

Y1 Phonics Check Recording and Reporting in G2 Assessment 2019

Stage 1A: Prepare the NC Phonics Check Markbook for Year 1

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.

TO ALLOW FOR YOUR RETURN TO REACH THE LA BY THE DEADLINES BELOW, IT IS ACCEPTABLE FOR YOUR RETURN TO INCLUDE THE MARKS ONLY.

CBC Schools: Monday 24th June 2019

BBC Schools: Friday 21st June 2019

SCHOOLS CAN ENTER THE PHONICS VALUE (i.e. Wa or Wt) ON OR AS SOON AFTER 24th JUNE.

Please note: CBC will accept your phonics returns without the outcome value entered from w/c 10th June 2019.

Note: These steps are to be undertaken by the Integris Administrator only.

Stage 1A covers the following:

1. Assign Year 1 pupils to the Y1 Phonics year for 2019
2. Give relevant users access to Integris Assessment
3. Copy the **NC Phonics Check 2019** markbook for data entry
4. Assign the **NC Phonics Check 2019** markbook to the Y1 pupils and relevant staff

1. Assign Year 1 pupils to the Phonics year for 2019

You MUST complete steps 1.1 – 1.5 below otherwise the Phonics CTF return for the LA will be invalid! DO NOT deal with Year 2 pupils here – you must follow separate Phonics instructions for Year 2!

- 1.1 Go to **Administration > Speed Edit** > under **Area**, select **Current Key Stage** > click **Find** and select all your **Year 1** pupils > ensure that all the pupils have a value of **KS1** (if not, edit them appropriately i.e. select *new value* box as KS1; click **Select ALL** to select all the pupils; click **Apply Changes**; click **Save**).
- 1.2 Now keep the Year 1 pupils as your 'browse set', change the **Area** option to **Key Stage 1 Year** > ensure that all the pupils have either a **blank value** or a value no earlier than **2019** > edit appropriately if required (note: you cannot change a year value back to a blank value!).
- 1.3 Again, keeping the Year 1 pupils as your 'browse set', change the **Area** option to **Phonics Check Year** > ensure that all the pupils have a value of **2019** and edit appropriately (i.e. select *new value* box as 2019; click **Select ALL** to select all the pupils; click **Apply Changes**; click **Save** and click **Yes** to any prompts).
- 1.4 Again, keeping the Year 1 pupils as your 'browse set', change the **Area** option to **Phonics Check taken at another School** > ensure that all the pupils have a value of **No** and edit appropriately (i.e. leave the *New Value* box unchecked; click **Select ALL** to select all the pupils; click **Apply Changes**; click **Save** and click **Yes** to any prompts).
- 1.5 **Again**, keeping the Year 1 pupils as your 'browse set', change the **Area** option to **NC Year** > ensure that all the pupils have a value of **1** (unless the child is held back in YR or advanced into Y2 > edit appropriately if required).
- 1.6 Click **Cancel** when you have completed the above changes to exit out of Speed Edit.

2. Give relevant users access to Assessment

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Note: if your Year 1 teacher(s) has used/is already using Integris Assessment, then this step will be unnecessary as you have already done this and you can proceed to step 3.

- 2.1 Firstly, check that your Year 1 class(es) has been linked to the Year 1 teacher(s). Go to **General > Parameters > Class > View** > edit the class as appropriate and use the magnifying glass to find the staff member.

Now check to see whether your Year 1 teacher(s) has access to Assessment (if any of them do not already have a Integris user account set up, you will need to create one for them first – Refer to the **How to Create User Account for Teachers** guide on the www.cbict.org.uk/Integrishome/Litebites web page):

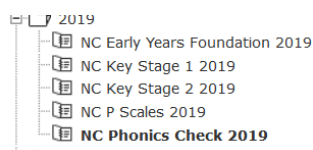
- 2.2 Go to **System Management > User Management** > a list of all the user accounts created are displayed.
- 2.3 When you have found the user's entry, click on the name and check the **Roles Assigned** window at the bottom right of the screen. If **Assessment** has not already been added to the user role, click **Add Role(s) to User(s)** icon from the list of icons on the right of the screen. In the list of roles window, select **Assessment** and **Assessment_Reports** and click Ok. It is also recommended to add the **STUDENT_PROFILE** role too.

It is worth checking other user accounts too. For each teacher who has been given a user account to access Assessment or additional users (i.e. Headteacher, assessment co-ordinator or yourself) who need to be able to **view** the Y1 Phonics 2019 markbook data, each teacher user account should have the following roles assigned:
Assessment; Assessment_Reports; TEACHER; Student_Profile; Show My Locks

- 2.4 Click **Close** to exit

3. Copy the **NC Phonics Check 2019** markbook for data entry

- 3.1 Go to **Modules > Assessment > Assessment Planning**
The Assessment Plans window will be displayed
- 3.2 Expand the **Templates** folder by clicking on the Plus Symbol next to **Templates**
- 3.3 Then click on the Plus symbol next to **Key Stage**
- 3.4 Then click on the Plus symbol next to **2019** so the list looks like the example below :

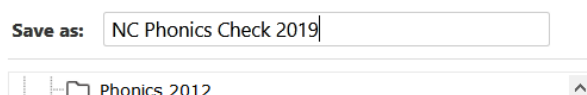


- 3.5 Click on the **NC Phonics Check 2019** template name

- 3.6 Now click on **Copy** (top right of screen)




The following **Copy an Assessment Plan** window appears

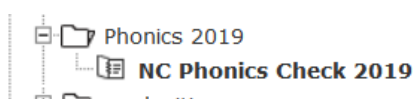


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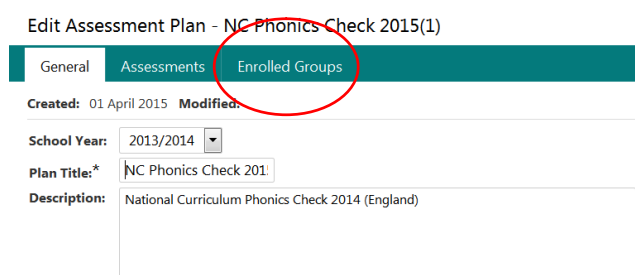
- 3.7 In the Save As box, remove the (1) at the end of the markbook name so it is left as **NC Phonics Check 2019**
- 3.8 Click on **My Assessment Plans** and then click on the **Create new folder**  icon
- 3.9 On the **Create New Folder** screen, enter **Phonics 2019** as the **name** and click **OK**.
The **Copy an Assessment Plan** screen reappears – scroll down the list if necessary where you will now see your new folder highlighted.
- 3.10 Click **OK** on that screen and you will see your selected markbook in the folder you created on the **Assessment Plans** screen as in the example below:




You can now follow with step 4 to complete this process.

4. Assign the **NC Phonics Check 2019** markbook to the Year 1 pupils and relevant staff

- 4.1 With the **NC Phonics Check 2019** markbook highlighted, click the **Edit an Assessment Plan**  icon
- 4.2 On the **Edit Assessment Plan** screen, click on the **Enrolled Groups** tab



- 4.3 Click the **Add an Enrolled Group** icon  and you should see your classes with the teacher names linked to each class.
- 4.5 **Choose the options appropriate for your school:**

If you have more than one class in Year 1, select the Year 1 class(es) that need to have Phonics data entered - *you can use CTRL & Click to select more than one class* - and click **Add** for each one selected – then go to step 4.6

> **If you have one class only** in year 1, go to step 4.6 to assign the year group only

> **If you have a mixed year 1/2 class(es)**, then go straight to step 4.6 and assign year group instead of classes so that Year 2 pupils will not appear in this markbook.

> **If you have more than one mixed year 1/2 class**, then you need to select specific student groups for the year 1 children in the classes. If these student groups are already set up for Integriris

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assessment markbooks > change the **Enrolled Group Type** field to **Student Group** and select **Assessment** in the **Group Type** field. Select the appropriate Year 1 class groups from the list and click **Add**. Then close the window. Proceed with point 4.6 below to assign the year group.

[If you have not yet set up student groups for the Year 1 pupils > Go to **General > Groups** > select **Assessment** in **Group Type** (you can set this up in General > Parameters> Group Types first) > click **Add Group** and name it according to year group plus class name followed by academic year e.g. Y1 Owls 18_19. Then click Add Pupils button to add the pupils to this group by selecting Year Group 1 and the class. Then repeat from 4.1 above up to this point.]

- 4.6 Staying on the Enrol Groups screen, change the **Enrolled Group Type** field to **Year Group** and select **Year 1** and click **Add**. Then click **Close**.
*It may appear that nothing has happened but when you then click **Close** to leave the **Enrol Groups** screen, the class(es) and the year group which you have chosen will now be listed on the **Enrolled Groups** screen. It will look something like this for 2018/19:*

Edit Assessment Plan - NC Phonics Check 2015(1) Preview | Print Plan

General Assessments Enrolled Groups			
Group Name	Year	Sub-groups	Markbook Users
Year Group 1	2014/2015		


Check at this point:

for schools with non mixed year classes you should have an entry for each Y1 class (with the class teacher listed under Markbook user) and a Year 1 group entry which will not have any markbook users listed as yet

for schools with one mixed year 1/2 class you should have one entry for Year 1 group which will not have any markbook user listed as yet

for schools with more than one mixed year 1/2 classes, you should have entries for specific Y1 student groups and a Year 1 group, none of which have any markbook users listed as yet

Now you need to assign additional users who need access to each Year 1 class markbook and/or to the complete Year 1 group markbook.

- 4.7 Select a markbook from the list and click on the **Markbook Users**  icon.
(for example, a class teacher of a mixed year class will need access to the Year 1 markbook or a specific class group markbook so that data can be entered for the relevant Year 1 pupils only in the class)

All the staff users to whom you have given Assessment as one of their roles will be listed.

- 4.8 Highlight all of the members of staff who **will need access** to this markbook – hold down the **Ctrl** key to make multiple entries - and then click **OK**.
You must at this point include yourself as the administrator who will be creating the export file to send to the LA and also any senior management or other staff who may need to view the Phonics Check data for Year 1.

- 4.9 Then click **Save** when you have finished.

- 4.10 As a final check, it is a good idea to see how the markbooks will appear for data entry. Go to **Modules > Assessment and Markbook** > click the plus symbol next to **My Markbooks** > you should now see copies of **NC Phonics Check 2019** markbook(s) listed for each class (if appropriate) and a copy for the Year 1 group > select a Phonics markbook from the list and click on **Open a**

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markbook icon  to view it.

Each user you have assigned to each markbook in step 4.7 above will be able to view these markbooks in the same way when they login.

These markbooks are now ready for data to be entered into them.

****Please check the pupil names, especially if you have had new starters or leavers close to the week when Phonics Check is administered.

****Please check the Q&A section below to establish which children should have Phonics check data recorded.

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

A general note about markbooks: the Integris Administrator can re-assign or remove users to any markbook at any time. They can also delete markbooks if copies have been created in error. If a teacher deletes a markbook in error, the Integris Administrator can re-assign the users to the markbook (repeat steps 4.1 – 4.3 & 4.7 – 4.9). All the previously saved data will re-appear.

Q & A – which pupils should be screened for Phonics

Information below is taken from the KS1 Assessment & Reporting Arrangements (ARA) 2019: Phonics section 8.3 (p.31)

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 (Mon 10th – Fri 21st June) 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.

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 determined 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:

- o **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)

	Y2Aut2 Read Av Cat	Y2Aut2 Read Av Pts	Y2 Read Aut1	DiffY2BaseY2TAR	Y2 Read TAR Cat	Y2 Read TAR Pts	Y2Base Read Av Cat	Y2Base Read Av Pts	Y1 Reading	Y1 Phonics	Old Inc L1	YR EYF RFL
Coppard, Ciaran	2.2	Y2	0.6	Y2 Expd	2.4	Y1 Exc	1.8					
Evetts, Kieran	2.2	Y2	0.4	Y2 Emdb	2.6	Y2 Emrg	2.2					
Lawrence, Amber	2.4	Y2	0.8	Y3 Expd	3.4	Y2 Emdb	2.6					

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

- o **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.**

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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)

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

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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.*

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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.

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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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Y2 Phonics Check Recording and Reporting in Integris Assessment

Stage 1C: Prepare the Phonics Markbook for Year 2 Re-Checks

Phonics for Year 2 pupils

These notes will only work if you have completed Stage 1 for KS1 AND Stage 1A for Year 1 Phonics instructions first!!!!!!!

Note: These steps are to be undertaken by the Integris Administrator only.

Stage 1C covers the following:

1. Assign appropriate Year 2 pupils to the Y2 Phonics Re-Check Year 2019
2. Give relevant users access to Integris Assessment
3. Assign the Phonics Check 2019 markbook to the identified Y2 re-check pupils and relevant staff

Identifying Year 2 pupils that must be checked in Year 2 – please ensure you have followed the instructions for [Stage 1B: Identify Pupils for Year 2 Re-Checks](#) which covers how you deal with finding out about missing Phonics results and entering them onto Integris.

When you are clear about the pupils identified for Phonics re-checking in year 2, proceed with the steps below.

1. Assign Year 2 pupils to the Phonics year for 2019

You MUST complete steps 2.1 – 2.3 below otherwise the Phonics CTF return for the LA will be invalid!

- 1.1 Go to **Administration > Speed Edit** > under **Area**, select **Phonics Check Year** > click **Find** and to select all your **Year 2** pupils, select Year 2 in the Year drop-down menu > click Find > click Select and click Yes at the prompt > then click Value to sort the list and group any blank values together.
- From the list of Y2 pupils, many will have a 2017 value which is correct – please DO NOT CHANGE any 2018 values that appear (see Note below).
- However, for **ONLY those pupils in Y2 that have a BLANK value, assign a year of 2019** - (i.e. select new value 2019; click Select Blanks to select all the pupils with a blank; click Apply Changes; click Save and click Yes to any prompts).

Important Note: most of your Y2 pupils should have **2018** as their **Phonics check year** for Year 1 – pupils that had a Wt or A outcome in their Phonics check last year should still retain their 2018 'Phonics Check Year' so do not overwrite them with 2019 otherwise the previous year's outcome will be overwritten !!!!!

- 1.2 Again, keeping the Year 2 pupils as your 'browse set', change the **Area** option to **Phonics Check taken at another School** > ensure that all the pupils have a value of **No** except for any Y2 pupil that joined your school at the beginning of Y2 that came with Phonics results (in which case it needs to be Yes) and edit appropriately (i.e. to assign NO, leave the *New Value* box unchecked; click Select ALL to select all the pupils; click Apply Changes; click **Save** and click Yes to any prompts).
- 1.3 Again, keeping the Year 2 pupils as your 'browse set', change the **Area** option to **Current Key Stage** > ensure that all the pupils have a value of **KS1** (if not, edit them appropriately i.e. select *new value* box as KS1; click Select ALL to select all the pupils; click Apply Changes; click Save)
- 1.4 Click **Cancel** when you have completed the above changes to exit out of Speed Edit.

Year 2 PHONICS

Y2 Phonics Check Recording and Reporting in Integris Assessment Stage 1C: Prepare the Phonics Markbook for Year 2 Re-Checks

2. Check that the teacher entering the Phonics re-check data for the Year 2 pupils can access **Intgris assessment** (if you have completed the KS1 and Y1 Phonics preparation, then this should be done already).


3. Assign Phonics Check 2019 markbook to the appropriate Year 2 pupils and relevant staff

HAVE YOUR LIST OF Y2 PUPILS DUE FOR PHONICS CHECKING AT THE READY – you will need it in step 3.11 below!

- 3.1 Go to **Modules > Assessment > Assessment Planning**
The Assessment Plans window will be displayed

- 3.2 Click on + next to **My Assessment Plans**

- 3.3 Click on + next to **Phonics 2019** folder

- 3.4 Select **NC Phonics Check 2019** markbook and click the **Edit an Assessment Plan** icon 

- 3.5 On the Edit Assessment Plan screen, click on the Enrolled Groups tab

Edit Assessment Plan - NC Phonics Check 2015(1)

General	Assessments	Enrolled Groups
---------	-------------	------------------------

Created: 01 April 2015 Modified:

School Year: 2013/2014

Plan Title*: NC Phonics Check 201

Description: National Curriculum Phonics Check 2014 (England)

- 3.6 Click the Add an Enrolled Group icon 

- 3.7 In the Enrol Groups window, select **Ad-Hoc Group** in the **Enrolled Group Type** box

Enrol Groups



• Select a Group Type and Enrolled Group.
• Click on Add to enrol the selected groups to the Plan.



School Year: 2014/2015

Enrolled Group Type: Ad Hoc Group

Name: Y2 Re-Check

Name	Year	Class
------	------	-------

- 3.8 In the **Name** box that appears, type in **Y2 Re-Checks 2019**

- 3.9 Now click on the **Add Students List**  icon

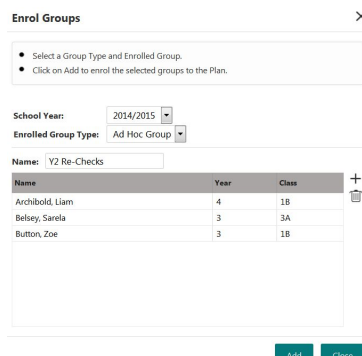
- 3.10 In the normal search screen that appears, select **Year 2** and click **Find**

Year 2 PHONICS

Y2 Phonics Check Recording and Reporting in Integris Assessment

Stage 1C: Prepare the Phonics Markbook for Year 2 Re-Checks

- 3.11 [Using your list of identified pupils eligible for Y2 Phonics checking](#), select the pupils from the list (click the first pupil, then press CTRL key and click remaining names to be added). When required names are highlighted, click Select.
The names will then appear in the Y2 Re-checks Ad- Hoc list (as per example below):



Enrol Groups

• Select a Group Type and Enrolled Group.
• Click on Add to enrol the selected groups to the Plan.

School Year: 2014/2015
Enrolled Group Type: Ad Hoc Group

Name: Y2 Re-Checks

Name	Year	Class
Archibold, Liam	4	1B
Belsey, Sarela	3	3A
Button, Zoe	3	1B

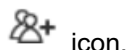
Add Close

*Take a moment to check that the correct pupils have been selected.
You can always add additional pupils to this list at any time or remove pupils if selected incorrectly (using the bin icon) at a later point – see notes ***** bottom page 4.*

- 3.12 Click **Add** to assign the names to the Phonics markbook and click OK at the next message.
- 3.13 Click **Close** to remove the Enrol Groups window.

You should now see an 'Ad-Hoc Group Y2 Re-Checks 2019' appear in the list of Group Names.

- 3.14 Select **Ad-Hoc Group Y2 Re-Checks 2019** in the list and click on the **Add Markbook Users**



icon.

- 3.15 From the list of users, highlight all of the members of staff who **will need access** to this Phonics markbook for Year 2 re-checks – hold down the **Ctrl key** to make multiple entries - and then click **OK**:

- 3.16 **You must at this point include yourself as the administrator who will be creating the export file to send to the LA and also any senior management or other staff who may need to view and quality assure the Phonics Re-Check data for Year 2.**

- 3.17 **Then** click **Save** when you have finished.

- 3.18 As a final check, it is a good idea to see how the markbooks will appear for data entry.

Go to **Modules > Assessment > Markbook** > click the plus symbol next to **My Markbooks** > you should now see a copy of **NC Phonics Check 2019** markbook(s) listed for the **Ad-Hoc Y2 Re-Checks**

2019 group > select it from the list and click on **Open a markbook** icon  to view it.

Each user you have assigned to this markbook in step 3.15 above will be able to view this markbook in the same way when they login.

This markbook is now ready for data to be entered into them.

Year 2 PHONICS

Y2 Phonics Check Recording and Reporting in Integris Assessment

Stage 1C: Prepare the Phonics Markbook for Year 2 Re-Checks

Please ensure the Year 2 teacher(s) is given a copy of **Stage 2: 'Enter Phonics Check data for Y1 & Y2' instructions** which can be downloaded from the [www.cbict.org.uk/Support/Summer Assessments 2019](http://www.cbict.org.uk/Support/Summer%20Assessments%202019) web page if they have not entered data into Integris Assessment before.

Follow Stage 2 – Enter Phonics Check Data for Year 1 & Year 2 (instructions for Year 1 apply to Phonics recording for Year 2 Re-Checks as well)

To make changes to pupils in the NC Phonics 2019 Y2 Re-Check markbook

*****Please refer to steps below if you find you need to **alter the Y2 Re-Checks group of pupils** to deal with additional and/or removal of pupils in the Phonics Re-Checks markbook.

Remove or Add pupils from/to the Y2 Re-Check 2019 Group in the markbook:

Go to **Assessment > Assessment Planning**

- open the Phonics 2019 folder and select the **NC Phonics 2019** markbook
- click **Edit**
- click **Enrolled Groups**
- click **Ad-Hoc Y2 Re-Checks 2019** in the list and click **Edit**
- to remove a pupil : select pupil name and click the **Bin** icon
- to add a pupil: click on + and find/select pupil
- click **OK**
- click **Save**

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

Y2 Pupils that are eligible for taking the Phonics Re-check 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 (i.e. D – Disapplied)
- 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 that had an outcome of 'D' for Disapplied should be re-examined and if the situation supporting the initial allocation of 'D' has not changed, then the pupil should be re-assigned a 'D' outcome again for a Y2 re-check value.

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.

Year 2 PHONICS

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).

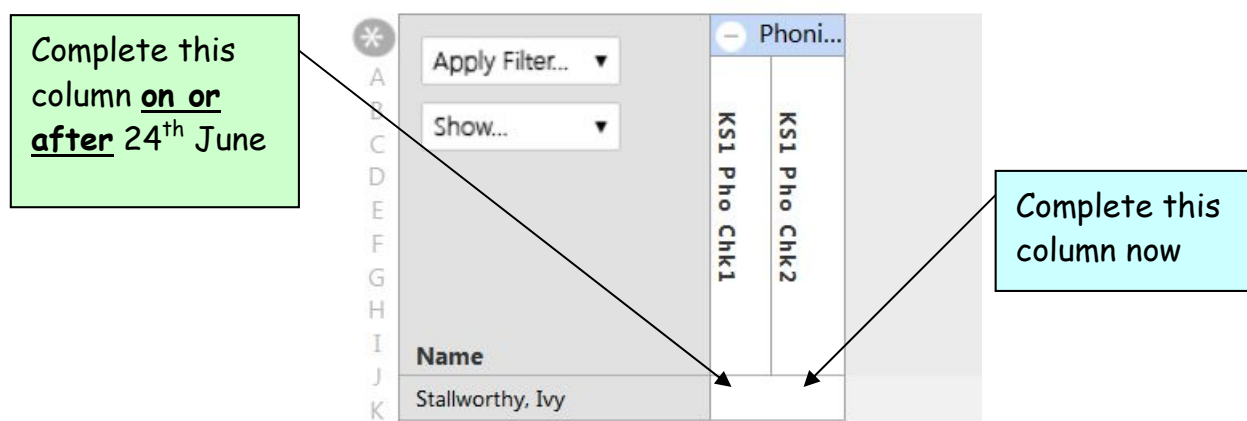
On the **Markbook Browser** screen, click on the + next to the **My Markbooks** folder to open that folder. This will give you the list of the markbooks available to you

- 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



Complete this column on or after 24th June

Complete this column now

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
<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

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.

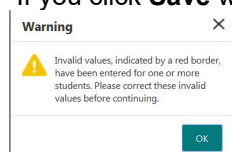
2.3 You can click on **Undo** which will clear entries made since the markbook was last saved. Each time you use this button, you will see a warning message to this effect. Click **Yes** to continue.

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
------------------	----

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



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 Integris 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.

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

Y1 Phonics Check Recording and Reporting in Integris Assessment

Stage 3A - Create Y1 Phonics Check return file and send to the LA

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

3. Create the Y1 Phonics Check CTF return file

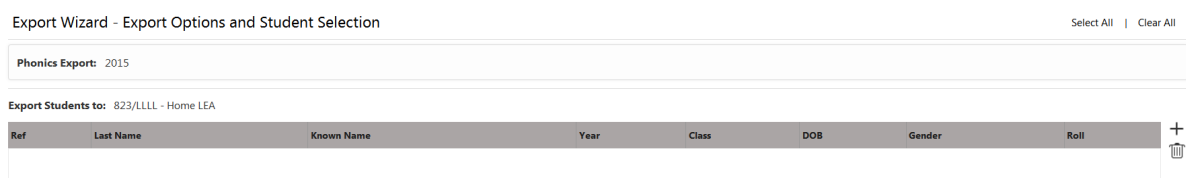
- 3.1 Go to **Assessment > Markbooks > My Markbooks** > select the **NC Phonics Check 2019** markbook for **Year 1** and open it – check that all the pupils listed have their Phonics data entered.


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

Y1 Phonics Check Recording and Reporting in Integris Assessment

Stage 3A - Create Y1 Phonics Check return file and send to the LA

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

Y1 Phonics Check Recording and Reporting in Integris Assessment Stage 3A - Create Y1 Phonics Check return file and send to the LA

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.

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.

Year 2 PHONICS

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


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

Year 2 PHONICS

Y2 Phonics Check Recording and Reporting in Integris Assessment

Stage 3B - Create Y2 Phonics Check return file and send to the LA

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)

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

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

Phonics Recording and Reporting in Integris Assessment

Stage 4: Pull Phonics data into tracking books

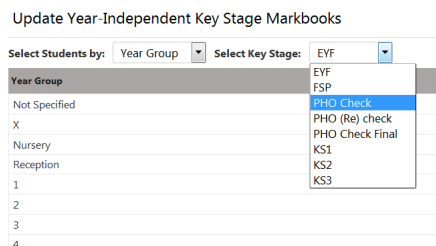
If you are a user of Integris Assessment and have been using the Y1 & Y2 Phonics Tracking books or the Objectives linked Y1 & Y2 Read Tracking books for this academic year, you will need to pull through your Phonics data from your **NC Phonics Check 2019** markbook.

Note: when you/your teachers populate the CHK1 column with the Outcome Wa/Wt values on/after 24th June, carry out this stage so that the CHK1 column values (i.e. Wa/Wt) are pulled through into the AwoL/Phonics Checking tracking books that you are using.

If you perform this stage before the Outcome Wa/Wt values have been entered, you will need to repeat this stage after the Wa/Wt values have been entered into the CHK1 column to pull the data through into the tracking books.

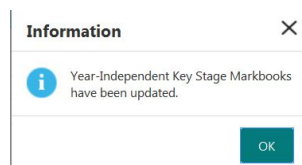
To do this, follow these steps:

1. Go to **Administration > Utilities > Update Year Independent Key Stage Markbooks**
2. At the **Select Key Stage** drop-down box, select **PHO Check**



3. Then select year 1 from the list of year groups
4. Click **Update**

An **Progress** message appears for a few seconds. When complete, you will see the following message:



5. Repeat from step 2 above, this time selecting **PHO Check Final** from the drop-down menu and selecting **Year 2** from the list > then click **Update**.

The steps above will have captured your Year 1 Phonics check data and Y2 Phonics re-check data and pulled them into the Y1 Phonics unit in your Y1 Read Tracking book and the Y2 Phonics unit in your Y2 Read Tracking book (and the Phonics Tracking books if you are using them).

To check that the data has come through, open your Y1 Read Tracking books/ Y1 Phonics Tracking book and check that the Y1 Phonics unit is populated with data.

Repeat for the Y2 Read Tracking books and Y2 Phonics Re-Check books.

Now proceed to **Stage 5 – Create the Phonics Reports for Years 1 & 2**

Phonics Recording and Reporting in Integris Assessment

Stage 5: Create Phonics Reports for Years 1 & 2

Stage 5 - Produce Phonics Reports for individual pupils in Years 1 & 2

1. Pupil Assessment Sheet – standard reports for parents

example

Phonics screening check information and results

What is the phonics screening check?

The phonics screening check is a quick check of your child's ability to decode words using only his or her phonic knowledge. It helps us to confirm whether your child has met the expected standard for a child at the end of Year 1.

The check is a statutory requirement for all children in Year 1 and takes place each year in the summer term. Children who did not take the check in Year 1, or who did not meet the expected standard, will take the check again at the end of Year 2.

The check was carried out in school during this year during week commencing 10th June 2019.

How does the check work?

- Your child was asked to read 40 words aloud to a teacher who is known to him/her.
- Your child may have read some of the words before, while others would have been completely new.
- The check took only a few minutes to complete and there was no time limit.

Meeting the expected standard

In order for children to demonstrate that they have met the expected standard in phonic decoding, they had to score at least 32 marks in the phonics screening check. Children who scored fewer than 32 marks are considered not to have met the expected standard in phonic decoding. Any child who has not met the expected standard will be given additional support in phonics to help him or her to improve. The nature of this support will vary depending on how close to the threshold he/she was.

Your child's score

Name Coppard, Ciaran

30

out of 40

Your child has not yet met the expected standard in phonic decoding.

This means that he/she will be given extra support in phonic decoding to help him/her to improve.

See additional information overleaf

What happens next?

Your child will continue to learn phonics with his/her classmates on a daily basis. The screening check is designed to help teachers identify which children need help with phonic decoding. Depending on his/her learning needs, your child may be given additional resources or input. In addition to the daily phonics session in class, your child may take part in additional catch up sessions throughout the week.

Your child will take the phonics check again at the end of their time in Year 2, so that the school can make sure again that the support and help given to your child has been successful, or is continuing appropriately.

Can I help my child with phonics?

Children make the best use of their understanding of phonics when they are given plenty of encouragement and learn to enjoy reading a wide variety of books and other forms of writing. Parents play a very important part in helping with this.

Some simple steps to help your child learn to read through using phonics successfully:

- Ask your child's class teacher about the school's approach to teaching phonics and how you can reinforce this at home. For example, the teacher will be able to tell you which letters and sounds the class is covering in lessons each week.
- When reading, encourage your child to 'sound out' unfamiliar words and then blend the sounds together from left to right, rather than looking at the pictures to guess the word. Once your child has read an unfamiliar word you can talk about what it means and help him/her to follow the story.
- Try to make time to read something with your child every day and encourage other family members and friends to do the same. Support your child to blend the sounds together all the way through a word.
- Keep reading all the time, wherever you are, including the school holidays when children don't have a home reading book from school. Look for as many opportunities as possible to encourage your child to use the skills they are learning – menus and leaflets and on-screen text can stimulate children to want to practise their phonic knowledge.
- Word games like 'I-spy' can also be an enjoyable way of teaching children about sounds and letters as can talking about all the words which surround you, from road signs to shopping lists. If children become aware of the uses of reading, they become much more interested in practising what they know.

These are the standard Phonics reports for parents

- This report is automatically linked to Year 1 pupils designated with Phonics Check 2019 results on the system.

How to use it.....

- Go to **Reports > Key Stage Reports > Pupil Assessment Sheet > Phonics Check**

Y1 & Y2 PHONICS

Phonics Recording and Reporting in Integris Assessment

Stage 5: Create Phonics Reports for Years 1 & 2

Pupil Assessment Sheet - Phonics Check

- This report will include only pupils identified as having taken a Phonics Check for the selected Assessment Year.
- The student selection list would be populated by default based on the Year of Assessment. Please select the options and click on the Generate Report button to run it.

Assessment Year: 2017

Report Format: Quick Print

Options

Student Names on Report: Surname and First Name

Report by Outcome: Not Specified (Default)

☐ Include pupils assessed at

Not Specified (Default)

Standard met


Standard not met

Student Selection

Ref No.	Surname	First Name
235	Coppard	Ciaran
243	Euette	Kieran

The assessment year will default to 2019 and the list of pupils will include all those with a Phonics Check Year of 2019 (this includes both Year 1 and the Year 2 pupils that were re-checked.)

Note: for **Report by Outcome**, you can select to produce reports for only the pupils that have *Wa (Met)* or *Wt (Not Met)*. Leaving this as *Not Specified (default)* will report on all the pupils.

- Click on any of the header column names to sort the list by that column so that when the reports are produced, the order is determined by whichever column is sorted – the default is the surname. (Eg: if the list is sorted in class order, the reports will be produced by class but not by surname within the class!)
- A note about Report Format options: if you select Quick Print – then a PDF is produced with each pupil's report (2 pages) which can be saved and then sent to the printer. If you select option RTF, a Word type document is produced which will allow you to edit the report and add/remove any text you wish before you send the document to the printer.
- Select some or all of the pupils (using ) and click on **Generate Report**.

Phonics Recording and Reporting in Integris Assessment Stage 5: Create Phonics Reports for Years 1 & 2

2. School Summary Sheet

The Primary School

SCHOOL RESULTS

These tables show percentages of children achieving at each level in the school in 2019 (with pupil counts in brackets).
Tables do NOT include data for pupils where they have been marked as L ('Left') or have no recorded Outcome.
Results that were 'Assessed at another school' are excluded.
Figures may not total 100 per cent because of rounding.
The shaded sections represent national result data for 2018 (All state-funded schools, hospital schools and PRUs).

Year 1 Phonics Screening 2019 (excluding re-checks)					
	Percentage at each level (0 Students)				
	Meeting the required standard	Not Meeting the required standard	Disapplied	Absent	Maladministration
Phonics Screening Check Outcome*	0% (0)	0% (0)	0% (0)	0% (0)	0% (0)
National Result Data 2018	82%	16%	2%	0%	0%

* Identified as being for the Year 1 Screening based on being recorded in RM Integris as 'Screening Check' outcomes for 2019. 'Screening (Re) Check' outcomes are NOT included.

Year 2 Phonics Screening 2019 (combined outcomes)					
	Percentage at each level (1 Students)				
	Meeting the required standard	Not Meeting the required standard	Disapplied	Absent	Maladministration
Phonics Screening Check Outcome*	0% (0)	100% (1)	0% (0)	0% (0)	0% (0)
National Result Data 2018	92%	7%		1%	

* Identified as those that are recorded in RM Integris as meeting the required standard for the 'Screening Check' in 2018 (where the pupil concerned was also 'On Roll' at some point during the 2019 Phonics Check administration period) plus relevant results that are identified as being for the 'Screening (Re) Check' in 2019. Outcomes identified as 'Screening Check' 2019 are not included as they are regarded as being 'Year 1' results.

Phonics Assessments 2019					
	Percentage at each level (0 Students)				
	Meeting the required standard	Not Meeting the required standard	Disapplied	Absent	Maladministration
Screening Check Outcome	0% (0)	0% (0)	0% (0)	0% (0)	0% (0)
Screening (Re) Check Outcome	0% (0)	100% (1)	0% (0)	0% (0)	0% (0)
All Outcomes	0% (0)	100% (1)	0% (0)	0% (0)	0% (0)

In this table, all Outcomes are as recorded for Checks or (Re) Checks that were administered in 2019.

Phonics Check – Available Outcomes

A=Absent, D=Disapplied, M=Maladministration, L=Left

W=Did not meet expected phonic decoding standard for pupil at end of Y1

W=Met expected phonic decoding standard for pupil at end of Y1

This report for 2019 provides the following:

- School summary details of achievement in the Year 1 Phonics Screening for a given target assessment year.
- School summary details of achievement in the Year 2 Phonics Screening for a given target assessment year.
- School summary details of achievement in all Phonics Checks that were assessed in a given target assessment year.
- Optional details of national achievement for a selected assessment year.

In the above example, national data for previous year has been included – displayed in grey rows.

Y1 & Y2 PHONICS

Phonics Recording and Reporting in Integris Assessment

Stage 5: Create Phonics Reports for Years 1 & 2

How to use it.....

- 2.1 Go to **Reports > Key Stage Reports > School Summary sheet > Phonics Screen check**

The criteria screen will look like this example defaulting to current assessment year:

Report Format:

Options

Assessment Year (School Results):

☐ List pupils whose results were 'Assessed at another school'

Student Names on Report:

☒ Include National Results

Assessment Year (National Results):

- 2.2 The Assessment Year for school results will automatically default to 2019.
You can include national results by ticking the box.
Note that the National results will show the previous year's until such time as Integris is updated with the current year's national results (usually later in the following academic year).
- 2.3 Click on **Generate Report**

Phonics screening check information and results

What is the phonics screening check?

The phonics screening check is a quick check of your child's ability to decode words using only his or her phonic knowledge. It helps us to confirm whether your child has met the expected standard for a child at the end of Year 1.

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How does the check work?

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Meeting the expected standard

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Phonics Recording and Reporting in Integris Assessment

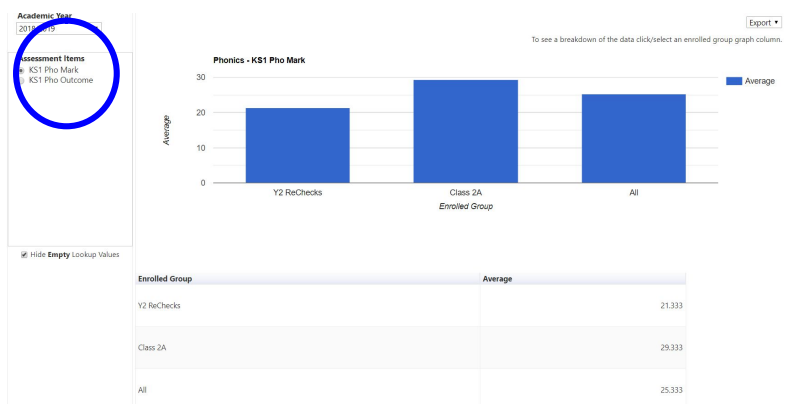
Stage 6: Phonics Analysis Years 1 & 2

Stage 6 - Phonics Quick Analysis

Go to **Modules > Assessment > Analysis > Go to Quick Analysis >** in the left hand pane, you need to look for the admin user's folder (i.e. who set up the markbooks) and locate and open (+) the **Phonics 2019** folder > then select the **NC Phonics Check 2019** markbook.

You will then see the following graphs based on the **Assessment items** (columns) set to the Phonics mark. The graph will show separate bar columns for each enrolled group assigned to the NC Phonics 2019 markbook – i.e. Class(es), the Y2 Re-checks and one for all of your groups combined.

- Click on the **Phonics Outcomes** option to switch the display to show the **Wa/Wt** outcomes.
- Hover** over any part of the graph column to see the count/% figures
- View the table beneath the graphs for further statistical detail



- By clicking on any of the bar columns (e.g. Y2 Re-Checks)– you will see displayed graphs for each of the following **groups** within the group selected : Gender; **SEN Stage**; **EAL**; **EverFSM (FSM PP only)**; **Pupil Premium-Any Ever (all PP)**
- Select to view data as **Value** or **Percentage**
- Click **Back** to return to main graphs and select another bar
- If you have more than one class, you can switch by selected another class under the **Enrolled groups** menu
- Each graph can be exported separately (through the **EXPORT** menu) – either as data into a csv (spreadsheet); data into a table (HTML) or as an image (PNG)

