

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						

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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						

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Phonics Assessment Checklist and Responsibilities

	Person(s) Responsible	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	