2022 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, or delegated member of staff. Return the original to your monitoring visits co-ordinator.

School name	
DfE number	/ Date of visit	
Monitoring visitors name	Local authority	

Section A: general administration	Y/N	Notes
Q1. Have all correct test materials been received?		
Q2. Is there evidence that the consignment(s) were checked on arrival?		
Q3. Are all test materials stored securely?		

Section B: KS2 test-specific information Indicate the status of all test packs with ✓, X, N or P			Unopened test pack storage	Complete test administration process observed	Completed test scripts storage	Test scripts collected
Test date	Subject	Test				
Mon 9 May	English grammar, punctuation and spelling	Paper 1: questions				
		Paper 2: spelling				
Tues 10 May	English reading	English reading				
Wed 11 May	Mathematics	Paper 1: arithmetic				
		Paper 2: reasoning				
Thurs 12 May	Mathematics	Paper 3: reasoning				

Section C: KS1 test-specific information Indicate the status of all test packs with ✓, X, or N		Secure storage of test materials	Secure storage of completed test scripts
Subject	**Test**		
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:

Complete this section if you have entered an X, N or P in section B or C. If you have been informed of any errors in the administration of assessments prior to your visit these should be reported here too.

Short description of issues identified and any action you have taken:

Name of monitoring visitor		**Headteacher or delegated member of staff**	
Signature		**Signature**	
Date		**Date**	

Please treat this form as confidential when it is complete.