



WEST HESLERTON C.E. PRIMARY SCHOOL

NATIONAL TEST SECURITY POLICY

“Children are at the centre of all we do”

We encourage everyone in our school community to live life well reflecting Christian attitudes and values and working in partnership with families as part of a wider, caring community.

The hallmarks of a Christian life lived well are –

- | | | |
|----------------|------------|----------------|
| · Love | · Peace | · Generosity |
| · Joy | · Kindness | · Gentleness |
| · Self-control | · Patience | · Faithfulness |

Galatians 5:22 – 23

The following procedure will be used for all national tests.

At least 2 people will always be present to oversee the following for national tests, unless otherwise stated in Government documentation:

Before Tests

- Nationally published guidance will be followed at all times.
- Test papers arrive, boxes are opened and contents checked against delivery note – papers, envelopes etc. by two people and signed where appropriate.
- Teachers’ guides are distributed where applicable.
- Any discrepancies are reported to the appropriate bodies immediately.
- The papers will be stored, in date order, in a locked cabinet in the school office.
- Teacher packs, where provided, will be locked separately to limit errors in opening packs.
- All parents and pupils, where appropriate, will be informed of the test timetable and any special arrangements (e.g. seating, readers).

During Tests

- Nationally published guidance will be followed at all times.
- Each time cabinets storing tests are opened, this will be recorded and witnessed.

After Each Test

- Nationally published guidance will be followed at all times.
- Completed scripts will be gathered in according to list order and returned to the school office.
- This order will be checked and the scripts immediately packed and stored in a locked cabinet until collection or marking.
- After the test window closes, teacher packs may be opened.

Governors will be encouraged to visit school to check procedures throughout this period.

Reviewed:

Spring 2023

Date of next review:

Spring 2024

