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Standards
& Testing
Agency

Avoid misunderstandings

Maladministration allegations often come from people who have misunderstood the way the key stage 2 (KS2) tests are administered or misinterpreted appropriate support that pupils have received.

Headteachers should ensure 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

Headteachers could invite a trusted member of your school's community to observe KS2 tests being administered. This may be a school governor or a staff member from a nearby secondary school for which your school is a feeder, who would not otherwise be involved in the administration of the tests. Their presence can give assurance that tests are being administered 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.

Anyone taking part in observation of the tests must be familiar with the guidance on test administration, especially the [2017 KS2 assessment and reporting arrangements](#) (ARA) and the [2017 KS2 test administration guidance](#). We recommend that observers attend any training your school or local authority (LA) is running for staff.

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

Storing unopened test packs

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

Test administration

- pupils are appropriately seated and supervised
- displays or materials have been removed or covered, as appropriate
- the school is administering the tests in the order published in the statutory test timetable in the 2017 KS2 ARA
- access arrangements are used correctly

Storing completed test scripts

- test scripts (test papers containing pupils' answers) are collected from the test room immediately after the test and stored securely in a locked cupboard
- test scripts are packaged as soon as possible after the test and stored securely in a locked cupboard, waiting for collection

Monitoring visits

Invited observations do not replace monitoring visits.

A sample of 10% of schools will receive a monitoring visit, either from STA or from the LA. Schools should refer to the [monitoring visits guidance](#) which gives information about what LAs will look for during their visits.

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