

National curriculum tests key stage 2

Essential reference materials

2009 *Test administrators' guide*

2009 *key stage 2 Assessment and reporting arrangements*

2009 *Guide to handling test papers and scripts*

Test materials *Delivery note*

For regular updates visit:

www.qca.org.uk/tests

Look out for essential information in the *QCA Tests update* emails

National curriculum tests helpline 08700 60 60 40

Remember to have your DCSF number when you call

April

Have you received your:

Tick here

- outcome of additional time and early opening applications (where applicable) by 17 April? If not contact your local authority (independent schools should contact the national curriculum tests helpline).

Have you checked:

- your test materials to ensure that no sealed packs have been opened or damaged in transit? Inform the national curriculum tests helpline immediately if there are any damaged packs.
- the test materials against the *Delivery note* to ensure that the correct number of packs have been received? If any materials are missing, please contact the national curriculum tests distribution helpline on 0800 1694195.
- that you have stored your materials securely in a permanent locked cupboard or room with controlled access?
- your school's script collection schedule detailed in the *Guide to handling test papers and scripts*?

May

Have you:

Tick here

- received your standard and modified test materials by 1 May?
- received your stationery pack by 1 May?
- received your marker label pack by 8 May?
- collected and packaged the test scripts immediately after each test and followed the procedures outlined in the *Guide to handling test papers and scripts*?
- completed the marksheets for each subject, placed them on top of the test scripts and packed them in the grey sacks provided?
- submitted all relevant applications for special consideration by 22 May?
- signed and returned your *Headteachers' declaration form* after the last test (no later than 22 May)?
- sent your packaged grey sacks for marking as per the collection schedule?

July

Have you:

Tick here

- received your marked test scripts and results by 7 July?
- submitted your teacher assessments and P scale data by 10 July?
- sent off any applications for reviews for English, mathematics and science by 17 July?
- reported pupils' achievements to parents by the end of the summer term?

Test week

May

Mon 11	Tues 12	Wed 13	Thurs 14	Fri 15
Science test A	English writing test (shorter task) and spelling test	English reading test	Mental mathematics test	Mathematics test B
Science test B	English writing test (longer task)		Mathematics test A	

- All pupils in any one school taking the tests must do so at the same time. The precise start time for the tests each day is at the schools' discretion. The tests may be taken each day:
 - in either the morning or afternoon
 - in a different order to the sequence shown above, for example mathematics A taken before the mental mathematics test.
- The writing test (shorter task) and the spelling test must be taken in the same sitting, and in this order.
- Test materials must only be opened on the day of the test unless you have received formal permission for early opening from your local authority or QCA. Please note the tests cannot be taken earlier than the scheduled test date.
- The test timetable may not be changed unless you have:
 - made an application for a timetable variation and your application has been approved, or
 - made a notification for a timetable variation between 7am and 7pm on the day of the test.

June

Have you:

Tick here

- checked the *QCA Tests and exams* website for the level threshold tables and age standardised scores?

September

Have you received:

Tick here

- the outcome of any reviews for English, mathematics and science by 11 September?
- any returned reviewed test scripts by 18 September?



Qualifications and Curriculum Authority