



Standards
& Testing
Agency

Administering the level 6 tests

**Supplementary guidance for
using non-personalised test
materials and blank
attendance registers**

Your school has been supplied with non-personalised level 6 test papers and a blank attendance register because your children were registered for the level 6 tests after Thursday 10 May.

Please use the instructions below, together with the Level 6 *Test administrators' guide*, to ensure that your school's test scripts are sent for marking correctly. If you have any queries contact the National Curriculum assessments NCA helpline on 0300 303 3013.

Administering the level 6 English reading test

Open the level 6 reading test materials and give a copy of the reading booklet to each child.

Use the suggested script from page 14 of the Level 6 *Test administrators' guide* to introduce the test. This was included with the test materials.

After 10 minutes of reading time give each child an answer booklet.

Continue to read from the script in the *Test administrators' guide* but instead of reading the second and third bullet points of the script on page 15 ask the children to fill in their details on the front of the reading answer booklet. They will need to complete their First name, Middle name (where applicable), Last name, Date of birth, School name and DfE number. You may choose to write your school's DfE number on a flip chart or white board for the children to copy down.

The children can then start the test.

Completing the attendance register for the English reading test

After the reading test has finished, collect the test scripts. Each paper has a three digit number printed in the top right hand corner of the front cover. Put the scripts in numerical order.

Write the school name and DfE number in block capitals on the top of the attendance register. Please use a black ballpoint pen and write clearly.

Use a black ballpoint pen to complete the attendance register, adding each child in script number order, and completing the columns for Script no., Date of birth, Surname and First name. Fill the appropriate test status circle for each child.

Administering the level 6 mathematics test

There are two papers for the level 6 mathematics test, *Paper 1* and *Paper 2*. It is important that each child is given the correctly numbered test paper for each test.

At the start of the Level 6 mathematics test open the test materials and give each child a copy of *Paper 1* and *Paper 2*. The number printed in the top right hand corner of *Paper 1* must match the number at the top of *Paper 2* for each child.

Use the suggested script from page 15 of the Level 6 *Test administrators' guide* to introduce the mathematics test.

Ignore the first two bullets of the 'General instructions for both tests'. Ask the children to fill in their details on the front of each answer booklet. They will need to complete their First name, Middle name (where applicable), Last name, Date of birth, School name and DfE number. You may choose to write your school's DfE number on a flip chart or white board for the children to copy down.

The children can then start the test.

Completing the attendance register for the mathematics test

After *Paper 1* has been completed, collect the test scripts. Each answer booklet has a three digit number printed on the top right hand corner of the front cover. Put the answer booklets in numerical order.

Write the school name and DfE number in block capitals on the top of the attendance register. Please use a black ballpoint pen and write clearly.

Use a black ballpoint pen to complete the attendance register, adding each child in script number order, and completing the columns for Script no., Date of birth, Surname and First name. Fill in the appropriate test status circle for each child, for *Paper 1*.

After the children have completed *Paper 2* make sure each child has completed the same numbered answer booklet as for *Paper 1*. Fill in the appropriate test status circle for each child for *Paper 2*.

Packaging the completed test scripts

Use the guidance starting on page 20 of the Level 6 *Test administrators' guide* to pack the scripts and attendance register ready for dispatch. When labelling the coloured subject-specific script bags follow the instructions at the top of page 22. In addition, use a black ballpoint pen to write your school name and DfE number in the boxes indicated on the labels provided.

DfE Number
School Name
KS2 Level 6 English

Follow the rest of the instructions on page 22, and the following pages of the *Test administrators' guide*, to finish packaging the test scripts.



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