

KEY STAGE
2

MARCH
2009

Pupil registration



Qualifications and
Curriculum Authority

This factsheet provides guidance on registering pupils that are participating in the 2009 statutory key stage 2 national curriculum tests. It provides instructions on accessing and using the pupil registration section of the *Test orders* website.

Pupil registration is used to ensure that your school has the correct pupil information recorded on your marksheets for the key stage 2 national curriculum tests.

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. All key stage 2 schools will need to confirm and submit their pupil registration information by Friday 27 March 2009.

Key dates

- Monday 2 March 2009 – pupil registration opens.
- Friday 27 March 2009 – pupil registration closes.

How do I access pupil registration?

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.

To access the pupil registration section, you will first need to log in to the *Test orders* website. Headteachers were sent their username and password for the *Test orders* website in September 2008.

Log in to the *Test orders* website

Follow these steps to log in to the *Test orders* website:

- go to www.qca.org.uk/testorders
- select the link to access the *Test orders* website
- select the 'Log in' tab at the top of the page
- enter your username (email address), password and the security code
- select 'Log in'.

Accessing the pupil registration section

When you have logged in to the *Test orders* website:

- select the 'Test orders' tab
- select the 'Key stage 2 tests' option on the left hand menu
- select 'Pupil registration' from the list.

Log in details

Username

Your username is your school email address.

- If you are a nominated school user and have forgotten your username (email address), please speak with your headteacher who can confirm these details for you.
- If you are a headteacher and have forgotten your username (email address), please contact the national curriculum tests helpline on 08700 60 60 40.

Password

Your password must have at least seven characters, containing at least one letter and one number. Please do not share your password with others and never write down your password as this will compromise security of the site. If you have forgotten your password, follow the link on the 'Log in' screen and you will be emailed a link to your registered email address that will enable you to reset your password.

Security code

Displayed under the password is an image containing a series of characters which may be letters and/or numbers. Please type these characters in the space provided – they are not case sensitive. If the characters are entered incorrectly a new set will appear and you will be asked to try again. This security code provides an additional level of security for the *Test orders* website.

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 pupil registration information that is submitted on the website before Friday 27 March 2009 will be printed on these marksheets. The marksheets will be delivered to schools along with your stationery pack between 20 April and 1 May 2009.

The 2009 *Guide to handling test papers and scripts* contains further information about completing the marksheets and will be sent to schools in April 2009 and also available on the QCA *Tests and exams* website at www.qca.org.uk/tests from the end of March 2009.

Pupil registration

How to complete pupil registration for your school

Step 1: Log in to the Test orders website

Select the test orders link at www.qca.org.uk/testorders. Click on the 'Log in' tab, complete your log in details and select 'Log in'.

Step 2: Click on the 'Test orders' tab at the top of the page

Step 3: Select 'Key stage 2 tests' from the left-hand menu

Step 4: Select 'Pupil registration' from the list

Selecting pupil registration will open the pupil registration section of the website in a new window.

Step 5: Select the 'Pupil registration' tab at the top of the page

This page allows you to view and edit the details of pupils that will participate in the 2009 key stage 2 national curriculum tests.

Step 6: Please complete the 'Pupil working below level' section (maintained schools only)

If your entire cohort is working below level 3 for English, mathematics or science, please indicate this by checking the relevant subject box.

Step 7: Please check your pupil list (maintained schools only)

Maintained schools should have pupil information automatically uploaded to populate their pupil list – pupil information is taken from the census data collected by the Department for Children, Schools and Families (DCSF). Schools are advised to compare the pupil list with their own records to ensure pupil information is up to date.

This information will be available for your school to check and update from Monday 2 March 2009. Although the majority of census information will be uploaded on the 'Pupil registration' page on 2 March, a small number of schools may not be able to view their pupil information immediately. Schools unable to view their pupil list will be notified when their pupil registration information is complete.

Please ensure early or late takers are registered by adding them to your pupil list.

Step 8: Check your pupils are registered for the correct subject (independent schools only)

On the 'Pupil registration' page you can view the subjects that your school is registered to participate in based on your test order. To change the subjects your school is participating in, click on 'Change subjects'. To change the subject participation of individual pupil(s) please tick the appropriate subject box(es) for each pupil. When all subject allocations are correct, select 'Submit'.

If the subject allocation for your school is incorrect, please contact the national curriculum tests helpline on 08700 60 60 40.

Step 9: Update your pupil list

To ensure all pupils participating in the 2009 key stage 2 national curriculum tests are registered, you can add pupils either individually or use the file upload facility for multiple pupils. Pupils who appear on your pupil list in error can be deleted. You can also edit pupil information to ensure details are all complete and accurate before submission.

Adding pupils

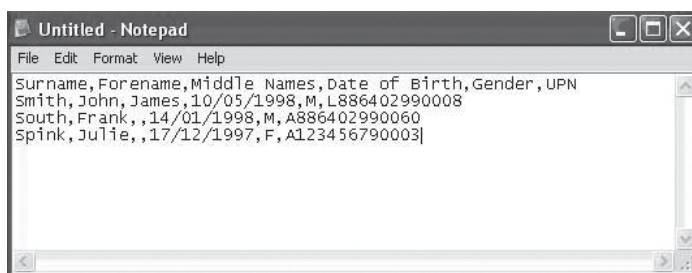
To add individual pupils to your pupil list:

- click on 'Add pupils' at the top of the pupil list
- fill in pupil details
- select 'Submit' to save these details.

Upload multiple pupils

To add multiple pupils to your pupil list:

- click on 'Upload multiple pupils' at the top of the pupil list
- select 'Download the sample pupil spreadsheet template' link



- import your pupil list from your school management information (MI) system to the template
- ensure the fields match the format of the template
- save the file as 'comma delimited' (.csv)
- on the 'Upload multiple pupils' page select the 'Browse' button and upload the file you have just saved
- select 'Submit' to confirm and upload this information to your pupil list.

Deleting pupils

To delete pupil names from your pupil list if they appear in error:

- click on 'Delete pupils' at the top of the pupil list
- check the box next to any pupil you want to delete from the list
- select 'Submit' to delete these pupils from your pupil list.

Editing pupil details

To edit existing pupil details:

- click on the pupil name in the pupil list
- make the necessary changes in the new window
- select 'Submit' to save these changes.

Step 10: Confirm and submit your pupil list

- A red warning mark indicates that pupil information may be inaccurate. Before you confirm your pupil list, please review these pupils and edit where necessary. If having reviewed these you are satisfied with the information in the pupil list, please confirm and submit your pupil list. Please note: the warning indicator may remain following review. This will not prevent you from confirming and submitting your pupil list.
- When you have finalised your pupil list, please check the box below the pupil list to confirm these pupils will be participating in the 2009 key stage 2 national curriculum tests.
- When you have confirmed your pupil list, select the 'Submit' button to finalise this list.
- Once you have submitted your pupil list, you will be returned to the 'Pupil registration' page. From here you can end your session on the website by selecting 'Exit'.
- If you would like to make changes after you have submitted your pupil list, you can do so until 27 March 2009. Please ensure you reconfirm and resubmit your pupil list to save these changes. The final list submitted by 27 March will be printed on the marksheets issued to your school for the key stage 2 national curriculum tests.

Test operations agency

For 2009, Edexcel will deliver the key stage 2 national curriculum tests alongside QCA. Throughout the test cycle, you may be contacted by the test operations agency with important information about the tests. The test operations agency can be contacted by email at nctschools@edexcel.com.

Useful contact details

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

If you have any questions about the information in this factsheet, please contact the national curriculum tests helpline on 08700 60 60 40 or email tests@qca.org.uk. Frequently asked questions are published on the QCA website at www.qca.org.uk/faqs.

