

Statutory Assessments Administration Policy

Thomas Jolyffe Primary School

To be the best we can be!



Approved by: Philippa Liversidge

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Next review due by: May 2027

Statutory assessments take place each year for Reception children, Year 1 and 2 children for the phonics screening, Year 4 children for the multiplication tables check in June and Year 6 children for the Key Stage Two SATs assessments in May.

During the week for Year 6 SATs, each child sits 2 papers for spelling, grammar and punctuation (GPS), (paper 1 for Punctuation and Grammar, paper 2 for Spelling), a reading comprehension paper and 3 maths papers, (Paper 1 for Arithmetic, and Papers 2 & 3 for Reasoning.) Calculators will not be permitted. Writing is continually assessed throughout the year (more on how we moderate below).

Before registering pupils for these assessments, we look at a range of assessments to ensure they are working at the age-related expectation for Year 6. During this time, we also look at those children who may require additional access arrangements (more on access arrangements below).

Responsibilities and Preparing for SATs week

Below is a check list of requirements which needs to be completed in relation to key deadlines. These duties will be completed collaboratively by SLT.

Checklist:

<u>Key Deadline</u>	<u>Tick and sign once completed:</u>
Order Papers	
Submit Application for early opening and compensatory marks	
Complete pupil registration	
Submit applications for additional time	
Submit Headteacher's declaration form	
Submit teacher assessment to WCC/STA	
Submit any review applications to WCC/STA	
Report to Parents	

Receiving and Storing Test Materials:

When the test papers arrive, they are checked against the delivery note to ensure the correct number of packs have been received, by PL (Head) and a governor. The papers are then resealed in separate boxes i.e. GPS in one, reading comprehension in another and maths papers are all separate so that they remain sealed until the actual day when the children sit that particular test. The boxes are then signed using permanent marker by everyone present to acknowledge that all papers have been repacked and resealed. These

are then locked in the Music cupboard which is a locked office and are only accessed by PL

and the Office Manager via a key. These two members of staff will always work together to take and collect SATs or standardised test materials. The delivery note for these is stored with paper work for SATs week by the Office Manager/Headteacher in the locked cupboard. If at any time, it is suspected that there may have been a breach of security then the STA will be contacted immediately. If a test pack needs to be removed for any additional reason, for example, to show an external moderator, a form needs to be added to (see Appendix 3) to state why the pack has been viewed from a locked cupboard.

The test packs remain locked away until the test day. The papers will be taken to the hall and will always have two members of staff with them before any testing begins. At no point is the content of the paper discussed or looked at until it is opened in front of the children.

Once the papers have been administered, they are taken to the classrooms and testing spaces where they are collated, put into alphabetical order, the attendance register ticked, sealed in to the delivery bags and then locked away again until collected. The school ensures that no one is left alone with the papers and that the papers are never left unattended whilst unsealed. (See Appendix One)

Preparing the test rooms:

The tests will be administered in various classrooms, offices and work spaces. Some children may be in a separate room due to specific access arrangements. All rooms are to be checked by a member of SLT and a Governor to ensure the following:

- All displays have been taken down or covered that could help the children in the tests
- Ensure seating arrangements allow all children to work quietly and independently
- Make sure seating arrangements ensure that children cannot view other children's test papers
- Ensure a clock is provided in the room to help children pace themselves during the tests ·

Ensure that the correct equipment is available for each test as stated in the test administration guide.

Access Arrangements:

If it is believed that a child requires additional arrangements to enable them to participate in the test, what they are being provided with in the classroom as part of normal classroom practice and their assessment needs, both currently and historically, are looked at. This may be in the form of a scribe, a prompt, a reader, transcribe or additional time.

Before making these decisions, the following is looked at:

- What provision is being made in school and references to the SEN code of practice and whose learning difficulty or disability significantly affects their ability to access the tests
- A statement of SEN
- Any child who requires alternative access arrangements because of a disability or physical need
- Behaviour, emotional and social difficulties (being able to sit and work for long periods of time)
- EAL and who has limited fluency in English
- Speed of writing and reading ability.

Once a decision has been made in consultation with the Headteacher, class teachers and other adults who may be working with the child, the assessment and reporting arrangements online site is consulted and access arrangements are applied for.

If these access arrangements are accepted, then it is ensured that all evidence is filed together for each pupil in case it needs to be seen by parents or external moderators in the secure cupboard.

Additional time:

25% extra time is allowed for those entitled to it. These children are in a separate room to the rest of the cohort to ensure that they are not disturbed. When their time is over, the papers are collected and collated with the rest of the cohort.

Reading questions to children in tests:

No part of the reading test paper should be read to any of the children except for the general instructions.

During the GPS and maths tests, the questions are allowed to be read to the child word for word. They are not to be interpreted, explained or re-worded.

Prompters

A prompter may be provided for children who are identified with emotional or behavioural difficulties which mean either:

- a) The child cannot concentrate for long periods of time
- b) The child is likely to disrupt the smooth running of the test for other children.

The prompter's role is to keep the child on track to complete the test during the allotted time.

Scribe:

If a child is entitled to a scribe, then the test will be taken in a space where they cannot be overheard by others. The scribe can only write the exact words spoken by the child including the punctuation.

Transcript:

If a transcript is required, then this is completed straight after the test with the child still present in the room.

If a scribe or transcribe has been used, then the relevant forms need to be attached with the papers before they are packed and sealed.

Timetable Variation:

In talks with the Year 6 team, a timetable of the week is drawn up. This identifies which tests are to be administered at which times on each day; those children who require access arrangements; those who are entitled to a reader and those children with particular needs.

Test Administrators:

The number of test administrators which will be needed is worked out depending on access arrangements and those who require readers. The test administrators are briefed beforehand by the Intervention Lead where the Test Administration Guide is talked through. During this meeting and at any time from then up to administering the papers are opportunities for questions to be answered and clarifications to be made.

Once the papers have been administered, they are taken to the hub where they are collated, put into alphabetical order, the attendance register ticked, sealed in to the delivery bags and then locked away again until collected. The school ensures that no one is left alone with the papers and that the papers are never left unattended whilst unsealed. (See Appendix One)

Administering the papers:

See Appendix Two for Checklist.

Before the papers are opened, the children are briefed using the testing administration guide. They are notified about time allocations, ensure they all have the correct equipment available to them and questions are answered which they may have.

The following rules are reiterated to them:

- No talking to each other once the test papers have been opened.
- No moving around the classroom
- If they have completed their test, they are to remain seated. They are

encouraged to check through their answers carefully.

- If they have any questions, worries or queries, then they are to put up their hand and an adult will come to them.
- Once the time is over, they are to remain seated and silent until the test papers have been collected in.
- At no time should children touch another child's paper.

The papers are opened in front of the children and are distributed. Any children who are then to take the tests in separate rooms will leave the hall with the adult who will be administering the tests. The adults will take the open papers to the room to administer the tests. The children write their own information on the front page (unless a scribe is being used). Prompts during the test are only those given which have been stated in the test administration guide.

During the tests, children are not permitted to leave the room to go to the toilet. However, if this is unavoidable then they are escorted. The adult is not to speak with the child about the content of the test paper. If a fire alarm goes off, then the papers are left in the classroom, the children leave in silence and remain silent throughout the procedure and the timer is stopped. Once it is safe to enter the building, the test will continue and the timer started again.

If a child requires a question to be read to them during the GPS or maths paper, then they need to raise their hand and ask. These need to be read word for word and cannot be interpreted, explained or reworded.

Once the time is over the children are to remain silent. The papers are to be collected from the test rooms by Headteacher and Office Manager. Once all test rooms have received the signal that they have all completed, the children can be dismissed/return to form rooms. This ensures that no one is left alone at any time with the papers. The school will endeavour to ensure that a governor is present to oversee administration of the papers where possible.

Moderating Writing:

Writing is continually moderated throughout the year using the level criteria's from the Department for Education. The teacher initially levels the work which is then brought to a year group meeting where pieces are moderated.

During the Spring Term, the writing is moderated by local schools where a large sample of books from different levels is taken to moderate together. Notes are made from the moderation meetings and levels, if needed, are adjusted. During the Spring county moderation session. Notes are made from the moderation and adjustments made if needed.

Mock SATs Tests

The school will complete a full mock SATs week, twice prior to the actual testing week. Everything in this policy will be adhered to during this week in order to provide training for everyone involved.

Appendix 1: Collating the Papers

Papers: _____

Who is present: _____

Task:	Tick Once Completed	Signed:	Comments if any:
Papers put in alphabetical order			
Attendance Register completed			
Access Arrangement forms completed (if appropriate)			Please name the children here and which adult was with them:
Papers packed into bags:			
Unused papers locked into the safe			
Attendance register included:			
Bags sealed:			
Delivery sticker attached:			
Bags locked in cupboard			
Packages collected:			

Appendix 2: Adminstrating Checklist

<u>Task</u>	<u>Tick once Completed</u>	<u>Signed</u>	<u>Any Comments:</u>
Take attendance Register			
Check seating arrangements			
Record seating arrangements: written or photograph.			
Reiterate expectations and rules to children (copy below)			
Read out the test administration rules to the children			
Staff to ensure correct stationary is handed out			
Papers collected:			
Delivered to and stored in lockable cupboard			

Name of Witness: _____

Signature: _____

The following rules are to be reiterated to the children for every test:

- No talking to each other once the test papers have been opened.
- No moving around the classroom.
- If they have completed their test, they are to remain seated.
- If they have any questions, worries or queries, then they are to put up their hand and an adult will come to them.
- Once the time is over, they are to remain seated and silent until the test papers have been collected in. They should use the spare time to check their answers.
- At no time should children touch another child's paper.

Appendix 3 – Opening locked cupboard log pre-test date

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