

## PARENTAL GUIDE



This guide will take you through the process for sitting our Year 7 Online Entrance Assessment for September 2021.

Date of Assessment: Friday 22 January at 08.45

First and foremost, we are mindful of the difficulties around sitting the Entrance Assessments this year and have written this document to try and alleviate as many concerns as possible.

Please do not hesitate to contact the Admissions Team on 07553 948949 or email [coxr@ashfordschool.co.uk](mailto:coxr@ashfordschool.co.uk) if you have any questions.

Along with this guide, you will have received a password to your child's account for the ATOM Learning platform. You will be sent your Teams Invigilation Group invite the day before the assessment.

## SUMMARY

The assessment will be online and can be completed at home. It will consist of three tests, all of which are multiple choice. The tests are adaptive and will produce an accurate Standard Age Score for Ashford's review following its completion.

Please note: adaptive tests become more challenging where a pupil is performing well and vice versa.

The timings of the tests are as follows:

09.00 - English (25 minutes)

09.40 - Non Verbal Reasoning (32 minutes)

10.30 - Maths (50 minutes)



## BEFORE THE ASSESSMENT

In order to ensure the smooth running of the assessment:

Your child will need the following:

Devices:

- A device to complete the Entrance assessment on; ideally an iPad, surface go, a laptop or a desktop computer. This device will need to be connected to a power supply throughout the examination. Please ensure you have the latest version of Google Chrome installed.
- An additional device with a camera and Microsoft Teams downloaded, to allow candidates to be invigilated; ideally an iPad or mobile phone.
- Both devices will need a connection to the internet.

In addition:

- A clear space to work (ideally not a bedroom).
- Paper and pen or pencil for rough Math calculations

Familiarisation

Please can your child login to ATOM Learning prior to the assessment using the username and login that has been emailed separately.

<https://app.atomlearning.co.uk/login>

There is a short familiarisation exercise to complete for English, Maths and Non Verbal Reasoning under the 'To Do' list (see video for further instructions).

See Video Instructions: [Instructions on how to access the familiarisation exercises that have now been set in English, maths and non-verbal reasoning](#)

## Setting up for the Assessment

Please ensure that your child is sitting at a table to complete the Entrance Assessment.

Device 1 is for completing the Entrance Assessment

- This device should be in front of the pupil ready to type.
- The candidate must login to ATOM Learning ( <https://app.atomlearning.co.uk/login> ) using the Username and Password that you will have been sent separately.
- The device must be plugged into a power source continually.

See Video Instructions:

[Instructions to access the official test on the day of the assessment.](#)



Device 2 for invigilating the Entrance Assessment

- This device should be set up with Microsoft Teams.
- It must be fully charged, or plugged into a power source continually.
- It needs to be placed according to the photo, to show your child, and their hands when typing on their device.
- The volume and video must be on for the duration of the assessment.

## On the Day

### Starting the assessment

Please ensure that your child is ready and set up by 08.45.

Candidates should join the Teams invigilation group on their second device at 08.45.

The invigilator will greet your child on Teams and is there purely to ensure fairness for all those entering the assessment. As with assessments within school, once the assessment has started, they will only speak to your child to let them know when their test is finished.

Pupils must not talk during the assessment.

Parents should not talk to either their child or the invigilator during the exam.

Please ensure the camera and microphone are on at all times.

The Invigilator will read out the instructions prior to your child commencing the assessment.

When instructed, your child can click onto the **MOCK SESSION** button on the top right hand corner.

The Invigilator will instruct your child when to begin the assessment.

Each assessment has a timer and your child will be able to see how long they have left to complete the assessment.

There will be a short break in-between the three papers. Once the final paper is complete, your child is free to log off ATOM Learning.

The results of the assessment will be communicated to you w/c 8 February 2021.

## Questions

Please rest assure that we will do all that we can to help on the day. We do not want your child to worry about the assessment. Here are some questions that we have envisaged parents might ask:

1. What happens if my child is ill on the day?

Please email [coxr@ashfordschool.co.uk](mailto:coxr@ashfordschool.co.uk) as early as possible and we will arrange for your child to sit the assessments on an alternative day.

2. What does my child need to wear?

We want your child to feel as comfortable as possible, so they can wear whatever they like.

3. What happens if we haven't received the username and password, or Invigilation Teams invitation?

If you haven't received your username and password by Wednesday, please email [kershaws@ashfordschool.co.uk](mailto:kershaws@ashfordschool.co.uk). Your Invigilation Teams invitation will be sent out on Thursday

4. What happens if the password on the day doesn't work?

Please don't panic! We will be on hand to help you with this if there is a problem. Please speak to your invigilator on the Teams meeting or contact Sarah Kershaw

## Questions and Contacts

5. What if there are technical problems on the day?

If there are any technical problems, please leave the online examination and the Teams call.

Please contact Sarah Kershaw who will arrange for the test to be started again.

7. What happens if my internet crashes during the exam?

Please contact Sarah Kershaw who will arrange for the test to be started again.

8. Can my child go to the toilet during the exam?

Yes they can, however, as with all exams, we would advise that they wait until the end of the paper, otherwise they will miss time during the exam that they could be answering questions.

Useful contacts:

Rachael Cox	Registrar	<a href="mailto:coxr@ashfordschool.co.uk">coxr@ashfordschool.co.uk</a>	07553 948949
Sarah Kershaw	Exam Invigilator Lead	<a href="mailto:kershaws@ashfordschool.co.uk">kershaws@ashfordschool.co.uk</a>	07989 390699