

2018 national curriculum tests

Key stage 2

English grammar, punctuation and spelling

Administering the modified large print (MLP)
version of Paper 2: spelling

MONDAY 14 MAY 2018

Reminder: The day for this test has changed.

This pack must be kept secure and unopened until the start of the test on **Monday 14 May**.

Paper 2: spelling must be administered after Paper 1: questions. Early opening, up to 1 hour before the test starts, is only allowed if access to the contents is needed to make adaptations to meet individual pupils' needs. Early opening of more than 1 hour is only allowed if permission has been granted by STA.

Please ensure you have read and understood the 2018 modified test administration guidance before opening this pack.

Pack contents:

- Administration instructions for the MLP key stage 2 English grammar, punctuation and spelling test Paper 2: spelling (overleaf)
- 1 copy of the MLP Paper 2: spelling

For test administration



Standards
& Testing
Agency

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2018 Key stage 2 English grammar, punctuation and spelling test

The following information explains how to administer the modified large print (MLP) version of the key stage 2 English grammar, punctuation and spelling test Paper 2: spelling. Modified test administration guidance is available at www.gov.uk/sta. If you have any questions, you should check with your headteacher or key stage 2 test co-ordinator before you administer the test. You will need a copy of the test transcript from the standard version of the test. Please make sure you follow these instructions correctly to ensure the test is properly administered. Failure to administer the test correctly could result in a maladministration investigation.

Format

The key stage 2 English grammar, punctuation and spelling test consists of 2 papers. The papers must be administered in order. Pupils may have a break between the papers.

Test packs must not be opened until the pupils are in the test room ready to complete the test, unless early opening is required to meet individual pupils' needs.

This component of the test consists of an answer booklet for pupils to complete and a test transcript to be read by the test administrator. You will need a copy of the test transcript from the standard version of the test.

Pupils will have approximately 15 minutes to complete the test, plus up to 100% additional time, but it is not strictly timed.

Equipment

Each pupil will need the equipment specified below:

- a blue/black pen or dark pencil.

Rubbers are allowed, but please encourage pupils to cross out answers they wish to change instead of rubbing them out.

Pupils are **not** allowed:

- dictionaries
- electronic spell checkers
- bilingual word lists or electronic translators.

Assistance

- Pupils should not require any assistance during the administration of Paper 2: spelling.
- You must ensure nothing you say or do during the test could be interpreted as giving pupils an advantage, e.g. indicating an answer is correct or incorrect, or suggesting the pupil looks at an answer again.
- You should take care not to overemphasise spelling when reading out the words that pupils need to spell.

Guidance for specific questions

No additional guidance is needed to administer the MLP version of Paper 2: spelling.

Before the test begins

Make sure you have the printed transcript of Paper 2: spelling.

Review the list of pupils with any particular individual needs, e.g. pupils who may need a rest break, a scribe or a transcript made at the end of the test.

Ensure you know how to administer any access arrangements correctly.

Please refer to the 2018 key stage 2 access arrangements guidance.

Check there are enough test administrators to maintain adequate supervision during the test. You should consider the possibility that at least one test administrator might need to leave the room with a pupil.

It is important that the pupils' names on their tests match the names on the test attendance register. Check with your test co-ordinator whether any pupil in your group is known by a different name in school, or has changed their name since pupil registration. This is so you can ensure the pupil writes the correct name on their test paper.

Ensure you understand how to deal with issues during the tests.

Write the school's name and DfE number on a board that is visible to all pupils.

What to do at the start of the test

Check that seating is appropriately spaced and that no pupil can see another pupil's answer booklet.

Check that pupils do not have mobile phones or other disruptive items.

Check that pupils do not have any materials or equipment that may give them extra help.

Ensure each pupil who needs it has 1 MLP copy of Paper 2: spelling.

How to introduce the test

It is important to brief pupils fully at the start of each test. Use this script to introduce Paper 2: spelling.

This is the key stage 2 English grammar, punctuation and spelling test Paper 2: spelling.

You should have Paper 2: spelling in front of you.

You will need a blue or black pen or dark pencil.

Write your name, school name and DfE number on the front of your test paper.

[If any pupil's name differs from the name provided during pupil registration, instruct the pupil to write both names on the paper.]

If you want to change your answer, put a line through the response you don't want the marker to read. If you have to use a rubber, make sure you rub out your answer completely before writing a new one.

If you have any questions during the test, you should put your hand up and wait for someone to come over to you. Remember, I can't help you answer any of the test questions.

You must not talk to each other.

Please use the transcript from the standard version of the test to administer the test.

How to deal with issues during the test

It is impossible to plan for every scenario. Whatever action you take, pupil safety must always be your first consideration.

In the following circumstances, you will need to stop the test either for an individual pupil, a group of pupils or for the whole cohort:

- test papers are incorrectly collated or the print is illegible
- an incorrect test has been administered
- a fire alarm goes off
- a pupil is unwell
- a pupil needs to leave the room
- a pupil is caught cheating.

If you need to stop the test:

- make a note of the time
- make sure the pupils are kept under test conditions and that they are supervised
- if the pupils have to leave the room, ensure they do not talk about the test
- speak to your test co-ordinator or a senior member of staff for advice on what to do next
- consider contacting the national curriculum assessments helpline on 0300 303 3013 for further advice.

You should brief your headteacher on how the incident was dealt with, once the test is over.

What to do at the end of the test

If you need to make a transcript of a test script, complete it with the individual pupil at the end of the test, under test conditions. Particular care should be taken to ensure accurate transcriptions are made and the pupil's answers, including spelling, are not corrected or amended.

Ensure you inform your senior member of staff/test co-ordinator if you have made a transcript, or if a pupil has used a scribe, word processor or other electronic or technical device. This is so they can complete the appropriate online notification.

Make sure you have collected every test script including any unused test material. Return them immediately to the senior member of staff who is responsible for collating the tests.

Do not look at, annotate or review pupils' answers in any way (unless it is necessary to make a transcript). If you amend or tamper with pupils' answers, it will be considered maladministration and results could be annulled.

Do not keep or photocopy test scripts for any reason.

All test materials, including any unused test papers, must be stored securely until Friday 25 May 2018.