

Y1 Phonics Check Recording and Reporting in Integris Assessment Stage 3A - Create Y1 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 Y1 Phonics data for the return
2. Submit Head Teacher's Declaration form to STA
3. Create the Y1 Phonics Check CTF file as the return file
4. Unzip the PHOnics file downloaded from Integris
5. Send the file via Anycomms to the LA Performance Team

1. Check/Approve the Phonics Y1 data for the return

When the Year 1 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 2019** markbook for **Year 1** and open it.

>> Are all the pupils listed those for whom you wish to submit Phonics marks? (i.e. for pupils that have recently started or left the school, please check through the Q & A guidelines at the back of these notes with your Year1 teacher/Head teacher to establish whether you are or are not the school submitting Phonics data).

⇒ 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 11th 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 pupil from markbook**'.

If the pupil left during the w/c 10th June 2019 before the check was administered, enter L.

⇒ Where a pupil has recently started (any time from just before 10th June), the pupil should appear in the markbook automatically.

>> Check that all the pupils listed have their Phonics marks and values entered

When you are satisfied that the information has been entered as expected, continue with the steps below.

2. Submit Headteacher's declaration form to STA

When the phonics data has been checked and approved, the Head Teacher must complete and submit the headteacher's declaration form.

The form confirms that your school has administered the check according to the published guidance and/or that you have raised issues with the STA about the check.

The form will be available from the 'Phonics screening check' section of the [NCA tools website](#) from Monday 10 June. It must be submitted by **Thursday 27th June 2019** on NCA Tools website.

Y1 PHONICS

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You can't amend the form after it has been submitted.

3. Create the Y1 Phonics Check CTF return file

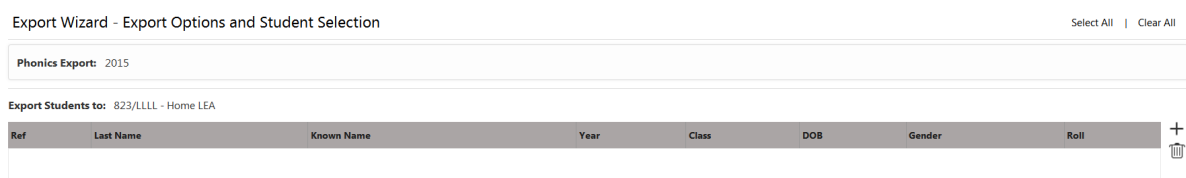
- 3.1 Go to **Assessment > Markbooks > My Markbooks** > select the **NC Phonics Check 2019** markbook for **Year 1** and open it – check that all the pupils listed have their Phonics data entered.


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.

When you are satisfied that the information has been entered as expected, continue with the steps below.

- 3.2 Go to **Administration > Import & Export > Key Stage Exports**
- 3.3 Now click **Phonics Export (2019)** and click the **Next>>** button (bottom left of screen)



- 3.4 Click the **Add Student**  icon (top right of screen) to display the Student Search window
- 3.5 In the Year Group field select **Year 1** and click **Find** > click **Select** > click **Yes** at the prompt. All the Year 1 pupils should now be listed.
- 3.6 Check that you now have the correct number of Year 1 pupils in your return.
- 3.7 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. 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 data, or for wrongly assigned pupils to their Current Key Stage and Phonics Check Year (see Stage 1).

If there are no errors, an export summary will now appear on screen similar to the one below

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Export Wizard - Summary and Download

Export Summary

Export Type: Phonics - 2014

CTF Export File: 8230001_PHO_823LLLL_012.XML

Destination: 823/LLLL - Home LEA

Export Started: 22nd April at 10:18:21

User: Mr Phillip Catman

Data Sections selected for export

Basic Details

Key Stage Assessments

Number of Students selected: 1

Number of Students included in export file: 1

Number of Students who could not be exported: 0

Exported Students:

Reference	UPN	Last Name	Known Name	DOB	Gender	Year
225	X823211709018	Ling	Jade	22.04.06	Female	1

3.8 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 data entered or check the pupils selected in the previous steps.

3.9 **Make a note of the export file name.** It will be something like
823dddd_PHO_823LLLL_001.XML (where dddd=your school's DfE number)
[or 822dddd_PHO_822LLLL_001.XML if a BBC school]

3.10 Now click **Download now** and click **Save**.
If you can, 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.
[Otherwise, the file will be saved in a general Documents\Downloads folder]

3.11 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_001.zip (where dddd=your school's DfE number) or 822dddd_PHO_822LLLL_001.zip)

4. Unzip the downloaded zipped return file

4.1 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 3.9 above).

4.2 Right click on the filename 823dddd_PHO_823LLLL_001.zip
[or 822dddd_PHO_822LLLL_001.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_001 will appear. Open this folder to see the xml file.

If using Extract to here > click Extract. A new folder called 823dddd_PHO_823LLLL_001 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

4.3 You should now see listed in the folder you have selected the
823dddd_PHO_823LLLL_001.XML file (where dddd=your school's DfE number)
[or 822dddd_PHO_822LLLL_001.XML file for BBC schools]

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

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5. Send the Phonics return to the LA

- 5.1 Logon to Anycomms+ and select the **Upload File to a Service** option on the Home menu
- 5.2 Click **Browse** and select the **823dddd_PHO_823LLLL_001.XML** file (please do NOT attach the zip file!!)
- 5.3 Select **Y1 Phonics Return** option for File Type (if available)
> and select **Performance Group** under Service (if available)
> and enter in the Description box **Y1 Phonics Return**.
- 5.4 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)

Now go to **Stage 3B to create a Phonics Return for Year 2 re-checks**

Phonics data check table

Replace ?? with threshold levels when known on 24th June

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
Leave blank	Absent	A
Leave blank	Child did not take the phonics screening check	D
Leave blank	Child has left the school	L
Leave blank	Maladministration	Q

Information below is taken from the Assessment & Reporting Arrangements (ARA) for Phonics
Pupils should not take the phonics screening check if they:

- haven't shown any understanding of grapheme-phoneme correspondences
- have recently moved to the country and are unable to understand letters and sounds in English
- use British sign language or other sign-supported communication, eg communication boards, to spell out individual letters
- are mute or selectively mute

Pupils who move schools

If a pupil arrives at your school just before or during phonics screening check week (beginning Monday 10th June) the pupil should still attempt the check, unless they have no understanding of grapheme-phoneme correspondences. Pupil absence during the phonics screening check week

If a pupil is absent during the check week, you can administer the check up to Friday 21st June. Any pupil who is absent from school for this entire period should be recorded as absent (A) when submitting the results data for the check.

Pupils must only attempt the phonics screening check once during the check window.