

English tests

Subject-specific guidance

Writing (longer task)

Writing test (longer task)

- 45 minutes (including up to 10 minutes' planning time)

Information about the Writing test longer task

- The *Writing Test Longer Task: Instructions and Planning* booklet contains the prompt for the longer writing task and the planning sheet. This booklet should not be sent to the external marker.
- The *Writing Test Longer Task: answer booklet* is for pupils' responses and must be sent to the external marker.

Administering the longer writing task

- Ask the pupils to write their name and the name of the school in the appropriate boxes on the *Writing Test Longer Task: answer booklet*.
- Explain to pupils that they have 45 minutes in which to complete the longer writing task, including up to 10 minutes' planning time.
- **Read through the writing prompt and planning sheet 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.
- Discourage the pupils from including illustration or decoration and from folding the paper into a leaflet format.
- Remind pupils that brief notes, even one or two words for the main ideas, are quite sufficient for the planning sheet. These notes are for their own use and will not be marked.
- Once the test has started, you should remind pupils after 10 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.
- Pupils should be given additional paper on request, and should write their name and the name of the school at the top of each page.
- 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.