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Standards
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Schools should make sure everyone involved in the administration of the key stage 2 (KS2) national curriculum tests (commonly known as SATs) is familiar with the [2018 test administration guidance](#).

Schools can protect themselves from allegations of maladministration by trying to avoid misunderstandings of correct test administration and by inviting observers to oversee the administration of the tests for transparency.

Avoid misunderstandings

Maladministration allegations can come from people who have misunderstood the way KS2 tests are administered, or misinterpreted appropriate support 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

STA recommends headteachers consider inviting a governor, another trusted member of the school community or a staff member from a nearby secondary school, who is not otherwise involved in administering the tests, to observe their administration. Their presence can provide assurance the tests are being administered correctly. They can also provide support, should any allegations be made about the administration of the tests. 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 [2018 KS2 assessment and reporting arrangements](#) (ARA) and the [2018 KS2 test administration guidance](#). We recommend observers attend any training your school or local authority (LA) is running for staff.

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

Storing unopened test packs

Test packs should be sealed and stored securely in a locked cupboard. Observers should also check that 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 should be appropriately seated and supervised and displays or materials should have been removed or covered, as appropriate.

Observers should also check the school is administering the tests in the order published in the statutory test timetable in the [2018 KS2 ARA](#) and [access arrangements](#) are being used correctly.

Storing completed test scripts and unused test papers

Test scripts (test papers containing pupils' answers) should be collected from the test room immediately after the test and stored securely in a locked cupboard. They should be packaged as soon as possible after the test and stored securely in a locked cupboard, waiting for collection. All unused test papers must be accounted for and stored securely until the test window closes.

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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