**Test day information sheet**

**Please read the following information carefully:**

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

**Covid-19, strikes etc**

Should there be any changes to government guidance or restrictions after you have received your invite, Medway will email all families with an update on the current position nearer the test dates.

It is a personal choice to wear a face covering and therefore children may find that an invigilator(s) wears a face covering during the test day.

# Test Venue

You have been notified in writing where your child will be sitting the Medway Test. Your child must only attend the test at their allocated venue and on their allocated test day. There is no alternative test date for clashes with other tests.

# Hotline

A telephone hotline will be available from 8:00am to 2:15pm on the day of the test on **01634 331110.**
**(If your child is testing on a weekend - please use the hotline only and do not call the test centre directly)**

# Managing exam stress

If your child attends a Medway school and is experiencing exam stress, please contact the school for the Medway Emotional Support Team or the MCH Emotional Wellbeing Service.

Other support is available from:

* [Young minds](https://www.youngminds.org.uk/young-person/blog/how-to-manage-stress-in-the-lead-up-to-exams/?gclid=Cj0KCQjwpPKiBhDvARIsACn-gzCYhcsJpOihMJoNudQATVUeQrU8LLW2j4XJ4RLYCy5w-GwjuZJ3dQMaAjW8EALw_wcB) (managing exam stress)
* [Young minds](https://www.youngminds.org.uk/parent/) (parental advice)
* [Childline](https://www.childline.org.uk/info-advice/school-college-and-work/school-college/exam-stress/?&&&&gclsrc=aw.ds&&gclid=Cj0KCQjwpPKiBhDvARIsACn-gzBrG2VKesdiDm7ITYj_I6JmcVHEDGGIfcNC4_FflUfrYrNervvbuCUaAkg7EALw_wcB&gclsrc=aw.ds)
* [NHS](https://www.nhs.uk/mental-health/children-and-young-adults/advice-for-parents/help-your-child-beat-exam-stress/).

# 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:** You should phone 01634 331110 oremail medwaytest@medway.gov.uk to notify School Services.

**Step 2:** You should report your child as ill 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 produce a doctor’s note or medical evidence for your child for School Services to consider your child's case. In this circumstance there is no guarantee your child can sit the test.

# Unable to attend

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:** You should phone 01634 331110 oremail medwaytest@medway.gov.uk to notify School Services.

**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 School Services to consider your child's case. In this circumstance there is no guarantee your child can sit the test.

If your child has **sustained an injury, admitted for surgery or undergoing unexpected medical treatment** that occurs shortly before the test, please refer to Section 5 of the special arrangement guidance on our digital information guide for the next steps. You must also notify School Services in writing using email address: medwaytest@medway.gov.uk

# Withdrawing your child from the test

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

* **Before the test day**: Please notify School Services in writing using email address: medwaytest@medway.gov.uk
* **On the test day**: Please complete the withdrawn form held at the school if your child is sitting the test in their own school. If your child is sitting the test in a test centre please notify School Services in writing using email address: medwaytest@medway.gov.uk

Once you withdraw your child from the test you cannot change your mind and re-register them after the closing date.

Test Day Registration Form (Test Centres only)

* A [registration form](http://www.medway.gov.uk/medwaytest) 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 School Services can contact you in the event of an emergency.

# Medication/Medical Needs (Test Centres only)

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 and that your child is able to use the EpiPen themselves without assistance.

Please contact School Services if your child is sitting the test at a test centre and a request form for special/access arrangements has **not** been submitted.

Please list any medication details on your child's registration form and label creams, inhalers or EpiPen’s clearly with your child’s name.

# Access/Mobility Requirements

If your child has access or mobility requirements, please call the School Services **before** the test day on **01634 331110**.

# Late Arrivals

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.

**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.

# Travel/Car Parking (Test Centres only)

Please ensure that your child arrives at the test centre **before** 8:55am. Late arrivals will not be allowed to enter the venue to sit the test.

There is limited parking available at test centres, so please plan your journey and parking arrangements carefully.

If you live within walking distance of the venue and are able to do so, School Services advise that you walk to the test centre. If you need to drive, please ensure you allow additional time, as test centres will be busy and you may have to park some distance from the venue.

# Arrival and Registration

Where your child is marked in as present at registration on test day, this also confirms your child is mentally and physically fit to sit the test on that test day.

Children sitting the test in their current school should arrive on time as per the usual school day. To avoid distraction during the test, parents are not permitted to remain at the school.

Children sitting the test on a weekend day in a test centre or St Andrew’s School, please follow the below steps:

* Arrive between **8:25am and 8:55am** at the venue with one parent/carer only with no siblings allowed during registration.
* 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’.
* Only one parent/carerand no siblings must be present at registration.
* Only the child sitting the test will be allowed to go to the ‘Waiting Area’.
* There are sufficient toilet facilities on site for the number of children testing.
* To avoid distraction during the test, parents are not permitted to remain on site.

**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

# Collection

Children sitting the test in their current school should be collected at the end of the school day as usual.

Children sitting the test on a weekend day in a test centre or St Andrew’s School, please follow the below steps:

* You can collect your child from 1:45pm at the ‘Registration Area’ or the area designated by the venue.
* Only one parent/carerand no siblings must be present at collection.
* **No child will be able to leave any test centre without a named adult.**
* Please do not arrive earlier than 1:45pm as this will cause distractions to all children. The test day does not finish until 1:45pm.
* Please report to the desk where you registered your child to collect them. Staff will need to check that the person collecting your child is named on the registration form and will ask for your details.
* In the event that you are delayed collecting your child, please call the ‘hotline’ on 01634 331110, which will be available until 2:15pm.
* School Services 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.

# Permitted Equipment

# Your child can bring in a clear plastic bag only (no pencil cases allowed):

* Pens/pencils for the Writing test
* HB grade pencil only for the Mathematics and Non-Verbal Reasoning test and the Verbal Skills test.
* an eraser/rubber only for the Mathematics and Non-Verbal Reasoning test and the Verbal Skills test.
* a pencil sharpener

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

# Banned Items

Your child will be reminded in the break room by staff to check their belongings for any banned items and to have the opportunity to put them away before the test.

If banned items are found with your child, your child and the item(s) will be removed from the test room. The item will be confiscated and held until you collect your child from the test venue. In these circumstances, your child will be disqualified from the Medway Test.

Your child cannot bring any of the items listed below:

* pencil case(s)
* scissors
* glue stick
* pair of compasses
* protractor
* ruler
* smart technology\*
* calculator – including watches and any other device with this facility
* headphones/earphones/earbuds that are wired, wireless/Bluetooth
* mobile phone in any form
* fitness tracker, e.g. Fitbit/Garmin
* 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 phones, watches, tablets, consoles, headphones/earphones/earbuds, trackers, including Fitbit/Garmin etc. and any other forms of electronic devices not listed. You will only be allowed these items 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.

Extra paper is not provided as there is space for workings out in the Mathematics and Non-Verbal Reasoning, and Verbal Skills question booklets. There are enough pages in the writing booklet for the Writing test.

Mobile phones are not allowed in the test room. They must be switched off during the test and kept outside the test room.

If one or more of the items not allowed is found with your child once they are in the test room, the item(s) will be confiscated, and your child will be disqualified from the Medway Test. If your child realises they have one or more of the banned items, they must give it to an invigilator before or as they walk into the test room.

**Please note:** Your child should not have any valuable objects with them for the Medway Test. We are not responsible for the loss or damage of a child’s property before, during or after the test.

# Recording answers

If your child answers a previous set question for the Writing test, they will receive 0 marks for that test. A different question is set for each test day.

Answer sheets are used in the Mathematics and Non-Verbal Reasoning and Verbal Skills test papers. 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 will not be added to the correct place. Instructions are given on what your child should do if they make a mistake.

# Remarking/Appeals/View test papers

* There is no resit or remarking of any test papers of the Medway Test.
* There is no appeal process for a remark of any test paper.
* Medway Council will not provide the original or a copy of a child’s test paper(s) or permit the viewing of test papers.
* There is an exemption on the view of all test papers. The relevant provision can be found in the Data Protection Act 2018 (the exemption) – Schedule 2, Part 4, Paragraph 25. Please note: the mark is that of the child’s score which they are provide with on results day; there are no comments written by an examiner for the Medway test and minutes do not exist nor does any exam appeal panels exist for the Medway Test.

# Testing timetable

|  |  |
| --- | --- |
| Testing in school  |   |
| Day 1  | **Day 2**  |
| The Writing test  | Mathematics and Non-Verbal Reasoning Test |
|   | Break  |
|    | Verbal skills  |

|  |
| --- |
| Testing in a Test Centre or St Andrew’s School  |
| Day 1  |
| The Writing test  |
| Break  |
| Mathematics and Non-Verbal Reasoning Test |
| Break  |
| Verbal Skills  |

# Breaks /Drinks/Snacks

If your child is sitting the test in their current school, please make sure that:

* Your child has breakfast and is provided with their usual school lunch. Children who have school dinners will have their meal as normal.
* Refreshments for breaks are in a clear bag, labelled with your child’s name. Only drinking water is permitted in the test room and your child must leave this on the floor by their desk during the test.

If your child is sitting the test on a weekend day in a test centre or St Andrew’s School, please make sure that:

* Your child has breakfast and has been provided with enough food and drink to get them through the breaks and in case of any delays.
* Refreshments for breaks are in a clear bag, labelled with your child’s name. Only drinking water is permitted in the test room and your child must leave this on the floor by their desk during the test.

**Please note:** There are anumber of children taking the test who may have serious allergic reactions and therefore please make sure that the snacks provided are free from nuts, fish or shellfish, etc.

# 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.

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

# Coats/Bags/Valuables

Children sitting the test in their current school should not bring bags (other than a clear bag) 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 on a weekend day 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).
* coats will be left in the ‘Waiting Area’ and can only be accessed during the break times.
* bring money with them as there will be no cafes or vending machines in operation.

# Top tips:

✅ Arrive on time at the correct venue

✅ Bring pens, pencils, sharpener an eraser/rubber in a clear bag

✅ Wear school uniform

✅ Bring food and drink for breaks in a clear bag

✅ Bring a completed Registration Form (test centre venues only)

✅ Switch off mobile phone

❎ Do not be late and miss the test

❎ Do not bring any of the banned items

# 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 becomes distressed during the test day and they are not able to continue sitting their test you will be contacted to collect your child. They may be able to sit the remaining test papers if they have not seen sight of them.

Lost Property(Test Centres only)

If your child's personal items are left behind at the test centre, they will be returned to School Services 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 - 20 December 2023.

# Staffing

All invigilation staff in the test venues are trained by School Services and are experienced in exam invigilating.

# First Aid

There will be a qualified First Aider at each venue.

# Bad Weather/Emergencies

If an emergency arises School Services may have to cancel the test.

If required, announcements will be broadcasted 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

**Twitter:** medway\_council

School Services 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.

# Results

This will be on Tuesday 3 October.

If you have registered online, you will be sent an email after 4pm on this day. If you registered on paper, you will be sent a letter by first class post on this day.

If your child is not deemed grammar from the Medway Test you will have the opportunity to request a review of their academic schoolwork books from your child’s current school.

Schoolwork books must be delivered to Medway Council Gun Wharf, Dock Road, Chatham. After the review Writing Test, the school workbooks will need to be collected. It is not possible to return workbooks by courier post and they cannot be store for a long time. Any school workbooks not collected will securely disposed of by end of Term 2 - 20 December 2023.

Medway are not able to release raw scores, any form of ranking, the total score each test was out of, pass mark or percentage required for each test, the highest score achieved for each paper, the lowest/highest score achieved overall or the standardisation calculation for any candidate because this information is exempt from the Freedom of Information Act:

Section 43(1) provides an exemption from disclosure for information which is a trade secret.

Section 43(2) exempts information whose disclosure would, or would be likely to, prejudice the commercial interests of any legal person (an individual, a company, the public authority itself or any other legal entity).

# Feedback

If, following the test day(s), you would like to provide any feedback, make suggestions for future testing arrangements or you wish to raise a specific concern, please email medwaytest@medway.gov.uk