

Applicable from upgrade 7.210 onwards

## Phonics Screening Wizard Year 2 Year 2 (Resits)

### Book 5 –

Enter results, upload to the LA, print reports and upload to Linked Documents in pupil's records for Year 2 Phonics (Resits)

### Return Dates:

**Monday 12<sup>th</sup> June - Friday 23<sup>rd</sup> June 2023**

### Upload file to:

<http://apps.warwickshire.gov.uk/SchoolUpload>

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## Introduction

### IMPORTANT NOTE - PHONICS

#### For the attention of: HEADTEACHER, PHONICS TEACHER AND SCHOOL OFFICE

#### 2023 YEAR 1 AND YEAR 2 PHONICS – RELEASE OF THRESHOLD MARK

- The threshold mark (pass mark) for the Phonics screening check will be disclosed on **Monday 26<sup>th</sup> June 2023** via GOV.UK

#### IMPORTANT: Please Note!

- The Assessment team have requested that schools upload their data using the current phonic wizard by **Friday 23<sup>rd</sup> June** without the threshold mark entered.
- Once the data has been uploaded to the LA, schools will then be able to enter the threshold mark released on the 20<sup>th</sup> June 2023 into the marksheet, and then produce the reports to parents/guardians
- Schools **do not have to resend** the results to the LA
- Schools should **not** produce reports for parents until the new threshold mark has been entered into the Phonics marksheet in SIMS.

For further information, use the following DfE link

<https://www.gov.uk/education/phonics>

### Check List to completing the Year 2 Phonic Screening marksheet

- Check you have read through and carried out the exercises on page 4 first before proceeding.
- Select Year 2 Phonics Screening Wizard
- Select Year 2
- Open the marksheet for data entry
- Change the membership date to pull through leavers (**Phonics 1, 2 and Key Stage 2 only**)
- Identify those pupils, if any, were Leavers since the last census in January, absent or did not achieve the 'Wa' grade
- Enter an **L Left** grade for leavers, if any.
- Enter grades for those current pupils who may be **Absent** or **\*Disapplied** when the tests are taken
- Enter marks for eligible Year 2 pupils resits
- **Calculate** and **Save** the marksheet.
- **Make a note of the name/s of leavers if they fulfil the criteria mentioned later in the booklet (they will need to be included in the CTF).**
- **Upload the results to the LA using the CTF routine (before, but no later than the Friday 23<sup>rd</sup> June 2023)**
- Enter the threshold score (**can only be entered on Monday the 26<sup>th</sup> June 2023**)
- **No need to re upload results again to the LA)**
- Print/send reports home for parents/guardians
- Upload reports to pupils' Linked Documents.(See Appendices)

## Section 1 – Exercise

- Check/Add the Phonics Screening Year 1 Threshold score
- Identify Year 2 pupils who are required to sit/resit the Phonics Screen Year 2 tests

### IMPORTANT: Please Note:

1. Check that the **Threshold score** has been entered in last year's **Phonics Screening Year 1** marksheet. Schools will then be able to identify current Year 2 pupils, who, based on the following criteria will need to resit the **Phonics Screening Year 2** tests this year.

#### Criteria:

- Pupils who were **absent** when the **Phonics Screening Year 1** tests were sat,
- Pupils who achieved a score of '**Wt**' when the **Phonics Screening Year 1** tests were sat

Use Route: **Tools / Performance /Assessment / Wizard Manager**

1. If the **Year 1 Phonics Screening Wizard 2022** is not displayed in the list, change the **Select Wizard / Filter** to **All**
2. Scroll down the **Select Wizard** screen and locate the **Year 1 Phonics Screening Wizard 2022**

Year 1 Phonics Screening Wizard 2022	01/09/2021	<input type="checkbox"/>
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3. Click **Next**
4. Using the magnifying glass, change the year group to **Year 2**, Click **Apply**
5. Click **Yes** to save your changes.

There will be 1 Marksheet available

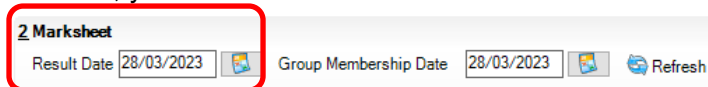
Marksheets			
Filter: Incomplete	Please select a Marksheet and click on the pencil to enter/edit data.		
Template	Group	Last Used	Complete
Phonics Screening Year 1 2022	Year 2		<input type="checkbox"/>

6. Highlight the marksheet and either double-click to open, or click on the **Green pencil** button to the right of the panel.

The following screen shot shows possible scenarios in your school:

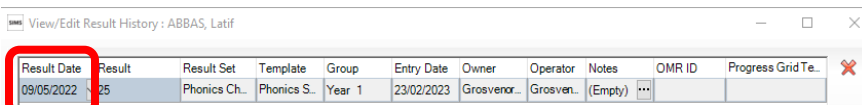
**Elise Armitage** is a new pupil, the **Mark for Phonics Check Year 1** column is blank,

- Did she take the test at another school?
- Have you had a CTF containing assessment results?
- If you have a result, you can add it to this marksheet.



To add a result into a cell, change the **Result Date** back to when the tests were taken, then click **Refresh**.

If you are unsure when the result **was** entered, right click on one of the existing pupils in the marksheet, select **View/Edit Result History** and you will see the **Result Date** and check the date the results were entered.



If you cannot ascertain whether the pupil sat the **Phonics Screening Year 1** test at their previous school, they will have to sit the **Phonics Year 2 test**. Please contact the Service Desk for further advice (**see Appendix 7. I have a problem, who do I contact?**)

**Fintan Carlton** was Absent when the test was taken therefore he will need to sit the **Phonics Screening Year 2** test this year.

Students	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1
ADITYA, Zayan		34	
ANDREWS, Izabel		33	
ARMITAGE, Elise			
ATKINS, Austin		34	
BASIR, Saeed		31	
BLACKWELL, Meghan		29	
CARLTON, Fintan			A
CARTER, April		33	

If the **Threshold score** is already present under the **Threshold Score Phonics Check Year 1** column, click **Calculate** and **Save** the marksheet. This exercise is now complete, you can proceed with the next section **Running the Phonics Screening Year 2 wizard**.

If the **Threshold score** is **not** present, please enter the **Threshold Score for Phonics Screening Year 1 2022** using the following instructions.

1. Highlight the first column by clicking into the column entitled:  
**Threshold Score Phonics Check Year 1**
2. Highlight and **Select Grade for Column**
3. Highlight and select **32** (the **Threshold score** that was released last year)
4. Click **OK**

- The **Threshold Score Phonics Check Year 1** column will now be populated with **32**

Students	Threshold Score Phonics Check Year 1
ADITYA, Cayan	32
ANDREWS, Izabel	32
ARMITAGE, Elise	32
ATKINS, Austin	32
BASIR, Saeed	32
BLACKWELL, Meghan	32
CARLTON, Fintan	32
CARTER, April	32
CARTER, Adam	32
CHANA, Piya	32
CHEN, Jason	32
COLL, Saffron	32
EASTON, Jack	32
EVANS, Toran	32
FREEMAN, Lisa	32
GOODWIN, Bryn	32
GRAYSON, Hugh	32
HADLEY, Grace	32
HARBLE, Victoria	32
HARLTON, Oliver	32
HELED, Elin	32

- Click **Calculate** at the top of the marksheet
- Save** the marksheet

Students	Reg Group	Threshold Score Phonics Check Year 1	Mark for Phonics Check Year 1	Grade for Phonics Check Year 1	Data Check
ANDREWS, Izabel	2JB	32	33	Wa	OK
ARMITAGE, Elise	2GH				!
ATKINS, Austin	2GH	32	34	Wa	OK
BASIR, Saeed	2JB	32	31	Wt	OK
BLACKWELL, Meghan	2GH	32	29	Wt	OK
CARLTON, Fintan	2JB	32		A	OK

Now that the above tasks have been carried out and the marksheet is complete, you can proceed with the rest of the booklet in identifying, entering grades and completing the marksheets for those pupils who need to sit/resit the tests for **Phonics Screening Year 2 (Resits)**

## Phonics 1 and 2 - Leavers

Schools are required to include pupils who have left the school. The Assessment Team will give guidance as to which pupils to include. These pupils will need to have a code of **L** – Left recorded in the marksheet. These pupils will also need to be included in the CTF along with current pupils when uploading results to the **LA/School Upload for Phonics 1 and 2**

## Selecting the Year 2 Phonics Screening Wizard 2023

Use Route: **Tools/Performance/Assessment/Wizard Manager** to display the first page of the wizard.

	<ol style="list-style-type: none"> <li>1. Highlight <b>Year 2 Phonics Screening Wizard 2023</b></li> <li>2. Click <b>Next</b>.</li> </ol>																																																								
	<p><b>Selecting the Group</b></p> <ol style="list-style-type: none"> <li>3. Click on the Magnifying glass</li> <li>4. Click the + next to <b>Year Group</b></li> <li>5. Select <b>Year 2</b></li> </ol> <p>If a <b>User Defined Group</b> has been created, click + next to <b>User Defined Group</b> and select the required group from the list.</p> <ol style="list-style-type: none"> <li>6. Click <b>Apply</b></li> </ol>																																																								
	<p>The Selected Group <b>Year 2</b> will now be displayed</p> <ol style="list-style-type: none"> <li>7. Click <b>Next</b></li> </ol>																																																								
	<p>There will be <b>1</b> marksheet available.</p> <p>To open the marksheet, either highlight and double click, or click on the green pencil to the right of the panel</p>																																																								
<table border="1"> <thead> <tr> <th>Students</th> <th>Y1 Phonics Check</th> <th>Mark from Phonics Check Year 1</th> <th>Grade from Phonics Check Year 1</th> <th>Y2 Phonics Check</th> <th>Year 2 Check Required?</th> <th>Threshold Score Phonics Check Year 2</th> </tr> </thead> <tbody> <tr> <td>ADITYA, Zayan</td> <td></td> <td>33</td> <td>Wa</td> <td></td> <td></td> <td></td> </tr> <tr> <td>ANDREWS, Izabel</td> <td></td> <td>36</td> <td>Wa</td> <td></td> <td></td> <td></td> </tr> <tr> <td>ARMITAGE, Elise</td> <td></td> <td>34</td> <td>Wa</td> <td></td> <td></td> <td></td> </tr> <tr> <td>ATKINS, Austin</td> <td></td> <td>31</td> <td>Wa</td> <td></td> <td></td> <td></td> </tr> <tr> <td>BASIR, Saeed</td> <td></td> <td>29</td> <td>Wa</td> <td></td> <td></td> <td></td> </tr> <tr> <td>BLACKWELL, Meghan</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CARLTON, Fintan</td> <td></td> <td>A</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Students	Y1 Phonics Check	Mark from Phonics Check Year 1	Grade from Phonics Check Year 1	Y2 Phonics Check	Year 2 Check Required?	Threshold Score Phonics Check Year 2	ADITYA, Zayan		33	Wa				ANDREWS, Izabel		36	Wa				ARMITAGE, Elise		34	Wa				ATKINS, Austin		31	Wa				BASIR, Saeed		29	Wa				BLACKWELL, Meghan							CARLTON, Fintan		A					<p>Don't worry if you can't see the <b>Threshold</b> score results in the <b>Y1 Phonics Check</b> column. As long as you carried out the exercise under <b>Section 2</b> above, the threshold results will be hidden from this screen.</p>
Students	Y1 Phonics Check	Mark from Phonics Check Year 1	Grade from Phonics Check Year 1	Y2 Phonics Check	Year 2 Check Required?	Threshold Score Phonics Check Year 2																																																			
ADITYA, Zayan		33	Wa																																																						
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CARLTON, Fintan		A																																																							

## How to identify current Year 2 Resits and how to enter results

**Year 2 Phonics Screening Wizard  
2023 (resits)  
1 Marksheet to be completed**

**To be returned from:  
Monday 12<sup>th</sup> June – Friday 23<sup>rd</sup> June**

Once you have completed the above exercise under **Section 2**, you will now be able to identify pupils with the following criteria:

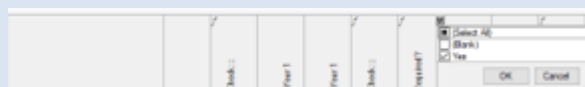
- Pupils who were **absent** when the **Phonics Year 1** tests were sat last year.
- Pupils who achieved a score of **'Wt'** when the **Phonics Year 1** tests were sat

**Step 1** – Click **Calculate** at the top of the screen. All pupils required to resit the **Phonics Screening Year 2** will appear with a **Yes** in the **Year 2 Check Required?** column

Students	Y1 Phonics Check	Mark from Phonics Check Year 1	Grade from Phonics Check Year 1	Y2 Phonics Check	Year 2 Check Required?	Threshold Score Phonics Check Year 2	Mark for Phonics Check Year 2	Grade for Phonics Check Year 2	Missing Required Year 2?	Invalid Year 2 Result?
ADITYA, Zayan	34	Wa							Ok!	Ok!
ANDREWS, Izabel	33	Wa							Ok!	Ok!
ARMITAGE, Elise	36	Wa							Ok!	Ok!
ATKINS, Austin	34	Wa							Ok!	Ok!
BASIR, Saeed	31	Wt		Yes					Missing	Ok!
BLACKWELL, Meghan	29	Wt		Yes					Missing	Ok!
CARLTON, Fintan	A			Yes					Missing	Ok!

**Step 2** – Use the filters to select just those pupils who need to resit the test (**Yes**)

- Using your mouse, hover in the top right-hand corner of the **Year 2 Check Required?** column.
- A filter option will appear.
- click on the filter drop down option
- check the **Yes**  box
- Click **OK**.



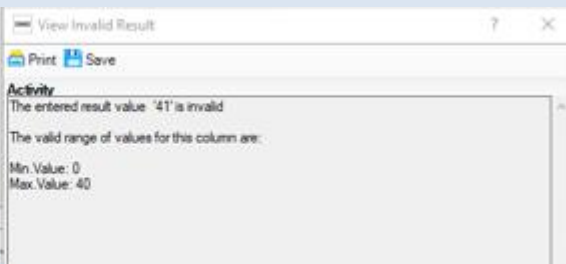
The marksheet will display just those pupils who require a mark entered. **Save** the marksheet

### How to enter results into the Marksheet

Now you are ready to enter the marks first for those pupils who sat the tests.

A mark of between **0 – 40** may be entered in the **Mark for Phonics Check Year 2** column.

Students	Y1 Phonics Check	Mark from Phonics Check Year 1	Grade from Phonics Check Year 1	Y2 Phonics Check	Year 2 Check Required?	Threshold Score Phonics Check Year 2	Mark for Phonics Check Year 2
BASIR, Saeed	31	Wt		Yes			33
BLACKWELL, Meghan	29	Wt		Yes			40
CARLTON, Fintan	A			Yes			



If a mark of more than **40** is entered into the cell, a **View Invalid Result** box will appear. Click **Close** and enter the correct figure.

Any pupils who were **Absent** for this year's test or have been **\*Disapplied** may have a grade entered in the **Grade for Phonics Check Year 2** column. Highlight the appropriate pupil, right click in the cell and choose **Select Grade for Cell**, highlight the appropriate **Grade** from the list. Click **Apply** and close the screen.



## Section 3 – Running the Year 2 Phonics Screening Wizard Manager

Students	Y1 Phonics Check	Mark from Phonics Check Year 1	Grade from Phonics Check Year 1	Y2 Phonics Check	Year 2 Check Required?	Threshold Score Phonics Check Year 2	Mark from Phonics Check Year 2	Grade from Phonics Check Year 2
ASIR, Saeed	31	Wt		Yes			33	
LACKIWELL, Meghan	29	Wt		Yes			40	
ARLTON, Fintan	37	L		Yes				
ASTER, Adam	24	Wt		Yes				
HANA, Riya	24	Wt		Yes				
HAVA, Arjun	27	Wt		Yes				
VANS, Tomos			A	Yes				
ENKINS, Michael	29	Wt		Yes				
ONES, Sian	30	Wt		Yes				
ILLOWS, Darcie	30	Wt		Yes				
REN, Eric	25	Wt		Yes				

Select Grade for current cell

Grade	Description
Wa	Met the expected standard
Wt	Did not meet the expected standard
D	Disapplied
A	Absent
L	Left
Q	Maladministration

Apply & Next   Skip   Close

Once Completed, the marksheet should look similar to the example below: Click **Calculate** and **Save** the marksheet

Students	Y1 Phonics Check	Mark from Phonics Check Year 1	Grade from Phonics Check Year 1	Y2 Phonics Check	Year 2 Check Required?	Threshold Score Phonics Check Year 2	Mark from Phonics Check Year 2	Grade from Phonics Check Year 2	Missing / Required Year 2?	Invaid Year 2 / Result?
ASIR, Saeed	31	Wt		Yes			30		Missing	Dkt
LACKIWELL, Meghan	29	Wt		Yes			40		Missing	Dkt
ARLTON, Fintan			A	Yes			32		Missing	Dkt
HANA, Riya	24	Wt		Yes				A	Dkt	Dkt
HAVA, Arjun	27	Wt		Yes			40		Missing	Dkt
VANS, Tomos			A	Yes			33		Missing	Dkt
ENKINS, Michael	29	Wt		Yes			28		Missing	Dkt
ONES, Sian	30	Wt		Yes			33		Missing	Dkt
ILLOWS, Darcie	30	Wt		Yes			33		Missing	Dkt
REN, Eric	25	Wt		Yes					SOM	SOM

### \*Disapplying a pupil from sitting the Phonics Tests.

Headteachers make the final decision about whether it is appropriate for a pupil to take the check. In any instances when pupils are not entered for the check, schools should explain their decision to the pupil's parents.

### How to include Leavers:

pupils who left your school, who were either Absent or achieved a 'Wt' result in the Year 1 Phonics Screening test 2022 will need to have an L code for left entered into the marksheet.

Queries about which leavers to include in the return, please refer to guidance from the Assessment Team

**Step 1** – With the marksheet open and to include any pupils' who may have left your school, change the **Group Membership Date** to the required date:

2 Marksheet

Result Date: 06/03/2023   Group Membership Date: 20/01/2023

Click **Refresh**. This will now populate the marksheet with leavers, if any, who left since the date specified by the **Assessment Team**.

To identify pupils, if any, that have left your school, you may find it useful to add a **Reg Group** to the **Students** Column. Leavers, if any, will be identified with brackets around their registration group.

(See **Appendix A3 – Adding A Registration Group Column in a marksheet**)

Students	Reg Group
CARLTON, Fintan	2JB
CARTER, April	3CH
ASTER, Adam	(2GH)

**Step 2** - Click **Calculate**



**NB:** If leaver/s did achieve a **“Wa” Working at** grade when they sat the **Phonics Screening Year 1** test last year, then nothing more needs to be done. Save and close the marksheet.

However, If the leaver **is showing with** either an **A Absent** or achieved a **‘Wt’**, they will need to have an **L - Left** grade entered. To add the **L – Left** grade, highlight pupil, right click under the **Grade for Phonics Check Year 2** column. Highlight **Select Grade for Column**, highlight the **L – Left** grade. Click **Apply & Next** and **Close**

## Section 3 – Running the Year 2 Phonics Screening Wizard Manager

Leavers will need to be included with the rest of your resit pupils in the same CTF. Therefore, it is important to make a note of the pupil/s name/s so that they may be included when creating the CTF. See **Book 08 – Exporting/Uploading results to the LA**

Please upload the results including, if appropriate, leavers, to the LA via the CTF routine between the **12<sup>th</sup> June, but no later than the 23<sup>rd</sup> June**. **NB:** You will not be able to enter the threshold score before this date. See **Book 8 – Uploading Results using the CTF Routine** for guidance.

**Schools should not send reports to parents without the Threshold score being entered.**

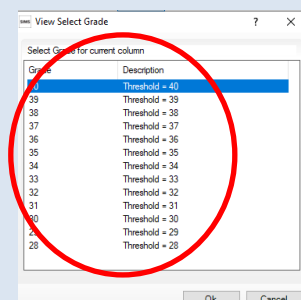
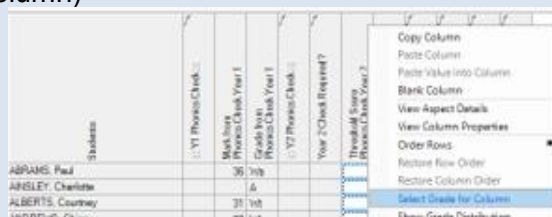
### Entering the Threshold Score into the Marksheet


Once the DfE release the **Threshold** score on **Monday 26<sup>th</sup> June**, schools will be able to enter the score into the marksheet. Once entered, click **Calculate** and the **Grade for Phonics Check Year 2** column will be populated with either a **Wa** or **Wt**

To enter the threshold figure, right click on the **Threshold Score Phonics Check Year 2** column heading, (**note** it has highlighted the whole column)

Choose **Select Grade for Column**.

Select the appropriate threshold score by highlighting the threshold score required, Click **OK** this will populate the column with the score for all pupils



Click  **Calculate** to view whether pupils are Working at **Wa** or working towards **Wt** and **Save** the marksheet

#### **NB:**

- Check for Missing Results – files must **not** be uploaded to the LA with missing results.
- All pupils within the Year 1 group must be included in the CTF file submitted.
- Remember if changing any results in the marksheet, click on **calculate** and **save** the marksheet before creating the CTF and uploading to the **LA**
- Teachers and Headteachers will need to check/sign off marksheets
- Upload **Year 1 Phonics Screening** results, to the LA via CTF to Please see **Book 8 – Exporting Uploading EYFS Phonics & KS1 results** for guidance

<http://apps.warwickshire.gov.uk/SchoolUpload>