

Online Assessment FAQs

We have compiled this document from the questions you have asked this week.

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Technical issues

I am having technical issues when assessing.

Log out of your account, clear your cache and cookies and then log back in.

Please be advised any saved passwords will be lost when you clear your cache and cookies.

Should you still experience issues, please contact us via the support function on the Online assessments so we can investigate further.

Adding pupils

How do I upload multiple classes into the same year group?

Complete separate CSV files for each class with pupils' names.

Upload these CSV files one by one to the same year group. Assign each class to their class teacher.

All classes will appear with the correct teacher's name in the same year group.

How do I add a class with more than one teacher (job share)?

You can only assign the class to one of their class teachers. However, all teachers can access the same assessment information.

How do I delete a pupil?

Open the year group of the child you would like to delete. Find their name and click on the small dustbin icon.

Not Assessed

Student	Result	Last Assessment	Tutoring	reaciner	
Caroline	Group A	Mon Oct 09 2023		Assessment completed	Take Assessment 2
	Blue	Mon Oct 09 2023		Assessment completed	Take Assessment 2

Completing the assessment

How does the progress line skip and space bar work in the sound knowledge section?

Avoid using the space bar in the sound knowledge section.

At the start of the assessment, use the progress line to skip to the sounds you want to assess.

All previous sounds will be marked as correct with a green tick.

Use the right or left arrow key to assess each sound.

Assessing from the start of Set 1: use your right and left arrow keys straight away.

Use the progress line to then skip to the 'i' for the start of the next section (oral blending and reading words with 'Special Friends', Fred *Talk*.)

You won't see orange dots in the sound knowledge section.

I completed the assessment incorrectly. What should I do?

You are best to delete this individual pupil and add them again.

Help! My assessment results are wrong.

1. Don't forget to click the 'i' at the start of **each** section.

Then... if they're ace, press space, until you reach the words you want to assess.

2. Check the progress line before you press enter. Do the orange and green dots match the parts of the assessment which the pupil can read correctly?

3. Look at a pupil's Individual Assessment Record to see if the ticks and crosses match the assessment.

Check whether you have:

- skipped past the start of the 'Oral Blending' section (i) on the progress line. If so, the assessment will record the 'Oral Blending' section as unknown and the assessment result will be Group B.
- skipped past the start of the 'Speedy Reading' section (i) on the progress line. If so, the assessment will record the 'Speedy Reading' section as unknown and assessment result will be Green.
- clicked the right or left arrow key for the fluency passage to confirm whether the child is ready for the next group **after** clicking the word they reach in one minute to record their reading speed.

What should I do if the child can read the words but not the sounds in isolation?

Before you 'press enter' to end the assessment, you can go back on the progress line and mark these sounds as correct.

How do I amend or continue an assessment?

If you want to edit the assessment at any point during the assessment, you can go back and forth using the Z key, or click on the progress line to change a response.

The progress line may look empty and appear to have removed a child's assessment information, but the information will still be recorded in the Individual Assessment Record.

If you have clicked 'enter' part way through the assessment, you can click 'take assessment 1' to continue the assessment from where you left off.

You cannot amend the assessment if you reached the end of the passages.

We are working on the functionality so that you will be able to amend previous sections of the assessment once you have clicked 'enter'.

Is there any advice for schools who are using the online assessment with children with SEND who may not read nonsense words?

For these individuals, mark any nonsense words in a section where they can read the read words as correct so that the child has an accurate assessment result.

Where can I find the paper copy of the assessment?

You can print the paper copy of Assessment 1 and Assessment 2 from Phonics Online on Oxford Owl. We updated the previous paper assessment to include the additional graphemes and reduced the number of words.

Online Assessment tracking system

How do I print the Individual Assessment Record?

You can print the Individual Assessment Record by clicking on the three vertical dots at the far right of your browser and selecting 'print'.

Which result feeds into the assessment trackers on the School Portal?

The online assessment will automatically add each child's assessment result (not your chosen group) to the Storybook and Sounds trackers.

You can manually edit these trackers if needed.

The Grouping Grid is based upon your chosen group.

Will I need to assess the children who have already completed the *Read Write Inc.* Phonics programme?

You will not need to assess the children who have already completed the programme. You also don't need to add their names to the Online Assessment.

Instead, you can manually edit the Storybook and Sounds trackers to add these children and ensure accurate progress data.

Add the pupils to the total number of pupils column and to the 'Comp' box (Storybook tracker) and 75 sounds box (Sounds tracker).

Other

Who can access the Online Assessment?

All teachers with a login to the Online Subscription can access the online assessment and assessment information for all children.

The Reading Leader or small assessment team should continue to assess all pupils.

Can I assess using an iPad or tablet?

You need to complete the assessment using the keys on a keyboard. You can use an iPad or tablet to assess if you have a keyboard attachment.

What is the green and red person icon?

These icons are not currently active as they are part of an exciting feature coming soon!

Shall I record ongoing assessment and grouping using the online assessment?

We only use the online assessment to assess all pupils at the end of each half-term, and assess any new arrivals to school throughout the year.

Reception: continue to use the *Starting Strong tracker* each week to record sound knowledge and children's blending in the first term in Reception. Use this to regroup children into Set 1 Sounds Groups A, B and C.

Ditties and Red Group: continue to informally assess children using the Speed Sounds cards and a handful of word cards to check if they can progress from Ditties to Red or Red to Green group.

Future developments

Will there be an online Fresh Start assessment?

We will create the Fresh Start online assessment later this academic year.

How do I assess pupils who are non-verbal?

Continue to use the paper Phonics assessment for pupils who are non-verbal, along with the matching pictures. This is available on Phonics Online on Oxford Owl.

We will create an online version of this assessment later this academic year.