

PROGRESS TEST IN MATHS: Digital Edition

Administration instructions for all levels

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Please note: Each student will need a computer, a set of headphones and a mouse. All equipment needs to be in good working order.

1. Test preparation

1.1 Before the testing session

It is strongly advised that you go to the Testwise website:

<https://help.testingforschools.com/display/HOH/Getting+Started>

1.2 Timing

PTM 7

Progress Test in Maths (PTM) 7 has no time limit and students should be given as long as they need to complete it. We anticipate that most students will be able to demonstrate what they can do within **35 minutes**.

PTM 8-14

PTM 8-14 are in two parts. The first part is a timed Mental Maths test and the second is a longer main test (Applying & Understanding Maths). It is important that students take both the Mental Maths and the main test, to give you a wider picture of their mathematical skills. Results will be based on combined scores for the Mental Maths and main test and reports will not be available until both sections have been completed.

- The Mental Maths test should take about **15 minutes** to administer. In this test, each question is timed.
- The main Applying & Understanding Maths test has no time limit and students should be given as long as they need to complete it. We anticipate that most students will be able to demonstrate what they can do within **40-60 minutes**.

You may wish to combine the Mental Maths and main test in one session, or you could split the tests across two days if you wish (although the two sections should be taken within a week). Decide in advance on a reasonable amount of working time for your group of students. You will need to allow some additional time for a short break between the Mental Maths and main test, where applicable, and for ensuring that the test conditions are suitable.

1.3 The test environment

The test must be administered in a formal test environment with students made aware that they are taking a test and that the usual expectations of behaviour and constraints of a test session will be in place.

It is important that the teacher or invigilator is active in ensuring that students are working their way through the test with intent and that there is no talking or opportunity to copy from another's work.

Each student will need a computer, a set of headphones and a mouse. All equipment needs to be in good working order.

Each student should also be given a pencil and a sheet of rough paper to do any working out on. This should be handed back to the teacher at the end of the test and thrown away.

1.4 Checklist for testing

Before the test session

- Allow enough time for the testing session or sessions, including settling time for the students. Decide which tests your students are completing during the session.
- Provide a computer, a set of headphones and a mouse, in good working order for each student. Calculators are NOT allowed.
- Familiarise yourself with these administration instructions.

General arrangements for testing

- Be sure the testing room is comfortable.
- Place a 'Testing – Do Not Disturb' sign on the door.
- Try to forestall any interruption of the testing session by visitors or announcements.
- You may want to set up the computers in advance if your students are young.

1.5 Pupils with special educational needs

The administration of the test can be adapted for pupils with special educational needs or for whom English is an additional language. No assistance should be given with any mathematical content of the test, including explaining terms.*

Please be advised that the Mental Maths section for levels 8-14 is timed.

* Scores resulting from such non-standard administration of the test should be considered with caution. However, a standard administration will not give a meaningful result, if the student is unable to access the test effectively.

2. The test session

2.1 Introducing PTM

Please introduce the test in your own words. Something along the lines of the following should be sufficient:

'Today you are going to take a Maths test. All instructions are provided and you should read and listen to them carefully to make sure you understand what you have to do. There will be some practice questions at the beginning, to show you how to answer different types of questions in the test. You can repeat these examples, if you need to.'

Each part of the test has practice questions. All directions, examples and practice items are part of the test and are delivered via the audio.

Students must work in silence but, if they have a query, they should raise their hand and wait for the teacher or invigilator to approach them. Answer any questions during the introductory practice questions, and explain that you cannot help with any of the test questions.

While the students are taking the test the teacher or invigilator should walk around to check that they are progressing appropriately, that they are not having difficulty with the methods of answering and, importantly with digital tests, that they have not rushed through any part of the test without attempting to answer some questions.

Remember there is no Mental Maths for *PTM 7* – only *PTM 8-14*.

2.2 Accessing PTM Digital Edition

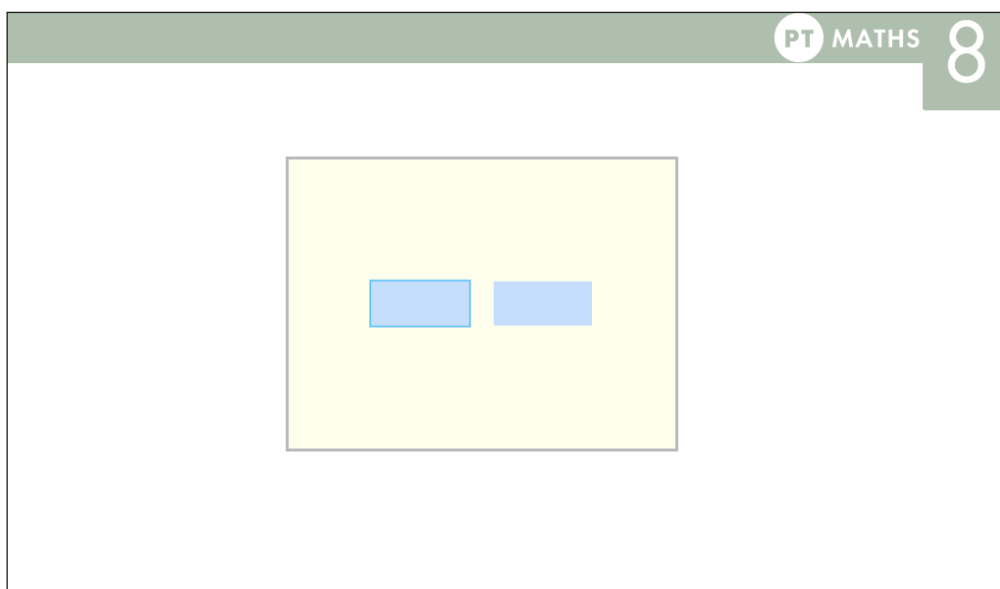
For information on Sittings visit:

<https://help.testingforschools.com/display/HOH/Sittings>

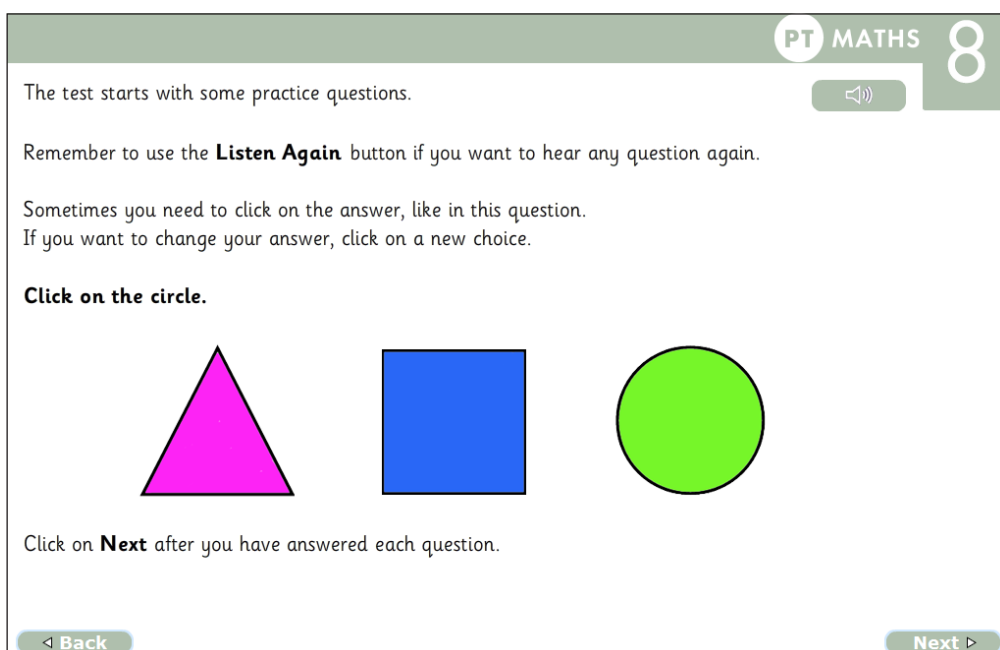
2.3 Practice questions

At the beginning of the Mental Maths test there are some simple practice questions to show students how to answer the timed questions. Remember there is no Mental Maths for PTM 7 – only PTM 8-14.

The Mental Maths questions are separated into three sections. Each section gives students either 5, 10 or 15 seconds to answer each question before the question is locked and the next one appears on screen. Some of the questions will have prompts while others will only have an answer box. Here is the first example:



At the beginning of the main test there is also a series of practice questions to show students how to answer the different types of questions. Here is the first practice question:

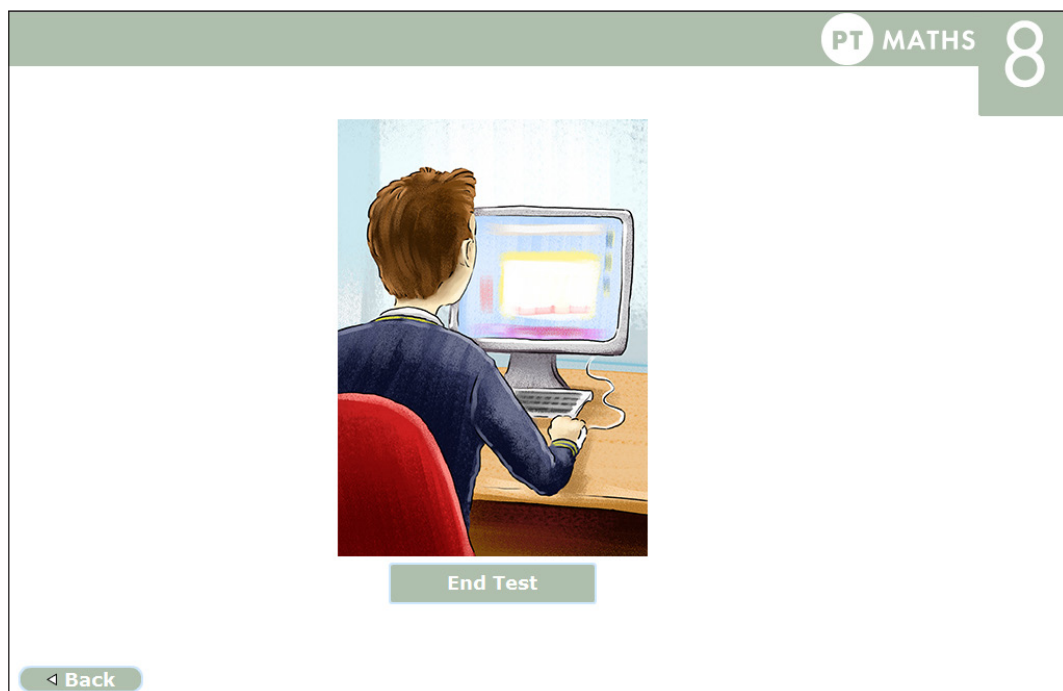
A screenshot of a digital interface for PT MATHS 8. The top right corner features the logo 'PT MATHS' and the number '8'. The main area contains text instructions: 'The test starts with some practice questions.', 'Remember to use the **Listen Again** button if you want to hear any question again.', 'Sometimes you need to click on the answer, like in this question.', and 'If you want to change your answer, click on a new choice.' Below the text are three shapes: a pink triangle, a blue square, and a green circle. At the bottom, there are two buttons: '< Back' on the left and 'Next >' on the right.

Students can work through the examples at their own pace and go back to see again what they need to do. If the students are young (for example those taking *PTM 7* and *PTM 8*) you may want to oversee this part of the process.

Students use the **NEXT** and **BACK** buttons to navigate through the questions. The audio tells the students this but you may want to check as you invigilate that they understand how to do this.

2.4 Ending the test

At the end of the test the following screen will appear:



Once students have ended the test, their results will be saved automatically.

Students must not try to exit the test or close the screen by clicking on the cross at the top right-hand corner as this will cause results to be lost.

For more supporting information, please visit
<https://www.gi-assessment.co.uk/support/ptm-product-support/>.

Thank you for choosing *PTM*.

3. Testwise Technical Support Team

If you have any problems using Testwise, email the Testwise Technical Support Team at support@gl-assessment.co.uk.

You can view our full Testwise Support Services on our website:

<https://www.gl-assessment.co.uk/support/online-testing-support/>