



# Progress monitoring tools: Phase 24

## Notes for teachers

Each progress monitoring tool is made up of two parts:

- this PDF for student assessment
- a [spreadsheet to collect and analyse your data](#).

These tools:

- support teachers to monitor individual and whole-class student progress in phonics
- show effectiveness of teaching and student learning of [decoding and encoding skills](#)
- inform teachers and school leaders about pace and effectiveness of whole-class phonics instruction
- help identify students requiring further intervention.

The tools are set up in line with the [Literacy Hub phonics progression](#) but can be edited to match any phonics sequence.

## Using the progress monitoring tools

This assessment should be used to confirm student progress. If a student experiences difficulty during the assessment, stop the assessment. This point of difficulty then becomes your starting point for further targeted instruction. As a general guide, stop after three consecutive errors.

1. **Before assessing**, ensure each relevant letter-sound correspondence has been explicitly taught, and opportunities for guided practice and application have been provided to students.
2. **Print and laminate** one copy of each of the student reference sheets in this PDF.
3. **Print** a class set of the teacher marking sheets in this PDF.
4. **Set up** your progress monitoring spreadsheet by entering student names and details in each tab.
5. **Set up** a space for the assessment. Have your marking sheet, student reference sheets and paper and pencil for the student close at hand.
6. **Complete** the decoding section with each student. Ask the student to decode the sounds, words and sentences. Record the results on your teacher marking sheet as you do the assessment, making notes about any difficulties.
7. **Repeat** the process with the encoding section.
8. **Transfer the data** to the spreadsheet and analyse it to identify your next area of instruction.

## Scoring guide

When a letter or letters represent more than one sound, they will be indicated with an asterisk. Students need to produce as many sounds as they know and then receive one correct mark for each sound they produce. Note any incorrect or missing sound correspondences in the notes section.

The encoding section focuses on students' ability to spell. Any legibly written and correctly spelt answer can be given a correct mark. Note any handwriting difficulties or punctuation errors in the notes section on the spreadsheet.

For each dictation sentence, all words need to be spelt correctly to receive 1 point. This gives teachers a clear indication of whether students can apply all the required knowledge and skills at sentence level. A score of 0 shows that the student has gaps in knowledge or skills and further instruction is needed before moving on to more complex phases.



## Phase 24: Student reference

ough

dough bought drought through  
tough cough thorough

double honest guess  
island ancient

Nash brought doughnuts to the island.

Double the ingredients so we have  
enough dough.

To be honest, the drought was rough  
for everyone.



# Phase 24: Teacher marking sheet

Ensure your student has something to write on for the encoding section of the assessment.

**Student name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Decoding

1. Have the student read these sounds:

ough\*

Score:

/7

2. Have the student read these words:

dough bought drought through  
tough cough thorough

Score:

/7

3. Have the student read these irregular words:

double honest guess island ancient

Score:

/1

/1

/1

/1

/1

4. Have the student read these sentences:

Nash brought doughnuts to the island.  
Double the ingredients so we have  
enough dough.  
To be honest, the drought was rough  
for everyone.

Score:

/3

## Encoding

5. Dictate these words for the student to write:

though sought plough through  
enough trough thorough

Score:

/7

6. Dictate these irregular words for the student to write:

double honest guess island ancient

Score:

/1

/1

/1

/1

/1

7. Dictate these sentences for the student to write:

You ought to think things through  
thoroughly before guessing.  
Even though she had a cough, she  
thought she would still go to the island.  
The ancient tree had rough bark and  
a strong bough.

Score:

/3

\*The asterisk denotes more than one sound. Tell the student how many sounds they should be producing, based on the available score.