

Governor Checklist for monitoring KS1 Phonics Screening Check (PSC)

Prior to administering the check to Y1 pupils (and Y2 pupils who did not meet the standard in June 2022) – June 2023

Check point	Yes/No (if no, what is the reason)
When is the check going to be administered (this should be between 12 th and 16 th June 2023) – has a timetable been produced?	
Have governors agreed their arrangements for monitoring the integrity of the PSC with the school?	
Have all staff involved in administering the tests received training by the school leaders and have they read all statutory guidance: - KS1 Phonics screening check administration guidance for the appropriate year - KS1 Assessment and Reporting Arrangements 2023 Have they also: - watched the DfE's Phonics screening check video?	
Are the staff administering the phonics screening check (PSC) known to the children? Relatives of pupils MUST not administer the check to them.	
Have the staff delivering the check been trained to teach phonics?	
Have all those administering the PSC read the scoring guidance for 2023?	

What is to be monitored during the administration of the test:

Check point	Yes/No (if no, what is the reason)
Is the test being administered according to the agreed timetable?	
Are any children absent on the planned day of testing?	
Is there a known reason for absence?	
When is likely the child will be tested?	
Do any pupils have access arrangements? Those who may need adjustments include pupils: - for whom provision is being made in school under special educational needs (SEN) support and whose learning difficulty or disability significantly affects access to the check - with an education, health and care (EHC) plan - with a disability that does not give rise to a special educational need but requires alternative access arrangements - who are unable to sit and work for a sustained period because of a disability or behavioural, emotional or social difficulty.	State evidence seen if yes.

Access arrangements include: • Rest breaks (test usually takes between 4 – 9 min) • Cued speech (only if administer is trained to do this) • Visual phonics • Sound buttons (if used, a child needs to use a photocopy or downloaded version of the test as it must be fresh for each child) • Coloured overlays • Braille versions • Modified papers - changing the font - changing the font size - having fewer words per page - removing the imaginary creatures for any pupils who might find them distracting	
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Test administration:

Check point	Yes/No (if no, what is the reason)
Has the test administrator explained what will happen in the check and let them practice the real and alien (pseudo word) words?	
Are all displays related to phonics removed or covered up in the test administration room?	
Is the room suitable for the PSC to occur	
Is the score sheet for pupils' responses completed correctly? They must record the last response given even if an earlier one was correct.	
Do staff make sure they do not lead children e.g. asking them to repeat a word or try again?	
Are children tested one at a time so that other children cannot hear their responses?	
After the testing period are all score sheets, the phonics booklets returned to the secure storage, and signed back in?	
Are staff aware that these materials must not be left unattended or taken to communal areas (toilets, staffrooms, classrooms etc)?	
Are staff aware the contents of the check should not be used to inform/be used in lessons for the children who have yet to complete it?	
Are the pupils' scores collated at the end of the testing period in readiness for reporting to the Local Authority?	Please give reason if yes.

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