1. First, understand the context and the purpose of the assessment.
   1. Your school leaders should give you some understanding as to why you need to conduct an assessment.
   2. In addition, ensure you have watched the [Simple Overview video](https://www.youtube.com/watch?v=hDM_eqz9udE&t=4s).
2. Ensure you have access to the [Excel Progress Tracker](https://www.seesaywrite.com/files/progress-tracker.xlsx).
3. Understand the technical steps in conducting a phonics assessment.
   1. Watch the ‘[Assessment](https://youtu.be/c228SPzpdSs?t=67)’ section of the See Say Write training video
   2. Conduct a short practice using your own Excel Progress Tracker.
   3. From our experience, it takes approximately 3 minutes per student for assessment (1min 30secs for the assessment and 45 seconds either side for setup. Depending on student numbers, a class-wide assessment will likely take one full hour.
   4. Even if students are assessed over *several* days, it is best to input the *same date*. For example, if you assess half the students on 20 November 2023 and the other half on 23, 24 & 27 November, the date you should enter for all students on the Progress Tracker should be one single date (e.g. 24 November 2023). This will enable you and other teachers to filter the results effectively so you can identify knowledge gaps or stream students.
4. Understand the necessary details. Ensure to ask school leadership if you don’t already know.
   1. Which classes/students you’re going to assess.
   2. What dates/time you have to assess them.
   3. Who you are going to send the completed Progress Tracker to, or where it should be uploaded/stored.
   4. How often will you be expected to run subsequent assessments.
5. Conduct the assessment, following the steps in the ‘Assessment’ section of the See Say Write training video.