

SATs FAQs

Modified papers

1. What print size are the standard papers?

12 pt Helvetica (on A4).

2. What format is the enlarged paper?

The enlarged paper (EP) is on B4 paper; the font is Helvetica 14-15 pt.

3. Are the EPs black and white or full colour?

Enlarged papers are a direct enlargement of the standard papers so will be the same in terms of colour.

4. Why isn't comic sans used for SATs papers?

Modified test agencies have always recommended Arial as being the most accessible format for the majority of pupils.

5. Are there any qualifying criteria for ordering enlarged or modified papers?

No, EP and MLP papers can be ordered if they are considered more appropriate for individual pupils.

6. Do school need to provide evidence of a pupil's normal way of working to apply for MLP papers?

The pupil's classwork should contain evidence that they normally use modified large print resources, and this should be available to the LA if they ask to see it during a monitoring visit.

7. What is the difference between MLP and enlarged print papers?

The enlarged paper is just the standard paper enlarged onto B4. Modified large print papers have been significantly adapted so that, not only is the font larger, other aspects of presentation and layout have been modified for accessibility.

8. What size do the MLP papers come in?

KS1

- MLP paper is Arial bold 18 pt with 24 pt for any emphasised text.

KS2

- MLP paper is Arial bold 24 pt with 36 pt for any emphasised text.

9. Can we get coloured paper for KS2 tests, or would it be necessary to ask for additional early opening to copy?

You can photocopy onto coloured paper in the one hour early opening time. You don't need to seek permission from STA for this.

10. Can we order a standard paper AND an EP paper for the same child?

STA send enough standard papers for all pupils registered to sit the tests, so there should be enough papers to decide on the day whether to use the standard or modified script for a pupil. We recommend looking at the practice papers: [National curriculum assessments: practice materials - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/282222/nca-practice-materials-2015-16.pdf) to decide which would be most suitable for the pupil. Where possible, pupils should only complete one version of the test – so shouldn't complete part of the EP and part of the standard paper. Pupils should also complete the same paper type across the subject. However, in rare cases where this isn't the most accessible route, schools should call the national curriculum assessments helpline. The Test administration team would need to agree any arrangements where a combination of different papers are administered and the school would have to put both papers together in a modified bag. Alternatively, the school can adapt the test paper to meet the pupil's specific needs. This can be done either in the hour before the test is due to be administered or using an approved early opening application.

11. How can pupils get papers in formats other than those available as standard?

Schools may open test papers up to one hour before a test is due to start to make adaptations or preparations without seeking permission from the Standards and Testing Agency (STA). This flexibility is designed to help schools that need to:

- photocopy test papers onto coloured paper
- enhance diagrams
- enlarge text
- prepare a translator or signer
- prepare equipment

If you need to open test papers (including modified test papers) more than one hour early to make complex adaptations, you must have an approved application for early opening.

STA will only allow schools to open standard test materials more than one day before the scheduled test date, or modified materials more than 2 days before the scheduled test date, in exceptional circumstances.

Schools are responsible for ensuring that any adaptations to the tests are done correctly. STA will not compensate, or give special consideration, where test papers have been incorrectly modified.

12. Can we order KS2 papers in uncontracted braille or is it only the reading paper that's available in uncontracted braille?

Currently, only the English reading booklet (not the answer booklet) paper is available in either contracted or uncontracted braille; the other KS2 papers are only available in contracted braille, but schools can modify them into uncontracted braille if necessary.

13. What is the maximum time for early opening?

One hour without having to apply for permission. However, test packs can be opened up to 5 school days before the scheduled test date to allow time for more complex adaptations to be made to suit a pupil's specific needs. Schools must make an application in advance using the early opening form on the Primary Assessment Gateway and must have STAs approval before opening the pack.

Further information regarding early opening can be found in section 2.2 of the KS2 Access Arrangements guidance:

www.gov.uk/government/publications/key-stage-2-tests-access-arrangements

14. How long do schools get to modify KS1 SATs if they have a pupil needing larger than N18?

Schools have from when the papers arrive in school until the time the test is administered to modify KS1 papers. To help maintain the integrity of the tests for those doing so, we ask that all schools treat all test materials as confidential.

15. What guidance is there for staff adapting papers in school?

STA does not provide guidance for schools doing further modification to the standard formats provided. However, it is important that the person doing the modification has had appropriate training and is experienced at modifying and producing classroom resources into the pupil's preferred format as schools are responsible for ensuring that any adaptations to the tests are done correctly. STA will not compensate, or

give special consideration, where test papers have been incorrectly modified. STA are hoping to provide further advice and guidance on adaptations in the near future.

16. Two children in different schools need same adaptations

Schools can adapt papers themselves or the adaptation can be done by local authority specialist services. The headteacher/headteachers are responsible for making sure that any arrangements for the adaptation of papers ensure that the papers are kept secure and confidential.

17. Are SATs papers available in electronic formats?

As a pilot, MLP papers in the following formats are being made available as Word files:

- A4 portrait 18pt
- A4 portrait 24pt (as per hard copy)
- A3 portrait 36pt
- A3 landscape 48pt

These are intended as a starting point for carrying out adaptations for pupils who need formats that aren't available as standard.

18. How can schools order an electronic version of the MLP paper?

A hard copy MLP paper would be ordered on the PAG, then they would call the Modified Test Agency (MTA) on 0300 303 3013 to order the required electronic version.

19. Can services apply to MTA for access to electronic copies or does it have to be schools?

Papers will be sent to schools only.

20. When schools order the electronic copies can they be forwarded to a local authority VI service?

Schools can transfer the papers to an LA or other service so that specialist amends can be made, but schools are responsible for ensuring both security of transfer (to and from the service) and security of the materials whilst with the service.

21. If you just print off the 18-font paper, do you get the extra time allowance?

It's a modified paper so you get the extra time, same for any papers that you modify in school.

Past papers

22. Where can I get past MLP papers for KS1 and KS2?

These can be downloaded from the gov.uk website:

www.gov.uk/government/collections/national-curriculum-assessments-practice-materials

23. Is it possible to get copies of embossed braille papers from previous years for pupils to practice using?

Yes, schools can phone the national curriculum assessments helpline on 0300 303 3013 to order, free of charge. Services can't order directly but can obtain papers through their schools.

Access arrangements

24. Can you use an electronic reader?

Yes, but the electronic reader would not be allowed in the English reading test, as the test is designed to demonstrate a pupil's reading skills as well as comprehension. The electronic reader may only read the general instructions to the pupil.

The electronic reader can be used in the English grammar, punctuation and spelling tests, as long as any spell check function is disabled, and it does not read punctuation.

The electronic reader can be used in the mathematics test as long as it does not read any mathematical symbols.

At the end of each test, test administrators should make a note of which pupils used a word processor or electronic or technical aid and give the information to their headteacher. Headteachers must use this information to complete the online notification of an aid form in the 'Available activity' section of the Primary Assessment Gateway.

The form should be completed once all tests have been completed.

25. Can a student photograph the hard copies of their enlarged text and read them on their iPad (no screen reader used)?

Yes, as long as any accessibility features/tools the pupil will be using do not give them an advantage. If features/tools cannot be turned off, the pupil must not use the equipment in the test. School must submit a

notification of aid form after the tests to say that this arrangement was used.

26. For the spelling assessment if responses are given in braille, does this need to be grade 1 or grade 2?

Either is fine.

27. Can you read any braille out in the reading test if the student says they can't work out the word?

No, because the pupil is being assessed on their independent reading ability in the English reading test.

28. For the reading paper, can a supporting adult read back the pupil's answers?

Yes, if the pupil requests it.

29. For the reading paper, can the pupil type their answers onto a computer?

Yes. School must submit a notification of aid form after the tests to say that this arrangement was used. After the test, the pupil's work should be printed and attached to their test script and returned in the bag for modified scripts.

30. For KS2 SATS reading paper, where 'no screen reader is allowed' does this include for the child's word-processed answers?

The screen-reader can be used by the child to word-process their answers; it cannot be used to read any part of the reading paper except for the general instructions on page 3.

31. Is there a specific form that a scribe needs to use to record pupils' responses?

There is no specific form that a scribe needs to use to record the pupil's responses. The scribe can hand-write the pupil's answers on the test paper or on a separate sheet if, for example, the test paper is in braille. Another option is to type the answers and then print them, which would allow the pupil to see their answers in a large font on-screen if helpful.

32. If a scribe is used, or if a pupil types their answers on a computer, what does the school need to send back to STA for marking?

See section 4.1 of [Key stage 2: returning test scripts - GOV.UK](#) for instructions for the packaging and return of modified test materials.

33. In KS2 SATS - can a practical assistant be used under the direction of the child?

If this is their normal way of working and as long as use of a practical assistant doesn't advantage the pupil.

34. When applying for extra time at KS2 is it just the standard set questions which schools answer for STA to decide if extra time will be granted?

- If the pupil has an education, health and care (EHC) plan, they would be automatically entitled to up to 25% additional time in all of the tests.
- If the pupil used a modified version of the tests, they would be automatically entitled to up to 100% additional time in all of the tests. Schools do not need to complete an application for additional time for these pupils.
- If the pupils do not have an EHC plan and will not be using a modified version of the tests, then you would need to make an application for additional time for these pupils. The awarding of additional time is dependent solely on the teacher's responses to the 7 questions within the application. It is based on the pupil's abilities and needs and not on certain disabilities or conditions.

Schools can apply for additional time on the Primary Assessment Gateway. Information on whether additional time has been awarded or alternative arrangements will be provided in the application outcome. For further information regarding additional time please see section 2 of the 2024 key stage 2 access arrangements guidance:

www.gov.uk/government/publications/key-stage-2-tests-access-arrangements

35. Can we apply for over 100% additional time for a pupil who reads slowly and suffers from visual fatigue?

If a school believes the amount of additional time their pupil is entitled to, does not meet their needs or situation, schools should contact STA using the 'Message us – access arrangements' form on the PAG to discuss the pupil's requirements further. However, it is likely that making

full use of the option to take rest breaks would be a more effective access arrangement than more than 100% additional time.

36. If a student is recording answers in braille, do they need transcribing in school?

Braille test scripts should not be transcribed as STA will make appropriate marking arrangements.

37. Two children in different schools need specialist support at the same time.

Tests can be administered at an alternative location if necessary (see section 4.7 in the Key stage 2 access arrangements guidance):

www.gov.uk/government/publications/key-stage-2-tests-access-arrangements

With thanks to attendees to RNIB's exam update training for their questions, to the Standards Testing Agency for checking responses, and to the RNIB education team for collating.

Any comments, updates or suggested improvements are welcome. Please email cypf@rnib.org.uk with Education FAQs as the subject heading.