During monitoring visits carried out in 2024, **advice provided to schools on further strengthening their practice included:**

• Ensure that evidence provided for access arrangements shows that arrangements represent normal classroom practice. For example:

* notes recorded in teaching plans
* individual pupil support plans
* a pupil’s classwork

(In addition, assessment information - e.g. practice tests; tests of writing or reading speed - may be provided.)

• A log should be kept recording access to the cupboard where test materials are stored.

• Ensure that the person who keeps the key to the cupboard where test materials are stored and who oversees the log of access to the cupboard is someone who is not involved in administering the tests.

• Unopened test materials should be stored in their original delivery boxes, and ideally re-sealed when not in use.

• Ensure that there are two adults per each room where a test is taking place – or, if this is not possible, roaming members of staff.

In addition, LA officers made the following recommendation in relation to the marking of tests:

• School leaders may want to enquire as to whether any of their Year 6 teachers are involved in test marking. Some training for test markers takes place before the test week, and this can involve markers in being shown material that will appear in a test. Schools may wish to consider how they can safeguard staff from malpractice allegations, being mindful of those who teach in Year 6 and who have been exposed to test material ahead of the test period.

**Useful guidance**, which school staff should be familiar with:

* Monitoring visits guidance:

<https://www.gov.uk/government/publications/key-stage-2-tests-local-authority-monitoring-visits>

* Key stage 2 assessment and reporting arrangements:

<https://www.gov.uk/government/publications/2024-key-stage-2-assessment-and-reporting-arrangements-ara>

* Key stage 2 tests test administration guidance:

<https://www.gov.uk/government/publications/key-stage-2-tests-test-administration-guidance-tag>

* Notes for readers in the English grammar, punctuation and spelling tests:

<https://www.gov.uk/government/publications/notes-for-readers-in-the-english-grammar-punctuation-and-spelling-test-short-answer-questions>

* Key stage 2 tests modified test administration guidance:

<https://www.gov.uk/government/publications/key-stage-2-tests-modified-test-administration-guidance-mtag>

* Key stage 2 access arrangements guidance:

<https://www.gov.uk/government/publications/key-stage-2-tests-access-arrangements>

* Key stage 2 tests: varying the test timetable:

<https://www.gov.uk/guidance/key-stage-2-tests-varying-the-test-timetable>

* Attendance register and test script dispatch instructions:

<https://www.gov.uk/government/publications/key-stage-2-attendance-register-and-test-script-dispatch>

* Special consideration guidance

<https://www.gov.uk/government/publications/key-stage-2-tests-special-consideration-guidance>