

29th November 2021

Dear Parents/Carers,

During this school year, your school is helping us to trial the *Basic Number Screening Test* so that we can publish a new edition of this test. This assessment measures number skills and helps teachers to see where pupils need further help with particular areas of Maths. After the trials, *RS Assessment from Hodder Education* will publish the new Basic Number Screening Test (5th Edition) assessments. Your school is helping by becoming one of our *Research Partner Schools*.

What is the purpose of the trialling? *RS Assessment from Hodder Education* will use the test scores from schools all over the country taking part in the trial to create standardised scores that will be made available with the assessment papers after the trial. In order to create the standardised scores, age-standardised scores and number ages, we need a sample of at least 1000 pupils to sit each test. Their results are aggregated (gathered together as a group) and anonymised (all names and identifying data taken out) and analysed to create these scores. If we didn't trial the papers, we wouldn't be able to provide any of the standardisation data for schools.

Why is my school being asked to take part? Lots of schools across the country have been asked to take part so that we can be sure of a spread of schools that is representative of schools nationally.

How frequently will pupils take part in the assessments? Pupils will sit 2 assessments during a three-week period in Jan/Feb 2022 only. Each assessment may take up to 30 minutes to complete. The teacher will read the questions so this is not a test of any pupil's capability in reading. The teacher will ensure pupils stop the test when the questions become too challenging.

What about pupils with special needs who cannot access their year group's usual test papers? Schools will ensure that any pupils with special educational needs or disabilities are comfortable with the tests and are not required to answer any questions that are beyond their capability. Schools may choose for a pupil not to sit the test if they feel that it would discomfort the pupil in any way..

What personal data will be required and for what purpose? On each test paper for each pupil the teacher will fill in their first name (no surname), their date of birth and their gender. This information is required in order to correctly allocate pupil scores, to standardise and age-standardise the tests, and to provide aggregated gender-specific data. This is in the legitimate interest of providing your school with the results of the trial assessments and undertaking the analysis required to produce the standardised scores that will be available to schools using these tests in the future. Should you wish your school to withdraw your data from the study, please inform your teacher in writing within two weeks of receiving this letter.

Who will be handling the data? Hodder & Stoughton Limited (on behalf of its business division, *RS Assessment from Hodder Education*) will process your data solely for the purposes of this project as outlined above. Our research partner is Test and Evaluation Limited. Test and Evaluation Limited will provide us with services in respect of analysing the test scores and data collected during the trial. We will share the data collected with Test and Evaluation Limited for the purposes of this project, but we will not share the name of your school with Test and Evaluation Limited so pupils will not be identifiable. Test and Evaluation Limited will use carefully selected subcontractors to provide the services. The personal data will be anonymised wherever possible throughout the process and we will not share the data with any other third parties. Hodder & Stoughton Limited and Test and Evaluation Limited will retain the anonymised data (i.e. names removed) – pupil numeric code, date of birth and gender – for administration purposes after the trial for as long as the new assessment papers are published by us. The data will be deleted by Hodder & Stoughton and Test and Evaluation Limited when the assessment papers are no longer available. We will ensure that all the data that is submitted to us remains secure. You can see how Rising Stars handles personal data in our Privacy Notice at <https://www.hoddereducation.co.uk/privacynotice>.

Will pupils' data/school data be published anywhere following the trial? All data will be aggregated and anonymised so that when information is published about the standardisation process, no school or individual pupil will be identifiable. The information published will be charts of scores to help schools to measure their pupils' progress.

***We are very grateful to your school and its pupils for helping with this project.
If you have any further questions, please discuss these with Mel Bowman, Deputy Headteacher.***