



SIMS Assessment Guidance: Entering and  
Submitting Phonics, Year 1 and Year 2  
Assessments Using the Wizards

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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 to importing the necessary resources into SIMS, entering, and submitting the data.

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

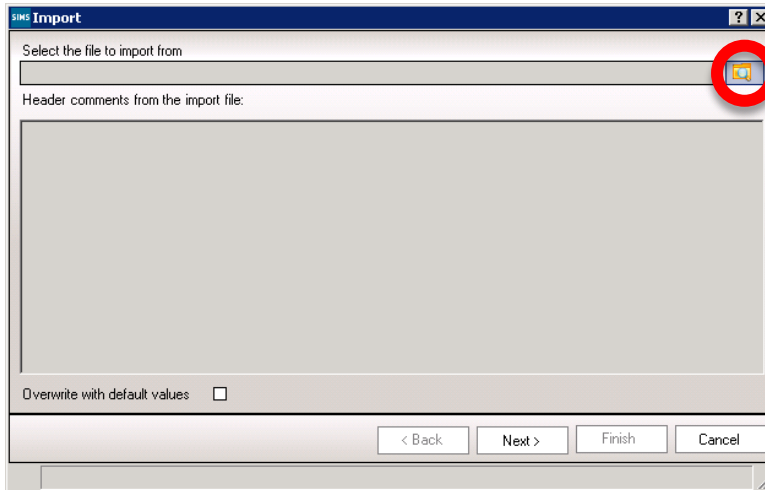
*(Please note that screenshots are for illustration purposes only)*

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## 02 | Importing the Wizards and Templates

1. Go to **Routines | Data In | Assessment | Import**.
2. Press the browse button to browse for the wizard



3. The browser window should automatically take you to a folder called “Assessment Manager”  
If you find the browser doesn't default to this location, please browse to

***C:\Program Files\SIMS\SIMS .net\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager***

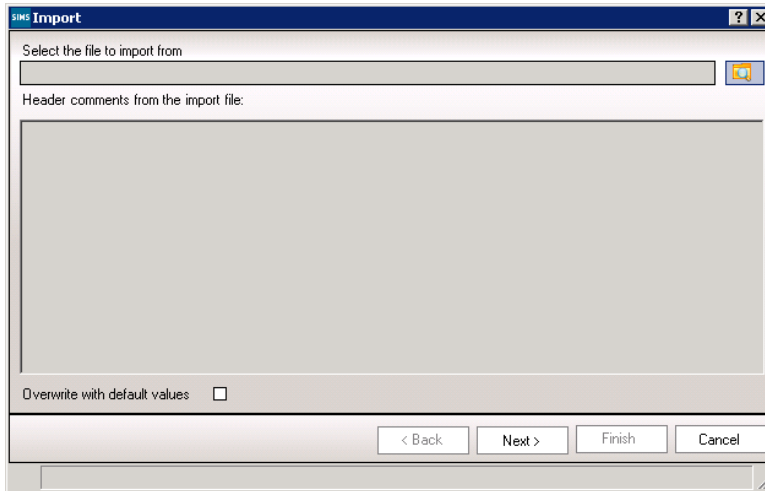
**OR**

***C:\Program Files (x86)\SIMS\SIMS .net\AMPA\England Primary (and Middle Deemed Primary)\Assessment Manager***

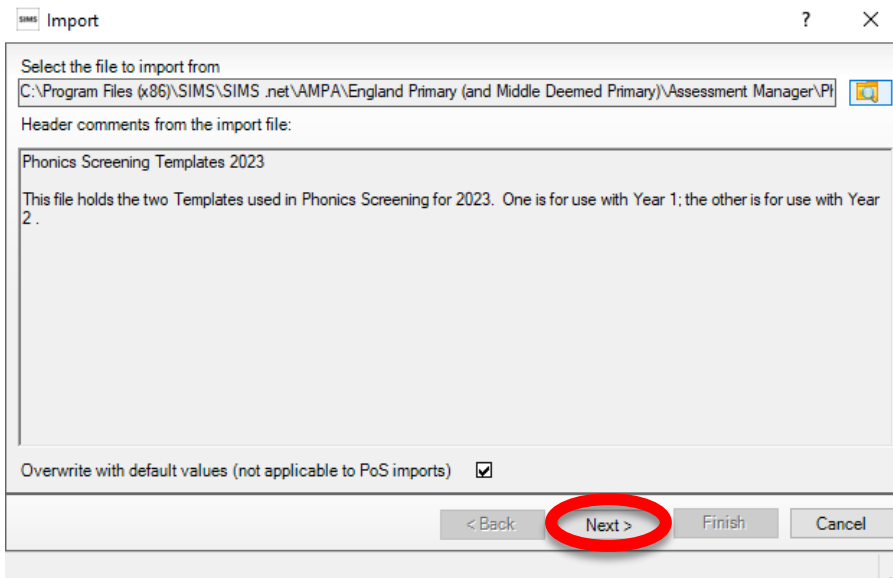
4. Select the file named '***Year 1 Phonics Screening Wizard 2024***' and click '***Open***'
5. Click '***Finish***'
6. Your wizard has now been imported.
7. Repeat to import the '***Year 2 Phonics Screening Wizard 2024***'.

Your wizard has now been imported. We now need to import the marksheet templates so that you can input your data.

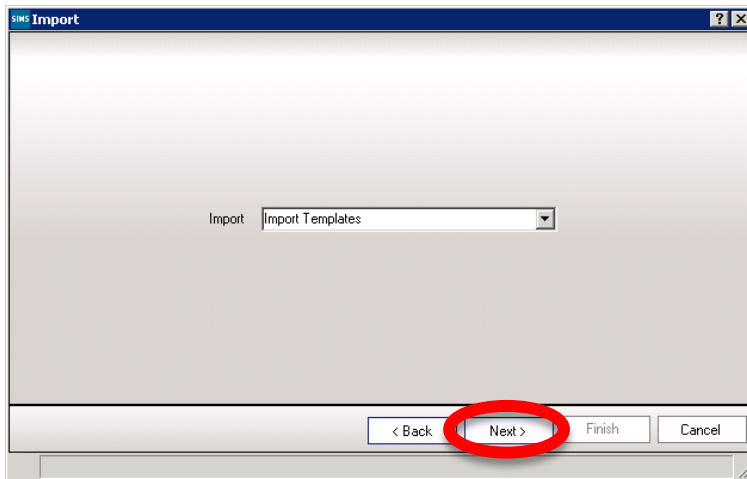
1. Go to **Routines | Data In | Assessment | Import**
2. Press the browse button to browse for the marksheet template



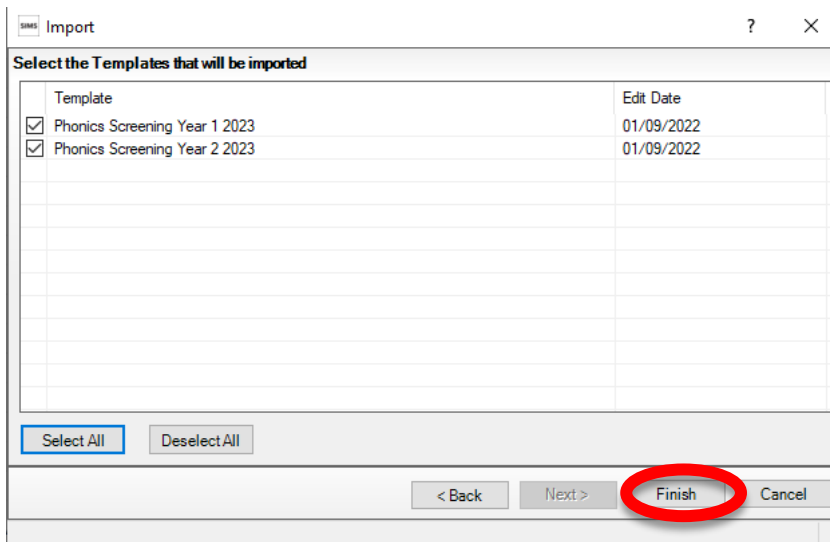
3. You should be directed to the Assessment Manager folder again. If you aren't, browse to the file path mentioned previously.
4. Select the file named '**Phonics Screening Templates 2024**' and click '**Open**'
5. Click '**Next**'



6. Select '**Import Templates**' from the drop down box



7. Click '**Next**'
8. Tick both boxes



9. Click '**Finish**'

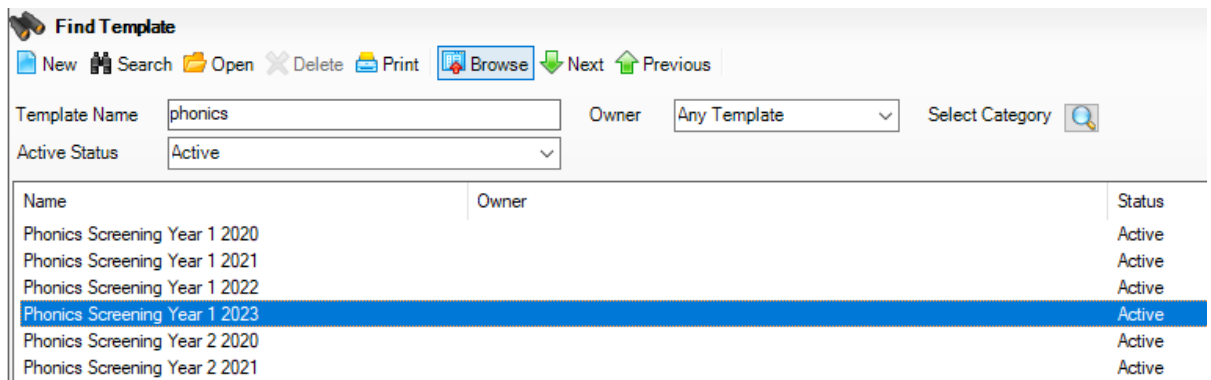
# 03 | Activating the Marksheets

Now that the wizards and marksheet templates have been imported, we need to activate the marksheet to allow us to view it and enter data.

There are 2 marksheets we need to activate:-

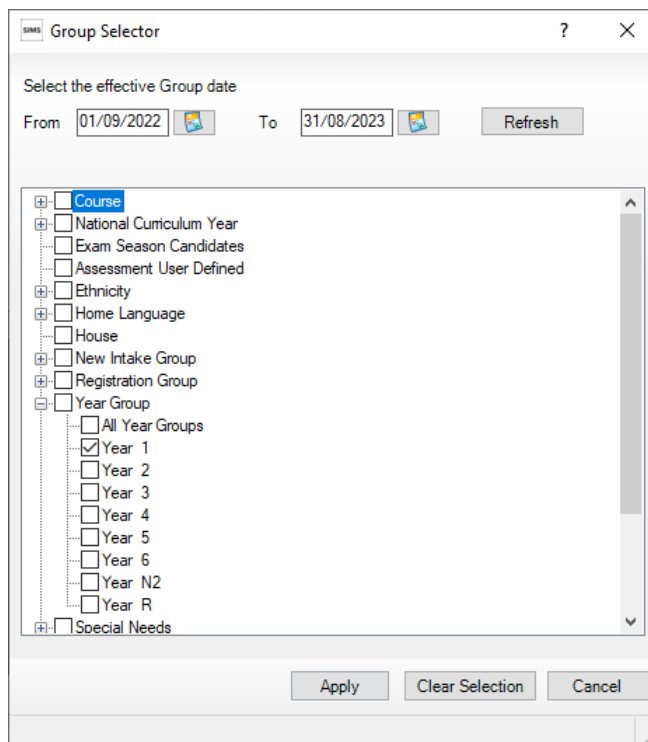
- Phonics Screening Year 1 2024
- Phonics Screening Year 2 2024

1. Go to **Focus / Assessment / Template**
2. Search for '**Phonics**'



3. Select '**Phonics Screening Year 1 2024**'
4. In section 3 (Marksheets), click '**New**'

- Expand '**Year Group**' by clicking on the '+' and select '**Year 1**'



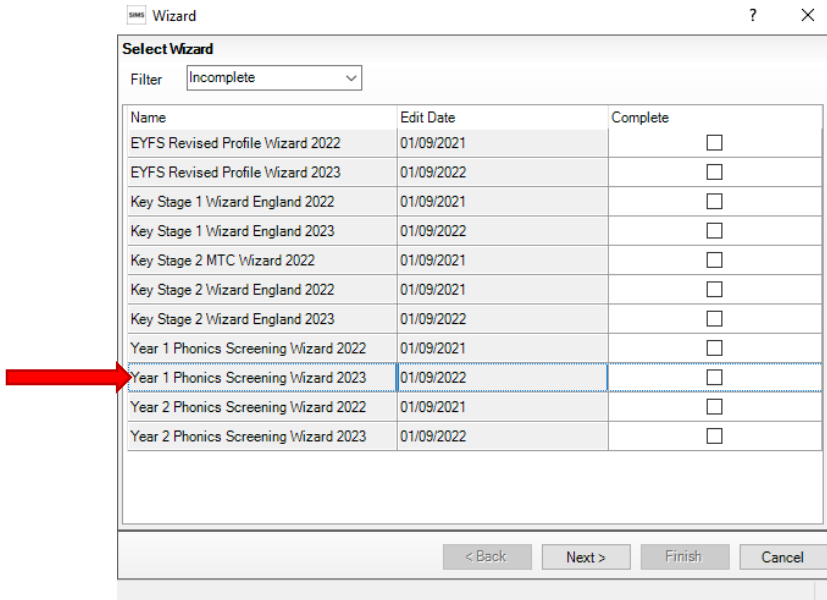
- Click '**Apply**' then click '**Save**' in the top left-hand corner of the screen.
- Repeat for the '**Phonics Screening Year 2 2024**' marksheet, instead selecting Year 2 as the year group.


Your marksheets have now been activated.

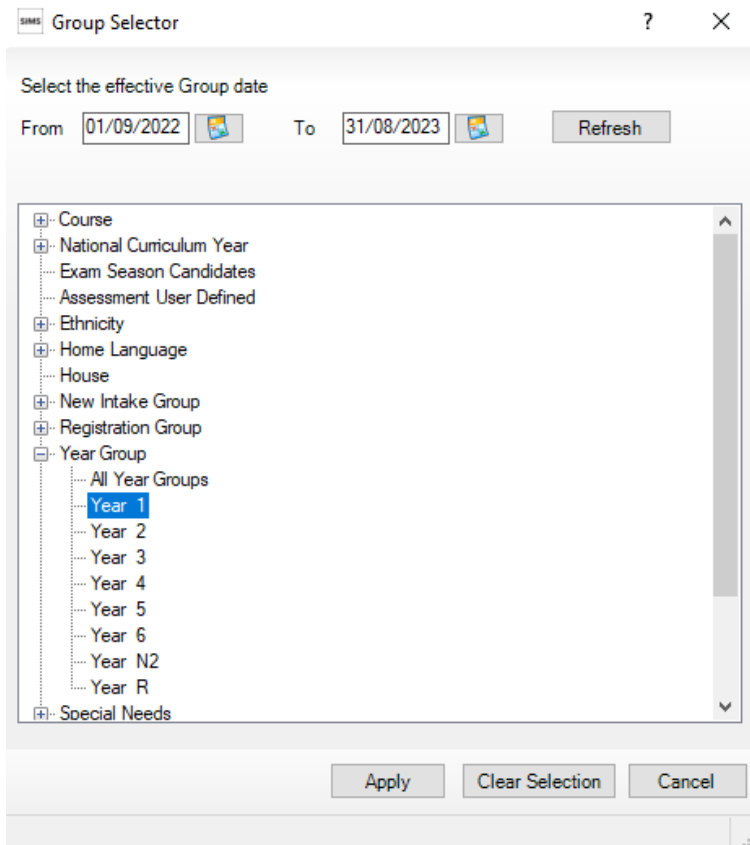


# 04 | Entering Year 1 Data Using the Wizard

1. Select **Tools | Performance | Assessment | Wizard Manager**




2. Leave the filter on **Incomplete**, highlight '**Year 1 Phonics Screening Wizard 2024**' and click '**Next**'.
3. On the **Select Group** screen, click the magnifying glass  to display the Group Selector.
4. Click the '+' next to '**Year Group**' and select '**Year 1**' then click the '**Apply**' button.



5. Click '**Next**'.

## Marksheets

We will now enter data into the marksheets that we have activated in previous steps. The below steps relate to the **Phonics Screening Year 1 2024** marksheet.

1. Click on the required marksheet from the list shown below and click on the green pencil  button.

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Template	Group	Last Used	Complete
Phonics Screening Yea...	Year 1		<input type="checkbox"/>

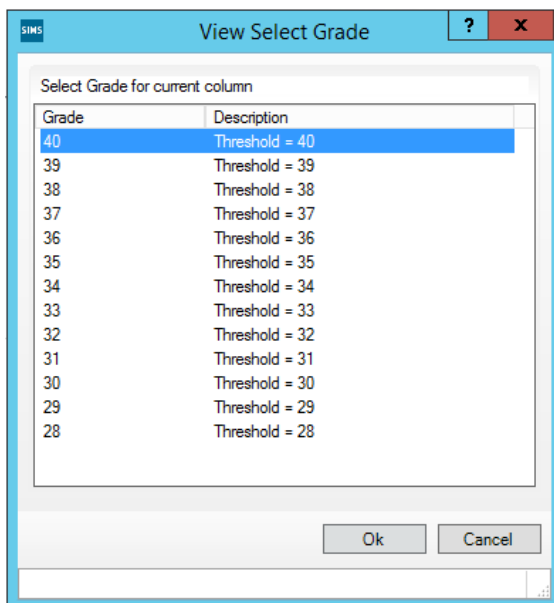
2. A marksheet with Year 1 pupils will be displayed along with columns that relate to the assessments which need to be entered.
3. To report the phonics screening check results, teachers should use the mark from the screening check. This is a mark from 0-40 for those children who have taken the phonics screening check. When the threshold values have been validated by the DfE in June, a phonics grade will be associated to the mark.
4. Enter marks in the first column titled '**Mark for Phonics Check Year 1**' for each pupil.
5. For children who are absent, did not take the check or have left, the mark must be left blank and the phonics grade of A, D or L entered in the column titled '**Grade for Phonics Check Year 1**'.
6. Once all marks or grades have been entered, click '**Save**'.
7. The '**Data Check**' column will show an ! to show that you are awaiting a threshold score in order to calculate the Phonics Grade. The data check will show OK for children who did not take the check.
8. Once you have entered all results, click '**Close**' in the top right-hand corner to close the marksheet screen and return to the wizard.

Once all required marks/grades are entered, close the wizard.

## Entering the Threshold Score and Calculating the Outcome for Year 1


The threshold mark will be published on 24<sup>th</sup> June 2024. This will be available from [www.gov.uk](http://www.gov.uk)

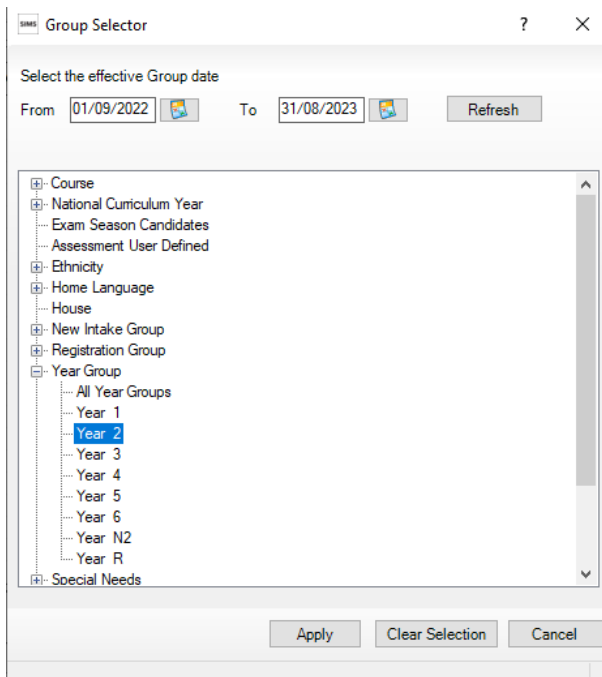
1. Go to **Tools | Performance | Assessment | Wizard Manager**
2. Select the Year 1 Phonics Screening Wizard 2024.
3. Click '**Next**'.
4. Choose Year 1 from the '**Select Group**' screen.
5. Click '**Next**'.
6. Open the marksheet by clicking on it and pressing the green pencil icon.
7. Right click the column heading '**Threshold Score**'.
8. Click '**Select Grade for Column**'.
9. Highlight the threshold score as defined by the DfE and click '**OK**'.



10. The column will flood fill the threshold score for each pupil.
11. Click '**Calculate**' to display phonics outcome grades.
12. Click '**Save**' to save the marksheet.
13. Close the marksheet.

# 05 | Entering Year 2 Data Using the Wizard

1. Go to **Tools | Performance | Assessment | Wizard Manager**.
2. Select '**Year 2 Phonics Screening Wizard 2024**'.
3. Click '**Next**'.
4. On the **Select Group** screen, click the magnifying glass  to display the Group Selector.
5. Click the '+' next to '**Year Group**' and select '**Year 2**' then click the '**Apply**' button.



6. Click '**Apply**'.
7. Click on the '**Phonics Screening Year 2 2024**' marksheet and click the green pencil icon to open it.
8. A marksheet will appear containing Year 2 pupils. If Year 1 Phonics results were entered last year for these pupils, they will be displayed in the '**Marks from Phonics Check Year 1**' and '**Grade from Phonics Check Year 1**' columns.
9. To find out who requires a recheck, click the '**Calculate**' button. If the pupil requires a recheck in Year 2, the '**Year 2 Check Required?**' column will populate with '**Yes**' in a yellow box.

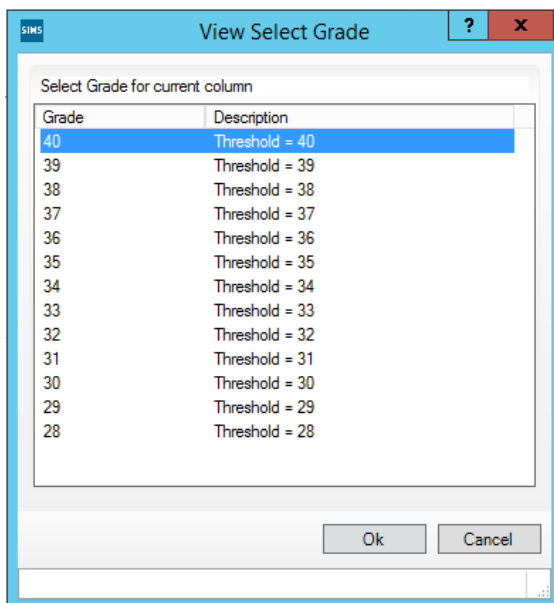
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10. Enter a value of 0 - 40 into the '**Mark for Phonics Check Year 2**' column for the pupils who have undertaken Year 2 check only.
11. Click '**Save**'.

## Entering the Threshold Score and Calculating the Outcome for Year 2

The threshold mark will be published on Monday 24<sup>th</sup> June 2024. This will be available from [www.gov.uk](http://www.gov.uk)

1. Go to **Tools | Performance | Assessment | Wizard Manager**
2. Select the Year 2 Phonics Screening Wizard 2024.
3. Click '**Next**'.
4. Choose Year 2 from the '**Select Group**' screen.
5. Click '**Next**'.
6. Open the marksheet by clicking on it and pressing the green pencil icon.
7. Right click the column heading '**Threshold Score**'.
8. Click '**Select Grade for Column**'.
9. Highlight the threshold score as defined by the DfE and click '**OK**'.

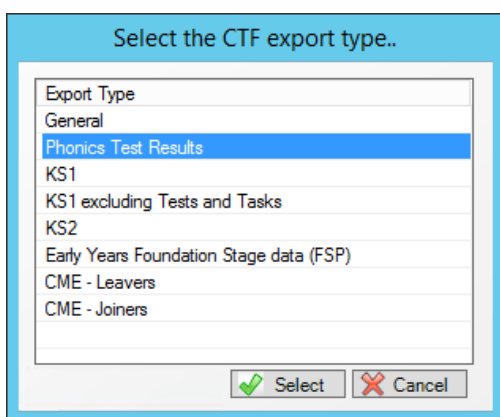



10. The column will flood fill the threshold score for each pupil.
11. Click '**Calculate**' to display phonics outcome grades.
12. Click '**Save**' to save the marksheet.
13. Close the marksheet.

# 06 | Creating a CTF for Submission to the LA

You will need to create two separate CTF files, one for Year 1 and one for Year 2.

1. Go to **Routines | Data Out | CTF | Export CTF**.
2. Select **'Phonics Test Results'** on the Export Type screen that appears. The CTF will contain phonics test data as well as UPN, surname, forename, DOB and gender.

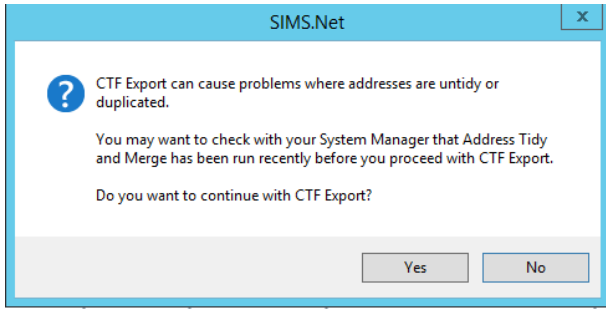


3. In panel **1. Student Options**, ensure that **'Include students already exported'** is ticked.
4. Click on the arrow at the top of the **'Year Group'** column and select the relevant year group (Year 1 or Year 2).
5. For Year 1, you need to select all pupils. To do this, right click in the **'Destination LA/Other'** column and click **'Select All'**.
6. Left click in the **'Destination LA/Other'** cell for the first pupil and select your Local Authority. This will flood fill all cells in this column.
7. For Year 2, you only need to identify pupils who have been retested. To do this, simply choose your LA in the **'Destination LA/Other'** column for each relevant pupil.
1. Once you have selected your Local Authority for the relevant pupils, click **'Export CTF'**  **Export CTF**

2. Click **'Yes'** when you receive the below message relating to address tidy.



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8. Make a note of the filename that appears on the screen.
9. Check the exception log to identify any errors.
10. Your CTF file can now be sent to your Local Authority via their preferred method of secure transfer.
11. As mentioned previously, you will need to repeat these steps for both Year 1 and Year 2 as data for both year groups is required.



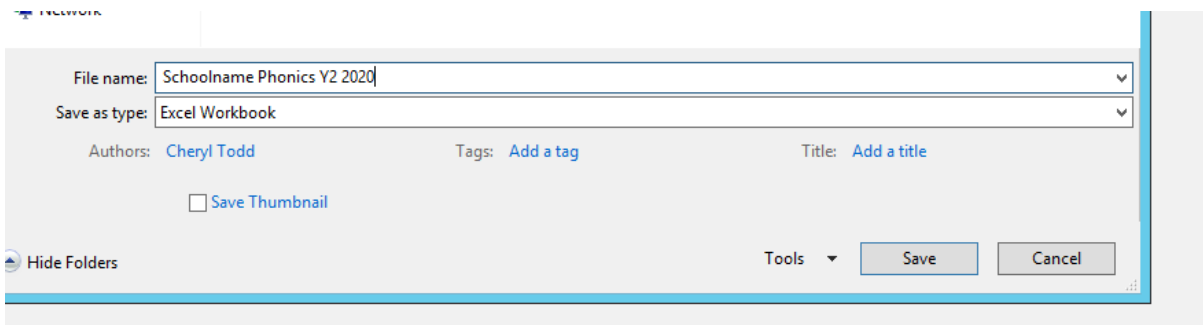
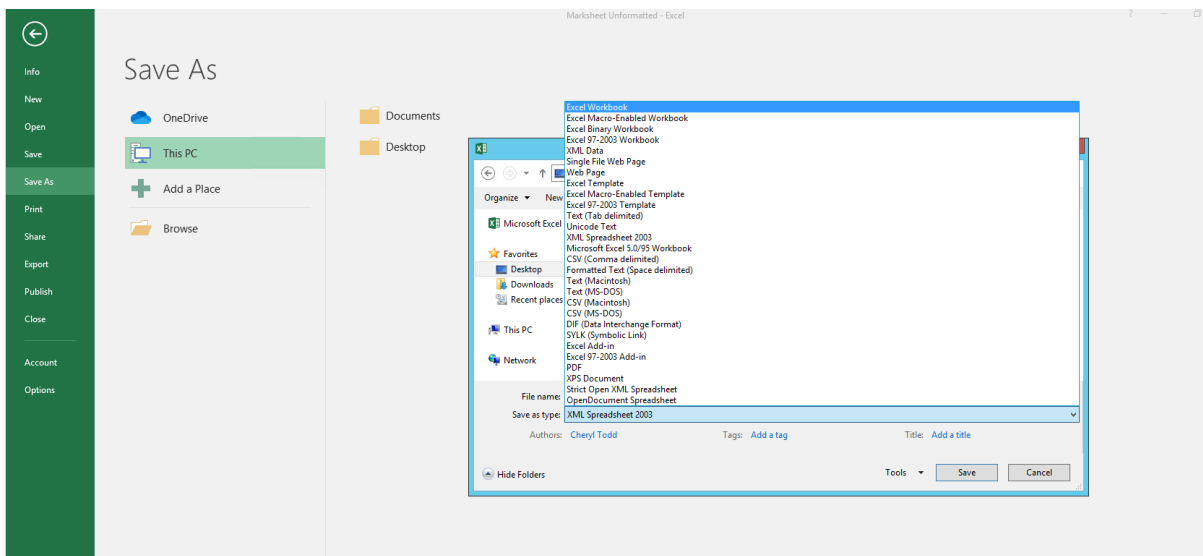
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The file will open in Excel so you can save it. Your Local Authority will be in touch should they need a copy of your data. If you're unsure, please contact your LA directly.

**Please make sure you save the file as an excel workbook and that the extra columns requested are on screen before you export.**

Surname Forename	Date of Birth	Gender	Reg Group
Appleby	11/10/2012	F	Y20



This Information has been classified as Internal.

