Completing your Key Stage Assessments – Phonics – Detailed guidance check list
DEADLINE: Monday 25th June 2025 (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 30th June 2025.
The following is a checklist of actions required to complete your Key Stage Assessments and send your data via **Perspective "File Request"**. 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		**Data to be submitted consists of pupil-level information for all Year 1 pupils and those pupils currently in Year 2 who did not meet the expected level in the 2024 Summer term phonics screening check.**
		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		**Ensure you have the correct resource in your MIS – Year 1**
		See Step 1. Refer to the relevant help resources for your specific MIS. For example, in SIMS you must import the "**Year 1 Phonics Screening Wizard 2025**".
3		**Are all Yr 1 pupils included, including recent arrivals and pupils out-of-year? – Year 1**
		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		**Print mark sheet (if teachers not entering the assessments themselves) – Year 1**
		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		**Ensure you have the correct resource in your MIS – Year 2**
		See Step 1. Refer to the relevant help resources for your specific MIS. For example, in SIMS you must import the "**Year 2 Phonics Screening Wizard 2025**". **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 & outcomes correctly entered.**
6		**Are all Yr 2 pupils included, including recent arrivals and pupils out-of-year? – Year 2**
		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 2024 or did not take the test – these are the pupils that have to be re-tested this year.
7		**Print mark sheet (if teachers not entering the assessments themselves) – Year 2**
		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		**Enter Phonics scores into mark sheet in your MIS – Yr 1 pupils**
		Enter the Phonics test scores in the correct mark sheet / entry screen – for Year 1. The scores need to be entered in the "**Marks/Scores**" 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		**Enter Phonics scores into mark sheet in your MIS – Yr 2 pupils**
		Enter the Phonics scores in the correct mark sheet / entry screen – for Year 2*. **For pupils who do not require re-testing leave everything blank.** 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		**If a Phonics result cannot be entered into the MIS, then go back to the teacher to check valid values**
		SIMs – right-click in the mark sheet grid, select Grade Entry, and it will give the valid values for that subject.
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11		**Have all pupils got Phonics Scores (all pupils in Year 1 and those required in Year 2)?**
12		**Print off completed mark sheets and get checked by teacher/headteacher – amend as required.**
13		**Export CTF files from MIS – destination is "Norfolk". You can send without grades/outcomes – do not wait for new Threshold Mark to be announced.**
		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. 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. If sending two separate files, the first file should contain all **Yr 1 pupils.** The second CTF file should contain **only** the **Yr 2 pupils** who were re-tested or had an Outcome of A/D/L/Q. The combined file should contain both groups. The Destination for all files is **"Norfolk"** – for all the pupils you need to send. (If a pupil should not be included then do not enter Norfolk as the destination.) *A common error is to miss off some pupils at this stage – you must have all the correct pupils checked and included, otherwise the data we submit to the DfE (for ASP/Inspection Dashboards) will be different to what your MIS calculates.* ***Check carefully.***
14		**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.**
		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.
15		**Upload the file to Norfolk LA – using Perspective File Request**
		Check emails for the "File Request" titled "**Phonics 2025 Data Collection**" and follow the instructions. An email should have been received by the HT or Lead/Phonics Perspective user if not the HT. Further guidance on Perspective Lite File Request can be found via the link below… https://www.schools.norfolk.gov.uk/article/68021/Perspective-File-Request
16		**Check file uploads successfully**
		You must respond to any error messages.
		DEADLINE: Wednesday 25th June 2025 (to allow LA to complete checks). If you have to test pupils in the timetable variation week of 16th – 20th June, do not send your Phonics data to the LA until you have all of your pupil data ready.
17		**What happens next:**
		(a) The LA will receive the data file(s) and will import them into their data systems. (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). (c) You will need to correct the issue/error(s) and submit a new file. If submitting a new file always include **all the pupils**, not just the pupil(s) who had any error. (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. (e) On Friday 27th June the Data Team will produce a School Summary report, available in Perspective, for schools to check. https://perspective.angelsolutions.co.uk/perspective/login.aspx (f) **Only schools who have submitted their results by Wednesday 25th June will receive a summary report.** If there are ANY errors in this summary report, contact the Data Team as soon as possible (via cs.schooldata@norfolk.gov.uk) to advise that there are errors. It will probably require a new file submitting.
18		**Any amendments to results?**
		Please inform us (Data Team – **cs.schooldata@norfolk.gov.uk**) if you upload a new file Perspective File Request.
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No	√	Item
19		**Monday 23rd June – DfE announce 2025 Threshold Mark – enter in MIS**
		Mark-sheets may have been pre-filled with the 2024 Threshold Score (32). Please check the correct 2025 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 2025 outcome for your pupils displaying in your MIS. This is for all Year 1 and the re-tested Year 2 pupils.
20		**Reports for parents – Wait until AFTER 23rd June, and check the correct 2025 Threshold Mark is in your MIS**
		Once your data is finalised and checked and the outcomes based on the 2025 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.
		DfE & LA resources to help you with assessment issues can be found via the link below: https://www.schools.norfolk.gov.uk/article/29465/Key-Stage-assessments
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