

2004 KEY STAGE 2 MONITORING VISITS

Name of school

LEA/DfES no

Date of visit / / 2004

Name of observer

LEA

Signature

LEA contact

Test ordered appropriately by school YES / NO

Consignment checked by school on receipt YES / NO

Refer to QCA guidance on reverse before completing this form. Please ensure that **all boxes** are completed. Enter a ✓ if the consignment note and number of test materials correlate.

NO FURTHER ACTION					FURTHER ACTION	
✓	A	C	E	N/A	N	X
correct number of materials secure	administration observed	completed test papers viewed	sent to external marker	Not ordered	incorrect number (please enclose consignment note)	incorrect storage or administration

MON 10 MAY	TUE 11 MAY	WED 12 MAY	THU 13 MAY	FRI 14 MAY
Science test A	Writing test (short)	Reading test	Mental mathematics test	Mathematics test B
Science test B	Spelling test		Mathematics test A	
	Writing test (long)			

Mark scheme packs

If you have entered an **X** or **N** above, describe what you have observed and your recommendation for any further action by QCA.

Return this form to your LEA assessment coordinator by 19 May 2004. LEA assessment coordinators must return forms to Test Administration Team, QCA, 83 Piccadilly, London W1J 8QA by 21 May 2004.

2004 KEY STAGE 3 MONITORING VISITS

Name of school

LEA/DfES no

Date of visit

 / / 2004

Name of observer

LEA

Signature

LEA contact

Test ordered appropriately
by school

YES / NO

Consignment checked by school
on receipt

YES / NO

Refer to QCA guidance on reverse before completing this form. Please ensure that **all boxes** are completed. Enter a ✓ if the consignment note and number of test materials correlate.

NO FURTHER ACTION					FURTHER ACTION	
✓	A	C	E	N/A	N	X
correct number of materials secure	administration observed	completed test papers viewed	sent to external marker	Not ordered	incorrect number (please enclose consignment note)	incorrect storage or administration

TUE 4 MAY	WED 5 MAY		THU 6 MAY	FRI 7 MAY
AM SESSION (UP TO 12 NOON)				
Science paper 1	Mental mathematics test A/C		English reading paper	English Shakespeare paper
	A	C		
	Mathematics paper 1		Mental mathematics test B	
			B	
PM SESSION (AFTER 12 NOON)				
Science paper 2	Mathematics paper 2		English writing paper	

If visit takes place before the last test in a subject check the number of unopened TEACHER PACKS. If packs have been inappropriately opened enter an X. If the number of packs does not match the consignment note enter an N.

Teacher packs	English	Maths	Science

If visit takes place more than one school day before the first test in a subject check the number of unopened NOTES FOR TEACHERS packs in the box. If the visit is on the day before, during, or after the first test in a subject leave blank for appropriate subject(s). If packs have been inappropriately opened enter an X. If the number of packs does not match the consignment note enter an N.

Notes for teachers	English	Maths	Science

If you have entered an X or N above, describe what you have observed and your recommendation for any further action by QCA.

Return this form to your LEA assessment coordinator by 11 May 2004. LEA assessment coordinators must return forms to Test Administration Team, QCA, 83 Piccadilly, London W1J 8QA by **14 May 2004**.

CODES FOR THE COMPLETION OF KEY STAGE 2 MONITORING VISIT FORMS

CODE	DESCRIPTION
A	Where administration of a test has been observed and there is no cause for concern in the administration of that test, in particular observers should check that: <ul style="list-style-type: none"> ▪ children were appropriately seated; ▪ children were appropriately supervised; ▪ wall displays had been removed, or covered, as necessary; ▪ special arrangements were used appropriately.
C	Where a test has been completed by the pupils and the scripts are being appropriately and securely stored.
E	Where the test scripts have been sent to the external marker.
X	Where, the administration of the tests has not been carried out according to the 2004 key stage 2 <i>Assessment and reporting arrangements</i> booklet, results from the school may be invalidated, either because security arrangements have been breached, or because there is reason to question whether children have completed the tests independently and unaided. For example: <ul style="list-style-type: none"> ▪ where a <i>pupil test pack</i> has been opened prior to the statutory date or earlier than one hour prior to the test taking place without permission from either the LEA or QCA for early opening; ▪ where a <i>mark scheme pack</i> has been opened prior to the last key stage 2 test taking place; ▪ where inappropriate support has been given or children have been observed copying from each other; ▪ where completed test scripts have not been collected immediately after a test has taken place and/or have been inappropriately stored.
N	Where the number of materials on the consignment note and the number of materials observed do not correlate. Before recording 'N', a check should be made against the consignment note received by the school. A marked up copy of this consignment note should be included with this form. NB where the distributor is <u>clearly</u> at fault advice to this effect should be included on the form.
X or N	'X' or 'N' should be used where the school is not complying with QCA's arrangements and a recommendation given for further action. Where the observer has dealt with the incident and is confident that there needs to be no further investigation from QCA, this needs to be recorded. All schools will receive a letter from QCA whether or not QCA has carried out its own investigation.
n/a	Where tests for a particular subject have not been ordered by the school.
✓	To indicate that the correct number of unopened <i>pupil test packs</i> and <i>mark schemes packs</i> was observed in a secure location. There is no need to record the number of packs observed, but an annotated consignment note should be available on request by QCA or your assessment coordinator.
Notes	It is acceptable for the headteacher to delegate responsibility for the storage of statutory materials to a member of staff, such as the school's assessment coordinator. In the permanent or temporary absence of the headteacher, the school governing body must ensure that the headteacher's duties are carried out by its nominated representative.

CODES FOR THE COMPLETION OF **KEY STAGE 3** MONITORING VISIT FORMS

CODE	DESCRIPTION
A	Where the administration of a test has been observed and there is no cause for concern in the administration of that test, in particular observers should check that: <ul style="list-style-type: none"> pupils were appropriately seated; pupils were appropriately supervised; wall displays had been removed, or covered, as necessary; special arrangements were used appropriately.
C	Where a test has been completed by the pupils and the scripts are being appropriately and securely stored.
E	Where the test scripts have been sent to the external marker.
X	Where, the administration of the tests has not been carried out according to the 2004 key stage 3 <i>Assessment and reporting arrangements</i> booklet, results from the school may be invalidated, either because security arrangements have been breached, or because there is reason to question whether children have completed the tests independently and unaided. For example: <ul style="list-style-type: none"> where a <i>Notes for teachers</i> pack has been opened more than one school day before the first test in the relevant subject without permission from either the LEA or QCA for early opening; where a <i>pupil test pack</i> has been opened prior to the statutory date or earlier than one hour prior to the test taking place without permission from either the LEA or QCA for early opening; where a key stage 3 <i>Teacher pack</i> has been opened prior to the last timetabled test date in a subject; where a key stage 3 <i>Teacher pack</i> has been opened before the test materials (for the relevant subject) have been dispatched to the external marker; where inappropriate support has been given or pupils have been observed copying from each other; where completed test scripts have not been collected immediately after a test has taken place and/or have been inappropriately stored.
N	Where the number of materials on the consignment note and the number of materials observed do not correlate. Before recording 'N', a check should be made against the consignment note received by the school. A marked up copy of this consignment note should be included with this form. NB where the distributor is <u>clearly</u> at fault advice to this effect should be included on the form.
X or N	'X' or 'N' should be used where the school is not complying with QCA's arrangements and a recommendation given for further action. Where the observer has dealt with the incident and is confident that there needs to be no further investigation from QCA, this needs to be recorded. All schools will receive a letter from QCA whether or not QCA has carried out its own investigation.
n/a	Where tests for a particular subject have not been ordered by the school.
✓	To indicate that the correct number of unopened <i>Test packs</i> and <i>Teacher packs</i> was observed in a secure location. There is no need to record the number of packs observed, but an annotated consignment note should be available on request by QCA or your assessment coordinator.
Notes	It is acceptable for the headteacher to delegate responsibility for the storage of statutory materials to a member of staff, such as the school's assessment coordinator. In the permanent or temporary absence of the headteacher, the school governing body must ensure that the headteacher's duties are carried out by its nominated representative.

