

En Ma

KEY STAGE
2

YEARS
3–6

National Curriculum assessments

Test administrators' guide

Level 6 externally marked
English reading and
mathematics tests

2012

**Standards and
Testing Agency**

An executive agency of the
Department for Education

© Crown copyright 2012

2012 Key Stage 2 level 6 externally marked English reading and mathematics tests
Test administrators' guide

PDF version 978-1-4459-5436-3

STA/12/5804

Hardcopy 978-1-4459-5425-7

STA/12/5793

You may re-use this information (excluding logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, visit www.nationalarchives.gov.uk/doc/open-government-licence or email psi@nationalarchives.gsi.gov.uk.

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

This publication is also available for download at www.education.gov.uk/ks2.

Contents

Introduction	5
Level 6 English writing test	5
About the level 6 externally marked English reading and mathematics tests	5
Further information and advice	5
What to do before the tests	6
Preparing test administrators	6
Numbers of test administrators	6
Access arrangements	6
Receiving and checking level 6 test materials	6
The administration pack	7
Checking and amending the attendance register	7
Test papers	8
Entering additional children for the level 6 tests	8
What to do if all children are withdrawn from a test	9
Preparing equipment for the tests	10
Dictionaries and other reference material	11
Preparing the room	11
Making arrangements for children who cannot take the test at the scheduled time	12
Administering the externally marked level 6 tests	13
Test conditions	13
Opening the test packs	13
Early opening of the test materials	14
Ensuring children are given the correct test papers	14
What to say at the beginning of the test	14
Level 6 English reading test	14
Level 6 mathematics tests	15
Dealing with queries and issues during the tests	16
Answering children's questions	16
What to do if a fire alarm goes off	17
What to do if a child is unwell	17
What to do if a child needs to leave the test room during the tests	17
What to do if a mobile phone rings or a child is found to be using a mobile phone	18
What to do if a child is caught cheating	18
What to do if a child is being disruptive	18
What to do if test papers are incorrectly collated or the print is illegible	18
Making a transcript	19
What to do at the end of the level 6 tests	20
Collecting and storing completed test scripts	20
Completing the attendance register	20
Packaging the completed test scripts	20
Packing test scripts following a timetable variation	21
Labelling the coloured subject-specific script bags	22

4 Level 6 externally marked English reading and mathematics tests

Boxing the coloured subject-specific script bags	22
Packing and labelling the green test script return bags	22
Completing the dispatch log	24
Storing the packaged test scripts	24
Sending level 6 test scripts for marking	24
Sending scripts for marking following a timetable variation	24
Completing the headteacher's declaration form	25
Checklists	26
Before the test	26
At the start of the test	26
During the test	27
At the end of the test	27
Completing the attendance register and packaging the scripts for external marking	28
Sending the scripts for external marking	28
Completing the headteacher's declaration form	28

Introduction

This *Test administrators' guide* (TAG) contains guidance for anyone administering the externally marked level 6 English reading and mathematics Key Stage 2 tests.

To make the administration of National Curriculum tests consistent for all schools, this guide must be followed. It should be taken into each room where the tests will take place, as it contains important information for test administrators and advice on what to do when things do not go according to plan. It also contains information on how to complete the attendance registers and package the scripts for external marking.

In this guide, 'test administrator' refers to anyone responsible for, or involved with, test administration.

All test administrators must be familiar with the arrangements and what is permitted. Schools that do not comply with the guidance in this document could be subject to investigation of maladministration.

Modified test administrators' guides for administering the modified versions of the tests to children with visual or hearing impairment are available on the Department for Education's website at www.education.gov.uk/ks2.

Level 6 English writing test

Schools may also choose to administer the level 6 English writing test. This has been available to download from the Test orders section of the NCA tools website at www.education.gov.uk/ncatools since the end of February 2012. This test can be administered at any time before the end of June, under normal test conditions. A test administration guide is available to support this. The Standards and Testing Agency (STA) is not providing a marking service for this test, so schools need to make their own marking arrangements. No reviews service will be offered for this test.

About the level 6 externally marked English reading and mathematics tests

It is a statutory requirement for schools to administer an English reading and mathematics test at levels 3-5 to all eligible children. The level 6 English reading and mathematics tests provide an opportunity for high attaining children to demonstrate their abilities. To be awarded an overall level 6 as a final test result in a subject, a child must achieve both a level 5 in the end of Key Stage 2 test and pass the level 6 test for that subject.

Further information and advice

Further information is provided in the 2012 Key Stage 2 *Assessment and reporting arrangements* (ARA) and on the Department's website at www.education.gov.uk/ks2. You can also contact the National Curriculum assessments (NCA) helpline on 0300 303 3013 or email assessments@education.gov.uk.

What to do before the tests

Preparing test administrators

You should familiarise yourself with the 2012 Key Stage 2 ARA, in particular section 5, 'Access arrangements' (page 20), section 7, 'Preparing for the Key Stage 2 tests' (page 32) and section 8, 'Administering the Key Stage 2 tests' (page 35).

STA encourages schools to hold training sessions for those involved in administering the Key Stage 2 tests.

Numbers of test administrators

Schools should consider the number of test administrators that will be needed for each room where the level 6 tests are being administered. Arrangements should be in place should a child need to be removed, for example if they are disruptive or become ill.

Schools should also consider that test administrators who administer the tests on their own are more vulnerable to allegations of maladministration as they do not have another adult to verify the test administration procedures.

Access arrangements

Access arrangements criteria for the level 6 tests are the same as those for the level 3-5 Key Stage 2 English and mathematics National Curriculum tests. Details can be found in section 5 of the 2012 Key Stage 2 ARA, which was sent to schools in November 2011, and on the Department's website at www.education.gov.uk/accessarrangements.

Receiving and checking level 6 test materials

Level 6 test materials and modified level 6 test materials, including mark schemes, will be delivered to schools from Tuesday 15 May 2012.

After checking the test materials against the delivery note you should reseal all boxes and store them in a secure, locked location.

The mark schemes must not be opened until all of the level 6 scripts have been sent for external marking. Keep your annotated copy of the delivery note in an accessible place in case you receive a monitoring visit.

If your school has registered children for the level 6 tests but not received any level 6 test materials by 5pm on Thursday 17 May, or if your pack is incomplete, you should contact the NCA helpline on 0300 303 3013.

It is important to do this as soon as possible, as there is very limited time to deliver additional materials before the day of the test.

If any of the test packs or mark schemes are unsealed or damaged on arrival, you must report this immediately. Failure to do so may be viewed as maladministration. You may be asked to send a photograph of the damaged packages to STA.

If your consignment is incorrect, or you suspect that there might have been a breach of the security of the test materials, please report the incident immediately to the NCA helpline.

The administration pack

An administration pack will be provided with the level 6 test papers. It will contain:

- a copy of this document;
- attendance register booklets for both English reading and mathematics;
- a dispatch log;
- subject-specific script bag labels;
- yellow test script bags for the level 6 English reading scripts and attendance register booklets; and/or
- blue test script bags for the level 6 mathematics scripts and attendance register booklets;
- packing box(es);
- green script return bags for packaging the box with the English reading and mathematics test script bags inside, for external marking; and
- script return address labels.

Stationery and instructions for the return of modified tests will be sent with the modified test materials.

Checking and amending the attendance register

Check that all of your attendance registers are included in the administration pack. They will have been pre-printed with your school's name, DfE number and the children's details according to the information provided during the pupil registration process.

You will receive separate attendance register booklets for both the English reading and mathematics tests, even if you have entered children for only one subject. Any attendance register for a subject where you have not entered any children will have "No children entered for this test" printed in the first entry cell. You do not need to do anything with these attendance registers.

You should check the attendance registers carefully before the tests are administered to ensure all children's details are listed correctly.

School name		School name over 40 characters in arial 12pt	DfE number	1234567	V	1		
Please read the Attendance register guidance in the Level 6 externally marked test administrators' guide for information about the test status codes. Schools must complete a test status for each child. Test status definitions: P: Child took the test. A: Child was absent for the test. L: Child has left the school. W: Child was withdrawn from the test. Please fill the appropriate test status circle, using black ink, for each child. Example: <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>								
Script no.	Date of birth	Surname	Firstname	Test	Test Status			
					P	A	L	W
	001	Surname of upto 40 characters in Arial		EnR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	01/11/2222	Firstname of upto 40 characters in Arial						
	002	Surname of upto 40 characters in Arial		EnR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	01/11/2222	Firstname of upto 40 characters in Arial						
	003	Surname of upto 40 characters in Arial		EnR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	01/11/2222	Firstname of upto 40 characters in Arial						
	004	Surname of upto 40 characters in Arial		EnR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	01/11/2222	Firstname of upto 40 characters in Arial						
	005	Surname of upto 40 characters in Arial		EnR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	01/11/2222	Firstname of upto 40 characters in Arial						
	901			EnR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	902			EnR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	903			EnR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

STA/12/5711 Sheet 1 of 1

8 Level 6 externally marked English reading and mathematics tests

- If any child listed has permanently left the school, fill in the 'L' test status circle in each test/paper row for that child.
- If during pupil registration a child has been entered for the level 6 tests but a decision has been made not to administer the tests to the child you must fill in the 'W' test status circle on each test/paper row to indicate that the child has been withdrawn from the tests.
- If the codes 'L', 'W' or 'A' are used they will not be reflected in a school's achievement and attainment tables. Children who are marked as either 'W' or 'A' for the level 6 tests will be awarded levels based on their attainment in the level 3-5 tests.

Test papers

Children registered via the Pupil registration module of the NCA tools website by Thursday 3 May will be provided with a personalised paper, pre-populated with the child's name and date of birth. Each paper will also carry a unique number that relates to the attendance register for that subject. This is to aid the marking of the tests.

Schools will also be provided with two blank papers for every five children entered for the tests, up to a maximum of eight additional papers. These can be used in the event of a printing or collation error, or late entry of additional children for the tests (see section on page 18). These papers will have script numbers printed on them, ascending from 901, which will correspond to blank lines on the attendance register. If a school needs more blank papers the headteacher must contact the NCA helpline on 0300 303 3013.

Entering additional children for the level 6 tests

All children expected to take the level 6 tests should have been registered via the Pupil registration section of the NCA tools website before the deadline of Friday 23 March 2012. However, schools may enter children for the level 6 tests after the pupil registration deadline via the NCA tools website up until the scheduled dates of the tests.

Any children entered after Friday 23 March but before Thursday 3 May 2012 will receive personalised papers. These will be sent to schools in a separate dispatch to the main delivery of test papers. The dispatch will also contain a new attendance register booklet. This must be used instead of the attendance register booklet included in the original delivery of materials.

Schools that enter children after Friday 4 May will not receive personalised papers for those children. Instead, schools should use the additional blank papers provided. Additional children must use the blank papers sent to the school, numbered 901, 902, etc. Their surnames, forenames and dates of birth must be entered in the corresponding numbered blank spaces on the attendance register. Schools must make sure that the script number on each child's paper and attendance register match.

See illustration on the page opposite.

SCRIPT NO. **901**

En
KEY STAGE **2**
LEVEL **6**

English

English reading answer booklet:
Title of booklet

First name	Aly			
Middle name				
Last name	Child			
Date of birth	Day 01	Month 04	Year 02	
School name	school name			
DfE number	123 4567			

REMEMBER

- This paper is **60 minutes** long.
- You have **10 minutes** to read the reading booklets before answering the questions. During this time you should not open your answer booklet.
- You then have **50 minutes** to write your answers in this booklet.
- There are 17 questions totalling 30 marks.

2012

01/11/2222	Firstname of upto 40 characters in Arial	EnR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
901	Child Aly	EnR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
902		EnR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
903		EnR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

STA/12/5711

Sheet 1 of 1

What to do if all children are withdrawn from a test

If schools make the decision to withdraw all of their children registered for one or both of the level 6 tests then the attendance register must still be completed and returned in the appropriate subject specific script return bag. Schools should follow the guidance on 'Completing the attendance register' and 'Packaging the completed test scripts' on page 20 below.

Preparing equipment for the tests

Schools must make sure children have all the equipment they may require for the tests. Level 6 test scripts will be scanned and marked on screen therefore children who write in pencil should use a **2B pencil** to ensure markers are able to read their answers. Children who write in pen should not use gel pens or glitter pens as they do not scan well.

A ruler and eraser should also be provided. Erasers should only be used to correct diagrams.

Level 6 test	Equipment required
English reading test	<p>Children who write in pencil will need a 2B pencil.</p> <p>No other additional equipment is needed.</p> <p>The spaces provided in the answer booklet should be sufficient for children's responses. However, additional paper may be provided if necessary. Any additional paper should have the child's name and script number, school name and DfE number written at the top of each page. These pages should be inserted inside the script at the end of the test and must be sent for external marking.</p>
Mathematics <i>Paper 1 and Paper 2</i>	<p>Children who write in pencil will need a 2B pencil.</p> <p>Children who write in pen will also need a 2B pencil for drawing diagrams.</p> <p>Children taking the mathematics tests will also need:</p> <ul style="list-style-type: none"> ● a ruler (showing centimetres and millimetres); ● an angle measurer or protractor; ● a pair of compasses; ● tracing paper; ● a mirror; and ● a calculator, for <i>Paper 2</i> only. (A scientific calculator is preferred, but not required.) <p>Additional paper must not be provided to children for either of the mathematics papers. Where appropriate, children should show their working on the test papers provided.</p>
Modified versions of the level 6 tests	<p>Models and <i>Guidance notes: model packs</i> may be provided for particular versions of the modified tests. Schools may open and assemble models up to two school days before the test for which they are required. The date for opening these materials is printed on the cover of <i>Guidance notes: model pack</i></p>

Dictionaries and other reference material

Children may use dictionaries, bilingual word lists and electronic spellcheckers in some of the tests, as shown in the following table, providing this is normal classroom practice.

Level 6 test	Monolingual English dictionary	Bilingual dictionary or electronic translator	Bilingual word lists	Monolingual English electronic Spellcheckers
English reading	No	No	No	Yes
Mathematics <i>Paper 1</i> and <i>Paper 2</i>	No	Yes	Yes	Yes

If bilingual dictionaries or word lists are used in the mathematics *Paper 1* or *Paper 2*, they must only give word-for-word translations.

A thesaurus must not be used in any of the level 6 tests.

Preparing the room

All rooms where level 6 tests will take place must be prepared in the same way as for the level 3-5 National Curriculum tests before children are admitted. You should:

- remove or cover any displays or materials that could help children in the tests;
- ensure seating arrangements allow all children to work quietly and independently;
- make sure children cannot view other children's test papers; and
- ensure a clock is provided in the room to help children pace themselves during the tests.

Making arrangements for children who cannot take the test at the scheduled time

Some children may need to take the test at a different time from the rest of the cohort. The following table details what action should be taken in each instance where a child cannot take the test at the scheduled time, and whether either a notification of a timetable variation or an application for a timetable variation needs to be submitted to STA.

Circumstance	Action required	Timetable variation required?
A child arrives late but before the rest of the cohort has completed the test.	The child should be given the full time to complete the test.	No
A child arrives after the test has been completed, but before the rest of the cohort has left the test room.	The child should be kept isolated from the rest of the cohort until the child's rescheduled test has been administered.	No
A child arrives after the test has been completed and the rest of the cohort has left the test room.	The child should be kept isolated from the rest of the cohort until the child's rescheduled test has been administered.	Notification of a timetable variation required
The school is unable to administer a test to the whole cohort in one sitting.	The school may administer the test in two or more sittings. No child should have the opportunity to communicate with any child who has already taken the test.	Notification of a timetable variation required
A child is absent on the day of a test, returns to school within five school days of the published test date and the school wants to administer the test to the child.	To ensure the integrity of the test the school must first confirm that the child has not had any contact with any other child who has already sat the test. Schools must submit an application for a timetable variation and have it approved by STA before they administer the test to the child.	Application for a timetable variation required

If a child has arrived late, or was absent on the day of a test, and has had contact with children who have taken the test, the child must not be allowed to take the test and should be marked as absent on the attendance register.

Guidance on making an application or completing a notification for a timetable variation is available on the Department's website at www.education.gov.uk/ks2.

Administering the externally marked level 6 tests

It is important to familiarise yourself with the test timetable so that you know which subject and test paper children should be taking.

Monday 21 May	<p>Level 6 test in English reading:</p> <ul style="list-style-type: none"> • 10 minutes of reading time • 50 minutes to answer questions
Tuesday 22 May	<p>Level 6 tests in mathematics</p> <ul style="list-style-type: none"> • <i>Paper 1</i> (30 minutes) • <i>Paper 2</i> (30 minutes)

Test conditions

The level 6 tests must be administered under the same strict test conditions as the level 3-5 National Curriculum tests.

Children must not:

- talk to each other at any stage during the tests;
- have items that cause disruption, such as mobile phones; or
- have any materials or equipment other than those specified in this guide.

You must ensure that children:

- have access to the required equipment;
- know what they have to do and the time limit for the tests;
- are reminded that their work must be their own and that they must not discuss questions or copy answers;
- work independently and are adequately supervised; and
- are not given inappropriate support, such as pointing to an answer or suggesting that a child should think again.

Opening the test packs

Test packs should only be opened in the test room when the test is due to start. Once the test pack has been opened, teachers and test administrators must not:

- discuss the content of the test papers with anyone; or
- use question-specific information to prepare children for the test.

Subject-specific guidance, when provided, includes additional information relating to a question or a task and should be read after opening the test packs.

Early opening of the test materials

If a school is split over more than one site, it may be necessary to open the test packs up to one hour early in order to ensure that the correct personalised test papers are transported to the various locations.

Ensuring children are given the correct test papers

Once the test packs have been opened test administrators must check the front of the test papers for the names of the children registered for the tests. Each child must receive the script with their name on it. Particular care must be taken if children have the same or similar names.

Under no circumstances should a personalised script be used for another child. This could lead to test results being attributed to the wrong children.

Any child not on the attendance register must be given one of the blank papers numbered 901, 902, etc. provided. Write the child's full name and date of birth in the spaces provided on the test paper, and on the attendance register against the number of the paper they have been given. Please use a black ballpoint pen and write clearly.

Particular care must be taken with the mathematics tests as children must be given the same numbered test scripts for both *Paper 1* and *Paper 2*.

What to say at the beginning of the test

It is important to brief children fully at the start of each test. The briefing should include information about what behaviour is expected of the children while they are in the test room, as well as any test-specific procedures.

An example of what to say at the beginning of each test is provided in this section. Test administrators might find this useful when preparing their opening comments for the tests.

Read aloud the instructions on the cover of the test paper. You should also read the instructions on the first page of the test with the children. You should tell the children to pay particular attention to instructions within test questions. Please refer to the checklists on pages 24–27 for further guidance.

Level 6 English reading test

- This is the level 6 Key Stage 2 English reading test.
- You should have a reading booklet and a reading answer booklet in front of you.
- You will need a pen or a sharp 2B pencil and eraser for this test.
- You have 10 minutes to read the reading booklet. You can make notes on the text while you read but you must not open the reading answer booklet during the reading time. You will then have 50 minutes to answer the questions.
- You should now start reading your reading booklet.

After 10 minutes of reading time

- You have now had your 10 minutes of reading time.
- Your name, date of birth and school name should be on the front of your answer booklet. Let me know now if your answer booklet does not have your name on the front of it.
- If any boxes are not already filled in for you, please clearly write the correct information in these boxes.
- You will be asked questions on each text in the reading booklet and some questions will be about the whole booklet.
- If you want to change your answer, put a line through the response you don't want the marker to read.
- Open your reading answer booklet to page 3. I will read the instructions to you.
- You should try to answer all of the questions. If you cannot answer a question, move on and return to it later. Remember that you should keep referring back to your reading booklet.
- If you have any questions during the test, you should put your hand up and wait for someone to come over to you. Remember, I cannot help you answer any of the test questions or read any of the words to you. You must not talk to each other.
- Are there any questions you want to ask me now?
- You should now open the reading answer booklet and start to answer the questions. You have 50 minutes to complete the test. I will tell you when you are halfway through the test and will also tell you when you have five minutes left. I will tell you when the test is over and to stop writing.

Level 6 mathematics tests**Mathematics Paper 1:**

- This is the level 6 Key Stage 2 mathematics *Paper 1*.
- You must not use a calculator for this test.

Mathematics Paper 2:

- This is the level 6 Key Stage 2 mathematics *Paper 2*.
- You may use a calculator for this test.

General instructions for both tests:

- Your name, date of birth and school name should be on the front of your answer booklet. Let me know now if your answer booklet does not have your name on the front of it.
- If any boxes are not already filled in for you, please clearly write the correct information in these boxes.
- This test is 30 minutes long.

- For this test you will need a pen or a sharp 2B pencil, an eraser, a ruler, an angle measurer, a pair of compasses, tracing paper and a mirror.
- I will now read the instructions on page 3 of the test booklet to you.
- If you want to change your answer, put a line through the response you don't want the marker to read.
- If you want to change a drawing, you should either put a line through the response you don't want the marker to read or use an eraser.
- Remember to check your work carefully.
- I will tell you when you are halfway through the test and will also tell you when you have five minutes left. I will tell you when the test is over and to stop writing.
- If you have any questions during the test, you should put your hand up and wait for someone to come to you. You must not talk to each other.
- Are there any questions you want to ask me now?
- You may now start the test.

Dealing with queries and issues during the tests

It is impossible to plan for every scenario. Whatever action you take, child safety must always be your first consideration. However, you must ensure that nothing you say or do during a test could be interpreted as giving children an advantage.

This section provides guidance on what may and may not be said to children during the tests and what to do in some common situations.

Answering children's questions

If a child asks a question about test content, you must not explain subject-specific terms or expressions. In addition, you must not read any part of the level 6 English reading paper to any child other than the general instructions.

The examples given here illustrate how to deal with some common situations.

Q. *What does 'give a reason' mean?*

A. *It means you have to say why you think it works out like that.*

Q. *What does 'quadrilateral' mean?*

A. *I can't tell you, but think hard and try to remember. We can talk about it after the test.*

Q. *How do I spell 'quickly'?*

A. *I can't tell you how to spell it, but have a go at sounding it out and write that down.*

Q. *I don't understand the question on the reading paper.*

A. *Read the question again and underline key words that tell you what to do.*

If any everyday context or words related to the context of a question are unfamiliar to a child, you may show them related objects or pictures, or describe the context or related objects.

If a child asks for clarification of the mathematical symbols or notation used in a question, you may read these to the child, but you should not indicate the operation or process involved. For example:

0.5 – nought point five (not five tenths)

% – per cent (not out of every hundred)

At a child's request, you may point to parts of the test paper such as charts, diagrams, statements and equations, but you should not explain the information or help the child by interpreting it.

What to do if a fire alarm goes off

Stop the test and note the time. Evacuate the room following school procedures and tell the children to remain calm and silent. The test papers should be left in the test room. The children should be supervised at all times to ensure they do not talk about the test.

Once the disruption is over, children may continue with the test, using the correct amount of remaining time. If the children do talk to each other about the test, you must call the NCA helpline on 0300 303 3013 for advice before you continue.

What to do if a child is unwell

Stop the test for the individual child and note the time. After a rest break, if the child is well enough, he or she should continue with the test using the correct amount of remaining time.

If the test paper is spoiled, give the child a new non-personalised blank paper and ask the child to continue from the point they had stopped. Copy the answers from the spoiled paper in a different colour, but not red, onto the new paper at a time that causes the least disruption to the child. If the paper is unreadable, ask the child for their answers at the end of the test and record them on the new paper.

If the child is too ill to continue the test, copy the child's answers onto a new script and send the partially completed test script for external marking.

Mark the child as 'P' against their original entry on the attendance register and, in addition, add the child's details to the attendance register against the script number of their additional script and also mark this entry as 'P'.

If other children have been disturbed, you may stop the test for all the children in the room. If necessary, move the children to another room, ensuring they remain silent. Make sure the children receive the correct amount of remaining time.

What to do if a child needs to leave the test room during the tests

All children taking the tests must be supervised at all times. If a child needs to leave the test room, a test administrator should accompany the child.

When deciding on the number of test administrators needed to maintain adequate supervision for a particular test, you should consider the possibility of at least one test administrator needing to leave the room with a child.

What to do if a mobile phone rings or a child is found to be using a mobile phone

Children must not have any items with them that may cause disturbances during the tests. You may consider collecting mobile phones from children before the tests. If a mobile phone makes any sound, it should be removed from the child. If the child has gained an advantage as a result of using the mobile phone, follow the guidance on child cheating.

What to do if a child is caught cheating

Record details of the incident, including the child's name, the name of the test and any specific questions in which the child was advantaged by cheating. If appropriate, move the child to another location for the remainder of the test.

If you believe the child has gained an advantage as a result of cheating, notify STA of the incident using the Notification of a child cheating form available on the Access arrangements section of the NCA tools website at www.education.gov.uk/ncatools.

By completing the form, the headteacher agrees to either:

- the removal of marks by STA for the specific questions where the child has gained an advantage; or
- the annulment of the child's test result in that subject by STA.

The test scripts of children who may have cheated must be collated with the other children's test scripts. Do not enclose any information regarding the incident with the test scripts.

You do not need to notify STA if the child has disrupted the test but not cheated, or if the child has attempted to cheat but gained no advantage from their actions. The school should follow its own behaviour and disciplinary procedures in dealing with such incidents.

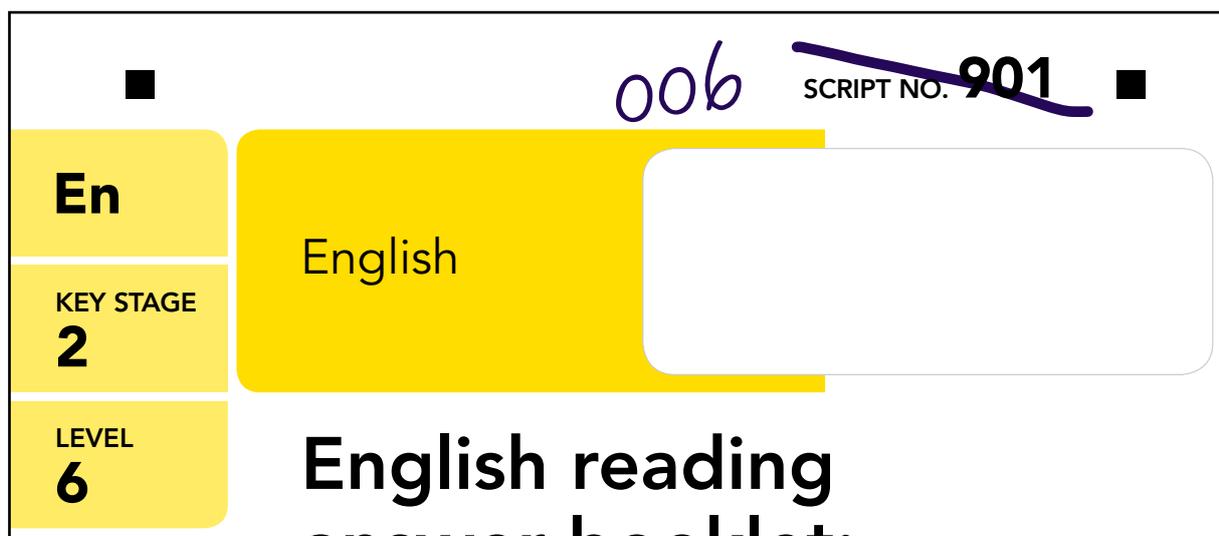
What to do if a child is being disruptive

If a child's behaviour is disturbing other children, stop the test and remove the child. Give the remaining children a few moments to refocus and then continue the test with the correct amount of remaining time. It is up to the school to decide whether the disruptive child should continue the test in a separate room. If the test is not completed, the partially completed test script should be sent for external marking.

What to do if test papers are incorrectly collated or the print is illegible

Stop the test for the affected children and tell them that you will organise replacement papers. All schools receive additional non-personalised copies of each test paper. Once the replacements are provided, give the children the remaining time to complete the test paper. Children should not be allowed to start the test again.

After the test, a sticky label should be placed over both barcodes on the top right hand corner of the replacement script **covering them completely** (see illustration on page 19). The large three digit number in the top right hand corner of the cover of the replacement script should be crossed out and the three digit number from the cover of the original script should be written to the left of it. The replacement test script should then be placed inside the child's original test script.



The child should be marked as present on the attendance register, against their original test script number. No attendance status should be entered against the additional replacement test script on the attendance register.

If there are not enough non-personalised scripts, you should contact the NCA helpline on 0300 303 3013 for approval to photocopy the test paper.

Making a transcript

If it will be very difficult for the external marker to read a child's writing a transcript can be made at the end of the test. The test administrator should transcribe the work with the child present on the child's personalised test script before the child leaves the test room. A different coloured pen, but not red, should be used to transcribe on the child's script.

If it is necessary to transcribe the child's work onto a new script, a sticky label should be placed over both barcodes in the top right hand corner of the transcription script. The large three digit number in the top right hand corner of the cover of the transcription script should be crossed out and the three digit number from the cover of the original script should be written to the left of it (see illustration above). The transcription test script should then be placed inside the child's original test script.

You should also complete the Use of a transcript form and attach it to the original test script. The Use of a transcript form is available on the Access arrangements section of the NCA tools website at www.education.gov.uk/ncatools.

The child should be marked as present on the attendance register, against their original test script number. No attendance status should be entered against the additional transcribed test script on the attendance register.

What to do at the end of the level 6 tests

Collecting and storing completed test scripts

When each test is over the children's test scripts must be returned immediately to the headteacher or senior member of staff who is responsible for the level 6 tests.

You must not look at children's responses in the test scripts, annotate or review them in any way, unless you are making a transcript, (see page 19), or adding a note to a child's test script cover.

You must not keep or photocopy the test scripts for any reason.

The test scripts should be stored securely in the packaging provided.

Completing the attendance register

After each test has been completed, collect the test scripts and place them in the same order as the child names on the attendance registers. Fill the appropriate test status circle, using black ink, for each child. An example is shown at the top of the attendance register.

Code	Test status definition
P	The child took the test.
A	The child was absent for the test/paper.
L	The child has left the school.
W	The child was withdrawn from the test/paper.

If you make a mistake filling out the test status circles you should put a clear cross through the error and then complete the correct test status circle.

After you have completed the attendance registers, your headteacher should use the information to record the number of children who sat each test, including Braille versions of the test, on the headteacher's declaration form. (See page 25 for more details about completing the headteacher's declaration form.)

Packaging the completed test scripts

Schools must not use the grey script return bags supplied for the standard level 3-5 National Curriculum tests for the level 6 tests.

Schools must not mix level 6 scripts with the standard level 3-5 test scripts.

Schools must only use the level 6 stationery materials provided when packaging children's level 6 scripts.

Incorrect packaging of level 6 scripts could lead to a delay in the return of results to the school.

Schools will be provided with different coloured bags for each subject:

- yellow script bags for the level 6 English reading test scripts; and
- blue script bags for the level 6 mathematics test scripts.

In addition, schools will receive:

- packing box(es) for returning scripts; and
- green script return bags.

Level 6 test scripts should be collated and packed in the appropriate coloured subject-specific script bag in the same order as the child names on the attendance register. This should be done in alphabetical order. The attendance register booklet with the completed attendance register for each subject should be added to the first bag for each test with the completed test scripts.

Where applicable, you should ensure that access arrangements forms are inserted inside the relevant child's test script. For example if a child has used a scribe you must include the Use of a scribe form. Please do not use staples or paperclips to attach notification forms to scripts.

Neither personalised nor non-personalised test papers that do not contain children's responses should be returned.

The test script bag(s) must be sealed and stored securely. The coloured subject-specific script bags are designed to hold up to 25 test scripts. Scripts for English reading and mathematics must not be mixed in the script bags, even if you have a small number of scripts to return for external marking for each subject.

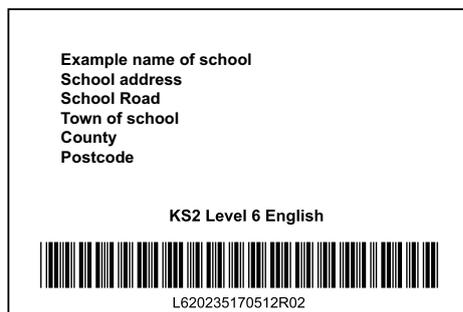
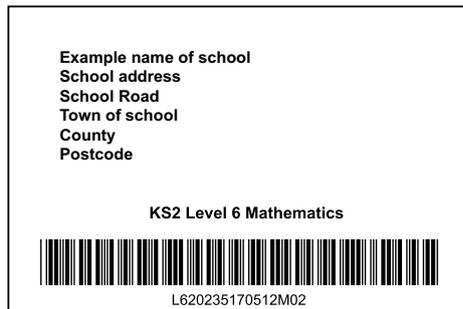
If you use more than one bag for a subject please place an equal number of test scripts in each bag. This will help to avoid damage to the test scripts so they can be scanned for onscreen marking. If you need more test script bags, contact the NCA helpline on 0300 303 3013.

Information on sending modified scripts for external marking, including Braille, enlarged print and modified large print versions of the tests, will be provided with the modified test materials.

Packing test scripts following a timetable variation

If you are administering a timetable variation for the level 6 tests, wait until this has been completed and ensure all scripts are packaged together. If you administer a timetable variation for one or more children, you should not seal the test script bag for that test until the rescheduled test has been administered. Extra care should be taken to ensure the security of the completed test papers until all children have taken the test. Failure to do this could lead to allegations of maladministration.

Labelling the coloured subject-specific script bags



Schools will be provided with subject-specific labels for the coloured script bags for English reading and mathematics. Once the scripts and completed attendance registers have been packaged in the appropriate script bag, each bag must have the appropriate subject-specific script bag label stuck to it in the position indicated. These labels are to aid the scanning of the scripts for marking.

Boxing the coloured subject-specific script bags

Your school should have been supplied with packing boxes. Once the coloured subject-specific script bags containing the test scripts and completed attendance register booklets have been sealed and labelled, the bags must be put into the packing box(es) provided. The use of packing boxes is to support the safe delivery of the scripts for external marking.

Labels must not be affixed to the packing box(es).

Packing and labelling the green test script return bags

Your school should have been supplied with a sufficient number of green test script return bags and script return address labels. However if you require more stationery items, contact the NCA helpline on 0300 303 3013.

Once the coloured test script bags have been put in to the packing box(es), each box must be put in a green test script return bag so that they can be sent for external marking. Each green test script return bag is designed to contain one packing box.

The green script return bags must be sealed and labelled using the script return address labels provided.



The script return address label has three parts:

- The large label shows the address to which the scripts should be returned. One large label must be affixed to each green test script return bag.
- Two smaller consignment number labels show the Parcelforce Worldwide consignment number used to 'track and trace' the parcel.

Before you stick the script return label to the script return bag peel off one of the small consignment number labels and place it in the space provided on the dispatch log.

If your school has not received your script return address labels in your stationery pack, or if your script return labels are damaged, please contact the NCA helpline on 0300 303 3013.

Level 6 English reading scripts and attendance register

SCRIPT NO. 001

En
KEY STAGE 2
LEVEL 6

English

**English reading answer booklet:
Title of booklet**

2012

Attendance register
2012 KS2: Level 6 English reading test
Date of test: Monday 21 May 2012

School name: School name over 40 characters in Arial 12pt DIE number: 1234567 V 1

Please read the Attendance register guidance in the Level 6 test administration guide for information about the test status codes. Schools must complete a test status for each child.

Test status definitions: P: Child took the test. A: Child was absent for the test. L: Child has left the school. W: Child was withdrawn from the test.

Please fill the appropriate test status circle, using black ink, for each child. Example: P A L W

Script no.	Surname	Test	P	A	L	W
001	Surname of upto 40 characters in Arial	EnR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
01112222	Firstname of upto 40 characters in Arial		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
002	Surname of upto 40 characters in Arial	EnR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
01112222	Firstname of upto 40 characters in Arial		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
003	Surname of upto 40 characters in Arial	EnR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
01112222	Firstname of upto 40 characters in Arial		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
004	Surname of upto 40 characters in Arial	EnR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
01112222	Firstname of upto 40 characters in Arial		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
005	Surname of upto 40 characters in Arial	EnR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
01112222	Firstname of upto 40 characters in Arial		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
901		EnR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
902		EnR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
903		EnR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

25/1/2011 Sheet 1 of 1

Level 6 mathematics scripts and attendance register

SCRIPT NO. 001

Ma
KEY STAGE 2
LEVEL 6

Mathematics tests

Paper 1
Calculator not allowed

2012

Attendance register
2012 KS2: Level 6 Mathematics test
Date of test: Tuesday 22 May 2012

School name: School name over 40 characters in Arial 12pt DIE number: 1234567 V 1

Please read the Attendance register guidance in the Level 6 test administration guide for information about the test status codes. Schools must complete a test status for each paper for each child.

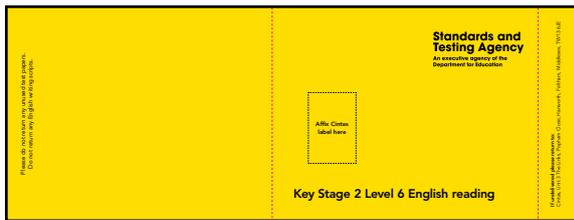
Test status definitions: P: Child took the paper. A: Child was absent for the paper. L: Child has left the school. W: Child was withdrawn from the paper.

Please fill the appropriate test status circle, using black ink, for each paper for each child. Example: P A L W

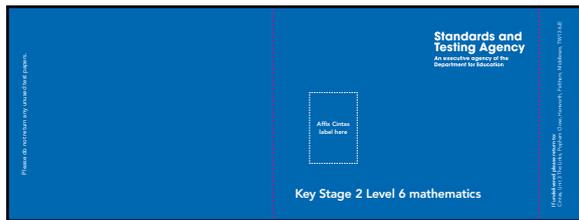
Script no.	Surname	Paper	P	A	L	W
001	Surname of upto 40 characters in Arial	Ma1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
01112222	Firstname of upto 40 characters in Arial	Ma2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
002	Surname of upto 40 characters in Arial	Ma1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
01112222	Firstname of upto 40 characters in Arial	Ma2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
003	Surname of upto 40 characters in Arial	Ma1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
01112222	Firstname of upto 40 characters in Arial	Ma2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
004	Surname of upto 40 characters in Arial	Ma1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
01112222	Firstname of upto 40 characters in Arial	Ma2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
005	Surname of upto 40 characters in Arial	Ma1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
01112222	Firstname of upto 40 characters in Arial	Ma2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
901		Ma1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
902		Ma2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
903		Ma1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Ma2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

25/1/2012 Sheet 1 of 1

Yellow subject specific bag



Blue subject specific bag



Example name of school
School address
School Road
Town of school
County
Postcode

KS2 Level 6 English

LG20235170512R02

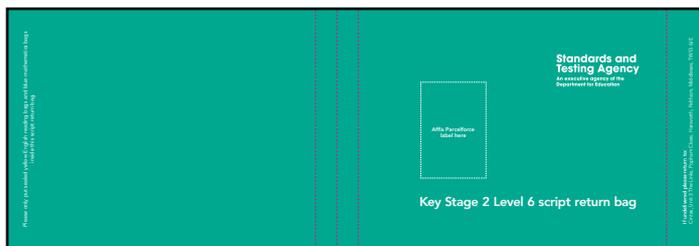


Example name of school
School address
School Road
Town of school
County
Postcode

KS2 Level 6 Mathematics

LG20235170512M02

Green test script return bag



24 **2En**
DIE: 9876543
C: P221368

Mr A Shop
23 Somewhere Road
Toytown
MANCHESTER

M99 6MM

PBGA7465794001

1 x Label Per Sack

SENDERS REF: 897654112345

Script return address label

Completing the dispatch log

You should complete and keep the dispatch log after packing and labelling the test script return bags. This can be used to track your test scripts. To complete the dispatch log you should:

- ensure every test script return bag has its corresponding small consignment number label affixed to the dispatch log;
- check each label is completely visible; and
- record the total number of test script return bags to be sent for external marking on the dispatch log. This must equal the number of small consignment number labels attached.

Storing the packaged test scripts

The headteacher is responsible for ensuring that the sealed script return bags are stored securely. They must be kept in a secure, locked place (such as a locked cupboard or storeroom) until they are collected.

Sending level 6 test scripts for marking

Level 6 test scripts will be collected on Wednesday 23 May 2012. Test scripts should be ready for collection from 9am.

The school reception should be informed and should know who to contact when the Parcelforce Worldwide courier arrives to collect the test scripts. The member of staff responsible for the test scripts should give the test script bags to the courier who will sign the dispatch log as proof of collection. Schools should keep the dispatch log as proof of test script dispatch.

If your school misses the scheduled collection or the level 6 test scripts have not been collected by 5pm on Wednesday 23 May 2012, please contact the NCA helpline on 0300 303 3013.

Sending scripts for marking following a timetable variation

If you have submitted a notification or had an application for a timetable variation approved for a level 6 test, level 6 test scripts for the rest of the cohort must not be sent for external marking until after the last child has sat the test. All level 6 scripts should be kept securely until the final script is completed. Please contact the NCA helpline on 0300 303 3013 so that STA can arrange for a courier to collect the scripts on an appropriate day.

You should not delay the collection of the standard level 3-5 tests for external marking if all children have taken those tests.

Completing the headteacher's declaration form

The headteacher's declaration form is statutory and must be completed by the headteacher for the level 6 tests as well as for the level 3-5 National Curriculum tests, (and where appropriate the science sampling tests).

The headteacher, or another authorised member of staff, must submit the online form after all relevant scripts have been dispatched for external marking. The deadline for submitting the headteacher's declaration form is Friday 1 June 2012.

The form is available on the Pupil registration section of the NCA tools website at www.education.gov.uk/ncatools. Submission of the form confirms the tests have been administered in accordance with the statutory requirements as set out in the 2012 Key Stage 2 ARA and that the security and confidentiality of the tests have been maintained.

It is important that the headteacher is fully briefed about any incidents that arise during the tests. Any incident that may have affected the integrity, security or confidentiality of the tests must be reported to STA.

If for any reason the headteacher, or other authorised member of staff, cannot complete the headteacher's declaration form they should notify the NCA helpline on 0300 303 3013.

Checklists

Before the test

- Have you checked the attendance register(s) to ensure your children are correctly listed for each subject?
- Have you checked that there is at least one test booklet per child?
- Have you removed or covered all displays/materials that could help children with the test?
- Are there enough places for the children taking the test and is there adequate space for them to work independently?
- Is there a clock in the room to help children pace themselves during the tests?
- Have you allowed enough time to seat the children, distribute test papers and give all information before the test starts?
- Do you have a copy of the 2012 Key Stage 2 ARA in the test room? You might need a copy in case any questions arise that are not answered in this guide.
- Have you made a note of any individual needs, for example, children who are allowed additional time or a reader?
- Do you know who in the school you should contact for advice or a decision in the event of unforeseen circumstances? Do you know how to contact them?

At the start of the test

- Have you given the correct test paper to each child? If any test papers have missing pages or printing errors, please contact the NCA helpline on 0300 303 3013.
- Have you checked that each child has the appropriate equipment, as listed on page 10 of this document? Have you checked that the children do not have mobile phones or other disruptive items?
- Have you checked that the children do not have any materials or equipment that may give them extra help with the test?
- Have you checked that spacing is appropriate and that any child cannot see other children's test answer booklets?
- Have you explained to the children that if they need any help they should raise their hand and wait for a test administrator to come to them? All children must remain silent while in the test room.
- Have you read all of the instructions to the children?
- Have you asked the children if they have any questions?

- Have you told the children the length of the test?
- Have you made sure that children are aware of the start and finish times of the test?

During the test

- Are the children working in silence? Resolve any distractions or disturbances quickly.
- If a child asks for help, ensure you do not say or do anything that in any way suggests the correct answer.
- Remember that you must not read any part of the English reading test to children other than the general instructions.
- Where appropriate, have you reminded the children how much time they have left, for example halfway through the test and five minutes before the end? At the five-minute reminder, have you told the children that if they have finished the whole paper they should use the remaining time to check their answers?
- If you have noticed a child cheating during the test, have you followed the instructions on page 18?
- Were children that left the room during the test supervised at all times?

At the end of the test

- At the correct time, have you told the children to stop writing and put down their pens/pencils?
- Have you collected all of the test scripts? The children must not talk until all of the test scripts have been collected.
- Have you sorted the test scripts by child name using the order on the attendance register?
- Where appropriate, have you attached any relevant paperwork to children's test scripts, for example Use of a scribe or Use of a transcript form?
- Have you stored the completed test scripts securely, immediately after the test has finished?
- Have you briefed relevant staff about any incidents that occurred during the tests?

Completing the attendance register and packaging the scripts for external marking

- Have you completed a test status for each child on the attendance register?
- Have you ensured that the level 6 test scripts and standard level 3-5 test scripts are not packaged together?
- Have you ensured that English reading and mathematics scripts are not mixed together?
- Have you packaged the test scripts using the correct subject-specific script bags?
- Have you packaged the appropriate attendance register booklet with the test scripts?
- Have you put the subject-specific labels on the coloured script bags?
- Have you put the coloured script bags in the packing box?
- Have you put the packing box containing the sealed coloured script bags in the green script return bag and sealed that bag?
- Have you put the script return label on the green script return bag?

Sending the scripts for external marking

- Does the school reception know who to contact when the Parcelforce Worldwide courier arrives to collect the test scripts?
- Has the dispatch log been completed and stored as proof of test script dispatch?

Completing the headteacher's declaration form

- Has the headteacher completed and submitted the headteacher's declaration form once the test scripts for all subjects have been sent for marking?

About this publication

Who is it for?

This guidance is for anyone involved in administering the externally marked level 6 English reading and mathematics Key Stage 2 tests.

What is it for?

It provides guidance on the administration of the externally marked level 6 Key Stage 2 English reading and mathematics tests. Test administrators should familiarise themselves with its content before administering the tests.

Related materials

2012 Key Stage 2 *Assessment and reporting arrangements*

STA/12/5571

For more copies

A PDF version of this document can be downloaded from the Department for Education's website at www.education.gov.uk/ks2.

**Standards and
Testing Agency**

An executive agency of the
Department for Education