



BECKWITHSHAW, KETTLESING & RIPLEY ENDOWED C.E. PRIMARY SCHOOLS

“At the federation of Beckwithshaw, Kettlesing Felliscliffe and Ripley Primary schools we aim to provide an environment of mutual respect and love where all children flourish and who grow together, guided by love.”

Secure Keeping of Statutory Test Materials

Reviewed: January 2026

Next Review Date: January 2027

Aim

This policy details the school’s practice for ensuring the security of Key Stage 1 (KS1) and Key Stage 2 (KS2) National Curriculum tests and phonics screening check materials. Maintaining the security of test materials is important as it ensures the confidentiality of tests is maintained and that no pupil has an unfair advantage over another.

Introduction

It is the responsibility of the Executive Headteacher to keep Key Stage 1 (KS1) and Key Stage 2 (KS2) National Curriculum tests and phonics screening check materials secure.

Materials are kept secure and treated as confidential from the point they arrive in school until the end of the test and check administration periods, including timetable variation periods. This includes electronic versions of the KS1 tests and phonics check downloaded from the Primary Assessment Gateway, and any materials subsequently printed in hard copy.

The Executive Headteacher will ensure teachers and all other staff who may handle the materials understand their sensitivity. This will help maintain the integrity, security and confidentiality of the tests.

Test and check administrators will not discuss the content of the tests or check with anyone and not use the content to prepare pupils.

KS1 and KS2 test materials include:

- test papers
- reading booklets
- answer booklets
- mark schemes (KS1 only)
- stationery items, including attendance registers, test administration instructions, script return bags and labels (KS2 only)

Phonics screening check materials include:

- pupils’ materials
- scoring guidance
- answer sheets

Procedures

For all tests:

- Upon delivery the School Administrator will sign for the parcels

- Two members of staff are involved when checking the delivery – The Executive Headteacher and School Administrator
- The delivery is checked promptly against the enclosed delivery note to ensure it contains the correct subject and number of test or check packs
- All packs remain unopened
- Unopened materials are placed back into the original delivery box and stored in the secure, locked cupboard in the school office
- As the nominated members of staff, the Executive Headteacher and the School Administrator are responsible for the cupboard keys and ensure they are kept secure at all times
- The boxes are checked weekly with a log completed to ensure they have not been tampered with
- A log is kept to document instances of access to the materials and security checks

For KS1 tests:

- Logged security checks will ensure test packs have not been opened before the test administration window begins on Tuesday 2nd May
- Test materials will be kept secure and treated as confidential until Thursday 1st June - this includes electronic versions of the tests downloaded from the Primary Assessment Gateway, and any materials subsequently printed in hard copy.
- Any electronic versions of tests are stored on password protected drives

For KS2 tests:

- Logged security checks will ensure individual test packs have not been opened before the test date (unless the school has an approved early opening application)
- Where an early opening application is approved to allow a school to make modifications to test materials, the original test pack will be resealed, and all test materials kept securely
- Where test materials have been modified using an approved early opening application, the modified test materials will be returned to the test pack and resealed, ensuring all test materials are kept securely
- Test materials will be kept secure and treated as confidential until Friday 19th May

For the phonics screening check:

- Logged security checks will ensure the packs have not been opened before Monday 12th June
- Test materials will be kept secure and treated as confidential until Monday 26th June—this includes electronic versions downloaded from the Primary Assessment Gateway, and any materials subsequently printed in hard copy
- Any electronic versions of tests are stored on password protected drives

Logs and Records

Please see appendices for documentation completed:

- KS1 National Curriculum Tests Delivery and Storage
- KS2 National Curriculum Tests Delivery and Storage
- Phonics Screening Check Delivery and Storage
- Security and Administration Checks – KS1
- Security and Administration Checks – KS2
- Security and Administration Checks – Phonics Screening

Reporting Errors

- If school has not received test materials by Friday 29th April, if a delivery is incomplete or if test packs are unsealed or damaged on arrival, the national curriculum assessments helpline will be contacted on 0300 303 3013

The school Governors are encouraged to visit school to check procedures throughout this period.

APPENDIX 1: KS1 National Curriculum Tests Delivery and Storage

National Curriculum Tests

Delivery and Storage of Test Papers

Key Stage 1 Papers

	Signature & Date
Have the correct number of papers been received by the school?	
Has the delivery note been check and signed to confirm this?	
PAPERS MUST NOT BE OPENED BEFORE 1st MAY 2023. TEST MATERIALS MUST REMAIN CONFIDENTIAL AND SECURE UNTIL 1st JUNE 2023	

[illegible]

APPENDIX 2: KS2 National Curriculum Tests Delivery and Storage

National Curriculum Tests
Delivery and Storage of Test Papers

Key Stage 2 Papers

	GPS Paper1	GPS Paper2	Reading Booklet	Reading answer book	Maths: Paper 1 Arithmetic	Maths: Paper 2	Maths: Paper 3
No of tests received							
Correlation with delivery note?							
Nos of children taking the tests:							
Number of tests should be returned:							
Any TTVs in place?							
Completed, sealed and stored securely							
Dispatched to Parcelforce							

PAPERS MUST ONLY BE OPENED IN FRONT OF CHILDREN AT THE START OF THE TEST UNLESS EARLY OPENING HAS BEEN AUTHORISED
TEST MATERIALS MUST REMAIN CONFIDENTIAL AND SECURE UNTIL 19th MAY 2023

[illegible]

APPENDIX 3: Phonics Screening Check Delivery and Storage

National Curriculum Tests

Delivery and Storage of Test Papers

KS1 Phonics Screening Papers

	Signature & Date
Have the correct number of papers been received by the school?	
Has the delivery note been check and signed to confirm this?	
PAPERS MUST NOT BE OPENED BEFORE 12th JUNE 2023 TEST MATERIALS MUST REMAIN CONFIDENTIAL AND SECURE UNTIL 26th JUNE 2023	

[illegible]

APPENDIX 4: Security and Administration Checks – KS1National Curriculum Tests
Security & Administration Checks

KS1

	Named person
Test Administrator	
Designated Senior member of staff (who is not directly involved with administration of the tests) responsible for overseeing storage.	

Action	Personnel with responsibility	Sign on completion	Date
On delivery, test papers checked against delivery note by test administrator and designated senior member of staff.			
Delivery note annotated and signed by above and placed in safe place in case of monitoring. Storage location of delivery note: _____			
Papers stored in secure store and should only be accessed by test administrator and designated senior member of staff.			
Log kept by test administrator when test papers are removed and returned to secure store.			
Head teacher conducts 2 spot checks on security of papers before and during test period.			
All test rooms checked by test administrator and senior member of staff. Log of checks kept.			

	Named person
Test Administrator	
Designated Senior member of staff (who is not directly involved with administration of the tests) responsible for overseeing storage.	

Action	Personnel with responsibility	Sign on completion	Date
On delivery, test papers checked against delivery note by test administrator and designated senior member of staff.			
Delivery note annotated and signed by above and placed in safe place in case of monitoring. Storage location of delivery note: _____			
Papers stored in secure store and should only be accessed by test administrator and designated senior member of staff.			
Log kept by test administrator when test papers are removed and returned to secure store.			
Head teacher conducts 2 spot checks on security of papers before and during test period.			
All test rooms checked by test administrator and senior member of staff. Log of checks kept.			

APPENDIX 6: Security and Administration Checks – Phonics ScreeningNational Curriculum Tests
Security & Administration Checks

Phonics Screening

	Named person
Test Administrator	
Designated Senior member of staff (who is not directly involved with administration of the tests) responsible for overseeing storage.	

Action	Personnel with responsibility	Sign on completion	Date
On delivery, test papers checked against delivery note by test administrator and designated senior member of staff.			
Delivery note annotated and signed by above and placed in safe place in case of monitoring. Storage location of delivery note: _____			
Papers stored in secure store and should only be accessed by test administrator and designated senior member of staff.			
Log kept by test administrator when test papers are removed and returned to secure store.			
Head teacher conducts 2 spot checks on security of papers before and during test period.			
All test rooms checked by test administrator and senior member of staff. Log of checks kept.			