

Guidance

Guidance to avoid accusations of maladministration at your school

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Avoid misunderstandings

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Maladministration allegations often come from people who have misunderstood the way the tests are run or misinterpreted appropriate

support that pupils have received during the tests. You should make sure your staff, pupils and parents understand how the tests are administered, including:

- the test timetable
- what assistance is allowed in the tests
- how any access arrangements will be used

Invite observers

You could invite a trusted member of your school's community to observe the tests being administered at your school. Their presence can give assurance that the tests are being run correctly. They can also provide support, should any allegations be made. In turn, observers can improve their understanding of test administration as well as having the opportunity to see the tests taking place.

Alternatively, you could invite a secondary school, for which your school is a feeder, to provide a teacher for this purpose.

Anyone taking part in observation of the tests must be familiar with STA's guidance on test administration, especially the ['Assessment and reporting arrangements'](#) and the 2015 ['Test administration guidance'](#). We recommend observers attend any training you are running for your staff.

Observers should expect to see complete administration of a particular test. In particular they should check the following.

Unopened test pack storage

- Test packs are sealed and stored securely in a locked cupboard.
- Test packs have not been opened either before the statutory date or more than 1 hour before the test taking place, without permission for early opening from us.

Test administration

- Pupils are appropriately seated and supervised.
- Displays / materials have been removed or covered, as appropriate.
- Your school is administering the tests in the order published in the statutory test timetable in the [‘Assessment and reporting arrangements’](#).
- Access arrangements are used correctly.

Completed test scripts storage

Test scripts (the test papers containing pupils’ answers) are:

- collected from the test room immediately after the test and stored securely in a locked cupboard
- packaged as soon as possible after the test and stored securely in a locked cupboard, waiting for collection

Monitoring visits

Please note, invited observations do not replace monitoring visits. 10% of schools will receive a monitoring visit, either from us or from their local authority (LA). You should refer to the [LA guidance](#) which gives information

about what LAs will look for during their visits.

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