

**Invitation to Quote – Call-Offs 25 to 28**

**Trialling and Sampling Framework**

**(Contract STA\_0090)**

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| **Call-Off** | **Trial** | **Subjects** |
| **25** | **KS1 Technical Pre-Test Administration** | **Key stage 1 English reading; English grammar, punctuation and spelling; mathematics and phonics** |
| **26** | **KS2 Technical Pre-Test Administration** | **Key stage 2 English reading; English grammar, punctuation and spelling; and mathematics** |
| **27** | **KS1 Item Validation Trial Administration** | **Key stage 1 English reading; English grammar, punctuation and spelling; and mathematics** |
| **28** | **KS2 Item Validation Trial Administration** | **Key stage 2 English reading; and English grammar, punctuation and spelling; and Science** |

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| **Tenderer:** |  |
| **Single Point of Contact:** |  |
| **E-mail:** |  |
| **Phone:** |  |

Please indicate which Call-Offs you are submitting a bid for, by ranking them in your order of preference for award (1 being your highest preference). Please also state the maximum number of call-offs you would wish to be awarded as a result of your organisation’s capacity.

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| **Call-Off 25**  **KS1 TPT** | **Call-Off 26**  **KS2 TPT** | **Call-Off 27**  **KS1 IVT** | **Call-Off 28**  **KS2 IVT** |
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| **Capacity (Maximum number of call-offs)** | | |  |

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| 1. **Specification of Requirement**   **1.a Context** | | | | | |
|  | | **TPT** | | **IVT** | |
| **Section subtitle** | **No.** | **KS1 TPT** | **KS2 TPT** | **KS1 IVT** | **KS2 IVT** |
| **Introduction** | 1.1 | This Invitation to Quote (ITQ) provides details for 4 different Call-Offs under the 'Trialling Agency Framework’ STA\_0090.   * Call-off 25- Key stage 1 (KS1) Technical Pre-test (TPT) * Call-off 26- Key stage 2 (KS2) Technical Pre-test (TPT) * Call-off 27- Key stage 1 (KS1) Item Validation trial (IVT) * Call-off 28- Key stage 2 (KS2) Item Validation trial (IVT)   **Please note this ITQ outlines the requirements of these call-offs while the Trialling Agency Framework details the specifications. Suppliers will need to reference both documents when completing their Bid(s).** | | | |
| 1.2 | A Technical Pre-Test (TPT) is required in the following National Curriculum subjects and will provide data on the performance of all items included in the test papers. | | An Item Validation Trial (IVT) is required in the following National Curriculum subjects and will provide data on the performance of all items included in the test papers. | |
| KS1 English reading; English grammar, punctuation and spelling; mathematics; and phonics. | KS2 English reading; English grammar, punctuation and spelling; and mathematics. | KS1 English reading; English grammar, punctuation and spelling; and mathematics; | KS2 English reading; English grammar, punctuation and spelling; and science |
| **Background to Requirement** | 1.3 | The Standards and Testing Agency (STA) is responsible for developing National Curriculum tests on behalf of the Department for Education (DfE). It must ensure that all contracted agencies and consultants are aware of, and comply with, the relevant sections of the Ofqual Regulatory Framework for National Assessments: National Curriculum and Early Years Foundation Stage (February 2011). | | | |
| 1.4 | Each contract will be project managed within the Test Development Team at STA. The Supplier will need to interface with the Trialling project manager(s), Assistant project manager(s), Head of Test Development Research, Head of Assessment Research and Psychometrics, Head of Test Development Delivery and assigned STA Test Development Researchers (TDRs), Project Managers, Project Co-ordinators and Psychometricians for each subject. | | | |
| **Freedom of Information and Transparency** | 1.5 | As the executive agency of a public authority, STA is committed to open government and to meeting its legal responsibilities under the Freedom of Information Act 2000 (“FOIA”). Accordingly, Tenderers should be aware that all information submitted to a public authority may need to be disclosed by the public authority in response to a request under the FOIA and that, in addition, DfE may also decide to include certain information in the publication scheme, which it maintains under FOIA. | | | |
| 1.6 | STA participates fully in the Government’s transparency arrangements. As such, Tenderers should be aware that: • any contracts or agreements resulting from its procurement exercises may be published in full, subject to limited redactions in line with FOIA exemptions; and • financial transactions in relation to any contracted goods or services will be published and so cannot be deemed commercially sensitive. | | | |
| 1.7 | If a Tenderer considers that any of the information included in its Tender is commercially sensitive, it should identify this information in the table below and explain a) what harm may result from disclosure if a request is received, and b) the time period applicable to that sensitivity. Tenderers should be aware that, even where they have indicated that information is commercially sensitive in certain circumstances this information may have to be released.   |  |  |  | | --- | --- | --- | | **Section** | **Commercial Sensitivity** | **Time Period** | |  |  |  | | | | |

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|  | 1.8 | The table below shows an example of the level of information disclosed to all bidders following evaluation:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **Technical threshold result** | **Relative Quality Score** | **Relative Price Score** | **Weighted Combined Score** | **Rank for Compliant Bidders** | |  |  | **70%** | **30%** |  |  | | **Tenderer A** | **PASS** | **0.73** | **0.12** | **0.55** | **2** | | **Tenderer B (WINNER 1)** | **PASS** | **1.00** | **1.00** | **1.00** | **1** | |

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| **Scope of Services Required** | 1.9 | This document sets out the Specification of Requirements (SOR) for delivering a Technical Pre-Test (TPT) for key stage 1 English reading; English grammar, punctuation and spelling; mathematics; and phonics.  The KS1 TPT trialling must take place in April/May 2017 during the administration window specified.  The KS1 phonics trialling must take place in June 2017 during the administration window specified.  (See 1.b Deliverables and outputs table)  Please note the phonics trial, does not require any coding activities. | This document sets out the Specification of Requirements (SOR) for delivering a Technical Pre-Test (TPT) key stage 2 English reading; English grammar, punctuation and spelling; and mathematics.  In addition, there will be an anchor paper in each subject to be administered in the window specified in April.  The reading anchor (RABXAT) will also be trialled in combination with other trial papers but these combinations will also have to be administered in the early window.  The KS2 TPT trialling must take place in April/May 2017 during the administration window specified.  (See 1.b Deliverables and outputs table)  Please note the separate anchor trial requires all the same deliverables as all other TPT subjects just on an earlier timescale. | This document sets out the Specification of Requirements (SOR) for delivering an Item Validation Trial (IVT) for Key stage 1 English reading; English grammar, punctuation and spelling; and mathematics;  The trialling must take place in June 2017 during the administration window specified.  (See 1.b Deliverables and outputs table) | This document sets out the Specification of Requirements (SOR) for delivering an Item Validation Trial (IVT) for Key Stage 2 English reading; English grammar, punctuation and spelling; and science.  The trialling must take place in May 2017 during the administration window specified.  (See 1.b Deliverables and outputs table) |
|  | 1.10 | School participation in National Curriculum Assessment trials is statutory. The STA will provide the Supplier with the sample of schools to recruit.  For all trials except phonics, only one class will be asked to participate in each trial from each school. STA will supply minimum requirements for each test combination. For the phonics TPT, 20 children from each school will be selected to participate.  The Supplier will let local authorities know of any schools participating in a trial in their area or jurisdiction.  The Supplier is responsible for managing and contacting the schools selected by the STA for statutory participation in the trial. | | | |
|  | 1.11 | The Supplier is responsible for the end to end process of the recruitment and management of Administrators, Supervisory and non-supervisory coders. | | | |
|  | 1.12 | The table below provides the high level requirements with respect to this specification. It outlines what aspects of the Framework Agreement will be required for these trialling call-offs.   |  |  |  |  | | --- | --- | --- | --- | | **Core** | **Technical Pre-Test (TPT) – KS1 and KS2 all subjects** | **Technical Pre-Test (TPT) – phonics** | **Item validation trials (IVT) KS1 and KS2 all subjects** | | Project Management | ✓ | ✓ | ✓ | | Management of schools | ✓ | ✓ | ✓ | | Informing schools of statutory participation | ✓ | ✓ | ✓ | | Recruit and train administrators | ✓ | ✓ | ✓ | | Printing | ✓ | ✓ | ✓ | | Collation and distribution | ✓ | ✓ | ✓ | | Administration | ✓ | ✓ | ✓ | | Helpline | ✓ | ✓ | ✓ | | Script Management during coding | ✓ | X | ✓ | | Data Capture | ✓ | ✓ | ✓ | | Handling pupil background data | ✓ | ✓ | ✓ | | Trial / Sample Administration Report | ✓ | ✓ | ✓ | | Recruitment, management and payment of Supervisory and non- supervisory coders | ✓ | X | ✓ | | Sourcing a suitable venue for all training and coding events required for administrators and coders | ✓ | X | ✓ | | Coding | ✓ | X | ✓ | | Systems management | ✓ | X | ✓ | | **Optional Services** |  |  |  | | \* Disseminating an incentive payment to participating schools | X | X | X | | \* Drawing the sample | X | X | X |   **\*Please note - as participation in 2017 trialling (and beyond) is statutory, it is not appropriate to offer an incentive payment to schools.**  **KEY**   |  |  | | --- | --- | | Included in trial | ✓ | | Not included in trial | X | | | | |
|  |  |  | | | |
|  | 1.13 | The dates in table 1.a. are fixed dates, for all trials, which are non-negotiable.  **Table 1.a**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | No | Milestone | KS1 TPT | KS2 TPT | KS1 IVT | KS2 IVT | | 11 | Printing – STA handover to Supplier final test booklets to print | TPT:  W/C 06/03 | TPT:  W/C 06/03 | W/C 08/05 | W/C 03/04 | | Phonics:  W/C 1st May | Anchors:  W/C 06/03 | | 7 | Administration windows | TPT:  18/04-05/05 | TPT:  18/04-05/05 | 19-30/06 | 15-26/05 | | Phonics:  12-16/06 | Anchors:  18-28/04 | | 4&5 | Coder recruitment window | TPT: 12/12-23/01/2017 | TPT: 12/12-23/01/2017 | 12/12-23/01/2017 | 12/12-23/01/2017 | | Phonics:  n-a | Anchors:  12/12-23/01/2017 | | 4&5 | Coder contract award | TPT: 06/03 | TPT:  06/03 | 06/03 | 06/03 | | Phonics:  n-a | Anchors:  06/03 | | 8 | Pre-coding - Initial sample of scripts to STA | TPT:  05/06 | TPT:  26/06 | 24/07 | 24/07 | | Phonics:  n-a | Anchors:  06/04 | | 10 | Coding window | TPT:  26/06-07/07 | TPT:  10-21/07\* | 21-25/08 | 21-25/08 | | Phonics:  n-a | Anchors:  02-12/05\*\* | | 7 | Electronic delivery of pupil background characteristics data (To be delivered to STA by 10:00am). | TPT:  19/05 | TPT:  19/05 | 14/07 | 09/06 | | 7 | Phonics:  14/07 | Anchors:  12/05 | | 12 | Data feed - item level (100% of marks) (To be delivered by 10:00am). | TPT:  24/07 | TPT:  04/08 | 18/09 | 18/09 | | 12 | Phonics:  14/07 | Anchors:  31/05 | | \*KS2 Coding can happen earlier if the supplier feels that they can have materials in place post pre-coding. But the latest date of completion remains 21/07.  \*\*anchor coding dates can be either 2 weeks or 1 depending on the number of scripts returned and whether suppliers decide to do panel based marking. | | | | | | | | | |
|  | 1.14 | The project deliverables and outputs (milestones) for each trial are provided in table 1.b.  Timelines and project plans will need to be presented and discussed at the start-up meeting. | | | |

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| 1. **Specification of Requirements**   **1b Deliverables and Outputs** |
| There are 15 deliverable sections that have been identified. The numbering below relates to deliverable/output activity. The *deliverables and outputs* detailed in the table below are presented in chronological order for each trialling project. |

| **Deliverable and Outputs** | **No.** |  | **Milestone** | **Due date** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **KS1 TPT & Phonics** | **KS2 TPT & Anchors** | **KS1 IVT** | **KS2 IVT** |
| Project Management | 1.01 | Start-up meeting | The Supplier to attend a face-to-face start-up meeting with STA. Outline project plans, risks / issues, reporting structures, school management strategy, Equalities, Apprentices and Exit and transition plan, a document tracker to include dates of when documents should be available to review and when sign off is needed, draft coder training plan and proposed product descriptions will be discussed at the project start-up meeting. (See 1.c functional requirements for details).  STA will provide the coder model for use in each trial. | Nov | Nov | Nov | Nov |
| Project Management | 1.08 | Project meetings | The Supplier to attend regular project meetings as agreed with STA, providing regular management information, progress reports, change requests, risks and issue reports in advance of the meeting.  Maintain and manage risk and issue logs. Use project meetings to highlight the risks that have changed RAG status or to escalate issues. Full risk and issues logs will be discussed at the start-up meeting and monitored through senior supplier meetings during the course of the project. Suppliers to consider all equality actions and report on these during KITs where appropriate. | On going | On going | On going | On going |
| Printing | 11.01 | Test information confirmation | Supplier to confirm all documents which require cover information including sample numbers, booklet type identifiers etc. and include these on the test information spread sheet (TIS see appendix C) | Dec | Dec | Dec | Dec |
| Project management documentation | 1.07 | Equalities plans | The Supplier shall produce an equality plan for each call-off outlining their commitment and compliance to the Public Sector Equality Act. With regards to **all** recruitment it will include evidence of a fair, open and transparent process. These activities will be discussed during weekly KITs.  An Equality plan must be submitted at regular intervals during the project, and include details of the equality logs kept and decisions made:  • First report within four weeks, following the start-up meeting (see dates opposite)  • The Supplier shall report any changes to the original plan during the project cycle and provide an updated version.  • Final equalities report at end of project and shall include a final statement within the final administration report. | 1 Dec | 8 Dec | 15 Dec | 22 Dec |
| Apprentices | 1.06 | Apprentices report | The Supplier is required to support the DfE apprenticeship policy and shall employ apprentices and report the numbers of apprentices employed during the delivery of this contract to the STA. | 1 Dec | 8 Dec | 15 Dec | 22 Dec |
| Exit and Transition | 1.05 | Exit and Transition plan | The Supplier must submit a Trialling and Sampling Framework emergency exit and transition plan and a routine exit and transition plan for review and comment by STA before sign off. (see template in Appendix B) | 1 Dec | 8 Dec | 15 Dec | 22 Dec |
| Management of schools | 2 | STA - to provide the list of schools | STA to provide the Supplier the list of schools selected for Statutory participation. | 9th Jan | 9th Jan | 9th Jan | 9th Jan |
| Printing | 11 | STA - Handover of **draft** test booklets from STA | STA will provide draft test booklet templates for the Supplier to print to check there are no printing/scanning issues | Jan/Feb | Jan/Feb | Jan/Feb | Jan/Feb |
| Printing | 11 | Scanning check and assurance | The Supplier must provide confirmation that printing and their proposed scanning process works. This must be provided to STA by the dates shown. Please see Framework Section PL2.2 for more information. | TBC in start-up meeting | TBC in start-up meeting | TBC in start-up meeting | TBC in start-up meeting |
| Management of schools | 2 | Contacting LAs | The Supplier must contact LAs to inform them of schools selected for statutory participation in the trial, before schools are contacted. | Jan | Jan | Jan | Jan |
| Management of schools | 2 | Contacting schools | The Supplier must contact all schools and inform them of their statutory participation in the trial. | Jan | Jan | Jan | Jan |
| Management of schools | 2 | Contacting schools | The supplier must inform STA should they require a TOP up sample of schools | TBC at start up | TBC at start up | TBC at start up | TBC at start up |
| Management of schools | 2 | Data capture; Delivery of confirmed pupil data from participating schools to STA | For phonics only- the supplier must provide data to STA regarding confirmed pupil data from participating schools. | TBC at start up | n-a | n-a | n-a |
| Project Management | 1 | Process walk through meeting | Process walk through meeting is to take place on the Supplier’s main site, where the project will be conducted.  The Supplier must provide DfE / STA with a complete process walk through, from end to end, including a detailed explanation of the script and data management process. (See 1.c functional requirements for details)  STA to sign off the end to end process once agreed. | End of January | End of January | End of January | End of January |
| Project Management | 1.04 | Product descriptions | Final product descriptions to be submitted and signed off no later than two weeks following the process walk though. Actual dates to be agreed once the Process walk-through dates are confirmed. | Early Feb | Early Feb | Early Feb | Early Feb |
| Management of schools | 2 | 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 non -compliance of Statutory participation. | 1 week after request | 1 week after request | 1 week after request | 1 week after request |
| Update project documentation | 1 | Update project documentation | The Supplier must work in consultation with STA, in order to update the Administrator Guide, Pupil Data Forms, Administrator Questionnaire and Teacher Questionnaire. | Dec-Mar | Dec-Mar | Dec-Mar | Dec-Mar |
| Printing | 11 | STA - Handover of final test booklets from STA (fixed date) | **STA will provide final signed off test booklet templates for the Supplier to print.** (Exact subject dates will be confirmed at start up.) | TPT:  W/C 06/03 | TPT:  W/C 06/03 | W/C 08/05 | W/C 03/04 |
| Phonics:  W/C 01/05 | Anchors:  W/C 06/03 |
| Printing | 11 | Print proofing | The Supplier will supply print proofs for STA to check the quality of each booklet version, and sign off, before printing commences. Test proofs must match the hard copy of the test provided to the Supplier.  Print quality must be as specified in the Framework. | TPT:  W/C 06/03 | TPT:  W/C 06/03 | W/C 08/05 | W/C 03/04 |
| Phonics:  W/C 01/05 | Anchors:  W/C 06/03 |
| Management of schools | 2 | Data capture: STA to provide Sampled Pupil Data and Reserves | STA will provide the supplier with sampled pupil data and reserves for KS1 TPT Phonics only. | TBC at start up | n-a | n-a | n-a |
| Management of schools | 2 | 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.  As trialling is statutory, suppliers will need to have a process in place for schools who do not reply or who refuse to take part. Suppliers will need to share this process with the STA. It is expected that Suppliers will be able to engage with the vast majority of schools. | March  All trials | March  All trials | March | March |
| Printing | 11 | Admin guidance, teacher and administrator questionnaires | Supplier to provide final versions of the administrator guidance, teacher questionnaires and administrator questionnaires for STA review and sign off. (Phonics will only require administrator guidance, Anchors as per rest of TPT) | March | March | May | April |
| Administrator Recruitment | 3 | 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. | By March | By March | By May | By April |
| Administrator Training | 6 | Training of administrators | The Supplier must train administrators if they have not been trained specifically on DfE administration within the last two years. STA to attend training events to deliver parts of the training on test development, teacher and administrator feedback and security. Administrators must be trained before receiving any test materials.  No more than two training events should be held per year to train all administrators; regardless of the number of call-offs won by a Supplier. Suppliers must obtain a minimum of 3 quotes for the venues and offer value for money when selecting. Supplier should consider a central location which can be reached by public transport. | March/April | March | April | April |
| Coder Recruitment | 5 | Coder recruitment | It is the responsibility of suppliers to ensure the number of recruited coders meets the requirements of the STA coding model. The type of recruitment is for the supplier to decide and manage; it can include open recruitment. The supplier will expected to build a register/database of all coders contacted in relation to the trials with the outcome of their invite/application and that this must be provided to STA at the end of the contract. Supplier(s) will be expected to undertake this activity within the fixed time frame see 1.14 table 1.a for details.  STA will provide the organisational structure and pay levels for supplier organisations to use in recruitment. (see appendix C)  The criteria to be used for coder recruitment to be agreed with STA before recruitment starts. Suppliers should aim to recruit people who have taught primarily at the age group being assessed. Ideally, they will have marking/coding experience at that age group. Those being recruited into lead marker positions must have previous, successful experience as a lead or deputy lead marker in the subject. Those being recruited into deputy lead marker roles must have previous, successful experience as a supervisory marker or a few years marking trials in the subject.  Prior to recruitment, the supplier should share with STA any tasks that they are planning to use as part of the recruitment activities. | See 1.14 table 1.a for details  N.B- there are no coding requirement for phonics | See 1.14 table 1.a for details. | See 1.14 table 1.a for details. | See 1.14 table 1.a for details. |
| Project management documentation | 1.10 | Coder training plan | The Supplier must provide a final coder training plan for review and sign off with STA no later than two weeks after Initial pre-coding meeting. See Deliverable and outputs 17.1 for details of what needs to be included. | March | March | March | March |
| Coding | 10.07 | Initial pre-coding meeting | STA and suppliers to meet to discuss requirements and expectations for pre-coding; these should include the number of meetings required, 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 day 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. | To be agreed at start up | To be agreed at start up | To be agreed at start up | To be agreed at start up |
| Administrator Recruitment | 3 | Recruitment of administrators -assurance | The Supplier must provide an assurance statement detailing the allocation of tests to administrators. | End of March | End of March | Beginning of May | End of April |
| Final administration report | 12.01 | 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. | Beginning of April | Beginning of April | Beginning of May | Beginning of May |
| Printing | 11 | Printing confirmation | The Supplier must provide confirmation that printing of all test booklets and supporting materials has been complete by the date shown as per the agreed sample and additional contingency of 10% on top of the minimum numbers listed in section 1.c. Functional Requirements | TPT:04/04 | 04/04 All trials | 05/06 | 05/06 |
| Phonics: 26/05 |
| Supervisors Recruitment | 4 | Recruitment of Supervisory coders | The Supplier must recruit a sufficient number of Supervisory coders to ensure pre-coding, training and coding of all 'live' tests can be completed on time. | 06/03 | 06/03 | 06/03 | 06/03 |
| Administration | 7 | Collate and distribute test booklets to administrators/schools | The Supplier must collate the booklets for all trial tests into school packs and securely distribute test booklets as per requirements specified, per trial, as detailed in the trialling information spread sheet (TIS in Appendix C). | w/c 10/04 | w/c 10/04 | 16/06 | 08/05 |
| Phonics:  w/c 5/06 | Anchors:  w/c 10/04 |
| Data capture | 12 | Data Spec (draft) | STA to provide the Supplier with a draft data specification. The dates shown are currently proposed dates and may be subject to change. | TPT: 07/07 | TPT: 28/07 | 10/08 | 10/08 |
| Supervisors Recruitment | 7.2b | Recruitment of Supervisory Coders - assurance | The Supplier must provide an assurance statement detailing the allocation of tests to Supervisory coders | TPT: 25/04 | 25/04 All trials | 26/06 | 26/06 |
| Phonics: 15/06 |
| Supervisors events including Pre-coding | 8 | Pre-coding meeting 1 | The supplier must obtain 3 quotes and source a suitable venue accessible by public transport. The aim of the meeting is for the suppliers to brief the lead coders and deputies about the expectations of being a lead including time and quality. (STA would suggest using a previous good lead to share best practice.) The Leads will then work with TDRs to familiarise themselves with the coding frames. | A minimum of 1 week before pre-coder meeting 2 (TBC at start up) | A minimum of 1 week before pre-coder meeting 2 (TBC at start up) | A minimum of 1 week before pre-coder meeting 2 (TBC at start up) | A minimum of 1 week before pre-coder meeting 2 (TBC at start up) |
| Administration | 7 | Test administration  (fixed dates) | The Supplier must ensure the administration of the trial period is managed securely and all questionnaire and test scripts are available for coding by the date specified by STA.  The suppliers must ensure the KS2 TPT Anchor materials are administered early on the in the test window to ensure data return. This includes the reading anchor paper (RABXAT) that is included in combination with other trial papers. | 18/04-05/05 | 18/04-05/05 | 19-30/06 | 15-26/05 |
| Phonics:  12-16/06 | Anchors:  18-28/05 |
| Administration | 7 | Test administration | The Supplier must ensure the administration of the trial period is managed securely and all questionnaire and test scripts are securely returned within three working days at the end of the trial period | 11/05 | 11/05 | 06/07 | 01/06 |
| Phonics:  22/06 | Anchors:  4/05 |
| Supervisors events including Pre-coding (KS2 TPT only) | 8 | OSM training materials | Where appropriate any specific OSM training guidance from the Supplier must be reviewed and signed off by STA at least one week before training commences. | 29/05 | 19/05 | n-a | n-a |
| Supervisors events including Pre-coding (TPT Only) | 8 | On-screen pre-coding review area (OSM is optional for TPT) | The supplier must create an on-screen coding preview area. See 1.c functional requirements for details. | Date to be agreed with Supplier. Must not be later than  w/c 29 May | Date to be agreed with Supplier. Must not be later than w/c 19 June | n-a | n-a |
| Supervisors events including Pre-coding All Trials | 8 | Pre-coding meeting 2 TDRS & Supervisory coders | The Supplier must obtain 3 quotes and source a suitable central venue accessible via public transport. The venue must meet all security and technology requirements including on site printing and arrange a pre-coding event that all TDRS and Supervisory coders should attend.  The format of the pre-coding event must include input from the TDRs and will take place in the timeframes indicated. Exact pre-coding dates and length, for each subject may vary, confirmation of this will be provided during the Initial pre coding meeting.  The Supplier must ensure pre-coding meeting 2 includes access to all pre-coding scripts, a discussion / explanation of any administrative requirements, roles and responsibilities and reporting / monitoring expectations.  Considerations must be taken and costed to ensure that a sensible solution is in place to ensure senior coders can securely work on materials away from pre-coding. TDRs will confirm with the supplier during pre-coding the expectations of the amount of time required to complete any post pre-coding work.  Where pre-coding and coding is via an OSM system, access to coding scripts, may be useful for leads and deputy leads between coding and pre-coding. Where the scripts are being coded on paper, access to scripts after the pre-coding meeting. Practice / training scripts may need to be copied for leads and deputy leads during pre-marking.  Anchors- Pre-coding will follow a different format and will run earlier than other TPT subjects and last only 1 day. Training materials, standardisation and seeding responses will be produced from STA’s script archive by TDRs. Some KS2 TPT combinations also include anchor item groups (Maths and GPS) and the training materials and standardisation and seeding responses for these anchor item groups will be produced from the script archive and existing materials. Likewise, the anchor training and quality assurance materials for the KS1 TPT may be created from existing materials. Leads will then be expected to spend at least 1 day with TDRs to review the materials and familiarise themselves with what has been created.  *N.B. –* Anchors - existing standardisation and seeding responses will need to be loaded into the onscreen marking system (if marking is online) or incorporated into paper materials (if marking is on paper) | 5-9/06 | 26-30/06 | n-a | n-a |
|  |
| Supervisors events including Pre-coding TPT (OSM is **optional** for **KS1 TPT only**) | 8 | Pre-coding meeting 2 and OSM training for TDRS & Supervisory coders | The Supplier must ensure the event includes training on the use of the their OSM system, access to all pre-coding scripts, a discussion / explanation of any administrative requirements, roles and responsibilities and reporting / monitoring expectations  Anchors - Pre-coding will follow a different format and will run earlier than other TPT subjects and last only 1day. Training materials, standardisation and seeding responses will be produced from STA’s script archive by TDRs. Some KS2 TPT combinations also include anchor item groups (Maths and GPS) and the training materials and standardisation and seeding responses for these anchor item groups will be produced from the script archive and existing materials. Likewise, the anchor training and quality assurance materials for the KS1 TPT may be created from existing materials. Leads will then be expected to spend at least 1 day with TDR’s to review the materials and familiarise themselves with what has been created.  *N.B. –* Anchors - existing standardisation and seeding responses will need to be loaded into the onscreen marking.  Pre-coding for anchors is primarily to allow supervisory coders to gain some familiarity with the papers and coding frames. In most cases, standardisation scripts and seeding scripts can be carried forward from the previous year. | 5-9/06 | 26-30/06 | **n-a** | **n-a** |
| Anchors  Either 6th or 7th April |
| Supervisors events including Pre-coding | 8 | Initial sample of scripts for pre-coding meeting 2  (fixed date) | Initial sample of scripts, at least 100 scripts, per test version must be made available on the first day of the pre-coding window. (Pre-coding window dates for each trial, as detailed opposite.)  KS1 TPT pre-coding - can be either an on-screen or a paper based solution. All pre-coding scripts must be available for the first day of pre-coding, on the date shown. Note that STA may wish to use existing materials from previous trials to produce training and QA materials for anchor items/papers.  KS1 TPT Phonics will not require any coding activities  KS2 TPT pre-coding - All pre-coding scripts must be available for the first day of pre-coding, on screen on the date shown. Note that STA may wish to use existing materials from previous trials to produce training and QA materials for anchor items/papers and therefore a process will be required for loading existing standardisation and seeding responses for anchor item groups into the onscreen marking system.  KS2 TPT pre-coding- Anchors will be using the script archive and happen earlier than the main KS2 TPT pre-coding.  KS1 and KS2 IVT pre-coding - should be paper based - all IVT pre-coding scripts should be available in batches (of 25 where possible) for the first day of pre-coding, on the date shown. | 5-9/06 | 26-30/06 | 24-27/07 | 24-27/07 |
| **Anchors:**  **STA to provide for use by the supplier for pre-coding familiarisation day** |
| Coding | 10 | 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. | TPT:26/05 | 26/05 All trials | 21/07 | 27/07 |
| Phonics: 07/07 |
| Coding | 10 | Electronic delivery of pupil background characteristics data  (fixed date) | The Supplier to securely transfer final confirmed pupil background characteristics data to STA for all tests in a format agreed with STA. An example of a pupil characteristic background data specification is provided by STA in annex C (to be delivered by 10:00am) | 19/05 | 19/05 | 14/07 | 09/06 |
| Phonics:  14/07 | Anchors:  12/05 |
| Data capture | 12 | Data Spec (final) | STA to provide the Supplier with a final data specification. The dates shown are currently proposed dates and may be subject to change. | w/c 30/07  (TBC) | TPT: w/c 23/07 (TBC) | w/c 11/08 (TBC) | w/c 11/08 (TBC) |
| Anchors:  w/c 18/04 (TBC) |
| Coder Recruitment | 5 | Recruitment of Non-supervisory coders | The Supplier must recruit a sufficient number of Non-supervisory coders to ensure coding of all tests can be completed on time. | 06/03 | 06/03 | 06/03 | 06/03 |
| Administration | 7.06 | Data capture of questionnaires | The Supplier must fully data capture all responses from the teacher 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 spread sheet formatted as per STA instructions see Appendix B. | TPT :16/06 | 16/06 | 11/08 | 07/07 |
| Phonics: 28/07 |
| Coder Recruitment | 5 | Recruitment of Non-supervisory coders assurance | The Supplier must recruit suitably qualified pool of coders for all coding activities. The supplier must provide **an assurance statement** detailing the allocation of tests to Non- supervisory coders, for TDRs to review. It is the supplier’s responsibility to allocate roles/scripts/teams to coders; TDRs should only review and comment if someone is no longer suitable. | 05/06 | 25/05 All trials | 07/08 | 07/08 |
| Coder training events | 9 | Training materials for all coders | The Supplier must print and collate all materials, following pre-coding that will be required for the delivery of coder training. 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).  STA remain the owners of the training materials- leads and deputies help produce these materials but it is important that STA have copies a week before coding begins to ensure they are fit for purpose alongside the coding frames and additional documentation. The materials developed should have enough examples to match the difficulty of the item. The most difficult questions to mark should also include commentaries.  Anchor materials will be created from the script archive by the TDRs, at an earlier date, and will be used by lead coders when training their teams and on the familiarisation day.  The Supplier must ensure that all administrative guidance relating to coder recruitment/payment is prepared.  The supplier must work with STA to enable supplier’s availability in potentially short timescales for print and collation of additional materials which may not have been a previous requirement but are now following pre-coding. | 19/06 | 03/06 | 14/08 | 14/08 |
| Anchors:  25/05 |
| Coder training events | 9 | Training of non-supervisory coders | The Supplier must obtain 3 quotes and source a suitable central venue accessible via public transport. The venue must meet all security and technology requirements including on site printing. The Supplier must arrange a training event where Supervisory coders can provide training to non-supervisory coders. STA TDRs will also attend the event.  The supplier will print and provide the training materials, developed following the pre- coding event and send copies to STA to ensure quality. (STA will supply the coding frames and potentially other support materials, these will be logged on the TIS)  The Supplier must encourage and ensure coder participation in the event. The format of system training must be proposed by the Supplier for the trial and is subject to prior approval by STA. | 26/06 | TPT: 10/07 | n-a | n-a |
| Anchors:  02/05 |
| Coding | 10 | Coding window TPTs | The Supplier must ensure that all coding, is completed within the dates specified by STA.  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.  For the Anchor papers, STA have provided two dates for suppliers to consider for coding. Either a 2 week or 1 week window to ensure data is returned by the specified date. Should the 1 week window be selected suppliers must be aware the marking should then be completed as a panel to ensure all marking is completed by the deadline and if OSM is selected then coders will require access to computers. Suppliers will be asked to explain their choices as part of the evaluation. | 06/06-07/07 | 10-21/07 | n-a | n-a |
| Anchors:  02-12/05 |
| Coding | 10 | Coding event IVTs  (fixed dates) | The Supplier must obtain 3 quotes and source a suitable central venue accessible via public transport. The venue must meet all security and technology requirements including on site printing. The Supplier must arrange a panel based coding event that all TDRs, Supervisory and non-supervisory coders must attend.  The Supplier must ensure that all training from supervisory coders, coding, including QA of coding completeness and accuracy, is completed within the coding window detailed.  For IVTs, the coding will occur at a panel coding meeting, following immediately after the training. | n-a | n-a | 21-25/08 | 21-25/08 |
| Coding | 10 | Coding report | Post coding leads and deputies 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. | TBC with STA | TBC with STA | TBC with STA | TBC with STA |
| Coding | 10 | Coder coding quality assurance data | The Supplier to capture coding quality assurance data, for all coders for on-going coding quality assurance. The Supplier to agree the mechanism of on-going coder QA with the STA and then provide in 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 outline their intention with respect to QA to the STA in the bid. | TBC | TBC | TBC | TBC |
| Coding | 12.03 | Coder register | The Supplier is to maintain a register of all successful and unsuccessful applicants for supervisor and non-supervisor roles and provide to STA on the following basis:   1. Upon contracting sufficient Coders required to reach the agreed coding capacity for each Test; 2. After Standardisation has taken place in order to review coders that did not pass. (TPT only); 3. A complete copy of the final Coder Register will be provided to STA within three weeks following the coding completion deadline for the trial, to include results from supervisory QA processes. | 28/07 | 11/08 All trials | 15/09 | 15/09 |
| Data capture | 10.6 | 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. | 07/08 | 07/08 | 11/09 | 11/09 |
| Data capture | 12.4 | Data feed - item level (100% of marks) - coder data  (Fixed date) | The Supplier to securely provide 100% data feed of coder coding item level data to STA in an electronic file format to be agreed with STA (to be delivered by 10:00am)  Phonics: the Supplier is to securely provide 100% data feed of answer sheet 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. | TPT: 24/07 | TPT:04/08 | 18/09 | 18/09 |
| Phonics:  14/07 | Anchors:  31/05 |
| Handover electronic archive | 12.02 | Handover electronic archive | Electronic archive (questionnaires and item level scripts) handed over to STA on required date. All scanned item level script files should follow the naming convention:  **yeartest]\_[subject]\_[componentcode]\_[pupilID]\_[pagenumber]**  Phonics the supplier is required to handover all scanned answer sheets to STA. | TPT: 24/07 | TPT:04/08 | 18/09 | 18/09 |
| Phonics:  14/07 | Anchors:  31/05 |
| Final administration report | 12.01 | 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) | TPT: 03/08 | TPT:14/08 | 28/09 | 28/09 |
| Phonics:  24/07 | Anchors:  14/06 |
| Project Management | 1 | 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 4 Sept | w/c 11 Sept | w/c 18 Sept | w/c 25 Sept |

| 1. **Specification of Requirements**   **1.c Functional Requirements** |
| --- |

| **Functional Requirements** | **Technical pre-test (TPT)** | | **Item validation trial (IVT)** | | |
| --- | --- | --- | --- | --- | --- |
| **KS1 TPT** | **KS2 TPT** | **KS1 IVT** | | **KS2 IVT** |
| **Subjects** | English reading  English grammar, punctuation and spelling  Mathematics  Phonics | English reading  English grammar, punctuation and spelling  Mathematics | English reading  English grammar, punctuation and spelling  Mathematics | | English reading  English grammar, punctuation and spelling  Science |
| **Level Assessed** | Key stage 1 | Key stage 2 | Key stage 1 | | Key stage 2 |
| **Sub-Contractors** | The Supplier shall ensure that each and every proposed sub-Contractor, consortium member and adviser abides by the requirements of the Framework Agreement and this ITQ. | | | | |
| **Project Management** | Attend weekly Checkpoint meetings to review the timeline, discuss the progress of the project, highlight any risks, issues and actions.  Provide weekly Checkpoint reports one working day in advance of the weekly meeting.  Manage project plans. The plans should clearly outline which activities are the responsibility of the supplier and STA.  Supplier should produce a document tracker which may form part of the checkpoint reports or project plan or be a separate document, but it should clearly highlight what documents are being produced, when they will be available for review and when they need to be signed off by.  Risk / issue logs need to be updated with any changes and these should be made available one working day in advance of checkpoint  Change request: STA require a change request for all variations to the contract. This includes instances where there is a nil, reduction or increase to costs. Each change request must clearly state the original amount bid, the differences and how this was included and the reasons why. This information should be provided regardless of who requested the initial change. (Please see appendix C for a copy of the template to be used during this contract.)  Product descriptions should be provided for (but not limited to) the following deliverables and need to consider the quality criteria, quality tolerances and quality method in line with PRINCE2 methodologies:   * Management and communication with schools * Management, recruitment and training of all administrators * Management and recruitment of all supervisory and non-supervisory coders * Printing, logistics and scanning * Trial administration * **On-screen coding (OSM) or paper based** coding and coding quality assurance (as applicable for the trial as detailed in section 16.2 of the functional requirements) * Data capture and quality of data   Product descriptions will be used at the handover of each deliverable to check that the criteria and quality detailed by the Supplier have been achieved before consideration for sign off by STA.  The Product Description template provided at Appendix C should be used.  **Should a supplier win more than one trial, all naming conventions, plans, and documentation should be consistent across all trials and any unfamiliar terminology agreed with STA at start up.** | | | | |
|  | **KS1 and 2 TPT** | | **KS1 and 2 IVT** | | |
| **Management Information** | The following management Information (MI) is required at different points throughout the project:   * Parcel tracking (on-going at points when scripts are in transit); * Coder recruitment (on going throughout recruitment); * Coding capacity; * Allocation of scripts to coders; * Daily coding progress report on a per booklet/ per cluster/ per team basis (during coding windows); * Coder status: number of approved, suspended, stopped, withdrawn, etc.; * Scanning progress / scanning reconciliation (pre and post administration and coding windows), if OSM is used; * Data capture progress (post coding window); * A reconciliation report following administration and coding. | | The following MI is required at different points throughout the project:   * Parcel tracking (ongoing at points when scripts are in transit); * Coder recruitment (on going throughout recruitment); * Coding capacity; * Allocation of scripts to coder; * Daily coding progress report on a per booklet/ per cluster/ per team basis (during coding windows); * Coder status: number of approved, suspended, stopped, withdrawn, etc.; * Data capture progress (post coding window); * Reconciliation (pre and post administration and coding windows); * A reconciliation report following administration and coding. | | |
| **Equalities** | ***Please refer to Section G4 of the Trialling and Sampling Framework for details***  The Supplier shall produce an equality plan including all personnel contributing to the ITQ, for each call-off, outlining their commitment and compliance to the Public sector equality duty (PESD).  The Supplier will include within the equality plan the strategy for recruiting and selecting administrators and coders. The Supplier will provide evidence of a fair, open and transparent process, including but not limited to protective characteristics. STA will provide guidance on the experience criteria requirements for coders.  The Supplier shall report 3 times during the project cycle regarding all equality considerations (on completion of coder and administrator recruitment) and provide an updated version of the plan should it be affected.  All activities where equalities have been considered should be documented on the next equality reports and logged at the time of consideration on the weekly progress reports.  The Supplier shall include a final statement within the final administration report.  Refer to 1.b Deliverables and Outputs table for dates. | | | | |
| **Apprentices** | The DfE requires the successful tenderers to support the Department’s apprenticeship programme whilst delivering this contract. The Supplier is required to support the DfE apprenticeship policy and shall employ apprentices and report the numbers of apprentices employed during the delivery of this contract to the STA.  The Supplier shall ensure five per cent of the employees, or that a similar specified proportion of hours worked in delivering the contract (including administration and support staff and sub- contractors), are to be delivered by an employee on a formal apprenticeship programme. | | | | |
| **Exit and Transition** | ***Please refer to section G7 of the Trialling and Sampling Framework.***  The supplier should provide a 2 part exit and transition plan outlining a i) routine exit, ii) an emergency exit.  The exit and transition plan must be signed off by STA no later than 2 months after the start of the contract. A template and guidance have been provide in Appendix B. | | | | |
| **Start-up Meeting** | Supplier to provide the following documentation at least 2 days in advance of the start-up meeting:   * Detailed project risk and issue log (risk log) for review and joint sign-off; * Detailed project timeline; * Draft exit and transition plan; * Draft equality plan; * A test booklet specification, populated to show what barcodes and alpha numeric references will be included by the Supplier and where they will be positioned. (See ‘*Trialling booklet template\_Genericspec’* in Appendix C ) This will need to be aligned with our test paper template; * Scanning requirements; * Product descriptions proposed for the project by the Supplier will be discussed at the start-up meeting and then will be signed-off no later than two weeks following the process walk through; * A list of the documents that the supplier intends to produce which require sign off and review by STA this must include the dates the supplier intends these documents to be available to review from and the dates they’d need them reviewed by (the supplier can include this in project plans, KIT notes or a separate document). | | | | |
| **Trial Type and Administration** | | | | | |
| **Administration window** | The KS1 TPT trial administration window runs from 18/04-05/05/2017  Phonics- 12-16/06/2017 | The KS2 TPT trial administration window runs from 18/04-05/05/2017  Anchors: 18-28/04/2017 | The KS1 IVT trial administration window runs from 19-30/06/2017 | | The KS2 IVT trial administration window runs from 15-26/05/2017 |
| **Administration times** | For KS1, administration times are a guide.  If the majority of children are still working at the end of the administration time, the administrator / teacher can use their judgement and allow the children to continue. However, the test should not continue for more than a few minutes. If the children become restless and unproductive, you may need to stop the paper, even if it’s slightly earlier. Do not keep the paper going for longer than the recommended time if the majority of pupils appear as though they have finished.  Teachers / administrators can stop the children during the test if the children need a break. After a short break, the pupils can continue the test, so that they have had the appropriate total time.  As the administration arrangements are more flexible for KS1, administrators should try to meet reasonable requests for administering the trial papers (administering to smaller groups, a longer break between papers, stopping mid paper etc). Administrators may need to discuss any requests with the Supplier to see how they may be met. | For KS2 TPT, the administration time in the administration should not be changed for the majority of pupils. SEN children, who would normally require additional time, can have the appropriate amount of additional time. This should be discussed with the teacher prior to the administration. | The times given below are approximate. In IVT, it is more important in this trial that children finish as much of the booklet as they are able in a reasonable time than stick to the times prescribed. If children are still working, the administrator, in consultation with the teacher, should use their judgement and allow them to continue. If the children are restless and obviously not working, administrators should stop the test any time after the guide time. | | |
| **Subject requirements for pupils in each subject / trial** | **KS1 TPT English reading**  Each child will sit one complete test comprising of two booklets. There are two booklet types; booklet 1 (RPABs), with the text and questions combined and booklet 2 (RABs) with a separate reading booklet and answer booklet. Each child will attempt both booklets.  The administration time is 30 minutes for booklet 1 and 40 minutes for booklet 2.  Booklet 1 and booklet 2 **must** be trialled with the same children on **two separate days**.  Total test time is 70 minutes over two days. | **KS2 TPT English reading**  Each child will sit two complete tests each comprising of one reading prompt and one answer booklet. The administration time for each test is 60 minutes. Total trial test time is 2 hours.  The children should have a reasonable break in-between each paper.  Anchor only combination: Each child will sit one complete test comprising of one reading prompt and one answer booklet. The administration time is 60 minutes. | **KS1 IVT English reading**  Each child will sit one type of booklet, either booklet 1 or booklet 2.  Booklet 1 (RPAs) has text and questions combined and booklet 2 (RABs) has a separate reading booklet and answer booklet.  Each booklet will take approximately 40 minutes.  It is recommended that a short break should be taken between the administrations of each booklet.  ***Please note*** - a school could complete the RPAB and RAB on separate days if preferred. | | **KS2 IVT English reading**  Each child will sit one complete test which will take approximately one hour. One test consists of a reading prompt booklet and a separate answer booklet. |
| **KS1 TPT English grammar, punctuation and spelling**  Each child will sit one complete test comprising one spelling paper and one question paper. The spelling paper will take approximately 15 minutes and should be administered, by the class teacher, as a whole class activity before question paper 2. This should be discussed by the teacher and administrator to see if it would be useful.  The question paper will have 5 minutes at the beginning for practice questions, followed by the remainder of the test, which will take approximately 20 minutes.  The question paper may be administered in small groups. The total time for this paper is 25 minutes.  There should be a break in-between each paper. | **KS2 TPT English grammar, punctuation and spelling**  Each child will sit two complete tests (two question papers and two spelling papers) which will take approximately two hours.  Each test booklet contains a question paper and a spelling paper. The papers should be administered in the order they appear in the live test (question paper, followed by spelling).  Anchor trial: Each child will sit one complete test containing a question paper and a spelling paper, which will last approximately one hour. | **KS1 IVT English grammar, punctuation and spelling**  Each child will sit a question paper. This paper may be administered in small groups. The total time for this paper is 25 minutes.  Spelling questions are not trialled at IVT. The test should have 5 minutes at the beginning for practice questions, followed by 20 minutes for the children to complete the test. | | **KS2 IVT English grammar, punctuation and spelling**  Each child will sit one question paper which is approximately 45 minutes long.  Spelling questions are not trialled at IVT. |
|  | **KS1 TPT mathematics**  Each child will sit one complete test comprising one arithmetic paper and one mathematical reasoning paper.  The arithmetic paper will take approximately 25 minutes and the reasoning paper will take approximately 35 minutes. There should be a break in-between each paper. | **KS2 TPT mathematics**  Each child will take one complete test comprising of three papers. Paper 1 (Arithmetic) should be administered first followed by paper 2 and paper 3 (Reasoning). The arithmetic paper will take 30 minutes and the reasoning papers 2 and 3 will take 40 minutes each. The children should have a break in-between each paper.  Anchor trial: Each child will take one complete test comprising up to three papers (TBC at start up). Paper 1 (Arithmetic) should be administered first followed by paper 2 and paper 3 (Reasoning). The arithmetic paper will take 30 minutes and the reasoning papers 2 and 3 will take 40 minutes each.  The children should have a break in-between each paper. | **KS1 IVT mathematics**  Each child will take one complete mathematical reasoning test that will take approximately 35 minutes. There will not be an arithmetic paper at IVT. | | **KS2 IVT mathematics**  The will be **no** Mathematics papers trialled for KS2 IVT in 2017. |
|  | **KS1 Phonics**  Each child will sit one booklet comprising 40 words. All trial booklets must be administered by a teacher from the pupils’ school on a one-to-one basis with each pupil.  The administration must take place on one day in each school. A maximum of 20 pupils per school will be selected to take the check. |  |  | | **KS2 IVT Science**  Each child will sit one complete test comprising of three papers. Each paper will take 25 minutes. The papers must be administered in the order specified.  There can be a break in between each paper. |
| **Additional comments** | **KS1 TPT**  All KS1 trial test booklets must be administered by **teachers** and supported by trained administrators (including Phonics).  Any school selected for participation will be involved in the administration of only one trial.  With the exception of KS1 English reading, the Supplier must ensure that each school trials all materials on the same day.  For each subject, the papers need to be administered in the prescribed order detailed in the administrator guidance.  When administering the tests there should be an appropriate break in-between each paper. | **KS2 TPT**  All KS2 trial test booklets must be administered by trained administrators.  Any school selected for participation will be involved in the administration of only one trial.  For each subject, papers need to be administered in the prescribed order detailed in the administrator guidance.  When administering the tests there should be an appropriate break in-between each paper. | **KS1 IVT**  All KS1 trial test booklets must be administered by **teachers** and supported by trained administrators.  Any school selected for participation will be involved in the administration of only one trial.  For each subject, papers need to be administered in the prescribed order detailed in the administrator guidance. | | **KS2 IVT**  All KS2 trial test booklets must be administered by trained administrators.  Any school selected for participation will be involved in the administration of only one trial.  For each subject, papers need to be administered in the prescribed order detailed in the administrator guidance |
| **Versions for trialling** | | | | | |
| **Versions for Trialling** | **KS1 TPT English Reading**  There will be 14 English reading answer booklets and three reading prompt booklets (RPS000, RPT000 and RP1AT0)  The KS1 Reading test has two types of answer booklets:  • a combined reading prompt and question booklet (RPABs)  • a reading answer booklet (RABs) with accompanying reading prompt | **KS2 TPT English reading**  There will be 8TPT English reading answer booklets each associated with one of four reading prompt booklets (RP0025, RP0026, RP0027 and RP0028) plus one anchor answer booklet and reading prompt booklet (RPAT00). | **KS1 IVT English reading**  There will be 8 English reading answer booklets and two reading prompt booklets (RPU000 and RPV000).  The KS1 Reading test has two types of answer booklets:  • a combined reading prompt and question booklet (RPABs)  • a reading answer booklet (RABs) with accompanying reading prompt | | **KS2 IVT English reading**  There will be 10 English reading answer booklets each associated with one of four reading prompt booklets (RP0029, RP0030, RP0031, RP0032 and RP0033). |
| **KS1 TPT English grammar punctuation and spelling**  There will be 8 versions of the spelling paper and eight versions of the question paper. | **KS2 TPT English grammar, punctuation and spelling**  There will be 8 TPT test versions and one anchor test version. Each version has two papers – questions and spelling. | **KS1 IVT English grammar, punctuation and spelling**  There will be 4 versions of the question paper. | | **KS2 IVT English grammar, punctuation and spelling**  There will be 4 versions of the question paper. |
| **KS1 mathematics**  There will be 8 versions of the arithmetic paper and 8 versions of the reasoning paper. | **KS2 mathematics**  There will be 10 TPT test versions plus one anchor test version. Each test version comprises of three papers:  Paper 1 - arithmetic paper Paper 2 - reasoning paper Paper 3 - reasoning paper | **KS1 IVT mathematics**  There will be 6 (to be confirmed by no later than start up) mathematical reasoning paper versions. No arithmetic paper will be included in this trial. | | **KS2 IVT mathematics**  The will be **no** mathematics papers. |
|  | **Phonics**  There will be 12 test versions. |  |  | | **KS2 IVT Science**  There will be 9 test versions each comprising three papers: biology, chemistry and physics. |
| **Test information and combinations** | The test information and combinations of papers for each trial, per subject, and the minimum number of pupils required can be found in the ‘trialling information spread sheet’ for each trial in Appendix C. | | | | |
| **Process Walk Through** | The Supplier must provide DfE/STA with a complete end-to-end process walk through, including a detailed explanation of their management of the trialling process, with a particular focus on:   * printing, collating, and distribution of hardcopy test materials; * the processes for auditing/monitoring scripts: reconciliation of scripts sent, scripts received, scripts unused; * tracking physical movements of materials; * data capture and collecting pupil data; * QA processes at key stages in the process; * End to end demonstration of the onscreen coding process (TPT trials only) for example coding, coder queries, exception handling, illegible script, coder management, standardisation set up, etc.; * A presentation to explain the end to end script management process, including scanning and coding; * A presentation explaining how the Supplier intends to manage the administrator recruitment and training; * A presentation explaining how the Supplier intends to manage the coder recruitment and training; * Creation of script archive; * Presentation to explain data capture, cleaning and quality assurance processes (including checklists for the QA checks that will be carried out).   The Supplier shall carry out assurance tests and demonstrate to STA, at the process walk though, that the chosen packaging is fit for purpose.  STA may ask the Supplier to focus on certain aspects of their processes that were presented in their Tender.  STA will provide feedback on the process and recommendations for improvements/changes. The Supplier must provide evidence of steps taken to address areas for improvement, weakness or security concerns. STA to sign off the end to end process once agreed.  The process walk through should be a full day, on a date to be agreed at the start-up meeting. It will take place at the Supplier’s main base for the trialling operations.  Product descriptions which have been discussed at the start-up meeting will be reviewed agreed and signed off no later than two weeks following the process walk through.  Draft product descriptions must be provided to STA prior to the process walk through. | | | | |
| **School Management** | From 2016, schools participation in trialling is statutory. The STA will provide the Supplier with the samples. The sample is stratified by prior attainment and region to ensure the sample resembles the population of assessing schools on these factors.  Only one class will be asked to participate in a trial from each school, with the exception of phonics, where up to 20 children will be selected to take the check, plus 5 reserves.  The Supplier will let local authorities know of any schools participating in a trial in their area or jurisdiction  The Supplier is responsible for managing and contacting the schools selected by the STA for statutory participation in the trial.  The trial will need to go ahead even if an Ofsted inspection is called on the day of the trial administration. If a school has any notice of the inspection, it may be possible to change the date, but this will depend on the circumstances. | | | | |
| **Administration and administrators** | | | | | |
| **Project management documentation** | The Supplier will update the Administrators Guide template to reflect their specific requirements for the trial. ( See template in appendix C)  Test specific information relating to each subject section will be provided by STA in the TIS.  The Supplier will include details about confidentiality and security, especially relating to the use of social media and electronic communication.  The pupil data form to be updated in agreement with STA.  Teacher and administrator questionnaires to be updated for use in each trial. The Supplier will have the opportunity to input into the questionnaire design and can build into the timeline the opportunity to test questionnaire design prior to its use / data capture. | | | | |
| **Administrator Training** | All trial administrators must have been trained by the Supplier, specifically for STA, within the last 2 years.  Any training that is required must be organised by the Supplier. STA will attend the face-to-face administrator training in order to present an overview of the test development processes, highlight security issues and the administrators’ role in regards to the test development process.  Some aspects of the training may be reinforced by the Supplier with an online training tool.  The Administrator’s Guide must be approved by STA and provided to administrators prior to any training, to allow time for any questions or concerns to be raised. No more than two training events per year should be held to train all administrators regardless of the number of call-offs won by a Supplier.  The Supplier will source a suitable central venue ensuring value for and adequate refreshments and catering is provided.  Suppliers are responsible for everyone they recruit. A breach in security should be treated as severe and we would expect a full incident report to be completed and information on the supplier’s next steps, regardless of where the breach was identified. | | | | |
| **Pupil Data** | **TPT** | | **IVT** | | |
| Every attempt must be made to confirm pupil data **prior** to trial administration. If this is not possible it must be confirmed by the Administrator on the day of administration.  Pupil data forms must be used to ensure records and data can be linked to pupil IDs.  **KS1 and KS2 TPT:**  STA will provide an extract of school census data for all the pupils in the relevant year group in the schools in the TPT sample. It will contain the fields listed below. The Supplier will need to identify the pupils in the class selected from each school and provide a pupil id. Schools will need to confirm or amend the pupil data provided and add pupil data for any pupils not included in the initial data (e.g. those new to the school).  **Phonics:**  STA will provide an extract of school census data for all the pupils in the relevant year group in the schools in the TPT sample. It will contain the fields listed below. Schools will need to confirm or amend the pupil data provided and add pupil data for any pupils not included in the initial data (e.g. those new to the school). The supplier will need to provide a pupil id. STA will select up to 25 pupils from this list (with 5 pupils acting as a reserve).  **All trials:**  The Supplier will need to collect attendance data for each pupil. The attendance information will need to indicate whether a pupil is in the class selected for the trial, present or absent from school on the day of administration and if present whether they were given each test paper or not.  The Supplier will need to reconcile test data with pupil data.  Checks should be done to ensure the quality of the pupil data that has been amended or added, including:   * All fields contain only valid values (as per the pupil data for specification) and have no leading or trialling blanks * Forename and surname are in the correct fields and not inverted   See Appendix B for an example of the Pupil Background Characteristics Data File. Required data:   * UPN * Name (forename and surname) * DOB * Gender * School * EAL * SEN * Date of Tests * Attendance information | | For the IVT the pupil data that needs to be collected is:   * Name (forename and surname) * DOB * Gender * School   Attendance information  See Appendix B for an example of the Pupil Background Characteristics Data File.  Name, DOB and gender can be collected from the front of pupil booklet so a separate pupil data form may not be necessary. However, the Supplier will need to ensure that this information is completed on the pupil booklet and that attendance information is collected on the day of administration and can be reconciled with test data.  The attendance information will need to indicate whether a pupil is present or absent from school on the day of administration and if present whether they were given each test paper or not. The Supplier must propose how they intend to collect this information. | | |
| **Secure Deliveries of Test Materials** | The Supplier is to securely manage deliveries of test materials to and from administrators. The Supplier must track all deliveries and be able to account for all materials at all times. Daily management information (MI) should be provided to STA during the delivery period.  Administrators are to receive training and guidance relating to the confidential nature of the test materials, secure handling and security procedures to be followed to ensure the integrity of the materials.  Administrators must check and count all materials received and sent, and provide signed confirmation that all materials are present. Supplier must confirm that all materials arrived securely into schools for administration and we securely returned following administration.  All security breaches, missing materials or other events must be reported to the Supplier immediately and escalated to STA via a security issue report on the same day the security breach is identified.  If any material is incorrectly delivered, the Supplier is responsible for supplying replacement materials to the administrator in time for all test administrations. Any replacement materials must be tracked and the same procedures followed as per the original delivery.  The Supplier must inform the STA if any materials do not arrive at their destination, for any reason. Any materials that are not delivered in line with the delivery expectations must be reported to STA immediately. Security issues reports for all incidents must be reported to STA outlining in detail: what has happened, what the supplier has done and what the planned next steps are. It is the responsibility of the supplier to ensure all materials are accounted for.  Suppliers are responsible for everyone they recruit. A breach in security should be treated as severe. We would expect a full incident report to be completed and information on the supplier’s next steps, regardless of where the breach was identified.  For any deliveries, the Supplier and any subcontractors need to agree exactly what is being sent and must include a manifest.  The Supplier will be required to collate materials for administrators according to the requirement (section SA1 .15 Trial Administration)  The Supplier will be held accountable for all materials going out to administrators.  The materials must be collated into secure sealed packages to go to administrators who will take them to and from schools.  The materials must be collated into packages to go out to schools and the number of tests in each package will be dependent on the number of pupils to be tested in each school.  The school packages must contain all the information and material that is required in any one school (the correct combination of papers) for the administration of the materials in schools.  Each package must be double wrapped in tamper evident packaging to suit the pack size and logistic method; each layer must be addressed to the recipient.  The Supplier shall carry out assurance tests and demonstrate to STA, at the process walk though, that the chosen packaging is fit for purpose.  The Supplier is responsible for the management of all logistical movements of materials.  The Supplier shall provide daily reports at 12pm or 5pm to identify what packages are in the logistics network. Any concerns about the whereabouts of any package should be raised with STA immediately (See DM1.1 Trialling framework). | | | | |
| **Trial Administration** | Every attempt must be made to capture pupil data prior to trial administration. If this is not possible it must be captured by the Administrator on the day of administration.The exact data requirements are shown is section 14.3 – Pupil data.  Unless specified, all trialling should occur in a school on the same day.  The Supplier must provide all necessary materials to administrators that will be required in schools.  Materials must not be photocopied. If any pupil requires access arrangements, schools will need to notify the Supplier prior to the test administration. The Supplier will need to identify the access arrangements in regards to pupil data.  The administrator should confirm with schools prior to administration whether access arrangements are required.  KS2 TPT Anchors have the same administration date as the rest of the KS2 TPT but the anchor papers must be administered first in the trialling window- this is to ascertain that enough time is left for coding to take place. **This includes the reading anchor paper (RABXAT) that is included in combination with other trial papers.** There are 2 coding options for suppliers to consider details of which are provided in the coder sections.  There are no modified version of trial tests (e.g. modified large print, Braille). It is the responsibility of the Supplier to provide simple modified materials such as enlarged photocopies or copies on coloured paper. Consideration will need to be given to any scanning or coding implications these may have. The Supplier will need to clearly identify, in the pupil data, where modifications have been made.  If any issues arise while the administrator is in the school, he/she should contact the Supplier for advice. The Supplier must ensure there are individuals available to take calls from administrators throughout the administration window. Suppliers are responsible for everyone they recruit. A breach in security should be treated as severe. We would expect a full incident report to be completed and information on the supplier’s next steps, regardless of where the breach was identified | | | | |
| **Trial Observations** | DfE / STA staff may wish to observe a number of the trials in schools in order to gain feedback on the performance of items and to feed into the test development process.  Supplier to provide as standard details of trials (dates, schools, locations) to allow STA staff to select the most appropriate visits to attend.  Observations will be negotiated and agreed between STA and the Supplier. | | | | |
| **Incentives** | From 2016, school participation will be statutory. As a result no incentives will be offered to schools for participation. | | | | |
| **Coder recruitment** | | | | | |
| **Recruiting and contracting all supervisory and non-supervisory coders** | The Supplier will be required to manage, recruit and contract all supervisory and non-supervisory coders. It is the responsibility of Suppliers to ensure the number of recruited supervisor and non-supervisory coders meets the requirements of STAs coding model. It is the supplier’s responsibility to decide how to manage the recruitment campaign and who to recruit provided those recruited meet with the minimum requirements in the Framework agreement.  Suppliers are responsible for everyone they recruit and a breach in security will be treated as severe. In the event of a breach of security STA would expect to be provided with a full incident report and information on the supplier’s next steps, regardless of where the breach was identified.  The supplier will be expected to maintain a register of coders themselves, which is similar to that used for administrators.  STA will provide criteria for selecting coders and Leads and Deputies. All senior coders must meet the criteria to be a deputy and a coder before they can be considered for a senior position. All deputies must have previous coding experience. It would be expected that all levels of recruitment would complete a relevant task.  STA can review the lists of coders but the supplier has final decision.  STA will provide a timeline for recruitment of coders and contract award. (see table 1.a)  STA will provide the coder model for all trials (see appendix C).  The Supplier may offer contracts to individuals for one or more of the trials and should confirm their approach to this in the coding strategy. Applicants who are not selected to be supervisory coders but meet the criteria to be coders, and wish to participate, should be added to the coder pool.  The Supplier must provide an update on the coder recruitment progress, to STA, in the weekly check point meetings.  The Supplier must submit draft contracts for each unique role to STA for comment.  It would be desirable for coders of all ranks to have completed coding (to the required quality standards) in previous trialling since 2012. Where this is not the case, coders should have Qualified Teacher Status (QTS) and at least one year’s qualified teaching experience in the relevant subject and key stage; or have equivalent experience in teaching their subject or other suitable experience in a relevant subject specific educational field (anyone who does not have a teaching background must be approved by STA). DfE will facilitate the distribution of invitations to coders by providing the current national curriculum Register of Coders to the Supplier. However, the Supplier will be required to consider recruiting individuals that are not on this list and will need to develop criteria for selection, agreeing these with STA.  The supplier must provide a coder training plan outlining how they plan to implement the coder model as provided by the STA. The plan should clearly highlight the following:   * Coding hierarchy, roles and responsibilities. * Allocations - The minimum number of test items or item groups (whichever is relevant to the solution) coders and supervisory coders will be required to code. (The STA will determine the way in which the test scripts are split up to code i.e. by item / item group / test booklet which would contribute to determining the level of flexibility that may be present in the coding pool.) Please note that Reading will be expected to have lower allocations than previous trials to support all coding to be completed on time. * Amount of contracted spare coding capacity – The volume of unutilised coding capacity available as a contingency against unforeseen delays to coding progress and due to coders withdrawing or not meeting the coding QA criteria. * A plan to describe how coders will be managed throughout the coding window to ensure that all coding will be complete by the agreed timeline. * A plan for contingency outlining trigger points for action.   All test scripts should be coded during the live coding window; the coding capacity model should reflect this requirement.  A complete list of the coder to team and item / item group allocations must be provided to STA for information, prior to the coding event.  The Supplier must ensure that they assign responsibility for acting as points of contact for escalation to the STA test development researchers and that they minimise the number of individuals assigned to this role. | | | | |
| **Recruiting and contracting supervisory coders** | The Supplier will be responsible for the recruitment, contracting and management of the supervisory coding team, who will:   * Produce training, practice, standardisation and ongoing quality assurance materials- STA maintains responsibility for this document similar to the coding frames and would expect to see copies of proposed materials for sign off before use at coding. Suppliers are to consider this and timelines to ensure STA have enough time view the documentation efficiently. * Train coders * Manage and support coders throughout practice, standardisation and coding, providing appropriate feedback. * Attend and complete all pre-coding related activities. * Adjust, amend and develop the mark schemes/ coding frames. * Conduct ongoing quality assurance where appropriate.   Supervisory coders may be required to work for a few nominated days with STA. The requirements for this may vary from subject to subject and will be discussed with the Supplier during pre-pre coding meetings. | | | | |
| **Recruiting and contracting coders** | The Supplier will be responsible for the recruitment, contracting and management of a sufficient number of coders in order to complete all coding within the agreed milestone dates and to agreed quality standards. Suppliers are responsible for everyone they recruit. A breach in security should be treated as severe, and we would expect a full incident report to be completed and information on the supplier’s next steps regardless of where the breach was identified.  Section M1.5 of the trialling framework also applies. | | | | |
| **Coder Payment** | The Supplier must utilise an appropriate mechanism for paying coders the correct amount for all work undertaken, completed, and the coding quality based on accurate data. This is likely to include analysis of information regarding the quantity of test script codes submitted or the time spent coding, supervisory duties undertaken and attendance at meetings. The total payment expected for each role should be calculated to ensure that it accurately reflects status in the coding hierarchy. The payments should reflect the grade /role of the coder and any ongoing quality assurance they are expected to complete. STA will provide the supplier with a payment model for coders and an advised performance related structure linked to the responsibility fee. These fees are outlined in the coder model and fees document found in appendix C. To help support this STA’s TDRs will provide the supplier with a report on each lead coder from STA’s own view point. The dates for these and exact detail will be negotiated with the supplier and STA.  The Supplier must administer payments to coders and reimburse associated expenses. The Supplier must ensure that all expense claims are verified in order to mitigate fraud and may be required to provide evidence of this to STA. The Supplier must provide a mechanism to ensure that coders are paid without delays and in any case no later than 30 days after the completion of services.  Expenses structures are to be agreed with STA. Once approved the Supplier shall not amend the terms on which coders are engaged without STA’s prior written consent.  The proposal must contain details of fixed and variable costs for coder recruitment. Costs must be transparent and presented in a way which will allow STA to pre-estimate costs of call-off orders. | | | | |
| **Coder communications** | Section M1.2 of the trialling framework applies.  Coder communications should be covered in the coding management strategy and in the coder training plan. | | | | |
| **Pre-coding -** Pre-coding allows STA staff and supervisory coders to review trial scripts and to use them to check coding frames, select any standardisation and seeding script and to develop other training materials. Test Development researchers, for each subject at STA must be involved in the pre-coding planning process. | | | | | |
| **Pre-coding format and dates** | Pre-coding for the KS1 TPT subjects will take place between 05-09/06  Final dates to be confirmed by STA.  The pre-coding/coding for the KS1 TPT trial can be completed using either an **OSM system**  or  A **paper-based** coding solution.  The Supplier must clearly indicate in their bid which solution they propose. | Pre-coding for the KS2 TPT subjects will take place between 26-30/06  Final dates to be confirmed by STA.  The pre-coding/coding for the KS2 TPT trial is to be completed using an **OSM system.** Anchor pre-coding will only take 1 day for familiarisation; with the pre prepared materials by STA’s TDRs this can be either 6th or 7th April. | Pre-coding for the KS1 IVT subjects will take place between 24-27/07    Final dates to be confirmed by STA.  It is the preferred option that all pre-coding for the IVT trials will be **marked on paper.** However, an OSM solution may be considered by STA if proposed by the Supplier. | | Pre-coding for the KS2 IVT subjects will take place between 24-27/07  Final dates to be confirmed by STA.  It is the preferred option that all pre-coding for the IVT trials will be **marked on paper.** However, an OSM solution may be considered by STA if proposed by the Supplier. |
| **Pre-coding – OSM system preview area** | If an OSM solution is proposed, the Supplier must create an on-screen coding preview area where STA staff can familiarise themselves with the functionality and layout of the on-screen coding system. This must be available prior to pre-coding and allow enough time for the STA staff to explore the system. The preview area does not need to include 'live' scripts' but must clearly reflect the layout and functionality specific to each subject.  STA would like access to this area for a few days following the completion of pre-coding.  Any specific OSM training guidance from the Supplier must be reviewed and signed off by STA at least one week before training commences. | The Supplier must create an on-screen coding preview area where STA staff can familiarise themselves with the functionality and layout of the on-screen coding system. This must be available prior to pre-coding and allow enough time for the STA staff to explore the system prior to pre-coding. The preview area does not need to include 'live' scripts but must clearly reflect the layout and functionality specific to each subject.  STA would like access to this area for a few days following the completion of pre-coding.  Any specific OSM training guidance from the Supplier must be reviewed and signed off by STA at least one week before training commences. | The requirements in the TPT columns opposite apply if an OSM solution for pre-coding is proposed by the Supplier. | | The requirements in the TPT columns opposite apply if an OSM solution for pre-coding is proposed by the Supplier. |
| **Pre-coding**  **Pre-Coding continued**  **Pre-coding continued** | All pre-coding scripts must be made available for pre-coding on the dates detailed in 1.b Deliverable and outputs table. There must be 100 scripts for each test version, for each subject.  During pre-coding, Supervisory coders will need to select the following items:   * Standardisation responses; * Practice scripts; * Training exemplars; * Seeding responses for quality assurance.   Note that STA may wish to use existing materials from previous trials to produce training and QA materials for anchor items/papers.  STA test development researchers will work closely with the supervisory coding teams during pre-coding on the development of training, practice, standardisation and ongoing quality assurance materials. They will accordingly require access to the Supplier’s OSM.  Senior coders and STA staff must be able to work together as a team in order to agree how responses will be marked.  The Supplier must consider how the items selected above will be collated and created into training materials.  The Supplier should consider photocopying materials in pre- coding as a means of preparing training materials.  Following the completion of pre-coding, the Supplier must ensure that all pre-coding scripts are added to the allocation pool of scripts for ‘live’ coding.  Senior coders may need to complete seeding and standardisation after the pre-coding event, and suppliers should have processes in place to manage materials securely and ensure STA receives updated training materials a minimum of a week before coder training.  Allowable codes may need to be amended after pre-coding and any proposed process must allow for this. | All pre-coding scripts must be made available on the dates detailed in 1.b Deliverable and outputs table. There must be 100 scripts for each test version, for each subject.  During pre-coding, Supervisory coders will need to select the following items:   * Standardisation responses; * Practice scripts; * Training exemplars; * Seeding responses for quality assurance.   Note that STA may wish to use existing materials from previous trials to produce training and QA materials for anchor items/papers and therefore a process will be required for loading existing standardisation and seeding responses for anchor item groups into the onscreen marking system.  STA test development researchers will work closely with the supervisory coding teams during pre-coding on the development of training, practice, standardisation and ongoing quality assurance materials. They will accordingly require access to the Supplier’s OSM.  Senior coders and STA staff must be able to work together as a team in order to agree how responses will be marked.  The Supplier must consider how the items selected above will be collated and created into training materials.  The Supplier should consider photocopying materials in pre- coding as a means of preparing training materials.  Supervisory coders may want to tentatively mark some scripts. These marks will need to be deleted before coding starts.  Following the completion of pre-coding, the Supplier must ensure that all pre-coding scripts are scanned and added to the allocation pool of scripts for ‘live’ coding.  Allowable codes may need to be amended after pre-coding and any proposed process must allow for this.  Anchors- Pre-coding will follow a different format and will run earlier than other TPT subjects and last only 1 day. Training materials, standardisation and seeding responses will be produced from STA’s script archive by TDRs. Some KS2 TPT combinations also include anchor item groups (Maths and GPS) and the training materials and standardisation and seeding responses for these anchor item groups will be produced from the script archive and existing materials. Likewise, the anchor training and quality assurance materials for the KS1 TPT may be created from existing materials. Leads will then be expected to spend at least 1 day with TDRs to review the materials and familiarise themselves with what has been created.  *N.B. –* Anchors - existing standardisation and seeding responses will need to be loaded into the onscreen marking system (if marking is online) or incorporated into paper materials (if marking is on paper) | All pre-coding scripts must be made available on the dates detailed in 1.b Deliverable and outputs table.  There must be 100 scripts for each test version, for each subject.  Scripts must be batched with a completed batch header. When batching scripts for both pre-coding and coding there should be 25 scripts in each batch, as far as possible.  Pre-coding scripts are used by Supervisory coders to select the following items:   * Training scripts; * Practice scripts; * Training exemplars.   STA test development researchers will work closely with the supervisory coding teams during pre-coding on the development of training, practice, standardisation and ongoing quality assurance materials.  The Supplier must consider how the items selected above will be collated and created into training materials.  The Supplier should consider photocopying materials in pre-coding as a means of preparing training materials.  If paper based IVT pre-coding scripts will not be marked by the supervisory team.  If on screen coding, Supervisory coders may want to tentatively mark some scripts. These marks will need to be deleted before coding starts.  Following the completion of pre-coding, the Supplier must ensure that all pre-coding scripts are added to the allocation pool of scripts for ‘live’ coding.  Allowable codes may need to be amended after pre-coding and any proposed process must allow for this. | | |
| **Pre-coding** | **All trials**  For all standardisation and seeding items, on-going quality assurance, selection exercises, regardless of test type, should be via a system that allows two members of the supervisory coding team to independently code scripts and then compare outcomes to ensure reliability. The system should automatically flag discrepancies and also confirm to supervisory coders when this work has been completed. | | | | |
| **Coding- additional considerations** | KS2 TPT Anchors are working to an earlier data return date and should be marked on screen as with the KS2 TPT - STA are providing two date options for suppliers to consider. It is for the supplier to decide which one they could manage most effectively.  Option1 - 2 week coding window  Option2 - 1 week window coding would need to be Panel based.  KS2 TPT coding window dates are only fixed by the end of coding date 21/07 to ensure that data return is achieved. Should the supplier feel that it is possible to complete sooner STA would be happy to discuss options.  Live marking activities happen throughout the TPT coding window so flexibility maybe required when recruiting coders. | | | | |
| **Coder training and coding** | | | | | |
| **Coding model and coding plan** | **STA have created a draft coder model (see annex C). This includes the number of teams, Leads and Deputies STA envisages for each trial. The Supplier must decide how many coders they will require and recruit to these to ensure they can meet the data return dates. Please note that following lessons learnt in 2016, Reading needs to have lower allocations to support coding.**  **Coding plan**  The Supplier must develop a coding plan which outlines:   * management of script availability and allocation of coding throughout the coding window including any reallocations that are required; * the mechanism that will be employed to ensure the security of all test scripts and to ensure all test scripts are accounted for both before and after coding is completed; * the coding timeline (including projected coding completion profiles and deadlines to be issued to coders); * the mechanism that will be employed to allow coders to escalate coding frame queries or clarifications to the supervising coder and the STA Test development researchers during the coding period; * the mechanism that will be employed to capture feedback from coders on the draft coding frames during or following the coding period; * the mechanism that will be employed to allow supervising coders to view and re-mark items / item groups of their allocated coders; * the venue and venue staffing requirements for all planned activities requiring a venue; * plans for test script logistics. | | | | |
| **Coder training plan** | The Supplier must develop a coder training plan which outlines who the Supplier will train, in what, when, how, where and the rationale for the selected approach (see 17.3 for details). Venue details and staffing requirements for all planned activities requiring a venue, plans for test script logistics, plans for test script security during training.  The plan should also include detail about roles, responsibilities and expectations:   * an explanation of the coders' role in the test development process; * explanation of initial quality assurance processes and on-going quality assurance checks will take place; * an explanation of what will happen to the data generated by testing; * an explanation of how comments made or responses flagged by coders will be dealt with; * the process of escalating coding queries; * Supervisory coders to delivering the training to non-supervisory coders.   Roles and responsibilities for Agency and STA need to be agreed in advance.  For TPT the plan should also include:   * Meetings with TDRs for pre- event planning; * The mechanism the Supplier will adopt to develop, print all required training materials following pre-coding, and then distribute (what meetings will be held, what will the inputs and outcomes be, what is the rationale for the selected approach); * details of the delivery of training on the on-screen coding system for each subject (and TDRs) – preferably face to face; | | | | |
| **Coder training requirements** | ***TPT paper based solution*** *- Please note if the Supplier is providing a paper based solution for* ***KS1 TPT*** *please refer to the coder training requirements for the IVT trials opposite.*  ***For KS1 and KS2 On-screen coding solutions***  The Supplier must ensure all Supervisory and non-supervisory coders attend the coding events as required according to their role(s). All supervisory and non-supervisory coders must attend training for each TPT trial they are contracted to. Training events must include (but not be limited to):   * a discussion / explanation of any administrative requirements; * expectations of allocations to coders/teams and coding progress; * Training for all coders (including supervisors) on the use of its OSM. It is highly desirable that this be face to face, and subject specific, to demonstrate the system. The Supplier must ensure that the OSM system has a practice area which allows coders to familiarise themselves with the functionality of the system away from the area containing live scripts, once again practice scripts must be in the relevant subject, and as far as possible reflect the set-up and functionality that the live area is likely to have. The Supplier should also produce step by step guides on the use of the OSM for both supervisory and non-supervisory coders; * Supervisors and TDRs need full training on reporting/ aspects of the system; * explanation of Standardisation and Seeding processes; * an explanation of what will happen to the data generated by testing; * an explanation of how comments made or responses flagged by coders will be dealt with; * the process of escalating coding queries; * communication with the supervising coder and other coders; * security and confidentiality; * coder payments; * a discussion of and training on the coding frames, delivered by the Supervisory coders to their allocated teams; * training and guidance to administrators relating to the confidential nature of the test materials, and security procedures.   The Supplier must also ensure that STA and its nominated representatives (regulatory or stakeholder) are also invited to attend all meetings / training events sufficiently in advance to allow travel and other arrangements to be made. It must also provide an agenda, details of the venue and relevant materials.  KS2 Anchors:  Anchor coders require the same level of training as regular TPT coders, but earlier. Suppliers are asked to consider this and include how they would manage this training should suppliers bid for KS2 TPT. | | For the IVT trials, coder training is expected to take place at the beginning of the paper based coding event (rather than as a separate event). The Supplier must ensure all Supervisory and non-supervisory coders attend the coding events as required according to their role(s). All coders must attend training for each IVT trial they are contracted to. Coding events must include (but not be limited to):   * a discussion / explanation of any administrative requirements; * expectations of allocations to coders/teams and coding progress; * communication with the supervising coder and other coders; * security and confidentiality; * coder payments; * a discussion of and training on the coding frames /coding frames delivered by the Supervisory coders to their allocated teams; * training and guidance to administrators relating to the confidential nature of the test materials, and security procedures; * Supervisors and TDRS need full training on reporting processes.   The Supplier must also ensure that STA and its nominated representatives (regulatory or stakeholder) are also invited to attend all meetings / training events sufficiently in advance to allow travel and other arrangements to be made. It must also provide an agenda, details of the venue and relevant materials. | | |
|  | **Training materials**  For all subjects, there is a requirement to develop training materials, following the pre-coding event. Copies of these should be provided to STA a week before coding for review and sign off.  The Supplier must manage the supervisory coders to:   * Work with STA test development researchers to apply the draft coding frame (provided by STA) to the live pre-coding examples (from early sample of at least 100 pre-coding scripts per, test version); * Complete coding frame development; * Select standardisation scripts and seeding items for ongoing quality assurance; * Print and distribute the coder training materials.   STA will be responsible for developing the coding required for coders.  Any paper training materials required by the Supervisory coders should be printed on different coloured paper to make sure they are easily identified as training materials.  The Supplier must print sufficient copies of materials for these exercises to be completed and organise venues.  The Supplier must print training materials according to coder numbers and ensure that practice, standardisation scripts and items for ongoing quality assurance are made available(either on paper or in the OSM system) for coders to use. This includes practice, standardisation and ongoing quality assurance scripts for anchor items that may be produced from pre-existing material rather than selected from the live TPT scripts.  Items that will be used for ongoing quality assurance must appear no differently from live test items.  The Supplier must produce guidance (agreed with STA) for members of the supervisory coding team to them to enable them to deliver training, support and manage the coder pool.  The Supplier will be required to manage the printing and collation of coder training materials and provide them to coders at the training event/meetings.  The Supplier and STA will agree dates for handover of any files from STA which will support coder training.  All supervisory coder materials must be returned to the Supplier, including any hand written note, and handed over to STA to aid future test and coding frame development.  Following coding, the Supplier must ensure that:   * all materials belonging to the Supervisory coding team are logged and handed over to STA; * all coder materials (other than those of the Supervisory coding team) are securely destroyed by the coders and must provide evidence of this to STA upon request. Where responsibility for this is with coders, each must be required to complete a declaration form confirming secure destruction. STA will require MI to track progress of destruction of materials. * The supplier must discuss with TDRs how they plan to manage the report production by leads and deputies and ensure this time is factored into any payments. | | **Training materials**  For all subjects, there is a requirement to develop training materials, following the pre-coding event. Copies of these should be provided to STA a week before coding for review and sign off.  The Supplier must manage the supervisory coders to:   * Work with STA test development researchers to apply the draft coding frame (provided by STA) to the live pre-coding examples (from early sample of at least 100 pre-coding scripts per, test version); * Complete coding frame development; * Select training scripts, practice scripts and exemplars for training purposes; * Print, distribute and manage the coder training materials.   STA will be responsible for developing the coding frames required for coders.  Any paper training materials required by the Supervisory coders should be printed on different coloured paper to make sure they are easily identified as training materials.  The Supplier must print sufficient copies of materials for these exercises to be completed and organise venues.  The Supplier must produce guidance (agreed with STA) for members of the supervisory coding team to them to enable them to deliver training, support and manage the coder pool.  The Supplier will be required to manage the printing and collation of coder training materials and provide them to coders at the training event/meetings.  Following coding, the Supplier must ensure that:   * all materials belonging to the Supervisory coding team are logged and handed over to STA; * all coder materials (other than those of the Supervisory coding team) are securely destroyed and must provide evidence of this to STA upon request. Where responsibility for this is with coders, each must be required to complete a declaration form confirming secure destruction. STA will require MI to track progress of destruction of materials.   All supervisory coder materials must be returned to the Supplier, including any hand written notes, and handed over to STA to aid future test and coding frame development. | | |
| **Event management - (pre-coding, coder training and coding event)** | The Supplier must source centrally located venues suitable for use at the following events:   * **Pre-coding meetings 1 and 2** - Hosting pre-coding events for each subject - to be attended by the supervisory coders and the STA test development researchers. * **TPT Coder training** - hosting coding training events which will include OSM training from the Supplier and coder training from the Supervisory coders, before the coding window begins. To be attended by the supervisory coders, non-supervisory coders and the STA test development researchers. * **IVT Coding event (to include training)** - hosting coding events, which will incorporate coder training (to be delivered by the Supervisory coders) at the beginning of the coding weekend, before coding begins – to be attended by the supervisory coders, non-supervisory coders and the STA test development researchers.   Venue security checklists need to be completed (see Appendix C) and sent to STA before a venue is approved.  The Supplier will need to consider their solution for capturing pupil responses and whether a secure, technology requirements can be met; such as printing/photocopying.  In addition to the services detailed in M1.15 of the framework, STA staff will require access (for a wired connection), and/or Wi-Fi availability.  **Space requirements per coder / group (for coder training)**  For the duration of the training event, each coder should have enough space to open two A4 booklets side by side and also a pile of A4 booklets in front of them.  The STA recommends the minimum table space, per coder, should be 70cm (depth) by 100cm (width), but the Supplier should not restricted to these measurements.  Consideration should be given to the location of subject teams in a venue.  Groups should not be distracted by others having breaks or lunch if all break times do not coincide.  Consideration should also be given to the number of teams in a shared space and the raised noise levels that may occur when training is conducted by different teams. | | | | |
|  | **KS1 TPT** | **KS2 TPT** | **KS1 IVT** | | **KS2 IVT** |
| **Coding requirement type** | Either on-screen coding or central panel paper based coding | On-screen coding | Central panel paper based coding is important. It can either be on screen or on paper. | | |
| DfE expects that the approach to on-going coding Quality assurance checks will differ between the Supplier’s paper based solution and OSM solution. The Supplier will need to justify its approach to show that it provides coding/coding of equivalent quality standards across both solutions (if both on-screen coding and paper based trials are tendered for). | | | | |
| **Coding** | **KS1 TPT** - The coding mode for the KS1 TPT trial can be either onscreen coding or paper based. The on-screen coding option can be completed remotely or at a centralised location. The paper based coding solution must be at a centralised location.  **KS2 TPT** - The coding mode for the KS2 TPT is on-screen. The on-screen coding option can be completed remotely or at a centralised location. The paper based coding solution must be at a centralised location.  **KS2 TPT Anchors** - The coding mode for the KS2 TPT anchor trial is onscreen coding. The on-screen coding option can be completed remotely should option 1 of the coding window be selected or at a centralised location. If option 2 is selected the supplier would need to ensure that coders can provide adequate IT equipment to complete in a panel based environment.  If a supplier would prefer to offer an off-site coding solution they must present this in their bid but they need to consider how they will meet the data return.  **On-screen coding system**  The on-screen coding system requirements are clearly detailed in the Framework (**Section M1** - OSM system requirements are emboldened. Each states whether it is **essential (coloured red)** or **desirable (coloured blue)**. Suppliers will either need to demonstrate that they can meet the essential requirements, or have a viable work around that will allow the requirement to be met. The Supplier will need to provide STA with a full, end to end demonstration of their OSM solution and be prepared to evidence system functionality relating to various scenarios that could occur within the coding window.  **Script management during coding**  The Supplier must ensure that the allocation of work is approximately equivalent across all coders of equal rank in the coding hierarchy. Coders who have completed their initial allocation may be allocated additional scripts if they confirm that they have capacity to code more. The Supplier must ensure that there is a full audit trail of all test scripts (including re-allocated test scripts) that is maintained at all times. Coders should be able to track progress against their initial allocation and any additional allocations throughout the coding window. | | The coding model that should be used for IVT trials is paper based coding. This must take place at a centralised location to allow coders to interact to discuss responses and possible amendments to coding frames.  STA will supply the coding model to the supplier- to allow sufficient time for recruitment and time for the supplier to plan how they will manage coding.  Supplier must provide a mechanism to capture all coding data. The solution must also enable the capture of a valid attendance code for a pupil where no test script has been presented for coding, either by the coder or Supplier.  The Supplier will need to provide STA with evidence relating to various scenarios that could occur within the coding window.  **Script management during coding**  The Supplier must ensure that the allocation of work is approximately equivalent across all coders of equal rank in the coding hierarchy. Coders who have completed their initial allocation may be allocated additional scripts if they confirm that they have capacity to code more. The Supplier must ensure that there is a full audit trail of all test scripts (including re-allocated test scripts) that is maintained at all times. Coders should be able to track progress against their initial allocation and any additional allocations throughout the coding window. | | |
| **Coding quality assurance** | All coding quality assurance mechanisms must be fully documented in the coding quality assurance product description.  **(Please refer to the Framework, Code quality assurance sections M1.21 – M1.31)**  The Supplier must ensure that there is a mechanism to verify that each coder is consistently and accurately applying the mark scheme/ coding frame to test items to the agreed standard prior to the coding period. This mechanism is to be known as ‘standardisation’.  Those Coders that fail to accurately apply the coding frame to the responses in the Standardisation materials to an agreed standard after the permitted number of attempts will not be permitted to code that Item / item group and must be stopped from accessing further coding / coding in the OSM system for that Item / item group. | | All coding quality assurance mechanisms must be fully documented in the coding quality assurance product description.  **(Please refer to the Framework, Code quality assurance sections M1.21 – M1.31)**  The Supplier must ensure that there is a mechanism to verify that each coder is consistently and accurately applying the coding frame to test items to the agreed standard **prior** to the coding period. This mechanism is to be known as ‘standardisation’.  For those coders who are not consistently and accurately applying the coding frame to the agreed standard there must be a mechanism by which further training is provided in order to get the coder to the required standard. | | |
| **On-going coder quality assurance** | The Supplier must also ensure that there is a mechanism to verify that each coder is consistently and accurately applying the coding frame to test items to the agreed standard **throughou**t the coding / coding period and must agree this with STA prior to implementation. This mechanism is to be known as ‘on-going Coding Quality assurance’  The on-going coder quality assurance process/mechanism should consider the following:   * regularly checking coders’ coding accuracy for example, 1 in 5 item groups coded (20%); * applying the same standard against each coder for each test; * providing all coders, regardless of whether they pass or fail, with feedback should ensure that feedback given to coders is consistent; * suspending coders from coding where their coding quality falls below the standard for that test; * efficiently allow supervising coders to monitor all coders coding including coding quality items / item groups and “live” items / item groups; * allow supervising coders to view and re-code their subordinate coders; * allowing the manual approval and suspension of coders; * having a mechanism or process which calculates the error rate for each item group coded by each coder, as specified by STA.   Allow the use of live scripts for coding quality assurance. All coders should be aware of the agreed process if they fail standardisation or on-going quality assurance.  All coding completed by a stopped coder must be cleansed, re-allocated and re-coded by coders coding to the standard. The Supplier’s approach to data cleansing should be agreed with STA as part of the agreement of the coding capacity model.  The Supplier must agree coding forecasts with STA, and ensure that expectation is set with coders accordingly regarding deadlines and progress milestones. During the coding window the Supplier must manage coders to ensure that appropriate progress is being made. Where this is not the case the Supplier must take action to remedy this either by chasing the coder(s) in question or by retrieving and re-allocating un-coded test scripts.  The Supplier must discuss any emerging issues with STA and agree planned interventions if coding capacity is significantly reduced. Contingencies for coding not meeting the forecast schedule must have been identified and logged on the risk register.  All queries raised by coders throughout the coding process should be reported to STA. The report must include a copy / transcript of the pupil response. | | The Supplier must also ensure that there is a mechanism to verify that each coder is consistently and accurately applying the coding frame to test items to the agreed standard **throughout** the coding / coding period and must agree this with STA prior to implementation. This mechanism is to be known as ‘on-going Coding Quality assurance’.  The on-going coder quality assurance process/mechanism should consider the following:   * regularly checking coders’ coding accuracy for example, 1 in 5 item groups coded (20%); * applying the same standard against each coder for each test; * providing all coders, regardless of whether they pass or fail, with feedback should ensure that feedback given to coders is consistent; * suspending coders from coding where their coding quality falls below the standard for that test; * efficiently allow supervising coders to monitor all coders’ coding including coding quality items / item groups and “live” items / item groups; * allow supervising coders to view and re-code their subordinate coders; * allowing the manual approval and suspension of coders.   Allow the use of trial scripts for informal coding quality assurance. All coders should be aware of the agreed process if they fail any agreed process on quality of coding or on-going quality assurance.  All coding completed by a stopped coder must be, re-allocated and re-coded by coders coding to the standard. The Supplier’s approach to data cleansing should be agreed with STA as part of the agreement of the coding capacity model with special consideration given to how this will be addressed in a paper based coding scenario.  The Supplier must agree coding forecasts with STA, and ensure that expectation is set with coders accordingly regarding deadlines and progress milestones. During the coding window the Supplier must manage coders to ensure that appropriate progress is being made. Where this is not the case the Supplier must take action to remedy this either by chasing the coder(s) in question or by retrieving and re-allocating un-coded test scripts.  The Supplier must discuss any emerging issues with STA and agree planned interventions if coding capacity is significantly reduced. Contingencies for coding not meeting the forecast schedule must have been identified and logged on the risk register.  All queries raised by coders throughout the coding process should be reported to STA. The report must include a copy / transcript of the pupil response. | | |
| **Coder register** | The Supplier must provide a valid record in the Coder Register for all data fields required by STA. The Supplier must ensure that data from the Coder Register is accessible, up-to-date, 100% accurate and made available in the format to be agreed by STA (see appendix B – Coder register – which indicates the requirements for the coder register).  The Supplier must ensure that all contracts with Coders state that STA shall be the data controller (as defined in the Data Protection legislation) of any Personal Data that relates to the Coders and that is processed in connection with national testing. The Supplier must also ensure that the contracts include notices stating the purposes for which Personal Data will be processed by STA and its Suppliers (one of which will be to audit the quality of the coding).  The coder register will be supplied as an Excel or equivalent file, with a minimum of a column per field and row per Coder per Test and will be encrypted to Cabinet Office Security Policy Framework requirements and transferred via a secure portal or other secure transfer mechanism.  The Supplier shall ensure that the storage and security of data relating to Coders, including during its transfer to STA, complies with current Data Protection Legislation. | | | | |
| **Script management during coding** | **Script management during coding**  The Supplier must ensure that the allocation of test scripts is approximately equivalent across all coders. Those who have completed their initial allocation may be allocated additional scripts. The Supplier must ensure that the allocation of all test scripts (including re-allocated test scripts) is accurately recorded and an audit trail is maintained at all times.  Please refer to relevant sections of the framework sections G3, DM1, DM2 and IT1 for script security and protection of data. | | | **Script management during coding**   The Supplier must ensure that the allocation of test scripts is approximately equivalent across all coders. Those who have completed their initial allocation may be allocated additional scripts. The Supplier must ensure that the allocation of all test scripts (including re-allocated test scripts) is accurately recorded and an audit trail is maintained at all times.  Please refer to relevant sections of the framework sections G3, DM1, DM2 and IT1 for script security and protection of data. | |
| **Data capture, analysis and reporting** | | | | | |
| **Data Capture and Data Analysis** | Every attempt must be made to capture pupil data prior to trial administration. If this is not possible it must be captured by the Administrator on the day of administration.  See Appendix B for examples of the Pupil Background Characteristics Data File. The format for the pupil data must be agreed with the STA Psychometrics Team before collection starts.  Supplier must provide a system that will be used to capture all coding data. The solution must also enable the capture of a valid attendance code for a pupil where no test script has been presented for coding, either by the coder or Supplier.  The Supplier must fully data capture all responses from the teacher and administrator questionnaires and provide to STA in an electronic file format to be agreed with STA.  The outcomes from the analysis of the questionnaires should be provided in a spread sheet formatted as per STA instructions. Copies of generic questionnaires are attached in Appendix C and an example questionnaire report template is attached in Appendix B.  Where there are similarities in responses to a particular question from a number of different sources, these should be grouped together in the spread sheet.The format of the data for the questionnaires will be agreed with STA in advance of data collection in an agreed data product description. | | | | |
| **Trial Administration Report** | The trial administration report must be handed over in three parts; A, B and C:  • Part A: administration report A comparison between the schools recruited and the achievement in the national population at the relevant Key Stage, local authority (LA) type, region and school type to show representativeness, a summary of the trial itself including information on school and administrator recruitment and training (where required).  • Part B: data analysis of information for individual questions • Analysis of administrator and teacher questionnaires. An analysis of the qualitative and quantitative information collected from the questionnaires. In the report, the Supplier should highlight themes or issues that are picked up by a number of administrators or schools. See sample questionnaires in Appendix C. The qualitative and quantitative elements of the report must be provided in a format compatible with Microsoft Excel. (see template in Appendix B)  Part C: reporting on the trial; test papers as a whole.  This prose report should include information about the number of questionnaires received, any overarching comments, details from the administrators regarding any difficulties experienced when administering the tests, timing issues, accessibility issues, administration issues and any external factors that could have had an influence on the pupils’ ability to complete the test.(e.g. excessive noise, illness). | | | | |
| **Handover of electronic archive** | All item level scanned script files should follow the naming convention, for example:  2016KS2TPT\_ mar \_componentcode\_pupilID\_pg01   * [yeartest]\_[subject]\_[componentcode]\_[pupilID]\_[pagenumber] * [yeartest]: a test/trial identifier comprising the year, 3 character code for key stage and 3 to 4 character code for, TPT or IVT. * [subject]: 3 character code for subject – e.g. mathematics reasoning = mar, mathematics arithmetic = maa, English reading = EnR, English GPS = GPS, science =sci * [component code]: character code determined elsewhere in spec – booklet identifier.   [pupil id]: unique to pupil ID determined elsewhere in spec – pupil identifier  [page number]: a 2 character code identifying each page of the booklet – 01, 02, 03 etc  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. | | | | |
| **Supporting requirements** | | | | | |
| **Trial Security** | Supplier to provide training and guidance to administrators, coders and subcontractors relating to the confidential nature of the test materials, secure handling and security procedures to be followed to ensure the integrity of the materials, especially relating to the use of social media and electronic communication. The supplier should provide details pertaining to how they plan to manage these requirements and how they will continually enforce this message throughout the contract. Security incident reports to be written for all breaches and potential breaches of security and confidentiality during the Trial.  All security breaches, missing materials, mis-administration or other events must be reported immediately to STA via a security issue report. This includes known security incidents reported by trial administrators, incidents identified through administrator questionnaires or feedback or from other sources. If any tests are not administered in accordance with STA requirements, the Supplier is to inform STA immediately. | | | | |
| **Helplines** | Suppliers will be required to provide a helpline to deal with calls regarding all aspects of the Trialling to support administrators, coders teachers and schools, at all times during the working day. STA will not require MI on this in relation to the trials. | | | | |
| **ICT Requirements** | The following elements from the Framework apply: • IT1.1 Data Standards • IT1.2 Website compatibility and accessibility • IT1.3 Accessibility (with the exception of on-screen measuring implement within the on-screen coding system, e.g. ruler, protractor) • IT1.11 Secure Transfer of Data • IT1.12 Audit • IT1.13 User Authentication and Security - the Supplier must demonstrate they could enforce user access control on a granular basis by User, Group and/or Role, including the ability to add and/or remove users. The solution must be capable of controlling access to the system for users both from within the DfE (GSI) environment and externally. NB. The list of users may not be limited to DfE employees and may include representatives of DfE, other DfE Service Providers and other relevant stakeholders • IT1.14 Access to data | | | | |
| **Service Management** | The DfE approach to Service management is currently aligned with ITIL version 3. The Supplier shall ensure their approach to Service Management is aligned ITIL version 3. | | | | |
| **Printing specification (1c only)** | Tests to be printed on a minimum of 90gsm.  Booklet covers should be printed on coloured paper so that they are easily distinguishable from each other. Exact colours for each test version to be agreed with STA. Colours will need to take into consideration any scanning requirements.  The cover of each test version is to be barcoded such that each booklet is unique using a combination of sample number, school number and pupil ID. Where a pupil sits two or more booklets, the pupil ID must match across those booklets. Each individual page will also have a page ID barcode.  The format of all barcodes to be agreed with STA and must be readable by a barcode scanner.  The Supplier and STA to check the quality and consistency of print, in terms of positioning of print on the page for scanning. The Supplier to provide advance print run copies of test booklets for scan checks by the STA. (see 1.d Deliverables and outputs, number 15.4 for dates) The printing specifications can be found in the trialling information spread sheets (one for each trial). These can be found in Appendix C.  **Note:** All figures are estimates for the purposes of bidding. All figures must include a contingency of 10%, due to pupil non-attendance on the day of the trial, 1 spare copy per school pack for administrator use and copies of each test version for STA. | | | | |

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| 1. **Specification of requirements**   **1.d Performance requirements** | | | |
| * **Managing key performance requirements are essential to delivering this project on-time and in full, and will be monitored throughout the life of the project and form part of the contractual relationship. Please review and confirm acceptance within your submission.** * **The following table lists the key performance requirements for this contract. Failure to complete one or more of these to the required standard will impact upon payment with reference to the payment with reference to the payment milestones schedule in section 1.f.** | | | |
|  | **Deliverable** | **Service Requirements for all trials** | **Performance measure** |
| 1 | Project management | Full attendance at project start-up meeting, process walk through, project management meetings and lessons learnt meeting (face to face and teleconference as necessary).   Progress reports, product descriptions, recruitment and management strategy, exit and transition plans, change requests, equality plans, and risk and issues reporting to be submitted. Daily management information (MI) provided on all deliveries of secure materials to and from administrators.  Change requests to be written for any deviations from the agreed contract. Security incident reports to be written for all breaches and potential breaches of security and confidentiality. 100% – meeting documents to be provided at least 24 hours prior to organised project meetings. MI submitted daily during agreed windows.  Supplier to update the Administrator Guide, Pupil Data Forms, Administrator Questionnaire and Teacher Questionnaire to agreed quality level with STA. | 100% - meeting documents to be provided at least 24 hours prior to organised project meetings. MI submitted daily during the agreed window, at the agreed time. |
| 1.07 | Equalities | The Supplier provided an equality plan and reports at intervals as agreed, fulfilling their obligations under the Equality Act 2010. | 100% |
| 1.06 | Apprentices | The Supplier provided a report detailing the number of apprentices employed during the delivery of each call-offs. | 100% |
| 1.05 | Exit and Transition | The Supplier provided and maintained a detailed, fully resourced and costed exit and transition plan. | 100% |
| 2 | Management of schools | Contact and manage all schools and LAs selected for statutory participation.  Provide a submission report on number of schools/pupils participating and visits required showing allocation of schools to test combinations, and that minimum number for each booklet combination for each test was achieved, matching sample stratifiers. | 100% |
| 3 | Recruitment of administrators | Recruit sufficient administrators and all coding roles in order to administer the trials and mark all scripts in the stated timeframes and provide an assurance statement detailing the allocation of tests to administrators/coders. | 100% |
| 4 | Recruitment of supervisors | Recruit sufficient supervisors in order to train coders and manage them during the coding of all scripts in the stated timeframes and provide an assurance statement detailing the allocation of tests to administrators/coders. |  |
| 5 | Recruitment of Coders | Recruit a sufficient number of coders in order to code all scripts in the stated timeframes and provide an assurance statement detailing the allocation of tests to administrators/coders. |  |
| 6 | Training of administrators | Training of administrators who have not been trained on DfE trialling administration within the last 2 years. STA to review and input into training. | 100% |
| 7 | Administration | All test materials collated and distributed to correct schools/ test administrators.  Trial is administered securely and completed on time. Number of pupils specified in Functional Requirements (section 1.c.) to sit each trial booklet combination in each subject.  Return of all test papers, scripts and other test materials to and from administrators/schools, with notification and acknowledgement of delivery of all materials. 100% – all materials accounted for at all stages of the administration process. | 100% - all materials accounted for at all stages of the administration process. |
| 8 | Supervisor events including Pre-coding | ***FOR TPT only -*** The supplier must create an on-screen coding preview area and provide OSM training to TDRs and supervisory coders.  Pre-coding sample of scripts is provided to STA by agreed date.  Attendance at all Pre-coding events. Venues should be sourced and hosted by the Supplier. Clear agendas and roles should be agreed to ensure the most is achieved during these meetings.  As a result of final pre-coding all trials and subjects should have a selection of training materials produced in the given timeframe. STA should review these for sign off prior to use at coding.  The Supplier must develop, print and collate all materials, following pre-coding that will be required for the delivery of coder training including any administrative guidance. | 100% |
| 9 | Coder training event | The supplier is to arrange and host coder training. Support leads and deputies so coders are trained to a high standard. Ensuring quality of coding data, suppliers are to inform the STA should any concerns become apparent during training and highlight proposed actions. | 100% |
| 10 | Coding | The Supplier must provide a coding plan and ensure that all coding, including coding completeness QA, is completed within the coding window detailed.  ***FOR IVT only*** - The Supplier must source a secure central venue and arrange a panel based coding event that all TDRS, Supervisory and non-supervisory coders must attend.  Validate returned scripts and report nil responses. Supplier to confirm that all scripts used in the trial have been returned. Provide a written report on validated returned scripts and scripts removed due to nil response.  Electronic delivery of pupil background. Securely transfer final pupil background characteristics that have been reconciled with finalised script manifest files and provided to STA.  Coder quality assurance data - Supplier to capture and supply to STA all Standardisation, on-going coder quality assurance and re-coding data.  Coder register - Supplier to capture and supply to STA a valid record in the Coder Register for all data fields required by STA. | 100% |
| 7.06, 10.6 12.04 | Data capture and analysis | The Supplier must accurately capture of all responses from the teacher and administrator questionnaires and provide to STA in an electronic file format to be agreed with STA, the outcomes from the analysis of the questionnaires should be provided in a spreadsheet formatted as per STA instructions.  The Supplier must data capture the responses highlighted by coders during coding, in the format agreed with STA.  The Supplier must carry out data capture of information from the tests, including a 100% check of data entry from tests and data cleaning. The format of the data to be agreed with STA in advance. | 100% |
| 12.01 | Final administration report | Administration report; Part A administration report, Part B analysis of questionnaire responses. Part C – A prose, reporting on the trial papers. Report content to be reviewed and agreed by STA prior to handover. Parts A and B completed and submitted to STA by required date to agreed quality standard. | 100% |
| 12.02 | Handover - electronic archive | Electronic archive (questionnaires and item level scripts) handed over to STA on required date. All scanned item level script files should follow the naming convention:  yeartest]\_[subject]\_[componentcode]\_[pupilID]\_[pagenumber]  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. | 100% accurate |
| 12.03 | Handover- coder register | Supplier to maintain a register of coders for each trial. Suppliers to Handover a copy of this register to the STA including any performance grading information recorded. | 100% |
| 11 | Printing | The Supplier must provide confirmation that printing and their proposed scanning process works. This must be provided to STA by the dates shown. Please see Framework Section PL2.2 for more information.  The Supplier will supply print proofs for STA to check the quality of each booklet version, before printing commences. Test proofs must match the hard copy of the test provided to the Supplier.  The Supplier must provide confirmation that printing of all test booklets and supporting materials has been complete by the agreed date.  100% tests must meet the print quality standards, on time, and are signed off by STA. | 100% |

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| **1. Specification of Requirements**  **1.e. Payment Milestones** |
| Payment wiw the Payment will follow the completion of the milestones listed below: |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Milestone** (See deliverables and Outputs table in section 1.b for further details) | |  | **Payment %** | | | | | | **No.** | **Deliverable** | **KS1 TPT** | | **KS2 TPT** | **KS1 IVT** | **KS2 IVT** | **ALL** | | 1.01 | Start-up meeting | 04/04 | | 04/04 | 09/06 | 08/05 | 15% | | 11.06 | Scanning check and assurance | | 2.01 | Contacting LAs | | 2.01 | Contacting schools | | 11.06 | Print proofing | | 1 | Update project documentation | | 2 | Submission of report on number of schools / pupils recruited and visits required | | 3 | Recruitment of administrators | | 6 | Training of administrators | | 3 | Recruitment of administrators –assurance | | 11 | Printing confirmation | 22/05 | | 15/05 | 10/07 | 05/06 | 25% | | 4 | Recruitment of Supervisory coders | | 11.03 | Collate and distribute test booklets to administrators/schools | | 4 | Recruitment of Supervisory Coders – assurance | | 7 | Test administration | | 8.03 | Pre-coding event and OSM training for TDRS & Supervisory coders (TPT only) | 28/07 | | 05/07 | 14/08 | 21/07 | 20% | | 8.03 | Initial sample of scripts for pre-coding | | 7 | Validate returned scripts and report nil responses | | 7 | Electronic delivery of pupil background characteristics data | | 5 | Recruitment of Non-supervisory coders | | 7.06 | Data capture of questionnaires | | 5 | Recruitment of Non- supervisory Coders –assurance | | 8 | Training materials for all coders |  | | 8 | On-screen pre-coding review area (TPT only) | | 8 | Pre-coding event (IVT only) | | 9 | Training of Non-supervisory coders (TPT only) | | 10 | Coding window TPTs | 15/09 | | 15/09 | 09/10 | 09/10 | 40% | | 10 | Coding event IVTs | | 10 | Coder coding quality assurance data | | 10 | Coder register | | 10.06 | Data capture of responses highlighted by coders | | 12.04 | Data feed - item level (100% of marks) | | 1.10 | Coder training plan | | 12.02 | Handover electronic archive | | 12.01 | Final administration report | | 1 | Project management | | 1.07 | Equalities plans | | 1.06 | Apprentices report | | 1.05 | Exit and Transition plan | |

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| **1. Specification of Requirements**  **1.f Instructions to Tenderers** | |
| **Instructions to Tenderers** | |
| * 1. Tenderers should read these instructions carefully before completing their Tenders.   2. These instructions are designed to ensure that all Tenderers are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified.   3. The Tenderer shall not make contact with any other employee, agent or consultant of STA who is in any way connected with this ITQ exercise during the period of this ITQ exercise, unless instructed otherwise by the Test Development Procurement Manager at STA, Mark Horton.   4. All material issued in connection with this ITQ shall remain the property of STA and shall be used only for the purpose of this ITQ exercise. Any confidential STA Information shall either be returned to STA or securely destroyed by the Tenderer, with the permission of the STA, at the conclusion of the exercise.   5. The Tenderer shall ensure that each and every proposed sub-Contractor, consortium member and adviser abides by the terms of these instructions and by the requirements of the Trialling and Sampling Framework Agreement (STA\_0090) and this ITQ.   6. STA shall not be committed to any course of action as a result of: • Issuing this ITQ or any invitation to participate in this ITQ exercise; • Communicating with a Tenderer or a Tenderer’s representatives or agents in respect of this ITQ exercise; or  • Any other communication between STA (whether directly or by its agents or representatives) and any other party.   7. Tenderers shall accept and acknowledge that, by issuing this ITQ, STA shall not be bound to accept any Tender and reserves the right not to conclude a contract for the services for which Tenders are invited.   8. STA reserves the right to amend, add to, or withdraw all or any part of this ITQ at any time during the ITQ exercise. | |
| **Tender Validity** | |
| * 1. Your Tender should remain valid for a period of 30 days from the submission date.4 | |
| **Proposed contract** | |
| * 1. Contracts for the provision of all trials will be let under the STA’s Trialling and Sampling Framework Agreement (STA\_0090). | |
| **Clarification questions** | |
| * 1. Clarification Questions should be submitted by e-mail only to: testdevelopment.sta@education.gsi.gov.uk, cc’d to james.heathcote@education.gsi.gov.uk. No further requests for clarifications will be accepted after the date shown in the table below. All communications should clearly indicate which call-off it refers to (if not generic) and should include the name, contact details and position of the person making the communication.   2. STA will endeavour to answer all questions as quickly as possible, but cannot guarantee a minimum response time.   3. In order to ensure equality of treatment of Tenderers, STA intends to publish the questions and clarifications raised by Tenderers, together with the STA’s responses (but not the source of the questions), to all participants on a regular basis via email.   4. Tenderers should indicate if a query is of a commercially sensitive nature – where disclosure of such query and the answer would or would be likely to prejudice its commercial interests. However, if STA at its sole discretion either does not consider the query to be of a commercially confidential nature, or considers the query to be one which all Tenderers would potentially benefit from seeing, then STA will either: • Invite the Tenderer submitting the query to either declassify the query and allow the query, along with the STA’s response, to be circulated to all Tenderers; or • Request the Tenderer, if it still considers the query to be of a commercially confidential nature, to withdraw the query.   5. STA reserves the right not to respond to a Clarification Question or to circulate such a question where it considers that the answer to that question would be likely to prejudice its own commercial interests | |
| **Preparation of Tender** | |
| * 1. Tenderers are solely responsible for their costs and expenses incurred in connection with the preparation and submission of their Tender. Under no circumstances will STA, or any of its advisers, be liable for any costs or expenses borne by Tenderers, sub-contractors, suppliers or advisers in this process.   2. **Tenders must contain details of fixed and variable costs for Trialling and a plan to show the potential number of schools for each subject and potential number of visits. Costs must be transparent and presented in a way which will allow DfE to pre-estimate costs of call-off orders.**   3. Tenderers are required to complete and provide all information required by STA. Failure to comply with the ITQ requirements may lead STA to reject a Tender.   4. STA relies on Tenderers' own analysis and review of information provided. Consequently, Tenderers are solely responsible for obtaining the information which they consider is necessary in order to make decisions regarding the content of their Tenders and to undertake any investigations they consider necessary in order to verify any information provided to them by STA during the procurement process. | |
| **STA Point of Contact** | |
| * 1. Unless stated otherwise in these instructions or in writing from STA, all communications from Tenderers (including their sub-contractors, consortium members, consultants and advisers) during the period of this procurement exercise must be directed to the contact identified above.   2. All communications should clearly indicate which Call-Off it refers to (if not generic) and should include the name, contact details and position of the person making the communication. | |
| **Confidentiality** | |
| * 1. All information supplied by STA to you must be treated in confidence and not disclosed to third parties except insofar as this is necessary to obtain sureties or quotations for the purposes of submitting the Tender.   2. All information supplied by Tenderers to STA will similarly be treated in confidence except for the disclosure of such information as may be required in accordance with the requirements of UK government policy on the disclosure of information relating to government contracts including the Freedom of Information Act and forthcoming transparency procedures. | |
| **Conflict of Interest** | |
| * 1. Any known conflicts of interest, or any potential conflicts of interest that may be reasonably foreseen, should be declared in the Tender. | |
| **Value Added Tax** | |
| * 1. STA is VAT registered. It is also an “eligible body” as classified in VAT Notice 701/30 "Education and Vocational Training". Proposals must therefore include VAT where applicable. Where any doubt exists, Tenderers are expected to have sought clarification from HM Customs and Excise. Prices in the Tender will be accepted on this basis.   2. Tenderers are requested to set out their understanding of the VAT status of the contract based on the services to be provided and the status of STA. There will be no adjustment to the contract sum if VAT is subsequently found to be payable. | |
| **Submission of Tenders** | |
| * 1. The Tender must be submitted in the format specified by completing the Tenderer's Response using Arial 11 font and in English and using pounds sterling. Where applicable, word limits must be adhered to and material in excess of these limits will not be evaluated.   2. Tenderers must submit their responses by email to TendersTD.STA@education.gsi.gov.uk in the following format: i. One complete and signed electronic version in MS Word 2010 (or compatible) format labelled 'priced' of their Tender and with their organisation name in the document title; and ii. One electronic version in MS Word 2010 (or compatible) format labelled 'not priced' of their Tender excluding the pricing information and with their organisation name in the document title.   3. Tenders must be received by 09/09/2016.   4. Tenders will be accepted at any time up to this deadline but will not be opened or evaluated until the deadline has passed.   5. Any Tender received after the deadline may be rejected unless the Tenderer can provide irrefutable evidence that the Tender was capable of being received by the due date and time and that delivery failure was beyond their reasonable control. | |
| **Right to Reject/Disqualify** | |
| * 1. STA reserves the right to reject or disqualify a Tenderer where: * The Tenderer fails to comply fully with the requirements of this ITQ, including proper completion of the format for response, or is guilty of a serious misrepresentation in supplying any information required in this document; or * There is a change in identity, control, financial standing or other factor relating to the Tenderer that impacts on the selection and/or evaluation process. | |
| **Debriefing** | |
| * 1. Following the conclusion of the ITQ exercise, all unsuccessful Tenderers will have the opportunity of a debriefing. Unsuccessful Tenderers should notify STA by email that they wish to be debriefed. STA will aim to debrief unsuccessful Tenderers within 10 working days of receiving such a request. | |
| 1. **Specification of Requirements**   **1.g Procurement timescales** | |
| **Date** | **Activity** |
| 5 August 2016 | STA Issues ITQ |
| 25 August 2016 | Clarification questions on ITQ to STA by midday |
| 09 September 2016 | Bids on ITQ to STA by midday |
| 17 October 2016 | Contracts awarded |
| 26 October- 30 November 2016 (TBC with suppliers) | Start-up meetings |

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| **1. Specification of Requirements**  **1.h. Tender Evaluation Methodology** |
| This ITQ contains four individual call-offs.  Tenderers have been asked to indicate which call-offs they are bidding for, and to rank their order of preference too. Tenderers should also clearly indicate the maximum number of call-offs they wish to be awarded to allow for their own capacity (see front cover). |
| Each call-off will be awarded to a single supplier, and STA intends to award call-offs to at least two suppliers across the set of four call-offs. |
| Each call-off will be reviewed, evaluated and scored individually, and will be awarded to the Tenderer with the highest combined score (see below) in each case. |
| STA reserves the right to award all call-offs to a single supplier in the event only one supplier scores higher than the Quality Threshold (see below) for all call-offs. |
| STA reserves the right to withhold awarding a call-off in the event no supplier scores higher than the Quality Threshold (see below) for that call-off. |
| In the event a single supplier scores highest in all four call-offs, they will be awarded up to their first three preferences according to their capacity. The remaining call-offs will be awarded to the second placed eligible supplier in each case. |
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| The information below applies to each call-off equally and individually. |
| The objective of the Invitation to Quote (ITQ) is to evaluate the technical and pricing proposals of Suppliers, who have been awarded a Trialling and Sampling Framework Agreement, to meet DfE's requirements in 2017. The ITQ will award a call-off contract to the Supplier offering the most economically advantageous compliant proposal.  The most economically advantageous compliant tender will be determined by combining a technical evaluation of the proposed solution (Part A), and a commercial evaluation of the proposed price (Part B) according to the following weightings: • Technical Evaluation 70% • Commercial Evaluation 30%  The ITQ evaluation process will consist of the following phases: • Opening and compliance checks for the completeness of the response to the required format including the Tenderer's declaration • Technical evaluation of the un-priced responses by an independent evaluation panel according to the scoring criteria set out for each question in Part A, and with a minimum Quality Threshold of 50% across the technical section.  Each question in Part A will receive a score of: 0, 1, 2, 3, 4 or 5 (0 being the lowest and 5 being the highest).  Commercial evaluation of the priced responses (Part B) for qualified and compliant bids will only be undertaken on those that have exceeded the technical evaluation threshold of 50%. |
| **Call-off Contract Award Decision** |
| The technical and commercial evaluation scores will then be combined using the following methodology: • Technical score = 100 x (bidder's technical score / best technical score) • Price score = 100 x (lowest price / bidder's price) • Combined score = (70% x technical score) + (30% x price score) |

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| 1. **Annex A:Suppliers Proposal** |
| **Wherever possible, you should provide a single response to each question which covers all of the requirements for all of the Call-Offs you are bidding for. Where specific information needs to be provided it should be made absolutely clear which Call-Off the information refers to.** |
| **Questions and weighting overview:** |
| |  |  |  | | --- | --- | --- | | Question no. | Question detail | Weighting % | | Q1 | Method statement | 20 | | Q2 | Coding processes including recruitment and management of all coders | 25 | | Q3 | Administrator recruitment, training and management | 10 | | Q4 | Data Integrity | 25 | | Q5 | Resource Strategy | 5 | | Q6 | Security | 15 | | Q7 | Sub-contractors | 0 | |  |  | 100% | |
| **Scoring - Each question will be evaluated using the definitions shown below:**   |  |  |  | | --- | --- | --- | | **Evidence** | **Score** | **Definition** | | **None** | 0 | No evidence demonstrated | | **Very Poor** | 1 | Very little evidence of appropriate skills or experience relating to these criteria. Strong reservations would exist over the bidder’s capability to perform satisfactorily. | | **Poor** | 2 | Some evidence of appropriate skills or experience relating to these criteria. Some reservations would exist over the bidder’s capability to perform satisfactorily. | | **Adequate** | 3 | Reasonable evidence of appropriate skills and experience has been provided in relation to these criteria. Displays an understanding of the work required with some evidence of innovative thinking. | | **Good** | 4 | Good evidence of appropriate skills and experience has been provided in relation to these criteria. Displays a good understanding of the work required with extensive evidence of innovative thinking. | | **Excellent** | 5 | Exceeds expectations. Very strong evidence of appropriate skills and experience in relation to these criteria. Adds extra value and it is clear the bidder has extensive knowledge of the issues it faces. No reservations. | |
| **Q1) Method Statement** |
| Please provide a method statement on how your organisation will ensure this project is delivered successfully. In your response, particularly focus on:   * Communication and management of schools; * Overview of the Administrator recruitment, training and management (details to be provided in Q3); * Overview of the Supervisory and non-supervisory recruitment, training and management of coding progress (details to be provided in Q2); * Overview of the appropriate coding solution (either on-screen, paper based or both as applicable) and management of all coders (details to be provided in Q2); * Materials management – including print collation, scanning and storage; * Collecting and accurately managing pupil and questionnaire data; * Monitoring and managing the administration processes, to ensure requirements are met. |
| **Supplier response:** |
| **Q2) Coding processes including recruitment and management of all coders roles.** |
| Please provide details of the end to end process you will implement in order to successfully deliver the coding, for the subject and trials you are tendering for, as detailed in this ITQ,  In your response, particularly focus on:   * Coding plan; * Coder training plan; * Recruitment, contracting, management and payment of coders; * Generation of training, standardisation and seeding materials; * Coder administration and training; * Coder Quality assurance; * Coder conduct and final payments linked to TDR’s feedback reports * Data capture - end to end process.   For KS2 TPT - the Supplier must include the functionality of your proposed solution for an; **on-screen coding system** showing how it meets the requirements detailed in the Trialling Framework.  For KS1 TPT - the Supplier must include the functionality of your proposed solution; either **on-screen coding systems** or a **paper based coding solution** showing how it meets the requirements detailed in the Trialling Framework.  For IVT - the Supplier must include the functionality of your proposed **paper based coding solution** / process, showing how the system meets the requirements detailed in the Trialling Framework. Coding is not a requirement of the KS1 early release so no information will be required for this element. |
| **Supplier response:** |
| **Q3) Administrator recruitment, training and management** |
| Provide details of how you will recruit; what training will be provided and what information you will give to administrators to ensure:   * They present a professional image to schools; * They are aware of the purpose of the trial; * They are aware of what information is required to collect from schools in order to analyse the data appropriately; * The process for the recruitment, management and payment of administrators is clear; * All materials are administered securely. |
| **Supplier response:** |
| **Q4) Data Integrity** |
| Provide details of the procedures that you will use and processes that you will undertake in order to maintain data integrity and deliver 100% data quality. Consider specifically:   * How you will ensure that the correct tests are attributed to the correct children; * How you will ensure the quality of the coding data is accurate; * How you will ensure the quality of the data captured from questionnaires is accurate; * How you will ensure the quality if the data captured for the coder registers is accurate. |
| **Supplier response:** |
| **Q5) Resource Strategy**  3.1) Describe your resource strategy for delivering the services outlined in this ITQ including:   * An organisation chart relevant to this contract, showing each individual’s time, as a percentage, of their **contracted working week**, will be dedicated to this project. * Abridged CVs for named project staff showing relevant expertise and qualifications (single combined pdf/document for CVs). * Management of sub-contractors, their roles, responsibilities and staff numbers. * Availability of additional capacity to address contingencies. * Your consideration to meeting the DfE Apprentices requirement   3.2) This call-off is one of four contracts which will run concurrently. Please outline your approach to managing multiple contracts and conflicting demands to ensure that all deliverables are met with no degradation of performance. |
| **Supplier response:** |
| **Q6) Security**  Provide details of the procedure that you will use and processes that you will undertake in order to maintain the security of the test materials and data captured.  Your response should include but isn’t exclusive to the following:   * **Training;** * **Logs used;** * **How breaches are to be managed.** |
| **Supplier response:** |
| **Q7) Sub-contractors (please note this is for reference only and will not be scored)**  Please provide details of all sub-contractors, consortium members and advisers you intend to use if successful with your bid. Please provide:   * Contact details and full physical address, including an individual named contact; * Details of the elements that they will have responsibility for in this ITQ; * How you intend to ensure sub-contractors meet minimum security requirements.   Confirmation that each sub-contractor, consortium member and adviser if aware of and will adhere to the confidentiality and security requirements on the Framework Agreement and this ITQ. |
| **Supplier response:** |

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| **3.Pricing schedule** |
| * 1. Please complete the detailed Cost Breakdown spreadsheet (Appendix A), for each Call-Off you are submitting a bid for.   2. For the purposes of costing for this ITQ please work from the estimated number of schools in the table below:  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | **KS1 TPT** | |  | **KS2 TPT** | |  | **KS1 IVT** | |  | **KS2 IVT** | | |  | no of pupils | no. of schools |  | no of pupils | no. of schools |  | no of pupils | no. of schools |  | no of pupils | no. of schools | | Reading | 7,120 | 324 |  | 5,060 | 230 |  | 2,400 | 109 |  | 3,000 | 136 | | GPS | 4,000 | 182 |  | 3,500 | 159 |  | 1,200 | 55 |  | 1,200 | 55 | | Maths | 4,000 | 182 |  | 6,500 | 295 |  | 1,800 | 82 |  |  |  | | Phonics | 6000 | 300 |  |  |  |  |  |  | Science | 900 | 41 | | **Totals** | **21,120** | **988** |  | **15,060** | **684** |  | **5,400** | **246** |  | **5,100** | **232** |   If the bidder feels the expected number of schools is likely to vary significantly from these figures, please give an indication of the estimated numbers and the reasoning behind the difference.   * 1. The costs provided must include all charges that are applicable to the delivery of the DfE / STA Requirements. The Total Price submitted will be the fixed price included within any subsequent contract and there will be no adjustment to the contract pricing if additional charges are subsequently identified.      1. All amounts stated in this Agreement including supporting Schedules are inclusive of VAT where applicable unless the contrary is expressly stated.      2. The Fixed Price to deliver **Call-Off 25** in full is £ (**incl. VAT**) and is split into four instalments which correspond to the Deliverables and Outputs 1.b. and Payment Milestones section 1.e.      3. The Fixed Price to deliver **Call-Off 26** in full is £ (**incl. VAT**) and is split into four instalments which correspond to the Deliverables and Outputs 1.b. and Payment Milestones section 1.e.      4. The Fixed Price to deliver **Call-Off 27** in full is £ (**incl. VAT**) and is split into four instalments which correspond to the Deliverables and Outputs 1.b. and Payment Milestones section 1.e.      5. The Fixed Price to deliver **Call-Off 28** in full is £ (**incl. VAT**) and is split into four instalments which correspond to the Deliverables and Outputs 1.b. and Payment Milestones section 1.e. |

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| 4. Appendices |
| **Appendix A – Cost Breakdown** |
| **Appendix B – Data and reporting templates** |
| **Appendix C – Trialling documents** |

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| 1. Declaration by Tenderer |
| *I have examined DfE's requirements under the Contract STA\_0090 Trialling Agency Framework and proposed Call-Off terms and conditions and hereby offer to enter into a contract with DfE/STA for the required services and at the rates and prices set out in my enclosed technical and pricing proposal.*  *I furthermore warrant that:*   * *I have the required corporate authority to sign this tender.* * *There has been no breach of DfE's confidentiality requirements.* * *There is no conflict of interest in our proposed delivery of this service.* * *There has been no collusion with other Tenderers or potential Tenderers.* * *There has been no canvassing of DfE/STA staff.* * *The Tender shall remain open for acceptance by DfE/STA for a period of 30 days after the due date for return of tenders.* |

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| Signed | *[Please complete]* |
| Name |  |
| Date |  |
| Role |  |
| Authorised to sign tenders on behalf of [organisation name] |  |