

# THE NEWMAN CATHOLIC COLLEGIATE



## Policy for Administration of Tests

Approved by: Sarah Rathbone

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## Newman Catholic Collegiate

### Maintaining the integrity of statutory assessments advice to school leaders of EYFS, KS1 and KS2

The purpose of this document is to help Principals ensure that their school has robust and effective systems in place that enable them to fulfil their statutory duty to:

*“ensure that the requirements in the assessment and reporting arrangements document are implemented...ensuring teachers and other staff comply with the assessment and reporting arrangements”.*

This document is not designed to replace the annual guidance provided by the Standards and Testing Agency (STA) in the assessment and reporting arrangements for each key stage, or the key stage two test administration guidance, and should be read alongside the key STA guidance.

#### **Responsibility**

It is the Principal's responsibility to ensure that the integrity of the tests is maintained throughout the test period. Although responsibility for administration of the tests can be delegated, overall accountability remains with the Principal. Given the number of staff that are involved in administering key stage two tests, heads must ensure that there is a strong process for keeping the test materials secure and treating them as confidential from when the school receives them until the end of the timetable variation period (five school days after the final test). Weaknesses in procedures leave staff vulnerable to allegations of maladministration, without the evidence to satisfy an investigation by the STA.

The tests must be administered in accordance with the published procedures, in particular the, assessment and reporting arrangements (ARA) and the test administrators' guide. It is recommended that the head appoints a test administrator. This should be a member of staff who is not directly involved in the administration of the tests, for example an Academy manager or senior administrator.

It is the Principal's responsibility to ensure that the test administrators' guide is read and followed by the test administrator, all teachers, teaching assistants, invigilators and others involved in administering the tests. Principals need to be able to give an accurate account of all those who have had access to test materials before, during and after the test period. Schools should consider inviting a governor, who is not otherwise involved in administering the tests to observe, but they must be familiar with the DfE guidance.

In addition to administering the tests and teacher assessments, Principals are responsible for:

*“...the submission of accurate teacher assessment data...potential maladministration examples could include:*

- *a concern regarding the teacher assessment processes in school;*
- *lack of independent work; and*
- *changes to the teacher assessment judgements by senior school staff to influence school assessment outcomes.”*

## Steps to follow

1. Systems in schools must adhere to the guidance in the STA guidance for KS1 teacher assessment moderation and the KS2 English writing teacher assessment, which clearly indicate the breadth and depth of evidence required, and the processes of moderation and standardisation that are recommended
2. Two adults must be present at each stage of the process including checking materials, opening packets, administering the tests, collecting completed scripts and storing and dispatching papers. It may be helpful to use a named governor to assist in ensuring the integrity of the systems used. This governor should be specially trained by the member of staff acting as the test administrator and it is recommended that their focus should be on the robustness of the administrative systems used
3. On arrival, papers must be checked by the test administrator and a delegated senior member of staff. This must be done immediately following delivery with a check being made against the delivery note to ensure the correct number of packs has been received. Keep an annotated copy of the delivery note in case you receive a monitoring visit. Packs must **not** be opened.  
The test administrator should contact the STA if:
  - a. a delivery does not contain the materials shown on the delivery note;
  - b. anyone suspects a breach of security regarding the test materials; or
  - c. any of the test packs are unsealed or damaged on arrival. A photograph of the damaged packs should be sent to the STA if required
4. If insufficient papers are received the school should contact the NCA helpline on 0300 303 3013. Under no circumstances should additional papers be requested from neighbouring schools
5. The test papers must be stored in a secure filing cabinet or cupboard which can only be accessed by the test administrator/Principal. The key for the secure store must only be held by the test administrator/Principal. Should there be an exceptional reason why another member of staff needs to access the papers that person should be accompanied by the test administrator/Principal. Please note that the test administrator should always be accompanied when accessing the test papers and receiving scripts. Specific guidance regarding the secure storing of test materials can be found at [gov.uk](http://gov.uk) under *Guidance on the security of KS2 tests and phonic screening check materials*
6. Spare keys for the secure store must be kept to a minimum, held securely and signed for if issued
7. The test administrator should keep a log of when papers are removed and returned to the secure store and the names of staff present. Used test papers should also be held securely until the end of the SATS period. It is recommended that the Principal carries out at least two spot-checks on the security of test papers before and during the test period
8. All external invigilators should be trained by the delegated senior member of staff/assessment lead. They should check that invigilators have no family relationship with students being tested. It is also vital that all staff involved in administering the tests understand the need for security
9. All test venues must be checked by the designated senior member of staff and the test administrator to ensure they are compliant. A written log of this check should be kept. A record should also be kept of which pupils were in each room used for testing and which invigilators were present. Two invigilators should be deployed in every test venue

10. On the day of the test, the papers should be removed from the store area by the test administrator and the delegated senior member of staff no more than one hour before the test and taken to the test area. Test packs are opened by invigilators in front of the children, unless it is necessary to make an adaptation for a particular child. If a small group of children are taking their test in another room then they and their papers should be taken directly to their designated room

11. Record the reasons and procedures followed for any child who does not take the test on the scheduled day, or time

12. Once the test has been completed, papers should be collected by the invigilators and passed immediately to the test administrator. The general principle that no one person should be left with the papers should apply at all times. Students should not amend scripts after the papers have been collated even if the amendments are legitimate as the amendments may transfer to other papers leading to potential allegations of maladministration

13. A full record of the timing of all tests should be kept together with an explanation of any variation from specified times

14. Staff administering tests should follow the guidelines when answering children's questions as a high proportion of allegations of maladministration arise from staff/student interaction

15. Transcriptions should be done immediately after the test by as many invigilators as children needing this to be done

16. Completed scripts must be collated by the test administrator plus an additional member of staff who has had no part in the process. They must be collated in a visible area immediately after the tests. Packaged test scripts must be returned to the secure store. They should not be left unsecured in classrooms. If a child takes a test at a later time/date the unsealed bag should be kept in the secure store and must not be removed until the final paper/s are added and then sealed immediately

17. Test scripts must not be left with an individual at any point before they are packaged and sealed ready for dispatch

Completed scripts must not be reviewed by staff. To do so would be a very serious breach of the guidance.

### **Reported irregularity**

If an irregularity is alleged, then members should seek immediate advice from the Senior Executive Leader. The STA has a statutory duty to investigate any matter brought to its attention relating to the accuracy and correctness of any results of any child in the key stage two national curriculum tests. STA's sole interest in investigating cases of alleged maladministration is to determine whether there is doubt over the accuracy or correctness of children's test or check results. The STA does not have a remit to apportion blame for maladministration but may annul results where the integrity of the tests is in doubt. The act of annulment can trigger further internal processes and members are therefore advised to seek support and advice as soon as an allegation is made.

### **Formal record of responsibility**

For 2022 the test administrator is Mrs Rathbone and the delegated senior member of staff is Mrs Statham/Mrs Stonier

KS2 SATS –

DATE

Room:

Invigilators:

Children:

| DATE        | TEST PAPER | DURATION | START TIME | END TIME |
|-------------|------------|----------|------------|----------|
|             |            |          |            |          |
| VARIATIONS: |            |          |            |          |

**PLEASE SIGN IN BELOW**

| Invigilators   |           |          |
|----------------|-----------|----------|
| Time In        | Signature | Time Out |
|                |           |          |
|                |           |          |
|                |           |          |
| Other visitors |           |          |
| Time In        | Signature | Time Out |
|                |           |          |
|                |           |          |
|                |           |          |
|                |           |          |

KS2 SATS – SCHOOL

