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KEY STAGE

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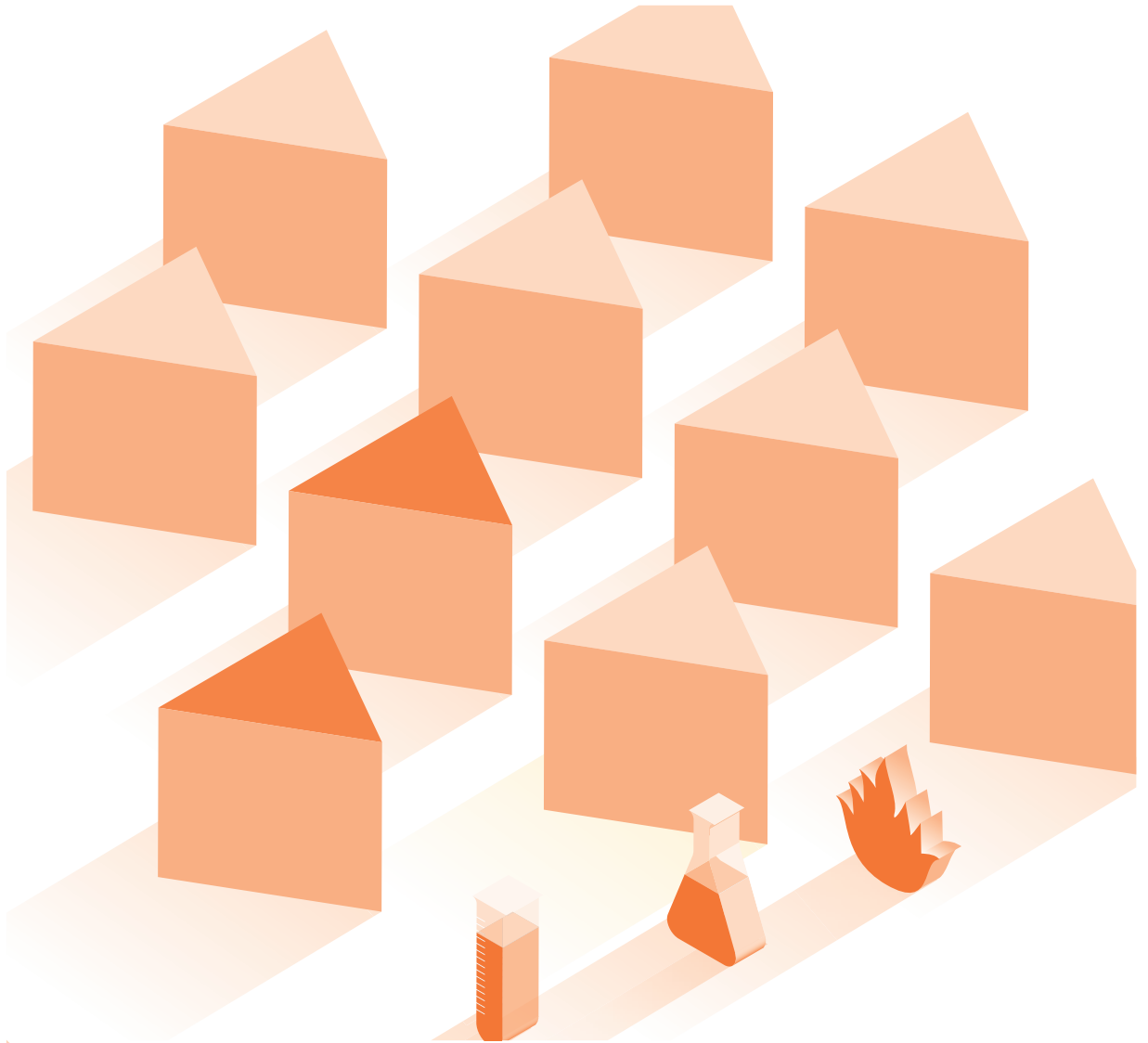
LEVELS

3–5

Science sampling

Test administrators' guide

2010



Who is this guide for?

This guide should be read by anyone who is involved in administering the key stage 2 science sampling tests. A copy of this guide should be taken into each room where the science sampling tests will be administered, as it contains important guidance on what to do if things do not go according to plan. A PDF version of this document is available to download from the QCDA website at www.qcda.gov.uk/sciencesampling.

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Where can I find further information?

For further guidance on the science sampling tests, refer to the *Science sampling arrangements*, which is available on the QCDA website at www.qcda.gov.uk/sciencesampling.

You can also contact the national curriculum assessments helpline on 0300 303 3013 or email assessments@qcda.gov.uk.

The *Modified science sampling test administrators' guide* is available on the QCDA website at www.qcda.gov.uk/sciencesampling.

Deliveries of science sampling test materials

Science sampling test materials and modified test materials will be delivered to schools in one consignment from Wednesday 5 May 2010.

If your school has not received its science sampling test materials by 5pm on Friday 7 May 2010, you should contact the QCDA distribution helpline on 0800 169 4195.

Please follow the checklists at the end of this guide to ensure science sampling test materials are received and stored securely. If your order is incorrect, or you suspect that there might have been a breach of security regarding the test materials, report the incident immediately to the national curriculum assessments helpline on 0300 303 3013.

Stationery items

Your school will receive a stationery pack together with the science sampling test papers.

The following items are enclosed in the stationery pack:

- an *Attendance register* for each paper, *Test A* and *Test B*
- a *Headteacher's declaration form*
- a copy of this document
- separate orange test script bags for packing *Test A* and *Test B* scripts, the attendance registers and the *Headteacher's declaration form*
- *Dispatch log*

Getting ready for the science sampling tests

Preparing rooms for the science sampling tests

Schools must provide a space where pupils can work undisturbed and independently. This may be a school hall, classroom or other suitable accommodation.

Before the start of the science sampling tests, you must ensure there are no displays in the room that could give pupils an unfair advantage. These items must be removed or covered for the duration of the tests. A clock should be visible to all pupils in the test room.

You should write the full school name on a board at the front of the class for pupils to write on the cover of their test papers. This information is needed to track test scripts.

Preparing equipment for the science sampling tests

You should make sure you have all the equipment pupils may require for the tests. This includes pens or sharp 2B pencils for pupils to write with. A sharp pencil is needed for scientific drawing. A ruler and eraser should also be provided. Erasers should only be used to make corrections to diagrams.

Science sampling test scripts will be scanned and marked on screen. Pupils who write in pencil should use a 2B pencil to ensure their answers can be read when scanned.

Pupils should not use gel pens or glitter pens as they do not scan well for onscreen marking.

Pupils who are working below the level of the science sampling tests

Pupils who are working below level 3 in science should not sit the science sampling tests. A national curriculum test science paper from a previous year may be administered to these pupils for reasons of inclusiveness, but these test scripts should not be sent for external marking.

Arrangements for pupils who cannot take a science sampling test at the correct time

Some pupils may need to take one or both of the science sampling tests at a different time from the rest of the cohort.

Individual pupils who arrive late, but before the rest of the pupils have completed the test, may have the full time to complete the test. A notification of a timetable variation is not required in this case.

If a pupil arrives after a test has been completed, but where the other pupils are still in the test room, that pupil should be kept isolated from other pupils until their test has been administered. If the test is administered immediately, you do not need to notify QCDA.

If a pupil arrives after the test has been completed and the pupils have left the test room, that pupil should be kept isolated from other pupils until their test has been administered. A notification must be submitted before the test can be administered.

If, due to unavoidable practical difficulties, your school is unable to administer a test to the whole cohort in one sitting, you may administer the test in two or more sittings. In these circumstances, no pupil should have the opportunity to communicate with any pupils who have already taken the test. A notification must be submitted before the test can be administered.

If you need to administer the test to a pupil on a different day to the rest of the cohort, you must submit an *Application for a timetable variation* and receive permission from QCDA before the science sampling test can be administered.

The science sampling tests cannot be taken earlier than Friday 14 May 2010 under any circumstances.

Submitting applications and notifications of timetable variations

If you need to submit a notification or an application for a timetable variation, you must do so on the *Access arrangements* section of the *NCA tools* website at www.qcda.gov.uk/ncatools. Use the *Application for a timetable variation* form or *Notification of a timetable variation between 7am and 7pm on the day of the test* form.

Attendance registers

There is an *Attendance register* for each science sampling test. Please check the relevant *Attendance register* carefully before administering each test to ensure all pupils' details are listed correctly. The names on the *Attendance register* will be the pupils' names as supplied for the national curriculum test pupil registration. If any of the pupils listed have permanently left the school, enter code 'L' in the test status column.

Each *Attendance register* has blank lines that should be used to provide the details of pupils who are not already listed. Their names should be added in alphabetical order by surname then first name. Their dates of birth and gender should also be provided in the appropriate columns. Please use a black ballpoint pen and write clearly.

If pupils' details have not been recorded accurately, cross out and amend the original entries using a black ballpoint pen.

If you have any other queries regarding the details on the *Attendance registers*, please contact the national curriculum assessments helpline on 0300 303 3013.

Administering the science sampling tests

Opening the science sampling test packs

Headteachers must ensure the test packs remain sealed until immediately before the tests. However, in exceptional circumstances, if test packs need to be opened early for administrative purposes, for example, because they need to be delivered to different school sites, they may be opened up to one hour before the test is due to start. You can only open test packs more than one hour early if you have had an application for early opening approved on the *Access arrangements* section of the *NCA tools* website at www.qcda.gov.uk/ncatools.

Once the test pack has been opened, you must not:

- discuss the content of the test papers with anyone
- use them in any way before the test begins
- use question-specific information to prepare pupils for the tests.

Test conditions

The science sampling tests must be carried out under the same strict test conditions as the national curriculum tests.

Pupils must not:

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

You must ensure pupils:

- have access to any 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
- are not given inappropriate support, such as pointing to an answer or suggesting that a pupil should think again.

At the beginning of the science sampling tests

It is important to brief pupils at the start of each test. The briefing should include information about what is expected of the pupils in terms of behaviour while they are in the test room.

You might find the section *What to say at the beginning of the science sampling tests* useful when preparing your opening comments for the tests.

Read aloud any other instructions on the cover of the test papers, including 'Write your full name and school name on the cover of your test paper'. You should also read the instructions on page 3 of the test paper with the pupils. You should tell the pupils to pay particular attention to instructions within test questions. Please refer to the checklists at the end of this guide.

What to say at the beginning of the science sampling tests

- This is the key stage 2 science sampling *Test A* (or science sampling *Test B*).
- Make sure you have the correct test paper in front of you.
- You have 45 minutes for this test.
- You'll need a pen, a sharp 2B pencil, a ruler and an eraser.
- If you don't have all the equipment, I can provide it for you.
- Clearly write your full name and school name on the cover of your test paper.
- Open your test paper to page 3. I'll read the instructions to you.
- You should read the questions carefully as you work through the test paper. If you can't answer a question, move on and return to it later.
- If you want to change your answer, put a neat line through the response you don't want the marker to read. Do not use an eraser.
- If you want to change a drawing, you should either put a neat line through the response you don't want the marker to read or use an eraser.
- Remember to check your work carefully.
- If you have any questions during the test, you must put your hand up and wait for someone to come to you. You must not talk to each other.
- I'll tell you when you are halfway through the test and I'll also tell you when you have five minutes left. I'll tell you when the test is over and when to stop writing.
- Are there any questions you want to ask me now?
- The test has started. Please start working through your test paper.

During the science sampling tests

Dealing with queries and issues

It is impossible to plan for every scenario. Whatever action you take, pupil 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 pupils an advantage.

For further help and guidance, contact the national curriculum assessments helpline on 0300 303 3013.

Answering pupils' questions

If a pupil asks a question about test content, you must not explain subject-specific terms or expressions.

Unfamiliar contexts

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

Disruption during the science sampling tests

Fire alarm

Stop the test and note the time. Evacuate the room, following school policy, but tell the pupils to remain silent. The test scripts should be left in the test room. The pupils should be supervised at all times to ensure they do not talk about the test. Once the disruption is over, pupils may continue with the test. Make sure the pupils receive the correct amount of remaining time. If the integrity of the test has not been maintained, for example if pupils have talked to each other about the test, you must contact the national curriculum assessments helpline on 0300 303 3013 for advice before you continue.

Pupil illness

Stop the test for the individual pupil and note the time. If the pupil needs to leave the test room for a rest break, a test administrator should accompany the pupil. After a rest break, if the pupil is well enough they should continue with the test.

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

Pupils who need to leave the test room

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

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 pupil.

Mobile phones

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

Pupils cheating

Record details of the incident, including the pupil's name, the test paper and any specific questions in which the pupil gained an advantage by cheating. If appropriate, move the pupil to another location for the remainder of the test.

The headteacher must report any pupils who have cheated to QCDA using the online *Notification of a pupil cheating* form available on the *Access arrangements* section of the *NCA tools* website at www.qcda.gov.uk/ncatools.

By completing the form, the headteacher agrees to either:

- removing marks for the specific questions where the pupil has gained an advantage

or

- annulling the pupil's test result.

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

Disruptive pupils

If a pupil is disturbing other pupils, stop the test and remove the pupil. Give the remaining pupils 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 pupil 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.

Test papers are incorrectly collated or the print is illegible

Stop the test for the affected pupils and organise replacement papers. Once the replacements are provided, give pupils the remaining time to complete the test. Pupils should not be allowed to start the test again. All schools receive additional copies of each test paper. If this is not enough, contact the national curriculum assessments helpline on 0300 303 3013 for approval to photocopy the test paper. At the end of the test, attach the replacement paper to the original and tell the headteacher what action you took.

At the end of the science sampling tests

Collecting and storing completed science sampling test scripts

After each science sampling test, the test scripts should be collected immediately. The test scripts should then be stored securely in the packaging provided for each test. Please follow the checklists at the end of this guide to ensure test materials are collected and stored securely.

Completing the attendance registers

When each test is finished, ensure that the test status column for each pupil on the relevant *Attendance register* is completed using the codes in the table overleaf. Also, check that the information on pupils' test scripts matches the details on the *Attendance register*.

If your cohort has more than one pupil with the same surname and first name, please ensure their dates of birth are written correctly on their answer booklets.

If a pupil has used a different name on their test script, for example, a name they are commonly known by, you should cross it out and write the correct name (in a different colour from the pupil's writing) on the pupil's test script cover. This will assist with verifying that all of your test scripts have been received.

Place each of the completed *Attendance registers* in the first test script bag for the relevant test.

| Code | Category |
|------|---|
| ✓ | If a pupil is working at levels 3–5 and took the science sampling test. |
| A | If a pupil was absent for the relevant science sampling test. |
| B | If a pupil is working below the level of the science sampling tests. |
| T | If a pupil is working at the level of the science sampling tests but is unable to access them. |
| L | If a pupil has left the school. |
| P | If a pupil reached the end of the key stage 2 science programme of study before the start of the 2009/10 school year. |
| F | If a pupil is not expected to reach the end of the key stage 2 science programme of study until a future school year. |

Packaging the completed test scripts

After *Test A*, you should return pupils' test scripts immediately to the headteacher or senior member of staff who is responsible for the science sampling tests. You must not look at the test scripts, annotate or review them in any way unless you are completing a transcript or adding a note to the pupil's test script cover or additional paper, with their legal name.

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

The test scripts and *Attendance register* should be placed in the appropriately labelled test script bag. No more than 40 test scripts should be packaged in each test script bag. When packaging test scripts in more than one bag, where possible, please place equal number of test scripts in each bag. This will ensure that test scripts are not damaged and can be scanned for onscreen marking. Where there is more than one test script bag, please place the relevant *Attendance register* in the first test script bag.

Test A script bags must contain the following items, with the first item on top, and following items beneath.

1. *Attendance register* for *Test A* (enclosed in first *Test A* bag only)
2. All *Test A* test scripts collated in the same order as the pupil names on the *Attendance register*
3. Any braille test scripts (in braille envelope provided), enlarged print or modified large print test scripts
4. Any relevant paperwork, such as the *Use of an amanuensis* form or *Use of a transcript* form, attached to the relevant pupil's test script
5. Any unused *Test A* script bags

Test B script bags must contain the following items, with the first item on top, and following items beneath.

1. *Headteacher's declaration form*
2. *Attendance register* for *Test B* (enclosed in first *Test B* bag only)
3. All *Test B* test scripts collated in the same order as the pupil names on the *Attendance register*
4. Any braille test scripts (in braille envelope provided), enlarged print or modified large print test scripts
5. Any relevant paperwork, such as the *Use of an amanuensis* form or *Use of a transcript* form, attached to the relevant pupil's test script
6. Any unused *Test B* script bags

Please do not mix test scripts for *Test A* and *Test B*.

If you need more test script bags, please contact the national curriculum assessments helpline on 0300 303 3013.

The test script bag(s) should be sealed and stored securely.

If you are administering a timetable variation for the science sampling tests, wait until this has been completed and ensure all science sampling test scripts are packaged together.

Please do not return unused test papers.

Completing the Headteacher's declaration form for science sampling

The *Headteacher's declaration form* for science sampling is statutory and must be completed by the headteacher, or other authorised member of staff, after both of the science sampling tests have been taken. The *Headteacher's declaration form* must be signed to confirm the science sampling tests have been administered in accordance with the statutory requirements as set out in the 2010 key stage 2 *Science sampling arrangements* and that the security and confidentiality of the tests have been maintained. Please photocopy the *Headteacher's declaration form* for your school's records.

Place the completed *Headteacher's declaration form* inside the first *Test B* script bag on top of the test scripts and *Attendance register* before sending them for marking.

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 QCDA. If for any reason the headteacher, or other authorised member of staff, cannot complete the *Headteacher's declaration form* for science sampling they should notify the national curriculum assessments helpline on 0300 303 3013.

Storing the packaged science sampling test scripts

The headteacher is responsible for ensuring that test scripts are stored securely. They must be kept in a secure, locked place until they are collected.

See the checklists at the end of this guide.

Sending science sampling test scripts for marking

Science sampling test scripts will be collected on Monday 17 and Tuesday 18 May 2010 in conjunction with the national curriculum test scripts. 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 small consignment label for each test script bag should be attached to the *Dispatch log*. 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.

If your school misses the scheduled collection or the science sampling test scripts have not been collected by 5pm on Tuesday 18 May 2010, please contact the national curriculum assessments helpline on 0300 303 3013.

Test scripts should be securely stored at all times while awaiting collection.

Checklists

Science sampling test material delivery

- When the science sampling test materials arrive, check the contents against the *Delivery note* and ensure the correct quantities of test materials are included in your delivery. If these do not match, please contact the national curriculum assessments helpline on 0300 303 3013.
- Check that the sealed test packs have not been opened or damaged in transit. If any test packs are unsealed or damaged, report this immediately to the national curriculum assessments helpline on 0300 303 3013.
- Store the test materials securely in their resealed boxes, in a locked cabinet in a locked room, until the tests take place.
- Check the test materials regularly.

Before the science sampling tests

- Make sure there is a copy of the 2010 key stage 2 *Science sampling arrangements* in the test room in case any questions arise that are not answered in this guide.
- Cover all displays that may help pupils with the science sampling tests.
- Check that there are sufficient test papers, seats and space for your pupils to work independently.
- Prepare and check any equipment needed to administer the tests, including any equipment pupils may require (additional pens, paper and so on).
- Make a note of any individual needs, for example pupils who are allowed additional time or a reader.

At the start of the science sampling tests

- Check that you have distributed the correct test papers.
- Check that pupils do not have mobile phones or other items that could unfairly advantage them during the test.
- Tell pupils the length of the test and ensure that all pupils can see the clock.

During the science sampling tests

- Maintain test conditions.
- If a pupil asks for help, make sure you do not say or do anything that in any way suggests the correct answer.
- Where appropriate, remind the pupils how much time they have left, for example half way through the test and five minutes before the end. At the five minute reminder, tell the pupils that if they have finished the whole paper they should use the remaining time to check their answers.
- If you suspect a pupil is cheating, follow the guidance on pupils cheating.
- If any test papers have missing pages or printing errors, please contact the national curriculum assessments helpline on 0300 303 3013 immediately.
- Supervise any pupils who leave the room during the test.

At the end of the science sampling tests

- Collect all the test scripts, including any partially completed test scripts, ensuring test conditions are maintained until all the test scripts have been collected.
- Brief relevant staff about any incidents that occurred during the tests.

Preparing science sampling test scripts for collection

- Ensure the appropriate *Attendance register* for each test has been completed.
- Collate test scripts in a single stack in the same order as on the *Attendance register*.
- Where appropriate, attach any relevant paperwork to test scripts, for example *Use of an amanuensis* form or *Use of a transcript* form.
- Check that you are only sending pupils' completed and partially completed test scripts for marking. Please do not include any correspondence other than those specified in this guide.
- If your cohort has more than one pupil with the same surname and first name, ensure their dates of birth are written correctly on their answer booklet covers.
- Please ensure that you follow the guidance on page 8 in order to correctly pack the test scripts for marking.
- Place any braille test scripts in the padded envelope provided.
- Do not mix test scripts for *Test A* and *Test B*.
- Test scripts for *Test A* and *Test B* should only be packaged in the bags provided for each test.
- Please ensure you do not overfill the test script bags. If you need more test script bags, please contact the national curriculum assessments helpline on 0300 303 3013.
- Please place any unused bags in the relevant test script bag.
- Seal and store the test script bags securely. Do not use staples to seal the test script bags or attach two test script bags together, as they can easily become separated.
- Ensure test script bags are stored securely in a locked location until they are collected

Science sampling test scripts collection

- Science sampling test scripts should be ready for collection from 9am on Monday 17 May 2010.
- Advise your school reception that a Parcelforce Worldwide courier will be coming to collect the science sampling test scripts and ensure that the responsible person will be available to give your test script bags to the courier.
- Keep and complete the *Dispatch log* after packing the test script bags.
- The *Dispatch log* can be used to track your test scripts. Attach a small consignment label to the *Dispatch log* for every test script bag. These small labels should match the ones on each test script bag.
- Record the total number of test script bags sent on the *Dispatch log*. This must equal the number of small consignment number labels attached.
- Sign the school signature box and enter the date of collection on the *Dispatch log*.
- Ensure the Parcelforce Worldwide driver signs the *Dispatch log* and return the signed copy to your headteacher.
- If your school misses the scheduled collection or the science sampling test scripts have not been collected by 5pm on Tuesday 18 May 2010, please contact the national curriculum assessments helpline on 0300 303 3013.

About this publication

Who is it for?

This guide is for headteachers, test administrators, key stage 2 science subject leaders and key stage 2 assessment and special educational needs coordinators. It is also sent to local authorities.

What is it about?

This booklet provides guidance on the administration of the key stage 2 science sampling tests.

Related materials

- 2010 key stage 2 *Science sampling arrangements*.
- 2010 *Keeping test materials secure* factsheet.

For more copies:

PDF versions of the 2010 key stage 2 Science sampling test administrators' guide, and the related materials listed above, are available to download from the QCDA website at www.qcda.gov.uk/sciencesampling.

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We want our websites and publications to be widely accessible, so please contact us if we're not meeting your needs

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