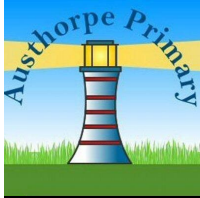


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<p>Name: Emma Pennells</p>	<p>Date/s: Tuesday 9th May 2023 Wednesday 10th May 2023 Thursday 11th May 2023 Friday 12th May 2023</p>
<p>Focus of visit</p> <ul style="list-style-type: none"> ● To observe the administration of the Year 6 SATs ● To observe the invigilation of the Year 6 SATs ● To observe the secure storage of test papers 	<p>Classes/staff visited: Year 6 Miss Lightfoot (AL) Mr Ware (JW) Mrs Ambler (NA) Mrs Brownridge (KB) Mrs Mehdizadeh (JM) Mrs Carter (DC) Mrs Fraser (JF)</p>
<p>Summary of activities e.g. talking to staff and pupils, looking at resources, had lunch etc.</p> <p><u>Tuesday 9th May 2023</u></p> <p>Upon arrival at school at 8.30am I observed the Year 6 SATs breakfast club. The children are all provided with a complimentary breakfast of cereal and toast which was sponsored this year by Home Bargains. This gives them the chance to start the day well and to talk to their friends and teachers. The atmosphere was calm and all the children enjoyed their breakfast.</p> <p>At 8.50am the children were all in the Year 6 classroom. They discussed any pre-test issues with the class teacher JW and set up the room ready for the test. The two further test rooms, the Learning Curve and a study bay, used for those with additional needs were also set up. All rooms had desks spaced, cardboard divides between pupils where necessary, all wall displays covered, a timer displayed at the front of the classroom, desks cleared of everything unnecessary for the test, equipment required for the test was on the table and clear signs outside the room to say a test was in progress.</p> <p>At 9.00 I accompanied AL to the Headteacher's Office. The test papers were stored in a locked cupboard. AL confirmed that only herself, DM and Miss Nurse had access to the keys for this cupboard. The cupboard had a sheet for signing when access had been gained to the cupboard and the reason for the access. AL removed the sealed box of test papers from the cupboard. She explained that one test had been accessed this morning to allow it to be printed onto purple paper as part of the access arrangements for one child. The rest of the tests remained in the sealed plastic sleeve. AL also got the class register out of the cupboard for today's test. The postage envelopes were laid out ready in the office and the clear bags which the completed test papers are kept in was placed with the test papers for today. The cupboard was then locked and the keys returned to their safe storage</p>	



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location. The test papers and clear storage bags were then carried by AL to the Year 6 classroom where the class were waiting in silence.

The support staff acting as test invigilators were assembled in the classroom along with all the children. It must be noted that all the support staff have been trained by AL to carry out the correct access arrangements for whom this is necessary.

The register was completed by AL and it was confirmed all children were present so no timetable changes were needed. Children were reminded of the test rules and the timings of the test were confirmed.

At approximately 9.10am **AL opened the test packets in front of the class and staff**. The children were told clearly not to open the test paper and to write their details on the front. The test papers were handed to each child by the support staff. Silence was maintained. Today's first test was the Spelling, Punctuation and Grammar (SPaG) test.

The class were then instructed by JW to open the test paper to the instructions page. All the instructions were read and the opportunity to ask any questions was given. The children who had specific access arrangements then left the classroom and went to their separate room with their support staff.

22 children were in the Year 6 classroom along with AL, JW and myself.
6 children were in the Learning Curve with NA and KB.
2 children were in the study bay with JF and DC.

The test was started at 9.15am by JW and the timer started. During the test all children remained silent. They raised their hand if they wanted an answer rubbing out and a member of staff went to them promptly to do this. There was no other communication during the test between staff or pupils. The children explained very quietly to the member of staff which answer they wanted erased where necessary. The children were aware that they couldn't ask for help completing a question.

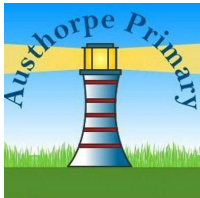
I observed the test being completed in all three spaces, spending approximately 5-10 minutes in each of the rooms where there were access arrangements required.

In the Learning Curve and the study bay the same protocol was followed as the main test room.

All children were focused and calm during the duration of the test. JW gave time checks at 15 minutes, 5 minutes and 2 minutes.

With 2 minutes left of the test AL ensured the clear plastic bags were ready for the papers to be placed in.

At the end of the test at, JW instructed all children to put their pencils down and close their test papers. The children remained silent. **The papers were promptly**



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collected by AL in alphabetical order and were immediately placed in the clear bag and sealed. AL then left the Year 6 classroom and took the papers back to the Headteacher's office. Once the children with the access arrangements had completed their tests their papers were also collected promptly in alphabetical order and placed in a second clear plastic bag and sealed. During this time, all the papers were supervised by 2 members of staff. **AL then placed both bags of test papers into the postage bag. This bag was then locked in the cupboard by AL and the sheet for the locked cupboard was signed.**

The children all then had a short break, including a snack and a drink, before beginning the second paper today which was Spelling.

The protocol as described above was repeated regarding the test paper storage and test preparations. The only change was that for the spelling test only one child who required a scribe was removed from the main group in the classroom. This child was supervised by JF and DC in a study bay.

During the spelling test, **JW read the script exactly as prescribed in the instructions.** Children were given the correct amount of time to answer the questions. AL was available again in the test room to support the children if they needed to rub out an answer.

The children had a further short break after the test before continuing with their normal school routine.

Wednesday 10th May 2023

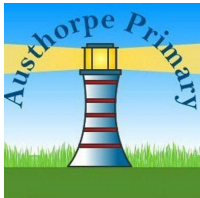
The day ran almost identically to yesterday. The children again enjoyed a breakfast together which they really enjoyed.

A minor difference was when the papers were collected from the cupboard for today's tests, the previous day's test papers were in the cupboard in their sealed postage bags ready for posting.

The children were doing the reading paper today. As this test cannot be read to the children, 7 children were in the learning curve and only 1 child who required a scribe was in the study bay. During the reading test one child felt unwell. The child was taken out of the room under supervision from the staff. They were able to have a drink, cool down and were able to re-enter the test. The time they were out of the room was then added to their test at the end. **All the correct procedures for this were followed by the staff.**

Thursday 11th May 2023

As yesterday, breakfast was provided. The children were back in the same groups for the test as Tuesday. The staff in the learning curve were slightly different. Today had two longer Maths tests. There was Maths Paper 1 which was



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Arithmetic and then Maths Paper 2 which was Reasoning. The children felt more pressure with today's tests, due to the fact there were two substantial tests. The children were given a good break in between the two tests. A couple of children did become upset during the tests. The staff were amazing at supporting them through the test. Some children were given a supervised break, and others were supported in the test room within the test guidance. **All staff remained calm and professional throughout.**

Friday 12th May 2023

The final day! There was a sense of relief in class this morning that the week was almost over. The breakfast was enjoyed once again. Then the final test began with the same set-up as yesterday. This was the final Maths Paper which was reasoning again. The children had more resilience today which they had built up over the week. All the correct procedures were followed yet again, although today there were no issues during the test. The only alteration to the set-up was that AL acted as scribe today and I supervised the test with JW in the year 6 classroom.

After the test, the PTA treated the children to a well-deserved ice cream. They were delighted; and the staff felt relieved that SATs were complete for another year!

What have I learned as a result of my visit?

I have learnt that the school has a very thorough procedure for test administration. All requirements relating to the test are completed with the utmost professionalism. All the staff took great care to ensure the tests were administered as directed. The children were well prepared for the test environment and there were no issues relating to test administration. The whole week is thoroughly planned by the staff so that all children are well supported throughout. The school ensures all the necessary access arrangements are made for each pupil individually so they are all given the opportunity to achieve their full potential.

Positive comments about the visit

Whilst the SATs could be seen as a very stressful time for both pupils and staff within a school, the atmosphere at Austhorpe did not reflect any stress. The environment was incredibly calm and all the staff were positive. There was an appropriate level of enthusiasm ensuring all children did their best and felt motivation but were also able to concentrate.

The staff and pupils are a credit to Austhorpe. It was a pleasure, as always, to see the school day in action. Miss Lightfoot should feel very proud of herself, her staff and pupils for all the hard work and preparation that has gone into making such a challenging morning a success.

Aspects I would like clarified/questions that I have:



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N/A All questions were answered during the visit.

Ideas for future visits:

N/A

Any other comments:

Thank you for letting me come to observe this week and being so helpful in answering any questions I had. I appreciate how stressful these events can be, yet as always, I was made to feel so welcome by everyone.

Signed: *E Pennells*
(Governor)