



## **Arbor – DfE Assessments – Phonics Screening Check**

How to enter and export Statutory Phonics Screening Assessments



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# 01 | Introduction

The Phonics screening check is designed to confirm whether pupils have learnt phonic decoding to a suitable standard. These tests usually take place in Year 1. Pupils who don't achieve the suitable standard should receive support from their school to ensure they can improve their skills. Those pupils will then be expected to retake the phonics screening check the following year in Year 2.

This document is a step by step guide on entering and submitting your data.

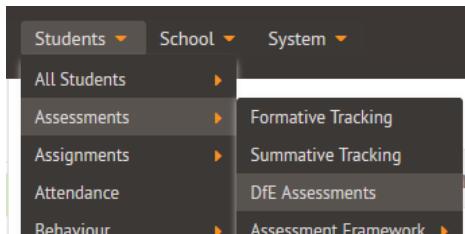
Please do not hesitate to contact the MIS team with any problems or questions.

**01642 635570**

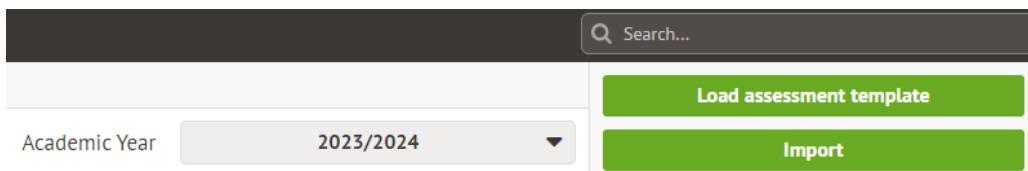
[helpdesk@oneitss.org.uk](mailto:helpdesk@oneitss.org.uk)

# 02| Loading Assessment Templates

1. Before you begin entering your assessments, you will need to check if your assessment is in the list. If it isn't, you need to load the assessment template. To do this, go to **Students | Assessments | DfE Assessments**



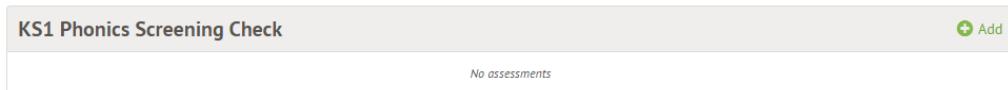
2. Click on **Load Assessment Template** on the right



3. Choose your assessment from the drop down. Choose **KS1 Phonics Screening Check**
4. Click **Load Template** then **Load Template** again
5. You should now see **KS1 Phonics Screening Check** in your list of DfE Assessments.

# 03 | Setting Up Assessments

1. Click **Add** next to your assessment



KS1 Phonics Screening Check

No assessments

**Add**

2. Choose your year group. We will choose **Year 1**

### Setup Assessments

Template [KS1 Phonics Screening Check](#)

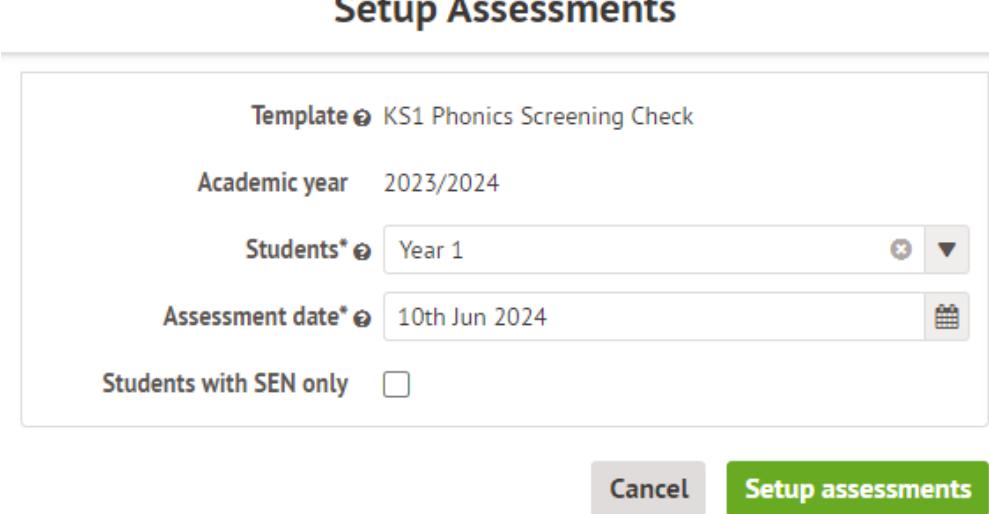
Academic year 2023/2024

Students\* [Year 1](#)

Assessment date\* [10th Jun 2024](#)

Students with SEN only

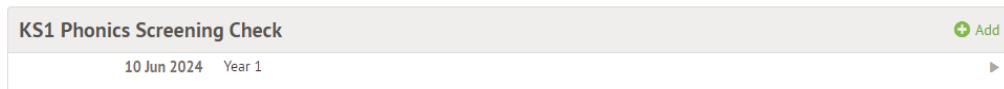
**Cancel** **Setup assessments**



3. Enter your assessment date (must be during week beginning 10<sup>th</sup> June 2024)
4. You will also notice there is a tick box for **Students with SEN Only**. Tick this if required.
5. Click **Setup assessments**
6. Your assessment should now be listed under **KS1 Phonics Screening Check**

# 04 | Adding Students Retaking in Year 2

## 1. Click your assessment

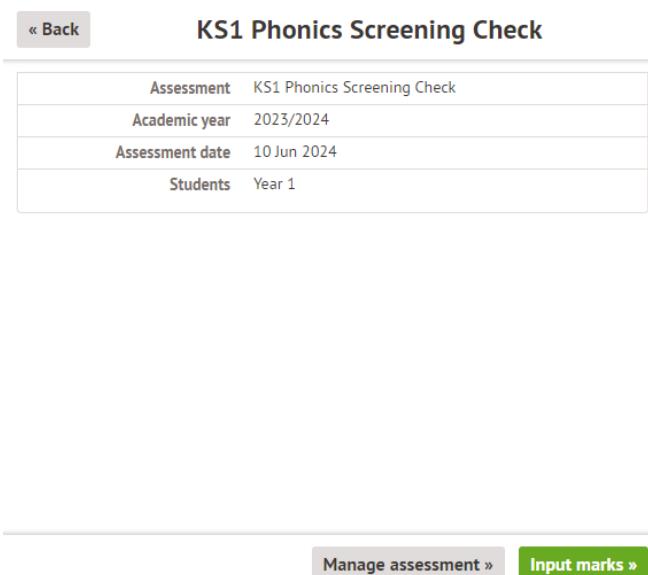


KS1 Phonics Screening Check

10 Jun 2024 Year 1

Add

## 2. Click **Manage Assessment**



« Back

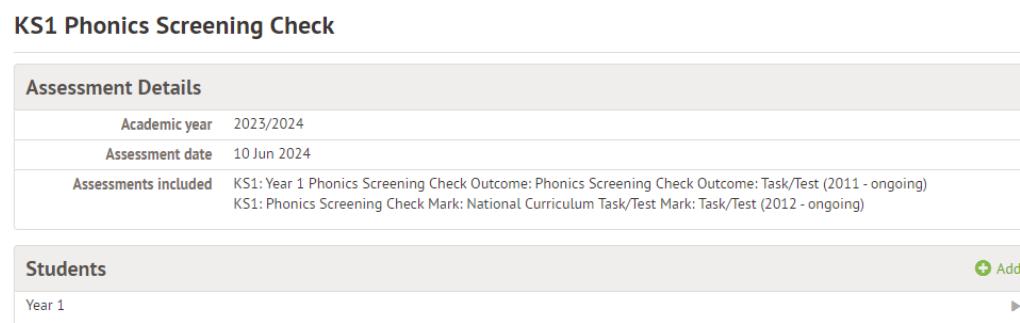
KS1 Phonics Screening Check

Assessment	KS1 Phonics Screening Check
Academic year	2023/2024
Assessment date	10 Jun 2024
Students	Year 1

Manage assessment »

Input marks »

## 3. Click **Add** in the **Students** section



KS1 Phonics Screening Check

Assessment Details

Academic year	2023/2024
Assessment date	10 Jun 2024
Assessments included	KS1: Year 1 Phonics Screening Check Outcome: Phonics Screening Check Outcome: Task/Test (2011 - ongoing) KS1: Phonics Screening Check Mark: National Curriculum Task/Test Mark: Task/Test (2012 - ongoing)

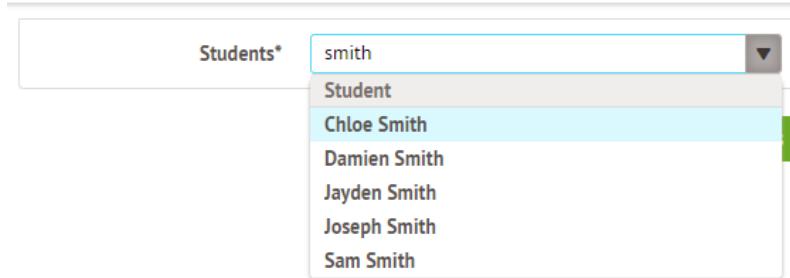
Students

Add

Year 1

## 4. Select your students from the drop down (or type names to search)

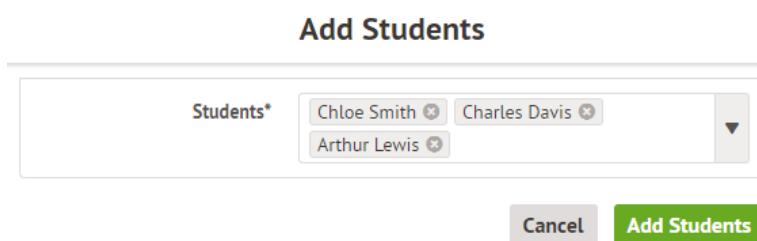
## Add Students



Students\* smith

- Student
- Chloe Smith
- Damien Smith
- Jayden Smith
- Joseph Smith
- Sam Smith

5. Click **Add Students**



Students\* Chloe Smith Charles Davis Arthur Lewis

Cancel Add Students

6. Those students will then appear in the marksheets alongside your Year 1 students

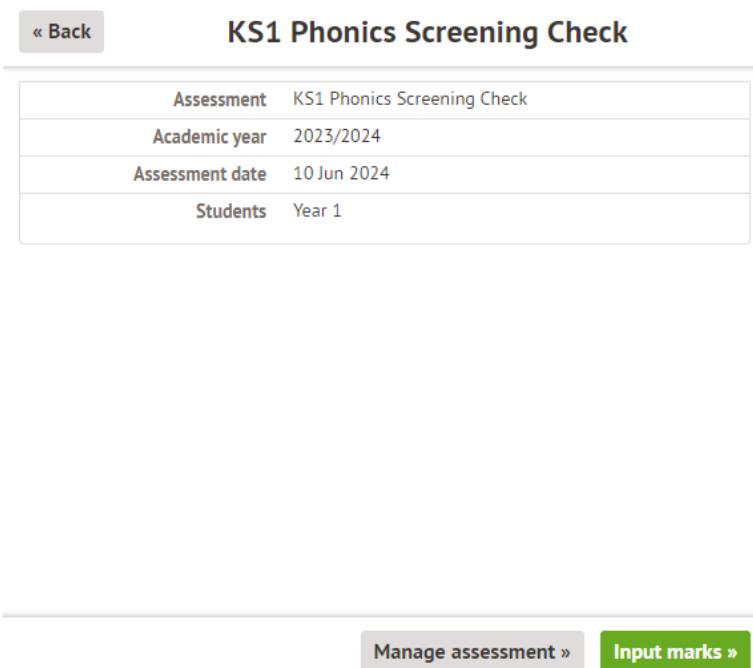
# 04 | Inputting Marks

1. Click on your assessment



KS1 Phonics Screening Check  
10 Jun 2024 Year 1 Add

2. Click **Input Marks**

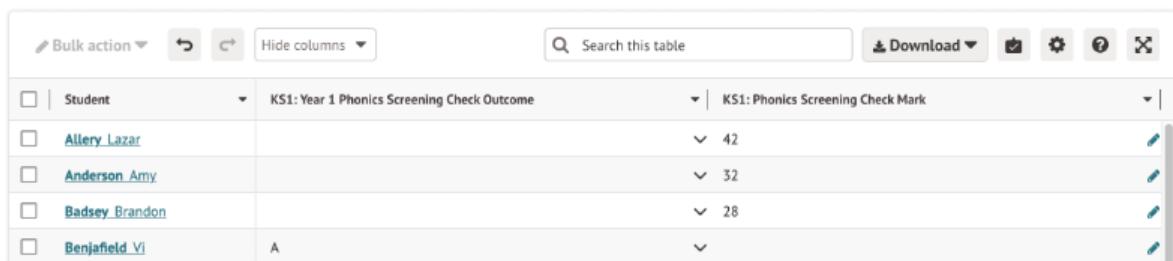


« Back **KS1 Phonics Screening Check**

Assessment	KS1 Phonics Screening Check
Academic year	2023/2024
Assessment date	10 Jun 2024
Students	Year 1

[Manage assessment](#) **Input marks**

3. This will open a marksheet. You can either click in the cells and type the mark, or use the arrows on each cell and select them from a drop down.



<input type="checkbox"/> Student	KS1: Year 1 Phonics Screening Check Outcome	KS1: Phonics Screening Check Mark
<input type="checkbox"/> <a href="#">Allery Lazar</a>		▼ 42
<input type="checkbox"/> <a href="#">Anderson Amy</a>		▼ 32
<input type="checkbox"/> <a href="#">Badsey Brandon</a>		▼ 28
<input type="checkbox"/> <a href="#">Benjafield Vi</a>	A	▼

# 05| Entering Marks in Bulk

Entering marks in bulk makes it quicker and easier to complete your assessment marksheets and means you're not inputting the same mark multiple times.

1. In your marksheet, tick the students you want to enter marks for, or use the top tick box to tick all if you need to enter the same mark for everyone

The image consists of two side-by-side screenshots of a software interface for selecting students. Both screenshots show a list of student names in a table format. In the first screenshot, there is a small checkbox next to each student name. In the second screenshot, there is a larger, more prominent checkbox at the top left of the list, which also checks all the individual student checkboxes below it.

2. Use the **Bulk Action** drop down to choose which column you'd like to update

The image shows a 'Bulk Action' dropdown menu with the following options: 'Bulk edit KS1: Year 1 Phonics Screening Check Outcome marks', 'Bulk edit KS1: Phonics Screening Check Mark marks', 'Create New Intervention', and 'Add to Existing Intervention Group'. The menu is displayed over a table structure.

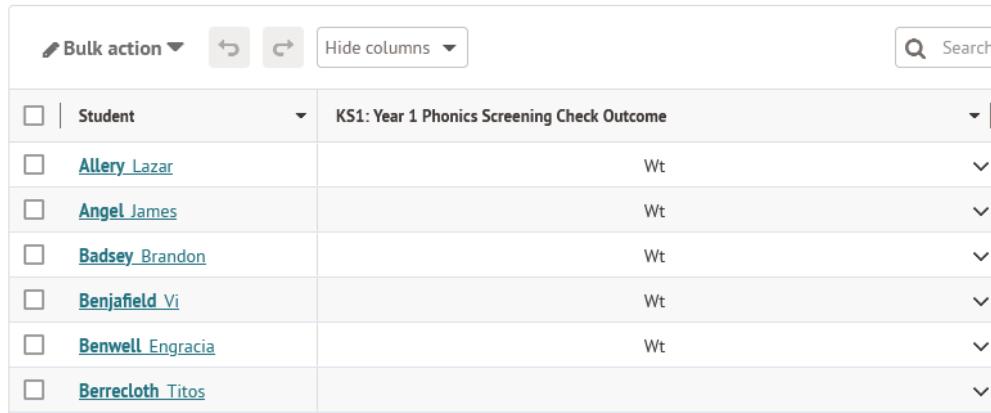
3. Choose the grade from the drop down

The image shows the 'Bulk Set Marks' interface. It includes a header with 'Bulk Set Marks', a back button, and a date field (15 Jun 2022). Below this, there are sections for 'Assessment' (KS1: Year 1 Phonics Screening Check Outcome) and 'Grade' (a dropdown menu showing options: A, Wt, D, L, Q, Wa). The main table lists students with their corresponding form and names: Form 1MJ (Allery Lazar, Angel James, Badsey Brandon), Form 1TP (Benjafield Vi, Benwell Engracia).

4. Ensure you check the list of pupils is correct to avoid the wrong marks being entered.

5. Click **Save Changes**

6. The grades should now be against your chosen pupils.



A screenshot of a table with the following data:

<input type="checkbox"/> Student	KS1: Year 1 Phonics Screening Check Outcome	<input type="checkbox"/>
<input type="checkbox"/> <a href="#">Allery Lazar</a>	Wt	<input type="checkbox"/>
<input type="checkbox"/> <a href="#">Angel James</a>	Wt	<input type="checkbox"/>
<input type="checkbox"/> <a href="#">Badsey Brandon</a>	Wt	<input type="checkbox"/>
<input type="checkbox"/> <a href="#">Benjafield Vi</a>	Wt	<input type="checkbox"/>
<input type="checkbox"/> <a href="#">Benwell Engracia</a>	Wt	<input type="checkbox"/>
<input type="checkbox"/> <a href="#">Berrecloth Titos</a>		<input type="checkbox"/>

7. Repeat/enter marks manually as needed until you have completed the sheet for all pupils.

# 06| Exporting Your Assessments

1. You can export your results straight from the marksheets screen using the **Export Results** option on the left

The screenshot shows the 'DfE Assessments' interface. On the left, a sidebar menu is open, showing 'Mark Entry' and a dropdown for 'KS1 Phonics Screening Check'. Under this dropdown, 'Input Marks' is highlighted with a green background. Other options in the dropdown include 'Manage', 'View Marks', 'Analysis', and 'Export Results'. To the right of the sidebar, a list of student names is displayed with checkboxes next to them, labeled 'Bulk action'. The student names are: Allery Laz, Angel Jarr, and Badsey Br.

2. Click **Add** on the top right of the **Current Assessment Results CTF Exports** panel

## DfE Assessment Exports

The screenshot shows the 'Current Assessment Results CTF Exports' table. The table has four columns: 'Export Time', 'CTF type', 'Students', and 'Status'. The 'Add' button is located at the top right of the table. The table displays the message 'No Rows To Show' and 'Showing 0 results'.

3. Complete as follows:-

**Export Type:** Partial CTF containing phonics check data

**Destination:** Local Authority

**Year Group:** This depends on whether you need to export Year 1 and 2 separately or together. You can either choose both year groups which will output them in one file or choose one year group and repeat the export process for the other year group.

**Include only students enrolled on:** Today's date (unless backdating for any

reason)

**Only export the most recent assessment results:** Tick – this ensures that only the most recent result is pulled through

4. Click **Export**

**Export Assessment Results**

**Information**

To export a CTF file, please first pick the type of export you want. When you have done that, click Export. A CTF containing the chosen assessment results for the academic year will be created. It may take a little while to create the CTF, so please be patient. When it is finished you will be alerted by a notification, so keep an eye on those.

**Export type\*** Partial CTF containing phonics check data

**Destination\*** Local Authority

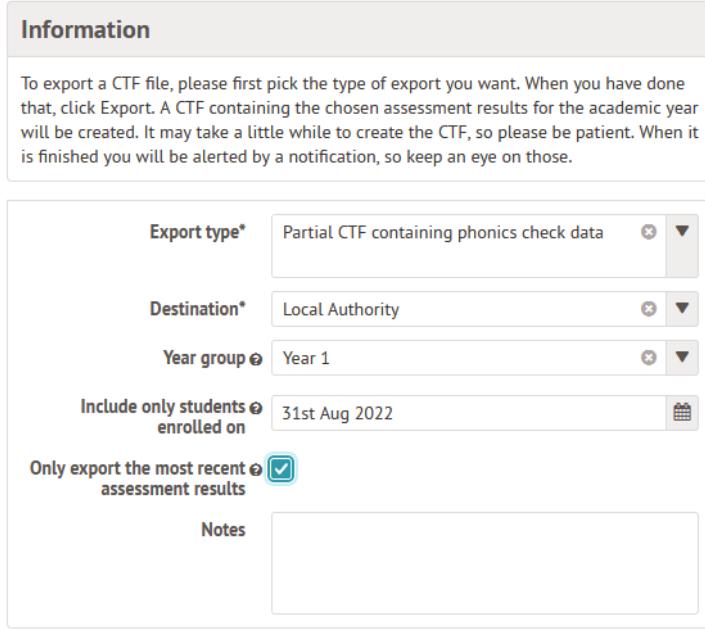
**Year group** Year 1

**Include only students enrolled on** 31st Aug 2022

**Only export the most recent assessment results**

**Notes**

**Cancel** **Export**



5. Your export will be added to the list. Give it a few seconds and then refresh the page and your CTF should be available through your notification centre in the top right.

# 07 | Producing End of Year Reports

Arbor comes with pre-defined End of Year Reports which you can export as a PDF and give to parents.

1. From the **Export Results** screen, click **End of Year Reports** on the right



2. Complete the **Bulk Generate Reports** panel as follows:-

**Academic Year:** Defaults to this year  
**Year Group:** Year 1 / Year 2 (as needed)  
**Report Type:** Phonics Screening Check Results

3. Click **Bulk Generate Reports**

A screenshot of the 'Bulk generate reports' panel. It has three dropdown fields: 'Academic year\*' set to '2023/2024', 'Year group\*' set to 'Year 1', and 'Report type\*' set to 'Phonics Screening Check Results'. Below the panel are two buttons: 'Cancel' and a green 'Bulk Generate Reports' button with a document icon.

4. Arbor will download a PDF file containing all reports so you can print them off
5. You can also use the **Download report for single student** option if needed (for example if you've changed a mark and need to recreate their report)

Download report for single student

Academic year*	<input type="text"/>
Year group*	<input type="text"/>
Student*	<input type="text"/>
Report type* <small>?</small>	<input type="text"/> Select report type

Cancel Download