

WEDNESDAY 13 MAY

Ma

KEY STAGE
2

2015

LEVELS 3-5

Levels 3–5 mathematics tests

Mental mathematics pack

CONFIDENTIAL

This pack must be kept secure and unopened until the start of the test on **Wednesday 13 May**.

Early opening, up to 1 hour before the test starts, is permissible only if access to the contents is needed to make adaptations to meet individual pupil's needs.

Pack contents

- An overview of the levels 3–5 mental mathematics test (overleaf)
- 30 copies of the mental mathematics test answer sheet
- 1 copy of the mental mathematics test transcript
- 1 copy of the mental mathematics CD

Levels 3–5 mathematics

The levels 3–5 mathematics tests for Wednesday 13 May consist of Paper 1 and the mental mathematics test. You can choose which order to administer them. Pupils can have a break between the papers. However test packs must not be opened until the pupils are in the test room ready to complete the test.

Mental mathematics test

The following information explains how to administer the mental mathematics test. If you have any questions you should check with your headteacher or key stage 2 test co-ordinator before the test begins.

Please make sure you follow these instructions correctly in order to avoid accusations of maladministration.

Format	<ul style="list-style-type: none">• This test consists of an answer sheet and CD. A transcript of the test is also provided.• Pupils record their answers on the back of the answer sheet.• The CD contains 20 questions to be played to the pupils.
Equipment	<p>Required:</p> <ul style="list-style-type: none">• CD player to play the test CD• a stopwatch or clock with a second hand in case it is necessary to use the transcript• blue / black pens or dark pencils <p>Pupils should not have rubbers or rulers.</p> <p>Not allowed:</p> <ul style="list-style-type: none">• calculators, any mathematical equipment or additional paper for working out answers
Assistance	<p>Pupils should not require any assistance during the administration of the mental mathematics test. You must ensure that nothing you say or do during a test could be interpreted as giving pupils an advantage.</p>
Before the test begins	<ul style="list-style-type: none">• Review the list of pupils with any particular individual needs, eg pupils who are allowed additional time or who may require a transcript made of their work at the end of the test. Ensure you know how to administer these access arrangements correctly.• It is important that the pupils' names on their scripts match the names on the test attendance register. Check with your test co-ordinator whether any pupil in your group is known by a different name in school, or has changed their name since pupil registration. This is so you can remind the pupil to write the correct name on their answer booklet.• Check that there are enough administrators to maintain adequate supervision for the test. You should consider the possibility of at least 1 test administrator needing to leave the room with a pupil.• Ensure you understand how to deal with issues during the tests.• Write the school's name and Department for Education (DfE) number on a board that is visible to all pupils.• The mental mathematics test must be administered using the CD provided. Check that your CD player is working.• The CD includes the instructions for the pupils and the questions. There are 2 occasions to pause the CD - these are indicated by a beep. The first occasion is near the beginning of the recording once the instructions have been given. The second is after the practice question. You must not stop the CD other than on these 2 occasions.• You should only read to the whole cohort from the transcript in the event of a power cut or a fault with the CD or CD player. If the transcript is used then the timings of the test must be adhered to using a stopwatch, watch or clock that measures in seconds. Ensure you have an appropriate device in case you need to use the transcript.

<p>How to deal with issues during the test</p>	<p>It is impossible to plan for every scenario. Whatever action you take, pupil safety must always be your first consideration.</p> <p>In the following circumstances you will need to stop the test either for an individual pupil or for the whole cohort:</p> <ul style="list-style-type: none"> • the print is illegible on the answer sheet • an incorrect test has been administered • a fire alarm goes off • a pupil is unwell • a pupil needs to leave the test room during the tests • a pupil is caught cheating <p>If you need to stop the test:</p> <ul style="list-style-type: none"> • make a note of the time • make sure pupils are kept under test conditions and that they are supervised - if they have to leave the room, ensure they don't talk about the test • speak to your test co-ordinator or a senior member of staff for advice on what to do next <p>You should brief your headteacher on how the incident was dealt with once the test is over.</p>
<p>What to do at the start of the test</p>	<ul style="list-style-type: none"> • Check that pupils don't have mobile phones or other disruptive items. • Check that pupils don't have any materials or equipment that may give them extra help. • Check that spacing is appropriate and that no pupil can see another pupil's answer sheet. • Ensure each pupil has a copy of the answer sheet for the mental mathematics test. • Write the start and finish times on a board so that all the pupils can see them.
<p>What to say at the start of the test</p>	<p>It is important to brief pupils fully at the start of each test. You should use this script to introduce the mental mathematics test.</p> <ul style="list-style-type: none"> • This is the key stage 2 mental mathematics test. • You should have the mental mathematics test answer sheet in front of you. • You will need a blue / black pen or dark pencil for this test. • The test will last for about 20 minutes. • Clearly write your name, school and DfE number on the front of your answer sheet. (If any pupil's name differs to the name provided during pupil registration, instruct the pupil to write both names on the paper.) • The test instructions and questions have been recorded on a CD. • The recording will explain how long you have to answer each question. The test is divided into 3 sections and the time given will increase from 5, to 10, to 15 seconds as the test progresses. • Once the test has started, I will not pause the recording at any point or give you additional instructions. • To make sure your answers are marked, don't write on the barcode or on the lines at the top and bottom of the edge of the sheet and don't crumple or fold your answer sheet.

<p>What to say at the start of the test (continued)</p>	<ul style="list-style-type: none"> • If you want to change your answer, put a line through the response you don't want the marker to read. If you make a mistake, cross out the wrong answer and write the correct answer next to it. • Remember to check your work carefully. • You will not be allowed to ask any questions once the test has started. • Are there any questions you want to ask me now? • I will now start the test. <p>Start the mental mathematics CD.</p>
<p>What to do at the end of the test</p>	<ul style="list-style-type: none"> • If any pupil needs a transcript, complete it with the pupil at the end of the test under test conditions. Particular care should be taken to ensure accurate transcriptions are made and the pupil's answers are not corrected or amended. • Ensure you inform your senior member of staff / test co-ordinator if you have made a transcript, or if a pupil has used a scribe, or word processor or other electronic or technical device. This is so that they can complete the appropriate online notification. • Make sure you have collected every test script. Return them immediately to the senior members of staff who are responsible for collating the test scripts. <p>Do not:</p> <ul style="list-style-type: none"> • Look at, annotate or review pupils' answers in any way (unless it is necessary to make a transcript). If you amend or tamper with pupils' answers in test scripts, it will be considered maladministration and results could be annulled. • Keep or photocopy test scripts for any reason.

2015 key stage 2 levels 3–5 mathematics: mental mathematics pack
 Print version product code: STA/15/7247/PKp ISBN: 978-1-78315-580-4
 Electronic version product code: STA/15/7247/PKe ISBN: 978-1-78315-649-8

© Crown copyright and Crown information 2015



**Standards
& Testing
Agency**

Re-use of Crown copyright and Crown information in test materials

Subject to the exceptions listed below, the test materials on this website are Crown copyright or Crown information and you may re-use them (not including logos) free of charge in any format or medium in accordance with the terms of the Open Government Licence v3.0 which can be found on the National Archives website and accessed via the following link: www.nationalarchives.gov.uk/doc/open-government-licence. When you use this information under the Open Government Licence v3.0, you should include the following attribution: "Contains public sector information licensed under the Open Government Licence v3.0" and where possible provide a link to the licence.



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