

BUCKINGHAMSHIRE SECONDARY TRANSFER TEST

TEST CENTRE PROTOCOL 2 – Partner Schools.

Context and Purpose

Generally speaking, a Partner school is an independent primary school located within or very close to the borders of Buckinghamshire, or one of a small number of non-Buckinghamshire LA primary schools where a large proportion of the children live in or close to Buckinghamshire.

Partner schools have agreed to administer the Buckinghamshire Secondary Transfer Test to support their pupils in moving up to secondary school. The Secondary Transfer Test is one element of the transfer arrangements for admission to secondary school.

Buckinghamshire County Council (on behalf of The Buckinghamshire Grammar Schools - TBGS) will work very closely with Partner schools in the delivery of the Secondary Transfer Testing Process and very much values the relationship it has with such schools and hopes that the arrangement is mutually beneficial for the LA, the school, its pupils and parents.

All Buckinghamshire primary and Partner schools will abide by the Protocol. Partner schools are also asked to confirm that they will agree to the Protocol. Their signed confirmation will be sought annually.

The Buckinghamshire Grammar Schools (TBGS) in conjunction with Buckinghamshire County Council (BCC) and all primary/Partner school headteachers are in full agreement that the Co-ordinated Admissions Scheme must have, at its heart, the welfare and wellbeing of the child.

The purpose of this protocol, therefore, is to support Partner school headteachers by summarising their role in the testing process to ensure consistency.

Designated Partner schools have agreed to act as test centres. In doing so they have agreed to work in accordance with this protocol, adhere to the instructions in the *Test Administration Guide* (TAG), agree to the GL Assessment Declaration of Use (provided in the TAG) and follow the good practice guidance as set out in the Headteachers Secondary Transfer Resource Pack (the TAG and Resource Pack are both available on SchoolsWeb).

Before the test

The Practice and Transfer Test dates will be agreed by TBGS in consultation with Buckinghamshire County Council and the Headteachers Admissions Working Group (HAWG) in the year preceding the tests and schools will be expected to adhere to the specified dates. The Practice Test must be taken before the Transfer Test and is not to be marked, standardised or sent home.

Administration of the test

The testing procedure is critical to the process. Its validity rests on the reliability of the test, and the professionalism of those who administer it. Fairness and consistency are at the heart of the exercise. We know that we must ensure that every pupil entered has the opportunity to perform at his or her best and, equally importantly, we must also demonstrate to others, including parents, that the process is fair and properly organised.

In the interests of the child, it is vital that all test centres (both within Buckinghamshire and external partner schools) administer the test in a fair and consistent way. This is done by providing all test centres with a *Test Administration Guide* to follow.

Invigilation Instructions

The Transfer Testing materials are produced by GL Assessment. The general instructions for the invigilation of the Practice and Transfer Tests are set out clearly in the *Test Administration Guide*.

It is important that all invigilators read these carefully prior to the children sitting the test.

Invigilation can be undertaken by any member of staff employed by the school at the headteacher's discretion and with appropriate support.

The tests are administered to pupils using audio files (available on CD and as downloads). A transcript is provided for each test. It includes specific instructions for invigilators for the start and end of each test paper and also a full transcript of what is on the audio file. The instructions in the transcript should be read by at least the main invigilator in advance of each testing session.

Confidentiality

In order to maintain, and demonstrate, fairness in all aspects of transfer testing, all involved must adhere to procedures set out in the TAG, in particular:

- Section 1.3 (Personal Interest in the tests)
- Section 3.3 (Security)
- Section 3.4 (Confidentiality)
- Section 7 (GL Assessment Declaration of Use)

Headteacher's Recommendation

As part of the Transfer Testing Process headteachers are asked to provide an overall 'recommendation' indicator and an indicator for 'attitude to work' on a Headteacher's Recommendation Form. Headteachers should list the children in alphabetical order on the form and only need include the children being positively recommended as suitable for grammar school. The recommendation indicators will be provided to the Selection Review Panel (SRP) in a grid summary format for each school as a reference document for use in their decision-making.

The forms should be sent to the Admissions and Transport team no later than two weeks prior to the publication of the test results. The information on the forms is used by the SRP to:

- Gain an understanding of the context within which the child is working at the school.
- Consider any unexpected results when compared with the Headteacher's recommendations.

Expectations of the Partner school headteacher

1. To administer the Practice and Transfer tests in line with the *Test Administration Guide* and Headteachers Secondary Transfer Resource Pack and to sign to confirm this on the invigilators record forms which should be returned to the Admissions and Transport Team.
2. To provide headteachers recommendations as set out above and in the detailed advice in the resource pack.
3. To not undertake any Transfer Test preparation or practice in school over and above that provided free by TBGS and GL Assessment. For the avoidance of doubt this includes inviting or accommodating commercial companies offering services aimed at coaching children about the contents of the test on the school premises and/or undertaking specific coaching of the children in school.
4. To facilitate applications for adjustments to the testing arrangements via the Special Access Panel.
5. To ensure that test results and allocation information provided to the school are kept confidentially until the specified times (end of the school day on the given date in October for the test results and end of the school day on 1 March in any given year for allocations).

6. To respond as necessary to any investigations undertaken by TBGS or its contractors in response to reports of breaches of confidentiality or non-adherence to the practices set out in the TAG.
7. To complete, on request, the Headteachers Selection Review Summary Sheet.

There is no expectation that headteachers attend admission/qualification appeals to support parents.

DECLARATION

I understand the obligations of being a Partner school and will support The Buckinghamshire Grammar Schools and the Local Authority in this capacity. I will ensure that I, and staff involved in the testing process, will read the Test Administration Guide, the Headteachers Secondary Transfer Resource Pack and fully adhere to all aspects of the process.

I will only test pupils on the school roll that have been correctly registered by their parents with Buckinghamshire County Council.

I will advise the BCC Admissions and Transport Team regarding any testing irregularities that occur whilst testing pupils.

I will provide the Admissions and Transport with the recommendation information.

I confirm that I will adhere to the requirement not to undertake any practice in school over and above that provided by the test provider.

I will ensure that test results and allocation information remain confidential until the specified times.

Signed (Headteacher): _____

School Name: _____

Date: ____/____/____

Once the Declaration has been signed electronically, please email a copy to the Admissions and Transport Team – admissions@bucksc.gov.uk. Alternatively return a paper copy to Admissions and Transport Team, Children's Services, County Hall, Aylesbury HP20 2XA

