

KEY STAGE

2

YEARS

3–6

English and
mathematics

Guide to handling test papers and scripts

2011



National curriculum assessments

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

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Introduction

The 2011 *Guide to handling test papers and scripts* provides guidance for national curriculum tests in English and mathematics on:

- changes for 2011
- receiving test materials and stationery items
- checking and completing attendance registers
- preparing test scripts for collection
- the test script collection service
- completing and submitting the online *Headteacher's declaration form*
- arrangements for dispatching Braille test scripts
- arrangements for Service Children's Education (SCE) schools.

If your school has been selected to participate in the 2011 key stage 2 science sampling tests, additional guidance about test administration and test script collection will be issued separately.

Changes for 2011

Staff involved in the administration of national curriculum tests should be aware of the following changes for 2011.

- Attendance registers will replace the multi-part marksheets that were used in 2010.
- The *Headteacher's declaration form* will be completed and submitted online for the first time. A paper copy of the form will not be available.
- Schools need to complete a test status for every pupil, for each test in a subject. The English *Attendance register* has columns for English reading, English shorter writing task and spelling test, and English longer writing task. The mathematics *Attendance register* has columns for mental mathematics, mathematics *Test A* and mathematics *Test B*.

Terminology: test materials, test papers and test scripts

Test materials are materials relating to the delivery of a test, such as test papers, answer booklets and mark schemes.

Test papers are a printed set of test questions.

Test scripts refer to pupils' written answers in a test paper. For example, three mathematics test scripts – *Test A*, *Test B* and mental mathematics.

Receipt of test materials and stationery items

Test materials delivery

Test materials will be delivered to schools from April 2011. Once you have received your test materials, you should check these immediately against the *Delivery note*. If you have not received your test materials by Wednesday 4 May 2011 or if your order is incorrect, please contact the national curriculum assessments helpline on 0300 303 3013.

Any test packs that are unsealed or damaged on arrival should also be reported immediately to the national curriculum assessments helpline.

Modified test materials delivery

If your school has ordered modified test materials, they will be delivered in the same consignment as the standard test materials.

Modified test materials include:

- modified large print, Braille and enlarged print versions of test materials
- stimulus material for the mental mathematics test for pupils with a hearing impairment and pupils who use sign language
- additional stationery items for dispatching Braille test scripts.

Please ensure you check these test materials immediately against the *Delivery note*.

If you have not received your modified test materials by Wednesday 4 May 2011 or if your order is incorrect, please contact the Qualifications and Curriculum Development Agency (QCDA) modified test agency on 0844 500 6727.

Security of test materials

Maintaining the security of test materials is important. It ensures the confidentiality and integrity of the tests is maintained so that no pupil has an unfair advantage over another.

Schools should take the following steps to keep test materials secure.

- After checking test materials against the *Delivery note*, reseal all boxes and store them in a secure, locked location.
- Keep your annotated copy of the *Delivery note* in an accessible place in case you receive a monitoring visit.
- Conduct daily checks of the boxes to ensure they have not been tampered with.
- Check individual packs of test materials have not been opened before the test date.
- Ensure all people who handle the test papers understand the sensitivity of the materials.

If you suspect that there might have been a breach of security regarding the test materials, the incident must be reported immediately to the national curriculum assessments helpline on 0300 303 3013. QCDA will then investigate the incident and take action where appropriate.

Further guidance on storing test materials securely can be found in the *Keeping test materials secure* factsheet, available at www.qcda.gov.uk/tests.

Stationery items delivery

Your stationery pack will be delivered by Parcelforce Worldwide from Wednesday 27 April 2011. It will be a single pack containing all the stationery materials required to dispatch test scripts for marking. The pack will be delivered separately from your test materials.

Your pack will include a copy of this guide and:

- an *Attendance register* pack, including attendance registers and *Attendance register guidance*
- red *Attendance register* envelopes
- grey sacks for packing test scripts and attendance registers
- a marker allocation list
- Parcelforce Worldwide marker address labels
- Parcelforce Worldwide *Proof of posting receipt*.

Please note that you will not receive a paper copy of the *Headteacher's declaration form* in 2011 as it will be completed and submitted online. Please see page 14 for further guidance regarding the completion and submission of the *Headteacher's declaration form*.

The quantities of stationery items supplied are based on your school's pupil registration information. If you have not received sufficient stationery items you can order more at www.qcda.gov.uk/tests or contact the national curriculum assessments helpline on 0300 303 3013. You will need your school's Department for Education (DfE) number and postcode to access the website and place an order.

Has your school received:

- test materials and, if applicable, modified test materials, by Wednesday 4 May 2011?
- stationery items by Wednesday 4 May 2011?

Completing the attendance registers

What you need to do before the tests

Check that all of your attendance registers are included in the stationery pack. Your attendance registers have been pre-printed with your school name, DfE number and the pupils' details as completed during the pupil registration process.

Check the attendance registers carefully before administering the tests to ensure all pupils' details are listed correctly. If any pupil listed has permanently left the school, enter the code 'L' in each test paper column for that pupil. If during pupil registration a pupil has been recorded as working below the level of the tests, code 'B' will appear on the *Attendance register*. If the status of these pupils has changed, then write the appropriate code over the 'B' in each column on the *Attendance register*. Examples include if a pupil has left the school, is going to take the tests in the future or is now working at the level of the tests.

Any pupils who are not listed on the pre-printed attendance registers should be entered in the spaces provided after the last pre-printed pupil. Add pupils in alphabetical order by surname, with first name, date of birth and gender in the appropriate columns. If necessary, continue on the additional blank attendance registers provided. Please use a black ballpoint pen and write clearly on the *Attendance register*.

If there are more than 10 errors on the attendance registers (for example if pupils are not included or their details have been recorded inaccurately), contact the national curriculum assessments helpline on 0300 303 3013 to arrange for a reprint.

What you need to do after the tests

After each test has finished, collect the test scripts and place them in the same order as the pupil names on the attendance registers – this should be alphabetical order by surname. Enter the correct code in each test paper column for every pupil on the list, including any additional pupils. For details about the codes, refer to the *Attendance register guidance* included in your stationery pack and section 12.1 'Attendance registers' of the 2011 key stage 2 *Assessment and reporting arrangements* (ARA).

If your cohort has more than one pupil with the same surname and first name, please write their dates of birth on the test script covers. This will assist the marker in verifying that they have received all of your test scripts. If a pupil has used a common name on their test script cover, you should cross it out and write their legal name as it appears on the *Attendance register*. Do this in a different colour from the pupil's writing.

After you have completed the attendance registers, your headteacher should use the information to record the number of pupils who sat each test, including Braille versions of the test, on the *Headteacher's declaration form*. Submission of this form is statutory and must be completed by the headteacher once the test scripts have been sent for external marking. Please refer to page 14 for further information on completing the *Headteacher's declaration form*.

Place the attendance registers for each subject in separate red *Attendance register* envelopes (provided in the stationery pack). Markers will use the information on the attendance registers to check that all test scripts have been received. Further guidance on completing attendance registers is available in the *Attendance register guidance* in your stationery pack.

Have you:

- checked pupils' details on the pre-printed attendance registers for omissions and/or errors?
- informed the national curriculum assessments helpline on 0300 303 3013 if there are 10 or more errors on the attendance registers?
- noted the number of pupils who took each test so that it can be recorded on the *Headteacher's declaration form*?
- completed the attendance registers as detailed in the *Attendance register guidance*?
- placed the attendance registers in the red *Attendance register* envelopes?
- noted down the number of pupils that took each test, for inclusion on the *Headteacher's declaration form*?

If you have any questions about completing attendance registers, or if you need a reprint of attendance registers, please contact the national curriculum assessments helpline on 0300 303 3013.

The image shows two overlapping attendance register forms. The top form is titled 'ATTENDANCE REGISTER FOR 2011 KEY STAGE 2 MATHEMATICS TESTS' and the bottom form is titled 'ATTENDANCE REGISTER FOR 2011 KEY STAGE 2 ENGLISH TESTS'. Both forms include a header section with fields for school name, date, and a 'CONFIDENTIAL' stamp. Below the header is a table with columns for 'PUPIL DETAILS' (Name, Date of Birth, Sex, Religion) and 'TEST RESULTS' (Present, Absent, Total). The forms are designed for recording pupil attendance for each test.

Handling test scripts after the tests

Packing test scripts

Test scripts should be placed in the same order as the pupil names on the attendance registers – this should be alphabetical order by surname. Where applicable, you should attach the appropriate form for any access arrangements used. For example, if a pupil has used a scribe, you must attach the *Use of a scribe* form to the pupil's test script.

Test scripts must not be photocopied, annotated or reviewed in any way (unless it is necessary to make a transcript), or retained for any reason. Please note, if a school amends or tampers with test scripts in any way, it may be considered maladministration and results could be annulled.

When packing test scripts, please ensure you place them in a single stack. For example, for the English tests, place all of the English reading test scripts in *Attendance register* order and on top of the English writing and spelling test scripts, also stacked in *Attendance register* order. Place the stack in the grey sacks provided.

Please ensure you dispatch the entire set of test scripts for a subject at the same time. Place and seal the attendance registers in the red *Attendance register* envelope and place on top of the test scripts. Do not combine test scripts and attendance registers from different subjects in the same grey sack.

If you have modified large print and/or enlarged print test scripts, these should be packed in the same way as the standard test scripts. Schools with Braille test scripts should follow the instructions on page 15.

Filling the grey sacks

When packing the test scripts, check that you have included every test script, all attendance registers and any access arrangement forms. Please do not include any other correspondence in the grey sacks. Fill the grey sacks to capacity and check that each sack is sealed securely and not damaged in any way before dispatch.

If you have submitted a notification or had an application for a timetable variation approved, test scripts for the rest of the cohort must not be sent for external marking until after the last pupil has sat the test. You must ensure test scripts are stored securely in the grey sacks in a locked place until collection. The grey sacks must not be sealed until all test scripts with timetable variations have been included.

Please note, if your school has been selected to participate in the 2011 key stage 2 science sampling tests, guidance on packing these test scripts will be issued separately.

Securing the grey sacks

Before securing the grey sacks, ensure you have recorded the information you need from the attendance registers so the *Headteacher's declaration form* can be completed accurately. See page 14 for more information about completing and submitting the *Headteacher's declaration form*.

The grey sacks have self-adhesive seals, but you may reinforce the seal with clear tape. Do not use string as it obscures the barcodes on the marker labels and can cause a delay. Do not use staples to seal the grey sacks or attach two sacks together, as they can easily become separated and go missing.

Labelling and addressing the grey sacks

If multiple grey sacks are used for the same subject, label each grey sack, for example '1 of 3', '2 of 3' and '3 of 3'. Your school should have been given a sufficient number of grey sacks and marker labels. You can order additional stationery items at www.qcda.gov.uk/tests or contact the national curriculum assessments helpline on 0300 303 3013.



The marker label has three parts:

- The large label shows the marker name and address. One large label must be affixed to each grey sack.
- 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* (see page 10).



If your school has not received your marker labels and/or marker allocation list in your stationery items pack, or if your marker labels are damaged, please contact the national curriculum assessments helpline on 0300 303 3013.

Parcelforce Worldwide Proof of posting receipt

You should complete and keep the Parcelforce Worldwide *Proof of posting receipt* after packing, labelling and addressing the grey sacks. This can be used to track your test scripts. To complete the receipt you should:

- ensure every grey sack has its corresponding small consignment number label affixed to the receipt
- check each label is completely visible
- record the total number of grey sacks sent to each marker on the receipt (this must equal the number of small consignment number labels attached)
- sign the school signature box and enter the date of dispatch (the day the test scripts are collected) on the receipt
- ensure the Parcelforce Worldwide driver signs the receipt and the signed copy is returned to the headteacher.

Parcelforce **edexcel**

**PROOF OF POSTING RECEIPT
SCHOOL TO MARKER**

Place the small barcoded stickers from the bottom right corner of the Parcelforce 24 label in the spaces below.

ABC123456789		

SCHOOL DETAILS School name: _____
 DE number: [] [] [] [] [] [] [] [] [] [] School address: _____
 Signature: _____ Postcode: _____

Enter the total number of parcels you are sending using this proof of posting.
 This must tally with the number of barcodes you have attached above.

DATE OF DISPATCH: _____
 PARCELFORCE SIGNATURE: _____

VI.0 **THIS MUST BE KEPT AS PROOF OF POSTING**

Parcelforce Worldwide *Proof of posting receipt*

Have you:

- stacked the test scripts in a single pile and in the same order as the pupils' names appear on the attendance registers? For example, for the English tests, place all English reading test scripts in *Attendance register* order, on top of the English writing and spelling test scripts, also stacked in *Attendance register* order. Please ensure you dispatch the entire set of test scripts for a subject at the same time.
- attached any access arrangement notification forms to pupils' test scripts as appropriate? For example, *Use of a scribe* form or *Use of a transcript* form.
- filled the grey sacks and included only one subject per grey sack?
- sealed the attendance registers in the red *Attendance register* envelope and placed them on top of the test scripts?
- ensured that the entire set of test scripts for a subject is ready for dispatch at the same time?
- packed and securely stored the test scripts and the red *Attendance register* envelope in the grey sacks?
- labelled multiple grey sacks appropriately? For example, label three grey sacks '1 of 3', '2 of 3' and '3 of 3'.
- fixed the small consignment number label for each grey sack to your Parcelforce Worldwide *Proof of posting receipt*?
- ensured the grey sacks are stored securely until they are collected?

Storing packed test scripts for collection

After you have packed your test scripts and labelled the grey sacks, make sure the grey sacks are stored securely until collection. The grey sacks must be sealed and kept in a safe or in a secure, locked cupboard.

Test script collections

Parcelforce Worldwide will visit schools to make scheduled collections of test scripts on alternate dates. This means schools do not need to arrange collections.

DfE number	Test script collection dates
Schools with a DfE number that ends with an even digit (including 0)	Between 9am and 4pm <ul style="list-style-type: none"> ■ Thursday 12 May 2011 ■ Monday 16 May 2011
Schools with a DfE number that ends with an odd digit	Between 9am and 4pm <ul style="list-style-type: none"> ■ Wednesday 11 May 2011 ■ Friday 13 May 2011*

* Schools that have test scripts remaining after Friday 13 May 2011 will receive an additional collection on Monday 16 May 2011.

Please ensure that your sealed grey sacks are ready for collection on the appropriate dates.

Your school should only use the Parcelforce Worldwide collection service. Do not take test scripts to the post office or any other carrier for mailing.

If you have submitted a notification or had an application for a timetable variation approved, test scripts for the rest of the cohort must not be sent for external marking until after 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 you wish to track and trace or confirm the delivery of your grey sacks, visit the 'Track your parcel' section of the Parcelforce Worldwide website at www.parcelforce.com. You will need to enter the consignment number from your Parcelforce Worldwide *Proof of posting receipt*.

Uncollected test scripts

If your school misses a scheduled collection, the sealed grey sacks 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 the national curriculum assessments helpline on 0300 303 3013.

Have you:

- advised staff of the dates that test script collections will be made? Remember that you do not need to arrange a collection, as they have been scheduled for your school.
- ensured the grey sacks are ready for collection on your collection date?
- made sure a member of staff is available to give the grey sacks to the Parcelforce Worldwide driver?
- made sure the driver has signed the Parcelforce Worldwide *Proof of posting receipt* for each collection?
- given the signed Parcelforce Worldwide *Proof of posting receipt* to the headteacher?

Completing the Headteacher's declaration form

The *Headteacher's declaration form* is statutory and must be completed by the headteacher. Any schools that do not submit the form will be contacted. This year, the *Headteacher's declaration form* will be available for schools to complete and submit from 5pm on Thursday 12 May 2011 on the 'Pupil registration' section of the *NCA tools* website at www.qcda.gov.uk/ncatools. It must be completed online after the test scripts have been collected for external marking and no later than Friday 20 May 2011.

Select 'Submit Headteacher's declaration form' from the left-hand menu in the 'Pupil registration section' of the *NCA tools* website. In the first section of the *Headteacher's declaration form*, record the total number of pupils who sat the tests, including those taking Braille versions of the tests, using the information from the attendance registers. If no pupils in the cohort have sat the tests in a subject, schools must indicate this by entering the appropriate codes.

The headteacher must complete the tick boxes to confirm that the tests have been administered in accordance with the statutory requirements as set out in the 2011 key stage 2 *Assessment and reporting arrangements (ARA)* and that the security and confidentiality of the tests has been maintained. The headteacher must complete their name and role before selecting 'Submit'.

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

The screenshot shows the 'Headteacher's declaration form' on the NCA tools website. The page includes a navigation menu on the left with options like 'Home', 'Pupil registration', 'Confirm pupils', 'Add a pupil', 'Update multiple pupils', 'Delete a pupil', 'Pupils waiting before the test', 'Headteacher's declaration form', and 'Log off'. The main content area is titled 'Headteacher's declaration form' and contains the following text:

You are here: [NCA tools home](#) > [Headteacher's declaration form](#)

Headteacher's declaration form

It is the headteacher's statutory duty to ensure the implementation of the national curriculum tests in their school, including the statutory 2011 key stage 2 Assessment and reporting arrangements (ARA). Headteachers must ensure that their school fully complies with the statutory arrangements for assessing pupils at the end of key stage 2.

This page allows the headteacher to confirm that he/she has carried out that statutory duty. This confirmation should be submitted once the test scripts for all subjects have been sent for marking. This deadline is Friday 20 May 2011.

Please enter below the numbers of pupils who took the tests. These numbers should include any pupil who sat only part of a test. If no test scripts have been submitted for any pupils in a subject, please enter a letter in the appropriate box below to indicate why, as follows:

- all pupils sitting at the end of the tests but unable to access them
- all pupils sitting below the level of the tests
- other reason (please specify below)

Headteacher's declaration form

Number of pupils who took the tests	English	Mathematics
(If no test scripts have been submitted, please enter a letter in the appropriate box)	<input type="text"/>	<input type="text"/>
Other reason (if applicable)	<input type="text"/>	

I, the headteacher*, confirm that the following tick boxes according to the arrangements as set out in the 2011 key stage 2 Assessment and reporting arrangements:

- all test materials were test assessed and treated as confidential until the date of each test, unless where permission was given for early reporting in advance by the local authority or the Qualifications and Curriculum Assessment Agency (QCA).
- the tests were administered according to the published timetables except where QCA agreed a timetable variation.
- all staff involved in the administrative arrangements confirmed that the tests were administered according to the statutory arrangements.
- the test scripts were stored securely immediately after each test.
- the test scripts were sent to the external markers within two school days of the test being taking place in each school.
- the mark return points were not opened until all the key stage 2 test scripts were despatched to the external markers.
- any incident which may have affected the integrity, security or confidentiality of the tests was reported to QCA.

*Note: any of the above were not met, the headteacher must contact the national curriculum assessments helpline on 0300 303 3013 before submitting this declaration.

*For the purposes of this form, and in the absence of the headteacher, a delegated senior member of staff authorised to act in this role with regards to the statutory Assessment and reporting arrangements (ARA) should submit the declaration.

Submitter's name:

Submitter's role:

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Additional arrangements

Dispatch of Braille test scripts to markers

If your school is administering Braille versions of the tests, you will receive *Braille test scripts dispatch instructions* and the following items with your Braille test papers:

- test materials, including *Mark scheme amendments*, guidance and models (where appropriate)
- subject-specific Braille test attendance registers
- red *Attendance register* envelopes
- special delivery envelopes.

The *Braille test scripts dispatch instructions* provide additional information on:

- how to use the additional stationery items
- how to annotate the standard attendance registers for pupils taking Braille versions of the tests
- how to prepare and complete the Braille test attendance registers for each subject
- dispatching the Braille test scripts to Braille markers
- specialist markers assigned to mark Braille test scripts.

Enlarged print and modified large print versions of test scripts should be packed and collected together with the standard test scripts. For additional information on administering Braille versions of the tests contact the QCDA modified test agency on 0844 500 6727.

Arrangements for Service Children's Education schools

Service Children's Education (SCE) schools provide overseas schooling facilities for the children of families serving in Her Majesty's Forces. SCE schools need to follow the procedures outlined in the following sections.

- Receipt of test materials and stationery items – page 3.
- Completing the attendance registers – page 6.
- Handling test scripts after the tests – page 8.
- Completing the *Headteacher's declaration form* – page 14.

SCE schools will receive deliveries of test materials and stationery items from Tuesday 19 April 2011. The stationery items will include marker labels and *Instructions for the dispatch of test scripts for Service Children's Education (SCE) schools to markers in the United Kingdom*. SCE schools that have ordered modified test materials will receive these as part of their test materials delivery.

For additional information on SCE schools administering the 2011 key stage 2 national curriculum tests, contact the national curriculum assessments helpline on +44 161 234 9226.

Useful contact details

National curriculum assessments helpline

For general enquiries about key stage 2 national curriculum tests including test orders, stationery packs, deliveries, test script handling and collections and return of test scripts.

Telephone: 0300 303 3013

Overseas telephone: +44 161 234 9226

assessments@qcda.gov.uk

www.qcda.gov.uk/tests

QCDA modified test agency

For enquiries about the delivery and administration of the key stage 2 modified test materials.

Telephone: 0844 500 6727

Fax: 0844 500 6451

About this publication

Who is it for?

The *Guide to handling test papers and scripts* is for headteachers, test administrators and key stage 2 assessment and special needs coordinators.

What is it about?

The *Guide to handling test papers and scripts* provides guidance on handling, packaging and labelling test materials, attendance registers and other stationery. It explains how to complete the *Headteacher's declaration form* and gives additional guidance on arrangements for dispatching Braille test scripts and for Service Children's Education schools.

Related materials

- 2011 key stage 2 *Assessment and reporting arrangements*
- 2011 key stage 2 *Access arrangements guide*
- 2011 key stage 2 *Test administrators' guide*
- 2011 key stage 2 modified test administrators' guides
- 2011 *Keeping test materials secure* factsheet

For more copies

PDF versions of the *Guide to handling test papers and scripts*, and the materials listed above, are available at www.qcda.gov.uk/tests.

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