but whom you need to return a score for. Remember to exclude any pupils who joined you after the Phonics test week.

When all pupils are selected click the **OK** button.

You will be returned to the Membership screen as shown below which has now been populated with the selected pupils.

If you need to add a pupil to the group who has left, click the **Action | Add Member** button again. You will be returned to the Select Members screen as shown below.

Change the Group Type filter to **All**, then click **Search**.

Find the relevant pupil/s on the list – click to highlight, then click on **OK** when finished.

You'll be returned to the Membership screen where all chosen pupils will be displayed.

Finally, click on the **Save** button near the top of the screen and **Close** the window.

Section 2 – Downloading the Phonics Wizards (AMPA folder)

All Foundation and Key Stage Wizards will be imported on to your system when you install the Spring upgrade.

If you have any problems with the AMPA files, please contact the EIS Help Desk on 0300 065 8888 (if you have a current support contract). If you do not have a contract please contact Management Information on one of the telephone numbers on page 22.

Importing the Phonics Wizards into Assessment Manager

Go to **Routines | Data In | Assessment | Import** and the following screen will appear.
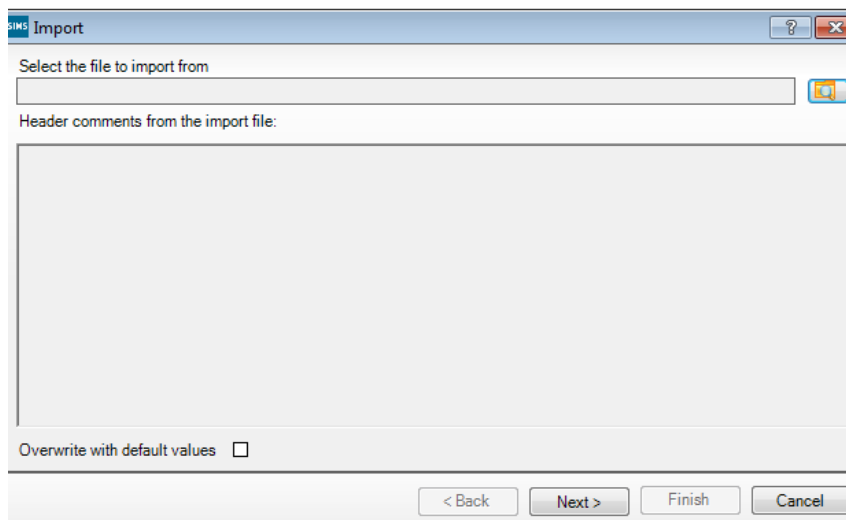
Click on the magnifying glass and the screen shown below will appear.
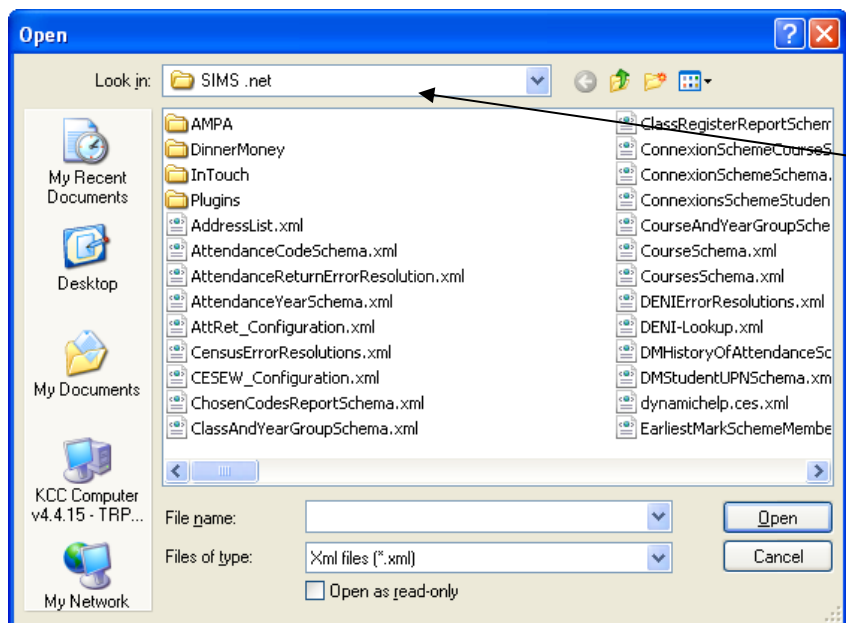
The system should default to your **SIMS.net** folder as shown.

If it does not, you will need to navigate to it by clicking on the arrow by the Look in box.

It is normally located at C:\Program Files\SIMS\SIMS.net

For EIS hosted schools this will be on the W:\Sims Shared Drive

Within your SIMS.net folder there should be an **AMPA** folder as shown above. Double click on this folder, then on the following folders in succession:
- **England Primary (and Middle Deemed Primary)**
- **Assessment Manager**

Once the Assessment Manager folder is open, all related Wizards will be displayed as shown overleaf.

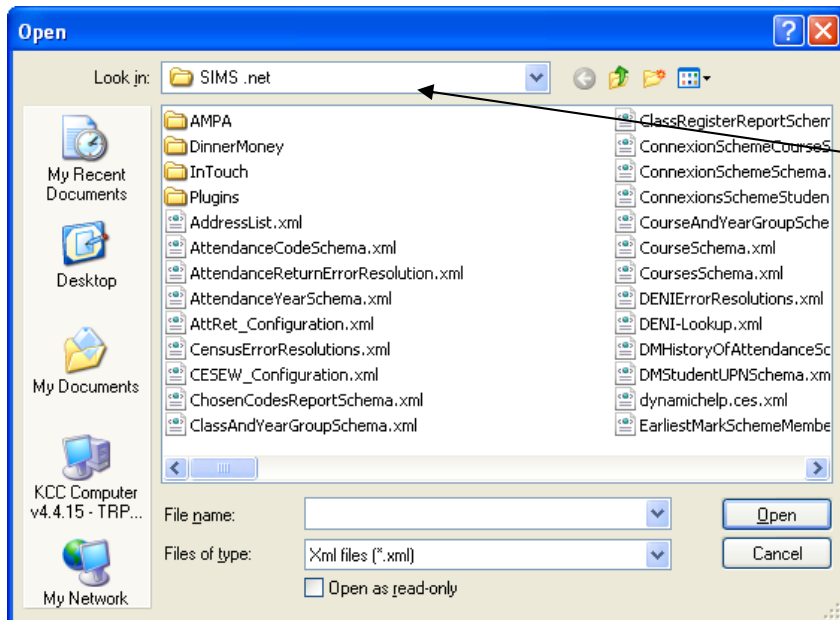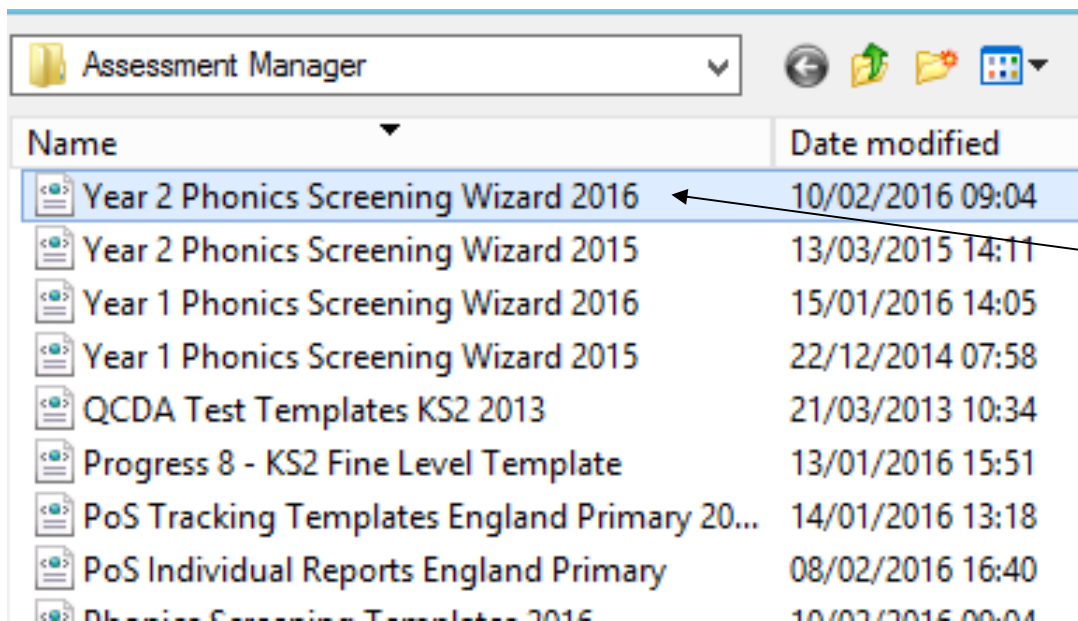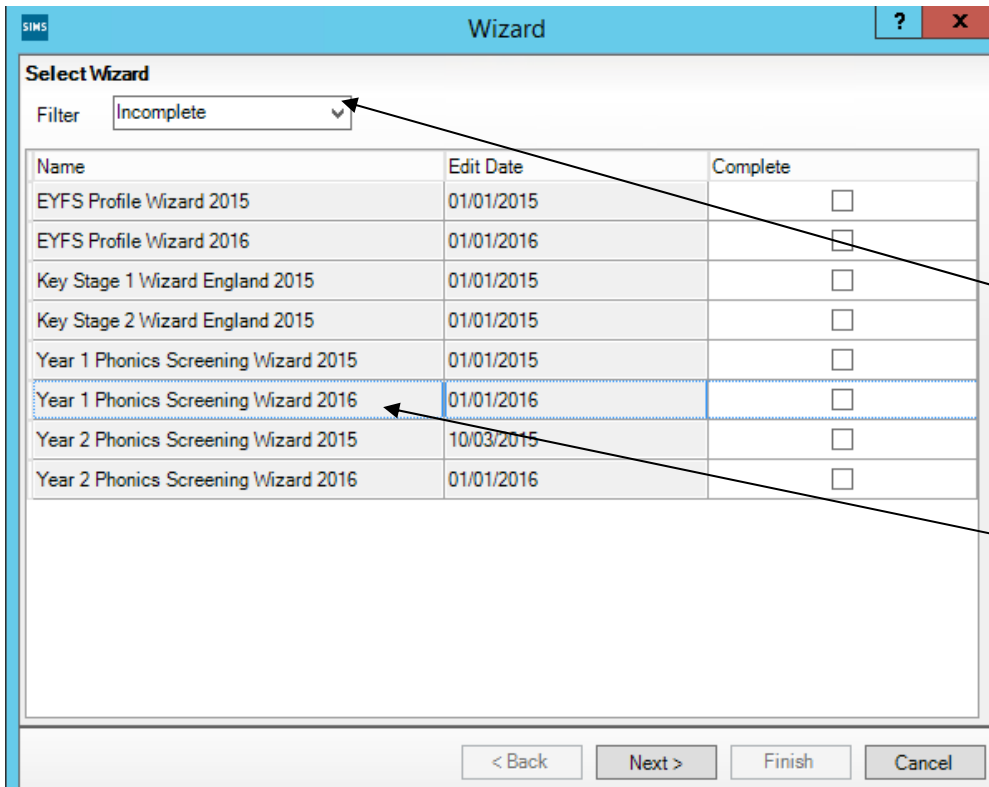Click on the **Year 1 Phonics Screening Wizard 2016** as shown opposite and click on the **Open** button.

The import screen will be shown. Make sure the "**Overwrite with default values**" box is ticked and then click **Finish** followed by **Yes** to start the import. This may take some time depending on the speed of your PC. An Activity Log will be displayed when the import is complete. Make sure the Log states that all items were successfully imported. Click on the **Close** button.

You now need to import the Year 2 Phonics Wizard.

Again, go to **Routines | Data In | Assessment | Import** and the following screen will appear.
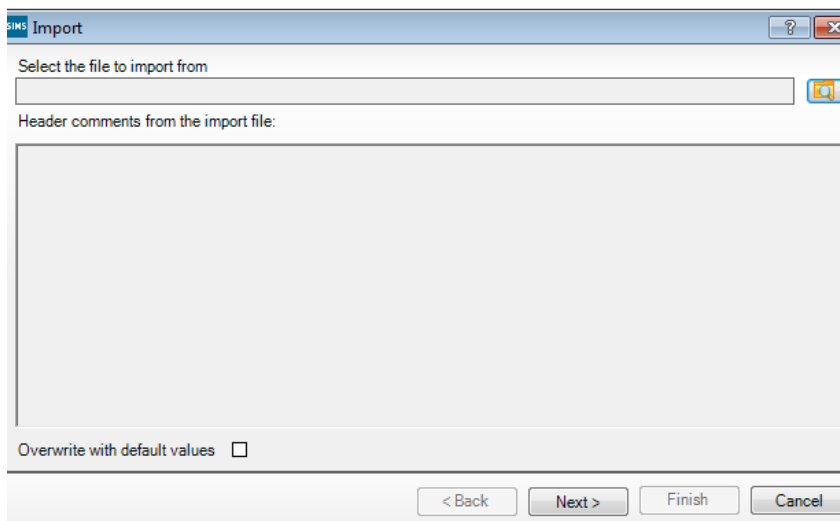
Click on the magnifying glass and the screen shown overleaf will appear.

The system should default to your **SIMS.net** folder as shown.

If it does not, you will need to navigate to it by clicking on the arrow by the Look in box.

It is normally located at C:\Program Files\SIMS\SIMS.net

Within your SIMS.net folder there should be an **AMPA** folder as shown above. Double click on this folder, then on the following folders in succession:

- **England Primary (and Middle Deemed Primary)**
- **Assessment Manager**

Once the Assessment Manager folder is open, all related Wizards will be displayed as shown below.

Click on the **Year 2 Phonics Screening Wizard 2016** as shown opposite and click on the **Open** button.

The import screen will be shown. Make sure the "**Overwrite with default values**" box is ticked and then click **Finish** followed by **Yes** to start the import. This may take some time depending on the speed of your PC. An Activity Log will be displayed when the import is complete. Make sure the Log states that all items were successfully imported. Click on the **Close** button.

Section 3 – Running the Year 1 Phonics Wizard

Go to **Tools | Performance | Assessment | Wizard Manager** and the following screen will appear.
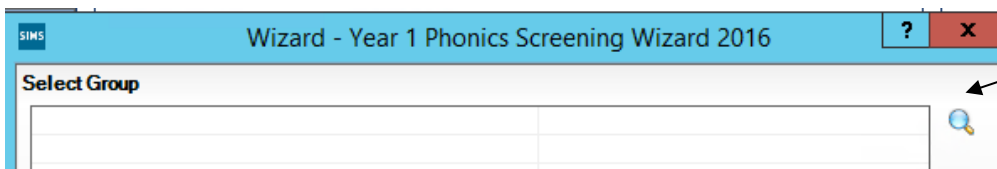

A list of **all** the Wizards on your system will be displayed.

Make sure the filter says **Incomplete**.

Do not tick the Complete box on the right.

Click on the **Year 1 Phonics Screening Wizard 2016** and click on the **Next** button.

You then need to select a group of pupils to work with.

Click on the magnifying glass and the screen shown overleaf will appear.

If you set up a User Defined Group (pages 1-3), click on the **+** symbol next to the **User Defined Groups** category and a list of Groups will be displayed. Click on the name of the group you set up (Y1 Phonics 2016) and click on the **Apply** button.

If you did not set up a group, click on the + symbol next to the **National Curriculum Year** category. Select **Curriculum Year 1** by clicking on the text once, then click **Apply**.
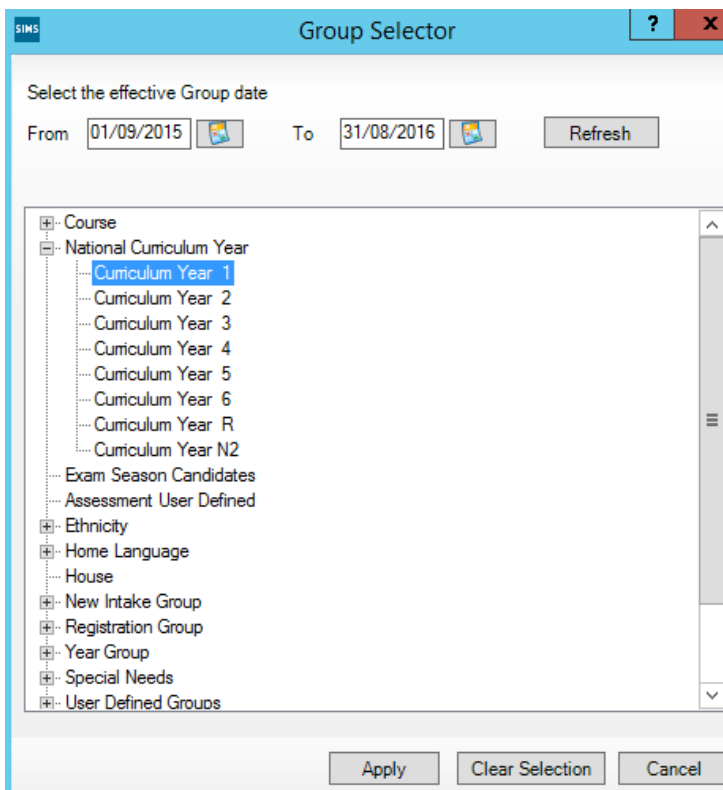
You will be returned to the Wizard screen where your selected group will now be displayed. Click on the **Next** button.

The list of available marksheets will be displayed as shown below.
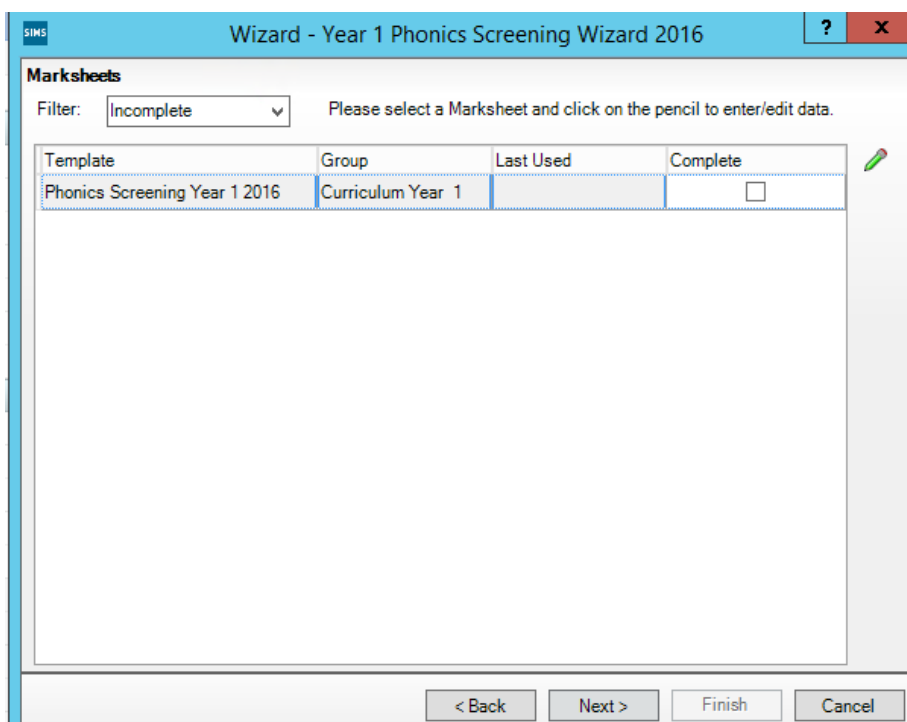
There is only **one** statutory marksheet that schools need to complete for Year 1:

Phonics Screening Year 1 2016

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

The marksheet will be displayed as shown overleaf.

Section 4 – Entering Year 1 Results on the Marksheet

The marksheet will now be displayed as below.

You can export the marksheet for teachers to complete electronically, or you can print it out for them.

For instructions on exporting marksheets please refer to Appendix 1.

You can now start entering the Year 1 Phonics Screening scores for each pupil.

The score the pupil achieved should be entered in the **Mark for Phonics Check Year 1** column. Valid entries are from 0 to 40.

If a pupil was **Absent** or was **Disapplied** from the test, <u>do not</u> enter a score in the Mark for Phonics Check Year 1 column, enter the **A** or **D** value in the **Grade for Phonics Check Year 1** column.

When you have finished entering scores for all pupils, click on the **Save** button at the top of the screen. Because the DfE are not releasing the pass mark until 27th June an exclamation mark will be displayed in the Data Check column – **this will not have an effect on the data you return to us.**

When the pass mark is released on 27th 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.

You now need to enter the scores for Year 2 pupils retaking the Phonics test.

Section 5 – Running the Year 2 Phonics Wizard

Go to **Tools | Performance | Assessment | Wizard Manager** and the following screen will appear.

A list of **all** the Wizards on your system will be displayed.

Make sure the filter says **Incomplete**.

**Do not** tick the Complete box on the right.

Click on the **Year 2 Phonics Screening Wizard 2016** and click on the **Next** button.

You then need to select a group of pupils to work with.

Click on the magnifying glass and the screen shown overleaf will appear.

If you needed to set up a User Defined Group for your Year 2 cohort (pages 1-3), click on the **+** symbol next to the **User Defined Groups** category and a list of Groups will be displayed. Click on the name of the group you set up and click on the **Apply** button.

If you did not set up a group, click on the + symbol next to the **National Curriculum Year** category. Select **Curriculum Year 2** by clicking on the text once, then click **Apply**.
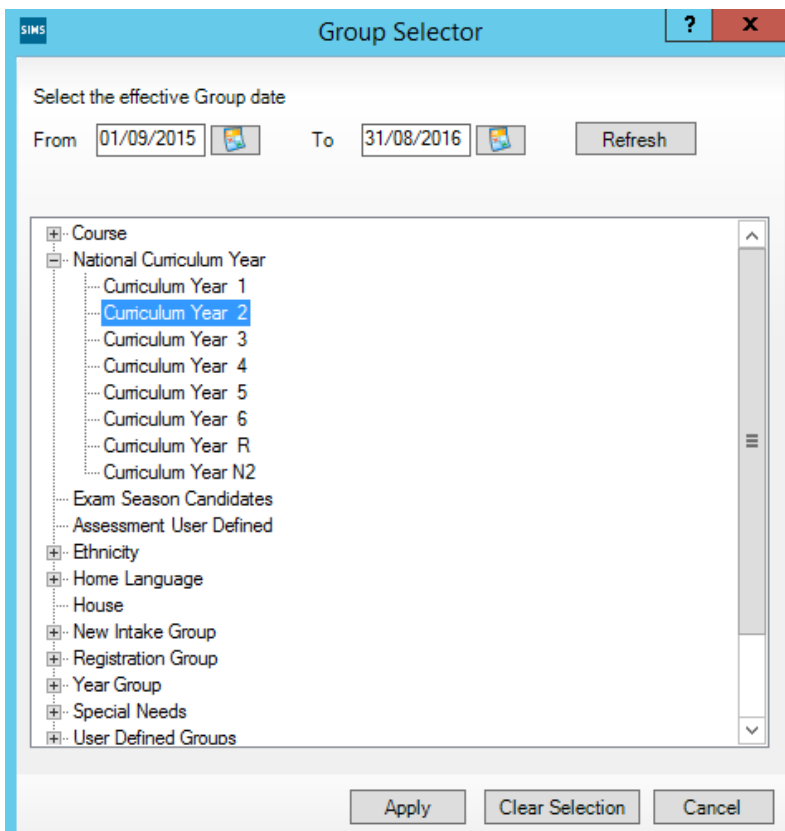
You will be returned to the Wizard screen where your selected group will now be displayed. Click on the **Next** button.

The list of available marksheets will be displayed as shown below.
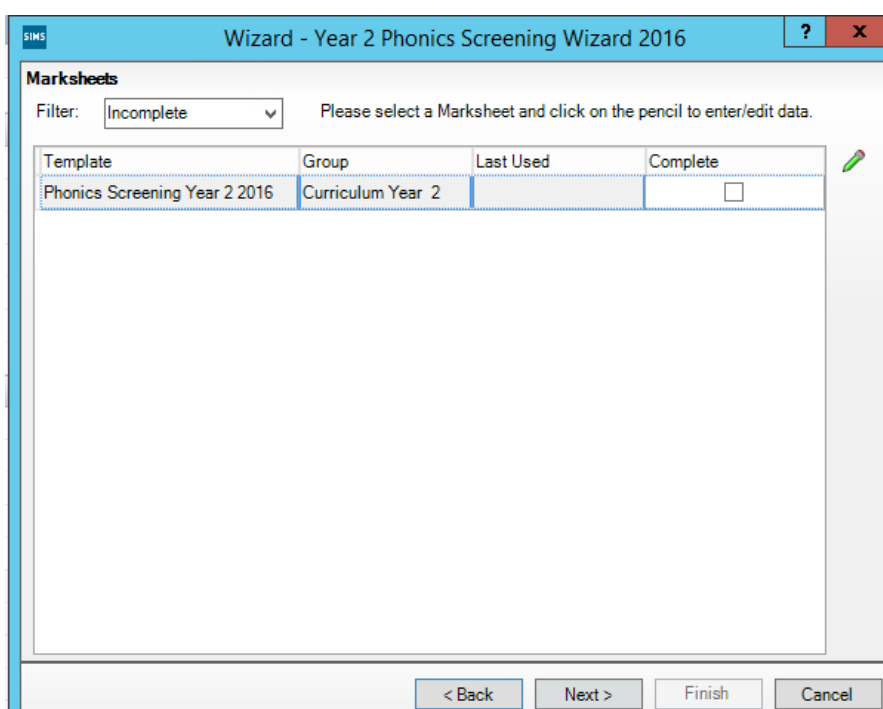
There is only **one** statutory marksheet that schools need to complete for Year 2:

Phonics Screening Year 2 2016

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

The marksheet will be displayed as shown overleaf.

Students	:: Y1 Phonics Check	Mark from Phonics Check Year 1	Grade from Phonics Check Year 1	::: Y2 Phonics Check	Threshold Score Phonics Check Year 2	Mark for Phonics Check Year 2	Grade for Phonics Check Year 2	Data Check
AKEMAN, Rebecca		32	Wa					
ARKELL, Isis		31	Wt					
ASTONI, Sonya		30	Wt					
ASTWICK, Wills		33	Wa					
BAKER, Fiona		35	Wa					

First of all, click **Calculate**. This will then highlight the year 2 pupils who need to retake the test as shown below (pupils with **Wt, D** or **A**).

Students	::: Y1 Phonics Check	Mark from Phonics Check Year 1	Grade from Phonics Check Year 1	::: Y2 Phonics Check	Year 2 Check Required?	Mark for Phonics Check Year 2	Grade for Phonics Check Year 2	:::::	Missing Required Year 2?	Invalid Year 2 Result?
ABDULLAH, Tamwar		15	Wt		Yes				Missing	Ok!
BEYNON, Harvey		34	Wa						Ok!	Ok!
CARRICK, Oliver		33	Wa						Ok!	Ok!
CARTER, Daniel		32	Wa						Ok!	Ok!
CASSIDY, Michael		35	Wa						Ok!	Ok!
CEDRIC-SMITH, Lucie		31	Wt		Yes				Missing	Ok!
CIPRIO, Alicia		33	Wa						Ok!	Ok!
CLARKE, Matthew		38	Wa						Ok!	Ok!
COLE, Samuel		39	Wa						Ok!	Ok!
DANES, Tilly		36	Wa						Ok!	Ok!
DEXTER, Bethany		35	Wa						Ok!	Ok!
DIMONACO, Silvana		36	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. In early May 2016 Management Information supplied all schools with a list of year 2 pupils who needed to retake the test this year. If you have not got this list please email management.information@kent.gov.uk to obtain a copy.

To enter any missing Year 1 scores from 2015 on to the marksheet please see Appendix 3 at the back of this notice.

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.

Students	::: Y1 Phonics Check :::	Mark from Phonics Check Year 1	Grade from Phonics Check Year 1	::: Y2 Phonics Check :::	Year 2 Check Required?	Mark for Phonics Check Year 2	Grade for Phonics Check Year 2	::::::::::	Missing Required Year 2?	Invalid Year 2 Result?
ABDULLAH, Tamwar		15	Wt		Yes				Missing	Ok!
BEYNON, Harvey	.	34	Wa	.				.	Ok!	Ok!
CARRICK, Oliver	.	33	Wa	.				.	Ok!	Ok!
CARTER, Daniel	.	32	Wa	.				.	Ok!	Ok!
CASSIDY, Michael	.	35	Wa	.				.	Ok!	Ok!
CEDRIC-SMITH, Lucie	.	31	Wt	.	Yes			.	Missing	Ok!
CIPRIO, Alicia	.	33	Wa	.				.	Ok!	Ok!
CLARKE, Matthew	.	38	Wa	.				.	Ok!	Ok!
COLE, Samuel	.	39	Wa	.				.	Ok!	Ok!
DANES, Tilly	.	36	Wa	.				.	Ok!	Ok!
DEXTER, Bethany	.	35	Wa	.				.	Ok!	Ok!
DIMONACO, Silvana	.	36	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, <u>do not</u> 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 you have finished entering scores for all retake pupils, click on the **Calculate** button and then on the **Save** button at the top of the screen. Although the DfE are not releasing the pass mark until 27th June, Capita have coded in a pass mark of 32 in the year 2 marksheet so WA and WT codes will be displayed. This will not affect the data you return to us as only the mark is imported to our system.

If the pass mark is not 32 this year, Capita should re-release the year 2 marksheet to contain the correct threshold. EIS will inform you when this or another solution is available.

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

You now need to create a CTF file in SIMS.net to return your results to Management Information. Instructions for this start on the following page.

Section 6 – Creating your Return File

The final step is to create an XML file (in the form of a Common Transfer File) that will contain all of your Year 1 and relevant Year 2 Phonics scores.
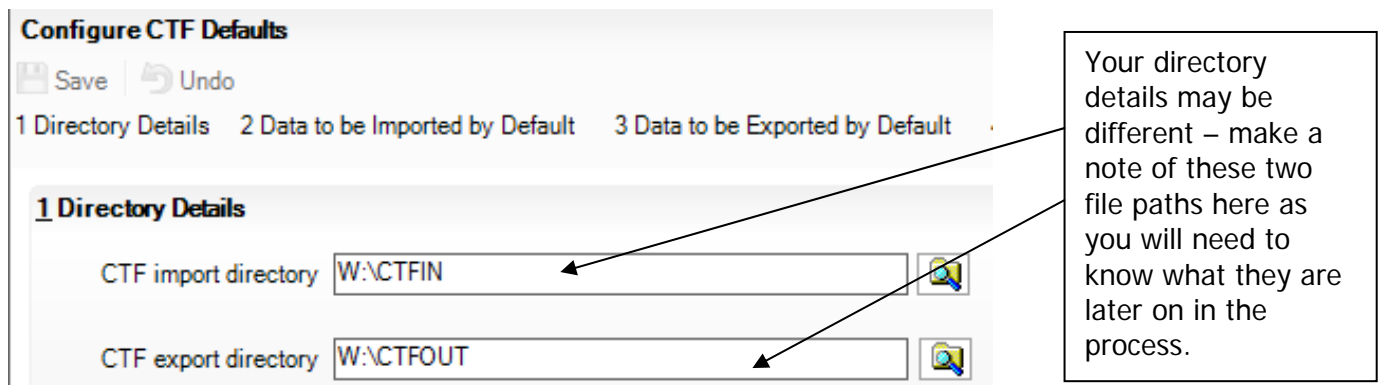
> **PLEASE NOTE**:
> There is an extra "page" in the Wizard that creates an export file. Please **do not** go through this process.

As last year you will be transferring the XML created to us through **Perspective Lite** (used for returning your School Census to us) and you can send us your file from **Monday 13 June to Friday 24 June 2016**.

Creating an XML file in SIMS.net

From the SIMS homepage go to **Tools | Setups | CTF** and the following screen will appear.

Your directory details may be different – make a note of these two file paths here as you will need to know what they are later on in the process.

CTF Import Directory: _____

CTF Export Directory: _____

If the boxes are blank, you will need to set up the directories. Click on the magnifying glass next to each box and navigate to where your SIMS.net directory is. For example the path may be: F:\SIMS\STAR\CTFOut

You now need to select which pupils to transfer results for.

Go to **Routines | Data Out | CTF | Export CTF** and the screen shown below will appear.
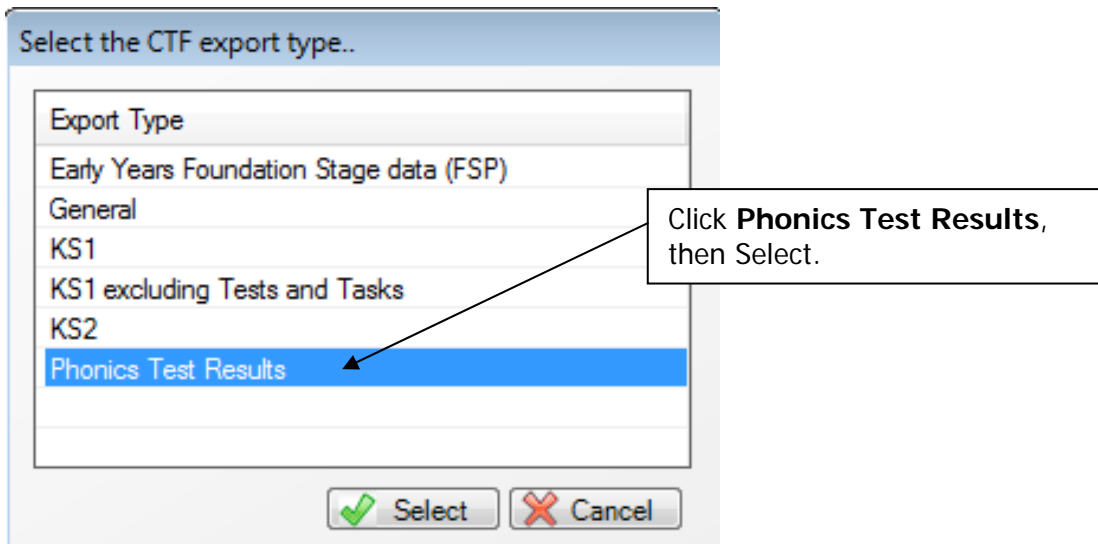
Click **Phonics Test Results**, then Select.

The following screen will appear.

Firstly, make sure the view is for **Current and Leavers this year.**

Then ensure that the **Include Students already exported** box is ticked.

Click the **Refresh Students** button.

Now click on the Year Group arrow and select **Year 1**.

Your Year 1 **current** pupils will now be filtered as shown overleaf.

To transfer results to Kent:
- Left click once in the Destination LA box for the first pupil
- Right click in the same box and choose Select All. The grid will now be outlined in blue
- Click on the down arrow in the Destination LA box for the first pupil. This may resemble 2 vertical lines at the edge of the box.
- Scroll down the list of LAs until you find Kent. Click on Kent and all pupils should now have this destination. You do not need to complete the Destination School column.

Scroll up and down the list of pupils to ensure they all have Kent as the Destination LA. If some are missing, click on the **individual** pupil's Destination LA box and complete manually.

<u>You now need to add the appropriate Year 2 pupils to the list.</u>

Click in the Year Group column header and change the selection back to **All** as shown below.
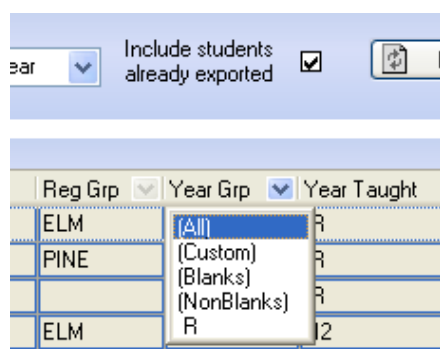
Click on the **Year Group arrow** and select Year 2.

Your Year 2 **current** pupils will now be filtered.

<u>We only need you to include the pupils who had to retake the Phonics test this year. You can either select Kent individually for these pupils or select Kent for the whole year group (same process as year 1) and remove the Kent entry where it is not needed.</u>


Please ensure that you do not attach a destination LA for any pupils who you do not have assessments for. For example, if new pupils have joined your school AFTER the Phonics Screening test week, simply remove the Destination LA from their "row". To do this click on their LA Destination box and scroll to the top where there is a blank line. Click on this and the destination will disappear.

When you have added the Destination LA for your current Year 1 and 2 pupils, your screen should resemble the one shown below.

If you have had pupils leaving your school who took the Phonics Screening Check with you, you must also return these assessments to us. If this does not apply to your school please continue with these notes from the bottom of this page (Export CTF button).

To add these leavers to your file, firstly click in the Year Group column header and change the selection back to **All** as shown below.
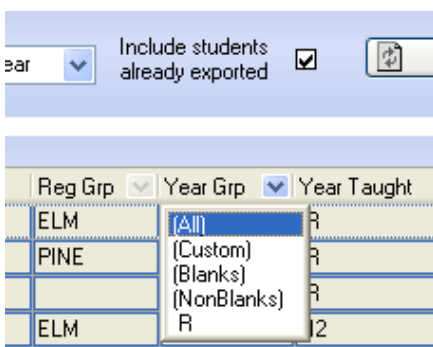
Then click in the Year Group column header again and depending on the pupil, select the **(1) or (2)** year group. The brackets round the year group signify that the pupil/s have left.

Add Kent into the Destination LA box for these pupils the same way as before. When you have done this click in the Year Group header again and change the Year back to **All**. You should then be able to see that all relevant Year 1 and Year 2 pupils have Kent listed in the Destination LA box.

When all the relevant pupils have been selected, scroll to the bottom of the screen. To complete the CTF process, click on the **Export CTF** button.
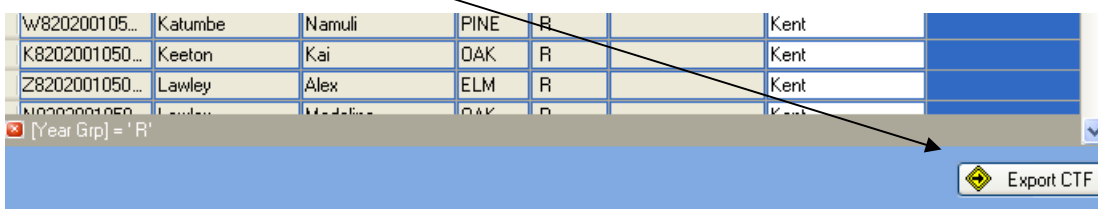
A message may appear about an Address Tidy and Merge. Click on the Yes button to proceed. An egg timer will appear. This is the only visible "working" symbol. When the CTF has been created a dialogue box will appear as shown below.
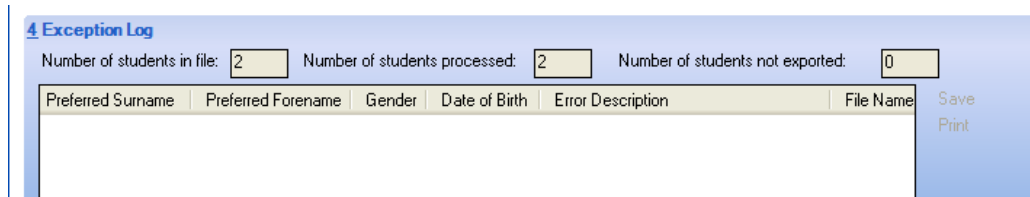
Export complete. CTF file(s) created:

8202001_CTF_886LLLL_001.xml

OK
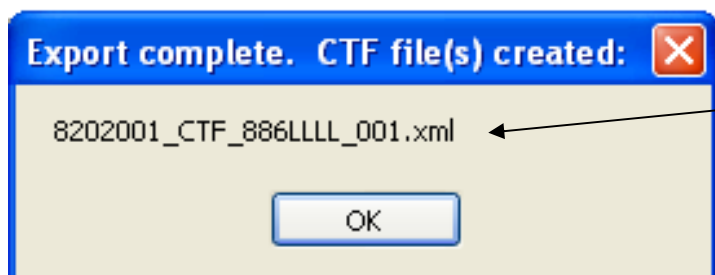
Write down the file name here:

_____

This is **VERY** important and will be needed later.

Click on **OK** once you have written the file name down.

4 Exception Log

Number of students in file:	2	Number of students processed:	2	Number of students not exported:	0	
Preferred Surname	Preferred Forename	Gender	Date of Birth	Error Description	File Name	Save Print

The Exception Log will appear. Please make sure that the **Number of students in file** is what you expect it to be and that it matches the **Number of students processed**. Number of students not exported should be **zero**.

Any errors regarding missing UPNs or **Year 1 or Year 2 Phonics Screening** scores **must** be resolved in SIMS.net (UPNs) or Assessment Manager (phonics scores) and a new CTF created. If you get any errors relating to missing "FS" or KS1 teacher assessments data (for Y2 pupils), you can ignore these and carry on.

Once a correct CTF file has been produced you can exit SIMS.net. The file now needs to be transferred to Management Information.

Section 6 – Transferring your CTF to Management Information

As last year, files will be transferred via Perspective Lite. This is the website you use to transfer your School Census files to us.

Firstly, open **Internet Explorer**.

Type the website address in the address line **https://perspective.angelsolutions.co.uk** and press return.

- **Login** to **Perspective Lite** using the login details you use when you send your Census file to us.

    If you have not yet received your login details please e-mail Angel Solutions at **perspectivesupport@angelsolutions.co.uk** or call them on **0845 129 7196**.

If you click on the "Forgotten your password?" link you can enter either your username (this is normally the school URN) or your e-mail address and a reminder of your login details will be e-mailed to you. The e-mail address that you enter will need to be the address that is assigned to your Perspective Lite login or the password retrieval will not work.
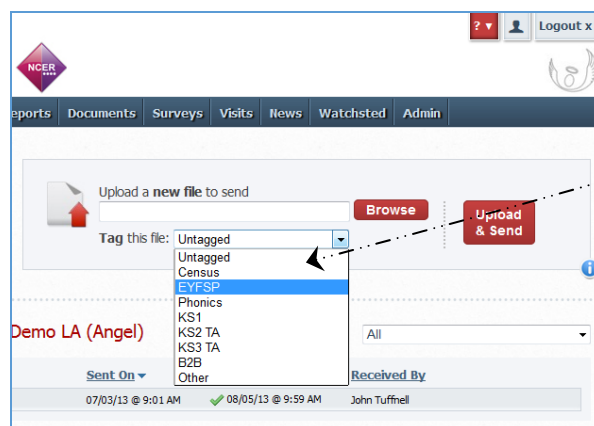
- Once logged in hover the mouse over **Documents** and click on **Send Files**

- To locate the file you will need to click on the **Browse** button. You need to navigate to the path you wrote down on **page 14**. You should have written the file name down on **page 18**.
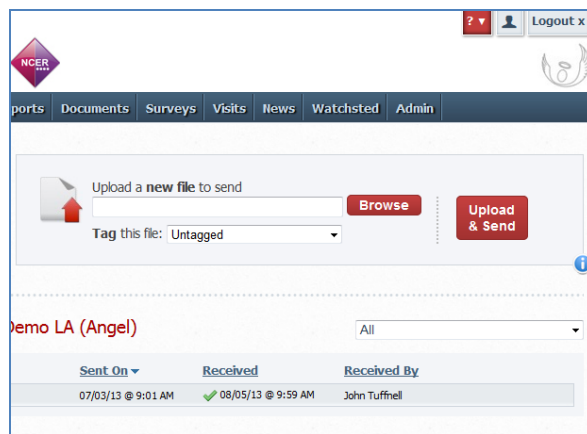
- Select the **correct file tag** to correspond with the file you are uploading.

- Once you have found the file, you can then click **Upload & Send** to start the secure upload process for adding the file to Perspective Lite and sending to the LA

- When the file has uploaded/sent you will receive a message on screen to let you know if this process has been successful

> ⓘ Your file has been uploaded and sent to Kent.   X
>
> Once Kent receives your file a copy is available for you to download in the Previously Sent section (see below) for the following 30 days. If you wish to keep the file we suggest you store it on your computer or network.

- **You have now sent the file and can exit if you wish,** or you can locate another file that you wish to send

> Please transfer your Phonics Results file between:
>
> **Monday 13 June and Friday 24 June 2016**
>
> Thank you.

- All sent files are visible in the **Files Previously Sent** section at the bottom of the page

- You will be able to see the name of the file, who uploaded it and the date it was sent

- You can also see if the file has been received by the LA, when they have received it and who received it

- There are three options available to you when you are viewing the **Files Previously Sent**. These are:
  - All
  - Sent and Not Yet Received
  - Received
- You will only be able to recall a file that has not yet been received by your LA.

You can do this by simply clicking on the **Recall** button next to the document that you want to recall. This will remove the file from Perspective Lite and mean that this file can no longer be accessed by the LA.

Management Information Contacts

If you have any problems with any of the **Assessment Manager** or **SIMS.net** procedures outlined in this Information Notice please contact:

Early Years Foundation Stage

Michelle Hastie	03000 417091
Abi Maunders	03000 417131
Teresa Westbrook	03000 417197

Year 1/2 Phonics

Teresa Westbrook	03000 417197
Abi Maunders	03000 417131
Michelle Hastie	03000 417091

Key Stage One

Wahida Siddique	03000 414655
Ed Lacey	03000 417113
Erika Griffiths	03000 417082

Key Stage Two

Hayley Savage	03000 414286
Matt Ashman	03000 417012
Erika Griffiths	03000 417082

Foundation, Phonics and Key Stage Data Collections 2016

Appendix 1 – Formatted and Unformatted Export/Import

All marksheets within Assessment Manager can be exported to Excel as either a formatted or unformatted file. A formatted file can be imported back into Assessment Manager when results have been entered. Throughout this appendix we have used Foundation Stage Profile 2012 data as the example.

Formatted Export
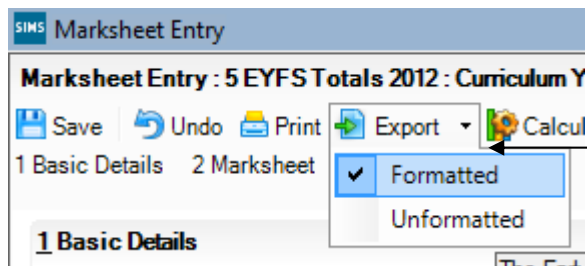
From an open marksheet in Assessment Manager, click on the **Export** button, Then click on the **Formatted** option.

The marksheet will be exported to an Excel workbook as shown below. (This may take a few moments depending on the speed of your PC and the size of your cohort.

None of the grey shaded areas can be altered in any way.

	Surname Forename	Export Date : 24/04/2012	PSE Development Early Years Foundation Stage	Communication Development Early Years Foundation Stage	Prob Solv Reason & Num Early Foundation Stage	Knowledge of the World Early Y Foundation Stage	Physical Development Early Yea Foundation Stage	Creative Development Early Yea Foundation Stage	EYFS Total Score Early Years Foundation Stage	EYFS Status Early Years Found Stage
8	ADAMS Laura		21	32	24	7	7	7	98	Y
9	AMNAR Tarak		17	22	20	4	4	3	70	Y
10	ASTWICK Gwenneth		18	24	19	5	6	6	78	Y
11	BOND Steve		22	29	20	7	8	8	94	Y
12	CAMERON Zara		25	33	24	8	8	9	107	Y
13	CARTER Hannah		11	30	23	7	7	7	85	Y
14	CHURCHILL Martin		23	0	23	8	9	8	71	Y
15	COOKSON Harry		25	0	27	9	9	8	78	Y
16	COSENZA Isabella		2	0	0	3	4	5	14	Y
17	DEFEO Lorenzo		0	0	0				0	Y
18	DENNIS Tommy		0	0	0				0	Y

You will need to save the marksheet somewhere on your networked drive so the teachers concerned can access it to enter the assessments.

To save the file go to **File | Save As** and choose a suitable name and location.
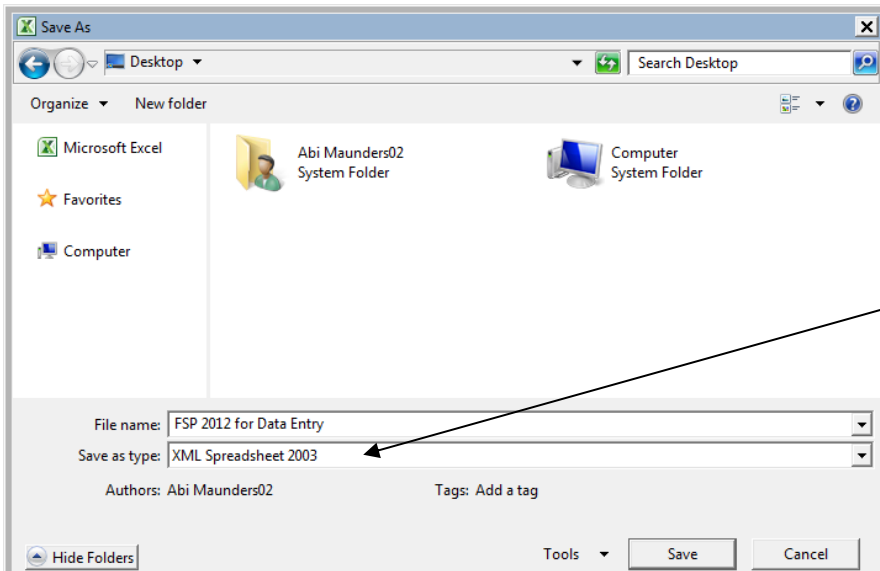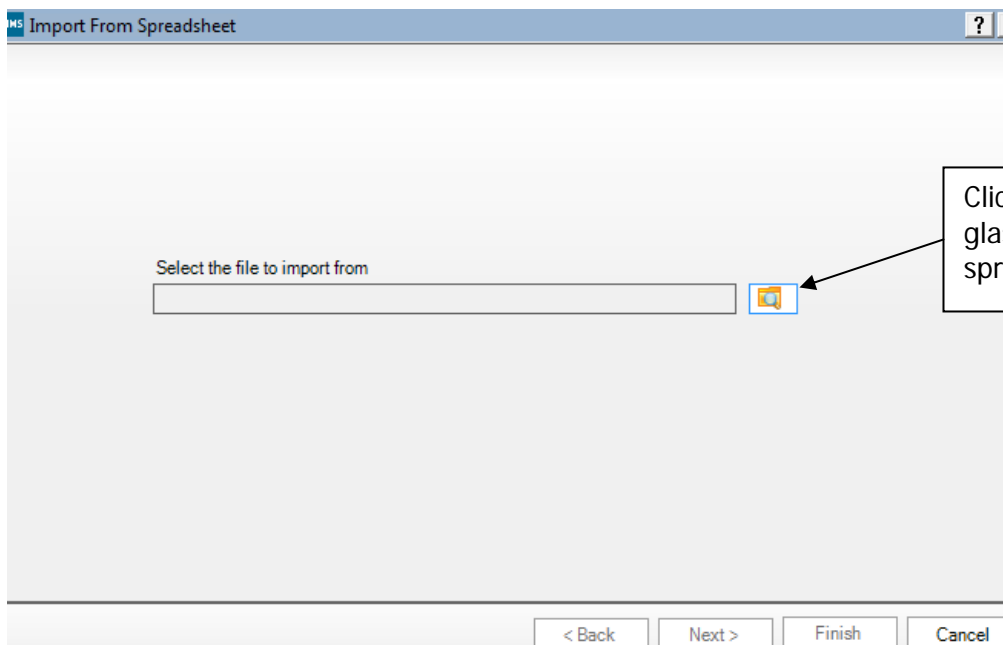
When you have entered a file name, click on the **Save** button.

Do not change the Save as type box.

Depending on the key stage there may be more than one statutory marksheet that you have to export to Excel.

The teachers can now enter the scores and TA levels directly into the spreadsheet. When they have finished entering data they must click **Save, NOT** Save As. This will ensure that only one spreadsheet contains all the results and it will be filed on your network at the location you originally chose.

When all the scores/TA Levels have been entered into the spreadsheets you can import them back into Assessment Manager.

Once back in SIMS.net go to **Routines | Data In | Assessment | Import from Spreadsheet** and the following screen will appear.

Click on the magnifying glass to find the Excel spreadsheet.

The screen shown overleaf will appear.

Use the arrow to find the network location of your completed data entry spreadsheet.

Click on it once to highlight, then click on the **Open** button.
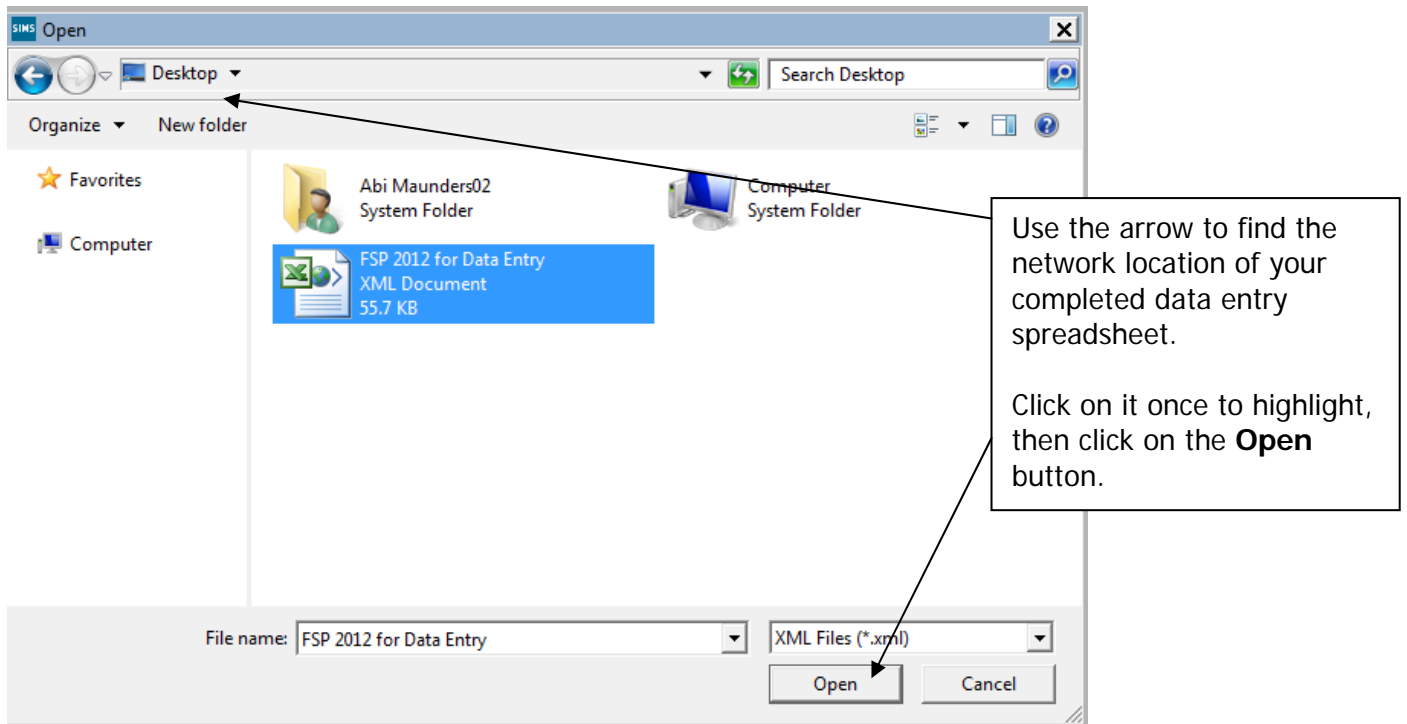
The file path will be displayed in the next screen. Click on the **Next** button.

An Activity Log will be displayed stating that read-only columns are not considered for import. Click on the **Close** button and the following screen will appear.

Because you chose a formatted export, Assessment Manager has automatically found the correct Aspects to put the results into.

Your results will be displayed in the white columns.

Click on the **Next** button.
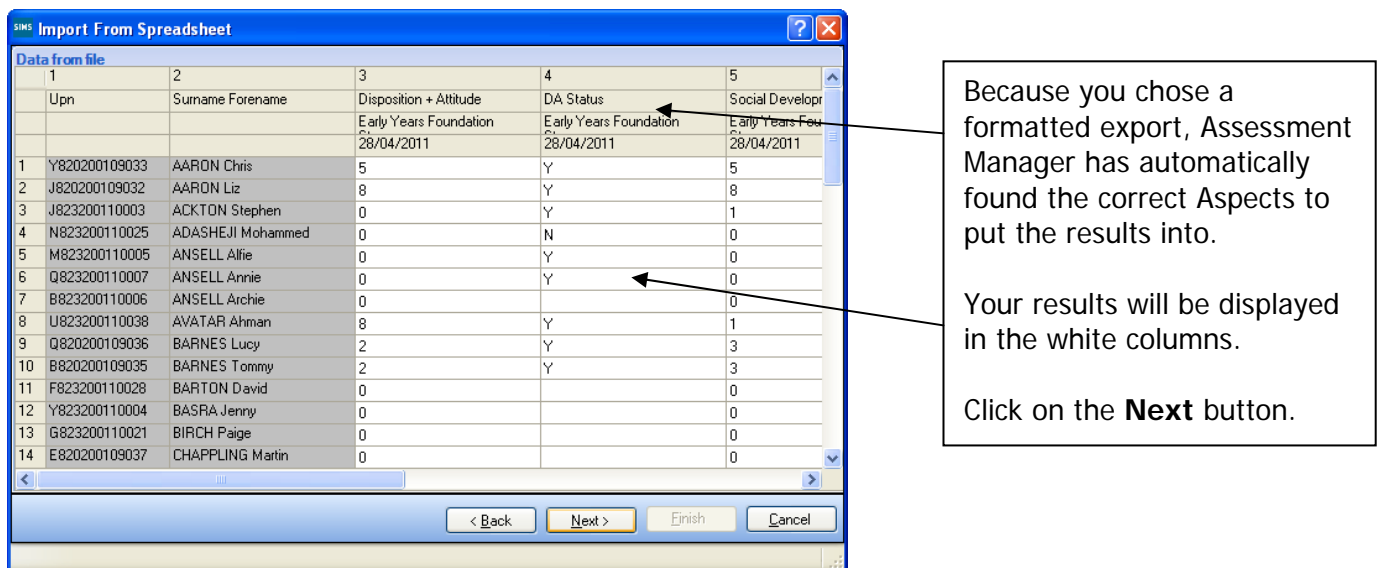
The student matching screen will be displayed as shown below.
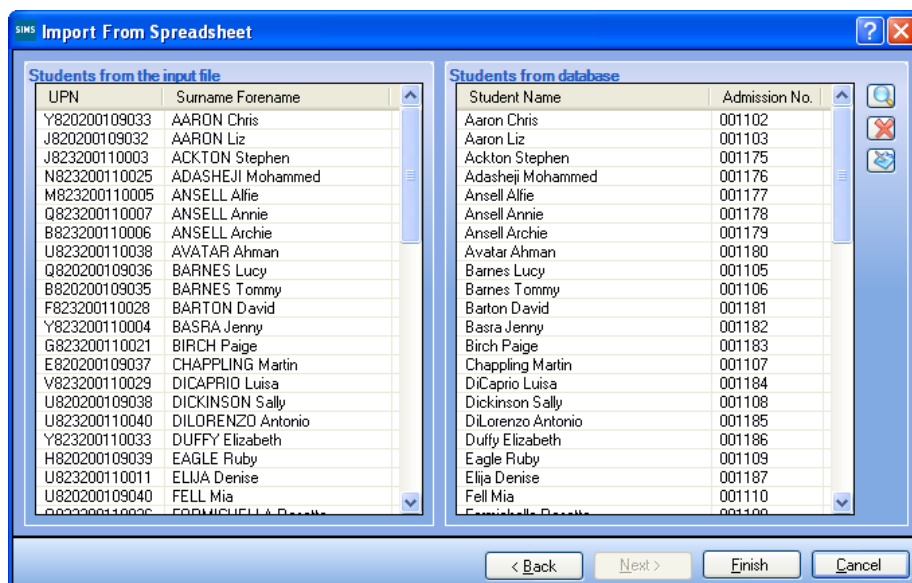
All the students should match as shown opposite.

Click on the **Finish** button followed by the **Yes** button and the results will be imported.

An Activity Log will be displayed at the end of the process saying how many results were updated/imported. Click on the **Close** button.
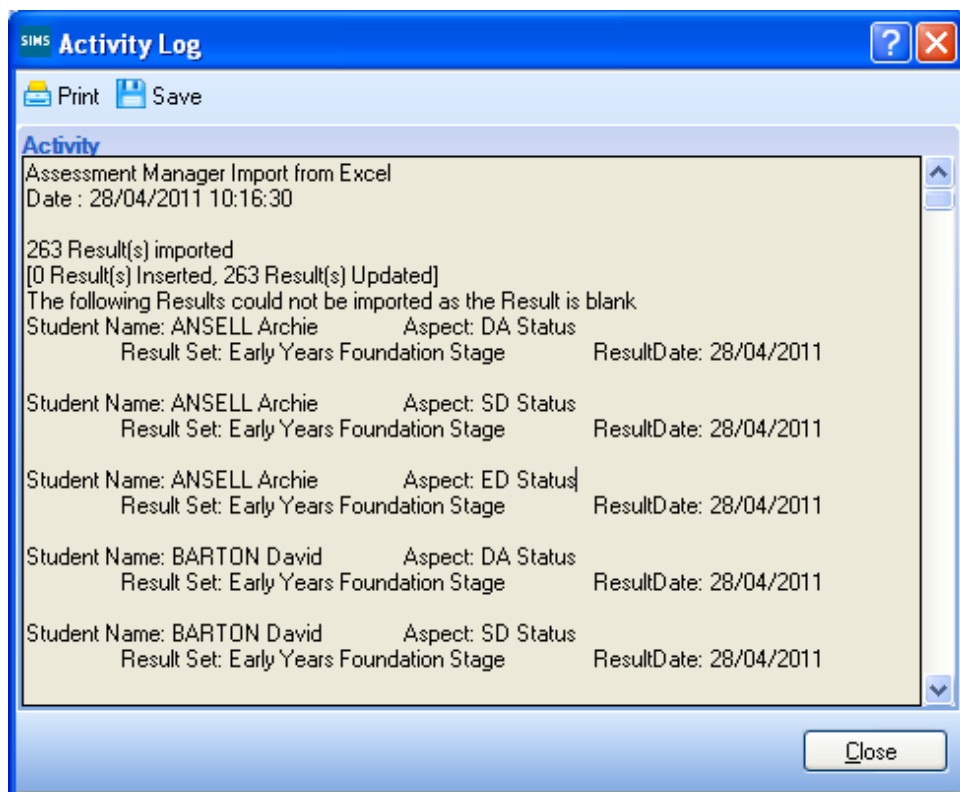
You need to go into each of the marksheets and press the **Calculate** button. You can go to the marksheets via the wizard (**Tools | Performance | Assessment | Wizard Manager**) or through the route **Focus | Assessment | Marksheet Entry**.

When you have completed all the statutory marksheets for the Key Stage, you can create a CTF to export the data to Management Information (instructions in the main notice).

Unformatted Export

The unformatted option is mainly used so the marksheet is more "print-friendly".

> **We strongly recommend that you do not use the unformatted option if you want to import your results electronically. It should only be used for printing and manual input purposes. Instructions do follow however, if you choose to take this option.**
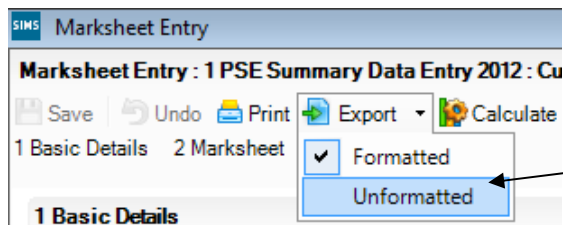
From an open marksheet in Assessment Manager, click on the Export button, then the **Unformatted** option.

The marksheet will be exported to an Excel workbook as shown below. (This may take a few moments depending on the speed of your PC and the size of your cohort.)

Margins and column widths can be altered so the spreadsheet can fit on to one page.

Use **File | Print Preview** to check this.

Once the page setup is correct, you can print out the spreadsheet, However, if the teachers concerned are going to enter the assessment levels into the unformatted export version, you will need to save the marksheet somewhere on your networked drive.

To save the file, go to **File | Save As** and choose a suitable name and location. In our example we have used **FSP for Manual Data Entry** as shown overleaf.
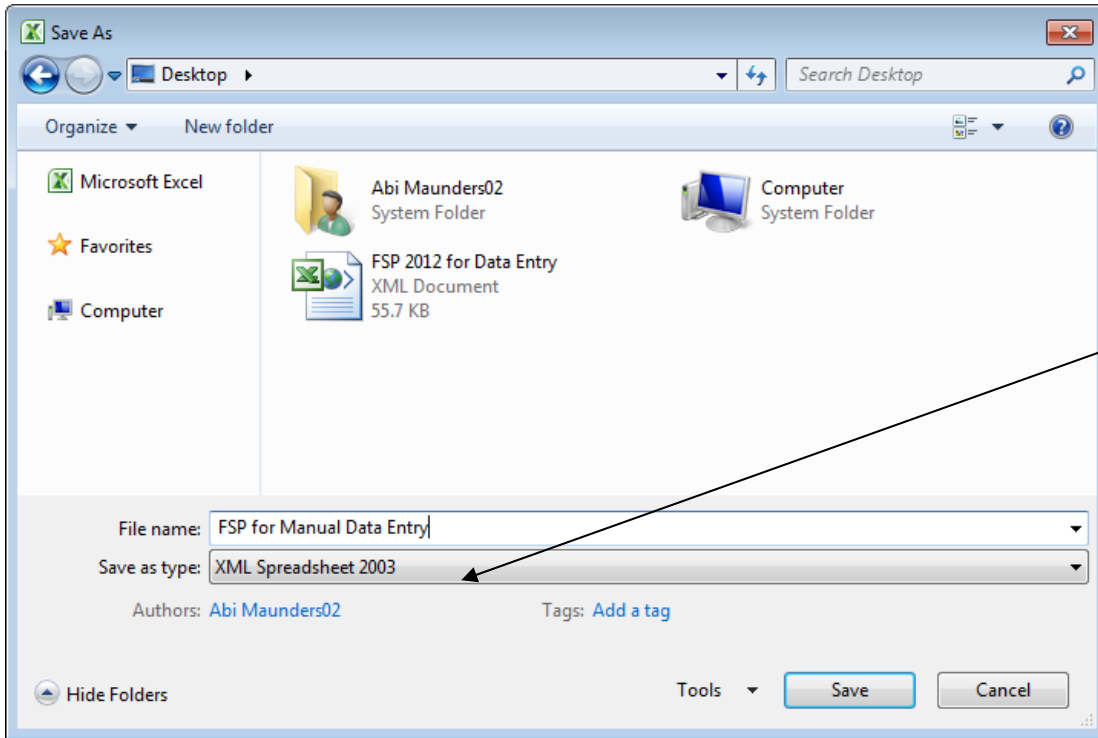
When you have entered a file name, click on the **Save** button.

Do not change the Save as type box.

Depending on the key stage, there may be more than one statutory marksheet that you have to export to Excel.

The teachers can now enter Scores or TA levels directly into the spreadsheet. When they have finished entering data they must click **Save NOT** Save As. This will ensure that only one spreadsheet contains all the results and it will be filed on your network at the location you originally chose.

When all the scores/TA Levels have been entered into the spreadsheets, you can import them back into Assessment Manager.

Once back in SIMS.net, go to **Routines | Data In | Assessment | Import from Spreadsheet** and the following screen will appear.

Click on the magnifying glass to find the Excel spreadsheet.

The screen shown overleaf will appear.

Use the arrow to find the network location of your completed data entry spreadsheet.

Click on it once to highlight, then click on the **Open** button.

The file path will be displayed in the next screen. Click on the **Next** button.

The import screen will appear as shown below. In this step you have to match the incoming data to the correct Aspects in Assessment Manager.
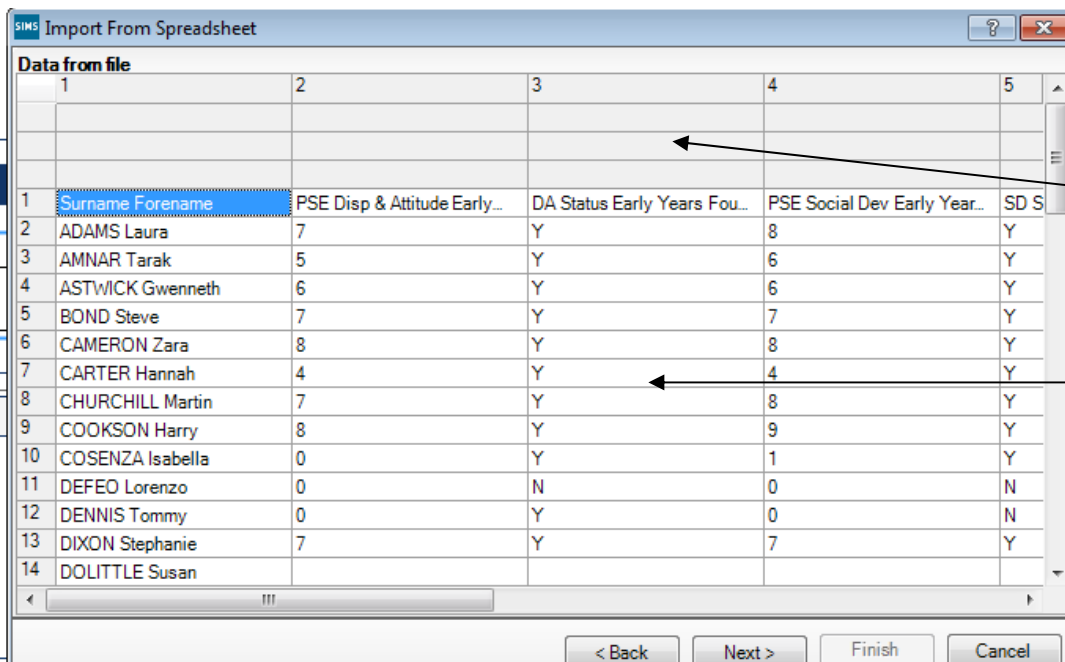
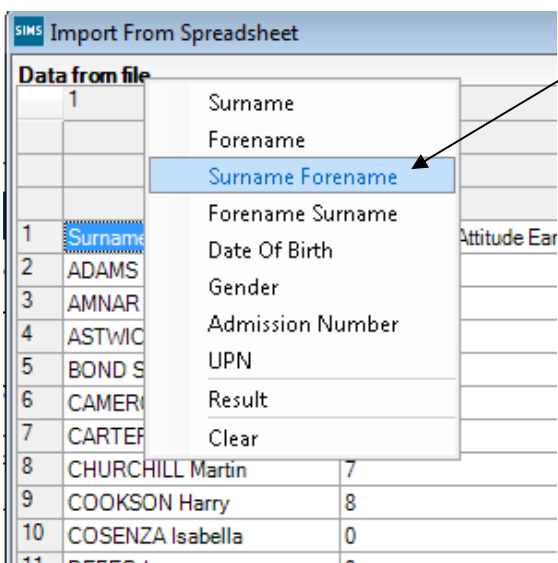All the grey parts of the screen are Assessment Manager.

All the white parts of the screen are from Excel.

You need to attach the correct Aspects to the data.
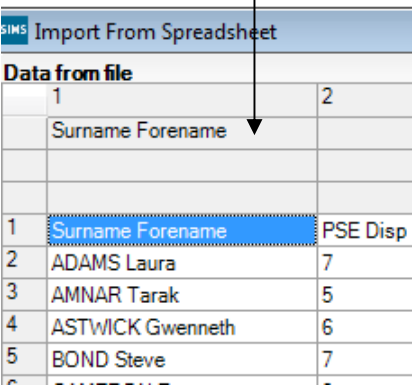
First of all, left click once in the white part of column 1
Then, right click over the **GREY** top area of the same column and the menu shown below will appear.
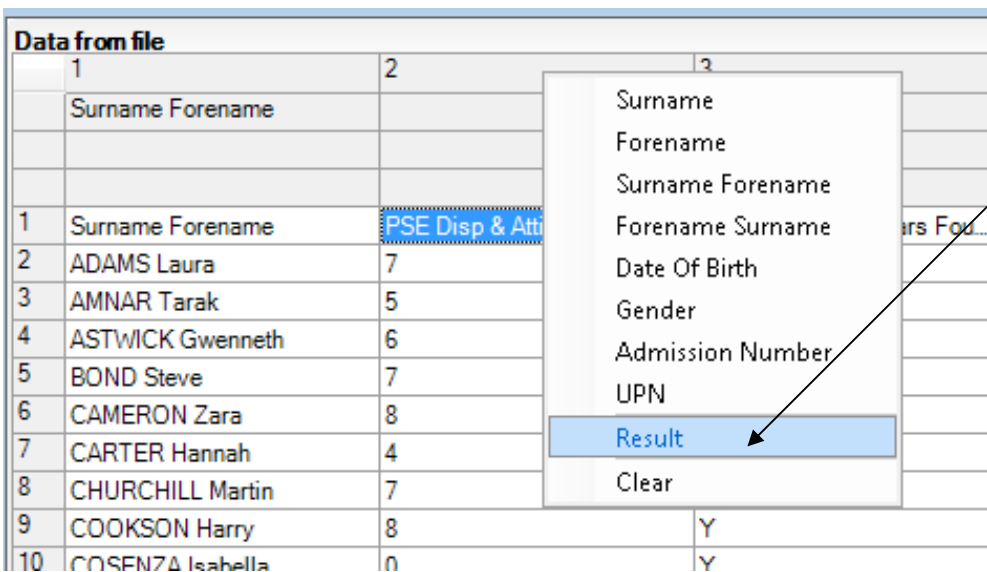
Choose the Surname Forename option and it will appear in the "Assessment Manager" part of the screen.
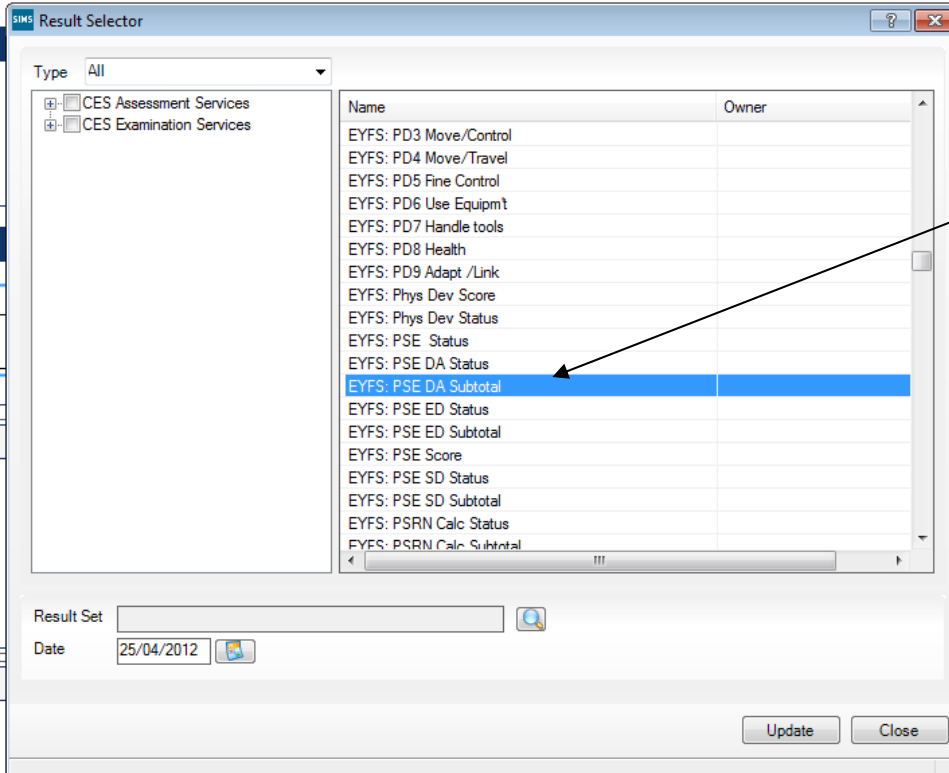

You now need to repeat this process for the other columns.

- Left click once in the white part of a column that contains assessment data
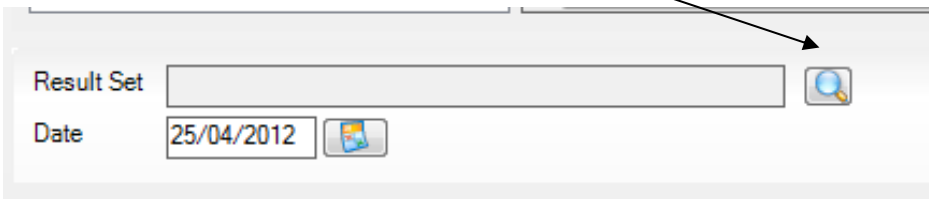- Right click once on the grey area of the same column

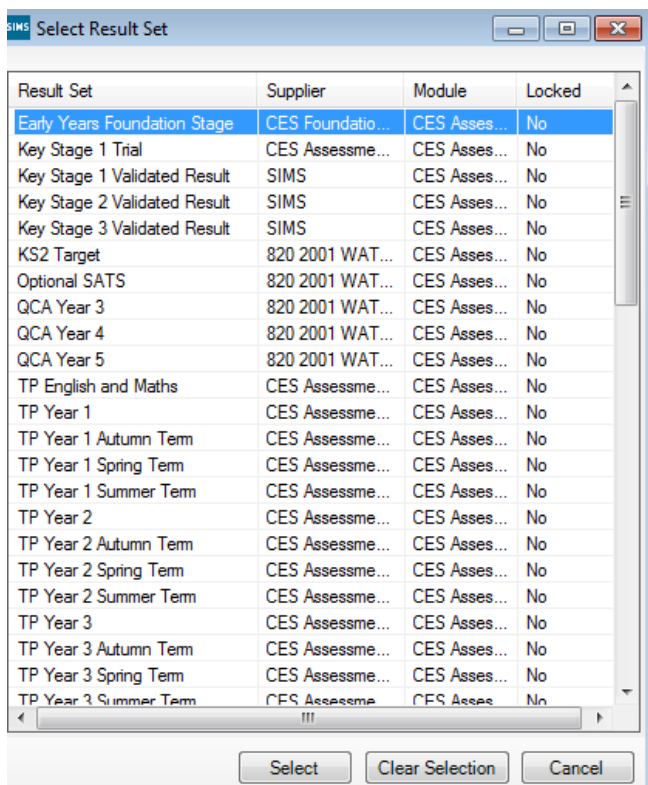This time, choose **Result** and the screen shown overleaf will appear.

The Aspects will follow the same naming conventions, for example:

EYFS: PSE DA Status

When you have found the correct Aspect for the column you are naming, click on it once to highlight. Then click on the magnifying glass by the **Result Set** field.

The screen shown below will appear.

Depending on which key stage you are working on, choose one of the following:

- Early Years Foundation Stage
- Key Stage 1 Validated Result
- Phonics Check Year 1 or 2
- Key Stage 2 Validated Result

Click once to highlight, then click the **Select** button.

The Results Detail screen will be shown again, click on the Update button and you will be returned to the main data import screen.

You will see that the column now has an "Assessment Manager" heading.

You can now continue assigning headings to the rest of the columns that need importing. When you have finished, click on the **Next** button to proceed.

The pupil matching screen will now be displayed as shown below.

The pupils on the left (from Excel spreadsheet) should match the pupils on the right (from SIMS.net). If they don't there will be an option on the right of the screen (magnifying glass) to manually match those pupils being imported with details held in SIMS.net.

Click on **Finish** and then the **Yes** button and the results will be imported.

An Activity Log will be displayed at the end of the process saying how many results were updated/imported. Click on the **Close** button.
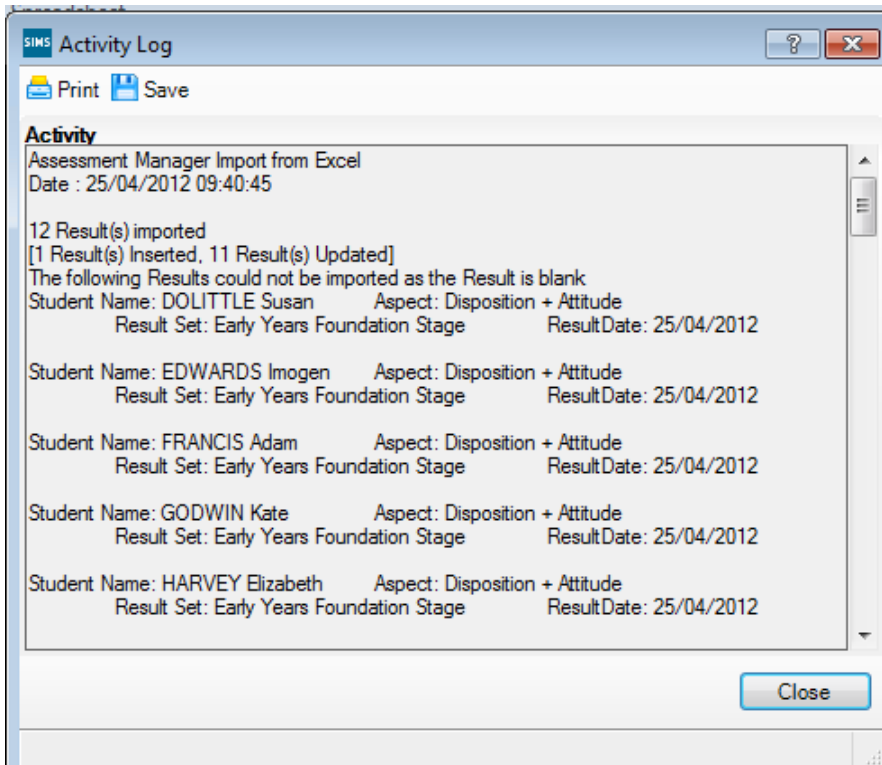
You now need to go into each of the marksheets and press the **Calculate** button. You can go to the marksheets via the Wizard (**Tools | Performance | Assessment | Wizard Manager**) or through the route **Focus | Assessment | Marksheet entry**.

When you have completed all the statutory marksheets for the Key Stage, you can create a CTF to export the data to Management Information (instructions in the main notice).

Appendix 2 – Reports

There is a facility within the Phonics Screening wizard to print and preview pupil and school reports.

To access the reports go to:

- Tools | Performance | Assessment | Wizard Manager
- Click on Year 1 (or 2) Phonics Screening Wizard 2016 and then the **Next** button
- Check that Year 1 (or 2) or the correct user defined group are selected and click **Next TWICE.**

The report screen is displayed as shown below. There are 2 reports you can print or preview:
- KS1 Y1 (or Y2) Phonics Student Eng 2016
- KS1 Y1 (or Y2) Phonics Comparative Eng 2016

The Student Report

If you want to print all the pupils at once, click on the Select All button. All pupil boxes will now be ticked. Click on the Print button **once**.
If you want to preview the report, make sure that just **one** pupil box is ticked then click on the Preview button **once**.

The School and National Report (Comparative)

Make sure only one pupil is "ticked". Click on the KS1 Y1 (or Y2) Phonics Comparative Eng 2016 report and click the Preview or Print button. The report displays percentages for all pupils, boys and girls within your school and 2015 National results by gender and all pupils.
You may choose to print one or multiple copies of either report by setting the number of copies required on the print manager screen.

The reports are opened in Microsoft Word. We advise that you save them to your network for future reference.

When you have finished printing and/or previewing reports click on the **Cancel** button to exit the wizard.

Phonics Screening 2016

Appendix 3 – Entering Missing 2015 Year 1 Scores

If, when you enter the 2016 Year 2 Phonics marksheet there are pupils with 2015 Year 1 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 2016. **Tools | Performance |Assessment | Wizard Manager**.
- Click on the Year 1 Phonics Screening Wizard 2016 option and click **Next.**
- Year 1 needs to be selected on the Select Group screen. Once Year 1 is displayed click **Next**.
- Click on the Phonics Screening Year 1 2016 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 (20/06/2015 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 Year 1 results is missing:

- Go the Year 1 Phonics wizard for 2016. **Tools | Performance |Assessment | Wizard Manager**.
- Click on the Year 1 Phonics Screening Wizard 2016 option and click **Next.**
- Year 2 needs to be selected on the Select Group screen (the year group the pupil is in now). Once Year 2 is displayed click **Next**. A message will appear saying the Group selection has been modified. Click Yes to save the change.
- Click on the Phonics Screening Year 1 2016 row and click the **Edit Marksheet** button (green pencil).
- Change the **Result Date** to a date in the last academic year (20/06/2015 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 2016. Again, a message will appear saying the Group selection has been modified. Click Yes to save the change.