

## 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
January 2021	YEAT Policy Cycle		LGB LGB-Finance
January 2022	YEAT Policy Cycle		<b>CEO</b> Headteacher
Spring 2024			
Spring 2025			
Spring 2026	YEAT Policy Cycle	Spring 2027	

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### Introduction

The purpose of this policy is to ensure that all statutory tests are administered securely, fairly and in accordance with Standards and Testing Agency (STA) guidance. At least **two authorised staff members** will be present for all activities relating to the handling, storage and administration of test materials.

## Before Tests

### Receipt and Checking of Test Materials

- Test papers will be received and opened by **two authorised staff members**.
- Contents will be checked against delivery notes, with both staff signing and dating the verification form.
- Any discrepancies, damage or missing materials will be reported to the **Standards and Testing Agency (STA)** immediately.

### Storage of Materials

- Test papers will be stored **in order**, in a secure, locked location meeting STA security requirements.
- Teacher guides and administration instructions will be kept **separately** from pupil test papers to minimise the risk of early opening.

### Communication and Preparation

- Parents and pupils will be informed of the test timetable and any relevant arrangements, including access arrangements such as seating, timing, readers or scribes.
- Pre-test briefings will be held with all staff involved. The Year 6 designated teachers will meet with support staff/people administering tests to ensure everyone understands:
  - the timetable
  - procedures
  - special arrangements
  - expectations for test security and conduct

## During Tests

### Opening of Test Packs

- STA guidance will be followed at all times.
- The two authorised staff members (not the class teacher/invigilators) responsible for opening papers will:
  - check that the correct pack for the scheduled test is identified
  - open the pack immediately before the test begins
- The log sheet will be placed promptly in the test administration file.

## Conduct of Tests

- All adults involved in administering tests will follow STA guidance, including supervision expectations, timing requirements and rules for access arrangements.
- Any irregularities will be reported to the Headteacher immediately and, where required, to the STA.

## After Each Test

### Collection and Checking of Test Scripts

- Class teachers will collect pupils' completed scripts in **register order**, ensuring all materials are accounted for.
- Scripts will be taken to the office, where staff will re-check them against the class list.

### Secure Storage and Dispatch

- Once verified, scripts will be packed immediately and stored in a locked cabinet until collection or dispatch.
- After **all** test scripts have been dispatched, teacher packs may then be opened and used for marking practice, analysis or training.

## Governors

Governors will be invited and encouraged to visit the school during the testing period to observe security procedures and ensure compliance with STA expectations.

## 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 Class teacher						
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**

<b>Phonics Screening</b>	<b>Person(s) Responsible</b>	<b>Phonics</b>
<b>Before Test Week:</b>		
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	
<b>Day of Test:</b>		
Displays covered or removed	Y1 Class teacher	
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	