



Standards  
& Testing  
Agency

# **Key stage 2 tests monitoring visits guidance**

**March 2017**

# Contents

Introduction	3
Section 1: Carrying out monitoring visits	4
Preparing for a visit	4
Carrying out a visit	5
Visits before the test period	5
Visits during the test period	6
Visits after the test period	8
Completing the monitoring visit form	9
Meeting with the headteacher	9
After the monitoring visit	10
Section 2: 2017 key stage 2 monitoring visit form	11
Section 3: How to complete the KS2 monitoring visit form	13
Form section A	13
Form section B	13
Form section C	14
Returning the form	15
Section 4: Getting help	16

## Introduction

This publication has been produced by the Standards and Testing Agency (STA) and provides guidance for monitoring visits for the key stage 2 (KS2) national curriculum tests. It contains a copy of the KS2 monitoring visit form and instructions for its completion.

Local authorities (LAs) have a statutory responsibility to monitor the administration of KS2 national curriculum tests. This helps to ensure that the security and confidentiality of test materials are maintained, and that the assessments are administered correctly and consistently. Monitoring visitors are also asked to observe the security of the key stage 1 test materials (where applicable) when undertaking the KS2 monitoring visits.

# Section 1: Carrying out monitoring visits

## Preparing for a visit

To carry out a monitoring visit correctly, you should make sure you have read and understood this guidance.

You should also be familiar with the published 2017 guidance, in particular the:

- [KS2 assessment and reporting arrangements](#)<sup>1</sup>
- [KS2 test administration guidance](#)<sup>2</sup>
- [Key stage 1 test administration guidance](#)<sup>3</sup>
- guidance on [administering modified versions of the KS2 tests](#)<sup>4</sup>
- information on [access arrangements](#)<sup>5</sup> for the KS2 tests
- [Attendance register and test script dispatch instructions](#)<sup>6</sup> for the KS2 tests
- guidance on the [security of test materials](#)<sup>7</sup>

Your LA monitoring visits co-ordinator (or relevant person from your organisation) will give you specific information before each visit.

Make sure you take:

- copies of the KS2 monitoring visit form (see section 2) and this guidance
- information to show which test materials the school has received (this information will be taken from the delivery note generator) for KS2, and also for key stage 1 (KS1) where applicable. The delivery note generator allows LAs to view the quantities of test packs sent to a school
- details of the number of pupils at the school being assessed at the end of KS2
- reports from [NCA tools](#)<sup>8</sup> showing whether the school is using additional time for any tests, opening test packs early, administering a test at another location or using timetable variations

---

<sup>1</sup> [www.gov.uk/government/publications/2017-key-stage-2-assessment-and-reporting-arrangements-ara](http://www.gov.uk/government/publications/2017-key-stage-2-assessment-and-reporting-arrangements-ara)

<sup>2</sup> [www.gov.uk/government/publications/key-stage-2-tests-test-administration-guidance-tag](http://www.gov.uk/government/publications/key-stage-2-tests-test-administration-guidance-tag)

<sup>3</sup> [www.gov.uk/government/publications/key-stage-1-tests-test-administration-guidance-tag](http://www.gov.uk/government/publications/key-stage-1-tests-test-administration-guidance-tag)

<sup>4</sup> [www.gov.uk/government/publications/key-stage-2-tests-modified-test-administration-guidance-mtag](http://www.gov.uk/government/publications/key-stage-2-tests-modified-test-administration-guidance-mtag)

<sup>5</sup> [www.gov.uk/guidance/key-stage-2-tests-how-to-use-access-arrangements](http://www.gov.uk/guidance/key-stage-2-tests-how-to-use-access-arrangements)

<sup>6</sup> [www.gov.uk/government/publications/key-stage-2-attendance-register-and-test-script-dispatch](http://www.gov.uk/government/publications/key-stage-2-attendance-register-and-test-script-dispatch)

<sup>7</sup> [www.gov.uk/government/publications/key-stage-2-tests-and-phonics-screening-check-keep-materials-secure](http://www.gov.uk/government/publications/key-stage-2-tests-and-phonics-screening-check-keep-materials-secure)

<sup>8</sup> <https://ncatools.education.gov.uk>

You must also take photo identification with you to present on arrival at a school. This can be a passport, driving licence or official work pass.

## **Carrying out a visit**

Depending on when your visit takes place, you will need to observe certain aspects of test administration to make sure the school is following the published guidance correctly. Use the monitoring visits form to record what you see. At the end of the visit, you'll need to meet with the headteacher, or delegated member of staff, to discuss your findings.

## **Visits before the test period**

These monitoring visits take place during the week beginning 1 May. You should check that KS2 test packs are unopened and stored securely, and that the school has received the correct number of packs.

If the school is also administering KS1 tests, you should check that they received the correct number of KS1 tests packs and that, if not in use, these are also stored securely.

### **Check test packs**

Your monitoring visits co-ordinator will give you details of the number of test packs delivered to the school (taken from the delivery note generator). Ask the headteacher for annotated copies of their delivery note(s) and details of the number of test packs that were actually delivered.

Check that all of the relevant test packs are sealed and stored securely. This must include KS1 test packs, where applicable.

### **Damaged test packs**

If a school has received any damaged test packs you should advise them, if they have not already done so, to immediately contact the national curriculum assessments helpline on 0300 303 3013. The school may be asked to send a photograph of the damaged packages.

### **Early opening of test materials**

If you are carrying out a monitoring visit during the week beginning 1 May, KS2 test packs should not have been opened.

The only circumstance under which schools may open packs of standard test materials before Monday 8 May, is if they have an approved application for early opening on NCA tools.

Your monitoring visits co-ordinator will give you a report from NCA tools showing whether the school has permission for early opening. Any school that has opened a test pack

early must have evidence of approval to do so from STA. You should ask to see evidence of this approval and check that any materials that were opened early are stored securely. If you find test packs have been opened without permission you must record this on the monitoring visits form and discuss it with the headteacher at the end of your visit.

### **Storing KS1 test materials**

KS1 test materials (including downloadable and/or printed materials) must be kept secure and treated as confidential from the point they are received in school until the end of May. Appropriate security arrangements must be in place if test scripts are being marked away from school, or for transporting test scripts to another location to take part in moderation of marking. Please note that the individual test packs must not be opened before the KS1 test window commences on Tuesday 2 May.

If the school is administering a KS1 test, you should check that all other KS1 materials are stored securely.

### **Visits during the test period**

These visits take place between Monday 8 May and Thursday 11 May.

You should arrive at the school at the beginning of the school day so that you are there before the start of the test and can observe the complete test administration process.

This includes:

- opening the test packs
- administering the test(s)
- packing the test scripts (the test papers containing the pupils' answers)
- storing the test scripts securely

Where applicable, you should also see evidence that KS2 test scripts have been sent for marking.

You should also carry out the checks relating to visits before and after the test period, if tests have taken place or are still to be administered.

### **Opening the test packs**

Check that:

- the correct KS2 test is being administered according to the statutory timetable (or an approved timetable variation)
- test papers are opened just before the test, unless the school has obtained permission for early opening, or it has been necessary to make adaptations to a paper in the hour before the test

## Administration of the tests

If the school administers a test in more than one room, you should monitor the test administration in each room. Take care so that your monitoring activity does not disturb pupils as they take the tests.

Check that:

- pupils are seated appropriately and are able to work independently
- wall displays are covered up or, if uncovered, do not offer any assistance to pupils
- test times are adhered to
- test administrators, or other members of staff (for example scribes or prompters), do not give inappropriate assistance to individual pupils or the group as a whole

If the school is using access arrangements, check that:

- they are administered appropriately, in particular the use of readers, scribes, prompters, transcripts and additional time
- the school has evidence to show that access arrangements are used in accordance with normal classroom practice

For the English grammar, punctuation and spelling test you should also check that:

- the school administers the papers in numerical order
- pupils are not using equipment that is listed as 'not allowed' in the printed test administration instructions (provided with the test materials) or the [KS2 test administration guidance](#)<sup>9</sup>

For the mathematics test you should also check that:

- the school administers the papers in numerical order
- pupils do not use calculators during any of the tests
- pupils are not using equipment that is listed as 'not allowed' in the printed test administration instructions (provided with the test materials) or the [KS2 test administration guidance](#)<sup>10</sup>

---

<sup>9</sup> [www.gov.uk/government/publications/key-stage-2-tests-test-administration-guidance-tag](http://www.gov.uk/government/publications/key-stage-2-tests-test-administration-guidance-tag)

<sup>10</sup> [www.gov.uk/government/publications/key-stage-2-tests-test-administration-guidance-tag](http://www.gov.uk/government/publications/key-stage-2-tests-test-administration-guidance-tag)

## Packing and storing test scripts

You should observe the whole cohort's test scripts being packed and stored. The headteacher, or delegated member of staff, should carry out this activity, using the guidance in the [Attendance register and test script dispatch instructions](#)<sup>11</sup>.

If the school is using a timetable variation to administer a test on another day, you should check that the rest of the cohort's test scripts are sealed in transparent inner bags and securely stored in a locked cupboard. If a pupil is taking a test on the scheduled day but at a different time from the rest of the cohort, the bag can remain unsealed until all pupils have taken the test. However, the rest of the cohort's scripts must be kept in a locked cupboard until then.

## Dispatching test scripts

Parcelforce Worldwide will collect test scripts on the following dates:

<b>DfE number</b>	<b>Test script collection dates (between 9am and 4pm)</b>
Schools with a DfE number that ends with an even digit (including 0)	Monday 8 May (afternoon collections only) and Wednesday 10 May
Schools with a DfE number that ends with an odd digit	Tuesday 9 May and Thursday 11 May
Any schools that have test scripts remaining	Friday 12 May

If the school has sent test scripts for marking:

- ask to see their proof of collection receipt
- check that there are no test scripts still on site that should have been sent for marking

## Visits after the test period

These visits take place immediately after the test period, from Friday 12 May. You should use these visits to make sure that KS2 test scripts and any unused test papers are stored securely. If the school is still administering KS2 tests, because they have permission to use a timetable variation, you should also carry out the checks relating to visits during the test period.

---

<sup>11</sup> [www.gov.uk/government/publications/key-stage-2-attendance-register-and-test-script-dispatch](http://www.gov.uk/government/publications/key-stage-2-attendance-register-and-test-script-dispatch)

## Storing and dispatching test scripts

Unless the school has permission from STA to use a timetable variation to move a test by up to 5 days, you should expect to see either:

- sealed script return bags, and any unused test papers, securely stored in a locked cupboard
- proof of collection receipt, to show that test scripts have been sent for marking, and any unused test papers securely stored in a locked cupboard

You should only find unsealed script return bags if the school is still administering a test using a timetable variation. Check that the rest of the cohort's KS2 test scripts are sealed in transparent inner bags and securely stored in a locked cupboard. The script return bags should be sealed as soon as possible on the day that the timetable variation test is administered.

Schools will receive a collection on Friday 12 May if they have test scripts remaining.

If a pupil takes a test after the final scheduled collection date of Friday 12 May, the school should book a separate Parcelforce Worldwide collection to send all remaining test scripts for marking. All test scripts must be sent for marking before schools break up for the half-term holiday. Make sure that the headteacher or delegated member of staff understands this.

## Completing the monitoring visit form

You must complete the 2017 KS2 monitoring visit form (see section 2) for each school you visit. You must complete sections A and B in full. If applicable, you must also complete all of section C. Further guidance is provided in section 3.

Make sure you include your monitoring visits co-ordinator's name on the form in case we have any enquiries about the visit.

If **X**, **N** or **P** are used, or you notice any other irregularity during the visit, contact the national curriculum assessments helpline on 0300 303 3013.

## Meeting with the headteacher

Before you leave the school you should meet with the headteacher, or delegated member of staff, to discuss your findings from the visit. If you have placed an **X** or **N** in any box on the monitoring visit form, you should advise whether the school should make changes to its test administration procedures for any remaining tests. If you did not find anything that concerned you, make this clear in your verbal feedback. Good practice should not be recorded on the monitoring visit form.

You and the headteacher, or delegated member of staff, should sign the monitoring visit form. This is to confirm the visit took place and that you have given any feedback about the administration of the KS2 tests to the school.

You should leave a copy of the monitoring visit form, and any delivery notes that you have annotated, with the headteacher, or delegated member of staff. You must not add any additional detail or make changes to the monitoring visit form after this point.

## **After the monitoring visit**

You should discuss any findings from your visit with your monitoring visits co-ordinator as soon as possible after you have carried out your visit.

If you did not identify any irregularities during your visit, you must send the completed monitoring visit form to your monitoring visits co-ordinator after the visit. The deadline for returning completed monitoring visit forms to your co-ordinator is Friday 19 May.

## Section 2: 2017 key stage 2 monitoring visit form

**Section A** and **Section B** of this form must be completed for all visits. Complete **Section C** if applicable. Only complete **Section D** if you have entered an X, N or P in Section B or Section C.

A copy of this form must be left with the school's headteacher. Return the original to your monitoring visits coordinator.

<b>School name</b>												
<b>DfE number</b>					/						<b>Date of visit</b>	
<b>Monitoring visits coordinator</b>									<b>Local authority</b>			

<b>Section A: general administration</b>	<b>Y/N</b>	<b>Notes</b>
Q1. Have appropriate test materials been received?		
Q2. Is there evidence that the consignment(s) were checked on arrival?		

<b>Section B: KS2 test-specific information</b>			<b>Unopened test pack storage</b>	<b>Complete test administration process observed</b>	<b>Completed test scripts storage</b>	<b>Test scripts collected</b>
Indicate the status of all test packs with ✓, X, N or P						
<b>Test date</b>	<b>Subject</b>	<b>Test</b>				
Mon 8 May	English reading	English reading				
Tues 9 May	English grammar, punctuation and spelling	Paper 1: questions				
		Paper 2: spelling				
Weds 10 May	Mathematics	Paper 1: arithmetic				
		Paper 2: reasoning				
Thurs 11 May	Mathematics	Paper 3: reasoning				

<b>Section C: KS1 test-specific information</b> Indicate the status of all test packs with ✓, X, or N		<b>Secure storage of test materials</b>	<b>Secure storage of completed test scripts</b>
<b>Subject</b>	<b>Test</b>		
English reading	Paper 1		
	Paper 2		
Mathematics	Paper 1: arithmetic		
	Paper 2: reasoning		
English grammar, punctuation and spelling (optional)	Paper 1: spelling		
	Paper 2: questions		

**Section D:**

Only complete this section if you have entered an X, N or P in Section B or C.

<p>Short description of issues identified and any action you have taken:</p>
--

<b>Name of monitoring visitor</b>		<b>Headteacher</b>	
<b>Signature</b>		<b>Signature</b>	

**Please treat this form as confidential when it is complete.**

## Section 3: How to complete the KS2 monitoring visit form

### Form section A

You should ask to view the school's delivery note(s) to confirm that correct quantities of the test materials have been received (including KS1 materials, if applicable).

The delivery note should have been annotated by the school as evidence that the consignment was checked on arrival.

### Form section B

If **X**, **N** or **P** are used, contact the national curriculum assessments helpline on 0300 303 3013 immediately for further advice. Discuss the issues with your monitoring visits coordinator as soon as possible.

#### Unopened test pack storage

You should ask to view the school's annotated delivery note(s) to confirm that correct quantities of test materials were received, and that they are securely stored in a locked cupboard.

Use ✓ to indicate that you have observed the correct number of unopened test packs in a locked cupboard at a secure location.

Use **X** where a test pack has either:

- been tampered with
- been opened either before the statutory date or more than one hour before the test taking place, without permission for early opening from STA

Use **N** where the number of test packs listed on the delivery note(s) and the number observed do not correlate. You should include a marked-up photocopy of the school's delivery note(s) when you return the monitoring visit form. Where the distributor is clearly at fault, you should note it on the form.

#### Complete test administration process observed

You should check that:

- pupils are appropriately seated and supervised
- test scripts are opened in front of pupils (unless early opening is applicable)
- displays/ materials have been removed or covered, as appropriate
- the school is administering the tests in the order published in the 2017 test administration guidance

- access arrangements are used correctly
- completed test scripts (the test papers containing pupils' answers) are packaged and stored securely in a locked cupboard, waiting for collection

Use ✓ when the test administration observed during the monitoring visit is in accordance with the 2017 test administration guidance.

Use X where there is reason to question whether pupils have completed the tests independently and unaided, where inappropriate support has been given, or pupils have been cheating.

### Completed test scripts storage

All test scripts must be collected from the test room immediately after the test and stored securely in a locked cupboard (including unused papers). They should be sealed inside the transparent inner bags as soon as possible on the day of the test.

Use ✓ or X to indicate whether this has been confirmed.

### Test script collections

School DfE number	Test script collection dates
Number ends with an even digit (including 0)	Monday 8 May (afternoon collections only)
	Wednesday 10 May
Number ends with an odd digit	Tuesday 9 May
	Thursday 11 May
Any schools that have test scripts remaining	Friday 12 May

Use ✓ when the completed test scripts have been collected and a proof of collection receipt is available.

Use X where the school has failed to prepare test scripts for the scheduled collection. Include the reason for this on the form.

Use P when completed test scripts have not been collected by Parcelforce Worldwide in accordance with the scheduled collection dates.

## Form section C

If X or N are used, contact the national curriculum assessments helpline on 0300 303 3013 immediately for further advice. Discuss the issues with your monitoring visits co-ordinator as soon as possible.

## Unopened test pack storage

You should ask to view the school's annotated delivery note(s) for KS1 test materials to confirm that the correct quantities were received, and confirm that they are securely stored in a locked cupboard.

Use ✓ to indicate that you have observed the correct number of unopened test packs in a locked cupboard at a secure location.

Use X where a test pack has either:

- been tampered with
- been opened before any of the KS1 tests have been administered

Use N where the number of KS1 test packs listed on the delivery note(s) and the number observed do not correlate. You should include a marked-up copy of the school's delivery note(s) when you return the monitoring visit form. Where the distributor is clearly at fault, this should be noted on the form.

## Completed test paper storage

KS1 test materials must be kept secure and treated as confidential from the point they are received in school until the end of May. Appropriate security arrangements must be in place if test papers are being marked away from school or for transporting test materials to another location to take part in moderation of marking.

Use ✓ or X to indicate whether the test materials have been kept secure and treated confidentially.

## Returning the form

You must send the completed monitoring visit form to your monitoring visits co-ordinator after the visit. The deadline for returning completed monitoring visit forms to your co-ordinator is Friday 19 May.

LA monitoring visits co-ordinators must return this form no later than **Friday 26 May** to STA's monitoring visits agency.

You can either return the forms electronically, sending a scanned copy of the completed form to [MVservice@AQA.org.uk](mailto:MVservice@AQA.org.uk), or you can send the completed forms in the post, via track and send service to:

Quality & Customers Standards Unit, AQA, Stag Hill House  
Guildford, Surrey, GU2 7XJ

## Section 4: Getting help

If you have questions about carrying out monitoring visits you should speak to your monitoring visits co-ordinator.

If they are unable to help, you can contact the national curriculum assessments helpline.

### **National curriculum assessments helpline**

Telephone: 0300 303 3013

Email: [assessments@education.gov.uk](mailto:assessments@education.gov.uk)



Standards  
& Testing  
Agency

© Crown copyright 2017

This publication (not including logos) is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

To view this licence:

visit [www.nationalarchives.gov.uk/doc/open-government-licence/version/3](http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3)

email [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk)

write to Information Policy Team, The National Archives, Kew, London, TW9 4DU

About this publication:

enquiries [www.education.gov.uk/contactus](http://www.education.gov.uk/contactus)

download [www.gov.uk/government/publications](http://www.gov.uk/government/publications)

Reference: STA/17/7932/e ISBN: 978-1-78644-541-4



Follow us on Twitter:  
[@educationgovuk](https://twitter.com/educationgovuk)



Like us on Facebook:  
[facebook.com/educationgovuk](https://facebook.com/educationgovuk)