



Standards  
& Testing  
Agency

# **2016 attendance register and test script dispatch instructions**

**Key stage 2 tests**

**March 2016**

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# 1 Introduction

This document provides guidance for schools participating in the 2016 key stage 2 national curriculum tests. It provides instructions for completing attendance registers and returning test scripts (test papers containing pupil's answers) for marking.

It does not contain instructions for completing attendance registers for the braille versions of the tests, or sending braille 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.

## 1.1 Changes for 2016

- **Removal of test levels.** There will be 1 set of tests for each subject. They will include a small number of questions designed to assess the most able pupils, so separate tests are no longer required.
- **Transparent inner bags for all test components.** The stationery pack includes transparent inner bags to securely return each component of the tests. Please see section 3 for further details.
- **Transparent inner bags for test scripts with additional or modified elements.** The stationery pack includes a transparent inner bag to securely return test scripts with additional or modified elements. Please see section 3 for further details.
- **Script return bags.** The stationery pack includes script return bags that are now white in colour, not grey as in previous years.

## 2 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:

- working below the standard of the test
- unable to access the test
- absent.

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 standard for one test but working at the standard 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 standard
- working below the standard
- 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 standard for Paper 2.

### 2.1 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 following tests:

- English reading test
- English grammar, punctuation and spelling test
- mathematics test.

Information about which pupils should take the tests is included in the national curriculum tests section of the 2016 key stage 2 'Assessment and reporting arrangements'. This is published on [www.gov.uk/sta](http://www.gov.uk/sta).

## 2.2 Recording additional pupils on the attendance registers

Use the space at the bottom of the attendance registers to record additional pupils who are:

- taking the tests
- working below the standard of the test
- unable to access the test
- 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 13 May.

## 2.3 Compensatory marks

Pupils whose application for compensatory marks for the spelling test has been approved should be entered on the attendance register as 'A' for the English grammar, punctuation and spelling Paper 2 spelling component. The pupil must take the English grammar, punctuation and spelling Paper 1: questions component of the test. If the pupil sits the spelling paper, their test script must be sent for marking. They will receive the mark they achieve on the test and not the compensatory mark.

## 2.4 Completing your attendance registers on the day of the tests

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

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.

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

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 outcome and will be recorded as absent when the results are returned.

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

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

### 2.4.1 Attendance codes for the test

Code	Category
✓	a pupil was present for the test
A	a pupil was absent for the test
B	a pupil is working below the standard of the test
T	a pupil is working at the standard of the tests but is unable to access them
L	a pupil has left school
F	a pupil has not taken the tests but will be taking them in the future
P	a pupil has not taken the tests but has taken them in the past
<b>BRAILLE</b>	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
- who are experiencing, or have recently experienced, severe emotional problems.

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 12 May.

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

## 3 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.
- Pack any test scripts with additional or modified elements into a separate specific transparent inner bag.
- Test scripts awaiting collection must be locked in a secure cupboard until they are collected.

### 3.1 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 3.2.

### 3.2 Packing test scripts

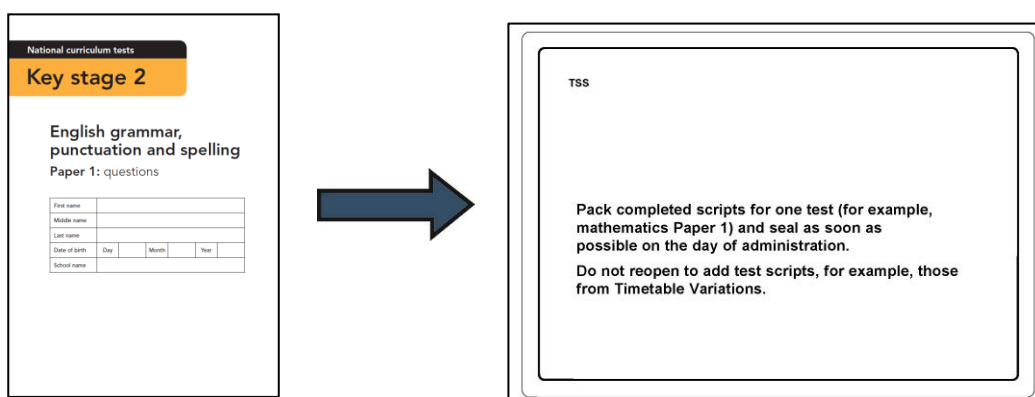
When you pack the test scripts you will need:

- all test scripts, including those with additional or modified elements
- the completed attendance registers
- white attendance register envelopes

- transparent inner bag(s) for packing test scripts for each of the components of tests
- transparent inner bag for packing test scripts with additional or modified elements
- white script return bags
- Parcelforce Worldwide address labels.

You can order additional white script return bags and Parcelforce Worldwide address labels from the stationery request website at [www.nct-materials.com](http://www.nct-materials.com) with effect from Tuesday 3 May.

1. For each subject, collate the test scripts for each component (eg English grammar, punctuation and spelling test Paper 1: questions) 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

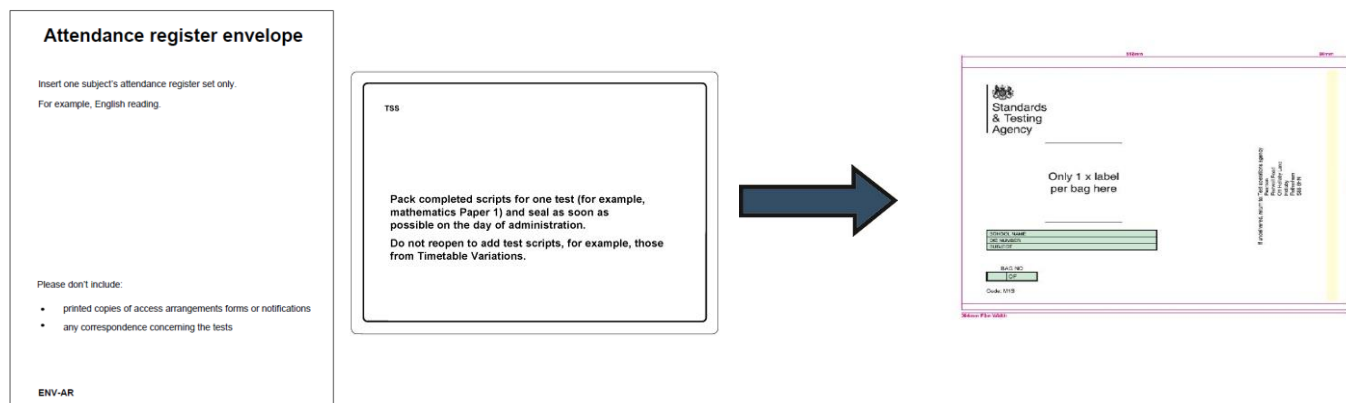
Paper 1 and Paper 2 test scripts components can be dispatched for marking before Paper 3 has been administered, however, attendance registers must be completed and dispatched after the last pupil has taken each test. Put the attendance registers into the white attendance register envelope ensuring that you only use 1 envelope per subject. Seal the attendance register envelope.

Please don't include:

- printed copies of access arrangements forms or notifications
- any correspondence concerning the tests.



3. For each subject place the transparent inner bag(s) into the white 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.



4. Before sealing each white script return bag, check the subject 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.

Please ensure you have:

- included all test scripts intended for external marking
- checked that there are no more test scripts residing in the school premises for the subjects you are dispatching.

5. Seal the white script return bag by:

- removing the clear film
- firmly pressing the adhesive lip onto the plastic. You may reinforce the seal with clear tape.

Please do not:

- use string as it obscures the barcodes on the labels
- use staples to seal the bags
- attach 2 script return bags together.

6. 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 white script return bag. An example of the English grammar, punctuation and spelling subject is shown.

The subject codes are:

- E (English reading)
- G (English grammar, punctuation and spelling)
- M (mathematics).



Label each bag as follows.

- Stick one large label pre-addressed to our test operations agency onto each white 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.

## 4 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.
- Ensure you have used the correct subject specific label relating to the test scripts contained within the script return bag.
- 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:

- ensure all test scripts intended for marking are included within the script return bags
- 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
- 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 event 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](http://www.parcelforce.com/track-trace). You will need to enter the consignment number from your proof of posting receipt.

### 4.1 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 following table. 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 white 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.

<b>DfE Number</b>	<b>Test script collection dates</b>	<b>Test script collection times</b>
Schools with a DfE number that ends with an even digit	Monday 9 May	Afternoon collections only
Schools with a DfE number that ends with an odd digit	Tuesday 10 May	Between 9am and 4pm
Schools with a DfE number that ends with an even digit	Wednesday 11 May	Between 9am and 4pm
Schools with a DfE number that ends with an odd digit	Thursday 12 May	Between 9am and 4pm

Schools that have test scripts remaining after Thursday 12 May will receive an additional collection on Friday 13 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.

## **4.2 Special instructions for Service Children’s Education (SCE) schools**

All test scripts must be transferred using the British Forces Post Office (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
- using only the stationery provided.

### 4.3 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 13 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](http://www.parcelforce.com/education/sta) and following the 'Arrange an ad hoc collection' link.

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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