

Y1 Phonics Check Recording and Reporting in Integris Assessment Stage 2 - Enter Phonics Check (Y1 & Y2) data for 2019

To be undertaken by the Year 1 teacher(s) & Year 2 teacher(s)

These notes will guide you through how to enter Phonics Screening Check data into the **NC Phonics Check 2019** markbook for Year 1 pupils and Year 2 pupils where required, ready for the export to be run by your admin officer to make the Phonics data return to the Local Authority. The markbooks have been set up for you by your admin staff.

Phonics Check period is from Monday 10th June to Friday 21st June 2019.

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.

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

CBC Schools: Monday 24th June 2019

BBC Schools: Friday 21st June 2019

Stage 2 covers the following:

1. Access the **NC Phonics Check 2019** markbook for your Year 1 class(es) and /or year group and/or for the Y2 Re-Check group
2. Enter mark data into the Phonics Check markbooks

IMPORTANT for first time users of Integris! Before you proceed with these steps, you should have been given your username and password to login to Integris by your admin staff.


On your browser screens, enter <http://bedfordshire.rmintegriss.com> into the address line and press enter. On the Integris login screen, click **Enter** and type in your username followed by your password at the prompt. If you are logging in for the first time, you will be asked to change your password.

STAGE 2 – Enter Phonics Data


1. Access the **NC Phonics Check 2019** markbook for your **Year 1** class and follow steps below
OR
Access the **NC Phonics Check 2019** markbook for your **Y2 Re-Check** group and follow steps below

- 1.1 Log in to Integris and from your Teacher's desktop, click **Assessment Markbook** from the **Quick Links** window (or go to Modules > Assessment > Markbook).

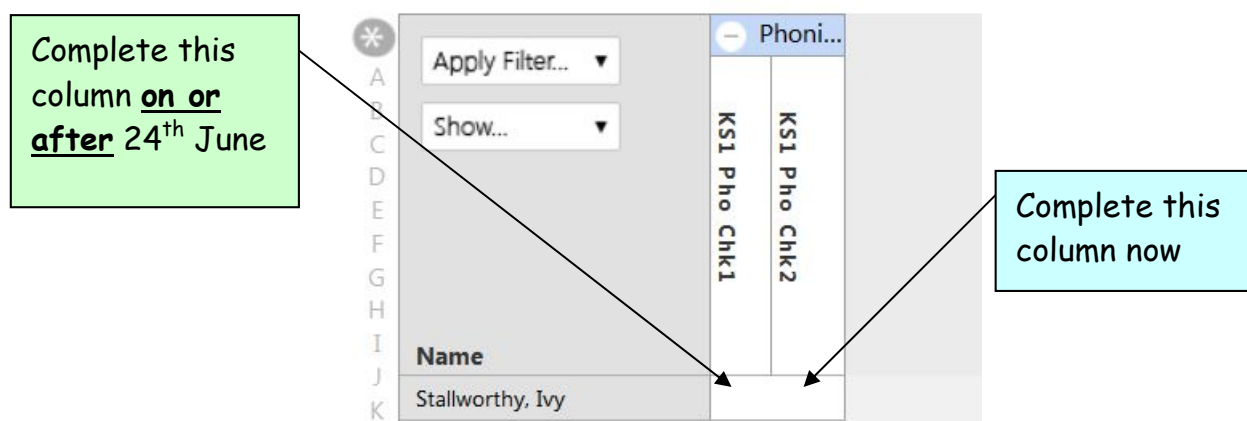
On the **Markbook Browser** screen, click on the + next to the **My Markbooks** folder to open that folder. This will give you the list of the markbooks available to you

- 1.2 Click on **NC Phonics Check 2019** for your Year 1 class or Year 1 group or the Y2 Re-Check group and then click the **Open a Markbook**  icon to open it.

2. Enter data into **NC Phonics Check 2019** markbook

- 2.1 Click on the  on the Y1 Phonics blue unit to reveal **two** data entry columns. You will see a screen similar to the one below – it will of course list the pupils in the class or year group you selected as appropriate:

Y1 Phonics Check Recording and Reporting in Integris Assessment Stage 2 - Enter Phonics Check (Y1 & Y2) data for 2019



Y1 - the pupil names should reflect the Y1 pupils in your class or year group as appropriate (i.e. new pupils that have started should also be listed).

Y2 - the pupils should reflect those identified requiring a Phonics check in Year 2

If the pupil list is incorrect, please refer to your Admin staff as they administer the current roll and will amend it if necessary for you.

Click on the minus symbol if you wish to hide the columns again.

Position your cursor over the column heading to see a pop-up window with a description of the data you can enter for the columns as below:

Column KS1 Pho Chk1 allows for the following data: A, D, Q, L, Wa, Wt – *complete this column on or after 24th June 2019 when threshold marks are known!*

Complete Column KS1 Pho Chk2 now! - this column allows for the check mark range: from 0 to 40

See overleaf for more detail

- 2.1 **To enter your check (marks) data**, click in a box in the **KS1 Pho Chk2** column for the relevant pupil's name and type in the required check mark and press the **Enter/Return** key on your keyboard to move down the column to the next pupil in the list

IMPORTANT! Look at the table below for the range of values:

If a child is Absent for the entire period that the Phonics Check is being administered in school then enter A in the Pho **Chk1** column and leave CHK2 column blank

If a child is not able to take the test, enter D (for Disapplied) in the Pho **Chk1** column and leave CHK2 column blank

If a child has left the school, enter L in the Pho **Chk1** column and leave CHK2 column blank

Y1 Phonics Check Recording and Reporting in Integris Assessment

Stage 2 - Enter Phonics Check (Y1 & Y2) data for 2019

?? – replace with the threshold mark when known after 25th 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

Note: there is no validation on the markbook – therefore, please check that when the threshold mark is known, the correct value of '**Wt**' (Working toward) or a value of '**Wa**' (working at or above) is entered in the Chk 1 column.

Note: if a child is absent during the week beginning 10th June 2019, the phonics screening check can be administered at any time up to Friday 21st June 2019. Any child who is absent from the school for this entire period should be recorded as absent.

2.2 At the bottom right of the screen you will green buttons:

Calculate

Save

Undo

Click **Save** to save your entries.

It is good practice to save your entries at regular intervals. You will be reminded to save your entries when you click Back to exit if you have not saved any new entries.

2.3 You can click on **Undo** which will clear entries made since the markbook was last saved. Each time you use this button, you will see a warning message to this effect. Click **Yes** to continue.

If you enter an incorrect mark, it will appear on the screen with a red square around it similar to this

example:

Stallworthy, Ivy	41
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If you click **Save** while incorrect entries are present, you will get the following message:

Warning

Invalid values, indicated by a red border, have been entered for one or more students. Please correct these invalid values before continuing.

OK

and you must make the necessary corrections before proceeding.

2.4 Click **Back** (bottom left of markbook screen) **to exit** out of the markbook and return to the list of markbooks in your **My Markbooks** folder.

Your entries will be checked when the return is produced by your admin staff as Integris will check for any missing data which will prevent the return from being produced.

When you have completed and checked all the Y1 and/or the Y2 Phonics data entries, please inform the relevant member of your admin staff so that s/he will know that the data is ready for approval/sending to the LA.

Y1 Phonics Check Recording and Reporting in Integrus Assessment Stage 2 - Enter Phonics Check (Y1 & Y2) data for 2019

Q & A – which Year 1 pupils should be screened for Phonics

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 period

If a pupil is absent during the check weeks (from Mon 10th June), you can administer the check up to Friday 21st June 2019. 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.

Q & A – which Y2 pupils should be re-screened for Phonics?

Y2 Pupils that are eligible for taking the Phonics Re-checks or the Phonics Check for the first time:

- Those who didn't take the check in year 1 because they were Absent
- Those who were working below the level of the check
- Those who had recently arrived in the country and couldn't speak confidently in English
- Those who took the check in Year 1 but didn't reach the expected standard (had an outcome of 'Wt')
- Those who entered the schooling system in year 2 and did not take the check in Year 1

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.

Pupils who move schools

If a Year 2 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 Year 2 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.
