

Introduction

A fully completed batch header sheet must accompany each batch of Pupil Booklets that are sent in for hand scoring. Its purpose is to identify the school and the group of pupils to which the Pupil Booklets relate.

All Pupil Booklets must have an electronic pupil data file uploaded to Testwise Reporting Service (TRS) prior to returning booklets to us. This should only include pupils that have taken the test with absent pupils being removed. Please contact our Customer Support Team on 0330 123 5375 for details of how to do this.

A 'batch' consists of all the *Progress Test in Science* Pupil Booklets from a single class or year group for which a suite of reports is required.

Information to be provided by the school

It is essential that the following information is presented clearly in the spaces provided in the information panel overleaf:

1. Full name, postal address and telephone number of the school; also give the name of the person who may be contacted with any enquiries
2. Date of testing (day, month and year)
3. Test level
4. An identifying title for the year group
5. An identifying title for the class
6. Exact number of Pupil Booklets

Assembling and despatching the Pupil Booklets

1. Ensure that all the Pupil Booklets are the same way up.
2. Make sure that all details on the front cover of each Pupil Booklet have been completed clearly and accurately and there are no extraneous marks.
3. Please securely pack your booklets with the information panel at the top. Ensure that the edges of the pages are not crumpled or torn in any way, and that there are no paper clips or loose staples - do NOT seal the parcel at this stage.
4. To print your returns label(s) please go to the following URL: <https://reports.testwise.net/print.my.label>
5. Please firmly attach your returns label to the outer side of each carton(s) and then place the remaining section inside the parcel and seal the carton.
6. Your parcel is now ready to return via secure delivery.

Please note that GL Assessment cannot accept responsibility for loss of or damage to Pupil Booklets occurring in the post.

Supply of scores to the school

All Pupil Booklets received by the service will be scored and the reports made available to the school within 15 working days. Please note that the service is closed over the Christmas and New Year period.

Pupil Booklets should be submitted to GL Assessment for scoring no later than 15 months after the purchase date to guarantee the use of the scoring service. Pupil Booklets submitted after this time period may be subject to an additional scoring charge.

All reports are accessible via our Testwise Reporting Service (TRS) at <https://reports.testwise.net>.

Cost

Scoring and reporting is included in your purchase of the *Progress Test in Science*; there is no supplementary charge.

