

National Curriculum Test Security Policy

Document Status

Date of creation/review	Reason for review	Date of next review	Reviewer/Approval Body
January 2020	YEAT Policy Cycle		Trustees SILG FRAR LGB LGB-Finance CEO Headteacher
January 2021	YEAT Policy Cycle		
January 2022	YEAT Policy Cycle		
Spring 2023	YEAT Policy Cycle	Spring 2024	

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Introduction

At least two people will always be present to oversee the following:

Before Tests

- Test papers arrive, boxes opened and contents checked by two staff, signed by both and dated.
- Teachers' guides distributed.

- Any discrepancies reported to the STA (Standards and Testing Agency) immediately.
- The papers will be stored, in order, in a secure place.
- Teacher packs will be kept separately to limit errors in opening packs.
- All parents and pupils, where appropriate, will be informed of the test timetable and any special arrangements (eg. seating, readers).
- Meetings to be held by Year 2 and 6 teachers to brief all support staff regarding special arrangements during the tests.

During Tests

- STA guidance will be followed at all times.
- Check correct packs are to be opened.
- Two staff (not invigilators) to open packs and for the cover page to be signed and dated.
- Same two staff to note on sheet actual opening time. Sheet then placed in administration file.

After Each Test

- Completed scripts will be gathered by the Year 2 or 6 class teacher according to list order and returned to the school office.
- This order will be checked in the office and the scripts immediately packed and stored in a locked cabinet until collection.
- Upon the dispatch of all tests, teacher packs may be opened.

Governors

The school Governors will be encouraged to visit school to check procedures throughout this period.

Test papers checklist and responsibilities

Year 6	Person(s) Responsibl	English			Maths		
		Reading	GPS 1	GPS 2	Maths 1	Maths 2	Maths 3
Documents checked on arrival	Headteacher & Secretary						
Documents stored in a secure locked cabinet until the day of the test	Headteacher & Secretary						
Delivery documentation stored centrally	Headteacher & Secretary						
Test packs remain unopened until the actual time of the test	Headteacher & Secretary						
Arrange for collection of test papers	Headteacher & Secretary						
Displays covered or removed	Y6 Classteacher						
Papers delivered to test room five minutes before test due to start	Headteacher & Secretary						
Papers collected from test room	Headteacher & Secretary						
Papers stored in locked cabinet	Headteacher & Secretary						
Papers bagged, sealed and addressed	Headteacher & Secretary						
Papers handed to collection agency	Secretary						
Collection paperwork retained centrally	Secretary						

Test papers checklist and responsibilities

Year 2	Person(s) Responsibl	English				Maths	
		Reading 1	Reading 2	GPS 1	GPS 2	Maths 1	Maths 2
Documents checked on arrival	Headteacher & Secretary						
Documents stored in a secure locked cabinet until the day of the test	Headteacher & Secretary						
Delivery documentation stored centrally	Headteacher & Secretary						
Test packs remain unopened until the actual time of the test	Headteacher & Secretary						
Arrange for collection of test papers	Headteacher & Secretary						
Displays covered or removed	Y2 Classteacher						
Papers delivered to test room five minutes before test due to start	Headteacher & Secretary						
Papers collected from test room	Headteacher & Secretary						
Papers stored in locked cabinet	Headteacher & Secretary						
Papers bagged, sealed and addressed	Headteacher & Secretary						
Papers handed to collection agency	Secretary						
Collection paperwork retained centrally	Secretary						

Test papers checklist and responsibilities

Phonics Screening	Person(s) Responsibl	Phonics
Before Test Week:		
Documents checked on arrival	Headteacher & Secretary	
Documents stored in a secure locked cabinet until the day of the test	Headteacher & Secretary	
Delivery documentation stored centrally	Headteacher & Secretary	
Test packs remain unopened until the actual time of the test	Headteacher & Secretary	
Day of Test:		
Displays covered or removed	Y1 Classteacher	
Papers delivered to test room five minutes before test due to start	Headteacher & Secretary	
Papers collected from test room	Headteacher & Secretary	
Papers stored in locked cabinet	Headteacher & Secretary	