Burton Leonard Church of England (VC) Primary School

National Curriculum Tests' Security Policy

At least 2 people will always be present to oversee the following:

Before Tests

- Test papers arrive, boxes are opened and contents checked-papers, envelopes etc. Initial receipt and date checked.
- Test Administrators' Guides (TAG) and Assessment and Reporting Arrangements (ARA) are distributed
- Any discrepancies are reported to the Standards and Testing Agency (STA) immediately.
- The papers are stored, in order, in a locked cabinet in the Headteacher's office.
- Either the administrator, or in her absence the Headteacher, will log requests for access on the proforma in the administrator's office
- Governors will receive training as required by STA
- All parents and pupils, where appropriate, will be informed of the test timetable and any special arrangements eg seating, readers.

During Tests

- STA guidance will be followed at all times.
- A copy of the ARA and TAG will be available in each room where the tests are taking place.
- Test packs will be opened in the test room in front of the pupils and when the test is due to start

After EachTest

- Completed scripts will be gathered in accordance with the list order and returned to the locked cabinet. These will be collected by the Headteacher, and a second adult.
- This order will be checked and the scripts immediately packed and stored in a locked cabinet until collection. Unused scripts will be locked away until the end of the testing period.

- The school governors will be encouraged to visit the school to check procedures during this period.
- Any problems are to be reported to the Headteacher immediately.
- Any recommendations from STA during the 2017-18 academic year will be added to this policy and shared with all stakeholders.

Date agreed: September 2017

Review date: September 2018

Amanda Tounson