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.
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.

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.

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

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 Marksheat** 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 now start entering the Year 1 Phonics Screening scores for each pupil.

![Marksheet example](image)

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.

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, do not 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.

![Group Selector](image)

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.

![Wizard - Year 2 Phonics Screening Wizard 2016](image)

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.
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**).

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.

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 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.

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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.

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.

![Select the CTF export type..](image)

Click **Phonics Test Results**, then Select.

The following screen will appear.

![Student Options](image)

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.

**You now need to add the appropriate Year 2 pupils to the list.**

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.

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.

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.

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

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.

Write down the file name here:

________________________

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

![Perspective](image.png)

- 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**.

![Browse Button](image.png)

- 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.

![Message](https://example.com/message.png)

*Once Kent receives your file a copy is available for you to download in the Previously Sent section (see below) for the following 90 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.

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Please transfer your Phonics Results file between:

**Monday 13 June and Friday 24 June 2016**

Thank you.

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- 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
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**

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.

![Formatted Export Example](image)

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.
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.

The screen shown overleaf will appear.
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.

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 mark sheets and press the Calculate button. You can go to the mark sheets via the wizard (Tools | Performance | Assessment | Wizard Manager) or through the route Focus | Assessment | Marksheet Entry.

When you have completed all the statutory mark sheets 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.

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.)

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.
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.
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.

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.

![Menu showing options](image)

Choose the Surname Forename option and it will appear in the “Assessment Manager” part of the screen.

![Screenshot showing Assessment Manager](image)

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

![Screenshot showing repeated process](image)

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

![Screenshot showing Result selection](image)
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).
Phonics Screening 2016
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.

![](image)

This is the Preview button.

This is the Print button.

**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.
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.