# TEST PIT RECORDING BOOKLET

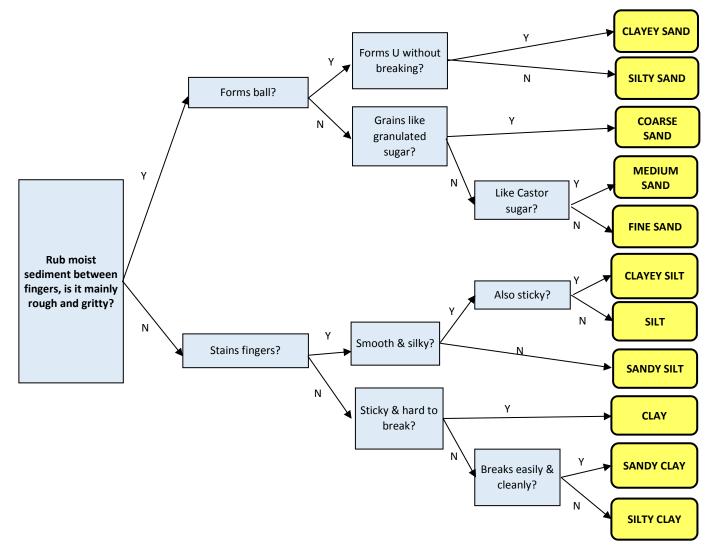
Site Code:	Test Pit	
Site Code.	number:	

Test Pit location:		Grid reference:	
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Test Pit team names:	Date of excavation:
1.	2.
3.	4.
5.	6.

# **SOIL RECORDING GUIDES**

### **GUIDE 1: SOIL COMPOSITION**



### **GUIDE 2: SOIL COLOUR**

Use the following combination of hue, modifier and colour to best describe the spit (e.g. pale reddish orange).

## **GUIDE 3: PERCENTAGE OF INCLUSIONS**

Use the following guide to help judge the percentage of inclusions in the spit.

best descrit	ie tile spit (e.g. pale reut	iisii orange).	inclusions in the spit.	
Hue Pale Mid Dark	Modifier Pinkish Reddish Yellowish Orangeish Brownish Greenish Bluish Greyish	Colour Pink Red Yellow Orange Brown Green Blue Grey White Black	1% 15% 40% 50% 50% 70%	
			10%	
		Grey White	2% 20% S0%	

								Code:			nu	mber:		
SPIT RI				tho	ton of t	by	oit recorded 7: at the four	5. What w	yas the soil	compos		nber:		1
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1 0cm	າ 2	0cr	n	3	0cm	4	0cm							
2. Make plan of the square be 10cm in p	nis spit ir elow (1cn	the g	ridded	belo	-	ing in t	in the box he direction an.	<b>6.</b> What co	olour was t	this spit	? Use <b>G</b>	UIDE 2	on page	e 1.
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1								listed inclu	Present		ows if n	ecessar Inclusi	<u> </u>	
									y/n	%	(tick	all boxe		
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								Charcoal			Flecks	Small	Med	Large
								Sand			Flecks	Small	Med	Large
								Clay			Flecks	Small	Med	Large
								Roots			Flecks	Small	Med	Large
											Flecks	Small	Med	Large
											Flecks	Small	Med	Large
											Flecks	Small	Med	Large
								8. What fi and/or list	any other		the spa			boxes
								Glas	ss			Metal		
								Flir				Bone		
								Building r				Shell		
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									RECO	ORDING	CHEC	KLIST		
								Task:					Tick w	hen leted:
								Draw plar dig it.	-					
								Dig spit,				ecord		%

Test Pit

finds (record percentage sieved).

Place finds in clearly labelled bag (write site code, test pit number and spit

Fill in ALL of this SPIT RECORD FORM.

				Code:			nun	nber:		
	CORD FORM		Spit recorded by:				Spit num			
	epth is the surface your test pit (numb	-	of this spit at the four boxes below)?	5. What w GUIDE 1 o	as the soil n page 1.	composit	tion of t	this spi	t? Use	
	2	3	4							
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					as in this					
			2	listed inclu	Present				y. GUIE on size	
					y/n	%			s that a	
_				Stone			Flecks	Small	Med	Larg
				Charcoal			Flecks	Small	Med	Larg
				Sand			Flecks	Small	Med	Larg
				Clay			Flecks	Small	Med	Larg
				Roots			Flecks	Small	Med	Larg
				110000			Flecks	Small	Med	Larg
							Flecks	Small	Med	Larg
							Flecks	Small	Med	Larg
				and/or list	nds were i		he spa	ce belo		boxe
				Nor	ie		Po	ottery		
				Glas				Metal		
				Flin				Bone		
				Building r	naterial		:	Shell		
	e what you've draw in what you have sh		a. Add any notes which plan.	Task:	RECO	ORDING (	CHECK		Tick w	
				Draw plar	of layer	BEFORE	startin		comp	eted
					sieve spoi	-		cord		9

Test Pit

Place finds in clearly labelled bag (write site code, test pit number and spit

Fill in ALL of this SPIT RECORD FORM.

				Code:			nu	mber:		
	CORD FORM	of the ton (	Spit recorded by: of this spit at the four	5. What w	as the soil	compo		nber:	it? Usa	
	your test pit (numbe	-		GUIDE 1 o		compos	SILIOII OI	tilis sp	11: 036	
	2	3	4							
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			2	7. What w						
				listed inclu	Present y/n	<b>%</b>		Inclusi all boxe	on size	
				Stone	77		Flecks	Small	Med	Large
				Charcoal			Flecks	Small	Med	Large
				Sand			Flecks	Small	Med	Large
				Clay			Flecks	Small	Med	Larg
				Roots			Flecks	Small	Med	Larg
							Flecks	Small	Med	Larg
							Flecks	Small	Med	Larg
							Flecks	Small	Med	Large
				8. What fi and/or list	any other		the spa			boxe
				Glas	SS			Metal		
				Flin	it			Bone		
				Building r	naterial			Shell		
	e what you've drawr n what you have sho	•	a. Add any notes which plan.	Building r	naterial			Shell		
					RECO	ORDING	CHEC	KLIST		
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				Draw plar dig it.	of layer	BEFOR	E startii	ng to		
				Dig spit,	sieve spo	-		ecord		%

Test Pit

finds (record percentage sieved).

number on bag).

Place finds in clearly labelled bag (write site code, test pit number and spit

Fill in ALL of this SPIT RECORD FORM.

				Code:			nur	mber:		
	CORD FORM	6.11	Spit recorded by:				Spit num			
	epth is the surface your test pit (number	-	of this spit at the four poxes below)?	<b>5.</b> What w <b>GUIDE 1</b> o	as the soil n page 1.	composi	tion of	this sp	t? Use	
	2	3	4							
an of th	a measured, labelle is spit in the gridde low (1cm on paper t).	ed below po	an arrow in the box pinting in the direction on your plan.	6. What co	olour was t	his spit?	Use <b>GL</b>	JIDE 2	on page	<u>:</u> 1.
				7. What w						
			2	listed inclu	Present				y. GUIE on size	
					y/n	%			s that a	
				Stone			Flecks	Small	Med	Large
				Charcoal			Flecks	Small	Med	Larg
				Sand			Flecks	Small	Med	Larg
				Clay			Flecks	Small	Med	Larg
				Roots			Flecks	Small	Med	Larg
							Flecks	Small	Med	Larg
							Flecks	Small	Med	Larg
							Flecks	Small	Med	Larg
					any other	•	he spa	ce belc		boxe
				Nor				ottery		
				Glas				Metal		
				Flin				Bone		
				Building n	naterial			Shell		
	e what you've draw in what you have sh		a. Add any notes which plan.							_
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				Draw plar dig it.	-					
				Dig spit, finds (reco	-	-		cord		%

Test Pit

Place finds in clearly labelled bag (write site code, test pit number and spit

Fill in ALL of this SPIT RECORD FORM.

				Code:			nu	mber:		
SPIT RE	CORD FORM		Spit recorded				Spit			
		a of the top of	<b>by:</b> <sup>-</sup> this spit at the four	5. What w	as the soil	composi		nber:	i+2 Llco	
	your test pit (numb			GUIDE 1 o		composi	tion or	uns sp	11: 036	
1	2	3	4							
plan of thi	measured, labelles s spit in the griddow (1cm on pape	ed below poi	an arrow in the box nting in the direction n your plan.	6. What co	olour was t	his spit?	Use <b>G</b> I	UIDE 2	on page	e 1.
1				<b>7.</b> What v						
1			2	listed inclu	Present		ws if n		y. GUIE on size	DE 3.
					y/n	%	(tick a	all boxe		apply)
				Stone			Flecks	Small	Med	Large
				Charcoal			Flecks	Small	Med	Large
				Sand			Flecks	Small	Med	Large
				Clay			Flecks	Small	Med	Large
				Roots			Flecks	Small	Med	Large
							Flecks	Small	Med	Large
							Flecks	Small	Med	Large
							Flecks	Small	Med	Large
				8. What fi	nds were i	in this sp				
				and/or list	any other	finds in	the spa	ace belo	w.	
				Nor	ne		F	ottery		
				Gla	ss			Metal		
				Flir	nt			Bone		
				Building r	naterial			Shell		
3			4							
<b>4.</b> Describe	e what you've drav	vn on the plan.	Add any notes which							
	n what you have sl									
					RECO	ORDING	CHEC	KLIST		
				Task:					Tick w	
				Draw plar	of layer	BEFORE	startir	ng to		
					sieve spoi	-		ecord		%

**Test Pit** 

Place finds in clearly labelled bag (write site code, test pit number and spit

Fill in ALL of this SPIT RECORD FORM.

			Site Code:		Test Pit number:		
			coue.		number.		
SPIT RECORD FORM		Spit record by:	ded		Spit number:		
<b>1.</b> What depth is the surface of your test pit (number				vas the soil compo	osition of this sp	it? Use	
corners of your test pit (number			GUIDE 1 o	m page 1.			
1 2	3	4					
2. Make a measured, labelled plan of this spit in the gridded square below (1cm on paper = 10cm in pit).	below po	an arrow in the binting in the direct on your plan.	<b>b.</b> wnat c	olour was this spi	t? Use <b>GUIDE 2</b>	on page	e 1.
1				was in this spit (a	-	-	
1			Z listed inci	Present 04		y. GUIL	
				y/n %	(tick all boxe		
			Stone		Flecks Small	Med	Large
			Charcoal		Flecks Small	Med	Large
			Sand		Flecks Small	Med	Large
			Clay		Flecks Small	Med	Large
			Roots		Flecks Small	Med	Large
					Flecks Small	Med	Large
					Flecks Small	Med	Large
					Flecks Small	Med	Large
				inds were in this t any other finds i ne	•	ow.	boxes
			Gla	SS	Metal		
			Flir		Bone		
			Building	material	Shell		
4. Describe what you've drawn help explain what you have show	•	. Add any notes wh	4				
				BECODDIN	G CHECKLIST		
			Task:	RECORDIN	GCHECKLIST	Tick w	
			· · · · · · · · · · · · · · · · · · ·	n of layer <b>BEFO</b>	RE starting to	comp	ieteu:
				sieve spoil, kee			%

finds (record percentage sieved).

Place finds in clearly labelled bag (write site code, test pit number and spit

Fill in ALL of this SPIT RECORD FORM.

				Code:			nu	mber:		
SPIT RE	CORD FORM		Spit recorded				Spit			
		a of the top of	<b>by:</b> <sup>-</sup> this spit at the four	5. What w	as the soil	composi		nber:	i+2 Llco	
	your test pit (numb			GUIDE 1 o		composi	tion or	uns sp	11: 036	
1	2	3	4							
plan of thi	measured, labelles s spit in the griddow (1cm on pape	ed below poi	an arrow in the box nting in the direction n your plan.	6. What co	olour was t	his spit?	Use <b>G</b> I	UIDE 2	on page	e 1.
1				<b>7.</b> What v						
1			2	listed inclu	Present		ws if n		y. GUIE on size	DE 3.
					y/n	%	(tick a	all boxe		apply)
				Stone			Flecks	Small	Med	Large
				Charcoal			Flecks	Small	Med	Large
				Sand			Flecks	Small	Med	Large
				Clay			Flecks	Small	Med	Large
				Roots			Flecks	Small	Med	Large
							Flecks	Small	Med	Large
							Flecks	Small	Med	Large
							Flecks	Small	Med	Large
				8. What fi	nds were i	in this sp				
				and/or list	any other	finds in	the spa	ace belo	w.	
				Nor	ne		F	ottery		
				Gla	ss			Metal		
				Flir	nt			Bone		
				Building r	naterial			Shell		
3			4							
<b>4.</b> Describe	e what you've drav	vn on the plan.	Add any notes which							
	n what you have sl									
					RECO	ORDING	CHEC	KLIST		
				Task:					Tick w	
				Draw plar	of layer	BEFORE	startir	ng to		
					sieve spoi	-		ecord		%

**Test Pit** 

Place finds in clearly labelled bag (write site code, test pit number and spit

Fill in ALL of this SPIT RECORD FORM.

				Code:			nu	mber:		
SPIT RF	CORD FORM		Spit recorded				Spit			
		<b>.</b>	by:	- 114	.1 .1			ber:		
	lepth is the surfac your test pit (numb		this spit at the four	5. What w GUIDE 1 o		composi	tion of	this sp	it? Use	
1	2	3	4	GGIBETO	ii puge 1.					
3 Maka 1										
plan of th	a measured, label is spit in the grido low (1cm on pape t).	ed below poi	an arrow in the box nting in the direction n your plan.	6. What co	olour was t	his spit?	Use <b>G</b> l	JIDE 2	on page	<u>:</u> 1.
1			2	<b>7.</b> What w	vas in this usions into					
				nstea mere	Present		110	Inclusi		
					y/n	%	(tick a	all boxe	s that a	apply)
				Stone			Flecks	Small	Med	Large
				Charcoal			Flecks	Small	Med	Large
				Sand			Flecks	Small	Med	Large
				Clay			Flecks	Small	Med	Large
				Roots			Flecks	Small	Med	Large
							Flecks	Small	Med	Large
							Flecks	Small	Med	Large
							Flecks	Small	Med	Large
				<b>8.</b> What fi	nds were i	-				boxes
				Nor				ottery		
				Glas	ss			Metal		
				Flin	nt			Bone		
				Building r	naterial			Shell		
3			4							
	e what you've drav in what you have sl		Add any notes which							
iieih exhia	iii wiiat you iiave si	Town on your pr	aii.		DECC		CUES	/LICT		
					KECC	DRDING	CHECI	VII21	Tick w	thon
				Task:					comp	
				Draw plar dig it.	of layer	BEFORE	startir	ng to		
					sieve spoi	-		ecord		%

**Test Pit** 

Place finds in clearly labelled bag (write site code, test pit number and spit

Fill in ALL of this SPIT RECORD FORM.

				Code:			nu	mber:					
<b>1.</b> What de	CORD FORM  epth is the surface of your test pit (number)		Spit recorded by:  p of this spit at the four ck boxes below)?	number:									
1	2	3	4										
plan of this	measured, labelled s spit in the gridded ow (1cm on paper = ).	below	aw an arrow in the box pointing in the direction of the on your plan.	6. What co	olour was t	his spit?	' Use <b>G</b>	UIDE 2	on page	e 1.			
1			2	7. What w									
<b>-</b>				listed inclu	Present	%			on size				
				Stone	y/n		Flecks	Small	Med	Large			
				Charcoal			Flecks	Small	Med	Large			
				Sand			Flecks	Small	Med	Large			
				Clay			Flecks	Small	Med	Large			
				Roots			Flecks	Small	Med	Large			
							Flecks	Small	Med	Large			
							Flecks	Small	Med	Large			
							Flecks	Small	Med	Large			
				8. What fi and/or list	any other		the spa			boxes			
				Flin	ıt			Bone					
				Building n	naterial			Shell					
	what you've drawn what you have show		olan. Add any notes which ur plan.		RECO	DRDING	i CHEC	KLIST					
				Task:  Draw plan	of layer	BEFORE	: startir	ng to	Tick w comp				
				dig it.	-i	l line:	اممد						

Test Pit

Task:	Tick when completed:
Draw plan of layer <b>BEFORE</b> starting to	
dig it.	
Dig spit, sieve spoil, keep and record	0/
finds (record percentage sieved).	70
Place finds in clearly labelled bag (write	
site code, test pit number and spit	
number on bag).	
Fill in <b>ALL</b> of this <b>SPIT RECORD FORM</b> .	

			Code:			nu	mber:		
PIT RECORD FORM	1	Spit recorded				Spit			
		by:	E \\/ha+	s the se!	compa		ber:	+3 1155	
What depth is the surfarners of your test pit (nun	-		<b>5.</b> What wa <b>GUIDE 1</b> or		compos	sition of	tnis sp	t? Use	
2	3	4							
Make a measured, laboran of this spit in the griduare below (1cm on papelom in pit).	dded below po	an arrow in the box pinting in the direction on your plan.	6. What co	lour was 1	this spit	? Use <b>GI</b>	JIDE 2	on page	e 1.
		2	7. What wa						
				Present y/n	%			on size	
			Stone			Flecks	Small	Med	Larg
			Charcoal			Flecks	Small	Med	Larg
			Sand			Flecks	Small	Med	Larg
			Clay			Flecks	Small	Med	Larg
			Roots			Flecks	Small	Med	Larg
						Flecks	Small	Med	Larg
						Flecks	Small	Med	Larg
						Flecks	Small	Med	Larg
			8. What fir and/or list	any other		the spa	ice belo		boxe
			None				ottery		
			Glass				Metal		
			Flint Building m				Bone Shell		
			24.14.18.11				<u> </u>		
Describe what you've drallp explain what you have									
				RECO	ORDING	CHECI	KLIST		
			Task:					Tick w	
			Draw plan dig it.	of layer	BEFORI	E startir	ng to		

**Test Pit** 

dig it.	
Dig spit, sieve spoil, keep and record	0/
finds (record percentage sieved).	70
Place finds in clearly labelled bag (write	
site code, test pit number and spit	
number on bag).	
Fill in <b>ALL</b> of this <b>SPIT RECORD FORM</b> .	

				Site Code:				st Pit mber:		
1. What	RECORD FORM  depth is the surface of your test pit (number		Spit recorded by: op of this spit at the four ck boxes below)?	5. What v	vas the soil on page 1.	compos		nber:	it? Use	
1	2	3	4							
plan of	e a measured, labelled this spit in the gridded pelow (1cm on paper = pit).	d below	aw an arrow in the box pointing in the direction rth on your plan.	<b>6.</b> What c	olour was t	his spit	? Use <b>G</b>	UIDE 2	on pag	e 1.
1			2		was in this usions into		ows if n	ecessar Inclusi	y. GUII on size	DE 3.
				Stone	y/n		Flecks	Small	Med	Large
				Charcoal			Flecks	Small	Med	Large
				Sand			Flecks	Small	Med	Large
				Clay			Flecks	Small	Med	Large
				Roots			Flecks	Small	Med	Large
							Flecks	Small	Med	Large
							Flecks	Small	Med	Large
							Flecks	Small	Med	Large
				and/or lis	inds were t any other		the spa	ace belo	ow.	boxes
				No	-			Pottery		
				Gla				Metal Bone		
				Building				Shell		
3			4				<u> </u>	2.1011		
	ibe what you've drawn Iain what you have sho	-	plan. Add any notes which our plan.							
					RECO	ORDING	CHEC	KLIST		
				Task:					Tick v	vhen leted:
				Draw pla dig it.	n of layer	BEFORI	E startii	ng to		

Task:	Tick when completed:
Draw plan of layer <b>BEFORE</b> starting to	
dig it.	
Dig spit, sieve spoil, keep and record	0/
finds (record percentage sieved).	70
Place finds in clearly labelled bag (write	
site code, test pit number and spit	
number on bag).	
Fill in <b>ALL</b> of this <b>SPIT RECORD FORM</b> .	

						Code:		number:	
FINAL	. SPIT RE	CORD	FORM		pit recorded y:			Spit number:	
					t at the four		 avate your test p ou stopped diggir	it to natural	? If not,
1	2		3	4	·	explain willy y	ou stopped diggi	.0.	
plan of	e a measu this spit ir below (1cn pit).	the grid	ded below		v in the box the direction lan.				
1					2	revealed? Did which might a	id your test pit go I you have any pr Iffect the results? that might be use	oblems digg Use this spa	ing the pit ice to record
						excavation.			
3					4				
			wn on the particular in the pa		notes which	Task (compl backfilling tl	RECORDING C ete all of these ne test pit):		Tick when completed:

**Test Pit** 

RECORDING CHECKLIST	
Task (complete all of these BEFORE	Tick when
backfilling the test pit):	completed:
Photograph your finished pit (make sure	
the photograph has your test pit	
number, a scale and a north arrow).	
Draw plan of the bottom of the test pit.	
Complete section drawings of all four	
sides of your test pit.	
Ensure all finds are in clearly labelled	
bags (write site code, test pit number	
and spit number on bag).	
Fill in ALL of this FINAL SPIT RECORD	
FORM	

# **SECTION DRAWINGS FORM**

Sections recorded by:

Make a measured, labelled section of each side of your test pit in the gridded squares below (1cm on paper = 10cm in pit).

1	Ground level						2	2		ı	Groun	d level		4	

4		Groun	d leve	l		3	3		Groun	d level		1

		Code:	number:	
TEST PIT LOCATION MAP	Map drawn			
1231 III EOCATION WAI	by:			

**Test Pit** 

Make an annotated sketch plan of the test-pits location.

- Show where the test-pit is in relation to features such as houses, boundaries, roads, walls etc. These need to be features that can be found on an Ordnance Survey map.
- Include lines showing the exact distances from the test-pit to permanently identifiable points such as buildings or field corners.
- Draw your test-pit as a square with the corners numbered 1-4, to correlate with the numbers on each spit plan.
- Draw an arrow showing the direction of North on your map.
- **REMEMBER:** Your plan needs to be understandable to someone who doesn't know the site.

SUPERVISOR'S CHECKLIST		NAME:	
TASK	COMPLETED	TASK	COMPLETED
All spit sheets completed		Test Pit located with GPS	
Section drawings completed		Test Pit backfilled	
Location map completed		Loaned equipment returned	
Post-excavation photograph taken		Test Pit record form and finds handed in	
All finds bagged and labelled		SIGNED OFF:	•