



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 2015** 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 7.162 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.

You will also need to set up a group to exclude any pupils who may have joined your school after the Phonics Screening Check week.

If neither of these options 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

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 2015 Active State Active

Short Name Y1P 15 Current Main Supervisor

Notes Year 1 plus 1 leaver

Include in Discover

2 Membership

Effective Date Range 01/09/2014 - 31/08/2015 Academic Year Academic Year 2014/2015

Cursor Day Tuesday

Cursor Date 05/05/2015

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

Surname Forename Role Student

Group Type National Curriculum Ye Group Effective Date 27/04/2015

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

Surname Forename Role Student

Group Type National Curriculum Ye Group Effective Date 05/05/2015

Name	Gender	Year and Reg Group	Current Group
Abdullah, Tamwar	Male	1ELM	Curriculum Year 1
Slater, Peter	Male	1PINE	Curriculum Year 1
Simmonds, David	Male	1ELM	Curriculum Year 1
Moligno, Alessandro	Male	1ASH	Curriculum Year 1
Rufin, Kazmer	Male	1OAK	Curriculum Year 1
Hope, John	Male	1PINE	Curriculum Year 1
DiMonaco, Silvana	Female	1OAK	Curriculum Year 1
Mortimer, Jane	Female	1PINE	Curriculum Year 1
Reid, Rosie	Female	1PINE	Curriculum Year 1
Richards, Lauren	Female	1ASH	Curriculum Year 1
Stuart, Philippa	Female	1ASH	Curriculum Year 1
Polino, Vadim	Male	1ELM	Curriculum Year 1
Muneer, Tariq	Male	1ASH	Curriculum Year 1
Cassidy, Michael	Male	1ASH	Curriculum Year 1
Barrow, Harvey	Male	1PINE	Curriculum Year 1

OK Cancel

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

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.

2 Membership

Effective Date Range Academic Year ▾

Cursor Day

Cursor Date

Zoom Action...

Member	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Abdullah, Tamwar - 1ELM												
Beynon, Harvey - 1PINE												
Cassidy, Michael - 1ASH												
DiMonaco, Silvana - 1OAK												

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.

SIMS Select Members

Search

Surname Forename Role

Group Type Group Effective Date

Name	Gender	Year and Reg Group
Smith, Erin	Female	RPINE
Wade, Alice	Female	RPINE
Williams, Eloise	Female	RPINE
Hooley, David	Male	(22JB)
Baccina, Tia	Female	(44ES)
Aaron, Liz	Female	(44SL)
Dean, Jack	Male	(55BB)
GAMBIONI, GREG	Male	(55BB)
Affleck, Alexis	Female	(66KH)
Agathocleous, Joe	Male	(66KH)
Aldridge, Courtney	Female	(66KH)
Allcroft, CARLTON	Male	(66KH)
Allim, Farah	Female	(66KH)
Amoso, Rosanna	Female	(66KH)
Amoso, Silvana	Female	(66KH)

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.

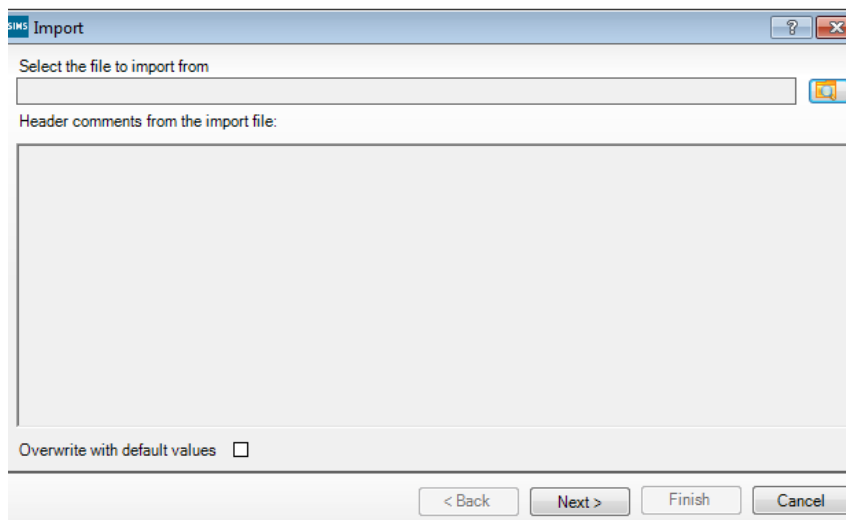
Section 2 – Downloading the Phonics Wizards (AMPA folder)

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

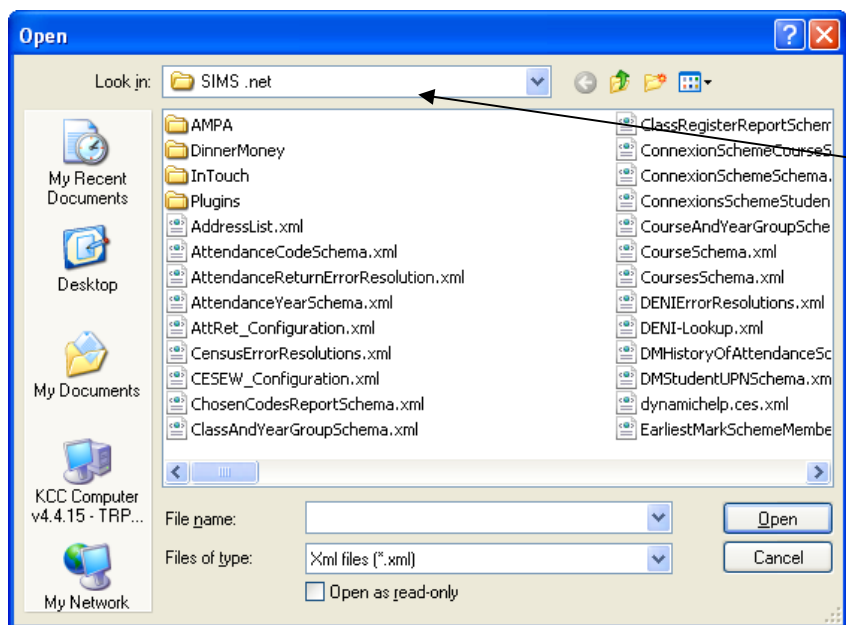
If you have any problems with the AMPA files, please contact the EIS Help Desk on 0300 065 8800 (if you have a current support contract). If you do not have a contract please contact Management Information on one of the telephone numbers on page 22.

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

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.

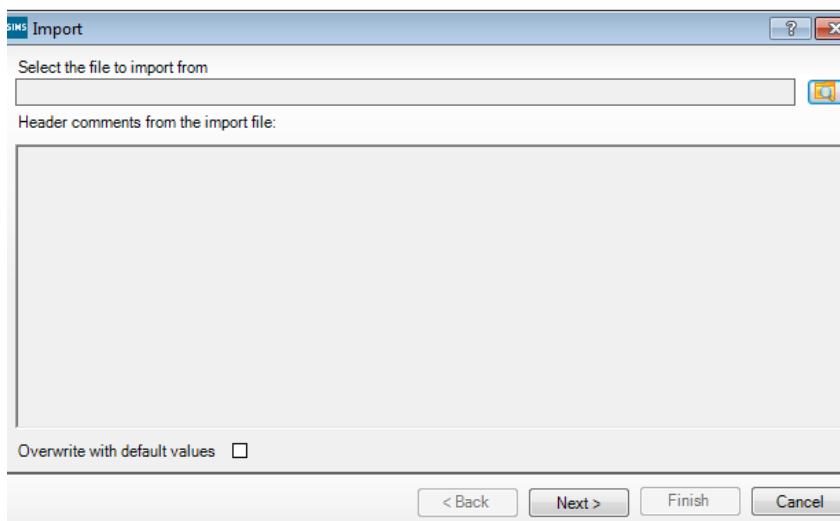
Name	Date modified
Year 2 Phonics Screening Wizard 2015	13/03/2015 14:11
Year 2 Phonics Screening Wizard 2014	19/02/2014 07:38
Year 1 Phonics Screening Wizard 2015	22/12/2014 07:58
Year 1 Phonics Screening Wizard 2014	20/12/2013 14:14
QCDA Test Templates KS2 2013	21/03/2013 09:34
PoS Tracking Templates England Primary 2015	15/01/2015 07:58
Phonics Screening Year 2 2015	13/03/2015 14:11
Phonics Screening Templates 2015	11/03/2015 10:29

Click on the **Year 1 Phonics Screening Wizard 2015** as shown opposite and click on the **Open** button.

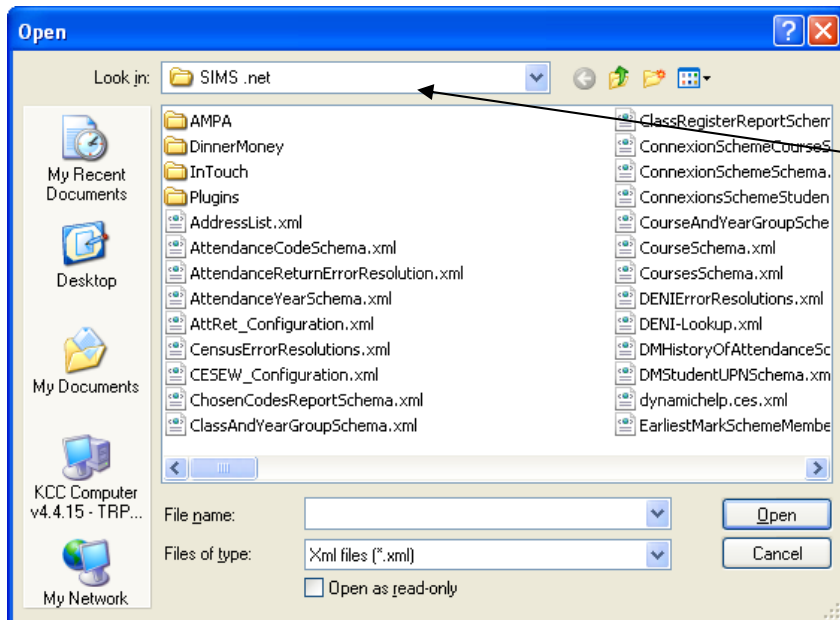
The import screen will be shown. Make sure the “**Overwrite with default values**” box is ticked and then click **Finish** followed by **Yes** to start the import. This may take some time depending on the speed of your PC. An Activity Log will be displayed when the import is complete. Make sure the Log 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.

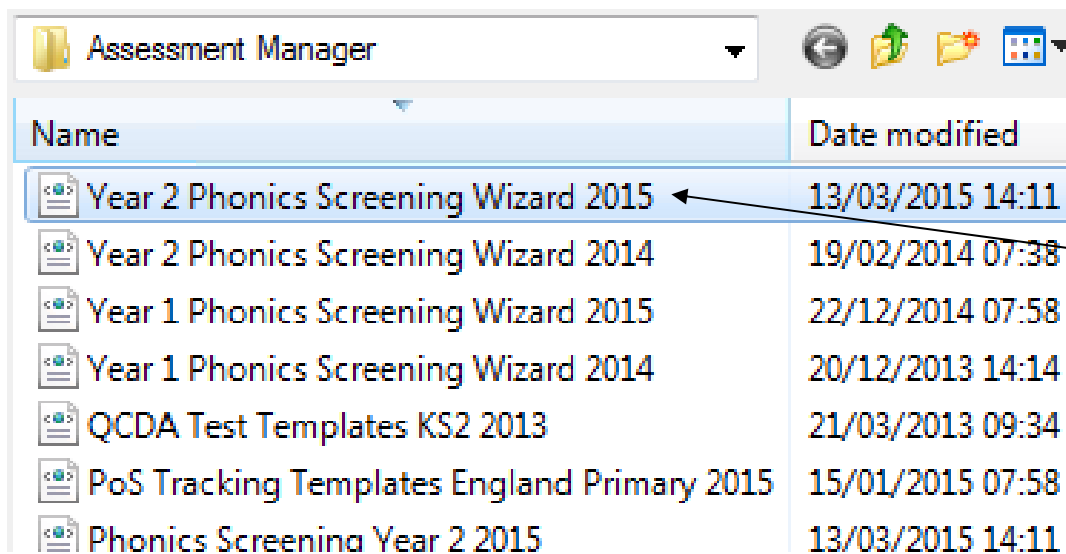
If it does not, you will need to navigate to it by clicking on the arrow by the Look in box.

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.

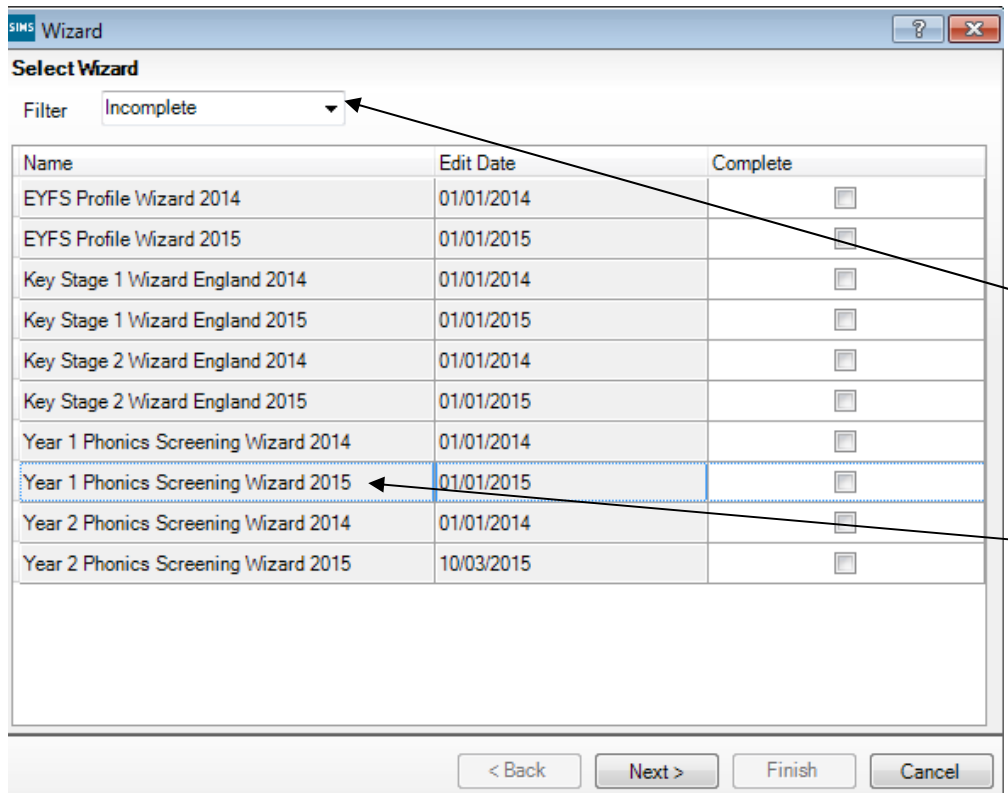


Click on the **Year 2 Phonics Screening Wizard 2015** as shown opposite and click on the **Open** button.

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.



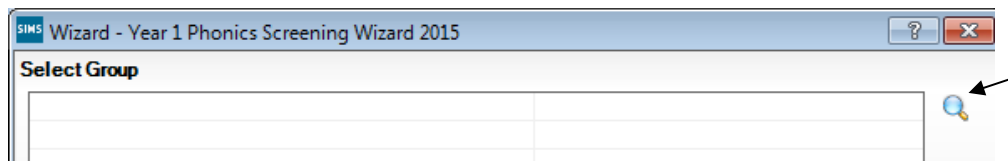
A list of **all** the Wizards on your system will be displayed.

Make sure the filter says **Incomplete**.

Do not tick the Complete box on the right.

Click on the **Year 1 Phonics Screening Wizard 2015** and click on the **Next** button.

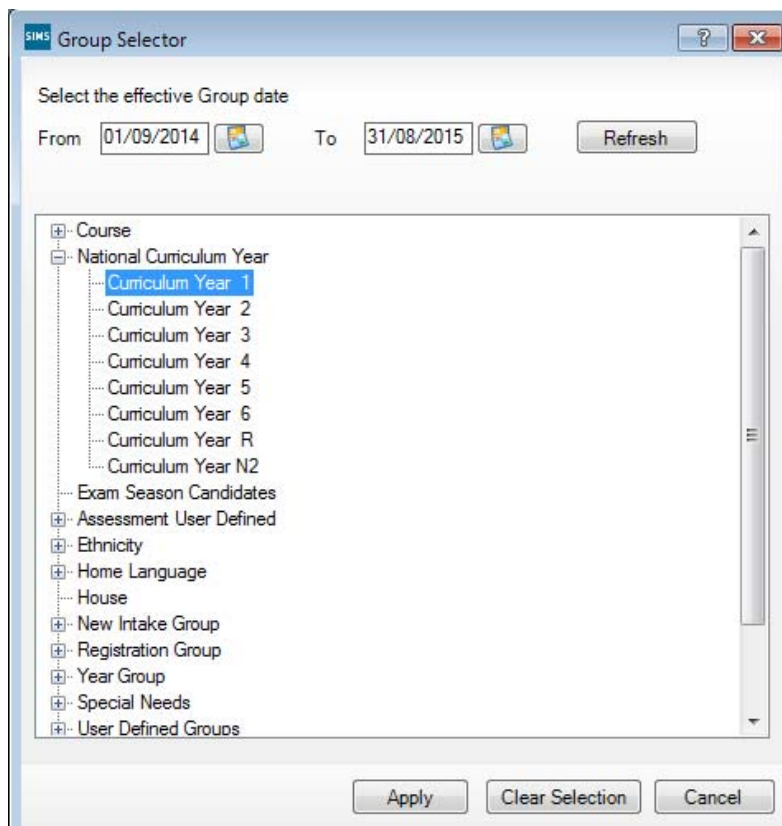
You then need to select a group of pupils to work with.



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

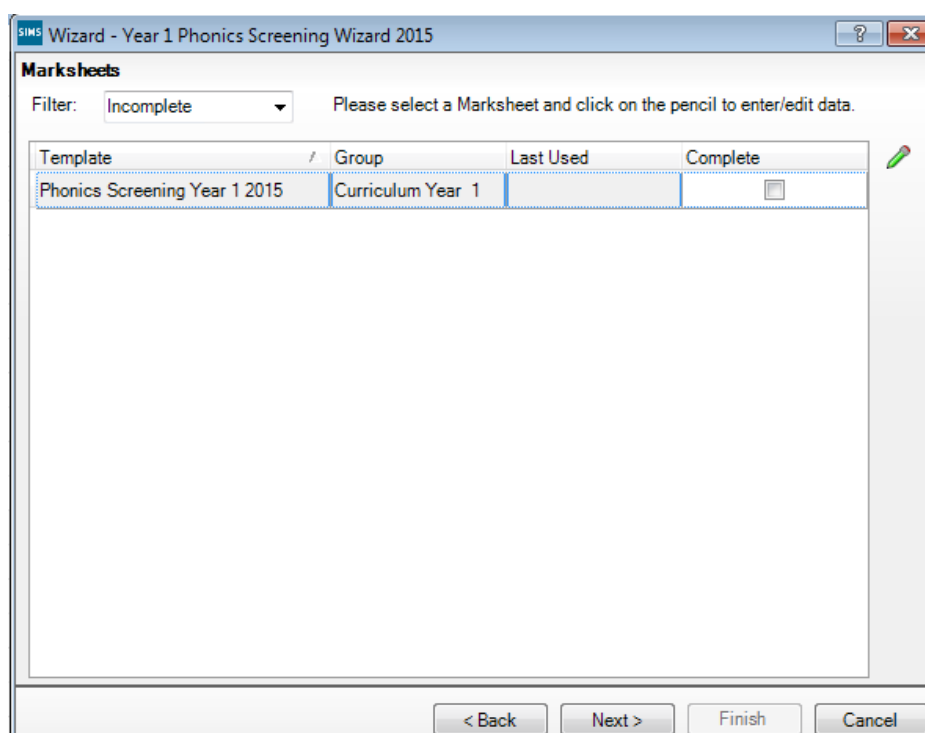
If you set up a User Defined Group (pages 1-3), click on the + symbol next to the **User Defined Groups** category and a list of Groups will be displayed. Click on the name of the group you set up (Y1 Phonics 2015) and click on the **Apply** button.

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 2015

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, 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.

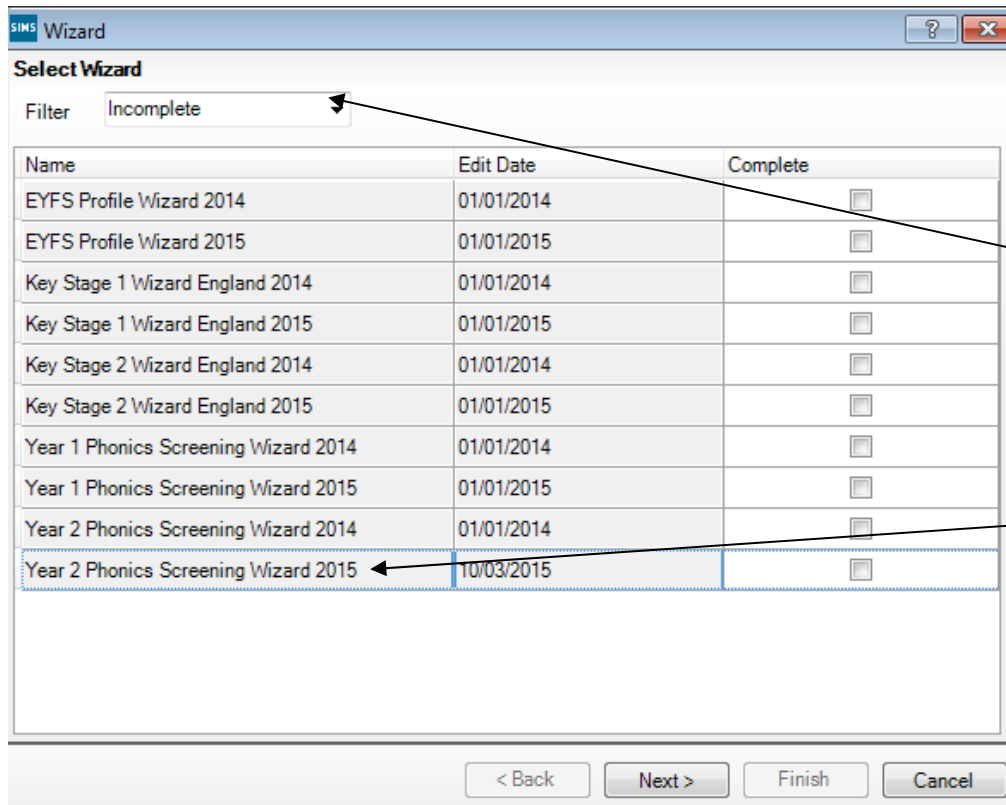
When you have finished entering scores for all pupils, click on the **Save** button at the top of the screen. Because the DfE are not releasing the pass mark until 29th June an exclamation mark will be displayed in the Data Check column – **this will not have an effect on the data you return to us.**

When the pass mark is released on 29th 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).

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.



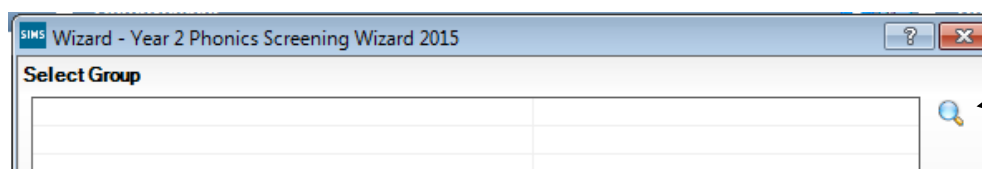
A list of **all** the Wizards on your system will be displayed.

Make sure the filter says **Incomplete**.

Do not tick the Complete box on the right.

Click on the **Year 2 Phonics Screening Wizard 2015** and click on the **Next** button.

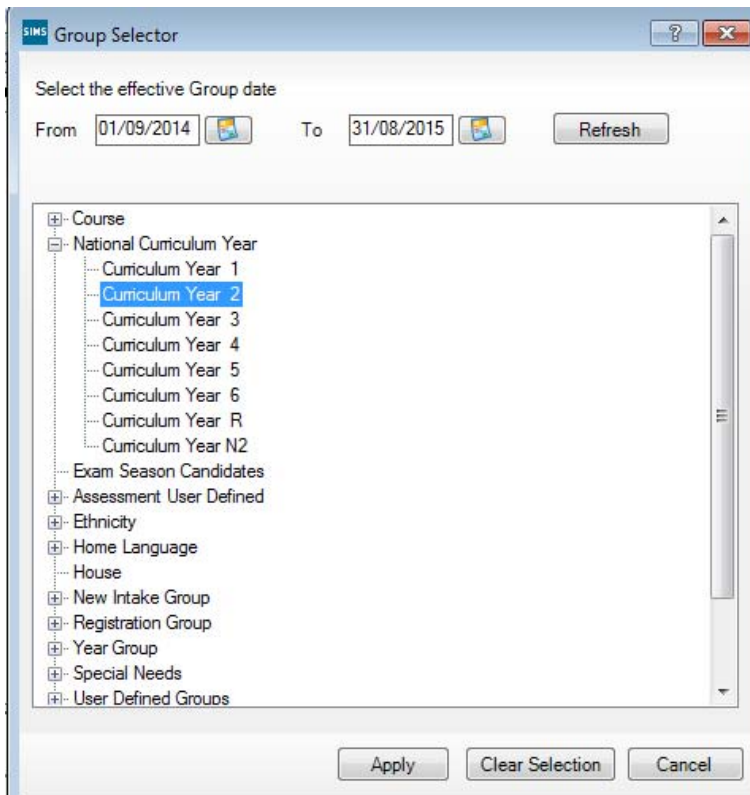
You then need to select a group of pupils to work with.



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

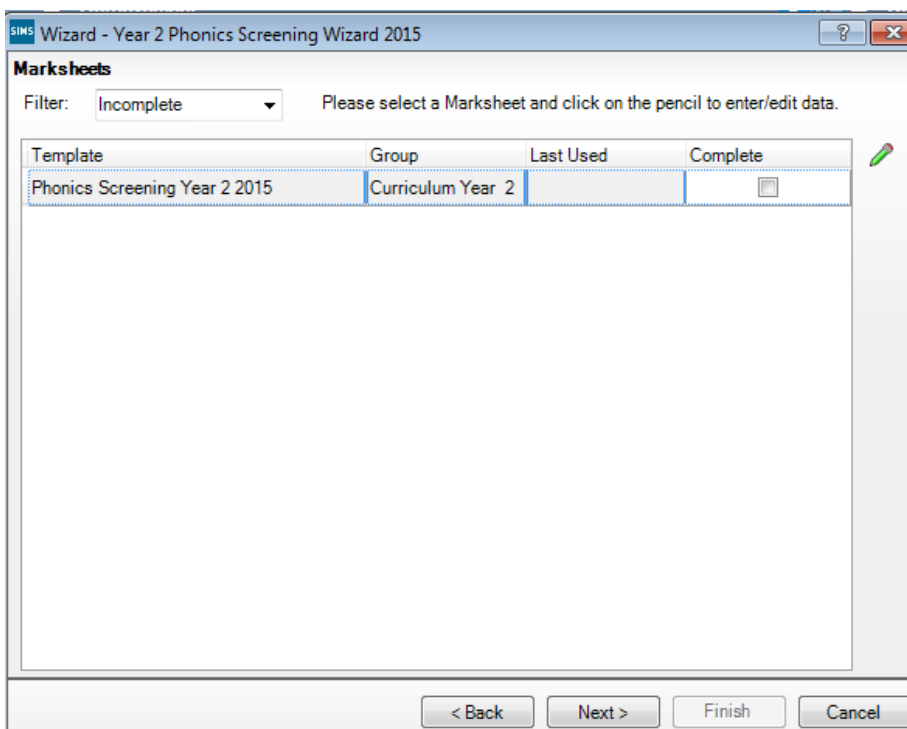
If you needed to set up a User Defined Group for your Year 2 cohort (pages 1-3), click on the + symbol next to the **User Defined Groups** category and a list of Groups will be displayed. Click on the name of the group you set up and click on the **Apply** button.

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 2015

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	Threshold Score Phonics Check Year 2	Mark for Phonics Check Year 2	Grade for Phonics Check Year 2	Data Check
AKEMAN, Rebecca		32	Wa					Ok
ARKELL, Isis		31	Wt					!
ASTONI, Sonya		30	Wt					!
ASTWICK, Wills		33	Wa					Ok
BAKER, Fiona		35	Wa					Ok
BARRETT, Anthony		36	Wa					Ok
BASSETT, Joseph		34	Wa					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 2015 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.

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	Threshold Score Phonics Check Year 2	Mark for Phonics Check Year 2	Grade for Phonics Check Year 2	Data Check
AKEMAN, Rebecca	.	32	Wa	.				Ok
ARKELL, Isis	.	31	Wt	.		32		!
ASTONI, Sonya	.	30	Wt	.		36		!
ASTWICK, Wills	.	33	Wa	.				Ok
BAKER, Fiona	.	35	Wa	.				Ok
BARRETT, Anthony	.	36	Wa	.				Ok
BASSETT, Joseph	.	34	Wa	.				Ok
BENSON, Zachary	.	36	Wa	.				Ok
CANDY, Tilly	.	37	Wa	.				Ok
CHING, Susie	.	35	Wa	.				Ok
CLARKE, Anabel	.	28	Wt	.			A	!
CLOVER, Frederick	.	18	Wt	.				!
COLINS, Stephen	.	28	Wt	.				!

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 **Disappiled** 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 **Save** button at the top of the screen. Because the DfE are not releasing the pass mark until 29th 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 29th June, you can enter it into the Threshold Score Phonics Check Year 2 column. Right click on the column header and choose Select Grade for Column. Click on the pass mark that has been announced by the DfE and click OK. Then click Calculate and the Grade for Phonics Check Year 2 will be filled with WA (working at or above) or WT (working towards).

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.

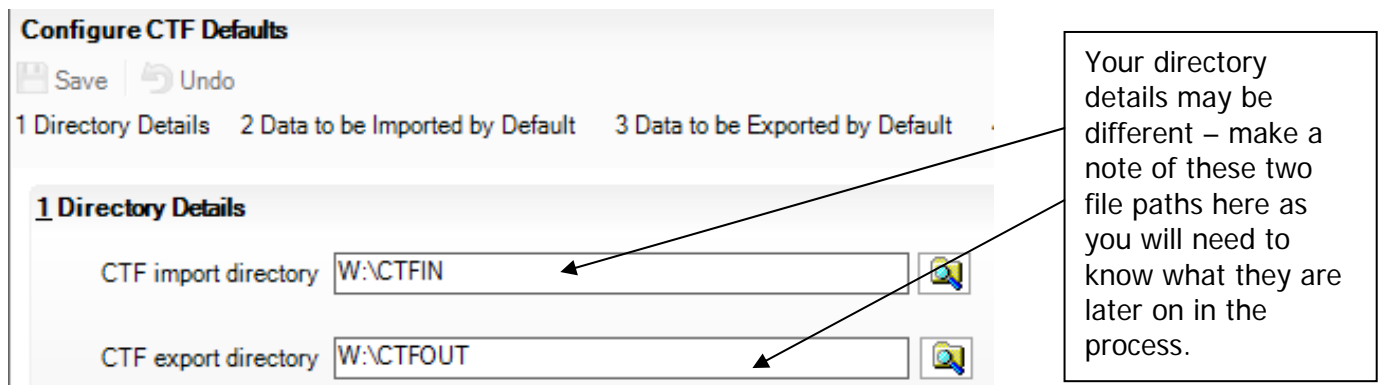
PLEASE NOTE:

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 15 June to Friday 26 June 2015**.

Creating an XML file in SIMS.net

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



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.

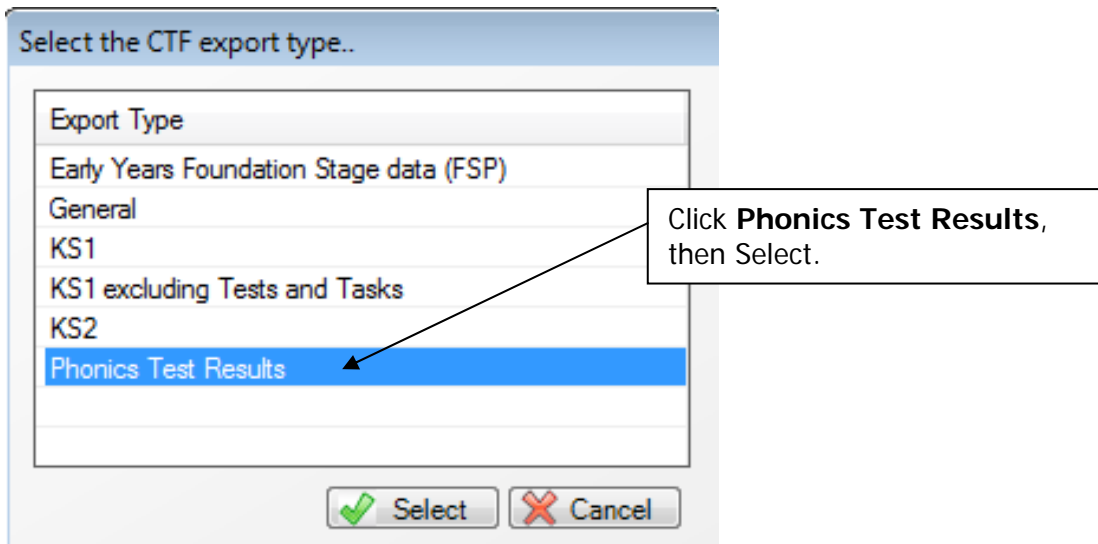
CTF Import Directory: _____

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.



The following screen will appear.

1 Student Options

Effective Date: 05/05/2015 View: Current and Leavers this year Include students already exported Refresh Students

2 Students

UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught
Y820200109033	Aaron	Chris	4SL	4	4
M820200109034	Aaron	Sophie	4ES	4	4
N823299911001	Abdullah	Tamwar	ELM	1	1
K823299913001	Ahhra	Ahiit	FI M	R	R

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.

3 Students						
UPN	Preferred Sur...	Preferred Fore...	R...	Year Grp	Ye...	Previous Des...
Y82020010...	Aaron	Chris	PINE	1	1	
J820200109...	Aaron	Liz	PINE	1	1	
M82020010...	Aaron	Sophie	ASH	1	1	
J823200110...	Ackton	Stephen	ELM	1	1	Kent
N82320011...	Adasheji	Mohammed	PINE	1	1	
M82320011...	Ansell	Alfie	ASH	1	1	

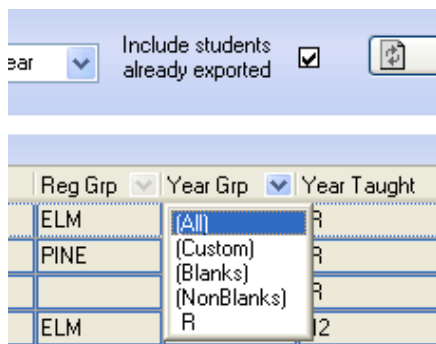
To transfer results to Kent:

- 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.
- 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.

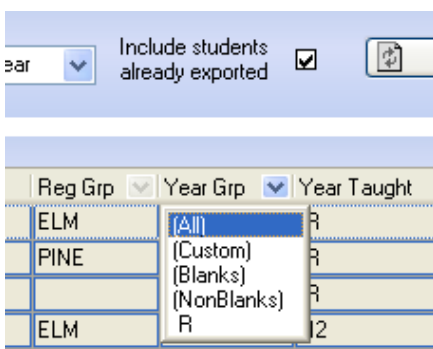
Please ensure that you do not attach a destination LA for any pupils who you do not have assessments for. For example, if new pupils have joined your school AFTER the Phonics Screening test week, simply remove the Destination LA from their "row". To do this click on their LA Destination box and scroll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

3 Students								
UPN	Preferred Sur...	Preferred Fore...	R...	Year Grp	Ye...	Previous Des...	Destination L...	
Y82020010...	Aaron	Chris	PINE	1	1		Kent	
J820200109...	Aaron	Liz	PINE	1	1		Kent	
M82020010...	Aaron	Sophie	ASH	1	1		Kent	
J823200110...	Ackton	Stephen	ELM	1	1	Kent	Kent	
N82320011...	Adasheji	Mohammed	PINE	1	1		Kent	
M82320011...	Ansell	Alfie	ASH	1	1		Kent	
Q82320011...	Ansell	Annie	OAK	1	1		Kent	
B82320011...	Ansell	Archie	ASH	1	1		Kent	

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).

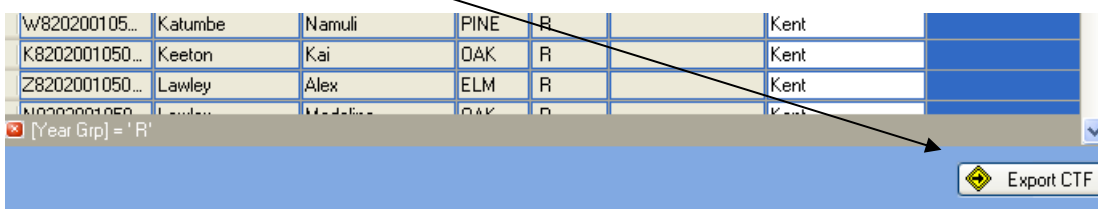
To add these leavers to your file, firstly click in the Year Group column header and change the selection back to **All** as shown below.



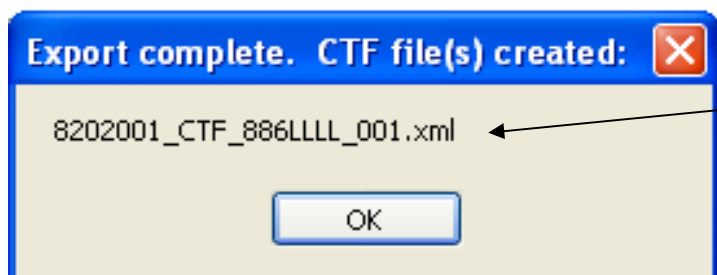
Then click in the Year Group column header again and depending on the pupil, select the **(1)** or **(2)** year group. The brackets round the year group signify that the pupil/s have left.

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.



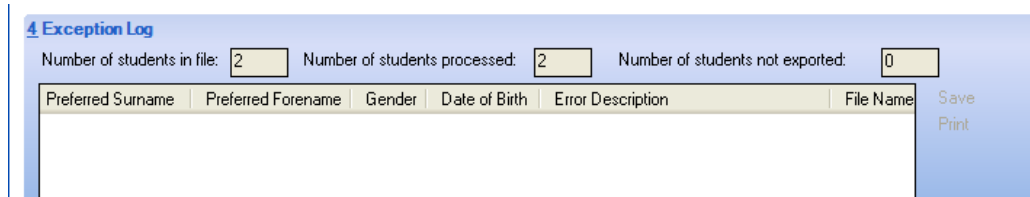
A message may appear about an Address Tidy and Merge. Click on the Yes button to proceed. An egg timer will appear. This is the only visible “working” symbol. When the CTF has been created a dialogue box will appear as shown below.



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 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 should have received by e-mail.

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**.

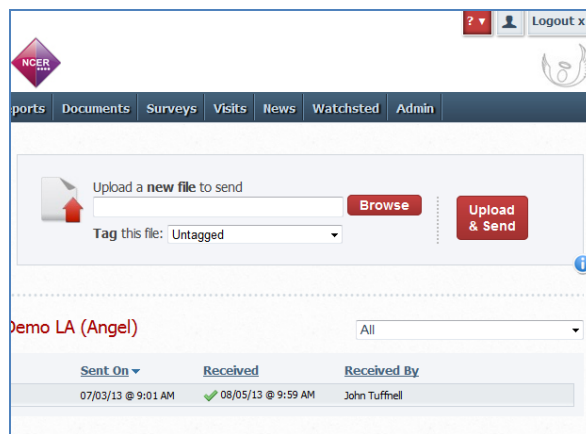


If you click on the "[Forgotten your password?](#)" link you can enter either your username (this is normally the school URN) or your e-mail address and a reminder of your login details will be e-mailed to you. The e-mail address that you enter will need to be the address that is assigned to your Perspective Lite login or the password retrieval will not work.

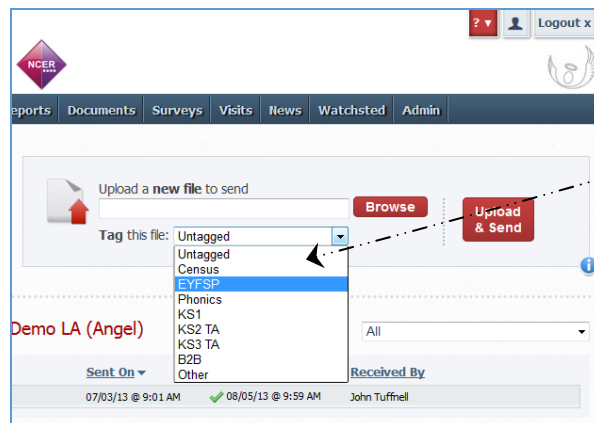
- Once logged in hover the mouse over **Documents** and click on **Send Files**



- 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 15 June and Friday 26 June 2015

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

Imogen Carr	03000 417043
Ed Lacey	03000 417113

Key Stage Two

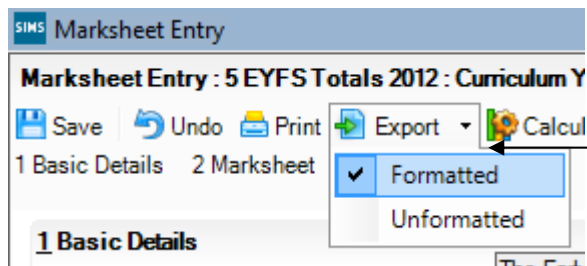
Jenny Thompson	03000 417183
Jan Bennett	03000 417023
Chaleigh Thorne	03000 417184

Foundation, Phonics and Key Stage Data Collections 2015

Appendix 1 – Formatted and Unformatted Export/Import

All marksheet 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.

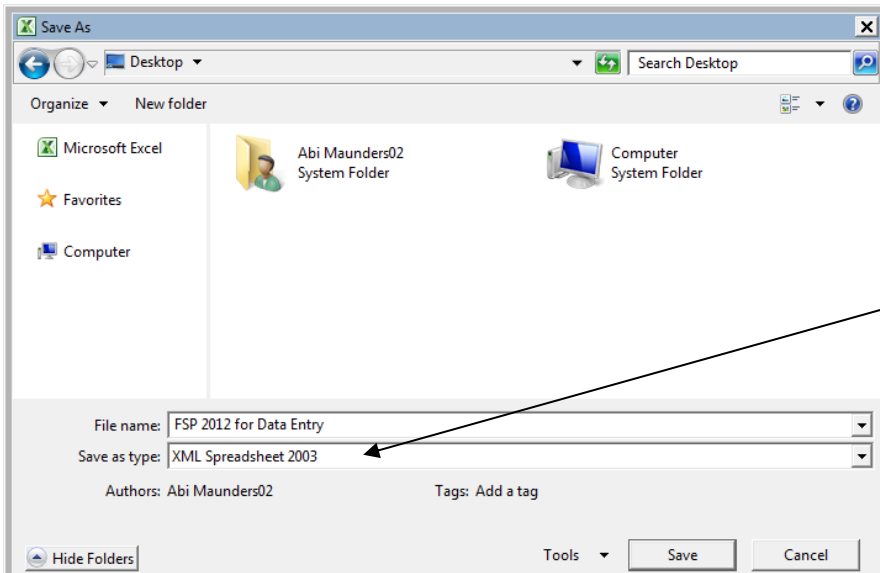
The marksheet will be exported to an Excel workbook as shown below. (This may take a few moments depending on the speed of your PC and the size of your cohort.)

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

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

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.

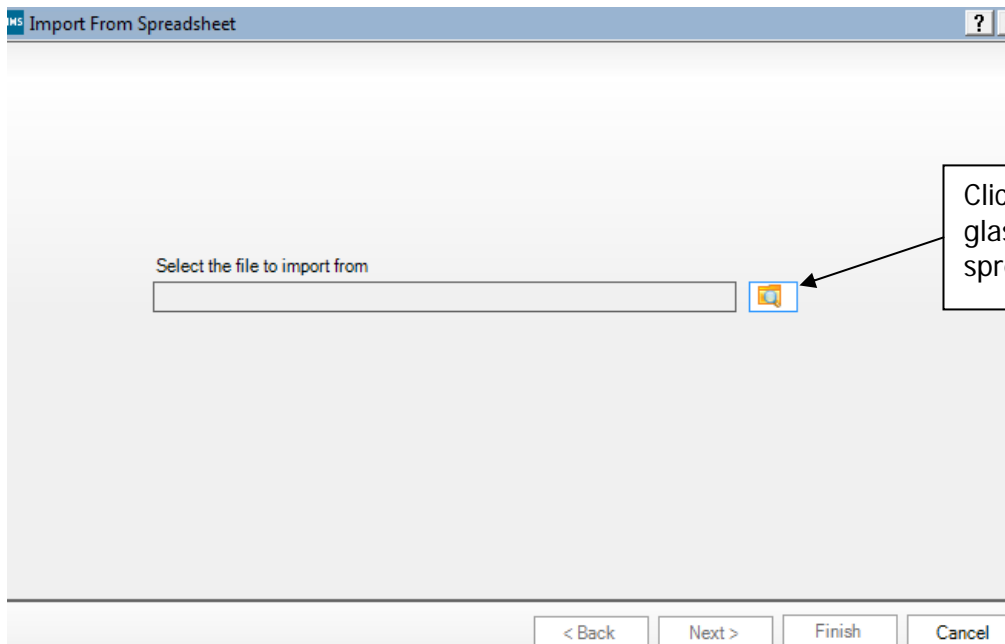
Do not change the Save as type box.

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.

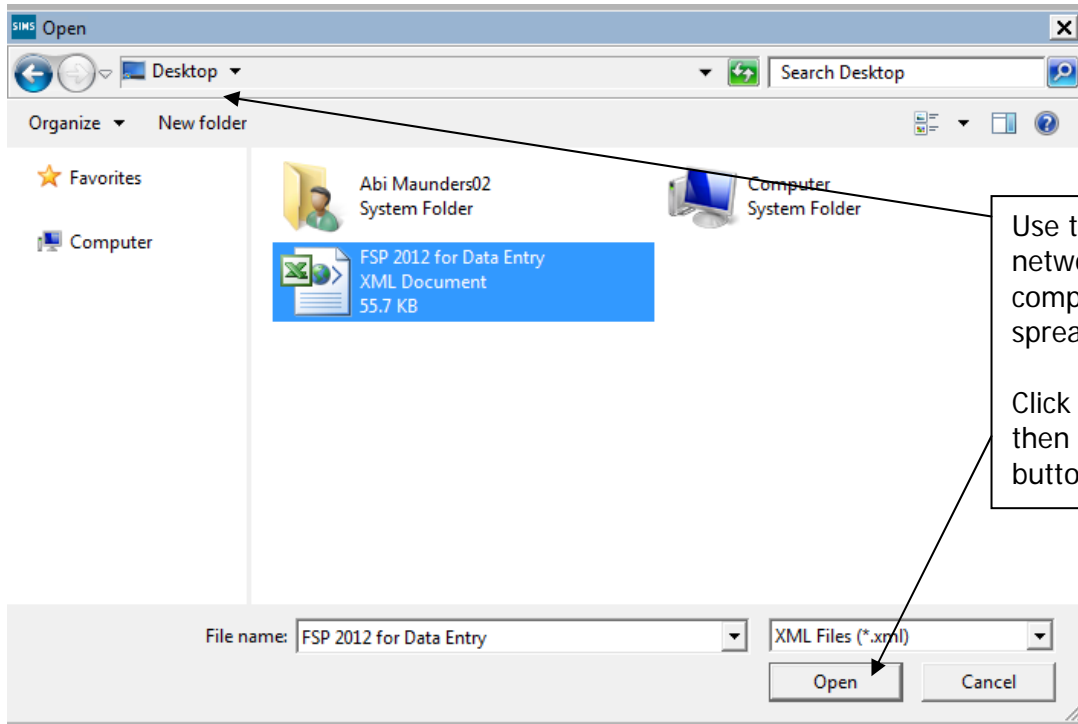
When all the scores/TA Levels have been entered into the spreadsheets you can import them back into Assessment Manager.

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



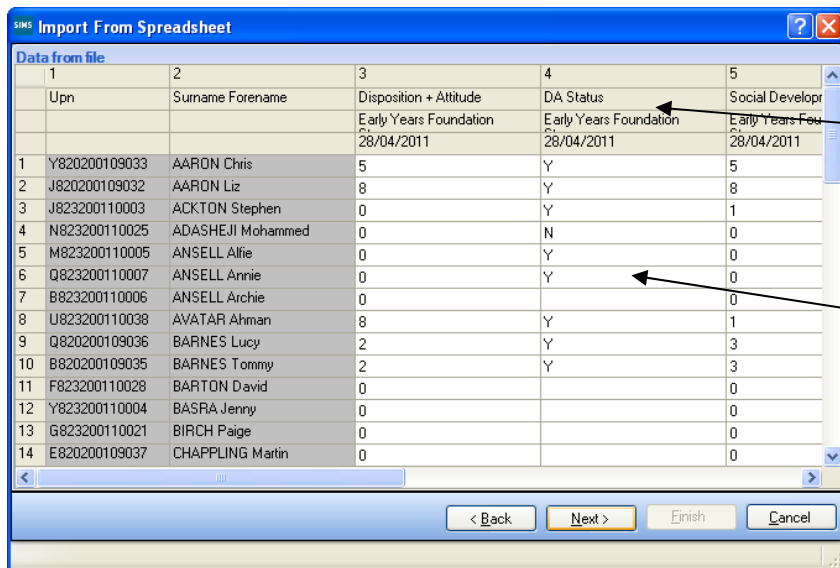
Click on the magnifying glass to find the Excel spreadsheet.

The screen shown overleaf will appear.



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.

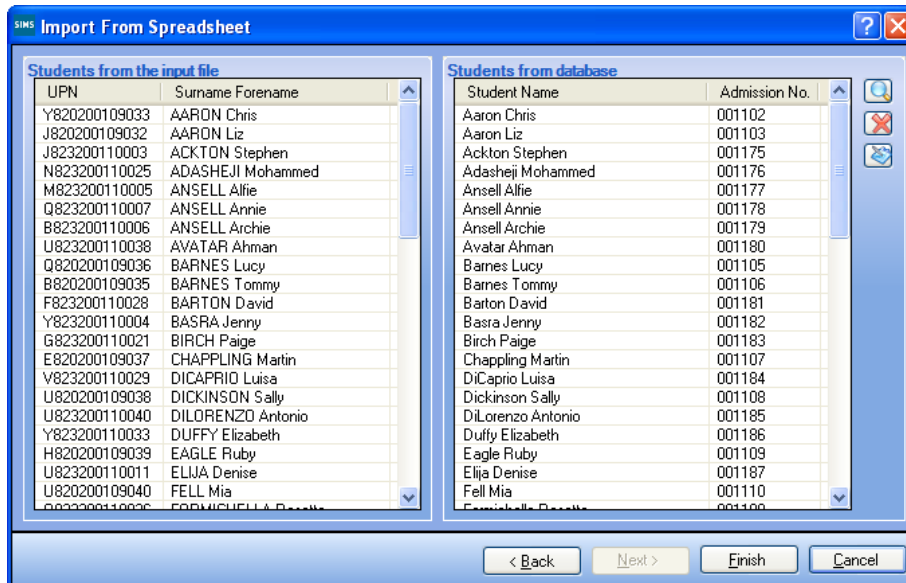


Because you chose a formatted export, Assessment Manager has automatically found the correct Aspects to put the results into.

Your results will be displayed in the white columns.

Click on the **Next** button.

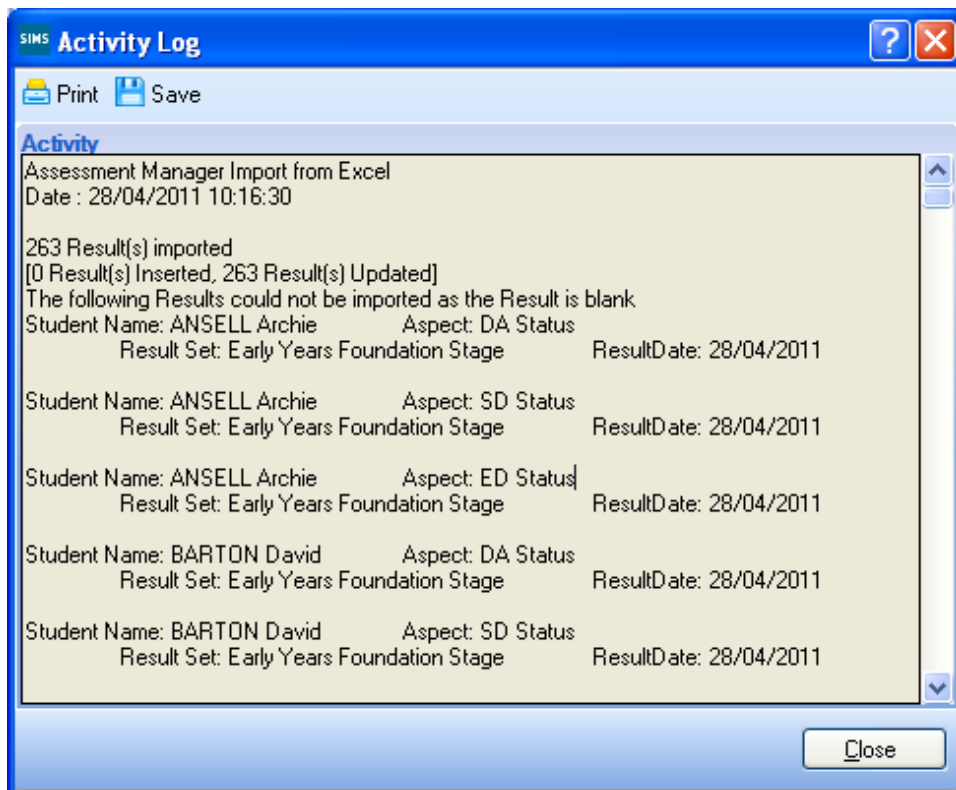
The student matching screen will be displayed as shown below.



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.



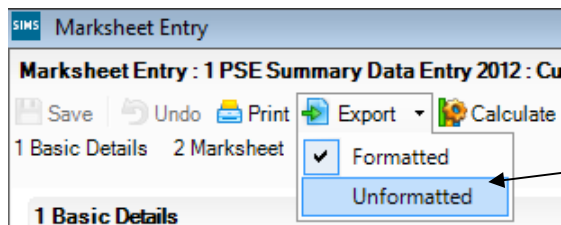
You need to go into each of the marksheets (not FSP) and press the **Calculate** button. You can go to the marksheets via the wizard (**Tools | Performance | Assessment | Wizard Manager**) or through the route **Focus | Assessment | Marksheet Entry**.

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.)

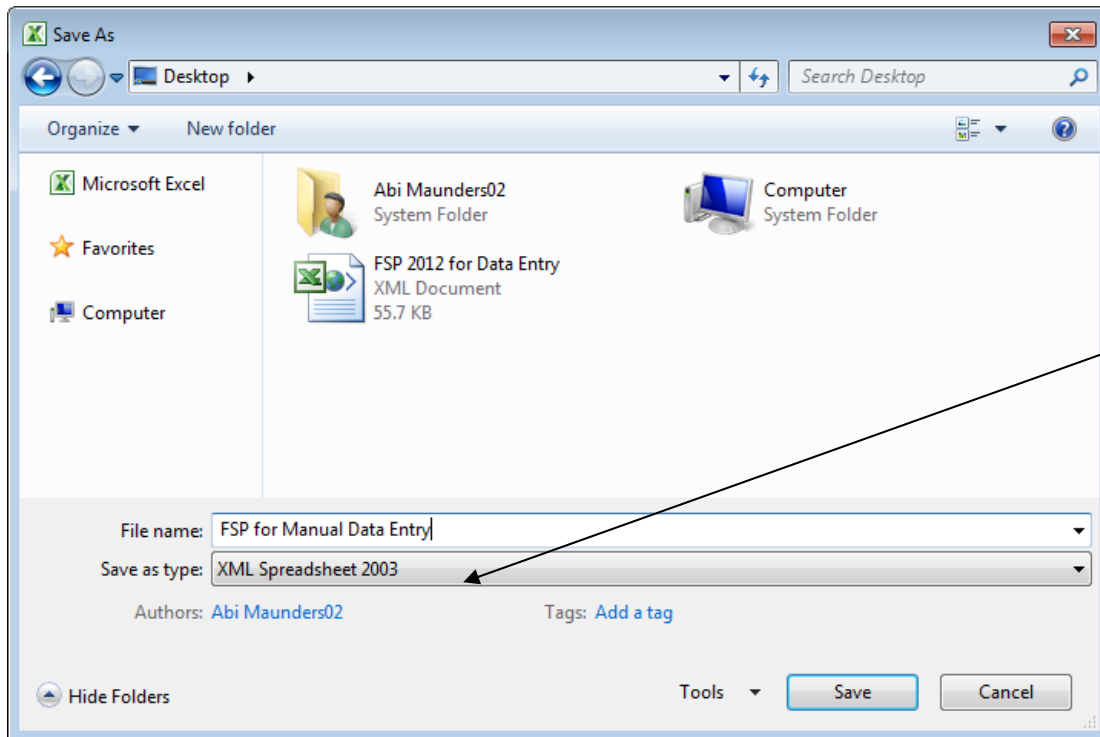
	A	B	C	D	E	F	G
	Surname Forename	PSE Disp & Attitude Early Y Foundation Stage	DA Status Early Years Foundation Stage	PSE Social Dev Early Years Foundation Stage	PSE SD Status Early Years Foundation Stage	PSE Emotional Dev Early Y Foundation Stage	ED Status Early Years
1							
2	ADAMS Laura	7	Y	8	6	Y	
3	AMNAR Tarak	5	Y	6	6	Y	
4	ASTWICK Gwenneth	6	Y	6	6	Y	
5	BOND Steve	7	Y	7	8	Y	
6	CAMERON Zara	8	Y	8	9	Y	
7	CARTER Hannah	4	Y	4	3	Y	
8	CHURCHILL Martin	7	Y	8	8	Y	
9	COOKSON Harry	8	Y	9	8	Y	

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.

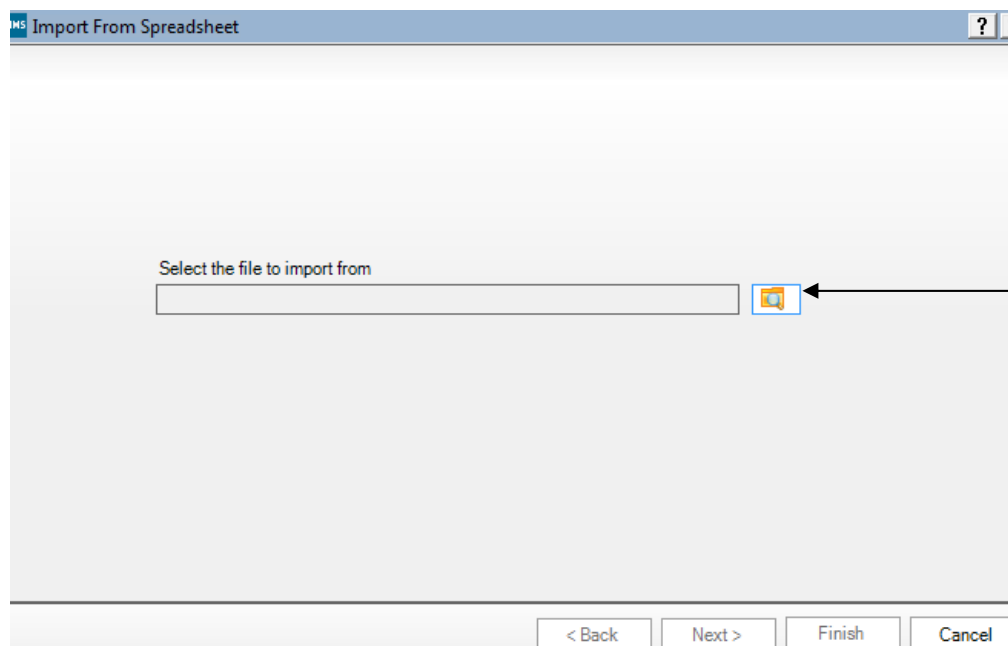
Do not change the Save as type box.

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.

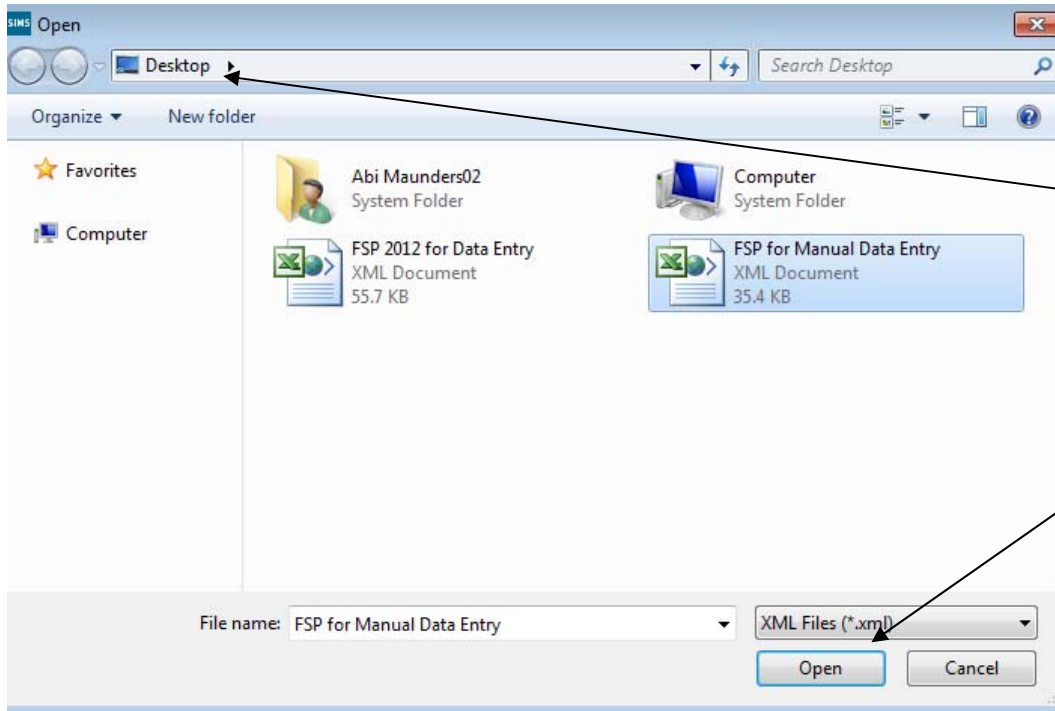
When all the scores/TA Levels have been entered into the spreadsheets, you can import them back into Assessment Manager.

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



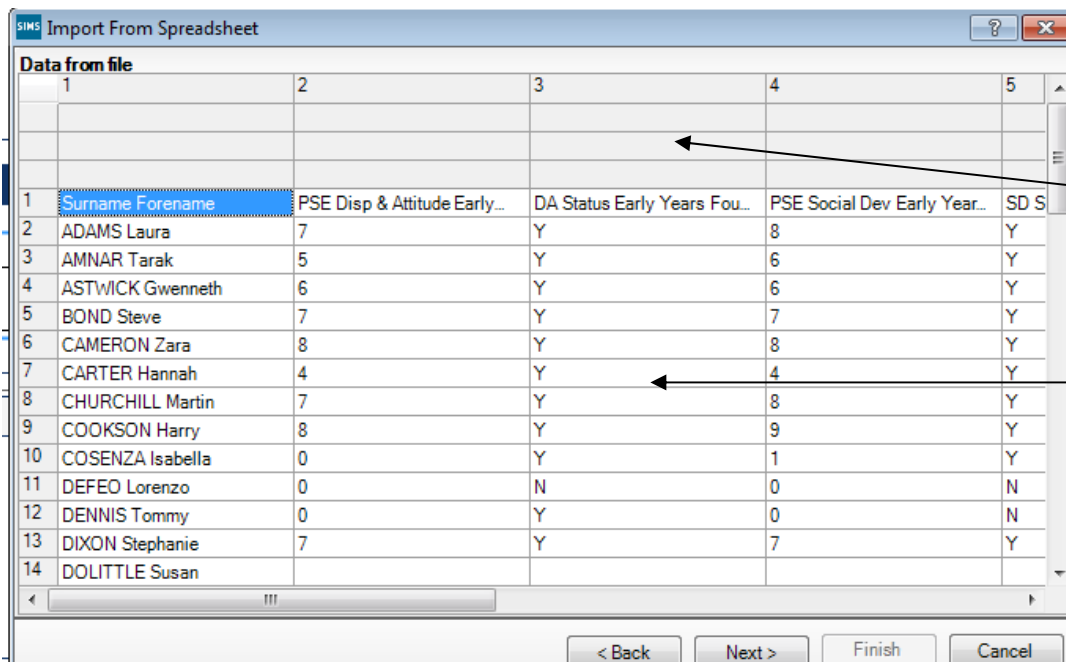
Click on the magnifying glass to find the Excel spreadsheet.

The screen shown overleaf will appear.



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

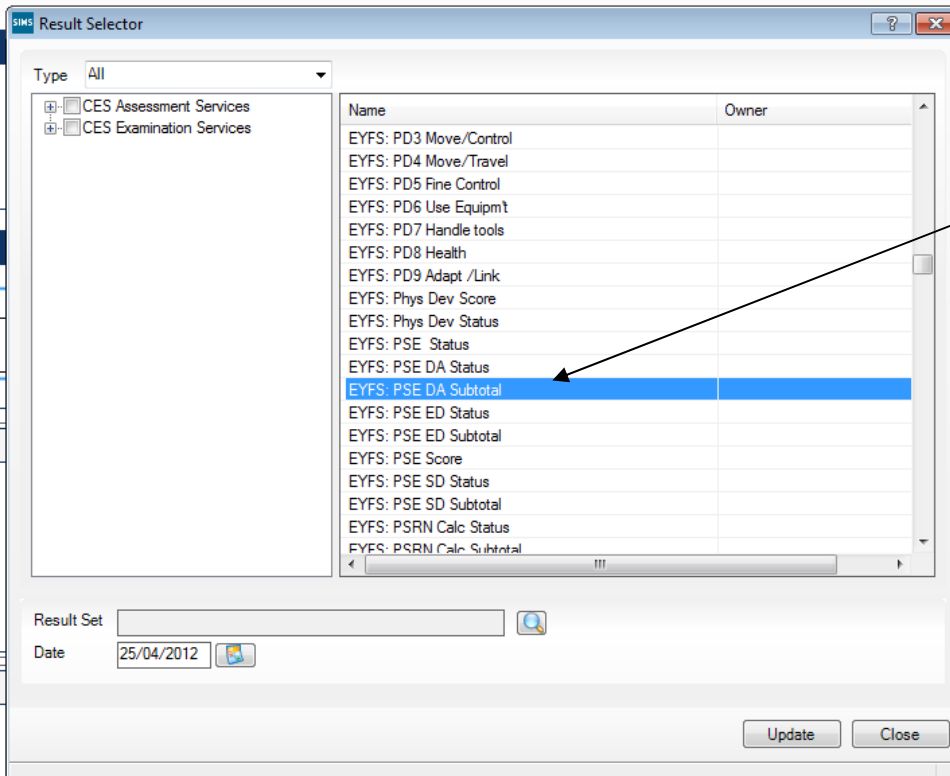
Then, right click over the **GREY** top area of the same column and the menu shown below will appear.

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.

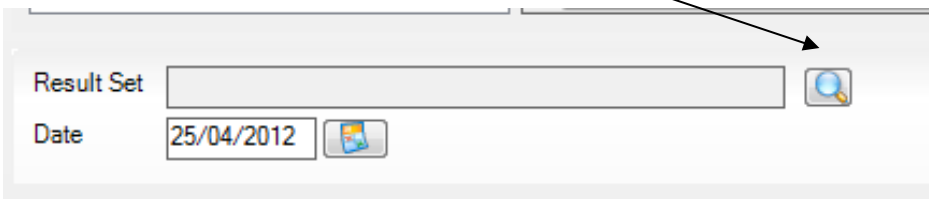
- Left click once in the white part of a column that contains assessment data
- Right click once on the grey area of the same column

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

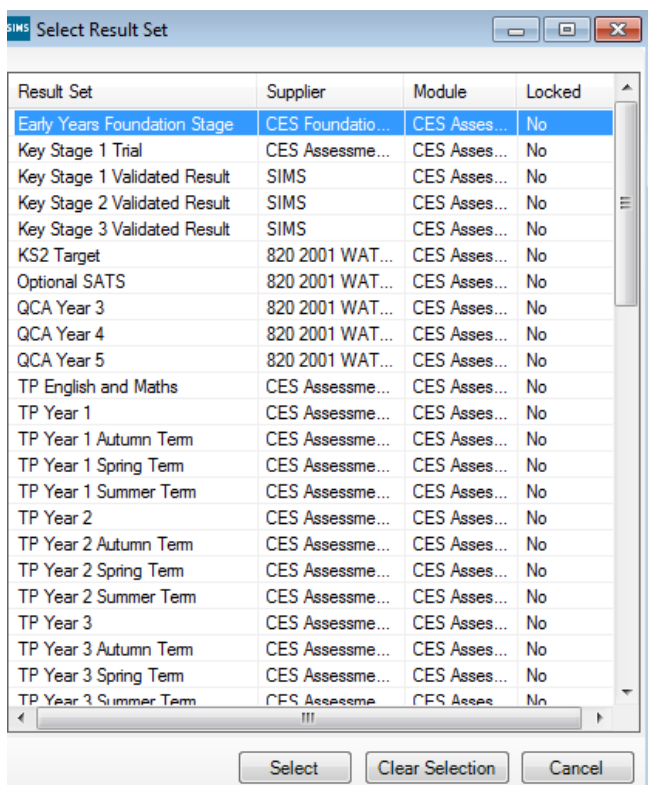


The Aspects will follow the same naming conventions, for example:
EYFS: PSE DA Status

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.

SIMS Import From Spreadsheet			
Data from file			
1	2	3	
	Surname Forename	Disposition + Attitude	
		Early Years Foundation	
		25/04/2012	
1	Surname Forename	PSE Disp & Attitude Early...	DA Status Early Years
2	ADAMS Laura	7	Y
3	AMNAR Tarak	5	Y
4	ASTWICK Gwenneth	6	Y
5	BOND Steve	7	Y
6	CAMERON Zara	8	Y
7	CARTER Hannah	4	Y
8	CHURCHILL Martin	7	Y
9	COOKSON Harry	8	Y

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.

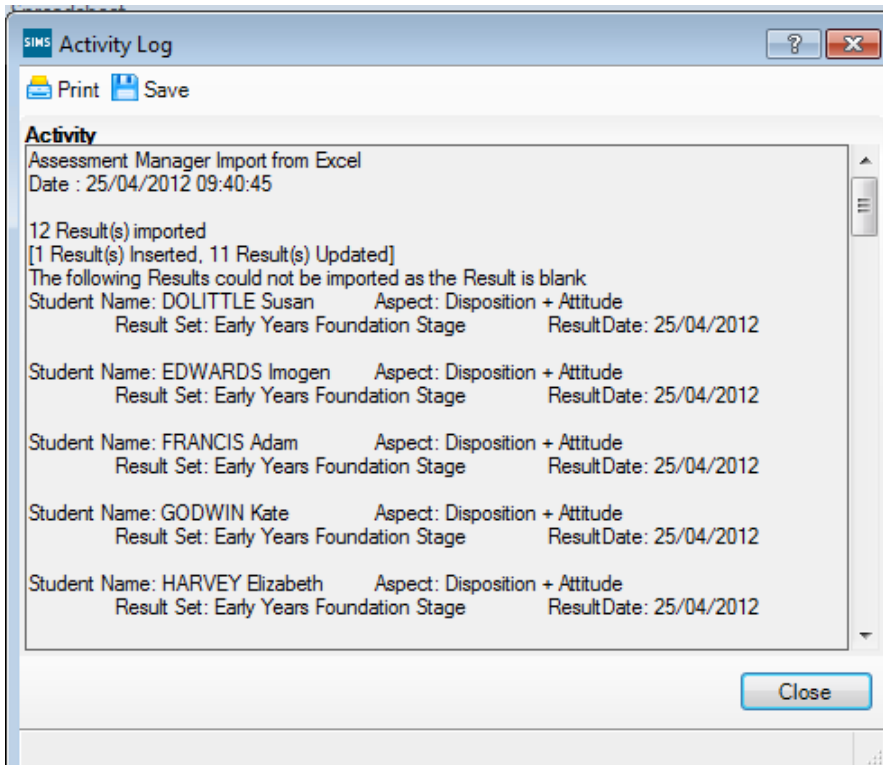
The pupil matching screen will now be displayed as shown below.

SIMS Import From Spreadsheet																																					
Students from the input file Surname Forename ADAMS Laura AMNAR Tarak ASTWICK Gwenneth BOND Steve CAMERON Zara CARTER Hannah CHURCHILL Martin COOKSON Harry COSENZA Isabella DEFELO Lorenzo DENNIS Tommy DIXON Stephanie DOLITTLE Susan EDWARDS Imogen FRANCIS Adam GODWIN Kate HARVEY Elizabeth	Students from database <table border="1"> <thead> <tr> <th>Student Name</th> <th>Admission No.</th> </tr> </thead> <tbody> <tr><td>Adams Laura</td><td>001235</td></tr> <tr><td>Amnar Tarak</td><td>001236</td></tr> <tr><td>Astwick Gwenneth</td><td>001155</td></tr> <tr><td>Bond Steve</td><td>001237</td></tr> <tr><td>Cameron Zara</td><td>001156</td></tr> <tr><td>Carter Hannah</td><td>001238</td></tr> <tr><td>Churchill Martin</td><td>001239</td></tr> <tr><td>Cookson Harry</td><td>001240</td></tr> <tr><td>Cosenza Isabella</td><td>001241</td></tr> <tr><td>Defeo Lorenzo</td><td>001242</td></tr> <tr><td>Dennis Tommy</td><td>001243</td></tr> <tr><td>Dixon Stephanie</td><td>001244</td></tr> <tr><td>Dolittle Susan</td><td>001158</td></tr> <tr><td>Edwards Imogen</td><td>001245</td></tr> <tr><td>Francis Adam</td><td>001246</td></tr> <tr><td>Godwin Kate</td><td>001247</td></tr> <tr><td>Harvey Elizabeth</td><td>001248</td></tr> </tbody> </table>	Student Name	Admission No.	Adams Laura	001235	Amnar Tarak	001236	Astwick Gwenneth	001155	Bond Steve	001237	Cameron Zara	001156	Carter Hannah	001238	Churchill Martin	001239	Cookson Harry	001240	Cosenza Isabella	001241	Defeo Lorenzo	001242	Dennis Tommy	001243	Dixon Stephanie	001244	Dolittle Susan	001158	Edwards Imogen	001245	Francis Adam	001246	Godwin Kate	001247	Harvey Elizabeth	001248
Student Name	Admission No.																																				
Adams Laura	001235																																				
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Bond Steve	001237																																				
Cameron Zara	001156																																				
Carter Hannah	001238																																				
Churchill Martin	001239																																				
Cookson Harry	001240																																				
Cosenza Isabella	001241																																				
Defeo Lorenzo	001242																																				
Dennis Tommy	001243																																				
Dixon Stephanie	001244																																				
Dolittle Susan	001158																																				
Edwards Imogen	001245																																				
Francis Adam	001246																																				
Godwin Kate	001247																																				
Harvey Elizabeth	001248																																				
<input type="button" value=" < Back"/> <input type="button" value=" Next > "/> <input type="button" value=" Finish "/> <input type="button" value=" Cancel "/>																																					

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 (not FSP) 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 2015

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 2015 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 2015
- KS1 Y1 (or Y2) Phonics Comparative Eng 2015

Name	Edit Date
KS1 Y1 Phonics Student Eng 2015	01/01/2015
KS1 Y1 Phonics Comparative Eng 2015	01/01/2015

Membership Dates for Group : Curriculum Year 1

From: 05/05/2015 To: 05/05/2015 Refresh

Group Filter: [Search]

Surname	Forename	DOB	Reg Grp
<input checked="" type="checkbox"/> Abdullah	Tamwar	12/01/2008	ELM
<input type="checkbox"/> Beynon	Harvey	15/02/2009	PINE
<input type="checkbox"/> Carrick	Oliver	12/11/2008	ELM
<input type="checkbox"/> Carter	Daniel	04/04/2009	PINE
<input type="checkbox"/> Cassidy	Michael	02/01/2009	ASH
<input type="checkbox"/> Cedric-Smith	Lucie	08/05/2009	PINE

Select All Deselect All

< Back Next > Finish Cancel

This is the **Preview** button.

This is the **Print** button.

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 2015 report and click the Preview or Print button. The report displays percentages for all pupils, boys and girls within your school and 2014 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.