

ST. MARY'S PRIMARY SCHOOL

E-TESTING POLICY

1. Purpose

- a. To ensure that all pupils who experience an e-test in St. Mary's Primary School do so in a fair and equitable manner.
- b. To ensure that the pupils are fully prepared for the assessment and that the nature of the assessment will allow the pupils to perform to their full potential.
- c. To ensure that all staff are fully confident in respect to the administration of the test and in how to use the outcomes diagnostically and formatively, especially in regard to future planning.

2. Procedures

- a. All pupils will be informed prior to an e-test that the strategies they use for the e-test format should be the same as for a pencil and paper test, if appropriate, given the nature of specific e-tests. Pupils will be encouraged to use rough work sheets, as appropriate, and check answers prior to confirming their response on screen.
- b. All pupils will have the opportunity to complete at least one practice session associated with the test on screen prior to completing the actual test. In addition, pupils will have an opportunity to receive feedback from the teacher on their practice test performance and how to improve, prior to taking the actual test.
- c. The pupils will be shown the navigation system associated with the actual test as part of the practice test. If this is not part of the software in the practice test, the teacher must explain the navigation system utilised in the e-test, prior to the pupils completing the test.

3. Environment

- a. All e-tests will be conducted in the computer suite and the environmental conditions will be monitored so that the pupils are comfortable and temperate during the test.
- b. There will never be more than 15 pupils sitting an e-test at the one time unless it is a practice test. All pupils will be separated from each other by a screen or divider during the test to ensure privacy.
- c. Pupils of similar ability should be grouped together in order that there is a reduced risk of major variations in scoring if pupils attempt to copy answers.

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4. Preparation

- a. The assessment co-ordinator will ensure that all computers and ear phones are working properly prior to the administration of the test and will inform the relevant class teacher if there are any issues.
- b. The assessment co-ordinator will ensure that all software is operational for the test.
- c. The class teacher will ensure that all relevant pupil dividers, rough work paper and erasers are available prior to the test. In addition, the class teacher will ensure that appropriate and adequate seating arrangements are in place prior to the test.
- d. The half of the class who are not completing the e-test at that time will remain with their teacher(s) in the year group.

5. Administration

- a. The assessment co-ordinator will ensure that all passwords are available for the pupils so that they can access the relevant test.
- b. The assessment co-ordinator will be familiar with the navigation system utilised in the test and will be available to assist pupils with any navigational difficulties.
- c. The assessment co-ordinator will be familiar with the log-on procedures in the test and will support pupils with any issues during this aspect of the test.
- d. The assessment co-ordinator should be contacted at least one week in advance if the class teacher is unsure of any procedures associated with the test.
- e. The class teacher will be familiar with and be able to support pupils with the concluding of the e-test.
- f. In order to build staff confidence and capability, there will be regular in-service training prior to e-testing sessions. There will also be a review of the process with the assessment co-ordinators after the testing session is completed where feedback can be given. Staff with specific difficulties in managing e-testing will be able to receive support from the assessment co-ordinator.

6. Review

This policy will be reviewed on an on-going basis depending on the experiences gained by staff and on advice received from relevant external agencies. At the latest, it will be reviewed in May 2014 by the assessment co-ordinator.