COMMON PRE-TESTS

SENIOR SCHOOL GUIDE

2021-2022

For technical queries, please contact **GL Assessment Technical Support:**

☎ **0330 1235375** 08:30-17:00 UTC Monday to Friday

✉ support@gl-assessment.co.uk

For all other queries, please contact **ISEB**:

✉ pretests@iseb.co.uk

REGISTRATION

The Common Pre-Tests are available to senior schools for registration from 1 September to 16 June. Candidates are registered via the [ISEB registration website](#) at least five working days before the tests are to be taken. For schools registering more than 30 candidates, you can [request](#) an Excel template to complete and email back to ISEB.

Please note that registering candidates for the ISEB Common Pre-Tests will incur a non-refundable charge of £24 per candidate.

The Common Pre-Tests are applicable for Year 6 or Year 7 candidates and can be taken between 1 October and 30 June. A candidate is entitled to take the Common Pre-Tests in Year 6 and then again in the next academic year as a Year 7 candidate.

During registration, senior schools should provide the following information:

School details
- Contact name
- Job title (optional)
- Email address
- Telephone number (optional)
- Reference number/purchase order number (optional)

Candidate details
- Group name (optional)
  This attaches a group name to a candidate. In Testwise, candidates can be filtered by a group name. It is recommended that schools use a consistent Group Name to indicate the venue where the candidate is taking the tests.
- Unique identifier (optional)
  This enables a school to 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 provides its own ID, it is crucial the ID is completely unique to the candidate, has never been used before and will not be re-used again for different candidates in subsequent years. Please note that if a school-supplied pupil ID possesses zeros at the beginning of the ID, they will be removed by the system.
- Full formal forename(s)
  If a candidate possesses one or more middle names, please include them during registration. Please **do not include** commas between names. English-friendly names for foreign candidates must not be used. Schools which register all their candidates using only a single forename are likely to have their registrations rejected until a complete set of forenames is provided. Forenames, surnames and dates of birth should reflect the information recorded on the candidate's birth certificate or passport.
- Surname
- Gender
- Date of birth
  It is vital that a candidate's date of birth is registered accurately. Common Pre-Test questions delivered to the candidate during the test are tailored to their age. If an incorrect date of birth is discovered after the candidate has taken the tests, **it is not possible to retrospectively correct the test scores**. ISEB recommends that dates of birth are checked against a birth certificate or passport.
- SEND indicator ([further information](#))
- EAL indicator ([further information](#))

- Current school
  Please ensure the candidate's current school is declared accurately during registration. 'Overseas', 'Unknown' or similar non-specific information should be avoided. If necessary, please delay the registration until accurate information is available.

You will receive a confirmation email once the registered candidates are ready for testing. Included in the email will be a link to the familiarisation test which senior schools can share with candidates' parents.

ACCESSING THE TESTWISE ASSESSMENT PLATFORM

Senior schools should access Testwise through the website iseb.co.uk/cpt-admin.

To log in, schools must provide their registered email address and password.

Additional staff logins can be requested by contacting GL Assessment technical support.

CANDIDATES

The list of registered candidates can be accessed within Testwise from the **Students** section.

To edit a candidate's details, locate the candidate, click the **Actions** link and then the pencil icon. Please ensure the **External Reference** field is not altered.

The 'Add student' and 'Import students' buttons within Testwise must not be used to register candidates and are not applicable to the Common Pre-Tests.

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 a candidate's forenames, surname, gender or date of birth are updated, please inform ISEB of these changes via email (pretests@iseb.co.uk), supplying the External Reference number, and the changes made.

For further information, please see the Students section of the Testwise online help.

SITTINGS

The list of sittings can be accessed within Testwise from the **Sittings** section.

Sittings in Testwise define which candidates take the Common Pre-Tests and when the tests can be taken. Once a sitting has been created, a Student Access Code (password) is generated for each candidate added to the sitting so that they are able to log into the Test Lobby and take the Common Pre-Tests.

During sitting creation, the administrator can select whether the sitting applies to an automatically **timed test** or an **untimed test**. An automatically timed test applies the standard test duration, and an on-screen digital countdown timer is visible during the test. When the standard test duration is reached, the test automatically ends.

An untimed test is intended for SEND or EAL candidates requiring extra time in addition to the standard test duration. For untimed tests, there is no on-screen

countdown timer. The invigilator is responsible for timing the test and ending the test at the appropriate time.

To create a new sitting, click **Add sitting** and provide the following information:

- **Sitting name**
  Enter a unique name for this sitting
- **Service**
  Select **ISEB (**this should be automatically selected)
- **Test group**
  Select **ISEB Common Pre-Tests (**this should be automatically selected)
- **Select either Timed Test or Untimed Test**
  Select **Timed Test** for standard test timings with an automatic countdown timer
  Select **Untimed Test** for candidates requiring additional time with test timing managed by the invigilator
- **From date**
  The earliest date and time a candidate can take the test
- **To date**
  The latest date and time a candidate can take the test. The maximum sitting duration between **From date** and **To date** is 60 days.
- **Manage Students**
  Each sitting can contain up to 500 candidates. Candidates selected with a green tick are added to the sitting.
- **Test start mode**
  Select **Automatic Test Start (**this should be automatically selected)

Once a sitting has been created, you can download candidate login details in either PDF or CSV format, by clicking the Actions link next to the sitting and choosing one of the two download formats. Sitting start and end times uses the time zone of the sitting creator. Please bear this in mind when sending login details to invigilation centres in different time zones.

Please note that editing of a previously created sitting is not possible once candidates in that sitting start taking Common Pre-Tests.

For further information, please see the Sittings section of the Testwise online help.

TAKING THE TESTS

It is essential that senior schools check whether the candidate has already taken the Common Pre-Tests on behalf of another school in the current academic year. If this is the case, the candidate should not take the tests again.

If candidates are taking the Common Pre-Tests at an external venue (such as a prep school or testing centre), senior schools will need to provide the following information:

- a **link** to the Invigilation Centre Guide
- a **link** to the Centre Declaration Form
- clarification regarding candidates whose tests require additional time and, therefore, manual timekeeping
- clarification regarding candidates with SEND arrangements (please note that iPads/tablets are incompatible with untimed/manually timed tests)
- clarification regarding candidates with English as an additional language (EAL)
- a **link** to the test lobby iseb.co.uk/cpt-test
- a list of candidates and their Student Access Codes (passwords)

- a date/time range within which the tests must be taken (defined when the sitting was created)

Please ensure that **links** to ISEB produced documentation are sent rather than directly attaching the documentation to the email. This ensures that the most up-to-date versions of the documentation are accessed.

In order to preserve the integrity of the Common Pre-Tests, candidates may only be tested in schools or testing centres and with an invigilator physically present.

If any on-site testing is taking place at the senior school, administrators will also need to read the [Invigilation Centre Guide](#).

Senior schools can monitor the real-time progress of the tests by going to the **Sittings** section and clicking the **Progress** button next to each sitting.

It is also possible to access all activity for a student by viewing the student activity log. Instructions to achieve this can be found [here](#).

Once testing has completed, you should expect to receive Centre Declaration Forms from external testing venues for the candidates that you requested to be tested. The signed declaration form certifies that the tests were carried out strictly in accordance with the requirements set out in the Common Pre-Tests Invigilation Centre Guide. The form also indicates whether the candidate took the tests for your school or had already taken the tests for another school. A notes section on the final page of the form allows invigilators to record any issues with the administration of the tests.

RESULTS

Accessing candidate results fall into two scenarios:

1) Results for candidates who have taken the tests for your senior school

These results can be accessed within Testwise from the **Reports** section.

To view previously generated reports, click **View** Downloaded Reports.

To generate a new report, click the **Create** New Report button.

- **Report type**
  Select **Standard report (**this should be automatically selected)
- **Product selection**
  Select **ISEB** as the product **(**this should be automatically selected)
  Select **ISEB Common Pre-Tests** as the test group **(**this should be automatically selected)
  Select either **Excel Report** or **Group Report** as the report type
- **Click Next**
- **Report Name**
  Enter a unique name for this report
- **From Date**
  The earliest test date to include in the report
- **To Date**
  The latest test date to include in the report
- You will then be asked to select the students to include in the report. A number of filters are available to narrow the student selection, if not ensure all students are selected.
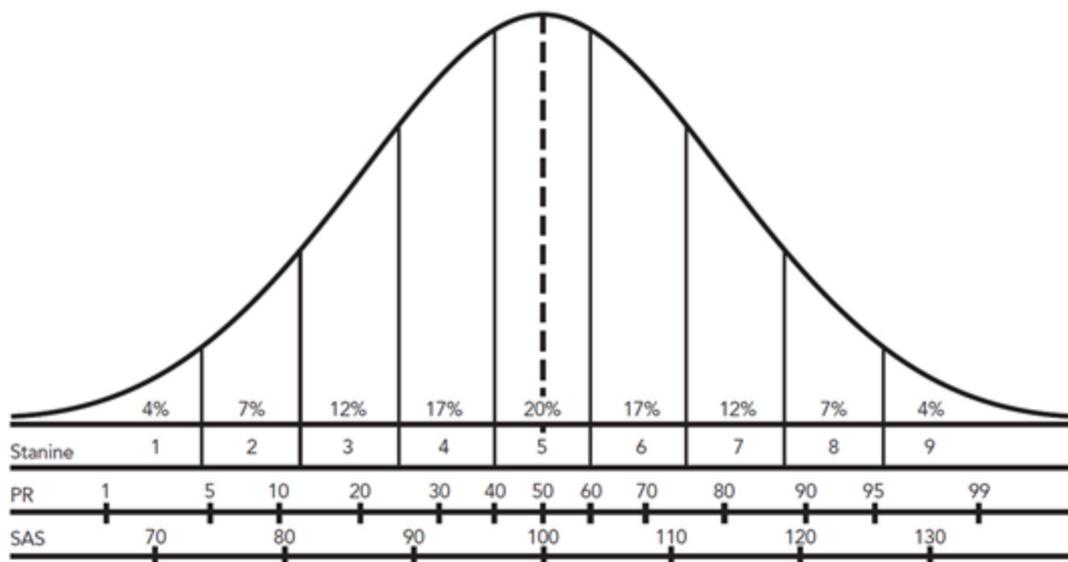- **Click Next**

- A report summary screen is displayed offering the chance to edit your previous report selections. Use the **Sort Students by** selection to define the sorting of the report. For the **Excel Report**, click **Download Excel**. For the **Group Report**, click **View Report** for a PDF report.
- You will be redirected to 'Downloaded Reports', your new report should be at the top of the list. You can choose to download a single report, or multiple using the checkboxes.

2) Results for candidates who have taken the tests for another school

To access external candidate results, you will need to formally request these from ISEB using the [Request for Candidate Results form](#). You will be required to enter contact details on the form and also to provide a list of candidates. Instructions for this are provided on the form. The completed form and candidate list should be attached to an email addressed to pretests@iseb.co.uk. Results can take up to 5 working days to be delivered. You can only request results for candidates which your school has additionally registered with ISEB.

Reports for Timed and Untimed tests are now consolidated into a single report. To identify whether a candidate took a Timed or Untimed test, a **U** is added to the end of the test duration to indicate an Untimed test.

Each candidate has a Standard Age Score (SAS) which is based on the number of questions answered correctly; the score is adjusted for age and placed on a scale which makes a comparison with a standardisation sample taken from the independent school's sector; the average is 100. Also included are individual stanine, percentile rank (PR) scores, together with a mean SAS score.

ISEB will only release results for Common Pre-Tests which have been taken in the current academic year.

For further information, please see the [Reports](#) section of the Testwise online help.