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2023 national curriculum tests

Key stage 1

English reading

Administering the braille version of Paper 2: reading booklet and reading question booklet

CONFIDENTIAL

The English reading test must be administered during **May 2023**.
This pack must be kept secure and unopened until **Tuesday 2 May**.

Please ensure you have read and understood the 2023 modified test administration guidance before opening this pack.

Pack contents:

- Administration instructions for the braille version of the key stage 1 English reading Paper 2: reading booklet and reading question booklet (overleaf)
- 1 copy of the braille reading question booklet
- 1 copy of the braille reading booklet
- 1 copy of the printed transcript of the braille version of the English reading Paper 2: reading booklet and reading question booklet
- 1 copy of the sentence cards (tagged at the back of the booklet)

For test administration

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2023 key stage 1 English reading test

The key stage 1 English reading test consists of 2 papers. The papers must be administered in order. Pupils do not have to sit both papers on the same day. If both papers are administered on the same day, pupils may benefit from a break between papers. Both papers can be administered to the whole class, smaller groups of pupils or on an individual basis.

Paper 2: reading booklet and reading question booklet

The following information explains how to administer the braille version of the key stage 1 English reading test: Paper 2: reading booklet and reading question booklet. Modified test administration guidance is available at www.gov.uk/sta. If you have any questions, you should check with your headteacher or key stage 1 test co-ordinator before you administer the test.

Pupils should be given the opportunity to attempt Paper 2 but administrators can stop an individual pupil at any stage of the test, if they are struggling.

Please follow these instructions correctly to ensure that the test is properly administered. Failure to administer the test correctly could result in a maladministration investigation.

Format	• Paper 2 consists of a reading booklet and a separate question booklet. • There are printed transcripts of the braille booklets to help test administrators. • It is expected that the standard version of the test will take approximately 40 minutes to complete, but it is not strictly timed. Pupils using braille tests are automatically entitled to up to 100% additional time. • It is at your discretion to choose when or if a pupil requires a break during the test or whether, if appropriate, to stop the test early. • In the reading question booklet, questions 4 and 8 have both been presented on facing pages as the questions go over more than one page. You may explain this to the pupils. • This paper does not include practice questions or lists of useful words. • You must refer to the printed transcript rather than the standard test questions when administering this test.
Equipment	Each pupil will need the equipment specified below: • a suitable way of recording their answers that reflects the usual way they write in class, such as a brailler, electronic braille display or word processor • braille paper (if the pupil is brailling their responses) If it is normal classroom practice, pupils may use monolingual English electronic spell checkers, provided they do not give definitions of words. Pupils must not use dictionaries.
Assistance	• You may help pupils to locate pages/paragraphs in the text, as well as the questions in the reading question booklet, but you must be careful that nothing you say or do could be interpreted as giving pupils an advantage, for example, indicating that an answer is correct or incorrect, or suggesting the pupil looks at an answer again. • The English reading test must not be read to individuals or to a group, except for the general instructions. • If a pupil asks a question about test content, you must not explain any words or expressions. • If a pupil has used a word processor to type their answer and asks to hear their response read back to them, or played back via a screen reader, this is allowed. This is only allowed if a pupil requests it and should not be prompted. The example below illustrates how to deal with a common situation: **Question:** I don't understand the question. **Answer:** Read the question again and pay attention to the words that tell you what to do.

Guidance for specific questions	Minor changes have been made to the wording and layout of some braille text both in the reading booklet and the question booklet. When the pupil reaches braille page 7 of the reading booklet, the test administrator should give the following oral explanation: *A lighthouse is a very tall, cylinder shaped house that has a light at the top of it which flashes on and off. The light warns ships and boats that they are close to dangerous rocks. A lighthouse is usually surrounded by water and rocks and has no other houses nearby.* **Q1**, **Q2**, **Q7**, **Q9** and **Q15**. Braillists should write down the letter of their chosen answer. **Q4** and **Q8**. Braillists should write True or False for a, b, c and d. **Q12.** Braillists should write Mum or Dad for a, b, c and d. **Q17.** Four sentence cards are provided for this question. Test administrators should show the four cards to the pupil in the following order: **Mum and Dad made a plan.** **Rory learned how long a minute is.** **Mum gave Rory a watch.** **Everyone noticed Rory never did anything on time.** Braillists should be asked to order these sentences practically to show the order in which they happened in the story. They should place the cards on the table in their chosen order.
Before the test begins	• Detach the set of brailled cards at the back of the braille booklet. Cut out the cards and keep them to one side until the pupil reaches **Q17**. • Ensure you have the printed transcript of the braille booklet. • Review the list of pupils with particular individual needs and consider whether they may need rest breaks or other access arrangements. • Ensure you know how to administer any access arrangements correctly. Please refer to the 2023 key stage 1 access arrangements guidance.
What to do at the start of the test	• Check that seating is appropriately spaced. • Check that pupils do not have mobile phones or other disruptive items. • Check that pupils do not have any materials or equipment that may give them extra help. • Ensure each pupil who needs it has 1 braille copy of the reading booklet and 1 braille copy of the reading question booklet.

How to introduce the test	• You should use these instructions to introduce this paper. The wording of these instructions can be adapted, provided the meaning is retained. *This is the English reading test: Paper: 2.* *Paper 2 doesn't contain any practice questions and I'm not going to read any of the pages aloud to you this time.* *There will be different types of question to answer, including:* • *writing an answer* • *choosing the correct answer from a list* • *deciding if a sentence is true or false* • *putting cards in order to show the correct order of events.* *This test will take around 80 minutes. This includes your additional time allowance.* *Try to answer as many questions as you can. If you can't answer a question, you should move on to the next one and come back to it later on if you have time.* *If you want to change an answer, use a series of 'for' braille signs (all 6 dots) to cross out the answer you don't want to be marked.* *You need to work quietly on your own. You need to think of your own answers and you must not discuss them with anyone else.* *Read the questions carefully and check your work.* *If you have any questions during the test, put your hand up and wait for me/someone to come over to you. Remember, I/we can't help you answer any of the test questions or read any of the words to you.* *Do you have any questions?* *Write your name at the top of your braille paper.* *Now start the test.*

How to deal with issues during the test	It is impossible to plan for every scenario. Whatever action you take, pupil safety must always be your first consideration. In the following circumstances, you will need to stop the test either for an individual pupil, a group of pupils or for the whole cohort: • test papers are incorrectly collated or the braille has been printed incorrectly • an incorrect test has been administered • a fire alarm goes off • a pupil is unwell • a pupil needs to leave the room • a pupil is caught cheating. If you need to stop the test: • make a note of the time • make sure the pupils are kept under test conditions and that they are supervised • if the pupils have to leave the room, ensure they do not talk about the test • speak to your test co-ordinator or a senior member of staff for advice about what to do next • consider contacting the national curriculum assessments helpline on 0300 303 3013 for further advice. You should brief your headteacher on how the incident was dealt with once the test is over.
What to do at the end of the test	• Follow your school's procedure for collecting and storing the pupils' test scripts. • If you need to make a transcript of a test script, complete it with the individual pupil at the end of the test under test conditions. Particular care should be taken to ensure accurate transcriptions are made and the pupil's answers are not corrected or amended. • All test materials, including printed transcripts, must be stored securely until Thursday 1 June.
Marking the tests	• Use the key stage 1 test mark schemes and the amended mark schemes for braille to mark the test, following both the general guidance and any specific guidance for each question.

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Administering the braille version of Paper 2:
reading booklet and reading question booklet
Print version product code: STA/23/8752/p ISBN: 978-1-78957-798-3
Electronic version product code: STA/23/8752/e ISBN: 978-1-78957-808-9

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Additional printed copies of this booklet are not available. It can be downloaded from https://www.primaryassessmentgateway.education.gov.uk during May 2023, or afterwards from https://www.gov.uk/government/collections/national-curriculum-assessments-practice-materials.

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