

En

YEAR  
7

LEVELS  
3–4

2005

WRITING



# English tests

## Subject-specific guidance

### Writing

<b>Shorter writing task</b>
■ 20 minutes (including up to 5 minutes of planning time)
<b>Longer writing task</b>
■ 40 minutes (including up to 10 minutes of planning time)

#### Information about the longer and shorter writing tasks

- The writing test must be administered after the reading test.
- The writing test is one hour long. It is in two parts and can either be administered in one session or split over two sessions.
- Pupils must complete the shorter writing task first.
- It is recommended that pupils are given a short break in the order of 5–10 minutes between the two writing tasks.
- The *Writing answer booklet* contains all that is needed for the shorter writing task and pages for answering the longer writing task. This booklet must be sent to the external marker.
- The *Writing prompt for longer task* booklet contains the instructions and planning sheet for the longer writing task. This booklet should not be sent to the external marker.

#### Administering the shorter writing task

- Ask the pupils to write their name and the name of the school in the appropriate boxes on the *Writing answer booklet*.
- Read the ‘remember’ section on the front cover of the *Writing answer booklet* to the pupils.
- Explain to pupils that they have 20 minutes in which to complete the shorter writing task, including up to 5 minutes of planning time.
- Read through the writing prompt and planning sheet in full. You must not explore pupils’ ideas on the prompt.
- After you have read the prompt, explain to pupils that they should read the writing prompt through carefully to themselves, considering the audience and purpose while thinking about their writing.
- Remind pupils that brief notes, even one or two words for the main ideas, are quite sufficient for the planning sheet. These notes are for their own use and will not be marked.
- Once the test has started, you should remind pupils after 5 minutes to start writing if they have not done so already. You should give other time reminders as you feel appropriate, eg 5 minutes before the end.
- Explain to pupils that if they have any problems they may ask for help. Remember, you must not explore the writing prompt, or structure the content of their written test work.
- If the writing test is being split over two sessions, you must collect in all test materials and store them securely until they are required for session two.

### **Administering the longer writing task**

- For the longer writing task, issue pupils with the booklet *Writing prompt for longer task* and their *Writing answer booklet*.
- Read the ‘remember’ section on the front cover of the *Writing prompt for longer task* booklet to the pupils.
- Explain to pupils that they have 40 minutes in which to complete the longer writing task, including up to 10 minutes of planning time.
- **Read through the writing prompt and planning sheet in full. You must not explore pupils’ ideas on the prompt.**
- After you have read the prompt, explain to pupils that they should read the writing prompt through carefully to themselves, considering the audience and purpose while thinking about their writing.
- Remind pupils that brief notes, even one or two words for the main ideas, are quite sufficient for the planning sheet. These notes are for their own use and will not be marked.
- Pupils should be advised that page 6 of the *Writing answer booklet* can be used if they require more space for either diary entry. They should note which entry the additional writing relates to.
- Once the test has started, you should remind pupils after 10 minutes to start writing if they have not done so already. You should give other time reminders as you feel appropriate, eg 5 minutes before the end.
- Explain to pupils that if they have any problems they may ask for help. Remember, you must not explore the writing prompt, or structure the content of their written test work.