

Test Arrival Security Checklist

KS2 Test Materials:

Action	Completed
Materials checked against delivery note and resealed into boxes which are easily accessible for each day of the tests.	
Delivery notes signed and stored with key staff knowing where it is.	
Test storage cupboard is lockable and in a quiet place.	
Test storage cupboard is not near computing or hardware.	
Materials locked away securely.	
Two-person rule in place.	
Access to key and spare key planned.	
Other risks considered and planned for.	
Sign in log printed and displayed.	
Guidance read by all individuals involved in the process.	
Staff trained and aware of security procedures.	
Transport routes for materials planned.	
Post-test storage arranged.	
Plan made for evidencing access arrangements.	
Plan made for the test period and the following week for timetable variations if needed.	

Test Arrival Security Checklist

KS1 Optional Test Materials:

Action	Completed
Plan made for printing of test materials.	
Test storage cupboard is lockable and in a quiet place.	
Test storage cupboard is not near computing or hardware.	
Materials locked away securely.	
Two-person rule in place.	
Access to key and spare key planned.	
Other risks considered and planned for.	
Sign in log printed and displayed.	
Guidance read by all individuals involved in the process.	
Staff trained and aware of security procedures.	
Transport routes for materials planned.	
Post-test storage arranged.	
Plan made for the test period.	

Test Arrival Security Checklist

Phonics Screening Check Materials:

Action	Completed
Materials checked against delivery note and resealed into boxes which are easily accessible for each day of the tests.	
Delivery notes signed and stored with key staff knowing where it is.	
Test storage cupboard is lockable and in a quiet place.	
Test storage cupboard is not near computing or hardware.	
Materials locked away securely.	
Two-person rule in place.	
Access to key and spare key planned.	
Other risks considered and planned for.	
Sign in log printed and displayed.	
Guidance read by all individuals involved in the process.	
Staff trained and aware of security procedures.	
Transport routes for materials planned.	
Storage organised for during the administration of the PSC.	
Post-PSC storage arranged.	
Plan made for evidencing access arrangements.	
Plan made for PSC week and the following week for timetable variations if needed.	