

Trialling and Sampling Framework Agreement – STA 0166
Call-Off Contract No: STA0166/06
Title: Key Stage 1 & Key Stage 2 Item Validation Trial April 2020

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

Service Commencement Date:	21/11/2019
Call Off Value:	REDACTED
Trial Type:	Key stage 1 & Key Stage 2 IVT
Awarded to:	NFER
Relationship Manager for Department for Education:	REDACTED
Relationship Manager for the Supplier:	REDACTED

1. Background

An item validation trial (IVT) is required in the following National Curriculum Subjects. KS1 and KS2 English Reading The IVT will provide data on the performance of all items included on the test papers.

2. Specification of Requirements

Subjects:	English reading
Key Stage or Other Measure:	Key stage 1 & Key Stage 2

1. Specification of requirements							
1.e Payment milestones schedule							
Payment will follow the successful completion of the milestones listed below							
No.	Deliverable/Output	Trial					
		Payment milestone number	KS1 TPT	KS2 TPT anchors only	KS2 TPT	KS1 IVT & KS2 IVT	Milestone payment %
1.01	Start-up meeting	1					
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						
2.1	Schools Communication strategy						
2.2	Contacting local authorities and multi academy trusts						
2.3	Contacting schools						
2.4	Contacting schools - top up sample						
1.10	Process walk through meeting						
1.11	Product descriptions						
6.01	Print proofing						

2.5	Submission of report on number of schools participating and visits required						
3.01	Administration guidance	2					
3.02	School and administrator questionnaires						
3.03	Pupil data forms						
3.04	Recruitment of administrators						
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						
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						
3.09	Test administration						
3.10	Validate returned scripts and report nil responses						
5.01	Electronic delivery of pupil data (fixed date)						
4.07	On-screen pre-coding review area - For KS2 TPT (and if OSM pre coding solution proposed for other call-offs)	3					
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)						
3.11	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					
1.03	Equalities plan						
1.08	Management information reports						
4.15	Training of senior coders (KS1 IVT and KS2 IVT)						
4.16 & 4.17	Coding window - fixed dates						
4.17	Coding window and 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.

REDACTED

Payment Milestones

Payment will follow the completion of the milestones listed below:

REDACTED

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

Signed for and on behalf of the Department for Education:

REDACTED

Date:

Signed for and on behalf of the Supplier:

REDACTED

Date: