

To: Headteachers of Primary and Special
Schools (Primary), Short Stay Schools
(Primary), and Support Services

Phone: 01772 531555
Email: pst@lancashire.gov.uk

Your ref:
Our ref: LSES/MT/CM
Date: 16 January 2023

Dear Colleague,

Assessment Update: January 2023

Firstly, a Happy New Year to you all! I hope that you had an enjoyable and restful break over the festive period. I am writing to you to provide you with a short update in relation to Assessment for 2022/2023.

The Primary Assessment Gateway

This term you will be using the Primary Assessment Gateway on several occasions (Access Arrangements being one!). I would recommend that you check your login credentials/passwords etc now before the use of the site increases. You may also need to create additional logins for Senior Staff if new Colleagues have joined your School.

As a reminder, to sign into the Primary Assessment Gateway:

- enter your username (this is your email address) and password
- select the 'Sign in' button at the bottom of the page

If you do not have a Primary Assessment Gateway account, please ask the user within your organisation who has 'account management' permission to create a new user account for you.

You will receive an email with instructions to follow to set-up your account. Make sure you have added assessments@education.gov.uk to your safe senders list. If you have not done this, check your junk mail folder for any emails from the Primary Assessment Gateway.

If you have begun a new Headship and do not have access or login credentials, then I would recommend contacting the Standards and Testing Agency as a matter of urgency. This can be done by emailing assessments@education.gov.uk.

Please remember, passwords must be at least 8 characters long, and contain:

Lancashire County Council
PO Box 100, County Hall, Preston, PR1 0LD



- a mix of uppercase and lowercase letters
- at least one number
- at least one special character, such as; ?, !, &, or £

There are 3 different permission levels for school users:

- 'School account management' allows the user to create or remove user accounts and amend user permissions for the school. We recommend that headteachers, or members of staff with delegated authority, have this level of permission.
- 'Schools – User' is the standard account that allows you to view all tasks, except for those involving access arrangements or creating or deleting user accounts. We recommend that account managers give this level of permission to all school users.
- 'School access arrangements' gives users additional permission to make and view applications for access arrangements. These applications may contain sensitive information about pupils, so schools should consider carefully who needs to have this level of access.

Schools can have up to 7 users in total but are restricted to a maximum of 3 'School account management' users and a maximum of 3 'School access arrangements' users.

If you are new to the Gateway you may wish to watch the following video:

[Using the Primary Assessment Gateway - YouTube](#)

Access Arrangements 2023

The Standards and Testing Agency (STA) released the Access and Arrangements Guidance for KS1 and KS2 in Autumn. These are key documents to be read by headteachers and the teachers of the year groups involved in statutory assessment. They detail guidance for applying for Access Arrangements at KS2 and the School based procedures that you can put into place. (At the time of writing, STA had not updated the documents to reflect the change in the KS2 Test Timetable as a result of the Coronation of King Charles).

KS2 Access Arrangements can be found here:

<https://www.gov.uk/government/publications/key-stage-2-tests-access-arrangements>

Key stage 2 tests: varying the test timetable can be found here:

<https://www.gov.uk/guidance/key-stage-2-tests-varying-the-test-timetable>

KS1 Access Arrangements can be found here:

[Key stage 1 tests: access arrangements - GOV.UK \(www.gov.uk\)](#)

Support from The Lancashire Assessment Team

As in previous years we have put together a selection of briefing/training sessions that cover the appropriate use and application of Access Arrangements. Details can be seen below:



Access Arrangements for the End of Key Stage 2: Statutory Assessments in 2023:

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[Access Arrangements 1/2 Day Sessions](#)

These are a half day training session that covers all aspects of Access Arrangements and appropriate delivery procedure of KS2 tests. It is appropriate for Year 6 Teachers, Assessment Leads, Senior Leaders and Headteachers who want to cover all aspects.

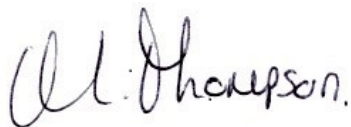
**Access Arrangements for the End of Key Stage 2: Statutory Assessments in 2023
Breakfast Briefings for Experienced Headteachers: -**[Access Arrangements Breakfast Briefings](#)

These sessions are 2-hour breakfast briefings that are suitable for experienced Headteachers who want to receive an update to the Access Arrangements process. It will cover all the statutory requirements of the Headteachers and talk about the correct and appropriate use of Access Arrangements.

In addition to the above training sessions, if there are any questions or concerns in relation to the Assessment information released or any other Assessment issues, then please do not hesitate to contact me directly on Mike.Thompson@lancashire.gov.uk or by calling 07717346808.

Access Arrangements are always dependent on the individual child or situation, and it is impossible to cover every possibility. Please do feel free to contact either myself, The Assessment Support Team (01772 531555 or at pst@lancashire.gov.uk) or Elaine Williams (Elaine.Williams@Lancashire.gov.uk) if you want to discuss specific scenarios.

Yours sincerely



Mike Thompson
Assessment and Curriculum Coordinator
Email: Mike.Thompson@lancashire.gov.uk
Twitter: @lancsassessment

