



2026 key stage 2 monitoring visit form

Complete all sections of this form as described. Leave a signed copy with the headteacher or delegated member of staff. Return the original to your monitoring visits manager.

School name	
DfE number	
Local authority	

Section A: Key stage 2 test-specific information

Complete the status with '✓' to indicate correct processes, 'X' where you have concerns or 'N/A' if you have not observed the process.

Test date	Test paper	Unopened test packs securely stored	Tests administered according to guidance	Completed test scripts securely stored	Test scripts collected
Monday 11 May	English grammar, punctuation and spelling Paper 1				
Monday 11 May	English grammar, punctuation and spelling Paper 2				
Tuesday 12 May	English reading				
Wednesday 13 May	Mathematics Paper 1				
Wednesday 13 May	Mathematics Paper 2				
Thursday 14 May	Mathematics Paper 3				

Section B: General administration

Question	✓ or X	Notes
Q1. Have all correct test materials been received?		
Q2. Is there evidence that the consignments were checked on arrival?		
Q3. Are all test materials stored securely?		

