



Standards
& Testing
Agency

Key stage 2: modified test administration guidance

**Administering the 2017 national
curriculum tests to pupils with a hearing
impairment**

March 2017

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Introduction

The [key stage 2 test administration guidance](#)¹ provides guidance for schools administering standard versions of the 2017 key stage 2 (KS2) national curriculum tests.

This guidance will help you prepare for administering the KS2 tests to pupils with a hearing impairment. You should follow it to ensure that pupils with a hearing impairment can access them properly and that they are not at a disadvantage.

The information in this guide builds on section 6 of the [2017 KS2 assessment and reporting arrangements](#)².

You should use this guidance together with the:

- 2017 KS2 test administration guidance
- printed test administration instructions provided with the standard test materials

The printed instructions include information about what you should do before, during and after each test. Please follow them carefully in order to avoid potential allegations of maladministration. Headteachers are responsible for the test administration arrangements within their school. Failing to adhere to the statutory requirements detailed within this guide could lead to a [maladministration investigation](#)³, potentially resulting in the annulment of KS2 test results.

The printed instructions provided with the test materials are not published on GOV.UK because they contain information that must stay confidential until the test period is over. Schools should use [practice materials](#)⁴ to help prepare.

¹ www.gov.uk/government/publications/key-stage-2-tests-test-administration-guidance-tag

² www.gov.uk/government/publications/2017-key-stage-2-assessment-and-reporting-arrangements-ara

³ www.gov.uk/government/publications/key-stage-1-and-2-maladministration-investigation-procedures

⁴ www.gov.uk/government/collections/national-curriculum-assessments-practice-materials

Section 1: Planning for the tests

1.1 Access arrangements

Teachers should decide whether any access arrangements are appropriate, taking into account the assessment needs of each pupil and the support given as part of normal classroom practice. You should refer to the [KS2 access arrangements guidance](#)⁵ for further information. Please note the following specific guidance for pupils with a hearing impairment.

Early opening

Schools may open test papers up to one hour before a test is due to start without seeking permission from STA. This is to help schools that need to make modifications to papers to meet a pupil's needs or if signers need access to the papers to prepare for the administration of the tests.

If you need to open test papers more than one hour before a test is due to start you must submit an application for early opening. The deadline for applications was Monday 27 February.

Applications made after the deadline of Monday 27 February will only be considered under exceptional circumstances. Examples of exceptional circumstances are where a pupil's needs have changed or a pupil joined the school after 27 February 2017. In such cases, you should contact STA using 'Message us' in the 'Access arrangements' section of [NCA tools](#)⁶ to discuss the pupil's requirements.

Use of communicators and sign language

Communicators and sign language interpreters may be used to support pupils who use British sign language or other sign-supported communication in the tests if this is normal classroom practice. Subject-specific guidance on the use of communicators and sign language is given in section 2.

⁵ www.gov.uk/guidance/key-stage-2-tests-how-to-use-access-arrangements

⁶ <https://ncatools.education.gov.uk>

Section 2: Administering the tests

2.1 Administering the English tests

English reading

You may only use and give explanations to convey the general instructions. This includes information on the front cover of the test papers and any directions that are not part of the actual questions.

English grammar, punctuation and spelling

You may only use sign language, and give an explanation:

- to convey the general instructions
- where test administrators are instructed to read the prompts to the pupil
- to read and/or sign back to the pupil any part of his or her response

[Notes for readers in the KS1 and KS2 English grammar, punctuation and spelling test](#)⁷ gives examples of how to read particular types of question in Paper 1: questions.

Paper 2: spelling

A communicator or sign language interpreter may be used during Paper 2: spelling. However, if the spelling paper is presented through sign language, finger spelling mustn't be used.

Compensatory marks

Pupils who have been granted a compensatory mark for Paper 2: spelling are exempt from this paper and must not attempt it. They should be marked as 'A' (absent) on the test attendance register. If the pupil takes the paper, the test script (answer booklet or test paper containing the pupil's answers) must be sent for marking and their mark will stand. STA will not award a compensatory mark.

⁷ www.gov.uk/government/publications/notes-for-readers-in-the-english-grammar-punctuation-and-spelling-test-short-answer-questions

2.2 Administering the mathematics tests

Printed instructions accompany the standard test materials for Papers 1, 2 and 3. These describe the adaptations you can make, and suggested rephrasing of words and sentences which may be signed. The instructions highlight any questions where you may need to give the pupil further clarification or exemplification.



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