

'FAQ Sheet for Parents/Guardians' (sample template)

This template can be used, and modified, by schools to inform parents/guardians on the school's use of assessment instruments with students.

Who will be involved in the administration of assessment instruments?

Administration of assessment instruments will be undertaken by appropriately qualified school staff only, which in some instances will involve subject teachers, the school guidance counsellor and/or the learning support teacher (depending on the nature of the test).

How will the information be protected?

The school will ensure that the information, in line with data protection requirements, is kept secure with access confined to designated school staff. In the case of electronic information this will be kept secure through password protection. Only designated school staff will have access to this password.

Who will be able to access the information and results?

In order to ensure that your son/daughter receives an education that best supports his/her development, the information and results may be shared with your son/daughter's teachers in accordance with established test practice. This is to ensure that teaching approaches can be adapted to accommodate the different learning needs and styles of students. In addition, the guidance counsellor and the learning support teacher will have access to the information.

How long will the school retain the information?

The school will retain the information until seven years after your son/daughter has left school. This is in line with data protection requirements.

Will we be informed of the results?

All parents/guardians will be informed of the test scores achieved by their sons/daughters. The information will be presented in accordance with established test practice and in a format that is easily understood.

Students will also receive feedback on how they did. This will be through a meeting with either the guidance counsellor/learning support teacher or the subject teacher who administered the test.

My child has a Special Educational Needs (SEN) or takes English as an Additional Language (EAL), is further testing appropriate?

If your child has been identified as having a SEN or is an EAL student, and you have disclosed this information to the school, it may not be necessary or appropriate for your child to take a specific test. A member of the school staff will be in touch with you prior to the administration of a test to discuss this further with you.