SCHEDULE 1: SET-UP PLAN

This Schedule 1 (Set-Up Plan) is an amended version of the Set-Up Plan that was included in the IPCD Response. This amended version was submitted by the Supplier following the postponement of the Operational Services Commencement Date by 12 months. The dates in this Schedule 1 shall be deemed to have been revised from the dates set out in the IPCD Response to dates that properly reflect that postponement and that the 2020 Test Cycle shall be the initial Test Cycle of the Agreement (where they do not already reflect this).

Save as aforesaid this Set-Up Plan is and remains subject to agreement by the Parties and STA will require the yet to be agreed Product Descriptions that are referred to in the Set-Up Plan to be fully reviewed and justified.

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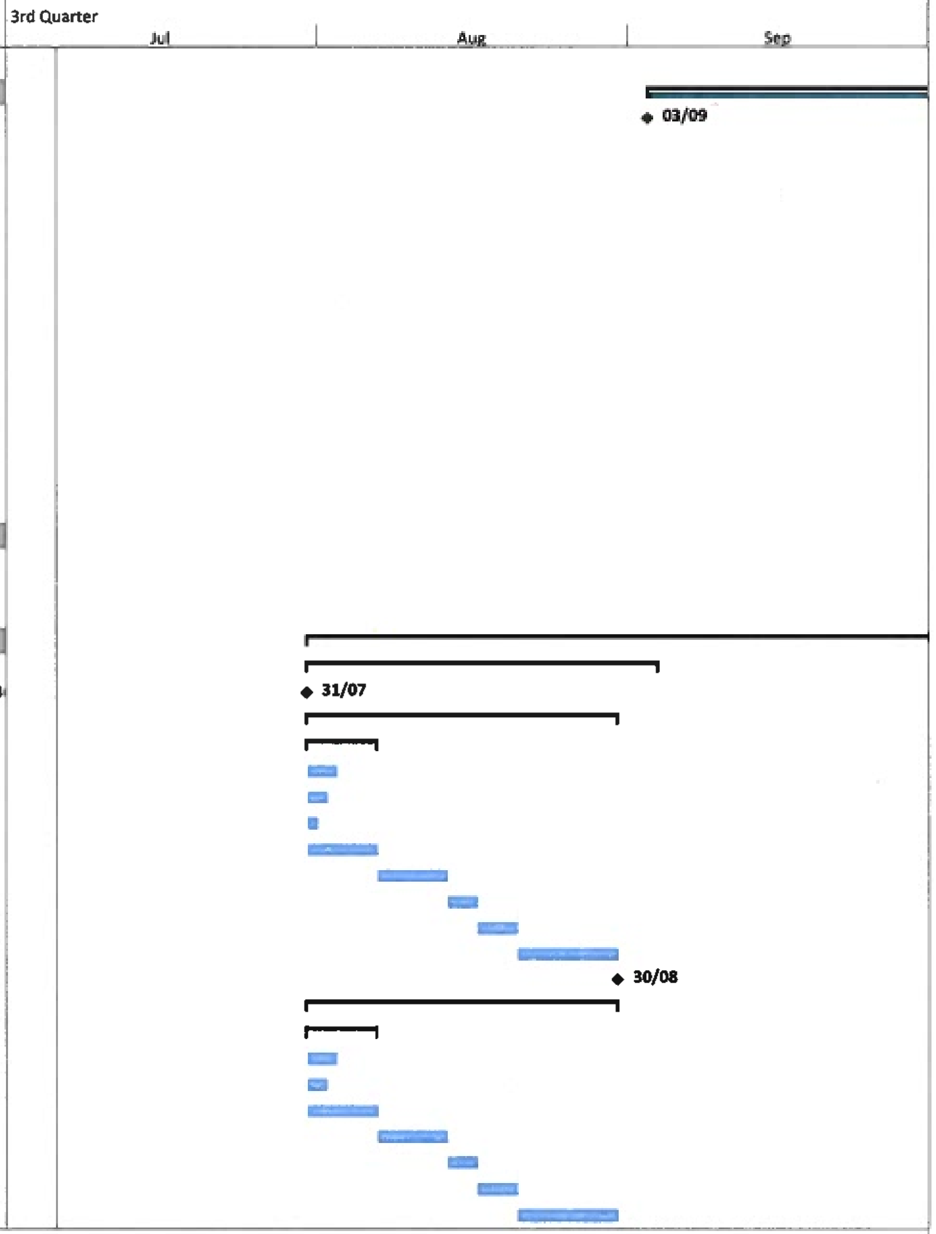
ID	Task Name	Duration	Start	Finish	Predecessors	Successors
1	**Test Operations Services Set-Up Project**					
2	**Set-up Delivery Milestones**	**263 days**	**Mon 03/09/1**	**Wed 04/09/1**		
3	MS01 - Contract Commencement	0 days	Mon 03/09/18	Mon 03/09/18	50	
4	MS02 - Approval of Set-up Project Initiation Documentation	0 days	Mon 08/10/18	Mon 08/10/18	110	
5	MS03 - Identified MarkManager Customisations	0 days	Thu 11/10/18	Thu 11/10/18	264FS+8 days	
6	MS04 - MarkManager Functional Specification Agreed	0 days	Mon 12/11/18	Mon 12/11/18	287	
7	MS05 - IBM Mark Manager Hardware ordered	0 days	Wed 02/01/19	Wed 02/01/19	271FS+22 days	
8	MS06 - Mark Manager Set-up customisations complete and	0 days	Mon 14/01/19	Mon 14/01/19	308	
9	MS07 - IBM Mark Manager Hardware received	0 days	Tue 12/03/19	Tue 12/03/19	272	
10	MS08 - Mark Manager SIT Execution complete	0 days	Tue 04/06/19	Tue 04/06/19	332FS+61 days	
11	MS09 - Portal ready for UAT	0 days	Mon 01/07/19	Mon 01/07/19	518FS+2 days	
12	MS10 - Scanning and Indexing software set up tests complet	0 days	Thu 04/07/19	Thu 04/07/19	426FS+66 days	
13	MS11 - Portal UAT Exit	0 days	Mon 29/07/19	Mon 29/07/19	540FS+2 days	
14	MS12 - Portal set up complete	0 days	Thu 01/08/19	Thu 01/08/19	541FS+2 days	
15	MS13 - MarkManager Environment Testing Complete	0 days	Fri 09/08/19	Fri 09/08/19	341FS+21 days	
16	MS14 - Contact Centre set up complete	0 days	Fri 30/08/19	Fri 30/08/19	644FS+13 days	
17	MS15 - Entry to live service (place into ESCROW etc)	0 days	Fri 30/08/19	Fri 30/08/19	225	
18	KM - Set-up	0 days	Fri 30/08/19	Fri 30/08/19	224	
19	**Key STA Dependencies**	**10 days**	**Fri 12/10/18**	**Fri 26/10/18**		
20	DEP01 - Transfer of existing telephone numbers	0 days	Fri 26/10/18	Fri 26/10/18		605
21	DEP02 - Subset of NCA Users Data	0 days	Fri 12/10/18	Fri 12/10/18		564
22	DEP03 - Provision of Markers Register	0 days	Fri 12/10/18	Fri 12/10/18		548
23	**1.1 Mobilise & Manage**	**284 days**	**Tue 31/07/18**	**Fri 30/08/19**		
24	**Mobilise Set-up Project Team**	**25 days**	**Tue 31/07/18**	**Tue 04/09/18**		
25	Project Start Date	0 days	Tue 31/07/18	Tue 31/07/18		28,29,30,31,39,4
26	**1.1.1 Capita teams in place**	**23 days**	**Tue 31/07/18**	**Thu 30/08/18**		
27	**Develop Capita Team Documentation**	**5 days**	**Tue 31/07/18**	**Mon 06/08/18**		
28	1.1.1.1 Develop Organisational Breakdown Structure	3 days	Tue 31/07/18	Thu 02/08/18	25	32
29	1.1.1.2 Collate CVs for OBS (level 1 only)	2 days	Tue 31/07/18	Wed 01/08/18	25	32
30	1.1.1.3 Compile list of key personnel	1 day	Tue 31/07/18	Tue 31/07/18	25	32
31	1.1.1.4 Define R&R's for level 1 roles	5 days	Tue 31/07/18	Mon 06/08/18	25	32
32	STA Review Capita Team Documentation	5 days	Tue 07/08/18	Mon 13/08/18	28,29,30,31	33,42SS
33	Capita update Capita Team Documentation	3 days	Tue 14/08/18	Thu 16/08/18	32	34,43SS
34	Finalise Capita Team documentation	2 days	Fri 17/08/18	Mon 20/08/18	33	35,44SS
35	Onboard Team	8 days	Tue 21/08/18	Thu 30/08/18	34	36
36	Capita Leadership Team Appointed	0 days	Thu 30/08/18	Thu 30/08/18	35	47,54,752
37	**1.1.2 Subcontractor Teams in place**	**23 days**	**Tue 31/07/18**	**Thu 30/08/18**		
38	**Develop Sub Contractor Team Documentation**	**5 days**	**Tue 31/07/18**	**Mon 06/08/18**		
39	1.1.2.1 Develop sub-contractor OBS	3 days	Tue 31/07/18	Thu 02/08/18	25	42
40	Collate CVs for sub-contractors (level 1 only)	2 days	Tue 31/07/18	Wed 01/08/18	25	42
41	Define R&Rs for sub-contractor level 1 roles	5 days	Tue 31/07/18	Mon 06/08/18	25	42
42	STA review sub-contractor team documentation	5 days	Tue 07/08/18	Mon 13/08/18	39,40,41,32SS	43
43	Capita update sub-contractor team documentation	3 days	Tue 14/08/18	Thu 16/08/18	42,33SS	44
44	Finalise sub-contractor team documentation	2 days	Fri 17/08/18	Mon 20/08/18	43,34SS	45
45	Onboard Team	8 days	Tue 21/08/18	Thu 30/08/18	44	46



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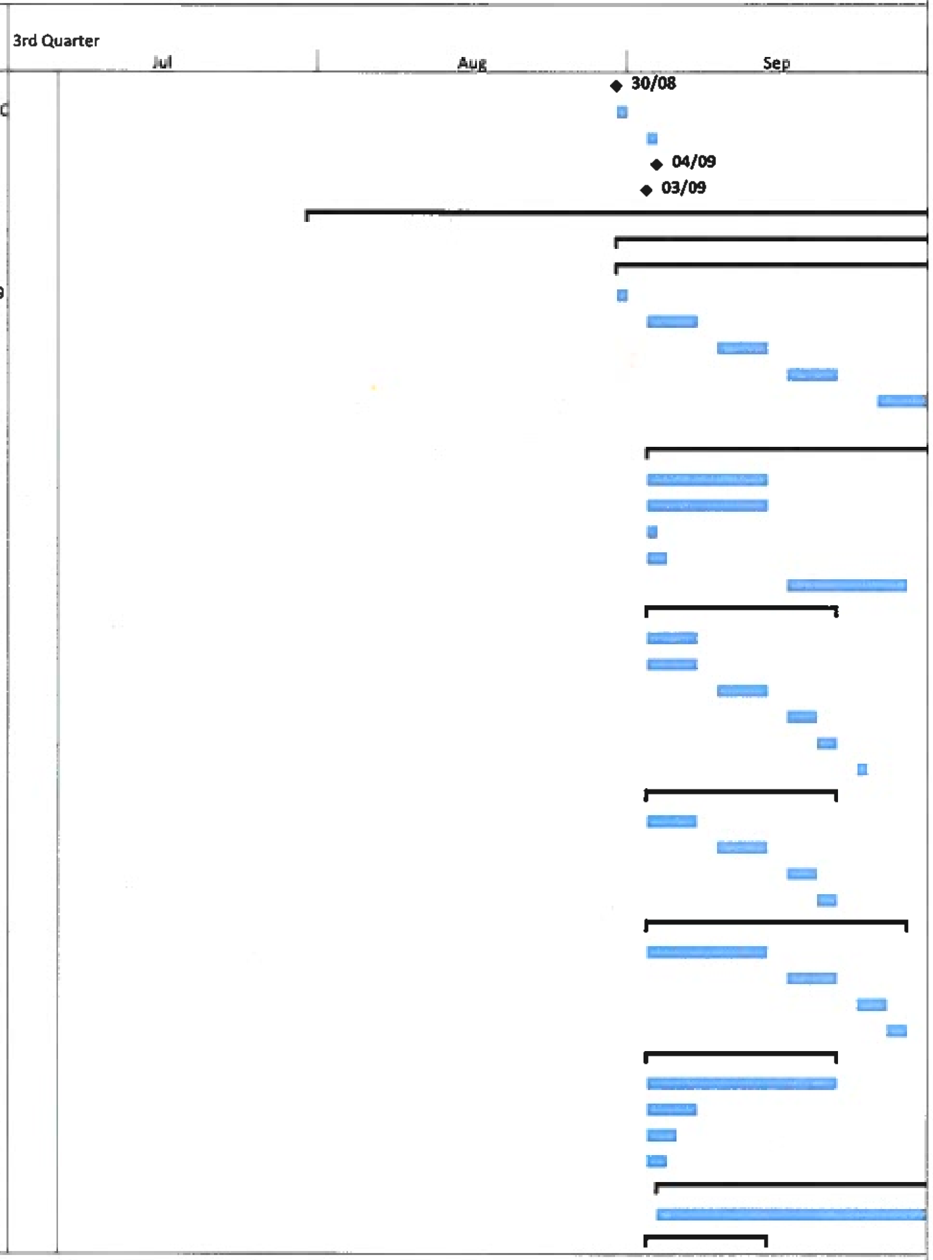
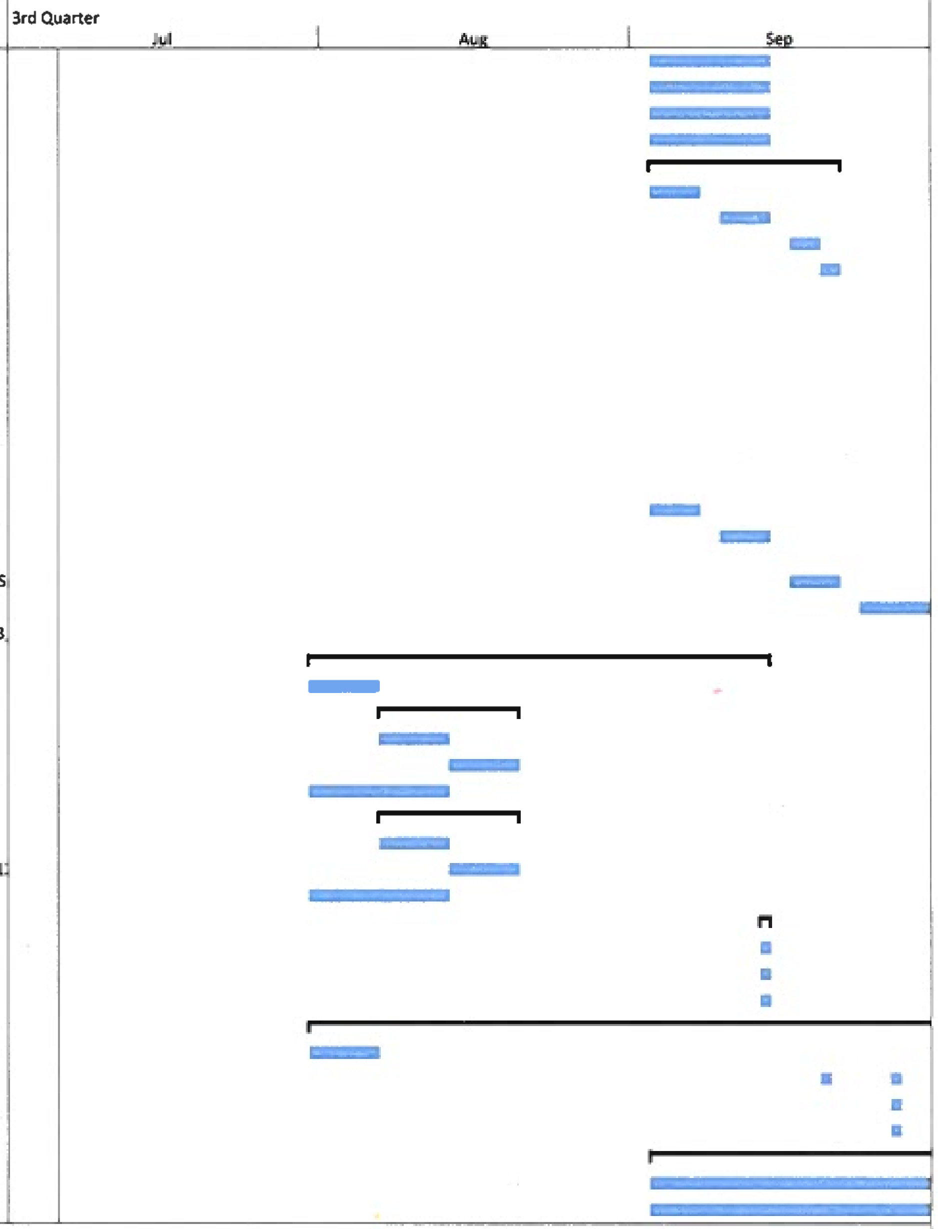
ID	Task Name	Duration	Start	Finish	Predecessors	Successors
46	Subcontractors Appointed	0 days	Thu 30/08/18	Thu 30/08/18	45	47
47	Kick-Off Meeting (internal)	1 day	Fri 31/08/18	Fri 31/08/18	36,46	48,449,842,50,10
48	Kick-Off Meeting (with STA)	1 day	Mon 03/09/18	Mon 03/09/18	47	49,89
49	Mobilise set-up project team completed	0 days	Tue 04/09/18	Tue 04/09/18	48	217,654,655
50	MS01 - Contract Commencement	0 days	Mon 03/09/18	Mon 03/09/18	47	3,205,206
51	**Manage Set-up Project Team**	**284 days**	**Tue 31/07/18**	**Fri 30/08/19**		
52	**1.1.3 Project Documentation Baseline**	**221 days**	**Fri 31/08/18**	**Mon 08/07/19**		
53	**Programme Management Office Set-up**	**23 days**	**Fri 31/08/18**	**Wed 03/10/18**		
54	PMO Team appointed	1 day	Fri 31/08/18	Fri 31/08/18	36	55,62,61,63,64,9
55	Set-up Sharepoint site	5 days	Mon 03/09/18	Fri 07/09/18	54	
56	Develop project reporting for Set-up Project	5 days	Mon 10/09/18	Fri 14/09/18		57
57	Approval period with STA	5 days	Mon 17/09/18	Fri 21/09/18	56	58
58	Project team training in processes and procedures	5 days	Wed 26/09/18	Tue 02/10/18	57	59
59	Project Management Office set-up completed	0 days	Wed 03/10/18	Wed 03/10/18	58	217
60	**1.1.3.1 Project Initiation Documentation**	**220 days**	**Mon 03/09/18**	**Mon 08/07/19**		
61	1.1.3.1.1 Review and update Set-up Project PID	10 days	Mon 03/09/18	Fri 14/09/18	54	65
62	1.1.3.1.2 Review product descriptions	10 days	Mon 03/09/18	Fri 14/09/18	54	108
63	1.1.3.1.3 Create Lessons Log Template	1 day	Mon 03/09/18	Mon 03/09/18	54	
64	1.1.3.1.4 Review and update Actions and Decisions L	2 days	Mon 03/09/18	Tue 04/09/18	54	
65	1.1.3.1.5 Develop Benefits Review plan	10 days	Mon 17/09/18	Fri 28/09/18	54,61	
66	**1.1.3.1.6 Develop Quality Management Strategy**	**15 days**	**Mon 03/09/18**	**Fri 21/09/18**		
67	Develop Quality Management Strategy	5 days	Mon 03/09/18	Fri 07/09/18	54	69
68	Review quality metrics and plans	5 days	Mon 03/09/18	Fri 07/09/18	54	69
69	STA review Quality Management Strategy	5 days	Mon 10/09/18	Fri 14/09/18	67,68	70
70	Capita update Quality Management Strategy	3 days	Mon 17/09/18	Wed 19/09/18	69	71
71	Finalise Quality Management Strategy	2 days	Thu 20/09/18	Fri 21/09/18	70	72
72	1.1.3.1.7 Set up Quality Register	1 day	Mon 24/09/18	Mon 24/09/18	71	
73	**1.1.3.1.8 Develop Risk Management Strategy**	**15 days**	**Mon 03/09/18**	**Fri 21/09/18**		
74	Write Risk Management Strategy	5 days	Mon 03/09/18	Fri 07/09/18	54	75
75	STA review Risk Management Strategy	5 days	Mon 10/09/18	Fri 14/09/18	74	76
76	Capita update Risk Management Strategy	3 days	Mon 17/09/18	Wed 19/09/18	75	77
77	Finalise Risk Management Strategy	2 days	Thu 20/09/18	Fri 21/09/18	76	
78	**1.1.3.1.9 Develop Configuration Management Strat**	**20 days**	**Mon 03/09/18**	**Fri 28/09/18**	**54**	
79	Write Configuration Management Strategy	10 days	Mon 03/09/18	Fri 14/09/18	54	80
80	STA review Configuration Management Strategy	5 days	Mon 17/09/18	Fri 21/09/18	79	81
81	Capita update Configuration Management Strate	3 days	Mon 24/09/18	Wed 26/09/18	80	82
82	Finalise Configuration Management Strategy	2 days	Thu 27/09/18	Fri 28/09/18	81	
83	**1.1.3.1.10 Develop Communication Strategy and Pl**	**15 days**	**Mon 03/09/18**	**Fri 21/09/18**	**54**	
84	Write Communication Strategy and Plan	15 days	Mon 03/09/18	Fri 21/09/18		
85	STA review Communication Strategy and Plan	5 days	Mon 03/09/18	Fri 07/09/18		
86	Capita update Communication Strategy and Plan	3 days	Mon 03/09/18	Wed 05/09/18		
87	Finalise Communication Strategy and Plan	2 days	Mon 03/09/18	Tue 04/09/18		
88	**1.1.3.1.11 STA Relationship Management Plan**	**41 days**	**Tue 04/09/18**	**Tue 30/10/18**		
89	Jointly define and agree a Relationship Managem	41 days	Tue 04/09/18	Tue 30/10/18	48	217
90	**1.1.3.1.12 Set up RAID log**	**10 days**	**Mon 03/09/18**	**Fri 14/09/18**		



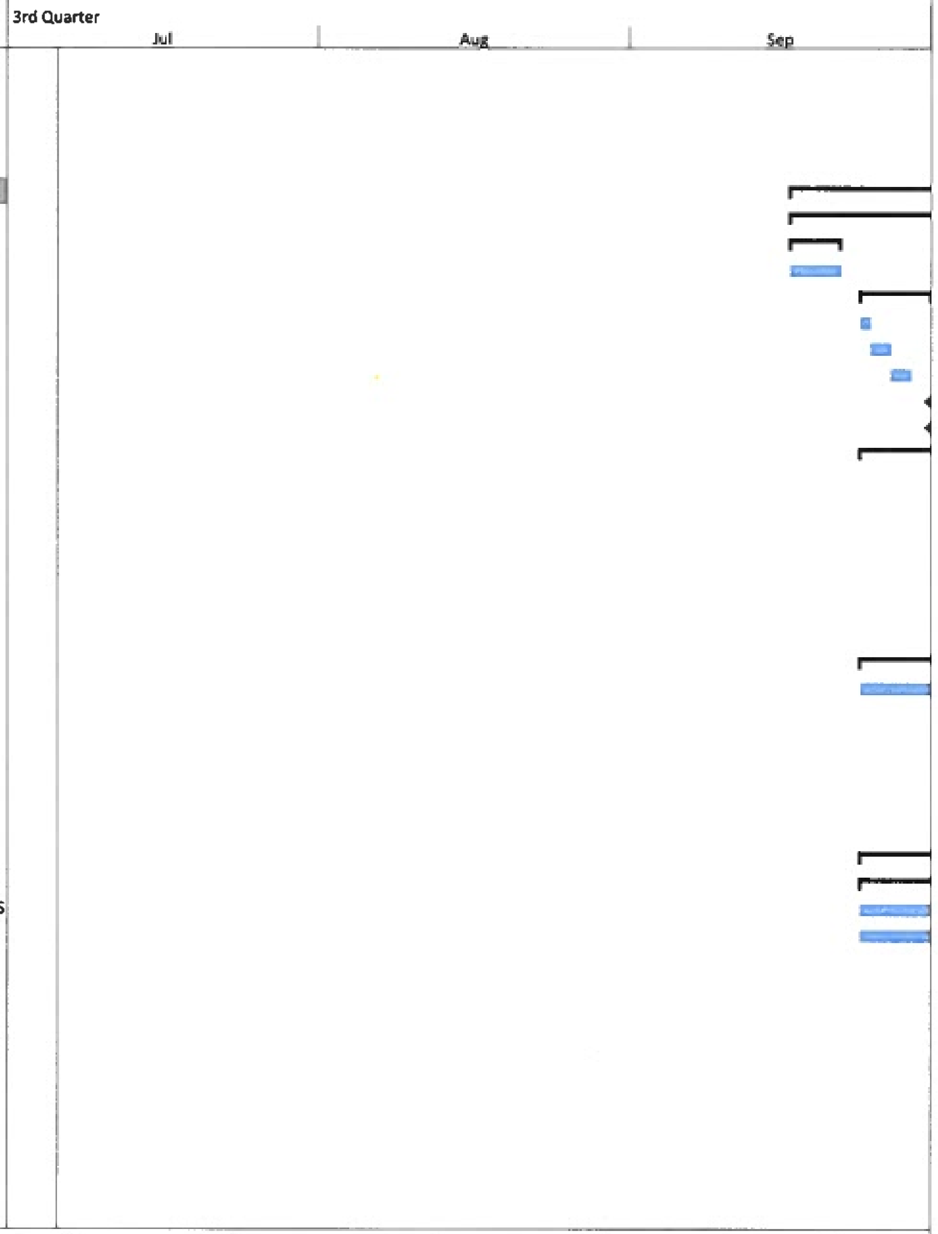
ID	Task Name	Duration	Start	Finish	Predecessors	Successors
91	Review project risk register	10 days	Mon 03/09/18	Fri 14/09/18	54	108
92	Review project assumptions log	10 days	Mon 03/09/18	Fri 14/09/18	54	108
93	Review project issues log	10 days	Mon 03/09/18	Fri 14/09/18	54	108
94	Review project dependencies log	10 days	Mon 03/09/18	Fri 14/09/18	54	108
95	**1.1.3.1.13 Develop Security Management Plan**	**15 days**	**Mon 03/09/18**	**Fri 21/09/18**		
96	Write Security Management Plan	5 days	Mon 03/09/18	Fri 07/09/18	54	97
97	STA review Security Management Plan	5 days	Mon 10/09/18	Fri 14/09/18	96	98
98	Capita update Security Management Plan	3 days	Mon 17/09/18	Wed 19/09/18	97	99
99	Finalise Security Management Plan	2 days	Thu 20/09/18	Fri 21/09/18	98	
100	**1.1.3.1.14 Exit Management Plan**	**155 days**	**Mon 03/12/18**	**Mon 08/07/19**		
101	Quarterly update to Exit Management Plan and Information Asset Register	5 days	Mon 03/12/18	Fri 07/12/18	47FS+13 wks	102FS+13 wks
102	Quarterly update to Exit Management Plan and Information Asset Register	5 days	Mon 11/03/19	Fri 15/03/19	101FS+13 wks	103FS+13 wks
103	Quarterly update to Exit Management Plan and Information Asset Register	5 days	Mon 17/06/19	Fri 21/06/19	102FS+13 wks	104
104	Approval period with STA	10 days	Mon 24/06/19	Fri 05/07/19	103	105
105	Exit Management Plan completed for Year 0	0 days	Mon 08/07/19	Mon 08/07/19	104	217
106	1.1.3.2 Review and update project plan	5 days	Mon 03/09/18	Fri 07/09/18		107
107	1.1.3.3 Set up Configuration Log of key project documentation	5 days	Mon 10/09/18	Fri 14/09/18	106	108
108	Finalise PID Documentation Set	5 days	Mon 17/09/18	Fri 21/09/18	62,107,91,92,94	109,258SS,716SS
109	Approval period with STA	10 days	Mon 24/09/18	Fri 05/10/18	108	110
110	MS02 - Approval of Set-up Project Initiation Document	0 days	Mon 08/10/18	Mon 08/10/18	109	217,216,591,683
111	**1.1.4 Finalise Governance Arrangements - Set-up Project**	**34 days**	**Tue 31/07/18**	**Fri 14/09/18**		
112	1.1.4.1 Governance structure diagram	5 days	Tue 31/07/18	Mon 06/08/18	25	114
113	**1.1.4.2 Terms of Reference for Governance boards**	**10 days**	**Tue 07/08/18**	**Mon 20/08/18**		
114	Nominate attendees for Joint Governance Meetings	5 days	Tue 07/08/18	Mon 13/08/18	112	115,118SS
115	Confirm STA attendees for Joint Governance Meetin	5 days	Tue 14/08/18	Mon 20/08/18	114	
116	1.1.4.3 Meeting Minutes Template	10 days	Tue 31/07/18	Mon 13/08/18	25	
117	**1.1.4.4 Governance Diary issued**	**10 days**	**Tue 07/08/18**	**Mon 20/08/18**		
118	Governance meetings schedule agreed	5 days	Tue 07/08/18	Mon 13/08/18	114SS	119
119	Governance meetings scheduled	5 days	Tue 14/08/18	Mon 20/08/18	118	123FS+12 days,1
120	Develop reporting for Joint Governance Meetings	10 days	Tue 31/07/18	Mon 13/08/18	25	
121	**Initiate Governance Meetings - Set-up Project**	**1 day**	**Fri 14/09/18**	**Fri 14/09/18**		
122	First Set-up Project Board Meeting held	1 day	Fri 14/09/18	Fri 14/09/18	119FS+12 days	
123	First Security Working Group Meeting held	1 day	Fri 14/09/18	Fri 14/09/18	119FS+12 days	
124	First Change Control Board Meeting held	1 day	Fri 14/09/18	Fri 14/09/18	119FS+12 days	
125	**1.1.5 Project Reporting**	**283 days**	**Tue 31/07/18**	**Thu 29/08/19**		
126	1.1.5.1 Project report templates	5 days	Tue 31/07/18	Mon 06/08/18	25	
127	**1.1.5.2 Weekly project highlight reports**	**246 days**	**Thu 20/09/18**	**Thu 29/08/19**		
178	**1.1.5.3 Monthly project reports**	**241 days**	**Thu 27/09/18**	**Thu 29/08/19**		
191	**1.1.5.4 Project Progress Dashboard**	**241 days**	**Thu 27/09/18**	**Thu 29/08/19**		
204	**1.1.6 Working Groups**	**30 days**	**Mon 03/09/18**	**Fri 12/10/18**		
205	1.1.6.1 List of working groupls and composition	30 days	Mon 03/09/18	Fri 12/10/18	50	
206	1.1.6.2 Working groups Terms of Reference	30 days	Mon 03/09/18	Fri 12/10/18	50	



ID	Task Name	Duration	Start	Finish	Predecessors	Successors
207	**Management**	**261 days**	**Fri 31/08/18**	**Fri 30/08/19**		
208	Operate project controls	261 days	Fri 31/08/18	Fri 30/08/19		210FF-10 days,20
209	Deliver project reporting	261 days	Fri 31/08/18	Fri 30/08/19	208SS	
210	Lessons learned exercise (set-up)	10 days	Mon 05/08/19	Fri 16/08/19	208FF-10 days	
211	**1.1.7 Planning for Year 1 TUPE transfers**	**25 days**	**Tue 02/07/19**	**Tue 06/08/19**		
212	Confirm TUPE arrangements for Year 1	0 days	Tue 02/07/19	Tue 02/07/19		213
213	Create HR, Payroll and Pension Transition plan	25 days	Tue 02/07/19	Mon 05/08/19	212	214
214	Planning for Year 1 TUPE transfers completed	0 days	Tue 06/08/19	Tue 06/08/19	213	217
215	**1.1.8 Product 1.1 Closure**	**235 days**	**Mon 08/10/18**	**Fri 30/08/19**		
216	Agree product closure criteria with STA	0 days	Mon 08/10/18	Mon 08/10/18	110	217
217	Complete product closure activities	1 day	Tue 06/08/19	Tue 06/08/19	49,59,110,214,2	218
218	1.1.8.1 Set-up Project Year 0 - closure report	6 days	Wed 07/08/19	Wed 14/08/19	217,251,346,44	219,246SF
219	Lessons learned	1 day	Thu 15/08/19	Thu 15/08/19	218	220
220	Quality Gate and Project Board	1 day	Fri 16/08/19	Fri 16/08/19	219	221
221	Approval period with STA	10 days	Mon 19/08/19	Fri 30/08/19	220	222,223
222	Product 1.1 Mobilise & Manage Completed	0 days	Fri 30/08/19	Fri 30/08/19	221	
223	Set-up Project Year 0 closed	0 days	Fri 30/08/19	Fri 30/08/19	221	224
224	KM - Set-up	0 days	Fri 30/08/19	Fri 30/08/19	223	225,18
225	MS15 - Entry to live service (place into ESCROW etc)	0 days	Fri 30/08/19	Fri 30/08/19	224	17
226	**1.2 Governance & Reporting**	**248 days**	**Mon 17/09/1**	**Thu 29/08/19**		
227	**Planning & Preparation**	**5 days**	**Mon 17/09/18**	**Fri 21/09/18**		
228	Finalise 1.2 Governance & Reporting plan	5 days	Mon 17/09/18	Fri 21/09/18	108SS	
229	**Finalise Governance Arrangements - Mobilise for Test Cycle**	**40 days**	**Wed 19/06/19**	**Tue 13/08/19**		
230	Create Terms of Reference for Test Cycle Joint Governance Meetings	5 days	Wed 19/06/19	Tue 25/06/19		231
231	Approval period with STA	10 days	Wed 26/06/19	Tue 09/07/19	230	232
232	Governance meetings schedule agreed	5 days	Wed 10/07/19	Tue 16/07/19	231	233
233	Governance meetings scheduled	5 days	Wed 17/07/19	Tue 23/07/19	232	234
234	Develop reporting for Joint Governance Meetings	15 days	Wed 24/07/19	Tue 13/08/19	233	252
235	**Project Reporting - Test cycle**	**105 days**	**Mon 14/01/19**	**Fri 07/06/19**		
236	Generate initial report descriptions (x64)	10 days	Mon 14/01/19	Fri 25/01/19	845FS+70 days	237
237	Finalise report descriptions and produce report samples (x64) - from workstreams	90 days	Mon 28/01/19	Fri 31/05/19	236	238
238	Joint review of reports as a set	5 days	Mon 03/06/19	Fri 07/06/19	237	
239	**Project Management Products - draft for Test Cycle**	**101 days**	**Tue 19/03/19**	**Wed 07/08/19**		
240	Project Initiation Document	20 days	Wed 05/06/19	Tue 02/07/19		
241	Product descriptions	20 days	Wed 05/06/19	Tue 02/07/19		
242	Integrated Plan Year 1	20 days	Wed 05/06/19	Tue 02/07/19		
243	Service readiness test criteria	20 days	Wed 05/06/19	Tue 02/07/19		
244	BCP/DR Plan	20 days	Tue 19/03/19	Mon 15/04/19	770	
245	Incident Management Plan	20 days	Wed 05/06/19	Tue 02/07/19	768	
246	Risks, Assumptions, Issues and Dependencies log as part of project closure	6 days	Tue 30/07/19	Wed 07/08/19	218SF	
247	Quality Management Strategy	20 days	Wed 05/06/19	Tue 02/07/19		
248	Communications Plan	20 days	Wed 05/06/19	Tue 02/07/19		
249	Project Closure criteria	20 days	Wed 05/06/19	Tue 02/07/19		

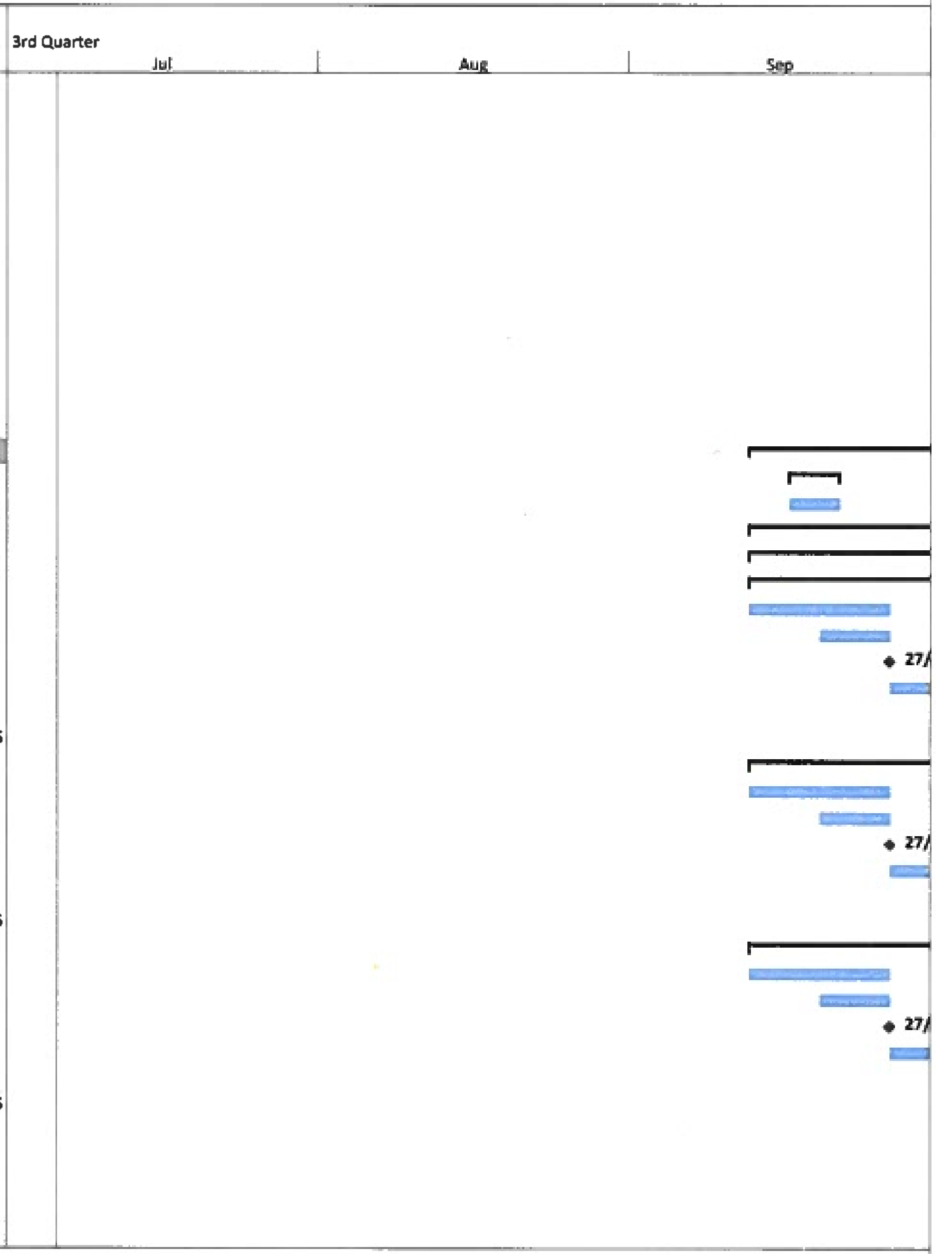
3rd Quarter
Jul | Aug | Sep

ID	Task Name	Duration	Start	Finish	Predecessors	Successors
250	**Product 1.2 Governance and Reporting Closure**	**233 days**	**Mon 08/10/18**	**Thu 29/08/19**		
251	Agree product closure criteria with STA	0 days	Mon 08/10/18	Mon 08/10/18	110	252,218
252	Complete product closure activities	1 day	Wed 14/08/19	Wed 14/08/19	251,234	253
253	Approval period with STA	10 days	Thu 15/08/19	Wed 28/08/19	252	254
254	Product 1.2 Governance and reporting completed	0 days	Thu 29/08/19	Thu 29/08/19	253	
255	**1.3 Onscreen Marking**	**234 days**	**Mon 17/09/1**	**Fri 09/08/19**		
256	**Deploy MarkManager**	**223 days**	**Mon 17/09/18**	**Wed 24/07/19**		
257	**Planning & Preparation**	**5 days**	**Mon 17/09/18**	**Fri 21/09/18**		
258	Finalise 1.3 Onscreen Marking plan	5 days	Mon 17/09/18	Fri 21/09/18	108SS	260,274,281
259	**As-is Workshop for Marking Service**	**5 days**	**Mon 24/09/18**	**Mon 01/10/18**		
260	Introduction to MarkManager	1 day	Mon 24/09/18	Mon 24/09/18	258	261
261	MarkManager Configuration	2 days	Tue 25/09/18	Wed 26/09/18	260	262
262	Training Needs Development	2 days	Thu 27/09/18	Fri 28/09/18	261	263
263	As-Is Workshop Completed	0 days	Mon 01/10/18	Mon 01/10/18	262	283,731FF,264
264	MS03 - Identified MarkManager Customisations	0 days	Mon 01/10/18	Mon 01/10/18	263	5FS+8 days
265	**Infrastructure Build**	**157 days**	**Mon 24/09/18**	**Wed 01/05/19**		
266	**Order Hardware**	**77 days**	**Thu 29/11/18**	**Fri 15/03/19**		
267	Confirm hardware load requirements	1 day	Thu 29/11/18	Thu 29/11/18		268
268	Place purchase order for hardware	1 day	Fri 30/11/18	Fri 30/11/18	267	269,271
269	Hardware delivered	71 days	Mon 03/12/18	Mon 11/03/19	268	270,272
270	Hardware unboxed and bench tested	4 days	Tue 12/03/19	Fri 15/03/19	269	275
271	MS05 - IBM Mark Manager Hardware ordered	0 days	Mon 03/12/18	Mon 03/12/18	268	7FS+22 days
272	MS07 - IBM Mark Manager Hardware received	0 days	Tue 12/03/19	Tue 12/03/19	269	9
273	**Build Hardware Environment**	**157 days**	**Mon 24/09/18**	**Wed 01/05/19**		
274	Build UAT Environment on existing Arrays	15 days	Mon 24/09/18	Fri 12/10/18	258	310
275	Build primary enviornment (hardware)	16 days	Mon 18/03/19	Mon 08/04/19	270	276
276	Primary enviornment ready for MarkManager deployment	0 days	Tue 09/04/19	Tue 09/04/19	275	277,311
277	Build secondary environment	16 days	Tue 09/04/19	Tue 30/04/19	276	278
278	Secondary environment ready for MarkManager deployment	0 days	Wed 01/05/19	Wed 01/05/19	277	311,334
279	**Software Set-up**	**35 days**	**Mon 24/09/18**	**Mon 12/11/18**		
280	**Design**	**35 days**	**Mon 24/09/18**	**Mon 12/11/18**		
281	Finalise integration design with TOPS Portal	20 days	Mon 24/09/18	Fri 19/10/18	258	284,283SS,282SS
282	Finalise integration design with Scanning Software	20 days	Mon 24/09/18	Fri 19/10/18	281SS	284,283SS
283	Finalise onscreen marking customisations with SQA	20 days	Mon 01/10/18	Fri 26/10/18	263,281SS,282S	284
284	Update specifications	0 days	Mon 29/10/18	Mon 29/10/18	281,282,283	285
285	Approval period with STA	10 days	Mon 29/10/18	Fri 09/11/18	284	286
286	MarkManager design completed	0 days	Mon 12/11/18	Mon 12/11/18	285	290,320,287
287	MS04 - MarkManager Functional Specification Agreed	0 days	Mon 12/11/18	Mon 12/11/18	286	6
288	**Execute MarkManager Customisations**	**45 days**	**Mon 12/11/18**	**Mon 14/01/19**		
289	**Review Marking**	**7 days**	**Mon 12/11/18**	**Tue 20/11/18**		
290	Configuration	5 days	Mon 12/11/18	Fri 16/11/18	286	291,293
291	Test	2 days	Mon 19/11/18	Tue 20/11/18	290	
292	**To Read Mandatory Messages**	**7 days**	**Mon 19/11/18**	**Tue 27/11/18**		



ID	Task Name	Duration	Start	Finish	Predecessors	Successors	3rd Quarter Jul Aug Sep
293	Configuration	5 days	Mon 19/11/18	Fri 23/11/18	290	294,296	
294	Test	2 days	Mon 26/11/18	Tue 27/11/18	293		
295	**Online Marks Entry**	**8 days**	**Mon 26/11/18**	**Wed 05/12/18**			
296	Configuration	5 days	Mon 26/11/18	Fri 30/11/18	293	297,299	
297	Test	3 days	Mon 03/12/18	Wed 05/12/18	296		
298	**Marks Extract**	**8 days**	**Mon 03/12/18**	**Wed 12/12/18**			
299	Configuration	5 days	Mon 03/12/18	Fri 07/12/18	296	300,302,305	
300	Test	3 days	Mon 10/12/18	Wed 12/12/18	299		
301	**Marking Activty Extract**	**7 days**	**Mon 10/12/18**	**Tue 18/12/18**			
302	Configuration	5 days	Mon 10/12/18	Fri 14/12/18	299	303	
303	Test	2 days	Mon 17/12/18	Tue 18/12/18	302		
304	**Contingency**	**25 days**	**Mon 10/12/18**	**Fri 11/01/19**			
305	Configuration	20 days	Mon 10/12/18	Fri 04/01/19	299	306	
306	Test	5 days	Mon 07/01/19	Fri 11/01/19	305	307	
307	Customisations completed	0 days	Mon 14/01/19	Mon 14/01/19	306	310,308	
308	MS06 - Mark Manager Set-up customisations complete and tested	0 days	Mon 14/01/19	Mon 14/01/19	307	8	
309	**Mark Manager Environment Configuration**	**97 days**	**Mon 14/01/19**	**Wed 29/05/19**			
310	Configure UAT Environment	10 days	Mon 14/01/19	Fri 25/01/19	274,307	327,323	
311	Build base environment (software)	5 days	Wed 01/05/19	Tue 07/05/19	276,278	312	
312	Test base environment	2 days	Wed 08/05/19	Thu 09/05/19	311	313,315	
313	Implement MarkManager configurations and customisations	8 days	Fri 10/05/19	Tue 21/05/19	312	314	
314	Test MarkManager software configuration	5 days	Wed 22/05/19	Tue 28/05/19	313	317	
315	Configure site to site replication	5 days	Thu 16/05/19	Wed 22/05/19	312	316,317	
316	Test site to site failover	0 days	Thu 23/05/19	Thu 23/05/19	315		
317	MarkManager ready for Full Environment Testing	0 days	Wed 29/05/19	Wed 29/05/19	314,315	347,334	
318	**Mark Manager System Testing**	**173 days**	**Mon 26/11/18**	**Wed 24/07/19**			
319	**Planning & Preparation**	**10 days**	**Mon 26/11/18**	**Fri 07/12/18**			
320	Test planning	5 days	Mon 26/11/18	Fri 30/11/18	286,800	321	
321	Prepare testing materials	5 days	Mon 03/12/18	Fri 07/12/18	320	327	
322	**Internal Unit Testing, including UAT**	**5 days**	**Mon 28/01/19**	**Fri 01/02/19**			
323	Prepare test environment	1 day	Mon 28/01/19	Mon 28/01/19	310	324	
324	Execute tests	3 days	Tue 29/01/19	Thu 31/01/19	323	325,819FF,811	
325	Review outcomes and identify rectifications	1 day	Fri 01/02/19	Fri 01/02/19	324	341	
326	**Integration Testing, including UAT (MarkManager - Scanning Service)**	**30 days**	**Mon 28/01/19**	**Fri 08/03/19**			
327	Prepare test environment	10 days	Mon 28/01/19	Fri 08/02/19	310,321	328	
328	Execute Integration Test Cycle 1	5 days	Mon 11/02/19	Fri 15/02/19	327	331,329,414SS	
329	Execute Integration Test Cycle 2	5 days	Mon 18/02/19	Fri 22/02/19	328	330,331,415SS	
330	Execute Integration Test Cycle 3	5 days	Mon 25/02/19	Fri 01/03/19	329	331,416SS,822FF	
331	Review outcomes and identify rectifications	5 days	Mon 04/03/19	Fri 08/03/19	328,329,330	343,341,332	
332	MS08 - Mark Manager SIT Execution complete	0 days	Mon 11/03/19	Mon 11/03/19	331	10FS+61 days	
333	**Volume and Performance Testing**	**20 days**	**Wed 29/05/19**	**Tue 25/06/19**		**338**	
334	Prepare test environment	10 days	Wed 29/05/19	Tue 11/06/19	278,317	335	
335	Execute tests	5 days	Wed 12/06/19	Tue 18/06/19	334	336,815FF	

ID	Task Name	Duration	Start	Finish	Predecessors	Successors
336	Review outcomes and identify rectifications	5 days	Wed 19/06/19	Tue 25/06/19	335	343,341
337	**Penetration Testing**	**11 days**	**Wed 26/06/19**	**Wed 10/07/19**		
338	Planning and preparation	5 days	Wed 26/06/19	Tue 02/07/19	333	339
339	Execute tests	1 day	Wed 03/07/19	Wed 03/07/19	338	340,825FF
340	Review outcomes and identify rectifications	5 days	Thu 04/07/19	Wed 10/07/19	339	343,341
341	MS13 - MarkManager Environment Testing Complete	0 days	Thu 11/07/19	Thu 11/07/19	340,336,331,32	15FS+21 days
342	**Reporting**	**10 days**	**Thu 11/07/19**	**Wed 24/07/19**		
343	Prepare test results	5 days	Thu 11/07/19	Wed 17/07/19	340,336,331	344
344	Approval period with STA	5 days	Thu 18/07/19	Wed 24/07/19	343	347
345	**Product 1.3 Onscreen Marking Closure**	**219 days**	**Mon 08/10/18**	**Fri 09/08/19**		
346	Agree product closure criteria with STA	0 days	Mon 08/10/18	Mon 08/10/18	110	347,218
347	Complete closure activities	1 day	Thu 25/07/19	Thu 25/07/19	317,346,344	348
348	Approval period with STA	10 days	Fri 26/07/19	Thu 08/08/19	347	349
349	Product 1.3 Onscreen Marking completed	0 days	Fri 09/08/19	Fri 09/08/19	348	
350	**1.4 Scanning Centre**	**156 days**	**Thu 13/09/18**	**Fri 19/04/19**		
351	**Planning & Preparation**	**5 days**	**Mon 17/09/18**	**Fri 21/09/18**		
352	Finalise 1.4 Scanning Centre plan	5 days	Mon 17/09/18	Fri 21/09/18	108SS	
353	**Scanning Service**	**144 days**	**Thu 13/09/18**	**Wed 03/04/19**		
354	**Requirements**	**25 days**	**Thu 13/09/18**	**Thu 18/10/18**		
355	**Operational**	**25 days**	**Thu 13/09/18**	**Thu 18/10/18**		
356	Gather requirements	10 days	Thu 13/09/18	Wed 26/09/18		357SS+5 days
357	Document requirements	5 days	Thu 20/09/18	Wed 26/09/18	356SS+5 days	358
358	Circulate requirements document internally	0 days	Thu 27/09/18	Thu 27/09/18	357	359
359	Update requirements documentation	5 days	Thu 27/09/18	Wed 03/10/18	358	360
360	Approval period with STA	10 days	Thu 04/10/18	Wed 17/10/18	359	361
361	Operational requirements completed	0 days	Thu 18/10/18	Thu 18/10/18	360	378,386,433,376
362	**Technical**	**25 days**	**Thu 13/09/18**	**Thu 18/10/18**		
363	Gather requirements	10 days	Thu 13/09/18	Wed 26/09/18		364SS+5 days
364	Document requirements	5 days	Thu 20/09/18	Wed 26/09/18	363SS+5 days	365
365	Circulate requirements document internally	0 days	Thu 27/09/18	Thu 27/09/18	364	366
366	Update requirements documentation	5 days	Thu 27/09/18	Wed 03/10/18	365	367
367	Approval period with STA	10 days	Thu 04/10/18	Wed 17/10/18	366	368
368	Technical requirements completed	0 days	Thu 18/10/18	Thu 18/10/18	367	379,387,433,376
369	**Non-Functional**	**25 days**	**Thu 13/09/18**	**Thu 18/10/18**		
370	Gather requirements	10 days	Thu 13/09/18	Wed 26/09/18		371SS+5 days
371	Document requirements	5 days	Thu 20/09/18	Wed 26/09/18	370SS+5 days	372
372	Circulate requirements document internally	0 days	Thu 27/09/18	Thu 27/09/18	371	373
373	Update requirements documentation	5 days	Thu 27/09/18	Wed 03/10/18	372	374
374	Approval period with STA	10 days	Thu 04/10/18	Wed 17/10/18	373	375
375	Non-functional requirements completed	0 days	Thu 18/10/18	Thu 18/10/18	374	380,388,433,376
376	Scanning requirements completed	0 days	Thu 18/10/18	Thu 18/10/18	375,368,361	
377	**Solution Design**	**25 days**	**Thu 18/10/18**	**Thu 22/11/18**		
378	Update solution with operational requirements	10 days	Thu 18/10/18	Wed 31/10/18	361	381
379	Update solution with technical requirements	10 days	Thu 18/10/18	Wed 31/10/18	368	381
380	Update solution with non-functional requirements	10 days	Thu 18/10/18	Wed 31/10/18	375	381



ID	Task Name	Duration	Start	Finish	Predecessors	Successors
381	Solution walkthrough	1 day	Thu 01/11/18	Thu 01/11/18	378,379,380	382
382	Update specification	4 days	Fri 02/11/18	Wed 07/11/18	381	383
383	Approval period with STA	10 days	Thu 08/11/18	Wed 21/11/18	382	384
384	Scanning Solution design completed	0 days	Thu 22/11/18	Thu 22/11/18	383	
385	**Infrastructure Design**	**20 days**	**Thu 18/10/18**	**Thu 15/11/18**		
386	Update infrastructure design with operational requirements	10 days	Thu 18/10/18	Wed 31/10/18	361	
387	Update infrastructure design with technical requirements	10 days	Thu 18/10/18	Wed 31/10/18	368	
388	Update infrastructure design with non-functional requirements	10 days	Thu 18/10/18	Wed 31/10/18	375	389
389	Solution walkthrough	1 day	Thu 01/11/18	Thu 01/11/18	388	390
390	Update infrastructure specification	4 days	Fri 02/11/18	Wed 07/11/18	389	391
391	Approval period with STA	5 days	Thu 08/11/18	Wed 14/11/18	390	392
392	Scanning Infrastructure design completed	0 days	Thu 15/11/18	Thu 15/11/18	391	
393	**Scanning Implementation**	**88 days**	**Thu 13/09/18**	**Tue 15/01/19**		
394	**Hardware**	**88 days**	**Thu 13/09/18**	**Tue 15/01/19**		
395	Hardware lead time	60 days	Thu 13/09/18	Wed 05/12/18		396FS+3 days
396	Install hardware	20 days	Tue 11/12/18	Mon 07/01/19	395FS+3 days	397
397	Test hardware installation	5 days	Tue 08/01/19	Mon 14/01/19	396	405,398
398	Hardware set-up completed	0 days	Tue 15/01/19	Tue 15/01/19	397	
399	**Software**	**25 days**	**Thu 08/11/18**	**Thu 13/12/18**		
400	System configuration	25 days	Thu 08/11/18	Wed 12/12/18		401SS,402
401	Interface setup	25 days	Thu 08/11/18	Wed 12/12/18	400SS	402
402	Software set-up completed	0 days	Thu 13/12/18	Thu 13/12/18	400,401	405
403	**Scanning Unit and Integration Testing**	**55 days**	**Tue 15/01/19**	**Tue 02/04/19**		
404	**Preparation**	**7 days**	**Tue 15/01/19**	**Thu 24/01/19**		
405	Test planning	7 days	Tue 15/01/19	Wed 23/01/19	397,402,800	406SS,407SS,408
406	Create test materials	7 days	Tue 15/01/19	Wed 23/01/19	405SS	408
407	Mobilise testing team	7 days	Tue 15/01/19	Wed 23/01/19	405SS	408
408	Test preparation completed	0 days	Thu 24/01/19	Thu 24/01/19	407,405,406	410,411
409	**Unit Testing**	**3 days**	**Thu 24/01/19**	**Tue 29/01/19**		
410	Test software	3 days	Thu 24/01/19	Mon 28/01/19	408	412
411	Test interfaces	3 days	Thu 24/01/19	Mon 28/01/19	408	412
412	Unit Testing completed	0 days	Tue 29/01/19	Tue 29/01/19	410,411	414,420,812,426
413	**Integration Testing (Scanning Service - MarkManager)**	**16 days**	**Mon 11/02/19**	**Tue 05/03/19**		
414	Execute cycle 1	5 days	Mon 11/02/19	Fri 15/02/19	412,328SS	417,415
415	Execute cycle 2	5 days	Mon 18/02/19	Fri 22/02/19	414,329SS	417,416
416	Execute cycle 3	5 days	Mon 25/02/19	Fri 01/03/19	415,330SS	417
417	Update documentation	1 day	Mon 04/03/19	Mon 04/03/19	414,415,416	418
418	Completed reporting	0 days	Tue 05/03/19	Tue 05/03/19	417	420,419,426
419	Volume testing	10 days	Tue 05/03/19	Mon 18/03/19	418	420,816FF,423,4
420	Approval period with STA	10 days	Tue 19/03/19	Mon 01/04/19	418,412,419	421
421	Unit and integration testing completed	0 days	Tue 02/04/19	Tue 02/04/19	420	438
422	**Penetration Testing**	**11 days**	**Tue 19/03/19**	**Tue 02/04/19**		
423	Planning and preparation	5 days	Tue 19/03/19	Mon 25/03/19	419	424

3rd Quarter
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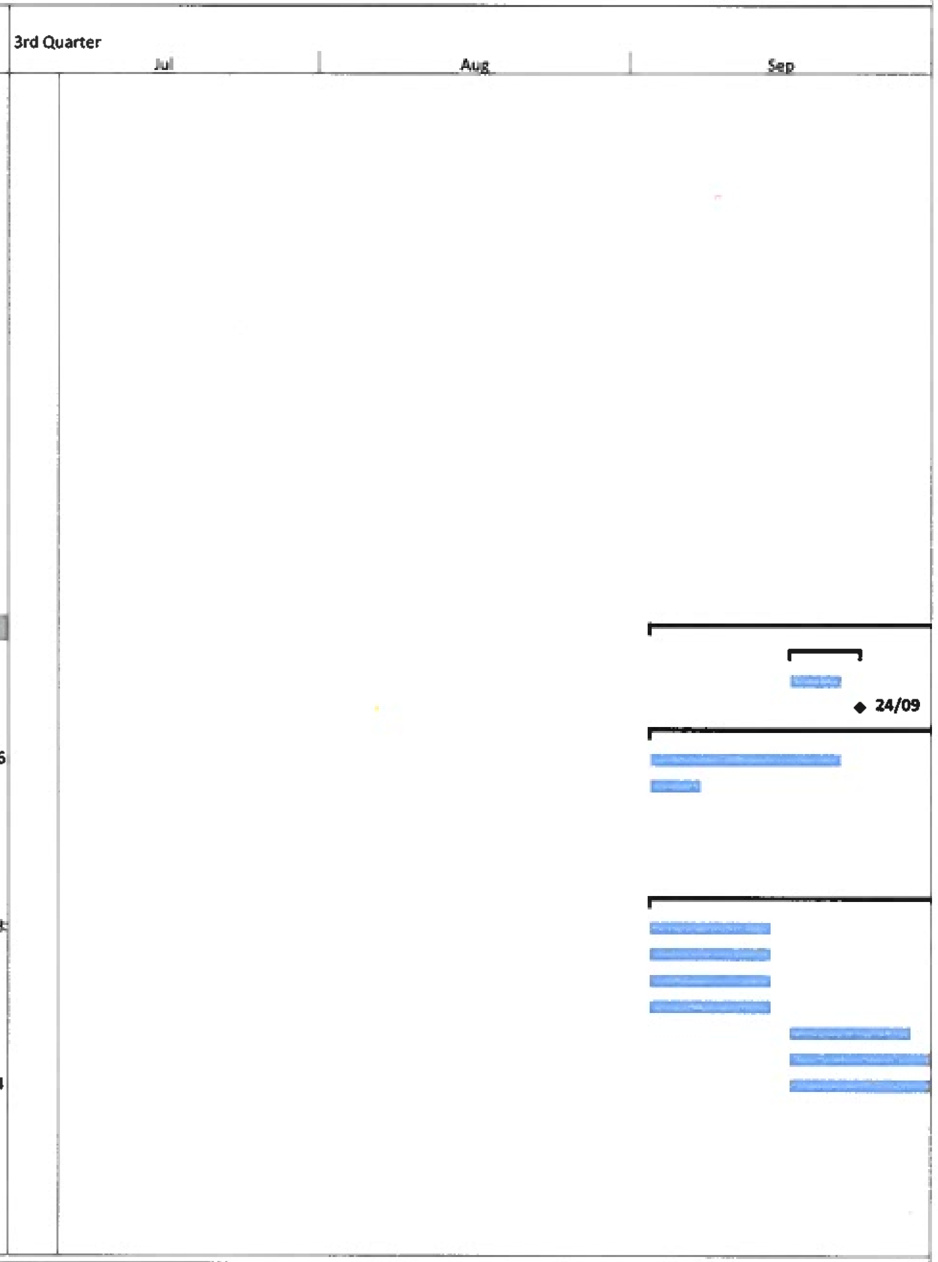
ID	Task Name	Duration	Start	Finish	Predecessors	Successors
424	Execute tests	1 day	Tue 26/03/19	Tue 26/03/19	423	425,826FF
425	Review outcomes and identify rectifications	5 days	Wed 27/03/19	Tue 02/04/19	424	438,426
426	MS10 - Scanning and Indexing software set up tests complete	0 days	Wed 03/04/19	Wed 03/04/19	425,419,418,41	12FS+66 days
427	**Paper Archive**	**2 days**	**Tue 19/02/19**	**Wed 20/02/19**		
428	Plan paper archiving for Year 1 Test Cycle	2 days	Tue 19/02/19	Wed 20/02/19	430FF	
429	**Operational Readiness**	**63 days**	**Mon 26/11/18**	**Wed 20/02/19**		
430	Produce detailed operating procedures	25 days	Thu 17/01/19	Wed 20/02/19		431SS,428FF
431	Produce training materials	25 days	Thu 17/01/19	Wed 20/02/19	430SS	436
432	Define resource requirements	15 days	Mon 26/11/18	Fri 14/12/18		433
433	Define recruitment plan	5 days	Mon 17/12/18	Fri 21/12/18	361,368,375,43	435FS+6 days
434	**Mobilise Scanning Centre for Year 1 Test Cycle**	**67 days**	**Tue 01/01/19**	**Thu 04/04/19**		
435	Recruitment plan in place	45 days	Tue 01/01/19	Mon 04/03/19	433FS+6 days	
436	Training plan in place	20 days	Thu 21/02/19	Wed 20/03/19	431	437
437	Update detailed operating procedures	10 days	Thu 21/03/19	Wed 03/04/19	436	438
438	Scanning Centre mobilised	0 days	Thu 04/04/19	Thu 04/04/19	437,421,425	441
439	**Product 1.4 Closure**	**139 days**	**Mon 08/10/18**	**Fri 19/04/19**		
440	Agree product closure criteria with STA	0 days	Mon 08/10/18	Mon 08/10/18	110	441,218
441	Complete product closure activities	1 day	Thu 04/04/19	Thu 04/04/19	440,438	442
442	Approval period with STA	10 days	Fri 05/04/19	Thu 18/04/19	441	443
443	Product 1.4 Scanning Centre completed	0 days	Fri 19/04/19	Fri 19/04/19	442	
444	**1.5 Deploy Advantage Digital Platform**	**259.5 days**	**Mon 03/09/1**	**Fri 30/08/19**		
445	**Planning & Preparation**	**5 days**	**Mon 17/09/18**	**Mon 24/09/18**		
446	Finalise 1.5 Deploy Advantage Digital Platform plan	5 days	Mon 17/09/18	Fri 21/09/18	108SS	
447	Prepare draft Capacity Management Plan	0 days	Mon 24/09/18	Mon 24/09/18	449	
448	**Advantage Digital Platform Infrastructure Build**	**100 days**	**Mon 03/09/18**	**Mon 21/01/19**		
449	Finalise design	15 days	Mon 03/09/18	Fri 21/09/18	47	454SS,455SS,456
450	Domain name procurement, including sub-domain, SSL certs, and add SPF record for SMTP	5 days	Mon 03/09/18	Fri 07/09/18	449SS	
451	Set-up enviomment, including testing of infrastructure set-up	3 days	Wed 16/01/19	Mon 21/01/19	484SF	452
452	Infrastructure Build completed	0 days	Mon 21/01/19	Mon 21/01/19	451	
453	**Advantage Digital Platform Solution Design**	**40 days**	**Mon 03/09/18**	**Fri 26/10/18**		
454	Review Capita requirements	10 days	Mon 03/09/18	Fri 14/09/18	449SS	458,459,460,598
455	Review STA requirements	10 days	Mon 03/09/18	Fri 14/09/18	449SS	458,459,460
456	Review School and Local Authority requirements	10 days	Mon 03/09/18	Fri 14/09/18	449SS	458,459,460
457	Review Marker requirements	10 days	Mon 03/09/18	Fri 14/09/18	449SS	458,459,460
458	Update requirements documentation	10 days	Mon 17/09/18	Fri 28/09/18	454,455,456,45	
459	Finalise technical design	20 days	Mon 17/09/18	Fri 12/10/18	454,455,456,45	
460	Update technical design documentation	20 days	Mon 17/09/18	Fri 12/10/18	454,455,456,45	461,549,565,464
461	Approval period with STA	10 days	Mon 15/10/18	Fri 26/10/18	460	
462	**Advantage Digital Platform Software Configuration**	**177 days**	**Mon 15/10/18**	**Wed 19/06/19**		
463	**Phase 1 - School User (Part 1)**	**65 days**	**Mon 15/10/18**	**Mon 14/01/19**		
464	Sprint 0 - confirm requirements, including STA	16 days	Mon 15/10/18	Mon 05/11/18	460	465,469
465	Sprint 1	10 days	Tue 06/11/18	Mon 19/11/18	464	466,469
466	Sprint 2	10 days	Tue 20/11/18	Mon 03/12/18	465	467,469



ID	Task Name	Duration	Start	Finish	Predecessors	Successors	3rd Quarter Jul Aug Sep
467	Sprint 3	10 days	Tue 04/12/18	Mon 17/12/18	466	469,468	
468	Sprint 4 - Hardening Sprint	7 days	Tue 18/12/18	Wed 26/12/18	467	469,474SS-15 da	
469	Phase 1 software release for testing	1 day	Thu 27/12/18	Thu 27/12/18	464,465,466,46	470	
470	Phase 1 software testing	10 days	Fri 28/12/18	Thu 10/01/19	469	471	
471	Phase 1 demonstration to STA	1 day	Fri 11/01/19	Fri 11/01/19	470	472	
472	Phase 1 completed	0 days	Mon 14/01/19	Mon 14/01/19	471		
473	**Phase 2 - School User (Part 2), STA User, Local Authority User**	**70 days**	**Tue 27/11/18**	**Tue 05/03/19**			
474	Sprint 0 - confirm requirements, including STA	23 days	Tue 27/11/18	Thu 27/12/18	468SS-15 days	475,479	
475	Sprint 1	11 days	Fri 28/12/18	Fri 11/01/19	474	476,479	
476	Sprint 2	10 days	Mon 14/01/19	Fri 25/01/19	475	477,479	
477	Sprint 3	10 days	Mon 28/01/19	Fri 08/02/19	476	478,479	
478	Sprint 4 - Hardening Sprint	5 days	Mon 11/02/19	Fri 15/02/19	477	479,484SS-15 da	
479	Phase 2 software release for testing	1 day	Mon 18/02/19	Mon 18/02/19	474,475,476,47	480	
480	Phase 2 software testing	10 days	Tue 19/02/19	Mon 04/03/19	479	481	
481	Phase 2 demonstration to STA	0 days	Tue 05/03/19	Tue 05/03/19	480	482	
482	Phase 2 completed	0 days	Tue 05/03/19	Tue 05/03/19	481		
483	**Phase 3 - School User (Part 3), SQA User and Integration to MarkManager and SAP**	**69 days**	**Mon 21/01/19**	**Fri 26/04/19**			
484	Sprint 0 - confirming requirements, including STA	21 days	Mon 21/01/19	Mon 18/02/19	478SS-15 days	485,451SF	
485	Sprint 1	10 days	Tue 19/02/19	Mon 04/03/19	484	486	
486	Sprint 2	10 days	Tue 05/03/19	Mon 18/03/19	485	487	
487	Sprint 3	12 days	Tue 19/03/19	Wed 03/04/19	486	488	
488	Sprint 4 - Hardening Sprint	5 days	Thu 04/04/19	Wed 10/04/19	487	489,496SS-12 da	
489	Phase 3 software release for testing	0.5 days	Thu 11/04/19	Thu 11/04/19	488	492	
490	Integration testing (Advantage Digital Platform - MarkManager - SAP)	10 days	Thu 11/04/19	Thu 25/04/19	492SS	823FF	
491	Advantage Digital Platform volume and performance testing	5 days	Thu 11/04/19	Thu 18/04/19	492SS	817FF	
492	Phase 3 software testing	10 days	Thu 11/04/19	Thu 25/04/19	489	493,490SS,491SS	
493	Phase 3 demonstration to STA	0.5 days	Thu 25/04/19	Thu 25/04/19	492	494	
494	Phase 3 completed	0 days	Fri 26/04/19	Fri 26/04/19	493		
495	**Phase 4 - Knowledge Base, MI Reporting, Broadcast Messages, MIS Integration, Contact Centre**	**66 days**	**Tue 19/03/19**	**Wed 19/06/19**			
496	Sprint 0 - confirm requirements, including STA	18 days	Tue 19/03/19	Thu 11/04/19	488SS-12 days	497	
497	Sprint 1	10 days	Fri 12/04/19	Thu 25/04/19	496	498FS+1 day	
498	Sprint 2	10 days	Mon 29/04/19	Fri 10/05/19	497FS+1 day	499	
499	Sprint 3	10 days	Mon 13/05/19	Fri 24/05/19	498	500FS+1 day	
500	Sprint 4 - Hardening Sprint	5 days	Tue 28/05/19	Mon 03/06/19	499FS+1 day	501	
501	Phase 4 software release for testing	0.5 days	Tue 04/06/19	Tue 04/06/19	500	502	
502	Phase 4 software testing	10 days	Tue 04/06/19	Tue 18/06/19	501	503,813	
503	Phase 4 demonstration to STA	0.5 days	Tue 18/06/19	Tue 18/06/19	502	504	
504	Phase 4 completed	0 days	Wed 19/06/19	Wed 19/06/19	503	507,518	
505	**Advantage Digital Platform Pre-Production Solution Deployment**	**218.5 days**	**Fri 12/10/18**	**Wed 14/08/19**			
506	**Deployment**	**11.5 days**	**Wed 19/06/19**	**Thu 04/07/19**			
507	Solution deployment to pre-production	0.5 days	Wed 19/06/19	Wed 19/06/19	504	508	

ID	Task Name	Duration	Start	Finish	Predecessors	Successors
508	Deployment testing	1 day	Wed 19/06/19	Thu 20/06/19	507	509,517,515
509	External penetration test	2 days	Thu 20/06/19	Mon 24/06/19	508	510
510	Review penetration test outcomes, including STA	5 days	Mon 24/06/19	Mon 01/07/19	509	511
511	Test data backup routines	3 days	Mon 01/07/19	Thu 04/07/19	510	
512	**Advantage Digital Platform User Acceptance Testing**	**33 days**	**Thu 13/06/19**	**Tue 30/07/19**		**588,589,543**
513	**User Training**	**15 days**	**Thu 13/06/19**	**Thu 04/07/19**		
514	Prepare and test training materials	5 days	Thu 13/06/19	Thu 20/06/19	515SF,517SF	
515	Train STA users	5 days	Thu 20/06/19	Thu 27/06/19	508	516,514SF,521,5
516	Train Contact Centre users	5 days	Thu 27/06/19	Thu 04/07/19	515,517	
517	Train SQA users	5 days	Thu 20/06/19	Thu 27/06/19	508	516,514SF,521,5
518	MS09 - Portal ready for UAT	0 days	Thu 27/06/19	Thu 27/06/19	515,517,504	11FS+2 days
519	**Advantage Digital Platform User Acceptance Testing**	**23 days**	**Thu 27/06/19**	**Tue 30/07/19**		**820FF**
520	**Forms**	**7 days**	**Thu 27/06/19**	**Mon 08/07/19**		**527,528,529,530,**
521	STA user	7 days	Thu 27/06/19	Mon 08/07/19	515,517	
522	School user	7 days	Thu 27/06/19	Mon 08/07/19	515,517	
523	Local Authority user	7 days	Thu 27/06/19	Mon 08/07/19	515,517	
524	SQA user	7 days	Thu 27/06/19	Mon 08/07/19	515,517	
525	Marker user	7 days	Thu 27/06/19	Mon 08/07/19	515,517	
526	**Portal**	**6.5 days**	**Mon 08/07/19**	**Tue 16/07/19**		**540,533,534,535,**
527	STA user	6.5 days	Mon 08/07/19	Tue 16/07/19	520	
528	School user	6.5 days	Mon 08/07/19	Tue 16/07/19	520	
529	Local Authority user	6.5 days	Mon 08/07/19	Tue 16/07/19	520	
530	SQA user	6.5 days	Mon 08/07/19	Tue 16/07/19	520	
531	Marker user	6.5 days	Mon 08/07/19	Tue 16/07/19	520	
532	**Workflow**	**6.5 days**	**Wed 17/07/19**	**Thu 25/07/19**		**540,538**
533	Case Manager	6.5 days	Wed 17/07/19	Thu 25/07/19	526	
534	Interfaces	6.5 days	Wed 17/07/19	Thu 25/07/19	526	
535	End-to-End	6.5 days	Wed 17/07/19	Thu 25/07/19	526	
536	MI Reports	6.5 days	Wed 17/07/19	Thu 25/07/19	526	
537	**Test report**	**3 days**	**Thu 25/07/19**	**Tue 30/07/19**		
538	Create test report	2 days	Thu 25/07/19	Mon 29/07/19	526,520,532	539
539	Review and approve test report	1 day	Mon 29/07/19	Tue 30/07/19	538	541
540	MS11 - Portal UAT Exit	0 days	Thu 25/07/19	Thu 25/07/19	526,520,532	13FS+2 days
541	MS12 - Portal set up complete	0 days	Tue 30/07/19	Tue 30/07/19	539	14FS+2 days
542	**Penetration Testing**	**11 days**	**Tue 30/07/19**	**Wed 14/08/19**		
543	Planning and preparation	5 days	Tue 30/07/19	Tue 06/08/19	512,800	544
544	Execute tests	1 day	Tue 06/08/19	Wed 07/08/19	543	545,827FF
545	Review outcomes and identify rectifications	5 days	Wed 07/08/19	Wed 14/08/19	544	588,589
546	**Develop Data Migration**	**43 days**	**Fri 12/10/18**	**Wed 12/12/18**		
547	**Marker Register - Preparation**	**43 days**	**Fri 12/10/18**	**Wed 12/12/18**		
548	DEP03 - Provision of Markers Register	0 days	Fri 12/10/18	Fri 12/10/18	22	549
549	Load data to test environment	2 days	Mon 15/10/18	Tue 16/10/18	460,548	550
550	Prepare migration specification	5 days	Wed 17/10/18	Tue 23/10/18	549	551
551	Anonymise data	6 days	Wed 24/10/18	Wed 31/10/18	550	552
552	Develop migration routines	10 days	Thu 01/11/18	Wed 14/11/18	551	555

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ID	Task Name	Duration	Start	Finish	Predecessors	Successors
553	**Trial Migration**	**19 days**	**Thu 15/11/18**	**Wed 12/12/18**		
554	**Migration 1**	**12 days**	**Thu 15/11/18**	**Fri 30/11/18**		
555	Run migration routines	2 days	Thu 15/11/18	Fri 16/11/18	552	556
556	Test migration	5 days	Mon 19/11/18	Fri 23/11/18	555	557
557	Update specification and routines	5 days	Mon 26/11/18	Fri 30/11/18	556	559
558	**Migration 2**	**7 days**	**Mon 03/12/18**	**Wed 12/12/18**		
559	Run migration routines	2 days	Mon 03/12/18	Tue 04/12/18	557	560
560	Test migration	5 days	Wed 05/12/18	Tue 11/12/18	559	561
561	Finalise specification and routines	0 days	Wed 12/12/18	Wed 12/12/18	560	562
562	Marker Register migration preparation completed	0 days	Wed 12/12/18	Wed 12/12/18	561	
563	**NCA Tools User Data - Preparation**	**43 days**	**Fri 12/10/18**	**Wed 12/12/18**		
564	DEP02- Subset of NCA Users Data	0 days	Fri 12/10/18	Fri 12/10/18	21	565
565	Load data to test environment	2 days	Mon 15/10/18	Tue 16/10/18	460,564	566
566	Prepare migration specification	5 days	Wed 17/10/18	Tue 23/10/18	565	567
567	Anonymise data	6 days	Wed 24/10/18	Wed 31/10/18	566	568
568	Develop migration routines	10 days	Thu 01/11/18	Wed 14/11/18	567	571
569	**Trial Migration**	**19 days**	**Thu 15/11/18**	**Wed 12/12/18**		
570	**Migration 1**	**12 days**	**Thu 15/11/18**	**Fri 30/11/18**		
571	Run migration routines	2 days	Thu 15/11/18	Fri 16/11/18	568	572
572	Test migration	5 days	Mon 19/11/18	Fri 23/11/18	571	573
573	Update specification and routines	5 days	Mon 26/11/18	Fri 30/11/18	572	575
574	**Migration 2**	**7 days**	**Mon 03/12/18**	**Wed 12/12/18**		
575	Run migration routines	2 days	Mon 03/12/18	Tue 04/12/18	573	576
576	Test migration	5 days	Wed 05/12/18	Tue 11/12/18	575	577
577	Finalise specification and routines	0 days	Wed 12/12/18	Wed 12/12/18	576	578
578	Trial NCA Tools User Data migration completed	0 days	Wed 12/12/18	Wed 12/12/18	577	588,589
579	**Go-Live**	**10 days**	**Thu 01/08/19**	**Thu 15/08/19**		
580	**Prepare Communications**	**5 days**	**Thu 01/08/19**	**Thu 08/08/19**		
581	General TOPS Portal communications	5 days	Thu 01/08/19	Thu 08/08/19	588FS-10 days	
582	Capita user login and access communication	5 days	Thu 01/08/19	Thu 08/08/19	588FS-10 days	
583	Subcontractor user login and access communication	5 days	Thu 01/08/19	Thu 08/08/19	588FS-10 days	
584	STA user login and access communication	5 days	Thu 01/08/19	Thu 08/08/19	588FS-10 days	
585	LA user login and access communication	5 days	Thu 01/08/19	Thu 08/08/19	588FS-10 days	
586	School user login and access communication	5 days	Thu 01/08/19	Thu 08/08/19	588FS-10 days	
587	Marker user login and access communication	5 days	Thu 01/08/19	Thu 08/08/19	588FS-10 days	
588	TOPS Portal Go Live	1 day	Wed 14/08/19	Thu 15/08/19	578,512,545	581FS-10 days,58
589	Advantage Digital Platform Go Live	1 day	Wed 14/08/19	Thu 15/08/19	578,512,545	592
590	**Product 1.5 Closure**	**234.5 days**	**Mon 08/10/18**	**Fri 30/08/19**		
591	Agree product closure criteria with STA	0 days	Mon 08/10/18	Mon 08/10/18	110	592,218
592	Complete product closure activities	1 day	Thu 15/08/19	Fri 16/08/19	591,588,589	593
593	Approval period with STA	10 days	Fri 16/08/19	Fri 30/08/19	592	594
594	Product 1.5 Deploy Advantage Digitial Platform completed	0 days	Fri 30/08/19	Fri 30/08/19	593	
595	**1.6 Contact Centre**	**268 days**	**Mon 20/08/1**	**Thu 29/08/19**		
596	**Planning & Preparation**	**187 days**	**Mon 20/08/18**	**Tue 07/05/19**		

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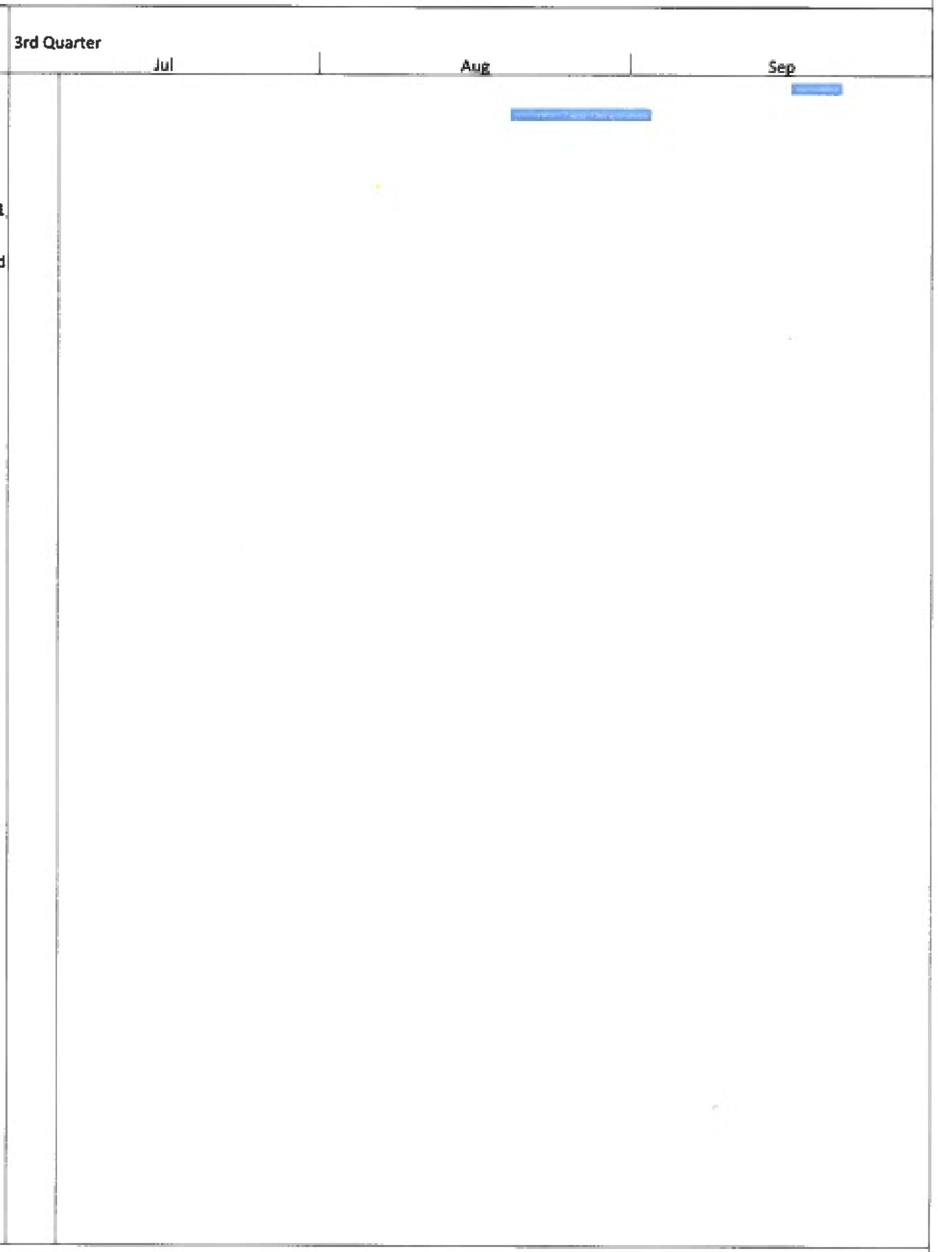
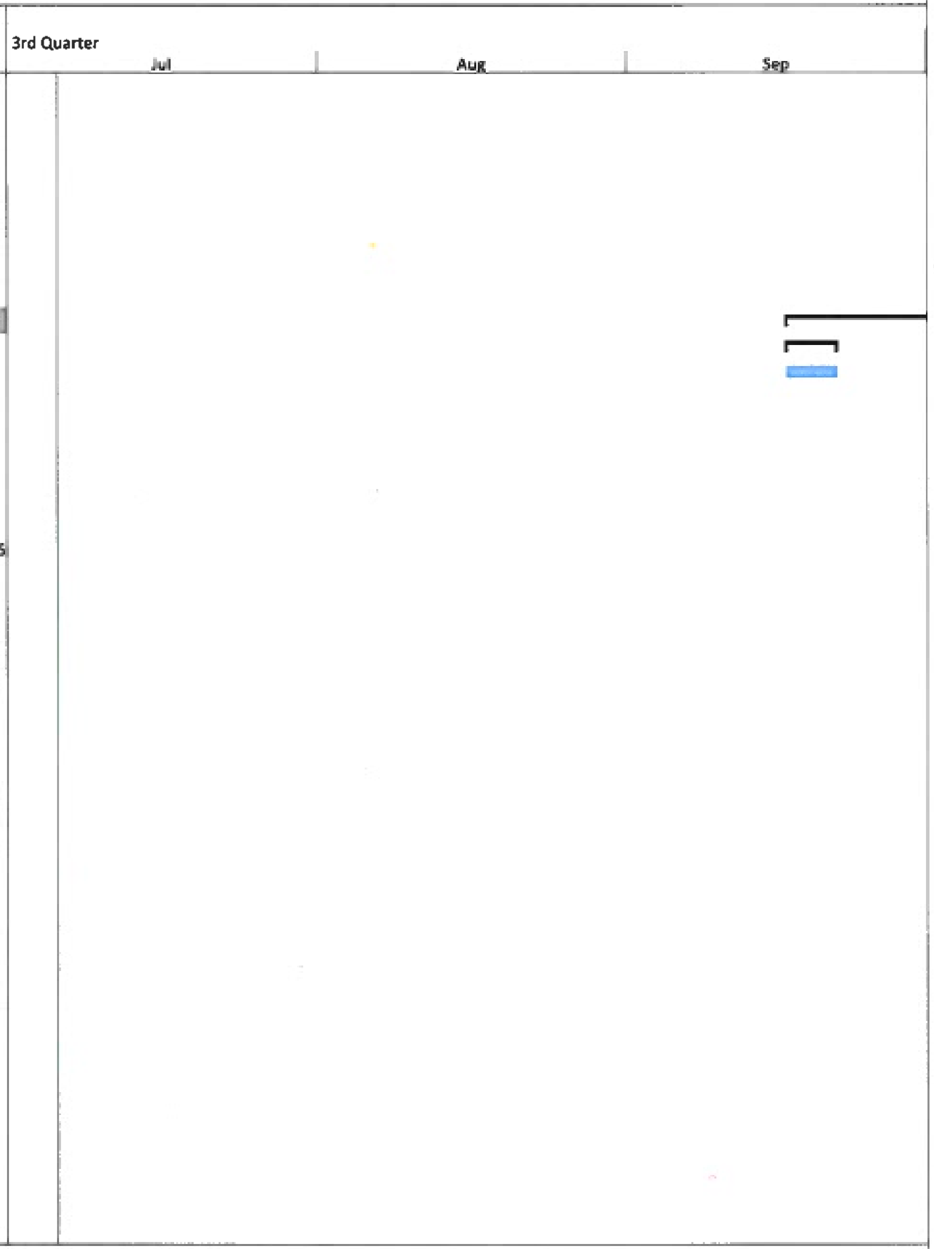
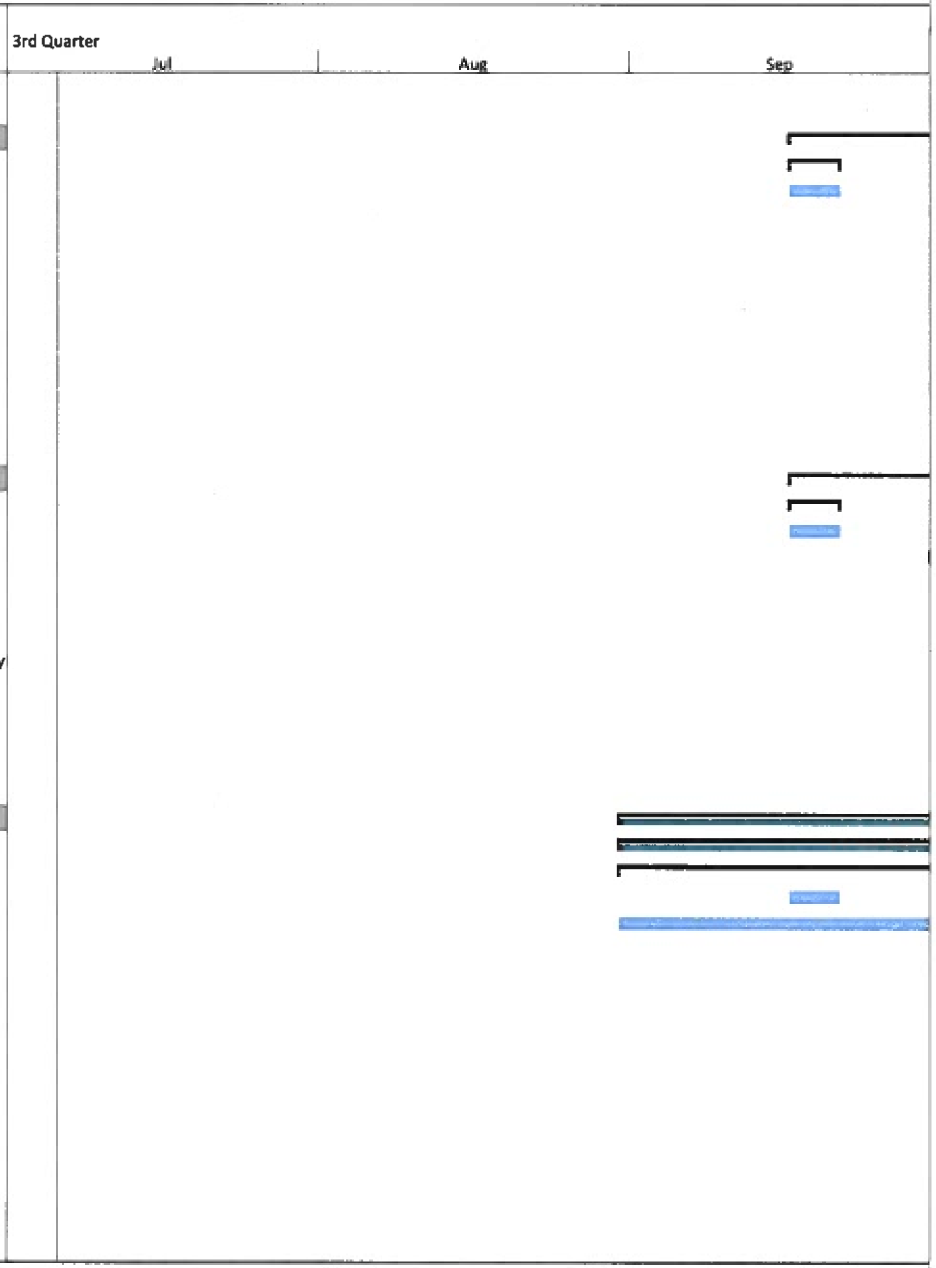
ID	Task Name	Duration	Start	Finish	Predecessors	Successors
597	Finalise 1.6 Contact Centre plan	5 days	Mon 17/09/18	Fri 21/09/18	108SS	
598	Specify initial functional and non-functional requirements to CRM team	10 days	Mon 20/08/18	Mon 03/09/18	454SF	
599	Commence set-up	0 days	Thu 04/04/19	Thu 04/04/19		600
600	Exit planning with incumbents	24 days	Thu 04/04/19	Tue 07/05/19	599	601SS+5 days
601	Finalise Contact Centre Service Design	15 days	Thu 11/04/19	Wed 01/05/19	600SS+5 days,8	637,639,640,641
602	**Contact Centre Telephony Set-up**	**176 days**	**Fri 26/10/18**	**Mon 01/07/19**		
603	Finalise functional requirements	6 days	Thu 02/05/19	Thu 09/05/19	601	604SS,607FS+1 d
604	Finalise non functional requirements	6 days	Thu 02/05/19	Thu 09/05/19	603SS	607FS+1 day
605	DEP01 - Transfer of existing telephone numbers	0 days	Fri 26/10/18	Fri 26/10/18	20	607,606
606	Provision new telephone numbers (if required)	60 days	Fri 26/10/18	Thu 17/01/19	605	607
607	Telephony configuration, including IVR	15 days	Mon 13/05/19	Fri 31/05/19	603FS+1 day,60	608
608	Execute testing and assurance	20 days	Mon 03/06/19	Fri 28/06/19	607	609
609	Telephony set-up completed	0 days	Mon 01/07/19	Mon 01/07/19	608	
610	**Planning & Forecasting Preparation**	**32 days**	**Thu 02/05/19**	**Mon 17/06/19**		
611	Finalise Contact Centre Planning and Forecasting Model	27 days	Thu 02/05/19	Fri 07/06/19	601	612
612	Approval period with STA	5 days	Mon 10/06/19	Fri 14/06/19	611	613
613	Planning and forecasting preparation completed	0 days	Mon 17/06/19	Mon 17/06/19	612	
614	**Contact Centre Recruitment Preparation**	**32 days**	**Thu 02/05/19**	**Mon 17/06/19**		
615	Finalise role profiles	27 days	Thu 02/05/19	Fri 07/06/19	601	617,616SS
616	Finalise contract of employment	27 days	Thu 02/05/19	Fri 07/06/19	615SS	617
617	Approval period with STA	5 days	Mon 10/06/19	Fri 14/06/19	615,616	618
618	Contact Centre recruitment preparation completed	0 days	Mon 17/06/19	Mon 17/06/19	617	
619	**Operational Processes & Procedures**	**32 days**	**Thu 02/05/19**	**Mon 17/06/19**		
620	Develop operational processes and procedures	27 days	Thu 02/05/19	Fri 07/06/19	601	622,621SS
621	Develop materials for TOPS Portal	27 days	Thu 02/05/19	Fri 07/06/19	620SS	622
622	STA approval period	5 days	Mon 10/06/19	Fri 14/06/19	620,621	623
623	Operational processes and procedures completed	0 days	Mon 17/06/19	Mon 17/06/19	622	
624	**IT Support Processes & Procedures**	**11 days**	**Mon 26/11/18**	**Tue 11/12/18**		
625	Develop operational processes and procedures	10 days	Mon 26/11/18	Fri 07/12/18		626
626	Set-up resolver groups	1 day	Mon 10/12/18	Mon 10/12/18	625	627
627	IT Support processes and procedures completed	0 days	Tue 11/12/18	Tue 11/12/18	626	
628	**Staff Training Preparation**	**29 days**	**Thu 04/04/19**	**Wed 15/05/19**		
629	Prepare draft training materials	24 days	Thu 04/04/19	Tue 07/05/19		630
630	Approval period with STA	5 days	Wed 08/05/19	Tue 14/05/19	629	631
631	Staff training preparation completed	0 days	Wed 15/05/19	Wed 15/05/19	630	
632	**Business Readiness**	**74 days**	**Thu 02/05/19**	**Tue 13/08/19**		
633	Agree readiness criteria with STA	0 days	Thu 02/05/19	Thu 02/05/19	601	634
634	Complete readiness activities	10 days	Thu 02/05/19	Wed 15/05/19	633	635
635	Approval period with STA	10 days	Wed 31/07/19	Tue 13/08/19	634,642SS	
636	**Mobilise Contact Centre for Year 1 Test Cycle**	**74 days**	**Thu 02/05/19**	**Wed 14/08/19**		
637	Complete recruitment	20 days	Wed 05/06/19	Tue 02/07/19	601	638,642
638	Complete training	20 days	Wed 03/07/19	Tue 30/07/19	637	642
639	Update detailed operating procedures	27 days	Thu 02/05/19	Fri 07/06/19	601	642
640	Finalise materials for TOPS Portal	22 days	Thu 02/05/19	Fri 31/05/19	601	642



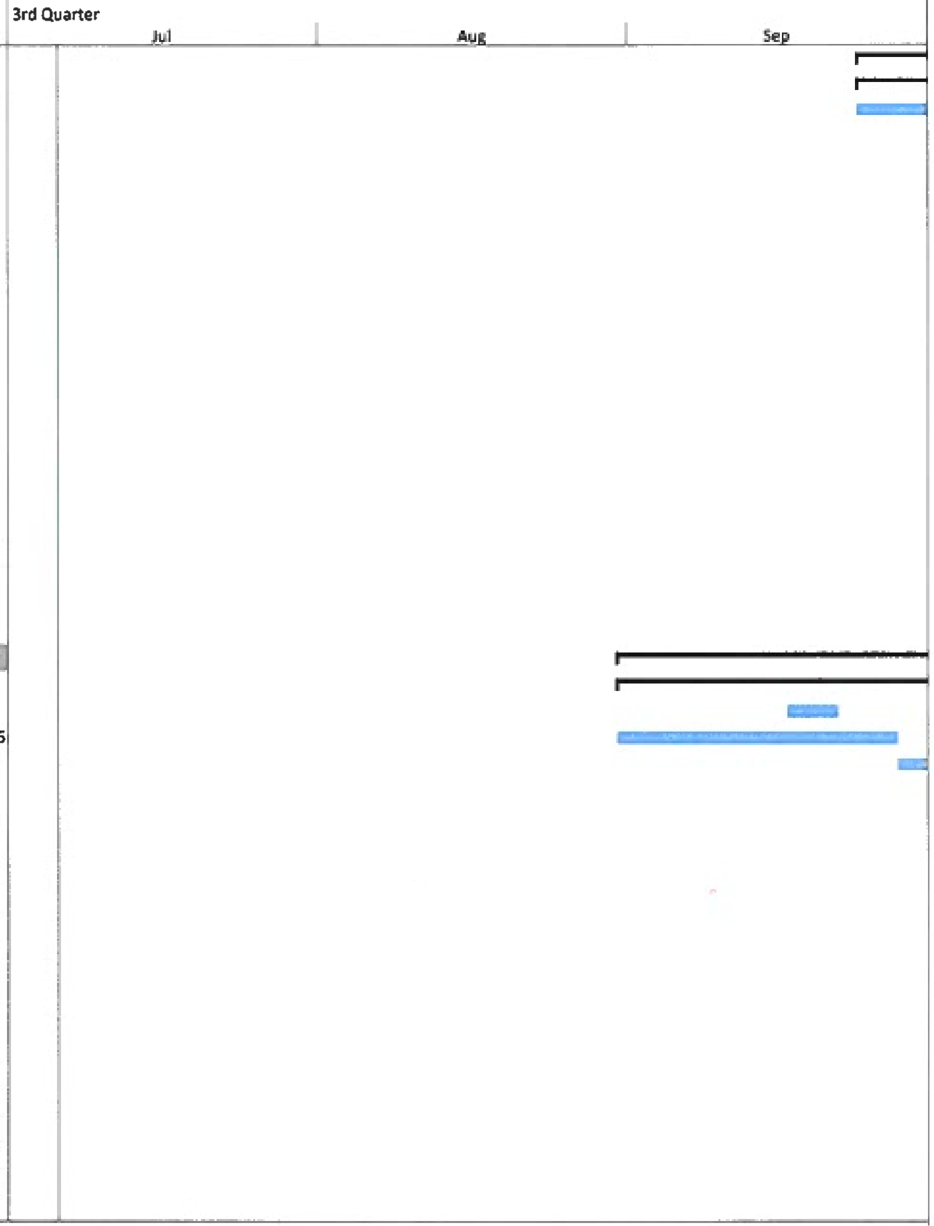
ID	Task Name	Duration	Start	Finish	Predecessors	Successors
641	Implement IVR	6 days	Thu 02/05/19	Thu 09/05/19	601	642
642	Approval period with STA	10 days	Wed 31/07/19	Tue 13/08/19	637,638,639,64	643,635SS
643	Contact centre mobilised	0 days	Wed 14/08/19	Wed 14/08/19	642	647,644
644	MS14 - Contact Centre set up complete	0 days	Wed 14/08/19	Wed 14/08/19	643	16FS+13 days
645	**Product 1.6 Closure**	**233 days**	**Mon 08/10/18**	**Thu 29/08/19**		
646	Agree product closure criteria with STA	0 days	Mon 08/10/18	Mon 08/10/18	110	647,218
647	Complete product closure activities	1 day	Wed 14/08/19	Wed 14/08/19	646,643	648
648	Approval period with STA	10 days	Thu 15/08/19	Wed 28/08/19	647	649
649	Product 1.6 Contact Centre completed	0 days	Thu 29/08/19	Thu 29/08/19	648	
650	**1.7 Printing**	**221 days**	**Mon 17/09/1**	**Tue 23/07/19**		
651	**Planning & Preparation**	**5 days**	**Mon 17/09/18**	**Fri 21/09/18**		
652	Finalise 1.7 Printing plan	5 days	Mon 17/09/18	Fri 21/09/18	108SS	
653	**Printing Operational plans**	**30 days**	**Wed 01/05/19**	**Tue 11/06/19**		
654	Review and finalise format of Materials Production Plan	20 days	Wed 01/05/19	Tue 28/05/19	49,658SS	
655	Review and finalise format of Production and Logistics Plan	20 days	Wed 01/05/19	Tue 28/05/19	49,658SS	656
656	Approval period with STA	10 days	Wed 29/05/19	Tue 11/06/19	655	684
657	**Bulk Printing Test Materials (Communisis)**	**48 days**	**Wed 01/05/19**	**Fri 05/07/19**		
658	Establish operational governance and reporting	15 days	Wed 01/05/19	Tue 21/05/19	694	659,663SS,654SS
659	Confirm operational procedures	15 days	Wed 22/05/19	Tue 11/06/19	658	660
660	Confirm system access	15 days	Wed 12/06/19	Tue 02/07/19	659	661
661	Printing acceptance test	3 days	Wed 03/07/19	Fri 05/07/19	660	684
662	**Modified Test Materials (PIA)**	**48 days**	**Wed 01/05/19**	**Fri 05/07/19**		
663	Establish operational governance and reporting	15 days	Wed 01/05/19	Tue 21/05/19	658SS	664
664	Confirm operational procedures	15 days	Wed 22/05/19	Tue 11/06/19	663	665
665	Confirm system access	15 days	Wed 12/06/19	Tue 02/07/19	664	666
666	Printing acceptance test	3 days	Wed 03/07/19	Fri 05/07/19	665	684
667	**Test and Training Materials (Capita)**	**55 days**	**Wed 06/02/19**	**Wed 24/04/19**		
668	**Stationery Packs**	**55 days**	**Wed 06/02/19**	**Wed 24/04/19**		
669	Complete design of new attendance register	15 days	Wed 06/02/19	Tue 26/02/19		670,676SS
670	Confirm operational procedures	10 days	Wed 27/02/19	Tue 12/03/19	669	671
671	Confirm system access	10 days	Wed 13/03/19	Tue 26/03/19	670	672
672	Printing acceptance test	10 days	Wed 27/03/19	Tue 09/04/19	671	684,673
673	Approval period with STA	10 days	Wed 10/04/19	Tue 23/04/19	672	674
674	New attendance register design completed	0 days	Wed 24/04/19	Wed 24/04/19	673	
675	**Marker Training Materials**	**55 days**	**Wed 06/02/19**	**Wed 24/04/19**		
676	Establish operational governance and reporting	15 days	Wed 06/02/19	Tue 26/02/19	669SS	677
677	Confirm operational procedures	10 days	Wed 27/02/19	Tue 12/03/19	676	678
678	Confirm system access	10 days	Wed 13/03/19	Tue 26/03/19	677	679
679	Printing acceptance test	10 days	Wed 27/03/19	Tue 09/04/19	678	684,680
680	Approval period with STA	10 days	Wed 10/04/19	Tue 23/04/19	679	681
681	Marker Training Materials completed	0 days	Wed 24/04/19	Wed 24/04/19	680	
682	**Product 1.7 Closure**	**206 days**	**Mon 08/10/18**	**Tue 23/07/19**		
683	Agree product closure criteria with STA	0 days	Mon 08/10/18	Mon 08/10/18	110	684,218
684	Complete product closure activities	1 day	Mon 08/07/19	Mon 08/07/19	683,679,666,66	685



ID	Task Name	Duration	Start	Finish	Predecessors	Successors
685	Approval period with STA	10 days	Tue 09/07/19	Mon 22/07/19	684	686
686	Product 1.7 Printing completed	0 days	Tue 23/07/19	Tue 23/07/19	685	
687	**1.8 Collation**	**97 days**	**Mon 17/09/1!**	**Wed 30/01/1!**		
688	**Planning & Preparation**	**5 days**	**Mon 17/09/18**	**Fri 21/09/18**		
689	Finalise 1.8 Collation plan	5 days	Mon 17/09/18	Fri 21/09/18	108SS	
690	**Collation Readiness**	**36 days**	**Mon 26/11/18**	**Mon 14/01/19**		
691	Establish operational governance and reporting	15 days	Mon 26/11/18	Fri 14/12/18	707FS+3 days	692
692	Confirm operational procedures	15 days	Mon 17/12/18	Fri 04/01/19	691	693
693	Confirm system access	3 days	Mon 07/01/19	Wed 09/01/19	692	694
694	Collation acceptance test	3 days	Thu 10/01/19	Mon 14/01/19	693	697,658
695	**Product 1.8 Closure**	**82 days**	**Mon 08/10/18**	**Wed 30/01/19**		
696	Agree product closure criteria with STA	0 days	Mon 08/10/18	Mon 08/10/18	110	697,218
697	Complete product closure activities	1 day	Tue 15/01/19	Tue 15/01/19	696,694	698
698	Approval period with STA	10 days	Wed 16/01/19	Tue 29/01/19	697	699
699	Product 1.8 Collation completed	0 days	Wed 30/01/19	Wed 30/01/19	698	
700	**1.9 Logistics**	**58 days**	**Mon 17/09/1!**	**Thu 06/12/18**		
701	**Planning & Preparation**	**5 days**	**Mon 17/09/18**	**Fri 21/09/18**		
702	Finalise 1.9 Logistics plan	5 days	Mon 17/09/18	Fri 21/09/18	108SS	
703	**Logistics Readiness**	**37 days**	**Mon 01/10/18**	**Tue 20/11/18**		
704	Establish operational governance and reporting	16 days	Mon 01/10/18	Mon 22/10/18		705
705	Confirm operational procedures	15 days	Tue 23/10/18	Mon 12/11/18	704	706
706	Confirm system access	3 days	Tue 13/11/18	Thu 15/11/18	705	707
707	Logistics acceptance test	3 days	Fri 16/11/18	Tue 20/11/18	706	710,691FS+3 day
708	**Product 1.9 Closure**	**43 days**	**Mon 08/10/18**	**Thu 06/12/18**		
709	Agree product closure criteria with STA	0 days	Mon 08/10/18	Mon 08/10/18	110	710,218
710	Complete product closure activities	1 day	Wed 21/11/18	Wed 21/11/18	709,707	711
711	Approval period with STA	10 days	Thu 22/11/18	Wed 05/12/18	710	712
712	Product 1.9 Logistics completed	0 days	Thu 06/12/18	Thu 06/12/18	711	
713	**1.10 Marking Service**	**261 days**	**Fri 31/08/18**	**Fri 30/08/19**		
714	**Marking Team**	**261 days**	**Fri 31/08/18**	**Fri 30/08/19**		
715	**Planning & Preparation**	**251 days**	**Fri 31/08/18**	**Fri 16/08/19**		
716	Finalise 1.10 Marking Service plan	5 days	Mon 17/09/18	Fri 21/09/18	108SS	
717	Shadow 2017/2018 Test Cycle, including Segmentation and Marker Capacity Model preparation	251 days	Fri 31/08/18	Fri 16/08/19		
718	**Marker Recruitment Preparation**	**30 days**	**Mon 19/11/18**	**Mon 31/12/18**		
719	Finalise role profiles	10 days	Mon 19/11/18	Fri 30/11/18		721,720FF
720	Finalise contract of employment	10 days	Mon 19/11/18	Fri 30/11/18	719FF	
721	Finalise Recruitment and Retention Strategy	10 days	Mon 03/12/18	Fri 14/12/18	719	722
722	Approval period with STA	10 days	Mon 17/12/18	Fri 28/12/18	721	723
723	Marker recruitment preparation completed	0 days	Mon 31/12/18	Mon 31/12/18	722	746
724	**Marker Training Preparation**	**35 days**	**Wed 20/03/19**	**Tue 07/05/19**		
725	Update Marker Training Plan	5 days	Wed 20/03/19	Wed 27/03/19	726SF	
726	Prepare draft training materials, including standardisation	15 days	Wed 27/03/19	Tue 16/04/19		727,725SF
727	Approval period with STA	10 days	Wed 17/04/19	Tue 30/04/19	726	728
728	Marker training preparation completed	5 days	Wed 01/05/19	Tue 07/05/19	727	746

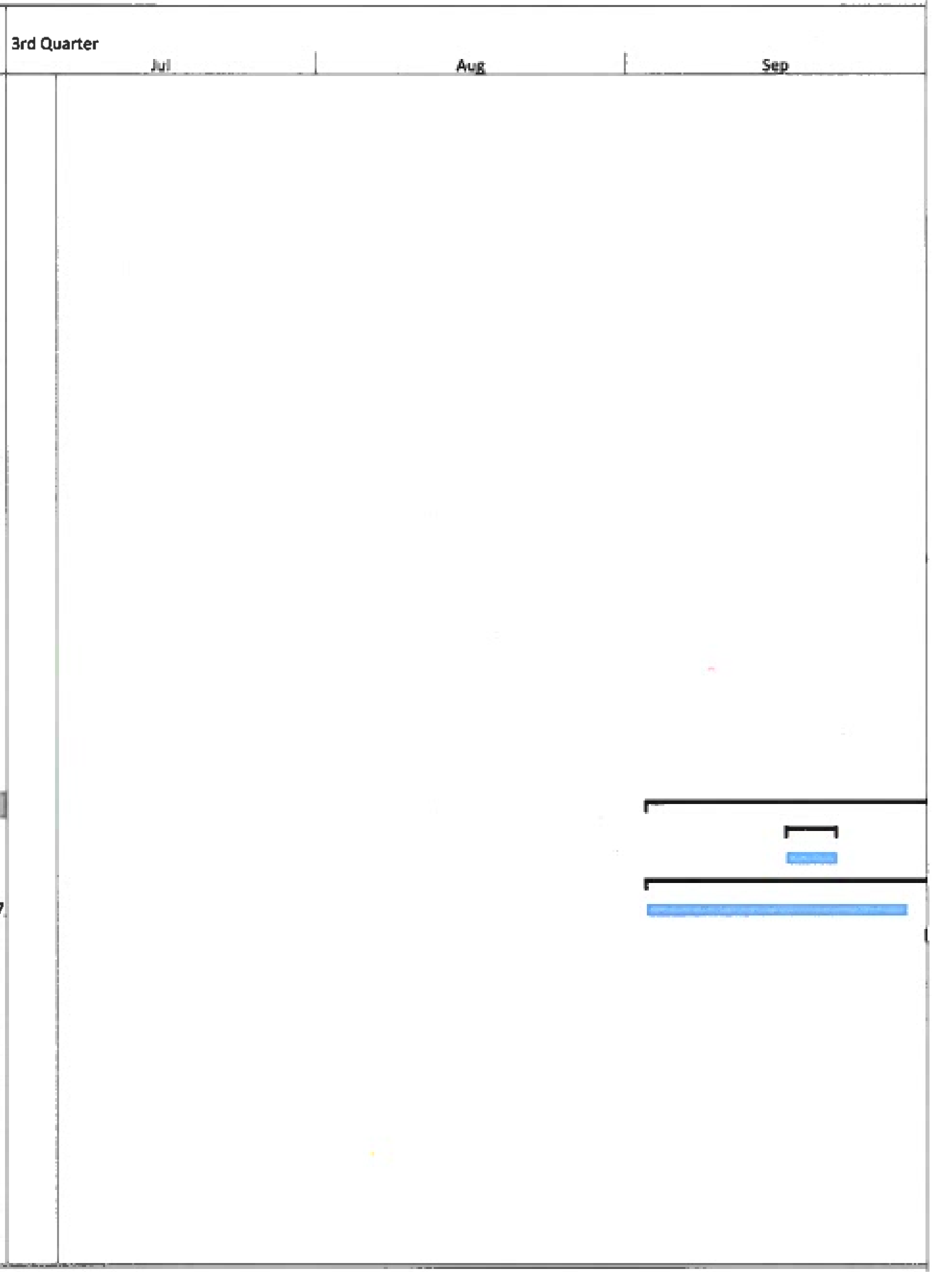


ID	Task Name	Duration	Start	Finish	Predecessors	Successors
729	**Marking Systems Development and Testing**	**245 days**	**Mon 24/09/18**	**Fri 30/08/19**		
730	**MarkManager**	**245 days**	**Mon 24/09/18**	**Fri 30/08/19**		
731	MarkManager requirements workshop	5 days	Mon 24/09/18	Mon 01/10/18	263FF	732
732	MarkManager training to key Marking Service staff	5 days	Mon 12/08/19	Fri 16/08/19	731	733,734
733	Full pilot dummy run of MarkManager system	10 days	Mon 19/08/19	Fri 30/08/19	732	
734	Test all Marker role profiles on MarkManager	10 days	Mon 19/08/19	Fri 30/08/19	732	
735	**Scanning System**	**20 days**	**Wed 12/06/19**	**Tue 09/07/19**		
736	Test Scripts to be completed with dummy information	10 days	Wed 12/06/19	Tue 25/06/19		737
737	Full pilot dummy loading of scanning system	10 days	Wed 26/06/19	Tue 09/07/19	736	
738	**Marking Service Operating Procedures Preparation**	**90 days**	**Wed 20/03/19**	**Wed 24/07/19**		
739	Produce proposed Ongoing Marking Quality Assurance approach, including standardisation	28 days	Wed 20/03/19	Fri 26/04/19		
740	Produce proposed Judgemental Exercise processes and procedures	23 days	Wed 01/05/19	Fri 31/05/19		742
741	Produce proposed review marking processes and procedures	25 days	Wed 05/06/19	Tue 09/07/19		742
742	Approval period with STA	10 days	Wed 10/07/19	Tue 23/07/19	740,741	743
743	Operating procedures preparation completed	0 days	Wed 24/07/19	Wed 24/07/19	742	746
744	**Product 1.10 Closure**	**218 days**	**Mon 08/10/18**	**Thu 08/08/19**		
745	Agree product closure criteria with STA	0 days	Mon 08/10/18	Mon 08/10/18	110	746,218
746	Complete product closure activities	1 day	Wed 24/07/19	Wed 24/07/19	745,743,728,72:	747
747	Approval period with STA	10 days	Thu 25/07/19	Wed 07/08/19	746	748
748	Product 1.10 Marking Service completed	0 days	Thu 08/08/19	Thu 08/08/19	747	
749	**1.11 Security**	**229 days**	**Fri 31/08/18**	**Thu 18/07/19**		
750	**Planning & Preparation**	**125 days**	**Fri 31/08/18**	**Thu 21/02/19**		
751	Finalise 1.11 Security plan	5 days	Mon 17/09/18	Fri 21/09/18	108SS	
752	Security and Risk Director appointed	20 days	Fri 31/08/18	Thu 27/09/18	36	753,754,755,756
753	Security Manager apppointed	20 days	Fri 28/09/18	Thu 25/10/18	752	754,755,756
754	Conduct security reviews of solution designs	10 days	Fri 26/10/18	Thu 08/11/18	844,752,753	
755	Conduct internal audits of delivery teams and locations	10 days	Fri 11/01/19	Thu 24/01/19	752,753	756
756	Conduct subcontractor reviews	20 days	Fri 25/01/19	Thu 21/02/19	755,752,753	
757	**Security Policy**	**5 days**	**Mon 12/11/18**	**Mon 19/11/18**		
758	STA approval period	5 days	Mon 12/11/18	Fri 16/11/18	763SS	759
759	Security policy completed	0 days	Mon 19/11/18	Mon 19/11/18	758	
760	**Security Management Plan**	**20 days**	**Mon 22/10/18**	**Mon 19/11/18**		
761	Update document	10 days	Mon 22/10/18	Fri 02/11/18	851	762
762	Internal review	5 days	Mon 05/11/18	Fri 09/11/18	761	763
763	STA approval period	5 days	Mon 12/11/18	Fri 16/11/18	762	764,758SS
764	Security Management Plan completed	0 days	Mon 19/11/18	Mon 19/11/18	763	766
765	**Incident Management Plan**	**20 days**	**Mon 19/11/18**	**Mon 17/12/18**		
766	Finalise Incident Management Plan	15 days	Mon 19/11/18	Fri 07/12/18	764	767
767	STA approval period	5 days	Mon 10/12/18	Fri 14/12/18	766	768
768	Incident Management Plan completed	0 days	Mon 17/12/18	Mon 17/12/18	767	245
769	**Business Continuity & Disaster Recovery**	**107 days**	**Mon 04/02/19**	**Wed 03/07/19**		
770	**BC/DR Plans update**	**31 days**	**Mon 04/02/19**	**Mon 18/03/19**		**244**



ID	Task Name	Duration	Start	Finish	Predecessors	Successors	3rd Quarter Jul Aug Sep
771	Finalise Business Impact Assessment	1 day	Mon 04/02/19	Mon 04/02/19		772FS+20 days	
772	Finalise BC/DR Plan for Capita Fort Dunlop	10 days	Tue 05/03/19	Mon 18/03/19	771FS+20 days	773SS,774SS,775	
773	Finalise BC/DR Plan for Capita Darlington	10 days	Tue 05/03/19	Mon 18/03/19	772SS	782	
774	Finalise BC/DR Plan for Communisis	10 days	Tue 05/03/19	Mon 18/03/19	772SS	782	
775	Finalise BC/DR Plan for PIA	10 days	Tue 05/03/19	Mon 18/03/19	772SS	782	
776	Finalise BC/DR Plan for Granby Marketing	10 days	Tue 05/03/19	Mon 18/03/19	772SS	782	
777	Finalise BC/DR Plan for Parcelforce	10 days	Tue 05/03/19	Mon 18/03/19	772SS	782	
778	Finalise BC/DR Plan for SQA	10 days	Tue 05/03/19	Mon 18/03/19	772SS	782	
779	Finalise DR Plan for MarkManager	10 days	Tue 05/03/19	Mon 18/03/19	772SS	782	
780	Finalise DR Plan for Advantage Digital Platform	10 days	Tue 05/03/19	Mon 18/03/19	772SS	782	
781	**Testing**	**76 days**	**Tue 19/03/19**	**Tue 02/07/19**			
782	Develop overal BC/DR test plan	10 days	Tue 19/03/19	Mon 01/04/19	772,773,774,77	783	
783	STA approval period	10 days	Tue 02/04/19	Mon 15/04/19	782	784	
784	Execution window for BC/DR test plans	44 days	Tue 16/04/19	Fri 14/06/19	783	785	
785	Issue BC/DR test report	2 days	Mon 17/06/19	Tue 18/06/19	784	786,829FF	
786	STA approval period	10 days	Wed 19/06/19	Tue 02/07/19	785	787	
787	Business continuity & disaster recovery completed	0 days	Wed 03/07/19	Wed 03/07/19	786	794	
788	**Operational Security Processes & Procedures**	**50 days**	**Tue 04/12/18**	**Tue 12/02/19**			
789	Develop operational processes and procedures	40 days	Tue 04/12/18	Mon 28/01/19		790	
790	STA approval period	10 days	Tue 29/01/19	Mon 11/02/19	789	791	
791	Operational processes and procedures completed	0 days	Tue 12/02/19	Tue 12/02/19	790	794	
792	**Product 1.11 Closure**	**203 days**	**Mon 08/10/18**	**Thu 18/07/19**			
793	Agree product closure criteria with STA	0 days	Mon 08/10/18	Mon 08/10/18	110	794,218	
794	Complete product closure activities	1 day	Wed 03/07/19	Wed 03/07/19	793,791,787	795	
795	Approval period with STA	10 days	Thu 04/07/19	Wed 17/07/19	794	796	
796	Product 1.11 Security completed	0 days	Thu 18/07/19	Thu 18/07/19	795		
797	**1.12 Service Testing & Acceptance**	**247.5 days**	**Mon 17/09/1**	**Wed 28/08/1**			
798	**Planning & Preparation**	**103 days**	**Mon 17/09/18**	**Wed 06/02/19**			
799	Finalise 1.12 Service Testing & Acceptance plan	5 days	Mon 17/09/18	Fri 21/09/18	108SS		
800	Update System Testing Strategy	20 days	Mon 29/10/18	Fri 23/11/18		801,320,405,543	
801	Update System Test Plan	28 days	Mon 26/11/18	Wed 02/01/19	800	802	
802	Update Acceptance Strategy	20 days	Thu 03/01/19	Wed 30/01/19	801	803,804SS	
803	Create Acceptance Matrix	5 days	Thu 31/01/19	Wed 06/02/19	802		
804	Update Defect Management Approach	3 days	Thu 03/01/19	Mon 07/01/19	802SS	805	
805	Update Defect Classification Guide	2 days	Tue 08/01/19	Wed 09/01/19	804	806	
806	Create Defect Log	1 day	Thu 10/01/19	Thu 10/01/19	805	807	
807	Approval period with STA	10 days	Fri 11/01/19	Thu 24/01/19	806	808	
808	Service Testing and Acceptance Planning and Preparation completed	0 days	Fri 25/01/19	Fri 25/01/19	807		
809	**Oversight of Testing (delivered within workstreams)**	**151.5 days**	**Tue 29/01/19**	**Wed 28/08/19**			
810	**Unit Testing**	**100.5 days**	**Tue 29/01/19**	**Tue 18/06/19**		830	
811	Onscreen Marking unit testing completed	0 days	Fri 01/02/19	Fri 01/02/19	324		
812	Scanning Service unit testing completed	0 days	Tue 29/01/19	Tue 29/01/19	412		
813	Advantage Digital Platform unit testing completed	0 days	Tue 18/06/19	Tue 18/06/19	502		
814	**Volume and Performance Testing**	**66 days**	**Tue 19/03/19**	**Wed 19/06/19**		830	

ID	Task Name	Duration	Start	Finish	Predecessors	Successors
815	Onscreen Marking volume and performance testing completed	0 days	Wed 19/06/19	Wed 19/06/19	335FF	
816	Scanning Service volume and performance testing completed	0 days	Tue 19/03/19	Tue 19/03/19	419FF	
817	Advantage Digital Platform volume and performance testing completed	0 days	Thu 18/04/19	Thu 18/04/19	491FF	
818	**User Acceptance testing**	**106.5 days**	**Mon 04/03/19**	**Tue 30/07/19**		830
819	Onscreen Marking UAT completed	0 days	Mon 04/03/19	Mon 04/03/19	324FF,330FF	
820	Advance Digital Platform UAT completed	0 days	Tue 30/07/19	Tue 30/07/19	519FF	
821	**Integration Testing**	**38.5 days**	**Mon 04/03/19**	**Thu 25/04/19**		830
822	Integration Testing (MarkManager - Scanning Centre) completed	0 days	Mon 04/03/19	Mon 04/03/19	330FF	
823	Integration Testing (Advantage Digital Platform - MarkManager - SAP) completed	0 days	Thu 25/04/19	Thu 25/04/19	490FF	
824	**Penetration Testing**	**95.5 days**	**Wed 27/03/19**	**Wed 07/08/19**		830
825	MarkManager penetration testing completed	0 days	Thu 04/07/19	Thu 04/07/19	339FF	
826	Scanning Service penetration testing completed	0 days	Wed 27/03/19	Wed 27/03/19	424FF	
827	Advantage Digital Platform penetration testing completed	0 days	Wed 07/08/19	Wed 07/08/19	544FF	
828	**BC/DR Testing**	**0 days**	**Wed 19/06/19**	**Wed 19/06/19**		
829	BC/DR testing completed	0 days	Wed 19/06/19	Wed 19/06/19	785FF	
830	Produce testing summary report	5 days	Wed 07/08/19	Wed 14/08/19	810,814,821,82	831,835FF
831	Approval period with STA	10 days	Wed 14/08/19	Wed 28/08/19	830	832,836SS
832	Testing completed	0 days	Wed 28/08/19	Wed 28/08/19	831	
833	**Product 1.12 Closure**	**232.5 days**	**Mon 08/10/18**	**Wed 28/08/19**		
834	Agree product closure criteria with STA	0 days	Mon 08/10/18	Mon 08/10/18	110	835,218
835	Complete product closure activities	1 day	Tue 13/08/19	Wed 14/08/19	834,830FF	
836	Approval period with STA	10 days	Wed 14/08/19	Wed 28/08/19	831SS	837
837	Product 1.12 Service Testing & Acceptance completed	0 days	Wed 28/08/19	Wed 28/08/19	836	
838	**1.13 Service Design**	**256 days**	**Mon 03/09/1**	**Tue 27/08/19**		
839	**Planning & Preparation**	**5 days**	**Mon 17/09/18**	**Fri 21/09/18**		
840	Finalise 1.13 Service Design plan	5 days	Mon 17/09/18	Fri 21/09/18	108SS	
841	**Design Review**	**245 days**	**Mon 03/09/18**	**Fri 09/08/19**		
842	Review with stakeholders	20 days	Mon 03/09/18	Fri 28/09/18	47	844,845,846,847
843	**Update design documentation**	**5 days**	**Mon 01/10/18**	**Fri 05/10/18**		850
844	E2E service design	5 days	Mon 01/10/18	Fri 05/10/18	842	601,754
845	MI design	5 days	Mon 01/10/18	Fri 05/10/18	842	236FS+70 days
846	IT design	5 days	Mon 01/10/18	Fri 05/10/18	842	
847	BC/DR design	5 days	Mon 01/10/18	Fri 05/10/18	842	
848	Incident Management design	5 days	Mon 01/10/18	Fri 05/10/18	842	
849	Interface catalogue	5 days	Mon 01/10/18	Fri 05/10/18	842	
850	Approval period with STA	10 days	Mon 08/10/18	Fri 19/10/18	843	851
851	Service Design completed and baselined	0 days	Mon 22/10/18	Mon 22/10/18	850	855,761,852
852	Manage design change control through Design Authority	210 days	Mon 22/10/18	Fri 09/08/19	851	855
853	**Product 1.13 Closure**	**231 days**	**Mon 08/10/18**	**Tue 27/08/19**		
854	Agree product closure criteria with STA	0 days	Mon 08/10/18	Mon 08/10/18	110	855,218
855	Complete product closure activities	1 day	Mon 12/08/19	Mon 12/08/19	854,851,852	856



ID	Task Name	Duration	Start	Finish	Predecessors	Successors	3rd Quarter Jul Aug Sep
856	Approval period with STA	10 days	Tue 13/08/19	Mon 26/08/19	855	857	
857	Product 1 13 Service design completed	0 days	Tue 27/08/19	Tue 27/08/19	856		

[redacted]

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SCHEDULE 3: DATA EXCHANGE STANDARDS

Data Exchange Standards (DES) 2018 shall apply from the Effective Date and be subsequently replaced and updated by STA in accordance with STA's policies and procedures throughout the Term provided that where any such replacement and update of the DES gives rise to a Change then such replacement and updating will be governed by the Change Control Procedure.

Title: Data Exchange Standards (DES) 2018

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1 INTRODUCTION

1.1 Approval Authorities

Name:	Position:	Organisation:	Signature:	Date:
Sara Cooper	Head of Test Operations Delivery (Testing & Teacher Assessment)	STA		
Rebecca Evison	Lead Psychometrician, Assessment Research and Psychometrics Team	STA		

1.2 Version History

Version:	Date:	Chapter:	Status:	Comments:
0.1	01/09/2017	All	Draft	v0.1_draft_DES_Data_Team_Updates
0.2	14/09/2017	All	Draft	v0.2_draft_DES_LF_comments
0.3	27/09/2017	All	Draft	v0.3_draft_DES_SW_comments
0.4	28/09/2017	All	Draft	v0.4_draft_DES_RE_FH_comments
0.5	11/10/2017	All	Draft	v0.5_draft_DES_PEL_comments
0.6	08/11/2017	All	Draft	v0.6_draft_DES_SC_comments
1.0	09/11/2017	All	Final	DES_KS2_v1.0
1.1	31/01/2018	All	Final	DES_KS2_v1.1

1.3 Change Control

Version:	Date:	Author(s):	Summary of Changes:
0.1	01/09	GL	2018 dates, Document Cross Reference updates, ASP replacing RAISEonline, GIAS replacing Edubase, Datafeed7b
0.2	14/09	GL/LF	ASP description, datafeed 7a description change, datafeed 7a now 7b, remove test outcome AS for A (not progressed this year), GIAS description, item level questions changed to a generic value
0.3	27/09/2017	GL/SW	STA roles in FOI sign off split out into Test Operations and Test Development, DF2 for Standards Maintenance confirmed as 19th June.
0.4	28/09/2017	GL/RE/FH	Change item level questions to be more generic e.g. G1_Qn to G1_Qn, datafeeds 2,3,4 marked as tbc, addition of TA maladministration code and flags.
0.5	12/10/2017	GL/MC/DT	Reviews date amended in ARA- DF5 updated to reflect this change, Review flags altered to split 1 and 2 mark change in the TEST file, marker file format added.
0.6	08/11/2017	GL/SC	Updated Audit and Accountability section to include Ofqual and inserted link to 2018 Teacher Assessment guidance.
1.0	09/11/2018	GL	Final version
1.1	31/01/2018	GL	Final version updated to include the KS2 marker allocations file format and a new review flag to highlight reviews with a suppression or annulment of marks

1.4 Document Cross Reference

Document Ref:	Document Title:	Version:	Date:	Source:
CBDS	Common Basic Data Set			https://www.gov.uk/government/publications/common-basic-data-set-cbds-database
ARA - KS2	Assessment and reporting arrangements - Key Stage 2, Years 3 to 6	2018	Oct-17	https://www.gov.uk/government/publications/2018-key-stage-2-assessment-and-reporting-arrangements-ara
Framework for Regulation	National curriculum assessments and EYFS 2011	2011	2011	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/481558/2011-regulatory-framework-for-national-assessments.pdf
STA Retention Policy	STA Document Retention Policy	2012		STA

Document Ref:	Document Title:	Version:	Date:	Source:
National Statistics Code of Practice	National Statistics Code of Practice - Protocol on release practices			www.statisticsauthority.gov.uk/assessment/code-of-practice
Schools Assessing Document	Schools Assessing Document	2018		PEL
PD 4.2	Pupil Registration	2018		PEL
PD 2.4	Data Exchange	2018		PEL
PD 3.3	Closure Activity for Missing and Lost Test Scripts and Results	2018		PEL
PD 6.7	Judgemental Exercise	2018		PEL
TA Processing Rules	TA Processing Rules	2018		PEL
Datafeed Population Rules	Datafeed Population Rules	2018		PEL
PD 7.2	Management of Marking & Markers	2018		PEL

*Unless a specific version/date is referred to above, reference should be made to the current approved versions of the documents.

1.5 Document Scope

The Secretary of State for Education has requested the STA undertakes the delivery of National Curriculum Tests for 2018 including the efficient marking of Key Stage 2 statutory test scripts and national data collection of teacher assessment and test results.

This document outlines the technical requirements for the purpose and use of the data captured from the National Curriculum assessment system in the school year 2017/18 and specifically the data that shall be exchanged between Education Data Division (EDD), Standards and Testing Agency (STA) and their supplier Pearson Education Ltd (PEL), including the information sent to EDD for Analyse School Performance (ASP) which is the RAISEonline replacement service, Performance Tables, the National Pupil Database and statistical purposes.

It provides specifications for Department for Education's (DfE's) Key Stage 2 statutory assessment results information requirement from STA for the school year 2017/18. It outlines the dependencies on the timely provision and quality of data from EDD and its providers and the provision and quality of data provided by STA and its suppliers to EDD.

A glossary of terms used in this document is provided in Appendix A.

Any proposed changes to this document that would constitute a change to PEL's contractual requirements will be dealt with through the contractual Change Process, monitored by the relevant 2018 Delivery Sub-Programme Board. All agreed changes must not affect the overriding requirement to deliver the required information to the STA and EDD on time, satisfying agreed coverage and quality standards.

1.6 Changes to the document for 2018

Additions/Changes for 2018:

- Introduce a datafeed 7b to allow STA to manually manage any ongoing maladministration cases.
- Item level questions changed to generic values '-, 0-n'. Specific mark details can be found in the Programme of Study files available in February. A separate document will be sent by STA with full item level information.
- Review flags altered to split out 1 and 2 mark difference (with no TestOutcome change) and marks annulled after review carried out in the TEST file
- New marker file format included

2 OVERVIEW

2.1 Purpose Overview

DfE needs complete and accurate datasets of pupil level KS2 statutory assessment results to support a range of school improvement and public accountability publications and analyses. These include the publication of KS2 results in Performance Tables. Pupil level results also provide the basis for the derivation and publication of value added and progress measures showing progress from KS1 - KS2 and KS2 - KS4. The data, which is shared with Local Authorities (LAs) and Regional Schools Commissioners (RSCs), form a key element of the National Pupil Database, and also provide for a range of performance management, via ASP and local reporting uses.

2.2 Roles and Responsibilities

STA

STA is responsible for establishing and maintaining appropriate and robust marking of KS2 tests and the data capture system for KS2 tests and teacher assessment. It needs to ensure that this system delivers data that is timely and able to support the use of the data required by DfE, schools, RSCs and LAs.

STA will produce an agreed high-level plan covering the test delivery operation. Milestones impacting on our key deliverables will be highlighted and reported monthly through the Test Delivery Sub-Programme Board (SPB).

STA will work with its contractors to ensure that the test delivery process is subject to continuous annual improvements and is responsive to schools' and LAs' needs.

STA will produce a valid result for every pupil in an obliged school (as defined in the School Assessing Document) in the school census where the pupil has a sole registration or is at their main school if dually registered, or who have been uploaded by the school in pupil registration, or added by the school to the attendance register.

STA will release KS2 results as per the published schedule after quality assurance and validation of results has been completed and results are ready to be returned to schools. The priority will be to make KS2 data available to schools in time to support primary-secondary school transfer.

STA's role in, and responsibilities for, quality assurance are detailed in the Assessment Technical Requirements Document.

STA is currently responsible for a statistical publication, summarising the outcomes of reviews.

EDD

EDD is responsible for establishing and maintaining appropriate and robust systems for providing data about schools (Get Information about Schools, previously Edubase) and pupils (School Census) which are timely and able to support the use of the data required by the STA, schools, RSCs and LAs.

EDD will provide an Acceptance Note to STA to confirm approval of data feeds from the STA to EDD. This process is set out in the Assessment Technical Requirements Document.

EDD is responsible for statistical releases on outcomes from Key Stage 2 assessments and for release of the Primary School Performance Tables.

2.3 Audit and Accountability

The current system of assessments also provides an annual audit of every eligible child's attainment in statutory tests and teacher assessment, and whether/why tests have not been administered. This is essential for public accountability and to ensure that there is an objective and comparable basis for monitoring the progress of every pupil. School performance is evaluated by a variety of stakeholders, including the school, Ofsted, LAs, RSCs and DfE, based on the attainment of pupils in national assessments. Local and national targets are also negotiated and set, informed by prior attainment. It is vital therefore that test and teacher assessment results are timely, complete and accurate.

2.4 Reducing Burdens

The external marking and data collection arrangements should take full account of the need to reduce burdens on schools and LAs and data protection legislation. However, it is acknowledged that additional requirements which may be introduced via change control may negate the ability to achieve this. DfE views its own customer requirements as championing the requirements of schools and LAs as end users. Systems need to be sensitive to the needs of schools and LAs, including issues such as the responsiveness of communications, the timing of requests for information, volume of information requested and support arrangements provided, as well as the streamlining of collection systems. STA should seek and respond to the views of schools and LAs in the development of the 2018 Delivery Programme.

2.5 Use of Data for Publication

EDD will expect the timelines, volume and quality of the data feeds to strictly meet the specified criteria set out in this document, unless otherwise agreed. Deviations from the delivery schedule - or issues that arise that may cause a deviation - should be reported to EDD at the earliest opportunity.

DfE has to comply with protocols established by the UK Statistics Authority in providing evidence of the robustness of the process for producing and quality assuring results. The level of accuracy and confidence that can be placed in the data also determines its fitness for public accountability.

2.6 Statutory Requirements

The legal basis for National Curriculum assessment and the collection of results data is set out in sections 87(3) of the Education Act 2002 and sections 29, 408, 537, 537A and 569(4) and (5) of the Education Act 1996 and related statutory instruments. The relevant current statutory instruments are:

- The Education (National Curriculum) (Key Stage 2 Assessment Arrangements) (England) Order 2003, SI 2003/1038 (amended by SI 2009/1585, SI 2010/290, SI 2010/677, SI 2011/2392, SI 2012/765,SI 2012/838, SI 2013/1513, SI 2014/2103, SI 2015/900 and SI 2017/64)
- The Education (School Performance Information) (England) Regulations 2007 (SI 2007/2324) as amended SI 2007/2979, SI 2008/364, SI 2008/1727, SI 2009/646, SI 2010/677, SI 2012/765,SI 2012/1274, SI 2013/1759, SI 2013/3212, SI 2014/2103,SI 2015/902 and 2015/1566)
- The Education (Pupil Information) (England) Regulations 2005 (SI 2005/1437) (amended by SI 2007/3224, SI 2008/1747, SI 2010/677, SI 2010/1836, SI 2010/1941, SI 2012/765,SI 2012/979, SI 2013/3212, SI 2014/2103, SI 2015/902, SI 2015/971 and 2016/808)

The legislation provides for detailed assessment arrangements to be published in a separate document. The arrangements for the school year 2017/18, agreed with the DfE, are in the Key Stage 2: assessment and reporting arrangements published by STA in October 2017. This guidance is available on GOV.UK at:

https://www.gov.uk/government/publications/2018-key-stage-2-assessment-and-reporting-arrangements-ara

Additionally, Teacher Assessment guidance can be found at:

https://www.gov.uk/government/publications/teacher-assessment-frameworks-at-the-end-of-key-stage-2

The provision, retention and use of data are governed by the provisions of the Data Protection Act (1998). STA should ensure that it, and its contractors, complies with the requirements of this Act. All results data prior to publication must be classified as 'restricted statistics' and accorded the appropriate level of security.

2.7 Control of Data Files

The Secretary of State for Education owns the data and retains the right to control access to datasets and is responsible for their final acceptance for use in publications and by third parties (e.g. LAs). Prior to publication all data outputs, no matter the coverage or quality, must be treated as restricted personal data and accorded the appropriate level of physical security. Following publication, no results data or supporting documentation should be released by STA to third parties (i.e. other than providing Ofqual, schools and LAs with their own data and secondary schools access to data of their incoming Y7 pupils, regardless of whether they have come from in or outside of that LA area) without EDD's agreement to a quality specification and approval to release the data. The purpose of this control is to ensure that the origin of datasets is traceable and that only data of a known quality is released. The release of data will be undertaken in accordance with the Code of Practice for Official Statistics Protocol and will be approved by the Head of Profession for Statistics in DfE.

FOI Requests

Responsibility for these will be as follows:

STA	EDD
Queries relating to the administration of the tests (registration / access arrangements / special considerations / maladministration / marking / markers / deliveries), test papers (their contents or if missing / damaged) and review outcomes.	Queries relating to raw results from the end of KS2 national curriculum assessments (number of pupils achieving the national standard nationally / regionally / in schools / by pupil characteristics).
Queries relating to standard setting, standards maintenance, scaled scores, test development / piloting, technical pre-tests.	Queries regarding data used for performance tables and accountability.

All EDD responses to FOI requests are signed off by the Head of Profession for Statistics in his role as Director of DESAG.

All STA responses to FOI requests relating to standard setting, standards maintenance, scaled scores, test development / piloting, technical pre-tests are signed off by the Deputy Director of Test Development.

All STA responses to FOI requests relating to relating to the administration of the tests (registration / access arrangements / special considerations / maladministration / marking / markers / deliveries), test papers (their contents or if missing / damaged) and review outcomes are signed off by the Deputy Director of Test Operations.

All persons in contact with the data arising from this document should be reminded by STA that these are official statistics to which they have privileged access in advance of release. Such access should be carefully controlled by STA with its contractor(s). Release into the public domain or any public comments on the data prior to the official publication will undermine the integrity of the official statistics based on the data. Any wrongful or accidental release should be reported immediately to the Head of Profession for Statistics in DfE and the Chief Executive Officer in STA, and may lead to an inquiry. Wrongful release includes indications of content, including descriptions such as “favourable” or “unfavourable”.

This data includes identifiable pupil level data. All data must be held and processed in accordance with Government guidelines and the Data Protection Act (1998). Any breaches of those guidelines must be notified to Security Manager immediately.

3 MANAGEMENT ARRANGEMENTS

STA is responsible for the effective, efficient and economic management and delivery of statutory tests for Key Stage 2 (including external marking and data collection), and statutory teacher assessments. EDD, as STA's customer for results data, will act as an 'intelligent customer'. Key areas where other divisions in Education Standards Directorate (ESD) will have a role are in strategic decision making through membership of the relevant 2018 Delivery Sub-Programme Boards and in technical meetings requiring customer involvement to advise on and resolve policy, technical and quality assurance issues.

The STA key contacts for technical and quality assurance queries for 2017/18 are:

STA Contacts:

Linda Fownes	Lead Data Analyst
Genna Lamont	Data Analyst
Faye Hogan	Maladministration Team

PEL key contacts for technical queries are:

Mark Campbell	NCT Data, Reporting and Solutions Manager
Samantha Baird	Software Development Team Manager
Damian Tull	NCT Data, Reporting and Solutions Developer

4 DELIVERABLES

The key output data feeds required by STA to return results data to schools and provide EDD with the data required to produce the Statistical First Release for National Curriculum Assessments at Key Stage 2 and Performance Tables are:

Statutory Test Data from KS2 in:

- English Reading
- English Grammar, punctuation and spelling
- Mathematics

Statutory KS2 Teacher Assessments in:

- English Reading
- English Writing
- Mathematics
- Science
- P-scales (for pupils with special educational needs who are not working at Pre-Key stage standards or are working below the expected standard of the National Curriculum)

The key output data feeds required by STA to inform scaled score/standards maintenance activities are:

Item Level Test Data from KS2 in:

- English Reading
- English Grammar, punctuation and spelling
- Mathematics

Other deliverables

Test Order Volume Reconciliation Report (TOVR)
Teacher Assessment Exceptions Reports
Non-engaged schools report

4.1 KS2 Data Feed Timings

It is vital to note that the timetable for these data feeds is centred on the dates that marked KS2 test scripts are returned to schools (on or before 10 July 2018) and the dates when STA release the provisional national results.

The data feeds for the end of KS2 assessments are sequenced around the time-line noted below:

#	Formal or Informal	Date from PEL to STA	Nature of data feeds	Deliverable Files	Composition/Acceptance Criteria	Purpose
DFa	Informal	19 March 2018	Early registration data feed	NDCSC PUPIL TEST TA	Minimum acceptable volume is 100% registered pupils for all participating KS2 schools Minimum acceptable quality is zero data capture errors at either pupil or school level. The data feed will also contain pupils that are classed as registered in error but cannot be deleted from the school's census data.	Pupil registration data for MI purposes
DF<b,c,d, etc>	Informal	On request	Early registration data feed	NDCSC PUPIL TEST TA	Minimum acceptable volume is 100% registered pupils for all participating KS2 schools Minimum acceptable quality is zero data capture errors at either pupil or school level. The data feed will also contain pupils that are classed as registered in error but cannot be deleted from the school's census data.	Pupil registration data for MI purposes
DF1	Formal	11 May 2018	Registration data feed	NDCSC PUPIL TEST TA	Minimum acceptable volume is 100% registered pupils for all participating KS2 schools. Minimum acceptable quality is zero data capture errors at either pupil or school level. The data feed will also contain pupils that are classed as registered in error but cannot be deleted from the school's census data.	Provision of first full data feed to prepare systems to produce Performance Tables/National Pupil Database

#	Formal or Informal	Date from PEL to STA	Nature of data feeds	Deliverable Files	Composition/Acceptance Criteria	Purpose
DF Daily	Informal	Daily until DF2	Monitoring data feed	NDCSC PUPIL TEST TA	KS2 data feeds including: (1) Summary (TEST) files containing: Reading, Maths and GPS - all available marks Expectations are that this will contain all available TA data	For internal analysis
DF Daily	Informal	5 June 2018	Monitoring data feed	NDCSC PUPIL TEST TA ITEM MARKER MARKERVALID MARKERPROGRESS	KS2 data feeds including: (1) Summary (TEST) files containing: Reading, Maths and GPS (2) ITEM files containing: Reading, Maths and GPS Expectations are that this will contain all available TA data	For internal analysis
DF Daily	Informal	Daily until DF2	Monitoring data feed	NDCSC PUPIL TEST TA	KS2 data feeds including: (1) Summary (TEST) files containing: Reading, Maths and GPS - all available marks Expectations are that this will contain all available TA data	For internal analysis
DF2	Formal	19 June 2018	Standards maintenance	NDCSC PUPIL TEST TA ITEM MARKER MARKERVALID MARKERPROGRESS	KS2 data feeds including: (1) Summary (TEST) files containing: Reading, Maths and GPS - minimum acceptable volume 90% (2) ITEM files containing: Reading, Maths and GPS - minimum acceptable volume 90% Expectations are that this will contain all available TA data	Standards maintenance

#	Formal or Informal	Date from PEL to STA	Nature of data feeds	Deliverable Files	Composition/Acceptance Criteria	Purpose
DF Daily	Informal	Daily until DF3	Monitoring data feed	NDCSC PUPIL TEST TA	KS2 data feeds including: (1) Summary (TEST) files containing: Reading, Maths and GPS - all available marks Expectations are that this will contain all available TA data	For internal analysis
DF3	Formal	03 July 2018	NC Test results and TA data	NDCSC PUPIL TEST TA ITEM MARKER MARKERVALID MARKERPROGRESS	KS2 data feeds including: (1) Summary (TEST) files containing: Reading, Maths and GPS - all available marks, minimum acceptable volume 99% (2) ITEM files containing: Reading, Maths and GPS - all available marks, minimum acceptable volume 99% Minimum acceptable quality is 99.7% (expected quality 100%) Expectations are that this will contain all available TA data.	To assess position in advance of datafeed 4
DF Daily	Informal	Daily until DF4	Monitoring data feed	NDCSC PUPIL TEST TA	KS2 data feeds including: (1) Summary (TEST) files containing: Reading, Maths and GPS - all available marks Expectations are that this will contain all available TA data	For internal analysis
DF Daily	Informal	06 July 2018	Monitoring data feed	NDCSC PUPIL TEST TA	KS2 data feeds including: (1) Summary (TEST) files containing: Reading, Maths and GPS - all available marks Expectations are that this will contain all available TA data	For internal analysis before the scaled score feed later in the day

#	Formal or Informal	Date from PEL to STA	Nature of data feeds	Deliverable Files	Composition/Acceptance Criteria	Purpose
DF4	Formal	06 July 2018 by midnight	NC Test results and TA data	NDCSC PUPIL TEST TA	KS2 data feeds including: (1) Summary (TEST) files containing: Reading, Maths and GPS - all available marks, minimum acceptable volume 99.9% Scaled scores and final test outcomes should be applied for all subjects and tests Minimum acceptable quality is 99.7% (expected quality 100%) TA: all available data (expected to be circa 99.0% for KS2) with MI about rates of receipt and processing Should there be an issue applying scaled scores for any of the reasons below DF4 will be due 24 hours later to resolve the problem and deliver the data feed. • DB logs filling up unexpectedly • Some result combination not foreseen causing the system to crash • The Database choosing an incorrect execution procedure which resulting in the job taking hours to execute rather than minutes • Hardware failure	Populating RoR website with results data. Scaled scores/outcomes will be applied. Provisional KS2 data published in Statistical First Release.

#	Formal or Informal	Date from PEL to STA	Nature of data feeds	Deliverable Files	Composition/Acceptance Criteria	Purpose
DF Pre-RoR	Informal	09 July 2018 (initial feed by 10am, subsequent feeds may be requested up to 5pm if there are late changes to results)	NC Test results updates	NDCSC PUPIL TEST TA	KS2 data feeds including: (1) Summary (TEST) files containing: Reading, Maths and GPS - all available marks Expectations are that this will contain all available TA data	To update RoR website with any late changes
DF Daily	Informal	10 July 2018	NC Test results and TA data (EDD)	NDCSC PUPIL TEST TA ITEM MARKER	KS2 data feeds including: (1) Summary (TEST) files containing: Reading, Maths and GPS - all available marks, minimum acceptable volume 99.9% (2) ITEM files containing: Reading, Maths and GPS - all available marks, minimum acceptable volume 99.9% Minimum acceptable quality is 99.7% (expected quality 100%) TA: all available data (expected to be circa 99.0% for KS2) with MI about rates of receipt and processing	-Provisional KS2 data published in Statistical First Release in September -ASP unvalidated data -Primary Performance Tables Checking Exercise -Unamended National Pupil Database -ASP national data
DF Daily	Informal	Daily until DF5	Monitoring data feed	NDCSC PUPIL TEST TA	KS2 data feeds including: (1) Summary (TEST) files containing: Reading, Maths and GPS - all available marks Expectations are that this will contain all available TA data	For internal analysis

#	Formal or Informal	Date from PEL to STA	Nature of data feeds	Deliverable Files	Composition/Acceptance Criteria	Purpose
DF5	Formal	07 September 2018	All NC Test results and TA data Details of KS2 reviews including effects of any changes	NDCSC PUPIL TEST TA ITEM MARKER	KS2 data feeds including: (1) Summary (TEST) files containing: Reading, Maths and GPS - all available marks (2) ITEM files containing: Reading, Maths and GPS - all available marks Minimum acceptable quality is 99.7% (expected quality 100%) TA: all available data (expected to be circa 99.0%+ for KS2) with MI about rates of receipt and processing To include all KS2 Reviews data.	Performance Tables publication (Dec 2018) and validated ASP (Feb 2019) Although not included in provisional figures, information is shown on a 'late results' page on the performance tables checking exercise website. Reviews SFR.
DF Weekly	Informal	Weekly until data feed 6 (by 10am on Mondays) Plus additional feeds on request	To capture changes to DF5 due to maladministration or late/process reviews	NDCSC PUPIL TEST TA	KS2 data feeds including: (1) Summary (TEST) files containing: Reading, Maths and GPS - all available marks Expectations are that this will contain all available TA data	For internal analysis
DF6	Formal	24 September 2017 (tbc)	Performance tables feed: all NC Test results (except for unplanned reviews and open maladministration cases) and TA data, details of test reviews including effects of any changes	NDCSC PUPIL TEST TA	KS2 data feeds including: (1) Summary (TEST) files containing: Reading, Maths and GPS - all available marks Minimum acceptable quality is 99.7% (expected quality 100%) TA: all available data (expected to be circa 99.0%+ for KS2) with MI about rates of receipt and processing	This data is used with amendments from the performance tables checking exercise to create the performance tables. This data is the last feed used to update ASP.

#	Formal or Informal	Date from PEL to STA	Nature of data feeds	Deliverable Files	Composition/Acceptance Criteria	Purpose
DF Weekly	Informal	Weekly until data feed 7 (by 10am on Mondays) Plus additional feeds on request	To capture changes to DF6 due to maladministration	NDCSC PUPIL TEST TA	KS2 data feeds including: (1) Summary (TEST) files containing: Reading, Maths and GPS - all available marks Expectations are that this will contain all available TA data	For internal analysis
DF Weekly	Informal	Mid/late October (TBC)	Performance tables feed: all NC Test results (except for unplanned reviews and open maladministration cases) and TA data, details of test reviews including effects of any changes.	NDCSC PUPIL TEST TA	KS2 data feeds including: (1) Summary (TEST) files containing: Reading, Maths and GPS - all available marks Expectations are that this will contain all available TA data	To update performance tables following resolution of maladministration cases.
DF Weekly	Informal	Weekly until data feed 7 (by 10am on Mondays) Plus additional feeds on request	To capture changes to DF6 due to maladministration	NDCSC PUPIL TEST TA	KS2 data feeds including: (1) Summary (TEST) files containing: Reading, Maths and GPS - all available marks Expectations are that this will contain all available TA data	For internal analysis

#	Formal or Informal	Date from PEL to STA	Nature of data feeds	Deliverable Files	Composition/Acceptance Criteria	Purpose
DF7a	Formal	Mid/late January 2019(tbc)	Close of cycle data feed	NDCSC PUPIL TEST TA	KS2 data feeds including: (1) Summary (TEST) files containing: Reading, Maths and GPS - all available marks Minimum acceptable quality is 99.7% (expected quality 100%) This feed will contain the outcomes of all process reviews	This feed will be used to update suppressed results where maladministration cases have been closed. This will feed into the final performance tables updated in Feb/March along with amendments via the errata period. This is very unlikely to be used in ASP.
DF7b	Informal	Mid/late January 2019 (tbc)	Completely unsuppressed data	NDCSC PUPIL TEST TA	KS2 data feeds including: (1) Summary (TEST) files containing: Reading, Maths and GPS - all available marks Minimum acceptable quality is 99.7% (expected quality 100%) This feed will contain the outcomes of all process reviews	This feed will be used by STA to manually manage any ongoing suppressions and supply to EDD if necessary

Notes:

- Specifications for the files that comprise the data feeds are given in Section 6.
- Each formal data feed will be accompanied by a report about data quality and coverage from PEL
- Test volume criteria are to be met for English reading, GPS and maths, not across all records in the data feed.
- Test volume criteria will be calculated for English reading, GPS and maths separately (See 8 MANAGEMENT INFORMATION).
- Teacher Assessment volumes will be based on the data that is matched into the datafeed from the files supplied by TSO. Exceptions will be monitored via the suite of files supplied to STA to resolve quarantined children.
- This is a statement of the minimum requirement and will be further developed.

- The dates shown above may change based on dataflow modelling and further clarification of the process.
- Where the timing of the datafeed is not provided, the expectation is by 10am on the date specified.

5 INPUTS REQUIRED BY PEL

5.1 Weekly Update files from STA to PEL

To ensure PEL have the latest school data to enable them to set up their systems, STA will send the following files to PEL on a weekly basis:

- Get Information About Schools short extract - STA will implement the following measures to ensure the data contains specific institutions and up to date contact details:
  - Remove overseas schools that are not Service Children's Education schools
  - Remove schools with a statutory low age of 16 or above
  - Remove institutions with the status 'De-registered as EY'
  - Remove the ToE codes 27 (not yet authorised), 30 (Welsh institutions), 22 (Early Years Foundation Schools), 32 (Special College), 47 (Children's Centre) and 48 (Children's Centre Linked Site)
  - When an institution has an establishment number of less than 1000 then it is left padded with a 0.
- KS2 test orders
- KS2 modified test orders
- KS2 baseline
- School migrations
- TO Contacts

These will be placed on the SFTP site by 12pm on Mondays by default. The exception to this being bank holidays and where the last/first day of the month falls on a Monday, in which case the files will be delivered on the next working day or as soon as Get Information About Schools month end processing has been completed. There will be additional ad-hoc updates which will be communicated to PEL 1 day in advance of delivery.

The content and formats of these files are outlined in Appendix B.

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5.2 School Census Data

STA receives information about pupils from the Schools Census which is housed and operated by EDD. This data is used to populate the Pupil Registration module on NCA tools. The format for the data is specified in Appendix C.

For the 2018 test cycle STA will provide the data to PEL on:

#	Date	Coverage	Purpose	Comments
1	14th February 2018 by 5pm	99.9% January census data (at pupil level) for year group 6. Will include all AG2 and AG3 schools (excluding Non-Maintained Special Schools that have not placed a test order).	Raw data with some initial cleansing (such as control characters removed to populate the KS2 pupil file. Cleansed data to populate pupil registration website and attendance registers.	All available data to be supplied in 2 files: 1.Raw version without control characters 2.Cleansed Version

If the required volumes are not met with the above feeds STA will endeavour to provide further data feeds relating to named schools and/or specified year groups should this be needed or necessary. This will be agreed on or before 14 February 2018.

STA will conduct the following data cleansing activities prior to uploading to pupil registration:

- Remove non-maintained special schools that have not placed a test order
- Remove invalid characters from names (e.g.+*%£)
- Remove entries where both forename and surname is missing or contains only invalid characters (e.g.+*%£)

Pupil level data for Assessing Group 5[1] schools (e.g. PRUs but not alternative provision schools) will not be uploaded to pupil registration.

If additional census data is received after pupil registration opens it will be uploaded provided the school has not already engaged with the pupil registration website, or if they have engaged with the website but not confirmed the pupils. In this case additional pupils may be added but changes will not be made to existing pupils on the website.

PEL should provide STA with a list of pupils that are not loaded from the census file and the reason for this.

5.3 Teacher Assessment files from TSO

Teacher assessment data submitted by schools and local authorities via NCA tools will be provided to PEL via STA's contractor TSO. This TA data will be supplied via the SFTP website in a ZIP file containing a pipe-delimited datafile encoded in UTF8 format.

[1] See Schools Assessing Document for description of Assessing Groups

The 2018 content and formats of these files are outlined in Section D of the Appendices.

The rules for matching Teacher Assessment data to pupil data are set out in Section 6.6.

6 GENERAL REQUIREMENTS AND CONVENTIONS

6.1 File Formats

All data files should conform to a standard format:

- The files should be '|' (pipe) delimited and must not, apart from one field below, be padded with spaces or zeros
- The exception is the school establishment number (CurrESTAB), which must be four characters and should be left-padded with zeros if less than 1000
- The first row in each file must be the field names
- NULL fields will appear in the files as '||'
- The field names must appear **exactly** as given in the relevant tables (field headings are case sensitive)
- The Pupil, Test and TA files should be sorted into ascending order of DCAReference and then Subject (where these fields exist). The NDCSC file should be sorted into ascending order of CurrDfENo.
- The files should be ANSI encoded
- The file names must conform to the given pattern:
    - KS2<File name>_CCYYMMDD_nnn.TXT

Where CCYYMMDD is the date the file was produced and 'nnn' is a file sequence number. Normally it would be '001' but should more than one version of the file be produced on a given day subsequent versions will increase to '002', '003', etc.

6.2 TOVR Composition (from PEL)

The Test Order Volume Reconciliation Report (TOVR) will comprise of a daily summary file showing the registration status for every school in the baseline, that is, those expected to participate in the end of KS2 assessments. This includes every school which has placed an order for test materials during the Test Orders process, or who has pupils at the end of KS2 according to January school census information, or who is AG 2, 3 or 5 whose age range according to Get Information About Schools includes year 6. For each school the report will contain information on the number of pupils registered for each test. Details of which schools will be expected to participate can be found in the Schools Assessing Group Document (SAD).

Files will be produced once daily from the date Pupil Registration opens until the close of the pupil registration module and made available via the SFTP site at 10am.

The TOVR file name is KS2_TEST_ORDER_RECONCILIATION_CCYYMMDD_nnn.TXT. The file format can be found in Appendix E.

6.3 Summary Data Feed Composition

Summary data feeds will comprise the following files:

NDCSC file (School Control file) - containing summary test and/or TA collection data for every school that is participating in the end of KS2 assessments, i.e. every school which has at least one pupil in the pupil file. This should be an appropriate aggregation of the pupil file with school details.

PUPIL file - containing details for every registered pupil at participating schools (e.g. name, DOB, gender, UPN, DCAReference) along with their school details.

TA file - containing Teacher Assessment performance standards or PSCALES where appropriate in English Reading, English Writing, mathematics and science for every pupil in the PUPIL file.

TEST file - containing summary test data and test outcomes in English reading, GPS and mathematics for every pupil in the PUPIL file.

The index variable linking the School Control and PUPIL data files is the latest school DfE number (CurrDfENo).

A pupil's records will be uniquely identified across subjects within a key stage by the DCA Reference number. The DCA Reference number will be used as the index variable linking the TEST and TA data files to the PUPIL data file.

File names must conform to the following patterns:

- KS2NDCSC_CCYYMMDD_nnn.TXT
- KS2PUPIL_CCYYMMDD_nnn.TXT
- KS2TA_CCYYMMDD_nnn.TXT
- KS2TEST_CCYYMMDD_nnn.TXT

File formats can be found in Appendix F. The ToE codes referred to in the NDCSC (School Control) and PUPIL files can be found in Appendix G.

Jersey schools should be included in the summary data feeds.

6.4 Item Level Data Feed Composition

ITEM file - containing item level test data and overall marks, scaled scores and test outcomes.

A pupil's records will be uniquely identified across subjects by the DCA Reference number. The DCA Reference number will be used as the index variable linking the ITEM data files to the PUPIL data file.

The item level data will be cumulative and should only include records for children that have taken at least one component of the test. Where a child has taken only part of the test, for example they were absent or had compensatory marks applied for spelling, these items will show as NULL. Pupils will only appear in the item file once a whole test has been accurately marked.

The total mark, scaled score and test outcomes fields should be consistent with the total mark, scaled score and test outcomes fields in the TEST file. Therefore, if amendments are made to the TEST file such as marks removed or compensatory marks are applied these should reflect in both the TEST and ITEM total mark fields although individual items will remain unchanged. If a child's record is subject to maladministration (annulled, suppressed, child cheating etc.) the test outcome in the ITEM file should be consistent with the test outcome in the TEST file although the individual items will remain in the file. For example, if a child is suppressed due to maladministration the marks will remain in the ITEM file with a test outcome of 'S' which will be consistent with the test outcome in the TEST file.

Individual items should represent the scores given by the most recent marker and will not include compensatory marks or changes due to maladministration or cheating. Any such adjustments to marks will be reflected in the TEST file and in the total mark and test outcome fields only in the ITEM file.

In addition, a separate MARKER file will be required for specified feeds for Reading, GPS and maths due to the potential number of markers per pupil. Specified feeds will also require a MARKERVALID file for Reading, GPS and maths to indicate which items have the possibility of being changed due to stopped markers. This will be accompanied by a MARKERPROGRESS file to provide information about the progress individual markers are making on their allocation.

The file names must conform to the given pattern:

- KS2<REA,MAT,GPS>ITEM_CCYYMMDD_nnn.TXT

File formats can be found in Appendix H.
Jersey schools should be included in the item data feeds.

6.5 Changes to school details during the test cycle

The key school details (CurrLA, CurrESTAB, CurrDfENo, URN, ToE, Name) in the PUPIL file and NDCSC file will reflect the latest information submitted on Get Information about Schools (correct to within 7 days). To allow tracking of school level data, two fields (PrevDfENo and PrevURN) exist in the PUPIL file to indicate where school details change after the January school census.

The NDCSC file is purely an aggregation of the PUPIL data; therefore, the total number of schools may fluctuate throughout the cycle. PrevDfENo and PrevURN are not provided in the NDCSC file as a single school may have multiple parent schools.

The DCAReference number, once assigned, should not normally change for the pupils as a result of school changes/closure. See example scenarios below.

Example 1 - One school closes and one new school opens (Includes Academy Converters where DfE Number may not have changed)

Pre migration:

PUPIL FILE

CurrLA	CurrESTAB	CurrDfENo	CurrURN	ToECode	PrevDfENo	PrevURN	Surname	Forename	DOB	Gender	UPN	DCA
CURR SCHOOL DETAILS_A					DFE_A	URN_A	PUPIL 1					1

NDCSC FILE

CurrLA	CurrESTAB	CurrDfENo	CurrURN	ToECode	SchoolName	CurrentPupilCount
CURR SCHOOL DETAILS_A						20

Post migration:

PUPIL FILE

CurrLA	CurrESTAB	CurrDfENo	CurrURN	ToECode	PrevDfENo	PrevURN	Surname	Forename	DOB	Gender	UPN	DCA
CURR SCHOOL DETAILS_B					DFE_A	URN_A	PUPIL 1					1
CURR SCHOOL DETAILS B					DFE_A	URN_A	NEW PUPIL					2

Pupils added after the migration would inherit the original school details, i.e. the PrevDfENo and PrevURN fields would be populated with the original school details (School A).

NDCSC FILE

CurrLA	CurrESTAB	CurrDfENo	CurrURN	ToECode	SchoolName	CurrentPupilCount
CURR SCHOOL DETAILS_B						20

Example 2 - One or more school closes and pupils move to an existing DfE number

Pre migration:

PUPIL FILE

<table>
<tr><th>CurrLA</th><th>CurrESTAB</th><th>CurrDfENo</th><th>CurrURN</th><th>ToECode</th><th>PrevDfENo</th><th>PrevURN</th><th>Surname</th><th>Forename</th><th>DOB</th><th>Gender</th><th>UPN</th><th>DCA</th></tr>
<tr><td colspan="5">CURR SCHOOL DETAILS_A</td><td>DFE_A</td><td>URN_A</td><td colspan="5">PUPIL 1</td><td>1</td></tr>
<tr><td colspan="5"></td><td></td><td></td><td colspan="5"></td><td></td></tr>
<tr><td colspan="5">CURR SCHOOL DETAILS_B</td><td>DFE_B</td><td>URN_B</td><td colspan="5">PUPIL 2</td><td>2</td></tr>
</table>

NDCDC FILE

<table>
<tr><th>CurrLA</th><th>CurrESTAB</th><th>CurrDfENo</th><th>CurrURN</th><th>ToECode</th><th>SchoolName</th><th>CurrentPupilCount</th></tr>
<tr><td colspan="6">CURR SCHOOL DETAILS_A</td><td>20</td></tr>
<tr><td colspan="6">CURR SCHOOL DETAILS_ B</td><td>10</td></tr>
</table>

Post migration, School B closes and pupils move to School A:

PUPIL FILE

<table>
<tr><th>CurrLA</th><th>CurrESTAB</th><th>CurrDfENo</th><th>CurrURN</th><th>ToECode</th><th>PrevDfENo</th><th>PrevURN</th><th>Surname</th><th>Forename</th><th>DOB</th><th>Gender</th><th>UPN</th><th>DCA</th></tr>
<tr><td colspan="5">CURR SCHOOL DETAILS_A</td><td>DFE_A</td><td>URN_A</td><td colspan="5">PUPIL 1</td><td>1</td></tr>
<tr><td colspan="5">CURR SCHOOL DETAILS_A</td><td>DFE_B</td><td>URN_B</td><td colspan="5">PUPIL 2</td><td>2</td></tr>
<tr><td colspan="5">CURR SCHOOL DETAILS_A</td><td>DFE_A</td><td>URN_A</td><td colspan="5">NEW PUPIL</td><td>3</td></tr>
</table>

Pupils added after the migration would inherit the existing school details, i.e. the PrevDfENo and PrevURN fields would be populated with the School A details.

NDCSC FILE

<table>
<tr><th>CurrLA</th><th>CurrESTAB</th><th>CurrDfENo</th><th>CurrURN</th><th>ToECode</th><th>SchoolName</th><th>CurrentPupilCount</th></tr>
<tr><td colspan="6">CURR SCHOOL DETAILS_A</td><td>30</td></tr>
</table>

The school control is purely an aggregation of the PUPIL data so the closed school (School B) would not show post migration.

Example 3 - Two or more schools close and pupils move to a new DfE number.

Pre migration:

PUPIL FILE

CurrLA	CurrESTAB	CurrDfENo	CurrURN	ToECode	PrevDfENo	PrevURN	Surname	Forename	DOB	Gender	UPN	DCA
CURR SCHOOL DETAILS_A					DFE_A	URN_A	PUPIL 1					1
CURR SCHOOL DETAILS_B					DFE_B	URN_B	PUPIL 2					2

NDCDC FILE

CurrLA	CurrESTAB	CurrDfENo	CurrURN	ToECode	SchoolName	CurrentPupilCount
CURR SCHOOL DETAILS_A						20
CURR SCHOOL DETAILS_ B						10

Post migration, School A and School B close and pupils move to School C:

PUPIL FILE

CurrLA	CurrESTAB	CurrDfENo	CurrURN	ToECode	PrevDfENo	PrevURN	Surname	Forename	DOB	Gender	UPN	DCA
CURR SCHOOL DETAILS_C					DFE_A	URN_A	PUPIL 1					1
CURR SCHOOL DETAILS_C					DFE_B	URN_B	PUPIL 2					2
CURR SCHOOL DETAILS_C					DFE_C	URN_C	NEW PUPIL					3

Any pupils added after the migration would have the current school details (School C) in the PrevDfENo and PrevURN fields as it would not be possible to determine which of the original schools they should be attributed to.

NDCSC FILE

CurrLA	CurrESTAB	CurrDfENo	CurrURN	ToECode	SchoolName	CurrentPupilCount
CURR SCHOOL DETAILS_C						30

Only the new school would show in the NDCSC file, neither of the closed schools would show post migration.

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Example 4 - One school closes and pupils split across multiple new/existing schools

In this scenario it is not normally possible to migrate pupils to the new schools as the destinations for individual pupils is not normally known by STA. For KS2 the following process will apply:

- School closes prior to test week - all pupils at original school will be marked as left. Original school will continue to show in the NDCSC file. Individual pupils should be added in pupil registration by their new school. Pupils will have new DCAReferences at the new school, PrevDfENo and PrevURN fields will be populated with the details of the new school.
- School closes after test week - no changes will be made in the PUPIL or NDCSC file. Results will be reported at the original school.

6.6 Rules for matching Teacher Assessment data to pupil data

Teacher assessment data submitted by schools will be matched to pupil data according to the rules set out in the Teacher Assessment Processing Rules document.

Teacher assessment data will be matched into the data feed within 3 days of submission to NCA Tools providing:

- There are no errors with the data that cause it to fail NCA Tools validation checks
- Data does not fail matching protocols as defined in the Teacher Assessment Processing Rules document.

Data that requires investigation by STA to resolve either of the above issues will take longer to be applied to the data feed.

Where a school has indicated a pupil will not be sitting the test because they are either a future or past taker, have left the school or were registered in error (test status codes F, P, L and Z) the teacher assessment for that pupil will be pre-populated with the relevant code (F, P, L or Z - see section 9). This code will not be overwritten if the school go on to submit teacher assessment data. If the school has already submitted teacher assessment before this algorithm is applied the TA supplied by the school will be overwritten.

The algorithm applied is as follows:

> If the TA subject is **English Reading**
> ... and reading Test Status is {FPLZ}
>
> then populate English Reading TA with reading Test Status
>
> If the TA subject is **English Writing**
> ... and GPS Test Status is {FPLZ}

then populate English Writing TA with GPS Test Status

If the TA subject is **maths**
... and the maths Test Status is one of {FPLZ}

then populate maths TA with maths Test Status

If the TA subject is **science**
... and English Reading/ English Writing/maths TA have same TA outcome that is one of {FPLZ}

then populate science TA with English/maths TA outcome.

If a school submits teacher assessment data for a pupil that was not registered at their school prior to the tests or added to the attendance register the pupil will not be added to the data feed unless the school provides a valid test status code. This data can be provided if required via an exceptions report but will not feature in any of the 4 files sent to EDD.

Teacher Assessment should be processed and matched into the Datafeed according to the following schedule:

Date	Frequency	Comments
22 May 2018	Daily	Data should be matched in to the daily datafeed produced. A weekly exceptions report should also be produced on a Monday from this date
10 July 2018	Weekly	Pre-emptive chase activity and moderation will close at the end of June and following this only small numbers of changes to TA are expected so files will only need to be matched weekly.
28 September 2018 (tbc)	Final feed	The teacher assessment module will close in September (date tbc to align with the closure of the performance tables' pupil checking exercise) and following this no further TA files will be produced and no further matching to the datafeed will be required.

Teacher Assessment Exceptions

Any teacher assessment records that cannot be matched into the data feed are included in the Exceptions report which will be sent by the supplier to STA weekly via the SFTP website. The Exceptions report will be produced weekly from when TA data is matched into the Datafeed until the close of the TA submission window, and will include the following six CSV files enclosed in a ZIP file (named TA_Exception_CCYYMMDD.zip):

- TA_Exceptions_CCYYMMDD_nnn_FileLineErrors
- TA_Exceptions_CCYYMMDD_nnn_FileSummary
- TA_Exceptions_CCYYMMDD_nnn_KS2Detail
- TA_Exceptions_CCYYMMDD_nnn_KS2Matches
- TA_Exceptions_CCYYMMDD_nnn_PupilYearSummary
- TA_Exceptions_CCYYMMDD_nnn_Summary

Both the KS2Detail and KS2Matches should be cumulative throughout the NCT cycle. The files will include quarantined/unmatched records as well as all manual matches supplied by STA. STA will attempt to match these records and send back **only** resolved records or any changes to previous matches to the supplier in the form of a modified copy of the "KS2Detail" file (named TA_Exceptions_CCYYMMDD_nnn_KS2Detail_forPEL) where nnn is the file sequence number. The content and formats of this file is outlined in Appendix I.

TSO_ID should be populated for ALL TA whether matched by PEL or through exceptions. This means that when a quarantined TA pupil is matched to a pupil in the PUPIL datafile via the exceptions process, the TSO_ID value IF NULL ONLY is overwritten with the TSO_ID taken from the quarantined TA pupil.

Population of "CurrentPupilState" in the KS2 detail file

PEL should populate this field based on the response from STA in any previous files supplied. For reference a source child is a record sourced from the PEL TA file supplied by TSO, i.e. a child and TA records uploaded by the school on NCA tools and a target child is a record sourced from the PUPIL file, i.e. a pupil that already exists in a normal state and is captured in the PUPIL file supplied by PEL.

No	Result	Rules
1	Quarantined	This should be provided by PEL where a child has been quarantined and action has not yet been taken to resolve and neither 4 nor 8 below are applicable
2	Normal	This should be provided by PEL where a quarantined source child has been set to one of {A, B, U, J} by STA in a previous submission to PEL and a new record has been created in the datafeed
3	Quarantined (Matched to a normal pupil record)	This should be provided by PEL where a source child has been manually matched to a target child within the datafeed. In this instance STA will have populated the "ReplacementMatchedDCAReference" field in a previous submission with the DCAReference for PEL to match to
4	Quarantined (Not required - TA data already exists)	This should be provided by PEL in the exception file to indicate that a target child has been identified and matched to the source child, but the target child is in a deleted state (and by this we mean that for all subjects they are one of {F,P,L,Z}). The "CurrentMatchedDCAReference" should be automatically populated by PEL with a "-1" and "MatchedDate" with the date processed. If a source child is manually matched to a target child (i.e. 3 above) by STA but that target child is subsequently set to {F,P,L,Z} via the marker, or Hellaby, then the target record teacher assessment results that have been sourced from the source child will revert to {F,P,L,Z}.
5	Quarantine (Not required - non registered IND)	If STA set a source child to "-2" in the "ReplacementMatchedDCAReference" field (and update the "matcheddate" field) then in subsequent exception files PEL should set "CurrentPupilState" to "Quarantine (Not required - non registered IND)".

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No	Result	Rules
6	Quarantine (Not required - non registered Non- IND)	If STA set a source child to "-3" in the "ReplacementMatchedDCAReference" field (and update the "matcheddate" field) then in subsequent exception files PEL should set "CurrentPupilState" to "Quarantine (Not required - non registered Non-IND)"
7	Quarantined (Not required - not KS2)	If STA set a source child to "-4" in the "ReplacementMatchedDCAReference" field (and update the "matcheddate" field) then in subsequent exception files PEL should set "CurrentPupilState" to "Quarantined (Not required - not KS2)"
8	Quarantined (Not required - TA deleted from NCA Tools)	This should be provided by PEL if the school deletes the child and its results from NCAtools. This will be identified by PEL using the "deleted" field in the TA data files. PEL should populate the "CurrentMatchedDCAReference" with a "-6" and "MatchedDate" with the date processed. If a quarantined child has been previously resolved by STA (i.e. one of 2-7 above), but the school subsequently deletes this TA record, the fields "CurrentPupilState", "MatchedDate", "CurrentMatchedDCAReference" should be updated in the exceptions report to reflect this. I.e. they will change to Quarantined (Not required - TA deleted from NCA Tools), the date, and -6 respectively.

Non-required codes

- -1 = Not required - TA data already exists
- -2 = Not required - non registered IND
- -3 = Not required - non registered Non-IND
- -4 = Not required - Not KS2
- -6 = Not required - TA deleted from NCA Tools

Update to already resolved quarantined records by STA

If further information leads STA to change a previous match provided to PEL then this will be included in the next file passed across. In this instance the "ReplacementMatchedDCAReference" will be overwritten with new details for PEL to action. In the subsequent matches file from PEL the "CurrentPupilState" should then reflect the change and be one of the allowable values in the above table and the corresponding "MatchedDate" field should show the date the replacement match was applied. This may happen in cases where TA quarantined pupils were resolved early before the child became available in the PUPIL file (because they were new to the school, not yet captured from the attendance register by PEL but the TA data was submitted early by the school).

7 QUALITY ASSURANCE

STA are responsible for ensuring that data presented to schools has been subject to thorough validation and quality assurance. This will ensure that, for example, erroneous information provided by schools is not propagated through the system.

Quality assurance checks will be carried out to ensure the data feeds meet the specifications set out in Sections 6 and 9. The quality of the data feeds will be measured against these specifications. A quality rating of 100 % requires all fields to contain only allowable values and adhere to the population rules set out for the data feed.

8 MANAGEMENT INFORMATION

STA will report on KS2 test volumes and teacher assessment volumes at the weekly operational meetings. Test volumes and teacher assessment volumes will be reported in the release note for every formal feed as specified in section 4.1.

8.1 KS2 test volumes

Volume calculations will be based on KS2 test results. Therefore, there will be 3 volume percentages reported:

- English reading
- English grammar punctuation and spelling
- Mathematics

The volumes reported in the acceptance notes will be calculated using the following rules:

- Any school that has indicated that they are not returning scripts is removed from the calculation. This is where a school has the RefTest field populated, so for example where a school has boycotted. The number of pupils/schools that are removed for this reason will be reported in the release note.
- Any pupil where the school has indicated at pupil registration that the pupil should not be registered for the tests (i.e. future or past takers, pupils that have left the school and those incorrectly included in census) will be removed from the calculation.
- Suppressed results will be included in the volume calculations as STA does not have access to the data that sits behind them.
- Jersey schools (ToE 57) are excluded from volume calculations, although should be reported informally separately.

Calculation:

Denominator - All pupils (excluding Jersey) that are registered for the tests, including those that have had their registrations handled automatically by STA. RefTest = NULL & RecordSource <> D & ToECode <> 57.

Numerator - All pupils that have a valid result. DataQuery = {0,91,92,94} & RecordSource <> D & ToECode <> 57 & TestOutcome = {A,B,J,U,L,M,Z,F,P,Q,H,S,R,AS,NS}.

8.2 Teacher assessment volumes

Teacher Assessment volume calculations will be provided for English Reading, English Writing, mathematics and science separately.

The volumes reported in the acceptance notes and with which to monitor the teacher assessment collection progress will be calculated using the following rules based on the relevant fields:

- Any pupil/school that has indicated that they are not returning teacher assessment data are removed from the calculation. (This is where a pupil/school has the RefTA field populated, so for example where a school has boycotted).
- Any pupil where the school has indicated at pupil registration that the pupil should not be registered for the tests (i.e. future or past takers, pupils that have left the school and those incorrectly included in census) will be removed from the calculation.
- TA volumes for Assessing Group 1 or 5 schools (e.g. Independents and PRUs) will be reported separately. Jersey schools will not be participating in the teacher assessment data collection so will not be included in any of the volume calculations.

Denominator - All non-AG1 and AG5 pupils that are registered for the test. RefTA = NULL & RecordSource <> D & ToECode <>10,11,14,24,52,53,57.

Numerator - All non-AG1 and AG5 pupils that have a valid teacher assessment. DataQuery = {0,91,92,94} & RecordSource <> D & ToECode <>10,11,14,24,52,53,57 & TAAcc = {A,D,L,F,P,Z,WTS,EXS,GDS,BLW,PKE,PKF,PKG} or TANonAcc = {A,D,L,F,P,Z,HNM,EXS,BLW,PKE,PKF,PKG}.

Assessing Group 1 and 5 schools:

Denominator - All AG1 and AG5 pupils that are registered for the test. RefTA = NULL & RecordSource <> D & ToECode =10,11,14,24,52,53.

Numerator - All AG1 and AG5 pupils that have a valid teacher assessment. DataQuery = {0,91,92,94} & RecordSource <> D & ToECode =10,11,14,24,52,53 & TAAcc = {A,D,L,F,P,Z,WTS,EXS,GDS,BLW,PKE,PKF,PKG} or TANonAcc = {A,D,L,F,P,Z,HNM,EXS,BLW,PKE,PKF,PKG) .

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9 KS2 DATA FEEDS

9.1 Specific requirements and conventions

The file format specifications for the KS2 data feed is given in Appendix F.

Test mark status codes

In order to make arithmetic on the test mark fields less time consuming the mark fields (TestMark<n>) are purely numeric fields. To qualify the mark data present, or any NULL value, the relevant mark status fields will be populated by a single character with the following interpretations applied:

a = test not sat; pupil absent (maladministration)

A = test not sat: pupil absent

B = test not sat: pupil working below the standard of the test

C = test not sat: compensatory mark awarded

E = error: marks out of range

F = test not sat: pupil will take it in the future

G = aegrotat award

H = paper annulled (pupil cheating)

h = marks removed (pupil cheating)

J = just arrived: abilities not yet determined

L = test not sat: pupil left the school

M = pupil sat the test but the script was lost prior to marking/data capture (following completion of 2018 Missing and Lost Test Scripts and Results Procedure)

P = test not sat: pupil took it in the past

Q = paper annulled (maladministration)

q = marks removed (maladministration)

S = marks suppressed (pending maladministration investigation)

U = unable to access tests

Z = test not sat: pupil was incorrectly registered by the school

- = result incomplete (the default value for all pupils rather than NULL)

% = mark scaled pro-rata (missing pages, our fault)

0 (zero) = items scored as zero due to missing pages (school's fault)

@ = marks captured

Where a value exists in Maladministration, PupilCheating or MissingPages, the TestMark status codes should be consistent with these fields.

Where more than one code is relevant to a test mark, a single code will be applied based on the following hierarchy:

S > E > Q > a > H > A > M > G > q > h > C > % > 0 > @ > {BJULFPZ} > -

For example, if a pupil's marks for a test are scaled pro-rata due to missing pages, they would have a mark status code of %. If the whole paper was annulled due to maladministration, then they would have a mark status code of Q. If both of these occurred for the same paper, then the status code would be Q as this is higher up in the hierarchy than %.

The TotalMark field is a derived field. The mark status codes for this field will be derived from the relevant TestMark<n>A codes according to the same hierarchy above.

For example, if a pupil had TestMark status codes of @, % and A respectively for the maths test papers, the resulting TotalMarkA would be A as this is the highest of the three in the hierarchy.

Status codes H, h, Q and q will only be applied to results as instructed by STA via the maladministration process (See section 9.2).

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Test data population rules

The following population rules will apply to test data. These rules will be used as part of STA's quality assurance of the data.

Field No	Field Name	Field Value	Field for cross validation	Notes
4	TestStatus	1	TotalMarkA = S, E, Q, a, H, A, M, G, q, h, C, %, 0, @ or -	
4	TestStatus	B,J, U,L,Z,F,P	TotalMarkA = B, U, J, L, Z, F or P to match TestStatus	Partial Marks For any one test (reading, GPS or mathematics), a pupil can only be marked as either non-assessing (TestStatus and TotalMark A = B, J, U, L, Z, F or P) or assessing (TestStatus = 1 and TotalMarkA = S, E, Q, a, H, A, M, G, q, h, C, %, 0, @ or -). A pupil cannot, for example, be marked as 'B' for test 1 and have marks captured for test 2. If a pupil is marked as non-assessing by the school for one paper but a script has been receipted for another paper, the attendance status codes should be amended as per the tables in the section entitled Partial Marks below.
5,7,9	TestMark<n>	Populated	TestMark<n>A = E, G, q, h, %, 0, @ or C	
5,7,9	TestMark<n>	NULL	TestMark<n>A = a, A, B, F, L, M, P, Q, H, S, U, J, Z or -	
11	TotalMark	Populated	TestMark1,... TestMark<n>All populated	
11	TotalMark	NULL	TestMark1,... TestMark<n> One or more NULL	
12	TotalMarkA	SEQHaAMGq hC%0@BJ ULFPZ-	TestMark1A,... TestMark<n>A- see hierarchy above	If the hierarchy is applied correctly, in early data feeds when no marks have been captured for a pupil the TotalMarkA will show as '-'. Once marks have been captured in the data feed for any of the tests TotalMarkA will show as '@' or a higher status even though marks may not have been captured for all tests. Pupils at schools that boycott the tests will be shown with '-'.

Field No	Field Name	Field Value	Field for cross validation	Notes
14	TestOutcome	NULL	TotalMarkA = '-'	In early data feeds this will be the default setting for most pupils until marks are captured. This will also apply if the RefTest field is populated.
14	TestOutcome	R	TotalMark = Not NULL.	'R' will only apply until scaled score threshold conversion tables are set.
13	ScaledScore	N, 0-999	TotalMark = Not NULL & MissingPages <>2.	Raw score to scaled score conversion applied to TotalMark.
13	ScaledScore	NULL	TotalMark = NULL OR MissingPages = 2	
14	TestOutcome	ABJUQHSMF PLZ, NULL	ScaledScore= NULL	
14	TestOutcome	AS	ScaledScore =>100	
14	TestOutcome	NS	ScaledScore <100	

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Inconsistent Results within a Test ("Partial Marks")

Where a child has inconsistent participation codes across a test and this is captured from the attendance register, the logic below will be applied to overwrite the inconsistent codes captured and to derive the correct TestOutcome. A child cannot be a combination of {present, A, M} and {B, J, U, L, P, F, Z}, or any combination of {B, J, U, L, P, F, Z}. This has been referred to previously as "partial marks", and where this occurs, the following hierarchy will be used during the creation of pupil results:

{A,M,@} > B > {J, U}> L > F > P > Z

Where there are combinations of {L, P, F, Z} (whatever schools write on the printed ARs will be captured) these should be referred to STA along with the attendance register (via SFTP) so that the school can be contacted to clarify the situation.

For clarification, the table below shows the outcomes expected for GPS where there are inconsistent codes. Where the grid shows 'List' these cases should be provided to STA for further investigation. The pupil results will be populated in the datafeed according to the hierarchy until corrections are agreed with the school and passed back to PEL if appropriate. This process will be complete by datafeed 4.

GPS -Outcomes

		Spelling (TestMark3A)							
		@	A	B	J	U	L	P	F
SAQ (TestMark2A)	@	AS, NS	A	A	A	A	A	A	A
	A	A	A	A	A	A	A	A	A
	B	A	A	B	B	B	B	B	B
	J	A	A	B	J	List	J	J	J
	U	A	A	B	List	U	U	U	U
	L	A	A	B	J	U	L	List	List
	P	A	A	B	J	U	List	P	List
	F	A	A	B	J	U	List	List	F

Populating test marks

Test marks and test statuses will only be populated in the datafeed once marks for all components are available for that test. For example, for maths, TestMark1, TestMark2 and TestMark3 should only be populated when the marks are available for all three of these.

Valid TestOutcome codes

The 'valid' TestOutcome codes, for the purposes of the school control files, are defined below:

	Key Stage 2
Reading test	A, U, J, B, AS, NS, Q, S
Grammar, punctuation and spelling test	A, U, J, B, AS, NS, Q, S
Mathematics test	A, U, J, B, AS, NS, Q, S
All TA	A, D, HNM, WTS, EXS, GDS, BLW, PKE, PKF, PKG

The above effectively defines the denominators for the published national results so, for the purposes of this file, final test **TestOutcome codes** that are NULL, F, P, L, M, Z or any other number or alphabetical character not in the above list are 'not valid' in this context.

Scaled Score conversion format

STA will provide three files Reading, Grammar, punctuation and spelling and Mathematics with all the allowable total marks for the test and the corresponding scaled score.

Field No.	Field Name	Allowable characters or range	Field Description
1	RawScore	0-nnn	All allowable total marks for subject where n is the maximum number of marks for the subject.
2	ScaledScore	0-999 (number) and "N" (alphabetic)	Corresponding scaled score up to a maximum of three digits. Where a raw score is not high enough to generate a scaled score the value of "N" will be applied.

9.2 STA Interventions to Results

Non-engaged schools

Where a school has not engaged in the process to confirm the status of all of their children, STA require information on these schools. Reports will be required at two stages during the test cycle:

1. At the end of the pupil registration chase activity, detailing schools with year 6 pupils in census that haven't engaged after chase activities. The format of this report will be specified in the Pupil Registration Callout Script and Chase Activity document. This is known as the "AG2 Assessing Non-Engaged" report ; and
2. By 2nd July 2018 detailing schools that were sent test scripts but where no scripts were receipted, no attendance register returned or HDF submitted and no TS1 resolution - i.e. schools that would require a system entry to compensate for the non-engagement. (This known as the "School Not Engaging Test" report).

The second report should contain the following fields:

1. DfE Number
2. School Name
3. ToE Code
4. Subject

The following qualifying conditions will apply for the report:

1. Schools qualify by subject and so may appear in the report up to 3 times.
2. A school will appear in the report for a particular subject only if ALL the following conditions are satisfied:
    a. The school has registered at least one pupil for the tests in that subject
    b. PEL has received no scripts for the school/ subject
    c. PEL has not received a completed AR for the school/ subject (returning an unused one does not count)
    d. The school has not submitted a HDF (the HDF covers all subject combinations)
    e. The school has failed to reply to ALL TS1 queries in respect of the subject
    f. The school is not ToECode 57 (Jersey schools will not be participating in the TS1 procedures).

STA will use this report to identify schools where, upon confirmation with the school, the whole cohort can be set to non-assessing. Scenarios where this is likely to occur are AG2 schools that have not engaged in the process because all their pupils are working below the standard of the tests (cohort will be set to 'B'), and AG1 schools that registered to take part in the test but subsequently withdrew without informing STA (cohort will be set to 'Z').

This process will be complete by datafeed 4.

STA's Test Administration team will also use this list to identify possible cases of Maladministration.

Any changes required as a result of STA's investigation of cases on this report will be detailed on the Changes Log (see below for details of the Change Log).

Any pupils from Jersey schools where the school has not engaged in the process will automatically be set to 'Z' for all subjects without entering the TS1 procedures.

Special Consideration

Special consideration can be granted if a child's performance in the Key Stage 2 tests is affected by extremely distressing circumstances. It will not be granted if a child has not covered the curriculum or is not prepared for the tests. Special consideration can only be given for a child who has taken all the components for a test.

Pupils that have special consideration applications approved should receive un-amended raw scores, scaled scores and test outcomes on return of results. Where an application for special consideration has been made this will be recorded in the relevant Special Consideration field in the KS2 TEST file.

Special considerations will be applied to the data feed by DF4. STA will provide a file to PEL containing the pupils/schools for whom special consideration should be applied which will conform to the standard format given in Section 6 and:

- The files will be sorted into ascending order of CurrDfENo, then subject and then DCAReference, where these fields are available
- The file names will conform to the given pattern:
    - <KS2><Pup,Sch><SpecCon_CCYYMMDD_nnn.TXT

See appendix J for file formats.

Compensatory Marks

Children who have a profound hearing impairment and do not use lip-reading or a signing system may not be able to fully participate in the spelling component of the English grammar, punctuation and spelling test, even with the full range of access arrangements. Where this is the case, schools can apply for compensatory marks.

Compensatory marks are based on average scores for the spelling test. Awarding these marks means that children can receive a test scaled score as long as they have completed the other components for the relevant test and gained enough marks overall. STA will calculate the average scores once results volumes for all relevant subjects are over 80%. Data from Jersey schools will be excluded from this calculation.

Where compensatory marks are awarded a 'C' will show in the relevant test mark status field.

Children that sit the test will not be awarded compensatory marks and the marks awarded for their attempted questions will remain.

Compensatory marks will be applied to the data feed by DF4. STA will provide a file to PEL containing the pupils for whom compensatory marks should be applied. This will be in a mini TEST file format.

Reviews

STA will only make changes to test results in exceptional circumstances after the review window has closed and will pass these across using the change log (see below).

STA will provide information to DfE's EDD about reviews of marking after completion of the review process, to enable EDD to track the process by which the quality of external marking is assured. That information includes data (for English reading, GPS and mathematics) on the number and percentage of the cohort of pupils for whom schools have requested reviews and on those whose marks change as a result of a review and the number of reviews rejected.

The data for generating this information will be contained in the relevant fields of the KS2 TEST file. Where a review has been requested, whatever the outcome, this will be recorded in the relevant Review field. Where the review results in a change to marks, scaled score or test outcome the relevant original mark/scaled score/test outcome fields will be populated.

The outcomes of reviews will be applied to the data feed by DF5. The review outcomes will only be released on NCA tools once results have been released to schools.

Maladministration and Children Cheating in Tests

Where a school has informed STA of a child that has cheated, marks may be removed from the paper or the whole paper annulled. This will be recorded in the relevant test mark/test mark status field and the PupilCheating field in the KS2 TEST file.

STA will investigate potential cases of maladministration. Where it is deemed necessary marks may be amended or annulled for whole cohorts, groups of children or individual children.

Where maladministration is under investigation results may be suppressed at an individual or school level. Where results are amended or annulled this will be recorded in the relevant test mark/test mark status fields and the MaladministrationTest field in the KS2 TEST file.

Maladministration will be applied to the data feed as investigations are undertaken.

Suppressions and changes to results will be passed to PEL via the SFTP site in Suppress/Release and Mini Test files.

The files will conform to the standard format given in Section 6 and:

- The files will be sorted into ascending order of CurrDfENo and then DCAReference, where these fields are available
- The file names will conform to the given pattern:
  - KS2<Pup,Sch><Suppress,Release>Test_CCYYMMDD_nnn.TXT
  - KS2MiniTEST_CCYYMMDD_nnn.TXT

See appendix J for file formats.

A report will be provided to STA by PEL, to identify pupils who have had marks removed due to maladministration or cheating; but have also had a review of that paper. This will be run before DF 5 and after reviews have been applied. STA will make a decision on a case by case basis as to whether a mark removal, needs to be re-applied.

Where STA has instructed a pupil or school should be suppressed, all marks for the specified subject should be removed from the Datafeed and the corresponding Test Status codes and Test Outcomes should be populated with 'S', and the corresponding MaladministrationTest flag populated. Suppressed marks should be retained by PEL but should not be displayed in the datafeed. Once STA has instructed the pupil or school should be released, the marks and corresponding Test Status codes and Test Outcomes should be reinstated into the Datafeed.

Where STA has instructed marks should be removed, papers annulled or the pupil marked as absent, the MiniTest file will be populated with the DCAReference for the pupils concerned, and the TestMark<n> and TestMark<n>A fields will be populated only for the applicable papers. All other fields will be null. Marks should be removed or papers annulled as per the instructions, and relevant TotalMark, TotalMarkA, scaled score and test outcome fields should be updated accordingly. OriginalTotalMark, OriginalScaledScore and OriginalTestOutcome fields should be populated with the marks/scaled score/outcome that were recorded prior to the change, and the MaladministrationTest field should be populated with the appropriate code.

Maladministration in Teacher Assessment

STA will also investigate potential cases of maladministration of teacher assessment data. Any pupils' data under investigation will be recorded in the MaladministrationTA field of the KS2TA file. Changes to TA Standards will not be made by STA but schools may be required to make amendments following the outcome of the investigations.

Missing Scripts

Where, following completion of the 2018 Missing and Lost Test Scripts and Results Procedure, a script is deemed missing this will be reflected in the relevant test mark status field. Where any component of an assessment is missing, an overall mark and scaled score will not be awarded for that subject.

The exception to the above is where the pupil has received enough marks with the remaining scripts that have been marked to achieve:

- the national standard

In which case, the pupil will be awarded the national standard in the TestOutcome field, and the TotalMark field will remain as NULL.

Where missing papers are from Jersey schools, PEL will not undertake additional activities to locate these scripts. However, the schools should be informed that the scripts have not been received so that they might locate and mark them themselves.

Missing Pages

Where parts of a paper are missing, this will be reflected in the MissingPages field of the KS2TEST file. In some circumstances, as set out in the Missing Pages Procedure document, a pro-rata mark may be awarded based on the pupil's performance on the remaining questions. Upon school's request this may be changed back using the change log and a manual override.

Where a pro-rata mark has been awarded this will be reflected in the relevant test mark status field and the ScaledScore field will be set to NULL for that subject. However, the pupil will be awarded the appropriate TestOutcome (AS or NS) based on the total marks awarded.

Other changes

STA will not make changes to pupil data (e.g. name, DOB, gender). It is the responsibility of the school to ensure pupil details are entered correctly in pupil registration. The only change to pupil details that will be made, where possible, will be:

- the correction of UPNs where an invalid UPN (i.e. does not conform to the EDD UPN generation algorithm) has been submitted in error or where a pupil has been allocated a new UPN
- the correction of the default (01/01/1970) missing DOB where the correct DOB is submitted by the school through teacher assessment; and
- the correction of the gender unknown (?) flag where the correct data is submitted by the school through the teacher assessment module.

In addition, after the review window STA will only make changes in exceptional circumstances, to correct error or omission by schools. For example, failure to mark a pupil as left on the attendance register. An extra communication will be sent to non-assessing schools (schools where the whole cohort is working below the standard or unable to access the tests) prior to closure of pupil registration reminding them to update their pupil details and amend the status of any leavers. Any changes to test status codes that are required due to marker error, e.g. correct code entered on attendance register but not amended on the results database, will be dealt with through an exceptions process.

As part of its quality assurance of results data prior to release to schools, STA will seek to address any anomalies in results data, e.g. inconsistencies across subjects or duplication of results. Where changes are made to marks or test status these will be shown in the original mark fields. STA will communicate the changes that are requested using the KS2 Change Log files. These will contain details of any ad hoc changes required at a school or pupil level, typically to resolve incorrect TA or duplicate pupils or to change UPN values. The change log files will be uploaded to the SFTP to be processed for the datafeed due the next working day, dependent on when the supplier is notified of the file and the volume (and complexity) of the changes required.

Change Log Loader

The process for changes is now automated through the changes log loader process. The process for this is described below. However, there may be cases where the loading of a change log file may not be sufficient to make the change and manual intervention is required.

Changes apply to either individual pupils or entire cohorts. An individual pupil change can include a request to remove a pupil from the DfE Datafeed or changes to personal details (changes to name, DOB or gender should only be made in exceptional circumstances) and/or a non-participating result for one or more tests; for an entire cohort changes are limited to setting a non-participating result for one or more tests. Currently non-participation codes are {B, J, L, U, F, P, Z, A}.

STA will supply change details to PEL in one of two files that target pupils or schools. The files will be simple CSV files and file names will conform to the following pattern:

- School file - "Change_Log_School_CCYYMMDD_nnn.csv"
- Pupil file - "Change_Log_Pupil_CCYYMMDD_nnn.csv"

Where 'nnn' is a file sequence number.

The file formats for the change log files can be found in Appendix K.

Assuming valid input when a file is processed only necessary changes are made, for example if a result is to be set to "Z" then only if the result is not "Z" will the change be made.

In additional to normal validation the following rules will apply:

1) Quarantined and deleted pupils are excluded if processing a School file.
2) If a Pupil file targets a pupil in quarantine, then an error is raised.
3) If [RemoveFromDF] is not blank all other values are ignored. The pupil will be set to a deleted state and will be removed from the DF, optionally flagging the pupil as deceased.
4) An error will be raised if a result is to be changed but the current result indicates either a script is present or an unresolved TS1 is present.
5) An error will be raised if a result is to be changed against a pupil in a deleted state and after the change it is not the case that all results for all subjects are one of {F, P, L, Z}. For example, updating a deleted pupil to have L/L/F would raise an error, but L/L/L would change the delete reason so the DF shows "L" and the record source still indicates a deleted pupil.
6) No result changes across all subjects containing one of {F, P, L, Z} will set the pupil into a deleted state: the loader is not designed to delete pupils.

The loader will process the input and will commit all or no changes. Because each row can relate to up to three results (and therefore 6 scripts) and a school file can target multiple pupils, a change log audit records all changes that a particular file made; the audit is also used to record more detailed error messages that relate to a specific pupil/result/script.

The DfE Datafeed Change Log audit will record for each valid file:

InsertSequence, unique ascending non-negative integer

InsertDate, date/time audit was created, value comes from the date/time recorded when the file processing started, or the current date/time if not available

Field, file Id of the related file

FileLineNumber, file line number of the related file line

DfE, DfE of school within which pupil resides at the time of the file processing

DCAReference, pupil reference

Action, type of change that is required, one of: *Remove From DF, UPN, DOB, Surname, Forename, Middlenames, Gender, R: Reading, G: Short Answer Qs, G: Spelling, M: Arithmetic, M: Reasoning1, M: Reasoning2*

OldValue, value before any change

NewValue, value after any change

ErrorNumber, file line error number

ChangeRequired, 1 if a change was required, 0 otherwise
ChangeCommitted, 1 if all files changes were committed to the database, 0 otherwise.

10 Marker Register

The file format specifications for the Marker Register are given in Appendix L.

Refer to PD 7.2 Management of Marking & Markers for information about the Marker Register and Marker Strategy.

11 End of Series Marker Quality Files

The End of Series Marker Quality Files must include item level data for each marker at every rank and question type for all practice, standardisation and validity items completed.

The file format specifications for the End of Series Marker Quality Files are given in Appendix M and the KS2 Marker Allocations in Appendix N.