

Governor Checklist for monitoring Key Stage Two SATs

Prior to opening the test packs

Check point	Yes/No (if no, what is the reason)
Have the SATs materials been stored securely in a locked cupboard/filing cabinet/drawer?	
Is there an assigned key holder (s) and arrangements in place should the key holder be absent?	
Has the delivery note for the papers been checked, dated, signed and counter-signed?	
Is there a log of who has had access to the papers (date, name, time, purpose) and has this been signed for?	
Have all staff involved in administering the tests received training by the school leaders and have they read all statutory guidance: ✓ KS2 Assessment and Reporting Arrangements 2022-23 & 2023 KS2 Access Arrangements ✓ 2023 KS2 Teacher Assessment Guidance ✓ 2023 KS2 Test Administration Guidance	

What test is to be monitored: _____

Check point	Yes/No (if no, what is the reason)
Is the test being administered on the correct day? Tuesday 9 May 2023 - English grammar, punctuation and spelling papers 1 and 2 Wednesday 10 May 2023 - English reading Thursday 11 May 2023 - Mathematics papers 1 and 2 Friday 12 May 2023 - Mathematics paper 3	
Are any children absent?	
Is there a known reason for absence?	
When is likely the child will be tested?** ** Note children who are absent due to illness/religious events, may sit the tests up to 5 days after scheduled date provided they have been kept isolated from all other pupils including social media. Check what is in place to safeguard this. Children absent due to family holidays cannot take the tests later (exceptional circumstances may be agreed with the Standards and Testing Agency, so check)	
Have all displays and prompts that could assist pupils in the tests been removed or fully covered e.g. vocabulary, spellings, definitions, learning walls etc.	

Do any pupils have access arrangements: • additional time to complete the tests • early opening of test packs, to adapt test papers • compensatory marks for spelling • the use of scribes, word processors or other technical or electronic aids • making transcripts • written or oral translations • readers • the use of prompts and rest breaks • the use of accessibility objects in the mathematics test • highlighter pens • administering the tests at an alternative location • arrangements for pupils who are ill or are injured at the time of the tests If so, what is the evidence that the school has that this is based on normal classroom practice e.g. pupil's individual plans, statement of special needs, classroom notes, assessments undertaken to show the pupils has a slow reading/writing speed.	State evidence seen if yes.
Are STA permissions for additional time adhered to? Please check the permissions from STA for that pupils who have additional time. It will state whether it is conditional or not e.g. additional time OR a reader	
Are test papers opened in front of the children? If tests are in more than one room, you need to check why. If in more than one room, the papers should be opened in one room, then 2 adults should take the papers to all rooms.	

Test administration:

Check point	Yes/No (if no, what is the reason)
Has the following information been given to pupils at the start of the test: ➤ School DfE number ➤ The start time of the test ➤ The finish time of the test (has this been calculated accurately – if not advise)?	
Do pupils who have additional time know when their test finishes?	
Has the test administrator read the instructions to pupils exactly as written down?	
Are all spare papers replaced in plastic covers and NOT read by any adults in the room (except those tasked as readers)?	
Do readers just read the questions to pupils (they should not give meaning of words or urge children to move on or turn the SAT paper test pages)?	

Do prompters support children to keep on task but not support them in finding the answers?	
Do scribes, for children who cannot write, record EXACTLY what the child says?	
Are there the appropriate number of adults in a room to invigilate? It is not advisable for one adult to be with one child, without others being able to see what is going on.	
Do adults walk around the room. If so, what is the purpose?	Please give reason if yes.
Do any adults pick up children's test papers during the test?	Please give reason if yes.
Do children cross/rub out their own mistakes?	
Do all children work independently?	
Who checks that the tests are being administered correctly?	State who
Is the test brought to a halt at the correct time?	
Are papers placed in alphabetical order in the room (or one of the rooms) where testing occurred, the register completed and the papers placed in the dispatch bag and sealed.	
Did you witness the sealing of the dispatch bag and this being locked away securely, ready for collection?	
Has the date of dispatch been checked so the school office knows when the papers will be collected based on the school's DfE number.	
Is there a system in place to contact the helpline if the parcel is not collected on time?	

Paul Singleton
Lincolnshire Strategic Assessment Lead
Paul.Singleton@keystonemat.org