

Trialling and Sampling Framework Agreement – STA 0166
Call-Off Contract No: STA0166/16
Title: KS2 Technical Pre-Test Administration: English reading; KS2 English reading (anchor and main); English grammar, punctuation and spelling (anchor and main); and mathematics (anchor only)

Pursuant to the terms of the Trialling and Sampling Framework Agreement (STA 0166):

Service Commencement Date:	Mon 22 November 2021
Call Off Value:	£1,413,308.98
Trial Type:	KS2 English reading (anchor and main); English grammar, punctuation and spelling (anchor and main); and mathematics (anchor only)
Awarded to:	NFER
Relationship Manager for Department for Education:	██████████
Relationship Manager for the Supplier:	

1. Background

A KS2 Technical Pre-Test Administration (TPT) is required in the following National Curriculum subjects: KS2 English reading (anchor and main); English grammar, punctuation and spelling (anchor and main); and mathematics (anchor only).

2. Specification of Requirements

1. Specification of requirements

1.e.1 Payment milestones schedule – for all subjects EXCEPT Phonics Screening Check

Payment will follow the successful completion of the milestones listed below

		Payment milestone number	KS2 TPT anchors only	KS2 TPT	Milestone payment %
1.01	Start-up meeting	1	22-Apr-22	22-Apr-22	15%
1.03	Equalities Plan (a)				
1.04	School Recruitment and retention strategy				
1.05	Exit and Transition plans				
1.06	Technical scanning requirements				
1.07	Business Continuity				
1.09	Event venues				
2.01	Schools Communication strategy				
2.02	Contacting local authorities and multi academy trusts				
2.03	Contacting schools				
2.04	Contacting schools - top up sample				
1.10	Process walk through meeting	1	22-Apr-22	22-Apr-22	15%
1.11	Product descriptions				

6.01	Print proofing				
1.08a	MI reports - School uptake progress				
1.14	Departmental Security Assurance Model				
2.05	Submission of report on number of schools participating and visits required				
3.01	Administration guidance	2	18-May-22	18-May-22	25%
3.02	School and administrator questionnaires				
3.03	Pupil data forms				
3.04	Recruitment of administrators				
1.08 b	MI reports - Administrator recruitment				
3.05	Training of administrators				
3.06	Training of administrators assurance				
4.01	Coding planning meeting				
4.02	Coding plan (including training)				
1.12	Final report and questionnaire analysis report				
4.03	Recruitment of Supervisory, non-supervisory and senior coders - Contracts award				

4.04	Recruitment of Supervisory, non-supervisory and senior coders				
1.08 c	MI reports - Coder recruitment				
6.02	Printing confirmation				
3.07	Collate and distribute test booklets to administrators/schools				
4.05	Allocation of tests to Supervisory coders				
4.06	Allocation of tests to non-supervisory coders				
3.08	Test administration				
1.08 d	Administration				
3.09	Test administration-written assurance				
3.10	Validate returned scripts and report nil responses				
5.01	Electronic delivery of pupil data				
	(fixed date)				

4.07	On-screen pre-coding	3	06-May-22	08-Jul-22	20%
	review area - For KS2 TPT (and if OSM pre coding solution proposed for other call-offs)				
1.03	Equalities Plan (b)				

4.08	Initial sample of scripts for pre-coding meeting 1(fixed date) Supervisors events including Pre-coding				
4.09	OSM training materials				
4.10	Pre-coding meeting 1 - Supervisory coder event				
4.11	Pre-coding meeting 2				
	Supervisors events including Pre-coding (TPTs only)				
5.06	Data capture of questionnaires				
4.12	Training materials for all coders				
4.13	Training of non-supervisory coders (For KS2 TPT * KS2 TPT anchor onscreen coding)				
4.14	Training of non-supervisory coders (For KS1 TPT)				

1.02	Checkpoint meetings	4	16-Sep-22	16-Sep-22	40%
1.03 (c)	Equalities plan				
4.15	Training of senior coders				

	(KS1 IVT and KS2 IVT)				
4.16	Coding window - fixed dates				
4.17	Coding window and Coding events for Coding events for KS1 TPT, KS2 TPT, KS1 IVT and KS2 IVT				
4.18	Coder coding quality assurance data				
5.02	Data capture of responses highlighted by coders				
4.19	Coding report				
4.20	Coder register				
5.03	Final Data feed - item level (100% of marks) - coder data (Fixed date)				
5.04	Handover electronic archive				
5.05	Trialling administration report				
1.13	Lessons learnt meeting				

3. Supporting documentation

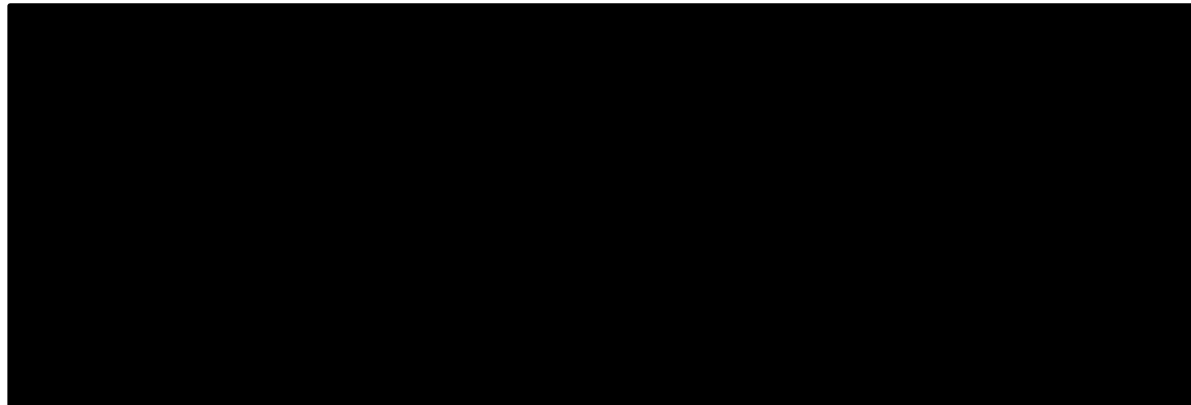
The ITQ document sets out the full specification of requirements including the project deliverables, functional requirements and performance requirements. The original ITQ and the supplier's response are appended to this contract document.



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Payment Milestones

Payment will follow the completion of the milestones listed below:



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

Signed for and on behalf of the Department for Education:

██████████ – Commercial Lead

Date:

Dec 20,2021

Signed for and on behalf of the NFER:

[REDACTED]

Commercial Director

Date:

Dec 17, 2021