

Rushbrook Primary Academy

Statutory Tests Policy 2020 - 2022



101 Shillingford Road Gorton M18 7TN

Tel: 0161 223 5955 Web: www.rpa.bfet.uk

Email: admin@rpa.bfet.uk

A member of Bright Futures Educational Trust



Date: December 2020

Review: July 2021

www.rpa.bfet.uk

Next Review: July 2022 Viewed by Governors: Jan 2021

All information used in our policies is in accordance with the Data Protection Act 2018 and General Data Protection Regulations (GDPR).

STATUTORY TESTS: YEAR 1, YEAR 2, YEAR 4 AND YEAR 6

School Performance Tables published on the **Department for Education's** website can be accessed by clicking on the following link:

<http://www.education.gov.uk/schools/performance/>

Introduction

In recent years there has been much talk of change with regards to the assessment of children in primary schools. As part of our commitment to engage with parents and carers in supporting pupils' progress, we have produced this policy in order to inform families of children in Year 1, Year 2, Year 4 and Year 6 what the current statutory assessment procedures are for children in these year groups. In the summer term, children in Year 1, Year 2, Year 4 and Year 6 will be sitting Government set national tests and assessments. The school also regularly assess all our children using internal tests and assessments in preparation for the national tests.

Year 1 Phonics Screening Check (Year 1 pupils)

We are required to administer a phonics screening check to children in Year 1. The Phonics Screening Check (PSC) is the test given to 5-6 year olds at the end of Year 1 in order to establish whether pupils are able to phonically decode to an appropriate standard. The check consists of 20 real words and 20 pseudo-words that children read aloud to a teacher. The point is to check whether all children can decode unfamiliar words, not to see if they have remembered familiar ones. The government sets the pass mark.

- The 2021 check will take place during the week beginning Monday 7th June 2021.

Key Stage 1 Assessment (Year 2 pupils)

Key Stage 1 SATs are used to test children's knowledge and understanding of English and mathematics in Key Stage 1. They provide a snapshot of children's attainment and help Year 2 teachers arrive at a secure judgement for their final 'teacher assessment' at the end of Key Stage 1. Key Stage 1 SATs take place in May at Rushbrook Primary Academy.

Year 4 Multiplication Tables Check (Year 4 pupils)

The introduction of the statutory multiplication tables check (MTC) has been delayed until the 2021/22 academic year due to Covid-19. We will however be taking part in a voluntary administration of the multiplication test which the children will complete on the computer. The purpose of this check is to determine whether pupils can recall their times tables fluently. We have a three-week window to complete these tests.

- The voluntary 2021 check window will open week commencing Monday 7th June 2021.

Date: December 2020

Review: July 2021

www.rpa.bfet.uk

Next Review: July 2022 Viewed by Governors: Jan 2021

All information used in our policies is in accordance with the Data Protection Act 2018 and General Data Protection Regulations (GDPR).

- The 2022 check window will open week commencing Monday 6th June 2022

Key Stage 2 Assessment (Year 6 pupils)

Schools are required to administer the following tests:

English Reading; English Grammar, Punctuation and Spelling and Mathematics.

The 2021 end of Key Stage 2 national curriculum tests will be held in the week beginning Monday 10th May 2021.

The 2022 end of Key Stage 2 national curriculum tests will be held in the week beginning Monday 9th May 2022.

Timetable for 2021:

Monday: English Reading

Tuesday: Mathematics: Paper 1 (arithmetic) and Paper 2 (reasoning)

Wednesday: Mathematics: Paper 3 (reasoning)

Timetable for 2022:

Monday: English grammar, punctuation and spelling:

Paper 1 (questions) and Paper 2 (spelling)

Tuesday: English reading

Wednesday: Mathematics: Paper 1 (arithmetic) and Paper 2 (reasoning)

Thursday: Mathematics: Paper 3 (reasoning)

These tests will be both set and marked externally, and the child's marks will be used to provide the child with an assessment grade. There are no teacher assessments in reading and maths unless the child is working below Key Stage 2 standard.

The reading test will be a single paper with questions based on three passages of text. They **will have one hour, including reading time, to complete the test.**

There will be a selection of question types, including:

- **Ranking/ordering**, e.g. 'Number the events below to show the order in which they happen in the story'
- **Labelling**, e.g. 'Label the text to show the title of the story'
- Find and copy, e.g. 'Find and copy one word that suggests what the weather is like in the story'

Date: December 2020

Review: July 2021

www.rpa.bfet.uk

Next Review: July 2022 Viewed by Governors: Jan 2021

All information used in our policies is in accordance with the Data Protection Act 2018 and General Data Protection Regulations (GDPR).

- **Short constructed response**, e.g. 'What does the bear eat?'
- Open-ended response, e.g. 'Look at the sentence that begins Once upon a time. How does the writer increase the tension throughout this paragraph? Explain fully, referring to the text in your answer.'
- **Selected response**, e.g. 'Identify the adjectives in the sentence below'
- **Constructed response**, e.g. 'Correct/complete/rewrite the sentence below,' or, 'The sentence below has an apostrophe missing. Explain why it needs an apostrophe.'

In 2020 the grammar, punctuation and spelling test will not be given. For 2021 the grammar, punctuation and spelling test will consist of two parts: a grammar and punctuation paper requiring short answers, lasting 45 minutes, and an **aural spelling test of 20 words**, lasting around 15 minutes.

The grammar and punctuation test will include two sub-types of questions:

- **Selected response**, e.g. 'Identify the adjectives in the sentence below'
- **Constructed response**, e.g. 'Correct/complete/rewrite the sentence below,' or, 'The sentence below has an apostrophe missing. Explain why it needs an apostrophe.'

Children will sit three papers in maths:

- Paper 1: **arithmetic**, 30 minutes
- Papers 2 and 3: **reasoning**, 40 minutes per paper

Paper 1 will consist of fixed response questions, where children have to give the correct answer to calculations, including long multiplication and division.

Papers 2 and 3 will involve a number of question types, including:

- Multiple choice
- True or false
- Constrained questions, e.g. giving the answer to a calculation, drawing a shape or completing a table or chart
- Less constrained questions, where children will have to explain their approach for solving a problem

Writing - this will be teacher assessed throughout the year and reported at the end of year 6.

There will be no science assessment in 2020.

For English and Maths the children will be given scaled scores. **The child's raw score (the actual number of marks they get), alongside their scaled score and whether they have reached the national average will be sent in the child's end of year report.**

Date: December 2020

Review: July 2021

www.rpa.bfet.uk

Next Review: July 2022 Viewed by Governors: Jan 2021

All information used in our policies is in accordance with the Data Protection Act 2018 and General Data Protection Regulations (GDPR).

Storage and Administration of the Tests

There are strict guidelines set by the Government on the storage and administration of the National tests which Rushbrook Primary Academy adheres to completely. The following procedures are in place. Procedures at Rushbrook Primary Academy

Before the tests

- Continuous training and moderation across the phases, the school, MTSA (Manchester Teaching School Alliance) and LA allows for a consistent approach to assessment and testing.
- Children will have experience of completing previous years' tests to get them ready for their assessments.
- The children will have previously been in the room/environment and worked with the adults in the test room during the test.
- Newsletters inform parents about when the test take place.
- On delivery of the test papers (at the most convenient time) at least two members of staff (at least one member of SLT) checks the materials, signs and dates the delivery note.
- The papers are then stored in a locked cupboard and a log is completed every time the cupboard is entered (displayed on the inside of the door).
- The key is stored in the locked key cupboard and only retrieved by the office manager who then gives it to the head teacher and/or deputy when requested.
- Staff can only access the cupboard in pairs (and include a member of SLT).
- A test administrator (a member of SLT) will always collect and distribute the papers with another colleague.
- Papers are stored in the cupboard until the time of the test.
- A meeting is held to inform staff/Governors of what is expected during the test – guidance is shared and staff sign to state their attendance at the training and acknowledge they have read and understood the guidance.
- The LA and/or Test Agency can check on how and where the tests are being stored at any time in May/June
- Members of staff must always be accompanied when dealing with test papers.

YEAR 6 Day of the test

- Year 6 papers will be opened in front of the children taking the test.
- Year 6 tests will take place in Y5/6 classrooms.

Date: December 2020

Review: July 2021

www.rpa.bfet.uk

Next Review: July 2022 Viewed by Governors: Jan 2021

All information used in our policies is in accordance with the Data Protection Act 2018 and General Data Protection Regulations (GDPR).

- All boards will be covered in the classroom as per the guidelines.
- The tests will be taken in two sittings so that children can be seated one child per desk, with no other child being able to view their work.
- The year 6 class teachers, SLT and other adults familiar to year 6 will be in the test.
- A Governor or member of The Wardle Trust will try to be present to observe administration of one test or more.
- A member of SLT will monitor when and how each test is administered and undertaken. Each test will have an invigilator.
- All administration guidance will be strictly followed.
- A member of the governing body or Trust will check on the papers and procedures during the month of May.
- Spare / unused papers are placed back in the cupboard until 10th June (or the date as instructed by the guidelines).
- We try to support the children through this time both mentally and emotionally. We can't answer the test questions for the children but we can encourage the children to try hard, keep focused and just have a go!
- For those children needing extra support either mentally or emotionally provision will be put in place. It will be recorded if they require a scribe, a reader, a prompter or if they require rest breaks. Parents or carers will be informed of the support put into place (the support can be to keep them focused or for moral support and is consistent with usual classroom practice.)
- Once both sitting of the Year 6 tests are complete the papers will be sealed in the appropriate bags in the test room in front of the staff present in accordance with the guidance.
- DfE guidance is in the room on the day of the test. Staff will have already received this electronically and as part of the training pack. Attendance registers show that staff have received the guidance and have had training, they have also been given the opportunity to ask questions.

YEAR 2 Tests

- Year 2 children complete the tests in small groups with the class teacher and a teaching assistant or second teacher (6 to 8 children).
- Year 2 complete the tests in their classroom, the glass learning spaces or the library.

Date: December 2020

Review: July 2021

www.rpa.bfet.uk

Next Review: July 2022 Viewed by Governors: Jan 2021

All information used in our policies is in accordance with the Data Protection Act 2018 and General Data Protection Regulations (GDPR).

- A member of SLT will collect the papers from the locked cupboard and distribute to the staff conducting the assessments.
- A member of SLT will monitor when and how the test are completed.
- All spare papers are collected and locked away.
- After the test, the papers are collected then marked. They are then stored in the locked cupboard again until the end of May.
- Tests and marking follow the agreed timetable.
- No papers will leave the school site for marking.
- Marking is always done with both year 2 teachers.

Signed: Matt Carroll (headteacher)

Date: December 2020

Agreed by the Governing Body: January 2021

Review: July 2021

Date: December 2020

Review: July 2021

www.rpa.bfet.uk

Next Review: July 2022 Viewed by Governors: Jan 2021

All information used in our policies is in accordance with the Data Protection Act 2018 and General Data Protection Regulations (GDPR).