

Modified Test Framework Agreement – STA 0070
Call-Off Contract No: 05 Lot 1
Title: Modified test production and modified test helpline services: Key Stage 1 live tests in 2019 and Key Stage 1 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:	£133,932.13
Relationship Manager for Department for Education:	REDACTED
Relationship Manager for the Supplier:	REDACTED

1. Background

STA requires the new tests for the 2019 cycle of National Curriculum Tests at Key Stage 1 to be modified (including braille version of Phonics Screening Check booklet) and provision of the Key Stage 1 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; and mathematics
Key Stage or Other Measure:	Key Stage 1

3. Required service elements and key milestones

Lot 1	Development stage	Key Stage 1 2019
L1.1	<u>L1.1a</u> <ul style="list-style-type: none"> ▪ Item Validation Trial (IVT) materials provided to Modified Tests Agency (MTA) by STA for Modifiers' reports on IVT materials (where applicable). ▪ MTA Modifications Manager and MTA modifiers review draft materials at IVT stage (during 	Available from 7 May 2018

	summer 2018) and write a report on the suitability of items for modification and inclusion into live tests.	
	<p><u>L1.1b</u> <u>Modifiers report on 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)
L1.2	<p><u>L1.2a</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 5 March 2018
	<p><u>L1.2b</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. ▪ Mathematics questions where models may be required to be identified and discussed. ▪ MTA tables proposed modifications for discussion at Modified Meeting 1. 	June 2018
	<p><u>L1.2c</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. 	September 2018
	<p><u>L1.2d</u> <u>Project Board 3 meetings</u> – various dates depending on subject STA can inform MTA of live items at Test Construction stage.</p> <p><u>L1.2e</u> <u>Based on questions selected for live tests:</u></p> <ul style="list-style-type: none"> ▪ Mathematics model specifications developed and agreed with STA. 	To be confirmed at or after start up
	<p><u>L1.2f</u></p> <ul style="list-style-type: none"> ▪ STA to provide Proofing round 1 versions of standard papers – various dates depending on subject 	To be confirmed at or after start up
	<p><u>L1.2g</u> <u>Discussion proofs</u></p> <ul style="list-style-type: none"> ▪ MTA produces Discussion Proofs. 	December 2018

	<ul style="list-style-type: none"> ▪ MTA produces Word versions of administration guidance documents. ▪ MTA produces Word versions of amendments to mark schemes/provides marked up standard 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 2. 	
L1.3	<p><u>L1.3a</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 PR1 (<u>Proofing round 1</u>). 	December 2018
L1.4	<p><u>L1.4</u> <u>First proof stage</u> 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 updated versions of administration documents and Mark Schemes 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
L1.5	<p><u>L1.5</u> <u>Sign off proof stage</u> 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
L1.6	<p><u>L1.6</u></p> <ul style="list-style-type: none"> ▪ STA subject teams sign-off materials with Head of Test Development Research. 	January 2019
L1.7	<u>L1.7</u>	January 2019

	<ul style="list-style-type: none"> ▪ STA subject teams send 'Approval to Print' form to MTA for each test that is signed off. 	
L1.8	<p><u>L1.8</u></p> <ul style="list-style-type: none"> ▪ STA receives final versions of live tests and associated electronic files from MTA. ▪ Live tests are signed off to print with Deputy Director, Test Development Division. 	Early February 2019
L1.9	<p><u>L1.9</u> <u>KS1 Handover</u></p> <ul style="list-style-type: none"> ▪ Handover of live standard and modified tests to STA Print and Logistics team (for KS1) 	To be confirmed at start up as part of final handover schedule
L1.10	<p><u>L1.10</u> <u>Phonics screening check</u></p> <ul style="list-style-type: none"> ▪ STA will supply the supplier with the 40 words to be modified into Braille in February 2019. ▪ Braille version supplied to STA for sign off and approval to print. 	February 2019
L1.11	<p><u>L1.11</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 ▪ Supplier sends completed versions to STA. 	March 2019
L1.12	<p><u>L1.12</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
L1.13	<p><u>L1.13a</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>L1.13b</u> <u>Key stage 1</u></p>	<p>Test Orders window: November 2018 (tbc)</p> <p>Late orders: December 2018- May 2019</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>L1.13c</u> <u>Late orders:</u></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. 	
	<p><u>L1.13d</u> <u>Phonics screening check</u></p> <ul style="list-style-type: none"> ▪ Take and record orders (as specified by STA) for braille check materials from schools. ▪ Provide recorded data to STA for order fulfilment. 	<p>March–June 2019 May 2019</p>
<p>L1.14</p>	<p><u>L1.14</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. 	<p>Ongoing</p>
<p>L1.15</p>	<p><u>L1.15a</u> <u>Reporting; Orders Management Information (MI)</u> Bulk orders</p> <ul style="list-style-type: none"> ▪ STA requires weekly orders MI during the bulk ordering window. <p><u>L1.15b</u> <u>Reporting; 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>L1.15c</u> <u>Reporting; Validation of orders</u></p> <ul style="list-style-type: none"> ▪ Detailed requirements to follow <p><u>L1.15d</u> <u>Past Papers</u></p> <ul style="list-style-type: none"> ▪ Monthly listing of past papers issued (for invoicing purposes) 	<p>October 2018 (tbc with MTA)</p> <p>November 2018 – May 2019</p> <p>June 2018 – March 2019</p>
<p>L1.16</p>	<p><u>L1.16</u> <u>Provision of data – summary of requirement</u></p> <ul style="list-style-type: none"> ▪ Phonics screening check – Braille orders 	<p>May 2019 May-June 2019</p>

	<ul style="list-style-type: none"> ▪ Phonics screening check – late orders 	
L1.17	<u>L1.17</u> <u>Past Papers 'on-demand' service</u> <ul style="list-style-type: none"> ▪ Provision of 2018 modified past papers requested by schools 	June 2018 – March 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: