**Checklist for KS2 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 5.3 [2022 key stage 2 assessment and reporting arrangements](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1031078/2022_key_stage_2_assessment_and_reporting_arrangements.pdf)Ensure that Braille and MLP test papers are ordered for those who need themEnsure that access arrangements that require application are submitted (see below)[National curriculum assessments: practice materials](https://www.gov.uk/government/collections/national-curriculum-assessments-practice-materials)[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) |  |
| 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[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) |  |
| Apply for early opening (where needed) | Deadline 11th March 2022 | List pupils needing this and those who will be making modifications and therefore accessing the tests ahead of the scheduled day of administration.[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)Where an early opening application is approved to allow a school to make modifications to test materials, the original test pack must be resealed, and all test materials kept securely.Where test materials have been modified using an approved early opening application, the modified test materials must be returned to the test pack and resealed, ensuring all test materials are kept securely |  |
| Read Test Administration Guidance (TAG) | From 14th March 2022 | [Test Administration Guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1060455/2022_KS2_Test_Administration_Guidance.pdf) |  |
| Establish secure, locked space for test papers | March 2022 | [How to keep test materials secure - GOV.UK (www.gov.uk)](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 | [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)  |  |
| Apply for additional time and compensatory marks (where needed)  | Deadline 25th April 2022 | 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) |  |
| Ensure that you understand what maladministration is and how to report it  | April 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. | 25th – 29th April 2022 | Section 7 [2022 Key stage 2: Test administration guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1060455/2022_KS2_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 variation (for the scheduled day of the test) Create a schedule showing rooms, adults and timings that ensure the security of the papers remains | April 2022 | [Key stage 2 tests: varying the test timetable](https://www.gov.uk/guidance/key-stage-2-tests-varying-the-test-timetable) This is in relation to supporting the use of access arrangements and pupil need, given potential illness of staff or late arrival / anxiety of individual pupils. |  |
| 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.[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)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. Where possible, ensure 2 members of staff are present in each room that the test is administered to protect all administering the tests and ensure integrity of the test remains. Where it is not possible to have 2 members of staff in each room, ensure that someone is monitoring the rooms at points during the test (this could be the governor observer) |  |
| 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 (that do not require early opening), plan how this will happen and who will have access to the papers | April 2022 | This should be the headteacher and the person making the modifications.List pupils needing this and those who will be making modifications.Ensure you can demonstrate that this is in line with normal classroom practice[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) |  |
| Consider access arrangements for any pupils who have joined the school recently (after the application deadlines in some cases) | April 2022 | [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)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 [Test Administration Guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1060455/2022_KS2_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 | [Test Administration Guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1060455/2022_KS2_Test_Administration_Guidance.pdf) |  |
| Create a plan for distribution and the collection of the test papers for each test.Plan the process for completing the register and packing the completed test papers | April 2022 | Consider how you will keep the papers secure if you cannot seal the bags due to timetable variation on the day. Ensure test inner bags are sealed once all tests with variation on the scheduled day are collected in. Ensure that **2 members of staff are always with the completed papers** until they are packed and secured. 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 Friday 20 MayEnsure you know the procedure for timetable variation outside the scheduled day of the test and how to pack modified test scripts[Key stage 2 tests: returning test scripts](https://www.gov.uk/government/publications/key-stage-2-tests-returning-test-scripts) (note this has not yet been updated (March 2020) |  |
| 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 | [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)Ensure all rest breaks adhere to the overall time allowance for each test and ensure that all staff involved with rest breaks follow the same process for recording the time the break started and finished and that each pupil is accompanied during rest breaks. |  |
| Brief all staff on their roles during the test week. Ensure they understand what they can and cannot do and say, and that they know the 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 14.1 [TAG](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1060455/2022_KS2_Test_Administration_Guidance.pdf))[Test Administration Guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1060455/2022_KS2_Test_Administration_Guidance.pdf)[Key stage 2 tests: modified test administration guidance (MTAG)](https://www.gov.uk/government/publications/key-stage-2-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[Test Administration Guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1060455/2022_KS2_Test_Administration_Guidance.pdf)[Key stage 2 tests: modified test administration guidance (MTAG)](https://www.gov.uk/government/publications/key-stage-2-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 week 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 distribution of the test papers if administering a test in an alternative location or on a split site.  | April 2022 | Materials should be kept securely at the main school site and taken to the other location just prior to administration.If test materials need to be sent to a location away from the main school site prior to administration, the headteacher must ensure that appropriate arrangements are in place to maintain the integrity, security and confidentiality of the tests or check contents.[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 you will support pupils with completing the school name and DfE number, and how you will communicate the start and finish time of the tests.Consider how to support those pupils who do not often write their full, registered name, or who may need support with their date of birth. | April 2022 | Sometimes individual cards on the pupils’ desks is most supportive / appropriate and sometimes all pupils are able to copy from the board and read the start and finish times on the board at the front of the class. |  |
| Plan for pupils who are absent on the scheduled day of the test to apply a timetable variation | May 2022 | [Key stage 2 tests: varying the test timetable](https://www.gov.uk/guidance/key-stage-2-tests-varying-the-test-timetable) Ensure you are clear about how to pack the test scripts with a timetable variation outside of the scheduled day of the test.Ensure that the headteacher is confident that the confidentiality of the test content has been maintained. Ensure you know what to do about returning test scripts for marking in this case: [Key stage 2 tests: returning test scripts](https://www.gov.uk/government/publications/key-stage-2-tests-returning-test-scripts) (note this has not yet been updated (March 2020) |  |
| 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 timetable variationConsider what you would do if the whole cohort was absent for the entire test weekConsider what you would do it the whole cohort was absent from part way through test week and did not return in time to timetable variation to be applied. |  |
| Create a timetable of collection dates for marking | May 2022 | Section 7.7 [2022 key stage 2 assessment and reporting arrangements](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1031078/2022_key_stage_2_assessment_and_reporting_arrangements.pdf) [Key stage 2 tests: returning test scripts](https://www.gov.uk/government/publications/key-stage-2-tests-returning-test-scripts) (note this has not yet been updated (March 2020) |  |
| Check results and decide if any require a marking review | Tuesday 5th July 2022 | Results day – 5th July. Raw score and scaled score on [Primary Assessment Gateway](https://www.primaryassessmentgateway.education.gov.uk/publicaccessproduction/selfservice/citizenportal/login.htm). Section 9.4 [2022 key stage 2 assessment and reporting arrangements](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1031078/2022_key_stage_2_assessment_and_reporting_arrangements.pdf)[Key stage 2 tests: applying for a review of pupils’ test results](https://www.gov.uk/guidance/key-stage-2-tests-how-to-apply-for-a-review-of-key-stage-2-results) (note this has not been updated and refers to NCA Tools not PAG) |  |
| Submit marking review applications if needed | Deadline 15th July 2022 | Via [Primary Assessment Gateway](https://www.primaryassessmentgateway.education.gov.uk/publicaccessproduction/selfservice/citizenportal/login.htm) |  |