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Standards  
& Testing  
Agency

Headteachers are responsible for keeping key stage 1 (KS1) and key stage 2 (KS2) tests and phonics screening check materials secure from when their school receives them until the end of the test administration periods.

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 the phonics screening check is maintained, so that no pupil has an unfair advantage over another.

KS1 and KS2 test materials include:

- test papers
- reading booklets
- answer booklets
- stationery items used to administer KS2 tests or package scripts, including attendance registers, script return bags and labels

Phonics screening check materials include:

- pupils' materials

- scoring guidance
- completed answer sheets

## Practical advice for keeping materials secure

- Headteachers should make sure everyone who handles the test or phonics screening check materials understands their sensitivity.
- Check the delivery, then put the unopened test packs back in the original delivery box and reseal the box.
- Store the boxes in a secure, locked cupboard. The cupboard should be in a separate storeroom if possible, with a high quality lock on the storeroom door (such as a five-lever lock).
- Don't store test or phonics screening check materials in a room where IT equipment is also kept, as this equipment is often targeted during burglaries.
- Limit access to the storeroom 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 tests or the phonics screening check.
- Keep a chart on the door of the store room/cupboard to record any access to the materials and to record security checks.
- Make sure there is a reporting procedure in the event of a problem, such as lost or stolen keys.
- Headteachers should check the boxes regularly to make sure they haven't been tampered with.
- For KS1 tests, check individual test packs have not been opened before the test administration window begins on Tuesday 2 May.
- For KS2 tests, check individual test packs have not been opened before the test date (unless the school has an approved early opening application).
- Phonics screening check packs must not be opened before Monday 12 June.

If you suspect a breach of security, you must report the incident immediately to the national curriculum assessments helpline. If you do not follow the correct procedures, your school may be subject to a maladministration investigation.

## Schools used as a polling station

If your school is used as a polling station for a local election on Thursday 4 May 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](mailto:assessments@education.gov.uk)

National curriculum assessments helpline  
0300 303 3013

For general enquiries about national curriculum tests.

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