ANNEX 1 to Schedule 4 of the Framework Agreement

TEMPLATE CALL OFF ORDER FORM

Section A – General Information

This Order Form is issued in accordance with the provision of the Trialling and Sampling Agreement (STA 0291)

Customer details
Standards and Testing Agency Department for Education

Customer Address
Head Office is at Sanctuary Buildings, Great Smith Street, London, SW1P 3BT ("the Department")

Customer representative name
[redacted]

Customer representative contact details
[redacted]

Supplier details
Supplier name Scottish Qualification Authority (SQA)

Supplier address
OptimaBuilding, 58 Robertson Street, Glasgow, G2 8DQ (the "Supplier").

Supplier representative name The name of the Supplier point of contact for this Order
[redacted]

Supplier representative contact details
[redacted]

Section B – Order Form

Trialling and Sampling Framework Agreement – STA 0291	
Call-Off Contract No: STA0291 – Call Off 03	
Title: Call Off 03 - Key Stage 1 and Key Stage 2 (KS1 & KS2) Item Validation trial (IVT)	
Service Commencement Date:	20/12/2022
Call Off Value:	£588,359.00
Trial Type:	Key Stage 1 and Key Stage 2 (KS1 & KS2) Item Validation trial (IVT)

1. Background Information

An Item Validation Trial (TPT) for Key Stage 1 and Key Stage 2 is required for the following subjects:

2. Functional Requirements

Subjects:	KS1 English Reading and Mathematics – KS2 English Reading
Key Stage or Other Measure:	KS1 & KS2

3. Required Service Elements

The table below sets out which Service Elements the Supplier shall provide under this Call-Off Contract.

KEY:	**Included in trial**	✓	**Not included in trial**	**X**

Service Element	Included / not included	Service Element Requirements
Drawing the sample	X	As per requirements set out in Invitation to Quote
Recruiting schools	✓	As per requirements set out in Invitation to Quote

Service Element	Included / not included	Service Element Requirements
Recruit and train administrators	✓	As per requirements set out in Invitation to Quote
Collation and distribution	✓	As per requirements set out in Invitation to Quote
Administration of trial	✓	As per requirements set out in Invitation to Quote
Handling pupil data	✓	As per requirements set out in Invitation to Quote
Marking	✓	As per requirements set out in Invitation to Quote
Script management during marking	✓	As per requirements set out in Invitation to Quote
Data capture of test scripts	✓	As per requirements set out in Invitation to Quote
Data capture and analysis of questionnaires	✓	As per requirements set out in Invitation to Quote
Trial administration report	✓	As per requirements set out in Invitation to Quote
DTP/publishing	✓	As per requirements set out in Invitation to Quote
Printing	✓	As per requirements set out in Invitation to Quote
Return of results to schools	✓	As per requirements set out in Invitation to Quote
Incentives	X	As per requirements set out in Invitation to Quote

4. Payment Milestones

Payment will follow the completion of the milestones listed below:

No.	Deliverable / Output	Payment milestone number	KS1 & KS2 IVT	Milestone payment %
1.01	Start-up meeting	1	30-Mar-23	[redacted]
1.03 a	Equalities plan – initial			
1.04	School Recruitment and retention strategy			
1.05	Exit and Transition plans			
1.06	Technical scanning requirements			
1.07	Business Continuity			
1.08 a	MI reports – school uptake progress			
1.09	Departmental Security Assurance Model			
1.10	Event venues			
2.01	Schools Communication strategy			
2.02	Contacting local authorities or multi academy trusts			
2.03	Contacting local authorities or MATs - assurance			
2.04	Contacting schools			
2.05	Contacting schools - assurance			
2.06	Contacting schools - top up sample			

1.11	Process walk-through meeting			
1.12	Product descriptions			
4.01	Coding planning meeting			
6.01	Print and scanning compatibility checks			
6.02	Print and scanning compatibility checks - assurance			
4.02	**Recruitment of senior coders - Contracts award**			
4.03	Recruitment of senior coders - Contracts award assurance			

6.03	Print proofing	2	03-Jul-23	[redacted]
6.04	Print proofing - assurance			
2.07	Submission of report on number of schools participating and visits required			
3.01	Administration guidance			
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	Recruitment of administrators - assurance			
3.06	Training of administrators			
4.04	Coding plan (including training)			

1.13	Final report and questionnaire analysis report format			
3.07	Training of administrators assurance			
3.08	Collecting pupil data			
3.09	Collecting pupil data - assurance			
4.05	Recruitment of senior coders			
1.08 c	MI reports – coder recruitment			
4.06	Recruitment of senior coders - assurance			
6.05	Printing of test materials - assurance			
3.10	Collate and distribute test booklets to administrators/schools			
1.08 d	MI reports – parcel tracking			
3.11	Collate and distribute test booklets to administrators/schools - assurance			
3.12	**Test administration window**			
1.08 e	MI reports – administration progress			
3.13	Test administration assurance			
1.03 b	Equalities plan - interim			

5.01 a	**Electronic delivery of pupil data (interim)**	3	01-Aug-23	[redacted]

3.14	Validate returned scripts and report nil responses			
5.02	Data capture of questionnaires			
4.15	Training materials for all coders (IVT)			

4.19	Training of senior coders (throughout coding window)			
4.20	**Coding window**			
1.08 g	MI reports – coding progress			
4.21	Coding assurance			
4.22	Coder coding quality assurance - data capture			
4.23	Coder coding quality assurance - data outputs			
5.03	Data capture of responses highlighted by coders			
4.25	Coder register	4	23-Oct-23	[redacted]
5.04	**Final data feed - item level (100% of marks) - coder data**			
5.01 b	**Electronic delivery of pupil data (final)**			
5.05	Handover electronic archive			
1.03 c	Equalities report - final			
5.06	Trialling administration report			
1.02	Checkpoint meetings			
1.14	Lessons learnt meeting			

5. Charges

The Supplier shall be entitled to invoice the Department for Education for the Charges in accordance with the following timetable:

No.	Deliverables	Payment Due	Charge (£GBP) Inc VAT
1	1.01, 1.03a, 1.04, 1.05, 1.06, 1.07, 1.08a, 1.09, 1.10, 2.01, 2.02, 2.03, 2.04, 2.05, 2.06, 1.11, 1.12, 4.01, 6.01, 6.02, 4.02, 4.03	30/03/2023	[redacted]
2	6.03, 6.04, 2.07, 3.01, 3.02, 3.03, 3.04, 1.08b, 3.05, 3.06, 4.04, 1.13, 3.07, 3.08, 3.09, 4.05, 1.08c, 4.06, 6.05, 3.10, 1.08d, 3.11, 3.12, 1.08c, 3.13, 1.03b	03/07/2023	[redacted]
3	3.14, 5.02, 4.15	01/08/2023	[redacted]
4	4.19, 4.20, 1.08g, 4.21, 4.22, 4.23, 5.03, 4.25, 5.04, 5.01b, 5.05, 1.03c, 5.06, 1.02, 1.14	23/10/2023	[redacted]

Section C – Supplier Response

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 below:

[redacted]

Section D – Protection of Personal Data

Should the services involve the Processing of Personal Data, the following table should be completed pursuant to Clause 23.6.13 of the Call Off Contract.

Description	Details
Subject matter of the Processing	*The data collected during the pre-tests is to be used for informing the analysis of the test results and for ensuring that the tests are operating appropriately for all pupils.* *The Standards and Testing Agency (STA) has engaged the Scottish Qualification Authority (SQA) to carry out the*

	administration of the pre-tests. *The purpose of the pre-tests is to produce robust and reliable tests for possible future use at the end of the KS1 and KS2 national curriculum assessments in English reading, grammar, punctuation and spelling and mathematics. It is a statutory requirement for the selected schools to participate in the tests.* *STA will use the test results and pupil background data to* *determine which questions in the tests are suitable, including for pupils with different background characteristics, for the purposes of developing appropriate tests for use nationally by other pupils in the future.* *The results of the tests will not be published, and no individual school or pupil will be identified in any reports produced by STA or SQA*
Duration of the Processing	*12/12/2022 – 25/09/2023 – the duration of the contract.*
Nature and purposes of Processing	*STA will provide SQA with school census data containing pupil name, date of birth, gender, special educational needs and home language information. SQA will then request that individual schools view the census data, amend the data where necessary, and add the names and data of any new pupils that may have joined the school. SQA will also ask schools to provide details of special arrangements that individual pupils might require (enlarged tests, coloured tests papers, readers, scribes and/or additional time) to enable the pupils to access the tests. SQA will also collect the names of pupils who are exempt from taking the test if they are working below the standard of the test or are excused from the test for any other reason. All data is sent to STA using secure file transfer protocol.*
Type of Personal Data	• *Pupil name and background data are shared to cross check against pupil ID and test data* • *Test attendance data by pupil is shared so that STA know which pupils from the sample have taken the tests* • *Data for access arrangements is shared with STA* • *Pupils' test results are sent to STA so they can analyse whether the tests are operating appropriately for pupils* *Coders and test administrators' personal data will be processed to administer the project. Marker/coder performance data will also be provided to STA.*
Categories of Data Subjects	*Teachers and pupils. Coders/markers and test administrators*
Plan for return of the data once the Processing is complete unless requirement under union or member state law to preserve that type of data	*Data is not kept longer than necessary and is deleted in accordance with SQA's and STA's internal policy and also in accordance with the rights given to individuals under data protection legislation.* *• Data received from STA or collected from schools will be kept by SQA for 6 months following the end of the testing period as required by the contract between*

	STA and SQA. *• Once approval has been received from STA to delete or destroy data then computer files are permanently deleted from SQA systems.* *• Paper copies of testing materials are shredded securely on site.*

Section E – Call Off Contract Award

The Call Off Contract is awarded in accordance with the provisions of the Trialling and Sampling Framework Agreement.

The Supplier shall provide the Services specified in this Order Form to the Customer on and subject to the terms of this Order Form and the Call Terms (together referred to as "the Call Off Contract") for the duration of the Call Off Period.

SIGNATURES

For and on behalf of the Supplier

Name	[redacted]
Job role/title	[redacted]
Signature	[redacted]
Date	[redacted]

For and on behalf of the Customer

Name	[redacted]
Job role/title	[redacted]
Signature	[redacted]
Date	[redacted]