



2024 key stage 2 monitoring visit form

Complete sections A and B of this form for all monitoring visits. Complete section C if you entered an 'X' in section B. Leave a signed copy of this form with the school's headteacher or delegated member of staff. Return the original to your monitoring visits co-ordinator.

School name	
DfE number	
Date of visit	
Local authority	

Section A: General administration

Question	✓ or X	Notes
Q1. Have all correct test materials been received?		
Q2. Is there evidence that the consignments were checked on arrival?		
Q3. Are all test materials stored securely?		

Section B: Key stage 2 test-specific information

Complete the status with '✓', 'X' or 'N/A'.

Test date	Test paper	Unopened test packs securely stored	Tests administered according to guidance	Completed test scripts securely stored	Test scripts collected
Monday 13 May	English grammar, punctuation, and spelling Paper 1: questions				
Monday 13 May	English grammar, punctuation, and spelling Paper 2: spelling				
Tuesday 14 May	English reading				
Wednesday 15 May	Mathematics Paper 1: arithmetic				
Wednesday 15 May	Mathematics Paper 2: reasoning				
Thursday 16 May	Mathematics Paper 3: reasoning				

Section C: Notes

DfE number	
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Complete this section if you have entered an 'X' in section B. If you have any other concerns about the administration of assessments, these should also be reported here.

Short description of issues identified and any action you have taken (including resolution, where applicable):
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Name of monitoring visitor	
Signature	
Date (DD/MM/YYYY)	

Name of headteacher (H) or delegated member of staff (D)	
Signature	
Date (DD/MM/YYYY)	

Please treat this form as confidential once completed.