

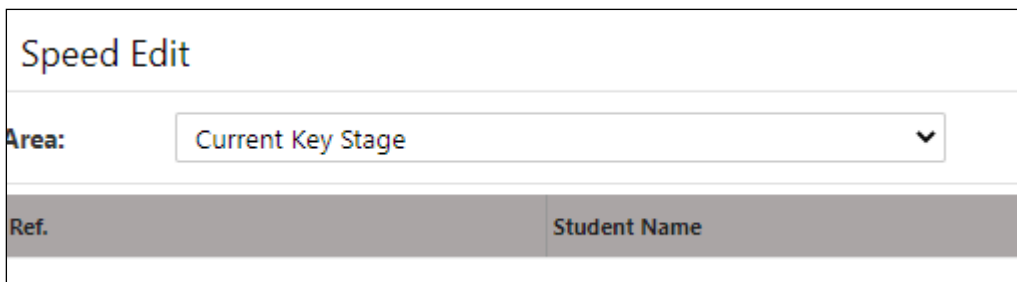
RM Integris

Statutory Assessment – Phonics Autumn 2021 collection

BEFORE YOU BEGIN TO ENTER ANY ASSESSMENT DATA, PLEASE UPDATE THE FOLLOWING ITEMS

Current Key Stage

In **Modules**, go to **Administration** > **Speed Edit**, and from the **Area** drop down list, select **Current Key Stage**.

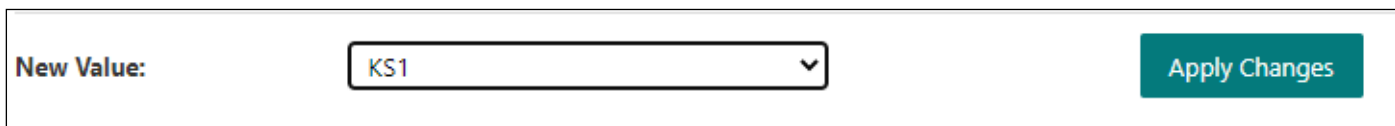


The screenshot shows the 'Speed Edit' interface. At the top, the title 'Speed Edit' is displayed. Below it, there is a label 'Area:' followed by a dropdown menu that currently shows 'Current Key Stage'. Below the dropdown menu, there is a table with two columns: 'Ref.' and 'Student Name'. The table is currently empty.

Click on **Find**, and choose the year group 2 for whom you will be completing a Phonics check, click on **Find** again, and click on **Select** > **Yes** to show all pupils.

Check the column headed '**Value**' to make sure that it is showing KS1 for this year group.

If any of the pupils are in the wrong key stage, click on **Select All** (next to 'Find' – top of the screen) - all pupils will be highlighted in blue, then click on the drop down list next to **New Value**, and select KS1. Then click on **Apply Changes**, and **Save**.



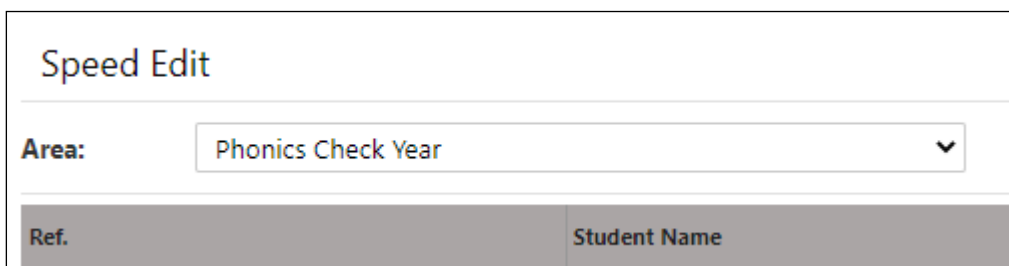
The screenshot shows the 'New Value' dropdown menu set to 'KS1'. To the right of the dropdown menu is a green button labeled 'Apply Changes'.

Say **Yes** to the Warning – Are you sure you wish to save the modifications?

Press **exit**.

Key Stage Year

In **Modules**, go to **Administration** > **Speed Edit**, and from the **Area** drop down list, select the **Phonics check Year**. Then click on **Find**.



The screenshot shows the 'Speed Edit' interface. At the top, the title 'Speed Edit' is displayed. Below it, there is a label 'Area:' followed by a dropdown menu that currently shows 'Phonics Check Year'. Below the dropdown menu, there is a table with two columns: 'Ref.' and 'Student Name'. The table is currently empty.

Select Year 2 by entering '2' in the Year Group field, click on 'Find', then 'Select' > 'Yes' to display all the pupils.

Roll Status:	Current	▼
Year Group:	2	▼
Class:	--n/s--	▼
House:	--n/s--	▼
Gender:	--n/s--	▼
NC Year:	--n/s--	▼

Check that the year in the 'Value' column is set to 2021.

If not, click on 'Select All' (next to 'Find' – top of the screen) - all pupils will be highlighted in blue. Then from the drop-down list in 'New Value' select 2021, click on 'Apply Changes', then click on 'Save' and say 'Yes' to both the prompts. Click on exit.

New Value:	2021	▼	Apply Changes
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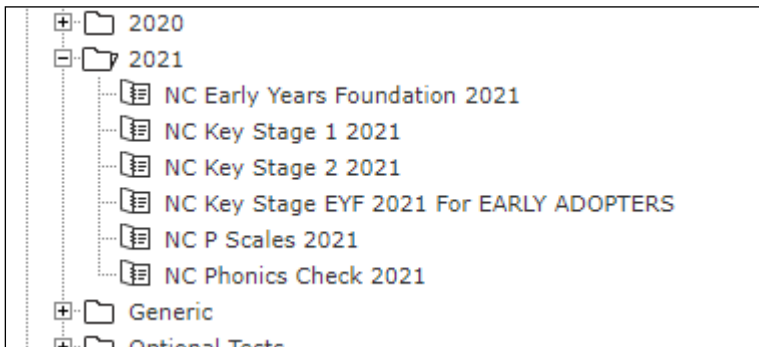
Setting up Markbooks and entering data

In the 'Modules' tab, select **Assessment > Assessment Planning**.

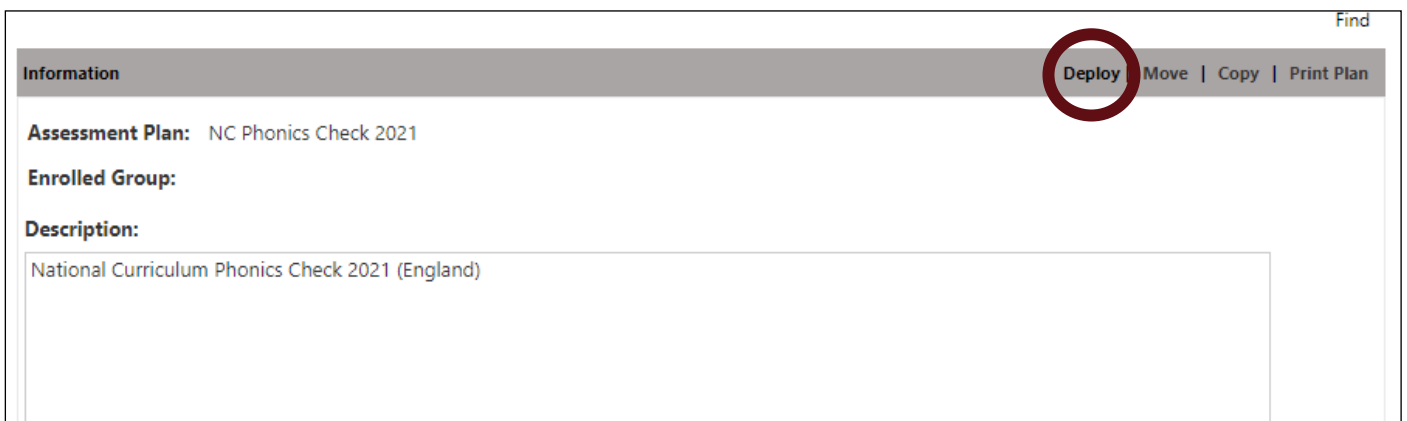
Click on the '+' to expand **Templates**

Click on the '+' to expand **Key Stage**

Click on the '+' to expand **2021**

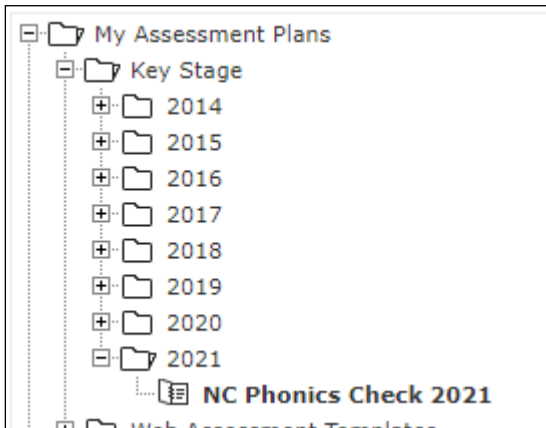


Highlight the **NC Phonics check 2021**, and click on **Deploy**




This will move the selected Assessment Plan to '**My Assessment Plans**'. Click **No** to deploy other plans

Click the '+' to expand **My Assessment Plans > Key Stage > 2021** if it is not already open, and highlight the **NC Phonics check 2021** assessment plan.



Click on the 'Edit an Assessment Plan' icon 

In the **General** tab, leave the school year as 2020/21. Select the **Enrolled Groups** tab, click on 'Add an enrolled group' icon , then open the drop down list in the 'Enrolled Group Type' window. Select **Year Group** and highlight Y2

Click on '**Add**', then '**Close**'. The Year Group will disappear from the list, and appear on the next screen.

Enrol Groups [X]

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

School Year: 2021/2022

Enrolled Group Type: Year Group

Year Groups:

Name
Not Specified
N2
Reception
1
2
3
4
5

Add Close

Click on the Year group to highlight it.

Click on the '**Add Markbook Users**' icon (fourth icon down on the right) 

Edit Assessment Plan - NC Phonics Check 2021 [Preview] [Print Plan]

General Assessments Enrolled Groups

Group Name	Year	Sub-groups	Markbook Users
Year Group 2	2021/2022		

+
✎
🗑️
👤
🔗

A list of users will appear, select yourself and/or any other user who will be entering data in the markbook. Click **OK**.

Add Markbook Users

Select one or more users and click on OK to add them as Markbook Users.

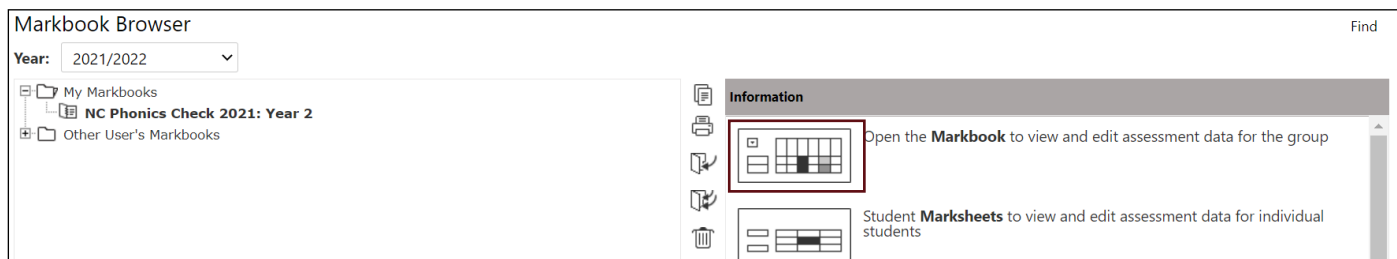
Surname	Known Name	Staff Code	Staff Type
ADMIN	ADMIN	ADM	Not Specified
Allwood	Zoe	ZAL	Not Specified
Barker	Sheila	SBA1	Not Specified
Burrows	Dawn	DBU	Not Specified
COORDINATOR9001	ASSESSMENT	ASMCRD	Not Specified
Fair	Jane	1JFA	Teacher
Jones	Greg	GJO	Non Teaching

OK **Cancel**

Your selections will appear as Markbook Users against the Year Group on the next screen.

Click on **'Save'**.

Next, select **Modules > Assessment > Markbook**. Click the '+' to expand **My Markbooks** and click to highlight the **NC Phonics check 2021: Year 2** markbook.



Click on the 'Open the Markbook' icon.

The next screen shows a collapsed view of Phonics. To start entering data, click on the '+' against the Phonics column. This will expand the subject to show all the elements.

Markbook - NC Phonics Check 2021 - Year 2 (2021/2022)

A B C D E F G H I J K L M N O P	* Apply Filter... Show...	Phon...	
		KS1 Pho Mark	KS1 Pho Outcome
	Name		
	Adams, Jenny	28	Wt
	Allen, Chloe	40	
	Alsbury, Stephen		A
	Bailey, Thomas	33	
	Baker, Bobby	24	

****To see a full description of what should be entered into each column, hover the mouse over the column header.****

Columns to complete are as follows:

Phonics first column –KS1 Pho Mark (numerical score)
 (second column updated with WA/WT when threshold is known, or used for codes A (absent) or D (disapplied) with no corresponding numerical score).

Phon...	
KS1 Pho Mark	KS1 Pho Outcome
28	Wt
41	
	A
33	
34	
	D
	W

Data can be typed in, or double clicking on a cell will produce a list of valid values from which to choose. Invalid data will be outlined in red and must be corrected.

Click on 'Save' at regular intervals, and when you have finished entering data, click on 'Save' again.

Click on the << Back button to leave this screen.

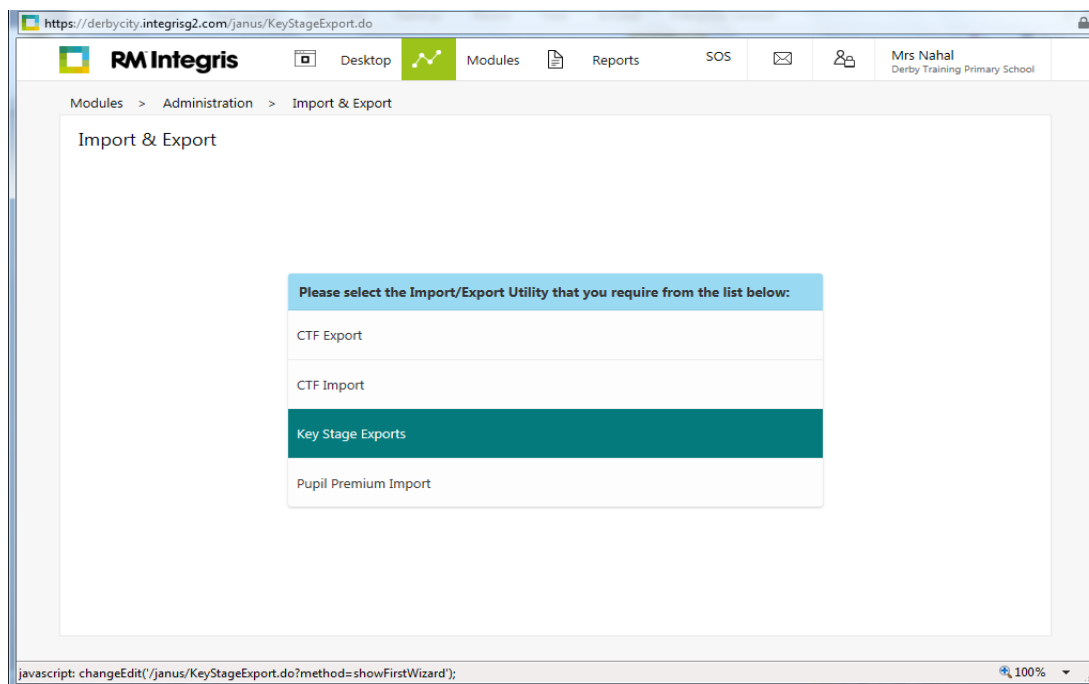
Please see **Appendix A** for instructions on how to print out a blank markbook

For help with Assessment issues, please contact Jan Nahal on 642712, or email jan.nahal@derby.gov.uk



Sending Assessment Data to the Local Authority

In the 'Modules' tab select **Administration > Import & Export > Key Stage Exports**



Click on **Key Stage Exports**, then choose **Phonics export (2021)** from the list that appears. Click on **'Next'**.



From the next screen, click on the **'Add Students'** button  and use the **find** screen to select the year 2 group. Click on **'Select'** > **'Yes'** to show all pupils.

Click on **'Next'**. An 'Export Summary' will appear. **Please check for any 'WARNINGS' or errors, and correct them – it will not be possible to complete the export if errors remain.** Use the scroll bar on the right of the screen to check error details. The screen will look similar to the one below.

Export Wizard - Summary and Download Print

Export Summary

Export Type: Phonics - 2021

CTF Export File: 8319001_PHO_831LLLL_016.XML

Destination: 831/LLLL - Home LEA

Export Started: 29th October at 15:31:15 **User:** Mrs Jan Nahal

Data Sections selected for export

The summary provides information about the export file's content:

- Details listed include: destination information, selected Data Sections and selected Students.
- If you wish to keep a reference copy of the summary, select the print option at the top of the screen.
- Please review the summary; if satisfied, you should save your CTF file to a suitable location.

To save the CTF file, please click **Download Now**

<< Back Finish

If there are no errors, your screen will give you the option to **'Download Now'**

You should get a message similar to this – if you click on the drop down next to the **'Save'** button, there should be an option to **'Save As'** which enables you to choose where you want to save the file.

Do you want to open or save 8319001_KS1_831LLLL_002.zip from derbycity.integrig2.com? Open Save **▼** Cancel ×

Your exported CTF will be zipped, and will need to be unzipped before uploading to s2s.

Finally, upload your Phonics CTF to the Secure Transfer Website (s2s).

S2S (through the DfE Sign-In website) <https://services.signin.education.gov.uk/>

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Running Key Stage Reports

In the 'Reports' tab, select 'Key Stage Reports'

Key Stage Reports

Browse Report Folder	Browse Report
Pupil Assessment Sheet >	EYFS
School Summary Sheet	Key Stage 1
School Comparative Sheet	Key Stage 2
National Results	Key Stage 3
Assessment Summary List	P-Scales
	Phonics Check

Pupil Assessment Sheet

Reports for individual pupils

School Summary Sheet

Percentage of pupils achieving each level

Select the **Phonics Check** report

The report will automatically include all pupils whose Assessment Year is set to the current year, and who have been flagged as being at the end of statutory assessment. Click on '**Generate Report**'.

Pupil Assessment Sheet - Phonics Check Save as Custom Report

- 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:

Report Format:

Options

Student Names on Report:

Report by Outcome:

Include pupils assessed at another school

Student Selection

Ref No.	Surname	First Name	Year	Class
1494	Adams	Jenny	2	2D

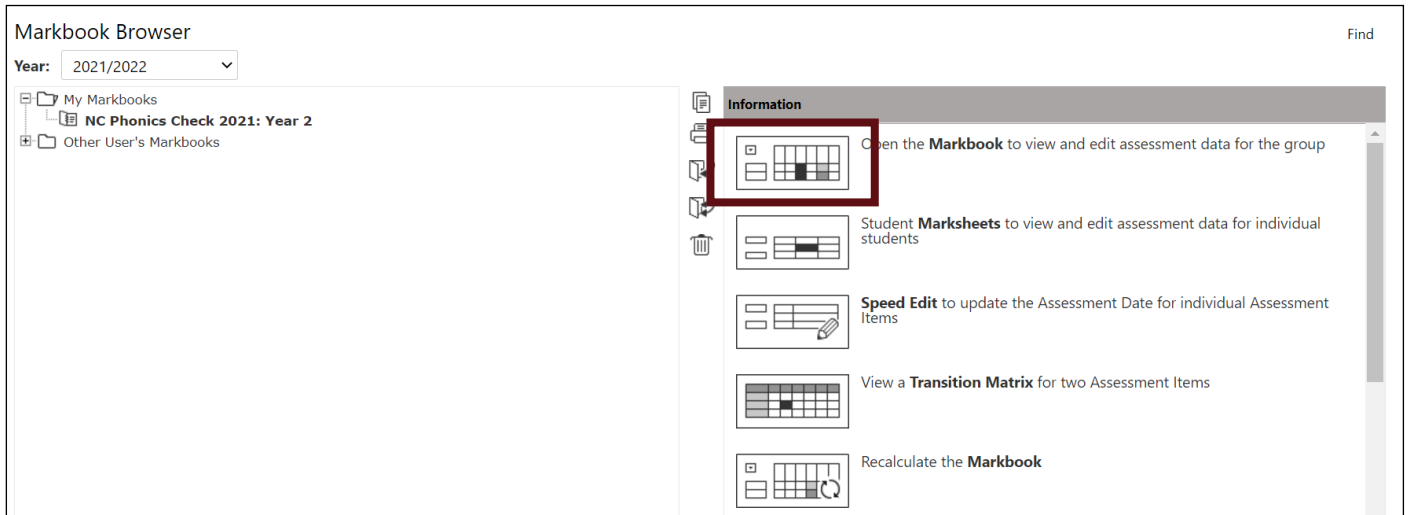
Total number of students: 1

erbycity.rmintegris.com/janus/Reports.do?report=Pupil_Assessment... Generate Report

Appendix A: Printing a Markbook

If you need to print off a paper copy of a markbook – for example, a blank grid for teachers to complete, or a print out of the data for checking – please follow the steps below after you have completed the initial Markbook set up (Pages 1 – 7).

Choose **Modules > Assessment > Markbook > My Markbooks**, highlight **NC Phonics check 2021: Year 2**, and click on the **'Open a Markbook'** icon



To print a separate Markbook for each class, when the Markbook opens, select **'Current Class'** from the drop down list in the **'Show'** box, top left of the screen.

Markbook - NC Phonics Check 2021 - Year 2 (2021/2022)

Apply Filter... ▾

Show... ▾

	Class	Phonics
Name		
Adams, Jenny	2D	
Allen, Chloe	2D	

This will display an extra column on the left hand side of the marksheet showing the pupils' current class.

Click on 'Apply Filter', and from the dropdown list in 'Markbook Item' choose Current Class. Choose one class at a time to enter in the Value box and click on OK to apply the filter.

Apply Filter Criteria

- In the grid below, enter your filter criteria.
- Clicking OK will cause only those students matching the specified criteria to be displayed on the worksheet.

Markbook Item: Criteria: Value: END

OK Cancel

From the following screen, click on 'save' and then click on 'Print'

The 'Assessment Item Selection' box appears.

Print Markbook - Assessment Item Selection

NC Phonics Check 2021 : Year 2

Current Class

- Phonics
 - KS1 Pho Mark
 - KS1 Pho Outcome

Options

Show Grid Lines Show Colours

Print Markbook as Pro-Forma

Report Format: Single Row Header

OK Cancel

Click on the '+' button next to Phonics to expand the selection and select KS1 Pho Mark by leaving a tick against it and removing the tick from KS1 Pho Outcome.

Select 'Show Grid Lines', and leave the default report format 'Quick Print'. Click on 'OK'.

These selections will produce a grid, which will be blank for teachers to complete if no data has been entered.

Repeat the filter and print process for each class as required.

Another option is to select 'Excel' as the Report Format which enables you to manipulate such things as column width and cell size in the printed output.

The screenshot shows a dialog box titled "Print Markbook - Assessment Item Selection". At the top, it says "NC Phonics Check 2021 : Year 2". Below this, there is a checked checkbox for "Current Class". A tree view shows a folder "Phonics" which is expanded to show "KS1 Pho Mark" (checked) and "KS1 Pho Outcome" (unchecked). In the "Options" section, there are checkboxes for "Show Grid Lines", "Print Markbook as 'Pro-Forma'", and "Show Colours". The "Report Format" dropdown menu is highlighted with a red circle and is set to "Excel". The "Single Row Header" dropdown menu is also visible. At the bottom right, there are "OK" and "Cancel" buttons.

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