Orchard Lea Federation

Statutory Testing Policy

Date agreed: May 2026

Date for renewal: May 2027

Every Child, Every Day

Rationale

All maintained primary schools are required to administer the following statutory assessments:

- Reception baseline to YR pupils in the first six weeks of the autumn term.
- Phonics Screening Checks in June to Y1 pupils and Y2 pupils who did not pass in Y1.
- A Multiplication Check to Y4 pupils in June.
- Standard Assessment Tests (SATs) in May in Y6.

We accept that it is our responsibility to:

- Prepare pupils to take the assessments both academically and emotionally.
- Adhere fully to the guidance and ensure that staff are trained to do so.
- Engage with any moderators who may visit from the Local Authority.
- Support pupils through the assessments to ensure that their experiences are as positive as possible.
- Report any concerns about the administration of the processes to the relevant authorities.
- Communicate to parents so that they can support and prepare their children.

The purpose of this policy is to outline how we will **localise the guidance** to ensure that we are open and transparent during the testing process.

Processes

1. Delivery of materials.

In all cases, when testing materials are delivered, the Headteacher will check the delivery and complete the delivery notes in sight of a member of the office team. The materials will then be locked securely in the office (junior) and the Headteacher's cupboard (infant). In both schools the keys to these cupboards will be locked in the safe. Only the office staff will have access to the keys from this point on. If the Headteacher is not on site when the materials are delivered, the next most senior person will complete the delivery note in view of a member of the office team.

The Site Manager will have a spare key in the event of a key going missing or absence of the staff who have access to the safe.

On at least one occasion, the Headteacher with a member of the office team observing, will check that the materials have not been opened in between the delivery and start of the tests.

2. Before the tests

The schools will engage with any external advice/ training from HCC.

With regards to the phonics screening and Y6 tests, a file will be set up to hold any papers, checklists, timetables, maps, requests for extra time/support, staff signatures and a copy of the guidance.

At least one week before the tests, all staff will be required to read and sign the administration guidance. A copy of the signatures will be held in the testing file. At this federation we require all staff in the relevant school to read the guidance to prevent any misunderstandings. In the case of Y6 tests, a meeting will be held with all staff who will be involved in the administration of the tests. During this meeting, the guidance about answering pupil questions during the test will be discussed and staff can raise any questions they may have.

Within the time scales for the relevant test, the schools will decide if any pupils require additional support and/or will not take the tests. Any support offered, or decision not to enable a pupil to take a test, will be communicated with the child's parents and DFE guidance will be followed.

A parent workshop will be held to inform parents about the testing and arrangements. In the case of the reception baseline, this will be mentioned at the new parents evening in the summer term before the child starts school.

3. Accessing the papers

Until the moment the materials need to be used, the key will remain in the safe. At the point the assessments will take place, the key will be asked and signed for. The key will be immediately returned to the safe and no staff will keep the key on their person.

Two members of staff will take the required materials to the room where the tests will be administered. This should be the Headteacher (or next most senior) and a member of the office staff.

Any requests for early opening will be made within the guidance and shared with the Headteacher. In the event of a request for early opening being approved, the opening will be undertaken by the Headteacher (or next most senior) and observed by a member of the office team.

4. Location and who?

The reception baseline will be administered in the snug or a quiet place in the YR area by the teacher who knows the pupil best.

The phonics screening tests will be administered in the Computer Room by a Y1 teacher.

The Y2 retakes will be administered by the person who has been working with the child during booster groups in the Computer Room.

The Y4 multiplication check will be administered by a Y4 teacher in the ICT Suite.

In Y6, pupils will mainly be in their classrooms and the tests overseen by their class teacher. Other areas will be used to ensure that pupils have the support they are entitled to. In all areas, at last two members of staff will be present and displays covered.

All testing areas will be checked by the Headteacher before the first test starts to ensure that they are compliant.

Test packs will be opened in front of the Headteacher (phonics) and in front of the pupils (Y6).

5. During the tests

All staff will ensure that they direct any activities away from the areas being used to ensure that pupils are given their best chance to concentrate.

No administrators or Governors will have any relation to the pupils being tested.

In the case of Y6, clear timings will be displayed to show when the test started and is due to end.

Staff will adhere to the guidance regarding answering pupil's questions.

6. Access arrangements

In all cases the guidance will be adhered to regarding pupils who may be entitled to additional support or modification. Staff administering the tests will be made aware of the exact nature of support the child requires. Full records of the support given and the reasons why will be stored in the testing file and communicated to the child's parents.

7. Monitoring

The Headteacher and at least one Governor will oversee and monitor the process. Their notes will be recorded in the relevant testing file. This will include checking the room and equipment being used is complaint. The forms found in appendix 1 and 2 will be used.

8. Collecting the scripts and storage.

In all cases, once the tests have finished, all the scripts will be collated and returned to the storage place. This includes any scripts that were not used. In the case of the phonics screening all scripts, will be returned when there is a pause in the testing. In the case of the reception baseline, any practical resources will also be returned. The key will be signed for each time.

In Y6, the Headteacher will collect in the papers with a member of the office team observing and will organise and bag up as outlined in the guidance. This will occur in their office. The scripts, including any unused ones will be returned to the storage cupboard.

We will also ensure that any instructions or other papers (such as the KS2 spelling paper) are also stored away.

As a rule, no one person will be left alone with Y6 papers.

A log will be kept in the relevant office detailing who and when the tests were removed and returned.

9. After the tests

In the case of Y6, any transcriptions will be done immediately. Staff will not review the completed scripts.

Any tests needing to be sent away will remain in a secure place until the courier arrives to collect the scripts.

Phonics materials and YR baseline materials will remain locked until the testing period is finished.

The Headteacher will complete the relevant declaration forms.

10. Time table variations

With regards to the phonics screening, staff will issue the Headteacher with a timetable for the testing period allowing some time for pupils who are absent to be able to take the tests. Any variations will be discussed with the Headteacher.

With regards to the Y6 tests, any time table variation will be requested by the Headteacher following the DFE guidance. All tests will be sat in the correct order and arrangements will be made to ensure that pupils who have missed a test are kept apart from their peers until the tests has been sat.

Concerns or queries

If during the testing period the schools have a query, we will in the first instance consult the guidance. If we are still unclear or unsure, then we will contact:

National curriculum assessments helpline
Call: 0300 303 3013
Email: assessments@education.gov.uk
Online: NCA Portal 'Support'

For enquiries relating to access arrangements to meet a pupil's specific needs, schools can use the 'Message us – access arrangements' form within the 'Test administration' tab on the NCA Portal.

Reporting irregularity

If an irregularity is alleged then members should seek immediate advice from a Senior Leader, the Local Authority and/or the union. The Standards and Testing Agency (STA) has a statutory duty to investigate any matter brought to its attention relating to the accuracy and correctness of any results. 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.

Appendix 1

Standards & Testing Agency

2026 phonics screening check monitoring visit form

Complete sections A and B of this form for all monitoring visits. Complete section C if you entered an '**X**' in section B. Leave a signed copy of this form with the school's headteacher or delegated member of staff. Return the original to your monitoring visits manager.

School name	
DfE number	
Local authority	
Number of pupils observed	

Section A: Check-specific information

Complete the status with '✓' to indicate correct processes or '**X**' where you have concerns.

Check packs securely stored	Check administered according to guidance	Completed answer sheets securely stored	Data collated for reporting

Section B: General administration

Question	✓ or X	Notes
Q1. Is there evidence that the consignments were checked on arrival?		
Q2. Are staff known to the pupil, but not a relative, carer or guardian?		
Q3. Are staff trained in phonics?		
Q4. Is the room where the check is administered quiet and comfortable?		
Q5. Are displays, and other items that may aid the pupil, covered?		

Section C: Notes

Complete this section if you have entered an '**X**' in section B. If you have any other concerns about the administration of the checks, also report them here.

Short description of issues identified and any action you have taken (including resolution, where applicable):

Name of monitoring visitor	
Signature	
Date (DD/MM/YYYY)	

Name of headteacher or delegated member of staff	
DfE number	
Signature	
Date (DD/MM/YYYY)	

Please treat this form as confidential once completed.

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Appendix 2

2026 key stage 2 monitoring visit form

Complete all sections of this form as described. Leave a signed copy with the headteacher or delegated member of staff. Return the original to your monitoring visits manager.

School name	
DfE number	
Local authority	

Section A: Key stage 2 test-specific information

Complete the status with '✓' to indicate correct processes, '**X**' where you have concerns or '**N/A**' if you have not observed the process.

Test date	Test paper	Unopened test packs securely stored	Tests administered according to guidance	Completed test scripts securely stored	Test scripts collected
Monday 11 May	English grammar, punctuation and spelling Paper 1				
Monday 11 May	English grammar, punctuation and spelling Paper 2				
Tuesday 12 May	English reading				
Wednesday 13 May	Mathematics Paper 1				
Wednesday 13 May	Mathematics Paper 2				
Thursday 14 May	Mathematics Paper 3				

Section B: General administration

Question	✓ or X	Notes
Q1. Have all correct test materials been received?		
Q2. Is there evidence that the consignments were checked on arrival?		
Q3. Are all test materials stored securely?		

Section C: Notes

Numbers or names of assessment rooms visited (do not include staff names)	

Only complete the following section if you have entered an '**X**' in section A. If you have any other concerns about the administration of the tests, also report them here.

Short description of issues identified and any action you have taken (including resolution, where applicable):

Name of monitoring visitor	
Signature	
Date (DD/MM/YYYY)	

Name of headteacher or delegated member of staff	
DfE number	
Signature	
Date (DD/MM/YYYY)	

Please treat this form as confidential once completed.

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