

Test Day Information Sheet

This is an information sheet that School Services share with parents/carers when they receive their child's test invite.

Please read the following information carefully:

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

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 have been notified in writing where your child will be sitting the Medway Test.

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)

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 or email 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 or email 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.

Withdrawing your child from the test

If you wish to withdraw your child from sitting the test at any time, 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- **On the test day:** Please complete the withdrawn form held at the school if your child was due to sit the test in their own school.

Test Day Registration Form (Test Centres only)

- A registration form (available at 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 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/carer and 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/carer and 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.

Items allowed in the test rooms

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

- HB grade pencil(s) only
- 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

Your child will be reminded in the break room by staff to check their belongings for any items not allowed and to have the opportunity to put them away before the test.

If any items not allowed 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:

Items not allowed:

- pens – using a pen means your answer sheet will not be marked
- pencil case(s)
- scissors
- glue stick
- pair of compasses
- protractor
- ruler
- SMART technology*
- 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 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 for the Medway Test. Workings out/notes should be done in the question booklet.

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

If these items are found with your child they will be confiscated, and your child will be disqualified from the Medway Test.

Please note: Your child should not have any valuable items 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

Answer sheets are used in the English, Mathematics and Reasoning 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. 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

Testing timetable

Testing in school

Day 1	Day 2
English test	Mathematics test
	Break
	Reasoning test

Testing in a Test Centre or St Andrew's School

Day 1
English test
Break
Mathematics test
Break
Reasoning test

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 a number 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 HB pencils, sharpener and 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 items not allowed in the test room

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 2024.

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

X: 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 Wednesday 16 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 following options:

If your child was assessed as non-grammar and you're unhappy with the result of the test, you can still apply for grammar schools. We recommend that if you wish to do this, you name a mixture of grammar and non-grammar schools on your application form as we will not be able to offer a grammar school on national offer day. Instead, you will be given the right of appeal for the grammar schools you name. More information about your options are available in the non-grammar assessed information sheet and on our appeals page.

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).

Remarking/Appeals/View test papers

- There is no 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.

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 at www.medway.gov.uk/YourFeedback or scan the QR code below.

