



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.

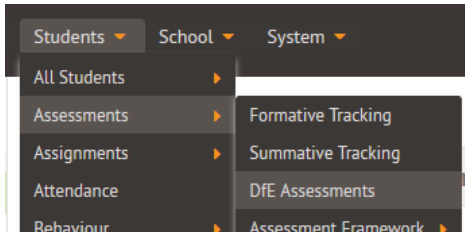
(Please note that screenshots are for guidance only)

01642 635570

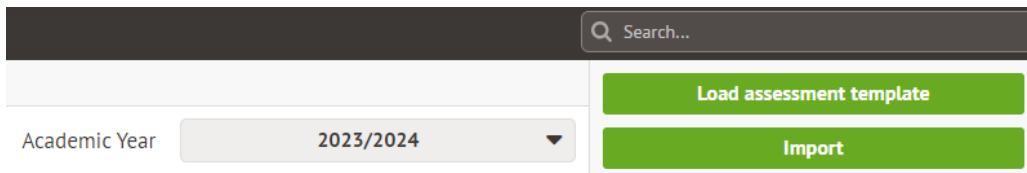
helpdesk@oneitss.org.uk

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 + Add

No assessments

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

Setup Assessments

Template 🗑️ Autumn term 2020 Year 2 Phonics screening check

Academic year 2024/2025

Students* 🗑️ Year 1 ✖️ ▼

Assessment date* 🗑️ 9th Jun 2025 📅

Students with SEN only

Cancel
Setup assessments

3. Enter your assessment date (must be during week beginning 9th June 2026)
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
+ Add

10 Jun 2024 Year 1
▶

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

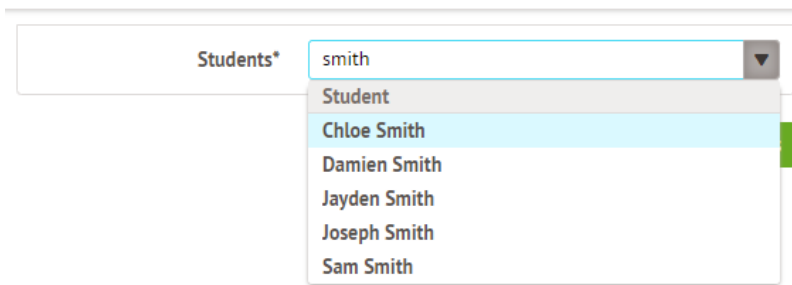
Assessment Details	
Academic year	2023/2024
Assessment date	10 Jun 2024
Assessments included	KS1: Year 1 Phonics Screening Check Outcome: Phonics Screening Check Outcome: Task/Test (2011 - ongoing) KS1: Phonics Screening Check Mark: National Curriculum Task/Test Mark: Task/Test (2012 - ongoing)

Students
+ Add

Year 1
▶

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

Add Students



Students* smith

Student

Chloe Smith

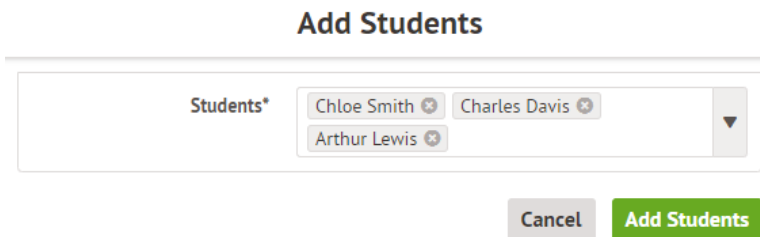
Damien Smith

Jayden Smith

Joseph Smith

Sam Smith

5. Click **Add Students**



Add Students

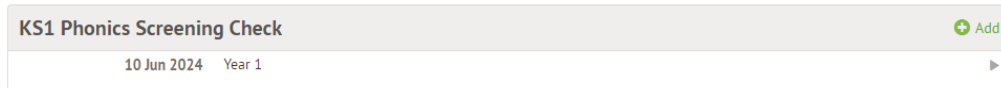
Students* Chloe Smith Charles Davis Arthur Lewis

Cancel Add Students

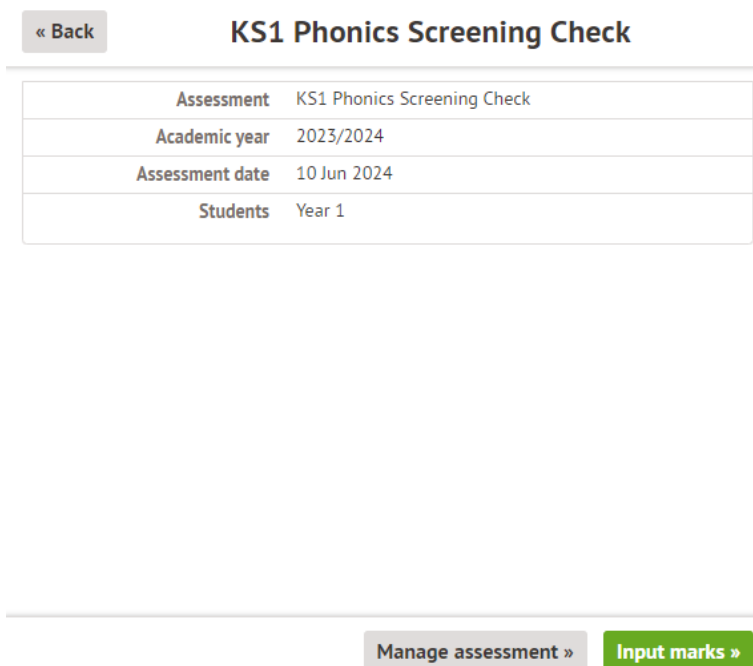
6. Those students will then appear in the marksheet alongside your Year 1 students

05 | Inputting Marks

1. Click on your assessment



2. Click **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.

Student	KS1: Year 1 Phonics Screening Check Outcome	KS1: Phonics Screening Check Mark
Allery_Lazar		42
Anderson_Amy		32
Badsey_Brandon		28
Benjafield_Vi	A	

06 | 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

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

3. Choose the grade from the drop down

Students	Grade
— Form 1MJ	
Allery Lazar	
Angel James	
Badsey Brandon	
— Form 1TP	
Benjafield Vi	
Benwell Engracia	

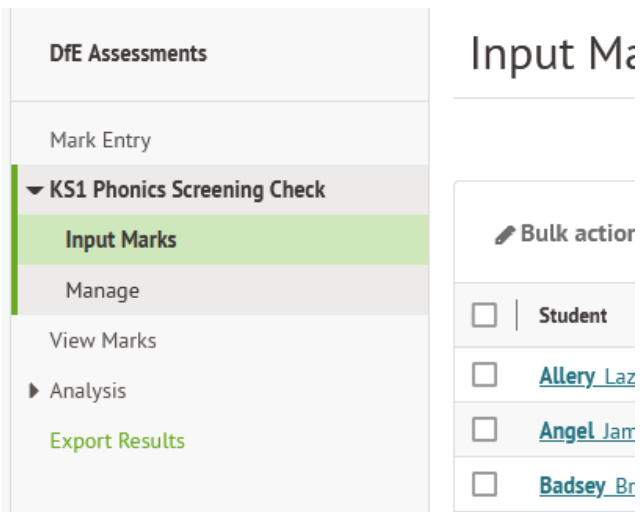
4. Ensure you check the list of pupils is correct to avoid the wrong marks being entered.
5. Click **Save Changes**
6. The grades should now be against your chosen pupils.

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

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

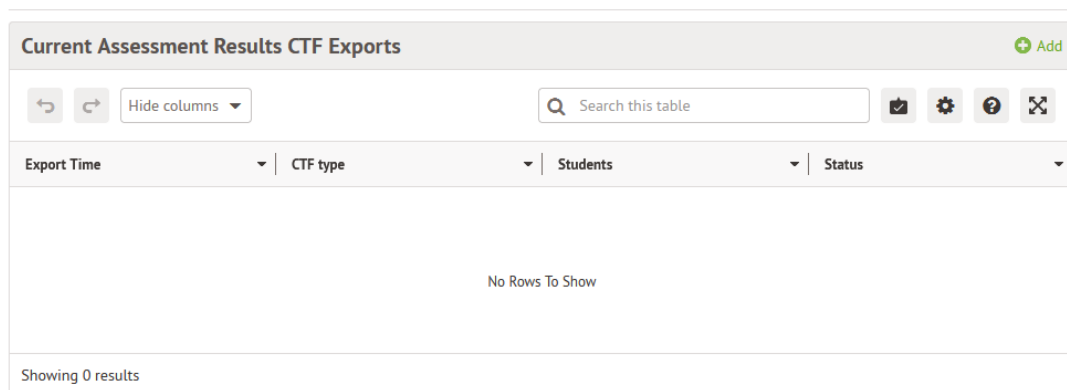
07 | Exporting Your Assessments

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



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

DfE Assessment Exports



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

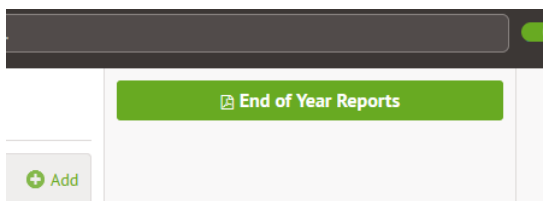
Notes

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.

08 | 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**

Bulk generate reports

Academic year*	<input type="text" value="2023/2024"/>	✕ ▼
Year group*	<input type="text" value="📁 Year 1"/>	✕ ▼
Report type* 🗨	<input type="text" value="Phonics Screening Check Results"/>	✕ ▼

Cancel
📄 Bulk Generate Reports

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*

Year group*

Student*

Report type*