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# **Welsh National Tests Data Collection and reporting arrangements 2014/15**

## **Technical completion notes for schools and local authorities**

**Version 1.0**

# Welsh National Tests Data Collection and reporting arrangements 2014/15

<b>Audience</b>	Headteachers, teachers and governing bodies of maintained schools, local authorities (LAs), and national bodies with an interest in education.
<b>Overview</b>	This document sets out the data collection and reporting arrangements for the school year 2014/15.
<b>Action required</b>	Headteachers, teachers and governing bodies of maintained schools and LAs must ensure that the requirements set out in this document are implemented in line with the dates specified.
<b>Further information</b>	Enquiries about this document should be directed to:  School Information and Improvement Branch Department for Education and Skills Welsh Government Cathays Park Cardiff CF10 3NQ Tel: 029 2082 6014 e-mail: <a href="mailto:NDC@wales.gsi.gov.uk">NDC@wales.gsi.gov.uk</a>
<b>Additional copies</b>	This document can be accessed from the Welsh Government's website at <a href="http://www.wales.gov.uk/ims">www.wales.gov.uk/ims</a> .

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# Welsh National Tests (WNT) 2015

## Key dates

Key Dates for school year 2014/15	
April 2015	Schools to receive guidance on Welsh National Test data collection and reporting arrangements from the Welsh Government.
29 April 2015	The Data Exchange Wales initiative (DEWi) available for upload of completed WNT files.
29 April – 12 May 2015	Statutory national reading and numeracy tests administered in secondary schools.
5 – 12 May 2015	Statutory national reading and numeracy tests administered in primary schools.
12 May 2015	Date on roll.
5 June 2015	National Reading and Numeracy raw scores to be available on DEWi for the Welsh Government to download (note that a local authority may set an earlier date to facilitate local validation).
<b>By 5 June 2015</b>	<b>Final deadline</b> for submission of WNT files following validation (note that a local authority may set an earlier deadline).
By end of summer term 2015	School provides reports to parents.
By end of August 2015	National and local authority results published.
By end of August 2015	School Comparative Reports ( <u>with</u> benchmarking) available for schools to download from DEWi.

1. Schools should upload and validate their completed files as soon as they are ready rather than waiting until the deadline. This will help LAs and the Welsh Government to process files and resolve problems earlier.
2. If schools have an issue with DEWi access (i.e. forgotten username/password) queries should go to their local authority.
3. **Please note the final deadline to Welsh Government. No amendments to data can be made after this date.**

## Abbreviations

The following abbreviations are used throughout the document:

CTS	Common Transfer System
LAs	Local Authorities
NCY	National Curriculum Year
NEWBES	New to the English/Welsh Based Education System
NFER	National Foundation for Educational Research
NNPT	National Numeracy Procedural Test
NNRT	National Numeracy Reasoning Test
NNT	National Numeracy Test, incorporating both the NNPT and NNRT
NRT	National Reading Test
PLASC	Pupil Level Annual School Census
WG	Welsh Government
WNT	Welsh National Tests (includes all tests)

## Overview

The document provides important information regarding the WNT data collection and reporting arrangements for the school year 2014/15. Detailed information is published separately in the [National Reading and Numeracy tests - 2015 test administration handbook](#).

The key points in terms of administrative and data collection processes for National Reading and Numeracy Tests this year are:

- Schools should submit raw scores for the National Reading Tests, the National Numeracy Test (Procedural) and the National Numeracy Test (Reasoning) for all pupils in NCY2-9;
- All files should be transferred using the DEWi website;
- Caution should be used before using D and X codes. Inappropriate use of these codes will impact on the school's results and data published in the All Wales Core Data Sets.

This booklet provides advice and guidance on:

- All WNT pupil level data items that form part of the WNT file;
- Arrangements for reporting results for pupils from new to the English or Welsh based education system (NEWBES);
- Arrangements where schools have no pupils eligible for assessment or where all pupils are disapplied from National Reading and Numeracy Tests.

# Welsh National Tests Data Collection

## 1.1 Identifying pupils for whom WNT data must be submitted

All eligible pupils must sit the relevant Welsh National Tests (WNT) and data must be recorded, reported and collected.

Schools are required to report on pupil identity through the use of:

- the National Curriculum Year (NCY) group indicator from the Pupil Level Annual School Census (PLASC) record; and,
- pupils on the school roll on the specified date.

Please note that checks will be carried out to ensure that pupils are being assessed and results for NRT reported for their statutory language (as reported in the PLASC). Any discrepancies identified will be passed to LAs for investigation.

## 1.2 Schools required to submit WNT data

All maintained schools with eligible pupils on their school roll, on the specified date are required to make a WNT return.

## 1.3 Eligible year group

All pupils in NCY 2 – 9 should sit the relevant NRT, NNPT and NNRT. See section 1.9 for details.

It is the NCY group in which the pupil is *taught*, rather than the pupil's date of birth that indicates if they are eligible for a particular test.

Some pupils may sit WNT out of their NCY for diagnostic and classroom teaching purposes. **However, test results for pupils taking an 'out of year' test cannot be included in the school's data submission.** Such a decision should be made in the light of advice from the relevant LA and recorded prior to the delivery of the test packs.

For further guidance on pupils sitting 'out of year' WNT please see Annex 5 of the *National Reading and Numeracy Tests – Test administration handbook 2015*.

Care should be taken to ensure that this information is correctly recorded within the school MIS. School software will automatically refer to this information when exporting data for the WNT files. Schools will not be able to amend the pupil selection for export without amending the pupil record.

## 1.4 Specified date on roll

Schools are required to submit WNT results for all eligible pupils that are on their school roll as at the second Tuesday in May of the reporting academic year. **In 2015 the specified date is 12 May.**

The second Tuesday in May has been identified as appropriate because:

- This date will never be during a half term break, will not fall on a day immediately following a bank holiday or half term holiday and therefore is highly likely to be a standard school day.
- Schools should receive a common transfer file (CTF) and educational record within 15 school days of the pupil arriving on roll, thus they will have information relating to the pupil's details to assist in submitting their results.
- Where a pupil arrives on the final cut-off date (being the second Tuesday in May) schools will have to allow that pupils to sit the WNT on that day, being the last day of the test window, or submit the results from the previous school where the tests have been sat.

School software will automatically identify eligible pupils who are on roll as at the specified date; the school will not be able to alter this selection for the WNT files export process so it is important that the date of entry to the school is accurately recorded in the school MIS.

## 1.5 Leavers and joiners

- Where a pupil has left the school before 12 May 2015 the school is NOT required to report their WNT results to the Welsh Government or parents.
- Where a pupil has left the school on or after 12 May 2015 the school remains responsible for reporting the pupil's WNT results to the Welsh Government.
- Where a pupil has joined the school on or before 12 May 2015 the school must take responsibility for reporting the pupil's WNT results to the Welsh Government and parents.
- Where a pupil has joined the school after the 12 May 2015 responsibility to report WNT results remains with the previous school. No data need be provided to the Welsh Government by the pupil's new school.
- Schools should ensure that requirements for the transfer of data to the pupil's new school have been fully complied with and, through mutual agreement with the new school, that arrangements are in place for reporting outcomes to parents.



## 1.6 Dual-registered pupils

Eligible pupils in NCY 2-9 who are dual registered must sit the WNT and their results must be submitted. This includes pupils registered in part at a pupil referral unit or special school.

- Where a pupil is registered in two settings, it is the responsibility of the setting where the pupil is taught for the majority of time to report their statutory WNT scores. Results for pupils who are 'Dual registered-Main' at a pupil referral unit may be submitted via their MIS or a contingency spreadsheet. A contingency spreadsheet can be obtained by emailing [NDC@wales.gsi.gov.uk](mailto:NDC@wales.gsi.gov.uk).
- In this situation schools should communicate with each other and records of test results should be kept at both settings.
- School MIS will use pupil registration status to identify appropriate pupils for inclusion on the WNT file. Pupils with registration status of 'Current' or 'Dual registered-Main' must be included in the WNT return.

## 1.7 Schools with no eligible pupils

It is expected that all schools with eligible pupils will return WNT results.

Where an establishment has no pupils eligible to sit the WNT, that is, no pupils on roll in NCY 2-9 on 12 May 2015, the headteacher should e-mail confirming this fact to [NDC@wales.gsi.gov.uk](mailto:NDC@wales.gsi.gov.uk).

## 1.8 Schools where all pupils are disapplied

Where all eligible pupils within an establishment are disapplied this data should be entered as per the processes set out in this document and a WNT file returned to the LA.

## 1.9 Valid WNT entries for 2015

The following information must be recorded and submitted to Welsh Government for each pupil, for each test taken:

- Raw score
- Test taken
- Date the test was taken

**Note that the valid raw score ranges will differ depending on which WNT paper is taken. Care should be taken when entering the raw score.**

Valid test paper codes and raw score values for all WNTs are given in the tables below. Guidance from software suppliers for your school MIS should specify the valid entry format for the 'Date the test was taken' data item.

**NRT - Pupils taught through the medium of Welsh:**

National Curriculum Year	Mandatory to return test result				Optional to return test result	
	Welsh NRT paper	Welsh NRT Raw Score Range	English NRT paper	English NRT Raw Score Range	English NRT paper	English NRT Raw Score Range
NCY2	<b>CA3</b>	D, X, 0 – 35	-	-	-	-
NCY3	<b>CA3</b>	D, X, 0 – 35	-	-	<b>EA3</b>	D, X, 0 - 35
NCY4	<b>CB3</b>	D, X, 0 – 38	<b>EB3</b>	D, X, 0 – 39	-	-
NCY5	<b>CB3</b>	D, X, 0 – 38	<b>EB3</b>	D, X, 0 – 39	-	-
NCY6	<b>CC3</b>	D, X, 0 – 41	<b>EC3</b>	D, X, 0 – 41	-	-
NCY7	<b>CC3</b>	D, X, 0 – 41	<b>EC3</b>	D, X, 0 – 41	-	-
NCY8	<b>CD3</b>	D, X, 0 – 40	<b>ED3</b>	D, X, 0 – 42	-	-
NCY9	<b>CD3</b>	D, X, 0 – 40	<b>ED3</b>	D, X, 0 – 42	-	-

**NRT - Pupils taught through the medium of English:**

National Curriculum Year	Mandatory to return test result	
	English NRT paper	English NRT Raw Score Range
NCY2	<b>EA3</b>	D, X, 0 – 35
NCY3	<b>EA3</b>	D, X, 0 – 35
NCY4	<b>EB3</b>	D, X, 0 – 39
NCY5	<b>EB3</b>	D, X, 0 – 39
NCY6	<b>EC3</b>	D, X, 0 – 41
NCY7	<b>EC3</b>	D, X, 0 – 41
NCY8	<b>ED3</b>	D, X, 0 – 42
NCY9	<b>ED3</b>	D, X, 0 – 42

## NNPT – All pupils

National Curriculum Year	Mandatory to return test result English <u>OR</u> Welsh		
	Procedural (English version) paper	Gweithdrefnol (Welsh version) paper	Procedural Test Raw Score Range
NCY2	2EP15	2CG15	D, X, 0 – 28
NCY3	3EP15	3CG15	D, X, 0 – 30
NCY4	4EP15	4CG15	D, X, 0 – 35
NCY5	5EP15	5CG15	D, X, 0 – 35
NCY6	6EP15	6CG15	D, X, 0 – 35
NCY7	7EP15	7CG15	D, X, 0 – 35
NCY8	8EP15	8CG15	D, X, 0 – 36
NCY9	9EP15	9CG15	D, X, 0 – 36

## NNRT – All pupils

National Curriculum Year	Mandatory to return test result English <u>OR</u> Welsh		
	Reasoning (English version) paper	Rhesymu (Welsh version) paper	Reasoning Test Raw Score Range
NCY2	2ER15	2CRh15	D, X, 0 – 20
NCY3	3ER15	3CRh15	D, X, 0 – 20
NCY4	4ER15	4CRh15	D, X, 0 – 20
NCY5	5ER15	5CRh15	D, X, 0 – 20
NCY6	6ER15	6CRh15	D, X, 0 – 20
NCY7	7ER15	7CRh15	D, X, 0 – 20
NCY8	8ER15	8CRh15	D, X, 0 – 20
NCY9	9ER15	9CRh15	D, X, 0 – 20

D = Disapplied for any of the reasons listed in the *National Reading and Numeracy Tests – Test administration handbook 2015*.

X = Absent on scheduled test date and for remainder of test window

**NB: Numeracy test papers in English and Welsh are direct translations, therefore pupils should sit the tests in the language that is most appropriate for them as determined by the school. Either the English or the Welsh test should be sat but not both. Only one result (English OR Welsh) for NNPT and NNRT should be returned for each pupil.**

## 1.10 Recording and reporting assessments for English and Welsh first language (Cymraeg)

School MIS will use the language through which the pupil is taught as recorded in pupil records and as reported in the Pupil Level Annual School Census (PLASC).

Please note that checks will be carried out to ensure that pupils are being assessed and results reported for their statutory language (as reported in PLASC). Any discrepancies identified will be passed to LAs for investigation.

### National Reading Tests

#### Pupils taught through the **medium of Welsh**:

All pupils in NCY 2 – 9 must sit the Welsh NRT.

All pupils in NCY 4 – 9 must also sit the English NRT.

Pupils in NCY 2 are not required to sit the English NRT.

Schools have the option for pupils in NCY 3 to sit the English NRT as well as the Welsh NRT, and results of the English NRT can be submitted to Welsh Government for these pupils. If they are, charts will be generated for each pupil for reporting to parents, but their English results will not be included in school level results in the School Comparative Reports (with benchmarking).

#### Pupils taught through the **medium of English**:

All pupils in NCY 2 – 9 must sit the English NRT.

### National Numeracy Test – Procedural and Reasoning

All pupils in NCY 2 – 9 must sit both NNPT **and** NNRT

The test papers are available in both English and Welsh and the content of the test is identical in both languages. Either the English **or** the Welsh test should be sat but not both and the results of that test should be submitted. Schools may only submit **one NNPT** result and **one NNRT** result per pupil, and this can be for either the English or Welsh version of the test regardless of the pupil's statutory language.

## 1.11 Use of code 'X'

Code 'X' should only be used if a pupil is absent on the scheduled test date and for the remainder of the test window. If a pupil misses a test through absence but returns to school during the test window, arrangements should be made for that pupil to sit the test. For further guidance on absence during the test window please refer to *National Reading and Numeracy Tests – Test administration handbook 2015*.

Pupils with this code will be included in their school's results.

## 1.12 Use of code 'D'

Code 'D' should only be used for the reasons listed in the *National Reading and Numeracy Tests – Test administration handbook 2015*.

Disapplication is only valid under these specific circumstances and should **NOT** be used in any other circumstances. Where code D is used inappropriately the school's results, as reported to parents and governors and supplied to Estyn, will be incorrect.

Pupils with this code will be included in their school's results.

## 1.13 NEWBES

Pupils new to the English or Welsh based education system (NEWBES) must sit the WNT unless there are specific reasons to disapply (see section 1.12). However, their test results may be excluded from calculation of aggregate statistics. The criteria to identify pupils whose results may be excluded from published school-level and LA-level statistics are:

- the pupil's first language is not English or Welsh; **and**
- the pupil has arrived from a non-English or non-Welsh-based education system;  
**and**
- the pupil arrived in the United Kingdom (UK) on or after the start of the 2013/2014 school year, i.e. on or after the 1 September 2013

It will remain the headteacher's decision as to whether the results for a pupil meeting the above criteria are removed from the school and LA aggregations. If a decision has been made to remove the results, that will then apply to all tests. It will not be possible for a pupil's results to be included for some tests but be removed for others.

Results for these pupils must be reported to parents and included in the WNT data return file.

By correctly flagging the pupil record in the school MIS to show that the pupil meets the above criteria and entering a valid date of entry, results for identified pupils will be removed from the calculation of aggregate school and LA statistics. Their data **will** be included, as in previous years, in results at national level.

Once an eligible pupil has passed the two-year time period, the pupil's results can no longer be removed. However, the pupil's record will still show that they had previously arrived from a non-English or non-Welsh-based education system.

## 1.14 Data requirements

### National Reading Tests

The following information must be recorded and submitted to Welsh Government for each pupil:

- NRT raw score
- Test taken
- Date the test was taken

Valid entries for these data items are given at Section 1.9. Reporting requirements for NRT results are given below.

### Pupils taught through the medium of Welsh:

National Curriculum Year	Subject	Component Description	Report to WG (Reading Raw Score)	Report to parents (Age standardised score and progress*)
NCY2	CYM	Reading Raw Score	M	M
NCY3	CYM	Reading Raw Score	M	M
NCY3	ENG	Reading Raw Score	O	M**
NCY4	CYM	Reading Raw Score	M	M
NCY4	ENG	Reading Raw Score	M	M
NCY5	CYM	Reading Raw Score	M	M
NCY5	ENG	Reading Raw Score	M	M
NCY6	CYM	Reading Raw Score	M	M
NCY6	ENG	Reading Raw Score	M	M
NCY7	CYM	Reading Raw Score	M	M
NCY7	ENG	Reading Raw Score	M	M
NCY8	CYM	Reading Raw Score	M	M
NCY8	ENG	Reading Raw Score	M	M
NCY9	CYM	Reading Raw Score	M	M
NCY9	ENG	Reading Raw Score	M	M

Mandatory (M) Optional (O)

\* A Pupil Results Sheet for each pupil containing age standardised scores and progress charts will be available via DEWi before the end of the summer term. Charts will be included for pupils in NCY 3 who have taken the optional English NRT paper.

\*\*If a NCY 3 pupil sits the optional English NRT then the results must be provided to parents.

### Pupils taught through the medium of English:

National Curriculum Year	Subject	Component Description	Report to WG (Reading Raw Score)	Report to parents (Age standardised score and progress*)
NCY2	ENG	Reading Raw Score	M	M
NCY3	ENG	Reading Raw Score	M	M
NCY4	ENG	Reading Raw Score	M	M
NCY5	ENG	Reading Raw Score	M	M
NCY6	ENG	Reading Raw Score	M	M
NCY7	ENG	Reading Raw Score	M	M
NCY8	ENG	Reading Raw Score	M	M
NCY9	ENG	Reading Raw Score	M	M

Mandatory (M)

\* A Pupil Results Sheet for each pupil containing age standardised scores and progress charts will be available via DEWi before the end of the summer term.

### National Numeracy Tests

The following information must be recorded and submitted to Welsh Government for each pupil:

- NNPT and NNRT raw score
- Test taken
- Date the test was taken

Valid entries for these data items are given at Section 1.9. Reporting requirements for NNPT and NNRT results are given below.

## NNT

National Curriculum Year	Subject	Component Description	Report to WG (Raw Score)	Report to parents (Standardised score and progress *)
NCY2	MAT	Numeracy Procedural Raw Score	M	M
NCY3	MAT	Numeracy Procedural Raw Score	M	M
NCY4	MAT	Numeracy Procedural Raw Score	M	M
NCY5	MAT	Numeracy Procedural Raw Score	M	M
NCY6	MAT	Numeracy Procedural Raw Score	M	M
NCY7	MAT	Numeracy Procedural Raw Score	M	M
NCY8	MAT	Numeracy Procedural Raw Score	M	M
NCY9	MAT	Numeracy Procedural Raw Score	M	M
NCY2	MAT	Numeracy Reasoning Raw Score	M	M
NCY3	MAT	Numeracy Reasoning Raw Score	M	M
NCY4	MAT	Numeracy Reasoning Raw Score	M	M
NCY5	MAT	Numeracy Reasoning Raw Score	M	M
NCY6	MAT	Numeracy Reasoning Raw Score	M	M
NCY7	MAT	Numeracy Reasoning Raw Score	M	M
NCY8	MAT	Numeracy Reasoning Raw Score	M	M
NCY9	MAT	Numeracy Reasoning Raw Score	M	M

\* A Pupil Results Sheet for each pupil containing age standardised scores and progress charts will be available via DEWi before the end of the summer term.

### 1.15 School validation

Schools must validate the raw scores that they have submitted to DEWi using the Raw Scores Validation Sheet. The submission deadline is the 5<sup>th</sup> June 2015.

### 1.16 WNT import files and calculated score sheets

Live standardisation of the WNT results will take place in June, and look up tables will be produced. DEWi will then use these look up tables to calculate, for each pupil, the age standardised score, progress measure and progress measure difference for each test.

A single 2015 import file (xml) will be available from DEWi before the end of the summer term, to enable schools to import the 2015 calculated scores for all tests and pupils back into their MIS. The import file will be a single file incorporating both NRT and NNT results and will be called WNT. A calculated score sheet containing the same data in a spreadsheet will also be available from DEWi and will enable schools to see how the content of the pupil results sheet has been derived.



Note that if a '0' raw score is submitted for a pupil their age standardised score will be recorded as an \*, being 'less than 70'.

If a pupil has an age standardised score above the maximum for the scale, this will be recorded as \*\*.

## **1.17 Reporting**

A Pupil Results Sheet for parents should be available from DEWi before the end of the summer term (the exact date will be communicated nearer the time). This year these will display a pupil's age standardised score and progress chart. Explanatory notes accompany the Pupil Results Sheet to aid parents' understanding of the results.

These reports will be downloadable in year group and pupil batches and should be distributed to parents before the end of the summer term. If there is more than one pupil with the same name within the school a text file will be included listing these for information. Schools should take care to ensure that the correct report is sent to the correct parents.

If any errors in WNT results are discovered after the final submission date, schools will be expected to produce their own Pupil Results Sheets using the template provided (on request) and the look up tables published on the Learning Wales website.

School Comparative Reports (with benchmarking) for WNT will be available to download from DEWi by the end of August.

Regulations require that appropriate standard comparative reports are published in the school prospectus, provided to governors for inclusion in governors' annual reports and provided with each annual report to parents or adult pupils.

On publication of the national results for WNT, School Comparative Reports (with benchmarking) will be available for download from DEWi. These will show school results against current year results for the relevant LA and Wales and include analysis against FSM benchmarks.

## **1.18 Common Transfer System**

The regulations covering the Common Transfer System (CTS), The Pupil Information (Wales) Regulations 2011, specify that the headteacher of a maintained school from which a pupil is transferring sends to the pupil's new school a standard set of pupil information, in electronic format for import directly to the new school's MIS.

All WNT data will transfer via CTF in 2015.

### **Reporting to receiving schools**

When a pupil moves from a maintained school to a new school, including an independent school, a report about the pupil's attainments should be passed, where reasonably practicable, to the headteacher of the receiving school. This is required within 15 school

days of the pupil ceasing to be registered at the old school, or within 15 school days of receiving a request for the report from the new school.

The report must contain the pupil's WNT results where available.

The duty to provide such a report to a pupil's new school does not apply where:

- the pupil has been registered at the school for less than four weeks; however, in such a case, the headteacher should make every effort to pass on in turn to the new school any reports that may have been transferred from a pupil's previous school or schools;
- it is not reasonably practical for the headteacher to find details of a pupil's new school; however, the headteacher should at least telephone the pupil's parents and, if their address is known, write to the parents to ascertain where the pupil will continue his or her education.

Guidance on the Common Transfer Requirements was issued to schools in May 2006, Circular Number 18/2006 'Educational Records, School Reports and the Common Transfer System'.

Further guidance and information on the CTS can be found on the Welsh Government's website at:

<http://gov.wales/topics/educationandskills/schoolshome/schooldata/ims/dataexchange/school2schoolcommon/?lang=en>.