**Checklist for KS1 Test Administration**

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| **Action** | **Date** | **Comments/notes** | **Action completed** |
| Use practice test materials to establish access arrangements that may be needed | November 2021 onwards | Section 5.5: [2022 key stage 1 assessment and reporting arrangements](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1031077/2022_Key_stage_1_assessment_and_reporting_arrangements.pdf) [2022 key stage 1 access arrangements guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1031079/2022_key_stage_1_access_arrangements_guidance.pdf)Ensure that Braille and MLP test papers are ordered for those who need them[National curriculum assessments: practice materials](https://www.gov.uk/government/collections/national-curriculum-assessments-practice-materials) |  |
| Order Braille / MLP versions of the test | Deadline 19th November 2021 | Order papers via NC assessments helpline for those who arrive in school after this date[2022 key stage 1 access arrangements guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1031079/2022_key_stage_1_access_arrangements_guidance.pdf) |  |
| Read Test Administration Guidance (TAG) | From 14th March 2022 | [2022 Key stage 1: Test administration guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1060454/2022_Key_stage_1_Test_administration_guidance.pdf) |  |
| Establish secure, locked space for test papers | March 2022 | [How to keep test materials secure](https://www.gov.uk/government/publications/key-stage-1-and-2-tests-and-phonics-screening-check-security-advice/how-to-keep-test-materials-secure)Do not store the papers with IT equipment that is a target for burglaries or other items that members of staff will require access to.  |  |
| Create signing in and out sheet to log all with access | March 2022 | [How to keep test materials secure](https://www.gov.uk/government/publications/key-stage-1-and-2-tests-and-phonics-screening-check-security-advice/how-to-keep-test-materials-secure)  |  |
| Decide on 2 key holders for the secure space | March 2022 | [How to keep test materials secure](https://www.gov.uk/government/publications/key-stage-1-and-2-tests-and-phonics-screening-check-security-advice/how-to-keep-test-materials-secure) The second key holder is a security measure in case of absence of the main key holder. |  |
| Ensure you understand the process involved with unannounced KS2 LA test security visits | March 2022 | **NB this is because if you are a primary school and you receive a KS2 test security visit, the adviser will be required to check the security of the KS1 papers**, also.[Key stage 2 tests monitoring visits guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1062030/Key_stage_2_tests_monitoring_visits_guidance.pdf)  |  |
| Ensure that you understand what maladministration is and how to report it  | March 2022 | [How to report maladministration at key stage 1 and key stage 2](https://www.gov.uk/guidance/how-to-report-maladministration-at-key-stage-1-and-key-stage-2)  |  |
| When you receive the test papers, it is best for 2 people to check the packs, mark and sign delivery note to show that this has been done. Lock the sealed packs away in your designated secure space. | 21st – 25th March 2022 | Section 7 [2022 Key stage 1: Test administration guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1060454/2022_Key_stage_1_Test_administration_guidance.pdf) Check packs to ensure you have the correct subject, number and that the packs are not damaged. Do not open the test packs.[How to keep test materials secure](https://www.gov.uk/government/publications/key-stage-1-and-2-tests-and-phonics-screening-check-security-advice/how-to-keep-test-materials-secure) If you have received any damaged test packs, you should contact the national curriculum assessments helpline immediately on 0300 303 3013 |  |
| Consider timetable for administration of the tests throughout May, from 3rd May 2022. Create a schedule showing rooms, adults and timings that ensure the security of the papers remains | April 2022 | Consider this is in relation to supporting the use of access arrangements and pupil need, given potential illness of staff or anxiety of individual pupils in Y2 but also consider the space needed for Y6 pupils to take their tests during test week and the timetable variation week following this: 9th – 19th May 2022. |  |
| Create a list of pupils who will be using access arrangements and the adults providing aid | April 2022 | Ensure you can demonstrate that this is in line with normal classroom practice.[2022 key stage 1 access arrangements guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1031079/2022_key_stage_1_access_arrangements_guidance.pdf)The headteacher will need information about pupils who have received an aid, who the aid was and whether it was for all or part of the test and which tests.  |  |
| Consider provision for those not taking the tests | April 2022 | Consider how to make these pupils feel part of the process and where they will go when the tests are being administered |  |
| If modifications are needed for any of the pupils for any of the tests, plan how this will happen and who will have access to the papers | April 2022 | List pupils needing this and those who will be making modifications.Ensure you can demonstrate that this is in line with normal classroom practice[2022 key stage 1 access arrangements guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1031079/2022_key_stage_1_access_arrangements_guidance.pdf) |  |
| Consider access arrangements for any pupils who have joined the school recently (after the application deadlines in some cases) | April 2022 | [2022 key stage 1 access arrangements guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1031079/2022_key_stage_1_access_arrangements_guidance.pdf)Ensure you can demonstrate that this is in line with normal classroom practiceContact the National Curriculum Assessments Helpline: 0300 303 3013 |  |
| Plan for covering displays in rooms used to administer the tests. | April 2022 | Section 8.3 [2022 Key stage 1: Test administration guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1060454/2022_Key_stage_1_Test_administration_guidance.pdf)  |  |
| Plan how resources that are needed for the test will be given out and how to ensure that resources that are not allowed for the test are removed. | April 2022 | [2022 Key stage 1: Test administration guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1060454/2022_Key_stage_1_Test_administration_guidance.pdf)  |  |
| Create a plan for distribution and the collection of the test papers for each test.Plan the process for collecting and storing the completed test papers for marking.  | April 2022 | Consider how you will keep the papers secure Ensure that any unused papers are collected up with the completed test papers and that ALL papers are locked away securely. Ensure no papers are left out of the secured space even if all the pupils in your school that will sit the tests have done.Keep test materials secure and treat them as confidential until Wednesday 1st June 2022 |  |
| Plan rest breaks for those who need them and use practice papers to make all administering and taking the tests familiar with the process. | April 2022 | [2022 Key stage 1: Test administration guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1060454/2022_Key_stage_1_Test_administration_guidance.pdf) Ensure that each pupil is accompanied during rest breaks. |  |
| Brief all staff on their roles. Ensure they understand what they can and cannot do and say, and that they know your test timetable and timings. | April 2022 | Ensure student teachers are aware of the rules and their role as part of this briefingEnsure all staff know what to do when things go wrong on the day (section 13 of TAG)[2022 Key stage 1: Test administration guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1060454/2022_Key_stage_1_Test_administration_guidance.pdf) [Key stage 1 tests: modified test administration guidance (MTAG)](https://www.gov.uk/government/publications/key-stage-1-tests-modified-test-administration-guidance-mtag) |  |
| Invite a governor to oversee the process as an external observer | April 2022 | Ensure the governor is briefed about the process and they understand their role[2022 Key stage 1: Test administration guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1060454/2022_Key_stage_1_Test_administration_guidance.pdf) [Key stage 1 tests: modified test administration guidance (MTAG)](https://www.gov.uk/government/publications/key-stage-1-tests-modified-test-administration-guidance-mtag)[Key stage 2 tests monitoring visits guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1062030/Key_stage_2_tests_monitoring_visits_guidance.pdf)  |  |
| Ensure that school staff not involved in the process understand what the timetable will look like and how they can help to make it run smoothly. | April 2022 |  |  |
| Brief parents on the test administration process  | April 2022 | Ensure that parents understand that you are permitted to apply access arrangements to support those children who need them to access the tests fully.  |  |
| Plan the marking of the test papers if marking in an alternative location.  | April 2022 | Materials should be kept securely at all times.[How to keep test materials secure](https://www.gov.uk/government/publications/key-stage-1-and-2-tests-and-phonics-screening-check-security-advice/how-to-keep-test-materials-secure)  |  |
| Consider how to support those pupils who do not often write their full, registered name.Consider how you will communicate the start and finish times of the test. | April 2022 | Sometimes individual cards on the pupils’ desks is most supportive / appropriate. |  |
| Plan for pupils who are absent on the days you scheduled the tests. | May 2022 |  |  |
| Create a plan of action should there be an outbreak of Covid at various points during the testing period in the cohort. | May 2022 | Consider adapting your timetableConsider what you would do if large numbers of pupils were absent for large parts of the testing period.  |  |
| Download the mark schemes | May 2022 | Available from 3rd May 2022 at Gov.uk |  |
| Apply for compensatory marks for spelling (where needed)  | June 2022 | A compensatory mark for the spelling test will be available to schools, by request, from the national curriculum assessments helpline on 0300 303 3013 at the beginning of June.List pupils for whom this applies and ensure you have evidence for the use of these access arrangements.[Access arrangement guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1031081/2022_key_stage_2_access_arrangements_guidance.pdf) |  |
| Use the raw score-scaled score conversion chart to calculate pupils’ scaled scores | From Wednesday 1st June 2022 | Available at Gov.uk |  |
| Use tests for reading and mathematics as part of the evidence base for teacher assessment.Also, teacher assess writing and science and use the pre-key stage standards to assess those working below the standard of the tests.  | June 2022 |  |  |