



Cambridgeshire
County Council



Recording & Submitting Phonics Information

Helpline Guidance Notes



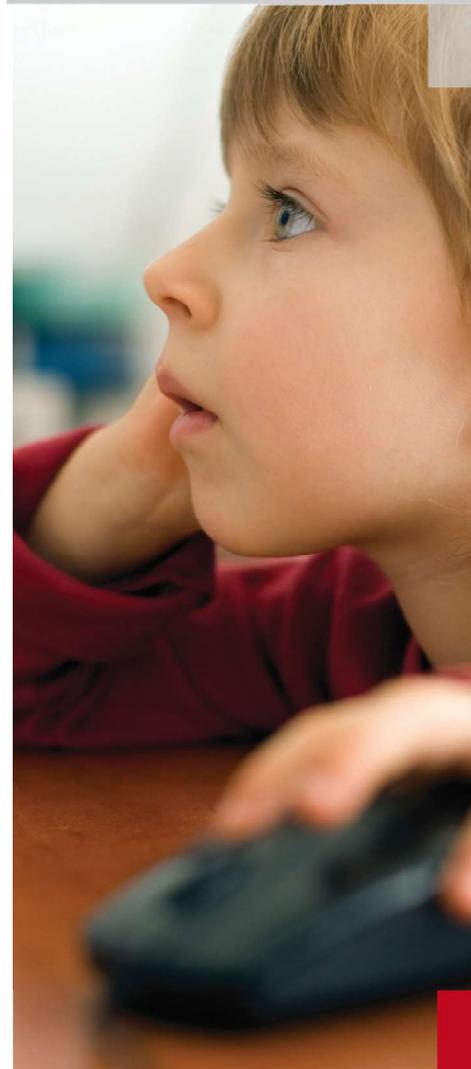
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Introduction

[Administering the phonics screening check to year 2 pupils in the 2021 autumn term - GOV.UK](https://www.gov.uk/government/news/administering-the-phonics-screening-check-to-year-2-pupils-in-the-2021-autumn-term)
(www.gov.uk)

Cancellation of the phonics screening check in June 2021 means incoming year 2 pupils did not take the check in year 1. In the 2021 to 2022 academic year, it is statutory for schools to administer a past version of the phonics screening check to year 2 pupils during the second half of the 2021 autumn term and return results to their local authority.

The autumn check is intended to ensure that year 2 pupils who need support in learning to decode using phonics are not missed.

The autumn check is designed to be as flexible as possible, whilst also minimising any burden that could have arisen from the existing requirement, which would have required all year 1 and 2 pupils to be assessed concurrently in a short window in the summer term.

Year 2 pupils who meet the expected standard in phonics in the 2021 autumn check will not be required to complete any further statutory assessments in phonics. Year 2 pupils who do not meet the expected standard in the 2021 autumn check will be expected to take the statutory check in June 2022, alongside year 1 pupils.

Year 3 pupils, who were due to take the statutory check in June 2021 (when they were in year 2), are not required to take the autumn check. Schools are expected to maintain a programme of support for these pupils but do not need to return phonics data for year 3 pupils to their local authority.

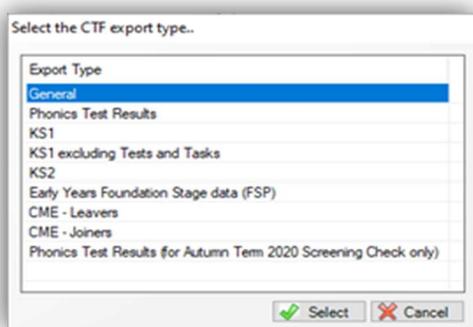
What do I need to do to Record the assessments?

Your SIMS system has the necessary resources to collect the required data. The currently published AMPARK resources, specifically the “Phonics Screening Year 1 2021” template are still adequate to allow schools to collect the 2 pieces of data (a mark out of 40 and an outcome, Wa or Wt based on whether the mark out of 40 is above or below the threshold value of 32) for the Year 1 pupils who will by then have moved up into Year 2. So, you will be recording the Year 1 Phonics assessments in the Year 1 Phonics resources **but** assign your current Year 2 students to templates to generate the Marksheets.

The DfE would like the data to be recorded with a result date when the **check is actually completed** – **not back dated** to May / June 2020 when it would normally have been carried out. So please ensure the Result Date in the Marksheet is set as required.

What do I need to do to Export the assessments?

In the SIMS Autumn 2021 release a new CTF export routine will be introduced to export the delayed Year 1 Phonics Data for students currently in Year 2. This CTF option will be called "**Phonics Test Results (For Autumn Term 2021 Screening Check Only)**"



What are we doing in Cambridgeshire?

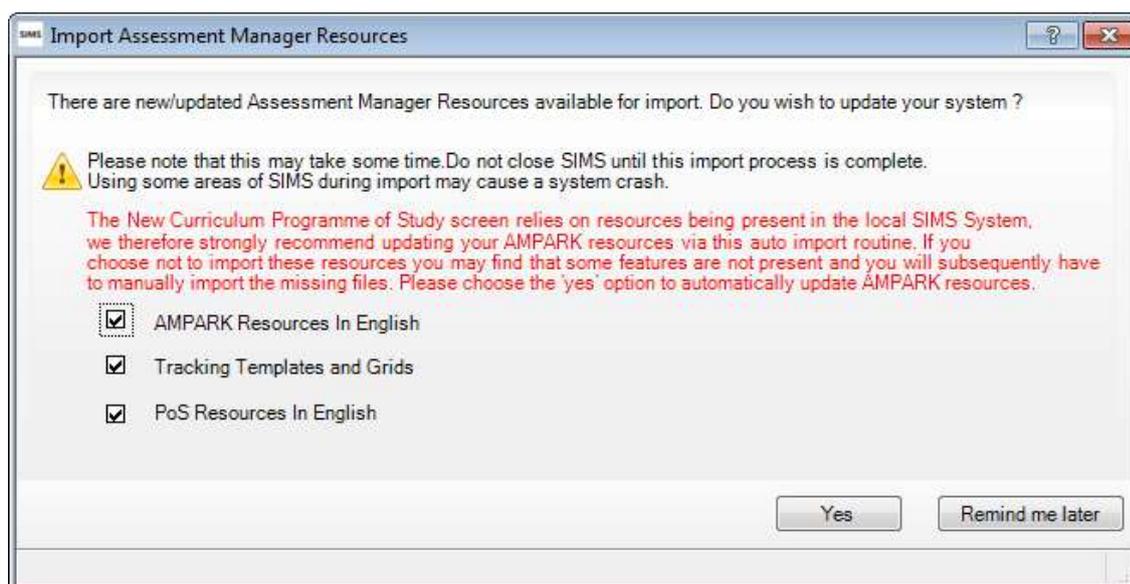
All schools in Cambridgeshire are expected to upload their files to **S2S by 6th December 2021**, so that the LA have a chance to chase and check all submitted files before the end of term.

Step by Step guidance

Step 1 – Open Assessment Manager

In order to complete the Phonics Screening, you need to have the latest assessment resources imported into your SIMS.

When you open Assessment Manager for the first time (**Focus | Assessment | Marksheet Entry**), you should see the following screen:

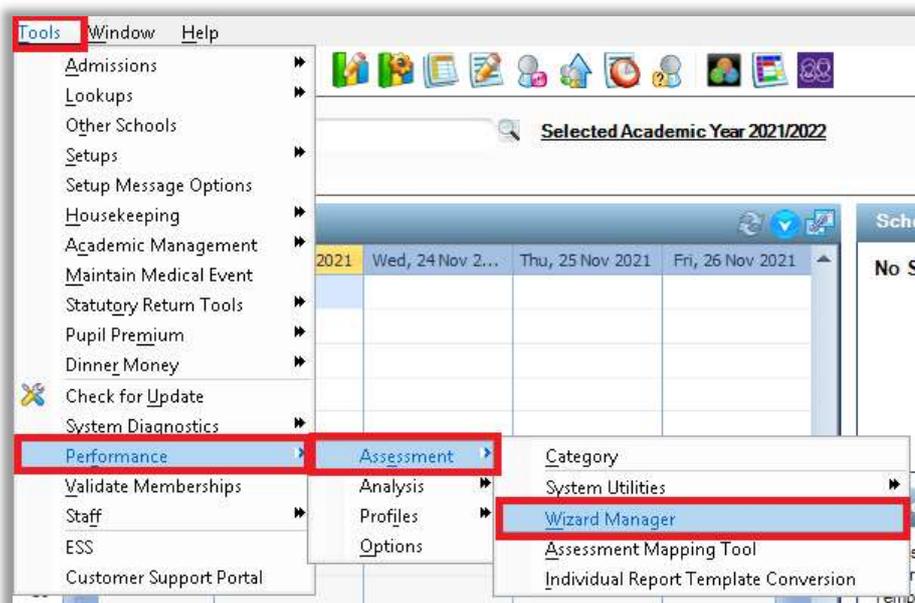


Click on **Yes** to begin importing the Assessment resources. It may take several minutes for the process to complete.

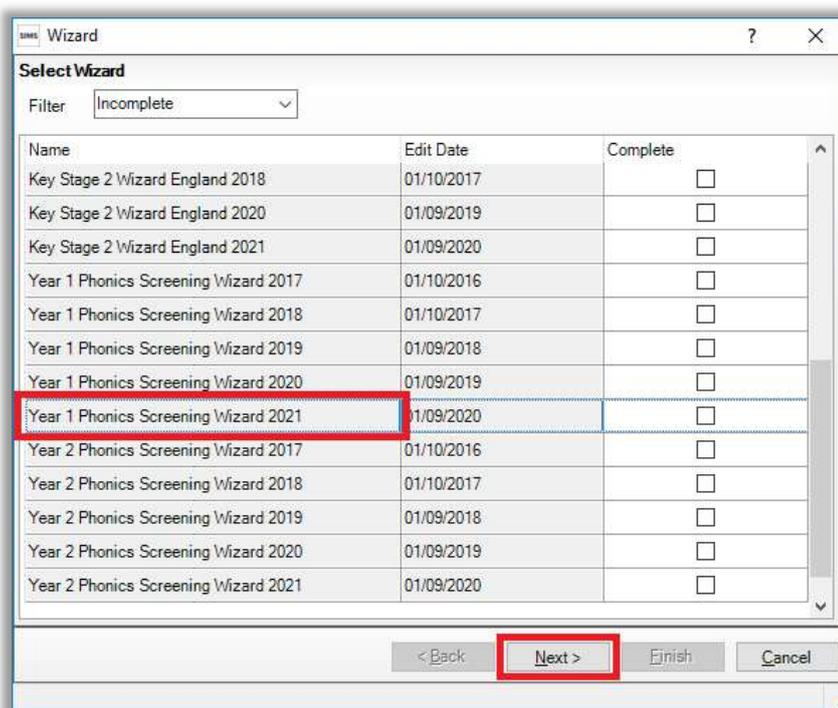
Don't worry if you don't see this screen when you open Assessment Manager – the resources may have already been imported.

Step 2 – Entering your data

1. In SIMS, click on **Tools | Performance | Assessment | Wizard Manager**.



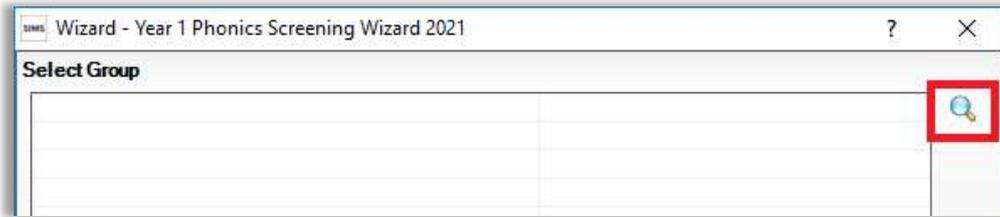
2. Find the Wizard called **Year 1 Phonics Screening Wizard 2021** (you may need to expand the Name Column to see the full name), click on it to select it and then click on Next.



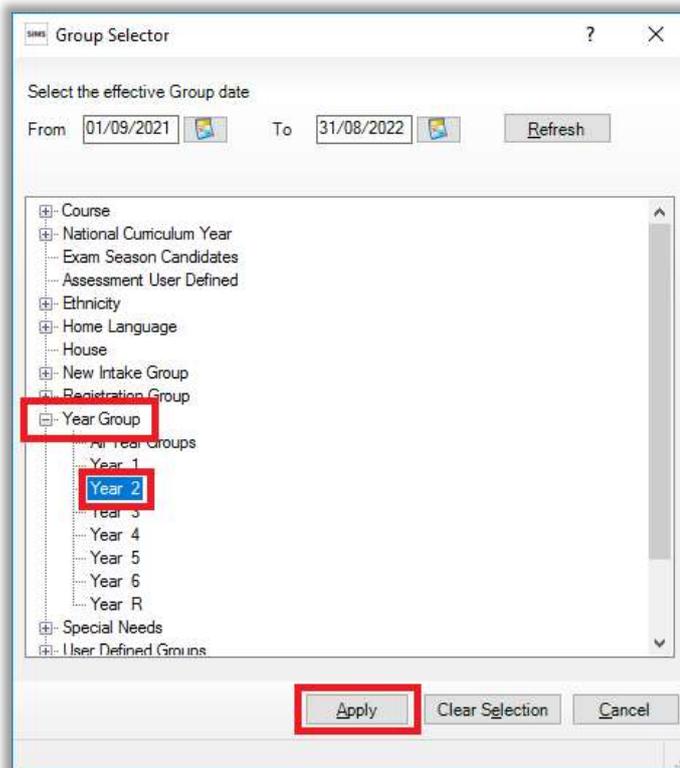
PLEASE NOTE: If you cannot see the Year 1 Phonics Screening Wizard for 2021, change the Filter at the top of the screen from "Incomplete" to "All".

If you still cannot see the wizard, you will need to import it manually – please refer to the Appendix on page 11.

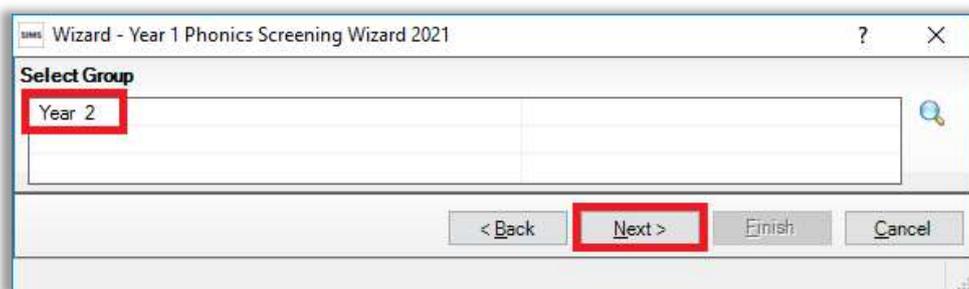
3. On the Select Group screen, click on the spyglass button.



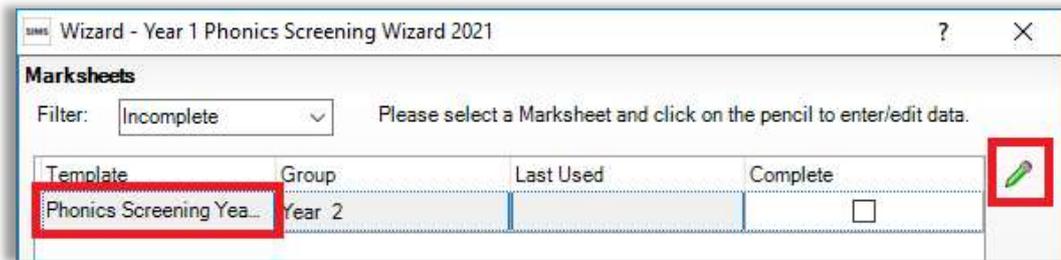
4. In the Group Selector screen, expand **Year Group**, find **Year 2**, click on it to select it and then click on **Apply**.



5. Year 2 will now show in the Select Group window – click on **Next**.



6. In the Marksheets screen, click on the **Phonics Screening Year 1 2021** marksheet, and then click on the **green pencil** icon to open the marksheet.



7. You can now enter the Phonics Year 1 data for your current Year 2 pupils. **Please note that the Threshold Score will be 32 for all pupils.** Your screen should look like this:

2 Marksheet

Result Date: 12/10/2020 Group Membership Date: 12/10/2020 Refresh

Group Filter:

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Data Check
ABBOTT, Jessica	32	31	Wt	
ACKTON, Charlotte	32	21	Wt	
ALALA, Michael	32	36	Wa	
BENSON, Chantal	32	35	Wa	
BHATI, Nadeem	32	33	Wa	
BORDET, Magda	32	30	Wt	
BURROWS, Delphine	32	36	Wa	
CEDRIC-SMITH, Elliott	32	36	Wa	
CLEEVES, Rosie	32	37	Wa	
CLINTON, Joseph	32	38	Wa	
COOPERS, Ryan	32	33	Wa	
COOPER-SMITH, Beatrice	32	35	Wa	
COULTER, Sadie	32	30	Wt	
COULTON, Emma	32	38	Wa	
DANIELS, Bryn	32	29	Wt	
DANIELS, James	32	28	Wt	
DELANVE, Milli	32	21	Wt	
ELLIS, Paul	32	26	Wt	
FITZGERALD, Jack	32	39	Wa	

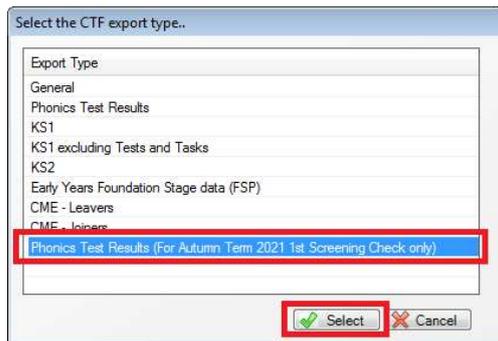
Quick tip: If you right click on the top of the “Threshold Score” column and Select Grade for Column, and then select the “Threshold = 32” option, this will fully populate the required data against all the required pupils.

Please note that you only need to enter the Threshold Score and Mark – when you click on Calculate, the Grade and Data Check results will be automatically populated.

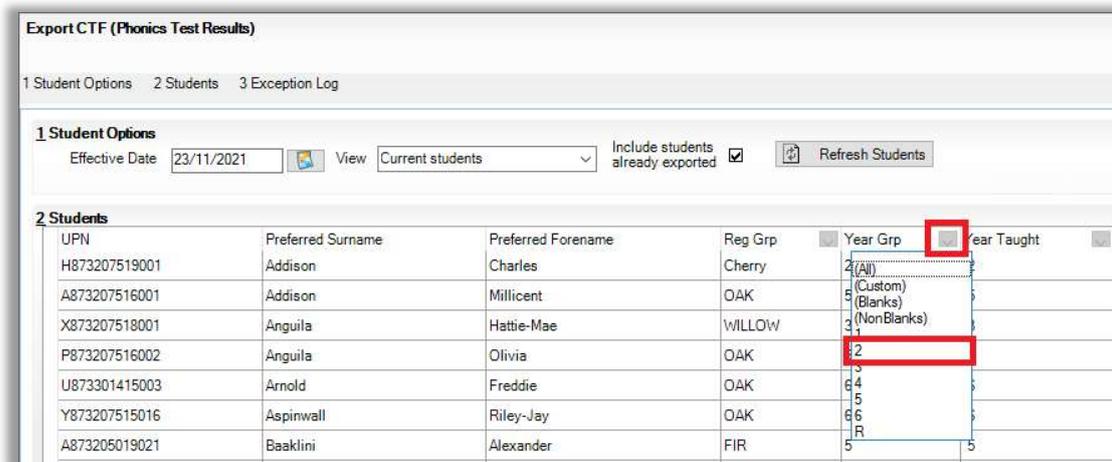
Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Data Check
ABBOTT, Jessica	32	31	Wt	OK
ACKTON, Charlotte	32	21	Wt	OK
ALALA, Michael	32	36	Wa	OK
BENSON, Chantal	32	35	Wa	OK
BHATI, Nadeem	32	33	Wa	OK

Step 3 – Uploading your data

- In SIMS, click on **Routines | Data Out | CTF | Export CTF**.
Select the **Phonics Test Results (For Autumn Term 2021 1st Screening Check Only)** option, then click on **Select**.



- Click on the downward arrow on the **Year Grp** column and select **Year 2**.



- The list will be filtered to show only Year 2 pupils. You now need to assign these pupils as Destination LA/Other as Cambridgeshire. Change the **Destination LA/Other** for the first pupil to **Cambridgeshire**.

2 Students								
UPN	Preferred Surna...	Preferred Forena...	Reg Grp	Year Grp	Yea...	Previous Destination	Destination LA/Other	D...
P8232999180...	Abrams	Paul	2JB	2	2		Cambridgeshire	
A8232999190...	Ainsley	Charlotte	2GH	2	2			
D8232999180...	Alberts	Courtney	2GH	2	2			
P8232999190...	Andrews	Chinn	2JB	2	2			

- Now scroll down to the very last pupil in the list, hold down the **Shift** key, and select **Cambridgeshire** as the Destination LA again.

2 Students								
UPN	Preferred Surna...	Preferred Forena...	Reg Grp	Year Grp	Yea...	Previous Destination	Destination LA/Other	D...
T8232999170...	Sauzo	Amiaz	2JB	2	2		Cambridgeshire	
G8232999190...	Sedgewick	Holly	2JB	2	2		Cambridgeshire	
W8232999190...	Selbourne	Piers	2JB	2	2		Cambridgeshire	
K8232999190...	Seymour	Nina	2JB	2	2		Cambridgeshire	
G8232999170...	Sonin	Marku	2GH	2	2		Cambridgeshire	
R8232999180...	Stuart	Chloe	2JB	2	2		Cambridgeshire	
Z8232999190...	Sutantu	Dhamesh	2GH	2	2		Cambridgeshire	

If you have done this correctly, all the Year 2 pupils will have Cambridgeshire selected as the Destination LA. Don't worry if you cannot do this en masse, you can still select Cambridgeshire for all pupils individually.

- Once you have assigned all the Year 2 pupils to Cambridgeshire, click on Export CTF.

N8232999190...	Wesley-Jones	Justin	2JB	2	2		Cambridgeshire	
C8232999190...	Wilder	Micah	2GH	2	2		Cambridgeshire	
N8232999190...	Wright	Josephine	2JB	2	2		Cambridgeshire	

Year Grp] = '2'



Allow a few seconds for the export to complete. The CTF file will be exported into your CTF Out folder (typically this will be in Central Share\SIMS Share\Statutory Returns\CTF Out)

The filename will be in this format:

873XXXX_PHO_873LLLL_001.xml

The XXXX will be your own school DfE number.

You can now upload the CTF to the S2S site – go to the DfE Sign in website:

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

Select **S2S**, and upload the CTF as you would a regular pupil CTF.

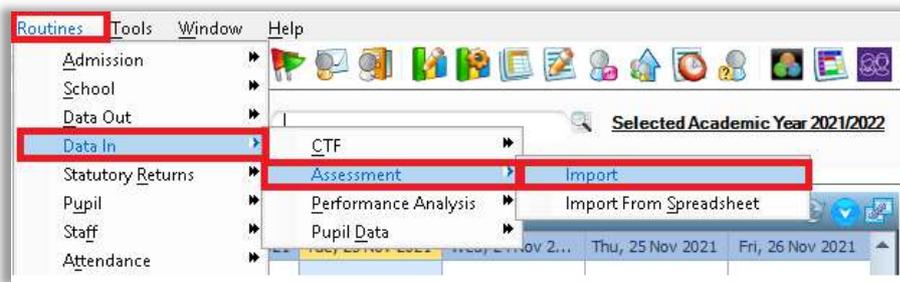
Further Assistance

If you need any assistance with the above process, please contact the helpline on 0300 300 0000 option 1, or email support@theictservice.org.uk

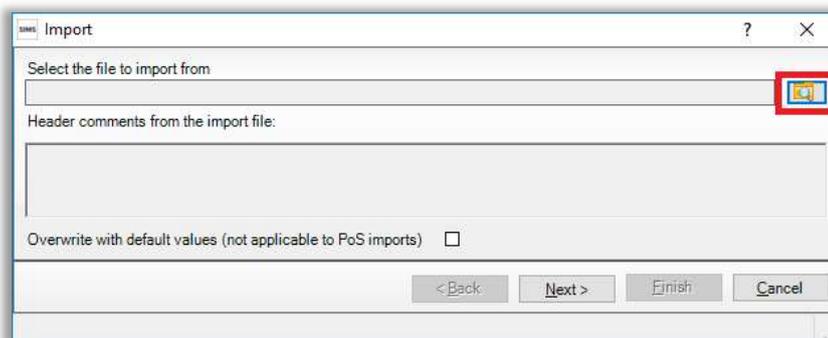
If you need to amend any data following the upload of the file, please contact the IT and Digital Team on 01480 379859, or email IDO@cambridgeshire.gov.uk

Appendix – import the latest Phonics wizard

1. In SIMS, click on **Routines | Data In | Assessment | Import**.



2. Click on the yellow folder button.

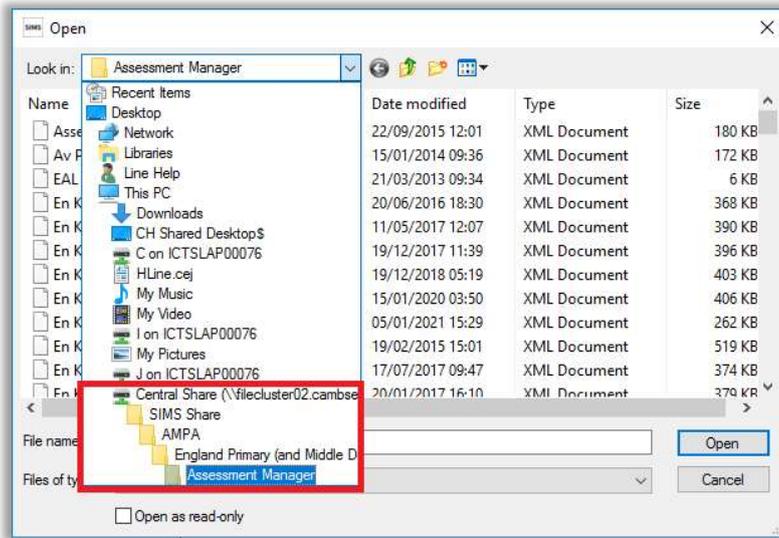


3. Navigate to the following folder:

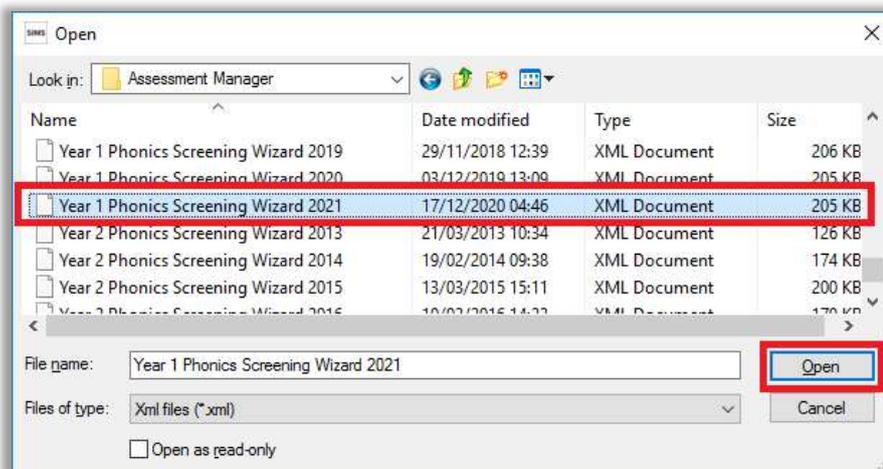
Central Share\SIMS Share\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager

(note: the above path will only apply to Central Hosting schools – non-Central Hosting schools will need to navigate to C:\Program Files\SIMS\AMPA\England Primary (and

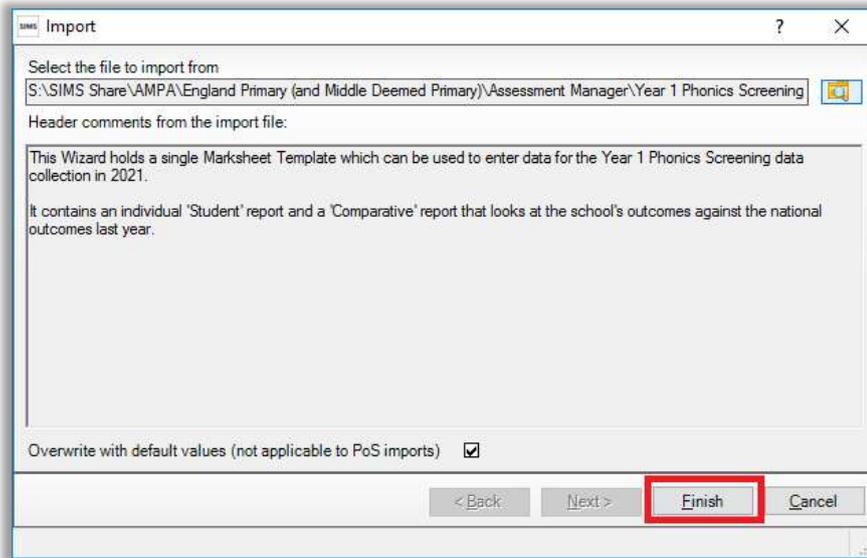
Middle Deemed Primary\Assessment Manager)



4. In the Assessment Manager folder, locate the file called **Year 1 Phonics Screening Wizard 2021**, click on it to select it, and then click on **Open**.



5. Click on **Finish** and allow a few seconds for the wizard to import, then click on **Yes**.



6. An activity log will appear when the import is complete. Please check through the import log to make sure all elements have been imported successfully. Click on Close when you have checked the log. **If you see any message to suggest that the import was not successful, please contact the helpline.**

