



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 2018** 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 7.180 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 pupils together with your Year 2 retake pupils) for submission to Management Information.

Section 1 – User Defined Groups

Before you use 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.

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 2018 Active State Active

Short Name Y1P 18 Current Main Supervisor

Notes Year 1 plus 1 leaver

Include in Discover

2 Membership

Effective Date Range 19 Apr 2018 - 31 Aug 2018 Academic Year Academic Year 2017/2018

Cursor Day <None> Selected Member

Cursor Date <None> Selected Membership

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 Year Group Effective Date 18/04/2018

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 Year Group Effective Date 19/04/2018

Name	Gender	Year and Reg Group	Current Group
McGregor, Harvey	Male	1PINE	Curriculum Year 1
Cooper, Andrew	Male	1ELM	Curriculum Year 1
Jacob, Ashley	Male	1ELM	Curriculum Year 1
Musa, Asban	Male	1PINE	Curriculum Year 1
Broz, Konrad	Male	1OAK	Curriculum Year 1
Newman, Walter	Male	1ASH	Curriculum Year 1
Kalinski, Eliza	Female	1PINE	Curriculum Year 1
Matthews, Arielle	Female	1ASH	Curriculum Year 1
Mainey, Aafia	Female	1OAK	Curriculum Year 1
Chaban, Julia	Female	1OAK	Curriculum Year 1
Ryan, Emilee	Female	1ASH	Curriculum Year 1
Gorev, Anastasya	Female	1OAK	Curriculum Year 1
Adams, Nancy	Female	1ELM	Curriculum Year 1
Ewy, Monica	Female	1OAK	Curriculum Year 1
Carlton, Eleanor	Female	1ELM	Curriculum Year 1

OK Cancel

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

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

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

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

2 Membership

Effective Date Range: 19 Apr 2018 - 31 Aug 2018 Academic Year: Academic Year 2017/2018

Cursor Day: <None> Selected Member: Adams, Nancy - 1ELM

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

Zoom Action...

Member	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Adams, Nancy - 1ELM												
Broz, Konrad - 1OAK												
Carlton, Eleanor - 1ELM												

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: Student

Group Type: <All> Group: Effective Date: 19/04/2018

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, Gadrif	Male	(5DT)
Aaron, Chris	Male	(6KH)
Aaron, Liz	Female	(6KH)
Abraham, Jane	Female	(6KH)
Adasheji, Mohammed	Male	(6KH)
Adebayor, Emmanuel	Male	(6KH)

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.

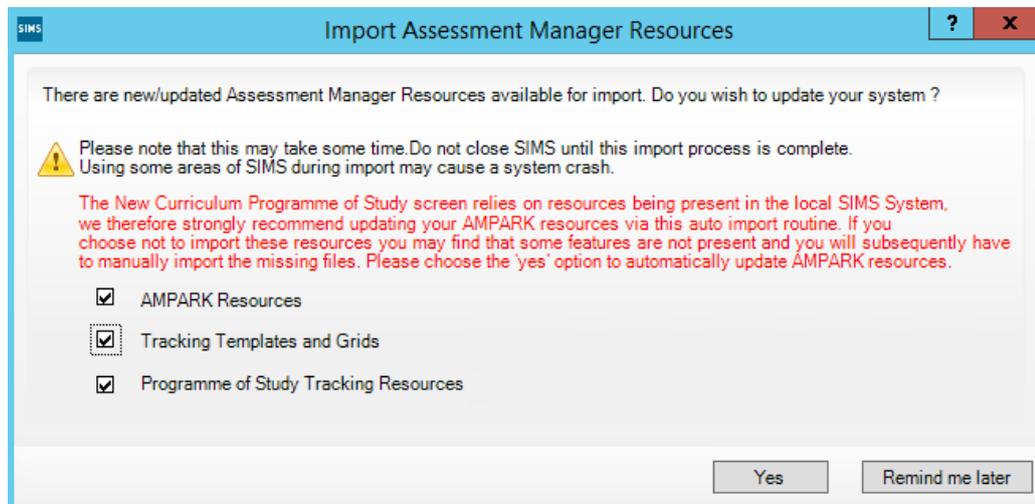
Section 2 – Importing the Phonics Wizards (AMPA folder)

If you have any problems with the AMPA files, please contact the EIS Help Desk on 0300 065 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.

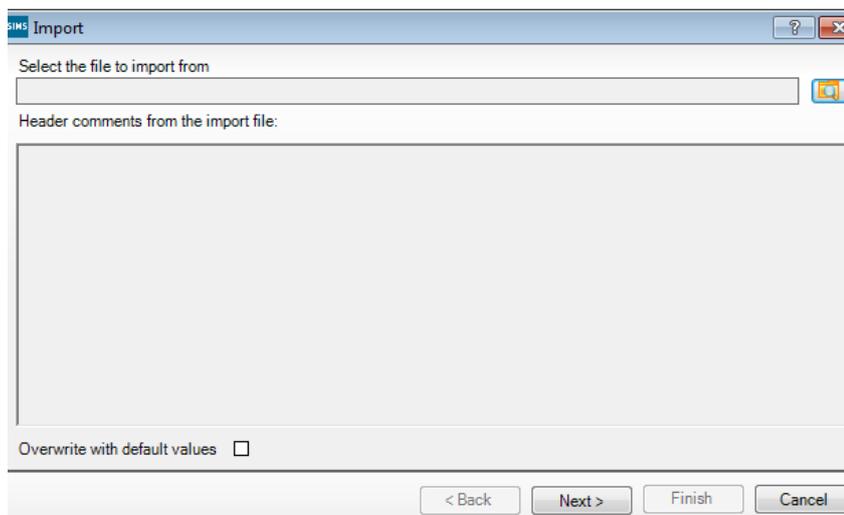
Importing the Phonics Wizards into Assessment Manager

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

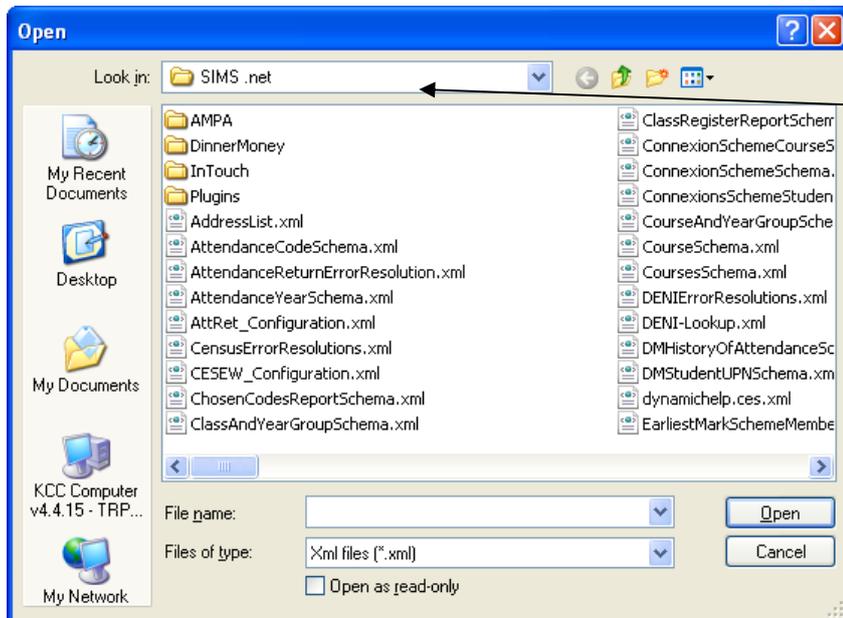
If the following panel appears, make sure all the boxes are ticked and click **Yes**. All resources (including the Wizards) will be imported. **This can take a few minutes to complete.** During the import, a progress bar is displayed - when the resources have been imported and the activity log appears, you can continue these guidance notes from **Section 3 on page 7**.



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 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.

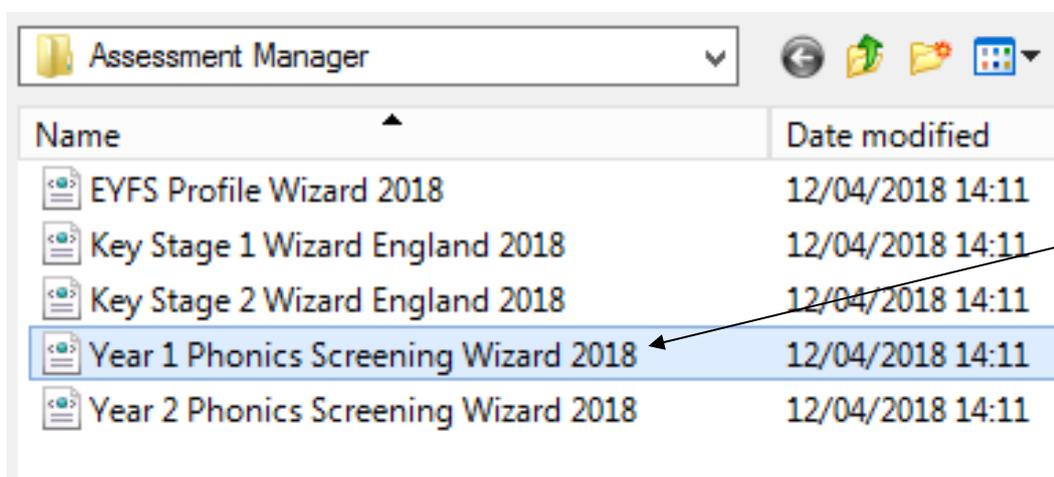
It is normally located at
C:\Program
Files(x86)\SIMS\SIMS.net

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 **AMPA** folder as shown above. Double click on this folder, then on the following folders in succession:

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

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



Click on the **Year 1 Phonics Screening Wizard 2018** as shown opposite and click on the **Open** button.

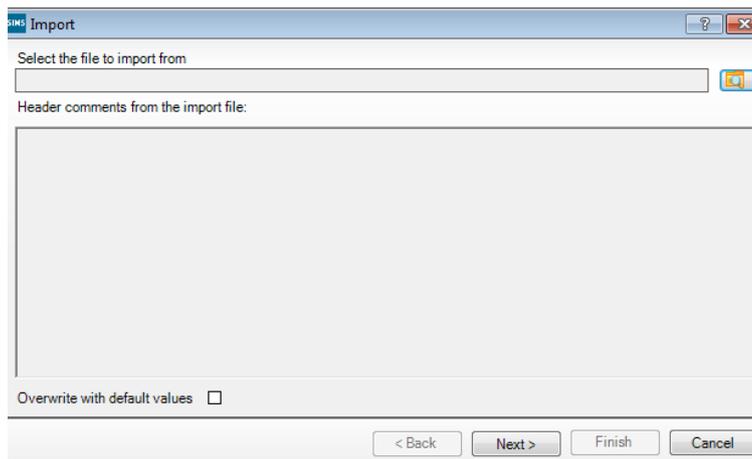
The import screen will be shown. Make sure the "**Overwrite with default values**" box is ticked and then click **Finish** followed by **Yes** to start the import. This may take some time depending on the speed of your PC. An Activity Log will be displayed when the import is complete. Make sure the Log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

You now need to import the Year 2 Phonics Wizard.

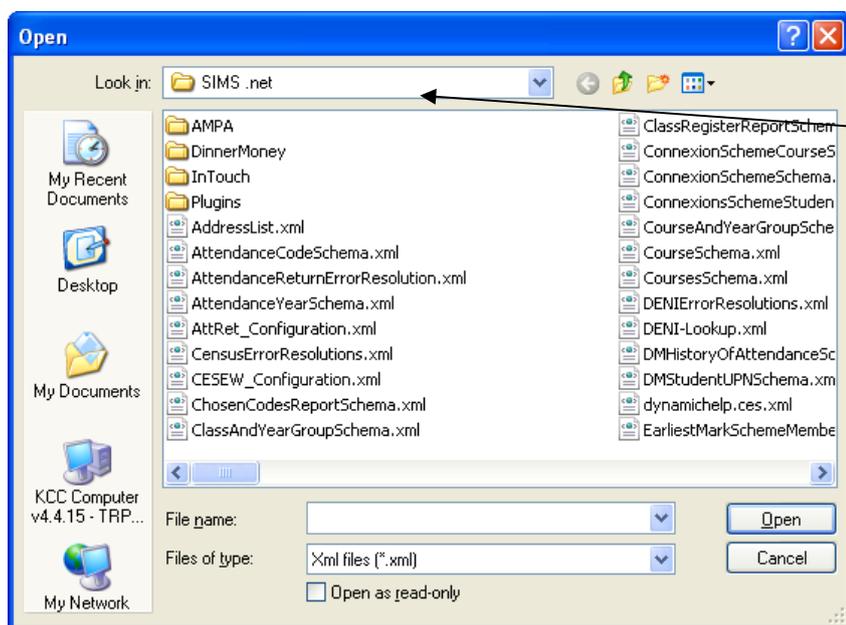
If you imported all the Assessment Manager Resources (page 4) go to Section 3 on page 7.

If you did not import all the Resources or the panel didn't appear, continue from the top of the next page.

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



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.

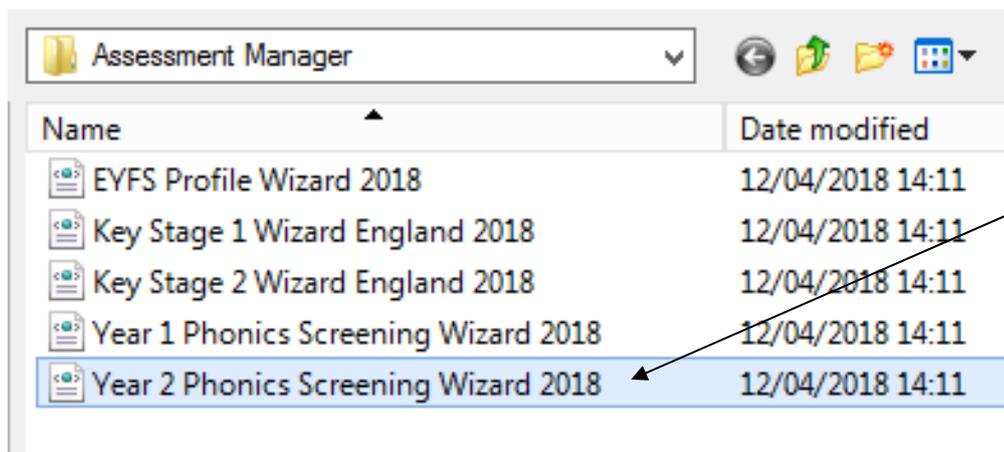
It is normally located at
C:\Program Files(x86)\SIMS\SIMS.net

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 **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 2018** 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.

Name	Edit Date	Complete
EYFS Profile Wizard 2018	01/10/2017	<input type="checkbox"/>
Key Stage 1 Wizard England 2018	01/10/2017	<input type="checkbox"/>
Key Stage 2 Wizard England 2018	01/10/2017	<input type="checkbox"/>
Year 1 Phonics Screening Wizard 2018	01/10/2017	<input type="checkbox"/>
Year 2 Phonics Screening Wizard 2018	01/10/2017	<input type="checkbox"/>

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.

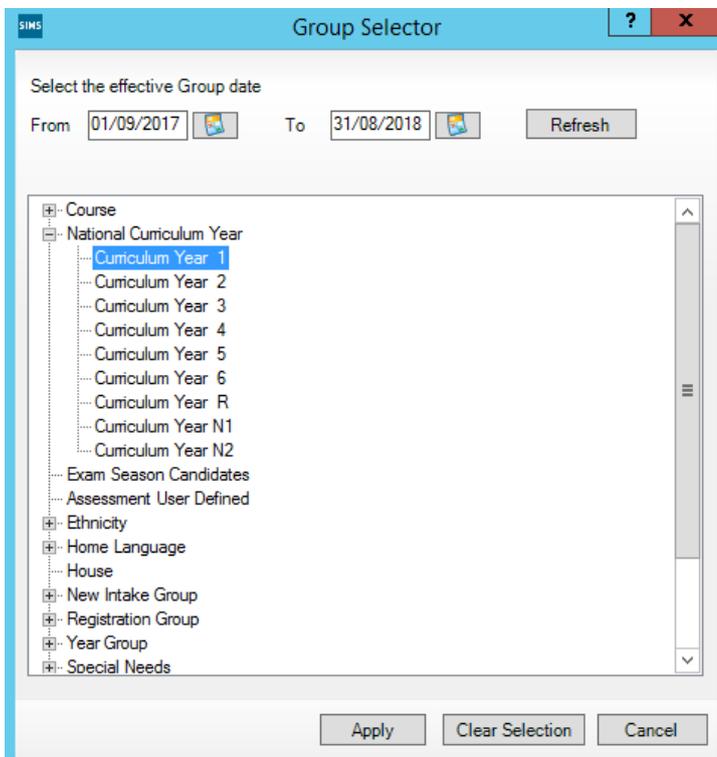
Click on the **Year 1 Phonics Screening Wizard 2018** and click on the **Next** button.

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

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

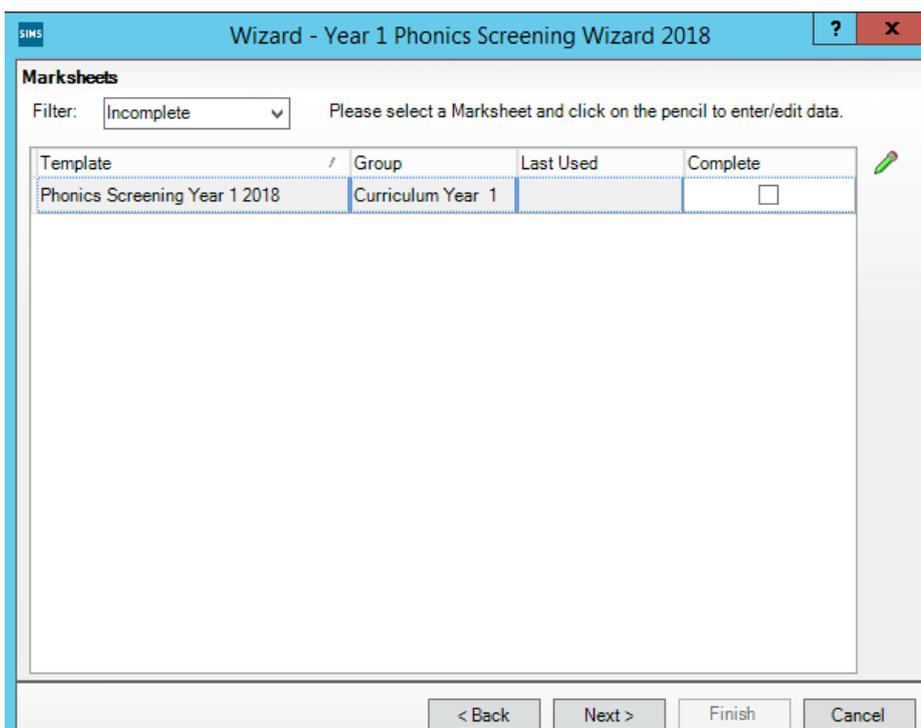
If you set up a User Defined Group (pages 1-3), click on the **+** symbol next to the **User Defined Groups** category and a list of Groups will be displayed. Click on the name of the group you set up (Y1 Phonics 2018) and click on the **Apply** button.

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 2018

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.

Marksheet Entry : Phonics Screening Year 1 2018 : Curriculum Year 1

Save Undo Print Export Calculate

1 Basic Details 2 Marksheet

1 Basic Details

Notes

This Marksheet enables you to enter the outcomes of the Year 1 Phonics Screening Test. Once the Marksheet is displayed:

- In the Threshold Score column enter the Threshold Mark for the 'Wa' grade. You might like to do

Last Used

Data entry for this Marksheet is complete

2 Marksheet

Result Date 19/04/2018 Group Membership Date 19/04/2018 Refresh Summary Narrow Zoom Reveal

Group Filter

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Data Check
ADAMS, Nancy		37		
ALALA, Candis		34		
BARDEN, Olivia		28		
BATEMAN, Vincent		33		
BHATI, Aini		19		
BOIAN, Claudiu				
BROWN, Ingrid				

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 management.information@kent.gov.uk

You can now start entering the Year 1 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
AKEMAN, Richard		31		
AKEMAN, Steven		30		
ALAMILLA, Sofia		35		
BALIK, Karolina			A	
BANIN, Valeriya		15		
BANKS, Chloe			D	

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.

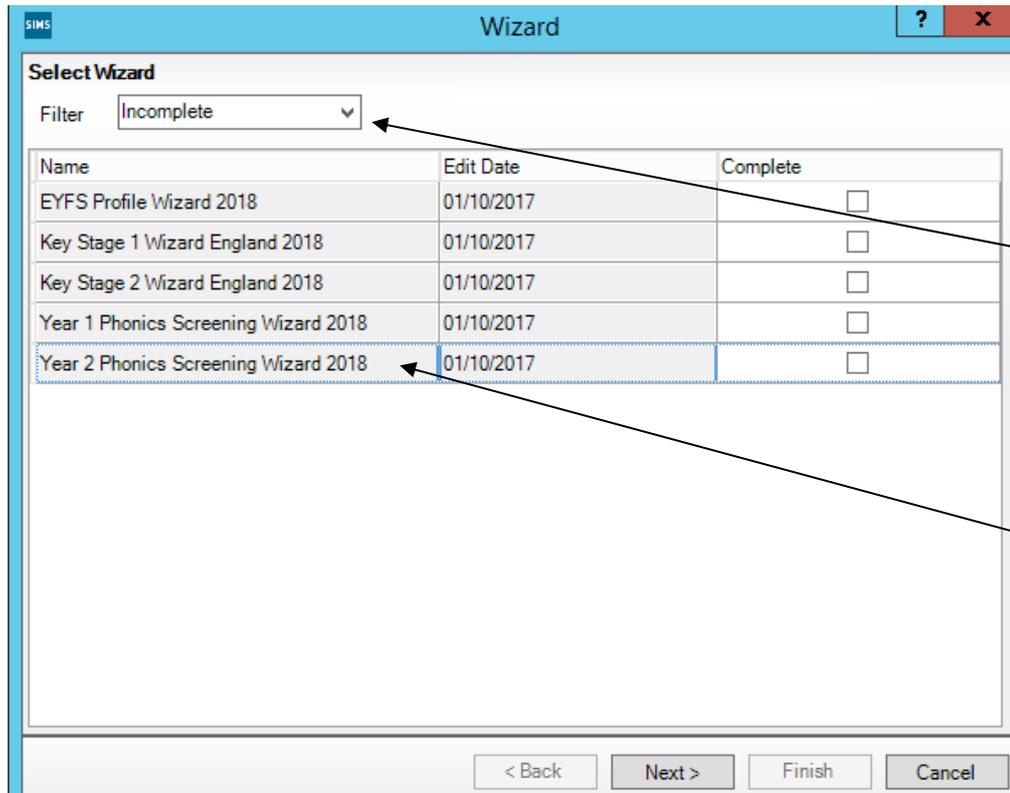
When you have finished entering scores for all pupils, click on the **Save** button at the top of the screen. Because the DfE are not releasing the pass mark until 25th June an exclamation mark will be displayed in the Data Check column – **this will not have an effect on the data you return to us.**

When the pass mark is released on 25th 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.



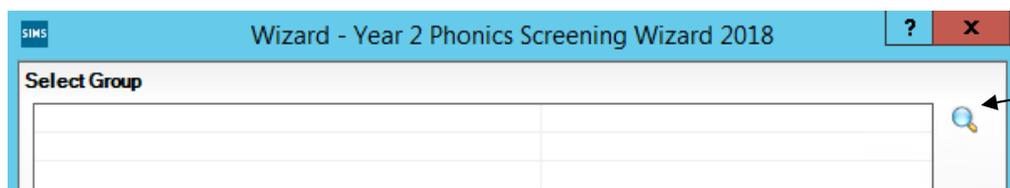
A list of **all** the Wizards on your system will be displayed.

Make sure the filter says **Incomplete**.

Do not tick the Complete box on the right.

Click on the **Year 2 Phonics Screening Wizard 2018** and click on the **Next** button.

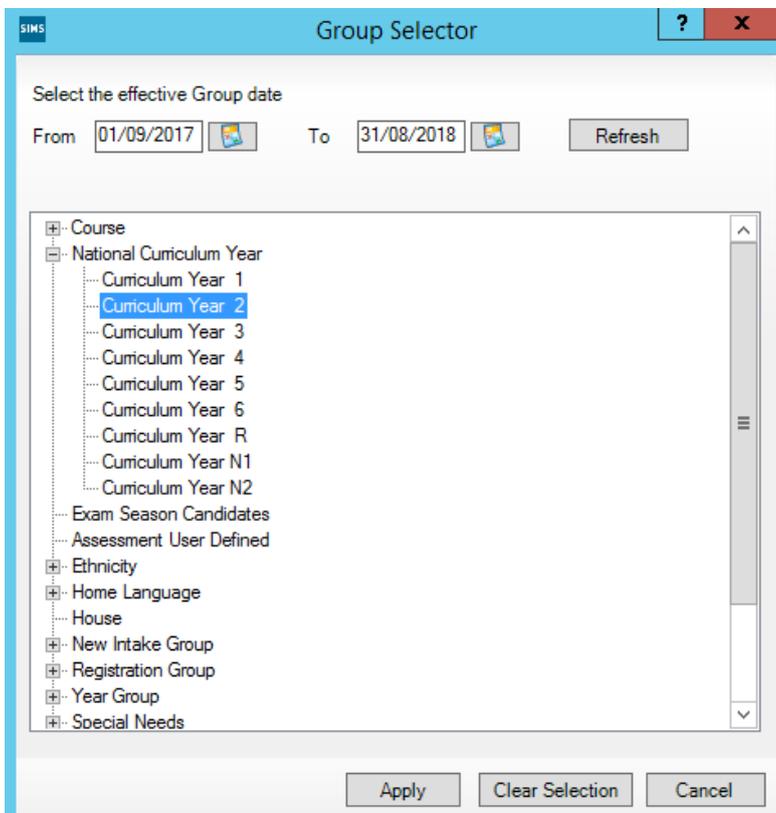
You then need to select a group of pupils to work with.



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

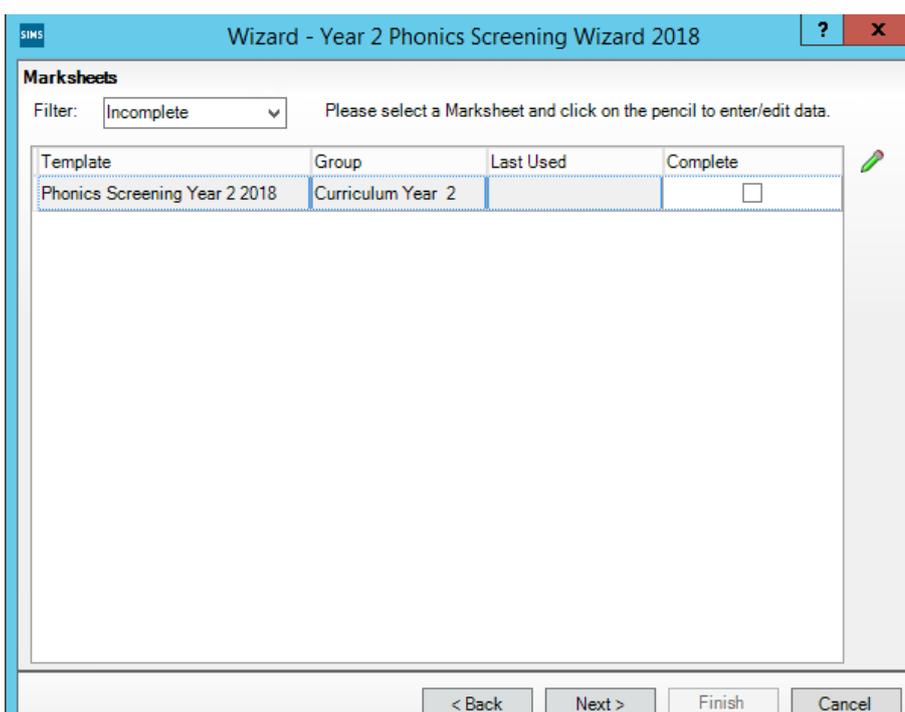
If you needed to set up a User Defined Group for your Year 2 cohort (pages 1-3), click on the + symbol next to the **User Defined Groups** category and a list of Groups will be displayed. Click on the name of the group you set up and click on the **Apply** button.

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 2018

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	Year 2 Check Required?	Threshold Score Phonics Check Year 2	Mark for Phonics Check Year 2	Grade for Phonics Check Year 2	Missing Required Year 2?	Invalid Year 2 Result?
AKEMAN, Richard		15	Wt							
AKEMAN, Steven		34	Wa							
ALAMILLA, Sofia		33	Wa							
BALIK, Karolina		32	Wa							
BANIN, Valeriya		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 **no score, Wt, D** or **A**).

If there is no information (Wa/Wt) in the Grade from Phonics Check Year 1 column this means that the pass mark was not entered into the relevant marksheet in 2017. To do this please see page 25 of this notice.

Students	Y1 Phonics Check	Mark from Phonics Check Year 1	Grade from Phonics Check Year 1	Y2 Phonics Check	Year 2 Check Required?	Threshold Score Phonics Check Year 2	Mark for Phonics Check Year 2	Grade for Phonics Check Year 2	Missing Required Year 2?	Invalid Year 2 Result?
AKEMAN, Richard		15	Wt		Yes				Missing	Ok!
AKEMAN, Steven		34	Wa						Ok!	Ok!
ALAMILLA, Sofia		33	Wa						Ok!	Ok!
BALIK, Karolina		32	Wa						Ok!	Ok!
BANIN, Valeriya		35	Wa						Ok!	Ok!
BANKS, Chloe		31	Wt		Yes				Missing	Ok!
BARRICK, Molly		33	Wa						Ok!	Ok!
BROWNE, Lettie		38	Wa						Ok!	Ok!
CAIN, William		39	Wa						Ok!	Ok!

If there are some pupils who do not have a Year 1 mark, this may be because they are new, and this data was not transferred on the CTF you received from their school. In early May 2018 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 2016 on to the marksheet please see page 24 of this notice.

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

Students	Y1 Phonics Check	Mark from Phonics Check Year 1	Grade from Phonics Check Year 1	Y2 Phonics Check	Year 2 Check Required?	Threshold Score Phonics Check Year 2	Mark for Phonics Check Year 2	Grade for Phonics Check Year 2	Missing Required Year 2?	Invalid Year 2 Result?
ABHRA, Abjit		15	Wt		Yes				Missing	Ok!
ABHRA, Alisha		34	Wa						Ok!	Ok!
ABHRA, Neel		33	Wa						Ok!	Ok!
ACKTON, Stan		32	Wa						Ok!	Ok!
ANDREWS, Josef		35	Wa						Ok!	Ok!
BAILEY, Eve		31	Wt		Yes				Missing	Ok!
BALINSKI, Cyla		33	Wa						Ok!	Ok!
BALINSKI, Fil		38	Wa						Ok!	Ok!
BALINSKI, Iwa		39	Wa						Ok!	Ok!
BENNISON, Hugo		36	Wa						Ok!	Ok!
BENNISON, Hugo					Yes				Missing	Ok!
BENSON, Justin		36	Wa						Ok!	Ok!
BERKLEY, Jack		36	Wa						Ok!	Ok!
BURROWS, Winston		37	Wa						Ok!	Ok!

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

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

When 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 25th June the "Missing" text will remain – **this will not have an effect on the data you return to us.**

When the pass mark is released on 25th June, you can enter it into the Threshold Score Phonics Check Year 2 column. Right click on the column header and choose Select Grade for Column. Click on the pass mark that has been announced by the DfE and click OK. Then click Calculate and the Grade for Phonics Check Year 2 will be filled with WA (working at or above) or WT (working towards). Then click Save.

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

Reports

You can print out pupil and school reports if you wish. Please see the second to last page 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 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 11 June to Friday 22 June 2018**.

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.

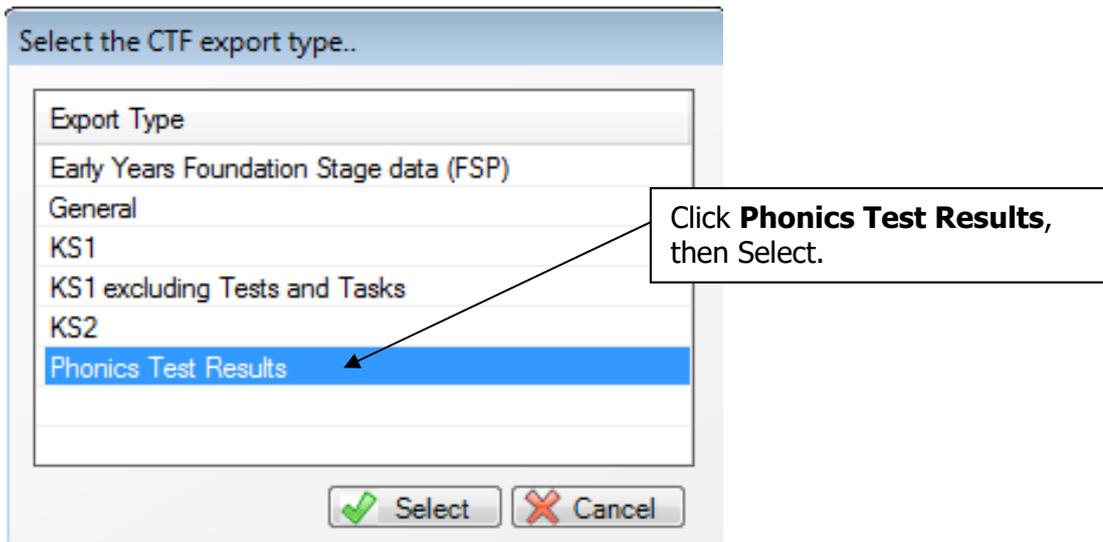
CTF Import Directory: _____

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.



The following screen will appear.

1 Student Options

Effective Date: 18/04/2018 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	Previous Destination
N823299911001	Abdullah	Tamwar	4ES	4	4	Green Abbey
K823299913001	Abhra	Abjit	3TO	3	3	Green Abbey
Z823299913002	Abhra	Alisha	3TO	3	3	Green Abbey
N823299913003	Abhra	Neel	(3CB)	(3)	(3)	Green Abbey
W823299916061	Abhra	Shaquib	AM	N2	N2	
D823299917001	Ackton	Charlotte	AM	N2	N2	

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	

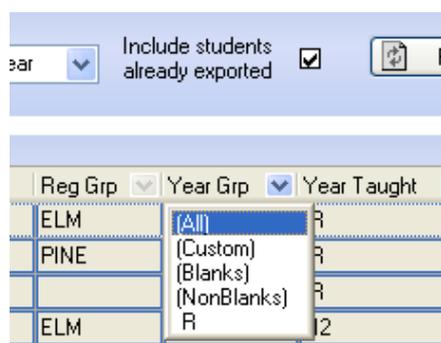
To transfer results to Kent:

- 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. 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. If you have no Year 2 pupils go to the Export CTF stage at the bottom of the next page.

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.

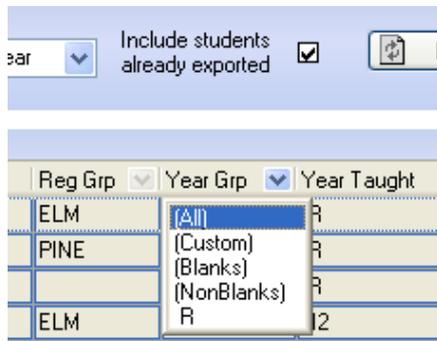
We only need you to include the pupils who had to retake the Phonics test this year. You can either select Kent individually for these pupils or select Kent for the whole year group (same process as year 1) and remove the Kent entry where it is not needed.

Change the Year Group back to **All** when you have attached Kent to your Year 2 retake pupils.

Please ensure that you do not attach a destination LA for any pupils who you do not have a screening check result 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.

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).

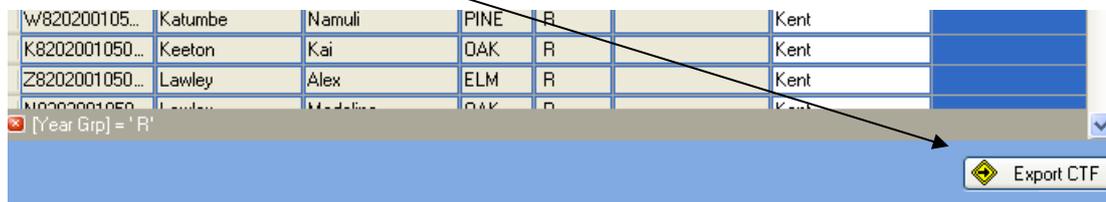
To add these leavers to your file, make sure the Year Group column header displays **All** as shown below.



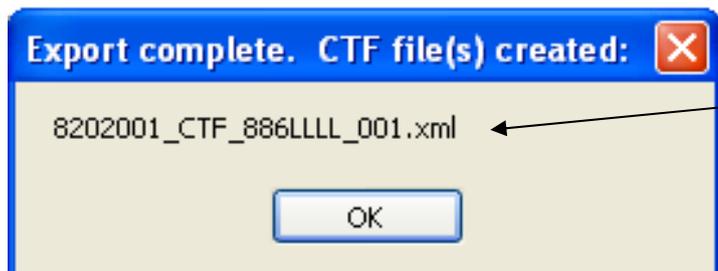
Then click in the Year Group column header again and depending on the pupil, select the **(1)** or **(2)** year group. The brackets round the year group signify that the pupil/s have left.

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.



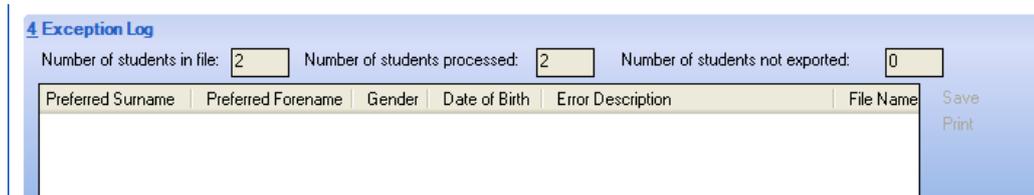
A message may appear about an Address Tidy and Merge. Click on the Yes button to proceed. An egg timer will appear. This is the only visible "working" symbol. When the CTF has been created a dialogue box will appear as shown below.



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 use to transfer your census file to us.

Login to Perspective →

Username:

Password:

[Need a Username / Password reminder?](#)

LOGIN →

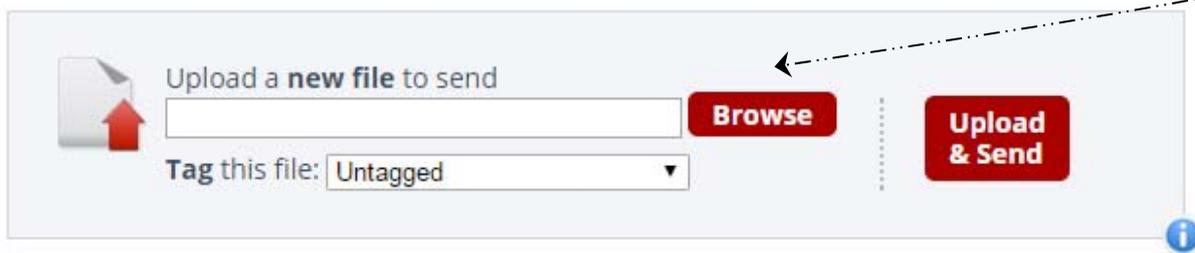
If you need help with your login details please e-mail Angel Solutions at perspectivesupport@angelsolutions.co.uk or call them on **0845 129 7196**.

Alternatively, if you click on the **Need a Username / Password reminder?** 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.

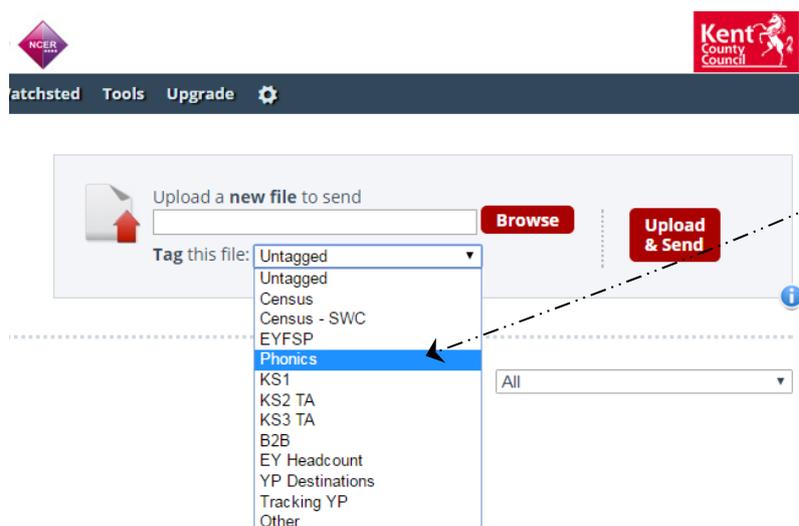
- Once logged in hover the mouse over **Documents** and click on **Send Files**



- 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**.



- 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 11 June and Friday 22 June 2018

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.

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

Cheryl Smith	03000 417174
Garrick Steer	03000 417181

Year 1/2 Phonics

Teresa Westbrook	03000 417197
Abi Maunders	03000 417131

Key Stage One

Olivia Stockdale	03000 415890
Katie Sedgwick	03000 417924

Key Stage Two

management.information@kent.gov.uk

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 2018 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 Comparative Eng 2018
- KS1 Y1 (or Y2) Phonics Student Eng 2018

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 Year 2 report shows both the Year 1 and Year 2 scores for the pupil.

The School and National Report (Comparative)

Make sure only one pupil is "ticked". Click on the KS1 Y1 (or Y2) Phonics Comparative Eng 2018 report and click the Preview or Print button. The report displays percentages for all pupils, boys and girls within your school for 2018 and 2017 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.

Entering Missing 2017 Year 1 Scores

If, when you enter the 2018 Year 2 Phonics marksheet there are pupils with 2017 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 2018. **Tools | Performance | Assessment | Wizard Manager.**
- Click on the Year 1 Phonics Screening Wizard 2018 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 2018 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 (20/06/2017 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 2018. **Tools | Performance | Assessment | Wizard Manager.**
- Click on the Year 1 Phonics Screening Wizard 2018 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 2018 row and click the **Edit Marksheet** button (green pencil).
- Change the **Result Date** to a date in the last academic year (20/06/2017 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 2018. Again, a message will appear saying the Group selection has been modified. Click Yes to save the change.

Entering Missing 2017 WA or WT Grades

If, when you enter the 2018 Year 2 Phonics marksheet there is no information (**Wa/Wt**) in the Grade from Phonics Check Year 1 column this means that the pass mark was not entered into the relevant marksheet in 2017. To flood fill this column you need to:

- Go the Year 1 Phonics wizard for 2017. **Tools | Performance | Assessment | Wizard Manager**.
- Click on the Year 1 Phonics Screening Wizard 2017 option and click **Next**. (You may need to change the filter to **All** to see all the available Wizards.)
- Check that Year 1 is displayed and then click Next.
- Click on the Phonics Screening Year 1 2017 row and click the **Edit Marksheet** button (green pencil).
- Change the **Result Date** to a date in the last academic year (20/06/2017 for example) and click on **Refresh** – this will then display your current Year 2 pupils.
- The first column, Threshold Score Phonics Check Year 1 should be blank.
- Right click on the column header and choose Select Grade for Column. Click on **32** and then click on **OK**. Then click **Calculate** and the Grade for Phonics Check Year 1 will be filled with WA (working at or above) or WT (working towards). Then click **Save**.
- Close the marksheet.
- When you go back into the 2018 Year 2 Phonics marksheet the grades will now be displayed (page 12 of this guidance). Click on **Calculate** to display the pupils who need a retake score added for 2018.