

The June 2010 single level tests will take place on Monday 14 to Wednesday 16 June. This document contains important information about what needs to be communicated to schools. It also contains step-by-step guidance on how to review test entries and on conducting and reporting monitoring visits before, during and after the tests.

## Important messages for schools

### Accountability in mathematics

The results of single level tests in mathematics will be reported as the statutory national curriculum test result for year 6 pupils in pilot schools. Pupils in pilot schools will not take part in the end of key stage 2 national curriculum tests in mathematics in May 2010. The highest level achieved by each pupil in a single level test from December 2008 onwards will be included in reporting.

Pilot schools must enter all eligible year 6 pupils for the appropriate mathematics single level tests in June 2010. This includes:

- all pupils who do not have a mathematics single level test outcome from either December 2008, June 2009 or December 2009, and
- all pupils who have progressed to the next level or higher since their previous single level test.

- Single level test results from December 2007 or June 2008, or key stage 1 attainment results, will not be included in reporting.
- In exceptional circumstances, it will be possible to enter year 6 pupils for single level tests after the test entry deadline of Friday 23 April 2010.
- Pilot schools can download the reportable mathematics outcomes achieved by their year 6 pupils including any June 2010 mathematics entries they have made for those pupils from the *Key to success* website at [www.keytosuccess.dcsf.gov.uk](http://www.keytosuccess.dcsf.gov.uk).

### Reviews process

A reviews process will be available for schools to query the results of single level tests in English and mathematics.

### Eligibility criteria

Any pupil in the key stage 2 programme of study may be entered for a single level test once the teacher has established, through the use of *Assessing Pupils' Progress* (APP), that:

- the pupil is working within the level of the test they are entered for, or will be working at that level by the time they sit the test and,
- the pupil has progressed and is working at a level that is one or more levels higher than their most recent single level test.

Schools should only enter pupils when they meet both criteria. Teacher assessment data should be used to ensure pupils are working within the level of the test for which they are entered.

For the English single level tests, pupils cannot be entered for a single level test at a level they have already achieved in a national curriculum assessment at key stage 1 or a previous single level test. This is not the case for mathematics.

For further guidance on test entries, refer to the *Test entries guide* available on the *Single level test* section of the QCDA website at [www.qcda.gov.uk/slt](http://www.qcda.gov.uk/slt).

## Test entries

When a school submits their single level test entries they are simultaneously ordering their test materials. It is important that test entries are accurate, otherwise schools will receive incorrect quantities. You are responsible for reviewing all your schools' test entries, to support them in entering the right pupils for the appropriate levels.

### Supporting test entry

You should support your pilot schools throughout the test entry process. Schools can submit entries for June 2010 single level tests on the *Key to success* website from Monday 22 March 2010 until 5pm on Friday 23 April 2010. Schools' usernames and passwords are the same as those normally used to access the *Key to success* website.

If schools have any difficulties making test entries, they should email their queries to [sltqueries@qcda.gov.uk](mailto:sltqueries@qcda.gov.uk).

You can access your schools' usernames and passwords on the *Key to success* website.

To help you support schools in your area, you can now view year 6 pupils' reportable test outcomes on the *Key to success* website. Once you have logged in, you will be able to access the following information:

- a list of all year 6 pupils sorted by school which contains their test entry and results history since December 2008, and their current reportable outcome and test entry for June 2010
- outcomes of individual schools
- a school summary table, which provides summary entry information for year 6 pupils and the number of pupils with and without a reportable test outcome.

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### Reviewing your submissions

You should review all of your schools' test entries for June 2010 single level tests on the *Key to success* website. You have until 5pm on Friday 30 April 2010 to review test entries, with the exception of late entries. Your username and password are the same as those you normally use to access the *Key to success* website. If you have forgotten your password, or do not have one, please email [dsg.helpdesk@dcsg.gov.uk](mailto:dsg.helpdesk@dcsg.gov.uk).

We recommend you review your schools' test entries throughout the entire test entry window. However, as test entries close by 5pm on Friday 23 April 2010, we suggest you conduct a final review between 26 April and 5pm 30 April 2010 as all entries will have been submitted.

When you are logged in to the website you will be able to see which schools in your area have submitted entries for single level tests.

You must carefully consider the entries each school has made to ensure pupils have been entered for the right level and subject for each test. As well as making a general review of test entries, you should take particular note of:

- entries that do not correspond with teacher assessments
- orders for modified test papers
- schools that have not entered any pupils for June 2010 single level tests, or have entered few eligible pupils
- schools that have begun their test entries but not submitted them.

You should also take note of any schools which have failed to make entries for year 6 pupils who have not previously attained a level in mathematics. In these instances, you must immediately contact these schools to advise them that they will need to make their entries before the deadline.

### Orders for modified tests

Single level tests are available in braille, enlarged print and modified large print. Please ensure all requests for modified papers are accurate, as modified papers are printed to order.

### Discussing changes to submissions with schools

It is your responsibility as a local authority pilot leader to contact individual schools if you are concerned about the suitability of their test entries or modified paper requests. You should discuss changes with individual schools and make the agreed changes before resubmitting these test entries on their behalf.

To amend test entries, schools must log into the *Key to success* website and go to the 'Enter/Edit' section of the test entry list. They should make the agreed changes here and then resubmit the list.

Every time a school enters the 'Enter/Edit' section of the website, they must resubmit their entries before leaving the page, even if they do not make any changes. Failure to resubmit entries will mean that no test materials are delivered for that test.

### Late entries

In exceptional circumstances, it will be possible to enter year 6 pupils between Monday 26 April and 5pm on Friday 28 May 2010. Only local authority pilot leaders will be able to make late entries on behalf of their schools. If any of your schools contact you after this date requesting late entries, please email [sltqueries@qcda.gov.uk](mailto:sltqueries@qcda.gov.uk) as soon as the request is made. Schools will only be able to apply for late entries if the following criteria are met:

- the pupil joined the school in the same term as the tests (from any pilot or non-pilot school) or
- the pupil has returned to school in the same term as the tests following a long period of absence, for example, due to illness or temporary attendance at an alternative school or unit.

### Access arrangements

Applications and notifications for access arrangements must be made using the *NCA tools* website at [www.qcda.gov.uk/ncatools](http://www.qcda.gov.uk/ncatools).

For further guidance on access arrangements, refer to the *Access arrangements guide*, available on the *Single level tests* section of the QCDA website at [www.qcda.gov.uk/slt](http://www.qcda.gov.uk/slt).

Please encourage schools in your local authority to enter all eligible pupils for the June 2010 single level tests, including those who require access arrangements to access the tests. The eligibility criteria for additional time in the single level tests is the same as for national curriculum tests. Please encourage schools to assess pupils' needs as early as possible, to ensure that they have the necessary evidence to support applications.

## **Monitoring visits**

As a local authority pilot leader, you are required to arrange unannounced monitoring visits to schools taking part in single level tests. A minimum of five different schools must be visited in your area, on five different days:

- one before the tests
- one on each of the three days of the tests
- one on the Thursday immediately after the tests.

Monitoring visits help build confidence in the security of the tests and provide headteachers with a formal opportunity to demonstrate how the tests are administered in their schools.

Monitoring visits before, during and after the tests provide you with an opportunity to verify the effectiveness of the delivery of the tests and to feed back information to QCDA to enable them to improve the process.

QCDA will follow similar maladministration procedures for single level tests as for national curriculum tests. These are documented in the 2010 key stage 2 *Assessment and reporting arrangements* (ARA) and in the *Maladministration* section of the QCDA website at [www.qcda.gov.uk/tests](http://www.qcda.gov.uk/tests).

### **Who is responsible for monitoring visits?**

As a local authority pilot leader, you are responsible for arranging school monitoring visits. The visits may be conducted by other senior local authority staff. All staff who carry out monitoring visits should be thoroughly briefed on the purpose, scope and procedures involved. You must also ensure that staff conducting monitoring visits comply with your local authority's Criminal Records Bureau checking policy.

### **What information should I give schools?**

You may want to inform all schools in your area about the purpose of the monitoring visits and let them know their school may be chosen. This could involve sending an email to all schools including the names of local authority staff who will be conducting monitoring visits. You must not, however, notify any school that will be visited. Guidance for schools on monitoring visits will be available on the QCDA website later this term.

Anyone conducting a monitoring visit must carry appropriate identification which should be shown on arrival at the school. Schools have been advised to contact their local authority if they are concerned about the identity of any visitor.

### **How many schools must be visited during the test period?**

A minimum of five different schools must be visited over the test period: one during the week before the tests, one on each of the three days of the tests and one on the Thursday immediately after the tests. You may also wish to visit any schools administering timetable variations on these days.

### **What do I need to prepare before a monitoring visit?**

You should have a record of the number of pupils being assessed at each level prior to each visit.

You should be familiar with QCDA's guidance for schools on administering single level tests, which can be found in the *Test administrators' guide*, available in the *Single level tests* section of the QCDA website at [www.qcda.gov.uk/slt](http://www.qcda.gov.uk/slt) in May. You should download the details of any access arrangements applications for the test you will be observing.

You will receive data from QCDA indicating the number of test packs that have been sent to each school. Anyone carrying out a monitoring visit should be given this information.

### **What should I do during a monitoring visit?**

Local authorities are required to complete a number of tasks during each monitoring visit. During a monitoring visit you must check that:

- all test materials are stored in a secure place
- none of the test packs have been opened early without permission
- tests are being administered according to the procedures set out in the *Test administrators' guide*
- the test room is suitable
- access arrangements are being administered correctly
- completed test scripts are stored securely
- the headteacher or test administrator is aware of test script collection dates.

You should also use the appropriate checklist on page 6 to ensure that tests are being administered correctly.

You must complete a *Single level tests monitoring form* during every monitoring visit. The monitoring form will be available on the *Single level tests* section of the QCDA website at [www.qcda.gov.uk/slt](http://www.qcda.gov.uk/slt) later in the term and must be completed according to the instructions on the form. A completed copy of the form should also be given to the headteacher. The *Single level tests monitoring form* will also be emailed to you on Monday 7 June 2010.

### **At the end of a monitoring visit**

You should give the headteacher a copy of the completed *Single level tests monitoring form* at the end of your visit and discuss any issues you noted. Where appropriate, you should provide suggestions for improvements to the school's test procedures.

### **After a monitoring visit**

If no issues have been identified during the visit, you must:

- return the hard copy of the form to the address below.

If issues have been identified during the visit, you must:

- fax the *Single level tests monitoring form* to the QCDA maladministration team on 020 7509 6990 as soon as possible
- return the hard copy of the form to the address below.

Please send all completed *Single level tests monitoring forms* by Wednesday 30 June 2010 to:

Single level tests monitoring visits  
Single level tests School support manager  
School support team  
Qualifications and Curriculum Development Agency  
53–55 Butts Road  
Earlsdon Park  
Coventry  
CV1 3BH

The QCDA maladministration team will contact you if you have reported any irregularities in the administration of the tests.

## Checklists for conducting monitoring visits

### A. Before the tests

- ☐ Has the school received the correct number of test packs?
- ☐ Have the test materials been stored in a secure area and in line with the security guidelines issued by QCDA?  
Further guidance on storing test materials securely can be found in the *Keeping test materials secure* factsheet, available on the *Delivery of test materials* section of the QCDA website at [www.qcda.gov.uk/tests](http://www.qcda.gov.uk/tests).
- ☐ Does the school have the correct number of pupil test packs?
- ☐ Are the test packs sealed and unopened?  
Pupil test packs must not be opened until the test is about to start unless the school has made an application for early opening to QCDA via the *NCA tools* website and a response has been received, for example, to make a translation of a mathematics paper.

### B. Visits during the test period

- ☐ Did the school receive the correct number of test packs?
- ☐ Are pupils seated appropriately and able to work independently?
- ☐ Are wall displays covered up? If uncovered, wall displays must not provide assistance to pupils.
- ☐ Have test administrators given inappropriate assistance during the test?
- ☐ Are calculators inaccessible for the duration of the mathematics paper 1?
- ☐ Has a *Pupil use of amanuensis, transcript or word processor* notification form been completed for relevant pupils and attached to the front of their test scripts at the end of the test?
- ☐ If you notice any potential cases of maladministration before a test starts, it may be appropriate to make suggestions to the test administrator on how they could avoid a maladministration case. For example, if you notice that wall displays have not been covered up, or that pupils are not sitting far enough apart, you could suggest that these issues are addressed before the test starts.
- ☐ Have any instances of maladministration been recorded on the *Single level tests monitoring form*?  
You must also instruct the headteacher to immediately contact the national curriculum assessment helpline on 0300 303 3013 to report the incident.

### C. Visits after the tests

- ☐ Have the completed test scripts been securely stored?
- ☐ Are the headteacher or test administrators aware of the collection dates?
- ☐ Are the headteacher or test administrators aware of the need to complete the online *Attendance register*?

### Important dates and deadlines

Process	Dates
Test entry window	<ul style="list-style-type: none"> <li>Monday 22 March 2010 – 5pm on Friday 23 April 2010</li> </ul>
Local authority moderation of test entries	<ul style="list-style-type: none"> <li>Monday 22 March 2010 – 5pm on Friday 30 April 2010</li> </ul> <p>We recommend you review your schools' test entries throughout the entire test entry window. However, as test entries close by 5pm on Friday 23 April 2010, we suggest you conduct a final review between 26 April and 5pm 30 April 2010 as all entries will have been submitted.</p>
Late entries window	<ul style="list-style-type: none"> <li>Monday 26 April 2010 – 5pm on Friday 28 May 2010</li> </ul>
Applications for early opening	<ul style="list-style-type: none"> <li>Wednesday 19 May 2010 – 5pm on Friday 28 May 2010</li> <li>The deadline for QCDA response is Tuesday 8 June 2010</li> </ul>
Applications for additional time	<ul style="list-style-type: none"> <li>Wednesday 19 May 2010 – 5pm on Friday 28 May 2010</li> <li>The deadline for QCDA response is Tuesday 8 June 2010</li> </ul>
Applications for special consideration	<ul style="list-style-type: none"> <li>Wednesday 19 May 2010 – 5pm on Friday 25 June 2010</li> <li>The deadline for QCDA response is 5pm Friday 9 July 2010</li> </ul>
Applications for timetable variation	<ul style="list-style-type: none"> <li>Wednesday 19 May 2010 – 5pm on Friday 18 June 2010</li> <li>QCDA will respond as soon as possible</li> </ul> <p>Please note, tests rescheduled to a later date may not be administered until permission has been granted.</p>
You will receive the <i>Single level tests monitoring form</i>	<ul style="list-style-type: none"> <li>Monday 7 June 2010</li> </ul>
Monitoring visits	<ul style="list-style-type: none"> <li>Before the test – Thursday 10 June 2010 or Friday 11 June 2010</li> <li>During the test period – Monday 14 June 2010 to Wednesday 16 June 2010</li> <li>After the tests – Thursday 17 June 2010</li> </ul>
June 2010 test dates	<ul style="list-style-type: none"> <li>English reading tests – Monday 14 June 2010</li> <li>English writing tests – Tuesday 15 June 2010</li> <li>Mathematics tests – Wednesday 16 June 2010</li> </ul>
Deadline for <i>Single level tests monitoring forms</i> to be faxed back to QCDA	<ul style="list-style-type: none"> <li>Wednesday 30 June 2010</li> </ul>
Results issued	<ul style="list-style-type: none"> <li>Wednesday 8 September 2010 (yet to be confirmed)</li> </ul>

QCDA/10/4756

We want our website and publications to be widely accessible, so please contact us if we are not meeting your needs.

**Qualifications and Curriculum  
Development Agency**  
53–55 Butts Road  
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Coventry  
CV1 3BH

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