

Trialling and Sampling Framework Agreement – STA 0166	
Call-Off Contract No: STA0166/01	
Title: Key Stage 1 Technical Pre-Test April 2019	

Pursuant to the terms of the Trialling and Sampling Framework Agreement (STA 0166):

Service Commencement Date:	21/11/2018
Call Off Value:	£ 1,241,836
Trial Type:	Key stage 1 Technical Pre-Test
Awarded to:	SQA
Relationship Manager for Department for Education:	REDACTED
Relationship Manager for the Supplier:	REDACTED

1. Background

A Technical Pre-Test (TPT) is required in the following National Curriculum subjects: Key stage 1 English reading; English grammar, punctuation and spelling; and mathematics. The TPT will provide data on the performance of all items included in the test papers.

2. Specification of Requirements

Subjects:	English reading; English grammar, punctuation and spelling; and mathematics.
Key Stage or Other Measure:	Key stage 1

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Deliverable and Outputs area	No.	Deliverable/ Output	Milestone	KS1 TPT
Project Management	1.01	Start-up meeting	The Supplier to attend a face-to-face project start-up meeting with STA and provide all documentation required. (For details see section 1.c functional requirements – Start up meeting)	w/c 12 Nov
Project Management	1.02	Checkpoint meetings	The Supplier to attend weekly checkpoint meetings providing updates on the progress of the project. (For details see section 1.c functional requirements – Project management)	TBC at Start-up
Project Management	1.03	Equalities plan	The Supplier to produce an equalities plan at three intervals during the project.(For details see section 1.c functional requirements – Equalities Plan)	In advance of the start up
Project Management	1.04	Exit and Transition plans	The Supplier must provide: 1) a Routine exit and transition plan 2) an emergency exit and transition plan (For details of final delivery date for planning see section 1.c functional requirements –Exit and transition plans)	In advance of the start up
Project Management	1.05	Business Continuity	The Supplier must provide written report confirming that business continuity arrangements and processes including IT disaster recovery plans have been exercised in the last 12 months.	No later than 31 Dec 2018
Project Management	1.06	Management information reports	The Supplier will submit Management information reports (MI) and performance reports. (For details see section 1.c functional requirements - Management information)	On going
Coding	STA4a	Coder recruitment register (fixed dates)	STA to provide the coder recruitment register from which the Suppliers can recruit for the supervisory and non-supervisory coder roles.	10-Dec
Management of schools	STA2a	Sample of schools	STA to provide the Supplier with the list of schools selected for Statutory participation	11-Jan

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Management of schools	2.1	Schools Communication strategy	The Supplier must provide a communication strategy. (For details see section 1.c functional requirements – Management of schools)	In advance of the start up
Management of schools	2.2	Contacting LAs	The Supplier must contact LAs to inform them of schools selected for statutory participation in the trial, before schools are contacted. Written assurance statement to be provided by the supplier when this activity is complete.	By the end of Jan
Management of schools	2.3	Contacting schools	The Supplier must contact all schools and inform them of their statutory participation in the trial. Written assurance statement to be provided by the supplier when this activity is complete.	By the end of Jan
Management of schools	2.4	Contacting schools - top up sample	The supplier must inform STA, in writing, if a top-up sample of schools is required, due to any agreed withdrawal or non-participation of schools in the initial sample.	Early Feb
Project Management	1.07	Process walk through meeting	The Supplier must present DfE / STA with a complete end-to-end process walk through at their site. (For details see section 1.c functional requirements – Process walk through)	Jan/Feb TBC
Project Management	1.08	Product descriptions	Final product descriptions to be submitted and signed off, by STA, no later than two weeks following the process walk through.(For details see section 1.c functional requirements – Project Management, Product descriptions)	Two weeks after process walk through
Management of schools	STA2a	STA - to provide the Supplier with a top up sample	STA to provide the Supplier with a top-up sample if required to cover any short fall, due to any agreed withdrawal or non-participation of schools in the initial sample.	1 week after request
Printing and Scanning	STA6a	Handover of final test booklets from STA (fixed dates)	STA will provide final, signed off test booklets for the Supplier to print.	15-Mar

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Printing and Scanning	6.01	Print proofing at supplier site	The Supplier will provide print proofs for STA to check the quality of each test booklet version, and sign off, before printing commences. Written assurance statement to be provided by the supplier when this activity is complete. (For details see section 1.c functional requirements – Printing and scanning specifications – Print proofing).	w/c 18 Mar
Management of schools	2.5	Submission of report on number of schools participating and visits required	The Supplier must provide a report showing the final number and allocation of schools and pupils to test combination, confirmation of number of pupils per school and number of visits and to demonstrate the representativeness of the sample recruited. This must be provided before the trial administration period commences.	Apr
Administration	3.01	Admin guidance, school and administrator questionnaires	The Supplier must work in consultation with STA, to produce the: · Administrator guide, · Pupil data forms, · Administrator questionnaire , · and school questionnaire. (For details, see section 1.f functional requirements – Administration and administrators and also Appendix B and C for template examples). Supplier to provide final versions of the administrator guidance, school questionnaires and administrator questionnaires for STA review and sign off.	From start of project
Administration	3.02	Recruitment of administrators	The Supplier must recruit a sufficient number of administrators to ensure administration of all DfE trials can be completed in the administration window. (For details see section 1.c functional requirements – Administrator Training) The Supplier to report on administrator recruitment progress in the checkpoint meetings. The Supplier must provide a written assurance statement confirming recruitment is complete.	No later than two weeks prior to Administration

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Administration	3.03	Training of administrators	Written assurance statement to be provided by the supplier confirming that all administrators have attended and or completed appropriate training. (For details see section 1.c functional requirements – Administrator Training)	No later than two weeks prior to Administration
Coding	4.01	Coding planning meeting	Supplier and STA to meet to confirm requirements and expectations for pre-coding and coding events. These should include the purpose of each meeting, post pre-coding activities and production of training materials for individual subjects and trials. The supplier should work with STA to produce an agenda for the events and ensure it covers all trials that the supplier is managing. This meeting can happen at either the supplier's site or one of the STA's offices. See Appendix C – Coding information document for requirements of the coding events.	To be agreed with STA and Supplier
Coding	4.02	Coder training plan and coding plan	The Supplier must provide a final coder training plan and coding plan for review and sign off with STA, no later than two weeks after the coding planning meeting.	No later than two weeks after the coding planning meeting.
Project Management	1.09	Final report and questionnaire analysis report	Supplier to propose contents of the final trial report and questionnaire analysis report for STA to review and sign off.	Mar/Apr
Coding	4.03a	Recruitment of supervisory and non supervisory coders - Contracts award (fixed dates)	The Supplier must provide a written assurance statement confirming that all contracts have been sent out to potential supervisory and non-supervisory coders. (See 1.13 table 1a 'fixed dates) (For details see coding model requirements in Appendix C and section 1.c functional requirements – coder recruitment)	25-Feb

Coding	4.03b	Recruitment of supervisory and non-supervisory coders	The Supplier to report on the progress of all coder recruitment in the weekly checkpoint meetings. The Supplier must provide a written assurance statement confirming recruitment and contract returns are complete. (See 1.13 table 1a 'fixed dates') (For details see coding model requirements in Appendix C and section 1.c functional requirements – coder recruitment)	On-going until final contract returned
Printing and Scanning	6.02	Printing confirmation	The Supplier must provide a written assurance statement confirming that all test booklet materials have been printed.	At least one week before administration begins
Administration	3.04	Collate and distribute test booklets to administrators	The Supplier must collate trial tests materials into school packs and securely distribute them to administrators. Suppliers will ensure that Administrators transport all materials to and from schools. The supplier must provide daily MI delivery reports, throughout the process providing assurance that all materials are accounted for The Supplier must provide a written assurance statement confirming when this activity is complete	Apr/May
Data	STA5a	Data Specification (initial)	STA to provide the Supplier with an initial data specification to assist with set-up of on-screen coding and data capture. .	TBC at Start-up
Data	STA5b	Data Specification (draft)	STA to provide the Supplier with a draft data specification.	TBC at Start-up
Coding	4.04	Allocation of tests to supervisory coders	The Supplier must provide a written assurance statement detailing the allocation of tests to supervisory coders.	No later than two week before pre coding
Coding	4.05	Allocation of tests to non-supervisory coders	The supplier must provide an assurance statement detailing the allocation of tests to non- supervisory coders.	No later than two weeks before coder training event

Coding	4.06	On-screen pre-coding review area - For KS2 TPT (and if OSM pre coding solution proposed for other call-offs)	FOR KS2 TPT - The supplier must create an on-screen coding preview area. In addition, provide any appropriate training This deliverable also applies to other call offs if the Supplier proposes an OSM solution for pre-coding. See 1.c functional requirements for details.	At least one week before pre coding (if OSM proposed)
Coding	4.07	Initial sample of scripts for pre-coding meeting 1 (TPTs and KS2 IVT science only) (fixed dates)	The Supplier must ensure an initial sample of scripts, at least 100 scripts, per test version are made available on the first day of the pre-coding window. See 1.c functional requirements for details.	20 May
Coding	4.08	OSM training materials	The supplier to provide specific OSM training guidance. STA to review and approve at least one week before any OSM activities begin. This applies to PCM1, PCM2 and coder training events if an OSM process is proposed.	At least one week before OSM is utilised
Coding	4.09	Pre-coding meeting 1 - supervisory coder event (TPTs and KS2 IVT science only) (fixed dates)	The supplier must organise and manage the pre-coder meeting 1 with supervisory coders and STA. The Supplier must ensure that all outputs are achieved for this meeting. (see Appendix C - Coding information spreadsheet for 2019, for specific subject requirements)	20 - 22 May
Administration	STA3.1	Test Administration (fixed dates)	Suppliers will ensure that all trials are administered in the Test administration dates for each Trial. (See 1.13 table 1a fixed dates)	23 Apr - 03 May
Administration	3.05	Validate returned scripts and report nil responses	The Supplier must provide evidence that all trial materials have been returned from the administrators and all are accounted within the agreed timescales. The Supplier must validate returned scripts and provide a written report to STA to explain why any scripts have been removed due to nil responses or any other reasons.	No later than two weeks after administration is complete

Data	5.01	Electronic delivery of pupil data (fixed dates)	The Supplier to securely transfer final confirmed pupil data to STA for all tests in a format agreed with STA. An example of a pupil data specification is provided by STA in Appendix B (to be delivered by 10:00am)	17-May
Coding	4.10.	Pre-coding meeting 2 - supervisory coder event (TPTs and KS2 IVT science only.) (fixed dates)	The supplier must organise and manage the pre-coding meeting 2 with supervisory coders and STA. The Supplier must ensure that all outputs are achieved for this meeting.	3-5 Jun
Data	STA5c	Data specification (final)	STA to provide the Supplier with a final data specification. The dates will be discussed at the beginning of the project.	TBC at Start-up
Administration	3.06	Data capture of questionnaires	The Supplier must fully data capture all responses from the school and administrator questionnaires and provide to STA in an electronic file format to be agreed with STA. Further, the outcomes from the analysis of the questionnaires should be provided in a spreadsheet formatted as per STA instructions. See Appendix B for an example questionnaire analysis template.	No later than 5 weeks after administration
Coding	4.11.	Training materials for all coders	The Supplier must print and collate all materials that will be required for the delivery of coder training allowing time for STA to review and approve. The Supplier will provide any training materials required for administrative aspects of their work as well as any materials required for OSM training (if required).	Week before coder training begins
Coding	4.12.	Coding contingency	The supplier should produce a contingency plan and agree triggers for when this could/should happen in the event of issues. The plan should be provided to STA a week before coding.	At least one week before coder training begins

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Coding	4.13.	Training of non-supervisory coders	The supplier will ensure that all appropriate coder training is completed.	01-Jul
Coding	4.14.	Coding window – (fixed dates)	The Supplier must ensure that all coding is completed within the window specified by STA. (See 1.13 table 1a fixed dates)	1-5 July
Coding	4.15.	Coding event KS1 TPT, KS2 TPT, KS1 IVT and KS2 IVT	The Supplier must ensure that all training by supervisory coders and coding, including Quality Assurance (QA) of coding completeness and accuracy, is completed within the coding window detailed. The Supplier must provide a written statement confirming that all of the activities are complete.	08-Jul
Coding	4.16	Coder coding quality assurance data	The Supplier to capture coding quality assurance data, for all coders for on-going coding quality assurance and provide the data an electronic file format. The type of QA data to be provided will depend on the coding solution and will need to be agreed with the STA prior to the event. Suppliers will need to clearly outline their intention with respect to QA in their bid.	TBC at Start-up
Data	5.02	Data capture of responses highlighted by coders	The Supplier must data capture the responses highlighted or flagged by coders during coding and deliver to STA in the format agreed.	No later than two weeks following coding event
Coding	4.17	Coding report	Following coding supervisory coders will be expected to produce a report and may be asked to meet/discuss this with STA. STA and the supplier will work together to ensure this is effectively planned for and communicated.	No later than two weeks following coding event
Coding	4.18	Coder register	The Supplier is to maintain a register of all successful and unsuccessful applicants for supervisor and non-supervisor roles .The Supplier must provide a complete copy of the final Coder Register to STA within three weeks following the coding completion deadline for the trial, to include results from supervisory QA processes.	No later than three weeks following coding event

Data	5.03	Data feed - item level (100% of marks) - coder data (fixed dates)	The Supplier to securely provide 100% data feed of coded item level data to STA in an electronic file format to be agreed with STA (to be delivered by 10:00am) The Supplier must provide secure transfer of item level data to STA in compliance with the Data Protection Act and the requirements set out in the Framework Agreement.	29-Jul
Data	5.04	Handover electronic archive	Electronic archive (item level scripts) handed over to STA on required date. All scanned item level script files should follow the naming convention: yeartest]_[subject]_[componentcode]_[pupillID]_[pagenumber]	29-Jul
Data	5.05	Final administration report	The Supplier must produce a trial administration report with the level of detail and in the format set out in the 1.c Functional Requirement section. The trial administration report should be split into three parts; A B and C. • Part A – Administration report • Part B – Analysis of questionnaire data (Excel, or compatible report) • Part C – Reporting on the trial test papers (Word, or compatible report)	12-Aug
Project Management	1.10.	Lessons learnt meeting	The Supplier to attend lessons learnt meeting towards the end of the project. Contribute to a constructive evaluation of the project and identify areas for further improvement and innovation in future trials.	w/c 2 Sept

3. Supporting documentation

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.

Payment Milestones

REDACTED

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

Signed for and on behalf of the Department for Education:

REDACTED

Date:

Signed for and on behalf of the Supplier:

REDACTED

Date: