Year One Phonics
User Manual 2012

Contents

Assessment Manager

Please note that you will have to have at least version **7.144** to carry out this return. To check this you need to complete the following steps **Help** / **About SIMS.net**. If you do not have this version your SIMS will need to be upgraded.

1. User Defined Groups

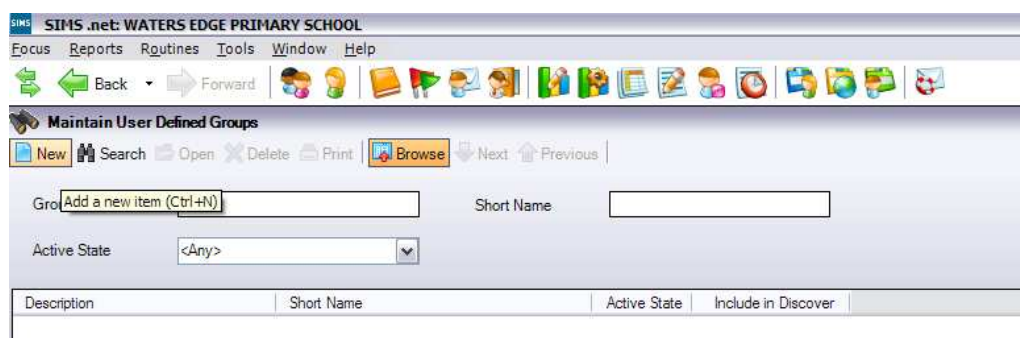You have pupils who are not of 'normal' Year 1 age who are eligible for Year 1 Phonics.

OR

If you have pupils who left your school after they took the Phonics Screening Check – all pupils who take the screening check in your school must have their results submitted.

If the previous two points do not apply to you continue to Section 2. – Downloading the Year 1 Phonics Wizard. Otherwise, please follow the guidance below.

Go to **Focus** / **Groups** / **User Defined Groups** and the following screen should appear

Click on the **New** button

Add a relevant **Group Description** & **Short Name**.

Make sure the Active State Is **Active**.

If you wish, add a brief note.

Then click on the **Action** button and click **Add Member**.

Change the **Group Type** filter to National Curriculum Year, then click **Search**. All the pupils in your school will now be displayed.

To ensure that all pupils in each year group are shown together, click on the **Current Group** header. This will sort the pupils by Year Group.

Select all the relevant Year 1 pupils by clicking on them while holding down the CTRL key.

If you have a pupil(s) leave who also need to be reported please click on **Action** / **Add Member** button again. This will return you to the Select Members screen. From here click on the Group Type filer and select **All** then **Search**. Find the relevant pupil(s) and highlight, then click on **OK**. You will now be returned to the Membership screen where all chosen pupils will be displayed.

The membership panel should now be completed with your current Year 1 pupils and any other pupil selected within the previous step.
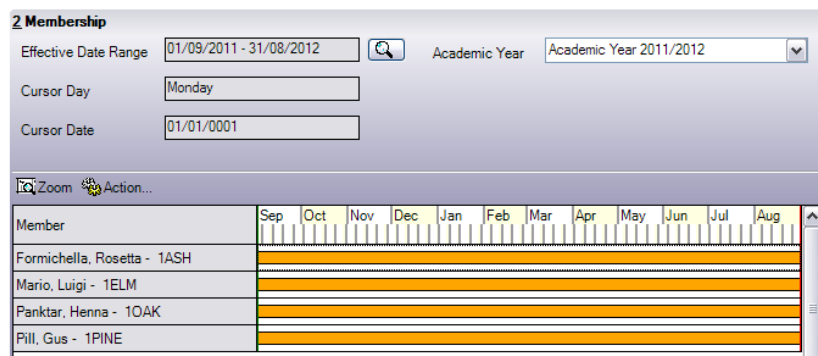
Click on the **Save** button near the top of the screen and close.

2.   Downloading the Year 1 Phonics Wizard

All Key Stage Wizards will be imported on to your system when you install the 7.144 release.

If you have any problems with the AMPA files please contact EIS Helpdesk on 01622 672779 (if you have a current support contract)
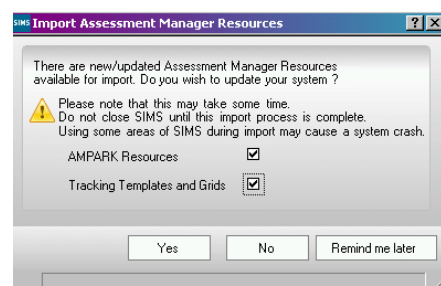
3.   Importing the Year 1 Phonics Wizard into Assessment Manager

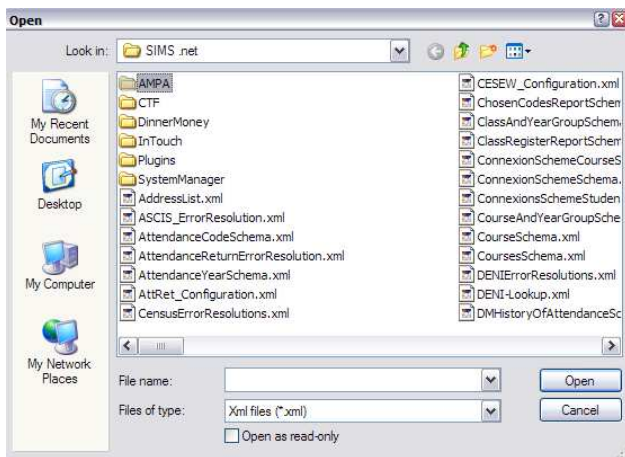Go to **Routines** / **Data in** / **Assessment** / **Import** and the following screen should appear
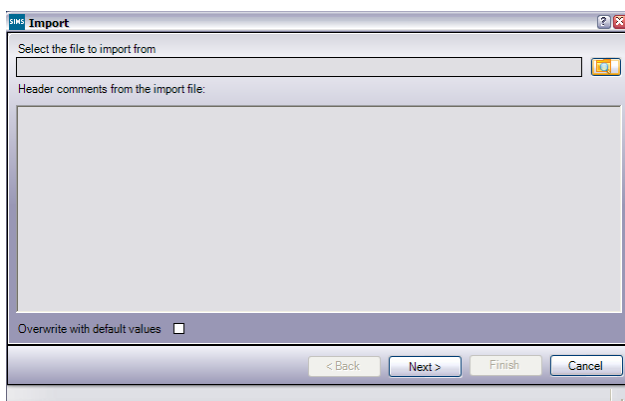
Please Note

If the screen below appears please select how you see fit. **If you have any problems please contact EIS on 01622 672779 or by emailing eis.support@medway.gov.uk**

Select the magnifying glass and the following screen should appear

The system should default to SIMS.net.

If this does not happen you will have to navigate to it by clicking on the drop down arrow.

Within the screen shown above you should see an AMPA folder. Double click on this and then open the following folders **England Primary (and Middle Deemed Primary)** and then **Assessment Manager**.

The following screen should be displayed with the wizards included. Click on **KS1 Year1 Phonics Screening Wizard 2012**
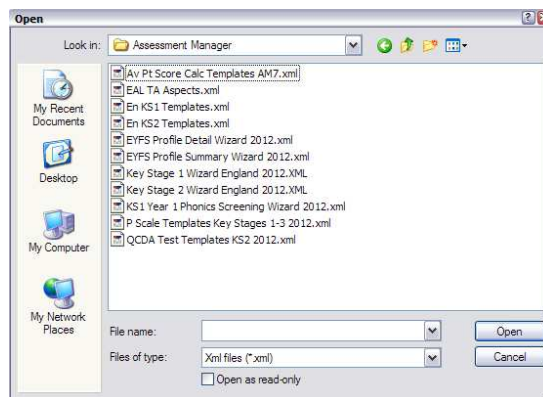
The import screen will now be shown. Please make sure that the **Overwrite with default values box** is ticked and the select **Finish** followed by **Yes** to start the import process and finishing by selecting **Close**.

4. Running the Year 1 Phonics Wizard

Click on **Tools** / **Performance** / **Assessment** / **Wizard Manager** and the following screen will appear.
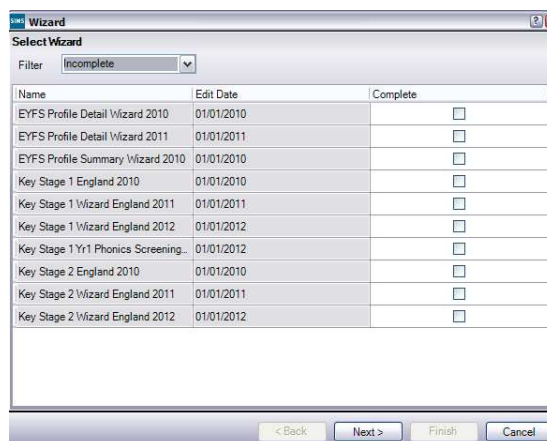

A list of **all** the Wizards on your system will be displayed. Make sure the filter says **Incomplete**. Click on the **KS1 Yr1 Phonics Screening Wizard 2012** and click on the **Next** button.

A group of pupils will now need to be selected. To do this click on the magnifying glass. If you followed Section 1 - User Defined Groups click on the + symbol next to **User Defined Groups** and select the relevant name e.g. Yr1 Phonic 2012 and then **apply** then **next**.

OR

If you did not create a User Defined Group select the + symbol next to **National Curriculum Year Group** and select **Curriculum Year 1** then **apply** then **next**.
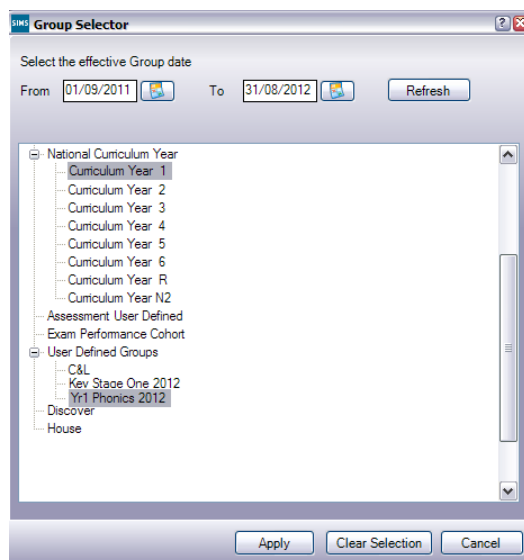
You will be returned to the wizard screen where your selected group will now be displayed. Click on the **Next** button.

5. Entering Results on the Marksheet

On the screen below there should be one statutory marksheet available for your completion – **KS1 Y1 Phonics Screening**.
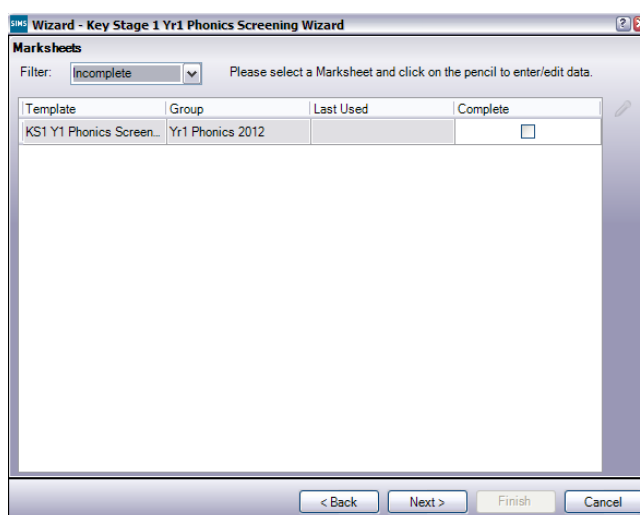
Click on the marksheet name and select the green pencil, this will open the marksheet ready of data input and shown on the following page.
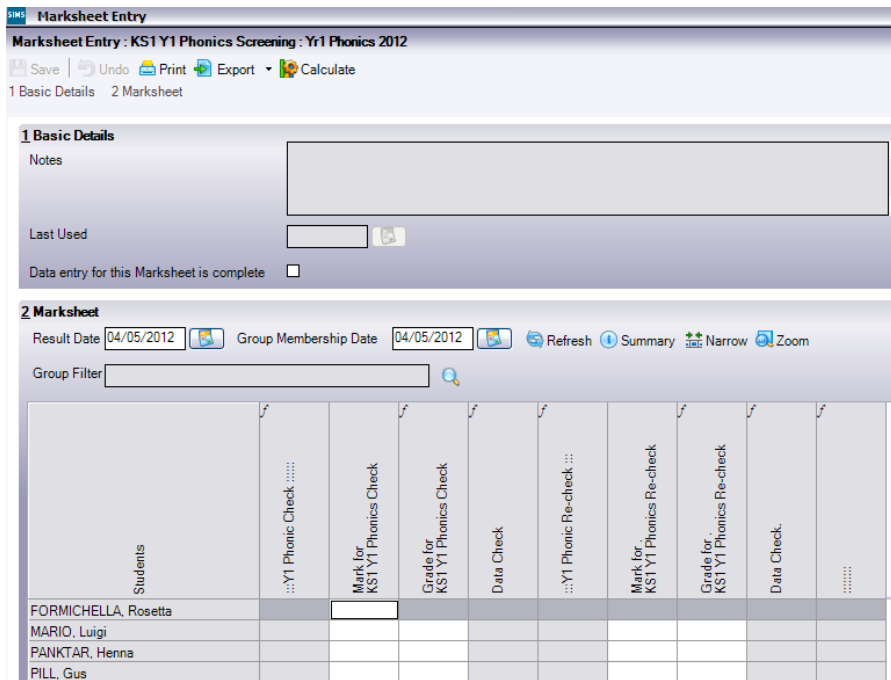
In this marksheet the column headed **Mark for KS1 Y1 Phonics Check** is the only column that will need completing for each pupil. Valid entries are 0 – 40.

Once all pupils have a mark within the **Mark from KS1 Y1 Phonics Check** column you are ready to click the calculate button. This will calculate the **Grade for KS1 Y1 Phonics Check** column and validate the data.

Please make sure that all pupils have **OK** in the first **Data Check** column. Once all data entered is complete and correct click the **Save** and **Close**.

6. Creating an XML (CTF) in SIMS.net

From the SIMS.net main page; go to **Tools / Setups / CTF**. The following CTF defaults page will appear:

Make a note of these two file paths here, as you will need to know what they are later on in the process.

CTF Import Directory _____

CTF Export Directory _____

If the boxes are blank you will need to set up the directories. Click on the magnifying glass next to each box and navigate to where the SIMS.net directory is.

e.g. Program Files\SIMS\SIMS.net\CTFIN

The third section on the page is entitled Data to be Exported by Default.

Please make sure that only the following options are ticked.

Once the data on this screen is correct, select the **Save** / **Close**. The CTF now needs to be created.

Go to **Routines** / **Data Out** / **CTF** / **Export CTF**. The following screen will appear.

Firstly, make sure the view is for **Current and Leavers this year**.

Tick the **Include Students already exported** box.

Click the **Refresh Students**.

Now click on the **Year Group** arrow and select **Year 1**.

The Year 1 Pupils will now be filtered as shown below.

7. To transfer results to Management Information

Left-click once in the **Destination LA** box for the first pupil.
Right-click in the same box and choose Select All. The grid will now be outlined in blue.
Click on the down arrow in the **Destination LA** box for the first pupil
Scroll down the list of LA's until you find **Medway** (the list should be in alphabetical order).
Click on **Medway** and all pupils will now have this destination. The Destination School column does not need to be completed.

Check that all pupils have been given **Medway** as a destination. Whilst testing the software it has been found that pupils at the bottom of the screen have been assigned a different destination or no destination at all.

To do this, left-click once on the **Destination LA / Other** heading. This will sort the column into Ascending order (an up arrow will appear next to the header). Any pupils who have not been assigned to an LA will now be at the top.

Click on the down arrow for each blank pupil and select **Medway** manually.

Now, left-click once, again on the **Destination LA / Other** heading. This will now sort the column into Descending order (a down arrow will now be displayed next to the header). Any pupils who have been assigned to an incorrect LA will now be at the top.

Again, click on the down arrow for each incorrect pupil and select Medway manually.
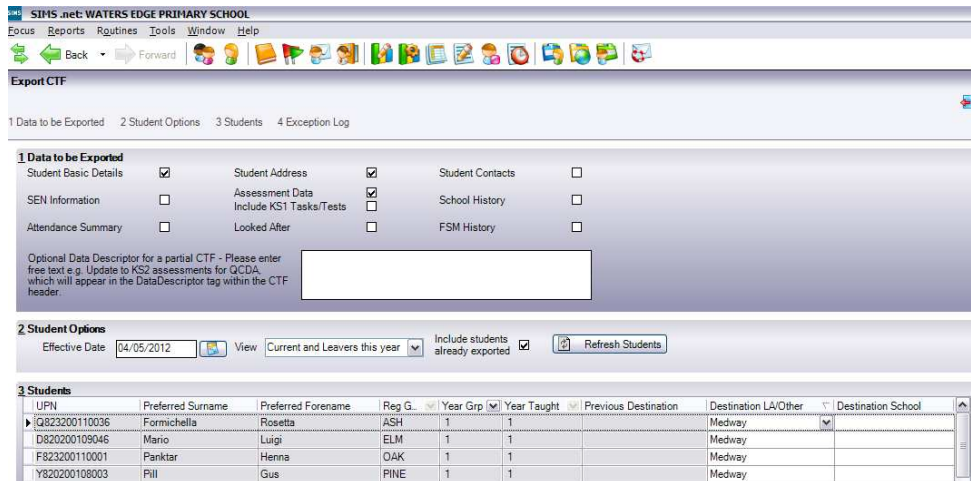

If you have had pupils leaving your school during or after the May half term, you must also return these assessments to us. A destination will now need to be added to these pupils too.

When all the relevant pupils have been selected, scroll to the bottom of the screen. To complete the CTF process, click on the **Export CTF** button.

A message may appear about an Address Tidy and Merge. Click on the Yes button to proceed.

This will export the CTF to your chosen file location and may take a few seconds. Once the file has been created the following screen will appear. Please make a note of the file name as you will need this later and then click on **OK**.
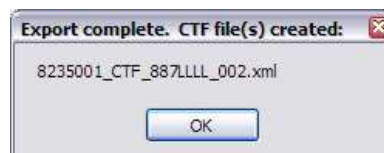
CTF _____

The Exceptions Log will now appear. Please check that within this screen the **Number of students in file** matches the **Number of students processed** and that it is what you expect. **Number of students not exported** should be **zero**.

All errors relating to UPNs or KS1 teacher assessment must be corrected within your MIS and a new file created. If there are any errors relating to EYFS they can be ignored and you can process to the next step.

You will now need to encrypt this data using a zip file. To obtain the relevant software and help on adding the XML (CTF) file to the zip file you will need to contact your schools ICT support.

The zip file will need to be sent to Management Information via maninfo@medway.gov.uk by no later than **4 July 2012** with a second email containing the password to extract the data.

If you experience any problems or would like further advice please call Management Information on 01634 331047, 331048 or 331068.