

World Class Tests

Administrator's Handbook 2010

Contents

| | |
|--|---------|
| Introduction | page 2 |
| Scheme of assessment | page 3 |
| Teaching and learning resources | page 6 |
| Entry procedure | page 7 |
| Registration as a World Class Test centre | page 8 |
| Logging on | page 9 |
| Registering students | page 10 |
| Scheduling computer tests and ordering printed materials | page 11 |
| Delivery, storage and marking of printed materials | page 12 |
| Invigilation | page 13 |
| Delivery and administration of the computer components | page 17 |
| Downloading and uploading stand-alone tests | page 19 |
| Entering students' paper scores | page 20 |
| Generating certificates and group reports | page 21 |
| Troubleshooting | page 22 |
| Appendices | page 23 |

Introduction

Aims

World Class Tests aim to improve learning and achievement in schools and identify gifted and talented students. The tests will:

- recognise individual achievement in mathematics and problem solving;
- match the achievements of the best ten per cent of 8-11 year-olds and 12-14 year-old students in the best performing, English-speaking countries, as identified in international surveys, and provide a formal recognition of that achievement;
- use innovative approaches to the assessment of gifted and talented children, using new techniques and technologies.

World Class Tests form part of the World Class Arena, which also provides resources and support materials for gifted and talented students. The World Class Arena website is the 'nerve centre' for the programme and can be found at www.worldclassarena.org.

As a registered World Class Test centre you will be able to execute the following via the website

- register students
- schedule the computer tests
- input students' paper scores
- view students' test results
- generate World Class Test certificates and group reports.

The role of GL Assessment

From November 2003 World Class Arena materials have been published by GL Assessment. We will continue the work, begun by the Qualifications and Curriculum Authority, of publishing the teaching and learning and assessment materials.

This Administrator's Handbook to World Class Tests is distributed by GL Assessment. GL Assessment publish, deliver and administer World Class Tests to participating World Class Test schools and centres. It provides administrators, teachers, IT technicians and Heads of centres with information and guidance on World Class Test administration and assessment arrangements for tests in 2010.

It is important that all teachers and administrators who will be involved in World Class Tests have a copy of this handbook. Further copies may be downloaded from <http://www.worldclassarena.org/>

Contacting GL Assessment

If you need to talk to someone at GL Assessment about World Class Arena, please call customer services on 0845 602 1937. When you hear the automated message, press 2 on your phone pad for GL Assessment and you will be connected to a customer services advisor.

If you are an international customer please call + 44 (0) 208 996 8440. Or you can contact us by e-mailing information@gl-assessment.co.uk or faxing 0845 601 5358.

Scheme of assessment

World Class Tests at a glance

For the award of a World Class Test certificate, students must complete two components within an age range and subject area. To achieve an award, the computer-based component and the paper-based component must be taken in the same test session.

| 8-11 year old Mathematics World Class Test |
|--|
| 60 minute paper test MP08-11 + 60 minute computer test MC08-11 |

| 8-11 year old Problem Solving World Class Test |
|--|
| 60 minute paper test PP08-11 + 60 minute computer test PC08-11 |

| 12-14 year old Mathematics World Class Test |
|--|
| 75 minute paper test MP12-14 + 75 minute computer test MC12-14 |

| 12-14 year old Problem Solving World Class Test |
|--|
| 75 minute paper test PP12-14 + 75 minute computer test PC12-14 |

Please note: The computer-based components of World Class Tests are powered by Testwise, GL Assessment's online assessment platform.

Language of tests

All tests supplied by GL Assessment are through the medium of English. The World Class Tests are used internationally and have been translated into Chinese for the East Asian region. Our East Asian supplier of World Class Tests is Trumptech Ltd. For more information please visit the website www.worldclassarena.hk

Level of IT skills required

Since one of the two components in each World Class Test is computer-based, all entered students must have basic IT skills. The practice material provides an indication of the extent of the skills required, such as the use of a mouse, the ability to select, drag and drop, and basic keyboarding skills.

Assessment coverage

Mathematics

There are six major categories of functions, processes and concepts within the mathematics World Class Tests. These are:

- Numeric - number sense, proportionality, context calculation;
- Algebraic - algebraic graphs (age 12-14 only), algebraic manipulation, patterns and sequences;
- Spatial - 2-D spatial awareness, 3-D spatial awareness;
- Geometric - angles, co-ordinates;
- Measures - physical measures and scales, area, perimeter, volume;
- Handling data-handling information (other than probability), probability.

Problem solving

Task type is the most important aspect of assessing problem solving within World Class Tests. The types used include:

- Design or plan - the student has to design an object, mechanism or structure, or plan an activity;
- Select, evaluate and recommend - the outcome is a supported recommendation for a decision;
- Model, estimate, predict - the student has to make and/or work with representations of real situations;
- Critique and review - the student has to comment and suggest a remedy or improvement on a proposed argument or solution;
- Deduce from data, fit constraints - the student has to extract some specified further information by complex inference from some given data;
- Discover or infer relationships;
- Translate: interpret & re-present.

Items within the tests

The paper-based and computer-based components of each World Class Test are made up of a number of items (questions). Each item has been trialled extensively prior to inclusion in a live World Class Test. After trialling, all items and mark schemes are analysed using item response theory. Where appropriate, assigned marks are then reviewed before items are assembled into a test.

Total marks available for a component varies little from one session to another, but some tolerance is allowed to reflect the need to differentiate answers, as revealed by trialling.

Balance is achieved over both media; paper-based and computer-based. No differential weighting is applied to component marks of subgroups of items.

Most questions are free response. Where a number of answer/distractors are given, there are never less than five distractors and generally there are more. No guessing correction is applied. Where partial credit is awarded, it is defined to discriminate at a relatively high level rather than at the median performance or below.

Marking the tests

As stated in the Administration and marking requirements on the website (See Appendix A), test administrators will be marking the paper components of the tests and part marking students' working in the computer booklets for the problem solving computer tests.

In order to achieve fairness in marking under the new arrangements, the development agencies have designed the mark schemes so that they are clear, tight and user-friendly. Marking will therefore be no less fair than that of any other assessment from GL Assessment.

One benefit to teachers of marking the World Class Tests is that they get a good idea of how their pupils have tackled the problems; this is an important element of these tests and in developing pupils' problem solving skills. The Qualifications and Curriculum Authority received feedback from teachers during the years in which it ran the World Class Tests suggesting that they wanted more information to feed back to students. The new marking system addresses this issue.

Further information about marking the tests is given in the Mark schemes for each test. If you have any questions regarding marking, please contact customer services on 0845 602 1937. International customers should telephone + 44 (0) 208 996 8440.

Practice material

Practice material can be found on the World Class Arena website. Schools and centres may wish to use the online challenge, which can be found on the website home page at <http://www.worldclassarena.org>. The online challenge enables students to try out 5 questions for each subject area in each age range. It also provides students with instant feedback on their performance.

Further computer-based questions and practice paper-based questions may be found on the website in the 'Example questions' section.

Student Guides to the World Class Tests are also available from the "Support Materials" page of the World Class Arena website. They provide an introduction for students to World Class Tests with example paper-based and computer-based questions that they can try.

There is also available a range of teaching and learning resources to prepare students for the tests or to further develop their skills of analysing and dealing with complex problems. See the next chapter for details.

Entry procedure

Entry age

The tests are aimed at nine and 13 year-olds. However, these ages are only a guide. The nine year-old tests can be taken by students in the 8-11 year-old range. The 13 year-old tests can be taken by students in the 12-14 year-old age range. If you think that your students are ready earlier, you may enter them for the tests. Similarly, students may be older than nine or 13, but the standard set will reflect the achievement of gifted and talented students at those ages.

Cost of tests

World Class Tests are sold in packs of five. The price of a pack of five includes the paper test booklet(s) and the on-screen computer test for five students, plus the associated mark schemes.

| | |
|---|--------|
| Mathematics 8-11 year-old Tests (x5) | £45.00 |
| Problem Solving 8-11 year-old Tests (x5) | £45.00 |
| Mathematics 12-14 year-old Tests (x5) | £55.00 |
| Problem Solving 12-14 year-old Tests (x5) | £55.00 |

If you do not use all materials during your test session, the materials can be kept for future World Class Test sessions. The materials should be stored in a secure location.

If students take the test at a centre other than their own school, there may be an additional charge of £4.50 per student to cover administration costs. These are UK prices only. For costs in other countries, please telephone +44 (0) 20 8996 8440 or email information@gl-assessment.co.uk

Payment for tests

Invoices will be sent out to schools and test centres with the test packs. Prices will be stated in UK pounds sterling for all customers. If your organisation has pre-paid vouchers, please send these in when paying your invoice.

Test timetable

The test dates in 2010 for the 8-11 year-olds and the 12-14 year-olds can be found in Appendix C. Alternatively, the timetables may be viewed on the website under '*Test information*'.

You can arrange for your students to sit their paper- and computer-based tests at any time during the test time period specified in Appendix C. For the computer-based tests you must schedule your test session via the booking system on the website. This is to control the volume of users on the website at any one time to ensure optimum performance of the system. You can choose when you would like to schedule your computer test either in the morning or afternoon. Schools and centres must take steps to ensure the security of the test materials between sessions and prevent students from different sessions from communicating with each other. For more information on this, please read the chapter 'Schedule tests for students'.

Entering students for the tests

To enter students for the tests there are three separate steps you need to take. The first is to enter the details of students who will take the tests via the website. The second is to schedule the computer test sessions for those students via the website. You can do both of these at www.worldclassarena.org You will need your username and password to do this. The third step you must take is to print off the **World Class Test order form** from the website and fax it to 0845 601 5358. International customers should fax to +44 (0) 208 996 3660. This will ensure that you receive the printed test materials for your students.

Registration as a World Class Test centre

Before you can enter students for World Class Tests, you must register as a World Class Test centre. Registrations are accepted electronically through the World Class Arena website. Please follow these steps.

1. Log on to www.worldclassarena.org.
2. Click [How to register]
3. Please read the two documents carefully before proceeding further: '*Administration and marking requirements*' (Appendix A) and '*Technological requirements*' (Appendix B). You are advised to print these documents off if further discussion is needed with your IT technician. It is vital that the computers your students use to take the tests meet the technological requirements listed in this document. **If you don't meet these requirements, you may experience problems on the test day that we may not be able to resolve for you.**
4. Once you are satisfied that you can meet these requirements, click on [Click here to register formally as a World Class Test centre] at the bottom of the page.
5. You are taken to the registration pages (4 in total).
6. The compulsory fields are indicated. Do not use apostrophes or punctuation when filling in your organisation's name. For example, if your school is St. Mary's Catholic Senior High School, please type in St Marys Catholic Senior High School. This will ensure that your registration is accepted by the system.
7. You should take care to give a correct, secure and reliable e-mail address as this will be used for communication and will also be used as your username to access the Administration site once your registration has been confirmed.
8. You are asked to state whether you will accept internal and/or external students.
9. You will be asked to fill in a password. You can use whatever you like.
10. Once you have completed the registration pages, click on [Submit].

Confirming your details

Once your registration has been confirmed, you will receive an e-mail with a username and a password that enables you to access your World Class Test Administration site. The password should be the same as you entered on the registration form. **Please keep your username and password secure.** If you do not receive this e-mail within five working days, please contact customer services on 0845 602 1937.

Once you have received this confirmation email, you may start to enter students' details and schedule tests via the Administration site on the website. Please see later chapters for details on how to do this.

The confirmation email will also contain an organisation code. This is unique to your test centre. Please use this code as a reference number if you need to contact the help line.

Previously registered organisations

If you registered **prior** to 2004, you will have to re-register. This is because the World Class Arena delivery system has changed since GL Assessment took over as supplier.

If you registered during or after 2004, you will NOT need to re-register. We will automatically send you a confirmation email reminding you of your username and password. You will then be able to enter students' details, schedule tests etc for the new test session via the Administration site.

Logging on

Logging on as an Administrator

Once you have registered as a test centre and received your username and password via the confirmation email, you are now ready to use the World Class Test Administration site. Follow these steps to do this.

1. Go to www.worldclassarena.org.
2. Click [Link to Administration site].
3. Click the button [[here](#)].
4. Enter your username and password and then click [Start].
5. You should now see the Main menu of the Administration site with the following icons: [Manage students], [Schedule tests for students], [Mark student tests], [Import standalone results], [Student test results], [View student and group reports].

Helpful tips

The system works best if you click [Start] rather than press the carriage return on your keypad.

If you are not able to get into the system, you need to disable your pop-up blocker on your computer (A pop-up blocker is something that stops pop-up adverts appearing on your screen.) You will need to turn this blocker off as the World Class Tests program uses pop-ups. To disable your pop-up blocker, please go to the tool bar at the top of your internet browser and look for your pop-up blocker.

Logging on as a test taker

Once you have registered your students' details (see next page) and scheduled their computer tests (see page 11), your students will be able to sit the tests online or downloaded on the day you have specified. The students will need their usernames and passwords to log on to the system. You can print off a list of your students' usernames and passwords by clicking [Candidate list] on the [Schedule test for students] page on the Administration site. This way you are able to give students their username and password before they take the tests.

Students can sit their test by following these steps

1. Go to www.worldclassarena.org
2. Click [Link to Administration site].
3. Click the button [[here](#)].
4. Enter your username and password and then click [Start].
5. On the next page click on the appropriate test by clicking on the [Take test] button. The screen will then say 'Loading'.
6. The World Class Test screen will appear with the 'Introduction' page. Log on is complete.

Registering students

To register your students you will need to the following details for each student:

- Name
- Date of birth
- Gender

Please make sure that the information you enter into the system is correct as this information will appear on your student's World Class Test certificate.

To register your students for the World Class Tests please follow these steps

1. Log on to the Administration site.
2. Click [Manage students].
3. To register a new student click [Create a new student]. A page should appear on which to enter your student's details. The student's username should already be there.
4. Enter your student's first name and surname and a password should be generated automatically.
5. Enter their date of birth and gender.
6. Then click [Submit]. You should then see a screen listing the students whose details you have entered.

If you are interrupted during your student registration for any reason (power cut, system failure etc), the website will save your registered student details. It is likely, however, that you will have to re-enter the last student's details.

Scheduling the computer tests for students

Once you have entered your students' details on the administration site, you can then schedule the computer test sessions by following these steps.

1. Log on to the Administration site.
2. Click [Schedule tests for students].
3. Choose the test that you would like your students to sit from the drop-down box. Each test component has a code. Please see Appendix C for these codes.
4. Tick the boxes by the names of the students you would like to schedule for the test.
5. Pick a date from the calendar. You will be able to pick an AM or PM session. If you find that you are not able to pick a certain date, this will mean that this date is fully booked. We ask that in this instance you choose another date for your students to sit the computer test. The booking system is operated on a first come first served basis. It has been put in place to control the volume of test takers on the website at any one time during the test period to ensure optimum performance of the system.
6. Once you have successfully chosen a date for the computer test, it will appear on the screen. Click the [Schedule now] button.
7. Once you have done this, it should then say SCHEDULED + the date you have chosen next to the student's name.
8. Scheduling is complete.

If you are interrupted during your scheduling for any reason (power cut, system failure etc), the website will save your registered student details. It is likely, however, that you will have to re-enter the last student's details.

Ordering printed materials

To order the printed test materials for your students please print off the **World Class Test order form** from the website and fax it to 0845 601 5358.

Please fill in the name of the person to whom the materials should be sent and the address to which you would like the materials to be delivered. Please fill in the number of test packs you need. The mark scheme will be included in the test pack. Each pack has enough test materials for five students. This order form needs to be completed and sent to us by the closing date for registration to ensure that you receive your printed test materials in time.

If you have any questions, please contact customer services on 0845 602 1937.

Editing test centre details

If you want to edit your test centre details, for example, if you want to change the name of the test administrator or your email address has changed etc, you can do this on the Menu page of the Administration site. Log on and click [Edit school details] on the Menu page. Here you can change your test centre administrator, email address, password or any of the other information you gave when you registered. Please note that if your email address has changed, you should notify customer services so that they can update your details on the World Class Test database. Otherwise we will not be able to send you information via email.

Delivery, storage and marking of printed materials

Despatch of test materials

The test materials will be despatched to your school or centre in the week before the start of the test session. The test materials will be addressed to the person you identified on your order form. You will be charged for post and packaging.

International deliveries

Delivery to overseas schools and centres will be arranged by GL Assessment through an airmail or courier service. The carriage will be charged at cost depending on the weight and destination. Please send your order form in as early as possible to avoid our having to send the printed materials by courier service as that may be costly.

Checking the materials

Please check the test materials as soon as you receive them using the printed off 'Candidate list' from the website. This can be accessed in the [Schedule tests for students] part of the Administration site of the website. If any test materials are absent or incorrect, you must inform GL Assessment immediately by contacting customer services.

Photocopying of the test materials is **not** permissible.

Storing the materials

Schools and centres must make every effort to maintain the confidentiality of the test papers. It is the test administrator's duty to ensure that test materials are stored securely from the time they are delivered to the school to the time the students take the tests. Schools and centres should develop a system that protects them from any possible allegation of malpractice. The best place to keep test materials is a locked cupboard or filing cabinet. It is expected that the administrator will be able to give an accurate account of all those who have had access to the test materials before, during and after the tests have taken place.

If there are suspicions that there has been a breach of security, this breach should be reported directly to GL Assessment whereupon we shall investigate, where appropriate, and take action as necessary.

Marking

The paper-based components of the tests and the computer booklets for the Problem solving tests need to be marked using the mark schemes provided. Administrators will receive the relevant mark schemes in the test packs that they ordered. You will then need to enter your students' scores into the World Class Tests database so that their scores on the paper component can be added to their scores on the computer-based component and the result files completed.

The total score will then generate a World Class Test certificate and a Group report which provides detailed information on the test questions and how the students in your centre did as a whole. We hope these reports will provide useful information to feed back to students. In future years we will be able to supply information in the report which will give you an idea of how your students fared in comparison to other students worldwide.

There is a deadline for marking students' tests, entering the results into the system and generating certificates and group reports for each test session in order to enable use to prepare for the next round of World Class Tests. For information on the deadlines for the 2010 World Class Test sessions please see Appendix C.

For more information on marking and entering students' scores into the system please see the later chapters.

Invigilation

Prior to the test

Staffing requirements

All staff involved in the administration of the tests should have:

- A general understanding of the principles of fair assessment;
- An understanding of the importance of security;
- A general familiarity with the delivery platform in use at the school or centre;
- An awareness of possible malpractice in IT-delivered assessment;
- An understanding of special needs issues;
- An awareness of relevant legislation and codes of practice, e.g. The Data Protection Act and The Health and Safety at Work Act.

The number of experienced staff available for World Class Test invigilation should be adequate for the frequency of assessment sessions and the number of candidates in each.

Invigilation arrangements

There must be at least one invigilator present for every 30 candidates at each paper- or computer-based component session. The invigilator is responsible for the conduct of the test session and should not perform any other duty during the test session.

If only one invigilator is present, he or she should be able to summon assistance easily using an appropriate method. It is highly recommended that technical support is available for the computer-based components.

The Head of school or centre has discretion to decide who is suitably qualified and experienced to act as invigilator.

Schools and centres should ensure that students will be able to work undisturbed, individually and without access to materials such as notes, textbooks or classroom displays that could give them unfair advantage.

Accommodation and equipment

The seating arrangements must be such as to prevent students from overlooking, intentionally or otherwise, the work of others; in particular, the minimum distance in all directions from centre to centre of students' chairs must be 1.25m.

For the computer-based components, the invigilator should ensure that the layout and workstations conform to the recommendations on ergonomic design of BS EN ISO 9241-5. Design considerations include:

- Seating position and possibility for adjustment;
- Height of workstation surface and screen;
- Freedom from glare;
- Depth of workstation to allow for optimum positioning of keyboard, mouse and screen;
- Space for working with test materials;
- Ventilation;
- Lighting.

Administrators should print off the list of entered students with their usernames and passwords. (This list can be found on the [Schedule students for the tests] page on the Administration site. Click on the [Candidate list] icon.) This information will be passed to students on the day of the test. Students will then write this information in the boxes on the front of their test booklets or use their username and password when they log in.

To minimise the likelihood of failure during the test, all hardware should be maintained adequately throughout the year. In addition, up-to-date virus protection software should be in place.

Before students enter the test room, the invigilator should switch on all necessary computers and peripherals to check that they are working. It is strongly recommended that a spare workstation is available should technical difficulties arise. In addition, it is advised that spares of easily replaced components, such as the mouse and screen, are available.

The arrangement of the workstations and the position of the invigilator's desk should facilitate detection of any unauthorised activity by candidates, for example communication with others or use of unauthorised reference material. However, the invigilator will also normally need to observe students' screens by patrolling the room.

Test materials

In addition to complying with the '*Technological requirements*' (See Appendix B), materials to be supplied by the school include:

| | |
|---------------------------------|--|
| Mathematics 8-11 year olds | Black pen/pencil, ruler, eraser, blank paper Students may not use a calculator |
| Problem solving 8-11 year olds | Black pen/pencil, ruler, eraser Students may not use a calculator |
| Mathematics 12-14 year-olds | Black pen/pencil, ruler, eraser, blank paper Students may use a calculator |
| Problem solving 12-14 year olds | Black pen/pencil, ruler, eraser Students may use a calculator |

Special arrangements

Special arrangements may be made by test centres and are intended to allow attainment to be demonstrated.

GL Assessment recognises that there are some students who cope with learning demands but for whom standard arrangements for assessment may present an unnecessary barrier that could be removed without affecting the validity of the assessment. This applies both in the case of students with known and long-standing learning problems and students who are affected at or near the time of assessment.

Special arrangements should only be authorized by the Head of school/centre or an authorised member of staff at the school/centre. Any special arrangements should only be granted for students with a particular disability and for whom special support is normally available during the school day. If additional time is allowed in this context, that time should never exceed 15 minutes.

At the beginning of the test

Identification of students

The invigilator must be satisfied as to the identity of every student attending each test. The invigilator must ensure that adequate checks on the identity of all candidates are carried out.

Expectations

It is the intention that students are able to take World Class Tests in a relatively informal manner in order that they can perform to the best of their abilities. To this end, there are limited instructions on the question papers and none on the computer-based components. However, it is a prerequisite that the administrator for the tests takes a short period of time to talk through the requirements, layout and completion of the paper or computer-based tests as given on the following pages. This will allow students to feel comfortable with the requirements of the tests and the way in which they should be completed.

The Administration instructions in Appendix D lists the points that the administrator should talk through. They do not constitute a script, and can be delivered in the administrator's own words. The intention is to provide an opportunity for the students, whether aged 8-11 or 12-14, to understand what is required.

Students should be reminded that the work that they are producing in the tests must be their own and that they should not discuss questions or copy answers.

During the test

Supervision of the students

The invigilator should ensure that there is no unauthorised communication between students and no access to unauthorised information during the test session.

Specific instructions for computer-based components

Invigilators should either be proficient enough to be able to cope with minor technical problems that may arise, or have technical support readily available.

It is recommended that the invigilator makes a record of each workstation number against each student's username and password. This may help to resolve problems if technical difficulties arise.

The invigilator should ensure that all students are seated comfortably and that they are aware of how to request technical or emergency assistance.

Students who leave the examination room temporarily must be accompanied by a member of staff. Such students may be allowed extra time to compensate for their temporary absence.

If any students experience an irrevocable technical fault during a test, such as a computer crashing, contact GL Assessment's customer services. In most instances, the advice given will be to try the test again on another machine (preferably one on which a test has been taken successfully). The student should be given the whole of the working time allowed for the test. If this has to be timetabled outside the scheduled session time, please contact GL Assessment's customer services to check the availability of that test session.

For information on uploading the students' response files for the computer-based components, please see the relevant chapter.

Emergencies

The invigilator must take the following action in the event of an emergency such as a fire alarm or bomb alert:

- evacuate the examination room in accordance with the instructions given by the appropriate authority;
- lock the room if software has not been closed down;
- ensure that all test materials are left in the test room;
- minimise opportunities for collusion between students or communication with others during interruptions to an assessment;
- note the time and duration of the interruption;
- allow the candidates the full working time prescribed for the test;
- make a full report of the incident and of the action taken for direct submission to GL Assessment.

At the end of the test

Students should be told when they have five minutes left to complete the test, following the administration instructions. (Appendix D).

Students may leave a test session early after completing the questions if the school or centre think that this is appropriate and will not disrupt other students.

The invigilator should ensure that students do not take any materials out of the room at the end of the test session. The invigilator should collect all test booklets after the tests.

Working with computers

Extensive research has been carried out into the effect computers have on eyes and there is no evidence to suggest that VDUs cause disease or permanent damage. However, some students may experience discomfort if working on a computer uninterrupted for a long period of time. Problems may be avoided by: altering the position of the VDU or chair; adjusting brightness and contrast levels; taking 'micro breaks' (to relax muscles and look away from the screen).

Students will naturally take breaks away from the computer screen when using the test booklets. If you think that any of your students need additional periods away from the screen, these may be introduced at your discretion, provided that the total length of time allowed for the test is adhered to.

Delivery and administration of the computer components

Should my students take the tests online or should I download them?

Students have two options when taking the computer part of the World Class Tests. They can either sit the tests online on the day or the test administrator can download a stand-alone version of the test prior to the scheduled test session.

Deciding which version of the test your students sit will depend on the technological specification of the computers that the students will be using. In general, we recommend that your students take the tests online. If students take the tests online, your computers will need to meet the requirements as specified in Appendix B. If you download the stand-alone version of the test, the computers will need to meet the additional requirement of having **Write access to the C drive**. Also, if you download the tests, you will have to upload the student test responses so that the system can then mark them. For these reasons we recommend that your students sit the tests online. Before downloading your students' tests please contact customer services on 0845 602 1937 to obtain permission. This step has been added to ensure the security of the tests. For more details see the next chapter.

Booking system

To ensure optimum performance of the system during online tests we have introduced a booking system which will control the volume of users on the website at any one time. The booking system is available when you schedule the student tests on the website. For more information on the booking system please see the earlier chapter on 'Scheduling computer tests'.

Dummy test for the online tests

Dummy tests are available for the online tests that you schedule for your students. This means that you can check each computer that will be used by your students prior to the test. To test your students' computers, please use your dummy username and password. These are:

Username = your organisation code + -000

Password = your administration password

Eg, If your organisation code is 20, your dummy username will be 020-000

Using the dummy username and password, you can log on as a student using their computer and take a dummy test.

To check that the dummy test results have been sent to the server from your student's computer, you can go to [Student tests results] on your Administration site and check that the dummy test results are there. Please check the results after every dummy test as each set of results is overwritten by the next one.

Setting up the computers for the students

Whether your students are taking the tests online or downloaded in advance, it is best if you set up their computers prior to the test. Please follow these instructions

1. Log on to the Administration site.
2. A log on box will be shown.
3. The computer is now set up for your student.

Usernames and passwords

You will need to print off the Candidate list from the [Schedule test for students] page on the Administration site and give students their usernames and passwords before they take the tests.

Instructions to students

1. Enter your username and password. Click [Start]
2. On the next page click on the appropriate test by clicking on the [Take test] button
3. The screen will then say 'Loading'
4. The World Class Test screen will appear with the 'Introduction' page. After reading the 'Introduction' with your students click the right arrow to move to the next page.
5. The 'Help' page should appear showing your students what to expect from the test. Please go through this with your students. Then click on the right arrow to move to the next page.
6. 'Instructions' for the test will be shown. Please read these through with your students. Tell your students not to click the [Start test] button until you tell them to.
7. Please tell students that there will be a clock at the top of the screen telling them how much time they have left. Students will be able to go back to 'Help' or the 'Instructions' by clicking the buttons on the left-hand side of the screen.
8. When students have finished the test, they will see a screen saying 'End of Test'. To finish they have to click [End test]. They must make sure that they have definitely finished as they will not be able to go back into the test once they have clicked [Exit]
9. The screen will read 'Your answers are being stored'
10. Please tell students NOT to go back into the test as this will delete all their answers.
11. Students' responses will be automatically scored and saved in the system.
12. When your students are ready and you are ready for them to start, tell them to click [Start test].

Checking your students are linked to the server

Administrators can check their students are successfully linked to the World Class Test server while they are taking the online tests by clicking [View active tests] on the Menu page of your Administration site. You will see a list of all your students who are successfully linked to the server. This way you can make sure that your students' test results will be sent to the server when they have finished their tests.

Downloading and uploading from the standalone version

Please note that this is optional. You do NOT need to read this page if your students are sitting the tests online. Instead, go to the next section: “Entering student’s paper scores”.

Before downloading your students’ tests please contact customer services on 0845 602 1937 to obtain permission. This step has been added to ensure the security of the tests. Once permission has been granted, please print off the Instruction Manual for downloading tests from the homepage of the website.

Downloading

To download the test prior to the test day, follow these instructions.

1. Log on to Administration site
2. Click [Schedule tests for students]
3. Choose the correct computer test paper from the drop-down box. (Only computer components can be downloaded. The paper components of the tests will arrive in the post at the organisation specified on the registration form.)
4. Then click [Download standalone install] on the right-hand side of the screen. The test that is showing in the drop down box will be downloaded.
5. A zip file will be downloaded. Save this file in a location of your choice.
6. Double click on the zip file and save the contents of this file to a location of your choosing. (If you are unable to open the zip file, you will need to download WinZip from www.winzip.com)
7. Go to the file and double click [set up.exe]. This will start a set of installation instructions. Please follow these. Please note where you save the program and the results file as you will need to access these files later. For networked systems, please make sure you install the software to the area that is accessible to those students who will be taking the test at a later date.
8. You should then see the login box asking for your username and password. This means that your download is complete and students will be able to go into their computers on the test day and enter their username and password in the log in box.

Uploading students’ responses

1. Log on to the Administration site.
2. Click [Import standalone results].
3. Click browse and find the results file. (You specified the location of the results file when you implemented the Installation instructions when you downloaded the standalone version.) Click [Add].
4. You will be able to see if the upload has been successful by viewing the confirmation list.

Entering students' paper scores

After you have marked the paper-based components of the tests, you will need to enter each student's scores into the system so that a total score can be calculated, a grade given and a certificate and/or group report generated.

You can enter scores by following these instructions while having the students' test booklets in front of you.

1. Log onto the Administration site.
2. Click [Mark student tests].
3. A list of all your registered students will appear. Select the student whose paper test scores you wish to enter.
4. A list of the tests that you are able to input scores for will appear. Click the test you wish to score.
5. A screen will appear with the student's name at the top and a list of score boxes for each of the questions in the test booklet. Look at the student's test booklet and enter the score for each question.
6. You will notice that the maximum possible scores are given on the right hand side. The system will not allow you to enter a score that is greater than the maximum score. You can use the carriage return key on your keypad to move to the next score box.
7. Once you have finished entering all the scores you can click [Submit]. This will save the scores in the system. You can go back and make changes to the scores if necessary.
8. You also have the option of entering the total score for the test for each student by clicking the **[Enter total score]** button instead of entering each score individually. Please note that if you do this, you will not receive accurate information in the group report on the individual items. The students' World Class Test certificates will not be affected.

View student test results

Once your students have completed their tests and you have marked and inputted the scores for their paper test, you will be able to view your students' test results. You can do this by following these steps

1. Log on to the Administration site.
2. Click [Student test results].

If the result sets are complete for a student, you will also be able to see what grade the student achieved. P stands for Pass, M for merit and D for Distinction. B stands for Below Pass.

Generating World Class Test certificates and group reports

Once all your student test results are in the system you will be able to access the World Class Test certificate and group report for your students. The certificate and group report will automatically give the students their grade: pass, merit or distinction, based on their total score for the test. Students who fall below the grade boundary for a pass will be recorded as “below pass”.

Please make sure all your students’ names are spelt correctly in the system before generating certificates or group reports. If they are not correct, you can amend your students’ names by going into [Manage students] and editing the student’s name.

You can access the certificates and group reports by following these instructions

1. Log on to the Administration site.
2. Click [View student and group reports].
3. Select which of the 4 tests you want to create a report for by clicking [Select a report].
4. Three options will appear:
Student Certificate,
Group Report,
Export data in csv format.
5. To generate a student certificate or group report click [Student Certificate] or [Group Report].
6. Select the student you would like the certificate for. There is also a button that enables you to select all students. Click [Submit].
7. A screen will appear with the test name and your Group Name (your test centre’s name). You are able to edit the Group Name before you generate your certificate as this will appear on your student certificate and group report. Click [Request report] to generate a certificate or group report.
8. You will then be taken back to the original [View student and group reports] screen where you can view the status of the certificate that you are generating.
9. Once the certificate or group report has been generated, you will be able to print off a copy by clicking [View] or download a copy to your Desktop by clicking [Download]. You will know when the certificates or group reports are ready as the Status will say ‘Completed’.
10. The [Export data in csv format] button enables you access the data from your students’ results. If you would like to assist GL Assessment with data collection for the World Class Tests, please email this file to us. The more data we are able to collect, the richer the reports will be each year.
11. If a certificate is generated with an error on it and you want to correct the mistake, you can change the student details by clicking on [Manage students] on the Menu page of your Administration site. Once you have made the changes, delete the incorrect certificate you have already generated to enable you to generate a correct replacement certificate.

Troubleshooting

I have typed in one of my students' names incorrectly.

You can amend your student's name by going into [Manage students] on the Administration site and edit the student's name. Do this by clicking [Edit] by the name of the student you would like to change.

Nothing is happening on the screen. My screen is blank.

Press F5 on your keypad. This refreshes your screen.

I log on and I get a blank screen with two children on it.

This means you have a pop-up blocker on your computer (A pop-up blocker is something that stops pop-up adverts appearing on your screen.) You will need to turn this blocker off as the World Class Tests program uses pop-ups. To disable your pop-up blocker, go to the tool bar at the top of your internet browser and look for your pop-up blocker.

My student tried to take a test but no test appeared when he/she clicked [Take test]. Instead the computer showed the last screen that says [Your test has been completed].

This problem is as a result of the computer having a pop-up blocker on it. Please disable your pop-up blocker. As a short-term quick fix, ask your student to try and press [Take test] again but this time hold the CTRL key down on their keypad. Keep holding it down until the test appears on the screen. Your student should now be able to take the test. In the long run, however, you MUST disable the pop-up blocker on your computer otherwise you are likely to experience future problems with the tests and other parts of the test process. You can find your pop-up blocker on the tool bar of your browser.

I don't have Shockwave on my computer.

Your computers need Flash 6 and Shockwave 10 from Macromedia. If you don't have these you can download them from www.macromedia.com (When installing these downloads, you will be offered a pop-up blocker automatically. Please make sure you specify that you do NOT want the pop-up blocker service.)

One of the test questions appears strange on one of the computer screens but not on the others.

This is likely to be because you do not have the latest version of Shockwave installed on that computer. Please download Shockwave to your desktop and run the *.EXE to install. When installing these downloads, you will be offered a pop-up blocker automatically. Please make sure you specify that you do NOT want the pop-up blocker service. To download Shockwave, please visit

http://www.macromedia.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFull&P2_Platform=Win32&P3_Browser_Version=MSIE

I can't save files to my desktop. I can't download Shockwave. I can't download Flash.

This will be to do with your school's or organisation's policies on desktop use. Please contact the IT support person at your organisation who should have the ability to alter your permissions for access.

If there is a local network failure or a system failure. What will happen to my students' responses?

If there is a system failure, your students' responses will be saved. This is providing you do **NOT** shut down your computer or press CONTROL+ALT+DELETE. The system is designed so that the student responses are held in a memory and it keeps trying to send your students' responses to the server. If, after multiple attempts, the system is still unable to deliver your students' responses, your students' responses will be sent to a back-up server. Please do not shut down your computer otherwise the system will not be able to do this.

I try and print out my students' certificates and group reports and get a blank screen.

To generate certificates and group reports, you must have Adobe Acrobat installed on your system so that you can read .pdf files. You can download Adobe Acrobat free of charge from www.adobe.com/products/acrobat. Please click on the link at the bottom of the web page.

Appendices

Appendix A – Administration & marking requirements

Computer-based tests

Administration

For the computer-based tests, there should be at least one member of staff who can:

- install the tests and ensure they are working;
- supervise the test session (Administration instructions will be supplied.);
- download the tests, collect and upload electronic files containing students' answers. **Please note: this is only necessary if you decide to download the tests rather than ask your students to sit the tests online;** and
- deal with potential technical difficulties. (A help desk will also be available via the telephone for additional support.)

Marking

- The computer-based tests will be marked automatically electronically.

Paper-based tests

Administration

- The paper-based tests require standard test invigilation. Administration instructions will be supplied.

Marking

- Since April 2004 the World Class Test administrators have marked the paper components of the tests and part marked students' working in the computer booklets for the problem solving computer tests. In order to achieve fairness in marking under the new marking arrangements, the development agencies have designed the mark schemes so that they are clear, tight and user-friendly. Marking will therefore be no less fair than that of any other assessment from GL Assessment. The mark schemes have been designed so that they can be used by teachers who may not be specialists in the subject areas covered in World Class Tests.
- One benefit to the test administrators of marking the World Class Tests is that they will have a good idea of how their students have tackled the problems, and this is an important element in these tests and in developing students' problem solving skills. It is hoped this process will enrich the information that test administrators feed back to students regarding their 'world class' performances.

Entering student scores

- Test administrators will be required to enter the students' paper-based scores into the computer system. A total score and a grade will be calculated electronically for each of the students from the combination of scores on the computer and paper tests.

Certification

- Test administrators will be able to certificate their own World Class Test students by printing off certificates via the website. This means that students can receive their World Class Test results and certification within days of the taking the tests.

Appendix B – Technological requirements

To register as a test centre your organisation MUST meet the following requirements. Please read these carefully and tick the box on the registration form to show that your students' computers meet these requirements. If you don't meet these requirements, you may experience problems on the test day that we may be unable to resolve for you.

- Internet Explorer 5.5 or later as a web browser
- Pentium processor or equivalent (we recommend Pentium processor 1 Ghz or higher)
- Broadband internet connection (minimum 2mb)
- Hard disk (HDD) with at least 299 megabytes of free space
- At least 256 megabytes RAM available
- Flash 6 and Shockwave 10 from Macromedia. You can check if your computer has Shockwave 10 by visiting www.macromedia.com/shockwave/welcome/ and looking at the number displayed under the Shockwave Player logo. It should say: 10.0.1r4. If it does not, please download the latest version of Shockwave from www.macromedia.com (When installing this, you will be offered a pop-up blocker automatically. Please make sure you specify that you do not want the pop-up blocker service.)
- Microsoft Windows 98, NT, 2000, XP or later operating system
- Minimum screen display 800x600 (we recommend 1024x768 High Colour 16 bit mode - 65536 colours in Windows NT or higher)
- Keyboard and mouse
- Please disable any pop-up blockers on your computer.
- If you or your ISP is using a heavily locked-down proxy server, you may need to add the dns name testwise.worldclassarena.org as a non-caching site.

Should students do the test online or downloaded in advance?

We recommend your students sit the tests online. If they do, your students' computers will need to meet the requirements above. If you download the stand-alone version of the test in advance, your students' computers will need to meet the additional requirement of having **Write access to the C drive**. Also, if you download the tests, you will have to upload the student test responses so that the system can then mark them. To download your students' tests in advance, please contact customer services on 0845 602 1937 to obtain permission. This step has been added to ensure the security of the tests.

Additional functionality for the online tests

To ensure optimum performance of the system during online tests a **booking system** for scheduling tests has been introduced to control the volume of users on the website at any one time. The booking system is available when you schedule tests.

Administrators can check if their students are successfully linked to the World Class Test server while they are taking the online tests. To do this please click [**View active tests**] on the Menu page of your Administration site. You will see a list of all your students who are successfully linked to the server. This way you can make sure that your students' test results will be sent to the server when they have finished their tests.

To check that your students' computers will be able to access the online tests, **dummy tests** are available for the tests that you schedule for your students. You are able to check each computer that will be used by your students prior to the test using your dummy username (ie, your organisation code + -000) and your administration password to log on to your Administration site and take a dummy test. To check that the dummy test results have been sent to the server from your student's computer, you can go to [Student tests results] on your Administration site and check that the dummy test results are there. Please check the results after every dummy test as each set of results is overwritten.

RECOMMENDATIONS

- We recommend that test centres have at least one unused computer set up while students are taking the tests in case a student's computer fails.
- We also recommend that test centres have a telephone in the room where the computer tests are taking place to ease communication in case IT support is necessary during the test session.

Appendix C - Test dates and test codes for 2010

Test B in February / March 2010

The February / March 2010 World Class Tests will be held from **22nd February – 12th March**. Students can sit the paper and computer components of the Mathematics and Problem Solving tests at any time during this 3-week window. Registration for the February / March 2010 tests will open on Monday 4th January and close at 5:00pm Friday 29th January. All registration and scheduling of tests must be completed by this date. The February / March 2010 test session will shut down completely at 5 pm Friday 23rd April, so by this date you must have finished marking, inputting and generating student certificates and group reports for all your students. Students will be sitting Test B in March. The codes for this test are as follows:

| Test B in February / March 2010 | CODE | ISBN |
|--|----------|------------|
| Mathematics for 8-11 year-olds - Paper component | MP08-11B | 978-07087- |
| Mathematics for 8-11 year-olds - Computer component | MC08-11B | |
| Problem solving for 8-11 year-olds - Paper component | PP08-11B | 978-07087- |
| Problem solving for 8-11 year-olds - Computer component | PC08-11B | |
| Mathematics for 12-14 year-olds - Paper component | MP12-14B | 978-07087- |
| Mathematics for 12-14 year-olds - Computer component | MC12-14B | |
| Problem solving for 12-14 year-olds - Paper component | PP12-14B | 978-07087- |
| Problem solving for 12-14 year-olds - Computer component | PC12-14B | |

Test D in June / July 2010

The June / July 2010 World Class Tests will be held from **21st June – 9th July**. Students can sit the paper and computer components of the Mathematics and Problem Solving tests at any time during this 3-week window. Registration for the June / July 2010 tests will open on Monday 3rd May and close at 5:00pm Friday 28th May. The June / July 2010 test session will shut down completely at 5 pm Friday 20th August, so by this date you must have finished marking, inputting and generating student certificates and group reports for your students. Students will be sitting Test D in June. The codes for this test are as follows:

| Test D in June / July 2010 | CODE | ISBN |
|--|----------|------------|
| Mathematics for 8-11 year-olds - Paper component | MP08-11D | 978-07087- |
| Mathematics for 8-11 year-olds - Computer component | MC08-11D | |
| Problem solving for 8-11 year-olds - Paper component | PP08-11D | 978-07087- |
| Problem solving for 8-11 year-olds - Computer component | PC08-11D | |
| Mathematics for 12-14 year-olds - Paper component | MP12-14D | 978-07087- |
| Mathematics for 12-14 year-olds - Computer component | MC12-14D | |
| Problem solving for 12-14 year-olds - Paper component | PP12-14D | 978-07087- |
| Problem solving for 12-14 year-olds - Computer component | PC12-14D | |

Test C in November 2010

The November 2010 World Class Tests will be held from **1st – 19th November**. Students can sit the paper and computer components of the Mathematics and Problem Solving tests at any time during this 3-week window. Registration will open on Monday 13th September and close at 5:00pm Friday 8th October. The November 2010 test session will shut down completely at 5 pm Friday 31st December 2010, so by this date you must have finished marking, inputting and generating student certificates and group reports for your students. Students will be sitting Test E in November. The codes for this test are as follows:

| Test C in November 2010 | CODE | ISBN |
|---|----------|------------------|
| Mathematics for 8-11 year-olds - Paper component | MP08-11C | 978-07087-1532-1 |
| Mathematics for 8-11 year-olds - Computer component | MC08-11C | |

| | | |
|--|----------|------------------|
| Problem solving for 8-11 year-olds - Paper component | PP08-11C | 978-07087-1533-8 |
| Problem solving for 8-11 year-olds - Computer component | PC08-11C | |
| Mathematics for 12-14 year-olds - Paper component | MP12-14C | 978-07087-1534-5 |
| Mathematics for 12-14 year-olds - Computer component | MC12-14C | |
| Problem solving for 12-14 year-olds - Paper component | PP12-14C | 978-07087-1535-2 |
| Problem solving for 12-14 year-olds - Computer component | PC12-14C | |

If you require us to generate certificates or group reports for your students on your behalf once the close-down date has passed, we will have to charge you a fee.

Appendix D – Administration instructions

Administration instructions for the paper-based components

Before the test begins ensure that:

- Students are sitting comfortably and the correct distance apart
- Each student has the correct paper for World Class Tests of Mathematics or Problem solving for 8-11 year olds or for 12-14 year-olds
- Students have a pen or pencil, ruler and eraser
- Students have entered their name, username and password in the box on the cover of the test booklet
- Calculators are available for use by 12-14 year-olds; calculators are not to be used by 8-11 year-olds.

Get the students to open the test paper and check that they understand the following:

- A pencil icon means they should write their answers
- Boxes are where they should show their working
- Additional pages can be found at the end of the booklet – these can be used for extra working
- The shaded grey area on the right-hand side is not to be written on.

In addition, you must:

- Not talk to the students about the content of the actual questions – you may point out pictures and items of interest though
- Make it clear that it must be their own work
- Check that everyone understands what they have to do.

The length of time for the test is:

1 hour for the 8-11 year-olds;

1 hour 15 minutes for the 12-14 year-olds.

Students do not have to answer the questions in the order they are given. They should try to do all the questions but may leave the ones they get stuck on and come back to those later.

Tell the students when to start the test.

Tell students when they have 5 minutes left.

Administration instructions for the computer-based components

Before the test begins ensure that:

- Students are sitting comfortably and the correct distance apart
- Students have a pen or pencil, ruler and eraser (and blank paper if the students are sitting the Mathematics test)
- Students who are sitting the Problem solving test should have the correct Problem solving test booklet (delivered with the paper-based test booklet)
- Students have entered their names, usernames and passwords in the box on the cover of the test booklet
- Calculators are available for use by the 12-14 year-olds; calculators are not to be used by the 8-11 year-olds.

Give students their usernames and passwords to write together with their name in the box on the front of their test booklet. A student list can be printed out by clicking on the 'Candidate list' on the [Schedule the tests for students] page of the Administration site.

For Problem solving they will need to write their working out and explanations in the booklet. The following icons are explained on the first page of the Problem solving computer test booklet.

Get the students to open the test paper and check that they understand the following:

- The mouse icon means that they have to do something on the computer
- The pencil icon means they have to write something in the booklet
- The tab icon is a tab on the screen to indicate which page of the questions on the computer they are on
- For Mathematics, if students need to do any additional working, it can be done on the blank paper.

Instructions to students

Enter your username and password. Click [Start]

Click [Take my tests] icon

On the next page click on the appropriate test by clicking on the [Take test] button

The screen will then say 'Testwise loading'

The World Class Test screen will appear with the 'Introduction' page. After reading the 'Introduction' with your students click the right arrow to move to the next page

The 'Help' page should appear showing your students what to expect from the test. Please go through this with your students. Then click on the right arrow to move to the next page

'Instructions' for the test will be shown. Please read these through with your students. Tell your students not to click the [Start test] button until you tell them to

Please tell students that there will be a clock at the top of the screen telling them how much time they have left. Students will be able to go back to 'Help' or the 'Instructions' by clicking the buttons on the left-hand side of the screen.

When students have finished the test, they will see a screen saying 'End of Test' To finish they have to click [End test]. They must make sure that they have definitely finished as they will not be able to go back in to the test once they have clicked [Exit]

The screen will read 'Your answers are being stored'

Please tell students NOT to go back into the test as this will delete all their answers.

When your students are ready and you are ready for them to start, tell them to click [Start test].

The length of time for the test is:

1 hour for the 8-11 year-olds;

1 hour 15 minutes for the 12-14 year-olds.

Students do not have to do the questions in the order that they are given. They should try to do all the questions but may leave the ones they get stuck on and come back to those later.

Tell the students when to start the test.

Tell the students when they have 5 minutes left.

Published by GL Assessment
The Chiswick Centre
414 Chiswick High Road
LONDON W4 5TF, UK

Tel: 0208 996 8444
www.gl-assessment.co.uk

GL Assessment is a division of Granada Learning Ltd

Copyright © GL Assessment 2010

All rights reserved, including translation. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, recording or duplication in any information storage and retrieval system, without permission in writing from the publisher, and may not be photocopied or otherwise reproduced within the terms of any licence granted by the Copyright Licensing Agency Ltd.