

Admission to Secondary School – September 2018

Parent Information Sheet for the Medway Test

This information sheet is designed to give you as much information as possible regarding the test day(s).

Please read the following information carefully:

Test Venue

You have been informed in writing where your child will be sitting the Medway Test. If your child is sitting the test in their current school (as named on the test registration form) during the week this is referred to as the 'Midweek'. If your child is sitting on Saturday at their current school or a test centre, this is referred to as a 'Saturday'.

Hotline

A hotline will be available from 8am on the day of the test. The telephone number is **01634 331110**.

Sickness

If your child is unwell on the day(s) of the test and you feel they are unable to sit the test then you must inform your child's school or School Services either prior to the test date or by 8.45am on the day, as follows:

Midweek: If your child is testing during the week, you must contact the school in the usual way you would if your child was absent from school.

Saturday: If your child is testing in any test centre, you must contact the hotline (01634 331110)

You will be asked to subsequently produce a medical note.

Your child may still be able to sit the test on an alternative date at a test centre and we will write to you with details.

If your child is unable to attend the test for any other reason, you must let us know prior to the test date or by 8.45am on the day by phoning the hotline. You will be asked to provide written details.

Registration Form

Any child sitting the test on 23 September 2017 in any Test Centre must complete a Registration Form **prior to arrival** at the venue. The form must be handed in when you register your child at the venue. It provides us with emergency contact details and informs us of any medication needs.

Travel/Car Parking

Please ensure that your child arrives at the school/test centre on time, as late arrivals **will not** be admitted.

Saturday: Test Centre sites vary and some have limited car parking. Please plan your journey in advance to allow time to find parking if necessary and be considerate of local residents and businesses.

If you live within walking distance of the venue and are able to do so, we ask that you walk to the venue. If you intend to drive please ensure you allow additional time, as sites will be busy and you may have to park some distance from the site.

Arrival and Registration

Midweek: Children sitting the test in their current school must arrive as per the normal school day. Please ensure that your child arrives on time for school on the test day(s). To avoid distraction during the test, **parents are not permitted to remain at the school.**

Saturday: Children sitting the test at any Test Centre must arrive between 8.25am and 8.45am at the test centre. There will be **no access** to the building prior to 8.25am.

Each test centre will have 'Registration Areas', which will be clearly sign posted. Staff will register your child and they will then go through to a 'Waiting Area'.

Parents will need to be present at registration but will not be able to go to the 'Waiting Area'.

To avoid distraction during the test, **parents are not permitted to remain on site.**

**The Hundred of Hoo Academy and
Sir Joseph Williamson's Mathematical School have multiple registration areas.**

It is important that you and your child register at the correct zone/desk.

Registration is by your child's last name / surname

The Hundred of Hoo Academy

Zone A: Surnames starting with A to C

Zone B: Surnames starting with D to N

Zone C: Surnames starting with O to Z

Sir Joseph Williamson's Mathematical School

Desk 1: Surnames starting with A

Desk 2: Surnames starting with B to C

Desk 3: Surnames starting with D to F

Desk 4: Surnames starting with G to H

Desk 5: Surnames starting with I to L

Desk 6: Surnames starting with M to N

Desk 7: Surnames starting with O

Desk 8: Surnames starting with P to R

Desk 9: Surnames starting with S

Desk 10: Surnames starting with T to Z

Collection

Midweek: Children will need to be collected at the end of the school day as normal.

Saturday: After the final test, children will remain seated until papers have been collected. They will then be taken through to the 'Waiting Area'.

Parents will be able to collect from 1.30pm and will need to go to the 'Registration Area' or the area designated by the school. **No child will be able to leave any Test Centre without an adult.**

Please **do not** arrive very much in advance of the pick up time as this can cause distractions, as the last test does not finish until 1.30pm.

Test Timetable

| Two Day Testing | | One Day Testing |
|------------------|------------------|------------------|
| <i>Day One</i> | <i>Day Two</i> | Extended Writing |
| Extended Writing | Mathematics | Break |
| | Break | Mathematics |
| | Verbal Reasoning | Break |
| | | Verbal Reasoning |

In the event that you are delayed collecting your child, please call the 'hotline' on 01634 331110.

Children not collected by 2.00pm will be taken to Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR tel 01634 331110

Late Arrivals

Children must arrive by **8.45am**.

Any child arriving after **8.45am** will be considered as a late arrival and will not be admitted for testing.

Late arrivals will not be able to take the relevant test(s) on that day.

As there are a number of children taking the test at each venue, it is essential that the timetable is strictly adhered to. Once the test process has started there can be **strictly no interruptions**.

Breaks/Drinks/Snacks

Midweek: We ask you to ensure that your child has breakfast and is provided with their normal school lunch. Children who have school dinners will have their meal as normal. In addition we would advise you to provide refreshments for children for during any breaks between test papers.

Please ensure that refreshments provided are in a clear bag, labelled with your child's name. They will need to leave this on the floor by their desk during the Test.

Saturday: We ask you to ensure that your child has breakfast and is provided with enough drink and food to get them through the breaks and in case of any delays. Please ensure that refreshments provided are in a clear bag, labelled with your child's name. They will need to leave this on the floor by their desk during the Test.

NB: As we have a number of children taking the test who may have serious allergic reactions we ask all parents to ensure that the snacks provided are free from nuts, fish or shellfish, etc.

Staffing

At each venue there will be a Senior Officer; this person is experienced at exam invigilating. There will also be a support team of Officers.

Clothing

It is compulsory for all children to wear their current school uniform to sit the test on any day and at any venue, including 23 September 2017. This is not applicable to home educated children

Some exams are held in large halls or gyms whilst a smaller number will be in classrooms, therefore, temperatures may vary. We strongly suggest that students have several layers so that they can make themselves comfortable wherever they are sitting.

Equipment Allowed

Students **will need** to bring a pen for the written exercise and pencils (which should be HB grade) and a rubber for the Verbal Reasoning and Maths tests. They should have these in a clear plastic bag not a pencil case.

Calculators are not permitted and will not be allowed in the exam room, this includes watches with a calculator facility and smart/mobile devices. Rulers, protractors and scrap paper are also **not permitted**.

Coats/Bags/Valuables

Current School: Children should not bring bags (other than food bags) into the test room(s). Coats and bags will be left in your child's cloakroom or classroom as per the normal school day.

Test Centre: Children should not bring bags. Coats will be taken into the exam room and left on the back of the child's chair. There will be no cafes or vending machines in operation and no money will be needed.

We cannot guarantee the safety of any belongings and strongly recommend that you do not send in valuables.

Mobile Devices

Children are **not** allowed smart/mobile devices. This includes phones, tablets, watches, laptops and consoles etc.

Any smart/mobile devices will be removed, held by an Officer and can be collected at the end of the morning.

If a child is found to have a smart/mobile device after the test has started they may be requested to leave the room and may not be able to complete the test. In these circumstances you will be contacted.

First Aiders

There will be a qualified First Aider at each site.

Medication / Medical Needs

If your child has eczema or asthma and needs to take cream or an inhaler into the exam room then this is permitted.

If any child needs to have an epipen with them, then please ensure that an officer is aware of this and that your child is able to use the epipen themselves without assistance.

Access Needs

If your child has access needs, please call the School Services prior to the test day on **01634 331110**.

We will be requesting information from schools but want to ensure that we have addressed any requirements in advance.

Bad Weather/Emergencies

If an emergency arises we may have to cancel the test.

We will put out any announcements on BBC Radio Kent 96.6 FM, Heart Radio 103.1 FM and KMFM 107.9 FM on the test day and/or sending emails where people have provided an address.

We would expect a decision to have been made by 8.00am on the test day(s) and an announcement will be made at about this time.

Misbehaviour at the school and/or during the tests.

Misbehaviour at the venue and/or during the actual tests will not be tolerated and any child doing so will be warned to behave.

The invigilation team has the authority to remove children from the test rooms to ensure that other children are not distracted.

In some cases the child will be asked to leave the test room(s). If this occurs, you will be contacted and your child will not be permitted to complete the tests.

Feedback

If you feel that the test day has been a positive experience or you would like to make suggestions for future Medway Tests, or you wish to raise a specific concern, please email medwaytest@medway.gov.uk

Do's and Don'ts

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|--|--|
| Do | Don't |
| -Arrive on time at the correct venue | -Be late and miss the test |
| -Bring pens, pencils and rubber | -Bring a calculator or mobile, ruler or protractor |
| -Wear layers of clothes | -Bring any valuables |
| -Bring food and drink for breaks | |
| -Bring completed Registration Form (if testing 23 September 2017) | |