



Standards
& Testing
Agency

2018 attendance register and test script dispatch instructions

Key stage 2 tests

March 2018

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1. Introduction

This document is for schools participating in the 2018 key stage 2 (KS2) national curriculum tests. It provides instructions for completing attendance registers, returning test scripts (test papers containing pupils' answers) for marking and submitting the statutory headteacher's declaration form (HDF).

It does not contain instructions for completing attendance registers for braille versions of the tests, or sending braille test scripts for marking. Specific instructions are provided with the braille test papers.

It is the headteacher's responsibility to ensure that these instructions are followed correctly.

1.1 Changes for 2018

Test timetable

The order of the KS2 tests in the 2018 test timetable is different from previous years. Schools must administer the English grammar, punctuation and spelling test on Monday 14 May and the English reading test on Tuesday 15 May.

Return of results timing

KS2 test results will be available in the 'Pupil results' section of [NCA tools](https://ncatools.education.gov.uk)¹ from 7.30am on Tuesday 10 July, and not from midnight as in previous years. This change has been made to address feedback from headteachers and teachers.

¹ <https://ncatools.education.gov.uk>

2. Attendance registers

Attendance registers should be used to confirm whether or not pupils have taken a test and to ensure that pupils' test scripts are sent for marking.

Information about which pupils should take the tests is included in section 5 of the [2018 KS2 assessment and reporting arrangements](#)² (ARA).

Test administrators should follow the instructions detailed below to ensure attendance registers are completed and returned correctly, and that they account for all test scripts.

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

It is important that the codes are used correctly to reflect the reason why a pupil did not take a test. If the incorrect code is used, or if no code is returned, the script will be deemed 'missing' and the school will be contacted for clarification of the script's whereabouts.

Section 2.4 of this document provides a full list of the attendance register codes.

English grammar, punctuation and spelling and English reading

The English grammar, punctuation and spelling and English reading tests are separate subjects as they assess different aspects of the national curriculum. It is possible that a pupil can be recorded as working below the standard for one subject (and therefore not take the test) but be working at the standard for the other subject (and take the test).

English grammar, punctuation and spelling and mathematics

English grammar, punctuation and spelling and mathematics have more than one test paper. Pupils must take all of the test components in order to be awarded an overall test outcome. Pupils cannot take one component of the test and then be registered as below the standard for another component. For example, a pupil cannot take Paper 1 of the English grammar, punctuation and spelling test and be marked as below the standard on the attendance register for Paper 2. In this scenario, the Standards and Testing Agency (STA) would correct the pupil's status of below the standard of the test (B) to absent (A) and the pupil would be recorded as absent (A) overall.

² www.gov.uk/government/publications/2018-key-stage-2-assessment-and-reporting-arrangements-ara

Compensatory marks

Pupils with a profound hearing impairment, and who do not use lip-reading or an appropriate signing system, may not be able to participate in the spelling paper of the English grammar, punctuation and spelling test. In this situation, an approved application for [compensatory marks](#)³ gives a pupil a compensatory mark for the spelling paper, and allows them to be given an overall test outcome for the English grammar, punctuation and spelling test.

In order for a pupil to be awarded a compensatory mark, they must not take the spelling paper and should be marked as absent (A) on the attendance register for Paper 2: spelling. If the school administers the spelling paper to the pupil, despite having an approved application for compensatory marks, their completed test script must be sent for marking. The pupil will be awarded a test outcome based on their achievements in the test and will not receive a compensatory mark.

2.1 Checking attendance registers

Schools will receive attendance registers for each of the following tests:

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

When you receive your school's stationery pack between Monday 30 April and Friday 4 May, you should check all your attendance registers have been included and that the details on them are correct. The registers will be pre-printed with your school name, DfE number and each pupil's details provided by your school during the [pupil registration](#)⁴ process. The stationery pack also includes the bags and labels for schools to return KS2 test scripts for marking.

Schools can correct up to 9 errors on the attendance register themselves. If there are 10 or more errors, they should contact the national curriculum assessments helpline on 0300 303 3013 to request a reprint.

³ www.gov.uk/guidance/key-stage-2-tests-how-to-use-access-arrangements

⁴ www.gov.uk/guidance/key-stage-2-tests-guide-to-registering-pupils-for-the-tests

2.2 Recording additional pupils

Use the space at the bottom of the attendance registers to record additional pupils who joined the school after the pupil registration deadline and are:

- taking the tests
- working below the standard of the test
- unable to access the test
- absent for the test (including the timetable variation period)

Add any additional pupils in alphabetical order, by their surname. Include their forename, date of birth and gender in the appropriate columns. All additional pupils must also be added in the 'Pupil registration' section of [NCA tools](#)⁵. This section will remain open until the end of test week.

2.3 Completing attendance registers

After the administration of each test, the test administrator should collate the test scripts and place them in the same order as the pupil names appear on the attendance register. STA recommends that at least 2 test administrators undertake this process.

Check that the names on the attendance register match the names on the pupils' test scripts. If a pupil has used an alternative name on their test script, write their 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 the appropriate test column for every pupil on the attendance register.

Pupils who are absent on the day of a test

If a pupil is absent on the day of a test, but there is the possibility that they may return within 5 school days and may take the test using a [timetable variation](#)⁶, you should leave the attendance register blank for the pupil. You should retain the attendance register in case the pupil returns to take the test within the timetable variation period.

If the pupil returns and takes the test using a timetable variation, you should mark the pupil as present (✓) on the attendance register. You should return the completed attendance register once all pupils have taken the test for a subject.

If the pupil does not return within 5 school days, they should be marked as absent (A) on the attendance register. The completed attendance register should be returned with any

⁵ <https://ncatools.education.gov.uk>

⁶ www.gov.uk/guidance/key-stage-2-tests-how-to-apply-for-a-timetable-variation

completed scripts. Pupils who don't take all components of a test can't be given an overall test outcome and will be recorded as absent (A) when the results are returned.

Pupils taking braille versions of the tests

If you have pupils taking braille versions of the tests, you should write the word 'BRAILLE' across the 'School to complete' columns for each pupil.

Using the attendance register to check the scripts being sent for marking

Schools should use the attendance register to check and make a record of the total number of test scripts they are sending for marking, including those scripts for pupils who took braille versions of the tests, before they start packing test scripts. This data is needed for the headteacher's declaration form (HDF), which will be available to complete and submit in the 'Pupil registration' section of NCA tools from 5pm on Thursday 17 May.

This is an example of a completed attendance register:

Attendance register for 2018 key stage 2 English grammar, punctuation and spelling tests CONFIDENTIAL

 School name: Example Primary School
 DfE number: 1234567 Version: 1 Sheet number: 1 of 1

Please do NOT complete this form in red pen. Only blue/black pen or pencil should be used. Please refer to the 'Attendance register and test script dispatch instructions' included with your stationary pack for information about the test status codes.

Complete applicable columns for each pupil.

PUPIL DETAILS			SCHOOLS TO COMPLETE			
Row no.	SURNAME Forename	Date of birth dd/mm/yyyy	Sex	Paper 1	Paper 2	Row no.
1	EXAMPLE Pupil	19/05/2005	F	✓	✓	1
2	EXAMPLE Pupil	27/09/2004	M	✓	✓	2
3	EXAMPLE Pupil	17/02/2005	F	A	A	3
4	EXAMPLE Pupil	06/01/2005	M	✓	✓	4
5	EXAMPLE Pupil	31/10/2004	F	✓	✓	5
6	EXAMPLE Pupil	24/07/2005	M	✓	✓	6
7	EXAMPLE Pupil	12/08/2005	F	L	L	7
8	EXAMPLE Pupil	24/08/2005	M	✓	✓	8
9	EXAMPLE Pupil	26/11/2004	F	✓	✓	9
10	EXAMPLE Pupil	06/02/2005	M	✓	✓	10
11	EXAMPLE Pupil	19/05/2005	F	✓	✓	11
12	EXAMPLE Pupil	28/09/2004	M	✓	✓	12
13	EXAMPLE Pupil	18/02/2005	F	✓	✓	13
14	EXAMPLE Pupil	07/01/2005	M	B	B	14
15	EXAMPLE Pupil	01/10/2004	F	✓	✓	15
16	EXAMPLE Pupil	25/07/2005	M	✓	✓	16
17	EXAMPLE Pupil	13/08/2005	F	Braille	Braille	17
18	EXAMPLE Pupil	25/08/2005	M	✓	✓	18
19	EXAMPLE Pupil	29/11/2004	F	✓	✓	19
20	EXAMPLE Pupil	07/02/2005	M	✓	✓	20
21	*** PLEASE ENTER ANY ADDITIONAL PUPILS BELOW AND REGISTER THEM ON THE NCA TOOLS WEBSITE ***					
22	EXAMPLE, Pupil	3/2/2005	F	✓	✓	22
23						23
24						24
25						25
26						26
27						27
28						28

Register codes for pupils: ✓ present for the test; A absent for the test; B working below the standard of the test; F taking the test in a future year; J just arrived at the school; L left the school; P takes the test in a previous year; U unable to access the test; Braille: took a Braille version

2.4 Attendance register codes

Schools should contact the national curriculum assessments helpline on 0300 303 3013 with any queries about how to complete the attendance register.

Code	Category
✓	present for the test
A	absent for the test
B	working below the standard of the test
F	taking the test in a future year
J	just arrived at the school
L	left the school
P	taken the test in a previous year
U	unable to access the test
BRaille	took a braille version

Pupils taking the test in a future year (code 'F')

If a pupil has not completed the relevant programme of study and will take the test in a future year, they should be marked as 'F'. This code should not be used for pupils who were absent on the day of the test but may return to school before the end of the timetable variation period.

Pupils whose performance on the national curriculum cannot be established because they have just arrived in school (code 'J')

A pupil should not take the test if they have recently arrived in school and there isn't enough time to determine whether they are working at the overall standard of the test. The pupil should be added to the test attendance register and marked as 'J'.

3. Packing and storing test scripts for collection

Remember the following points to ensure your school's test scripts and attendance registers are correctly sent for marking:

- Where a transcript or word-processed document has been used, securely fasten all elements of a pupil's script together using a paper clip, staples or treasury tag. This will ensure all elements can be passed to the marker together.
- Pack any modified test scripts, or scripts with additional or modified elements, into the separate green inner bags. This includes scripts with extensive or full transcripts and word-processed documents. You will have been provided with one green inner bag for each test day. These bags should be sealed as soon as possible on the day that the test has been administered.
- Don't include any other correspondence with test scripts. This includes printed copies of access arrangement forms or notifications (these should be completed online) or any correspondence concerning the tests.
- Don't pack test scripts for different papers together in the same transparent inner bag. For example, scripts for mathematics Paper 1 should not be packed in the same transparent inner bag as scripts for mathematics Paper 2.
- Test scripts should be sealed in the transparent inner bags as soon as possible on the day that the test has been administered. You shouldn't postpone sealing the inner bags to include any scripts resulting from a timetable variation.
- You may need to retain your attendance register to complete with any other test scripts, or for any pupils taking a test using a timetable variation.
- Test scripts awaiting collection must be locked in a secure cupboard until they are collected by Parcelforce Worldwide.

3.1 Timetable variations

If your school is using a timetable variation to administer a test to a pupil up to 5 school days after the day in the statutory timetable, you should take extra care to ensure the security of test scripts is maintained until all pupils have taken the test. Failure to do this could lead to a maladministration investigation. Scripts completed on the scheduled day of the test should be sealed in the transparent inner bag after administration and placed in a locked cupboard until the remaining pupils have taken the test. Any additional test scripts administered using a timetable variation should be placed on top of the sealed inner bag and attendance register envelope, and put in the white script return bag to be sent for marking.

If you are varying the start time of a test on the scheduled day, make sure the test scripts are stored securely until every pupil has taken the test. You should seal the test scripts

inside the transparent inner bag as soon as possible after all the tests have been administered on the day of the test.

Ensure you have completed the attendance register correctly for all pupils who have used a timetable variation, marking the pupil(s) as present (✓), regardless of the day the test is taken. The attendance register should be securely stored until all pupils have taken the test.

Pupils who take the test using a timetable variation or start-time variation must be recorded as present (✓) and should not be recorded as taking the test in the future (F) or absent for the test (A). After administration, place the sealed transparent inner bag, and any green inner bag(s), into the white script return bag(s). Put the sealed attendance register envelope on top of the transparent inner bag(s). Include any timetable variation test scripts separately on top of the attendance register envelope.

See full instructions for packing scripts, including timetable variation scripts (step 6), in section 3.2.

3.2 Packing test scripts

When you pack the test scripts, you will need:

- all test scripts, including those with transcripts and/or word processed documents or oversized scripts, either pre-ordered from STA or photocopied or modified in school
- completed attendance registers
- white attendance register envelopes
- transparent inner bag(s) for packing test scripts for each component of a test
- green inner bag(s) for packing completed 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 [additional stationery requests](#)⁷ website, available from Tuesday 8 May.

⁷ www.nct-materials.com

How to pack test scripts for marking

Step 1

After each test, collate the test scripts for the component (for example, all scripts for English grammar, punctuation and spelling test Paper 1: questions) in the same order as the pupils' names on the attendance register.

Step 2

Check the scripts against the attendance register to ensure that all scripts have been accounted for and that the correct code has been recorded for each pupil.

Remember to retain the attendance register if there is another test paper for that subject to be administered, or you are planning to administer the test using a timetable variation.

Only seal the attendance register in the white attendance register envelope once it has been completed for all pupils, including any that have taken the test using a timetable variation.

Step 3

Do not include any of the following items with the scripts:

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

Step 4 (if applicable)

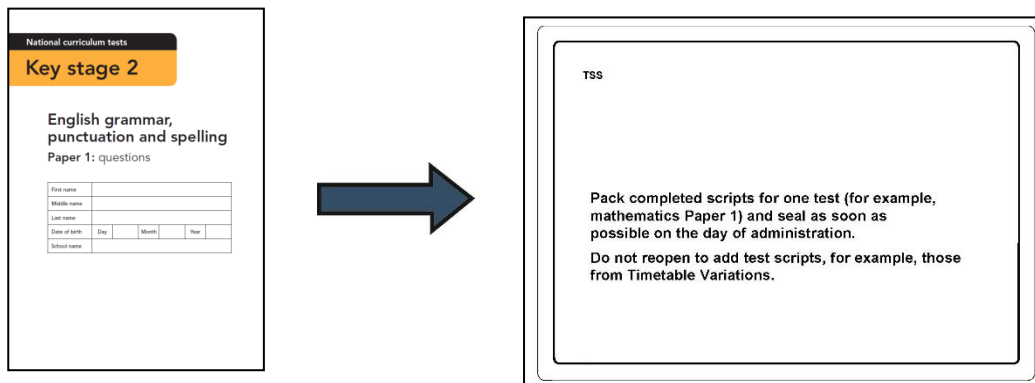
Separate test scripts with additional or modified elements from the standard scripts. This includes any of the following:

- modified large print (MLP) or enlarged print versions of the tests (supplied by STA)
- scripts which have been photocopied in school (such as onto different coloured paper or enlarged)
- scripts with additional answer sheets (fastened together)
- scripts with extensive or full transcripts (fastened together)
- a pupil's answers in a word processed document

Put the scripts with additional or modified elements into a green inner bag and seal. There is one green bag for each test day. Don't leave any green bags open overnight, even if you plan to administer a test using a timetable variation. Scripts with additional or modified elements from tests taken using timetable variations should be placed on top of the sealed green bag containing any scripts completed on the published test day.

Step 5

Put the collated standard test scripts for the component into the transparent inner bags and seal. Don't leave any transparent inner bags containing test scripts unsealed overnight, even if you plan to administer a timetable variation.



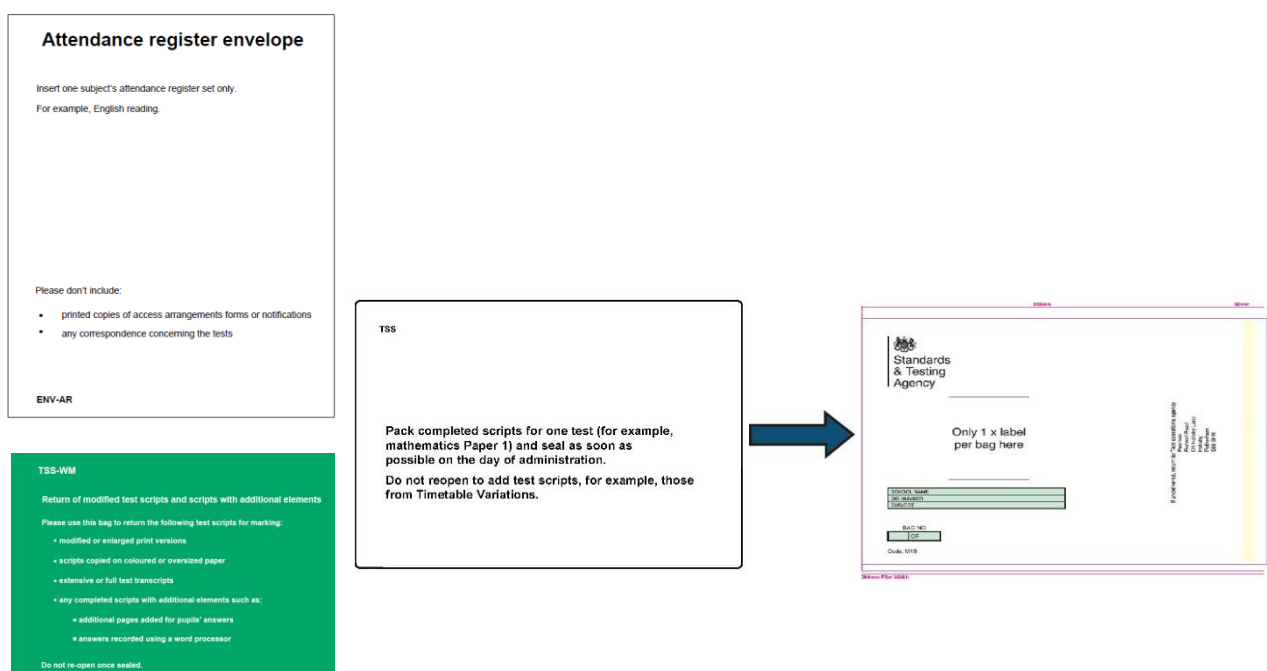
All transparent inner bags have a self-adhesive seal, but you may reinforce the seal with clear tape.

Step 6

For each subject, place the sealed transparent inner bag(s) and any green inner bag(s) into the white script return bags. Put the sealed attendance register envelope on top of the transparent inner bag(s). See special instructions for mathematics after step 9.

Ensure any timetable variation test scripts are placed separately on top of the attendance register envelope.

You may use more than one script return bag per test. If you do, place the attendance register envelope in any of the bags.



Step 7

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 test scripts that are in the bag.

Ensure you have:

- included all test scripts intended for external marking
- checked that no test scripts have been retained by the school for the subject/s you are dispatching

Step 8

Seal the white script return bag by:

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

Do not:

- use string to secure the packs as it may obscure the barcodes on the labels
- use staples to seal the bags
- attach 2 script return bags together

If you have used more than one script return bag for the same subject, label each one (for example '1 of 3', '2 of 3' and '3 of 3').

Step 9

The Parcelforce Worldwide address labels provided are subject specific. Check that the subject code in the top right hand corner of the label matches the subject content of the white script return bag.

The subject codes are:

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

This image shows an English grammar, punctuation and spelling label:



Label each bag as follows:

- Stick one large Parcelforce Worldwide address label, pre-addressed to our test operations agency, for the correct subject onto each white script return bag.
- 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. These labels show the Parcelforce Worldwide consignment number used to 'track and trace' the parcel.

Special instructions for mathematics

Paper 1 and Paper 2 test scripts can be dispatched for marking before Paper 3 has been administered if all pupils have taken these papers, but you must ensure the attendance register is completed for mathematics Paper 1 and Paper 2 before you dispatch the test scripts. Only send the mathematics attendance register when dispatching Paper 3.

3.3 Guidance videos

Schools are encouraged to watch the guidance videos on the [STA media and training](https://registration.livegroup.co.uk/sta)⁸ site before test week, which demonstrate how to:

- complete attendance registers
- pack scripts ready for collection
- submit the HDF

⁸ <https://registration.livegroup.co.uk/sta>

4. Test script collections

Proof of posting receipts are provided so 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 subject specific 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 by Parcelforce Worldwide:

- 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](http://www.parcelforce.com)⁹ website. 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, 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 that should be used. Don't take test scripts to the Post Office or use any other carrier for mailing.

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.

⁹ www.parcelforce.com/track-trace

DfE Number	Test script collection dates	Test script collection times
Schools with a DfE number that ends with an even digit	Monday 14 May	Afternoon collections only
Schools with a DfE number that ends with an odd digit	Tuesday 15 May	Between 9am and 4pm
Schools with a DfE number that ends with an even digit	Wednesday 16 May	Between 9am and 4pm
Schools with a DfE number that ends with an odd digit	Thursday 17 May	Between 9am and 4pm
Any schools that have test scripts remaining	Friday 18 May	Between 9am and 4pm

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 0344 854 7686 to arrange a collection.

All unused stationery items should be kept until return of results, on Tuesday 10 July. Schools should destroy them confidentially after this date.

4.2 Collections following a timetable variation

If you have administered a timetable variation, the test scripts for the rest of the cohort in that subject must not be sent for marking until the last pupil has taken the test. See section 3.1 for details of how to securely store completed scripts while waiting to administer a timetable variation.

If a pupil has had approval to take a test 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 18 May, you should book a separate collection to send all remaining test scripts for marking by:

- calling the Parcelforce Worldwide timetable variation helpline on 0344 854 7686, or
- visiting [Parcelforce Worldwide](https://www.parcelforce.com/education/sta)¹⁰ and clicking 'Arrange an ad hoc collection'

¹⁰ www.parcelforce.com/education/sta

When booking a collection, you should have your school's DfE number and address to hand as well as a contact name, phone number, collection date and collection location (for example, your school's main reception).

4.3 Service Children's Education (SCE) schools

SCE schools are provided with specific instructions for the return of their scripts for marking. You will also be provided with additional oversized polybags, in which you should place your sealed white script return bags for transport through the British Forces Post Office (BFPO) network.

All test scripts must be transferred using the BFPO special delivery services. The BFPO will act as a central point for the arrival of SCE schools' test scripts in England. 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

5. Completing the headteacher's declaration form

Headteachers, or a delegated senior member of staff, must complete and submit the online form in the 'Headteacher's declaration form' section of [NCA tools](#)¹¹ after the tests have been completed.

The form confirms that you have administered the tests in accordance with the published guidance, or you have reported any issues to STA.

The form must only be completed after all test scripts have been collected for marking.

The form is available from 5pm on Thursday 17 May until Friday 25 May.

The HDF includes instructions to help you complete it correctly. You will need to know the total number of pupils whose scripts have been returned for marking, including those who used braille versions. You should make sure scripts are counted and checked against the attendance register before the script return bags are sealed so you can provide this information on the HDF.

The HDF also includes an additional question that asks whether you invited observers to oversee some or all of the tests.

Where possible, you need to confirm the tests have been administered in accordance with the statutory requirements set out in the [2018 KS2 ARA](#)¹² and the confidentiality of the tests has been maintained. If any of the statements in the form can't be confirmed, you must state that this has been reported to STA.

You cannot amend the form after it has been submitted.

If you're unable to complete and submit the HDF, you should notify the national curriculum assessments helpline on 0300 303 3013.

¹¹ <https://ncatools.education.gov.uk>

¹² www.gov.uk/government/publications/2018-key-stage-2-assessment-and-reporting-arrangements-ara

6. Returning test scripts to schools

The majority of national curriculum test scripts are scanned and marked on screen, so they will not be returned to schools in hard copy.

Marked test scripts will be available online on Tuesday 10 July. Test scripts that have been marked on screen can be accessed and printed via [NCA tools](#)¹³.

Test scripts will only be returned to schools in hard copy if they were unable to be scanned and couldn't be marked on screen.

Test scripts that cannot be scanned include:

- modified or enlarged print versions
- scripts copied onto coloured or oversized paper
- extensive or full test transcripts
- scripts with additional elements, such as pages added for pupils' answers or answers recorded using a word processor
- braille versions

If scripts could not be marked on screen they will be marked on paper and returned by Tuesday 10 July to coincide with return of results.

You should check the script return website to find out which scripts could not be scanned so you know if any are being returned in hard copy.

Schools must report missing hard copy marked test scripts immediately to the national curriculum assessments helpline on 0300 303 3013.

¹³ <https://ncatools.education.gov.uk>

7. Checklist

Before packing your scripts, you should have:

- checked all details on your attendance registers are correct
- recorded any additional pupils on the attendance registers and added them in the 'Pupil registration' section of [NCA tools](#)¹⁴
- entered correct codes on the attendance registers for all pupils
- collated the test scripts and placed them in the same order as the pupils' names appear on the attendance registers

While packing your scripts, ensure you have:

- packed test scripts for each subject component into separate inner bags
- separated any test scripts with additional or modified elements and packed them into the separate green inner bags
- included any transcripts along with the original test script(s) ensuring they are fastened together
- included all timetable variation scripts for the test
- put the sealed attendance register envelope on top of the transparent inner bag(s)
- packed the mathematics attendance register with Paper 3
- applied the correct subject-specific label onto each white script return bag

After all test scripts have been collected for marking:

- complete and submit the HDF in the 'Headteacher's declaration form' section of NCA tools

¹⁴ <https://ncatools.education.gov.uk>



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