

Dear colleague

Welcome to the 2008 national curriculum test marking cycle.

ETS Europe has been appointed as the National Assessment Agency (NAA) delivery partner for national curriculum tests for the next five years, including the marking programme for key stages 2 and 3. ETS Europe is a world leader in educational research and performance assessment. Our goal is to provide high quality marking services for pupils and schools throughout England. We welcome you to a marking team of educational professionals.

This marker pack contains materials to help your training, along with stationery and materials you will need for marking national curriculum tests. I particularly draw your attention to the *marker handbook* which explains the marking activities and deadlines you will need to meet throughout the marking cycle. Please ensure that you read the *marker handbook* thoroughly at your earliest convenience.

As soon as you open this package, you should check the packing list against the contents page that you received at the top of the pack. You should then check the contents of each individual pack against the check list on the respective cover sheets. If any of the materials are missing please contact the ETS marker helpdesk by telephone on 0870 1614529 or email markers@testoperations.org.uk.

If you are a supervising marker, you will have received the enclosed copies of the mark scheme and test papers before the national curriculum tests have been administered in schools. These materials are highly confidential, so must be stored in a safe place at all times and not discussed with anyone other than your supervisor. You should familiarise yourself with all of the enclosed materials in preparation for your face-to-face training session and ensure you read both the marker handbook and complementary supervising marker handbook thoroughly. You should take all materials to the training day. Please do not open or mark the enclosed standardisation pack until you have completed your training course.

If you are a marker who is training at a face-to-face marker training event, you will receive further instructions about how to use the materials contained within this pack during the training day. You should already have completed your preparatory online administration training in addition to your new marker exercises, if applicable.

If you are a marker who is training online, you should have already completed your preparatory online administration training and received instructions on how to access and complete your online training course. The training materials in the enclosed training pack are hard copies of the information you will see online and have been included for your reference. You should complete your online training course and read through all the information thoroughly within the specified online training window.

Thank you for participating in the 2008 marking cycle and we look forward to working with you.

Kind regards,



Theresa Luty
Director, Marking Performance and Assessment
ETS Europe

