

**Completing your Key Stage Assessments – Phonics – Crib Sheet (Check List)**

**DEADLINE: Monday 17<sup>th</sup> June 2024 (unless pupils need timetable variations due to absence)**

**Please complete the Phonics Head Teacher Declaration form (HDF) on the Primary Assessment Gateway website by Monday 1<sup>st</sup> July 2024.**

The following is a checklist of actions required to complete your Key Stage Assessments and send your data. The process to submit your assessment data is similar in the different MIS systems available to schools.

**If you have an issue with your specific MIS please contact the relevant MIS helpdesk.**

Checklist

No	√	Item
1		<b>Data to be submitted consists of pupil-level information for all Year 1 pupils and those pupils in Year 2 who did not meet the expected level in the 2023 Summer term phonics screening check.</b> If using SIMS, Yr 1 and Yr 2 pupils require different wizards and different mark sheets, so please follow ALL the instructions step-by-step.
2		<b>Ensure you have the correct resource in your MIS – Year 1</b> See Step 1. Refer to the relevant help resources for your specific MIS. For example, in SIMS you must import the “ <b>Year 1 Phonics Screening Wizard 2024</b> ”.
3		<b>Are all Yr 1 pupils included, including recent arrivals and pupils out-of-year? – Year 1</b> All Yr 1 pupils must be tested this year. Any pupils departing your school AFTER sitting the Phonics test at YOUR school MUST still be included in YOUR school assessment data. Check any custom groups you may have already created, and ensure any recent leavers are still in the group. Also ensure any pupils that left before the Phonics test are removed from the custom group.
4		<b>Print mark sheet (if teachers not entering the assessments themselves) – Year 1</b> Print out the mark sheet for the teachers to enter the Phonics Scores. In some MIS you can export the mark sheet to Excel and adjust settings in Excel to improve the print layout.
5		<b>Ensure you have the correct resource in your MIS – Year 2</b> See Step 1. Refer to the relevant help resources for your specific MIS. For example, in SIMS you must import the “ <b>Year 2 Phonics Screening Wizard 2024</b> ”. <i>It is strongly recommended that you import the Yr 2 resources even if you believe all Yr 2 pupils achieved the required standard. The resources should allow you to check if all your Yr 2 pupils have the required Phonics scores &amp; outcomes correctly entered.</i>
6		<b>Are all Yr 2 pupils included, including recent arrivals and pupils out-of-year? – Year 2</b> The mark sheet should list all Yr 2 pupils and should then show any Yr 2 pupils who did not achieve the required outcome in Summer 2023 or did not take the test – these are the pupils that have to be (re)-tested this year.
7		<b>Print mark sheet (if teachers not entering the assessments themselves) – Year 2</b> Print out the mark sheet for the teachers to enter the Phonics Scores. In some MIS you can export the mark sheet to Excel and adjust settings in Excel to improve the print layout.
8		<b>Enter Phonics scores into mark sheet in your MIS – Yr 1 pupils</b> Enter the Phonics test scores in the correct mark sheet / entry screen – for Year 1. The scores need to be entered in the “ <b>Marks/Scores</b> ” entry area, in the range of 0-40. Regularly save your work so you don’t lose anything. For pupils where there is no Test Mark to be entered, leave the Mark column blank and enter either A, L, D, or Q in the Grade column as appropriate. (Only enter a score of 0 if the pupil scored 0 – leave BLANK if the pupil did not take the test.) In some MIS if you click on “Calculate” the MIS will perform checks to ensure all values are entered correctly.
9		<b>Enter Phonics scores into mark sheet in your MIS – Yr 2 pupils</b> Enter the Phonics scores in the correct mark sheet / entry screen – for Year 2. <b>For pupils who do not require re-testing leave everything blank.</b> For pupils who need re-testing but did not sit the test, there is no Test Mark to be entered, leave the Mark column blank and enter either A, L, D, or Q in the Grade column as appropriate. (Only enter a score of 0 if the pupil scored 0 – leave BLANK if the pupil did not take the test.)
10		<b>If a Phonics result cannot be entered into the MIS, then go back to the teacher to check valid values</b> SIMs – right-click in the mark sheet grid, select Grade Entry, and it will give the valid values for that subject. <b>Continue Overleaf</b>

No	✓	Item
11		<b>Have all pupils got Phonics Scores (all pupils in Year 1 and those required in Year 2)?</b>
12		<b>Print off completed mark sheets and get checked by teacher/headteacher – amend as required.</b>
13		<p><b>Export CTF files from MIS – destination is “Norfolk”. You can send without grades/outcomes – do not wait for new Threshold Mark to be announced.</b></p> <p>You need to export a CTF/XML file from your MIS. Each MIS has a different process to do this – refer to guidance for your specific MIS. No other file type should be sent.</p> <p>You need to send the Phonics data for all Yr 1, and for the Yr 2 pupils who were re-tested or who had an Outcome of A/D/L/Q. You can send either one combined CTF file or two separate CTF files.</p> <p>If sending two separate files, the first file should contain all <b>Yr 1 pupils</b>. The second CTF file should contain <b>only the Yr 2 pupils</b> who were re-tested or had an Outcome of A/D/L/Q. The combined file should contain both groups.</p> <p>The Destination for all files is “<b>Norfolk</b>” – for all the pupils you need to send. (If a pupil should not be included then do not enter Norfolk as the destination.)</p> <p><i>A common error is to miss off some pupils at this stage – you must have all the correct pupils checked and included, otherwise the results we calculate and display in Norfolk My School KeyData (and the DfE for ASP/Inspection Dashboards) will be different to what your MIS calculates. <b>Check carefully.</b></i></p>
14		<p><b>If your MIS produces a log of what has been included in the CTF file, please check it. Ensure the correct number of pupils are included in the CTF/XML file. Check any error messages.</b></p> <p>If the number of pupils is not correct, re-run Step 13, carefully selecting all the required pupils. Respond to any other error messages – correct any assessments as required and export the CTF file again.</p>
15		<b>Log on to Anycomms Plus: <a href="https://acplus.nsix.org.uk">https://acplus.nsix.org.uk</a>, and select Upload file to Service/Local Authority.</b>
16		<p><b>Select the appropriate CTF (.xml) file(s) from your Outbox/Export folder (on your Desktop)</b></p> <p>Browse to the folder where your MIS exports CTF (.XML) files – the Desktop/Outbox or similar, and then select the file(s) to send. In Anycomms Plus, choose “<b>Export to a Service</b>”, for File Type, choose “<b>KS Phonics Results</b>”, for Service, select “<b>EAS-Assessment Results</b>”. In Description, type a quick note to help identify what the file is (e.g. include the version number, or label the files “Yr 1” or “Yr 2”).</p>
17		<p><b>Upload the file to Norfolk LA</b></p> <p>In Anycomms Plus click on <b>Upload All Files</b> to start upload of exported CTF files to Norfolk LA.</p>
18		<p><b>Check file uploads successfully</b></p> <p>You must respond to any error messages.</p> <p><b>DEADLINE: Monday 17<sup>th</sup> June 2024</b> (to allow LA to complete checks).</p> <p>If you have to test pupils in the timetable variation week of 17<sup>th</sup> – 21<sup>st</sup> June, do not send your Phonics data to the LA until you have all of your pupil data ready.</p>
19		<p><b>What happens next:</b></p> <p>(a) The LA will receive the data file(s) and will import them into their data systems.</p> <p>(b) If there is any fault with the data file, then your school will be contacted, initially by email to the office, to advise you of the fault/issue(s).</p> <p>(c) You will need to correct the issue/error(s) and submit a new file. If submitting a new file always include <b>all the pupils</b>, not just the pupil(s) who had any error.</p> <p>(d) If the data file has no errors then the LA will not contact you – and there will be no need for you to contact them.</p> <p>(e) On Tuesday 18<sup>th</sup> June (PM) the Data Team will produce a School Summary report*, available in Perspective, for schools to check. <a href="https://perspective.angelsolutions.co.uk/perspective/login.aspx">https://perspective.angelsolutions.co.uk/perspective/login.aspx</a></p> <p>(f) Only schools who have submitted their results by Monday 17<sup>th</sup> June will receive a summary report*. If there are ANY errors in this summary report, contact the Data Team as soon as possible (phone or email) to advise that there are errors. It will probably require a new file submitting.</p> <p>* For schools who submit by PM Monday 24<sup>th</sup> June due to pupils being tested during the timetable variation week we can produce a summary report <b>on request</b> which will be uploaded to Perspective on Tuesday 25<sup>th</sup> June PM.</p>
20		<p><b>Any amendments to results?</b></p> <p>Please inform us at the Data Team – <a href="mailto:cs.schooldata@norfolk.gov.uk">cs.schooldata@norfolk.gov.uk</a> if you upload a new file via Anycomms Plus to Norfolk LA.</p>
		<b>Continue Overleaf</b>

ALWAYS CHECK WITH YOUR MIS PROVIDER FOR LATEST NEWS & INFORMATION ABOUT ASSESSMENTS

No	√	Item
21		<b>Monday 24<sup>th</sup> June – DfE announce 2024 Threshold Mark – enter in MIS</b>
		Mark-sheets may have been pre-filled with the 2023 Threshold Score (32). Please check the correct 2024 Threshold Score has been entered in your MIS. You may be able to enter the new threshold mark in your MIS, or the MIS provider may do it centrally for you. Once the new threshold has been entered you should be able to see the 2024 outcome for your pupils displaying in your MIS. This is for all Year 1 and the re-tested Year 2 pupils.
22		<b>Reports for parents – Wait until AFTER 24<sup>th</sup> June, and check the correct 2024 Threshold Mark is in your MIS</b>
		Once your data is finalised and checked and the outcomes based on the 2024 threshold are updated, you should print and distribute the reports for parents. Your MIS should be able to do this, taking the scores you have entered in the MIS.
		End