



# Digging an Archaeological Test Pit Excavation Record

**Date of excavation:**

**Test-pit number:**

**Test-pit team names:**

1.

2.

**Site code/settlement name:**

**Test-pit address:**

3.

4.





## Test Pit Location Map

Site  
code:

Test Pit  
number:

Site measured  
by:

Map drawn  
by:

### Test pit location recording checklist

Task	Tick when completed
Measure and draw map of area around your test pit with North marked.	<input type="checkbox"/>
Add written description of test-pit location	<input type="checkbox"/>

1. Make a measured, labelled plan of the unexcavated surface the test pit, showing where it is in relation to features such as houses, boundaries, roads, walls etc which are marked on your Ordnance Survey map. Include lines showing the exact distances from your test pit to permanently identifiable points nearby such as buildings or field corners. Show your test pit as a square with the corners numbered 1-4, to correlate with the numbers on each context plan in the **Context Record Sheets** in this **Record Booklet**.

2. Draw an arrow here pointing in the direction of North on your map:

3. Describe where your test pit is, adding any notes which help explain this to someone who doesn't know your site:



## Context Record Sheet

Site  
code:

Test Pit  
number:

Context  
number:1

Context  
recorded by:

--

1. What depth is the surface of the top of this context at the four corners of your test pit (numbered in black boxes below)?

1 0 cm    2 0 cm    3 0 cm    4 0 cm

**2. Make a measured, labelled plan of this context in the gridded square below (1 cm on paper = 10 cm in pit)**

3. Draw an arrow here pointing in the direction of North on your plan:

## Context plan

[illegible]

4

3

4. Describe what you've drawn on the plan, adding any notes which help explain what you have shown on your plan:

### Recording task checklist

Task	Tick when completed
Photograph top of layer <b><u>before</u></b> starting to dig it	
Draw plan of top of context <b><u>before</u></b> starting to dig it	
Dig context, sieve spoil, keep and record finds (record percentage sieved)	%
Clean finds and place in clearly labelled finds tray to dry with labeled bag	
Fill in <b><u>all</u></b> of this <b>Context Record Sheet</b>	

5. Complete the boxes below to show what (apart from finds) was in this context (write non-listed inclusions into blank row if necessary):

	Present y/n	Percent- age?	Particle size (tick each box that applies)			
Stone		%	Flecks	Small	Med	Large
Sand		%	Flecks	Small	Med	Large
Soil		%	Flecks	Small	Med	Large
Clay		%	Flecks	Small	Med	Large
Charcoal		%	Flecks	Small	Med	Large
		%	Flecks	Small	Med	Large
		%	Flecks	Small	Med	Large

6. What colour was this context?:

7. List the finds from this context. For each find, say what it is (or what it looks like) and what date it is (if you know).

Continued on back pages? yes/no





# Context Record Sheet

Site  
code:

--	--

Test Pit  
number:

10

Context  
number:

--	--

Context  
recorded by:

--

1. What depth is the surface of the top of this context at the four corners of your test pit (numbered in black boxes below)?

1                      2                      3                      4

2. Make a measured, labelled plan of this context in the gridded square below (1 cm on paper = 10 cm in pit)

3. Draw an arrow here pointing in the direction of North on your plan:



## 1 Context plan

[illegible]

4. Describe what you've drawn on the plan, adding any notes which help explain what you have shown on your plan:

### Recording task checklist

Task	Tick when completed
Photograph top of layer <b><u>before</u></b> starting to dig it	
Draw plan of top of context <b><u>before</u></b> starting to dig it	
Dig context, sieve spoil, keep and record finds (record percentage sieved)	%
Clean finds and place in clearly labelled finds tray to dry with labeled bag	
Fill in <b><u>all</u></b> of this <b>Context Record Sheet</b>	

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Clay		%	Flecks	Small	Med	Large
Charcoal		%	Flecks	Small	Med	Large
		%	Flecks	Small	Med	Large
		%	Flecks	Small	Med	Large

6. What colour was this context?:

7. List the finds from this context. For each find, say what it is (or what it looks like) and what date it is (if you know).

Continued on back pages? yes/no





# Context Record Sheet

Site  
code:

Test Pit  
number:

Context  
number:

10

Context  
recorded by:

--

1. What depth is the surface of the top of this context at the four corners of your test pit (numbered in black boxes below)?

1                      2                      3                      4

2. Make a measured, labelled plan of this context in the gridded square below (1 cm on paper = 10 cm in pit)

3. Draw an arrow here pointing in the direction of North on your plan:

<b>1</b>	<b>Context plan</b>							<b>2</b>
<b>4</b>								<b>3</b>

4. Describe what you've drawn on the plan, adding any notes which help explain what you have shown on your plan:

### Recording task checklist

Task	Tick when completed
Photograph top of layer <b><u>before</u></b> starting to dig it	
Draw plan of top of context <b><u>before</u></b> starting to dig it	
Dig context, sieve spoil, keep and record finds (record percentage sieved)	%
Clean finds and place in clearly labelled finds tray to dry with labeled bag	
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Charcoal		%	Flecks	Small	Med	Large
		%	Flecks	Small	Med	Large
		%	Flecks	Small	Med	Large

6. What colour was this context?:

7. List the finds from this context. For each find, say what it is (or what it looks like) and what date it is (if you know).

Continued on back pages? yes/no



# Context Record Sheet

Site  
code:

Test Pit  
number:



Context  
number:

1

Context  
recorded by:

\_\_\_\_\_

1. What depth is the surface of the top of this context at the four corners of your test pit (numbered in black boxes below)?

1                      2                      3                      4

2. Make a measured, labelled plan of this context in the gridded square below (1 cm on paper = 10 cm in pit)

3. Draw an arrow here pointing in the direction of North on your plan:



1

## Context plan

2

[illegible]

4

3

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### Recording task checklist

Task	Tick when completed
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Dig context, sieve spoil, keep and record finds (record percentage sieved)	%
Clean finds and place in clearly labelled finds tray to dry with labeled bag	
Fill in <b><u>all</u></b> of this <b>Context Record Sheet</b>	

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7. List the finds from this context. For each find, say what it is (or what it looks like) and what date it is (if you know).

Continued on back pages? yes/no





## Context Record Sheet

Site  
code:

Test Pit  
number:

10

Context  
number:

10

Context  
recorded by:

--

1. What depth is the surface of the top of this context at the four corners of your test pit (numbered in black boxes below)?

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2. Make a measured, labelled plan of this context in the gridded square below (1 cm on paper = 10 cm in pit)

3. Draw an arrow here pointing in the direction of North on your plan:



## Context plan

[illegible]

4. Describe what you've drawn on the plan, adding any notes which help explain what you have shown on your plan:

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Continued on back pages? yes/no






# Context Record Sheet

Site  
code:

Test Pit  
number:

Context  
number:



Context  
recorded by:

\_\_\_\_\_

**1. What depth is the surface of the top of this context at the four corners of your test pit (numbered in black boxes below)?**

1

2

3

4

**2. Make a measured, labelled plan of this context in the gridded square below (1 cm on paper = 10 cm in pit)**

3. Draw an arrow here pointing in the direction of North on your plan:

1

## Context plan

2

[illegible]

4

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7. List the finds from this context. For each find, say what it is (or what it looks like) and what date it is (if you know).

Continued on back pages? yes/no





# Context Record Sheet

Site  
code:

Test Pit  
number:

10

Context  
number:

1

Context  
recorded by:

--

1. What depth is the surface of the top of this context at the four corners of your test pit (numbered in black boxes below)?

1                      2                      3                      4

2. Make a measured, labelled plan of this context in the gridded square below (1 cm on paper = 10 cm in pit)

3. Draw an arrow here pointing in the direction of North on your plan:



## Context plan

[illegible]

4. Describe what you've drawn on the plan, adding any notes which help explain what you have shown on your plan:

### Recording task checklist

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		%	Flecks	Small	Med	Large

6. What colour was this context?:

7. List the finds from this context. For each find, say what it is (or what it looks like) and what date it is (if you know).

Continued on back pages? yes/no



# Context Record Sheet

Site  
code:

Test Pit  
number:

Context  
number:

10

Context  
recorded by:

\_\_\_\_\_

1. What depth is the surface of the top of this context at the four corners of your test pit (numbered in black boxes below)?

1                      2                      3                      4

2. Make a measured, labelled plan of this context in the gridded square below (1 cm on paper = 10 cm in pit)

3. Draw an arrow here pointing in the direction of North on your plan:



### Context plan

<b>1</b>	<b>Context plan</b>							<b>2</b>
<b>4</b>								<b>3</b>

4. Describe what you've drawn on the plan, adding any notes which help explain what you have shown on your plan:

### Recording task checklist

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		%	Flecks	Small	Med	Large
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6. What colour was this context?:

7. List the finds from this context. For each find, say what it is (or what it looks like) and what date it is (if you know).

Continued on back pages? yes/no





# Context Record Sheet

Site  
code:

Test Pit  
number:

Context  
number:

1

Context  
recorded by:

\_\_\_\_\_

1. What depth is the surface of the top of this context at the four corners of your test pit (numbered in black boxes below)?

1

2

3

4

2. Make a measured, labelled plan of this context in the gridded square below (1 cm on paper = 10 cm in pit)

3. Draw an arrow here pointing in the direction of North on your plan:



1

## Context plan

2

A full-page view of a blank sheet of graph paper. The page is covered by a uniform grid of small squares, formed by thin black lines. There are 10 columns and 10 rows of squares, creating a total of 100 square units. The margins are consistent on all sides.

4

3

4. Describe what you've drawn on the plan, adding any notes which help explain what you have shown on your plan:

### Recording task checklist

Task	Tick when completed
Photograph top of layer <b><u>before</u></b> starting to dig it	
Draw plan of top of context <b><u>before</u></b> starting to dig it	
Dig context, sieve spoil, keep and record finds (record percentage sieved)	%
Clean finds and place in clearly labelled finds tray to dry with labeled bag	
Fill in <b><u>all</u></b> of this <b>Context Record Sheet</b>	

5. Complete the boxes below to show what (apart from finds) was in this context (write non-listed inclusions into blank row if necessary):

	Present y/n	Percent- age?	Particle size (tick each box that applies)			
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Sand		%	Flecks	Small	Med	Large
Soil		%	Flecks	Small	Med	Large
Clay		%	Flecks	Small	Med	Large
Charcoal		%	Flecks	Small	Med	Large
		%	Flecks	Small	Med	Large
		%	Flecks	Small	Med	Large

6. What colour was this context?:

7. List the finds from this context. For each find, say what it is (or what it looks like) and what date it is (if you know).

Continued on back pages? yes/no



# Context Record Sheet

Site  
code:

Test Pit  
number:

Context  
number:

Context  
recorded by:

\_\_\_\_\_

1. What depth is the surface of the top of this context at the four corners of your test pit (numbered in black boxes below)?

1                      2                      3                      4

2. Make a measured, labelled plan of this context in the gridded square below (1 cm on paper = 10 cm in pit)

3. Draw an arrow here pointing in the direction of North on your plan:



1

## Context plan

2

[illegible]

4

3

4. Describe what you've drawn on the plan, adding any notes which help explain what you have shown on your plan:

### Recording task checklist

Task	Tick when completed
Photograph top of layer <b><u>before</u></b> starting to dig it	
Draw plan of top of context <b><u>before</u></b> starting to dig it	
Dig context, sieve spoil, keep and record finds (record percentage sieved)	%
Clean finds and place in clearly labelled finds tray to dry with labeled bag	
Fill in <b><u>all</u></b> of this <b>Context Record Sheet</b>	

5. Complete the boxes below to show what (apart from finds) was in this context (write non-listed inclusions into blank row if necessary):

	Present y/n	Percentage?	Particle size (tick each box that applies)			
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Clay		%	Flecks	Small	Med	Large
Charcoal		%	Flecks	Small	Med	Large
		%	Flecks	Small	Med	Large
		%	Flecks	Small	Med	Large

6. What colour was this context?:

7. List the finds from this context. For each find, say what it is (or what it looks like) and what date it is (if you know).

Continued on back pages? yes/no





## Context Record Sheet

Site  
code:

Test Pit  
number:

Context  
number:

1

Context  
recorded by:

--

1. What depth is the surface of the top of this context at the four corners of your test pit (numbered in black boxes below)?

1                      2                      3                      4

2. Make a measured, labelled plan of this context in the gridded square below (1 cm on paper = 10 cm in pit)

3. Draw an arrow here pointing in the direction of North on your plan:

## Context plan

[illegible]

4. Describe what you've drawn on the plan, adding any notes which help explain what you have shown on your plan:

### Recording task checklist

Task	Tick when completed
Photograph top of layer <b><u>before</u></b> starting to dig it	
Draw plan of top of context <b><u>before</u></b> starting to dig it	
Dig context, sieve spoil, keep and record finds (record percentage sieved)	%
Clean finds and place in clearly labelled finds tray to dry with labeled bag	
Fill in <b><u>all</u></b> of this <b>Context Record Sheet</b>	

5. Complete the boxes below to show what (apart from finds) was in this context (write non-listed inclusions into blank row if necessary):

	Present y/n	Percentage?	Particle size (tick each box that applies)			
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Clay		%	Flecks	Small	Med	Large
Charcoal		%	Flecks	Small	Med	Large
		%	Flecks	Small	Med	Large
		%	Flecks	Small	Med	Large

6. What colour was this context?:

7. List the finds from this context. For each find, say what it is (or what it looks like) and what date it is (if you know).

Continued on back pages? yes/no





# FINAL Context Record Sheet

Site  
code:

Test Pit  
number:

Context  
number:

10

Context  
recorded by:

--

1. What depth is the surface of the top of this context at the four corners of your test pit (numbered in black boxes below)?

1                      2                      3                      4

2. Make a measured, labelled plan of this context in the gridded square below (1 cm on paper = 10 cm in pit)

3. Draw an arrow here pointing in the direction of North on your plan:



### 1 Final (unexcavated) context plan

2

[illegible]

4

3

4. Describe what you've drawn on the plan, adding any notes which help explain what you have shown on your plan:

### Final Context Recording task checklist

<b>Task</b> (complete all these <u><b>before</b></u> starting to backfill)	<b>Tick when completed</b>
Photograph surface of bottom of test pit	
Draw plan of bottom of test pit	
Complete section drawings for all 4 sides of your test pit	
Ensure all finds are clean and in clearly labelled bags	
Fill in all sections on this <b>Final Context Recording Sheet</b>	

6. Did you excavate your test pit to natural? If not, explain why you stopped digging.

7. Use this space for your conclusions about how well your test-pit excavation went, what you think it revealed, any technical problems you encountered which may have affected the results, and any other thoughts that might be useful when writing up your test-pit excavation:



Site  
code:

□

Test Pit  
number:

2

1

2

[illegible]

2

3

A full-page view of a blank sheet of graph paper. The grid consists of 10 columns and 10 rows of squares, forming a large square area. The lines are thin and black, set against a white background. There are no margins or additional markings on the page.

3

4

A full-page view of a blank sheet of white graph paper. The grid consists of thin black horizontal and vertical lines forming small squares. There are 10 columns and 10 rows visible on the page.

4

**F**





## Site Diary

Site  
code:

Use this page at the end of each day to record a short summary of everyone on your team's thoughts about the day and the dig.

Summary of day 1

Date:

Summary of day 2

Date: