

2019 national curriculum tests

# Key stage 2

## English grammar, punctuation and spelling

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

**MONDAY 13 MAY 2019**

**CONFIDENTIAL:** This pack must be kept secure and unopened until the start of the test on **Monday 13 May 2019**.

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 2019 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

Print: STA/19/8246/p ISBN: 978-1-78957-161-5 Electronic: STA/19/8246/e ISBN: 978-1-78957-173-8

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<b>2019 Key stage 2 English grammar, punctuation and spelling test</b> 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 <a href="http://www.gov.uk/sta">www.gov.uk/sta</a> . 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.	<b>Before the test begins</b> 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 2019 key stage 2 access arrangements guidance. 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. Write the school's name and DfE number on a board that is visible to all pupils.	<b>How to deal with issues during the test</b> 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: <ul style="list-style-type: none"><li>• test papers are incorrectly collated or the print is illegible</li><li>• an incorrect test has been administered</li><li>• a fire alarm goes off</li><li>• a pupil is unwell</li><li>• a pupil needs to leave the room</li><li>• a pupil is caught cheating.</li></ul> If you need to stop the test: <ul style="list-style-type: none"><li>• make a note of the time</li><li>• make sure the pupils are kept under test conditions and that they are supervised</li><li>• if the pupils have to leave the room, ensure they do not talk about the test</li><li>• speak to your test co-ordinator or a senior member of staff for advice on what to do next</li><li>• consider contacting the national curriculum assessments helpline on 0300 303 3013 for further advice.</li></ul> You should brief your headteacher on how the incident was dealt with, once the test is over.
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