

# PROGRESS TEST IN SCIENCE : 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. Introduction

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*Progress Test in Science* provides a reliable assessment of students' attainment in science. Each test assesses key aspects of science knowledge and skills, appropriate to the age of the students.

***Please read all of this guidance thoroughly in advance of the test session.***

## 2. Test preparation

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### 2.1 Before the testing session

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

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

### 2.2 Should all students be tested?

The test should be given to all students in the relevant age group/class. However, if the test will cause distress to a student, or you are certain that a student will score no marks at all, then it is not necessary to include such students. Similarly, students should be encouraged to work through all of the test, but where you judge that it would be inappropriate for a student to continue, it is permissible for that student to stop.

Students who are absent on the day of testing may be tested later, if this is convenient for the school.

The administration of the test can be adapted for students with special educational needs or for whom English is an additional language. This includes providing reading assistance for students with literacy difficulties. However, no assistance should be given with any science-based content of the test, including explaining terms, and support provided should not involve rewording the questions as this can mislead students.\*

\* 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.

## 2.5 Timing

The tests are untimed, but it is anticipated that the students will take about an hour to complete the test.

## 2.6 The test environment

The test must be administered in a formal test environment. Students should be 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 student's work.

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

Calculators are not allowed.

## 2.7 Checklist for testing

### Before the test session

- Familiarise yourself with these administration instructions.
- Provide a computer, a set of headphones and a mouse in good working order for each student.
- Allow enough time for the testing session, including settling time for the students.

### General arrangements for testing

- Be sure that the testing room is comfortable.
- Place a sign on the door: 'Testing – Do Not Disturb'.
- Try to forestall any interruption of the testing session by visitors or announcements.
- You may want to set up the test session on all required computers in advance.

## 3. The test session

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### 3.1 Introducing the test

Please convey the following information to your class, adapting as required.

Before the test

*Today you are going to take a science test. All instructions are given through the voiceover and you should listen carefully to make sure you understand what you have to do. (All directions, examples and practice items are part of the test and are delivered via the audio.)*

*This test will take you about an hour.*

*You must not talk to each other.*

*If you have any questions during the test, you should put up your hand and wait for me/someone to come to you. I cannot help you to answer any questions but I can read words if you need me to. [You should not explain word meanings.]*

*It does not matter if you find the questions difficult, just try your best. If you cannot answer a question, you should carry on with the other questions and come back to the difficult ones if there is time. Do not copy anybody else's work.*

*When you have finished go back and check your answers.*

*Do you have any questions?*

*First we will try some practice questions, so listen carefully. Stop when you have finished the practice questions.*

*Click on the 'Take Now' button.*

Once all the students have completed the practice questions...

*Now we will start the test. Click on the 'Start Test' button.*

While the students are taking the test the teacher should walk around to check that they are progressing appropriately, that they can use the **Next** and **Back** buttons, 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.

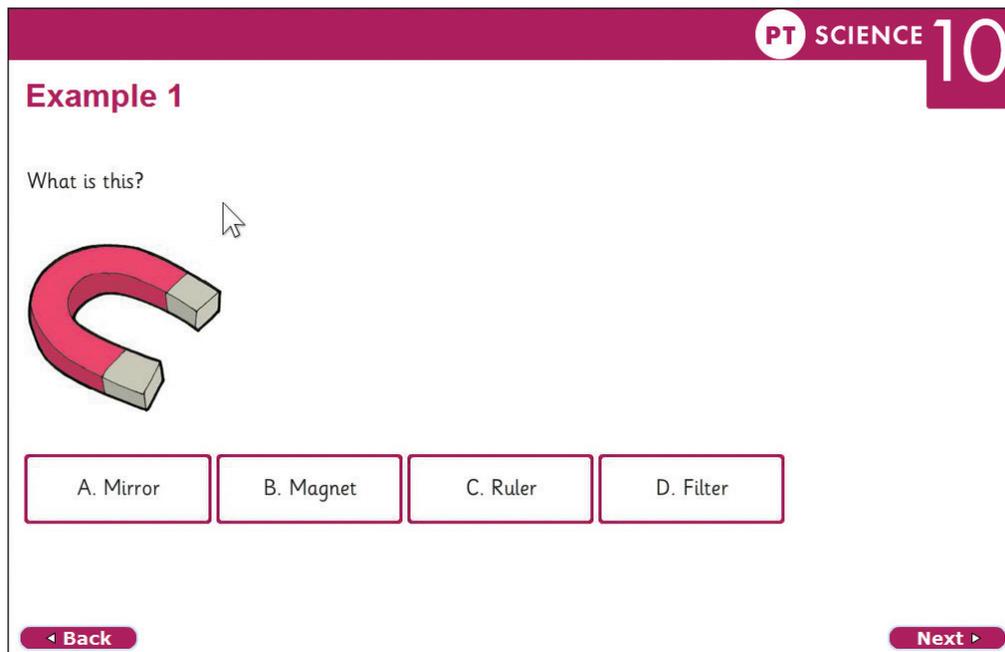
### 3.2 Accessing the test

For information on Settings visit:

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

The test starts with some examples to show the students how to answer the questions.

This is one of the examples:

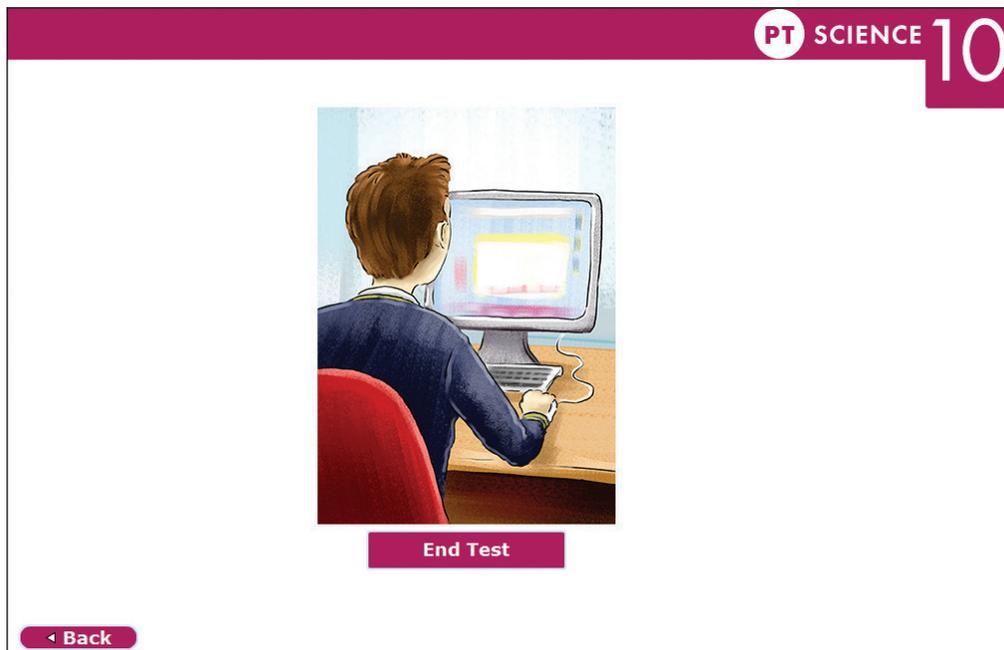


Students will then be given practice questions to work through at their own pace and go back to see again what they need to do.

During the test, 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.

### 3.3 At the end of 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.

**Please note: 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, including Links to National Curricula,  
please visit [gl-assessment.co.uk/support/pts-product-support/](http://gl-assessment.co.uk/support/pts-product-support/)

Thank you for choosing *PTS*.

## 3. Testwise Technical Support Team

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If you have any problems using Testwise, email the Testwise Technical Support Team at [support@gl-assessment.co.uk](mailto:support@gl-assessment.co.uk).

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

[gl-assessment.co.uk/support/online-testing-support/](http://gl-assessment.co.uk/support/online-testing-support/)