



SENDISS

Access-Achieve-Empower

## STORAGE AND USE OF TEST MATERIALS

	Yes?
Ensure that all test materials and pupil data are stored securely	
Ensure that test takers are not provided with prior access to materials (other than those specifically designed for the purpose)	
Ensure that test results are treated confidentially and not discussed with others	
Ensure test results are stored securely	
Obtain informed consent from the individual or parent ensuring they are aware of why the test is being administered and how the results are to be used, what will be done with the results and who will have access to them	
Ensure tests are administered in accordance with correct instructions by the test publisher	
Obtain written permission from the parent/carer/individual before sharing information relating to tests with a third party	
Ensure tests are scored according to instructions outlined by test publisher	
Ensure results are interpreted according to the test publisher instructions	
Ensure no unqualified person has access to tests or test results	
Ensure tests are only administered by those qualified and appropriately trained to do so in accordance with the test publishers recommendations	