

Y2 Phonics Check Recording and Reporting in Integris Assessment

Stage 1B: Identify Pupils for Year 2 Re-Checks

It is extremely important that you know which pupils in Year 2 are expected to undertake the Phonics Check this term (in w/c 10th June 2019).

Your LA may have provided you with a list of Y2 pupils (at end of Spring term) they think need to be re-checked and this needs to be confirmed by your school. If you have new pupils start in Y2 this term, their Y1 Phonics outcomes need to be obtained to determine whether they are added to the re-check list.

Criteria for eligible pupils in year 2

You should administer the check for a child in Year 2 who:

- Has a Phonics outcome of **Wt** in Year 1 or a Phonics mark of less than 32
- Did not take the Phonics check in Year 1 (i.e. has a Y1 Phonics value of A (Absent) or a blank value, or has a value of L (Left) and therefore was not checked)
- Came into state funded education in England at any point after the end of Year 1 (i.e. started your school at the beginning of Year 2)
- Recently arrived in the country and couldn't speak confidently in English at end of Year 1

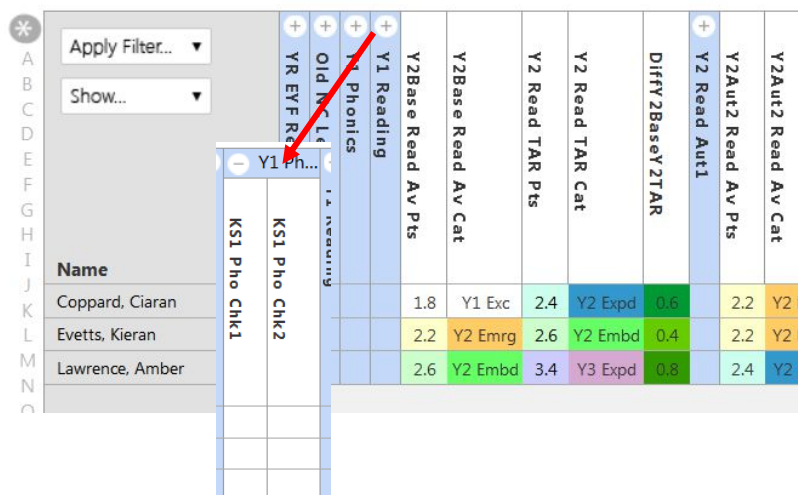
Please note: If pupils in year 2 still don't understand grapheme-phoneme correspondences or are unable to access the materials, you don't have to administer the check to them.

1. Identify Y2 pupils that are 'Wt' or with missing Y1 Phonics data that need to be re-checked this year

Depending on the markbooks you are currently using, select the appropriate option highlighted in blue below before proceeding:

- If you are using the Integris Objectives/Tracking markbooks in 2018/19:** Go to **Assessment > Markbook>** Open your **Y2 Read Tracking** markbook and expand the Y1 Phonics Unit as below

Markbook - Y2 Read Tracking - Class 2A (2014/2015)



Name	Y1 Phonics	Y2 Read Tracking	Y2 Read Tracking	Y2 Read Tracking	Y2 Read Tracking	Y2 Read Tracking	Y2 Read Tracking	Y2 Read Tracking	Y2 Read Tracking
Coppard, Ciaran		1.8	Y1 Exc	2.4	Y2 Expd	0.6	2.2	Y2 Er	
Evetts, Kieran		2.2	Y2 Emrg	2.6	Y2 Emdb	0.4	2.2	Y2 Er	
Lawrence, Amber		2.6	Y2 Emdb	3.4	Y3 Expd	0.8	2.4	Y2 Er	

The Phonics data columns come from the NC Phonics 2018 markbook (used last year for last year's Year 1 pupils). [You cannot enter any marks or values in these columns!!!]

Action: If **ALL** of the Y1 Phonics data is missing, go to 2.1
If **some** of the Y1 Phonics data is missing for new starters, go to 2.2

- If you are using the Y2 Phonics Re-Check Tracking markbook:**
All the pupils listed in this markbook **should have been identified as those that need to be re-checked at the end of Year 2.**

Y2 Phonics Check Recording and Reporting in Integris Assessment

Stage 1B: Identify Pupils for Year 2 Re-Checks

Open the Y1 Phonics unit to view the Phonics results of your current year 2 pupils to confirm (however, if you have had new Year2 pupils starting your school since the beginning of the year, ensure that the new pupil(s)' Y1 Phonics results have been checked and/or obtained).

Markbook - Y2 Phonics ReCheck Tracking(1) - Year 2 (2014/2015)

Apply Filter...

Show...

Y1 Phonics

Predicted EoY2 Outcom

Y2 Ph MARK Aut1

Y2 Ph Outcom Aut1

Y2 Ph MARK Aut2

Y2 Ph Outcom Aut2

DiffAut1toAut2

Y2 Ph MARK Spr1

Y2 Ph Outcom Spr1

DiffAut2toSpr1

Y2 Ph MARK Spr2

Y2 Ph Outcom Spr2

Y1 Ph...

KS1 Ph MARK Spr1

KS1 Ph MARK Spr2

KS1 Ph MARK Spr3

KS1 Ph MARK Spr4

KS1 Ph MARK Spr5

KS1 Ph MARK Spr6

KS1 Ph MARK Spr7

KS1 Ph MARK Spr8

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KS1 Ph MARK Spr94

KS1 Ph MARK Spr95

KS1 Ph MARK Spr96

KS1 Ph MARK Spr97

KS1 Ph MARK Spr98

KS1 Ph MARK Spr99

KS1 Ph MARK Spr100

Name	Y1 Phonics	Predicted EoY2 Outcom	Y2 Ph MARK Aut1	Y2 Ph Outcom Aut1	Y2 Ph MARK Aut2	Y2 Ph Outcom Aut2	DiffAut1toAut2	Y2 Ph MARK Spr1	Y2 Ph Outcom Spr1	DiffAut2toSpr1	Y2 Ph MARK Spr2	Y2 Ph Outcom Spr2
Ling, Jade	Wa	3	Wt	5	Wt	2	9	Wt	4	15	Wt	
McCool, Kiera	Wa	10	Wt	15	Wt	5	20	Wt	5	19	Wt	
Phillips, Harvey	Wt	29	Wt	30	Wt	1	31	Wt	1	33	Wa	
Pretend, Another												
Vodka, Heidi	Wa	32	Wa	33	Wa	1	35	Wa	2	30	Wt	
young, jack	Wt	33	Wa	35	Wa	2	35	Wa	0	30	Wt	

Action: If **ALL** of the Y1 Phonics data is missing, go to 2.1
 If some of the Y1 Phonics data is missing for new starters, go to 2.2
 If the Y1 Phonics data has been checked and present for all pupils where possible, go straight to step 2.5

- If you have not used Integris Assessment this academic year, then you need to do the following:
 - > Go to Administration > Speed Edit:
 - > select **Current Key Stage** under **Area** > click Find and select **Year 2** pupils > ensure Key Stage value is assigned to Key Stage 1 and **Save**
 - > then select **Phonics Check Year** under **Area** > leave Year 2 pupils selected > assign **2018** to the pupils and **Save**. [Year 2 pupils will have Y1 phonics data for 2018]
- Now go to **Assessment > Assessment Planning** > click + next to Templates folder > click + next to **Key Stage** folder > click + next to **2018** folder > select **NC Phonics Check 2018** and click **Deploy** [on the top right grey bar] > click **No** at the prompt.

With the **NC Phonics Check 2018** markbook highlighted in bold, click **Edit** pencil > click **Enrolled groups** > click + button > change the Classes option in the drop-down menu to Year Group and select Year 2 and click **Add** > close the pop-up window > then click the **Add Users** icon > select your own user name and any other user listed (who has access to Assessment) using CTRL+Click and click OK. Finally click **SAVE**.

Now go to **Assessment > Markbook** > click + next to My Markbooks > select the **NC Phonics Check 2018 for Year 2** and click on Open Markbook button.

You should see your Year 2 pupils listed > click + at the top of the Phonics unit to view the phonics columns within it.

- Action:** If **ALL** of the Y1 Phonics data is missing, go to 2.1
 If some of the Y1 Phonics data is missing for new starters, go to 2.2

Go through the following checks:

2.1 If ALL phonics data is missing for each Y2 pupil, you need to pull through the Phonics data from last year's Y1 Phonics markbook (providing Phonics data was recorded/imported into Integris).

The Administrator will need to go to **Administration > Utilities > Update Key Stage Year Independent markbooks** > select **PHO Check** in drop down Key Stage box > select Year 2 in list > click

Y2 Phonics Check Recording and Reporting in Integris Assessment

Stage 1B: Identify Pupils for Year 2 Re-Checks

Update > say yes to any prompts that appear.

Go back to open the relevant markbook you are using (as above) for your Year 2 and check the Phonics unit again – the majority of results should now appear.

If some Y1 Phonics results are still missing for some pupils, go to 2.2.

If all the Y1 Phonics results are present, go to 2.5

Note: If none of the Y1 Phonics data appear at this point, then it is unlikely that Integris holds this data and to continue with Integris, the Y1 Phonics results for 2018 will need to be obtained from the K2S website and imported into Integris via a CTF file. See **'Importing ALL 2018 Phonics results from K2S'** at the end of these notes.

Locating missing Y1 Phonics data for individual pupils

2.2 If only a few Phonics results are now missing (more likely for new starters in Year 2) or you can see only the Phonics mark and there is no outcome in the CHK1 column), you will need to do the following:

- > for each pupil where Phonics data is missing in the markbook, go to their pupil record in **Student Details** and click the Key Stage tab (the KS1 screen should be on view). Look at the bottom left in the Phonics section.

Example

Phonics:			
	Mark	Outcome	
Screening Check	17	Wt	2015
Screening (Re) Check			

If the phonics **mark and outcome** are both present with the assessment year (most likely imported through a CTF from the previous school), the information should appear in the Phonics unit after step 2.1 is performed.

However, **if all or some of the phonics details are missing**, you will need to obtain them from the Key to Success web site.

>To do this, first: Go to the **Personal** screen on the pupil record and copy the UPN (i.e. double-click the UPN and use CTRL&C on your keyboard).
Then in your internet browser, go to the DfE Sign-in gateway and Login. Select **K2S** (Keys to Success) when logged in

> In K2S, select **Pupil Searchable data**.

> Tick the *I confirm* ...box.

> Right click in the text box and select Paste to paste the UPN in the box.

> Click Search.

If phonics data is available, you will see a link to a Phonics csv file. Open the file and **note down** the Phonics mark and outcome and assessment year for the pupil

If you have further pupils with missing Phonics data, switch back to Integris without logging out of K2S, and repeat steps above to paste any further UPNs into K2S as above to find missing Phonics results

2.3. Manually add any missing phonics results found on K2S into the relevant pupil record(s).

> 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 top **Screening Check** row, enter in Phonics Mark (*from 0 – 40*) and Outcome (Wa/Wt etc)

> enter **2018** as the Assessment year

> tick the **Assessed at another school** box

> click **Save**. *Do not make any other changes at this point.*

Y2 Phonics Check Recording and Reporting in Integris Assessment

Stage 1B: Identify Pupils for Year 2 Re-Checks

When you have entered all the missing Phonics results data you can find on K2S into the pupil records, continue with 2.4.

2.4 Now go to **Administration > Utilities > Update Key Stage Year Independent markbooks** > select **PHO Check** in drop down Key Stage box > select Year **2** in list > click **Update** > say yes to any prompts that appear.

Go back to open the relevant markbook you are using (as above) for your Year 2 and check the Y1 Phonics unit again. Any blank data for pupils should be due to the fact that the pupil may have come from abroad and/or there is no data for the pupil(s) on K2S.
Continue with step 2.5.

2.5 Having worked through the steps above, you will now be able to identify which children should be re-checked in Year 2 according to the criteria for Y2 re-checks:

- pupil where no Y1 Phonics result is available
- pupils with 'Wt'
- pupils with a blank outcome but a mark of less than 32
- pupils with A (Absent)
- pupils with L (Left)
- pupils with 'D' as an outcome

To help you identify the pupils for re-checks quickly, **Sort** the KS1 Pho CHK1 column. Do this by left clicking on the column header '**KS1 Pho Chk1**' and select **Sort on Column**. Repeat this to sort with blanks and 'Wt' at the top of the column. Click **Save**

PRINT Phonics list to use in Stage 1_B

Now click **Print** on the top right of the markbook and in the print window remove all the ticks for each unit except for the tick next to the Y1 Phonics Unit. Place a tick in the **Show Gridlines** and click OK. A new Adobe screen appears with the display of names and the Phonics results – use the print icon/menu to print the list.

Use this printed Phonics results list to identify your pupils for Y2 Phonics Re-Check in the next steps.

Now follow instructions for Stage 1B – Prepare Phonics Check markbook for Year 2

Importing ALL 2018 Phonics results from K2S

As the Integris Administrator, in Integris:

Obtain UPN(s) of relevant pupil(s)

1. Go to **Administration > Utilities > General Student Export** > answer **Yes** to the prompt > click **Open** to view the file. *A spreadsheet file is created in Excel*
2. Go to the **Data** menu in Excel > **Filter** > click **Autofilter** > filter buttons will now appear at the top of each column.
3. Click on the filter button for the Year Group column (column J) and select Year 2 from the filter button list. *This action should now result in showing Year 2 pupils only.*
4. Go to column AD where you will see the UPNs listed (you may need to widen the column!) > highlight all the UPNs for the Year 2 pupils by clicking and dragging your cursor over the range of UPNs > then go to **Edit > Copy**
5. Minimise this file for the moment.

Y2 Phonics Check Recording and Reporting in Integris Assessment

Stage 1B: Identify Pupils for Year 2 Re-Checks

You are now ready to paste them directly into Keys to Success

6. Logon to Dfe Sign-in and access Keys to Success

7. Click on **Pupil Searchable data** and click in the tick box for ***I confirm that I have read and understood.....*** statement.
8. **Click in the empty text box** at the bottom of the screen and go to the **Edit** menu and select **Paste**.
All the Y2 UPNs you had previously copied should now appear in this text box.
9. Click **Search** – you should now see a link to a CTF file for your school which should hold Phonics data
10. Click on the CTF link and **download** the file ready for importing into integris.

Now you can logout of the Key to Success website and you no longer need to keep the General Student Export spreadsheet open, so close the spreadsheet without saving.
Follow next step for importing Phonics CTF datafile into Integris.

Import Y1 Phonics data from a CTF file downloaded from K2S

1. Go to **Administration > Import & Export > CTF Import** > Click **Browse** and locate and select the CTF file downloaded from K2S > click **Next**
 2. **Say YES to any warning prompts or validation messages** and continue with the steps until you reach Finish.
 3. When the import is complete, **go to step 2.4** and continue from there.
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