



Department
for Education

[REDACTED]
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
[REDACTED]

12 March 2019

[REDACTED]
Education Development Trust
Highbridge House,
16-18 Duke Street
Reading
RG1 4RU

Dear [REDACTED]

**RESEARCH PROJECT: 'TEACHING AND LEARNING INTERNATIONAL SURVEY
(TALIS) 2018 VIDEO STUDY'
PROJECT REFERENCE NO: EOR/SBU/2015/030**

Please find attached a Variation of Agreement for this Research Contract.

I would be grateful if you could sign and date the variation on behalf of your organisation and return them to me by **15th March 2019** via email.

A copy of the Variation will be returned to your organisation once it has been signed for and on behalf of the Department.

Yours sincerely

[REDACTED] Teachers Analysis and Research Team
[REDACTED]

VARIATION TO THE CONTRACT WITH: Education Development Trust

CONTRACT NUMBER: EOR/SBU/2015/030

CONTRACT DATE: 28/09/2016

VARIATION NUMBER: 2

REASON

Funding, additional to the existing contract budget, has been secured for additional costs associated with video and artefact rater training and activity for analysis as part of the TALIS Video Study (TVS). These additional costs arose as a result of changes made by the international consortium (in liaison with participating countries) in the video and artefact coding framework and training, which were developed as part of the pilot study after contract signature, which were deemed more complex and lengthy than first estimated as part of project costing. This variation covers the additional cost of [REDACTED] to be added to the milestone on 22 March 2019, as outlined below.

In addition to this, due to a delay in the reporting and publication of the OECD international report, contract milestones in 'Phase 3: data analysis and reporting', and the overall end date, as outlined in Schedule 2 below, have been amended to match the new OECD timelines for analysis, reporting and publication, at no additional cost.

SCHEDULE ONE

The Contractor shall train raters to rate videos and artefacts, and then rate all videos and artefact data collected from the TVS, in line with the international consortium's amended coding framework and training requirements, and submit ratings data to relevant parties for the study to the same timeline as per the contract.

The contractor will undertake the same activities previously contracted for under the 'phase 3: data analysis and reporting' stage of the contract, however reporting to an amended timetable and over an extended time period, as detailed in schedule 2.

SCHEDULE TWO

Table 1 presents the original milestones, including those of a previous contract variation dated 28th August 2017, which included an additional payment milestone, to cover the payment to completing participating schools. Table 2 presents the revised milestones, incorporating the additional cost of [REDACTED] in the milestone for 22 March 2019 for the additional work on the coding framework and training, as well as revised milestones and timelines in line with the OECD's amended analysis, reporting and publication timelines, as highlighted in bold.

Table 1: Original Milestones – including contract variation from August 2017

| No. | Project Milestone | Payment Amount | Payment Date |
|---|---|----------------|--------------|
| Phase 1: Development (June 2016 – July 2017) | | | |
| 1 | Complete the work outlined in the first letter of intent, detailed in Annex A. | [REDACTED] | 29 July 2016 |
| 2 | Complete the work outlined in the second letter of intent, detailed in Annex B. | [REDACTED] | 30 Sept 2016 |
| 3 | a. Submit data on 500 schools to [REDACTED] [REDACTED] for main stage sampling (Task 8: Sept) | [REDACTED] | [REDACTED] |

| | | | |
|---|---|--|--------------|
| | <ul style="list-style-type: none"> b. attend ISC webinars (Oct-Nov) c. attend Advisory Group meeting (Oct) d. submit videos from 10 maths lessons and respond to feedback on beta-testing (T3: Oct) e. finalise data transfer agreement (T9: Oct) f. submit sample artefact logs (T4: Oct) g. draft and review additional England specific questions for inclusion in the student and teacher questionnaires (T5&6: Oct) h. review draft test items (T7: Oct) i. recruit schools, teachers and students for the pilot (T8: Autumn) j. submit test administration and distribution plans (T5,6,7: Nov) k. attend ISC meeting in Frankfurt (30 Nov-4 Dec) l. submit draft video data collection and transfer plan (T3: Nov) m. submit artefact handling plans (T4: Nov) n. submit plans for printing, administering and scoring questionnaires and test (T5,6,7: Nov) o. submit list of sampled pilot schools and report on recruitment progress (T8: Nov) p. provide feedback to finalise consent forms (T9: Nov) q. confirm translation and adaptation plans (T10: Nov) r. submit finalised additional England-specific questions (T5&6: Dec) s. submit a log of adaptations for questionnaires and tests (T5,6,7: Dec) t. submit quarterly progress and activity report to the Department (Dec) | | |
| 4 | <ul style="list-style-type: none"> a. Prepare for and begin pilot stage, (Jan-Mar): b. train videography team in videoing and artefacts (T3,4: Jan) c. prepare a workplan for the videography team to conduct the pilot (T3: Jan) d. fully translate, adapt and verify all pilot documentation (T10: Jan) e. print all final version instruments and materials for distribution in pilot (T11: Jan) f. email weekly updates to the Department on pilot progress during fieldwork phase (Jan-Mar) g. submit quarterly progress and activity report to the Department (Mar) | | 24 Mar 2017 |
| 5 | <ul style="list-style-type: none"> a. Complete collection of all pilot data (Mar-Jun) b. email weekly updates to the Department on pilot progress during fieldwork phase (Mar-Jun) c. enter, clean, and submit data: sub-titled videos; annotated artefacts; pre- and post- | | 30 June 2017 |

| | | | |
|---|--|--|---------------|
| | <p>lesson student questionnaires and tests; end of lesson surveys submit all data to the ISC (T3-7: Apr)</p> <p>d. submit a report detailing the pilot data and the pilot stage to the Department for review (T11: May)</p> <p>e. develop, finalise and implement recruitment materials and communication plans with main stage schools and begin recruiting schools (T8: Jan-Jun)</p> <p>f. attend Steering Group (May tbc)</p> <p>g. submit quarterly progress and activity report to the Department (Jun)</p> | | |
| Phase 2: Implementation of main stage (August 2017 – March 2019) | | | |
| 6 | <p>a. Continue school recruitment through an awareness-raising campaign with schools via websites, emails, telephone calls, and printing and dissemination of school communication packs (T8: Jul-Sept)</p> <p>b. attend international meeting and report on all aspects of the pilot stage (Aug)</p> <p>c. preparation for regional information events (T8: Sept)</p> <p>d. identify when main stage schools teach quadratic equations (T1: Sept)</p> <p>e. train the videography team in videoing and artefacts (T3,4: Sept)</p> <p>f. prepare a workplan for the videography team to conduct the main study (T3: Sept)</p> <p>g. submit quarterly progress and activity report to the Department (Sept)</p> | | 29 Sept 2017 |
| 7 | <p>a. Attend advisory group (Oct tbc)</p> <p>b. finalise all main stage data collection documentation, including: consent forms; videos; artefacts; pre- and post- lesson student and teacher questionnaires; pre- and post-lesson student tests; and end of lesson surveys (T3-7,9: Oct)</p> <p>c. print all main stage materials (Oct)</p> <p>d. hold regional events (Oct-Nov)</p> <p>e. begin main stage data collection, including: consent forms; videos; artefacts; pre- and post- lesson student and teacher questionnaires; pre- and post-lesson student tests; and end of lesson surveys (T3-7,9: Oct-Dec)</p> <p>f. email weekly updates to the Department on main stage progress during fieldwork phase (Oct-Dec)</p> <p>g. submit quarterly progress and activity report to the Department (Dec)</p> <p>h. [REDACTED]</p> | | 31 Dec 2017 |
| 8 | a. Continue with collection of all main stage | | 23 March 2018 |

| | | | |
|----|---|------------|---------------|
| | <p>data, including: consent forms; videos; artefacts; pre- and post- lesson student and teacher questionnaires; pre-and post-lesson student tests; and end of lesson surveys (T3-7,9: Dec-Mar)</p> <p>b. email weekly updates to the Department on main stage during fieldwork phase (Jan-Mar)</p> <p>c. submit quarterly progress and activity report to the Department (Mar)</p> | | |
| 9 | <p>a. Continue with collection of all main stage data, including: consent forms; videos; artefacts; pre- and post- lesson student and teacher questionnaires; pre-and post-lesson student tests; and end of lesson surveys (T3-7,9: Apr-Jun)</p> <p>b. email weekly updates to the Department on main stage during fieldwork phase (Apr-June)</p> <p>c. attend Steering Group (June tbc)</p> <p>d. annotate and check all collected artefacts (T4: June)</p> <p>e. [REDACTED]</p> | [REDACTED] | 29 June 2018 |
| 10 | <p>g. Complete collection of all main stage data, including: consent forms; videos; artefacts; pre- and post- lesson student and teacher questionnaires; pre-and post-lesson student tests; and end of lesson surveys (T3-7,9: June-July)</p> <p>h. email weekly updates to the Department on main stage during fieldwork phase (June-July)</p> <p>i. upload all videos to [REDACTED] for coding (T2: Aug)</p> <p>j. submit quarterly progress and activity report to the Department (Sept)</p> | [REDACTED] | 28 Sept 2018 |
| 11 | <p>a. Attend international meeting (Oct)</p> <p>b. attend Advisory Group (Oct tbc)</p> <p>c. enter and clean all data: pre- and post-lesson student and teacher questionnaires; pre-and post-lesson student tests; teacher log; and end of lesson surveys (T3-7: Nov)</p> <p>d. submit quarterly progress and activity report to the Department (Dec)</p> | [REDACTED] | 31 Dec 2018 |
| 12 | <p>a. Attend international meeting (Jan)</p> <p>b. train raters to rate videos and artefacts (T3,4: Feb)</p> <p>c. rate all 170 videos and artefact data collected from 170 lessons and submit ratings (T3,4: Mar)</p> <p>d. submit quarterly progress and activity report</p> | [REDACTED] | 22 March 2019 |

| | | | |
|--|---|--|--------------|
| | to the Department (Mar) | | |
| Phase 3: Data Analysis and Reporting (April 2019 – December 2019) | | | |
| 13 | <ul style="list-style-type: none"> a. Analyse representative video evidence and associated classroom artefact of mathematics teaching practice on quadratic equations (T3, 4: June) b. analyse data from the pre- and post- lesson questionnaires with teachers and students, and end of lesson surveys, and conduct analysis of the selection of England specific questions included in those questionnaires (T5&6: June) c. analyse pre- and post- mathematics tests with students (T7: June) d. analyse all datasets and videotaped sessions (June) e. submit quarterly progress and activity report to the Department (June) | | 28 June 2019 |
| 14 | <ul style="list-style-type: none"> a. Present high level findings to the Department (Sept 2019) b. submit a draft report to the Department (Sept 2019) c. submit quarterly progress and activity report to the Department (Sept) | | 30 Sept 2019 |
| 15 | <ul style="list-style-type: none"> a. Review the videos created by the ISC for the Global Video Library (T3: Nov) b. submit a final, cleared, ready for publication report (Nov) c. submit draft outputs for practitioners to the Department (Dec) d. submit final outputs for practitioners (Jan) | | 31 Jan 2020 |

Expenditure for the financial year 2016-2017 shall not exceed [REDACTED] exclusive of VAT.
Expenditure for the financial year 2017-2018 shall not exceed [REDACTED] exclusive of VAT.
Expenditure for the financial year 2018-2019 shall not exceed [REDACTED] exclusive of VAT.
Expenditure for the financial year 2019-2020 shall not exceed [REDACTED] exclusive of VAT.

Total Project expenditure shall not exceed £1,191,233 exclusive of VAT.

Table 2: Updated Milestones

| No. | Project Milestone | Payment Amount | Payment Date |
|---|---|----------------|--------------|
| Phase 1: Development (June 2016 – July 2017) | | | |
| 1 | Complete the work outlined in the first letter of intent, detailed in Annex A. | [REDACTED] | 29 July 2016 |
| 2 | Complete the work outlined in the second letter of intent, detailed in Annex B. | [REDACTED] | 30 Sept 2016 |
| 3 | <ul style="list-style-type: none"> a. Submit data on 500 schools to [REDACTED] or main stage sampling (Task 8: Sept) b. attend ISC webinars (Oct-Nov) c. attend Advisory Group meeting (Oct) d. submit videos from 10 maths lessons and respond to feedback on beta-testing (T3: Oct) | [REDACTED] | 30 Dec 2016 |

| | | | |
|---|---|--|--------------|
| | <ul style="list-style-type: none"> e. finalise data transfer agreement (T9: Oct) f. submit sample artefact logs (T4: Oct) g. draft and review additional England specific questions for inclusion in the student and teacher questionnaires (T5&6: Oct) h. review draft test items (T7: Oct) i. recruit schools, teachers and students for the pilot (T8: Autumn) j. submit test administration and distribution plans (T5,6,7: Nov) k. attend ISC meeting in Frankfurt (30 Nov-4 Dec) l. submit draft video data collection and transfer plan (T3: Nov) m. submit artefact handling plans (T4: Nov) n. submit plans for printing, administering and scoring questionnaires and test (T5,6,7: Nov) o. submit list of sampled pilot schools and report on recruitment progress (T8: Nov) p. provide feedback to finalise consent forms (T9: Nov) q. confirm translation and adaptation plans (T10: Nov) r. submit finalised additional England-specific questions (T5&6: Dec) s. submit a log of adaptations for questionnaires and tests (T5,6,7: Dec) t. submit quarterly progress and activity report to the Department (Dec) | | |
| 4 | <ul style="list-style-type: none"> a. Prepare for and begin pilot stage, (Jan-Mar): b. train videography team in videoing and artefacts (T3,4: Jan) c. prepare a workplan for the videography team to conduct the pilot (T3: Jan) d. fully translate, adapt and verify all pilot documentation (T10: Jan) e. print all final version instruments and materials for distribution in pilot (T11: Jan) f. email weekly updates to the Department on pilot progress during fieldwork phase (Jan-Mar) g. submit quarterly progress and activity report to the Department (Mar) | | 24 Mar 2017 |
| 5 | <ul style="list-style-type: none"> a. Complete collection of all pilot data (Mar-Jun) b. email weekly updates to the Department on pilot progress during fieldwork phase (Mar-Jun) c. enter, clean, and submit data: sub-titled videos; annotated artefacts; pre- and post-lesson student questionnaires and tests; end of lesson surveys submit all data to the ISC (T3-7: Apr) d. submit a report detailing the pilot data and the pilot stage to the Department for review | | 30 June 2017 |

| | | | |
|---|--|--|---------------|
| | <p>(T11: May)</p> <p>e. develop, finalise and implement recruitment materials and communication plans with main stage schools and begin recruiting schools (T8: Jan-Jun)</p> <p>f. attend Steering Group (May tbc)</p> <p>g. submit quarterly progress and activity report to the Department (Jun)</p> | | |
| Phase 2: Implementation of main stage (August 2017 – March 2019) | | | |
| 6 | <p>a. Continue school recruitment through an awareness-raising campaign with schools via websites, emails, telephone calls, and printing and dissemination of school communication packs (T8: Jul-Sept)</p> <p>b. attend international meeting and report on all aspects of the pilot stage (Aug)</p> <p>c. preparation for regional information events (T8: Sept)</p> <p>d. identify when main stage schools teach quadratic equations (T1: Sept)</p> <p>e. train the videography team in videoing and artefacts (T3,4: Sept)</p> <p>f. prepare a workplan for the videography team to conduct the main study (T3: Sept)</p> <p>g. submit quarterly progress and activity report to the Department (Sept)</p> | | 29 Sept 2017 |
| 7 | <p>a. Attend advisory group (Oct tbc)</p> <p>b. finalise all main stage data collection documentation, including: consent forms; videos; artefacts; pre- and post- lesson student and teacher questionnaires; pre- and post-lesson student tests; and end of lesson surveys (T3-7,9: Oct)</p> <p>c. print all main stage materials (Oct)</p> <p>d. hold regional events (Oct-Nov)</p> <p>e. begin main stage data collection, including: consent forms; videos; artefacts; pre- and post- lesson student and teacher questionnaires; pre- and post-lesson student tests; and end of lesson surveys (T3-7,9: Oct-Dec)</p> <p>f. email weekly updates to the Department on main stage progress during fieldwork phase (Oct-Dec)</p> <p>g. submit quarterly progress and activity report to the Department (Dec)</p> <p>h. [REDACTED]</p> | | 31 Dec 2017 |
| 8 | <p>a. Continue with collection of all main stage data, including: consent forms; videos; artefacts; pre- and post- lesson student and teacher questionnaires; pre- and post- lesson student tests; and end of lesson surveys (T3-7,9: Dec-Mar)</p> | | 23 March 2018 |

| | | | |
|---|--|------------|---------------|
| | <ul style="list-style-type: none"> b. email weekly updates to the Department on main stage during fieldwork phase (Jan-Mar) c. submit quarterly progress and activity report to the Department (Mar) | | |
| 9 | <ul style="list-style-type: none"> a. Continue with collection of all main stage data, including: consent forms; videos; artefacts; pre- and post- lesson student and teacher questionnaires; pre-and post-lesson student tests; and end of lesson surveys (T3-7,9: Apr-Jun) b. email weekly updates to the Department on main stage during fieldwork phase (Apr-June) c. attend Steering Group (June tbc) d. annotate and check all collected artefacts (T4: June) e. [REDACTED] | [REDACTED] | 29 June 2018 |
| 10 | <ul style="list-style-type: none"> a. Complete collection of all main stage data, including: consent forms; videos; artefacts; pre- and post- lesson student and teacher questionnaires; pre-and post-lesson student tests; and end of lesson surveys (T3-7,9: June-July) b. email weekly updates to the Department on main stage during fieldwork phase (June-July) c. upload all videos to [REDACTED] for coding (T2: Aug) d. submit quarterly progress and activity report to the Department (Sept) | [REDACTED] | 28 Sept 2018 |
| 11 | <ul style="list-style-type: none"> a. Attend international meeting (Oct) b. attend Advisory Group (Oct tbc) c. enter and clean all data: pre- and post-lesson student and teacher questionnaires; pre-and post-lesson student tests; teacher log; and end of lesson surveys (T3-7: Nov) d. submit quarterly progress and activity report to the Department (Dec) | [REDACTED] | 31 Dec 2018 |
| 12 | <ul style="list-style-type: none"> a. Attend international meeting (Jan) b. train raters to rate videos and artefacts for the study (T3,4: Feb) c. rate all videos and artefact data collected from lessons from the study and submit ratings (T3,4: Mar) d. submit quarterly progress and activity report to the Department (Mar) | [REDACTED] | 22 March 2019 |
| Phase 3: Data Analysis and Reporting (April 2019 – September 2020) | | | |
| 13 | <ul style="list-style-type: none"> a. Attend international meeting (Oct/Nov) | [REDACTED] | 27 Nov 2019 |

| | | | |
|----|---|--|---------------|
| | <p>2019)</p> <p>b. Analyse representative video evidence and associated classroom artefact of mathematics teaching practice on quadratic equations (Nov 2019)</p> <p>c. analyse data from the pre- and post- lesson questionnaires with teachers and students, and end of lesson surveys, and conduct analysis of the selection of England specific questions included in those questionnaires (Nov 2019)</p> <p>d. analyse pre- and post- mathematics tests with students (Nov 2019)</p> <p>e. analyse all datasets and videotaped sessions (Nov 2019)</p> <p>f. submit quarterly progress and activity report to the Department (Nov 2019)</p> | | |
| 14 | <p>a. Review the videos created by the ISC for the Global Video Library (December 2019)</p> <p>b. Present high level findings to the Department as well as outline structure for country report (Dec 2019)</p> <p>c. submit a draft report to the Department (Jan 2020)</p> <p>d. submit quarterly progress and activity report to the Department (Jan 2020)</p> | | 31 Jan 2020 |
| 15 | <p>a. submit revised report integrating feedback/comments from the Department (March 2020)</p> <p>b. submit draft outputs for practitioners to the Department (March 2020)</p> <p>c. submit quarterly progress and activity report to the Department (March 2020)</p> | | 20 March 2020 |
| 16 | <p>a. submit a final, cleared, ready for publication report which has been checked against the OECD draft international report for consistency and complementarity (May 2020)</p> <p>b. submit final outputs for practitioners (May 2020)</p> | | 21 June 2020 |

Expenditure for the financial year 2016-2017 shall not exceed [REDACTED] exclusive of VAT.
Expenditure for the financial year 2017-2018 shall not exceed [REDACTED] exclusive of VAT.
Expenditure for the financial year 2018-2019 shall not exceed [REDACTED] exclusive of VAT.
Expenditure for the financial year 2019-2020 shall not exceed [REDACTED] exclusive of VAT.
Expenditure for the financial year 2020-2021 shall not exceed [REDACTED] exclusive of VAT

Total Project expenditure shall not exceed £1,223,353 exclusive of VAT.

We agree that all other terms and conditions of the Contract remain unaltered and that no other liabilities, financial or otherwise, shall accrue to the Department because of the above amendment. We confirm acceptance of the Variation of the terms specified above.

As witness the hands of the parties

**Authorised to sign for and on behalf of
the Secretary of State for Education**

Signature

[Redacted Signature]

Date

18/3/19

Name in Capitals

[Redacted Name]

Position and Address

DEPUTY DIRECTOR
CENTRAL ANALYSIS UNIT.
SANCTUARY BUILDINGS
GREAT SMITH STREET
LONDON
SW1P 3BT.

**Authorised to sign for and on behalf of
the Contractor**

Signature

[Redacted Signature]

Date

14/03/2019

Name in Capitals

[Redacted Name]

Position and Address

Research & Consultancy Director
Education Development Trust
Highbridge House
16-18 Duke Street
Reading
RG1 4RU