

Teacher's guide

Introduction

Testbase is designed for teachers by teachers. Its continuing development is informed by feedback from teachers, advisers and QCA.

Testbase has been used in over 15,000 schools and by many local authority advisers over the past ten years to support assessment across years 2 to 9. Although most of the statutory tests have gone, the individual questions provide a rich source of teaching and assessment material. Testbase enables teachers to find the material they need quickly and easily to support them in their teaching, periodic assessment, assessment for learning and as a means to confirm teacher judgements. It is recommended by the National Strategies with the categories changing to reflect curriculum changes so that it supports your teaching objectives in line with current frameworks and guidance.

If you have not used Testbase before, please print out the Quick Guide which will help you get started.

This guide provides suggestions to help you get the most from your software. You will also find additional resources on the Testbase website www.testbase.co.uk some of which have been provided by advisers and teachers.

Using the power of Testbase

Testbase provides you with a bank of questions that can be selected in a variety of ways to support your teaching and learning objectives. Here are some suggestions on how Testbase can further support your teaching and pupils' learning.

Teachers, schools and advisers use Testbase to support:

- informing planning and whole school improvement activity;
- teacher moderation of standards, e.g. using the pupil responses in English exemplars;
- setting benchmarks for achievement;
- monitoring progress;
- assessing pupils at entry/exit points;
- exemplars for use with pupils in the classroom, eg using QCA reports on pupil performance in a question, examples of pupils' responses and the mark scheme alongside a question.

Testbase Consultants

Testbase is supported by subject specialists who are able to categorise the questions for teachers, adapt them where necessary, and make expert compilations so that teachers have access to tests of objectives, introductory and plenary activities. Please read the subject information on the Testbase website for specific information.

KS1 Mathematics	Anne Woodman
KS1 English	Hilary Sanders
KS2 English	Hilary Sanders
KS2 Mathematics	Anne Woodman & Caroline Cooke
KS2 Science	Liz Lawrence
KS3 English	Lorna Pepper
KS3 Mathematics	Caroline Cooke
KS3 Science	Kath Twin

Diagnostic – assessing knowledge and understanding

You can use Testbase throughout the year to evaluate the progress of your pupils in structured assessment. You can also use the software to create formative assessment classroom materials.

Some suggested uses for questions, mark schemes, reports and teaching frameworks are given through the following flow charts.

Use Testbase to

- prepare differentiated work for your pupils at the appropriate level.
- identify weaknesses in a particular topic area across the class
- help set realistic targets to share with individual pupils (and their parents)
- assess new pupils

Using questions linked to frameworks

Wherever possible Testbase questions are linked to the appropriate teaching framework so that you can select assessment material to match your scheme of work.



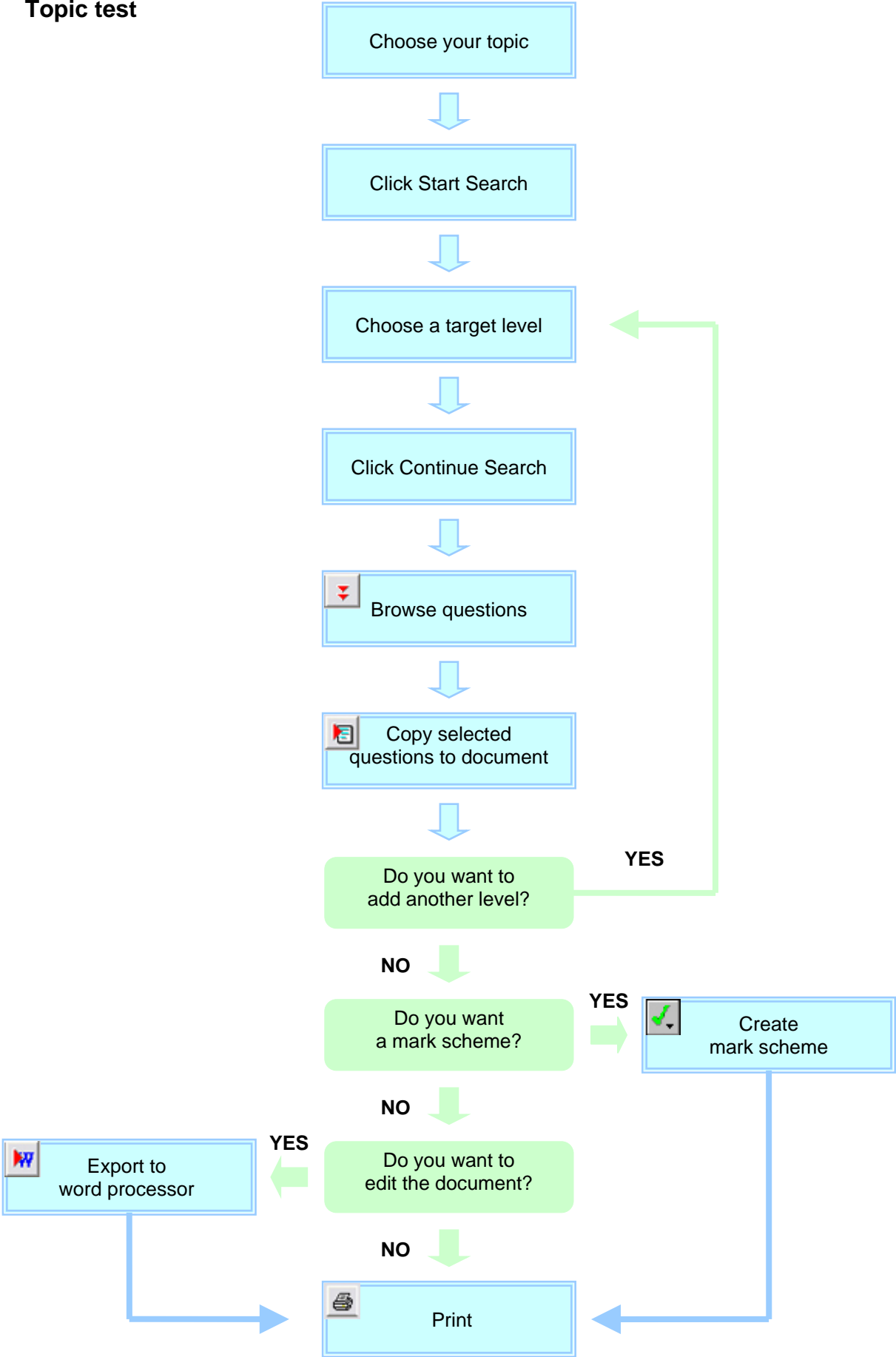
Teaching Frameworks



Links

KS1 Mathematics	PNS units, blocks & objectives	National Curriculum PoS
KS2 English	Assessment Focuses	Exemplification
KS2 Mathematics	PNS units, blocks & objectives	National Curriculum PoS
KS2 Science	QCA science scheme of work	National Curriculum PoS
KS3 English	Assessment Focuses	
KS3 Mathematics	Strategy strands & objectives	National Curriculum PoS
KS3 Science	QCA science scheme of work	National Curriculum PoS 2008
Y5 & Y6	PNS strands & objectives	
How Science Works	National Strategy	National Curriculum PoS 2008
Tracking AFs across the KS	Assessment Focuses	

Topic test



Summative assessment printing complete past papers, mark schemes and reports

Using Testbase, you can open and print complete test papers from previous years. Use these to support your teacher judgement based on national standards.

Download ready compiled tests

1. Go to <http://www.testbase.co.uk/sec/resource.asp>
2. Click on the Key Stage level you want
3. A pop-up window will appear. Click 'Save' to save the zip file to your machine (usually to Desktop or My Documents)





4. Find the downloaded zip file on your machine, right-click it and (depending on the software you have installed) select 'Unzip' or 'Extract'. You will now have a folder of Ready Made Tests you can double-click to open in Testbase, as well as the original zip file, which you can delete.

Testbase tools

Select the paper you want to open from the list and click Open

The file you have chosen will appear in Testbase.

Click on  to create an automatic mark scheme

Click on  to show commentary data

Click on  to print your document

Click on  to export it to Word.

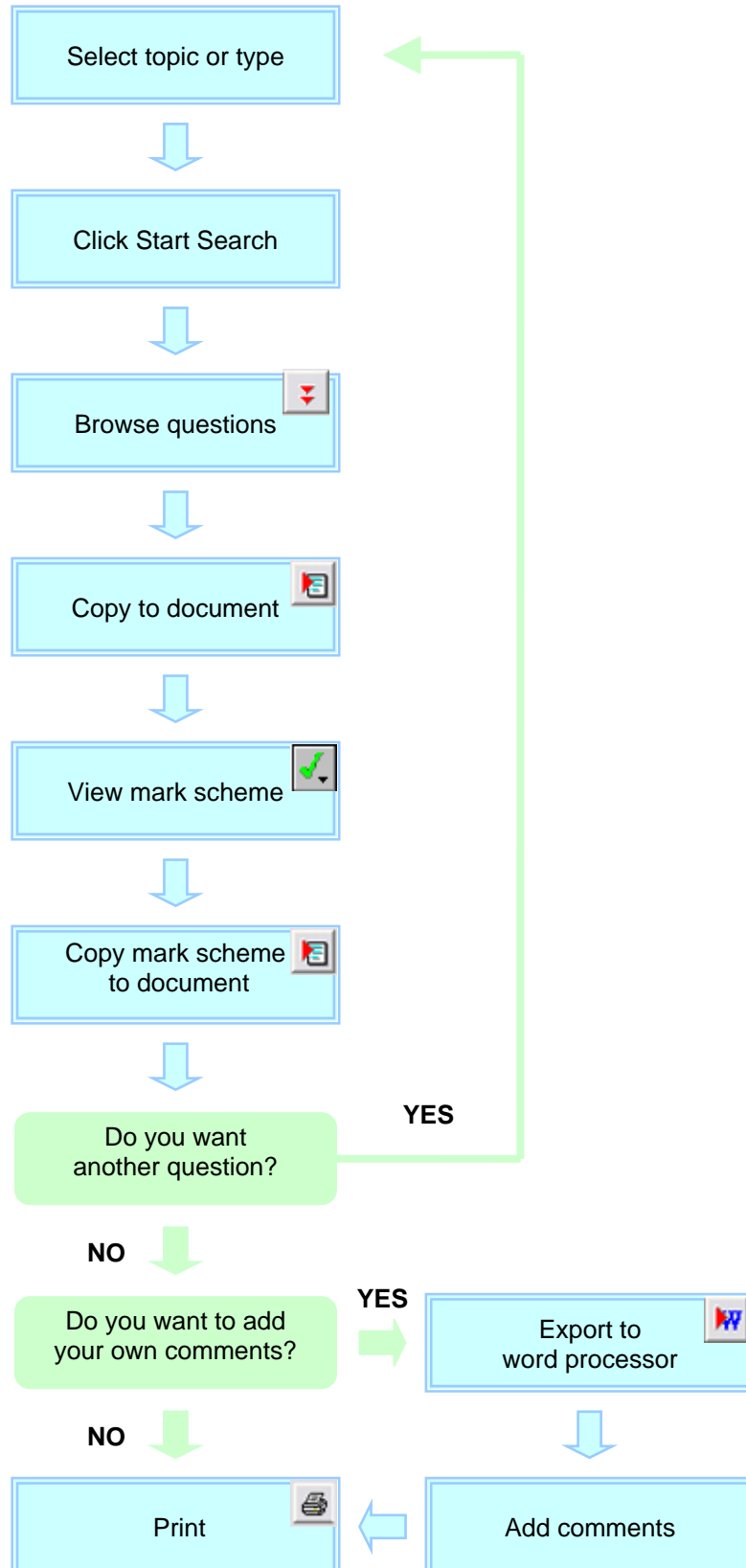
If you want to record the marks your pupils achieved, create a **mark entry sheet**. Please see detailed instructions in **Record pupils' marks from the assessment you create** section below.

Using mark schemes

Getting to know and understand the mark schemes can enhance your teaching as they provide detailed guidance on the range of acceptable responses. You can print a complete mark scheme linked to a past paper (see previous section) or look at the answers to particular topic/type based questions.

Peer review

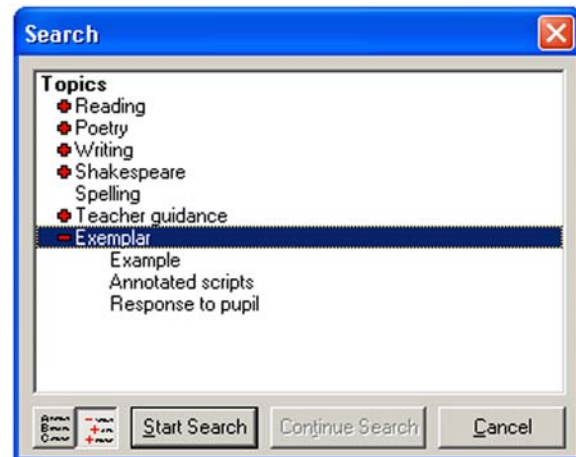
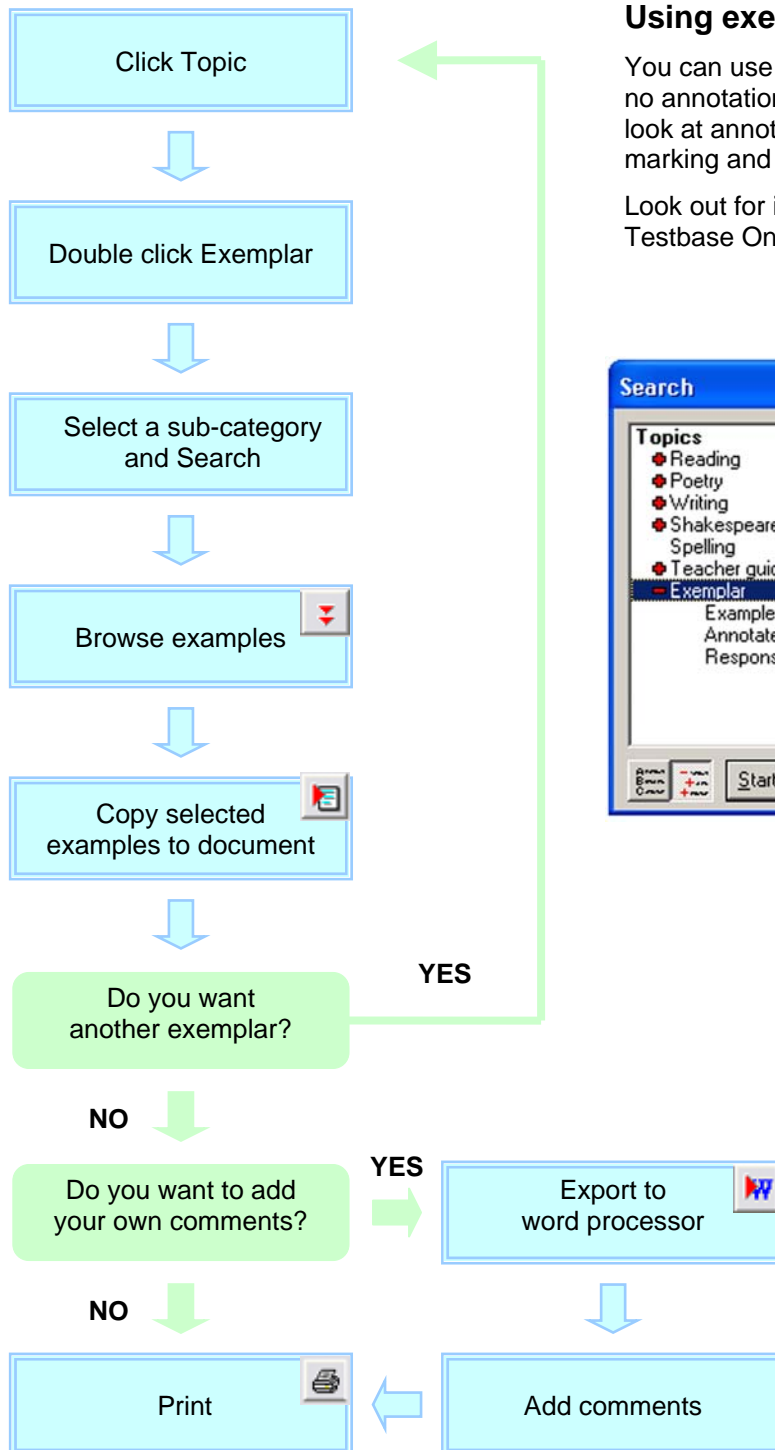
Pupils can answer some questions that you have compiled for them and then use the mark scheme to mark their own or other pupils' work. This activity might be carried out in small groups where they can share insights and gain from the understanding of other pupils. They can also start to identify their strengths and weaknesses for themselves.



Using exemplars in KS3 English

You can use student responses that have no annotations for whole class teaching or look at annotated scripts to get feedback on marking and analysis of strands.

Look out for interactive annotations through Testbase Online from October 2009



Teaching material - generating homework and classroom worksheets

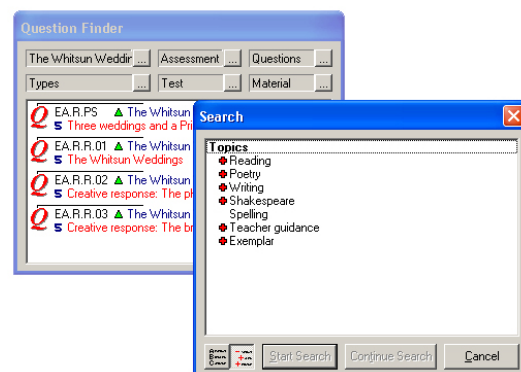
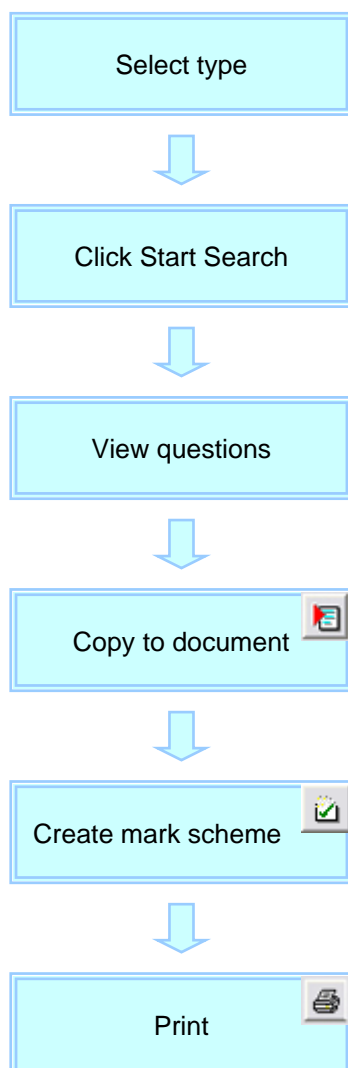
You can generate worksheets for the class using questions as a start point. Please see the guidance on Assessment for Learning for detailed ideas. You can search by topic and level to find sets of questions and then select those that lend themselves to development.

You can also use a data projector and interactive whiteboard in whole class teaching to demonstrate different types of questions and their mark schemes as a stimulus for discussion.

Answering the question – demonstrating types of questions for pupils

If you wish to assess pupils' abilities in dealing with particular types of questions (eg structured, calculation) select the questions, copy them into a document, export to your word processor and edit them, highlighting aspects and including your own comments.

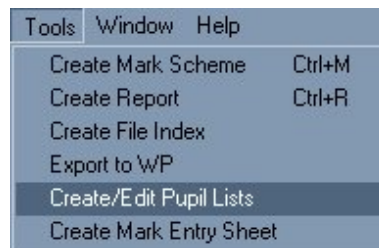
Note: the question type categories in Testbase are not absolute and most questions involve a range of skills and knowledge. However, should you wish to focus your pupils on questions that require, for example explanation, then questions listed under that type will have elements requiring explanation. The classification of question types differ for each subject.



Record pupils' marks from the assessment you create

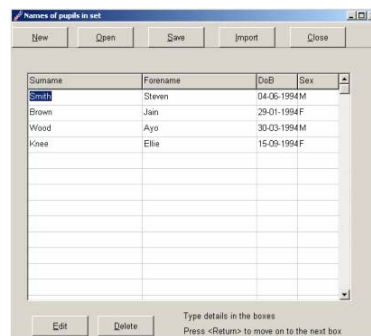
Step 1

Click on Tools, Create/Edit Pupil List.



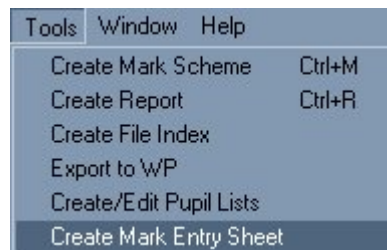
Step 2

Enter your pupils' details or import a file of pupil details saved in .csv format.



Step 3

Click on **Tools** on the main tool bar and **Create Mark Entry Sheet**.



Step 4

Click **Yes** to use the pupil list you have created or **No** if not.



Step 5

Enter a name for your mark entry sheet in the pop up window (eg Y5 – end of topic test) and press **save** then a mark entry spreadsheet will be produced.




Here is an example of a mark entry sheet created for a selection of six KS3 science questions.

testbase			Question ref:	E	F	G	H	I	J	K	L
Mark entry sheet				Q02.B2.15	Q02.B2.16	Q02.B2.17	Q02.B2.18	Q02.B2.19	Q02.B2.20		
			Question type	Four operations	Manipulation	Area, perimeter	Interpreting data	Graphs	Interpreting data		
Class			PoS ref 1	K32.4a	K32.5b	K33.4f	K34.5b	K32.6e	K32.6f		
Test name			PoS ref 2	K34.3b	K34.3b	K34.3b	K34.3b	K34.3b	K34.3b		
Date			Target level	6	6	6	6	6	6		
Total			Marks available	4	3	2	2	1	1		
Pupils			Class average (%)	50	66	100	87	50	50		
Surname	Forename	Date of birth	Sex (M or F)	1	2	3	4	5	6	Total	%Correct
Smith	Steven	06/04/1994	M	3	2	2	2	1	0	10	77
Brown	Jain	29-01-1994	F	2	1	2	1	0	0	6	46
Wood	Ayo	30-03-1994	M	2	3	2	2	0	1	10	77

Caution

When undertaking any analysis of marks, please consider the following:

- The results from one test should not be taken in isolation from your evidence and knowledge of a pupil's other work.
- Pupils' actual responses to a test question may show why they got something wrong.
- On a past test the PoS may be unevenly represented in the questions;
- Refer to the QCA commentary on pupil performance  to see how the national cohort responded to particular questions (Up to 2007 only).

Interrogating mark entry sheets

You may find it useful to consider some of the following questions when looking at pupils' marks.

- Are the patterns of performance for any one class or teaching group different from others?
- What can be learned about the comparative performance of boys and girls?
- Where pupils in one class did significantly better on a topic, can you identify any teaching practices that contributed to the pupils' success?
- How will the results enable you to set targets with individual pupils?
- Are there any features that are common across subjects?
- What are the implications for teaching and learning?

For mathematics and science

- How does performance in a particular attainment target compare to performance in a whole test? What are the implications for teaching and learning if these are typical of the questions in this area?
- Although individual differences in performance are to be expected in different attainment targets, are there any groups of pupils for whom the pattern of performance is different?
- Can you use the expertise of a pupil in one particular area as a way of improving their performance in another area?
- If you used a differentiated selection of questions, look at where the marks achieved by pupils started tailing off? Were there any parts of work at a higher level where they performed well? Why was this? What are the implications?

Installation Requirements

To use Testbase, you will require the following:

- a PC running Windows 98, NT4, 2000, ME, XP or Vista;
- 266MHz PII processor;
- 64 MB of memory (128 MB for Windows XP);
(Testbase will run on less but you may find some features slow)
- the amount of space needed varies depending on the subject to be installed, and is noted during installation. We advise you to consider at least 500MB free space on the hard drive.

If you have not used Testbase before, the accompanying Quick Guide will help you explore the basic program features to get started.

Running the Testbase demonstrations

To try a Testbase subject demonstration, please go to www.testbase.co.uk to install the subject you wish to explore and follow the on-screen instructions.

The full software for each subject is on the CD ROM. To access these, you will need to purchase a Testbase licence for each subject.

The Testbase licence and access to the full program

You will need to buy a Testbase licence for each subject program you want to use. The licence allows you and your colleagues to install the program on to any computer that is owned by the school or any computer used by a teacher working at the school (including at home).

After you have received the licence code for a subject (we will send this by e-mail or post), click on the Install Testbase button, click on the button for the subject you wish to install and carefully follow the on screen instructions. Please make sure you enter the licence details carefully.

You can install each Testbase program on your hard-drive or run it from the CD-ROM to save hard disc space. The setup program will place Testbase on the program menu of your computer for easy access.

Feedback

Each version of Testbase evolves from the feedback we receive from teachers and advisers, from comments at training sessions and suggestions e-mailed to us. Please do let us know how you use Testbase and any developments you would like to see in future through the contact form on the website www.testbase.co.uk/sec/contact.asp

Technical support

Network installation

Please visit the website for the latest guidance notes for network installation and ensure that you have rights to the school network. The program is intended for teachers and should only be installed on teachers' computers.

Frequently asked questions

Answers to frequently asked technical questions can be found on the website. Please discuss any technical problems with your school ICT staff before contacting us. If you are unable to install Testbase please check that you have the correct licence codes for the version you have. We do want you to be able to use Testbase quickly and easily so please complete the online contact form if you have problems that cannot be sorted.