**EXAMINATIONS POLICY AND PROCEDURES (SATs)**

**Responsibilities**

In the primary setting the SENCO / Headteacher is responsible for:

• Registering children who will partake;

• Ordering, storing, security and completion of Year 2 and Year 6 SATs papers and all other statutory end of Key Stage or threshold assessments;

• Notifying the exam boards of any special requirements needed eg extra time, visual overlays etc;

• Ensuring that the SATs are carried out following the guidance set out in the handbooks;

• Completing paperwork and sealing SATs papers ready for collection;

• Ensuring the school and papers are ready for any external moderation should this be requested;

• Completing all STA admin tasks required to meet deadlines published by the DfE;

• Processing appeals and remarks and amend data where necessary.

**Special Considerations:**

* Collating the evidence for pupils who are entitled to additional time, scribes or any other modified exam papers etc;
* Completing any declarations for special considerations;
* Collating evidence for any pupils who are unable to take the SATS exams as a result of working below the level of the tests and / or pupils who are working at the standards of the tests but who are unable to access them.

**Appendix 1**

**Gilbrook Primary**

Examinations:

In the primary setting the SENCO / Headteacher is responsible for:

• Registering children who will partake;

• Ordering, storing, security and completion of Year 2 and Year 6 SATs papers and all other statutory end of Key Stage or threshold assessments;

• Notifying the exam boards of any special requirements needed eg extra time, visual overlays etc;

• Ensuring that the SATs are carried out following the guidance set out in the handbooks;

• Completing paperwork and sealing SATs papers ready for collection;

• Ensuring the school and papers are ready for any external moderation should this be requested;

• Completing all STA admin tasks required to meet deadlines published by the DfE;

• Processing appeals and remarks and amend data where necessary.

Special Considerations:

* Collating the evidence for pupils who are entitled to additional time, scribes or any other modified exam papers etc;
* Completing any declarations for special considerations;
* Collating evidence for any pupils who are unable to take the SATS exams as a result of working below the level of the tests and / or pupils who are working at the standards of the tests but who are unable to access them.