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| **Modified Test Framework Agreement – STA 0070** |
| **Call-Off Contract No:** 03 Lot 2 |
| **Title:** Modified test production and modified test helpline services: Key stage 2 live tests and Year 7 tests in 2017 |
| **Awarded to:** PIA |

**Pursuant to the terms of the Modified Test Framework Agreement (STA 0070):**

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| **Service Commencement Date:** | 1 April 2016 |
| **Call-Off Contract End Date:** | 28 July 2017 |
| **Call-Off Contract Value:** | £192,547.00 |
| **Relationship Manager for Department for Education:** | Gareth Davies |
| **Relationship Manager for the Supplier:** | PIA to complete |

1. **Background**

STA requires the new tests for the 2017 cycle of National Curriculum Tests at key stage 2 to be modified, as well as new materials for the Year 7 resits, also at key stage 2. STA also requires a helpline support service be available to schools.

1. **Functional Requirements**

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| **Subjects:** | English reading; English grammar, punctuation and spelling; mathematics; and science |
| **Key Stage or Other Measure:** | Key stage 2 |

1. **Required Service Elements and Key Milestones**

| **A** | **Development stage** | **Key Stage 2 2017** | **Year 7 resit 2017** |
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| B1 | Item Validation Trial (IVT) materials provided to THE Modified Tests Agency (MTA) by STA for Modifiers’ reports on IVT materials  MTA Modifications Manager and MTA modifiers review draft materials at IVT stage (during summer 2016) and write a report on the suitability of items for modification and inclusion into 2018 live tests. | Available from 23 May 2016 | Available from 23 May 2016 |
|  | MODIFIER’S REPORT ON IVT MATERIALS  MTA provide the report in order to inform item selection of TPT (Technical Pre-Test). | 1 September 2016 | 1 September 2016 |
| B2 | **ORIGINATION STAGE**  2016 Technical Pre-Test (TPT) booklets (or individual pages of items) handed over to MTA.  MTA modification team to start modifying materials in preparation for Modified Meeting 1. | Available from 14 March 2016 | Available from 21 March 2016 |
|  | MODIFIED MEETING 1   * To discuss and agree principles of modification – leading to the production of Draft Proofs.   MTA tables proposed modifications for discussion at Modified Meeting 1. | June 2016 | June 2016 |
|  | DRAFT PROOFS   * To be circulated to STA subject teams for comments. * Collated comments returned to MTA. * MTA produces Discussion Proofs. | September 2016 | September 2016 |
|  | Project Board 3 meetings – various dates depending on subject  STA can inform MTA of live items at Test Construction stage, which is early October. | October 2016 (depends on subject) | May 2017 |
|  | Handover 1 of standard tests to MTA from STA – various dates depending on subject | October/November 2016 | May 2017 |
|  | DISCUSSION PROOFS   * MTA produces Discussion Proofs. * MTA produces word versions of administration guidance documents * MTA produces mark up versions of modified mark schemes * To be circulated to STA subject teams at least 5 working days in advance of Modified Meeting 2. * STA undertakes full round of proofing and checks ready for Meeting 2s. | End November 2016 | June 2017 |
| B3 | MODIFIED MEETING 2   * Only materials going forward to the live tests to be discussed. * STA subject teams sign off modified versions to ensure they match standard versions, check any changes since HO1 (Handover 1). | Early December 2016 | June 2017 |
| B4 | **FIRST PROOF STAGE**  **MLP & Braille**   * Production of First Proof versions of live tests based on mark up of Discussion Proofs agreed at Modified Meeting 2. * MTA to send First Proof versions to the nominated STA contact for each subject and the Modifier (see contacts list in section 10). * MTA to send amended versions of administration documents and Mark Scheme Assessments (MSAs) - STA will develop versions after first proof stage * STA teams undertake full round of proofing and checking – any comments and mark-ups sent to MTA (if required). | Early January 2017 | To be confirmed depending on when test construction happens for Y7 tests. Window likely to be July-August 2017 |
| B5 | **SIGN-OFF PROOF STAGE**  **Modified Large Print (MLP) & Braille**   * MTA to produce Sign-off versions of live tests based on any comments on First Proof versions. | Mid-January 2017 | To be confirmed depending on when test construction happens for Y7 tests. Window likely to be July-August 2017 |
| B6 | STA subject teams sign-off materials with Head of Test Development Research. | Mid-January 2017 | TBC |
| B7 | STA subject teams send ‘Approval to Print’ form to MTA for each test that is signed off. | End January 2017 | TBC |
| B8 | **STA receives final versions of live tests and associated electronic files from MTA.** | Early February 2017 | September 2017 |
| B9 | HANDOVER OF LIVE STANDARD AND MODIFIED TESTS TO PRINT AND LOGISTICS TEAM | From February 2017 once live tests signed off | September 2017 |
| B10 | **Completion of unselected items**   * Once all work on live 2017 tests has been completed.   Unselected items are taken to Discussion Proof stage | March 2017 | N/A |
| B11 | **Advice**  Provide specialist advice to schools on the basis of enquiries received by telephone, email or letter. This includes advice on:   * + appropriate use of modified test formats   + test ordering   + timetable for distribution of tests   + administration of tests. | Ongoing | Ongoing |
| B12 | **Ordering**  Take and record school orders for modified test materials. The table below indicates the services required for each test type in more detail.  **Key stage 2 and Year 7 tests**   * Take orders directly from schools and input them into NCA tools (or whichever mechanism STA deploys), if required (including late orders). * Validate school test orders that have been placed on the test ordering system. This should happen on an ongoing basis from when the order window opens.   **Late orders:** the MTA may receive late orders up to and including the day before a test is scheduled. STA will inform the MTA of the process to be followed in these cases. | From September to November 2016 | The ordering process for Year 7 resit tests in 2017 is yet to be confirmed |
| B13 | **Maintain a Frequently Asked Questions documents**  A full account of all frequently asked questions should be recorded as best practice and should be available for STA to review as required. | Ongoing | Ongoing |
| B14 | **Reporting**  **Orders MI**  Bulk orders  STA requires weekly orders MI during the bulk ordering window.  **Helpline MI**  STA also required summary reporting on calls received via the MTA helpline and details of complaints received.  **Validation of orders**  Detailed requirements to follow | September-October 2016  Throughout October 2016 | TBC (for costing purposes assume 2 months)  Throughout order period (not confirmed yet) |

1. **Key Payment Milestones and Key Payment Milestones Dates**

Payment will follow the completion of the Key Milestones listed above. Key Payment Milestones are:

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| --- | --- | --- | --- |
| **Milestone Payment** | **Requirement/Critical Steps** | **Payment Date** | **Amount £**  **(Excl. VAT)** |
| 1 | B1 IVT report and Meeting 0 (10%) | 16/09/2016 | Redacted |
| 2 | B2 Discussion Proofs (50%) | 16/12/2016 | Redacted |
| 3 | B3 to B9 inclusive concluding with Handover of live standard and modifed tests to Print and Logisitcs Team (30%) | 31/03/2017 | Redacted |
| 4 | B10 to B14 inclusive Advice and Ordering Helpline, Reporting, Provision of Data and Project Management (10%) | 28/07/2017 | Redacted |
|  |  | ***Total £*** | **£192,547.00** |

1. **ITQ and Supplier’s Response**

Redacted

**In witness** whereof this Call-Off Contract has been duly executed.

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| Signed for and on behalf of the Department for Education: |
| Name and Title: |
| Date: |

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| Signed for and on behalf of the Supplier: |
| Name and Title: |
| Date: |