

Modified Test Framework Agreement – STA 0070
Call-Off Contract No: 05 Lot 2
Title: Modified test production and modified test helpline services: Key Stage 2 live tests in 2019 and Key Stage 2 past papers service
Awarded to: PIA

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

Service Commencement Date:	23 April 2018
Call-Off Contract End Date:	31 July 2019
Call-Off Contract Value:	£165280.94
Relationship Manager for Department for Education:	REDACTED
Relationship Manager for the Supplier:	REDACTED

1. Background

STA requires the new tests for the 2018 cycle of National Curriculum Tests at Key Stage 2 to be modified and provision of Key Stage 2 Past Papers Service. STA also requires a helpline support service to be available to schools.

2. Functional Requirements

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

3. Required service elements and key milestones

Lot 2	Development stage	Key Stage 2 2018
L2.1	<u>L2.1a</u> <ul style="list-style-type: none"> ▪ Item Validation Trial (IVT) materials provided to the Modified Tests Agency (MTA) by STA for Modifiers' reports on IVT materials. (where applicable) 	Available from 3 April 2018

	<ul style="list-style-type: none"> MTA Modifications Manager and MTA modifiers review draft materials at IVT stage (during summer 2018) and write a report on the suitability of items for modification and inclusion into 2019 live tests. 	
	<p><u>L2.1b</u> <u>Modifier's report on IVT materials</u></p> <ul style="list-style-type: none"> MTA provide the report in order to inform item selection of TPT (Technical Pre-Test). 	3 September 2018 (fixed)
L2.2	<p><u>L2.2a</u> <u>Origination stage</u></p> <ul style="list-style-type: none"> 2017 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 6 March 2018
	<p><u>L2.2b</u> <u>Modified meeting 1</u></p> <ul style="list-style-type: none"> 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 - July 2018
	<p><u>L2.2c</u> <u>Draft proofs</u></p> <ul style="list-style-type: none"> To be circulated to STA subject teams for comments. Collated comments returned to MTA. MTA produces Discussion Proofs. 	October 2018
	<p><u>L2.2d</u> <u>Project Board 3 meetings</u> – various dates depending on subject</p> <ul style="list-style-type: none"> STA can inform MTA of live items at Test Construction stage, (normally in October). 	To be confirmed at or after start up
	<p><u>L2.2e</u> <u>Proofing round 1 of standard tests to MTA from STA</u></p> <ul style="list-style-type: none"> various dates depending on subject 	To be confirmed at or after start up
	<p><u>L2.2f</u> <u>Discussion proofs</u></p> <ul style="list-style-type: none"> MTA produces Discussion Proofs. MTA produces Word versions of administration guidance documents 	December 2018

	<ul style="list-style-type: none"> ▪ MTA produces Word versions of modified mark schemes/provides marked up standard versions of mark schemes. ▪ Documents to be circulated to STA subject teams at least 7 working days in advance of Modified Meeting 2. ▪ STA undertakes full round of proofing and checks ready for Meeting 2s. 	
L2.3	<p><u>L2.3</u> <u>Modified Meeting 2</u></p> <ul style="list-style-type: none"> ▪ 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 Proofing round 1 (Proofing round 1). 	December 2018
L2.4	<p><u>L2.4</u> <u>First proof stage</u></p> <p>MLP & Braille</p> <ul style="list-style-type: none"> ▪ 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 (list of contacts will be shared at the Sart-up Meeting). ▪ MTA to send amended versions of administration documents and Mark Scheme Amendments (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). 	January 2019
L2.5	<p><u>L2.5</u> <u>Sign off proof stage</u></p> <p>Modified Large Print (MLP) & Braille</p> <ul style="list-style-type: none"> ▪ MTA to produce full Sign-off pack versions of live tests based on any comments on First Proof versions. To be used during HoTD sign off 	January 2019
L2.6	<p><u>L2.6</u></p> <ul style="list-style-type: none"> ▪ STA subject teams sign-off materials with Head of Test Development Research. 	February 2019
L2.7	<u>L2.7</u>	February 2019

	<ul style="list-style-type: none"> ▪ STA subject teams send ‘Approval to Print’ form to MTA for each test that is signed off. 	
L2.8	<p>L2.8</p> <ul style="list-style-type: none"> ▪ STA receives final versions of live tests and associated electronic files from MTA. 	February 2019
L2.9	<p><u>L2.9</u> <u>Handover</u></p> <ul style="list-style-type: none"> ▪ Handover of live standard and modified test to print and logistics team. 	To be confirmed at start up as part of final handover schedule
L2.10	<p><u>L2.10</u> <u>Completion of unselected items</u></p> <ul style="list-style-type: none"> ▪ Once all work on live 2018 tests has been completed. ▪ Unselected items are taken to Discussion Proof stage 	March 2019
L2.11	<p><u>L2.11</u> <u>Advice</u></p> <p>Provide specialist advice to schools on the basis of enquiries received by telephone, email or letter. This includes advice on:</p> <ul style="list-style-type: none"> ○ appropriate use of modified test formats ○ test ordering ○ timetable for distribution of tests ○ administration of tests. 	Ongoing
L2.12	<p><u>L2.12a</u> <u>Ordering</u></p> <ul style="list-style-type: none"> ▪ Take and record school orders for modified test materials. The table below indicates the services required for each test type in more detail. <p><u>L2.12b</u> <u>Key stage 2</u></p> <ul style="list-style-type: none"> ▪ 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. <p><u>L2.12c</u> <u>Late orders:</u></p>	<p>Test Orders window: November 2018 (tbc)</p> <p>Late orders: December 2018- May 2019</p>

	<ul style="list-style-type: none"> ▪ 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. 	
L2.13	<p><u>L2.13</u> <u>Maintain a Frequently Asked Questions documents</u></p> <ul style="list-style-type: none"> ▪ 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
L2.14	<p><u>L2.14a</u> <u>Reporting: Orders Management Information (MI)</u></p> <ul style="list-style-type: none"> ▪ Bulk orders ▪ STA requires weekly orders MI during the bulk ordering window. <p><u>L2.14b</u> <u>Validation of orders</u></p> <ul style="list-style-type: none"> ▪ Detailed requirements to follow <p><u>L2.14c</u> <u>Helpline MI</u></p> <ul style="list-style-type: none"> ▪ STA also required summary reporting on calls received via the MTA helpline and details of complaints received. <p><u>L2.14d</u> <u>Past Papers</u></p> <ul style="list-style-type: none"> ▪ Monthly listing of 'on-demand' past papers issued (for invoicing purposes) 	<p>November 2018</p> <p>Throughout November 2018</p> <p>June 2018-May 2019</p>
L2.15	<p><u>L2.15a</u> <u>Past Papers</u></p> <ul style="list-style-type: none"> ▪ Provision of modified past papers requested by schools, on-demand 	June 2018-May 2019

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

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

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