

Autumn Phonics Screening Check Year 2 pupils

Data Collection 2020

**Guidance for Suffolk Infant, Primary
and Special Schools**

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It is strongly recommended that you read this document before starting the Data Collection Process. The deadline for the return to the LA is
Monday 14th December 2020

Introduction

This guide will take you through the Autumn Phonics Data Collection process. At the end of it you will have

- completed your assessments for year 2 pupils using SIMS
- exported the completed mark sheet and sent it to the LA.

You must use software that will produce a CTF file in the correct format. Your own Excel spreadsheet will not do this.

Headteacher responsibilities

The Headteacher is ultimately responsible for ensuring that correct data is returned on time. Although processes may be delegated to other staff, it is still essential that the Headteacher checks and clears all data returns before they are submitted.

It is also essential that all staff involved in the data collection process have a clear picture of the overall exercise. They also need to have knowledge of and access to the correct materials – data collection letters and emails, manuals, and the Suffolk data collection website. Direct Link: <http://www.suffolklearning.co.uk/leadership-staff-development/assessment-data/statutory-data-collection>

Necessary documents

Guide

This guide covers how to find and import the SIMS Wizards for the 2020 Templates which are needed to create the 2020 Phonics marksheet in the SIMS Summer version (7.194) or the Autumn version (7.196). The process of entering and editing the marksheets is explained along with how to use the Autumn Phonics Wizard to return your data to the LA. Please note you will need to ensure your SIMS is upgraded to the Autumn version before you can export your results in the correct format for submission to the LA.

Key Stage 1: Administering the phonics screening check to year 2 pupils in the autumn 2020 term

This DfE document provides details about making judgments and reporting Phonics Check results. It can be downloaded via the following link:

<https://www.gov.uk/government/publications/key-stage-1-administering-the-phonics-screening-check-to-year-2-pupils>

Help

Please see [Appendix 2](#) for FAQs.

For questions regarding the submission of assessments

Contact the Data Collection mail box data.collection@suffolk.gov.uk in the first instance. The Data Collection Team will reply by email or phone call. You may also contact the team by telephone on: 01473 260668 / 264556/ 263809.

For general enquiries regarding SIMS

Contact the IT Service Desk via telephone 01473 265555 who will log a call with the SIMS team or via email itservicedesk@suffolk.gov.uk for non-urgent enquiries. The SIMS Team aim to respond to all calls within two working days.

1. Which pupils do you need to provide assessments for?

Year 2 pupils

All pupils who will reach the age of 7 by the end of the 2020/21 academic year (typically your current year 2 pupils) **must** take the Phonics check. There are some exceptions for pupils who shouldn't take the check, please refer to <https://www.gov.uk/government/publications/key-stage-1-administering-the-phonics-screening-check-to-year-2-pupils>

Please note, **data must also be submitted for those who do not take the check**, they should be marked as 'D'.

Dual registered pupils

Dual registered pupils are only assessed by the school where they are registered as the Dual (Main) and not the Dual (Subsidiary).

Pupils who transfer schools

You will need to include any pupils who may have left your school after they took this year's Phonics Screening Check.

Any pupils who join your school during the second half of the autumn term do not need to take the check if they took it in their previous school.

2. SIMS essential preparation

You must have at least the Summer 2020 release of SIMS installed (you don't need to wait for the Autumn upgrade to record your results but the Autumn version is required before you can export the results). To check this in SIMS.net go to **Help → About SIMS.net**. The version should be 7.194 or 7.196– contact the SIMS helpdesk if you need help with this.

Version 7.196 will be released to all schools via Solus 3 week commencing Monday 9th November.

If you are an LA maintained school who buy into the Enhanced SIMS Service, or an academy bought into the Remote SIMS Service, the SIMS support team will be in contact to upgrade your system. You do not need to log a call for this, we will contact you as normal to arrange for this to be done.

All other schools and academies will need to ask their IT Technician to install the upgrade for them.

Please make sure you have full read and write permissions for the AMPA folder on the C Drive, you will not be able to import Wizards without it.

Only SIMS users who are members of the Assessment Co-ordinator User Group have the required permissions to use the Key Stage Wizard Manager.

Please ensure that pupils are entered into SIMS.NET in their correct year group before starting the data collection process. If the marksheets have pupils who should not be there or there are pupils missing, then you must request your school's SIMS Administrator to correct this in SIMS.NET. Please check with your assessment coordinator as to whether the pupil list is correct.

Please also clear out your CTF exports folder. The location of this can be found by going to **Tools → Setups → CTF**. This will help with the file naming and should also be done for GDPR compliance.

2.1. Set-up an Assessment Defined Group (ADG)

This step is required to create a marksheet for all your year 2 pupils and any pupils who have recently left your school that you are still statutorily required to report their results.

Go to **Focus → Groups → Assessment Defined Groups** and the following screen will appear.

Description	Short Name	Active State	Include in Discover	Total	Current	Latest membership
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Click on **New** and the above screen will appear.

Add a relevant **Group Description** and **Short Name**. Make sure the **Active State** is **Active**. If you wish, add a brief description in **notes**.

1 Group Details

Group Description: Autumn Year 2 Phonics 2020 Active State: Active

Short Name: Aut Y2 Pho Current Main Supervisor: [Search]

Notes: Includes 1 leaver

Include in Discover: ☐

2 Membership

Effective Date Range: 27 Oct 2020 - 02 Sep 2021 Academic Year: Academic Year 2020/2021

Cursor Day: <None> Selected Member: [Search]

Cursor Date: <None> Selected Membership: [Search]

Zoom Action...

Member: [Calendar view showing months from Sep to Aug]

Then click on the **Action...** button and click **Add Member**. The following screen will appear.

Select Members

Search

Surname: [Text Box] Forename: [Text Box] Role: Student

Group Type: National Curriculum Ye Group: [Text Box] Effective Date: 27/10/2020

Name Gender Year and Reg Group Current Group

Change the **Group Type** drop down 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.

Name	Gender	Year and Reg Group	Current Group
Jarvis, Aiden	Male	(2)(2GH)	Curriculum Year 2
Peters, Kayne	Male	(2)(2GH)	Curriculum Year 2
Donnelly, Robert	Male	(2)(2GH)	Curriculum Year 2
Wade, Otis	Male	(2)(2JB)	Curriculum Year 2
Stuarts, Gregory	Male	(2)(2JB)	Curriculum Year 2
Inderjit, Isra	Female	(2)(2GH)	Curriculum Year 2
Mantori, Arianna	Female	(2)(2GH)	Curriculum Year 2
Francis, Saffron	Female	(2)(2JB)	Curriculum Year 2
Wayne, Arielle	Female	(2)(2JB)	Curriculum Year 2
Bennet, Eloise	Female	(2)(2GH)	Curriculum Year 2
Foster, Richard	Male	(2)(2GH)	Curriculum Year 2
Hewitt, Mark	Male	(2)(2GH)	Curriculum Year 2
Jagitt, Omar	Male	(2)(2JB)	Curriculum Year 2
Watson, Michael	Male	(2)(2JB)	Curriculum Year 2
McGee, Henry	Male	(2)(2JB)	Curriculum Year 2

Select all the relevant pupils (all year 2 pupils and any leavers required) by left clicking on them while holding down the control (ctrl) key. To select a large number of pupils at once, left click on the pupil at the top of those to be selected, hold down the shift key and left click on the pupil at the bottom of the pupils. When all pupils are selected click the **OK** button.

You will return to the Membership screen as shown below which has now been populated with the selected pupils. If you need to remove a pupil from the group, click on the name to highlight it, right click on the orange line, and click on **Remove Membership**.

If you need to add a current or past pupil to the group, click the **Action → Add Student** button. The Select Students screen will show as below. Using the drop boxes select the **Status** required (**Current** or **Leavers**) and the **Year Group** (for Current Students ONLY). Click on **Search**.

Find the relevant pupil/s on the list, left click to highlight (holding down control if selecting more than 1 pupil) then click on **OK** when finished.

On returning to the Membership screen where all the current pupils will be displayed. Finally, click on the **Save** button near the top of the screen and **Close** the window.

2.2. Import the SIMS Template

The DfE requires schools to provide a CTF file that contains data for year 2 pupils taking the Autumn Phonics Year 2 2020 Screening Check. The current Phonics Screening Year 1 2020 template should be used for this purpose. You will need to import it into SIMS from the AMPARK folder. See manual import process below.

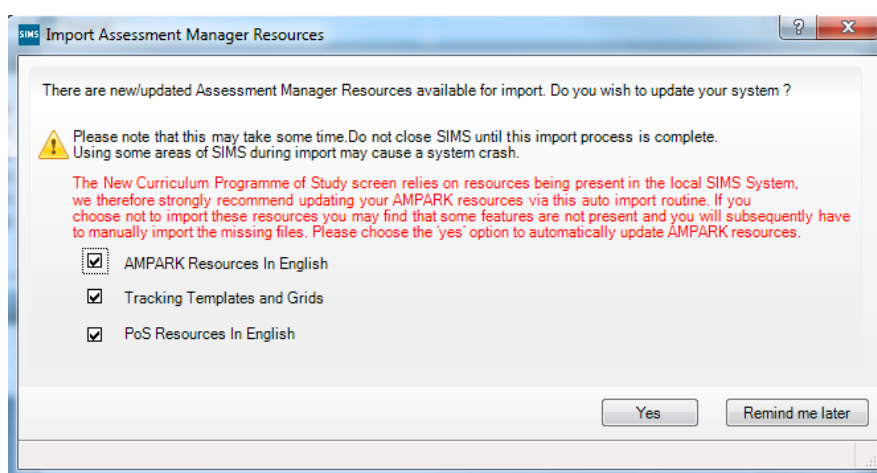
Results should reflect the actual date of the check and not backdated to the Summer date. The Result Date in the Marksheet will default to the second half of the Autumn Term on creation of the Marksheet, for entering results.

The SIMS Wizard needed to export the assessments will be delivered in the Autumn 2020 release (7.196). This CTF option will be called Phonics Test Results (For Autumn Term 2020 Screening Check Only).

If you have already imported the current Phonics Screening Year 1 2020 template this year, then skip to [section 3](#).

In SIMS click on **Routines → Data In → Assessment → Import**.

When you do this regardless of which KS wizard you intend to import, the screen below should appear. Click Yes. If the screen does not appear, follow the steps on the next page to manually import each wizard.



Be patient, it can take several minutes (over 15) for all the templates to load into your SIMS system.

If the Wizard has been imported successfully you will see an activity log. Please check a successful message appears for all imports and then Close the window.

Manual import for each Template

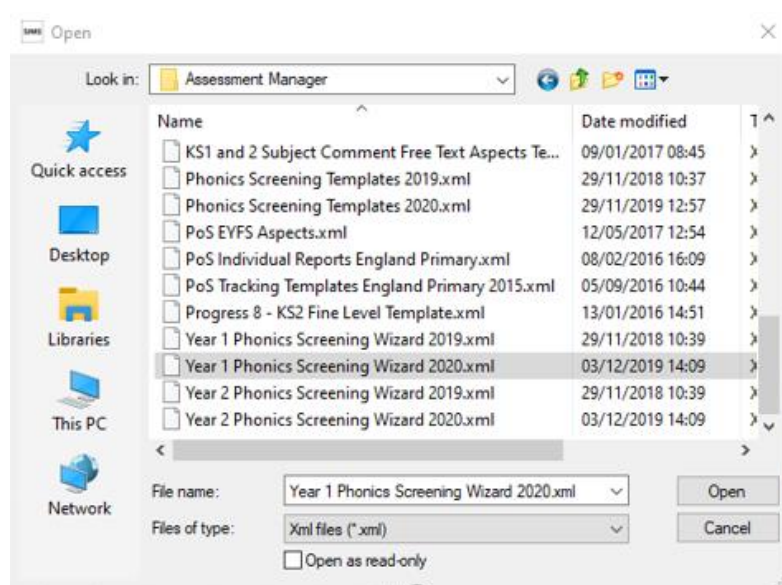
It is not necessary to import all wizards and templates to complete this collection. To import only the Phonics Screening Year 1 2020 template navigate to the **Assessment Manager** folder (via **Routines → Data In → Assessment → Import** and selecting the **folder icon**). Then navigate to one of the following file paths:

C:\Program Files (x86)\SIMS\SIMS.net\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager

or

C:\Program Files\SIMS\SIMS.net\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager

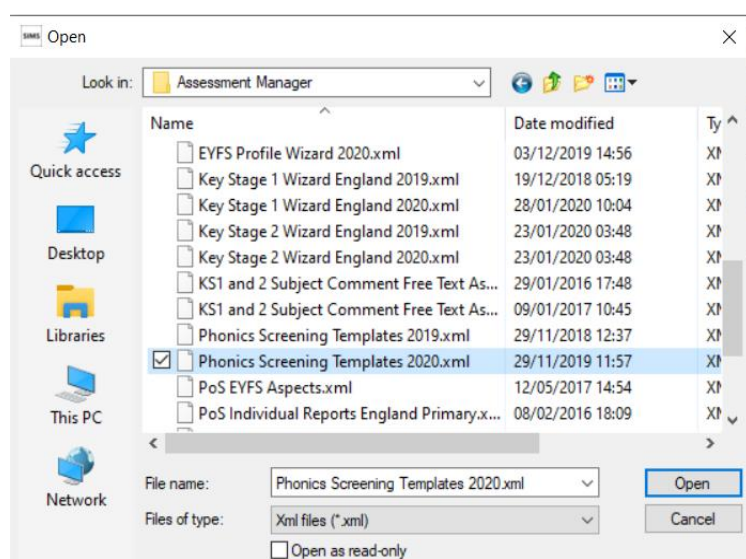
Selecting the file path will open the following window.



Wizards

1. Select **Year 1 Phonics Screening Wizard 2020.xml**
2. Click on **Open**
3. Click on **Finish** – and then **Yes** when asked if you want to proceed. The import will take a minute or two to complete
4. If the import has been successful, you can **Close** the activity log

Templates



1. Select **Phonics Screening Templates 2020.xml**
2. Click on **Open**
3. Click on **Next**
4. Click on **Next**
5. Click in the tick box for Phonics Screening Year 1 2020 as shown below, and then click **Finish**

Template	Edit Date
<input checked="" type="checkbox"/> Phonics Screening Year 1 2020	01/09/2019
<input type="checkbox"/> Phonics Screening Year 2 2020	01/09/2019

Select All Deselect All

< Back Next > Finish Cancel

6. Choose **Yes** when asked if you want to proceed. The import will take a minute or two to complete
7. If the templates, gradesets and aspects import has been successful in the activity log, you can **Close** it.

Failed Imports

If the import has failed please contact the IT Service Desk by via telephone 01473 265555 and keep a screenshot of the activity log so that they can examine the errors, they will then instruct you on how to resolve this problem.

3. Year 1 Phonics Marksheet

3.1 Working with marksheets in SIMS

- The DfE would like the data to be recorded with a result date when the **check is actually completed – not back dated** to May / June 2020. The Result Date in the Marksheet will default to the second half of the Autumn Term on creation of the Marksheet.
- To save your work click on the **Save** button. When you close the marksheet it will always prompt you to save if you need to.

- To adjust an assessment before saving, you simply overwrite it.
- To clear an assessment that has been saved but is an error, you must right-click on the cell in question in the marksheet, select **View/Edit result history...**, highlight the row in the window and click on the red cross.
- If you wish to print a blank marksheet for a teacher to complete see [Appendix 1](#).
- Do not mark marksheets as complete as this can hide them from view.
- You do not have to add assessments all at once. You can return to the marksheet at any time to add further assessments or make changes.
- Unsaved entries have a red font until they are saved when they will change to black.
- If the marksheets do not appear then check that you have permission to see it with your SIMS Manager.

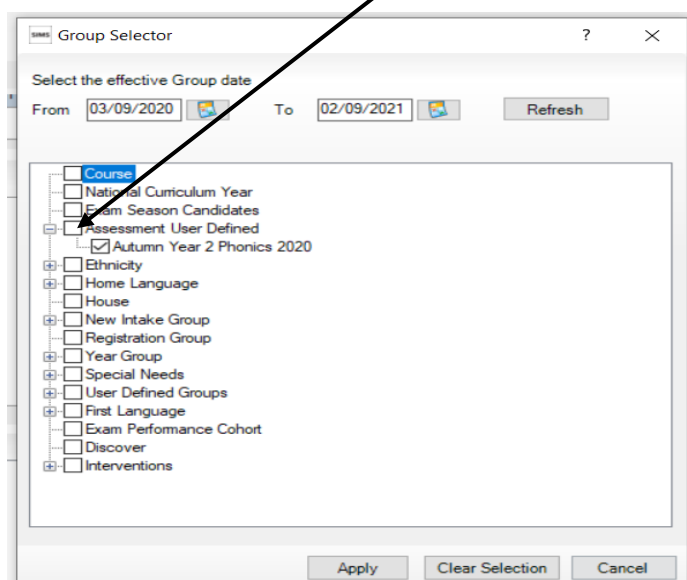
3.2 Create the Phonics Screening Year 1 marksheet for your Year 2 pupils

You will be recording the Phonics Check results in the Year 1 Phonics marksheet **but** assigning your current Year 2 students to the template to generate the Marksheet.

- Click on **Focus → Assessment → Template**
- Scroll down the list to find the template: **Phonics Screening Year 1 2020**
- Double-click on the item to open it
- Scroll down to 3. Marksheets and click on **New**



- This will open the Group Selector Dialogue Box. Select your ADG which will be available in the **Assessment User Defined** category of the tree



- Click on **Apply**, then **Save** and **Close** the window

The Marksheet will now have been created with the correct group assigned. To access the new marksheet follow the process outlined in [section 3.3](#) below.

3.3 Phonics Screening Year 1 marksheet entry




- Click on **Focus → Assessment → Marksheet Entry**.
- Scroll down the list to find the marksheet **Phonics Screening Year 1 2020: Year 2 or the name of your ADG**.
- Double-click on the item to open it.
- Enter the check scores as recorded by your teachers in the column **Mark for Phonics Check Year 1**.
- If a pupil does not have a check score, the following can be entered in the **Grade for Phonics Check Year 1** column.
 - D (headteacher decided it was inappropriate for the pupil to take the check)
 - A (Absent)
 - L (Left)
 - Q (Maladministration)


If a pupil is marked as D/A/L/Q then **Mark for Phonics Check Year 1** must be left blank. A result of zero(0) and D/A/L/Q will be invalid when you submit your data.

To remove an incorrect entry, right click on it and choose View/Edit Result History. Then you will need to left click on the row to be deleted, and then click on the red cross that will appear in the top right of the window. You will be asked if you want to delete this result, select Yes and close the window

- Once all cells have been completed click the **Calculate** button. This will check for omissions and populate the Data Check column with an exclamation mark (!) Is the correct output in the data check column until the threshold mark has been entered, please see the following page)

2 Marksheet

Result Date  Group Membership Date   Refresh

Group Filter 

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Data Check
BELLIC, Nico			A	OK
CADILIA, Celia			D	OK
CENSUSB, censusB			L	OK
EVANS, Frankie		30		!
FLANNY, Sam		29		!
FRASER, Becky		20		!
GOLDING, Perry		23		!
HARDY, Emily		40		!
INSTOG, Nick		20		!
JACK, Jessica		26		!
JUSTIN, James		27		!
LANCASHIRE, Sonya		12		!
LING, Xing		35		!

- Save** and close your entry.

Adding or removing pupils

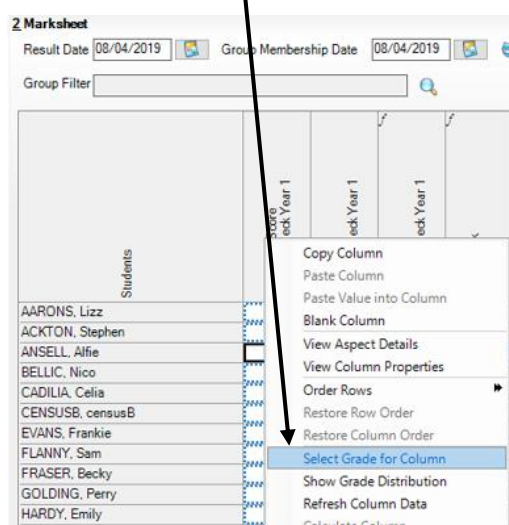
After you have set up the Marksheet and you discover that you need to remove or add a pupil, you will need to create an Assessment Defined Group (ADG) or adjust your existing ADG. Please see [section 2.1](#).

You will now need to ensure it is attached to the marksheet in place of the original year group. You will not lose any assessments already entered. To do this follow the process outlined in [section 3.2](#) above.

Threshold Mark

The Data Check column will only be populated with “OK” when valid data is entered in the Grade for Phonics Check Year 1 Column. Your data can still be exported to the LA without entering any data in the Grade for Phonics Check Year 1 Column.

To enter the threshold in your marksheet, right click on the Threshold Phonics Check Year 1 column and choose **Select Grade for Column**.



Choose the threshold (32) from the list and **Save**. If you then click on **Calculate** the Grade for Phonics Threshold column should populate.

2 Marksheet

Result Date27/10/2020

Group Membership Date27/10/2020

Refresh

Group Filter

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Data Check
ADAMS, Sadie	32	15	Wt	OK
ALYONA, Tatyana	32	34	Wa	OK
ANDREWS, Richard	32	33	Wa	OK
BARTRAM, Piers	32	32	Wa	OK
BENNET, Eloise	32	35	Wa	OK
BRONISLAW, Tomaz	32	31	Wt	OK
BROOKS, Madison	32	33	Wa	OK
CLARKE, Harriette	32	38	Wa	OK
CLINT, William	32	39	Wa	OK
CUMMINS, Jake	32	36	Wa	OK
DAVEY, Megan	32	A		OK
DAVIES, Adam	32	36	Wa	OK

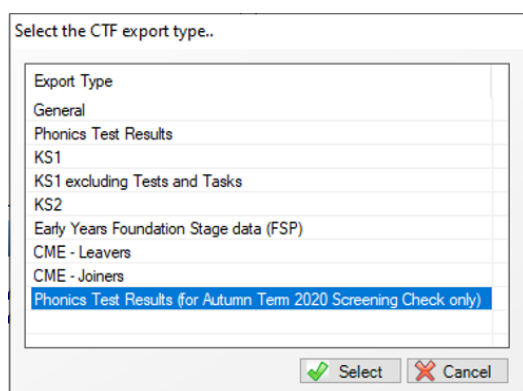
- **Save** and close your entry.

4. Returning your assessments to Suffolk LA

4.1. Exporting a CTF on SIMS

In the **SIMS Autumn 2020 release (7.196)** a new **CTF export routine** has been introduced to export the Year 1 Phonics Data for pupils currently in Year 2. This CTF option will be called “Phonics Test Results (For Autumn Term 2020 Screening Check Only)”.

- Make sure the Phonics marksheet is closed
- Navigate to **Routines → Data Out → CTF → Export CTF**.
- When the Select CTF Export Type dialogue box appears click ‘**Phonics Test Results (For Autumn Term 2020 Screening Check Only)**’ and click **Select**.



- In 1 Student Options, ensure that the **Include students already exported** box is ticked. Select **Current and Leavers this year** in the View box. Click on **Refresh Students**.

1 Student Options

Effective Date: 08/04/2019 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	Destination LA/Other	Destination School
W823299916003	Aarons	Lizz	ELM	1	1	Barnet		
N823299911001	Abdullah	Tamwar	SDT	5	5	Acton CEVC Primary School		

- In 2 students select Year 2 pupils by filtering the **Year Grp** column. Click on the triangle (▼) and select **2** from the list.
- Right-click on the first of the pupils in the list and left click on **Select All**.

1 Student Options

Effective Date: 08/04/2019 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	Destination LA/Other	Destination School
W823299916003	Aarons	Lizz	ELM	1	1	Barnet		
J823299911001	Abdullah	Stephen	PINE	1	1	Green Abbey		
M823299911001	Abdullah	Alfie	ASH	1	1	Green Abbey		

- All the required pupils should now be selected with a blue border around all cells.
- In the column Destination LEA/Other click in the cell for the first pupil, then on the small down-pointing triangle, select **Suffolk**. This should insert “Suffolk” against all the Year 2 pupils.

1 Student Options
 Effective Date: 08/04/2019 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	Destination LA/Other	Destination School
V823299916003	Aarons	Lizz	ELM	1	1	Barnet		
J823200110003	Ackton	Stephen	PINE	1	1	Green Abbey	Stoke-on-Trent	
M823200110005	Ansell	Alfie	ASH	1	1	Green Abbey	Sunderland	
M820200107003	Bellic	Nico	ELM	1	1	Green Abbey	Sutton	
Q820200107005	Cadilia	Celia		1	1	Suffolk	Swansea	
G823299917003	censusB	censusB	PINE	1	1		Swindon	
F820200109030	Evans	Frankie	ASH	1	1	Green Abbey		

Please ensure this is also done for leavers included in your marksheet – this is explained below.

- Click in the **Year Grp** column arrow and change the selection back to **All**.

1 Student Options
 Effective Date: 08/04/2019 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	Destination LA/Other	Destination School
V823299916003	Aarons	Lizz	ELM	(All)		Barnet	Suffolk	
J823200110003	Ackton	Stephen	PINE	(Custom) (NonBlanks)		Green Abbey	Suffolk	
M823200110005	Ansell	Alfie	ASH	1	1	Green Abbey	Suffolk	
M820200107003	Bellic	Nico	ELM	1	1	Green Abbey	Suffolk	
Q820200107005	Cadilia	Celia		1	1	Suffolk	Suffolk	

- You can now select pupils who have left the school. Children who have left the school will have a bracket around their Year Group number e.g.(2) for Year 2. When you have the pupils Select Suffolk in the Destination LA/Other Column.

If you have pupils who are marked as Dual (Subsidiary) you do not need to include these pupils in the export.

- Go to the black triangle in the **Year Grp** Column and ensure it is showing **All**.
- Left click once on the column header **Year Grp** to sort the list, you can now scroll down and individually select pupils who joined Year 2 in your school during the second half of the autumn term but after taking the Check in their previous school. Remove Suffolk from the Destination LA/Other Column by clicking on the black triangle in the Destination LA/Other column and selecting the **blank** option at the top of the drop down list.
- Click on the **Year Grp** header and select **All**. The Destination LA/Other column should contain Suffolk for all pupils required in the export. The Destination School column is left blank for all.
- Click the **Export CTF** button. Say **Yes** to the query about addresses. The file saves in your CTF export folder. If you are not sure where this is it can be found by going to **Tools → Setups → CTF**.
- When the CTF has been created a dialogue box will appear.

Export complete. CTF file(s) created: X

8232999_PHO_935LLLL_006.xml

OK

Check the Exception Log box beneath it for any problems in creating the CTF. There should be no exceptions. Make sure that the number of students in the file is what you expect. Any errors regarding missing UPNs or scores must be resolved in SIMs.net or Assessment Manager and a new CTF created.

Do not rename the file.

The file name should follow the following convention

935XXXX_PHO_935LLLL_nnn.xml where

- 935 is the LA number
- XXXX is the Establishment number (4-digit DfE number)
- nnn is the incremental number of files produced (e.g. the second xml file export will be **935XXXX_PHO_935LLLL_002**)
- LLLL is part of the filename, and therefore does **not** need replacing

4.2. Using your school's commercial software

Ensure that you are running the latest version of your software to ensure that your software provider is complying with the most recent requirements for data from the DfE. Please check with your provider if you are unsure. Follow the software supplier's instructions for producing a file for exporting/returning data to the LA.

To ensure data quality and security we would strongly recommend importing your data into the schools MIS system (in most schools this is SIMS) before submitting to the LA.

Suffolk requires an XML file type to be produced – please ensure that the software produces a file that meets the DfE requirement.

The file name should follow the following convention

935XXXX_PHO_935LLLL_nnn.xml where

- 935 is the LA number
- XXXX is the Establishment number (4-digit DfE number)
- nnn is the incremental number of files produced (e.g. the second xml file export will be **935XXXX_PHO_935LLLL_002**)
- LLLL is part of the filename, and therefore does **not** need replacing

4.3. Transfer to the LA via AnyComms

Copy your xml file and place it in your AnyComms folder S:\OTHER\OUT\ASSMNT and run AnyComms.

If you need to send a new file because there is an error in the data just export another file following the procedures above. The new file will have a new version number.. **Do not rename the file.** Send the file via AnyComms. We will pick it up and discard the one you sent earlier.

Schools that do not use AnyComms can send their file by **secure email** to data.collection@suffolk.gov.uk. To do this your school must have a secure email connection with SCC (known as a TLS connection), if this is not the case you'll need

to request a secure “Thread” or conversation with the Council. Once this secure thread is established, all subsequent replies in the conversation/thread are secure.

To request a secure thread:

- Send a standard email to the Data Collection team requesting for a secure email (Data.Collection@Suffolk.gov.uk)
- The team will reply with an email marked Official-Sensitive. This will set up the secure thread.
- You will be able to reply to this attaching your phonics file.

PLEASE DO NOT ADD ANY FURTHER ENCRYPTION OR PASSWORD PROTECTION.

It is your responsibility to send the information to SCC securely. Failure to do so could result in a data breach which your setting will be responsible for.

Confirmation

You would normally receive an acknowledgement of your data return by email within 48 hours. If you haven’t had a response within 2 days, then please send an email to data.collection@suffolk.gov.uk and we will check to see if the data file has turned up at our end.

Remember that the AnyComms system can become congested at peak times and data files can be held in waiting rooms even though they have been dispatched from school. **Aim for an early return**, to allow for any resubmission if necessary before the deadline – Monday 14th December 2020.

Checking your return on Perspective Lite

We will regularly place school reports with the pupil assessments from your data return on Perspective Lite. Reports of errors in data returns will be placed here <https://perspective.angelsolutions.co.uk/perspective/login.aspx>.

It is essential that schools login to Perspective Lite to find any error reports and to check that the assessments submitted are accurate. If you have lost or forgotten your username or password, please contact Angel Solutions on 0845 833 7190 or email: perspective@angelsolutions.co.uk.

Appendix 1 - Print out blank marksheets for teachers to complete

Open each of the marksheets (**Focus → Assessment → Marksheet Entry**) and click on the **Print** button. This will open a new window, make sure the **Print Blank Marksheet** box is ticked to produce a blank for teachers to fill in.

Check with the Assessment Coordinator that all names are correct. Print as many copies of each marksheet as there are teachers who will need to record assessments.

The onscreen marksheet has some columns with shaded cells. Their contents will be filled in for you. They do not appear shaded when printed, cross them out on the printed marksheets so that teachers do not record information unnecessarily.

Appendix 2 - FAQs

Can I resubmit the data?

Yes, up to the deadline. We will discard any previous submissions. Please return exactly as described. Do not change the file name as the data collection system will not see it. Any file you send will overwrite the previous one completely in our software. Please inform the data team (data.collection@suffolk.gov.uk) when you have done so.

Appendix 3 - Process checklist

Please use the checklist below to help you manage the data collection process. Ensure that each named role in school is involved in the relevant parts of the process.

Check	Checked by	Tick/Date
My software is the latest version	IT Technician/ SIMS Administrator	
The SIMS pupil database is up to date	SIMS Administrator	
I have imported the 2020 Template for Year 1 Phonics	SIMS Administrator Assessment Co-ordinator	
If needed, I have printed marksheets for teachers to fill in	SIMS Administrator Assessment Co-ordinator	
Data has been entered onto SIMS	SIMS Administrator	
The Calculate Results button has been used and no errors have been reported	SIMS Administrator	
Marksheets have been printed for checking by Teachers, Assessment Co-ordinator, and Headteacher	SIMS Administrator Teachers Assessment Coordinator Headteacher	
To export the assessments- use the CTF Option Phonics Test Results (For Autumn Term 2020 Screening Check Only) in the SIMS Autumn 2020 release (version 7.196)	Assessment Coordinator /SIMS Administrator	
Data file has been returned to Suffolk LA	SIMS Administrator Headteacher	