



Statutory Phonics Screening Check

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Handbook

CAPITA

Revision History

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01 / Statutory Phonics Screening Check

Overview

The phonics screening check is a statutory assessment for all children in year 1. It is designed to confirm whether individual children have learnt phonic decoding to an appropriate standard. Children who do not achieve the appropriate standard in year 1 should receive support from their school to ensure they can improve their phonic decoding skills. These children will then be expected to retake the check the following year.

The phonics screening check data collection provides information at school level for schools to analyse their own performance; and at national and local authority level to enable schools to benchmark their children's performance. National results are also used to track standards over time.

This handbook is for use by local authorities, schools and academies (including free schools) to enable them to:

- return information on all phonics screening checks to the Department for Education (DfE).
- prepare the necessary data and processes.
- populate their systems with the required data.
- submit the data at the correct time and in the correct format.

What's New in this Release?

This is a new handbook for the **Statutory** module.

The latest DfE documents for the **Phonics Screening Check** can be found by clicking on the following links:

<https://www.gov.uk/government/publications/phonic-screening-data-collection-2018-technical-specification>

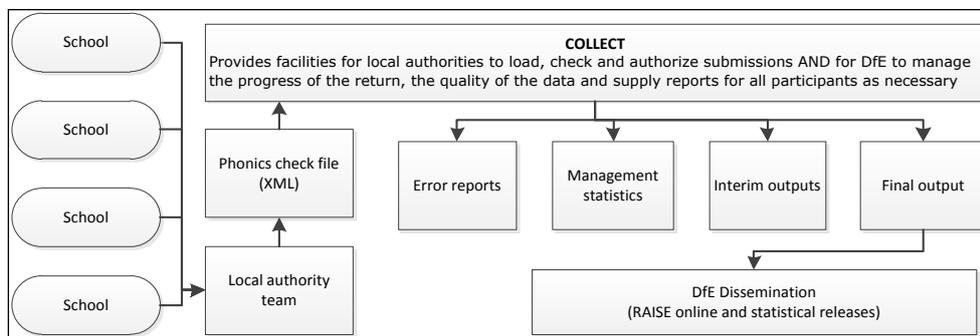
02 / Phonics Screening Check Process

Introduction

The annual phonics screening check data collection process covers all maintained schools and academies (including free schools) in England. Schools capture the data in an answer spreadsheet, which is then processed via the local authority, which in turn provide a .XML check file on all phonics screening checks via the DfE's Collections Online for Learning, Education, Children and Teachers (**COLLECT**) system.

The data consists of pupil level information for all year 1 pupils and those pupils in year 2 who did not meet the expected level in year 1.

The following diagram outlines the overall scope of the collection:



The data is collected via the COLLECT system between 11th June 2018 and 27th July 2018. Data received after 27th July 2018 will not be included in the provisional statistics.

NOTE: There will be a limited opportunity for LAs to submit late and/or corrected results, but any late results will only feed into the National Pupil Database.

Data Collection

Schools submit the data to the local authority, which in turn submits the pupil level phonics check results data via COLLECT.

Access to COLLECT is via the Secure Access Portal:

<https://sa.education.gov.uk/idp/Authn/UserPassword>

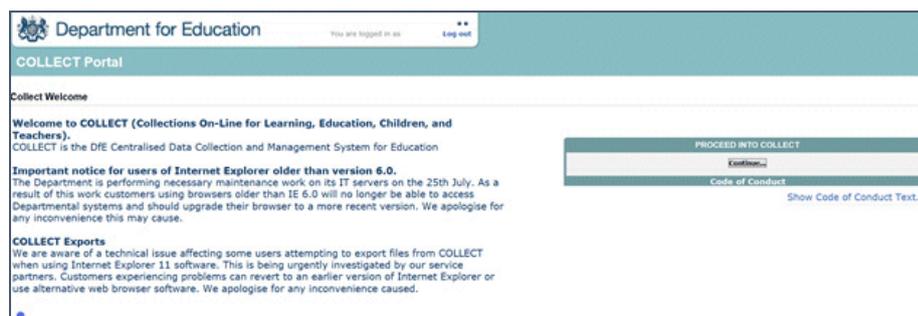
Successfully loaded data is then validated. After validation is complete, schools can view their data return, observe the validation outcomes and decide if there is any further action in response to the validations.

COLLECT

The COLLECT portal is used by schools, local authorities and the Department for Education (DfE) for processing data collection returns. COLLECT is responsible for the initial submission of data, data validation and the final approval by the DfE.

This enables registered users access to the DfE's systems.

Phonics Screening Check Process



The following processes are carried out via the COLLECT portal:

- **Upload Return** – import a file into your data return.
- **Add Return** – add a new return using a web form.
- **Open Return** – open your data return.
- **Submit Return** – submit your completed data return.
- **Export to File** – export your data return to a file.
- **Launch Reports** – enables you to report on your data return.
- **Delete Return** – delete your data return.

More Information:

<https://www.gov.uk/government/publications/collect-guides-for-schools-and-local-authorities>

Phonics Screening Check Spreadsheet

For schools that cannot use their management information system to record and submit their phonics screening check results, the DfE provides a phonics screening check data collection spreadsheet. This is available on request by contacting the Data Collections Helpdesk using the data collection service request form:

https://form.education.gov.uk/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-2b61dfcd-9296-4f6a-8a26-4671265cae67/AF-Stage-f3f5200e-e605-4a1b-ae6b-3536bc77305c/definition.json&redirectlink=%2Fen&cancelRedirectLink=%2Fen

Reporting to Parents/Guardians

By the end of the summer term, head teachers must report the following information to parents/guardians:

- each pupil's phonics screening check score: 0 to 40
- an outcome for pupils who did not take the phonics screening check:
 - **A** – absent
 - **D** – did not participate
 - **L** – left the school
 - **Q** – result is affected by maladministration.

Head teachers must make arrangements for parents/guardians to discuss the report with their child's teacher, if they request it.

03 / Recording Phonics Decoding Ability

Process

The process involves an annual screening check where teachers assess pupils on their phonics decoding ability. Data is gathered in the collection for all year 1 pupils and those in year 2 who did not meet the expected level in year 1.

Pupils are asked to read out 40 items with a teacher. These items are a mix of real words and pseudo-words. The teacher scores each item (1 mark for a correct answer) and totals the scores to make up the mark for the screening check.

The following is an example of the Screening check: answer sheet:

| 2015 | | Phonics | | | | | | |
|---|---------|-----------|---------|-----------|---------|-----------|---------|--|
| Screening check: answer sheet | | | | | | | | |
| First name | | | | | | | | |
| Last name | | | | | | | | |
| Screening check responses: Please tick the appropriate box for each word. The use of the comment box is optional. | | | | | | | | |
| Section 1 | | | | Section 2 | | | | |
| Word | Correct | Incorrect | Comment | Word | Correct | Incorrect | Comment | |
| tip | | | | yair | | | | |
| pon | | | | blies | | | | |
| hab | | | | keam | | | | |
| crab | | | | river | | | | |
| fresh | | | | diving | | | | |
| wink | | | | beehive | | | | |
| shuts | | | | midnight | | | | |
| Total correct | | | | | | | | |

A threshold mark is made available to schools after the end of the test window (Monday 25th June 2018) on GOV.UK. The DfE applies the threshold after the data has been submitted to local authorities. Schools do not need to wait until the threshold mark is published before submitting their data to the LA.

Local authorities monitor 10% of the schools in their area. Monitoring visits take place before the check to check materials are being held securely, and during the time of the check to ensure the administration process is being followed and observe some screening checks taking place. If necessary, local authorities can also carry out monitoring visits immediately after the check week.

Recording Phonics Decoding Ability

The results of the phonics screening check are added to the following spreadsheet:

| | A | B | C | D | E | F | G | H | I |
|----|---|------------------------------------|-------------|----------|---------------|-----------------------|-----------------------|---------------------------|-------------------|
| 3 | YR1 PHONICS SCREENING CHECK SCHOOLS TO LA SPREADSHEET | | | | | | | | |
| 4 | 1. Enter school/setting identification details in the boxes below: | | | | | | | | |
| 6 | Name of school * | | | | | | No. of Pupils | 0 | |
| 7 | Local Authority No. | | | | | | Wt | 0 | |
| 8 | School Estab No. | | | | | | Wa | 0 | |
| 9 | * Do not enter commas in the school name | | | | | | | | |
| 10 | 2. Starting at row 21 and using a new row for each child, enter higher | | | | | | | | |
| 11 | Identifying details and Phonics result levels in appropriate | | | | | | | | |
| 12 | cells | | | | | | | | |
| 13 | 3. Use drop-down menu for valid absence code | | | | | | | | |
| 14 | 4. Using keyboard tab key will move the cursor to next box/row | | | | | | | | |
| 15 | 5. When all entries are complete, save / back up the worksheet then click | | | | | | | | |
| 16 | Export to create a CSV export file and send to your Local Authority | | | | | | | | |
| 17 | as directed. | | | | | | | | |
| 18 | 6. See Guidance Notes for further instructions as directed. | | | | | | | | |
| 19 | Child's Surname (see Notes) | Child's First Forename (see Notes) | UPN | Gender | Date of Birth | Check Mark | Check Outcome | Unable to Assess | Validation Errors |
| 20 | | | (see Notes) | (M or F) | (DDMMYY) | Result Qualifier (NM) | Result Qualifier (NY) | Absence Code (Q,A,D or L) | |
| 21 | | | | | | | | | |
| 22 | | | | | | | | | |
| 23 | | | | | | | | | |

Schools need to enter the following data items:

- School name
- Local authority number
- Establishment number (4 digits)
- Academic year (in yyyy format).

The following pupil data items are required:

- Surname
- Forename
- UPN (unique pupil number)
- Gender
- Date of birth
- NCY (national curriculum year group)
- Phonics mark: phonics score between 0 – 40
- Phonics outcome: this field should only be used if the pupil has not taken the check for any reason. One of the following codes can be entered:
 - A – absent
 - D – did not participate
 - L – left the school
 - Q – result is affected by maladministration.

NOTE: *Wa* (met expected standard) and *Wt* (working towards) are no longer required. However, if these are included in a file returned to the department, the file will be accepted and the **Phonics Outcome** field removed.

Maintained schools must submit the results of the phonics screening check to their local authority. Academies (including free schools) must submit the results of the phonics screening check to their geographical local authority.

The school creates a phonics file via CTF; the name of the file is:

xxxnnnn_PHO_xxxLLLL_yyy.xml

where:

xxx is the local authority number
nnnn is the school number
LLLL is the establishment number
yyy is an incremented version number starting at 001.

NOTE: If a school cannot generate a file, then the spreadsheet can be sent to the LA for them to run the return. For more information, see [Phonics Screening Check Spreadsheet](#) on page 4.

04 / Processing Phonics Screening Check Files

Phonics XML Check File

The files containing the phonics screening check results are loaded into the local authority's (LA) central management system. Any existing data is overwritten by the import process.

One enables the LA to produce a list of schools to check that all expected schools' returns have been processed. The LA can produce a report for each school, or all schools, to show the total number of pupils included in each phonics submission. The results can be transmitted to COLLECT in batches.

The local authority has the facilities:

- to remove and to add pupils
- to amend a pupil's identifying data or result levels and re-validate the data
- to re-import a corrected CTF.

The local authority then creates an XML file of the individual school and pupil data to send to [COLLECT](#). The file contains the following data items:

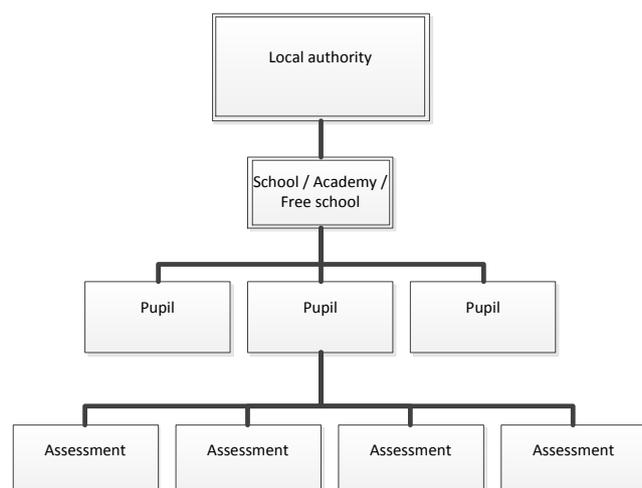
- local authority number
- school number.

The following data items are required for each pupil:

- UPN (unique pupil number)
- Surname
- Forename
- Date of birth
- Gender
- NCY (national curriculum year group)
- Phonics check result mark – as recorded
- Phonics check result outcome, if no marks are recorded. Outcome can be returned where a mark has been recorded, but it will be stripped out by COLLECT.

Each return from a local authority consists of a header and one or more school modules (only one school per return), each of which contain a pupil module with a number of pupil records.

Processing Phonics Screening Check Files



The local authority creates the .xml file; the name of the file is:

xxxLLLL_PHO_xxxDfE_yyy.xml

where:

xxx is the local authority number

LLLL is the establishment number

yyy is an incremented version number starting at 001

Creating XML Files

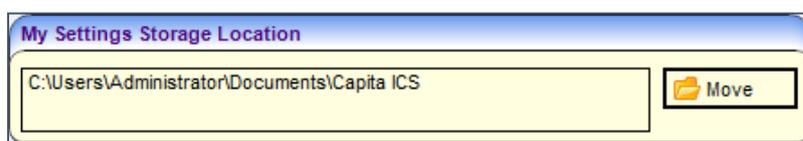
The following reference guide is available on the **One Publications** website via **Reference Guides | Analysis and Data** to help you with this process:

RG_Data Collection_Phonics Screening Check

This section describes the phonics screening check data collection process. It enables schools, academies (including free schools), local authorities and software suppliers working on their behalf, to prepare the necessary data and processes so that information on all phonics screening checks can be returned to the DfE.

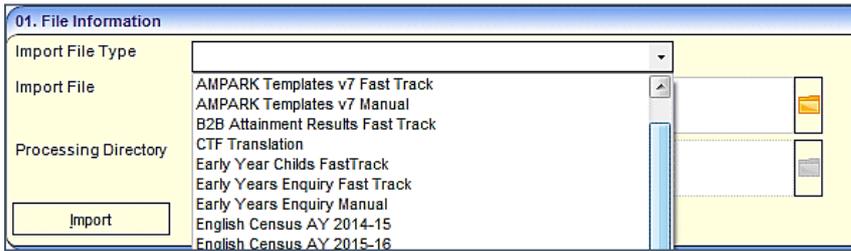
Data Preparation

1. Check the storage location path.
 - a. In the v4 Client, select **Help | My Settings | My Storage Location** to display the **My Settings** dialog. The file specification path is pre-populated on the **My Settings Storage Location** panel.



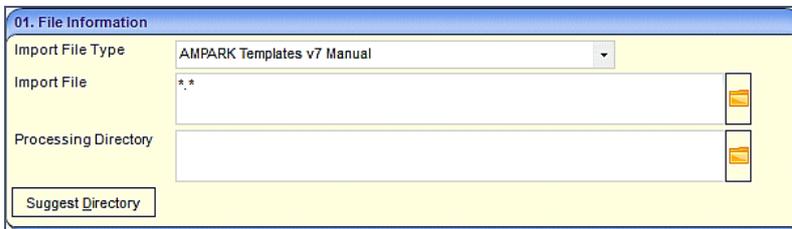
- b. If required, click the **Move** button to browse for a new path.
2. Download and import the AMPARK (Assessment Manager Performance Analysis Resource Kit) Templates files.
 - a. Download the latest AMPARK Templates files from <https://myaccount.capita-cs.co.uk/hot-topics/One-AMPARK-Files-and-Translation-Tables/>.
 - b. In the v4 Client, select **Focus | Data Management | Import | Import Data** to display the **Data Import** page.

- c. On the **File Information** panel, select either **AMPARK Templates v7 Fast Track** or **AMPARK Templates v7 Manual** from the **Import File Type** menu.

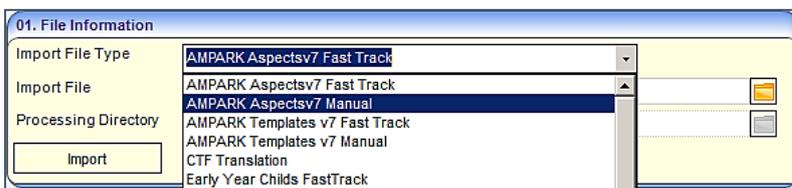


Note: One enables you to select either Fast Track or Manual import for the AMPARK Templates v7 files. The manual import enables you to select a processing directory and provides a **Suggest Directory** button, while the fast track option always imports to the default directory.

- d. Select the **Templates** file from the **Import File** dialog.
- e. If you selected the manual import, either enter a directory into the **Processing Directory** field or click the **Suggest Directory** button.



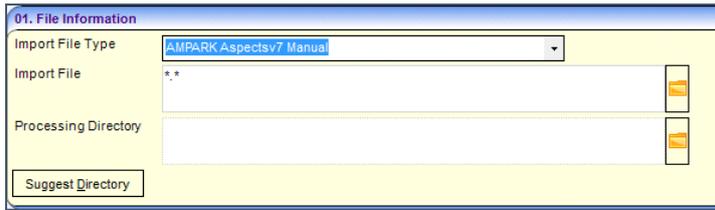
- f. Click the **Import** button.
3. Download and import the AMPARK (Assessment Manager Performance Analysis Resource Kit) Aspects files.
 - a. Download the latest AMPARK Aspects files from <https://myaccount.capita-cs.co.uk/hot-topics/One-AMPARK-Files-and-Translation-Tables/>.
 - b. In the v4 Client, select **Focus | Data Management | Import | Import Data** to display the **Data Import** page.
 - c. On the **File Information** panel, select either **AMPARK Aspectsv7 Fast Track** or **AMPARK Aspectsv7 Manual** from the **Import File Type** menu.



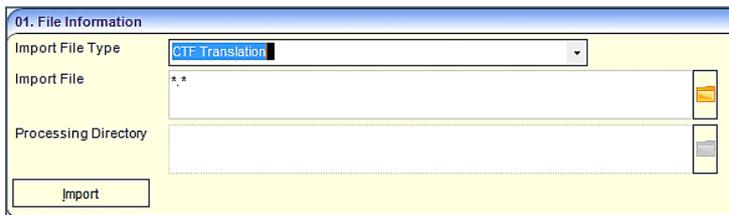
Note: One enables you to select either Fast Track or Manual import for the Aspectsv7 files. The manual import enables you to select a processing directory and provides a **Suggest Directory** button, while the fast track option always imports to the default directory.

- d. Select the **Aspects** file from the **Import File** dialog.
- e. If you selected the manual import, either enter a directory into the **Processing Directory** field or click the **Suggest Directory** button.

Processing Phonics Screening Check Files



- f. Click the **Import** button.
4. Download and import the One Translation Tables.
 - a. Download the latest One (CTF) Translation Tables from <https://myaccount.capita-cs.co.uk/hot-topics/One-AMPARK-Files-and-Translation-Tables/>.
 - b. In the v4 Client, select **Focus | Data Management | Import | Import Data** to display the **Data Import** page.
 - c. On the **File Information** panel, select **CTF Translation** from the **Import File Type** menu.



- d. Select the CTF file from the **Import File** dialog.
- e. Click the **Import** button.
- f. Select **Tools | Activity Log** to confirm that the files have uploaded as expected.



5. Check the file specifications.
 - a. In the v4 Client, select **Focus | Data Management | Import | Import File Specifications** to display the **Import File Specification Enquiry** page. The **Location** is pre-populated.



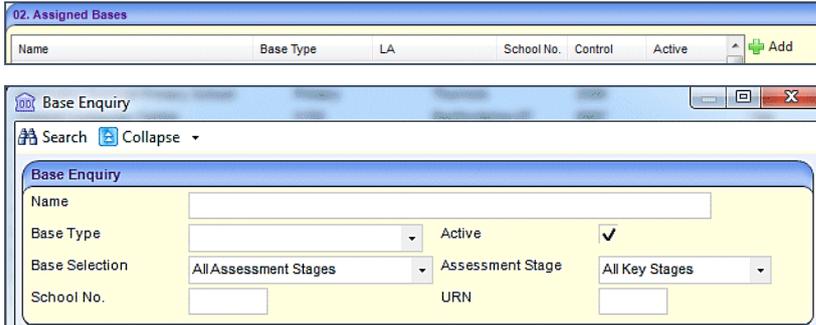
- b. Ensure that the configured file specifications are correct for the files displayed in the graphic.
- c. If required, click the **New** button to add a new specification. New specifications must be downloaded to other users.

6. Assign bases to the assessment stage.

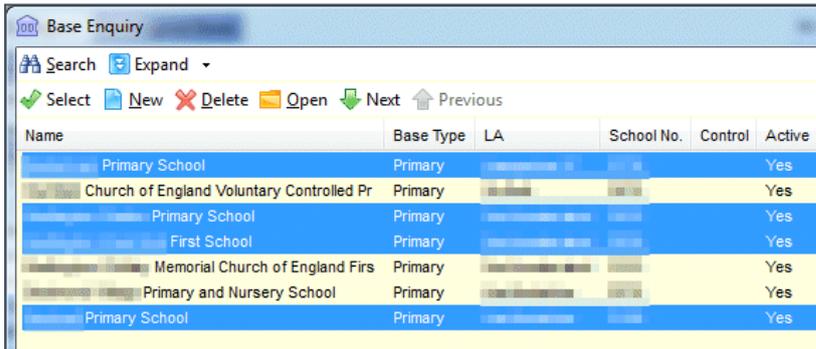
- a. In the v4 Client, select **Focus | Analysis Reporting | Data Collection | Assign Bases** to display the **Assessment Manager - Assign Bases** page.



- b. On the **Project** panel, select **Key Stage 1 – Phonics** from the **Assessment Stage** menu.
- c. On the **Assigned Bases** panel, click the **Add** button to display the **Base Enquiry** dialog.



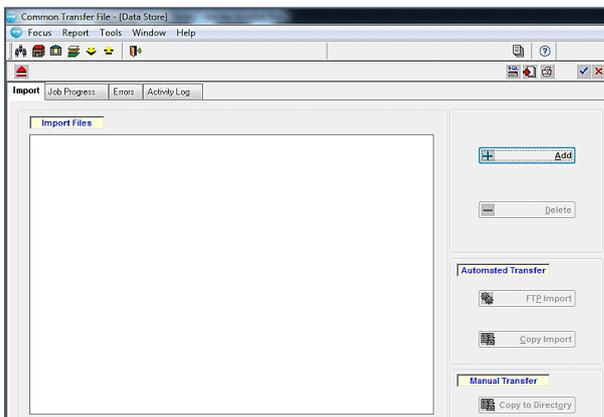
- d. Enter the search criteria into the field and then click the **Search** button to display a list of matching bases.



- e. Highlight the required bases and then click the **Select** button to add the bases to the **Assigned Bases** list.

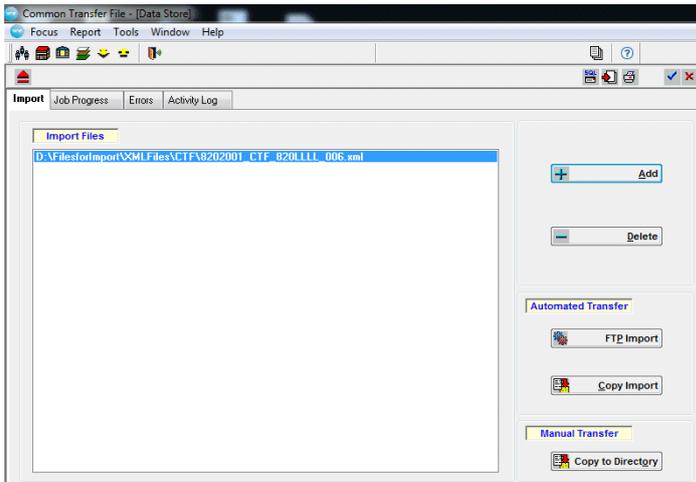
7. Download and import the CTF file.

- a. In the v3 Client, select **Data Manager | Common Transfer File | Focus | Data Store | Import**.

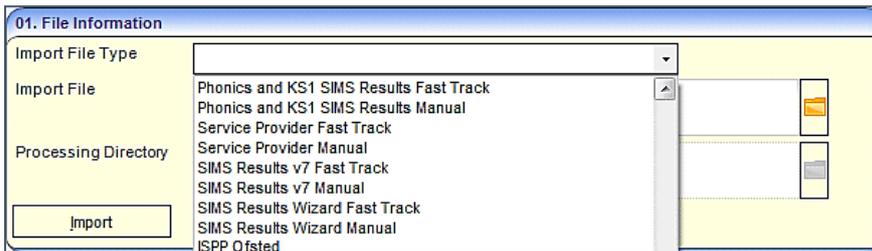


Processing Phonics Screening Check Files

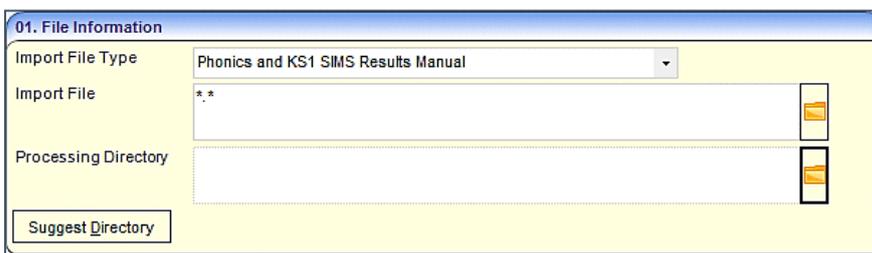
- b. On the **Import** tab, click the **Add** button to display the **Select Files** dialog.
- c. Select the required **.XML** file from the location and click **Open**.



- d. Highlight the file and select the Import method.
8. Download and import the Phonics and KS1 Results files.
- a. In the v4 Client, select **Focus | Data Management | Import | Import Data** to display the **Data Import** page.
 - b. On the **File Information** panel, select either **Phonics and KS1 SIMS Results Fast Track** or **Phonics and KS1 SIMS Results Manual** from the **Import File Type** menu.



- c. Select the **Phonics and KS1 SIMS Results** file from the **Import File** dialog.
- d. If you selected the manual import, either enter a directory into the **Processing Directory** field or click the **Suggest Directory** button.



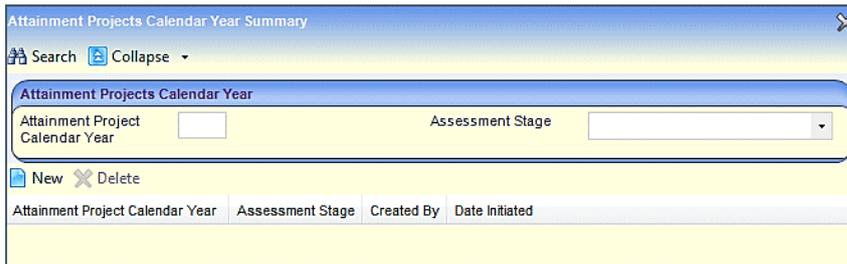
- e. Click the **Import** button.
- f. Select **Tools | Activity Log** to confirm that the files have uploaded as expected.



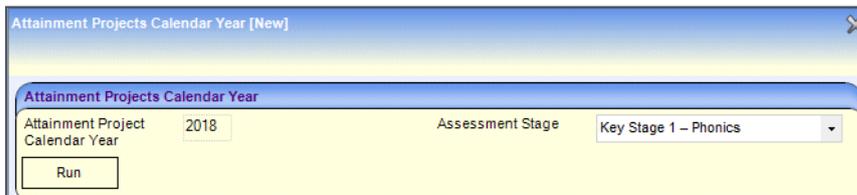
9. Update the Phonics tables. If a given One release includes no changes to Phonics other than yearly changes, then you should use the **Attainment Projects Calendar Year Summary** function to update the Phonics tables without upgrading the whole system.

NOTE: Do not run the **Attainment Projects Calendar Year Summary** if the corresponding One release features changes to the Phonics tables themselves; any table changes are updated by SQL scripts in the release.

- a. Ensure that the latest AMPARK and CTF translation files have been imported.
- b. In the v4 Client, select **Tools | Administration | Attainment Projects Calendar Year Update** to display the **Attainment Projects Calendar Year Summary** page.



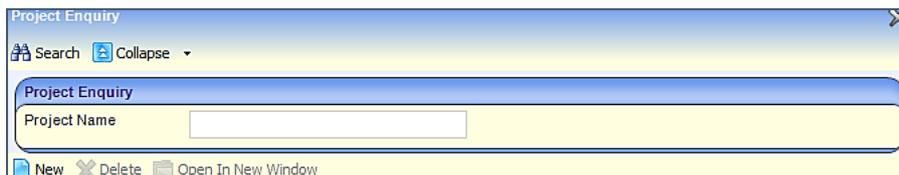
- c. Click the **New** button to display the **Attainment Projects Calendar Year [New]** panel. The **Attainment Project Calendar Year** defaults to the current year.



- d. Select the **Key Stage 1 – Phonics Assessment Stage**.
- e. Click the **Run** button to run the update. One displays a confirmation message once the update is complete.

Processing the Assessment Project

1. In the v4 Client, select **Focus | Analysis Reporting | Data Collection | Projects** to display the **Project Enquiry** page.



2. If you wish to use an existing project, select the required project from the list. The **Project Detail** page is displayed.
3. If you wish to create a new project, click the **New** button to display editable fields relating to the project details.

Processing Phonics Screening Check Files

4. Enter the following details:

- **Project Name:** a mandatory, free text field.
- **Project Type:** select **Assessment Manager** from the drop-down.
- **Project Description:** a free text field.
- **Assessment Stage:** select **Key Stage 1 – Phonics** from the drop-down.
- **Snapshot Date:** auto generated, but can be changed. A snapshot date identifies what base a student was at for a given stage and its associated results.
- **Cluster:** select if required. A cluster is a collection of bases from which it is possible to populate the students within the selected bases.
- **Threshold Mark:** The threshold mark is made available to schools after the end of the test window (set by the DfE). The following message is displayed:

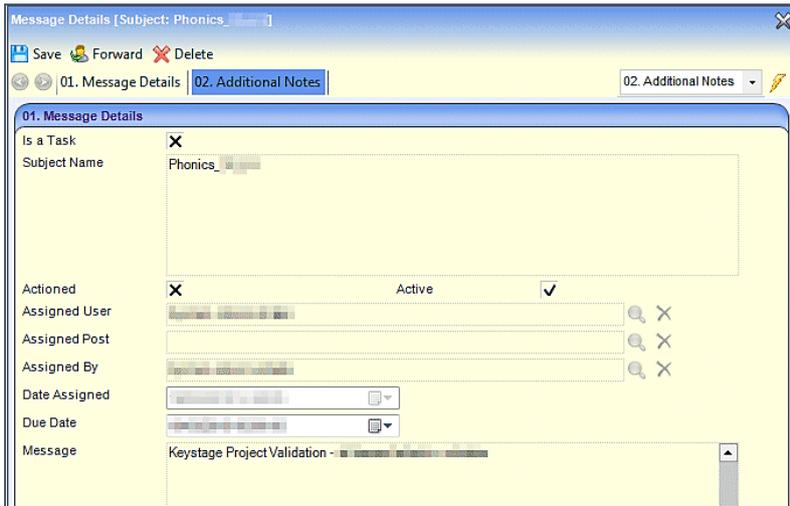
You have entered the 'Threshold Mark' as 'nn' are you sure you want to continue?
If you wish to change the 'Threshold Mark', please press 'Cancel'.

5. Click the **Save** button. **Created By**, **Date Initiated** and **Last Calculated** are populated.
6. One processes the students at the selected bases. Highlight a base and the student details for that base are populated.
7. Click the **Validate** button.

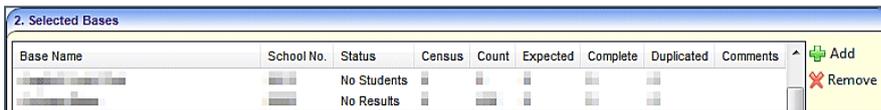
A message informs you to monitor your workflow messages for the project validation result.

Clicking **Validate**:

- adds all bases associated with KS1 – Phonics to the project (extracted from the BASE_KEYSTAGE table).
 - adds students who have a school history record for any of the added bases, including those who have an NCY for KS1 and have not got a full set of completed results.
8. Open the v4 Client homepage and click the **Refresh** button on the **My Workflow Messages** panel. One updates the validation status of the project. (This may take some time – click **Refresh** periodically).
 9. Once the project is showing a status of **Assessment Project Validation Succeeded** in the **Message** field of **My Workflow Messages**, click the message text to view the read-only **Message Details** panel.



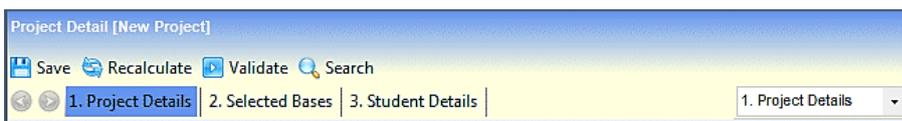
10. If required, add any notes to the **Additional Notes** panel.
11. Click the **Save** button.
12. Return to the projects' **Project Detail** page. If required, add or remove bases from the **Selected Bases** panel.



13. Right click on a base and select one of the following options:
 - **View Result** – displays the [Reports and Results](#) page.
 - **Validate** – validates the individual base.
 - **Expected Numbers** – entering the expected numbers of boys and girls helps to check that you have not omitted any students from the assessment stage reporting process.
14. If required, add or remove students from the **Student Details** panel.



15. Right click on a student and select one of the following options:
 - **View Result** – displays the [Reports and Results](#) page.
 - **Validate** – validates the individual student.
16. Click the **Save** button to save the updated project.
17. Click the **Recalculate** button to validate the results data.



The **Status** fields of the selected bases and the **Validation Status** fields of the students are updated as follows:

| Base Status | Student Validation Status |
|--|---|
| No Results – none of the students at this base have any results. | No Results – the student does not have any results. |
| Missing Results – some of the students at this base are missing results. | Not Validated – the student has some missing results. |
| Validated – All the students at this base have been validated. | Results Validated – the student has a full set of valid results. |
| Not Validated – some of the students at this base have results which have not been validated yet. | |
| No Students – there are no students at this base eligible for KS1 – Phonics. | |

Exporting the Data

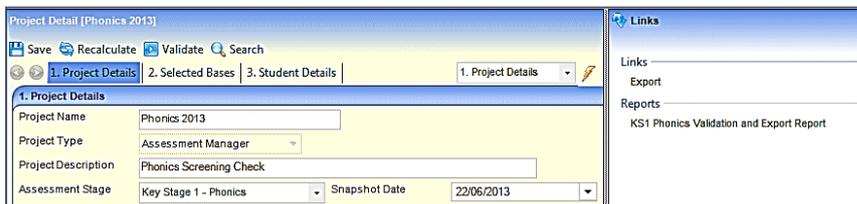
1. Correct the validation errors.

a. In the v4 Client, select **Focus | Analysis Reporting | Data Collection | Projects** to display the **Project Enquiry** page.

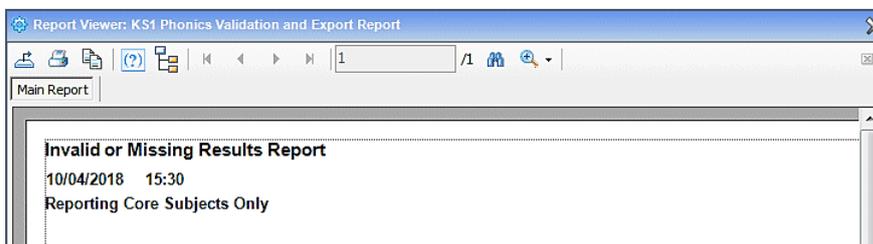


b. Enter the **Project Name** and then click the **Search** button to display a list of matching projects.

c. Double-click the project that you wish to export from the list to select it.



d. Click the **KS1 Phonics Validation and Export Report** hyperlink (located in the **Links** panel) to display the **Invalid or Missing Results Report**. This report lists all validation errors generated against the Phonics data. The report opens in [Report Viewer](#).

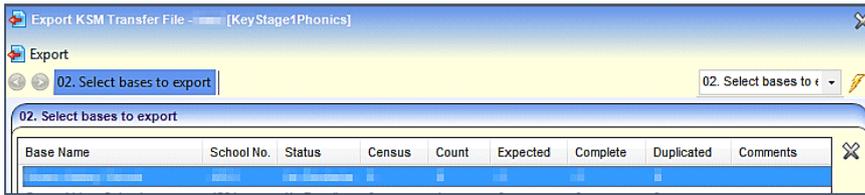


e. Use the information in the report to correct the data manually.

2. Export the phonics file.

a. Ensure that any validation errors in the project have been corrected, as detailed in the previous step.

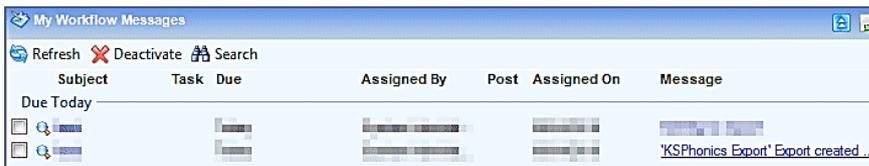
b. Return to the **Project Details** page, then click the **Export** hyperlink (located in the **Links** panel) to display the **Export KSM Transfer File [KeyStage1Phonics]** dialog.



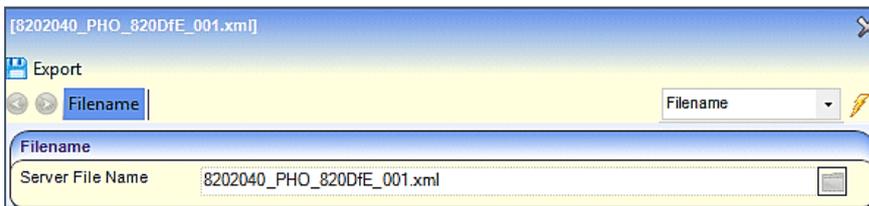
- c. Select a base and then click the **Export** button to begin the export process.

A message is displayed to inform you that the export process may take a long time and you need to monitor your workflow messages for the results.

- d. Select the v4 Client home page and click the **Refresh** button on the **My Workflow Messages** panel. The project appears in the workflow messages list.



- e. Click the link in the **Message** field to open details of the export file.



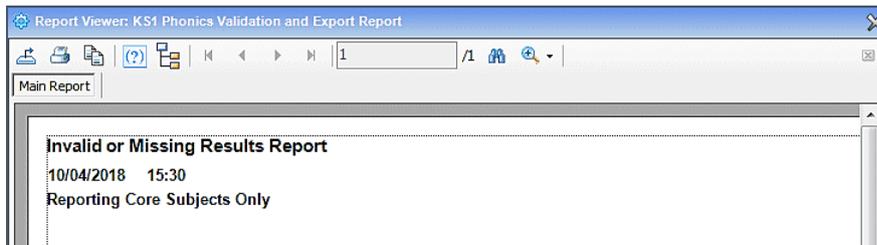
- f. Click the **Export** button to display the Windows **Save Export** dialog.
- g. Select a filename and location for the export file and then click the **Save** button to export the file. Once the file has been exported, One displays a prompt asking whether you want to delete the file from the server.
- h. Select either **Yes** or **No**, depending on whether you want to delete the file or not.
- i. Return to the **My Workflow Messages** panel, select the project's check box and then click the **Deactivate** button to remove the project from the list.



05 / Reports and Results

Report Viewer

The **Report Viewer** is opened when the **KS1 Phonics Validation and Export Report** hyperlink (located in the **Links** panel) is selected.



This report lists all validation errors generated against the Phonics data.

Use the toolbar to navigate through the report.

| | |
|---|--|
|  | Click to display the Export Report dialog. Select a location to store the Crystal Report (*.rpt). |
|  | Click to display the Print dialog. Some changes can be made to the layout before printing. |
|  | Click to copy the report. |
|  | Click the Toggle Parameter Panel button to apply parameters to the report. |
|  | Click the Toggle Group Tree button to open and close the Group Tree panel. |
|  | Go to first page. |
|  | Go to previous page. |
|  | Go to next page. |
|  | Go to last page. |
|  | Displays current page number and total number of pages. |
|  | Click to display the Find Text dialog to search for particular text in the report. |
|  | Click the Zoom button to select a magnification. |

Results Organiser

The purpose of the Results Organiser is to enable the user to view and save results data analysis for a selected student or group of students based on the selected criteria. It is accessed by right clicking and selecting **View Results** on a base in the **Selected Bases** panel or a student in the **Student Details** panel.

The screenshot shows the 'Results Organiser' window with a toolbar containing 'Save', 'Save As', 'Export', 'Pivot', and 'Clear Grid'. The main area displays a grid with 'Aspects' on the y-axis and student names on the x-axis. Below the grid is a spreadsheet view showing scores for 'PHONIC CHECK MARK' and 'PHONIC CHECK GRADE'.

| Aspects | Allison, | Ashley, | Biel, | Butler, |
|--------------------|----------|---------|-------|---------|
| PHONIC CHECK MARK | 24 | 24 | 24 | 24 |
| PHONIC CHECK GRADE | | Wa | | |

Students can be selected and the result data displayed in spreadsheet format.

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