# Medway Test - test day information sheet

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

## Before the test day

### Unexpected changes

Should there be any unexpected events, changes to government guidance or restrictions that will change the test arrangements after you have received your invite, Medway will email all families with an update nearer the test dates.

### Test venue

You will be notified of where your child will be sitting the Medway Test by the end of August 2025. Test date allocations are made by Medway Council and changes cannot be made upon parental request.

If your child is sitting the test at a test centre, the venue has all the resources to manage the test. This includes sufficient facilities for the number of children testing as well as first aid and designated safeguarding presence at each test centre. All test staff in all test venues are trained by the Medway Test Team and are experienced in exam invigilation.

### Bad weather / emergencies

If an emergency arises the Medway Test Team may have to cancel the test.

If required, announcements will be broadcast 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 the following social media platforms:

**Facebook:** @medwaycouncilupdates

**X:** medway\_council

The Medway Test Team would expect a decision to be taken by 8:00am on the test day(s) and an announcement will be made thereafter.

### Hotline

You can contact the Medway Test Team on 01634 331110 from 8:00am to 2:15pm on test day.
(If your child is testing on a weekend – please use the hotline only, calling a test centre directly is not permitted)

### Sickness

If your child is sick before the day or by 8:30am on test day you must follow all the steps below for your child to be considered to sit their test:

**Step 1:** Phone 01634 331110 oremail medwaytest@medway.gov.uk to notify the Medway Test Team.

**Step 2:** If your child is sitting the test in their own school, report your child as ill as per the school’s policy.

**Step 3:** You should produce medical evidence (a doctor’s note can be used but alternative evidence is acceptable) for your child for the Medway Test Team to consider your child’s case.

In this circumstance there is no guarantee your child can sit the test.

### Unable to attend for another reason

If your child is unable to attend for any other reason before the day or by 8:30am on test day you must follow all the steps below for your child to be considered to sit their test:

**Step 1:** Phone 01634 331110 oremail medwaytest@medway.gov.uk to notify the Medway Test Team.

**Step 2:** You should report your child’s absence to their school if your child was due to sit the test in their own school as per the school’s policy.

**Step 3:** You should provide evidence to support your child not attending their test for the Medway Test Team to consider your child’s case. In this circumstance there is no guarantee your child can sit the test.

### Withdrawing your child from the test

If you wish to withdraw your child from sitting the test, please:

**Before the test day**: Please notify the Medway Test Team by emailing medwaytest@medway.gov.uk

**On the test day:**

**Medway schools** must complete the ‘withdrawn form’ if your child was due to sit the test in their own school.

If your child was due to sit the test at a **test centre**, please notify the Medway Test Team via medwaytest@medway.gov.uk

Your child will be considered withdrawn from the test if you have put this in writing to us even if you have not received an acknowledgment.

## Preparing to attend the test day

### Breaks, drinks and snacks

All children will be given a minimum of a 20 minute break between tests. Breaks will not be held in the test rooms.

Drinking water is available at all venues and is allowed in the test room but this must be placed on the floor next to their desk.

Eating is only permitted during a breaks between tests.

**Your child must not bring food that may contain nuts, fish or shellfish due to the possibility of allergic reactions.**

**Medway Schools**: If your child is sitting the test in school, please make sure that they have had breakfast and are provided with their usual school lunch. Children who have school dinners will have their meal as normal.

**Test centre and St Andrew’s School:** if your child is sitting in one of these venues please make sure that they have had breakfast and are provided with enough food and drink to get them through the test day and in case of any delays. Refreshments for breaks must be in a clear bag, labelled with your child’s name. Test Centres will not provide refreshments other than water for candidates.

### Clothing, bags and valuables:

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.

Most tests will take place in large halls or gyms, whilst a smaller number will be in classrooms, therefore, temperatures may vary. The Medway Test Team strongly advise that your child has several layers so that they can make themselves comfortable wherever they are sitting the test.

Children sitting the test in their school should not bring bags (other than a clear bag for stationery) into the test room(s). Coats and bags will be left in your child’s cloakroom or classroom as per the usual school day.

Children sitting the test in a test centre or St Andrew’s School should not:

* bring bags (other than a clear bag for food and stationery) into the test room(s).
* bring money with them as there will be no cafes or vending machines in operation.

Coats will be left in the ‘Waiting/Break time Area’ and can only be accessed during the break times.

Your child should not have any valuable items with them for the Medway Test. Medway Council are not responsible for the loss or damage of a child’s property before, during or after the test day.

### Lost property (test centres only)

If your child’s personal items are left behind at the test centre, they will be returned to the Medway Test Team at Medway Council, Gun Wharf, Chatham. It is not possible to send items back to you and items cannot be securely store for a long time. Any found personal item(s) that is not collected will be donated to charity by end of Term 2 – 19 December 2025.

### Test day registration form

* A [registration form](https://www.medway.gov.uk/info/200137/schools_and_learning/1049/medway_test_11/5) must be completed before 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, so that the Medway Test Team can contact you in the event of an emergency.

### Medication and medical needs

* If your child has eczema or asthma and needs to take cream or an inhaler into the test room(s) then this is permitted.
* If your child uses an EpiPen, please make sure that staff at the test venue are aware of this when you arrive at the centre and that your child is able to use the EpiPen themselves without assistance.
* Please list any medication details on your child’s registration form and label creams, inhalers or EpiPen’s clearly with your child’s name.
* A special arrangements request form must be submitted if your child is not able to administer their own EpiPen/prescribed medication and/or painkillers themselves.
* If your child arrives at a test centre with their own EpiPen/prescribed medication and/or painkillers that they cannot administer themselves, and a special arrangements request form has not been submitted, your child will not be allowed to sit the test.

### Access and mobility requirements

If your child has access or mobility requirements, please call the Medway Test Team before the test day on 01634 331110.

### Travel/Car Parking

Plan your journey carefully and allow for additional time. Parking on site is limited and you may have to park some distance from the test centre.

### Arrival and registration

Registration is no earlier than 7.45am and no later than 8:55am.

It is essential that the timetable is strictly adhered to. Once the test process has started there can be no interruptions to avoid any distractions or disruption to other children preparing to sit the test.

**Medway Schools:** If you are late for school registration you will not be allowed to sit the test. Children sitting the test in school should arrive on time as per the usual school day register in their class. To avoid distraction during the test, parents are not permitted to remain at the school.

**Test Centres:** Late arrivals will not be allowed to enter the test venue. Any child arriving **after** 8:55am will be considered as a late arrival and will not be able to sit the test.

There is no late testing for the Medway Test. Please ensure that your child arrives in good time to be able to sit the test.

**St Andrew’s School:** You must ensure your child arrives at theschool between 8.25am and 8.55am. As your child is sitting the test at their own primary school, you do not need to bring a registration form or collect a safeguarding card. Once your child has been received by the school, and to avoid distraction during the test, parents are not permitted to remain at the school.

**Test Centre:** Children sitting the test at these venues, please follow the steps below:

* Arrive between **8:25am and 8:55am** at the venue
* Only one parent/carer is permitted to attend during registration
* No siblings or other family members are allowed during registration
* Each test centre will have clearly labelled ‘Registration Areas’
* Your child will be registered for the test
* A numbered card (safeguarding card) will be given to your child which will match one you will also be given
* Once the cards have been issued, your child will be directed to a ‘Waiting/Break time Area’
* You will be asked to leave at this point as parents/carer are not permitted to remain on site
* Only the child sitting the test will be allowed to go to the ‘Waiting/Break time Area’

Where your child is marked in as present at registration on test day, you are confirming that your child is mentally and physically fit to sit the test on test day

## Collection

**Medway schools:** Children sitting the test in school should be collected at the end of the school day as usual.

**St Andrews School:** After the test, you will be able to collect your child from the school after 1.30pm.

**Test Centres:**

* Children sitting the test at these venues, please follow the below steps:
* You can collect your child from 1:30pm at the ‘Registration Area’ or the area designated by the venue.
* Please do not arrive earlier than 1:30pm.
* Only one parent/carerand no siblings must be present at collection.
* Please report to the Registration Areas with your numbered card (safeguarding card).
* Staff will need to check that the person collecting your child is named on the pupil registration form and will ask for your details. The purpose of these checks is for safeguarding all children sitting the test.
* Please be advised that these checks may slow down the collection process and the test centre will make every effort to complete collection as quickly as possible.
* No child will be able to leave any test centre without a named adult and evidence of the numbered card (safeguarding card).
* If you are delayed collecting your child, please call the ‘hotline’ on 01634 331110, which will be available until 2:15pm.
* The Medway Test Team will contact you if your child has not been collected by 2:15pm. If we are unable to speak to you, your child will need to be collected from Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR.

## During the test

### Items allowed in the test room

Your child can bring in a clear plastic bag or clear pencil case with:

* an HB grade pencil(s)
* an eraser/rubber
* a pencil sharpener

There is no guarantee that spare equipment will be available at the test venue.

### Items not allowed in the test room

Posters listing items not allowed in the test will be displayed inside and outside the test room.

Your child will also be reminded by staff in the ‘Waiting/Break time Area’ to check their belongings for any items not allowed and will have the opportunity to put them away before the test. Test instructions include a further reminder and opportunity to all children to hand in items not allowed in the test room.

Your child cannot bring any of the items listed below:

* pens – using a pen means your answer sheet will not be marked
* pencil case(s) that are not transparent
* scissors
* glue stick
* pair of compasses
* protractor
* ruler
* smart technology\*
* personal timer and/or countdown
* calculator – including watches and any other device with this facility
* recording equipment in any form
* mascot or talisman for their desk
* study notes in any format
* extra paper (loose sheets, folder, book or in any other form)

\* smart technology includes any type of phones, watches, tablets, consoles, headphones/earphones/earbuds, trackers, including Fitbit/Garmin etc. and any other forms of electronic devices not listed. These will only be allowed if they have been approved as part of an access/special arrangement and are required for a medical or physical need such as diabetes monitoring.

If any of the above listed item(s) are found with your child once they are in the test room, the item(s) will be confiscated, returned at parent/carer collection and your child will be disqualified from the Medway Test.

**Mobile phones** owned/used by children are allowed on site if the school policy permits this however:

* they are not allowed in the test room.
* in test centres they must be switched off during the test and always be kept outside the test room in your child’s bag and on silent.

If your child realises that they have one or more of the items not allowed in the test room, your child must give it to an invigilator before they enter the test room

Once in the test room, if your child is found to have a mobile phone, it will be confiscated, and your child will be disqualified from the Medway Test.

**Watches** that are normal analogue watches are allowed in the test room. However, if test staff are unsure if a child(s) is wearing a smart watch or not, all children will be asked to remove and place their watch on the floor next to their desk.

Extra paper is not provided for the Medway Test. Workings out/notes must be done in the question booklet.

### Recording answers

Answer sheets are used in the English, Mathematics and Reasoning tests. Only answer sheets are marked by a computer. Answers in any question booklet are not marked.

If your child records their answer somewhere other than where they are instructed, for example, in the question booklet or in the wrong place on the answer sheet, it is the responsibility of your child to correct the mistake. This includes rubbing out and making changes to their answers. Your child will not be given extra time to correct mistakes.

Using a highlighter or pen on an answer sheet means it will not be marked. Your child must use a HB pencil to complete their answer sheets.

Instructions are given on what your child should do if they make a mistake on their answer sheet at the start of each test paper. Your child will be responsible for correcting any mistakes.

### Testing timetable

Testing in a Medway primary/junior school

|  |  |
| --- | --- |
| Day 1 | Day 2 |
| English test | Mathematics test |
|  | Break |
|  | Reasoning test |

Testing in a test centre or at St Andrew’s School

|  |
| --- |
| Day 1 |
| English test |
| Break |
| Mathematics test |
| Break |
| Reasoning test |

### Top tips

Do:

Arrive on time at the correct venue

Bring HB pencils, sharpener and an eraser/rubber in a clear bag/pencil case

Wear school uniform

Bring food and drink for breaks in a clear bag (test centre venues only)

Bring a completed Registration Form (test centre venues only)

Switch off mobile phone

Do not:

Be late and miss the test

Bring any items not allowed in the test room

Distract or disrupt others

### Behaviour

To avoid disruption or distraction to children sitting the test it is important that all children behave in a positive manner.

Distracting, disruptive, aiding or assisting behaviour during the test day at the test venue will not be tolerated.

A child will be given only one warning for any behaviour that is distracting or disruptive and if this type of behaviour continues after their warning, the invigilation team has the authority to remove children from the test day. If this happens, it is likely your child will be asked to leave, and you will be contacted to collect them. Your child will not be allowed to complete the test.

If your child experiences a medical episode during a test paper which stops them from continuing with their test day you will be contacted to collect your child. Your child will be offered an alternative date to sit any tests they have not completed and/or not seen sight of.

If your child becomes distressed, experiences tiredness and/or anxiety during a test paper and they are not able to continue the test day:

**Test Centres:** You will be contacted to collect your child if they are sitting in a test centre.

**Medway Schools:** The school will follow its procedures to determine whether to contact you or if you child will continue the school day.

There is no guarantee of an alternative test date. A decision will be made by Medway Council.

### Results and next steps

Results will be published on 15 October 2025.

If you have registered online, you will be sent an email of your child’s result. If you registered on paper, you will be sent a letter by first class post on this day.

Please view our website for information on [results](https://www.medway.gov.uk/info/200137/schools_and_learning/1049/medway_test_11/6) and [how the test is marked](https://www.medway.gov.uk/info/200137/schools_and_learning/1049/medway_test_11/7).

You’ll need to apply for secondary schools through the local authority you live within by 31 October 2025.

### Feedback

Following the test, if you would like to provide any feedback, make suggestions for future testing arrangements or raise a formal complaint, you can do so via our [feedback page](https://www.medway.gov.uk/YourFeedback) or by scanning the QR code below.

