

## 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)

<b>Customer details</b>
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<b>Standards and Testing Agency</b>
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Department for Education
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<b>Customer Address</b>
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Head Office is at Sanctuary Buildings, Great Smith Street, London, SW1P 3BT ("the Department")
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<b>Customer representative name</b>
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[REDACTED]
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<b>Customer representative contact details</b>
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[REDACTED]
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<b>Supplier details</b>
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<b>Supplier name</b>
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Australian Council for Education Research (ACER)
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<b>Supplier address</b>
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15 Canfield Place London NW6 3BT United Kingdom
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<b>Supplier representative name</b>
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The name of the Supplier point of contact for this Order
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[REDACTED]
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<b>Supplier representative contact details</b>
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[REDACTED]
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## **Section B – Order Form**

Trialling and Sampling Framework Agreement – STA 0291	
Call-Off Contract No: STA0291 – Call Off 04	
Title: Call-Off 04 – Reception Baseline Assessment Trialling	
Service Commencement Date:	01/06/2023
Call Off Value:	£94,815.60
Trial Type:	Item Validation Trial and Functionality Trial

### **1. Background Information**

An Item Validation Trial and Functionality Trial are required for the following subject

### **2. Functional Requirements**

Subjects:	Reception Baseline Assessment
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### **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
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	Requirement
<b>Core</b>	
Project Management	✓
On-boarding and managing schools	✓

Management of training, and management of school staff administering the baseline assessment	✓
Collation and distribution of assessment instruments	x
Ensuring that all schools in the samples complete administration of the Trials	✓
Helpline	✓
Script Management	x
Data Capture of the administration report	x
Handling pupil background data	✓
Trial / Sampling Administration Report	✓
Data collection reassurance report	x
Script return service	x
Systems management	x
Analysis of the school questionnaires	✓
Drawing the sample	x

#### 4. Payment Milestones

Payment will follow the completion of the milestones listed below:

Payment will follow the successful completion of the milestones listed below				
No.	Deliverables/Outputs	Payment milestone number	Date	Milestone %
1.01	Start-up meeting	1	July	15%
1.04	Product descriptions			
1.05	Equalities plan			
1.06	Exit and Transition (Routine)			
1.06	Exit and Transition (Emergency)			
1.07	Business continuity			
2.01	Security			
3.01	School on-boarding and retention strategy			
4.01	School communication strategy			
4.02	Contacting LAs and MATs	2	Sept	25%
4.03	Produce communication and contact schools			
4.04	Management of pre-trial preparation			
5.01	Submission of report on number of schools			
6.01	Assessment administration	3	Jan	30%
6.02	Coordinating observation and Research visits			
7.01	Issue Questionnaires			
9.01	Helplines			
1.02	Checkpoint meetings	4	Feb	30%
1.03	Management Information			
1.06	Equalities plan			
1.08	Lessons Learnt meeting			
7.02	Questionnaire analysis			
8.01	Final Project report			

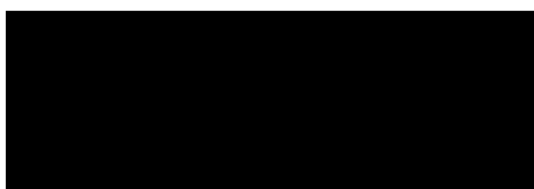
## 5. Charges

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, 1.04, 1.05, 1.06, 1.06, 1.07, 2.01, 3.01, 4.01	31/07/2023	
2	4.02, 4.03, 4.04, 5.01	29/09/2023	
3	6.01, 6.02, 7.01, 9.01	31/01/2024	
4	1.02, 1.03, 1.06, 1.08, 7.02, 8.01	29/02/2024	

## 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:



## Section D – Protection of Personal Data

Should the services involve the Processing of Personal Data, the following table should be completed pursuant to Clause 25.6.13 of the Call Off Contract.

Description	Details
Subject matter of the Processing	<i>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 ACER UK 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 in 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.</i>

	<i>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 ACER UK.</i>
Duration of the Processing	<i>For the duration of the Trialling and Sampling Framework</i>
Nature and purposes of Processing	<i>STA will provide ACER UK with school census data containing pupil name, date of birth, gender, special educational needs and home language information. ACER UK 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. ACER UK 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. ACER UK 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</i>
Type of Personal Data	<ul style="list-style-type: none"> <li><i>Pupil name and background data are shared to cross check against pupil ID and test data</i></li> <li><i>Test attendance data by pupil is shared so that STA know which pupils from the sample have taken the tests</i></li> <li><i>Data for access arrangements is shared with STA</i></li> <li><i>Pupils' test results are sent to STA so they can analyse whether the tests are operating appropriately for pupils</i></li> <li><i>Coders and test administrators' personal data will be processed to administer the project</i></li> </ul>
Categories of Data Subjects	<i>Teachers and pupils Coders/ Markers and test administrators</i>
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	<p><i>Data is not kept longer than necessary and is deleted in accordance with ACER UK's and STA's internal policy and also in accordance with the rights given to individuals under data protection legislation. 28</i></p> <ul style="list-style-type: none"> <li><i>Data received from STA or collected from schools will be kept by ACER UK for 6 months following the end of the testing period as required by the contract between STA and ACER UK.</i></li> <li><i>Once approval has been received from STA to delete or destroy data then computer files are permanently from ACER UK system.</i></li> <li><i>Paper copies of testing materials are shredded securely on site.</i></li> <li><i>Subcontractors are contractually required to securely delete personal data held electronically and to destroy, by secure shredding, any printed materials once the</i></li> </ul>

	<i>testing process is complete. ACER UK retains test administrator data for further work</i>
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## **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	
Job role/title	
Signature	
Date	May 30, 2023

#### **For and on behalf of the Customer**

Name	
Job role/title	
Signature	
Date	May 31, 2023

The first part of the paper discusses the importance of the research and the objectives of the study. It then presents a literature review of the existing research on the topic. The second part of the paper describes the methodology used in the study, including the data collection and analysis techniques. The third part of the paper presents the results of the study, which show that the research objectives have been achieved. The final part of the paper discusses the implications of the findings and provides recommendations for future research.

The research was conducted in a systematic and rigorous manner, following the principles of good research practice. The data was collected from a representative sample of the population, and the analysis was conducted using appropriate statistical methods. The results of the study are presented in a clear and concise manner, and the implications of the findings are discussed in detail.

The findings of the study have important implications for the field of research. They suggest that the research objectives have been achieved, and that the research has provided valuable insights into the topic. The results also suggest that there is a need for further research in this area, and that the findings should be used to inform policy and practice.

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