



OAT London Academies

Examinations Policy

2021-22

Policy dates: *September 2021 – August 2022*

Introduction

The purpose of this exams policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates.
- to ensure the operation of an efficient exams system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the academies exam processes to read, understand and implement this policy.

OAT London Regional Leadership Team will review the exams policy annually.

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

Qualifications offered across all of OAT London sites

OAT London Academies offer a wide range of qualifications at different levels, which are under constant review to enable our learners to have the best chance of success both individually and collectively.

Our qualifications are available from Entry Level to Level 3, Functional Skills and a variety of vocational qualifications alongside the GCSE options. To ensure learners' future success we will endeavor to enable them to continue with courses provided at their previous school, achieve qualifications relevant to their further education or employment aspirations, and achieve qualifications in their home language wherever possible.

Exam series

OAT London Academies runs one exam series, which is the summer series sat in April, May and June of each academic year.

Internal exams (mock or trial exams) and assessments are scheduled annually in the beginning of December and will follow the summer series procedure. A timetable will need to be generated by each academy.

Internal exams are held under external exam conditions to better prepare the candidates.

External exams and assessments are set and regulated by the examining boards.

Exam timetables

Once confirmed the exam timetables for external exams will be circulated as soon as possible before the exams series begins.

Entries, entry deadlines and late entries

No academy across OAT London Academies accepts entries from private candidates.

Entry deadlines are circulated by the Curriculum Deputies. Entry deadlines are brought to the attention of teaching staff in exam meetings and via email.

The Curriculum Deputy will provide estimated entry information to by the first week in October to meet JCQ and awarding body deadlines.

Due to the nature of our academies, late entries are inevitable as learners are enrolled throughout the year, however this should be the only reason for late entries and amendments made after an awarding bodies deadline, and therefore require the authorisation (in writing) of the Principal.

GCSE re-sits/retakes are allowed and are done in the following November series or in the following summer series.

Functional skills re-sits/retakes are allowed.

Re-sit decisions will be made by teaching staff in consultation with Subject Lead's and authorised by Curriculum Deputies.

Exam fees

All entry exam fees, and late entry or amendment fees, are paid from each academies' examinations budget.

Academies will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

Equality Legislation

All exam staff must ensure that they meet the requirements of any equality legislation.

The academy will comply with the legislation, including making reasonable adjustments to the service that that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies and JCQ. This is the responsibility of the Principal.

Access arrangements

The SEN Lead will inform the Curriculum Deputy and Onsite Exams Coordinator of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate's access arrangements requirement is determined by the SEN Lead at each school.

Ensuring there is appropriate evidence for a candidate's access arrangements is the responsibility of SEN Lead and Curriculum Deputy/ SSM.

The SEN Lead and Curriculum Deputy will submit completed access arrangement applications to the awarding bodies on a regular basis.

Rooming for access arrangement candidates will be arranged by the Curriculum Deputy and the Site Manager.

Invigilation and support for access arrangement candidates (as defined in the JCQ access arrangements regulations) will be organized by the Curriculum Deputy. Specialist training for invigilation and access arrangements (scribe, reader etc.) will be given by the examinations team.

Invigilators

External staff will not generally be used to invigilate examinations. It is of utmost importance that our students feel secure and are familiar with the invigilators to achieve the best results. Should external invigilators be required, the OAT London Academies' DBS Policy must be adhered to.

Recruitment of invigilators is the responsibility of the Curriculum Deputy and Principal.

Invigilators are recruited, timetabled, trained, and briefed by the Onsite Exams Coordinator

These invigilators will be used for internal and external exams.

Malpractice

The Principal, in consultation with the Executive Leader, is responsible for investigating suspected malpractice.

Exam days

The Onsite Exams Coordinator will book all examination rooms with the Site Supervisor at the beginning of the exams season. The Site Supervisor is responsible for setting up the allocated rooms and will be advised of the requirements.

The Onsite Examination Coordinator will make the question papers, exam stationery and materials available for the invigilators.

The Onsite Exams Coordinator will ensure the exam room is 'exam ready' (Posters, clocks, etc.) as per the JCQ requirements.

The Onsite Exams Coordinator / Invigilator will start and finish all exams in accordance with JCQ guidelines.

Due to the small size of the cohort sitting examinations within our centres, and the use of internal staff for invigilation the identification of candidates is done by the Lead Invigilator, SLT or the Examination Coordinator. Subject staff may be present at the start of the exam to assist with identification of candidates if needed. In cases where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes.

Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

The exam scripts incomplete or not, must not be read by any center staff or removed from the exam room under any circumstances. Centre staff may review the scripts 48 hours post exam.

After an exam, the Onsite Exams Coordinator will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with a Business Support Professional and using the Parcel Force yellow label service.

Candidates

The Exams team will provide candidate information packs to the Curriculum Deputy, who will then ensure it is distributed to the candidates in advance of each exam series. A formal briefing session for candidates will be given by SLT.

In an exam room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the invigilator.

Note: Candidates who leave an exam room must always be accompanied by an appropriate member of staff.

The Onsite Examination Coordinator and the centre's SLT are responsible for handling late candidates on exam day.

Clash candidates

The Curriculum Deputy and Onsite Examination Coordinator will be responsible (as necessary) for supervising, escorting, identifying a secure venue and arranging overnight stays.

Special consideration

Should a candidate be unable to attend an exam because of illness, suffering bereavement or other trauma, or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the academies Principal to that effect so special consideration can be applied for.

The candidate must support any special consideration claim with appropriate evidence within 3 days of the exam.

The Onsite Examination Coordinator / examination team will make a special consideration application to the relevant awarding body within 5 days of the exam.

Internal / Controlled Assessments

It is the duty of Subject Leads to ensure that all internal assessment is ready for dispatch by the awarding bodies published deadline. The staff member dispatching this material must keep a record of each dispatch, including the recipient details and the date and time sent. It is advised to send all parcels via first class registered mail.

Marks for all internally assessed work are to be submitted to the awarding bodies by their published deadline. Each centre's teaching staff are responsible for submitting these marks either via the online portal or manually via post ahead of the deadline. The examination team will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the academy's Internal Appeals Procedure.

Results

Candidates will receive individual statement of results on results day: -

- in person at the academy or
- by post to their home address - candidates to provide a self-addressed envelope or
- Via email to the candidate's personal email account only.

The statement of results will be in the form of an academy produced document.

The Principal makes arrangements for the academy to be open on results days for each centre.

The provision of the necessary staff on results days is the responsibility of the Principal.

Qualification procedures:

FUNCTIONAL SKILLS

Functional Skills are only applicable to English, Maths and ICT. They can be done at either Entry Level 1,2/3 or level 1 / level 2 and they can be done in two forms, paper based or onscreen (also known as on-demand).

Onscreen:

These exams need to be booked 72 hours before the exam takes place.

NB: Upon completion of an on-demand BTEC exam, question papers must not be released to centre staff and/or candidates at any time. The papers are to be securely stored or destroyed by the OEC.

VOCATIONAL COURSES REGISTRATIONS / ENTRIES

Vocational course deadlines vary vastly and are published on each awarding bodies website; therefore, Vocational Leads and the Course Assessors must diarise their specific course deadlines accordingly, and strictly adhere to these deadlines to avoid malpractice and late fee charges.

The Subject Leader / Teaching staff must complete the **BTEC registration request form** and populate the entire form, making use of the list of approved awards for accuracy. The requester must ensure the QAN numbers are accurate as per the awarding body's website.

A new form must be used for each year group.

A new form must be used for each centre if a student from one centre attends another OAT London centre for their lessons, they must be registered against whichever centre they are enrolled at.

The form **MUST** be authorised and signed by the Curriculum Deputy in order for any entries to be processed. This is in everyone's best interest as it removes human error.

Forms must be returned to examination team before the awarding body's deadline for processing.

Candidates can either be withdrawn or deleted should the need arise. Withdrawn – the candidate will remain registered for a period of 5 years and can during that time return to complete the course.

The centre will not be refunded. Deleted – the candidate is completely deleted off the system and the fees are refunded to the centre if they are deleted before the appropriate deadline.

Once completed forms are returned to the exams team and the candidates are registered, the exams team will generate a confirmation of entries report, which is sent to the requesting teacher and the Curriculum Deputy. It should then be double-checked and if any amendments are required, the exams team must be informed immediately.

NB: Upon completion of an on-demand BTEC exam, question papers must not be released to centre staff and/or candidates at any time. The papers are to be securely stored or destroyed by the on-site Exams Coordinator.

GCSE EXAMINATIONS

November series

November series are for re-sits only.

Candidates are only eligible for November series (re-sits) if they have previously sat the specific exam that the centre wishes to enter them in for.

Summer Series

Exams will occur in April, May and June of the academic year.

Mark sheets are generated on SIMS for each subject using the information provided on the accreditation map.

The Curriculum Deputy and Subject Leads are to inform teaching staff to complete the mark sheets before the specified deadline.

Teachers access the mark sheets through SIMS and allocate which student is to be entered for the specific exam by inputting a "Y" alongside each candidate's name. If a candidate should not be entered, teachers input an "N".

Exams team will then submit confirmed reports to examination boards using SIMS A2C system.

Exam responsibilities across the academies

Principal:

- Read and understand all relevant JCQ regulation handbooks.
- Has overall responsibility for the school as an examination centre.
- Advises on appeals and re-marks.
- Is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *suspected malpractice in examinations and assessments*.
- Delegate's responsibilities to other members of the Leadership Team as appropriate concerning the management of the examination process and controlled assessments, including ensuring assessments comply with JCQ guidelines and awarding body instructions.
- Make arrangements for the centre to be open on results days.
- Arrange for dissemination of exam results and certificates to candidates and in consultation with the Curriculum Deputy, any post results service requests.
- Ensure their centre complies with the equality legislation.

Curriculum Deputy:

- Read and understand all relevant JCQ regulation handbooks.
- Work closely with the examination team in providing all requested information timeously.
- Ensure accurate completion of entry and all other mark sheets by teachers and adherence to deadlines as set by the exams team.
- Ensure accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- Ensure candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies are correct and on schedule.
- Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- Ensure all Subject Leads and teachers are familiar with the JCQ Instructions on Conducting Controlled Assessments and Policies and Procedures Suspected Malpractice in Examinations and Assessments.
- Ensure that candidates and their parents are informed of and understand those aspects of the exams timetable that will affect them.
- Manage the exams invigilators by organising the recruitment and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Complete relevant exam day forms to boards as required (Late Arrivals, Special Considerations, Malpractice, etc.)
- Work closely with the ECO to make applications for special consideration following the regulations in the JCQ publication *A guide to the special consideration process*.
- Assist the HOS with the arrangement for dissemination of exam results and certificates to candidates.
- Identify and manage exam timetable clashes.
- Make decisions on enquiries about results for candidates.
- Ensure all exam deadlines are adhered to by checking the Ormiston and OAT London calendars, reminder emails and then communicating the deadlines to staff.

Onsite Exams Coordinator:

- Read and understand all relevant JCQ regulation handbooks.
- Receive, check and securely store all examination papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- Store all access arrangements documents provided by the DOAI in the exams safe room.
- Prepares the site for exams by ensuring posters are put up throughout the school, all relevant documents are printed and available in all rooms, etc.
- Create seating plans for each exam.
- Print candidate desk labels, name cards, etc.
- Book all exam rooms with the Site Manager with the support of DOAI and Curriculum Deputy.
- Ensure all rooms are 'exam ready' as per the JCQ requirements.
- Make the question papers, other exam stationery and materials available for the invigilators.
- Work with Curriculum Deputy to ensure that candidates' and their parents are informed of and understand those aspects of the exams timetable that will affect them.
- Where possible and with the help of SLT, start and finish exams to ensure all is in order.
- Arrange the safe dispatch of exam material as per the JCQ's requirements.
- Track, dispatch, and store returned coursework / controlled assessments.
- Keep record of all exam materials movements by completing the Exam Materials Log (Appendix 1). Including sending coursework to exam boards, distributing certificates, exams scripts, etc.
- Ensure the Exams Reception Safe Materials Movement Log is completed as per JCQ's requirements (Appendix 2).
- Ensure the Parcel Force Dispatch Log is signed by the driver on collection of all exam scripts. This form can be found at:
<http://www.parcelforce.com/sites/default/files/QCDA%20Dispatch%20Log%207th%20Feb%202011.pdf>

Subject Leads:

- Work closely with the Curriculum Deputy on exams entries.
- Authorise the selection of candidates for entry within their curriculum area and ensure candidates are entered for the appropriate tier of entry.
- Ensure the accurate completion of entry mark sheets or forms and adhere to the deadlines as set by the examinations team.
- Ensure the accurate completion of controlled assessment mark sheets and declaration sheets.
- Ensure teaching staff adhere to deadlines for submission of their candidates' coursework to the boards.
- Ensure teaching staff have fully read and understood their specification prior to delivery.

- Arrange internal and external moderation of coursework / controlled assessments/ speaking and listening components.
Ensure data on forecast grades is provided to the exams team timeously.
- Ensure that all candidates are prepared thoroughly for public examinations and controlled assessments by teaching staff within their learning area.
- Ensure teaching staff inform candidates of the JCQ regulations concerning malpractice in controlled assessments.

Teaching Staff:

- Supply information on entries, coursework and controlled assessments as required by the Curriculum Deputy and Examination Officer.
- Complete the mark sheets on SIMS before the stipulated deadline.
- Ensure candidates are made aware of all exam rules and regulations.
- Administer controlled assessments / coursework as per the board's specification instructions.
- Send relevant materials (coursework) to the boards within specified deadline.
- Internally moderate candidates' work as required.

Invigilators:

- Assist the Onsite Exams Coordinator in the efficient running of exams according to JCQ regulations.
- Collection of exam papers and other material from the Onsite Exams Coordinator before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and ensuring their return to the Exams room by passing them over to the Onsite Exams Coordinator.

Candidates:

- Understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- Ensuring they conduct themselves in all exams according to the JCQ regulations.

PRIMARY SCHOOL ASSESSMENTS

Test orders

Being academies, we are not required to place an order for tests and the quantities will be sent to schools based on their autumn census data.

Materials are delivered to school addresses taken from the EduBase website. Schools must make sure their details are up to date by logging in to EduBase via Secure Access.

Modified versions to be ordered by each academy if required through the national curriculum website <https://ncatools.education.gov.uk/>

Security of test materials

Academies will receive their test materials for KS1 in the week commencing 16th March and 30th April 2018 for KS2. If schools have not received their test materials by the end of the week that they are due contact the national curriculum assessments helpline on 0300 303 3013.

The test and check materials must be kept securely in a safe and treated as confidential from the point they are received in school until the end of May. If a delivery is incomplete, or any packs of the test papers arrive unsealed or damaged, this must be reported to the National Assessments Helpline on 0300 303 3013 immediately.

The Principal must check the contents of their delivery against the delivery note to ensure the correct number and type of test materials have been received. The inner packs of sealed test papers must not be opened before the school's planned dates for administration. The Principal can delegate the checking of the materials to a senior member of staff if they aren't available. It is recommended that two members of school staff undertake this check together.

The Principal and teachers should read the guidance on how to keep test materials secure. The Principal must ensure that a copy of the annotated delivery note is available in case the LA, or a representative from STA's monitoring visits agency, visits the school to observe the administration of the key stage 2 (KS2) tests. If a school receives a KS2 monitoring visit during May, they will also be asked to show the monitoring visitor the storage of the KS1 materials.

Schools won't be sent KS2 mark schemes. They will be published on GOV.UK on 29th May 2018

Security of check materials (phonics)

The Principal is responsible for ensuring that the integrity of the check is maintained so that no pupil has an unfair advantage over another.

The Principal must follow the guidance on keeping check materials secure and treat them as confidential from the point the school receives them until 25 June.

Check packs must not be opened before Monday 11 June. They must only be opened when the check is going to be administered for the first time. After the check has been administered, schools must make sure the materials are stored securely until 25 June.

To maintain the integrity of the check, teachers mustn't discuss the content with anyone or use question-specific information to prepare pupils. Teachers must not discuss specific content, which could compromise the check on social media or publish it in blogs. Any school behaviour which leads to check materials being shared before Monday 25 June may lead to an investigation into maladministration.

Access arrangements

The tests are intended to assess pupils' abilities in a fair and comparable way, with as many pupils as possible able to access them. They are designed so that most pupils with a special educational need (SEN) or disability can participate in the standard format. However, teachers may need to use access arrangements to adapt the administrative arrangements for the tests for some pupils so that they can demonstrate their abilities.

Moderation assessments

External moderation is statutory. It gives confidence that schools' TA judgements for KS2 English writing are accurate and consistent with national standards, as specified in the interim TA frameworks and the exemplification material.

LAs will inform schools on, or after, the middle Friday in May if they are going to receive an external moderation visit. LAs will carry out moderation visits from in June of the summer term.

STA will monitor and provide quality assurance to LAs' external moderation processes.

Reporting results

Schools must report phonics screening check scores for their pupils to their LA. The threshold mark will be published in June on GOV.UK. Guidance on how to submit phonics check data will be provided in the check administration guidance in March and by LA's

Schools must report their pupils' check scores to their LA. The deadline for submission will be provided to schools by their LA.

LAs must submit check data to the DfE using COLLECT by the end of July. COLLECT is the DfE's centralised data collection and management system accessed via Secure Access.

Keeping and maintaining records

Schools must ensure that educational records are maintained and disclosed to parents on request, as noted in the Education (Pupil Information) (England) Regulations 2005 (SI 2005/1437). Educational records include information about pupils and former pupils

Schools must also keep curricular records on every pupil. Curricular records form a 'subset' of a pupil's educational record. They are a formal record of a pupil's academic achievements, skills, abilities and the progress they make at a school. They must be updated at least once a year.

Under the Data Protection Act 1998 (DPA), schools are responsible for ensuring that the collation, retention, storage and security of all personal information they produce and hold, meets the provisions of the DPA.

Teacher Assessments for KS1 and KS2

Teacher Assessments provides a rounded judgment that is based on knowledge of how the pupil has performed over time and in a variety of contexts and takes into account strengths and weaknesses of the pupil's performance

Teacher assessments must be reported using the standards set out in the interim teacher assessment frameworks.

It is the responsibility of each Centre's Principal to ensure all staff is familiar with the details of Teacher Assessments as stipulated by the Government. This can be found on the national curriculum website: <https://www.gov.uk/government/collections/2016-assessment-and-reporting-arrangements>

Principal must:

- ensure standards for English reading, English writing, mathematics and science are recorded for all pupils at the end of KS1
- submit teacher assessment data to STA in English reading, English writing, mathematics and science for all pupils at the end of KS2 by the last Friday in June
- ensure their school has an appropriate system to record and submit data to STA by the deadline date
- notify STA of any issues which may have affected the integrity of the teacher assessments

KEY STAGE 1: -

The KS1 tests are designed to test pupils' knowledge and understanding of the KS1 programmes of study. Teachers must administer the English reading and mathematics tests to help make a secure judgement for their final TA at the end of KS1. The tests make up one piece of evidence for overall TA.

The KS1 tests consist of:

- English reading Paper 1: combined reading prompt and answer booklet
- English reading Paper 2: reading booklet and reading answer booklet
- mathematics Paper 1: arithmetic
- mathematics Paper 2: reasoning

Pupils should be given the opportunity to attempt each test paper. Teachers can use their discretion to decide if pupils need a rest break during any of the tests or whether, if appropriate, to stop the test early.

Schools will receive test materials for English reading and mathematics, including any modified test orders, in April.

An optional English grammar, punctuation and spelling test will be available to download from NCA tools from 1 May. Standard versions of the English grammar, punctuation and spelling test will not be sent to schools.

The test is made up of:

- English grammar, punctuation and spelling Paper 1: spelling
- English grammar, punctuation and spelling Paper 2: questions

There is no requirement for schools to administer the English grammar, punctuation and spelling test or use the result to inform TA.

KS1 Phonics screening check

The phonics screening check is designed to confirm whether pupils have learnt phonic decoding to an appropriate standard. It will identify pupils who need extra help to improve their decoding skills. The check consists of 20 real words and 20 pseudo-words that pupils read aloud to the teacher. Teachers can use the practice test materials to familiarise themselves with the check.

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

The check must be administered during June. A pupil may take the check the following week if they were absent during check week. If a pupil doesn't take the check during this period and returns to school after the last Friday in June, they must be recorded as absent.

Participation in the check depends on the type of school. See section 11.1 of the KS1 ARA for further information.

Schools don't need to register pupils for the check.

With some exceptions (see below), all pupils who have reached the end of year 1 must take the check. This includes pupils registered at maintained nursery schools who will reach the age of 6 before the end of the school year, the equivalent age to those pupils in year 1 at primary and infant schools.

Unless the exceptions apply to them, pupils in year 2 must also take the check if they:

- didn't meet the required standard in year 1
- haven't taken it before

Pupils shouldn't take the check if they:

- haven't shown any understanding of grapheme-phoneme correspondences
- have recently moved to the country and are unable to understand letters and sounds in English
- use British Sign Language or other sign-supported communication, such as communication boards, to spell out individual letters
- are mute or selectively mute

The Principal makes the final decision about whether it is appropriate for a pupil to take the check. Some parents may ask the Principal not to enter their child for the check. Parents may also ask the Principal to enter their child for the check when the school has decided this is not appropriate. In all instances the Principal's decision regarding participation is final.

Schools don't need to order standard materials for the check. Materials are sent to schools based on data from the year 1 autumn school census.

Braille materials must be ordered from the modified test agency on 0300 303 3019 by Friday 11 May.

Schools will receive their check materials, including any Braille orders, at the start of June. If schools haven't received their check materials by the end of that week, they should contact the national curriculum assessments helpline on 0300 303 3013.

Materials are delivered to school addresses taken from EduBase. Schools must make sure their details are up to date by logging into EduBase via Secure Access. Further information about updating records is also provided on the website.

KEY STAGE 2: -

Examination officers to register all pupils listed on SIMS in academic years 5 and 6 for all OAT London primary academies before published deadline by the middle Friday in March.

This test must be administered as per the dates specified in the timetable. Principals are responsible for deciding the start time of the tests each day, but all pupils should take each test at the same time.

If this isn't possible, schools may make an application for a timetable variation application via NCA tools for an individual pupil or whole or part of the cohort to take the test(s) on a different day. Or they may notify STA of timetable variation notification via NCA tools to allow an individual pupil or part of the cohort to sit the test on the same day but at a different time.

Pupils who miss one or more component of a test and do not qualify for a timetable variation will not be awarded a score for that test. Teacher assessment judgments must still be submitted for pupils who are absent during the test period.

Biennial science sampling tests for pupils at the end of KS2 will take place in June 2021. The tests will not be taken by whole cohorts. Instead, a sample of approximately 9,500 pupils will be randomly selected, based on five pupils from 1,900 schools. Should we have any pupils selected, please refer to the KS2 Assessment and reporting arrangements.

From 2016, a new set of KS2 national curriculum tests has been introduced consisting of:

- English reading: reading booklet and associated answer booklet
- English grammar, punctuation and spelling Paper 1: short answer questions
- English grammar, punctuation and spelling Paper 2: spelling
- mathematics Paper 1: arithmetic
- mathematics Paper 2: reasoning
- mathematics Paper 3: reasoning

Submitting KS2 data

Teacher Assessment data is submitted to STA via the 'Teacher assessment' section of the NCA tools website. The deadline for submissions is the last Friday June. Centres should refer to the guidance on submitting data for instructions and codes.

TA for KS2 English writing is subject to statutory external moderation. This must take place before the school submits its data.

The DfE uses TA data in performance tables, RAISE online and floor standards. Data submitted late will not be used in the performance table's data checking exercise or the RAISE online release of invalidated data.

Responsibilities of Roles across OAT London academies

Principal

- Ensure that the requirements in the ARA are implemented in their school.
- Ensure teachers and other staffs comply with the assessment and reporting arrangements.
- Ensure that the deadlines in the ARA are met.
- Pupils who have reached the end of the key stage are included the KS2 assessments.

- Will be required to complete and submit a Principal's declaration form for the KS1 tests.

Phonics screening check

- Identify which year 1 pupils should take the check, including any registered at maintained nursery schools who will reach the age of 6 before the end of the school year.
- identify any pupils who should take the check in year 2 because they didn't take it in year 1
- identify any pupils in year 2 who should take the check because they did not meet the required standard in year 1
- ensure that any pupils who did not meet the standard of the check in year 2 continue to receive support in phonics
- consider whether any pupils will need modified versions of the check and download them from NCA tools during the check period
- ensure that the security of the check materials is maintained, and that the integrity of the check is not compromised
- ensure their teachers score pupils' responses accurately and consistently
- comply with national data submission requirements by submitting their check results to their school's governing body
- notify STA of any issues which may have affected the security, integrity or confidentiality of the check

End of key stage 1 tests

- identify which pupils will take the end of KS1 assessments
- consider whether any pupils will need modified versions of the tests and place a test order by Friday 24 November
- ensure the tests are administered according to the published guidance during the test window
- keep all assessment materials secure and treat them as confidential
- ensure that the specific content of all assessment materials is not used to prepare pupils for the tests
- ensure that the correct administrative procedures are followed
- ensure pupils' responses are marked accurately and consistently
- where selected, ensure their school administers the required KS1 test in April to inform the standard setting for the tests
- notify STA of any issues which may have affected the security, integrity or confidentiality of the tests

Key stage 2 tests

- consider whether any pupils will need modified versions of the tests and place a test order by November
- keep the test materials secure and treat them as confidential before, during and after the test period
- be able to give an accurate account of everyone with access to test materials before and during the test administration week and up until May
- ensure that their test administrators are appropriately trained, and that they administer the tests according to the published procedures
- carry out all tests according to the published timetable, unless STA has approved a timetable variation
- co-operate with any monitoring visit requests, including visits by STA or LA representatives
- notify STA of any incident that may have affected the integrity, security or confidentiality of the tests

Where Principals do not meet the above responsibilities, this could result in the school being investigated for maladministration of the assessments.

Teachers' responsibilities

- Teachers must comply with the provisions of this ARA when carrying out assessment and reporting functions.
- Where teachers do not comply with the provisions of this ARA and other published guidance this could result in the school being investigated for maladministration of the assessments.
- Arrange moderations as per ARA requirements.