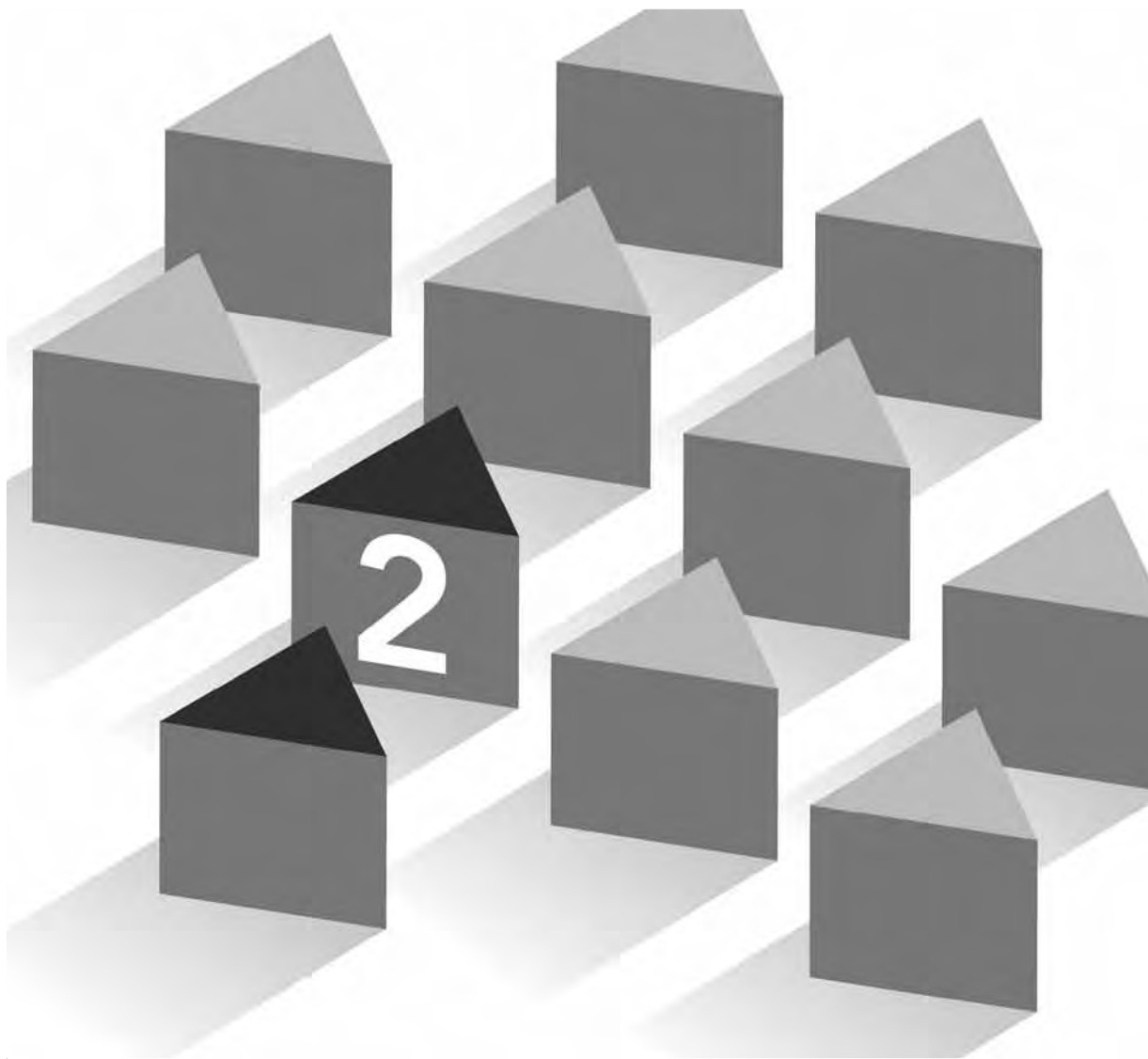


KEY STAGE
2

YEARS
3–6

Reviews guidance for schools



2010

National curriculum assessments

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Key dates

6 July 2010	Pupil results published on the <i>Pupil results</i> section of the <i>NCA tools</i> website at www.qcda.gov.uk/ncatools . Pupil results and marked test scripts returned to schools
16 July 2010	Review application deadline – requests received after this date will not be accepted
From 13 September 2010	Reviewed test scripts and review outcome letters will be returned to schools
17 September 2010	All review outcomes received by schools

Changes to reviews in 2010

A number of changes have been made to the reviews services offered for the 2010 national curriculum test cycle, to simplify the reviews process for schools.

The group review service

The group review service has been discontinued to simplify the services offered and to prevent the risk of inappropriate selection of this service by schools. The group review service, introduced in 2005, was aimed primarily at key stage 3 schools to provide larger schools with the opportunity to identify broader concerns with the marking of their pupils' test scripts. Key stage 2 schools are often better served by applying for individual pupil reviews for a number of pupils.

Individual pupil reviews are offered as a full review of the pupil's entire test script

The enhancement of the individual pupil review service, to include a review of the pupil's entire test script (at component level for English), ensures that review outcomes provide an accurate reflection of a pupil's work. An entire test script includes all papers for a particular subject, or component for English.

Applying for a review will now be simpler, as schools only need to identify those pupils who they believe have received the wrong level due to inaccuracies in the application of the *Mark scheme*. There is no need to highlight specific concerns with the marking of each of those pupils' test scripts.

The cost of an individual pupil review will increase

Schools will only be invoiced if the review does not result in a change of level. The cost of an individual pupil review will be £9.00 per pupil, per subject (or per component for English). For English, if a pupil has a level change in any of reading, writing and/or English overall, no charge will apply. The increase in cost reflects the additional time required to review the entire test script. The cost of a clerical review that does not result in a change of level will remain unchanged at £5.00.

Benefits to schools

The simplification of the reviews application process reduces the administrative burden for schools, as they will no longer have to highlight specific concerns with the marking of individual test scripts when making applications. This will also remove the need for schools to make decisions about the most appropriate marking review service.

Following feedback from schools, one review report per school will be written for each subject or component for which individual pupil reviews were requested. These reports will contain written feedback for schools and identify, if appropriate, any trends found in the original marking by the review marker.

Overview of review services

This guidance provides schools with information about the review services available in 2010.

This complements the information contained in the 2010 key stage 2 *Assessment and reporting arrangements*, available on the Qualifications and Curriculum Development Agency (QCDA) website at www.qcda.gov.uk/ara.

This guidance provides information on the:

- marking process
- review services available
- required steps for applying for each of the review services
- conditions for acceptance of review applications.

What is a review?

A review is when a pupil's test script is checked to ensure that the original application of the *Mark scheme* was accurate and that no clerical errors were made. A review will be for all papers for a particular subject, or component for English.

A request for a review should be considered when, in the opinion of the school staff, the pupil concerned has been awarded a national curriculum level above or below that to which their work is entitled according to the published *Mark scheme*.

Two different types of review can be requested:

- clerical review
- individual pupil review.

Schools will be charged for every requested review that does not result in a change of a national curriculum level. Schools should not apply for a review if the national curriculum level would not change as a result of the review.

Mark changes that would not result in a level change

Schools will be charged for any review carried out that does not lead to a change in a pupil's level. Schools can change marks that do not affect a pupil's level via the Primary Achievement and Attainment Tables Checking Exercise website in the autumn term. Changes to marks made on this website will be incorporated into results published on *RAISEonline*.

The marking and review processes

The marking process

Markers attend training to learn how to apply the *Mark scheme* to the national standard. Markers must then pass a standardisation exercise before they begin marking pupils' test scripts, to ensure they can accurately and consistently apply the *Mark scheme*. Schools receive a copy of the *Mark scheme* used by markers with their test papers in the *Mark schemes pack*.

Markers are allocated to a supervising marker who mentors and supports them throughout the marking period, including monitoring their adherence to the required marking quality standards.

Markers must pass two benchmarking exercises throughout the marking period to ensure quality of marking is maintained. If the marker does not pass both benchmarking exercises, the marker is stopped from marking and their test scripts are re-allocated to a different marker for re-marking. In these instances, schools will see two sets of marks on a pupil's test script. The final mark is published in the *Pupil results* section of the *NCA tools* website at www.qcda.gov.uk/ncatools.

When marking test scripts, markers record the marks in accordance with the subject-specific guidance given in their training. When a pupil has not attempted to answer a question:

- a '-' will be inserted in the mark box and
- the space for the pupil's response will be crossed through.

Markers do not annotate test scripts with comments or notes.

At the end of the marking period, pupils' total marks are converted to national curriculum levels using the level threshold tables, which are published on the QCDA website at www.qcda.gov.uk/tests from Tuesday 6 July 2010.

Return of results

From Tuesday 6 July 2010 schools can access pupil results from the *Pupil results* section of the *NCA tools* website at www.qcda.gov.uk/ncatools. The results table will show the following national curriculum levels or codes:

2-5	National curriculum levels
A	Pupil was absent from one or more papers
B	Pupil is working below the level assessed by the tests
F	Pupil has not taken the tests but will take them in the future
L	Pupil has left the school
M	Missing test script(s)
N	No test level awarded
P	Pupil has not taken the tests but has taken them in the past
T	Pupil is working at the level of the tests but unable to access them
X	Results pending
Z	Pupil has been incorrectly registered or was not registered for the test

The national curriculum level or the codes 'M', 'N', 'X' or 'Z' are entered following marking. All other codes will have been entered by the school on the marksheet before it is sent to the marker and will be data captured by the test operations agency.

A copy of a pupil's online result and their original test script (comprising all papers for that component or subject) must be submitted as part of a review application. If 'M' is recorded for a pupil, indicating that one or all of the pupil's test scripts are missing and have not been marked, schools will not be able to apply for a review for the pupil(s) affected.

The review process

The review process provides schools with the opportunity to address areas of concern with the application of the *Mark scheme* to pupils' test scripts or with identified clerical errors in the results.

To request a review, schools must submit an application form with the pupils' original test scripts and a copy of the online pupil results from the *NCA tools* website. Applications must be received by the Friday 16 July 2010 deadline.

Experienced markers who have achieved the highest quality standards throughout the marking process are invited to join the review panel. These markers complete training for review marking and must successfully re-standardise before reviewing any pupils' test scripts.

The review marker will be different to the original marker. Review markers are supervised and their work is sampled to ensure the *Mark scheme* is being correctly applied. If the review marker does not apply the *Mark scheme* as required, or is not adhering to the review procedures, they will be stopped and any review marking they have undertaken will be reviewed by another review marker.

In September 2010, the Department for Education (DfE) will ask schools to check their test and teacher assessment data via the Primary Achievement and Attainment Tables Checking Exercise website. This data may not initially include all review outcomes information, but these will be added to the website as 'late results' when they are available.

Review services available to schools

What review services are available?

There are two review services available – clerical review and individual pupil review.

Schools can apply for a review if it would change a pupil's or pupils' level(s) in:

- English reading
- English writing
- English overall
- mathematics.

Clerical review

A clerical review involves the correction of clerical errors identified by schools on either pupils' test scripts or the online pupil results, for example due to a transcription error or error in the addition of marks. Schools should only apply for a clerical review where a change to the marks will result in a national curriculum level change for the pupil(s).

Individual pupil review

An individual pupil review involves a check that the published *Mark scheme* was applied to a pupil's test script to the national standard. It also includes a clerical check of the addition of marks on all papers submitted for review.

If a school believes there are consistent issues in the accuracy of the marking for their pupils' test scripts, individual reviews should be requested for all pupils in the cohort for which a level change would occur as the result of a review.

Schools should only apply for an individual pupil review when a change to the mark(s) will result in a level change for the pupil. A review can result in an increase or decrease to the national curriculum level awarded.

Applying for reviews in English

Schools are able to apply for a review if it would change either:

- the English reading level, or
- the English writing level, or
- the overall English level, or
- a combination of the above.

Schools must decide whether they wish to apply for a review of marking for English reading, English writing, or both. Applications for English reading and English writing must be made using separate application forms. Schools will be invoiced £9.00 per pupil, per component, for all applications for reviews that do not result in a level change.

When schools apply for reviews of both English reading and English writing, and the reviews do not result in level changes, schools will be charged for both component reviews. If an English reading or English writing review results in a change to the overall English level, no charge will apply and the overall level change will be reflected in the review outcome tables.

Schools should send only the pupils' test scripts for the relevant English component for review. For English writing, this will include the longer and shorter writing tasks and spelling test.

Applying for reviews

Applying for a clerical review

Schools should request a clerical review if the correction of clerical errors on pupils' test scripts or online pupil results will result in a level change for the pupil(s). Levels may go up or down as a result of a clerical review.

Clerical reviews will be undertaken only for the pupil(s) identified in the original application. It is not possible for a school to identify additional test scripts to be reviewed after the Friday 16 July 2010 deadline.

Separate *Clerical review application forms* must be completed for different subjects, or components for English, and these must be submitted in separate envelopes. There can be up to 10 pupils included on each application form per subject, or component in English.

Please follow the steps below to apply for a clerical review.

1. Identify pupil(s) for whom there is a discrepancy between the marks recorded on a pupil's test script and for that paper on the online pupil results, that would result in a change of level.
2. Print a copy of the online pupil results for the affected pupil(s) from the *Pupil results* section of the *NCA tools* website at www.qcda.gov.uk/ncatools.
3. Complete the *Clerical review application form* and record the type of error for each pupil using the information in the table on the form. This form is available on the QCDA website at www.qcda.gov.uk/tests.
4. The headteacher or delegated senior member of staff must sign and date the application form.
5. Ensure your clerical review application includes:
 - the completed *Clerical review application form*
 - the original test scripts for each pupil identified on the application form (photocopies will not be accepted). This includes all papers for a particular subject or component
 - a copy of the online pupil results (the pupil's name and mark under review should be highlighted for each pupil identified on the application form).
6. Submit the review application by post to arrive at the test operations agency (Hellaby Lane, Hellaby, Rotherham, S66 8HN) by the Friday 16 July 2010 deadline. Schools are advised to use a delivery service with a track and trace facility to ensure safe delivery of their application.

Applying for an individual pupil review

Schools should request an individual pupil review if they believe the *Mark scheme* was incorrectly applied to one or more pupils' test scripts and that a review would result in a change to the national curriculum level awarded.

Schools should only request an individual pupil review if it will result in a change of level for that pupil. Levels may go up or down as a result of an individual pupil review.

Individual pupil reviews will be undertaken only for the pupil(s) identified in the original application. It is not possible for a school to identify additional test scripts to be reviewed after the Friday 16 July 2010 deadline.

Separate *Individual pupil review application forms* must be completed for different subjects, or components for English, and these must be submitted in separate envelopes. There can be up to 15 pupils included on each application form.

Please note: the review marker will check the mark awarded for each item, question or writing strand against the *Mark scheme* to confirm it has been correctly applied.

Schools do not need to highlight particular aspects of the test script for the attention of the review marker as the whole test script will be reviewed (comprising all papers for that subject or component).

Please follow the steps below to apply for an individual pupil review.

1. Identify pupil(s) for whom there is a discrepancy between the marking and the *Mark scheme* that would result in a level change.
2. Print a copy of the online pupil results for the affected pupil(s) from the *Pupil results* section of the *NCA tools* website at www.qcda.gov.uk/nca_tools.
3. Complete the *Individual pupil review application form*. This form is available on the QCDA website at www.qcda.gov.uk/tests.
4. The headteacher or delegated senior member of staff must sign and date the application form.
5. Ensure your individual pupil review application includes:
 - the completed *Individual pupil review application form*
 - the original test scripts for each pupil identified on the application form (photocopies will not be accepted). This includes all papers for a particular subject or component
 - a copy of the online pupil results (the pupil's name and mark under review should be highlighted for each pupil identified on the application form).
6. Submit the review application by post to arrive at the test operations agency (Hellaby Lane, Hellaby, Rotherham, S66 8HN) by the Friday 16 July 2010 deadline. Schools are advised to use a delivery service with a track and trace facility to ensure safe delivery of their application.

How much does a review cost?

Schools will only be charged for reviews that do not result in a level change. Schools will be invoiced £9.00 per pupil, per subject or component for English, for an individual pupil review that does not result in a level change. Schools will be invoiced £5.00 per request for a clerical review that does not result in a level change.

When schools apply for reviews of both English reading and English writing, and the reviews do not result in level changes, schools will be charged for both component reviews.

How do I pay for a review?

You do not need to pay for review services in advance. Schools will be invoiced for reviews that do not result in a level change once the review process has been completed.

Conditions for acceptance of review requests

Review requests will only be accepted if they comply with the following conditions. This is necessary to ensure a fair outcome for all pupils.

1. All review requests, together with the required pupil test scripts and documentation, must be received by Friday 16 July 2010. Schools are advised to use a delivery service with a track and trace facility to ensure safe delivery of the application. Only review requests submitted by the deadline will be accepted.
2. The school accepts that marks may be awarded or deducted following review. The outcome of the review may therefore result in an increase or a decrease in the level for individual pupils. Reviews should only be requested when a change in the marking or correction of a clerical error will affect the pupil's level.
3. Review requests made by schools and authorised by the headteacher or delegated senior member of staff will only be accepted. Review requests from pupils or their parents, carers or guardians will not be accepted.
4. Review requests will only be considered if the pupil's test script has not been amended or annotated in any way (for example, by circling the evidence for review or adding sticky notes to the test script). This is necessary to ensure the review panel can reach an impartial judgement. The test operations agency reserves the right to reject, without giving any further reason, review requests where amendments of any kind have been made to test scripts.
5. Photocopied pupil test scripts will not be accepted. Original pupil test scripts must be submitted for the review.
6. Review requests must be based on the online pupil results published on the *Pupil results* section of the *NCA tools* website at www.qcda.gov.uk/nca_tools.
7. Review requests will only be accepted when all the necessary information is supplied. It is the school's responsibility to ensure the review request is complete and all necessary items are supplied, including complete pupil test scripts. Schools that do not submit all necessary documentation will have their review request rejected and will not be able to submit documentation at a later date.
8. Notification of the outcome of the review or rejection of the review application will indicate the end of the review process.
9. When review outcomes are returned, schools will receive a letter and a table of confirmed post-review results for the pupils. Pupil test scripts will be returned in a separate but concurrent dispatch, together with one short report for each subject, or component for English, for which individual pupil reviews were requested.

Incomplete applications

The test operations agency will record all review applications upon receipt. If an application is found to be incomplete during this process, the test operations agency will attempt to contact the school by telephone on two occasions. If the school does not answer or respond to messages, an email will be sent and the school will be given two school days to reply. If no contact is made, the test operations agency will write to the school in September 2010 rejecting the review application due to an incomplete review application.

Checklist for completing application forms

Clerical review application form

- The clerical review will result in a level change for the pupil(s) identified. (Please note: if the mark changes would not result in a level change, schools may amend marks themselves. See page 5 for more information).
- School details have been completed on the application form.
- The correct subject, or component for English, for which I am requesting a review has been identified.
- A separate application form has been used for each subject, or component for English.
- Pupil details (name and date of birth) have been completed for each clerical review I am requesting.
- The error type code has been entered for the pupil(s) for whom a clerical review is requested.
- The headteacher or delegated senior member of staff has signed and dated the application form.
- The original test scripts for the pupil(s) identified are enclosed (please note: photocopies will not be accepted). An entire test script includes all papers for a particular subject, or component for English.
- A copy of the online pupil results is enclosed.
- The review application will be received by Friday 16 July 2010.
- I agree to the conditions on page 11 of the 2010 key stage 2 *Reviews guidance for schools* and confirm that no alterations or comments have been made to, or attached to, the test script(s) returned by the marker.

Individual pupil review application form

- Applying the *Mark scheme* will result in a level change for the pupil(s) identified. (Please note: if the mark changes would not result in a level change, schools may amend marks themselves. See page 5 for more information).
- School details have been completed on the application form.
- The correct subject, or component for English, for which I am requesting a review has been identified.
- A separate application form has been used for each subject, or component for English.
- Pupil details (name and date of birth) have been completed for each individual pupil review I am requesting.
- The headteacher or delegated senior member of staff has signed and dated the application form.
- The original test scripts for the pupil(s) identified are enclosed (please note: photocopies will not be accepted). An entire test script includes all papers for a particular subject, or component for English.
- A copy of the online pupil results is enclosed.
- The review application will be received by Friday 16 July 2010.
- I agree to the conditions on page 11 of the 2010 key stage 2 *Reviews guidance for schools* and confirm that no alterations or comments have been made to, or attached to, the test script(s) returned by the marker.



Clerical review application form

Name of school											
Postcode											

Please select the correct subject or component.
Please select only one.

English reading	
English writing	
Mathematics	

	Error type code
A	Incorrect totalling of marks on the test script
B	Incorrect transfer of marks to the front of the test script
C	Incorrect paper/component total in the online pupil results

I am requesting a clerical review for the pupil(s) below.

	Pupil name	Date of birth (dd/mm/yy)	Current mark	Current level	Requested mark	Requested level	Error type
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Signature of headteacher Date

Print name

This form may be photocopied.



Individual pupil review application form

Name of school										
Postcode							/			
	DCSF number									

Please select the correct subject or component.
Please select only one.

English reading	
English writing	
Mathematics	

I am requesting an individual pupil review for the pupil(s) below.

	Pupil name	Date of birth (dd/mm/yy)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

Signature of headteacher Date

Print name

This form may be photocopied.

Useful contact details

For general queries regarding review services, please contact:

National curriculum assessments helpline

Telephone: 0300 303 3013

Email: nctschools@edexcel.com

The helpline can answer general questions about the reviews process, but cannot discuss details of specific review applications over the telephone.

All review applications should be sent to:

Test operations agency
Hellaby Lane
Hellaby
Rotherham
S66 8HN

We recommend that schools use a track and trace postal or courier service to submit review applications. Postage or courier costs will not be reimbursed irrespective of the outcome of the review.



About this publication

Who is it for?

The *Reviews guidance for schools* is for headteachers and teachers.

What is it about?

The *Reviews guidance for schools* provides information about review services.

It also provides guidance on the marking process, the review services available and the application process including the conditions for acceptance.

Related publications

- 2010 key stage 2 *Assessment and reporting arrangements*
- 2010 key stage 2 English *Mark scheme*
- 2010 key stage 2 mathematics *Mark scheme*

For more copies

A PDF version of the *Reviews guidance for schools*, online review application forms and the materials listed above, are available from the QCDA website at www.qcda.gov.uk/tests.

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