

Year 2 Phonics Autumn 2020 Guidance Notes

October 2020

Management Information

Kent
County
Council
kent.gov.uk



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

Please note: you need to be using at least Version **7.196** (SIMS Autumn release) of SIMS to complete this return. This is expected to be released on 27th November to EIS supported schools but can be requested via the helpdesk if required before this date.

To check this, in SIMS.net go to **Help | About SIMS.net** option from the menu. The version should be 7.196 or later.

You are able to use the 2020 Phonics Wizard that was released by Capita earlier this year.

Section 1 – User Defined Groups

Before you use the Phonics wizard, 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 2 Phonics but who are not marked as being in NC Year 2 in SIMS.net.

You also need to return a Phonics score for any Year 2 pupil who left your school after completing the screening check in Autumn 2020.

If this doesn't apply 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.

SIMS .net: WATERS EDGE PRIMARY SCHOOL

Focus Reports Routines Tools Window Help

Back Forward

Maintain User Defined Groups

New Search Open Delete Print Browse Next Previous

Group Description Short Name

Active State <Any>

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

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

2 Membership

Effective Date Range: 21 Oct 2020 - 01 Sep 2021 Academic Year: Academic Year 2020/2021

Cursor Day: <None> Selected Member: Abhra, Shaquib - 2JB

Cursor Date: <None> Selected Membership: <None>

Zoom Action...

Member	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Abhra, Shaquib - 2JB												
Ackton, Charlotte - 2GH												

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.

Select Members

Search: Surname, Forename, Role: Student

Group Type: <All> Effective Date: 16/04/2019

Name	Gender	Year and Reg Group
Edwards, Felicity	Female	
Jonak, Pawel	Male	
Taylor, Miles	Male	
Darville, Sophie	Female	(2JB)
Hooley, David	Male	(2JB)
Abhra, Neel	Male	(3CB)
Baccina, Tia	Female	(4ES)
Dean, Jack	Male	(5BB)
GAMBIONI, GREG	Male	(5BB)
Elliot, Gadfray	Male	(5DT)
Aaron, Chris	Male	(6KH)
Aaron, Liz	Female	(6KH)
Abraham, Jane	Female	(6KH)
Adasheji, Mohammed	Male	(6KH)
Adebayor, Emmanuel	Male	(6KH)

OK Cancel

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.

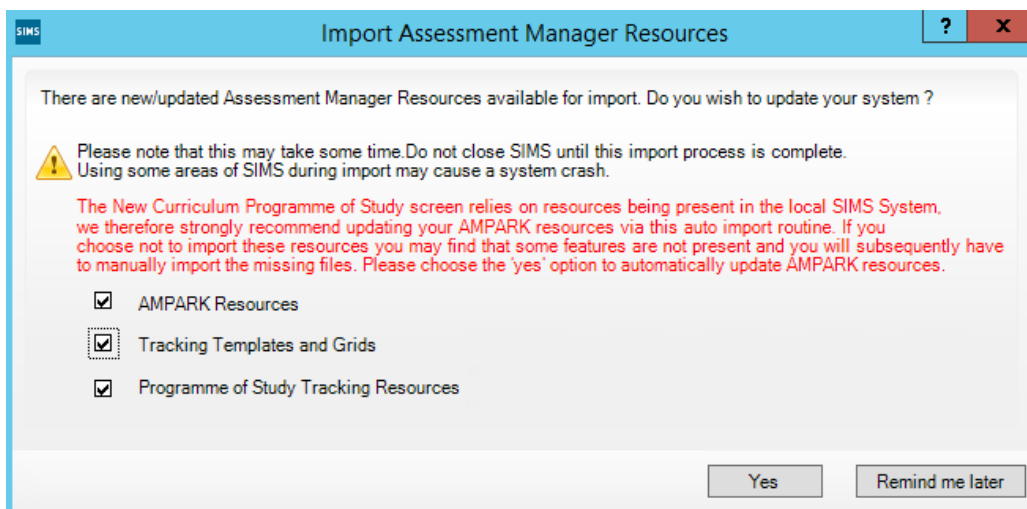
Section 2 – Importing the Phonics Wizards (AMPA folder)

If you have any problems with the AMPA files, please contact the EIS Help Desk on 0300 065 8800 (if you have a current support contract). If you do not have a contract, please contact Management Information on 03000 422 470 or at MIEducation&WiderEH@kent.gov.uk

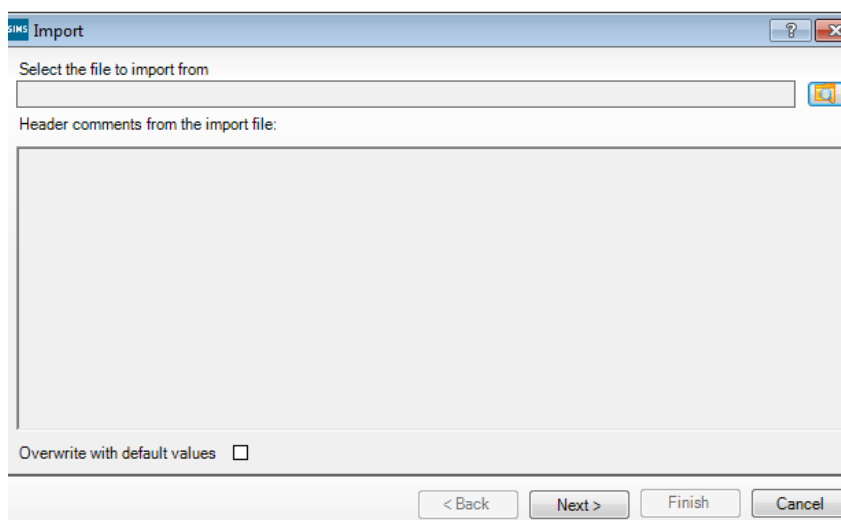
Importing the Phonics Wizard into Assessment Manager

Go to **Routines | Data In | Assessment | Import**

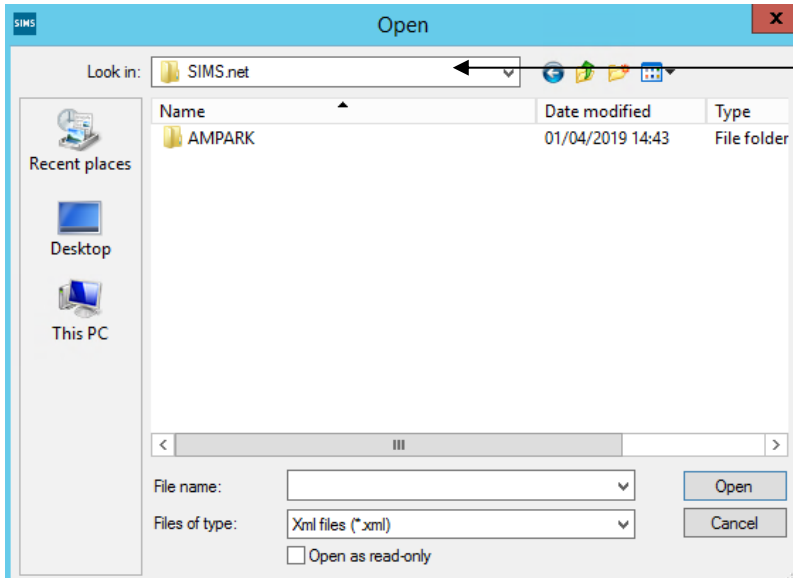
If the following panel appears, make sure all the boxes are ticked and click **Yes**. All resources (including the Wizards) will be imported. **This can take a few minutes to complete.** During the import, a progress bar is displayed - when the resources have been imported and the activity log appears, you can continue these guidance notes from **Section 3** on **page 6**.



If this panel **does not** appear or the Wizards do **not** import, continue with the screen shot immediately below.



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.

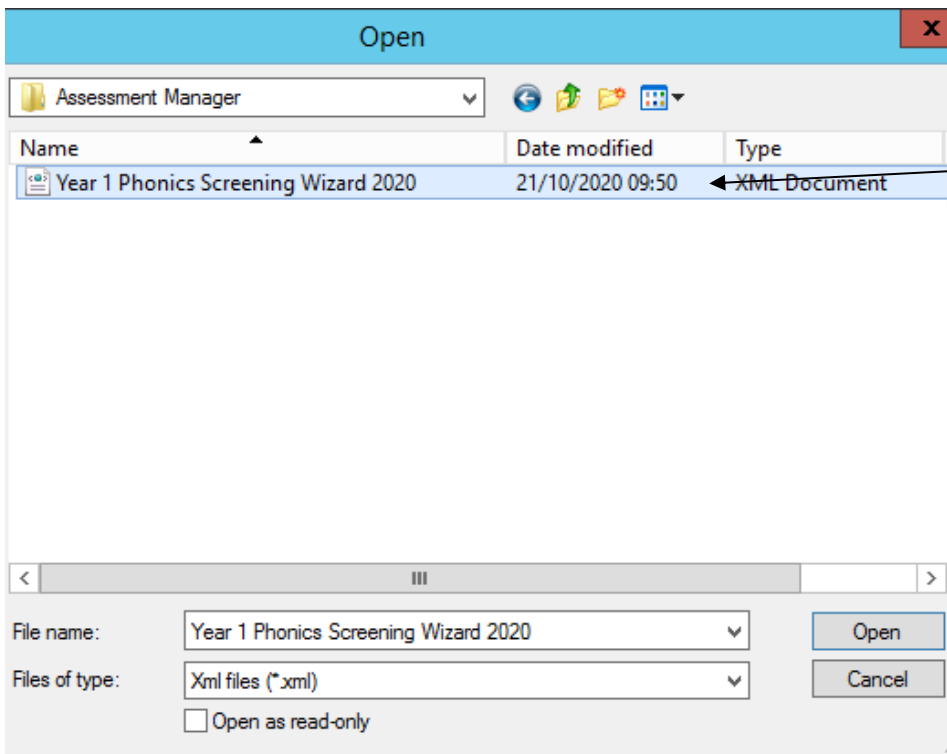
It is normally located at
 C:\Program Files(x86)\SIMS\SIMS.net

For EIS hosted schools this will be –
 Shared Sims Folder W:\Program Files\SIMS\SIMS.net

Within your SIMS.net folder there should be an **AMPARK or 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.



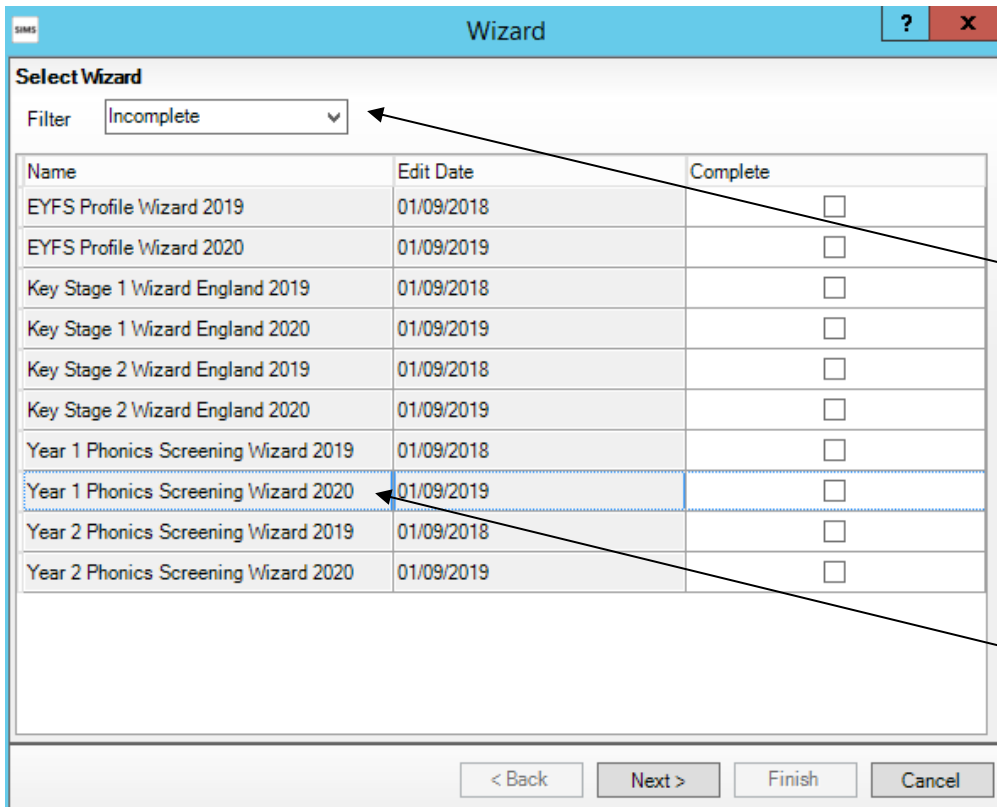
Click on the **Year 1 Phonics Screening Wizard 2020** as shown opposite and click on the **Open** button.

This is the correct Wizard as the pupils are taking the Phonics check for the first time, as if they were in Year 1.

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.



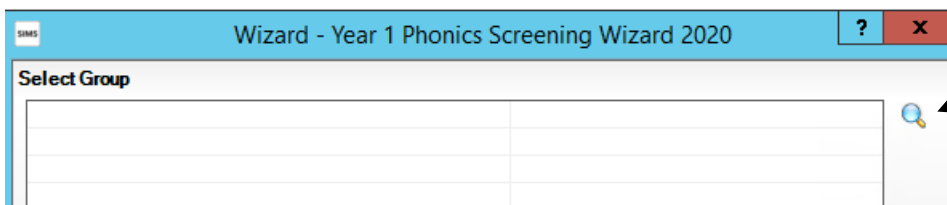
A list of **all** the Wizards on your system will be displayed.

Make sure the filter says **Incomplete**. If you can't see the Wizard you need change the drop down box to **All**.

Do not tick the Complete box on the right.

Click on the **Year 1 Phonics Screening Wizard 2020** and click on the **Next** button.

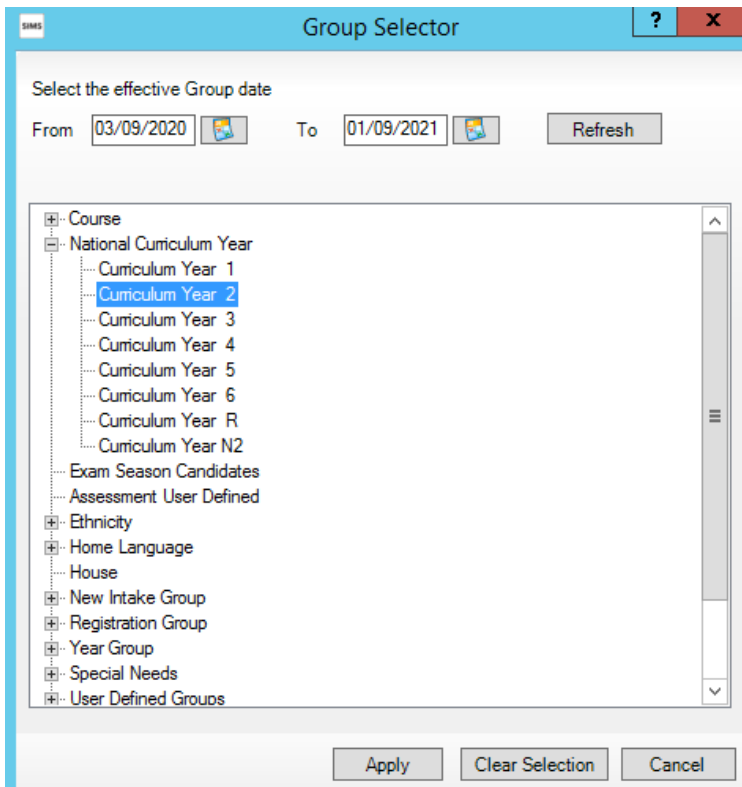
You then need to select a group of pupils to work with.



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

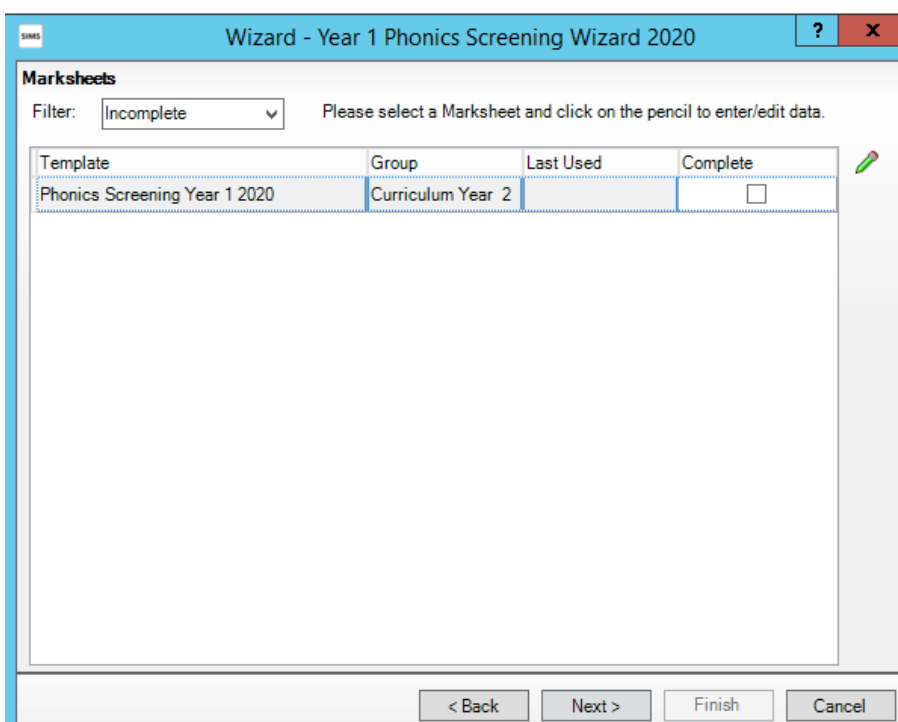
If you set up a User Defined Group (pages 1-3), click on the + symbol next to the **User Defined Groups** category and a list of Groups will be displayed. Click on the name of the group you set up (Y2 Phonics 2020 Autumn) and click on the **Apply** button.

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**. **Remember – you need to choose Year 2 as these were the pupils who should have done the Phonics check last June.**



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 2020

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 2 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 email MIEducation&WiderEH@kent.gov.uk

First, you need to enter the Threshold Score into the first column.

Right click on the column header and click on **Select Grade for Column**.

Click on 32 and click on OK.

The score will now be flood-filled for all pupils.

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

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Data Check
ABBOTT, Jessica	32	21		
ABHRA, Shaquib	32		A	
ACKTON, Charlotte	32	34		
ALALA, Michael	32		D	
BENSON, Chantal	32	29		
BHATI, Nadeem	32	33		
BORDET, Magda	32			

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 **Calculate** button at the top of the screen. This will populate the **Wa** and **Wt** Grades for each pupil as shown below.

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Data Check
ABBOTT, Jessica	32	21	Wt	OK
ABHRA, Shaquib	32		A	OK
ACKTON, Charlotte	32	34	Wa	OK
ALALA, Michael	32		D	OK
BENSON, Chantal	32	29	Wt	OK
BHATI, Nadeem	32	33	Wa	OK

Please correct any entries that have **!** in the Data Check column. Once all pupils have **OK** in the Data Check column, click **Save** at the top of the screen, then click **Close** then **Cancel** to exit the Wizard.

Reports

You can print out pupil and school reports if you wish. Please see page 17 of these notes for guidance.

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 a CTF (in the form of an XML file) that will contain all your 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 30 November to Friday 11 December 2020**.

Creating an XML file in SIMS.net

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

Configure CTF Defaults

Save Undo

1 Directory Details 2 Data to be Imported by Default 3 Data to be Exported by Default

1 Directory Details

CTF import directory W:\CTFIN

CTF export directory W:\CTFOUT

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.

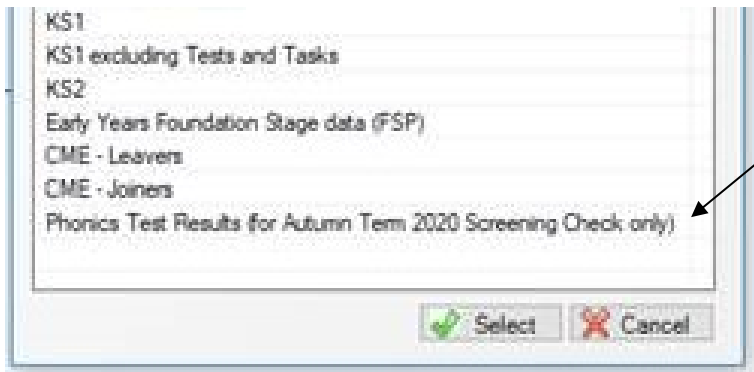
CTF Import Directory: _____

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

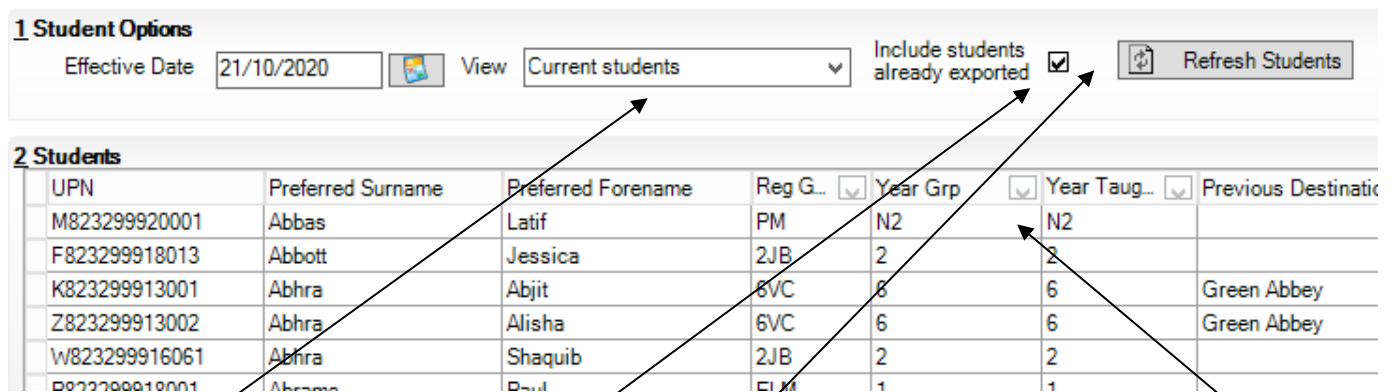
You now need to select which pupils to transfer results for.

Go to **Routines | Data Out | CTF | Export CTF** and the screen shown below will appear.



Click **Phonics Test Results for Autumn 2020 Screening Check only**, then Select.

The following screen will appear.



Firstly, make sure the view is for **Current students**

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 2**.

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

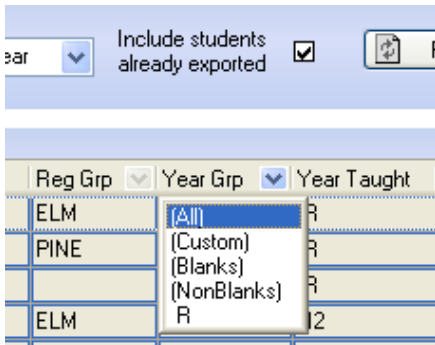
To transfer results to Kent:

- 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.

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 "Export CTF" stage underneath the dotted line below.

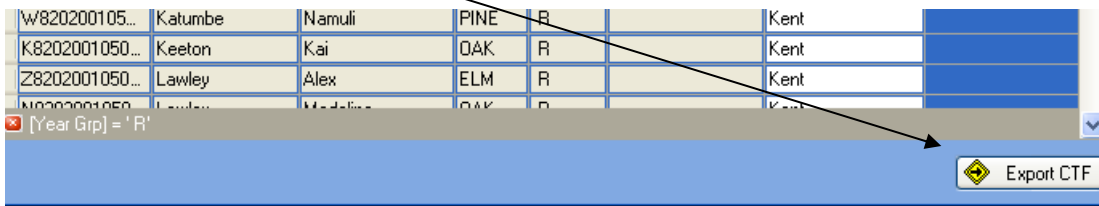
To add these leavers to your file, make sure the Year Group column header displays **All** as shown below.



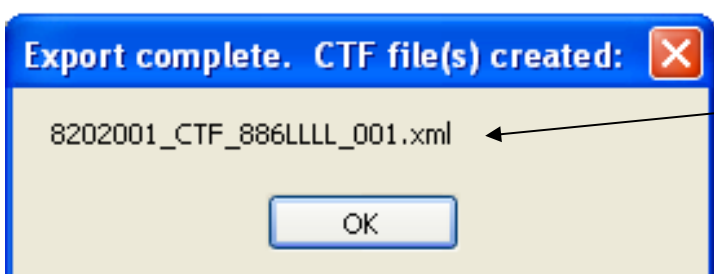
Then click in the Year Group column header again and (2) year group. The brackets round the year group signify that the pupil/s have left.

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



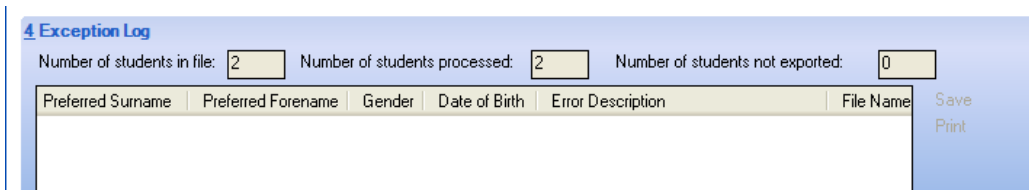
A message may appear about an Address Tidy and Merge. Click on the **Yes** button to proceed. An egg timer will appear. This is the only visible "working" symbol. When the CTF has been created a dialogue box will appear as shown below.



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.



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 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, 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.

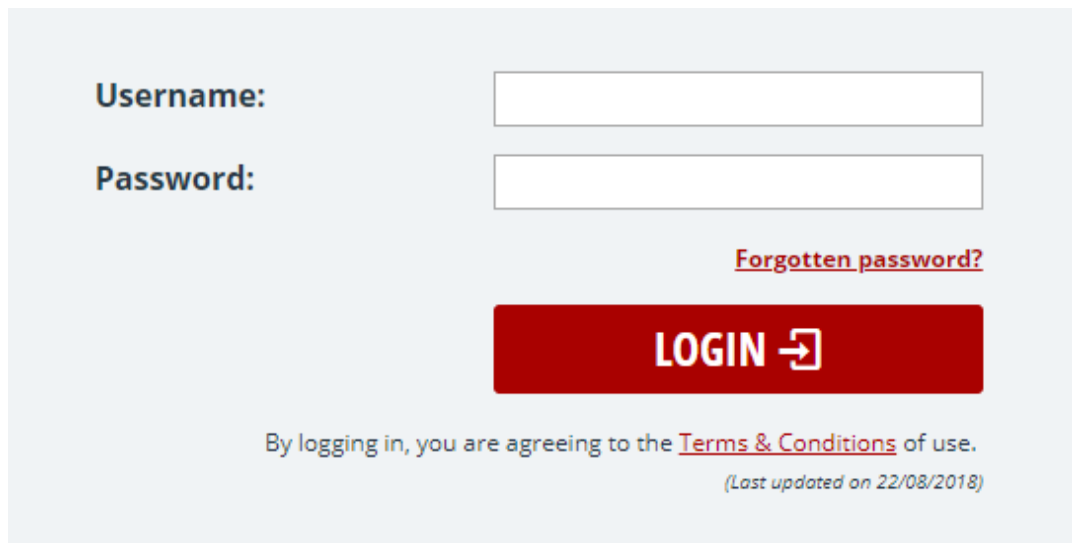
Section 6 – Transferring your CTF to Management Information

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** or another internet browser, e.g. Google Chrome.

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 to transfer your census file to us.



Username:

Password:

[Forgotten password?](#)

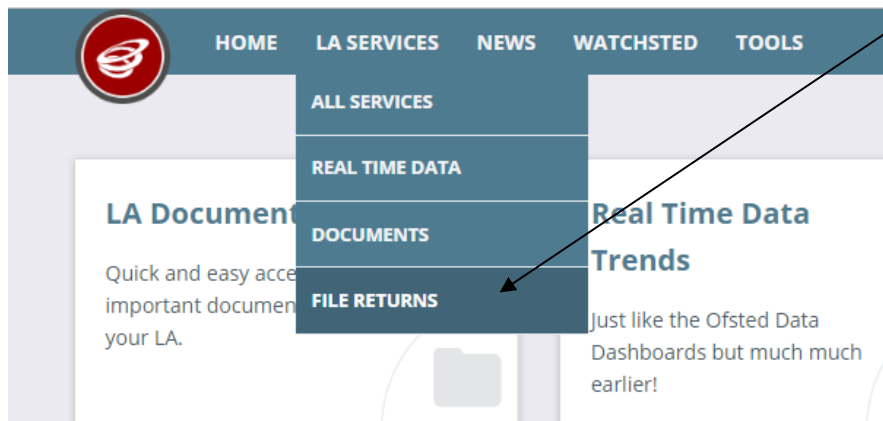
LOGIN →

By logging in, you are agreeing to the [Terms & Conditions](#) of use.
(Last updated on 22/08/2018)

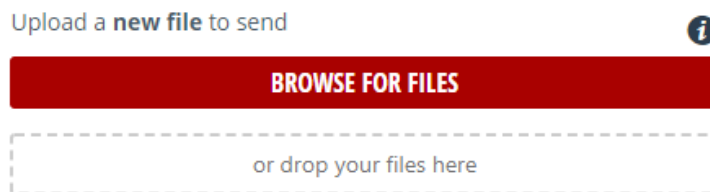
If you need help with your login details please e-mail Angel Solutions at perspectivesupport@angelsolutions.co.uk or call them on **0845 129 7196**.

Alternatively, if you click on the **Forgotten 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.

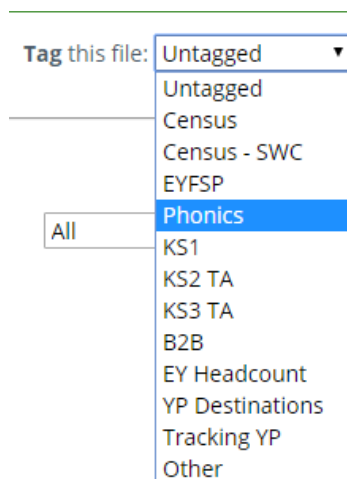
- Once logged in hover the mouse over **LA Services** and click on **File Returns**



- 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 10**. You should have written the file name down on **page 12**.



- Once your chosen file is displayed in the Browse box, select the **correct file tag** to correspond with the file you are uploading.



- When the file is correctly tagged, 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.



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 30 November and Friday 11 December 2020

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 downloaded 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.

If you need any help with any of the SIMS or Assessment Manager processes detailed in this notice please contact Management Information on 03000 422 470 or at MIEducation@WiderEH@kent.gov.uk

If you need help with locating the Phonics Wizard or have issues surrounding the location of your CTF Export folders/files please contact EIS (if you have a contract) on 0300 065 8800

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 Phonics Screening Wizard 2020 and then the **Next** button
- Check that Year 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 Phonics Comparative Eng 2020
- KS1 Y1 Phonics Student Eng 2020

Wizard - Year 1 Phonics Screening Wizard 2020

Individual Report Format

Name	Edit Date
KS1 Y1 Phonics Comparative Eng 2020	01/09/2019
KS1 Y1 Phonics Student Eng 2020	01/09/2019

Membership Dates for Group : Curriculum Year 2

From: 21/10/2020 To: 21/10/2020 Refresh

Group Filter

Students

	Surname	Forename	DOB	Reg Grp
<input checked="" type="checkbox"/>	Abbott	Jessica	17/02/2014	2JB
<input type="checkbox"/>	Abhra	Shaqib	17/12/2013	2JB
<input type="checkbox"/>	Ackton	Charlotte	10/02/2014	2GH
<input type="checkbox"/>	Alala	Michael	12/04/2014	2GH
<input type="checkbox"/>	Benson	Chantal	20/05/2014	2JB
<input type="checkbox"/>	Bhati	Nadeem	20/01/2014	2JB

Select All Deselect All

< Back Next > Finish Cancel

This is the **Preview** button.

This is the **Print** button.

The "cog" button will upload a copy of the pupil report to the Linked documents on the pupil's record.

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 Phonics Comparative Eng 2020 report and click the Preview or Print button. The report displays percentages for all pupils, boys and girls within your school for 2020 and 2019 National results by gender and all pupils.

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.