

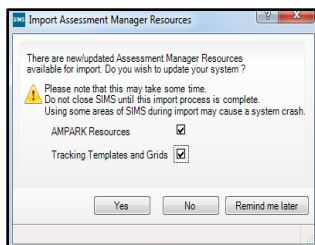
Helpsheet AS20-Phonics Screening Check Autumn Term 2020 Year 2

Administration of the phonics screening check

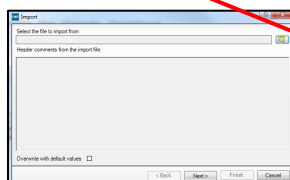
Cancellation of the phonics screening check in June 2020 means incoming year 2 pupils did not take the check in year 1. In the 2020/21 academic year only, it is statutory for schools to administer a past version of the phonics screening check to year 2 pupils during the second half of the 2020 autumn term and return results to the LA. Year 2 pupils who meet the expected standard in phonics in the autumn check will not be required to complete any further statutory assessments in phonics. Year 2 pupils who do not meet the expected standard in the autumn check will be expected to take the statutory check in June 2021, alongside year 1 pupils

Step 1 - Importing the Assessment Wizard for Year 1 and year 2 Phonics Screening Check

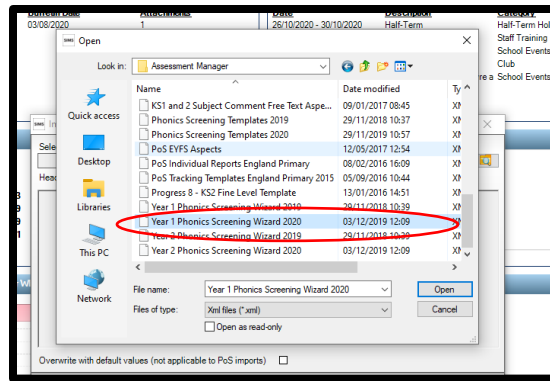
1. Select **Routines | Data In | Assessment | Import**. If you see a screen like the one below, click **Yes (Please note this may take some time to import)**



2. Select the file to import by clicking the **Field browser**

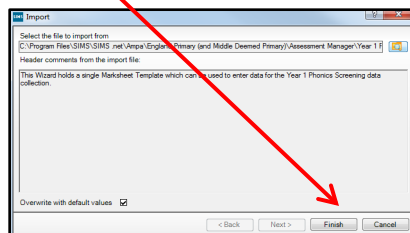


3. Navigate to the following area **C:\Program Files\SIMS\SIMS .net\AMPA\England Primary (and Middle Deemed Primary) \Assessment Manager**

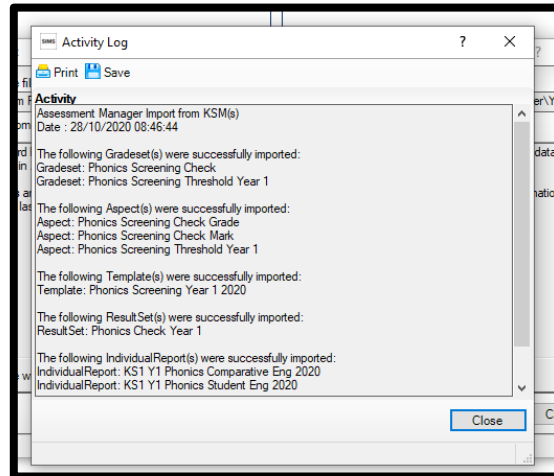


4. Select the **Year 1 Phonics Screening 2020** wizard.
5. Click Open.

Click **Finish**, and then click the **Yes** button when asked 'Are you sure you to proceed'.



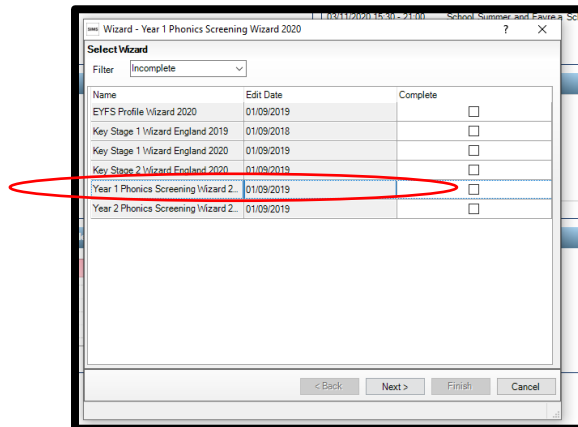
6. An activity log shows what has been imported. It is worth scrolling to the bottom of the log to check the import has been successful.



The template has now been imported and can be set up to input the data.

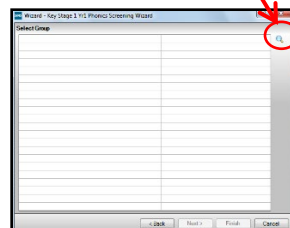
Step 2 - Using the Year 1 Phonics Wizard 2020

1. Select **Tools | Performance | Assessment | Wizard Manager**.

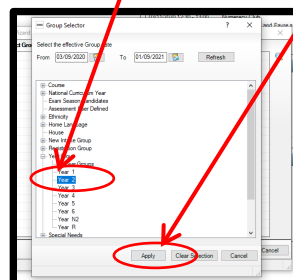


If other wizards have been imported in the past they will also appear in the list.

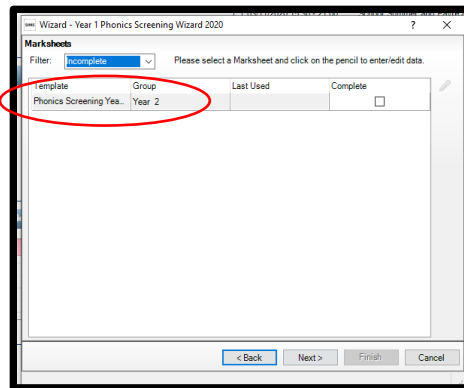
1. Leave the filter at the top to **Incomplete** and click to highlight the required wizard – in this case **Year 1 Phonics Screening Wizard 2020**. You may have to extend the length of the column to see the correct wizard.
2. Click the **Next** button.
3. From the **Select Group** screen, click the **Magnifying glass** button to display the **Group Selector** dialog.



Click the **+** next to Year Group to Select **Year 2**. Click the **Apply** button. This places this group on the **Select Group** screen



The following screen (over) appears listing the single marksheet available.



2. Double-click the marksheet to open.

2 Marksheet

Result Date: 28/10/2020 Group Membership Date: 28/10/2020

Group Filter:

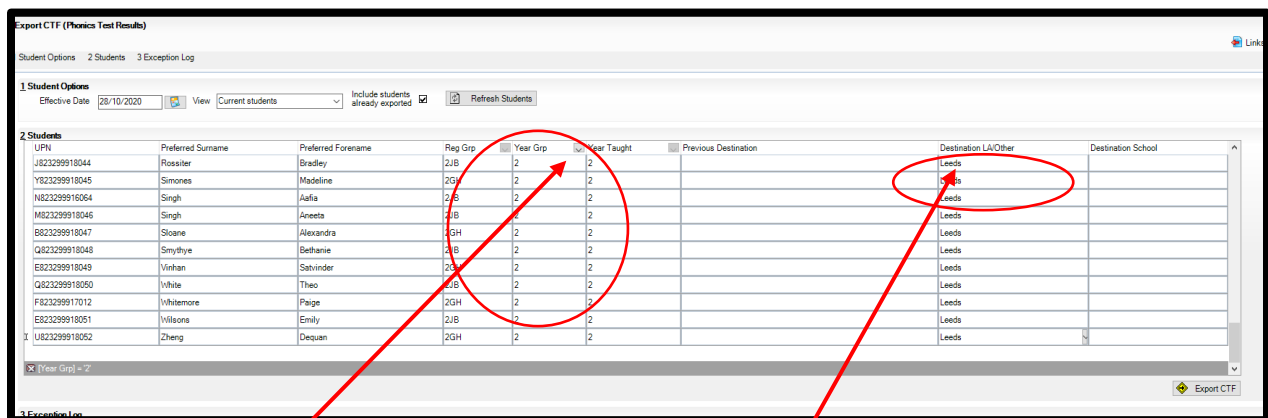
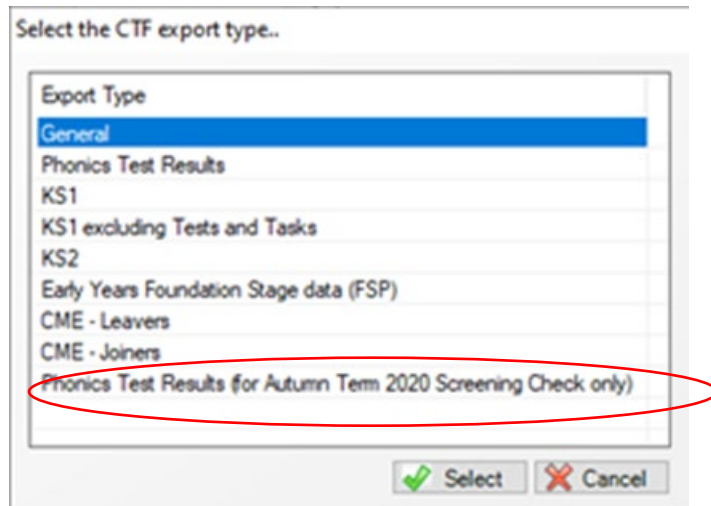
Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Data Check
ABHRA, Shaquib	32	32	Wa	
ACKTON, Charlotte	32	21	Wa	
ALALA, Michael	32	36	Wa	
BENSON, Chantal	32	35	Wa	
BHATI, Nadeem	32	33	Wa	
BORDET, Magda	32	30	Wa	
BURROWS, Delphine	32	36	Wa	
CEDRIC-SMITH, Elliott	32	36	Wa	
CLEEVES, Rosie	32	37	Wa	
CLINTON, Joseph	32	38	Wa	
COOPERS, Ryan	32	33	Wa	
COOPER-SMITH, Beatrice	32	35	Wa	
COULTER, Sadie	32	30	Wa	
COULTON, Emma	32	38	Wa	
DANIELS, Bryn	32	29	Wa	
DANIELS, James	32	28	Wa	
DELANVE, Milli	32	21	Wa	
ELLIS, Paul	32	26	Wa	
FITZGERALD, Jack	32	39	Wa	
GAVIL, Chant	32	30	Wa	

Enter a value out of **40** in the second column **Mark for Phonics Check Year 1** for each pupil. The marks will appear in red until you have Click the **Save** button.

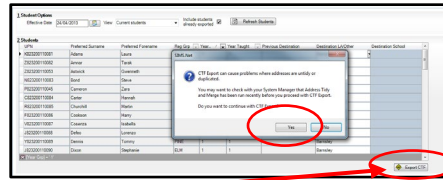
The data is the ready to submit to the LA.

Step 6 – Exporting the Results & Sending to the LA

1. **Routines | Data Out | CTF | Export CTF.**
2. Select the CTF export type of **Phonics Test Results** for Autumn Term 2020 Screening check and click select.



3. Click on the Year Group Arrow to filter to Year 2 Pupils.
Right Click and select all to highlight all Year 2 Pupils.
4. Using the drop-down arrow under the destination **LA/Other** and select your LA such as Leeds, Wiltshire, Barnsley, Sheffield, Rotherham, Hull etc.



5. Click the **Export CTF** and Yes to Export the CTF. This will Place the CTF in the usual location

Schools should send the Year 2 Phonics to their LA using their usual methods as per LA instruction which should have been communicated individually.