



Multiplication Tables Check 2018

Handbook for Check Administrators Trial 2 (Trial Administration Guidance)

Return this guidance document to SQA in your school package after you have completed your final school administration.

February 2018

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1 Introduction and overview

This handbook provides guidance for check administrators administering the multiplication tables check (MTC) trial during the trial period from Monday 19 March to Friday 23 March 2018. It includes information to help you to:

- understand the requirements of the trial
- understand the role of the check administrator
- plan for the trial
- access the MTC system
- administer the check
- maintain the security of materials
- provide feedback on the MTC digital service and check administration

1.1 Background

In January 2016, the government announced its intention to introduce a multiplication tables check during key stage 2. The check is intended to identify children who have not yet mastered this important mathematical skill so schools can give them additional support.

The primary assessment consultation¹ invited views on how and when the check should be administered. The preferred option was that the check should be taken at the end of year 4, and that it should not be burdensome for schools, both in terms of the time taken to administer the check, and the requirements for reporting data. The check will therefore be administered to pupils at the end of year 4, and has been designed to place minimal burden on staff members and pupils. It will become statutory in the 2019 to 2020 academic year.

1.2 Overview of the trial

You will administer the on-screen check to assess pupils' ability to recall their multiplication tables up to 12x12 through a set of timed questions. Pupils will answer 3 warm-up questions before the check begins.

This trial will test different timing settings with year 4 pupils, which have not yet been confirmed, in preparation for the roll out of the statutory check in 2020. You must not share this information with any school that you visit.

The purpose of the trial is to:

- establish the most appropriate recall time for each question
- help STA understand how to administer the check with minimal burden on schools
- gather feedback from schools on the prototype
- give STA a better understanding of school ICT and internet connectivity
- evaluate the system content to ensure that the check is easy to use
- check the system meets schools' requirements and seek feedback on improvements

¹ <https://www.gov.uk/government/consultations/primary-assessment-in-england>

Pupils' results will not be returned or reported during the trial.

1.3 The role of the check administrator

Your role is to administer the online check in accordance with the instructions detailed in section 4. The evidence derived from the trial can then be relied upon.

The role involves:

- making arrangements with the school
- establishing a professional relationship with the relevant staff member
- administering the check to pupils
- ensuring that every aspect of the administration is carried out meticulously
- dealing with queries and problems
- ensuring that this handbook, pupil attendance register and hard copy of the feedback survey, which are referred to as 'materials' in this guidance document, are kept confidential at all times and returned securely to SQA, fully completed, as required

You are a representative of SQA in the schools you visit. You are part of a group of skilled and experienced professionals whose contribution is integral to the success of this trial.

1.4 Quality assurance and STA visits

As part of the administration of the MTC trials, SQA will implement a quality assurance (QA) process, which will monitor the quality of the administration in a selected sample of schools.

QA monitors will carry out monitoring visits to 5% of participating schools. The purpose of their visits will be to help ensure that you administer the checks correctly, in accordance with the guidance in this handbook. SQA will contact schools if a QA visit is to take place. The QA monitor will contact you regarding the start time of the trial. Prior to the beginning of the check, the QA monitors are not required to be present for the discussion between you and the member of school staff, however, the QA monitor is required to be present before the check begins.

The QA monitors will observe the checks taking place and ensure that they are being delivered to the documented standards as indicated in this handbook. The QA monitors will complete a checklist and submit it to SQA.

STA staff may be present on the day of the trial to observe how the pupils are coping with the check. SQA will inform you and the school if this is to take place.

1.5 Summary of requirements for schools

As part of the March 2018 trial, schools will need to:

- make available one class of year 4 pupils

- support the check administrator to conduct the check in small groups of no more than 4 pupils
- provide devices for pupils to undertake the check
- generate a school password and pupil personal identification numbers (PINs)
- provide feedback on the trial through an online survey

1.6 Help and support

If you have queries regarding any aspect of your work or the administration of the trial, you should contact the MTC helpline on 0345 278 8080.

2 Administration arrangements

2.1 Making arrangements with schools

An email will be sent to you with information for each school visit. This information will include:

- the name of the school
- the date of your visit to the school
- contact name and details for the school
- estimated number of pupils participating in the trial

You must make clear arrangements with schools at least 2 weeks in advance of the school visit. Telephone the contact person in each school to make the final arrangements for your visit(s). You must cover the following points with the school before your visit:

- agree the time of your visit — work out a mutually beneficial time with the school
- confirm how many year 4 pupils will be taking the check. Remember that the pupils must come from one class only
- ask the school to print out the pupil register (in date of birth order, oldest to youngest) showing the pupils that will be taking the check and provide a copy to you when you arrive at the school
- explain to the school that the pupils will be split into 3 groups: group A, group B and group C with equal number of pupils per group. Pupils will take the check within their groups, but each of the groups A, B and C may need to be further split so that no more than 4 pupils are sitting the check at any one time
- arrange with the school to arrive 30 minutes before the trial to allow time to split up the pupils into groups A to C, according to the steps outlined in section 3.1. Advise the school that the check should take no longer than half a day to administer to the pupils
- advise the school that the system is not ready to test access arrangements for pupils with special educational needs and/or disabilities yet. Therefore, STA advises not to include any pupils that may need additional support in this trial
- explain that a staff member must be present with you at all times when a check is being administered
- ask the school to ensure equipment is charged, turned on and in good working order before pupils are admitted to the room
- ask the school to cover or remove any posters or displays, which may help pupils to answer the questions
- explain to your contact person that you will have a few questions from the survey to ask them before you leave the school
- indicate that if possible, there should be a question and answer discussion with the participating pupils after the check has taken place. This can be facilitated by either you or a staff member, if they feel this would be more appropriate
- confirm with the school if they have signed and returned the confidentiality statement
- agree with the school what action will be taken if the check is disrupted, e.g. by a fire alarm, toilet break, pupils becoming ill or disruptive

- explain that on the day of the trial a member of school staff will need to be able to access NCA tools to download and print pupil PINs. It is important that the PINs are generated and printed while you are there, if possible. Some staff members may feel comfortable doing this themselves. It is important to note that PINs must be printed and cut out on the day of the check as they are only valid for that day
- go over equipment requirements with the staff member (see section 3.3 for more detail on equipment required)

It is important that you use the call to ensure that the school is comfortable with the arrangements, set expectations and gain information that will allow you to prepare for the visit.

You should make every effort to keep to the arrangements that you agree with the school. If you are unable to do so, please inform the school as soon as possible. If you know in advance that you cannot attend you must contact the school to re-arrange and contact SQA about the new arrangements. If something happens on the day of the trial (e.g. illness), you must contact the school to inform them and contact the MTC Team (contact details in section 1.6). It is important that schools experience SQA as a responsible and professional organisation.

You must take your current enhanced DBS certificate and photographic ID to each school you attend.

2.2 Receiving and storing materials

When you receive the school package, you must check the delivery against the checklist to ensure that all the materials are present (see Appendix B). We recommend you complete this as you go through the process to ensure that you have followed the correct procedures.

Each school package will contain a cover letter, a blank pupil attendance register and a hard copy of the survey. If the school package is incomplete, you must contact the MTC helpline immediately.

3 Preparing to administer the check

3.1 Preparing the pupil attendance register

You should aim to arrive at the school 30 minutes before the trial so you can confirm the actual number of pupils that will take the check. Ensure the school provides you with the pupil register in date of birth order, oldest to youngest, as you will need this to allocate pupils to each group and complete the pupil attendance register.

Steps for preparing the pupil attendance register

- 1** – Check the pupil register is in date of birth order (oldest pupil to youngest pupil). This is key, as this will ensure that all pupils are allocated to the 3 groups in a consistent way.
- 2** – Starting from the top of the register allocate each pupil a generic name in order of A01, B01, C01, A02, B02, C02 and so on. This list will assign the pupils into the 3 groups.
- 3** – Using the generic pupil name you have allocated on the pupil register, for example B01, transfer each pupils' actual information, forname, surname, date of birth etc. into the pupil attendance register, against the pre-populated generic pupil names (see Appendix A).

The above process should ensure that the pupils have been split equally across the 3 groups. It is advised that the check is administered to small groups of around 4 pupils, so you may need to split each group into sub-groups when administering the check. However, this will be dependent on the number of computers/devices available in each school.

The pupil attendance register will contain a column for each timing group - group A, group B and group C. It is important that you record the pupil IDs against the correct pupil name and timing group the pupil took part in.

It is vital that you do not disclose the timings to the pupils or the school.

We anticipate the administration of the check will take no more than 15 minutes per group. If there were 30 pupils taking the check, they could be split into 9 groups with 3-4 pupils per group. The total time spent at the school should be no more than 3 hours. This includes 30 minutes before the check to meet the staff member and 15 minutes afterwards to gather feedback. Where possible children should not miss break time to take the check

If the arrangements are different from what was agreed, and you think they may have an impact on the running of the trial, please call the MTC helpline for guidance.

Inform the staff member that they must be present in the classroom during the check as they have a responsibility for the pupils' welfare and to support you should there be any disruption.

3.2 Preparing the room

You should check with the staff member that the room where the check will take place has been prepared, to ensure that:

- any displays or materials that could help pupils have been removed or covered
- seating arrangements will allow all pupils to work quietly and independently
- pupils will not be distracted by other pupils or their equipment
- equipment is charged, turned on and in good working order before pupils are admitted to the room

Confirm to the staff member that the check will be administered by you and supported by the staff member, as they will be able to support pupils taking the check.

3.3 Equipment required

Schools can use any of the following devices to access the check:

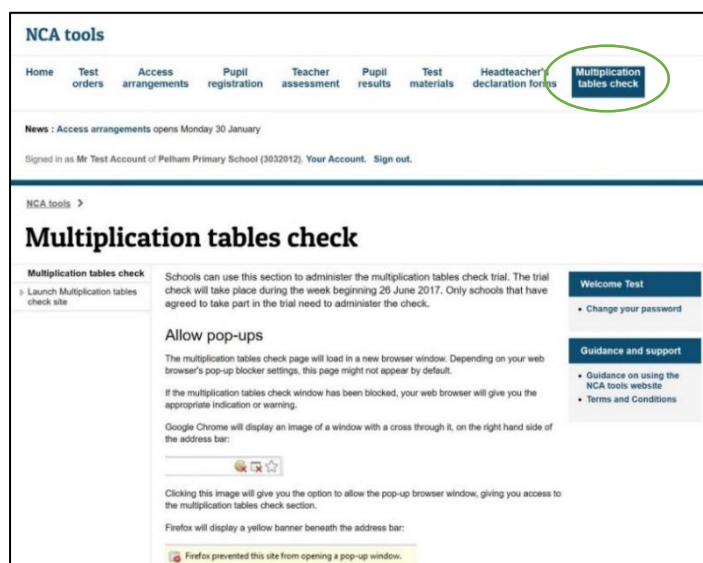
- PC
- Mac
- laptop
- tablet

Ensure that these devices have:

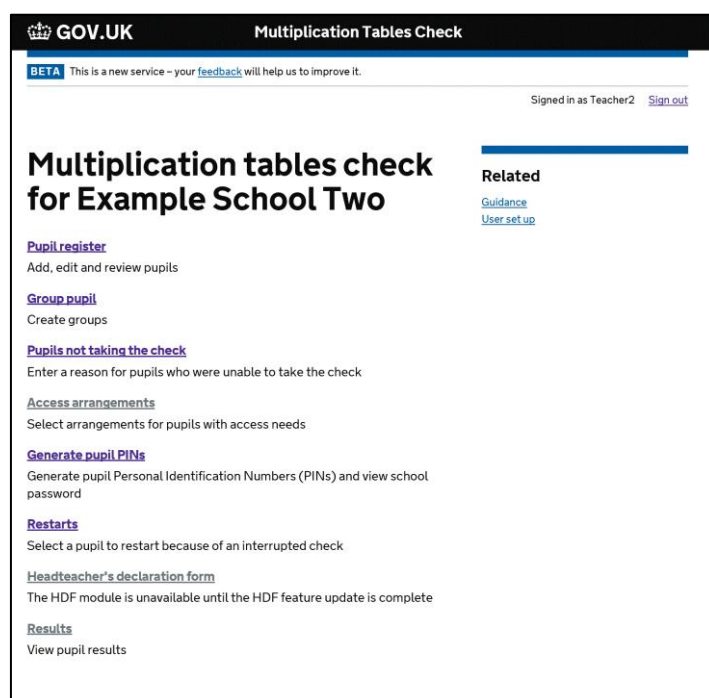
- an up to date internet browser installed (for Internet Explorer, use IE10 or later)
- only one tab open
- a browser which is not in private browsing mode
- cookies enabled
- all other programs closed

3.4 Accessing the system

Schools will access the MTC system via [NCA Tools](#)². Sign in to NCA tools and select the 'Multiplication tables check' section.



The MTC home page will look like this:



The text on some screens may change before the trial, based on feedback from an ongoing usability study.

² <https://ncatools.education.gov.uk>

3.5 Registering pupils for the trial

In this trial, pupils from year 4 should take the check. No pupil data will be stored in the prototype system so the pupil register will be pre-populated with 36 numbered pupils (Pupil A01, Pupil A02, Pupil A03). You do not need to use all pupil records in the system.

3.6 Generating pupil PINs

A member of the school staff with access to NCA tools will need to generate the pupil PINs. Click 'Generate pupil PINs' on the MTC home page. You will notice that this page will be pre-populated with three groups. Each group has a specific timing set to it (5, 6 or 7 seconds). It is important that you only generate PINS for one group at a time to avoid any confusion. Select the pupils who will take the check that day and click 'Confirm'. This will generate the school password and a unique PIN for each pupil selected. They are valid until 4pm on the day they are generated.

GOV.UK

Multiplication Tables Check

BETA

This is a new service – your [feedback](#) will help us to improve it.

[Home](#) > [Generate pupil PINs](#)

Signed in as Teacher2 [Sign out](#)

Generate pupil PINs

Pupil PINs and school password generated

Valid only until 4pm, Thursday 15 February

Please distribute pupil Personal Identification Numbers (PINs) and school password to your pupils.

Print pupil PINs and school password

Generate more PINs

Example School One's password for the day:
bat34pen

Pupil	Pupil PIN
School 3, Pupil A01	8769
School 3, Pupil A02	6626
School 3, Pupil A03	5285
School 3, Pupil A04	5728
School 3, Pupil A05	3433

Related

[Guidance](#)
[Group pupils](#)
[Restarts](#)

GOV.UK Multiplication Tables Check

BETA This is a new service – your [feedback](#) will help us to improve it.

[Home](#) > [Generate pupil PINs](#) > Select pupils

Signed in as Teacher2 [Sign out](#)

Select pupils to generate pupil PINs

Filter by groups

☒ Group A (12 pupils)

☐ Group B (12 pupils)

☐ Group C (12 pupils)

Pupil ▼ Deselect all ☒

School 3, Pupil A01	<input checked="" type="checkbox"/>
School 3, Pupil A02	<input checked="" type="checkbox"/>
School 3, Pupil A03	<input checked="" type="checkbox"/>
School 3, Pupil A04	<input checked="" type="checkbox"/>
School 3, Pupil A05	<input checked="" type="checkbox"/>
School 3, Pupil A06	<input checked="" type="checkbox"/>
School 3, Pupil A07	<input checked="" type="checkbox"/>
School 3, Pupil A08	<input checked="" type="checkbox"/>
School 3, Pupil A09	<input type="checkbox"/>

Drillife's schoolid: 12 generate_pins_overview

Confirm **Cancel**

To print a list, click 'Print pupil PINs and school password'. This is an example of the printout:

Standards & Testing Agency

Multiplication tables check


- Please cut out and distribute to pupils
- The school passwords and pupil PINs will expire by 4 pm on Monday, 26th June.
- New PINs will need to be generated if not used by 4 pm on Monday, 26th June.

Pupil C01 School password: bat34pen Pupil PIN: 5105 http://sta-mtc.co.uk	Pupil C02 School password: bat34pen Pupil PIN: 2573 http://sta-mtc.co.uk
Pupil C03 School password: bat34pen Pupil PIN: 4639 http://sta-mtc.co.uk	Pupil C04 School password: bat34pen Pupil PIN: 3498 http://sta-mtc.co.uk
Pupil C05 School password: bat34pen Pupil PIN: 8769 http://sta-mtc.co.uk	Pupil C06 School password: bat34pen Pupil PIN: 7541 http://sta-mtc.co.uk

You will need to cut out each of the PINs to provide them to the pupils when they take the check.

3.7 Pupil register

On the 'Pupil register' page the 'Status' column shows whether they have a PIN generated, have not yet started the check, have completed the check or whether their check is 'In progress'. This column will update automatically.

 **GOV.UK**

Multiplication Tables Check

BETA This is a new service – your [feedback](#) will help us to improve it.

[Home](#) > [Pupil register](#)

Signed in as Teacher2 [Sign out](#)

Pupil register

This list uses anonymous pupil data in the format Pupil 1, Pupil 2, etc. If you need to add more pupils please follow this pattern. Do not use real pupil data. To withdraw pupils, go to [Pupils not taking the check](#).

Add pupil Add multiple pupils

Pupil ▲	Group	Status
School 3, Pupil B01	Group B	Not started
School 3, Pupil B02	Group B	Not started
School 3, Pupil B03	Group B	Not started
School 3, Pupil B04	Group B	Not started
School 3, Pupil B05	Group B	Not started
School 3, Pupil B06	Group B	Not started
School 3, Pupil B07	Group B	Not started
School 3, Pupil B08	Group B	Not started
School 3, Pupil B09	Group B	Not started

Related

- [Guidance](#)
- [Pupils not taking the check](#)
- [Access arrangements](#)

3.8 SEND pupils

Accessibility is an important factor in the development of the MTC. However, we aren't ready to test access arrangements for pupils with special educational needs and/or disabilities (SEND) yet. Therefore, we would advise you not to include any pupils that may need additional support in this trial.

If schools would like to volunteer to participate in future user research on how access arrangements may be incorporated into the MTC, they should email mtc.sta@education.gov.uk.

4 Administering the check

Pupils should be brought to the room in their sub-groups of 3-4, where possible. At this point, pupils will be given their unique PIN slip. You need to make sure that you give each of the PIN slips to the correct pupils as allocated on the pupil attendance register.

Tell the pupils that trials are being carried out in a number of schools to help in the development of the check. Make clear that we are testing the system and not the pupils. Tell the pupils that they will be given the opportunity to do 3 practice questions to help them get used to the system. After the practice questions, ask the pupils if they have any questions about the use of the system.

4.1 Instructions for pupils

Pupils must only complete the check once. You should introduce the check as consistently as possible, bearing in mind some pupils may require more explanation to understand the instructions.

The following text provides an example of how you could introduce the check.

In this activity, you are going to be asked 25 multiplication tables questions on screen.

You will be testing the website to make sure it is working properly. You will not get a result from the check because the system is not keeping score in this trial.

First, there are 3 practice questions. Have a go at these to get used to the system.

You can use these to practice putting your answers into the answer box.

(For pupils using a PC/Mac/laptop) You can use the number pad on your keyboard, click the numbers on the screen using a mouse, or if you are using a touchscreen, press the numbers on the screen to give your answers.

(For pupils using a tablet) Give your answer using the numbers on the touchscreen.

When the check starts, you will have a time limit to answer each question. The system will automatically accept your answer at the end of the time limit.

You don't need to press the 'Enter' button if you don't want to, but you can bring up the next question sooner by pressing or clicking 'Enter'. If you don't press the 'Enter' button, after the question has timed out the check will move to the next question. The system will save whatever answer you have written in the answer box.

There will be a short pause between each question.

You cannot pause or stop the check once you have started.

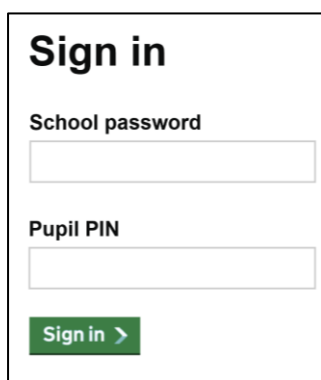
If you make a mistake when giving your answer, you can use the backspace key to correct your answer.

But you cannot go back to a previous question.

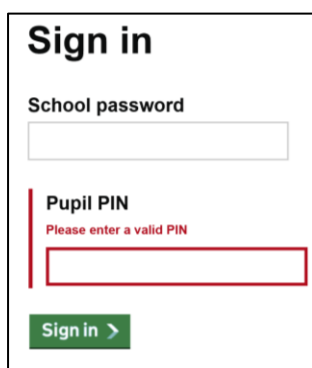
Does anybody have any questions before we begin?

You can now enter your details from the PIN slip you have been given to sign in.

The first screen pupils will see requires the school password and their pupil PIN:

A screenshot of a 'Sign in' form. It has a title 'Sign in' in bold. Below it are two input fields: 'School password' and 'Pupil PIN'. At the bottom is a green button with the text 'Sign in >'.

If a pupil makes an error when entering their PIN, they will see the following page:

A screenshot of the 'Sign in' form showing an error. The 'School password' field is empty. The 'Pupil PIN' field is highlighted with a red border, and a red vertical line is to its left. Below the field, the text 'Please enter a valid PIN' is displayed in red. The green 'Sign in >' button is at the bottom.

If this occurs, check they have the correct PIN. When the pupil has entered their PIN correctly, they will see the welcome screen:

Welcome, 60

Check your details are correct. Begin by clicking 'Next'.

First name: 60

Last name: Pupil

Date of birth: 29 February 2000

School: Huttoft Primary School

[This is not me, I will try again](#)

Next

4.2 Problems or queries during check administration

If a pupil leaves the room during the check, record the reason for the absence on the pupil attendance register. You should refer to the school's policy on pupils leaving the classroom during class time. However, you must not be left unattended with pupils during the check. If pupils need to leave the room, another staff member must accompany them.

Answering pupils' questions

There is no option for a pupil to pause or stop the check once it has started. Ensure you do not say anything that might advantage a pupil. If a pupil asks you how to answer a particular question, explain that you will discuss it with them after the check has finished and ask them to continue.

IT issues

If you have IT issues during the check, ask the staff member to speak to the local IT support in the first instance. If you need additional advice, contact the MTC helpline on 0345 278 8080.

Restarts

If a pupil or group is significantly interrupted while taking the check, you may allow pupil(s) to restart the check by selecting 'Restarts' on the MTC home page.

Restarts

If a pupil's progress was significantly interrupted while taking the check, use this page to notify STA that they will restart the check. The pupil will take a different check form from their previous attempt and the last completed attempt will be reported.

Select pupils to restart

No pupils selected to restart the check.

On the 'Restarts' page, you can choose pupils to restart the check and provide the reason. The pupils will then be able to restart the check.

Select pupils for restart

1. Select reason for restart

- ☐ Loss of internet
- ☐ IT issues
- ☐ Classroom disruption
- ☐ Did not complete

If necessary, please provide further information:

▼ [What do these reasons mean?](#)

2. Select pupil(s)

Filter by name

Filter by groups



5 After the check has been administered

At the end of the trial, if time allows, a short discussion may be held with the pupils to gauge their reactions to the check. Either you or the staff member should lead this discussion. Write down any relevant points raised on the hard copy of the survey. The hard copy of the survey should be used to assist you when completing the online survey.

After the pupils complete the check and before they leave the room, you should collect each PIN slip, checking this against the pupil attendance register to ensure the pupil have used the correct PIN. All PIN slips should be handed to the staff member at the end of the check to be destroyed securely.

Ensure that pupil attendance registers have been completed with the required information (PIN, timing group, first name, last name, date of birth, gender and attendance) before you leave the school.

5.1 Check administrator feedback

Please complete a check administrator online survey for each of your visits. You will be provided with a hard copy of the survey in your school package, as well as a link to the 'Smart Survey' website for each visit. Please ensure that you take this with you to each visit as you will be required to ask questions of the staff member and where possible, the pupils. You will then use this hard copy to help you complete the check administrator survey online.

The survey should be completed at home after the trial has been conducted. If you are unable to complete the survey on the same day as the trial, please notify SQA. Return the hard copy of the survey along with the completed pupil attendance register in the return package provided.

5.2 Staff feedback

Collecting school staff views of the check is a valuable part of the trial process. Therefore staff members are requested to answer a few questions after the check has been administered. Ask the staff member about any positive or negative experiences using the service and any suggestions for improvement that will help schools administer the check in the future.

Staff members' views form part of the evidence collected on the check and can contribute to discussions on any improvements that need to be made to the system.

5.3 Returning the materials

At the end of the trial, please ensure the secure return of all materials the same day. Do not leave the school unless you are sure that you have completed the pupil attendance register. It is your responsibility to complete the pupil attendance register correctly. If this is not possible, return them the next working day e.g. if a trial is on Thursday and you are unable to return the materials on the day you should return these the next Monday. **Do not post material on a Friday.**

You must collate all materials on the same day as the trial, package the completed pupil attendance register, hard copy of the survey and any signed confidentiality statements into the package provided. Sign the return label located on the front of the white return package confirming all materials are enclosed inside.

Put the package into the red and white Parcelforce return bag. The Parcelforce bags will be labelled with the SQA return address. The sealed Parcelforce bag can be returned by any of the following means:

- the nearest Parcelforce depot
- a Post Office that accepts Parcelforce packages

Email the Post Office/Parcelforce tracking number to SQA as soon as possible after returning each school package. **Packages must not be returned on a Friday.** Packages should be returned on the same day as your visit. If your visit is due to take place on a Friday, the materials must be returned to SQA as soon as possible the following week. If you are administering at more than one school, please do not wait for all your school visits to be complete before returning your materials. This project is running to a particularly tight timeline so please return materials as soon as you can.

You can locate your nearest depot by clicking the link to the [Parcelforce branch finder](#)³.

For every package sent, please email SQA at mtc@sqa.org.uk and provide the following information:

- your name
- school name
- school DfE number
- date the parcel was sent
- Parcelforce tracking number

³ www.parcelforce.com/branch-finder

6 Security

6.1 Key points

All materials come from SQA and must be returned to SQA. Photocopies of materials must not be made under any circumstances. Once you have signed for receipt of the materials, you are responsible for the security and confidentiality of the materials in schools, at home and while travelling, until they are returned safely to SQA.

6.2 Pupil data information

At no point can pupil data be sent via email. If you are unsure about sending/receiving information, please contact the MTC helpline immediately.

You must not share any personal or sensitive information via email. If you are sent any information from a school, you must telephone the MTC helpline immediately. If at any stage you are unsure about a data protection issue you must contact SQA. Contact details can be found in section 1.

6.3 Physical security procedures

Delivery of materials cannot be made to your place of work but must be made to your home address. All materials will be delivered using Parcelforce track and trace.

Materials must be signed for. If you cannot be at home to sign for these, another adult at the address can do this. Children must not sign for materials.

Once you have received the package, please check the enclosed materials against the checklist detailing the content of the package. Please email the MTC team to advise that all materials are present. If there are any documents missing, please telephone the MTC helpline immediately.

6.4 Storing materials

Material must be stored securely.

- Any material containing pupil data should be re-packed in the white bag labelled 're-package' and stored securely.
- Make sure to report any issues to the SQA MTC team immediately.

If you suspect that there might have been a breach of security regarding the pupil attendance register, you must report the incident immediately to the MTC helpline on 0345 278 8080 or email mtc@sqa.org.uk.

6.5 Security on the move

Take extra care to avoid unnecessary risks. If you have to make a phone call to the MTC helpline to discuss any discrepancies:

- avoid discussing anything sensitive where people might overhear
- pay attention to who is around you

On the laptop, mobile phone or other mobile device (for example, when you are emailing the MTC mailbox):

- make sure your laptop screen is not visible to others

Information on paper (for example, pupil attendance registers, surveys):

- work tidily and with care
- ensure no information is on display
- check you have not left anything behind when you leave the school
- check again

6.6 Social media

The use of social media is now part of everyday life. As a check administrator, you must remember that, if you use social media, you must avoid sharing any information about your role, any details of schools or pupils, or make any remarks that could cause reputational damage to SQA and STA. If you have any queries regarding the use of social media, please contact the MTC helpline on the number above.

Appendix A: Trial 2 blank pupil attendance register example

Multiplication Tables Check 2018 - Trial 2 'Timing'		
Pupil Data Attendance Register		Check Date:
School Name:		DfE No.:

PIN ID.	Generic Name	Timing Group A	Timing Group B	Timing Group C	Forename	Middle name	Surname	Date of Birth	Gender	Absent / Excluded
<i>Admin to collect</i>	<i>Pupil A1</i>	<i>Admin to tick appropriate group</i>			<i>Admin to collect</i>	<i>Admin to collect</i>	<i>Admin to collect</i>	<i>Admin to collect</i>	<i>Admin to collect</i>	<i>Admin to collect</i>
	<i>Pupil A2</i>									
	<i>Pupil A3</i>									
	<i>Pupil A4</i>									
	<i>Pupil A5</i>									
	<i>Pupil A6</i>									
	<i>Pupil A7</i>									
	<i>Pupil A8</i>									
Total Number of Pupils:										

Appendix B: Checklist

A checklist will be provided in your school package. We recommend that you complete this checklist to ensure that you have followed all the correct procedures.

Please see an example of the checklist below.

School	School name/ DfE number	Received and checked all materials	Told SQA of safe receipt	Phoned school to make all arrangements	Testing complete, all materials checked and survey completed	Packed materials and returned to SQA	E-mail/phone confirmation of dispatch including consignment number
1							
2							