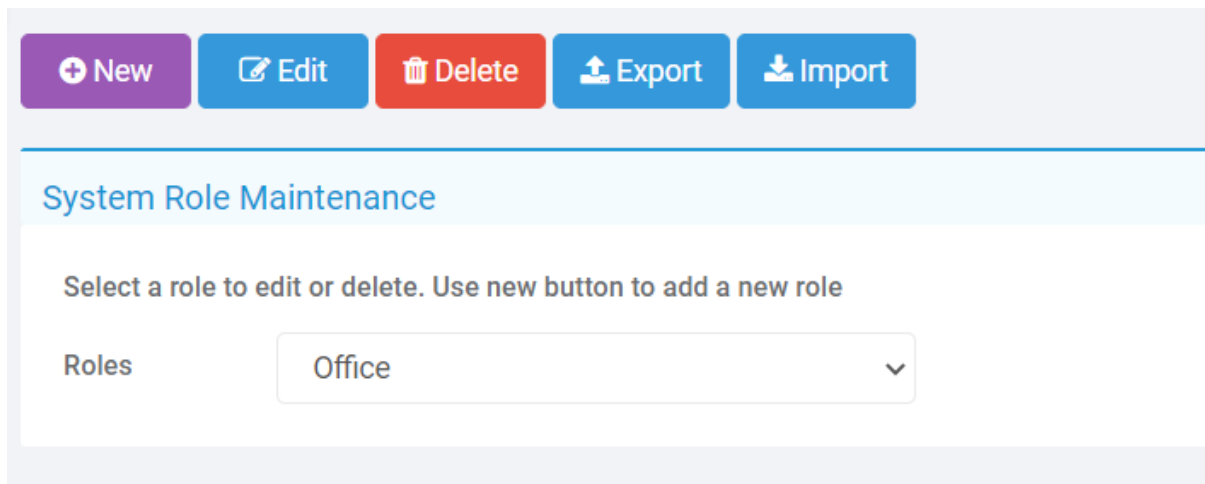


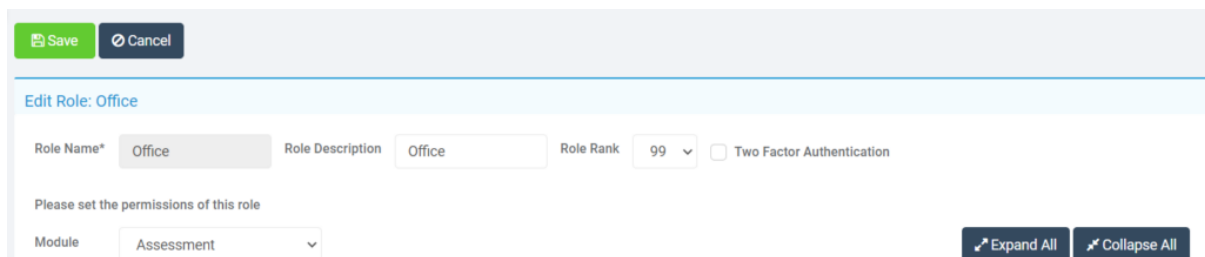
Bromcom Phonics Screening

Setup access to the Assessment Sheet List

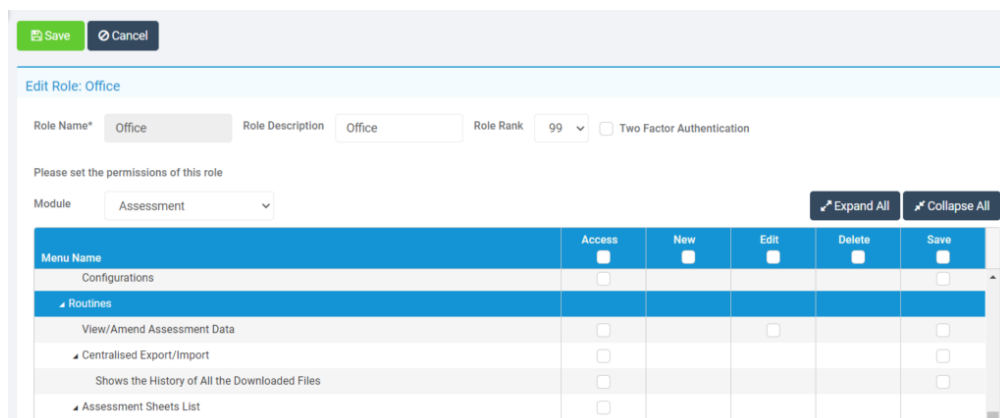
To set **Permissions** for access to the **Assessment Sheets List** where the **Stage Assessment Sheets** are located, from the left hand menu go to **Config** then **Set Up** and **Role and Permissions**.



From the dropdown list select the required **Role** and **Edit**. From the **Module** dropdown choose **Assessment**.



Scroll down to **Routines** and ensure **Assessment Sheets List** is ticked as **Access**.



Configure the Stage Assessment Sheets

From the **Menu** on the left go to **Config** and then **Assessment and Configurations**, or use the **Global Search Tool**.

Tick **Enable Sheet Users** and you will see the config box:

The screenshot shows the configuration interface for Stage Assessment Sheets. It is divided into two main sections: 'Assessment Configurations' and 'Stage Assessment Sheet Configuration'. The 'Assessment Configurations' section includes a 'Save' button, a field for 'Start to warn Marksheet teachers' set to 10 days before due date, and three checkboxes: 'Enable Marksheet Logs Auditing' (checked), 'Hide No Values for Additional Columns' (unchecked), and 'Use new version of Marksheet' (checked). The 'Stage Assessment Sheet Configuration' section includes a note about staff selection, a 'Enable Sheet Users' section with checkboxes for 'Head of School', 'Head of Year' (checked), 'Deputy Head of School', and 'Deputy Head of Year', and a 'Tutor' checkbox (checked). Below this is a search box with a magnifying glass icon and a close 'x' icon. A 'Selection List' shows '1 staff selected' and the name 'Andrea Aziz'. At the bottom of the right panel, there is a section 'Generate Templates for National Curriculum Year Groups' with two buttons labeled '2 x' and '1 x'.

Configurations

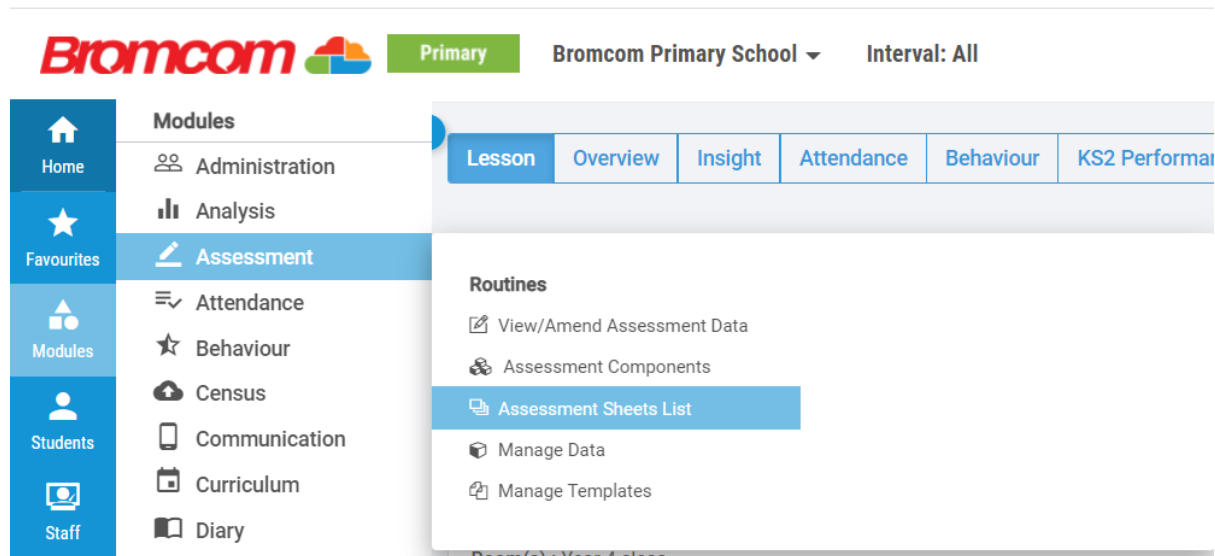
Select the relevant parameters:

- **Enable Sheet Users** – selecting this option will only allow the selected **Roles** and selected **Staff** in the **Selection List** to access and input data in the **Stage Assessment Sheets**.
- Select individual users – use the blue magnifying glass to open the **Staff** selector page and select more than one member of **Staff** who are **not defined in the Roles** who also need access to the **Stage Assessment Sheets**. Alternatively type the **Staff** name into the box, if selecting a single member of **Staff**. The selected **Staff** will appear in the **Selection List**.
- **Generate Templates for National Curriculum Year Groups** – select the relevant **Year Group** or **Year Groups** you need to generate **Stage Assessment Sheets** for.

When you're done, click **Save**.

Access the Stage Assessment Sheets as a Teacher or Administrator

From the **Menu** on the left go to **Modules > Assessment > Assessment Sheets List**



Assessment Sheets Lists Pathway

The screenshot shows the 'Assessment Sheets List' table. At the top, there are filters for 'User Access' (Admin), 'Marksheet type' (1 item(s) selected), 'High Level Filter', 'Active On' (12/05/2022), and 'View as Teacher' (Select a Staff member...). The table has columns for 'Marksheet Name', 'Class Name', 'Class Subject', 'Assigned Teacher(s)', 'Created', 'Last Modified', 'Modified By', and 'Sheet Type'. The data rows are as follows:

Marksheet Name	Class Name	Class Subject	Assigned Teacher(s)	Created	Last Modified	Modified By	Sheet Type
KS1-2022-1	1						Stage Assessment Marksheet
KS1-2022-1E	1E		Miss J Alwadi				Stage Assessment Marksheet
KS1-2022-1G	1G		Miss J Naseef				Stage Assessment Marksheet
KS1-2022-1P	1P		Miss J Purcell				Stage Assessment Marksheet
KS1-2022-2	2						Stage Assessment Marksheet
KS1-2022-2E	2E		Miss J Morris				Stage Assessment Marksheet
KS1-2022-2G	2G		Mrs J Atcha				Stage Assessment Marksheet
KS1-2022-2L	2L		Miss K Partington				Stage Assessment Marksheet

Assessment Sheets List KS1 - Phonics

- **User Access** – if the user has more than one **Role** allocated to them select the required **Role**.
- **Marksheet type** – filter to show **Stage Assessment**.

- **High Level Filter** – this is used to filter by the **current register** or **today's register**. Leave this box empty as we are setting the date back to the previous academic year.
- Select the **Year Group Stage Assessment Marksheet** you require and **Double Click** to open the sheet.

Input Individual Student Data into the Stage Assessment Sheets

Dependant on your roles and permissions you can access the **Stage Assessment Sheets** by clicking on them within the **Assessment Sheets List** or **Teachers** can access the **Stage Assessment Sheets** from the **Lessons Dashboard** under **Marksheets**.

For inputting Year 2 results (pupils in year 2 who have **not previously met the expected standard** for phonics decoding and as such are required to take the check) this should be done in the Year 2 sheet, the previous result from Autumn 2022 should not be visible.

Class/Group: 1 - Class Teacher(s): Miss J Alwadi - Marksheet: SheetName-1 - Number of Pupils: 88													
Last Name	First Name	UDF	TG	Year	KS1-ENG-SUB-TA-NT	KS1-MAT-SUB-TA-NT	KS1-SCI-SUB-TA-NT	KS1-PHO-CHK-TT-NY	KS1-PHO-CHK-TT-NM	KS1-ENG-SPE-TT-NM	KS1-ENG-GPV-TT-NM	KS1-ENG-GPS-TT-NS	KS1-ENG-GSS-TT-NB
Almanza-Leon	Ankush		1E	1									
Almanza-Leon	Ehsan		1P	1									
Baggaley	Nagabhushanam		1P	1									
Barrett	Eniko		1E	1									
Bremner	Lynn		1P	1									
Brierley	Emily-Jo		1E	1									
Brown	Knwal		1P	1									
Buleni	Russell		1G	1									
Caine	Amelia		1E	1									
Chorton	Oscier-James		1E	1									
Clarke	Elisha		1G	1									
Clarke	Muhammad Zain		1P	1									
Cohen	Ethan		1G	1									
Collier	Gill		1E	1									
Connor	Emily		1P	1									

KS1 – Phonics Stage Assessment Sheet

Once you have opened the sheet;

Input the Data by clicking in the cell in either of the two columns;

- **KS1-PHO-CHK-TT-NY Phonics Screening Check Outcome**. Select the required outcome for the **Student** from the Grade Set.

- **KS1-PHO-CHK-TT-NM Phonics Screening Check Mark.** Select the required Mark for the student from 0-40 mark range.
-

To remove a grade or mark click on the cell and select **Remove**.

Or right click on a Column Heading to **Flood Fill** the Column, see **Column Details** or **Filter** the Column.

The inputted data will **save automatically** as the data is inputted.

Select **Export** to **Export the Stage Assessment Sheet** in csv Format which will be saved locally.



Create a Phonics CTF

From the **Menu** on the left go to **Students** to open the **Students List Page**. There are three selection options, individually, by group, or select all:

- Select individual **Students**: Select the **Students** that you are producing a **Phonics CTF** for by clicking on each individual **Student** record; or

Last Name	First Name	Admission Number
Adams	Thomas	8467
Addison	David	08371
Addison	Harry	08372
Addison	Karen	00822
Addison	Oliver	08294
Addy	Makoto	08373
Ahmed	Burcu	08295
Ahmed	Lesley	08376

- Select by **Groups**: to filter the list by a specific **Year Group** click on the 3 vertical blue bars to **Add/Remove Additional Columns**. Tick **Year Group** and **Save** to add it as a column to the **Student List Page**. Now you can filter by this Group.

Add/Remove Additional Columns

- Service Children
- Spring Born
- Student ID
- Summer Born
- Thirty Hour Code
- Tutor Group
- UCI
- ULN
- UPN
- Year Group

Search

- Select All
- 1
- 2
- 3
- 4
- 5
- 6
- N
- R

1 items selected

Year Group Filter

Select all: To select all the **Students** from the **Selections** dropdown **Select All**.



The screenshot shows a software interface with a table of student data. At the top, there are buttons for 'View', 'New', 'Selections', and 'Actions'. A search bar labeled 'Search Filters' is on the right. Below the buttons, it says '4 of 4 selected'. The table has columns for 'Last Name', 'First Name', 'Admission Number', 'Tutor Group', and 'Year Group'. The data rows are:

Last Name	First Name	Admission Number	Tutor Group	Year Group
Bishop	Adam	8408	2SJ	2
Catherine	Jones	08332	1SS	2
Gregory	Colin	8418	3SJ	2
Gregory	Colin	08418	2SJ	2

Once you have selected the required **Students** from the **Actions** dropdown scroll down and select **CTF Export**. Change the **Export Type** to **Phonics Return**. Select **LA Return** if you are sending it to your LA.

CTF Export

Use this option to export data via CTF for the selected student(s).

Export Type:

Phonics Return

 Export

 Cancel

Export to complete the process.