

Circular (S/IF/01/09)

January 2009

To: The Principals of Post-primary Schools (including independent and special schools)
For circulation to: The Key Stage 3 Assessment Co-ordinator and the CLASS (C2k) Co-ordinator

Teachers of Year 10 pupils in the following departments:
English, Irish (in Irish speaking schools), mathematics and science

Assessment Arrangements at Key Stage 3: 2008/2009

English, Irish (in Irish speaking schools), mathematics and science

Registration of Year 10 pupils Electronic Transfer of Pupil Assessment Outcomes Detailed procedures for 2008/2009

The Department of Education's circular 2006/26 states that all schools should provide assessment outcomes via CCEA relating to Language and Literacy (English), and Mathematics and Numeracy (Mathematics) for Years 4, 7 and 10. Therefore all schools should enter all Key Stage 3 pupils through Webxchange to CCEA as in previous years. To ensure an entry file can be generated successfully all schools will be required to provide the pupil details set out below including the name of the Science class even if your school does not intend to complete science teacher assessment.

This circular explains how to register the Year 10 pupils in your school for the 2008/2009 Key Stage 3 Assessment Arrangements.

Registration of Year 10 pupils: generating and transferring pupil information

For each Year 10 pupil, schools are required to provide the following information:

- pupil name;
- pupil number (a 13-character unique pupil number (UPN) generated using the school's CLASS system);
- gender;
- date of birth;
- ethnicity;
- the name of the class the pupil is in for English, Irish (in Irish speaking schools), mathematics and science (even if only sending English and Maths); and
- pupils taking the Level 8 Extension Paper in Science.

The transfer of this pupil information to CCEA should be completed by **Tuesday 3 March 2009**.

Your local C2k Centre will post on C2k Exchange in the near future, detailed instructions for generating the pupil information and for producing and transferring the entry file.

If your school is not already connected to the CLASS system, please contact the Assessment Administration Team on (028) 9026 1224 or 9026 1208 and pupil registration forms will be sent to your school.

Checking of pupil information

Following the receipt of the pupil entry file from schools, a pupil entry data checklist will be sent to schools. Schools will be asked to check the accuracy of the pupil information held by CCEA, and to confirm this within one week of receiving the checklist. Where changes are required, these can be accepted on hard copy up until **18 March 2009**.

Electronic Transfer of Teacher Assessment Outcomes in English, mathematics and science

The teacher-assessed outcomes should be sent to CCEA by EDI by **15 May 2009**. The teacher-assessed and test outcomes will be processed and the assessment outcomes transferred electronically from CCEA to schools by **3 August 2009**.

Guidance on generating files and on transferring the teacher-assessed outcomes to CCEA is provided in the document entitled Entering Teacher-Assessed Levels produced by C2k. This will be posted on C2k Exchange. If you have any queries regarding the electronic transfer of pupil assessment outcomes, please contact the C2k Helpline on (087) 0601 1666 or your local C2k Centre.

Detailed procedures for 2008/2009

Enclosed with this circular is a document setting out the detailed procedures for implementing the Key Stage 3 Assessment Arrangements. Your school should receive sufficient copies of this document for distribution to all Year 10 teachers of English, Irish (in Irish speaking schools), mathematics and science. This document includes detailed information on the following:

- the dates and times of the tests (paragraph 4.2);
- ordering the tests (paragraph 4.3) - **the quantity of tests ordered should reasonably reflect the number of Year 10 pupils in your school**;
- increased range of modified versions of the tests (paragraph 4.4);
- the Mental Mathematics Test (paragraphs 4.8, 4.10 and 7.2);
- the special arrangements for the Key Stage 3 tests (Section 5);
- the special arrangements for the Mental Mathematics Test (paragraph 5.7 - extra CD's of the tests are available on request);
- receiving, checking the tests and maintaining security (paragraph 4.5); and
- the timetable of the 2008/2009 arrangements (Appendix 1).

Also enclosed are copies of the timetable printed separately for easy reference.

If you have any queries regarding the content of this circular, please contact the Assessment Administration Team at CCEA, Clarendon Dock as detailed below:

direct lines (028) 9026 1224 or 9026 1208, or

fax: (028) 9026 1288.

Email: gblack@ccea.org.uk or mmarley@ccea.org.uk