



Guidance

Guidance on the security of key stage 2 tests and phonics screening check materials

Updated 19 March 2015

Contents

[Practical advice for keeping materials secure](#)

[Schools used as a polling station](#)

[Getting help](#)

Headteachers are responsible for keeping the key stage 2 tests and phonics screening check materials secure from when their school receives them until the end of the assessment periods.

[↑ Contents](#)

You should make sure that teachers and all other staff that may handle the materials understand their sensitivity. This will help ensure that the confidentiality and integrity of the tests and check is maintained so that no pupil has an unfair advantage over another.

Check materials include:

- 'Phonics screening check: pupil's materials'
- '2015 Phonics screening check: scoring guidance'
- completed answer sheets

Test materials include:

- test papers
- reading booklets
- answer booklets
- stationery items used to administer the tests, ie attendance registers, script return bags, transparent test bags and labels

Practical advice for keeping materials secure

- Headteachers should make sure everyone who handles the materials understands their sensitivity.
- Once the delivery has been checked, reseal the materials in the original boxes.
- Store the boxes in a secure, locked cupboard. The cupboard should be in a separate store room if possible with a high quality lock on the store room door (eg a five-lever lock).
- Don't store test or check materials in a room where IT equipment is also kept as this equipment is often targeted during burglaries.
- Limit access to the store room wherever possible and control access to the keys. Make sure all spare keys are clearly numbered and kept

secure.

- Allocate responsibility for the cupboard key(s) and logging requests for access to the materials to a member of staff who is not involved in actually administering the assessments.
- Keep a chart on the door of the store room / cupboard to record access and checks.
- Make sure there is a reporting procedure in the event of a problem, eg lost or stolen keys.
- Headteachers should check the boxes regularly to make sure they haven't been tampered with.
- For the key stage 2 tests, check individual test packs have not been opened before the test date.

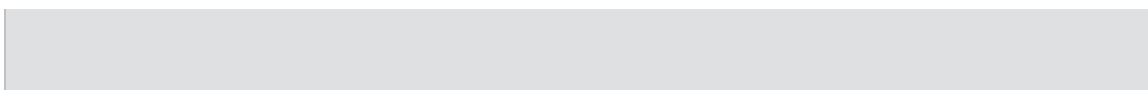
If you suspect a breach of security you must report the incident immediately to the [national curriculum assessments helpline](#).

Schools used as a polling station

The 2015 United Kingdom general election and local elections will take place on Thursday 7 May. If your school is a polling station you should:

- ensure that the test materials are secure and kept away from the polling station area and their staff
- check the materials before and after the opening and closing of the polling station

Getting help



Standards and Testing Agency

Email

assessments@education.gov.uk

National curriculum assessments

helpline

0300 303 3013

For general enquiries about national curriculum tests.

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