

Admission to Secondary School – September 2020

Parents Information Sheet Medway Test - Thursday 26 September 2019

This leaflet is designed to give you as much information as possible regarding the Test day.
Please read the following information carefully:

Test Centre

In the accompanying letter you have been informed where your child will be sitting the Medway Test. This venue is referred to as the Test Centre in the remainder of this information sheet.

Your child can only take the Medway Test at their allocated Test Centre.

Hotline

A telephone hotline will be available from 8am on the day of the Test on **01634 331110**.

Please use the hotline and do not call the Test Centre directly.

Sickness

If your child is unwell on the day of the Test and you feel they are unable to sit the Test then you must let us know either prior to the Test date or by 8.30am on the day by phoning the hotline.

In circumstances where your child is sick you must subsequently produce a medical note and for any other reason you must provide written details.

This will enable us to determine whether any alternative testing arrangements can be made for your child.

Registration Form

- The pupil registration form (available at www.medway.gov.uk/admissionnextsteps) must be completed **prior to arrival** at the Test venue and handed in when you register your child
- If you have any difficulties completing this form or have any questions about what information is required, please email medwaytest@medway.gov.uk
- Please ensure you provide a mobile number for emergency contact, so that we can contact you in the event of an emergency.

Travel/Car Parking

Please ensure that your child arrives at the Test Centre on time. **Late arrivals will not be admitted to the Test.**

There is limited parking available at the Test Centre, so please plan your journey and parking arrangements carefully.

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

Where parents have genuine difficulty with travel arrangements, they must contact their child's primary school prior to the test date. The school will pass on details to the School Admissions and Transport Team.

Arrival and Registration

- **Children sitting the Extended Writing paper only or all 3 Test papers must arrive between 8.25am and 8.55am at the Test centre.**
- **Children sitting the Mathematics paper only must arrive between 10.05am and 10.20am**
- **Children sitting the Mathematics and Verbal Reasoning papers must arrive between 10.05am and 10.20am.**
- **Children sitting the Verbal Reasoning paper only must arrive between 11.05am and 11.20am.**

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'.
- There are sufficient toilet facilities on site for the children testing
- To avoid distraction during the Test, **parents are not permitted to remain on site.**

Collection

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

- **Children sitting the Extended Writing paper only should be collected at 10.20am.**
- **Children sitting the Maths paper should be collected at 11.30am.**
- **Children sitting the Verbal Reasoning paper should be collected from 1.15pm.**
- **Children sitting all 3 tests should be collected from 1.15pm.**
- Please report to the desk where you registered your child in order to collect them. Medway Test staff will need to check that the person collecting a child is named on the registration form and will ask for your details.

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

If any children are not collected by 2.00pm School Admissions and Transport will attempt to contact you, but your child may have to be taken to Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR for collection.

Late Arrivals

Any child arriving **after 8.55am** will be considered as a late arrival and will not be admitted for testing.

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

- 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 school or Test Centre there will be a senior member of staff who is experienced at exam invigilating. There will also be a support team.

Clothing

It is compulsory that **ALL** children, except those who are home educated, wear their current school uniform to sit the Test on any day and at any venue.

Temperatures may vary therefore we strongly suggest that pupils have several layers so that they can make themselves comfortable wherever they are sitting.

Equipment Allowed

Pupils **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, highlighter pens, protractors and scrap paper are also **not permitted**.

Coats/Bags/Valuables

- Children should not bring bags (other than food 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.

Please note: we cannot guarantee the safety of any belongings and strongly recommend that your child does not bring any valuables.

Mobile Devices

Children are **not** allowed smart/mobile devices. This includes phones, tablets, watches, laptops and consoles and any other forms of electronic devices.

Any smart/mobile devices will be removed and held by a member of staff. They can be collected at the end of the Test day.

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 the venue.

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, please ensure that an officer is aware of this and that your child is able to use the epipen themselves without assistance.

Please ensure you list any details on the registration form and label creams, inhalers or epipens clearly.

Access/Mobility Requirements

If your child has access or mobility requirements, please call the School Admissions and Transport *prior to the Test day* on **01634 331110**.

Bad Weather/Emergencies

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

If required, 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. Notifications will also be issued via social media.

Facebook: @medwaycouncilupdates **Twitter:** medway_council

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.

In the past we have had some incidents of misbehaviour at the Test venues, which has resulted in children being distracted and delays to the testing timetable.

It is vital that all child behave in a positive manner and do not intentionally or unintentionally distract other children testing.

Misbehaviour during the actual tests and/or during breaks at the Test Centre cannot be condoned and any child doing so will be told that they are expected to behave.

In extreme cases of misbehaviour, 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 Test.

Feedback

If, following the Test day(s), you would like to give us any feedback or make suggestions for future testing arrangements or you wish to raise a specific concern, please email

medwaytest@medway.gov.uk

Do's and Don'ts

Do

- Arrive on time at the correct venue
- Bring pens, pencils and rubber
- Wear layers of clothes
- Bring food and drink for breaks
- Bring completed Registration Form

Don't

- Be late and miss the Test
- Bring a calculator or mobile/smart device
- Bring any valuables
- Bring any of the not permitted items