**Provision of Item Writing Services - Key Stage 2 Mathematics Call-Off Contract**

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| **Item Writing Framework Agreement – STA 0128** |
| **Call-Off Contract No: STA-0128/14/01** |
| **Title: Provision of Item Writing Services for Key Stage 2 Mathematics Work Package 1** |
| Supplier: ACER International United Kingdom Limited |

**Pursuant to the terms of the Item Writing Test Framework Agreement (STA 0128):**

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| **Service Commencement Date:** | 15 January 2018 |
| **Call-Off Contract End Date:** | 15 September 2018 |
| **Call-Off Contract Value:** | £78,684 excluding VAT |
| **Relationship Manager for Department for Education:** | **[Redacted]** |
| **Contract Manager for the Department for Education:** | **[Redacted]** |
| **Relationship Manager for the Supplier:** | **[Redacted]** |

1. **Background**

This call-off contract is for the provision of item writing services for Key Stage 2 Mathematics Work Package 1, including the drafting of potential items and their mark schemes, ready for formal trialling.

1. **Functional Requirements**

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| **Functional Requirements** | |
| **Assessment type:** | National Curriculum Assessment – for pupils at the end of key stage 2 |
| **Item Development and Design:** | The number of marks stated for the work package outlined below is the total number of marks which must be provided at final handover. Suppliers will need to ensure sufficient items are created to allow for any losses during the process. All items developed for this contract are required to be provided at the final handover stage. For items not comprising the final submission, these should be provided in the most recent version that they reached before being removed from the final question selection. |
| **Item Writing requirements for key stage 2:** | **Key stage 2 Mathematics** |
| The items are destined for tests which assess the National Curriculum programme of study for key stage 2 mathematics.  **Final test format**  The test will have 110 marks and will be comprised of three test papers: paper 1 (40 marks) will test children’s written arithmetic and will be produced internally by STA; papers 2 and 3 (35 marks per paper) will test the whole range of the mathematics curriculum and will include questions involving mathematical fluency, solving problems and reasoning. The work package applies to papers 2 and 3 only. No straightforward calculation items will be included in this paper as this is only tested in paper 1. Please review the 2017 papers carefully, as there is a greater breadth of item type now included in arithmetic calculation.  The content domain from chapter four of the test framework details the statutory elements of the National Curriculum for mathematics, but items will need to be written that reflect the ‘flavour’ of the curriculum and this should be taken from the full National Curriculum for mathematics.  **Work Package 1**  STA requires 140 marks of new and acceptable mathematics items at key stage 2. The items should be written to match the cognitive demand ratings as described in the new test framework for 2016 for complexity and item response.  Work Package 1 contains 140 marks.  For the work package, the items should be distributed as follows:  Number: 90 marks (+/- 5 marks)  Measures, geometry and statistics: 50 marks (+/- 5 marks)  Upper KS2: 100 marks (+/- 5 marks)  Lower KS2: 40 marks (+/- 2 marks)  Context: 50 marks to be in context (+/- 10 marks)  The following table reflects the ranges of mark for curriculum areas that is broadly similar to those used by STA for test construction. Further clarification on ranges required for each work package will be provided at the start-up meeting, since the ranges listed below may need to be adjusted to compensate for any imbalance in curriculum areas in STA’s item bank.   |  |  |  | | --- | --- | --- | | Number  Calculations  Fractions, decimals, percentages  Ratio  Algebra  Measures  Geometry  Position  Statistics | *lower*  *6-8*  *8-12*  *3-7*  *N/A*  *N/A*  *5-9*  *2-6*  *2-4*  *2-6* | *upper*  *8-12*  *14-22*  *15-17*  *11-15*  *8-14*  *10-16*  *7-11*  *4-8*  *5-9* |   Each item will need to be assigned a rating of 1 to 4 on each row of the cognitive demand table below, in the approximate proportions indicated:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Cognitive domain strand** | **1**  **Low** | **2** | **3** | **4**  **High** | **Total marks** | | Depth of understanding | 10-30 | 35-50 | 35-50 | 25-45 | 140 | | Computational complexity | 10-20 | 40-60 | 40-60 | 20-30 | 140 | | Spatial reasoning and data interpretation | 60-95 | 15-35 | 15-35 | 5-20 | 140 | | Response strategy | 15-75 | 20-40 | 40-60 | 10-20 | 140 |   Some additional requirements for each work package are as follows:   * 4 or 5 three-mark ‘show your method’ questions per work package  (these should all have computational complexity ratings of 4 n.b. these questions are required to include either a long division or long multiplication calculation along with one or more additional steps. The numbers used should present a challenge and not be similar in demand to the 2 mark items in the arithmetic paper.) * 16 two-mark ‘show your method’ questions per work package  (+/- 2 questions). Care must be taken to ensure sufficiently challenging mathematics can be recognised for partial credit of 1 mark in the event of an incorrect answer being given. * 12 explain questions per work package (unless these can be answered using a straightforward counter example, they should have a response strategy of 4) (+/- 2 questions) * maximum of 25 marks of selected response items: (multiple choice style questions should have a response strategy of 1, matching questions should have a response strategy of 2)   Additional requirements for specific national curriculum references to be tested will be made available at or before the start-up meeting for the successful supplier(s). |
| **Mark schemes/coding Frames for all subjects** | Mark schemes must be developed for all items. Please use wording from the mark schemes for the 2017 test and mark schemes as a guide to standard mark scheme wording. STA will also aim to provide additional guidance on standard wording for commonly occurring question types at the start-up meeting, along with the new general guidance section of the 2018 mark scheme.  The mark schemes must provide sufficient and clear guidance for teachers and markers to:   * allow marks to be allocated reliably, with consistency and accuracy * enable marking to be manageable * enable the marking of the tests to be effectively standardised * have a principle to define what is correct * include examples of responses that illustrate the range of correct responses and possible incorrect or insufficient responses.   Ideally, mark scheme exemplars should be drawn from informal trialling, where the items have been trialled.  The mark schemes should:   * Clearly and succinctly communicate the marking principles for creditworthy and possible non-creditworthy responses to each item * Be straightforward to apply and recognise and reward pupils' responses appropriately |
| **Item and mark scheme design** | Prior to Pre-trialling Handover, items can be created in Adobe InDesign or Microsoft Word 2016 as preferred by the agency with the understanding that large amendments are likely to be required after the interim review meeting and before informal trialling. Mark schemes should be presented in Microsoft Word 2016 (or equivalent).  For Final Handover, all items must be designed, using Adobe InDesign (STA currently uses Adobe InDesign CC, 2017 release) and provided item writing templates and guidance, such as they match the supplied key stage 2 tests in relation to all design elements including font, font size, spacing, diagram style and illustration style. Templates and the requirements of the Design Specification will be provided to all winning bidders at the start-up meeting.  Mark schemes should be submitted in Microsoft Word 2016 (or compatible subject to prior agreement) at Interim **and** Final Handover (see below). There is no requirement to create Adobe InDesign versions of the mark schemes. All content in mark schemes handed over to STA should be fully editable in Microsoft Word 2016 (or compatible subject to prior agreement) with the exception of any complex artwork or diagrams which should be embedded in the appropriate place in the document. The mark schemes should also match the style and layout of the 2018 mark schemes for the appropriate key stage as far as possible. |
| **Artwork, texts and other external materials** | **Written test item texts, artwork or data**  All graphics that are fundamental to the questions and mark schemes (e.g. data sources, diagrams, photographs) must be produced and supplied at Final Handover.  Where texts, artwork or data **have been commissioned**, please include the original material, contact details for the creator of the material, and a statement confirming assignment of the intellectual property rights (“IPR”) in the material from the creator to DfE.  Where there is a **third party owner** of any materials, it should be referenced as described below.  **Referencing source materials and artwork**  Any materials using externally sourced **texts**, **artwork** or **data** need to be fully referenced; including title, name of copyright owner, name of the author/editor/creator, details of the edition, publisher and page/location of the material within the source. If sourced from the web, a print out of the original website, showing the relevant artwork or data must be included. |
| **Item classification** | The Supplier must classify all items according to the fields on the item classification spreadsheet, and present the item information on the spreadsheet template supplied. Please note that a generic template is used for all subjects and key stages, with columns hidden for each project where they don’t apply.  An example spreadsheet is provided in Annex B, which shows the columns for KS2. A final version for the relevant key stage(s) will be provided to successful supplier(s) at or before the start-up meeting This spreadsheet should be included with the materials presented at Final Handover (see below).  Please note that on the question tab of the item classification spreadsheet there should be one row per question, while in the item tab each item (e.g. question part) should be presented on a separate row. |
| **Pre-trial handover** | *Pre-trial Handover must occur no later than week beginning 12 March 2018. NOTE: The date of 4 April was accepted at the start-up meeting on Wednesday 17 January.*  To provide copies of materials being considered for informal trial, including amendments following review by any external consultants that the item writing agency may be working with. Where final versions are not available, a sketched outline or layout of any proposed illustrations or graphics should be provided, or a suitable placeholder graphic.  The following materials must be sent to STA:   * Combined PDF file of all items – the PDF of items should also be compiled into one file containing all test items/questions. Items should be ordered within the file according to National Curriculum strand. * Collated file of all mark schemes, can either be in Word (or compatible) subject to prior agreement) or pdf. Order of mark schemes to match order of questions. * Draft item classification spreadsheet(s) in Excel 2016 format (or compatible). The order that questions appear in the item classification spreadsheet must match the order in the collated question file. * Summary table demonstrating the coverage of the trialling materials against the number of marks, response types, content and cognitive domains specified in this ITQ and in the additional information provided during the start-up meeting and the areas where items will not be trialled. |
| **Pre-trial meeting** | The purpose of this meeting is to agree which items need to be informally trialled, and which do not, within the Supplier’s available resource. It will also be used to determine any amendments which need to be carried out to those items being trialled before they are presented to pupils. The final decision as to which items are trialled will lie with STA. Suppliers must ensure that sufficient materials are presented to STA prior to this meeting to ensure that the agreed number of items and/or marks as defined for each subject will be available for handover at the end of the contract.  The meeting will also be used to agree the format and content of the informal trialling report.  The outcome of this meeting will determine the final cost for informal trialling where the trialling requirements differ from those proposed in the original bid by the supplier.  The meeting will be chaired by STA and take place in STA offices in Coventry or London. One of STA’s contracted curriculum advisors will also attend this meeting. |
| **Informal Trialling** | The primary aim of informal trialling is to aid development of mature items and mark scheme. Suppliers must ensure that as far as possible those individuals, or the key individual, who have devised the items (the Item Writer) conduct trialling personally so they get first hand feedback on the language and layout being used, area being assessed, and the interpretation and understanding of the items by pupils and teachers. Whether or not a pupil answers correctly is of secondary concern, rather that they understand what is being asked of them regardless of their answer.  Established item types or those where pupil behaviours can be accurately or reasonably predicted should not be trialled.  Each item should be trialled with at least 15 pupils, and those pupils should have been taught the particular curriculum area / topic area the item is assessing, or have been taught an equivalent programme of study. Pupils should be of an appropriate age and overall should show the range of abilities expected at the end of key stage 2. The items should be discussed with pupils in small groups of 4-6 pupils. It is not expected that trialling samples will be representative.  Suppliers should provide details of the volume of items they will be able to trial with their Item Writers conducting the trialling and any interviews, and provide detail of their trialling model to ensure items and mark schemes are improved or validated as a result of the trial. Suppliers should also provide the following costs:   * Informal trialling – fixed costs * Informal trialling – variable costs based on trialling 100% of the items written for this contract.   There is **no requirement to collect quantitative data** as a result of this trial as the nature of the samples will not be representative. Any feedback from the trial should comprise summary details of when trialling took place, types of schools used and details of pupils involved, along with qualitative data and evidence for each question only.  STA staff may wish to accompany the trialling agency on a small number of visits to schools to observe so dates and locations of schools where trialling is taking place are to be provided to STA at least two weeks in advance of the first trial taking place. For any visits STA staff undertake, they should be provided with a clean set of the informal trialling booklets and mark schemes for the tests they are observing.  At the start of the informal trialling STA should be sent two clean hard copies of all the Informal Trialling booklets and mark schemes / coding frames.  Expected outputs from the trials should be by exception only and should include:   * Child-level feedback from discussion in small groups with the administrator on their experience of the items and their level of understanding. * Teacher feedback on the same. * Detailed amendments to items and mark schemes as a result of the trials.   Qualitative feedback from the informal trial will be presented at the post-trial meeting.  People trialling items must have prior knowledge, preferably through integral involvement in origination, but minimally through having reviewed and discussed the materials with the Item Writers. |
| **Post-Trial Handover** | Following the informal trial, item writing agencies are required to provide STA with the following documents at least 5 working days in advance of the post-trial meeting: Note: The date of the post-trial meeting was moved forward to Wednesday 6 June at STA’s request allowing only 4 working days in advance.  Hard copy:   * Two clean hard copies of all the Informal Trialling booklets and mark schemes / coding frames. * Two sets of materials containing the suggested mark-ups or amendments as a result of the informal trialling and any other items that were not trialled   Electronic copy:   * An electronic report listing the points specified in the previous section and other feedback obtained during informal trialling. * A collated pdf copy of items containing the suggested mark-ups or amendments as a result of the informal trialling. A collated Microsoft Word 2016 (or compatible) or pdf file of mark schemes for these questions, to be provided in the same order as the questions. * A collated pdf copy of any items identified as needing significant amendments at interim review and any new items, which were not included in informal trialling. A collated Microsoft Word 2016 (or compatible) or pdf file of mark schemes for these questions, to be provided in the same order as the questions. * Updated item classification spreadsheet in Microsoft Excel 2016 (or compatible), with summary table(s) showing coverage across content domain strands and all other areas listed in the item writing requirements above, as indicated by the supplied template (Annex B). These should include all items due to be presented for final handover, including those not selected for informal trialling.   Please note that no other amendments should be introduced to items at this stage; only those discussed at pre-trial review and those arising from informal trialling should be presented. All other items will be considered at Interim handover. |
| **Post trialling meeting** | The purpose of the post-trial meeting is to agree any amendments that may be needed to items following informal trialling. Only items included in informal trialling will be discussed at this meeting.  If, following this meeting, insufficient items are deemed suitable for Interim Handover to fulfil the requirements of the work package, the supplier may provide substitute items which have been through the full process – including informal trialling – or may provide a reduced amount of items at a reduced cost to be agreed with STA.  The meeting will be chaired by STA and take place either by telephone or in STA offices in Coventry or London. One of STA’s independent curriculum advisors will also attend this meeting. |
| **Interim Handover** | *Interim Handover must occur no later than week beginning 11 June 2018.*  To provide copies of **all** materials, including amendments following informal trialling and review by any external consultants that the item writing agency may be working with. Where final versions are not available, a sketched outline or layout of any proposed illustrations or graphics should be provided, or a suitable placeholder graphic.  The following materials must be sent to STA:   * Combined PDF file of all items – the PDF of items should also be compiled into one file containing all test items/questions. Items should be ordered within the file according to National Curriculum strand. * Collated file of all mark schemes, can either be in Word (or compatible) subject to prior agreement) or pdf. Order of mark schemes to match order of questions. * Draft item classification spreadsheet(s) in Excel 2016 format (or compatible). The order that questions appear in the item classification spreadsheet must match the order in the collated question file. * Summary table demonstrating the coverage of the interim handover materials against the number of marks, response types, content and cognitive domains specified in this ITQ and in the additional information provided during the start-up meeting. * The Contractor must hand over InDesign files (STA currently uses Adobe InDesign CC, 2017 release) of at least 10% of the total marks required at the interim handover stage in order for STA to check that the materials comply with the design specification (see Annex D and design guidelines and templates provided at project start-up), software compatibility and quality requirements. For this purpose, the files need to be submitted according to the design guidelines and templates (to be provided at the start-up meeting) but do not need to be the latest or final versions of the files. The remaining items to be handed over in InDesign or MS Word 2016 (or compatible) format. |
| **Interim Review meeting** | STA will review the materials submitted at Interim Handover. A meeting will be held between STA and the item writers to review those materials. One of STA’s curriculum advisors will also attend this meeting.  Any further changes to materials will be agreed at this meeting. The Supplier will complete these and any other agreed amendments prior to informal trialling (for items included in the trial) and final handover (for all items not included in the trial).  Feedback will be provided at the Interim Review meeting on adherence to the Design Specification for those items submitted in InDesign format. Where possible a member of STA’s design team will attend part of the interim review meeting, to enable to Supplier to discuss any queries relating specifically to the house style template in InDesign. As a result of this feedback, the Supplier may be required to provide an additional set of all materials prior to final handover to ensure compliance with the Design Specification.  Should any items require significant amendments following interim review (where amendments are not agreed within the meeting), or the need for additional items is identified, these items will be required to be submitted for review by STA at the post-trial meeting.  The meeting will be chaired by STA and take place in STA offices in Coventry or London. |
| **Final Handover** | *Final Handover Meeting must occur during the week beginning 23 July 2018 or before. Note: At STA’s request this date was postponed until Tuesday 31 July.*  The following materials must be handed over in advance of the Final Handover Meeting:   * Electronic copies of the following:   + Questions:     - A single Adobe Indesign file for each individual test question with associated links and files (STA uses Adobe Indesign CC, 2015.3 release)     - Individual PDF files for each question (i.e. one file per question).     - A combined PDF of all items. Items in these files should be in the same order as in the hardcopy files.   + Mark schemes:     - Microsoft Word 2016 (or compatible subject to prior agreement) files for the mark schemes as individual files of each item and a combined file of all items.     - A combined PDF of all mark schemes; questions to be presented in an identical order as for the combined question file.   + Other:     - The sources and copyright details of any data and artwork/images used in the test items included in the source column of the item classification spreadsheet.     - All artwork/images used in the test items as unflattened files with all layers intact within the image file where applicable. Please ask for clarification on specific file types which are acceptable     - Item classification spreadsheet in Microsoft Excel 2016  (or compatible), with summary table(s) showing coverage across content domain strands and all other areas listed in the item writing requirements above, as indicated by the supplied template (Annex B). Items in the item classification spreadsheet must be in an identical order to the items in the collated pdf file. * Assignments and/or licences of IPR in the commissioned and other third party works to be completed by the Final Handover Date – as stated in the PQQ and the Contract, and all documentation relating to IPR. * In addition to the handover of the above materials, the purpose of the Final Handover meeting, (which will last no more than one full working day) is to discuss the items and the rationale for all amends made. The meeting will be chaired by STA and take place in STA offices in Coventry or London. The decision regarding whether this meeting is required will be taken by STA at the post-trial meeting. If the meeting is not required feedback on final handover materials will be provided in written form either on the same date, or before, acceptance of final handover.   After final handover meeting, any amends will be shared with STA for agreement prior to final handover of hard copies.   * Hard copies of the following:   + 40 copies of all items – the copies should be collated into packs **and bound** – each pack should have a complete set of all the items, in the same order and labelled clearly. These should be presented in the same order as the curriculum strands are presented in test framework (for KS1 all aural items should be presented at the start of each pack, also order by national curriculum strand).   + 24 copies of the mark schemes – the copies should be collated into packs **and bound** – each pack should be complete, in the same order as the questions and labelled clearly.   + The cover of each pack should be uniquely numbered in the format ‘1 of 40’ or ‘1 of 24’ as appropriate. The cover should also include the following information: Key Stage 2 Mathematics, Expert Review Autumn 2017, Questions / Mark Schemes (please delete as appropriate) and name of trialling agency.   + One copy of the copyright statement (including all formal documentation for copyright transfer) * In the event of any amendments being made, replacement files will be provided to ensure complete electronic handover as stated above. |
| **Acceptance of Final Handover** | Following Final Handover, if STA finds any errors, all materials will be returned to the supplier for a full check and for amendments to be carried out. This will include rectifying any errors in the hardcopy sets of materials, e.g. missing questions, incorrectly ordered questions, or lack of binding for each pack, and/or electronic files, e.g. where questions do not comply with the house style templates.  STA will confirm Acceptance of the final handover by 3 September 2018. If any errors are discovered, corrected error free materials should be returned to STA no later than two weeks after notification of any issues by STA. |

1. **Required Service Elements**

The table below sets out the Service Elements and Deliverables the Supplier shall provide under this Call-Off Contract.

| **No** | **Deliverables/Outputs** | **Acceptance Criteria** | **Due**  **Date** |
| --- | --- | --- | --- |
| 1 | **Start-Up Meeting – FIXED DATE RANGE**  Supplier will provide:   * Detailed plan for item and mark scheme production for review and joint sign-off * Proposal for trialling for reasoning items * Detailed plan for when checkpoints will be held for review and joint sign-off * Detailed project risk and issue log (Risk Log) for review and joint sign-off * Project Initiation Document (PID)   STA will provide:   * Clarification of any item writing requirements * Template requirements | Project Director / Project manager (or equivalent) attend the Start-Up Meeting and provision of listed documents by agreed date. | **15 to 26 January 2018** |
| 2 | **Checkpoint Meetings and Management Information**  To attend regular Checkpoint meetings at least once a month, although they may need to be more frequent as some stages of the project. These meetings may be held as telephone conference calls. Checkpoint reports to be submitted to STA two working days in advance of each Checkpoint meeting. | Project manager (or equivalent) attends each Checkpoint meeting on agreed date and submission of Checkpoint report two working days in advance of each checkpoint meeting. | **To be agreed at start-up meeting** |
| 3 | **Pre-trial handover – critical step** | All items proposed for informal trialling to be handed over | **12 to 16 March 2018**  **Note: The postponed date of Wednesday 4 April was accepted at the start-up meeting** |
| 4 | **Pre-trial meeting** | Discussion of curriculum reviewer report and TDR comments on items selected for trialling | **26 to 30 March 2018**  **Note: It was agreed at the start-up meeting to hold this meeting on Thursday 19 April** |
| 5 | **Informal Trialling – Critical Step**  Informal trialling should be completed before the end of the summer term (in the UK).  Please refer to functional requirements section for details regarding informal trialling. | Required amendments completed before trialling.  100% of agreed items trialled with specified number of schools and pupils.  STA are notified of possible trialling locations two weeks before the start of the trial and are consulted re dates of visits to allow dates to be agreed that enable STA staff to attend some visits. | **Complete in sufficient time to allow for completion of required activities before interim handover.**  **Monday 30 April to Friday 11 May** |
|  | **Post-trial meeting** |  | **Note: It was agreed at the start-up meeting to hold a post-trial meeting on Wednesday 6 June** |
| 6 | **Interim Handover – Critical Step**  Please refer to functional requirements section for full details of the materials to be handed over. | 100% of drafts of all materials required for completion of work package(s) received electronically by agreed date and to criteria specified in section 4.5.  All items informally trialled and being considered for Final Handover have received positive feedback from teachers and / or pupils; or are submitted with amendments and supporting evidence from trialling for those amendments.  All items requiring significant amendment following interim review are submitted with appropriate amendments and any required new items are accepted following review.  All information will be collated into a Trialling Report. | **No later than 10 working days before date of interim review meeting.**  **Week beginning 11 June 2018**  **Thursday 14 June accepted at start-up meeting** |
| 7 | **Interim Review Meeting**  Please refer to functional requirements section for full details of purpose and scope of the meeting. | Project Manager / Lead Item Writer attend Interim Review meeting on agreed date. | **Week beginning 18 or 25 June 2018**  **Note: Postponed to Tuesday/Wednesday 10/11 July at start-up meeting** |
| 8 | **Final Handover – Critical Step**  Please refer to functional requirements section for full details of the materials to be handed over. The handover will take place via secure means as agreed with STA; e.g. courier for hardcopy materials and STA’s portal/EGRESS for electronic materials. A meeting is only required at this stage, if the need is identified at interim review. | 100% of specified hard copy materials received at STA by agreed date and materials are of appropriate quality as listed under Performance Requirements.  Receipt of electronic materials specified and attendance at Final Handover meeting on agreed date (“Final Handover Date”) | **No later than week beginning 23 July 2018**  **Note: Postponed to Tuesday 31 July at start-up meeting** |
| 9 | **Final handover meeting**  Please refer to functional requirements section for full details of purpose and scope of the meeting. | Discuss curriculum review and agree amendments, if any, resulting from final handover | **31 July 2018**  **Note: Postponed to Thursday 2 August at start-up meeting** |
| 10 | **Acceptance of Final Handover materials – Critical Step**  Please refer to functional requirements section for details.  STA will notify Suppliers once all Acceptance Criteria have been met. | 100% of specified materials with STA no later than two weeks after Final Handover Date. All materials to be error free. | **Week commencing 3 September 2018** |
| 11 | **Lessons learnt meeting**  To take place after completion of final acceptance if both STA and the Supplier are in agreement that this would be beneficial.  The date of the meeting will be advised at project start up. Attendance will be for one full day maximum. | N/A | **To be agreed between STA and Supplier following final handover.** |

1. **Key Milestones**

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| **ID** | **Description** | **Key Milestone Acceptance Criteria** | **Completion Date** | **Evidence Required** |
| 1 | Interim Handover | 100% of drafts of all materials required for completion of work package(s) received electronically by agreed date and to criteria specified in section 4.5.  All items informally trialled and being considered for Final Handover have received positive feedback from teachers and / or pupils; or are submitted with amendments and supporting evidence from trialling for those amendments.  All items requiring significant amendment following interim review are submitted with appropriate amendments and any required new items are accepted following review. | W/b 11 June 2018 | Materials delivered on time and to standard. |
| 2 | Final acceptance | 100% of specified materials with STA no later than two weeks after Final Handover Date. All materials to be error free and of appropriate quality. as listed under Performance Requirements.  Receipt of electronic materials specified and attendance at Final Handover meeting on agreed date (“Final Handover Date”) | W/b 03 September 2018 | Materials delivered on time and to standard. |

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

Payment will follow the completion of the Key Milestones listed at section 4. The maximum Key Payment Milestones payable calculated in accordance with the Supplier’s ‘Cost Breakdown’ table in Annex C of its proposal (**the Table**) are:

**[Redacted]**

1. **Contract Management Arrangements**

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| The Supplier shall be fully engaged on an on-going basis in regular Contract Management Reviews relating to this Call-Off Contract and the overarching Framework Agreement. These reviews provide an opportunity for the Department and the Supplier to discuss the end-to-end delivery of the Services which shall include but not be limited to:  planning;  progress;  risk management;  issue management;  continuous improvement;  proposed changes;  lessons learnt;  exit management.  Reviews will be carried out with Senior Management on a six month basis where the Department and the Supplier will meet to discuss Supplier performance, lessons learnt, continuous improvement, value for money, exit management and any other issues considered relevant by the Department. |

1. **Supporting documentation**

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| The 2021 Key Stage 1 and 2 Mathematics ITQ document sets out the full specification of requirements including the project deliverables, functional requirements and performance requirements. The original Mathematics ITQ and the supplier’s response are appended to this contract document.  **[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: |