



Cambridgeshire
County Council



To using the Phonics, KS1 & KS2 Wizards 2022

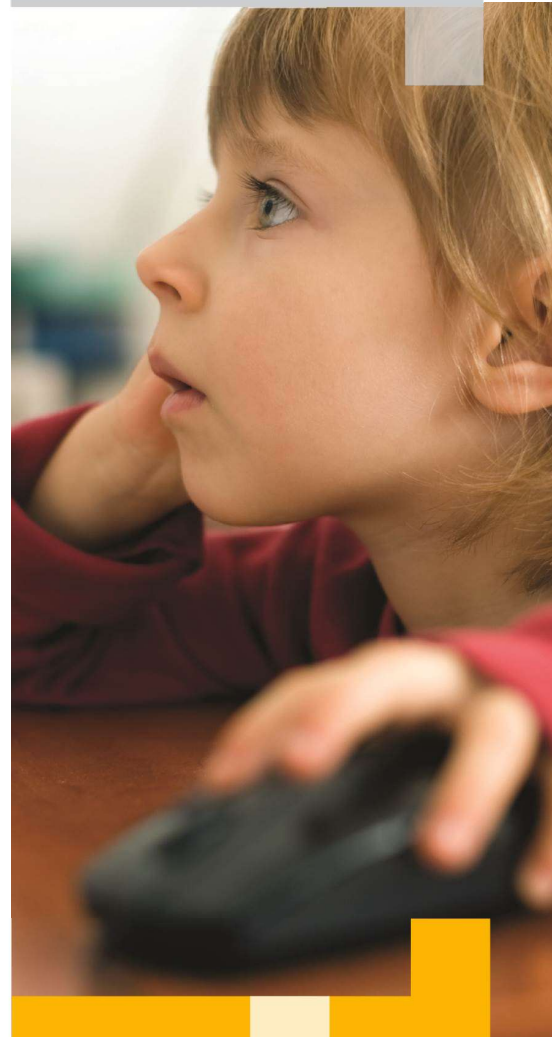
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1. End of Key Stages 2021-2022 Overview

The End of Key Stages 1 & 2 Testing and Teacher Assessments and the Phonics Screening Checks for Years 1 and 2 are undertaken during the summer term.

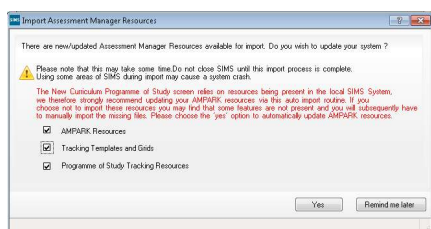
The results must be reported to either the LA (KS1 and Phonics) or the DfE (KS2) **by 30th June 2022**.

The data can be recorded within SIMS by using the marksheets in the Wizards, which may need to be imported.

1.1 Check you have the Wizards

Open **Assessment Manager**

If you see this message when accessing Assessment Manager:

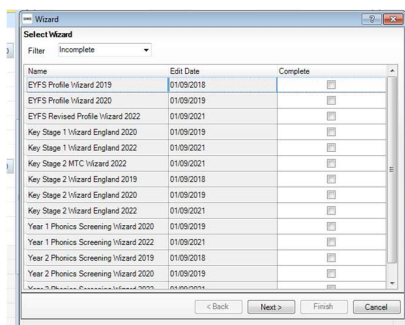


Please select the **AMPARK Resources**, **Tracking Templates and Grids**, **Programme of Study Tracking Resources** check boxes – then click the **Yes** button to begin the import. (***This is the preferred method of obtaining the Wizards.***)

This import can take some time; please be patient. When complete, the **Activity Log** dialog is displayed. This lists the new Assessment Manager Resources that have been identified and imported into SIMS and indicates whether any resources could not be imported. **Please check carefully.**

Click the **Close** button.

If you don't see the above message when accessing Assessment Manager, check whether the Wizards have already been imported – go to **Tools | Performance | Assessment | Wizard Manager** – set the **Filter** to **incomplete** and check the list of Wizards.



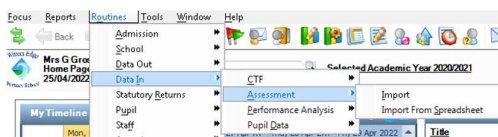
If you were not prompted to update resources and the Wizards are not present, it may be because you do not have Assessment Co-ordinator permissions in SIMS, check with your school's SIMS administrator.

If your Assessment Co-ordinator does not get prompted to update resources and the End of Key Stage Wizards are not present the Wizards may have to be imported Individually: -

1.2 Importing the Wizards from AMPA

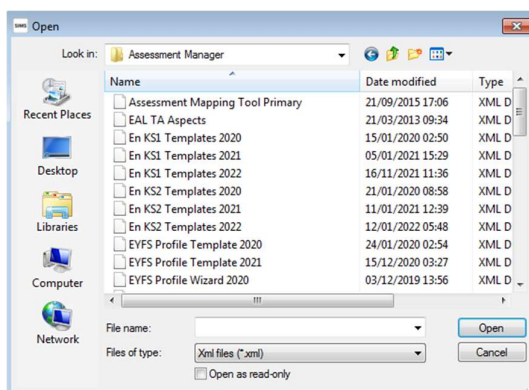
If the Wizards are not visible they can be imported from the AMPA folder as follows:

Routines | Data In | Assessment | Import



Navigate to the **AMPA** folder as shown below:

**Central Share|SIMS Share|AMPA| England Primary (and Middle Deemed Primary) |Assessment Manager
(Locally hosted schools SIMS .net | AMPA | England Primary (and Middle Deemed Primary) |Assessment Manager)**



Import the following Wizards:

Key Stage 1 Wizard England 2022

Key Stage 2 Wizard England 2022

Year 1 Phonics Screening Wizard 2022

Year 2 Phonics Screening Wizard 2022

These will need to be imported individually.

Then check that they have been imported into the system by going to: **Tools | Performance | Assessment | Wizard Manager**. Set the **Filter** field to **Incomplete** to check that the new Wizards have imported successfully: -

| 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"/> |

Please contact the Helpline on 0300 300 0000, option 1 if you are still experiencing issues when trying to import the Wizards.

2 Using the Wizards

2.1 Summary of the Process

1. **Open the Wizard** and **set up** the **marksheets** for entering data
2. **Enter data** for **Teacher Assessments** (and **Test results**): -
 - Click **Calculate** to ensure there is no data missing or to check for incorrect data.
 - Click **Save**
 - The Wizards/marksheets can be accessed as often as required for data entry – ensure that the data is saved each time
3. **Send Results to LA / Primary Assessment Gateway:**
 - Create CTF in SIMS for sending Data to LA/DfE – ensure correct destination is selected when creating CTF
 - KS1 to LA - **deadline is 30th June 2022**
 - KS2 to **Standards and Testing Agency** – **deadline is 28^h June 2022**
 - Y1 and Y2 Phonics results – send to LA – **deadline is 30th June 2022**
 - Schools should consult the DfE guidance notes to check which results should be submitted and reported on with regard to **leavers** and **new admissions**.
4. **Report to Parents** with results:
 - KS1 if requested by Parents
 - Compulsory for KS2
 - Phonics screening check by end of term

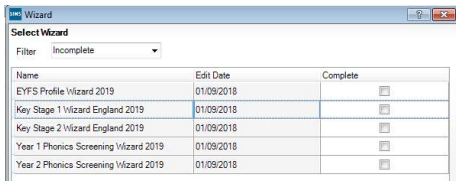
2.2 Accessing the Wizards

Follow this **GENERIC PROCESS** for each Wizard.

Use route **Tools | Performance | Assessment | Wizard Manager**

Set the **Filter** to **Incomplete** – note that Wizards can be hidden by ticking the **Complete** box

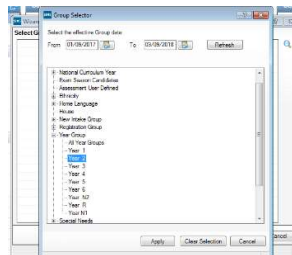
If you can't see the Wizard, set **Filter** to **All** - this will show all Wizards that have been imported into SIMS, including previous years.



Select the **Wizard** you want (there will then be a blue outline around it) do NOT click in the little box as this would indicate the wizard is complete.

Click on **Next**

Add the Year Group appropriate to your Wizard:

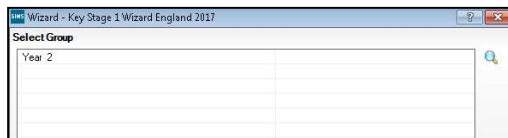


Click on the **Magnifying Glass**

Select the **Year Group** by clicking on the [+] sign to expand

Then **select** the required Year Group by clicking so it is highlighted in blue as shown – then click on **Apply**.

Ensure the correct Year Group is shown (as example below), then click **Next** to move on to the Marksheets area.



3 Using the Phonics Wizards

3.1 Year 1 Phonics

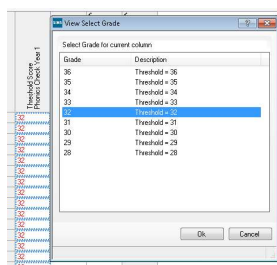
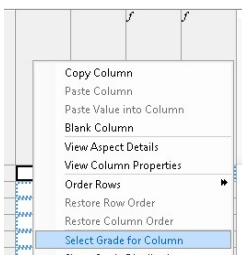
In the Wizard Manager **Highlight** the Year 1 Phonics Wizard – click **Next**

Select **Year 1** - Click on **Apply**

Then click **Next** to move on to the Marksheets area

Either double-click on the Phonics Screening Year 1 marksheet; **or** click on it once and then click on the Pencil icon. The marksheet will then open.

This Marksheet enables you to enter the outcomes of the Year 1 Phonics Screening Test.



NOTE: 32 has been used for demonstration purposes only

On YOUR marksheet please use the figure published by the DfE (expected on 24th June)

1. In the Threshold Score column enter the Threshold Mark for the Wa grade. Right click in the column header – click on **Select Grade for Column** from the pop-up options – select the correct Grade – click **OK**. The Threshold Score for 2022 is expected to be published by the DfE on 20th June.
2. In the **Mark** column, enter the **Test score** for each pupil.
3. Click **Calculate** to populate the **Grade** and **Data Check** columns.
4. For pupils where there is **no Test Mark** to be entered, leave the **Mark column** blank and enter either A, L, D, or Q in the **Grade column** as appropriate.
5. Click **Calculate** again and any problems will be indicated in the **Data Check** column.
6. Make any adjustments that are necessary.
7. Click on **Calculate** again and ensure that the **Data Check** column displays OK for all pupils.
8. Click on **Save** and close the Marksheet.

Please note the following:

Marksheet Entry

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 outcomes of the Year 1 Phonics Screening Test. The Marksheet is displayed:

1. In the Threshold Score column enter the Threshold Score

Last Used 22/04/2022

Data entry for this Marksheet is complete ☐

2 Marksheet

Result Date 25/04/2022 Group Membership Date 25/04/2022 Refresh

Group Filter

| Students | Threshold Score Phonics Check Year 1 | Mark for Phonics Check Year 1 | Grade for Phonics Check Year 1 | Data Check |
|-------------------|---|----------------------------------|-----------------------------------|------------|
| ADITYA, Zayan | 32 | 32 | Wa | |
| ANDREWS, Izabel | 32 | 36 | Wa | |
| ARMITAGE, Elise | 32 | 36 | Wa | |
| ATKINS, Austin | 32 | 35 | Wa | |
| BASIR, Saeed | 32 | 30 | Wt | |
| BLACKWELL, Meghan | 32 | | D | |
| CARLTON, Fintan | 32 | | | |
| CARTER, April | 32 | | | |

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 outcomes of the Year 1 Phonics Screening Test. The Marksheet is displayed:

1. In the Threshold Score column enter the Threshold Score

Last Used 22/04/2022

Data entry for this Marksheet is complete ☐

2 Marksheet

Result Date 26/04/2022 Group Membership Date 26/04/2022 Refresh

Group Filter

| Students | Threshold Score Phonics Check Year 1 | Mark for Phonics Check Year 1 | Grade for Phonics Check Year 1 | Data Check |
|-------------------|---|----------------------------------|-----------------------------------|------------|
| ADITYA, Zayan | 32 | 32 | Wa | OK |
| ANDREWS, Izabel | 32 | 36 | Wa | OK |
| ARMITAGE, Elise | 32 | 36 | Wa | OK |
| ATKINS, Austin | 32 | 35 | Wa | OK |
| BASIR, Saeed | 32 | 30 | Wt | OK |
| BLACKWELL, Meghan | 32 | | D | OK |
| CARLTON, Fintan | 32 | | | ! |
| CARTER, April | 32 | | | ! |
| CARTER, Arlen | 32 | | | ! |

The **Data Check** column will only display **OK** for a pupil if:

- A valid **Test Mark** and a **Test Grade of Wt or Wa** are in place; or
- No Test Marks have been entered and the **Test Grade entry is A, L, D, or Q**

If neither of the above is true, the Data Check column will display: **!**

When the marksheet has been **saved** and **closed**, click **Next** to go to the **Inbuilt Reports**

3.2 Reporting to Parents – Year 1 Phonics

There are two reports: **Phonics Student** and **Phonics Comparative**. Click on the report you require.

Wizard - Year 1 Phonics Screening Wizard 2022

Individual Report Format

| Name | Edit Date |
|-------------------------------------|------------|
| KS1 Y1 Phonics Comparative Eng 2022 | 01/09/2021 |
| KS1 Y1 Phonics Student Eng 2022 | 01/09/2021 |

Membership Dates for Group : Year 1

From 22/04/2022 To 22/04/2022 Refresh

Group Filter

Students

| Surname | Forename | DOB | Reg Grp |
|--|----------|------------|---------|
| <input checked="" type="checkbox"/> Aditya | Zayan | 20/05/2016 | PINE |
| <input type="checkbox"/> Andrews | Izabel | 10/10/2015 | ASH |
| <input type="checkbox"/> Armitage | Elise | 04/06/2016 | OAK |
| <input type="checkbox"/> Atkins | Austin | 22/05/2016 | PINE |
| <input type="checkbox"/> Basir | Saeed | 17/01/2016 | ELM |
| <input type="checkbox"/> Blackwell | Meghan | 09/12/2015 | PINE |

Select All Deselect All

< Back Next > Finish Cancel

To Preview Report – select one pupil then click this icon

To Print Report for 1 Pupil – put a tick against the pupil's name

To Print Reports for all Pupils – choose **Select All** – then click the Print icon

Run the inbuilt reports for pupils and comparative analysis **AFTER** the **ACTUAL** Threshold Score has been entered.

A copy of each pupil's **completed** report can be attached to their individual pupil record – **when data is complete**, select student names as required – click the **Upload Report** button – the reports can then be viewed via **Linked Documents** in **Pupil Details**.

To **Print Phonics Comparative** just **select 1 pupil** then **click** on the **print icon** – this report can then be photo-copied as required.

3.3 Phonics Year 2

This is for those pupils who did not take the test in Year 1 **OR** did not meet the Threshold Value in Year 1 and will therefore need to be tested/retested in Year 2.

IMPORTANT NOTE: Ensure you check for missing Year 1 Phonics Data AND pupils who did not meet the Threshold Value in Year 1 – any historical Y1 data must be input before Phonics Check week.

Run the Y2 Phonics Wizard well before Phonics Check week to determine which pupils need to be tested. Ensure that missing Y1 data is **investigated**, and historical marks entered as soon as possible. Then rerun the marksheet to produce a final list of pupils for whom a test/retest is required (see procedure below).

Select Y2 Phonics on the End of Key Stage manager as described for Y1 Phonics but adding Year 2 as the Group. Open the marksheet and the previous year's results will appear.

2 Marksheet

Result Date 10/04/2018 Group Membership Date 10/04/2018 Refresh Summary Narrow Zoom Reveal

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? |
|-----------------|------------------|--------------------------------|---------------------------------|------------------|------------------------|--------------------------------------|-------------------------------|--------------------------------|--------------------------|------------------------|
| AKEMAN, Richard | ... | 15 | Wt | ... | | | | | | |
| AKEMAN, Steven | ... | 34 | Wa | ... | | | | | | |
| ALAMILLA, Sofia | ... | 33 | Wa | ... | | | | | | |
| BALIK, Karolina | ... | 32 | Wa | ... | | | | | | |
| BANIN, Valeriya | ... | 35 | Wa | ... | | | | | | |
| BANKS, Chloe | ... | 31 | Wt | ... | | | | | | |
| BARRICK, Molly | ... | 33 | Wa | ... | | | | | | |
| BROWNE, Lettie | ... | 38 | Wa | ... | | | | | | |
| CAIN, William | ... | 39 | Wa | ... | | | | | | |
| CARTER, Ryan | ... | 36 | Wa | ... | | | | | | |
| CASTAGNO, Luca | ... | A | | ... | | | | | | |

Click on **Calculate** – this will populate the **Year 2 Check Required?** column:

- If the pupil had a **Wt** grade in Y1, they will require a retest;
- If there is **no mark/grade for Y1**, this **must be investigated** (see following section on Inputting Missing Year 1 Phonics Data...) – **please note** that there may be instances where a pupil did not actually take a Y1 test, e.g., arrived from abroad, so a Y2 test will be required in such cases.
- Once all historical data has been entered, **Calculate** the marksheet again to obtain a final list of Y2 tests/retests required.

2 Marksheet

Result Date: 10/04/2018 Group Membership Date: 10/04/2018 Refresh Summary Narrow Zoom Reveal

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 from Phonics Check Year 2 | Grade from Phonics Check Year 2 | Missing Required Year 2? | Invalid Year 2 Result? |
|-----------------|------------------|--------------------------------|---------------------------------|------------------|------------------------|--------------------------------------|--------------------------------|---------------------------------|--------------------------|------------------------|
| AKEMAN, Richard | 15 | Wa | | | | | | | Missing | OK! |
| AKEMAN, Steven | 34 | Wa | | | | | | | OK! | OK! |
| ALAMILLA, Sofia | 33 | Wa | | | | | | | OK! | OK! |
| BALIK, Karolina | 32 | Wa | | | | | | | OK! | OK! |
| BANIN, Valeriya | 35 | Wa | | | | | | | OK! | OK! |
| BANKS, Chloe | 31 | Wa | | | Yes | | | | Missing | OK! |

3.3.1 Inputting missing Year 1 Phonics Data for current Year 2 Pupils

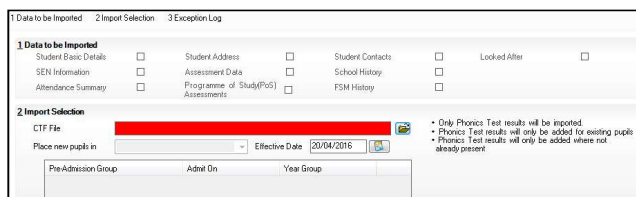
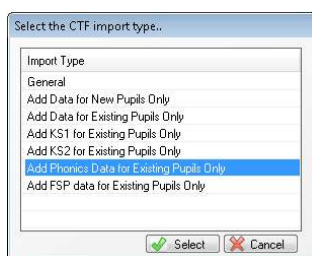
For Year 2 pupils who do not have a Year 1 result, e.g. they may have come from another school and the Year 1 Result has not been passed on, you will need to:

- **Either: Contact the previous school** to retrieve the result – either verbally/by email and then enter the data manually; or import a CTF supplied by the previous school (**note:** when importing such a CTF it is necessary to select the **Add Phonics Data for Existing Pupils Only** option);
- **Or: Access the Get Information about Students website** to retrieve the result. At the time of writing these results were not available from GIAS and the DfE did not seem to be indicating that they would be made available. But if they are log onto the DfE Sign-in website at– <https://services.signin.education.gov.uk/> then select GIAS – you will need the pupil’s Unique Pupil Number (UPN) and – follow the prompts to retrieve the Year 1 Phonics result. Either open the spreadsheet, make a note of the result, and enter the data manually; or download the result as a CTF, save in your CTFIN folder, and import into SIMS.

3.3.2 Importing Missing Y1 Phonics Results via CTF

Download the CTF – save in your CTFIN folder – usually via **Central Share | SIMS Share | Statutory Returns | CTFIN** – and then import into SIMS – use the following route:

Routines | Data In | CTF | Import CTF



3.3.3 Manually Entering Missing Y1 Phonics Results

If you wish to manually enter the missing Y1 result, go to the Year 1 Phonics Wizard and attach the Year 2 Group.



| Students | Threshold Score Phonics Check Year 1 | Mark for Phonics Check Year 1 | Grade for Phonics Check Year 1 | Data Check |
|------------------|--------------------------------------|-------------------------------|--------------------------------|------------|
| ABHRA, Abijt | 32 | 15 | W | |
| ABHRA, Alisha | 32 | 34 | W/a | |
| ABHRA, Neel | 32 | 33 | W/a | |
| ACKTON, Stan | 32 | 32 | W/a | |
| ANDREWS, Josef | 32 | 35 | W/a | |
| BAILEY, Eve | 32 | 31 | W/t | |
| BALINSKI, Cyla | 32 | 33 | W/a | |
| BALINSKI, Fil | 32 | 38 | W/a | |
| BALINSKI, Iwa | 32 | 39 | W/a | |
| BENNINGSON, Hugo | 32 | 36 | W/a | |
| BENNINGSON, Hugo | 32 | | | |
| BENSON, Justin | 32 | 36 | W/a | |
| BRFKI FY, Jack | 32 | 36 | W/a | |

1. Open the marksheet
2. **Change the Result Date** back to when the result should have been entered, i.e. **June last year**
3. **Enter the missing Year 1 Marks**, click **Calculate** to populate the **Grade** and **Data Check** columns, click **Save**

Note: There should only be blank Y1 cells if a pupil did not actually take the Y1 test last year.

Close the Y1 Phonics marksheet – **navigate back to the Y2 Phonics Wizard** and open the marksheet – the previous year's Y1 data should now be visible.

3.3.4 Enter Current Y2 Phonics Results

Input the Year 2 Results (i.e. mark out of 40) in the **Mark for Phonics Check Year 2** column for those children who have had a Y2 test/retest.

When you first open the marksheet, click on the **Calculate** button. It will look something like this, with those children highlighted who either have missing data or need to be retested because they didn't meet the threshold in Year 1.

| 1 Basic Details | | | | | | | | | |
|---|-------------------------|-------------------------------|--------------------------------|-------------------------|-------------------------|--------------------------------------|-------------------------------|--------------------------------|---------------------------|
| Notes: Please note that students who need to be awarded grades of 'W', 'L', 'U', or 'T' should not be given a mark. The mark cell should be left blank. If a mark is entered, the Marksheet will generate a grade of 'W/a' or 'W/t' as the usual way when the results are scored, and any entry of 'W', 'L', 'U', or 'T' will be overwritten. | | | | | | | | | |
| Last Used: [Date] | | | | | | | | | |
| Data entry for this Marksheet is complete: <input type="checkbox"/> | | | | | | | | | |
| 2 Marksheet | | | | | | | | | |
| Result Date | 03/04/2017 | Group Membership Date | 03/04/2017 | Refresh | Summary | Narrow | Zoom | Reset | |
| Group Filter | | | | | | | | | |
| Students | Y1 Phonics Check Year 1 | Mark for Phonics Check Year 1 | Grade for Phonics Check Year 1 | Y2 Phonics Check Year 2 | Year 2 Check Requested? | Threshold Score Phonics Check Year 2 | Mark for Phonics Check Year 2 | Grade for Phonics Check Year 2 | Missing Requested Year 2? |
| ABHRA, Abijt | | 15 | W | | Yes | | | | Missing |
| ABHRA, Alisha | | 34 | W/a | | | | | | OK |
| ABHRA, Neel | | 33 | W/a | | | | | | OK |
| ACKTON, Stan | | 32 | W/a | | | | | | OK |
| ANDREWS, Josef | | 35 | W/a | | | | | | OK |
| BAILEY, Eve | | 31 | W/t | | | | | | Missing |
| BALINSKI, Cyla | | 33 | W/a | | | | | | OK |
| BALINSKI, Fil | | 38 | W/a | | | | | | OK |
| BALINSKI, Iwa | | 39 | W/a | | | | | | OK |
| BENNINGSON, Hugo | | 36 | W/a | | | | | | Missing |
| BENNINGSON, Hugo | | | | | Yes | | | | OK |

To group all the retest children and those who missed the test last year, go to the **Year 2 Check Required?** column and click on the small square that appears in the top right hand corner.

Select the **Yes** box and then click **OK**. All those requiring a test/retest will now be grouped together.

| Students | Y1 Phonics Check... | Mark for Phonics Check Year 1 | Guided Phonics Check Year 1 | Y2 Phonics Check... | Year 2 Check Required? | Threshold Score Phonics Check Year 2 | Mark for Phonics Check Year 2 | Guided Phonics Check Year 2 | Missing Required Year 2? | Inbuilt Year 2 Result? |
|------------------|---------------------|-------------------------------|-----------------------------|---------------------|------------------------|--------------------------------------|-------------------------------|-----------------------------|--------------------------|------------------------|
| ABHRA, Abit | | 15 Wt | | | Yes | | | | Missing | OK |
| ABHRA, Alaha | | 34 W/a | | | | | | | OK | OK |
| ABHRA, Neel | | 33 W/a | | | | | | | OK | OK |
| ACKTON, Stan | | 32 W/a | | | | | | | OK | OK |
| ANDREWS, Josef | | 35 W/a | | | | | | | OK | OK |
| BAILEY, Eve | | 31 Wt | | | Yes | | | | Missing | OK |
| BALINSKI, Gja | | 33 W/a | | | | | | | OK | OK |
| BALINSKI, Ft | | 36 W/a | | | | | | | OK | OK |
| BALINSKI, Iwa | | 39 W/a | | | | | | | OK | OK |
| BENNISON, Hugo | | 36 W/a | | | | | | | Missing | OK |
| BENNISON, Justin | | 36 W/a | | | Yes | | | | Missing | OK |
| MCKENZIE, Joshua | | 31 Wt | | | Yes | | | | Missing | OK |

1. Enter the result of the test/retest in the **Mark for Phonics Check Year 2** column. Once the Threshold Score has been announced by the DfE, input this for the whole Threshold Score column.
2. Click on **Calculate** to create the **Grade**.

Please note: the template has used 32 as the threshold. If this changes then an updated template will be created by Capita and will have to be downloaded as before so that the correct value is used in calculating the grade.

1. Check the **Missing Required Year 2?** column for any **Missing** comments.
2. Enter any missing data – click **Calculate** again and ensure that all entries show as **OK!** in the last two columns.

| Students | Y1 Phonics Check... | Mark for Phonics Check Year 1 | Guided Phonics Check Year 1 | Y2 Phonics Check... | Year 2 Check Required? | Threshold Score Phonics Check Year 2 | Mark for Phonics Check Year 2 | Guided Phonics Check Year 2 | Missing Required Year 2? | Inbuilt Year 2 Result? |
|----------------|---------------------|-------------------------------|-----------------------------|---------------------|------------------------|--------------------------------------|-------------------------------|-----------------------------|--------------------------|------------------------|
| ABHRA, Abit | | 15 Wt | | | Yes | 32 | | | OK | OK |
| BAILEY, Eve | | 31 Wt | | | Yes | 32 | 34 W/a | | OK | OK |
| BENNISON, Hugo | | | | | Yes | 32 | 34 W/a | | OK | OK |
| CORRY, Max | | 31 Wt | | | Yes | 32 | 35 W/a | | OK | OK |
| EBI, Danesh | | 29 Wt | | | Yes | 32 | 29 Wt | | OK | OK |
| FANE, Ain | | 29 Wt | | | Yes | 32 | | | Missing | OK |

When the marksheet has been **saved** and **closed**, click **Next** to go to the **Inbuilt Reports**.

Reports can be generated exactly as for KS1 Y1 Phonics described previously

| Surname | Forename | DOB | Reg Grp | |
|-------------------------------------|----------|-------|------------|------|
| <input checked="" type="checkbox"/> | Abhra | Abit | 20/11/2009 | 2/B |
| <input checked="" type="checkbox"/> | Abhra | Alaha | 20/11/2009 | 2/B |
| <input checked="" type="checkbox"/> | Abhra | Neel | 20/11/2009 | 2/GH |
| <input checked="" type="checkbox"/> | Ackton | Stan | 22/03/2010 | 2/GH |
| <input checked="" type="checkbox"/> | Andrews | Josef | 26/03/2010 | 2/GH |
| <input checked="" type="checkbox"/> | Balinski | Eve | 17/04/2010 | 2/B |

To Preview Report – select one pupil and then click this print preview icon

To Print Report for 1 Pupil – put tick against pupil's name

To Print Reports for all Pupils – choose **Select All**

– then click on the **Print icon**

A copy of each pupil's **completed** report can be attached to their individual pupil record – **when data is complete**, select student names as required – click the **Upload Report** button – the reports can then be viewed via Linked Documents in Pupil Details.

Click on the report you require – **Student** or **Comparative**.

To **Preview the report** - select **1 pupil** and then select **Preview** button.

To **Print Phonics Comparative** just select **1 pupil** then click on the **print icon** – this report can then be photo-copied as required.

To **Print the Student report**:

either select **one pupil** at a time and then select **Print icon**; or

to **Print for all Pupils** click on **Select All** and then the **Print icon**

4. KS1 and KS2 Wizards

Use route **Tools | Performance | Assessment | Wizard Manager**

Select the 2022 Wizard you wish to work on (be careful not to click in the complete tick box when selecting the wizard)

Click on **Next**.

On the Select Group Page use the browser to attach either Y2 or Y6 as is appropriate. Click on **Next** to move to the Marksheets selector page.

For **KS1** select **KS1 A Teacher Assessments 2022 Template**

For **KS2** select **KS2 A Teacher Assessments 2022 Template**

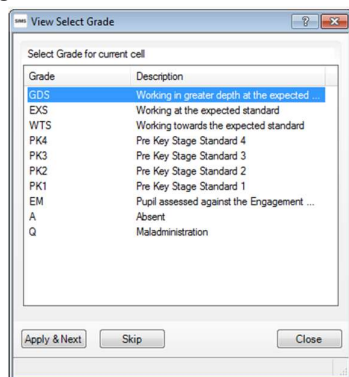
To open the required marksheet:

either double-click on the marksheet name **OR** click on it once to highlight it, and then click on the Pencil icon.

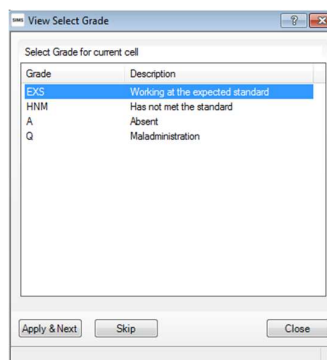
4.1 Teacher Assessments

KS1 A – Teacher Assessment

The following grades are available to enter:



For Reading, Writing and Mathematics



For Science

The pre-key stage 1 standards for English reading, English writing and mathematics are:

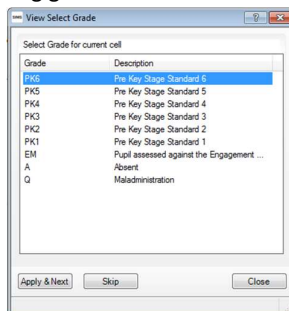
- Standard 4
- Standard 3
- Standard 2
- Standard 1

NB D (Disapplied is no longer an option)

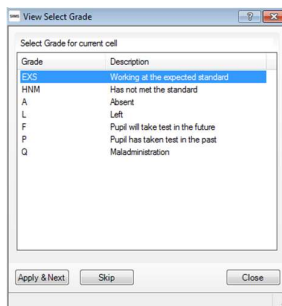
Pupils who are working below the lowest standard in one of the TA frameworks because they cannot communicate in English should be assessed using the pre-key stage standards.

KS2 A – Teacher Assessment

The following grades are available to enter:



For Reading, Writing and Mathematics



For Science

N.B. D for Disapplied is no longer an accepted grade.

The pre-key stage standards follow the same principles as the TA frameworks. They each contain a number of 'pupil can' statements for teachers to assess against, providing evidence to show that pupils have met the standard they have been awarded. Teachers should follow the specific guidance for each subject in the pre-key stage standards when making their judgements.

Pupils who have not yet completed the English reading, writing and mathematics programmes of study should be assessed using the pre-key stage standards:

- Standard 6 (working at the KS1 expected standard)
- Standard 5 (working towards the KS1 expected standard)
- Standard 4
- Standard 3
- Standard 2
- Standard 1

Pupils who are working below the lowest standard in one of the TA frameworks because they cannot communicate in English should be assessed using the pre-key stage standards.

If a pupil has SEND and is working below the pre-key stage standards, their statutory outcome should be reported using Pre Key Stage Standards

Once data entry is complete click **Calculate**

Check the **Missing Entries Check** column – if some data is missing, the **Number of Missing Entries** shows in the final column.

Note: you can access the Wizard/marksheet as many times as you wish to enter/check data.

Always ensure you **Save** what you have entered each time before closing the marksheet.

Once you have saved the marksheet, close it down to return to the Marksheet Selection screen.

Select the next marksheet required or close down to leave the Wizard.

4.2 Test Outcomes

KS1 Test Results

For schools that use the KS1 Tests, the outcomes can be recorded on KS1 C Marksheet. Enter marks/scores for each area of the curriculum as required – click **Calculate** to give the total score. Use the Scaled Score conversion table to be provided by the to be able to record whether or not the pupil has achieved the Expected Standard.

When completed marksheets have been **saved** and **closed**, click **Next** to go to the **Inbuilt Reports**.

KS2 Test Results

Test outcomes for KS2 can be imported using a results CTF. Schools will be notified of the date when this file will be made available from the Primary Assessment Gateway

4.3 Reporting to Parents – KS1 & KS2

Click Next from the Marksheet panel on the Wizard and you will see the Individual Report Format panel

Wizard - Key Stage 1 Wizard England 2022

Individual Report Format

| Name | Edit Date |
|---------------------------------------|------------|
| KS1 P1 Student England TA 2022 | 01/09/2021 |
| KS1 P1 Student England TA and TT 2022 | 01/09/2021 |
| KS1 P2 Comparative England 2022 | 01/09/2021 |

Membership Dates for Group : Year 2

From: 26/04/2022 To: 26/04/2022 Refresh

Group Filter

Students

| Surname | Forename | DOB | Reg Grp |
|--|-----------|------------|---------|
| <input checked="" type="checkbox"/> Abrams | Paul | 15/12/2014 | 2JB |
| <input type="checkbox"/> Ansley | Charlotte | 02/05/2015 | 2GH |
| <input type="checkbox"/> Alberts | Courtney | 07/03/2015 | 2GH |
| <input type="checkbox"/> Andrews | Ching | 28/03/2015 | 2JB |
| <input type="checkbox"/> Atkins | Portia | 12/01/2015 | 2JB |
| <input type="checkbox"/> Barnes | Isaac | 02/03/2015 | 2GH |

Select All Deselect All

< Back Next > Finish Cancel

KS1 Reports

Wizard - Key Stage 2 Wizard England 2022

Individual Report Format

| Name | Edit Date |
|---------------------------------------|------------|
| KS2 P1 Student England TA 2022 | 01/09/2021 |
| KS2 P1 Student England TA and TT 2022 | 01/09/2021 |
| KS2 P2(C) Comparative England 2022 | 01/09/2021 |
| KS2 P2(D) Comparative England 2022 | 01/09/2021 |

Membership Dates for Group : Year 6

From: 26/04/2022 To: 26/04/2022 Refresh

Group Filter

Students

| Surname | Forename | DOB | Reg Grp |
|--|----------|------------|---------|
| <input checked="" type="checkbox"/> Akeman | Richard | 02/02/2011 | 6VC |
| <input type="checkbox"/> Akeman | Steven | 02/02/2011 | 6KH |
| <input type="checkbox"/> Alamilia | Sofia | 02/12/2010 | 6VC |
| <input type="checkbox"/> Balk | Karolina | 15/02/2011 | 6KH |
| <input type="checkbox"/> Barin | Valeriy | 22/10/2010 | 6VC |
| <input type="checkbox"/> Becke | Chloe | 04/04/2011 | 6KH |


Select All Deselect All


< Back Next > Finish Cancel

KS2 Reports

KS1 or KS2 P1 Student England TA 2022 - this report will show Teacher Assessment results.


KS1 or KS2 P1 Student England TA and TT 2022 - this report will show Teacher Assessment and Test results

To Preview Report – select one pupil and then click the **Preview** icon 

To Print Reports for Pupil(s) select the required students from the list – then click the **Print** icon 

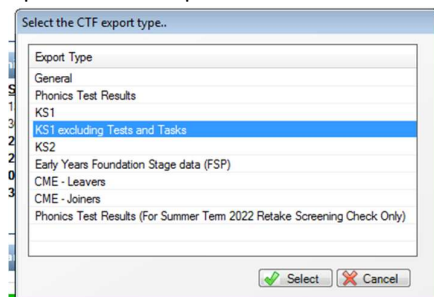
To Print Report for all Pupils – choose **Select All** – then click on the Print icon 

A copy of each pupil's **completed** report can be attached to their individual pupil record – select student names as

required and click the **Upload Report** button.  These reports can then be accessed from the **Linked Documents** in **Pupil Details** in SIMS.

5. Creating a results CTF

1. Use route **Routines | Data Out | CTF | Export CTF**
2. Select the CTF export type appropriate for the End of Key Stage you are working on. The Data to be Exported options are then pre-set.



3. Use the drop-down arrow next to the **Year Grp** heading to select the appropriate Year. **Ensure you tick the box to include students already exported, then click Refresh Students.**

Export CTF (Phonics Test Results)

1 Student Options 2 Students 3 Exception Log

1 Student Options
 Effective Date: 26/04/2022 View Current students 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 |
|---------------|-------------------|--------------------|---------|----------|-------------|----------------------|----------------------|--------------------|
| T823299918003 | Adkins | Portia | 2JB | 2 | 2 | | Cambridgeshire | |
| G823299918004 | Barnes | Isaac | 2GH | 2 | 2 | | Cambridgeshire | |
| D823299919003 | Barnwell | Emma-Jane | 2GH | 2 | 2 | | Cambridgeshire | |
| T823299919004 | Bolton | James | 2JB | 2 | 2 | | Cambridgeshire | |

4. Phonics returns should include all Year1 and the Year 2 pupils who also had to take the test. In this instance if you click on the Year Group column heading to sort by year group, all of Year 1 can be selected and those members of Year 2 who also need to be included in the CTF
5. For whole year groups Click in the first white cell underneath the column heading **Destination LA/Other** – then right click in the cell and choose **Select All**

| Destination LA/Other | Destination School |
|----------------------|--------------------|
| | |
| | |
| | |

Select All

6. Click the drop-down arrow in the **Destination LA/Other** column and select: **Cambridgeshire (or your Local Authority as appropriate) for KS1 and Phonics returns & NAA for KS2 returns** from the options.

| Destination LA/Other | De |
|----------------------|----|
| Cambridgeshire | |
| Cambridgeshire | |
| Cambridgeshire | |

7. This will automatically flood fill Cambridgeshire/NAA against each pupil.
8. Click the **Export CTF** button. A CTF will be created and saved in the normal export folder as defined in **Tools | Setups | CTF** – this is usually in **Central Share | SIMS Share | Statutory Returns | CTFOUT**.
9. Check the Number of Students Processed is correct and any errors in the Exception Log.

6. Uploading CTFs for Year 1 & 2 Phonics and KS1

Note: Deadline date for submission is 30th June 2022

When the CTFs have been created, please check to ensure they are named correctly before uploading:

- Locate and open your **CTFOUT** folder – usually via **Central Share | SIMS Share | Statutory Returns | CTFOUT**
- Locate the file(s) that have been created (check Date Modified column to see the latest CTFs)
- **Year 1 and Year 2 Phonics file should be named: 873XXXX_PHO_873LLLL_nnn** – where XXXX is your school DfE number and nnn is the file number of the CTF (these numbers will be automatically generated). This example is correct for Cambridgeshire schools, schools from other counties will not have 873 but the county code appropriate to them eg. 935 for Suffolk.

If the filename is incorrect, rename as follows: right click on the file name, select Rename and rename the file as above.

This should be JUST ONE CTF containing all Year 1 pupils PLUS the Year 2 pupils who were tested/retested.

- **KS1 results file should be named: 873XXXX_KS1_873LLLL_nnn** – where ...XXXX is your school DfE number and nnn is the file number of the CTF (these numbers will be automatically generated)

If the filename is incorrect, rename as follows: right click on the file name, select Rename and rename the file as above.

You are now ready to upload the CTF files via the S2S website.

Log on to the DfE sign-in website at:

<https://services.signin.education.gov.uk/>

Then click the S2S link.

Your school office may need to help you with uploading the CTFs, as the Secure Access login username and password are school specific.

DEADLINE DATE for SUBMISSION of PHONICS and KS1 data:
30th June 2022

7.Uploading KS2 Primary Assessment Gateway

Key Stage 2 CTFs are uploaded to the Primary Assessment Gateway accessed from DfE Sign In

DEADLINE DATE for SUBMISSION of KS2 Teacher Assessments to Primary Assessment Gateway: 28th June 2022

The Teacher Assessment submission form available from 16th May 2022 for Key Stage 2 assessment data.

Early return of data is encouraged to avoid missing the deadline of 28th June 2022.