

Y2 Phonics Check Recording and Reporting in Integris Assessment Stage 3B - Create Y2 Phonics Check return file and send to the LA

To be undertaken by the Integris Administrator

REMINDER:

2019 - PLEASE NOTE THAT SCHOOLS SHOULD ONLY ENTER THE PHONICS MARK (i.e. 0 to 40) UNTIL THE THRESHOLD MARK IS KNOWN FROM Monday 24TH JUNE. After the 24th June, the Phonics Outcomes can be entered.

Phonics return needs to reach the LA by the following deadlines:

CBC Schools: Monday 24th June 2019

BBC Schools: Friday 21st June 2019

Note: The LA expect to receive Phonics marks only.

Stage 3 contains the following steps:

1. Check the Y2 Phonics Re-check data for the return
2. Create the Y2 Phonics Check xml file as the return file
3. Unzip the Phonics file downloaded from Integris
4. Send the file via Anycomms to the LA Performance/Data Team

1. **Check/Approve** the **Y2 Phonics Re-Check** data for the return

When the teacher(s) have completed and checked the data entered for each pupil, please check the following:

Go to **Assessment > Markbooks > My Markbooks** > select the **NC Phonics Check 2019** markbook for **Y2 Re-Checks** and open it.

>> Are all the pupils listed those for whom you wish to submit Y2 Re-Check Phonics marks?

⇒ Where a pupil has left the school after the markbook was assigned (in Stage 1), the pupil will be listed in red in the markbook

If the pupil left before the 10th June 2019 (as per the Q&A guidelines), your school is not expected to submit any phonics data for the pupil; therefore, left-click on the pupil name and then select 'Remove the pupil from the markbook'.

⇒ Where a pupil has recently started (any time from just before 10th June) and should appear in the markbook because:

> Y1 Phonics data has not been received via a CTF from the previous school AND a check on K2S site doesn't provide any Y1 Phonics data for the pupil OR

> Phonics data received shows a Wt outcome or a mark less than 32

then, the easiest thing to do is to enter their Y2 Phonics Re-check results directly into the Student record.

> Go to **General > Student Details** > find the pupil

> click on the **Key Stage** tab

> click **Edit** and ensure you are on the KS1 screen

> in the **Screening (Re) Check** row, enter in Y2 Re-Check Phonics Mark and Outcome

> enter **2018** as the Assessment year

> click **Save**.

When you are satisfied that all the Y2 Phonics Re-Check data has been entered as expected, continue with steps below.

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2. Create the Y2 Phonics Check CTF return file

- 2.1 Go to **Assessment > Markbooks > My Markbooks** > select the **NC Phonics Check 2019** markbook for **Y2 Re-Check** and open it.

Check: For pupils recently left that did NOT have a Phonics outcome from Y1, please ensure that they have a value of L in the CHK1 column.

Check: Phonics marks are entered into the CHK2 column as expected. Where a pupil has been absent (A) or disapplied (D) from the check, then an A or D value should be entered into the CHK1 column and a blank left in CHK2 column.

Note: when the threshold mark is known (from 24th June) – the CHK1 column can be populated with Wa or Wt for school's own use and not for a second submission to the LA if your school has submitted the marks already.

- 2.2 Go to **Administration > Import & Export > KS Exports**
- 2.3 Select **Key Stage Exports** and click the **Next>>** button (bottom left of screen)
- 2.4 Now click **Phonics Export (2019)** and click the **Next>>** button (bottom left of screen)
- 2.5 Click the **Add Student**  icon (top right of screen) to display the Student Search window
- 2.6 In the Year Group field select **Year 2** and click **Find**
All the Year 2 pupils should now be listed.
- 2.7 Referring to your Y2 list of pupils identified for Phonics check (i.e. the same pupils that appear in the **NC Phonics 2019** markbook for **Y2 Re-checks**) and including any additional pupils that you have entered Y2 Re-Check data for directly into their student record, select these pupils on the search screen using CTRL & click.
- 2.8 When the pupil names required are highlighted, click **Select** so that they appear in the Phonics export list - please take time to check the correct number and names have been included as you may be asked to produce a return again by the LA if expected Y2 pupils have not been included!
- 2.9 Click **Next>>** and the system will now perform certain validation checks.
If any of these checks fail, an information screen will appear giving details of the errors and the pupils involved (scroll down the page to reveal details of any errors found).
You will not be able to export the file until these are corrected. Make a note of the errors and click Finish. Go back to Stage 2 and correct the errors.
The check will look for missing levels, or for wrongly assigned pupils to their Current Key Stage and Phonics Check Year (see Stage 1).
- 2.10 On the export summary screen, **check the correct number of pupils is included** in the export file and any pupil numbers that could not be exported. If these numbers are incorrect, click Finish and go back either to check the levels entered or check the pupils selected in the previous steps.
- 2.11 **Make a note of the export file name.** It will be something like
823dddd_PHO_823LLLL_002.XML (where dddd=your school's DfE number)
[or 822dddd_PHO_822LLLL_002.XML if a BBC school]

Note: this filename will be identical to the Y1 Phonics export except for the last three digit

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number eg; if your Y1 Phonics export file ended in 001, the next Phonics export file created (whether for Y1 or Y2) will be 002 etc.

- 2.12 Now click **Download now** and click **Save**.
Select the folder where you wish to save your file in and click **Save** again (eg: create a folder called Phonics return). You will now see a download complete message.
- 2.13 Click **Close** and **Finish**

You have now downloaded a **zip file** containing the xml file required by the LA – the zip file will be called the same name as the CTF file except that it will end with a 'zip' instead of an 'xml' (eg: 823dddd_PHO_823LLLL_002.zip (where dddd=your school's DfE number) or 822dddd_PHO_822LLLL_002.zip

3. Unzip the downloaded Phonics return file

- 3.1 Minimise your Integris screen and locate and open the folder where you saved the zipped return file (refer to the file name you noted down in step 2.11 above).
- 3.2 Right click on the filename 823dddd_PHO_823LLLL_002.zip
[or 822dddd_PHO_822LLLL_002.zip for BBC schools] (where dddd=your school's DfE number) and select **Extract All** or **Extract to here** or **Extract to..**

If using Extract All > click Next > Next > Finish. A new folder called 823dddd_PHO_823LLLL_002 will appear. Open this folder to see the xml file.

If using Extract to here > click Extract. A new folder called 823dddd_PHO_823LLLL_002 will appear. Open this folder to see the xml file.

If using Extract to..... > select the folder you want the file to be saved to > click Extract

- 3.3 You should now see listed in the folder you have selected the 823dddd_PHO_823LLLL_002.XML file (where dddd=your school's DfE number)
[or 822dddd_PHO_822LLLL_002.XML file for BBC schools]

You are now ready to send this return file to the LA

4. Send the Phonics return to the LA

- 4.1 Logon to Anycomms+ and select the **Upload File to a Service** option on the Home menu
- 4.2 Click **Browse** and select the 823dddd_PHO_823LLLL_002.XML file (please do NOT attach the zip file!!)
- 4.3 Select **Y2 Phonics Re-Check Return** option for File Type (if available)
> select **Performance Group** under Service (if available)
and enter in the Description box **Y2 Phonics Re-Checks Return**.
- 4.4 Then click **Upload File**

If using S2S, leave the filename as 822dddd_PHO_822LLLL_001.xml and send it via S2S (via the DfE Sign-in gateway)

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Remember that the Headteacher must submit a Phonics Headteacher Declaration Form (HDF) available from the NCA Tools website from Mon 10th June.

The HDF confirms that the English Reading and Maths tests have been administered and marked according to the published guidance and the results have been used to inform the TA, or that any issues have been reported to the STA.

Deadline for submission of the HDF for Phonics is on Thursday 27th June.

Phonics data table

Replace ?? with threshold levels when known Phonics screening mark	Description	Phonics outcome code
Column KS1 Pho Chk 2 numeric value		Column KS1 Pho Chk 1
0 - ??	Child took the phonics screening check and did not meet the required standard	Wt
?? - 40	Child took the phonics screening check and met the required standard	Wa
<i>Leave blank</i>	Absent	A
<i>Leave blank</i>	Child did not take the phonics screening check	D
<i>Leave blank</i>	Child has left the school	L
<i>Leave blank</i>	Maladministration	Q