

# Circular 53



Qualifications and  
Curriculum Authority

This circular should be brought to the attention of all staff involved in the administration and reporting of key stage 2 statutory national curriculum assessments in 2009. It provides information for:

- headteachers of schools with pupils in years 3, 4, 5 and 6
- teachers of pupils in years 3, 4, 5 and 6
- chief education officers, directors of education and directors of children's services
- local authority assessment advisers
- teachers' unions and associations
- independent school associations
- initial teacher training institutions, teachers' centres, representative bodies and libraries.

Accompanying this circular are copies of:

- the 2009 key stage 2 *Test checklist*
- the 2009 key stage 2 *Test administrators' guide*
- the 2009 key stage 2 *Pupil registration* factsheet.

## Test operations agency

For 2009, QCA has appointed Edexcel to deliver the key stage 2 national curriculum tests. Throughout the test cycle, you may be contacted by the test operations agency with important information about the tests.

## Test checklist

The enclosed 2009 key stage 2 *Test checklist* is to be used in conjunction with the 2009 national curriculum tests *Wallchart planner* sent to schools in September 2008. Additional copies of the checklist can be downloaded from the Qualifications and Curriculum Authority (QCA) *Tests and exams* website at [www.qca.org.uk/tests](http://www.qca.org.uk/tests).

## Test administrators' guide

The 2009 key stage 2 *Test administrators' guide* accompanies this circular. It includes information for test administrators on each of the key stage 2 national curriculum tests, including the instructions that should be read aloud to pupils.

For 2009 the key stage 2 *Subject-specific guidance* for English will not be included in the *Test administrators' guide*. Subject-specific

guidance will now be included in the English test pack.

The *Test administrators' guide* should be made available to all those involved in aspects of test administration, including any test administrators recruited specifically for the tests. You can download additional copies from the QCA *Tests and exams* website at [www.qca.org.uk/tests](http://www.qca.org.uk/tests).

## Modified test administrators' guides

The *Modified test administrators' guides* contain essential information for administering the key stage 2 national curriculum tests to pupils with visual or hearing impairment. You can download the guides from the QCA *Tests and exams* website at [www.qca.org.uk/tests](http://www.qca.org.uk/tests).

## Reviewing test orders

Schools and local authorities can view test orders at any time by visiting the *Test orders* website at [www.qca.org.uk/testorders](http://www.qca.org.uk/testorders) using their *Test orders* username and password. For further information, refer to the guidance and support on the *Test orders* website or contact the national curriculum tests helpline on 08700 60 60 40.



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## Pupil registration

As in previous years, all pupils must be registered for the national curriculum tests. Pupil registration for the 2009 test cycle opened in the week commencing 2 March, and the deadline for all schools to complete registration is 27 March 2009.

The QCA has added functionality to the *Test orders* website to allow key stage 2 schools to submit their pupil registration for the 2009 national curriculum tests. It is important that you take the time to check and confirm your pupil list and submit any changes by 27 March 2009.

If your school participated in the Department for Children, Schools and Families (DCSF) school census, your pupil names will be uploaded automatically to populate the pupil list for your school. The pupil registration section of the *Test orders* website will be available from 2 March 2009. Headteachers will receive a notification email from the test operations agency when their school's census data has been loaded onto the website in early March.

Although the majority of census information will be uploaded to the 'Pupil registration' page during the week commencing 2 March, a small number of schools may not be able to view their pupil information that week. Schools unable to view their full pupil list will be notified when their pupil registration information is complete.

If your school did not participate in the census, or you have pupils that require a modified test, are working below the level of the tests, or are early or late takers in 2009, you will need to register these pupils online.

To ensure all pupils participating in the 2009 key stage 2 national curriculum tests

are registered, you can add pupils either individually or as a multiple pupil upload. Pupil data can also be edited, added and deleted to ensure data is complete and accurate before submission.

If you require assistance to complete pupil registration, please consult the *Pupil registration* factsheet, included in this mailing, or the guidance and support on the pupil registration section of the *Test orders* website at [www.qca.org.uk/testorders](http://www.qca.org.uk/testorders). For further assistance, please contact the national curriculum tests helpline on 08700 60 60 40 or email the test operations agency at [nctschools@edexcel.com](mailto:nctschools@edexcel.com).

## Marksheets

For the 2009 national curriculum test cycle, paper marksheets will be reintroduced. Please note marksheets are referred to as attendance registers in the 2009 key stage 2 *Assessment and reporting arrangements (ARA)*.

The final pupil list submitted in the pupil registration process is printed on to the marksheets. The marksheets will be delivered to schools as part of the stationery pack delivery between 20 April and 1 May 2009.

The 2009 *Guide to handling test papers and scripts* contains further information about completing the marksheets and is also included in the stationery pack delivery.

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## Distribution of test materials

Your key stage 2 test materials will be delivered to your school by courier between 20 April and 1 May 2009. If your test materials do not arrive by 1 May 2009, please telephone the national curriculum tests distribution helpline on 0800 169 4195.

Modified test materials, including modified large print, braille and enlarged print, will be delivered separately from the standard test materials but according to the same schedule. If you have any questions about your modified test delivery, contact the QCA modified test agency (statutory) on 0870 321 6727.

When you receive a delivery containing test materials, check the *Delivery note* to ensure the consignment contains the correct number of *Pupil test packs* and *Mark scheme packs*. If there are any discrepancies, you should telephone the national curriculum tests distribution helpline immediately on 0800 169 4195.

In addition, if any of the packs have been opened or damaged in transit, please inform the national curriculum tests helpline on 08700 60 60 40.

All test materials should be stored in a secure, lockable place until the day of the tests. Further information about security is available in the *Keeping test materials secure* factsheet. Visit the QCA *Tests and exams* website at [www.qca.org.uk/tests](http://www.qca.org.uk/tests) to view or download a copy.

## Distribution of stationery pack and marker label pack

The stationery pack for standard national curriculum tests will be delivered to schools separately from the test materials between 20 April and 1 May 2009. The *2009 Guide to handling test papers and scripts* provides guidance on what to do when you receive test materials and stationery items. A copy of the guide will be enclosed with your stationery pack and will also be available to download from the QCA *Tests and exams* website at [www.qca.org.uk/tests](http://www.qca.org.uk/tests) at the end of March.

Modified stationery items will be delivered separately from the standard stationery items, but according to the same timeframe.

The marker label pack will be sent in an additional delivery to your school between 4 May and 8 May 2009.

## Headteacher's declaration form

As in previous years, the headteacher has a statutory duty to complete the *Headteacher's declaration form*. This must be completed after the last test has been taken, no later than Friday 22 May 2009. This is used to confirm that the tests have been administered correctly and all security arrangements were followed.

It is important to brief appropriate staff about any incidents that arise during the tests.

The *Headteacher's declaration form* will be included in your stationery pack.

For guidance on how to complete your *Headteacher's declaration form*, please see the *Guide to handling test papers and scripts* or the QCA *Tests and exams* website at [www.qca.org.uk/tests](http://www.qca.org.uk/tests).

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## Test script collections

Test scripts will be collected from your school according to a predetermined schedule. On alternate dates according to the school's DCSF number, Parcelforce Worldwide will visit schools assessing key stage 2 pupils.

- Schools with a DCSF number that ends with an even digit (including 0) will receive a collection on Tuesday 12 May, Thursday 14 May and Monday 18 May 2009.
- Schools with a DCSF number that ends with an odd digit will receive a collection on Wednesday 13 May, Friday 15 May and Tuesday 19 May 2009.

Collections will take place between 9am and 4pm. Further information can be found in the *Guide to handling test papers and scripts*.

Schools will be contacted if materials are not available for collection on the scheduled days.

If your key stage 2 scripts are not collected by 5pm on your final collection day, contact the national curriculum tests helpline on 08700 60 60 40 the following day to arrange collection.

## Submission of teacher assessments including P scale data

The deadline for the submission of teacher assessments to QCA, including P scale data, is Friday 10 July 2009. Schools may submit data as early as 1 May, with early returns encouraged.

Further guidance on how to submit teacher assessments and P scale data will be available on the *QCA Tests and exams* website at [www.qca.org.uk/tests](http://www.qca.org.uk/tests) from April 2009.

A handwritten signature in black ink that reads 'H Walker'.

Helen Walker  
Head of school support  
Qualifications and Curriculum Authority

## Useful contact details

All programmes previously managed by the National Assessment Agency (NAA) are now managed by QCA. Some materials and websites continue to be NAA branded until the NAA brand has been phased out.

If you have any questions about the information in this circular, please contact the national curriculum tests helpline on 08700 60 60 40 or email [tests@qca.org.uk](mailto:tests@qca.org.uk). The helpline is open from Monday to Friday, 8.30am to 5.30pm. Frequently asked questions are published on the QCA website at [www.qca.org.uk/faqs](http://www.qca.org.uk/faqs).