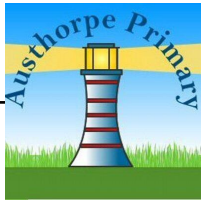




## GOVERNOR VISIT REPORT

<b>Name: Emma Pennells</b>	<b>Date: Wednesday 11th May 2022</b>
<b>Focus of visit</b> <ul style="list-style-type: none"> <li>● To observe the administration of the Year 6 SATs</li> <li>● To observe the invigilation of the Year 6 SATs</li> <li>● To observe the secure storage of test papers</li> </ul>	<b>Classes/staff visited:</b> Year 6 Miss Lightfoot (AL) Mr Morley (DM) Mr Ware (JW) Mrs Adamson (CA) Mrs Worlock (DW) Mrs Ambler (NA) Mrs Brownridge (KB) Mrs Mehdizadeh (JM)
<p><b>Summary of activities e.g. talking to staff and pupils, looking at resources, had lunch etc.</b></p> <p>Upon arrival at school at 8.30am I <b>observed the Year 6 SATs breakfast club</b>. The children are all provided with a complimentary breakfast of cereal and toast. 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. <b>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 in a clear plastic wallet and clear signs outside the room to say a test was in progress.</b></p> <p>At 9.00 I accompanied AL and DM to the Headteacher's Office. <b>The test papers were stored in a locked cupboard.</b> 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. DM removed the sealed box of test papers from the cupboard. The previous day's test papers were in the cupboard in their sealed postage bags ready for posting. The papers required for today were removed from their sealed box. <b>They remained in the sealed plastic sleeve.</b> 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 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.</p>	



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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.

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.

23 children were in the Year 6 classroom along with AL, JW and CA.  
6 children were in the Learning Curve with NA and DW.  
1 child was in the study bay with JM and KB.

**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.

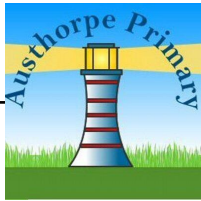
**I observed the test being completed in all three spaces**, spending approximately 5 minutes in each of the rooms where there were access arrangements required.

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 9.45, JW instructed all children to put their pencils down and close their test papers. The children remained silent. **The papers were promptly 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



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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. **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 will complete their second maths paper after a short break.

### 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.

### 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:

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 morning 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)**