

## **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. Then sheet placed in administration file.

### **After Each Test**

- Completed scripts will be gathered by the Year 2 or 6 classteacher 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 disbatch of all tests, teacher packs may be opened.

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

## South Otterington CE VC Primary School

### Test Papers Checklist and Responsibilities

Year 6	Person(s) Responsible	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						

## South Otterington CE VC Primary School

### Test Papers Checklist and Responsibilities

Year 2	Person(s) Responsible	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						

## South Otterington CE VC Primary School

### Phonics Assessment Checklist and Responsibilities

	Person(s) Responsible	Phonics
<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 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	