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KEY STAGE

2

LEVELS

3–5

English tests

# Subject-specific guidance

Shorter writing and spelling

## Writing test (shorter task)

- 20 minutes (including up to 5 minutes' thinking time)

## Spelling test

- 10 minutes (approximately)

## Information about the *Writing Test Shorter Task and Spelling Test* booklet

- The booklet contains the prompt for the shorter writing task, space for pupils to write their responses and the spelling test.
- The shorter writing task must be administered first. The spelling test must be administered after the writing test is finished.
- One copy of the **Teacher's Version** of the spelling test containing the missing words is included in each pupil pack of the *Writing Test Shorter Task and Spelling Test* booklets.
- You must ensure that the **Teacher's Version** is removed from the pupil packs prior to distribution of the test booklets to pupils.

## Administering the shorter writing task

- Ask the pupils to write their name and the name of the school in the appropriate boxes on the booklet.
- Explain to pupils that they have 20 minutes in which to complete the shorter writing task, including up to 5 minutes to think about their writing before they begin. There is space to make brief notes if necessary.
- **Read through the writing prompt in full. You must not explore pupils' ideas on the prompt.**
- After you have read the prompt, explain to pupils that they should read the writing prompt through carefully to themselves, considering the audience and purpose while thinking about their writing.
- Explain to pupils that as this is the shorter writing task, they are not expected to write at length. They are expected to write precisely and concisely. About two or three paragraphs will be sufficient. The use of additional paper in the shorter writing task, while not prohibited, is not encouraged.

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## **Administering the shorter writing task** continued

- Once the test has started, you should remind pupils after 5 minutes to start writing if they have not done so already. You should give other time reminders as you feel appropriate, eg 5 minutes before the end.
- Explain to pupils that if they have any problems they may ask for help. Remember, you must not explore the writing prompt, or structure the content of their written test work.

## **Administering the spelling test**

- The spelling test is not strictly timed; 10 minutes is suggested as a guide.
- Using the **Teacher's Version** of the test, you must first read the complete passage aloud, including the words in the gaps, as the pupils follow in their booklets. Pupils do not write anything at this point.
- You must then read the complete passage aloud again, telling the pupils each missing word and giving them time to write the words in the gaps.
- Pupils should make their best attempt at spelling all the words, making their writing as clear as possible.
- Explain to pupils that if they have any problems they may ask for help, but they cannot be helped with any spelling.