SAMPLE MATERIALS - DO NOT USE FOR LIVE TEST ADMINISTRATION

National curriculum tests

# Key stage 2

# Mathematics

## Paper 1: arithmetic pack

Information on when the tests should be administered and instructions on opening the test packs will be provided in this space on the 2016 live tests.

# SAMPLE TEST

Published July 2015

These test administration instructions reflect guidance for the live test in 2016.

As this document supports the sample test materials, any guidance on security and maladministration procedures is not applicable.

Some of the documents or procedures mentioned in these instructions, such as when the test must be administered, the opening instructions and the completion of the attendance register, will be applicable to a live test scenario only.

Further information is available on GOV.UK at **www.gov.uk/sta**.

**For test administration**

SAMPLE MATERIALS - DO NOT USE FOR LIVE TEST ADMINISTRATION

**2016 Key stage 2 mathematics sample test Paper 1: arithmetic**

The key stage 2 mathematics tests consist of 3 papers. The papers must be administered in order. Pupils can have a break between the papers. However, test packs for each test must not be opened until the pupils are in the test room ready to complete the test.

**Paper 1: arithmetic**

The following information explains how to administer the key stage 2 mathematics sample test Paper 1: arithmetic. 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 you follow these instructions correctly to ensure that the test is properly administered.

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| **Format** | • This test consists of a single test paper.<br>• Pupils will have 30 minutes to complete the test, answering the questions in the test paper. |
| **Equipment** | Pupils will need the equipment specified below:<br>• a blue / black pen, or a dark pencil<br>• rubber (optional). If rubbers are not provided, you should tell the pupils that they may cross out any answer that they wish to change.<br>Pupils may also use the following equipment, if this is normal classroom practice, provided they only give word-for-word translations:<br>• bilingual dictionaries or electronic translators<br>• bilingual word lists<br>• monolingual English electronic spell checkers.<br>Pupils are not allowed:<br>• calculators<br>• other mathematical equipment, such as angle measurers, mirrors or rulers. |
| **Assistance** | You must ensure that nothing you say or do during the test could be interpreted as giving pupils an advantage.<br>• If a pupil requests it, a question may be read to the pupil on a one-to-one basis.<br>• If reading to a pupil, you can 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.<br>The example below illustrates how to deal with a common situation.<br>**Q.** What is '0.6'?<br>**A.** That's nought point six. |
| **Before the test begins** | • Review the list of pupils with any particular individual needs: e.g. pupils who are allowed additional time or who may need a transcript made at the end of the test. Ensure that you know how to administer any access arrangements correctly.<br>• It is important that the pupils' names on their tests 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 remind the pupil to write the correct name on their test paper.<br>• Check that there are enough administrators to maintain adequate supervision for the test. You should consider the possibility of at least 1 test administrator needing to leave the room with a pupil.<br>• Ensure that you understand how to deal with issues during the tests.<br>• Write the school's name on a board that is visible to all pupils.<br>• Leave space on the board to write the start and finish times of the test. |

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| **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.<br>In the following circumstances, you will need to stop the test either for an individual pupil or for the whole cohort:<br>• test papers are incorrectly collated or the print is illegible<br>• an incorrect test has been administered<br>• a fire alarm goes off<br>• a pupil is unwell<br>• a pupil needs to leave the test room during the tests<br>• a pupil is caught cheating.<br>If you need to stop the test:<br>• make a note of the time<br>• make sure pupils are kept under test conditions and that they are supervised<br>• if they have to leave the room, ensure they don't talk about the test<br>• speak to your test co-ordinator or a senior member of staff for advice on what to do next.<br>You should brief your headteacher on how the incident was dealt with, once the test is over. |
| **What to do at the start of the test** | • Check that pupils don't have mobile phones or other disruptive items.<br>• Check that pupils don't have any materials or equipment that may give them extra help.<br>• Check that seating is appropriately spaced and that no pupil can see another pupil's test paper.<br>• Ensure that each pupil has a copy of mathematics Paper 1: arithmetic.<br>• Write the start and finish times on the board so that all the pupils can see them. |
| **What to say at the start of the test** | It is important to brief pupils fully at the start of each test. You should use this script to introduce mathematics Paper 1: arithmetic.<br>• This is the key stage 2 mathematics Paper 1: arithmetic.<br>• You will need a blue / black pen or dark pencil. You may use a rubber for this test. (If rubbers are not provided, you should tell the pupils that they may cross out any answer that they wish to change.)<br>• You must not use a calculator.<br>• Write your name and school name on the front of your mathematics test Paper 1: arithmetic. (If any pupil's name differs from the name provided during pupil registration, instruct the pupil to write both names on the paper.)<br>• Open your test paper to page 3. I will read the instructions to you. (Read the instructions on page 3 of the test paper to the pupils.)<br>• You have 30 minutes for this test.<br>• Work as quickly and as carefully as you can.<br>• If you cannot do one of the questions, go on to the next one. You can come back to it later if you have time.<br>• If you finish before the end, go back and check your work.<br>• Put your answer in the box for each question.<br>• 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 a formal method.<br>• All other questions are worth 1 mark each.<br>• For questions expressed as common fractions, you should give your answers as common fractions.<br>• All other answers should be given as either whole or decimal numbers.<br>• To make sure your answers can be marked, don't write in the grey areas, on the barcode or on the lines at the top and bottom of the edge of the page and do not crumple your test paper. |

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| **What to say at the start of the test** (continued) | • If you want to change your answer, put a line through the response you don't want the marker to read.<br>• Remember to check your work carefully.<br>• 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 answer any of the test questions.<br>• You must not talk to each other.<br>• Are there any questions you want to ask me now?<br>• I will tell you when you have 5 minutes left. I will tell you when the test is over and to stop writing.<br>• You may now start the test. |
| **What to do at the end of the test** | • If any pupil needs a transcript, complete it with the pupil at the end of the test, under test conditions. Particular care should be taken to ensure accurate transcriptions are made and pupil's answers are not corrected or amended.<br>• Ensure that you inform your senior member of staff / test co-ordinator if you have made a transcript, or if a pupil has used a scribe, or word processor or other electronic or technical device. This is so that they can complete the appropriate online notification.<br>• Make sure you have collected every test. Return them immediately to the senior members of staff who are responsible for collating the test.<br>• Do not look at, annotate or review pupils' answers in any way (unless it is necessary to make a transcript). If you amend or tamper with pupils' answers, it will be considered maladministration and results could be annulled.<br>• Do not keep or photocopy tests for any reason. |

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