2015 Attendance register and test script dispatch instructions

Levels 3-5 and level 6 key stage 2 tests

March 2015

Contents

1 Introduction

The 'Attendance register and test script dispatch instructions' provides guidance for schools participating in the 2015 key stage 2 national curriculum tests. It provides instructions for completing levels 3-5 and level 6 attendance registers and returning test scripts (test papers containing pupil's answers) for marking.

This document doesn't contain instructions for completing attendance registers for the braille versions of the tests, or sending test scripts for marking. Specific instructions are provided with your braille test papers.

It is the headteacher's responsibility to ensure that these instructions are followed correctly.

2 Changes for 2015

2.1 Attendance register guidance

The stationery pack doesn't include separate attendance register guidance this year. Instructions on completing attendance registers can be found in Section 3.4.

2.2 Attendance register envelopes

The stationery pack includes attendance register envelopes for returning your completed levels 3-5 and level 6 attendance registers. Instructions for using the envelopes can be found in Section 4.2.

2.3 Transparent inner bags for all test components

The stationery pack includes transparent inner bags to securely return each component of the levels 3-5 and level 6 tests. Please see Section 4 for further details.

3 Attendance registers

Attendance registers should be used to confirm whether or not pupils have taken the test and to ensure pupils' test scripts are sent for marking.

Test administrators should follow the instructions that are detailed below to ensure attendance registers are completed and returned correctly and that all test scripts are accounted for.

The attendance registers must be completed and returned even if all pupils are:

- below the level of the test;

- unable to access the test;

- absent; or

- withdrawn (in the case of the level 6 tests only).

The English reading and English grammar, punctuation and spelling tests assess different aspects of the national curriculum. A pupil can be recorded as working below the level for one test but working at the level for the other.

The English grammar, punctuation and spelling test and mathematics test consist of several components. Pupils should be consistently recorded for each component as either:

- working at the level;

- working below the level; or

- unable to access the tests.

You can't, for example, enter a pupil for the English grammar, punctuation and spelling test Paper 1 but record them as below the level for Paper 2.

3.1 Checking attendance registers

When you receive your stationery pack, you should check that all of your attendance registers have been included and that the details on them are correct. They will be pre-printed with your school name, DfE number and each pupil's details provided by your school during the pupil registration process. If there are 10 or more errors on an attendance register please contact the national curriculum assessments helpline on 0300 303 3013 to request a reprint.

You will receive attendance registers for the levels 3-5 tests as follows:

- English reading test

- English grammar, punctuation and spelling test

- mathematics test.

If your school has registered pupils for the level 6 tests by the deadline you will receive the appropriate attendance registers.

Information about which pupils should take the tests is included in the national curriculum tests section of the 2015 key stage 2 'Assessment and reporting arrangements'. This is published on GOV.UK at www.gov.uk/sta.

3.2 Recording additional pupils on the attendance registers

Use the space at the bottom of the levels 3-5 attendance registers to record additional pupils:
- taking the levels 3-5 tests;

- working below the level of the test;

- pupils unable to access the test; and/or

- pupils absent on the day of the test.

Add pupils in alphabetical order, by their surname. Include their forename, date of birth and gender in the appropriate columns.

These pupils must also be entered on the 'Pupil registration' section of the NCA tools website at https://ncatools.education.gov.uk/Home.aspx by **Friday 15 May**.

Don't add pupils to the level 6 attendance registers. Only pupils who have been registered by the deadline can take these tests.

3.3 Compensatory marks

Pupils whose application for compensatory marks has been approved should be entered on the attendance register as 'A' for the relevant test component. The pupil must take the remaining components of the test. If the pupil sits the component of the test for which compensatory marks have been applied for, their test script must be sent for marking. They will receive the mark they achieve on the test and not the compensatory mark.

3.4 Completing your attendance registers on the day of the tests

1. Collate the test scripts and place them in the same order as the names appear on the attendance registers.

2. Check that each name on the attendance register matches the name on the pupil's test script. If the pupil has used an alternative name on their test script, write the official name from the attendance register on the test script next to the alternative name.

3. Using a black/blue pen or pencil, enter the correct attendance code in each test column for every pupil on the list.

4. Pupils absent from 1 or more tests should be identified by writing 'A' in the 'School to complete' column(s) relating to the test(s) concerned. Pupils who don't take all the components of a test can't be given an overall test level and will be recorded as absent when the results are returned.

5. If you have pupils taking the braille paper, write the word 'BRAILLE' across the 'School to complete' columns.

6. Use the attendance registers to make a record of the total number of pupils who sat the test, including any pupils who sat braille versions, before you start packing test scripts. This data is needed for the headteacher's declaration form.

3.4.1 Attendance codes for levels 3-5 tests

Code	Category
✓	if a pupil was present for the test
A	if a pupil was absent for the test
B	if a pupil is working below the level assessed
T	if a pupil is working at the level of the tests but is unable to access them
L	if a pupil has left school
F	if a pupil has not taken the tests but will be taking them in the future
P	if a pupil has not taken the tests but has taken them in the past
BRAILLE	if a pupil has taken a braille version of the test

Examples of pupils who may fit the 'T' category are those:

- with a physical or sensory disability;

- who have spent time in hospital towards the end of the key stage;

- who have been educated at home or excluded from school and need time to adjust to regular school life; or

- who are experiencing, or have recently experienced, severe emotional problems.

3.4.2 Attendance codes for level 6 tests

Code	Category
✓	if a pupil was present for the test
A	if a pupil was absent for the test
L	if a pupil has left school
W	if a pupil has been withdrawn from the test
BRAILLE	if a pupil has taken a braille version of the test

Use the information from your attendance registers to complete the headteacher's declaration form. This will be available to complete and submit on the 'Pupil registration' section of the NCA tools website at https://ncatools.education.gov.uk/Home.aspx from 5pm on Thursday 14 May.

If you have any queries on how to complete your attendance register please contact the national curriculum assessments helpline on 0300 303 3013.

4 Packing and storing test scripts for collection

Remember the following points to ensure your school's test scripts and attendance registers are sent correctly for marking.

- Don't include any other correspondence with the test scripts. This includes printed copies of access arrangement forms or notifications (these should be completed online) and any correspondence concerning the tests.

- Don't pack different components of each test together in the same transparent bag.

- Test scripts should be sealed in the transparent inner bags as soon as possible on the day that the test has been sat. You should not postpone sealing the inner bags to include any scripts resulting from a timetable variation.

- Test scripts awaiting collection must be locked in a secure cupboard until they are collected.

4.1 Timetable variations

If your school is using a timetable variation you should take extra care to ensure the security of the test scripts is maintained until all pupils have taken the test. Failure to do this could lead to allegations of maladministration.

If you are varying the time of a test on the scheduled day make sure test scripts are stored securely until every pupil has taken the test. Then pack the test scripts in the transparent inner bag as soon as possible on the day of the test.

If you have permission to move a test to another school day, don't postpone sealing the transparent inner bag containing pupils' test scripts for pupils who took the test according to the statutory timetable. Seal the transparent inner bag on the published day of the test. Securely store any timetable variation scripts with that bag until all of the pupils have taken the test.

See instructions for packaging scripts, including timetable variation scripts in Section 4.2 below.

4.2 Packing test scripts

When you pack the test scripts you will need:

- all test scripts, including enlarged print and modified large print versions;

- the completed attendance registers;

- white attendance register envelopes;

- transparent inner bag(s) (with blue label) for packing levels 3-5 mental mathematics test scripts;

- transparent inner bags for packing test scripts for each of the other components of levels 3-5 tests;

- transparent inner bag(s) for packing test scripts for each component of the level 6 tests (only if your school is participating in both levels 3-5 and level 6 tests);

- grey script return bags; and

- Parcelforce Worldwide address labels.

You can order additional grey script return bags and Parcelforce Worldwide address labels from the stationery request website at www.nct-materials.com.

1. For each subject, collate the test scripts for each component (eg English grammar, punctuation and spelling test Paper 1) in the same order as the pupils' names on the attendance register.

2. Put the collated test scripts for each component into the transparent inner bags and seal. Don't leave any transparent inner bags that contain test scripts unsealed overnight even if you have to administer a timetable variation.
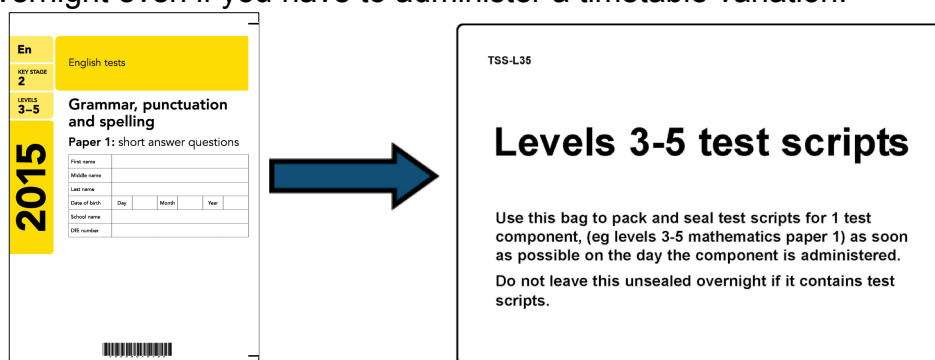
   Note: All transparent inner bags have a self-adhesive seal, but you may reinforce the seal with clear tape. Don't keep the transparent inner bags open for any timetable variations.

   Special instructions for mathematics

Mental mathematics and Paper 1 test script components must be stored securely overnight in separate sealed transparent inner bags until Paper 2 has been administered.

3. Put the levels 3-5 attendance registers with the level 6 attendance registers (if applicable) into the same white attendance register envelope ensuring that you only use 1 envelope per subject. In addition please use each attendance register envelope to return any of the following:

- test scripts where an extensive or full transcript has been made onto a new script, together with the pupil's original script;

- test scripts where additional paper has been used to answer questions (include both the script and the additional paper); and/or

- test scripts where answers have been recorded using a word processor (include both the script and the word processed responses).

Seal the attendance register envelope.

Please don't include:

- printed copies of access arrangements forms or notifications; and/or

- any correspondence concerning the tests.

4. For each subject place the transparent inner bag(s) into the grey script return bags. Put the sealed attendance register envelope on top of the transparent inner bag(s). Ensure any timetable variation test scripts are placed separately on top of the attendance register envelope. You may use more than 1 script return bag per test. If you do, make sure the attendance register envelope is placed in the first numbered bag.
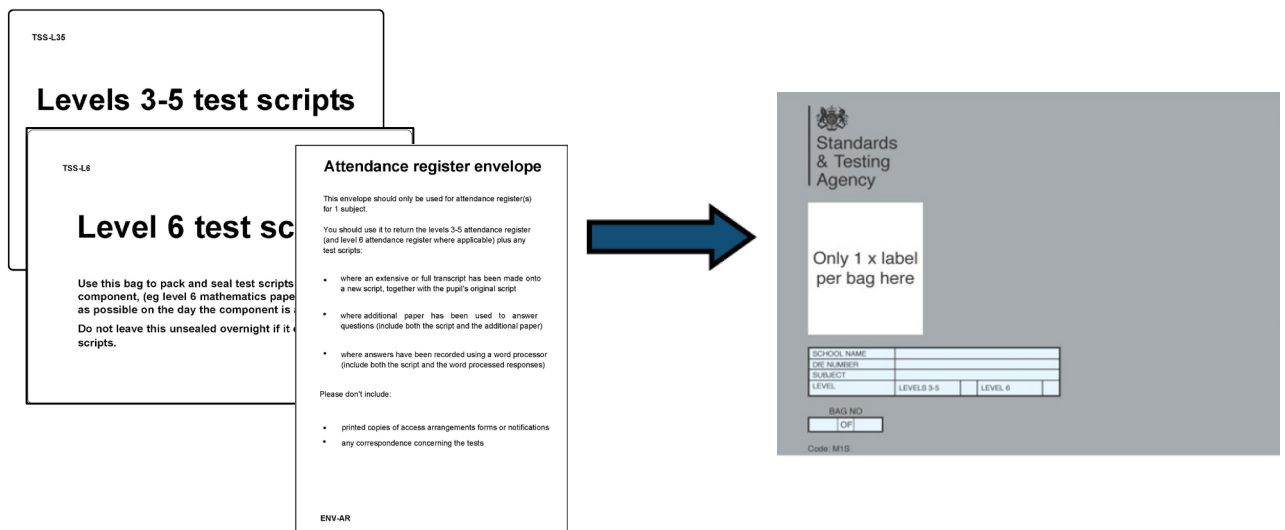
5. Before sealing each grey script return bag, check the subject and level of the test scripts in each transparent bag. Complete the grid on the front of the script return bag by:

- writing your school's name, DfE number and the subject of the tests scripts that are in the bag; and

- ticking the levels 3-5 box if the script return bag only contains levels 3-5 tests; or

- ticking both boxes if the script return bag contains both levels 3-5 and level 6 tests.

6. Seal the grey script return bag by:

- removing the clear film; and

- firmly pressing the adhesive lip onto the plastic, ensuring that it is only touching the white area of the bag.

You may reinforce the seal with clear tape.

Please don't:

- use string as it obscures the barcodes on the labels;

- use staples to seal the bags; or

- attach 2 script return bags together.

7. If you have used more than one script return bag, label each one (for example '1 of 3', '2 of 3' and '3 of 3').

Labels are subject specific. Please check that the subject code denoted in the top right hand corner of the label matches the subject content of each grey script return bag. The subject codes are:

- Er (English reading);

- GPS (English grammar, punctuation and spelling); and

- Ma (mathematics).

Label each bag as follows:

- Stick one large label pre-addressed to our test operations agency onto each grey script return bag ensuring that the correct subject specific label is used.

- The two smaller consignment number labels show the Parcelforce Worldwide consignment number used to 'track and trace' the parcel. Peel off one of the small consignment number labels and place it in the space provided on the Parcelforce Worldwide proof of posting receipt. The other small consignment number label can be disregarded.

5 Test script collections

The proof of posting receipts are provided so that you can track the delivery of your test scripts. You should complete and keep them once you have packed, labelled and addressed the script return bags.

- Ensure every script return bag has its corresponding small consignment number label affixed to the receipt.

- Check each label is completely visible.

- Record the total number of script return bags sent for marking on the receipt (this must equal the number of small consignment number labels attached).

When test scripts are collected:

- sign the school signature box and enter the date of dispatch (the day the test scripts are collected) on the receipt;

- ensure the driver signs the receipt; and

- return the signed copy to your headteacher.

You should keep the proof of posting receipt in an accessible place as you may be asked to produce it in the case of a monitoring visit.

To track and confirm delivery of your test scripts, visit the 'Track your parcel' section of the Parcelforce Worldwide website at www.parcelforce.com/track-trace. You will need to enter the consignment number from your proof of posting receipt.

5.1 Collection dates and times

If you have administered the test(s) to the whole cohort according to the test timetable then you don't need to arrange collections. Parcelforce Worldwide will visit schools on the dates shown in the table below. These are the only collections which should be used. Don't take test scripts to the Post Office or use any other carrier for mailing.

Please ensure that your sealed grey script return bags are ready for collection on the correct dates. You don't need to wait until the test period is over before you send your test scripts for marking.

DfE Number	Test script collection dates	Test script collection times
Schools with a DfE number that ends with an odd digit	• Tuesday 12 May • Thursday 14 May	Between 9am and 4pm
Schools with a DfE number that ends with an even digit	• Wednesday 13 May • Friday 15 May	Between 9am and 4pm

Schools that have test scripts remaining after Thursday 14 May will receive an additional collection on Friday 15 May.

If your school misses a scheduled collection and has not applied for a timetable variation, the sealed test script return bags should be stored securely until the next scheduled collection date. For further information, or if you have uncollected test scripts after the last scheduled collection date, contact Parcelforce Worldwide on 03448 547686 to arrange a collection.

5.2 Special instructions for Service Children's Education schools

All test scripts must be transferred using the BFPO special delivery services. The BFPO will act as a central point for the arrival of SCE schools' test scripts in the United Kingdom. The BFPO will then remove the oversized polybag and arrange for onward dispatch for marking.

It is important that you pack and dispatch your test scripts:

- as soon as possible on the day of each test; and
- using only the stationery provided.

5.3 Collections following a timetable variation

If you have administered a timetable variation the test scripts for the rest of the cohort in that subject mustn't be sent for marking until the last pupil has sat the test. Therefore, if a pupil has had approval to take a test a day after the scheduled collection date, you must wait until the next collection date before dispatching the test scripts. If a pupil takes a test after the final scheduled collection date of Friday 15 May, you should book a separate collection to send all remaining test scripts for marking by:

- calling the Parcelforce Worldwide timetable variation helpline on 03448 547686; or
- visiting the Parcelforce Worldwide website at www.parcelforce.com/education/sta and following the 'Arrange an ad hoc collection' link.

All test scripts must be sent for marking before your school breaks up for the half-term holiday.

When booking your collection, please have your school DfE number and address details to hand as well as a contact name, phone number, collection date and collection location, for example your school's main reception.

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