

Year Planner for Assessment 2021-22

	EYFSP	Y1/ Y2 Phonics	End of KS1 Tests	Y4 MTC	End of KS2 Tests	Teacher Assessment Opt. testing of school's choice	PAQ	Tracking & Target Setting	Other Assessment & Analysis Tools
Sep	Reception Baseline Assessments completed within 6 weeks of pupils starting Reception.							EYFS School based baseline assessments Renew LANCs Tracker subscription Targets set if appropriate & used within school	School to complete as appropriate
Oct		11/10 KS1 ARA published online	11/10 KS1 ARA & Access Arrangements published online		11/10 KS2 ARA & Access Arrangements published online 25/10 Forms available on Primary Assessment Gateway to: submit holiday dates; place test orders (if required)	Pupil progress meetings?		Report to Governors	
Nov		Aut2 - Y2 – administer phonics screening check	19/11 Deadline - order modified tests. 19/11 Deadline – PRUs, special schools & secure units order tests if pupils are working at the standard of the tests and can access them. 19/11 Deadline – submit 2021/22 holiday dates on Primary Assessment Gateway. 19/11 Deadline - Academies to have written agreement in place with their chosen LA for monitoring phonics & moderation of KS1 TA.	08/11 MTC guidance published online	Y6 teacher attends training + Dec/Jan. 19/11 Deadline – order modified tests. 19/11 Deadline – submit 2021/22 holiday dates on Primary Gateway 19/11 Deadline – PRUs, special schools & secure units order tests if pupils are working at the standards and can access them 19/11 Deadline - Academies to have written agreement in place with their chosen LA for monitoring / moderation.				
Dec		10/12 'Soft' Deadline – submit Y2 phonics results to LA - 17/12 'Hard' Deadline				End of term teacher assessment using school chosen criteria. Hold Pupil Progress meetings. Optional end of term tests? - school decision		Data entered on school's chosen tracking system	
Jan							Sign up for Pupil Attitude Questionnaire (PAQ)		
Feb					14/02 Forms available on Primary Assessment Gateway for: additional time; compensatory marks (spelling); timetable variations; early opening.	Pupil progress meetings?		Data entered on school's chosen tracking system – if collecting bi-annually. Report to Governors	
Mar		21/03 Phonics screening check administration guidance published	14/03 KS1 test administration guidance published. 21/03 - 25/03 Schools receive KS1 test materials including modified test orders. Check and store securely.	21/03 MTC guidance published 21/03 access MTC service via DfE Sign-in	11/03 Deadline – submit application for early opening. 11/03 Deadline – complete KS2 pupil registration. 14/03 KS2 test administration guidance published. March – full guidance on returning test scripts on GOV.UK Receive & return LA pro forma with KS2 test times. Plan access arrangements & train teachers/support staff.	End of term teacher assessment using school chosen criteria. Hold Pupil Progress meetings. Optional end of term tests? - school decision		Data entered on school's chosen tracking system	
Apr		26/04 Deadline – order braille version of phonics test from NCA helpline. Training for phonics screening check			11/04 Notification of outcomes for early opening applications on Primary Assessment Gateway. 25/04 Deadline – submit applications for additional time 25/04 Deadline – submit applications for compensatory marks (spelling). 25/04 – 29/04 KS2 test materials and stationery items delivered. Check number of packs & store securely. Plan access arrangements & train teachers/support staff.		Deadline - Spring sign-up for PAQ		
May		Training for phonics screening check Receive & return LA pro forma for phonics check start times. 16/05 - 20/05 Schools receive phonics screening materials.	KS1 tests administration window - May. Use to inform & decide about final teacher assessments. 03/05 KS1 Test materials & mark scheme (incl. optional GPS) available to download from Primary Gateway. 13/05 LAs begin informing schools of external moderation visit.		09/05 – 12/05 KS2 test week. 09/05 GPS Paper 1 and Paper 2. 10/05 English reading Test. 11/05 Maths Paper 1 and Paper 2 12/05 Maths Paper 3. Complete online attendance register. Package scripts for collection. 12/05 Headteacher's Declaration Form (HDF) available from 5:00pm on Primary Assessment Gateway 12/05 Aid notification and pupil cheating forms available on Primary Assessment Gateway. 12/05 Special Consideration application form available on Primary Assessment Gateway. 13/04 LA begins to inform schools of external moderation visit for KS2 writing. 16/05 TA submission form available on Primary Gateway. 19/05 Deadline - for timetable variation request in SATS week. 20/05 Deadline – submit notification for: scribe; transcript; word processor or electronic / technical aid. 20/05 Deadline – submit KS2 Headteacher Declaration Form. 20/05 Deadline - submit applications for special consideration. 20/05 Test materials & mark schemes on www.gov.uk/sta . 27/05 Deadline – notify STA of a pupil cheating in KS2 test.				
Jun	30/06 Hard Deadline EYFSP profile results submitted to LA – soft deadline to be announced in spring term.	06/06 Phonics screening materials & HDF available on Primary Gateway. 06/06 - 10/06 Administer phonics check. 13/05 - 17/05 Phonics timetable variation week for absent pupils. 17/06 Deadline – submit phonics check to LA 20/06 Phonics screening check materials & threshold mark published on GOV.UK	01/06 KS1 test materials & raw score to scaled score conversion tables on GOV.UK 01/06 KS1 Headteacher Declaration Form available on Primary Assessment Gateway. 06/06 - 28/06 KS1 external TA moderation. 28/06 Deadline - submit KS1 TA results to LA. 30/06 Deadline – submit KS1 Headteacher Declaration Form on Primary Assessment Gateway.	06/06 MTC Headteacher Declaration Form available on MTC service. 06/06 – 24/06 MTC administration period. Schools encouraged to administer tests in the first 2 weeks. 24/06 Deadline – submit MTC Headteacher Declaration Form on MTC service by 5:00pm 27/06 Provisional MTC results available on MTC service.	06/06 – 28/06 KS2 external moderation of writing TA. 28/06 Deadline – submit KS2 teacher assessment on Primary Assessment Gateway.	Pupil progress meetings?			
Jul	Report to parents.	01/07 Deadline – submit phonics check Headteacher Declaration Form on Primary Assessment Gateway. Report phonics results to parents - Y1 & Y2 (both results if Y2 pupils take check in Aut '21 & June '22).	Report TA results to parents for end of KS1.		05/07 KS2 test results and marked script images available on Primary Assessment Gateway from 7:30am. 05/07 KS2 raw score to scaled score conversion tables available on GOV.UK Check test papers for marking errors. 15/07 Deadline – submit marking review applications by 11:59pm Report KS2 tests & TA results to parents. 07/09 Review outcomes returned to schools.	End of term teacher assessment using school chosen criteria. Hold Pupil Progress meetings. Optional end of term tests? - school decision – Non-statutory Year groups Report to parents for all pupils.	Deadline - Summer sign-up for PAQ deadline	Data entered on school's chosen tracking system. Report to Governors	

Hyperlinks to key websites:

[Standards & Testing Agency](#)

[Primary Assessment Gateway](#)

[LANCS Assessment – Twitter](#)