

# Y1 Phonics Check Recording and Reporting in G2 Assessment 2019

## Stage 1A: Prepare the NC Phonics Check Markbook for Year 1

Phonics Check period is from Monday 10<sup>th</sup> June to Friday 21<sup>st</sup> June 2019.

2019 - PLEASE NOTE THAT SCHOOLS SHOULD ONLY ENTER THE PHONICS MARK (i.e. 0 to 40) UNTIL THE THRESHOLD MARK IS KNOWN FROM Monday 24<sup>TH</sup> JUNE.

TO ALLOW FOR YOUR RETURN TO REACH THE LA BY THE DEADLINES BELOW, IT IS ACCEPTABLE FOR YOUR RETURN TO INCLUDE THE MARKS ONLY.

CBC Schools: Monday 24<sup>th</sup> June 2019

BBC Schools: Friday 21<sup>st</sup> June 2019

SCHOOLS CAN ENTER THE PHONICS VALUE (i.e. Wa or Wt) ON OR AS SOON AFTER 24<sup>th</sup> JUNE.

Please note: CBC will accept your phonics returns without the outcome value entered from w/c 10<sup>th</sup> June 2019.

**Note:** These steps are to be undertaken by the Integris Administrator only.

**Stage 1A** covers the following:

1. Assign Year 1 pupils to the Y1 Phonics year for 2019
2. Give relevant users access to Integris Assessment
3. Copy the **NC Phonics Check 2019** markbook for data entry
4. Assign the **NC Phonics Check 2019** markbook to the Y1 pupils and relevant staff

### 1. Assign Year 1 pupils to the Phonics year for 2019

**You MUST complete steps 1.1 – 1.5 below otherwise the Phonics CTF return for the LA will be invalid! DO NOT deal with Year 2 pupils here – you must follow separate Phonics instructions for Year 2!**

- 1.1 Go to **Administration > Speed Edit** > under **Area**, select **Current Key Stage** > click **Find** and select all your **Year 1** pupils > ensure that all the pupils have a value of **KS1** (if not, edit them appropriately i.e. select *new value* box as KS1; click **Select ALL** to select all the pupils; click **Apply Changes**; click **Save**).
- 1.2 Now keep the Year 1 pupils as your 'browse set', change the **Area** option to **Key Stage 1 Year** > ensure that all the pupils have either a **blank value** or a value no earlier than **2019** > edit appropriately if required (note: you cannot change a year value back to a blank value!)
- 1.3 Again, keeping the Year 1 pupils as your 'browse set', change the **Area** option to **Phonics Check Year** > ensure that all the pupils have a value of **2019** and edit appropriately (i.e. select *new value* box as 2019; click **Select ALL** to select all the pupils; click **Apply Changes**; click **Save** and click **Yes** to any prompts).
- 1.4 Again, keeping the Year 1 pupils as your 'browse set', change the **Area** option to **Phonics Check taken at another School** > ensure that all the pupils have a value of **No** and edit appropriately (i.e. leave the *New Value* box unchecked; click **Select ALL** to select all the pupils; click **Apply Changes**; click **Save** and click **Yes** to any prompts).
- 1.5 **Again**, keeping the Year 1 pupils as your 'browse set', change the **Area** option to **NC Year** > ensure that all the pupils have a value of **1** (unless the child is held back in YR or advanced into Y2 > edit appropriately if required)
- 1.6 Click **Cancel** when you have completed the above changes to exit out of Speed Edit.

### 2. Give relevant users access to Assessment

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**Note: if your Year 1 teacher(s) has used/is already using Integris Assessment, then this step will be unnecessary as you have already done this and you can proceed to step 3.**

- 2.1 Firstly, check that your Year 1 class(es) has been linked to the Year 1 teacher(s). Go to **General > Parameters > Class > View** > edit the class as appropriate and use the magnifying glass to find the staff member.

Now check to see whether your Year 1 teacher(s) has access to Assessment (if any of them do not already have a Integris user account set up, you will need to create one for them first – Refer to the **How to Create User Account for Teachers** guide on the [www.cbict.org.uk/Integrishome/Litebites](http://www.cbict.org.uk/Integrishome/Litebites) web page):

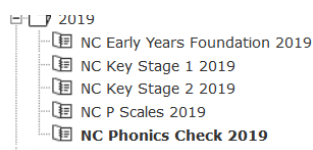
- 2.2 Go to **System Management > User Management** > a list of all the user accounts created are displayed.
- 2.3 When you have found the user's entry, click on the name and check the **Roles Assigned** window at the bottom right of the screen. If **Assessment** has not already been added to the user role, click **Add Role(s) to User(s)** icon from the list of icons on the right of the screen. In the list of roles window, select **Assessment** and **Assessment\_Reports** and click Ok. It is also recommended to add the **STUDENT\_PROFILE** role too.

It is worth checking other user accounts too. For each teacher who has been given a user account to access Assessment or additional users (i.e. Headteacher, assessment co-ordinator or yourself) who need to be able to **view** the Y1 Phonics 2019 markbook data, each teacher user account should have the following roles assigned:  
Assessment; Assessment\_Reports; TEACHER; Student\_Profile; Show My Locks

- 2.4 Click **Close** to exit

### 3. Copy the **NC Phonics Check 2019** markbook for data entry

- 3.1 Go to **Modules > Assessment > Assessment Planning**  
The Assessment Plans window will be displayed
- 3.2 Expand the **Templates** folder by clicking on the Plus Symbol next to **Templates**
- 3.3 Then click on the Plus symbol next to **Key Stage**
- 3.4 Then click on the Plus symbol next to **2019** so the list looks like the example below :

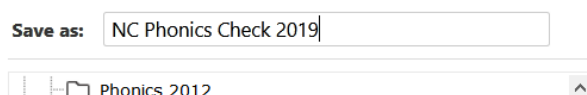


- 3.5 Click on the **NC Phonics Check 2019** template name

- 3.6 Now click on **Copy** (top right of screen)




The following **Copy an Assessment Plan** window appears

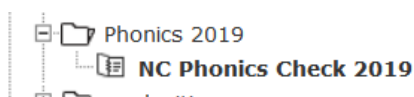


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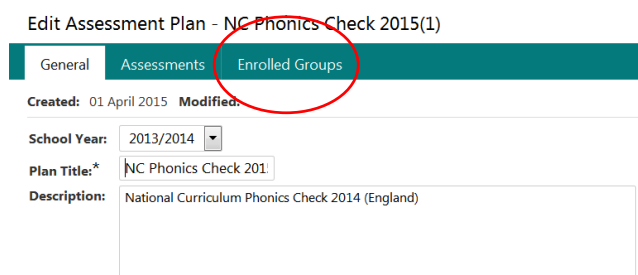
- 3.7 In the Save As box, remove the (1) at the end of the markbook name so it is left as **NC Phonics Check 2019**
- 3.8 Click on **My Assessment Plans** and then click on the **Create new folder**  icon
- 3.9 On the **Create New Folder** screen, enter **Phonics 2019** as the **name** and click **OK**.  
The **Copy an Assessment Plan** screen reappears – scroll down the list if necessary where you will now see your new folder highlighted.
- 3.10 Click **OK** on that screen and you will see your selected markbook in the folder you created on the **Assessment Plans** screen as in the example below:




You can now follow with step 4 to complete this process.

### 4. Assign the **NC Phonics Check 2019** markbook to the Year 1 pupils and relevant staff

- 4.1 With the **NC Phonics Check 2019** markbook highlighted, click the **Edit an Assessment Plan**  icon
- 4.2 On the **Edit Assessment Plan** screen, click on the **Enrolled Groups** tab



- 4.3 Click the **Add an Enrolled Group** icon  and you should see your classes with the teacher names linked to each class.
- 4.5 **Choose the options appropriate for your school:**

**If you have more than one class** in Year 1, select the Year 1 class(es) that need to have Phonics data entered - *you can use CTRL & Click to select more than one class* - and click **Add** for each one selected – then go to step 4.6

> **If you have one class only** in year 1, go to step 4.6 to assign the year group only

> **If you have a mixed year 1/2 class(es)**, then go straight to step 4.6 and assign year group instead of classes so that Year 2 pupils will not appear in this markbook.

> **If you have more than one mixed year 1/2 class**, then you need to select specific student groups for the year 1 children in the classes. If these student groups are already set up for Integriris

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assessment markbooks > change the **Enrolled Group Type** field to **Student Group** and select **Assessment** in the **Group Type** field. Select the appropriate Year 1 class groups from the list and click **Add**. Then close the window. Proceed with point 4.6 below to assign the year group.

[If you have not yet set up student groups for the Year 1 pupils > Go to **General > Groups** > select **Assessment** in **Group Type** (you can set this up in General > Parameters> Group Types first) > click **Add Group** and name it according to year group plus class name followed by academic year e.g. Y1 Owls 18\_19. Then click Add Pupils button to add the pupils to this group by selecting Year Group 1 and the class. Then repeat from 4.1 above up to this point.]

- 4.6 Staying on the Enrol Groups screen, change the **Enrolled Group Type** field to **Year Group** and select **Year 1** and click **Add**. Then click **Close**.  
*It may appear that nothing has happened but when you then click **Close** to leave the **Enrol Groups** screen, the class(es) and the year group which you have chosen will now be listed on the **Enrolled Groups** screen. It will look something like this for 2018/19:*

Edit Assessment Plan - NC Phonics Check 2015(1) Preview | Print Plan

General Assessments Enrolled Groups			
Group Name	Year	Sub-groups	Markbook Users
Year Group 1	2014/2015		


### Check at this point:

*for schools with non mixed year classes you should have an entry for each Y1 class (with the class teacher listed under Markbook user) and a Year 1 group entry which will not have any markbook users listed as yet*

*for schools with one mixed year 1/2 class you should have one entry for Year 1 group which will not have any markbook user listed as yet*

*for schools with more than one mixed year 1/2 classes, you should have entries for specific Y1 student groups and a Year 1 group, none of which have any markbook users listed as yet*

Now you need to assign additional users who need access to each Year 1 class markbook and/or to the complete Year 1 group markbook.

- 4.7 Select a markbook from the list and click on the **Markbook Users**  icon.  
(for example, a class teacher of a mixed year class will need access to the Year 1 markbook or a specific class group markbook so that data can be entered for the relevant Year 1 pupils only in the class)

All the staff users to whom you have given Assessment as one of their roles will be listed.

- 4.8 Highlight all of the members of staff who **will need access** to this markbook – hold down the **Ctrl** key to make multiple entries - and then click **OK**.  
**You must at this point include yourself as the administrator who will be creating the export file to send to the LA and also any senior management or other staff who may need to view the Phonics Check data for Year 1.**


- 4.9 Then click **Save** when you have finished.

- 4.10 As a final check, it is a good idea to see how the markbooks will appear for data entry. Go to **Modules > Assessment and Markbook** > click the plus symbol next to **My Markbooks** > you should now see copies of **NC Phonics Check 2019** markbook(s) listed for each class (if appropriate) and a copy for the Year 1 group > select a Phonics markbook from the list and click on **Open a**

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markbook icon  to view it.

Each user you have assigned to each markbook in step 4.7 above will be able to view these markbooks in the same way when they login.

These markbooks are now ready for data to be entered into them.

\*\*\*\*Please check the pupil names, especially if you have had new starters or leavers close to the week when Phonics Check is administered.

\*\*\*\*Please check the Q&A section below to establish which children should have Phonics check data recorded.

### Now follow : Stage 1B – Identify Year 2 Pupils for Re-Checks

A general note about markbooks: the Integris Administrator can re-assign or remove users to any markbook at any time. They can also delete markbooks if copies have been created in error. If a teacher deletes a markbook in error, the Integris Administrator can re-assign the users to the markbook (repeat steps 4.1 – 4.3 & 4.7 – 4.9). All the previously saved data will re-appear.

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### Q & A – which pupils should be screened for Phonics

Information below is taken from the KS1 Assessment & Reporting Arrangements (ARA) 2019: Phonics section 8.3 (p.31)

**Pupils should not take the phonics screening check if they:**

- haven't shown any understanding of grapheme-phoneme correspondences
- have recently moved to the country and are unable to understand letters and sounds in English
- use British sign language or other sign-supported communication, eg communication boards, to spell out individual letters
- are mute or selectively mute

### Pupils who move schools

If a pupil arrives at your school just before or during phonics screening check week (beginning Monday 10<sup>th</sup> June) the pupil should still attempt the check, unless they have no understanding of grapheme-phoneme correspondences.

### Pupil absence during the phonics screening check week

If a pupil is absent during the check week, you can administer the check up to Friday 21<sup>st</sup> June. Any pupil who is absent from school for this entire period (Mon 10<sup>th</sup> – Fri 21<sup>st</sup> June) should be recorded as Absent (A) when submitting the results data for the check.

Pupils must only attempt the phonics screening check once during the check window.

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