



Before taking your numeracy test

This information sheet is designed to help you prepare for your numeracy test. Further materials are available from the Department for Education's (DfE) website at www.education.gov.uk/sta/professional including:

- numeracy practice materials (interactive and non-interactive);
- glossary of key terms used in the test; and
- areas of numeracy including worked examples.

At the start of the test

Only start the test when you feel ready. Make sure that you are calm before you click to start the test.

Mental arithmetic section

- The first time the question is read, make a note of the key numbers. Don't panic if you miss information; the question will be read a second time.
- Start to work out the answer as soon as you have the required information; if possible, while the question is being read the second time.
- If you can't answer a question, enter a likely answer and then clear your head for the next question. Remember that you do not need to get every question right.
- Aim to pick up as many marks as you can from this section.
- Make sure that you follow the instructions carefully. For example, some questions include instructions on how to present your answer, such as 'using the 24-hour clock', 'to the nearest whole number', or 'to 2 decimal places'.
- When answering 'to 2 decimal places' remember that you may need to round the number, eg 2.464 is rounded to 2.46 and 2.466 is rounded to 2.47.
- Fractions need to be entered in the lowest terms, eg $\frac{6}{8}$ should be entered as $\frac{3}{4}$ and $\frac{7}{28}$ should be entered as $\frac{1}{4}$. It may be helpful to revisit the 'Fractions, decimals and percentages' section of the 'Areas of numeracy' support document as many of the mental arithmetic questions are based on these concepts. Make sure you are aware of the common equivalent values of fractions and percentages which are listed in the document. You can download it from the Numeracy test page of the DfE's website at www.education.gov.uk/sta/professional.
- Practise using mental strategies – for example, buying 5 books which cost £4.99 can be worked out by multiplying $5 \times £5$ (£25) and subtracting $5 \times 1p$ (5p) to give £24.95, rather than working it out using written methods, which can take longer.

On screen section

- Keep an eye on the time remaining. One strategy to maximise the number of marks you pick up is to answer those you find easiest first. You can return to any you still need to complete at the end of the test. Don't dwell for too long on any particular question. This will help you to get to the end of the test with time to spare. You can then revisit those you have not completed and insert an answer. Try not to leave any answers blank at the end of the test.
- Ensure that statements are read carefully. For example, the question may have asked for the percentage of pupils who achieved level 4 and above. Don't just look at level 4; remember to include those who also achieved level 5, level 6, and so on.
- Check that you are giving the correct information. Tables may give you the number of marks a pupil achieved but the question may be asking you for a percentage score.

Results

You will receive a printout when you complete your numeracy test. This will tell you whether you have passed or failed the test.

If you haven't been successful, the printout will include details of the percentage you would have needed to pass the test.

You don't need a set number of marks from each section. Each of the 28 questions carries 1 mark. All 28 questions fall into one of the following 3 categories:

- mental arithmetic
- using and applying general arithmetic
- interpreting and using statistical information

The printout lists any sections in which you achieved less than half of the available marks.

It may take up to 48 hours for a skills test result to upload onto the results database.

Resits

If you need to book a resit, please don't feel pressured to take your next test straight away. Give yourself time to prepare before booking it.

You will need to wait 48 hours before you can book your next test.

Any further questions?

For any queries relating to this document, please contact the helpdesk by telephone on 0300 303 9613 or email support@sta.learndirect.com. The helpdesk is available from Monday to Friday, 8.00am to 4.00pm.

Alternatively, Teacher Support Network is a group of independent charities and a social enterprise that offers advice, support and counselling for teachers and trainee teachers. Visit www.teachersupport.info or telephone 08000 562 561.