



## Policy for Statutory Assessment Tests in Key Stage 2

### Aims

- To ensure continuity of procedures each year
- To ensure the necessary level of security
- To ensure all staff are aware of security requirements

### General Procedures

- In consultation with the Y6 teacher(s), the Assessment Leader will be responsible for ordering the required materials during the autumn term.
- A meeting to inform parents of procedures and expectations will normally be arranged during the autumn or spring term. This will include opportunities for parents to view past test materials, as well as a presentation by staff regarding expectations.
- In accordance with the current KS2 'Assessment & Reporting Arrangements' booklet and in consultation with the Assessment Leader, the Year 6 teacher(s) will request any Special Arrangements for Special Needs Children by the specified date.
- The Year 6 teacher(s) will discuss with parents any decisions not to enter individual children for tests. This may be done at the Parents Evening interviews held during the Spring Term, or at another mutually agreed time.
- Children who are not entered for any particular tests will be treated sensitively. They will usually stay with the class during testing, to avoid feelings of exclusion. They may be given similar test papers or other appropriate tasks to undertake individually, but these will not be despatched or kept by the school. Any arrangements will be discussed beforehand with parents.
- Copies of the timetable of action should be displayed prominently in the Y6 classroom/s and the school office.
- Testing will usually take place in the school hall, in accordance with the current Key Stage 2 'Assessment & Reporting Arrangements' regarding removal of displays, charts etc.
- Teachers and Teaching Assistants will supervise children and provide support in accordance with the current Key Stage 2 'Assessment & Reporting Arrangements' booklets
- After receipt of all marked papers, results should be checked for clerical errors. Papers with borderline results should be scrutinised carefully to ensure there are no errors in addition of marks. Any anomalous papers should be checked thoroughly in case of marker error. This task should be shared between the Y6 teacher(s) and the Assessment Leader.
- After receipt of all marked papers, children will be informed individually, by their teachers, of their levels. This should be done as sensitively as possible. Use may be made of individual marks to explain how close a child was to achieving a particular level. Children will also be informed about their teacher assessment levels. These should be emphasised, if they have not reached an expected level during the tests.

- Emphasis will be placed on the celebration of **every** child’s achievements, with particular care taken to ensure that children with Special Educational Needs, or those who did not achieve their targets, do not suffer feelings of low self esteem.
- Results will usually be included with the child’s annual report to parents, in accordance with the current Key Stage 2 ‘Assessment & Reporting Arrangements’ booklet, depending on time constraints.

**Testing Arrangements**

- Displays and prompts will be covered or removed.
- Test packs will only be removed from the assessment cupboard on the day of the required test.
- Children will be seated appropriately, so that they are unable to copy from each other.
- Test packs will only be opened when the test is about to begin, in front of the children and other adults in the room, and will be distributed immediately.
- Tests will be carried out in accordance with the current Teachers’ Guide, following wording of instructions and timings as specified.
- Assistance will only be given in accordance with the current Key Stage 2 ‘Assessment & Reporting Arrangements’ booklet.
- Any Special Arrangements given should match requests made to the LA.
- After completion of each test, scripts will be collected in immediately and locked in the assessment cupboard. They should not be looked at, edited, pre marked, or annotated in any way.

**Security Arrangements**

- When the tests arrive, the box will be opened and the contents checked against the despatch note, by the Assessment Leader, with another member of staff present. The test packs and mark schemes will not be opened.
- In the event of any packs being missing, or received open, the distributor and QCA should be notified immediately.
- The teachers’ guides may be removed and should be distributed to the Year 6 teacher(s).
- The despatch note and boxes will then be placed in the Assessment cupboard and locked. Keys will then be kept by the Headteacher and the Assessment Leader. No keys will be available in the box in the staffroom, until all the tests have been completed and despatched to markers.
- When tests have been completed, they should be ordered, checked against the pupil list, packed in the provided sacks, and placed in the locked Assessment cupboard to await despatch. The task of checking and packaging should be undertaken by two staff members, one of whom should be the Assessment Leader or the Head Teacher, to ensure correct procedures are followed.
- Mark schemes may be opened only when all papers have been sent to markers.
- The Headteacher should sign and return the declaration form in accordance with the current Key Stage 2 ‘Assessment & Reporting Arrangements’ booklet.

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