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| **Modified Test Framework Agreement – STA 0070** |
| **Call-Off Contract No:** 03 Lot 1 |
| **Title:** Modified test production and modified test helpline services: Key stage 1 live tests in 2017 and Year 7 tests in 2016 |
| **Awarded to:** PIA |

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

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| **Service Commencement Date:** | 1 April 2016 |
| **Call-Off Contract End Date:** | 28 July 2017 |
| **Call-Off Contract Value:** | £148,058.00 |
| **Relationship Manager for Department for Education:** | Gareth Davies |
| **Relationship Manager for the Supplier:** | PIA to complete |

1. **Background**

STA requires the new tests for the 2017 cycle of National Curriculum Tests at key stage 1 to be modified, as well as new materials for the Year 7 resits at key stage 2. STA also requires a helpline support service be available to schools.

1. **Functional Requirements**

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| **Subjects:** | English reading; English grammar, punctuation and spelling; and mathematics |
| **Key Stage or Other Measure:** | Key stage 1 and key stage 2 (Year 7) |

1. **Required Service Elements and Key Milestones**

| **A** | **Development stage** | **KS1** | **KS2** |
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| A1 | Item Validation Trial (IVT) materials provided to Modified Tests Agency (MTA) by STA for Modifiers’ reports on IVT materialsMTA Modifications Manager and MTA modifiers review draft materials at IVT stage (during summer 2016) and write a report on the suitability of items for modification and inclusion into live tests. | Available from 23 May 2016 | Not required |
|  | MODIFIER’S REPORT ON IVT MATERIALSMTA provide the report in order to inform item selection of TPT (Technical Pre-Test). | 1 September 2016 | Not required |
| A2 | **ORIGINATION STAGE**2016 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 14 March 2016 | Available from 21 March 2016 |
|  | MODIFIED MEETING 1* 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 2016 | June 2016 |
|  | DRAFT PROOFS* To be circulated to STA subject teams for comments.
* Collated comments returned to MTA.
* MTA produces Discussion Proofs.
 | September 2016 | July 2016 |
|  | Project Board 3 meetings – various dates depending on subjectSTA can inform MTA of live items at Test Construction stage. | Early October 2016 | July 2016 |
|  | STA to provide Handover 1 versions of standard papers – various dates depending on subject | October 2016 | August 2016 |
|  | DISCUSSION PROOFS* MTA produces Discussion Proofs.
* MTA produces word versions of administration guidance documents
* MTA produces marked-up versions of modified mark schemes
* To be circulated to STA subject teams at least 5 working days in advance of Modified Meeting 2.
* STA undertakes full round of proofing and checks ready for Meeting 2s
 | Early November 2016 | September 2016 |
| A3 | MODIFIED MEETING 2* 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 HO1 (Handover 1)
 | Mid-November 2016 (tbc) | Mid-September 2016 |
| A4 | **FIRST PROOF STAGE****MLP & Braille*** 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 (see contacts list in section 10).
* 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).
 | Early December 2016 (tbc with MTA) | October 2016 |
| A5 | **SIGN-OFF PROOF STAGE****Modified Large Print (MLP) & Braille*** MTA to produce Sign-off versions of live tests based on any comments on First Proof versions.
 | Mid December 2016 | October 2016 |
| A6 | STA subject teams sign-off materials with Head of Test Development Research. | Mid December 2016 | October 2016 |
| A7 | STA subject teams send ‘Approval to Print’ form to MTA for each test that is signed off. | End December 2016 | November 2016 |
| A8 | **STA receives final versions of live tests and associated electronic files from MTA.****Live tests are signed off to print with Deputy Director, Assessment Policy and Development Division (APDD).** | January 2017 | November 2016 |
| A9 | KS1HANDOVER OF LIVE STANDARD AND MODIFIED TESTS TO STA PRINT AND LOGISTICS TEAM (for KS1)Year 7Handover of electronic files to STA Communications teams for publication on the web. Send approval to print to MTA in order to print to order. | From January 2017 once live tests signed off | November 2016 |
| A10 | **Phonics screening check*** STA will supply the supplier with the 40 words to be modified into Braille in January 2017.
* Braille version supplied to STA for sign off and approval to print.
 | February 2017 | N/A |
| A11 | **Completion of unselected items*** Once all work on live 2017 tests has been completed.
* Unselected items are taken to Discussion Proof stage
* Supplier sends completed versions to STA.
 | March 2017 | March 2017 |
| A12 | **Advice**Provide specialist advice to schools on the basis of enquiries received by telephone, email or letter. This includes advice on:* + appropriate use of modified test formats
	+ test ordering
	+ timetable for distribution of tests
	+ administration of tests.
 | Ongoing | Ongoing |
| A13 | **Ordering** Take and record school orders for modified test materials. The table below indicates the services required for each test type in more detail.**Key stage 1*** 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.

**Late orders:** 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. | From September to November 2016 | N/A |
|  | **Optional Year 7 resit test*** Take orders directly from schools

**Order fulfilment*** Print and dispatch correct materials to schools who have placed orders.
 | N/A | December 2016 to November 2017 |
|  | **Phonics screening check*** Take and record orders (as specified by STA) for braille materials from schools.
* Provide recorded data to STA for order fulfilment.
 | March–June 2017May 2017 | N/A |
| A14 | **Maintain a Frequently Asked Questions documents**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 | Ongoing |
| A15 | **Reporting****Orders Management Information (MI)**Bulk ordersSTA requires weekly orders MI during the bulk ordering window.**Helpline MI**STA also required summary reporting on calls received via the MTA helpline and details of complaints received.**Validation of orders**Detailed requirements to follow | September 2016 (tbc with MTA)September – November 2016 | Ongoing from December 2016 |
| A16 | **Provision of data – summary of requirement*** Phonics screening check – Braille orders
* Phonics screening check – late orders
 | May 2017May-June 2017 | N/A |

1. **Key Payment Milestones and Key Payment Milestones Dates**

Payment will follow the completion of the Key Milestones listed above. Key Payment Milestones are:

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| --- | --- | --- | --- |
| **Milestone Payment** | **Requirement/Critical Steps** | **Payment Date** | **Amount £****(Excl. VAT)** |
| 1 | A1 IVT report and Meeting 0 (10%) | 16/09/2016 | Redacted |
| 2 | A2 Discussion Proofs (50%) | 30/11/2016 | Redacted |
| 3 | A3 to A9 inclusive concluding with Handover of live standard and modifed tests to Print and Logisitcs Team (30%) | 31/01/2017 | Redacted |
| 4 | A10 to A16 inclusive Advice and Ordering Helpline, Reporting, Provision of Data and Project Management (10%) | 28/07/2017 | Redacted |
|  |  | ***Total £*** | **£148,058.00** |

1. **ITQ and Supplier’s Response**

Redacted

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

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

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