



Faith is all around us.
We have to have faith in ourselves in order to be the best that we can be.
We are a small school, with big hearts and together we beat as one.
Sowing seeds of knowledge and faith, with nurture and love
We thrive, we grow.

WISTOW PAROCHIAL CE PRIMARY SCHOOL

Head Teacher: Carla Cox

NATIONAL CURRICULUM TESTS' SECURITY POLICY

Document Status		
Date of Next Review	October 2027	Responsibility – Full Governing Body
Date of Policy Creation	October 2022	Responsible Governor Name
Date of Ratification at FGB Meeting	October 2025	Allen Blake
Policy Publication/Communication <input type="checkbox"/> On the school website <input type="checkbox"/> Shared staff network drive <input type="checkbox"/> Updates to staff in staff meetings		<i>Signed off by the above named Governor during the full governing body meeting held on the date stated as ratified.</i>

NATIONAL CURRICULUM TESTS' SECURITY POLICY

PLEASE NOTE THAT THIS POLICY RELATES TO BOTH KS1 AND KS2 TEST PAPERS AS WELL AS THE PHONIC SCREENING TEST AND THE RECEPTION BASELINE ASSESSMENT MATERIALS.

Please note that at least 2 people will always be present to oversee and sign the following:

Before Tests

- Test papers arrive by parcel force courier, boxes are opened by 2 members of SLT and contents checked – papers, envelopes etc. – sheets are signed to confirm
- Any discrepancies are reported to the NCA immediately.
- The papers will be stored, in order, in a locked cabinet in the Head teacher's office. Key is then stored in the key safe in the HT's office.
- A record of checking is completed and kept on the locked cabinet for viewing.
- A key control record is also completed and kept on the filing cabinet for viewing.
- All parents and pupils, where appropriate, will be informed of the test timetable and any special arrangements (e.g. seating, readers).

- Information packs are collated to support applications for additional time, as evidence should it be required. This is stored in the filing cabinet with test papers.

During Tests

- NCA guidance will be followed at all times.
- The record of checking will be completed each time the storage area is accessed (even for other reasons – during test time this cabinet will only be used for storing papers)
- The box containing papers should be resealed and signed each time it is opened.
- An independent observer present for each test will sign to confirm the opening of papers at the time of each test.
- Invigilators will be present during KS2 SATs assessments

After Each Test

- Completed scripts will be gathered in according to list order and returned to the Head teacher's office where they are packaged ready for collection.
- Unused scripts are stored securely in the cabinet until after collection and the specified date.
- Upon the dispatch of all tests **and** the specified dates, teacher packs may be opened.
- Any issues with packaging the tests will be reported to the NCA immediately and if necessary new envelopes ordered to secure tests.

KS1 Marking Papers

Marking papers will be downloaded by the Headteacher and kept securely until all children have completed the tests.

They will then be issued to the teacher for marking.

All marked tests will be returned to the locked cabinet for safekeeping until the specified end of the test period.

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

When all assessments have taken place, the Head Teacher will complete the Head Teacher's declarations on the Primary Assessment Gateway within the timeframe.

