

Key stage 2

Mathematics

Administering the braille version of
Paper 1: arithmetic

WEDNESDAY 11 MAY 2022

CONFIDENTIAL: This pack must be kept secure and unopened until the start of the test on **Wednesday 11 May 2022**.

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 2022 modified test administration guidance before opening this pack.

Pack contents:

- Test administration instructions for the braille version of the key stage 2 mathematics test Paper 1: arithmetic (overleaf)
- 1 copy of the braille tactile version of the key stage 2 mathematics test Paper 1: arithmetic
- 1 copy of the printed transcript of the braille version of the key stage 2 mathematics test Paper 1: arithmetic

For test administration

2022 Key stage 2 mathematics test

The following information explains how to administer the braille version of the key stage 2 mathematics test Paper 1: arithmetic. 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.

Please make sure that 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 mathematics test consists of 3 papers. The papers must be administered in order. Pupils can have a break between Papers 1 and 2.

The scheduled day for the administration of Papers 1 and 2 is Wednesday 11 May. The scheduled day for the administration of Paper 3 is Thursday 12 May.

Paper 1: arithmetic consists of a single test booklet in braille. There is a printed transcript of the braille booklet to help test administrators. Pupils will have 30 minutes to complete the test, plus up to 100% additional time. You must refer to the printed transcript rather than the standard test questions when administering this test.

Equipment

- Each pupil will need the equipment specified below:
- a suitable way of recording their answers that reflects the usual way they write in class, such as a brailier, electronic braille display or word processor.
 - braille paper (if the pupil is brailleing their responses)

Pupils are **not** allowed:

- calculators
- other mathematical equipment, such as angle measurers

Assistance

- You must ensure nothing you say or do during a test could be interpreted as giving pupils an advantage, for example, indicating an answer is correct or incorrect, or suggesting the pupil review an answer again.
- If a pupil requests it, you may read a question to the pupil on a one-to-one basis.
- If reading to a pupil, you may only read words and numbers, but not mathematical symbols. This is to ensure that pupils are not given an unfair advantage by having the function inadvertently explained by reading its name.

The example below illustrates how to deal with a common situation:

Question: Do I need to multiply when I calculate 95% of 240?
Answer: I can't tell you, but think hard and try to remember. We can talk about it after the test.

Guidance for specific questions

No additional guidance is needed to administer the braille version of Paper 1: arithmetic.

Before the test begins

Make sure you have the printed transcript of the braille booklet. Review the list of pupils with any particular individual needs and consider whether they may need rest breaks or other access arrangements. Ensure you know how to administer any access arrangements correctly. Please refer to the 2022 key stage 2 access arrangements guidance. It is important that the pupils' names on their test papers 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 write the correct name on their test paper.

What to do at the start of the test

Check seating is appropriately spaced.
Check pupils do not have mobile phones or other disruptive items.

Check pupils do not have any materials or equipment that may give them extra help. Ensure each pupil who needs it has a braille copy of Paper 1: arithmetic. Ensure the following is written on the cover of the pupil's paper (or on every page of braille paper used if this is how the pupil is answering): pupil's name provided during pupil registration, your school's name and DfE number. Tell the pupils the duration of the test.

How to introduce the test

It is important to brief pupils fully at the start of each test. You should use this script to introduce Paper 1: arithmetic.

This is the key stage 2 mathematics Paper 1: arithmetic.
Open your test to page 1. I will read the instructions to you. (Read the instructions for braille pages 1 and 2 from the transcript to the pupils.)
*You must **not** use a calculator to answer any questions in this test.*
You have up to 60 minutes to complete the test. This includes your additional time allowance.
Work as quickly and as carefully as you can.
All answers should be given as a single value.
For questions expressed as common fractions or mixed numbers, you should give your answer as a common fraction, a mixed number or a whole number as appropriate.
___ has been used in some questions to indicate a missing number.
If you cannot answer a question, go on to the next one. You can come back to it later, if you have time.
If you finish before the end, go back and check your work.
Now turn to page 2.
*In this test, long division and long multiplication questions are worth **2 marks** each. You will be awarded 2 marks for a correct answer. You may get **1 mark** for showing your method.*
*All other questions are worth **1 mark** each.*
If you want to change your answer, put a line through the response you don't want the marker to read or use a series of 'for' signs (full 6 dot cells) with your brailier.
Remember to check your work carefully.
If you have any questions during the test, you should put your hand up and wait for someone to come to you. Remember, I can't help you to answer any of the test questions.
You must not talk to each other.
Do you have any questions?
I will tell you when you have 5 minutes left. I will tell you when the test is over and to stop working.
You may now start 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 braille has been printed incorrectly
- 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 about 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 are not corrected or amended. Pupils' brailled answers should not be transcribed onto the standard version of the test.

Ensure you inform your senior member of staff or 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 paper, 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, review or amend pupils' answers in any way (unless it is necessary to make a transcript). If you tamper with or make changes to 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 printed transcripts and any unused test papers, must be stored securely until Friday 27 May.

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