

## **Phonics (Year 1 & 2) Teacher Assessments**

### **Data Collection 2022**

**Guidance for schools and academies in Suffolk including special schools, PRUs and alternative provision academies**

**Please read this document before starting the Data Collection Process for 2022.**

**Tuesday 28th June 2022**

The deadline to return your data to the LA

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## Introduction

This guide will take you through the Phonics Data Collection process, how to find and import the SIMS Wizards and the 2022 Templates which are needed to create the 2022 Phonics marksheets, the process of entering and editing marksheets along with how to use the Phonics SIMS Wizard to return your data 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.**

### Useful links

#### **2022 Key Stage : Assessment and Reporting Arrangements(ARA)**

The ARA provides details about making judgments and reporting Phonics Check results and can be downloaded via the following link:

[2022 key stage 1: assessment and reporting arrangements \(ARA\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/key-stage-1-teacher-assessment-guidance/key-stage-1-teacher-assessment-guidance)

<https://www.gov.uk/government/publications/key-stage-1-teacher-assessment-guidance/key-stage-1-teacher-assessment-guidance>

**Suffolk Learning Website-** Various guidance and help sheets are available on <https://suffolklearning.com/assessment-data/statutory-data-collection/>

### Help

#### **For questions about the submission of assessments**

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

#### **For general enquiries about SIMS**

Contact the IT Service Desk by telephone 01473 265555, to log a service request with the SIMS team or via email [itservicedesk@suffolk.gov.uk](mailto: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?

### Dual registered pupils

Where a pupil is registered as dual, the school which is the registered dual-main is responsible for submitting the teacher assessment for the pupil, but both the dual-main and dual-subsidary may be involved in assessing the pupil.

### 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 may have joined your school after the Phonics Screening Check week will not need to be included.

You may need to contact the pupils previous school to check.

### Year 1 pupils

All pupils who have reached the end of year 1 **must** take the Phonics check. There are some exceptions for pupils who shouldn't take the check, please refer to the ARA.

### Year 2 Pupils

**Year 2 pupils will need to take Phonics Check either because they did not meet the required standard for the Autumn 2021 check or were absent.**

When you create the SIMS Phonics Screening Year 2 2022: Year 2 Marksheet it should show which Year 2 pupils in your school are required to take the check – if all pupils are indicated as requiring the recheck please see [Appendix 4](#).

If you are unsure if any Year 2 pupils need to take the check, you can search by their Unique Pupil Number on using the DfE website <https://services.signin.education.gov.uk/> (GIAP). Enter the UPN in the box, click on Search then Download as CSV. Click in the Phonics box then Download. Pupils who do not need to take the check again will be indicated by a phonics outcome of 'Wa'.

If a search of GIAP finds no data for the pupil you may wish to contact the pupil's previous school directly.

## 2. SIMS essential preparation

- You must have the Spring 2022 release of SIMS installed. To check this in SIMS.net go to **Help → About SIMS.net**. The version should be 7.204 or later – contact the SIMS helpdesk if you need help with this.
- 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. If the marksheets have pupils who should not be there or there are pupils missing, then you must request your school's SIMS Manager to correct this in SIMS.net. Please check with your assessment coordinator as to whether the pupil list is correct.
- Please also clear out the folder your CTF exports go to. 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)

Set up an ADG if you have pupils who recently left your school that you are still required to report the results for.

If you decide you do not need to set up an Assessment Defined Group, turn to [section 2.2](#). Otherwise, please follow the guide below.

Go to **Focus** → **Groups** → **Assessment Defined Groups**.

Click on **New** and the screen below will appear.

**1 Group Details**

Group Description: Year 1 Phonics 2022    Active State: Active

Short Name: Y1 Ph 22    Current Main Supervisor: [Search]

Notes: [Text Area]

Include in Discover: ☐

**2 Membership**

Effective Date Range: 06 May 2022 - 31 Aug 2022    Academic Year: Academic Year 2021/2022

Cursor Day: <None>    Selected Member: [Text Box]

Cursor Date: <None>    Selected Membership: [Text Box]

Zoom    Action...

Member: [Calendar View]

Add a relevant

- **Group Description**
- **Short Name.**

Make sure the **Active State** is **Active**.  
If you wish, add a brief description in **notes**.

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

Select Members

Search

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

Group Type: National Curriculum Year    Group: [Text Box]    Effective Date: 06/05/2022

Name: [Text Box]    Gender: [Text Box]    Year and Reg Group: [Text Box]    Current Group: [Text Box]

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.

Name	Gender	Year and Reg Group	Current Group
Hardy, Emily	Female	1(ASH)	Curriculum Year 1
Patel, Nakita	Female	1(ASH)	Curriculum Year 1
Smith, Alex	Male	1(ASH)	Curriculum Year 1
Evans, Frankie	Male	1(ASH)	Curriculum Year 1
Malice, Dwight	Male	1(ASH)	Curriculum Year 1
Justin, James	Male	1(ASH)	Curriculum Year 1
Caster, Evia	Female	1(2JB)	Curriculum Year 1
Carlson, Neville	Male	2JB	Curriculum Year 2

47 matches found

Select all the relevant pupils by left clicking on them while holding down the control (ctrl) key. To select many pupils at once, left click on the pupil at the top of the list, hold down the shift key and left click on the name at the bottom of the pupil list. 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. 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**

**Assessment Group Details:**

Save Undo Print

1 Group Details 2 Membership

Include in Discover ☐

**Membership**

Effective Date Range: 06 May 2022 - 31 Aug 2022 Academic Year: Academic Year 2021/2022

Cursor Day: Sunday Selected Member: Justin, James - 1(ASH)

Cursor Date: 12 Jun 2022 Selected Membership: 06 May 2022 - 31 Aug 2022

Zoom Action...

Member	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Caster, Evia - 1(2JB)												
Evans, Frankie - 1(ASH)												
Hardy, Emily - 1(ASH)												
Justin, James - 1(ASH)												
Malice, Dwight - 1(ASH)												
Patel, Nakita - 1(ASH)												
Smith, Alex - 1(ASH)												

Context Menu:

- Add Student
- Add Member
- Remove Membership**
- Select All (Ctrl-A)
- Terminate selected membership(s) on effective end date
- Extend selected membership(s) to effective end date
- Extend membership(s) forever

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. 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.

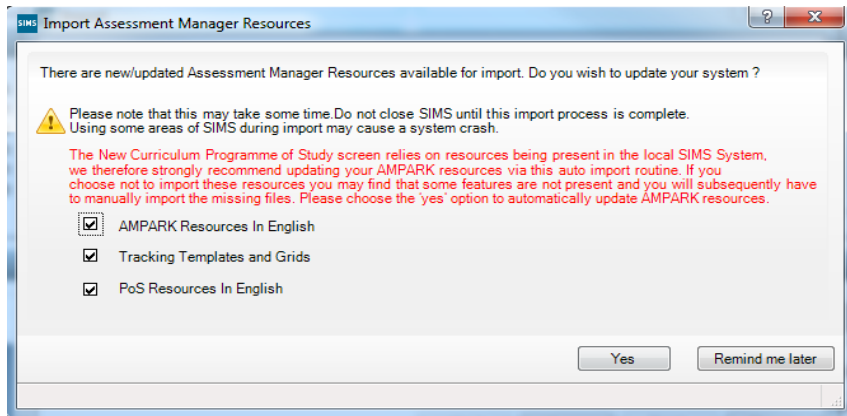
You'll be returned to the Membership screen where all chosen pupils will be displayed.

Finally, click on the **Save** button near the top of the screen and Close the window.

## 2.2. Importing the SIMS Wizards and Templates for all 2022 Data Collections

The Wizards and Templates for each Key stage are delivered in the Spring update, but you will need to import them into SIMS. You will only need to do this once and the Wizard material for all Data Collections (Early Years, KS1, KS2 and Phonics) should become available in your SIMS system. If you have already set up one of the wizards this year, then skip to section 2.3.

In SIMS click on **Routines ➔ Data In ➔ Assessment ➔ Import**. The screen below should appear. Click **Yes** to start the import process. If the screen does not appear, follow the steps for the manual import process on the next page.



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 that successful messages appear for all imports and then close the window.

### Manual import for each Wizard

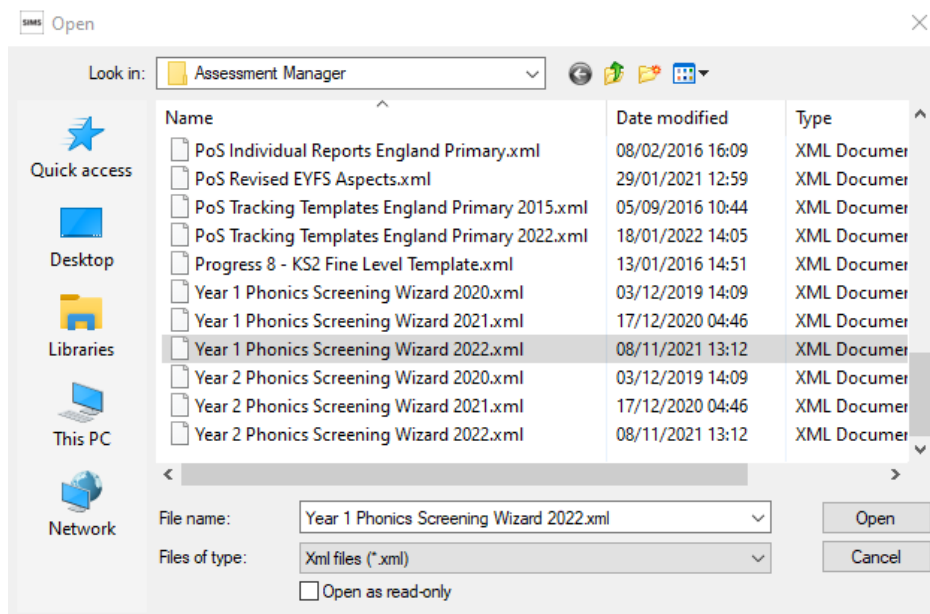
For some schools it may not be possible to import all wizards and templates at the same time or some may not import. If you need to import them individually then navigate to the Assessment Manager folder (via **Routines ➔ Data In ➔ Assessment ➔ Import** and selecting the **folder icon**). Then navigate to one of the following file paths:

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

or

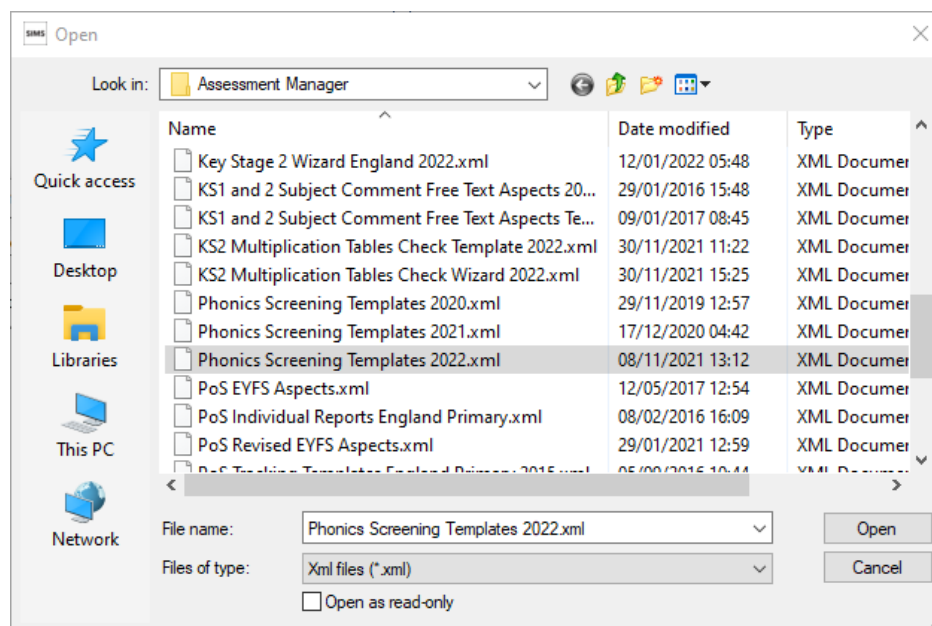
C:\Program Files\SIMS\SIMS.net\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager

Selecting the file path will open the following window.



## Wizards

1. Select **Year 1 Phonics Screening Wizard England 2022.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. Repeat steps 1-3 for the **Year 2 Phonics Screening Wizard England 2022.xml**
5. If the Wizards have been imported successfully **Close** the activity log



## Templates

1. Select **Phonics Screening Templates 2022.xml**
2. Click on **Open** then **Next** then **Next**
3. Select both **Phonics Screening Year 1 2022** and **Phonics Screening Year 2 2022**
4. Click on **Finish** – and then **Yes** when asked if you want to proceed. The import will take a minute or two to complete
5. If the Templates have been imported successfully **Close** the activity log



## 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.

## 2.3. Using the Wizard

The Wizard Manager guides you through selecting the Phonics Wizards and the pupil/student group for the marksheet. It will then take you through recording and entering the assessments in marksheets. You will then export the results as a CTF file for return to Suffolk LA. The Wizard will also produce reports for school leaders and parents.

## 3. Year 1 Phonics Marksheet

### 3.1. Using the Phonics Year 1 Wizard 2022 to create the marksheets

- Click on **Tools** ➔ **Performance** ➔ **Assessment** ➔ **Wizard Manager**.

If you find the Year 1 Phonic Screening Wizard 2022 is not there, follow the process for Manual import for each Wizard in [section 2.2](#)

#### Using the Wizard Manager

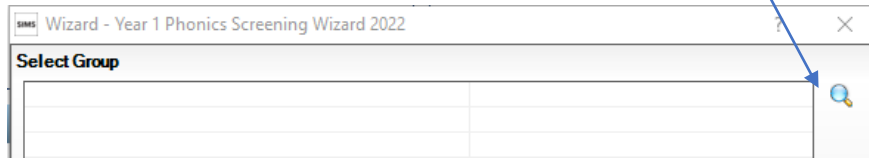
When you use the Wizard for the first time this year ensure the filter shows **Incomplete**.

Name	Edit Date	Complete
Key Stage 2 MTC Wizard 2022	01/09/2021	<input type="checkbox"/>
Key Stage 2 Wizard England 2019	01/09/2018	<input checked="" type="checkbox"/>
Key Stage 2 Wizard England 2020	01/09/2019	<input checked="" type="checkbox"/>
Key Stage 2 Wizard England 2021	01/09/2020	<input checked="" type="checkbox"/>
Key Stage 2 Wizard England 2022	01/09/2021	<input type="checkbox"/>
Year 1 Phonics Screening Wizard 2019	01/09/2018	<input checked="" type="checkbox"/>
Year 1 Phonics Screening Wizard 2020	01/09/2019	<input checked="" type="checkbox"/>
Year 1 Phonics Screening Wizard 2021	01/09/2020	<input checked="" type="checkbox"/>
Year 1 Phonics Screening Wizard 2022	01/09/2021	<input type="checkbox"/>
Year 2 Phonics Screening Wizard 2019	01/09/2018	<input checked="" type="checkbox"/>
Year 2 Phonics Screening Wizard 2020	01/09/2019	<input checked="" type="checkbox"/>
Year 2 Phonics Screening Wizard 2021	01/09/2020	<input checked="" type="checkbox"/>
Year 2 Phonics Screening Wizard 2022	01/09/2021	<input type="checkbox"/>

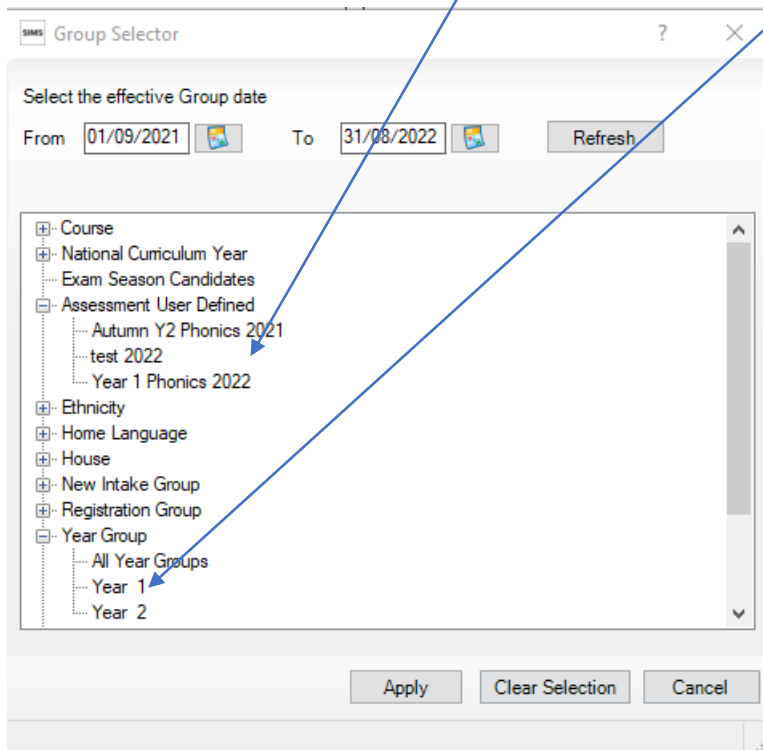
< Back   Next >   Finish   Cancel

- Only mark all Wizards that relate to past years as Complete by filling the tick box. Do not mark this year's (2022) wizards as complete until next year.
- Click on Year 1 Phonics Screening Wizard 2022 and ensure its highlighted with a light blue border
- Click Next (and confirm the "View settings" changes messages **if** it appears)
- You may be asked to save this setting after you move to the next screen. If asked "The complete status has been changed. Do you wish to save changes?" then click Yes. (this will only happen when you have marked the wizards as complete)

- In the Select Group dialogue box click on the **magnifying glass** to open the Group Selector

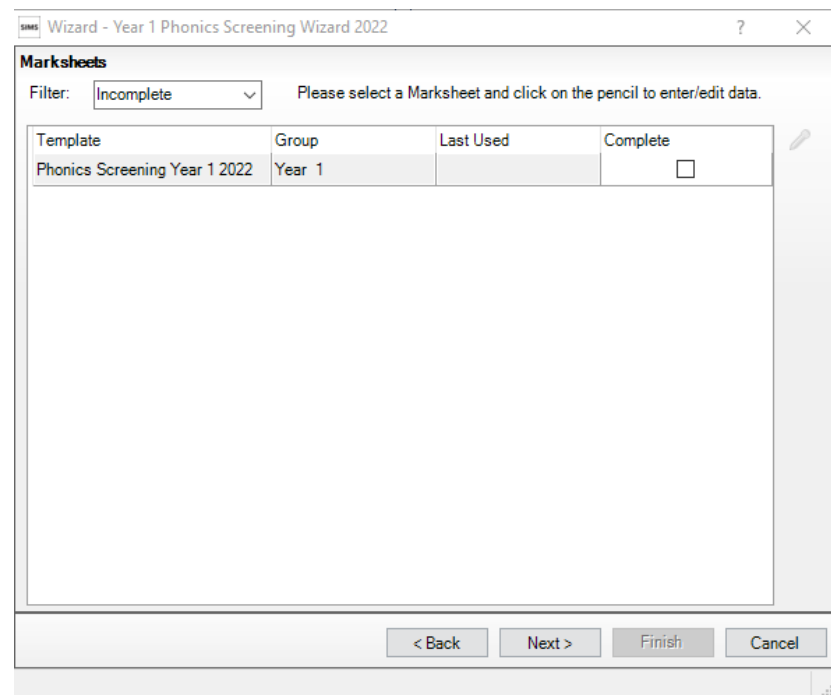


- If you have created an **Assessment Defined Group**, it will be available in the Assessment User Defined category of the tree



If you did not need an Assessment Defined Group Select Year 1 in the Year Group part of the tree. When you have selected the correct group, click Apply

- Select the group shown in the Select Group box. This will either be Year 1 or your Assessment Defined Group
- Click Next. The marksheet will now have been created as shown in the image below.



Wizard - Year 1 Phonics Screening Wizard 2022

**Marksheets**

Filter:  Please select a Marksheet and click on the pencil to enter/edit data.

Template	Group	Last Used	Complete
Phonics Screening Year 1 2022	Year 1		<input type="checkbox"/>

< Back   Next >   Finish   **Cancel**

- Click Cancel to close the Wizard.

Do not click any further on the next button. Having created your marksheets you will only need to access the wizard again when you need to print reports

## 3.2. Working with marksheets in SIMS

### Using the Wizard Manager

- You do not need to adjust result dates on the marksheets – just enter the assessments.
- To save your work click on the **Save** button. When you close a 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, you must right-click on the cell in question in the marksheet, select **View/Edit result history...**, highlight the row and click on the red cross.
- If you wish to print blank marksheets to give to teachers to complete, please see [Appendix 2](#).
- 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 your 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 them with your SIMS Manager.

### 3.3. Phonics Screening Year 1 marksheet entry

Please note that Phonics Screening Year 1 2022 Wizard contains a single marksheet.

- Click on **Focus → Assessment → Marksheet Entry**.
- Scroll down the list to find the marksheet **Phonics Screening Year 1 2022: Year 1** 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.
  - o D (Did Not Take Check)
  - o A (Absent)
  - o L (Left)
  - o Q (Maladministration)

**!** If a pupil is marked as D/A/L/Q then the Mark for Phonics Check Year 1 must be left blank. A result of 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

**Marksheet Entry : Phonics Screening Year 1 2022 : Year 1**

Save Undo Print Export **Calculate**

1 Basic Details 2 Marksheet

#### 1 Basic Details

Notes

This Marksheet enables you to enter the outcome Marksheet is displayed:

1. In the Threshold Score column enter the by using the "Select Grade for Column" note

Last Used 06/05/2022

Data entry for this Marksheet is complete ☐

#### 2 Marksheet

Result Date 06/05/2022 Group Membership Date 06/05/2022

Group Filter

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Data Check
CASTER, Evia	32	32	Wa	OK
EVANS, Frankie	33		A	OK
HARDY, Emily	33	40	Wa	OK
JUSTIN, James	33	27	Wt	OK
MALICE, Dwight	33	35	Wa	OK
PATEL, Nakita	33	38	Wa	OK

Once all cells have been completed click the **Calculate** button.

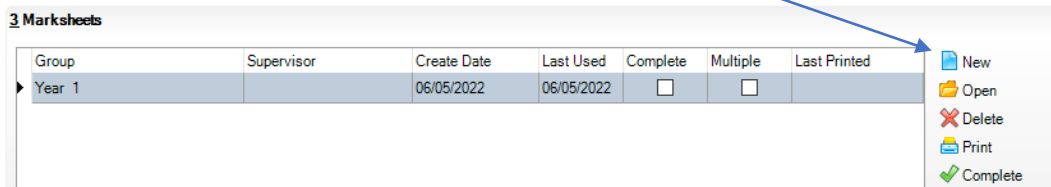
This will check for omissions and populate the Data Check column with an exclamation mark (! Is the correct output in the data check column until the threshold mark has been entered)

- **Save** and close your entry.

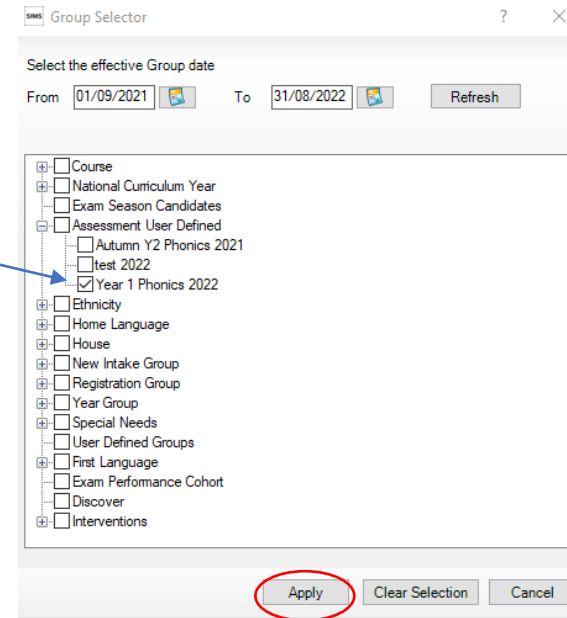
## Adding or removing a pupil

After you have set up the Marksheet and are using the Wizard and you discover that you need to remove or add a pupil, you will need to create an Assessment Defined Group (ADG) and ensure it is assigned to the marksheet in place of the original year group. You will not lose any assessments already entered. To do this click on

- **Focus → Assessment → Template**
- Scroll down the list to find the template: **Phonics Screening Year 1 2022**
- 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 click on **Save** near the top of the screen and **Close** the window.



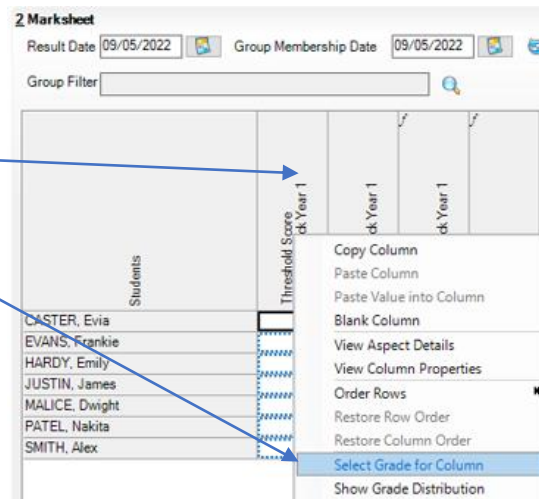
The Marksheet will now have been created with the correct group assigned. To access the new marksheet follow the process outlined in [section 3.3](#) above.

## Threshold Mark Publication

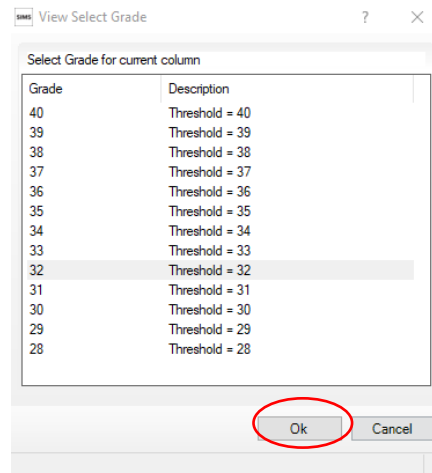
The Data Check column will only be populated with “OK” when valid data is entered in the Grade for Phonics Check Year 1 Column. Your data can still be exported to the LA without entering any data in the Grade for Phonics Check Year 1 Column

! The DFE will not release the threshold mark for 2022 until June 20th. Schools should not produce reports for parents before they are sure that the new threshold has been placed in their SIMS system.

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 published threshold from the list and click **Ok**.



Click on **Calculate**

The **Grade for Phonics Threshold** column should populate.

! Please note 32 has been entered here for guidance purposes only – you will need to check the DFE published result before entering the 2022 threshold into your SIMS system.

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Data Check
CASTER, Evia	32	32	Wa	OK
EVANS, Frankie	32	40	Wa	OK
HARDY, Emily	32	27	Wa	OK
JUSTIN, James	32	35	Wa	OK
MALICE, Dwight	32			

## 4. Year 2 Phonics Marksheet

### 4.1. Using the Year 2 Phonics Screening Wizard 2019 to create the marksheet

- Click on **Tools** → **Performance** → **Assessment** → **Wizard Manager**

! If you find the Year 2 Phonic Screening Wizard 2019 is not there, follow the process for Manual import for each Wizard in [section 2.2](#).

- Click on **Year 2 Phonics Screening Wizard 2022** and ensure its highlighted with a light blue border
- Click on **Next** (and confirm the “View settings” changes message if it appears)

Name	Edit Date	Complete
EYFS Revised Profile Wizard 2022	01/09/2021	<input type="checkbox"/>
Key Stage 1 Wizard England 2022	01/09/2021	<input type="checkbox"/>
Key Stage 2 MTC Wizard 2022	01/09/2021	<input type="checkbox"/>
Key Stage 2 Wizard England 2022	01/09/2021	<input type="checkbox"/>
Year 1 Phonics Screening Wizard 2022	01/09/2021	<input type="checkbox"/>
Year 2 Phonics Screening Wizard 2022	01/09/2021	<input type="checkbox"/>

- In the Select Group dialogue box click on the magnifying glass to open the Group Selector
- If you have created an **Assessment Defined Group**, it will be available in the **Assessment User Defined** category of the tree
- If you did not need an Assessment Defined Group, select **Year 2**.
- When you have selected the correct group, click **Apply**
- Select the group you have selected in the Select Group Box to highlight it. This will either be **Year 2** or your **Assessment Defined Group**.
- Click on **Next**. The marksheet will now have been created with the correct group assigned to it.

The screenshots illustrate the steps to select a group in the 'Wizard - Year 2 Phonics Screening Wizard 2022' application.

**Screenshot 1: Select Group Dialog**  
The 'Select Group' dialog box is shown. A magnifying glass icon in the top right corner is circled in red, indicating the next step is to click it to open the Group Selector.

**Screenshot 2: Group Selector Dialog**  
The 'Group Selector' dialog box is shown. It includes a date range selector (From: 01/09/2021, To: 31/08/2022) and a 'Refresh' button. A tree view on the left lists various categories. The 'Assessment User Defined' category is expanded, and 'Year 2' is selected. The 'Apply' button at the bottom is circled in red.

**Screenshot 3: Select Group Dialog (Post-Selection)**  
The 'Select Group' dialog box is shown again. The 'Year 2' group is now highlighted in the list. The 'Next >' button at the bottom is circled in red, indicating the final step to proceed.



- Click on **Cancel** to close the Wizard.

Do not click any further on the next button.  
Having created your marksheets you will only need to access the wizard again when you need to print reports.

Wizard - Year 2 Phonics Screening Wizard 2022

**Marksheets**

Filter:  Please select a Marksheet and click on the pencil to enter/edit data.

Template	Group	Last Used	Complete
Phonics Screening Year 2 2022	Year 2		<input type="checkbox"/>

< Back   Next >   Finish   **Cancel**

## 4.2. Working with marksheets in SIMS

- You do not need to adjust result dates on the marksheets – just enter the assessments.
- 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 Wizard 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 them with your SIMS Manager

### 4.3. Phonics Screening Year 2 marksheet entry

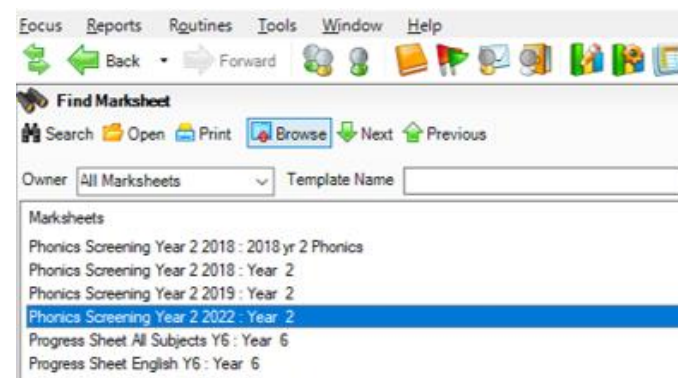
The Phonics Screening Year 2 2022 Wizard contains a single marksheet.

- Click on **Focus** ➔ **Assessment** ➔ **Marksheet Entry**.
- Scroll down the list to find the marksheet **Phonics Screening Year 2 2022: Year 2** or the name of your **ADG**.
- Double-click on the item to open it.
- Click on **Calculate**.

This will populate the Data Check Columns and show you which pupils require a mark.

Pupils who are required to be re-checked this year in Year 2 will be highlighted with **Yes** in the **Year 2 Check Required** Column.

! If all pupils are shown as requiring re-checking, please see [Appendix 4](#).



**Marksheet Entry : Phonics Screening Year 2 2022 : Year 2**

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 2 Phonics Screening Test.

For pupils who failed to attain a grade of 'Wa' for the Year 1 test, you will need to enter a mark for the Year 2 test. Clicking 'Calculate' will help indicate the pupils for whom a mark is required.

Last Used

Data entry for this Marksheet is complete ☐

**2 Marksheet**

Result Date 09/05/2022 Group Membership Date 09/05/2022 Refresh Summary Narrow Zoom Reveal Freeze Additional

Group Filter

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?
AARONS, Lizz	40	Wa							Ok!	Ok!
ABDULLAH, Tamwar	38	Wa							Ok!	Ok!
ABHRA, Abjit	36	Wa							Ok!	Ok!
ACKTON, Stan	31	Wt		Yes					Missing	Ok!
ACKTON, Stephen	32	Wa					28	Wt	Ok!	Not Required
ADAMS, Adam	33	Wa							Ok!	Ok!
AKEMAN, Rebecca	36	Wa				32			Ok!	Ok!
AKEMAN, Richard	38	Wa							Ok!	Ok!
AKEMAN, Steven	37	Wa					32		Ok!	Ok!
ANSELL, Alfie	39	Wa							Ok!	Ok!
ARKELL, Isis	22	Wt		Yes		32			Missing	Ok!
ASTONI, Sonya	30	Wt		Yes		32			Missing	Ok!

- Enter the check score as recorded by your teachers in the **Mark for Phonics Check Year 2** column.
- If a pupil does not have a check score, the following grades can be entered manually in the **Grade for Phonics Check Year 2** column.
- D (Did Not Take Check)
- A (Absent)
- L (Left)
- Q (Maladministration)

! If a pupil is marked as D/A/L/Q then the Mark for Phonics Check Year 1 must be left blank. A result of 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

**Marksheet Entry : Phonics Screening Year 2 2022 : Year 2**

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 2 Phonics Screening Test.

For pupils who failed to attain a grade of 'Wa' for the Year 1 test, you will need to enter a mark for the Year 2 test. Clicking 'Calculate' will help indicate the pupils for whom a mark is required.

Last Used

Data entry for this Marksheet is complete ☐

**2 Marksheet**

Result Date 09/05/2022 Group Membership Date 09/05/2022 Refresh Summary Narrow Zoom Reveal Freeze Additional S

Group Filter

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?
ACKTON, Stan	.	31	Wt	.	Yes		32		Missing	Ok!
ACKTON, Stephen	.	32	Wa	.			28	Wt	Ok!	Not Requir
ADAMS, Adam	.	33	Wa	.					Ok!	Ok!
AKEMAN, Rebecca	.	36	Wa	.		32			Ok!	Ok!
AKEMAN, Richard	.	38	Wa	.					Ok!	Ok!
AKEMAN, Steven	.	37	Wa	.			32		Ok!	Ok!
ANSELL, Alfie	.	39	Wa	.					Ok!	Ok!
ARKELL, Isis	.	22	Wt	.	Yes		32		Missing	Ok!
ASTONI, Sonya	.	30	Wt	.	Yes		33		Missing	Ok!
ASTWICK, Wills	.	35	Wa	.					Ok!	Ok!
ATKINSON, Alex	.	32	Wa	.					Ok!	Ok!
BAILEY, Eve	.	31	Wt	.	Yes			A	Ok!	Ok!

- Once all cells have been completed click **Calculate**

The **Missing Required Year 2** column will continue to show “Missing” (this is the correct output in the data check column until the threshold mark has been entered, please see the following page).

- **Save** and close your marksheet

## Threshold Mark Publication

The data check column will only be populated with “OK” when

- the **Threshold Score Phonics Check Year 2** and **Mark for Phonics Check Year 2** columns have been completed
- Or
- valid data is entered in the Grade for Phonics Check Year 2 Column.

! The DFE will not release the threshold mark for 2022 until June 20th. Schools should not produce reports for parents before they are sure that the new threshold has been placed in their SIMS system.

- To enter the threshold in your marksheet, right click on the **Threshold Score Phonics Check Year 2** cell for a recheck pupil and choose **Select Grade for Cell**.
- Choose the published threshold from the list and repeat this for all recheck pupils.
- Click on **Calculate**, the **Grade for Phonics Threshold** column should populate with **OK**.
- Save** and close the marksheet.

2 Marksheet

Result Date 09/05/2022 Group Membership Date 09/05/2022 Refresh Summary Narrow Zoom Reveal Freeze Additional S

Group Filter

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?
ACKTON, Stan		31	Wt		Yes				Missing	Ok!
ACKTON, Stephen		32	Wa						Not Requir	Ok!
ADAMS, Adam		33	Wa			32			Ok!	Ok!
AKEMAN, Rebecca		36	Wa						Ok!	Ok!
AKEMAN, Richard		38	Wa						Ok!	Ok!
AKEMAN, Steven		37	Wa						Ok!	Ok!
ANSELL, Alfie		39	Wa						Ok!	Ok!
ARKELL, Isis		22	Wt		Yes				Missing	Ok!
ASTONI, Sonya		30	Wt		Yes				Missing	Ok!
ASTWICK, Wills		35	Wa						Ok!	Ok!
ATKINSON, Alex		32	Wa						Ok!	Ok!
BAILEY, Eve		31	Wt		Yes		A		Ok!	Ok!

View/Edit Result History...  
View/Edit Note...  
View/Edit Comment... F4  
Copy Value  
Select Grade for Cell  
Select Colour for Cell  
Clear Cell Colour

## 5. Returning your assessments to Suffolk LA

### 5.1. Exporting a CTF on SIMS

You will need to create a single file for return to the LA, containing all your Year 1 and Year 2 retake pupils who you have completed Phonics assessments for.

! Ensure you export one file containing all the Year 1 and all the Year 2 Recheck pupils.

- Make sure the Phonics Wizards and marksheets are closed
- Navigate to **Routines** → **Data Out** → **CTF** → **Export CTF**.
- When the Select CTF Export Type dialogue box appears click **Phonics Test Results** then and click **Select**.

Select the CTF export type..

Export Type
General
Phonics Test Results
KS1
KS1 excluding Tests and Tasks
KS2
Early Years Foundation Stage data (FSP)
CME - Leavers
CME - Joiners
Phonics Test Results (For Summer Term 2022 Retake Screening Check Only)

- 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**.

**Export CTF (Phonics Test Results)**

1 Student Options   2 Students   3 Exception Log

**1 Student Options**

Effective Date: 09/05/2022   View: Current and Leavers this year   ☒ Include students already exported   Refresh Students

**2 Students**

UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp
W823299916003	Aarons	Lizz	2JB	2
N823299911001	Abdullah	Tamwar	2JB	2
K823299913001	Abhra	Abjit	2JB	2

- In 2 Students select Year 1 pupils by filtering the **Year Grp** column. Click on the triangle (▼) and select 1 from the list.
- Right-click on the first of the pupils in the list and left click on **Select All**
- 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 1 pupils.

**1 Student Options**  
Effective Date: 09/05/2022 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
W823299916003	Aarons	Lizz	2JB	(All)	
N823299911001	Abdullah	Tamwar	2JB	(Custom)	
K823299913001	Abhra	Abjit	2JB	(NonBlanks)	
C823299913004	Ackton	Stan	2JB	1	
J823200110003	Ackton	Stephen	2JB	2	
				(1)	
				(2)	
				(3)	

**Export CTF (Phonics Test Results)**

1 Student Options 2 Students 3 Exception Log

**1 Student Options**  
Effective Date: 09/05/2022 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
Y823299914012	Caster	Evia	(2JB)	1	1
F820200109030		Frankie	(ASH)	1	1
P820892102169	Hardy	Emily	(ASH)	1	1

**1 Student Options**  
Effective Date: 09/05/2022 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	Dest
Y823299914012	Caster	Evia	(2JB)	1	1	Suffolk	Suffolk	
P820892102169	Hardy	Emily	(ASH)	1	1	Suffolk	Stockport	
Q820200109007	Malice	Dwight	(ASH)	1	1	Suffolk	Stockton-On-Tees	
U820200107007	Smith	Alex	(ASH)	1	1	Suffolk	Stoke-on-Trent	
F820200109030	Evans	Frankie	(ASH)	1	1	Suffolk	Suffolk	
U820200109011	Justin	James	(ASH)	1	1	Suffolk	Sunderland	
T820892102306	Patel	Nakita	(ASH)	1	1	Suffolk	Surrey	
							Sutton	



- Click in the **Year Grp** column arrow and change the selection back to **All**.
- Then click in the **Year Grp** column arrow and change the selection to **Year 2**
- Now manually find the recheck pupils, entering **Suffolk** into the **Destination LEA/Other** column.

**1 Student Options**

Effective Date: 09/05/2022 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
Y823299914012	Caster	Evia	(2JB)	(All)		Suffolk	Suffolk
F820200109030	Evans	Frankie	(ASH)	(Custom)		Suffolk	Suffolk
P820892102169	Hardy	Emily	(ASH)	(NonBlanks)		Suffolk	Suffolk
U820200109011	Justin	James	(ASH)	1	1	Suffolk	Suffolk
Q820200109007	Malice	Dwight	(ASH)	1	1	Suffolk	Suffolk
T820892102306	Patel	Nakita	(ASH)	1	1	Suffolk	Suffolk
U820200107007	Smith	Alex	(ASH)	1	1	Suffolk	Suffolk

**1 Student Options**

Effective Date: 09/05/2022 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	D
W823299916003	Aarons	Lizz	2JB	2	2	Suffolk		
N823299911001	Abdullah	Tamwar	2JB	2	2	Suffolk		
K823299913001	Abhra	Abjit	2JB	2	2	Suffolk		
C823299913004	Ackton	Stan	2JB	2	2	Suffolk	Suffolk	
J823200110003	Ackton	Stephen	2JB	2	2	Suffolk		
J820200109003	Adams	Adam	2JB	2	2	Suffolk		
P823299911021	Akeman	Rebecca	2JB	2	2	Suffolk		
W823299914001	Akeman	Richard	2JB	2	2	Suffolk		
K823299914002	Akeman	Steven	2JB	2	2	Suffolk		
M823200110005	Ansell	Alfie	2JB	2	2	Suffolk		
D823299911022	Arkell	Isis	2JB	2	2	Suffolk		
T823299911023	Astoni	Sonya	2JB	2	2	Suffolk	Staffordshire (Pre Lgr)	
J823200110061	Astwick	Wills	2JB	2	2	Suffolk	Stockport	
							Stockton-On-Tees	
							Stoke-on-Trent	
							Suffolk	
							Sunderland	
							Surrey	

**3 Exception Log**

! 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**.
- 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. **(1)** for Year 1 and **(2)** for Year 2. When you have the pupils Select Suffolk in the **Destination LA/Other Column**.

**1 Student Options**

Effective Date: 09/05/2022 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
Y823299914012	Caster	Evia	(2JB)	1	1	Suffolk	Suffolk
F820200109030	Evans	Frankie	(ASH)	1	1	Suffolk	Suffolk
P820892102169	Hardy	Emily	(ASH)	1	1	Suffolk	Suffolk
U820200109011	Justin	James	(ASH)	1	1	Suffolk	Suffolk
Q820200109007	Malice	Dwight	(ASH)	1	1	Suffolk	Suffolk
T820892102306	Patel	Nakita	(ASH)	1	1	Suffolk	Suffolk
U820200107007	Smith	Alex	(ASH)	1	1	Suffolk	Suffolk
W823299916003	Aarons	Lizz	2JB	2	2	Suffolk	
N823299911001	Abdullah	Tamwar	2JB	2	2	Suffolk	
K823299913001	Abhra	Abjit	2JB	2	2	Suffolk	
C823299913004	Ackton	Stan	2JB	2	2	Suffolk	Suffolk
J823200110003	Ackton	Stephen	2JB	2	2	Suffolk	
J820200109003	Adams	Adam	2JB	2	2	Suffolk	

- 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 your school after the Check week and 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.

**1 Student Options**

Effective Date: 09/05/2022 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	Dest
Y823299914012	Caster	Evia	(2JB)	1	1	Suffolk	Suffolk	
F820200109030	Evans	Frankie	(ASH)	1	1	Suffolk	Suffolk	
P820892102169	Hardy	Emily	(ASH)	1	1	Suffolk	Suffolk	
U820200109011	Justin	James	(ASH)	1	1	Suffolk	Suffolk	
Q820200109007	Malice	Dwight	(ASH)	1	1	Suffolk	Suffolk	
T820892102306	Patel	Nakita	(ASH)	1	1	Suffolk	Suffolk	
U820200107007	Smith	Alex	(ASH)	1	1	Suffolk	Suffolk	
W823299916003	Aarons	Lizz	2JB	2	2	Suffolk		
N823299911001	Abdullah	Tamwar	2JB	2	2	Suffolk		
K823299913001	Abhra	Abjit	2JB	2	2	Suffolk		
C823299913004	Ackton	Stan	2JB	2	2	Suffolk	Suffolk	
J823200110003	Ackton	Stephen	2JB	2	2	Suffolk		
J820200109003	Adams	Adam	2JB	2	2	Suffolk		



! If you have pupils who joined your school after the Phonics Screening Check week or are marked as Dual (Subsidiary) you do not need to include these pupils in the export.

- 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.
- Click on **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.

1 Student Options 2 Students 3 Exception Log

Effective Date: 09/05/2022 View: Current and Leavers this year Include students already exported ☒ Refresh Students

**2 Students**

UPN	Preferred Surname	Preferred Forename	Reg Grp	Year	Year Tau	Previous Destination	Destination LA/Other	Destination School
Y823299914012	Caster	Evia	(2JB)	1	1	Suffolk	Suffolk	
F820200109030	Evans	Frankie	(ASH)	1	1	Suffolk	Suffolk	
P820892102169	Hardy	Emily	(ASH)	1	1	Suffolk	Suffolk	
U8202001090...	Justin	James	(ASH)	1	1	Suffolk	Suffolk	
Q8202001090...	Malice	Dwight	(ASH)	1	1	Suffolk	Suffolk	
T820892102306	Patel	Nakita	(ASH)	1	1	Suffolk	Suffolk	
U8202001070...	Smith	Alex	(ASH)	1	1	Suffolk	Suffolk	
W8232999160...	Aarons	Lizz	2JB	2	2	Suffolk		
N8232999110...	Abdullah	Tamwar	2JB	2	2	Suffolk		
K823299913001	Abhra	Abjit	2JB	2	2	Suffolk		
C8232999130...	Ackton	Stan	2JB	2	2	Suffolk	Suffolk	
J823200110003	Ackton	Stephen	2JB	2	2	Suffolk		
J820200109003	Adams	Adam	2JB	2	2	Suffolk		

**Export CTF**

Export complete. CTF file(s) created: X

8232999\_PHO\_935LLLL\_008.xml

**OK**

**Export CTF (Phonics Test Results)**

1 Student Options 2 Students 3 Exception Log

**3 Exception Log**

Number of students in file: 9 Number of students processed: 9 Number of students not exported: 0

UPN	Preferred Surname	Preferred Forename	Gender	Date of Birth	Error Description	File Name
-----	-------------------	--------------------	--------	---------------	-------------------	-----------

Save Print

### 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. a second xml file export will be **935XXXX\_PHO\_935LLLL\_002**)
- **LLLL** is part of the filename, and therefore does not need replacing

## 5.2. 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. a second xml file export will be **935XXXX\_PHO\_935LLLL\_002**)
- **LLLL** is part of the filename, and therefore does not need replacing

### 5.3. Transfer to the LA via AnyComms

#### **Do not send data for your Year 1 and Year 2 pupils in separate files**

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.

#### **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](mailto: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 – Tuesday 28th June 2022.

#### **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 129 7197 or email: [perspective@angelsolutions.co.uk](mailto: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 - Printing and previewing reports

**!** Do not start this until you have sent off your assessment results to Suffolk LA.

It is important that this is completed **this school year**. Do not wait until September as Year 2 will be a different set of pupils and it will be more difficult to retrieve the correct pupil set.

Do not produce reports for parents until you have placed the new threshold into the Year 1 and Year 2 marksheets on a date after the DfE releases it.

- Click on **Tools → Performance → Assessment → Wizard Manager..**
- Click on either the **Year 1 Phonics** or **Year 2 Phonics Screening Wizard**.
- Click on **Next → Next → Next** to reach the Individual Report Templates (i.e. printouts) screen. From here you can print the statutory Phonics Reports for the Headteacher and for parents.
- **KS1 Y1 Phonics Student Eng** produces a report for each pupil. Click on **Select All** and then on either the **Print** button or the small green icon to save the reports in a folder. Selecting just one pupil will give you a single copy that you can reproduce for parents.
- **KS1 Y1 Phonics Comparative England** is a school level printout.

## Appendix 3 - 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.
- Always export a single file with your year 1 and year 2 pupils, if you correct data for a single year group you will still need to export both year groups as before and send to the LA.

Any file you send will overwrite the previous one completely in our software. Please inform the data team ([data.collection@suffolk.gov.uk](mailto:data.collection@suffolk.gov.uk)) when you have done so.

## Appendix 4 – 2022 Year 2 marksheet

If your 2022 Year 2 marksheet shows all pupils as needing to be rechecked, the 2021 Year 1 Phonics marksheet will need to be completed to show which pupils require rechecking.

Go to **Focus → Assessment → Marksheet Entry** Find your 2021 Year 1 Phonics marksheet which will be called **Phonics Screening Year 1 2021: Autumn Y2 Phonics 2021** or the name of the **ADG** used last year. Double click on the marksheet to open it.

Once you have opened the marksheet, change the year in the **Result Date** and **Membership Date** to 2021 (by default, the marksheet will open with today's date)

Once you have changed both fields to 2021, click on **Refresh**.

**Find Marksheet**

Search Open Print Browse Next Previous

Owner: All Marksheets Template Name: S

**Marksheets**

- Phonics Screening Year 1 2019 : Year 1 Phonics 2019
- Phonics Screening Year 1 2020 : Autumn Year 2 Phonics 2020
- Phonics Screening Year 1 2021 : Autumn Y2 Phonics 2021**
- Phonics Screening Year 1 2022 : Year 1 Phonics 2022
- Phonics Screening Year 2 2014 : Year 2
- Phonics Screening Year 2 2014 : Year 3

**2 Marksheet**

Result Date: 09/05/2021 Group Membership Date: 09/05/2021

Group Filter:

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Data Check

The marksheet should appear like this, there will only be marks showing in the column **Mark for Phonics Check Year 1**

**2 Marksheet**

Result Date: 09/05/2021 Group Membership Date: 09/05/2021

Group Filter:

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Data Check
ARKELL, Isis		22		
ASTONI, Sonya		30		

Right click on the header **Threshold Score Phonics Check Year 1** then click on **Select Grade for Column**.

Select **32** (the threshold for 2021) then click **OK**

**2 Marksheet**

Result Date: 09/05/2021 Group Membership Date: 09/05/2021

Group Filter:

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Data Check
ARKELL, Isis				
ASTONI, Sonya				
ASTWICK, Wills				
ATKINSON, Alex				
BAILEY, Eve				
BALINSKI, Cyla				
BALINSKI, Fil				
BALINSKI, Iwa				

- Copy Column
- Paste Column
- Paste Value into Column
- Blank Column
- View Aspect Details
- View Column Properties
- Order Rows
- Restore Row Order
- Restore Column Order
- Select Grade for Column

- Click on **Calculate**, check and resolve any warnings
- Save** your Marksheet

**Marksheet Entry : Phonics Screening Year 1 2021 : Autumn Y2 Phonics 2021**

Save Undo Print Export **Calculate**

1 Basic Details 2 Marksheet

**1 Basic Details**

Notes

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

1. In the Threshold Score column enter the score for the 'Select Grade for Column' and the 'Threshold Score' column.

Last Used 09/05/2022

Data entry for this Marksheet is complete ☒

**2 Marksheet**

Result Date 09/05/2021 Group Membership Date 09/05/2021

Group Filter

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Data Check
ARKELL, Isis	32	22	Wa	OK
ASTONI, Sonya	32	30	Wa	OK

Return to this year's Year 2 Phonics marksheet

**Focus → Assessment → Marksheet Entry**  
and double click on either **Phonics Screening Year 2 2022: Year 2** or the name of your **ADG**.

On the open marksheet and click on **Calculate**.

Your marksheet will now tell you which pupils require rechecking and entry into the marksheet can continue as section 4.1

**Marksheet Entry : Phonics Screening Year 2 2022 : Year 2**

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 2 Phonics Screening Test. For pupils who failed to attain a grade of 'Wa' for the Year 1 test, you will need to enter a mark for the Year 2 test. Clicking 'Calculate' will help indicate the pupils for whom a mark is required.

Last Used 09/05/2022

Data entry for this Marksheet is complete ☐

**2 Marksheet**

Result Date 09/05/2022 Group Membership Date 09/05/2022 Refresh Summary Narrow Zoom Reveal Freeze Additional St

Group Filter

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?
AARONS, Lizz		40	Wa						Ok!	Ok!
ABDULLAH, Tamwar		38	Wa						Ok!	Ok!
ABHRA, Abjit		36	Wa						Ok!	Ok!
ACKTON, Stan		31	Wa		Yes				Missing	Ok!

## Appendix 5 – 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
<b>My software is the latest version</b>	IT Technician/ SIMS Manager	
<b>The SIMS pupil database is up to date</b>	SIMS Manager	
<b>I have imported the 2019 Wizards and Templates for Year 1 and Year 2 Phonics</b>	SIMS Manager Assessment Co-ordinator	
<b>If needed, I have printed marksheets for teachers to fill in</b>	SIMS Manager Assessment Co-ordinator	
<b>Teachers have completed all necessary assessments in line with data collection requirements</b>	Assessment Co-ordinator	
<b>Data has been entered onto SIMS</b>	SIMS Manager	
<b>The Calculate Results button has been used and no errors have been reported</b>	SIMS Manager	
<b>Marksheets have been printed for checking by Teachers, Assessment Co-ordinator, and Headteacher</b>	SIMS Manager Teachers Assessment Coordinator Headteacher	
<b>Data has been checked for accuracy</b>	Assessment Coordinator Headteacher	
<b>Data file has been returned to Suffolk LA</b>	SIMS Manager Headteacher	