

Proud to be a  Bright Futures EDUCATIONAL TRUST school

Marton Primary Academy and Nursery



Working Together To Be The Best We Can Be

Examinations (Test Administration) Policy

**Approved by the Governing Body
9th March 2023**

MARTON PRIMARY ACADEMY AND NURSERY EXAMINATIONS (TEST ADMINISTRATION) POLICY

‘Working together to be the best we can be’

Introduction

At Marton Primary Academy and Nursery, we are committed to ensuring that all statutory tests are managed and administered efficiently and effectively and adhere to the Standards and Testing Agency (STA) guidance.

The purpose of this policy is to ensure that:

- The planning and management of statutory tests is conducted in the best interest of pupils.
- Our system of test administration is efficient and clear, and that staff and pupils understand what is required and expected of them.

Legislation and Guidance

This policy should be read in conjunction with:

- Key Stage 1 Assessment and Reporting Arrangements
- Key Stage 2 Test Administration Guidance
- Key Stage 2 Assessment and Reporting Arrangements
- Phonics Test Administration Guidance
- Multiplication Check Administration Guidance
- Modified Test Guidance
- Access Arrangements Guidance
- Keeping Materials Secure Guidance
- Special Consideration Guidance

Roles and Responsibilities

Head of School

The Head of School has overall responsibility for administration of all statutory tests and assessments.

The Head of School will ensure:

- Eligible pupils are registered on the Primary Assessment Gateway.
- That staff are familiar with the Standards and Testing Agency’s guidance and arrangements and that they are adhered to at all times.
- Test administrators are identified and have received appropriate training.
- Test timetable and room allocation is prepared and distributed.
- The integrity of the all test materials by arranging for the receipt, checking and secure storage of all test papers and completed scripts.
- Report any suspicion of or actual incidents of malpractice.

- Pupils and their parents / carers are informed of and understand those aspects of the test timetable that will affect them.
- The administration of access arrangements and applications for special consideration using the STA guidance.
- A contingency plan is in place to cover all aspects of test administration.
- Special Consideration is applied for in line with guidance where necessary.
- Submit the headteacher's declaration form by the statutory deadline.

Test Administrators

The most senior person in the room will be the test administrator.

The Test Administrator will ensure:

- The room is prepared in accordance with STA guidance (see below)
- Invigilators are familiar with the test requirements and guidance.
- Required equipment is available for pupils.
- Access arrangements are in place for those pupils entitled and used in line with guidance.
- The test is administered in accordance with STA guidance and test administration instructions.
- The contingency plan is adhered to should any disruption occur.
- Completed scripts are kept secure.

Invigilators

In addition to the Test Administrator, there will be at least one other person in the room to support with invigilation.

The Invigilator will ensure:

- Assist the Test Administrator in preparing in accordance with STA guidance.
- Pupils adhere to the test conditions by actively circulating the room and closely observing pupils.
- Adhere at all times to test sensitive guidance.
- Accompany and supervise individual pupils should they need to leave the room for (e.g. to use the toilet / feeling unwell) to ensure integrity and confidentiality of the test.

Access Arrangements

With the Head of School's permission, the Inclusion Leader will apply for access arrangements to meet individual needs.

The Inclusion Leader will ensure:

- Evidence / documentation is collected to show eligibility.
- Apply to STA in advance for permissions where required. (e.g. early opening / additional time / compensatory marks for spelling)

- The Test Administrator organises the rooms appropriately for pupils that require access arrangements.
- Ensure modified scripts are available for pupils who require them.
- Scribes, transcribes and readers are trained in test requirements.
- Ensure rest breaks are strictly supervised and the pupil kept under test conditions.

Preparing the Room

Careful consideration will be given to the location of the test room when preparing the test administration timetable to ensure appropriate quiet space is available for pupils, whether administering to whole class, small group, or individuals, dependent upon access arrangements.

Test Administrators will prepare that all rooms where test take place by:

- Removing or covering any display materials that could help pupils.
- Seating is organised to allow pupils to work quietly and independently.
- Pupils cannot view each other's test papers
- A clock is provided in the room to help pupils pace themselves.
- A board is available at the front for writing the school name, DfE number and start and end time of the test.

Review

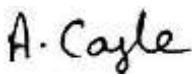
This policy will be reviewed by the Local Governing Body every three years or sooner should there be a change in legislation.

The date of the next review is Spring 2026.

Signature: 

Date: 9th March 2023

Mrs Trish Latimer
Chair of Governors

Signature: 

Date: 9th March 2023

Mrs Alice Coyle
Head of School

Signature: 

Date: 9th March 2023

Mrs Ruth Coupe
Executive Principal

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