



Independent Schools
Examinations Board

ISEB COMMON PRE-TESTS

2020/21 UPDATE

AUTOMATIC TIMER

The automatic timer will return to the Common Pre-Tests for 2020/21.

When Testwise sittings are created, there will be two choices of test. **Common Pre-Tests** or **Common Pre-Tests untimed**. This choice will determine whether the automatic timer is used.

Candidates who do not require additional time will need to be added to **Common Pre-Tests** sittings.

The automatic timer will be present for candidates who do not require additional time. The automatic timer will be shown throughout the test and will count down the remaining time. If the candidate does not complete the test before the timer reaches zero, the test will end automatically.

SEND/EAL candidates requiring additional time will need to be added to **Common Pre-Tests untimed** sittings.

SEND/EAL candidates requiring additional time will not have an on-screen timer and the timekeeping for their tests will be managed by the invigilator in the same manner as the 2019/20 Common Pre-Tests.

UPDATED ISEB DOCUMENTATION

ISEB will be updating the Common Pre-Test documentation on its website over the summer. Please ensure you access the latest version in preparation for the 2020/21 session (the document date is shown in the footer on the first page).

REGISTRATION FEES

The Common Pre-Tests registration fee for 2020/21 will be £24 per candidate. Schools are reminded that, once a candidate has been registered, the £24 fee is non-refundable.

REGISTERING CANDIDATES

During registration, a school has the option of providing a Unique Identifier. This is provided so that a school can record its own internal school ID for a candidate within a Common Pre-Test registration. If left blank, ISEB will generate a unique number for you. If a school supplies its own Unique Identifier, please ensure it is **completely unique and never re-used** in the future for a different candidate. If re-used, Testwise will consider both candidates to be the same person and results will be merged.

ACCURACY OF DATA

It is vital that a candidate's date of birth is registered accurately. Common Pre-Test questions delivered to each candidate are tailored to his/her age. If an incorrect date of birth is discovered after the candidate has taken the tests, **it will not be possible to retrospectively correct the test scores**. ISEB recommends that dates of birth are checked against a birth certificate or passport.

It is essential that schools register candidates with both **first name and middle name(s)** included. English-friendly names for foreign candidates must not be provided. Schools which register all their candidates using only a single forename are likely to have their registrations rejected until a complete set of forenames are provided. Forenames, surnames and dates of birth should reflect the information recorded on the candidate's birth certificate or passport.

Please ensure the candidate's current school is provided. 'Overseas' or 'Unknown' is not sufficient. If necessary, please delay the registration until accurate information is available.

Data entry errors can occur during candidate registration and schools are able to correct candidate registration errors within Testwise. This facility must not be used to replace a candidate with a different individual. Results are shared between schools and this could cause incorrect results to be shared. Please ensure that the only amendments made to candidate registration details are for minor data entry errors. If candidate details are updated, please inform ISEB of these changes via email (pretests@iseb.co.uk).

COMMUNICATING WITH PREP SCHOOLS & INVIGILATION CENTRES

If candidates are taking the Common Pre-Tests at an external venue (such as a prep school or testing centre), senior schools should ensure that they send **links** to ISEB produced documentation rather than directly attaching the documentation to the email. This ensures that the most up-to-date versions of the documentation are accessed. Due to the inclusion of the automatic timer, important changes will be made to the Invigilation Centre Guide and it is crucial that prep schools and invigilation centres receive the latest version.

In order to preserve the integrity of the Common Pre-Tests, candidates may only be tested in schools or testing centres.

CANDIDATES MUST TAKE ALL FOUR TEST ELEMENTS

Due to the shared nature of the Common Pre-Tests, candidates must take the complete suite of tests (verbal reasoning, non-verbal reasoning, English and mathematics). It is not appropriate for an individual school to decide that a candidate should only take a subset of the four test elements, as this then provides an incomplete set of results for that candidate.

CANDIDATE REPEAT-TAKERS

Please ensure that prep schools, invigilation centres and parents, are aware that each candidate must only take the Common Pre-Tests **once per academic year**. Please note that a Year 6 candidate is entitled to take the Common Pre-Tests again in the subsequent academic year, as a Year 7 candidate.

REPORTS

The reports produced by Testwise are unchanged from 2019/20, however there will be a separation between the results of auto-timed and untimed tests. During report generation, you will be asked to choose either **Common Pre-Tests** or **Common Pre-Tests untimed**.