**Year Planner for Assessment 2022-23**

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|  | **EYFS** | **Phonics** | **End of KS1 Tests** | **Y4 MTC** | **End of KS2 Tests** | **Teacher Assessment**  **Optional testing Other Assessment & Analysis Tools PAQ** | **Tracking & Target Setting** |
| **Sep** | RBA completed within 6 weeks of pupils starting EYFS.  19/09 onwards – schools receive narrative reports |  |  |  | "If any changes are needed due to circumstances beyond STA's control, schools will be informed at the appropriate time, via the [assessment update](http://www.us17.list-manage.com/subscribe?u=8088a92c9c7454749d4a06114&id=56fc8c15ed) and on [GOV.UK](http://www.gov.uk/government/organisations/standards-and-testing-agency)." *STA KS1 & KS2 ARA*  Data checking exercise opens. | *School to populate with their own procedures and times* | EYFS School-based baseline assessments  Renew LANCS Tracker subscription  Targets set if appropriate & used |
| **Oct** |  | 10/10 KS1 ARA published online | 10/10 KS1 ARA, Access Arrangements & TA Guidance published online.  24/10 Forms available on PAG to: submit holiday dates; place test orders, order modified tests etc. |  | 10/10 KS2 ARA, Access Arrangements & TA Guidance published online    24/10 Forms available on PAG to: submit holiday dates; place test orders, order modified test etc. | Pupil progress meetings? | Report to Govs |
| **Nov** | **01/11 Deadline** – submit RBA Headteacher Declaration Form on BeP | **18/11 Deadline** – decline phonics screening test materials **IF** no pupils working at the standard of the screening test.  **18/11 Deadline** – submit 2022/23 holiday dates on PAG. **18/11** **Deadline** - Academies to have written agreement in place with their chosen LA for monitoring phonics.  **18/11 Deadline** – Academies **NOT** using geographical LA for phonics screening test monitoring to inform STA. | **18/11** **Deadline** - order modified tests.  **18/11** **Deadline** – PRUs, special schools & secure units order tests if pupils are working at the standard of the tests and can access them.  **18/11 Deadline** – decline KS1 materials **IF** no pupils working at the standards of KS1 test. **18/11 Deadline** – submit 2022/23 holiday dates on PAG. **18/11** **Deadline** - Academies to have written agreement in place with their chosen LA for moderation of KS1 TA.  **18/11 Deadline** – Academies **NOT** using geographical LA for KS1 moderation to inform STA. | 07/11 MTC IT guidance published. | Y6 teacher attends training + Dec/Jan.  **18/11** **Deadline** – order modified tests.  **18/11 Deadline** – submit 2022/23 holiday dates on Primary Gateway  **18/11 Deadline** – PRUs, special schools & secure units order tests if pupils are working at the standards and can access them.  **18/11 Deadline** - Academies to have written agreement in place with their chosen LA for monitoring / moderation.  **18/11 Deadline** – Academies **NOT** using geographical LA for KS2 monitoring / moderation to inform STA. |  |  |
| **Dec** |  |  |  |  |  | End of term optional / tests & TA.  Pupil Progress meetings? | Data entered on school's chosen tracking system |
| **Jan** |  |  |  |  |  | Sign up for Pupil Attitude Questionnaire (PAQ) |  |
| **Feb** |  |  |  |  | 13/02 Forms available on PAG for pupil registration.  13/02 Forms available on PAG 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 Govs |
| **Mar** |  | 20/03 Phonics screening check administration guidance published. | 13/03 KS1 test administration guidance published.  20/03 - 24/03 Schools receive KS1 test materials including modified test orders. Check and store securely. Keep delivery notes. |  |  | End of term optional / tests & TA.  Pupil progress meeting? | Data entered on school's chosen tracking system |
| **Apr** |  | **25/04 Deadline** – order braille version of phonics test from NCA helpline.  Attend training for phonics screening check if required. |  | 17/04 access MTC service via DfE Sign-in.  17/04 MTC guidance published. | 10/04 Notification of outcomes for early opening applications on PAG.  **24/04 Deadline** – submit applications for additional time  **24/04 Deadline** – submit applications for compensatory marks (spelling).  24/04 – 28/04 KS2 test materials and stationery items delivered. Check number of packs & store securely. Keep delivery note.  Plan access arrangements & train teachers/support staff. | Deadline - Spring sign-up for PAQ |  |
| **May** | Schools receive RBA confirmation form via email requesting updated contact details for RBA | Attend training for phonics screening check if required.  Receive & return LA pro-forma for phonics check start times.  15/05 - 19/05 Schools receive phonics screening materials. | May - KS1 test administration window. Use to inform & decide about final teacher assessments.  02/05 KS1 Test materials & mark scheme (incl. optional GPS) available to download from PAG.  12/05 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.  08/05 Aid notification form available on PAG.  12/05 Headteacher Declaration Form available from 5:00pm on PAG.  12/05 Pupil cheating forms available on PAG.  12/05 Special Consideration application form available on PAG.  12/05 LA begins to inform schools of external moderation visit for KS2 TA writing.  15/05 TA submission form available on Primary Gateway.  **19/05 Deadline** – submit application for timetable variation.  **22/05 Deadline** – submit notification for: scribe; transcript; word processor or electronic / technical aid.  **22/05** **Deadline** – submit KS2 Headteacher Declaration Form.  **22/05** **Deadline** - submit applications for special consideration.  22/05 Test materials & mark schemes on GOV.UK  **26/05 Deadline** – notify STA of a pupil cheating in KS2 test. |  |  |
| **Jun** | **Deadline tbc** – complete RBA confirmation form  **23/06 Soft Deadline –** submit EYFS profile data to LA.  **30/06 Hard** **Deadline -**  submit EYFS profile data to LA. | 12/06 Phonics screening check materials & HDF available on PAG.  12/06 - 16/06 Administer phonics check.  19/06 - 23/06 Phonics timetable variation week for absent pupils.  **23/06 Soft Deadline** – submit phonics check to LA.  26/06 Phonics screening check materials & threshold mark published on GOV.UK.  **30/06 HARD Deadline** – submit phonics check to LA. | 01/06 KS1 test materials & raw score to scaled score conversion tables on GOV.UK  01/06 KS1 Headteacher Declaration Form available on PAG.  05/06 - 27/06 KS1 external TA moderation.  **23/06 Soft Deadline** – submit KS1 TA data to LA.  **27/06 Hard Deadline** - submit KS1 TA results to LA.  **30/06** **Deadline** – submit KS1 Headteacher Declaration Form on PAG. | 05/06 MTC Headteacher Declaration Form available on MTC service.  05/06 – 16/06 MTC administration period.  19/06 - 23/06 Administer MTC to any absent pupils or where administration delayed due to technical difficulties  **23/06 Deadline** – ensure pupils have completed MTC or recorded as not taking.  **23/06** **Deadline** – submit MTC Headteacher Declaration Form on MTC service by 5:00pm  26/06 MTC results available on MTC service. | 05/06 – 30/06 KS2 external moderation of writing TA.  **27/06 Soft Deadline** – submit KS2 teacher assessment on PAG.  **30/06 Deadline** – submit KS2 teacher assessment on PAG. | Pupil progress meetings? |  |
| **Jul** | Report to parents. | **03/07 Deadline** – submit phonics check Headteacher Declaration Form on PAG.  Report phonics results to parents. | Report TA results to parents. |  | 11/07 KS2 test results and marked script images available on PAG – time tbc.  11/07 KS2 raw score to scaled score conversion tables available on GOV.UK  13/09 Review outcomes returned to schools.  Check test papers for marking errors.  **21/07 Deadline** – submit marking review applications by 11:59pm  Report KS2 tests & TA results to parents. | End of term optional / tests & TA.  Pupil Progress meetings?  Deadline - Summer signup for PAQ deadline  Report to parents for all pupils. | Data entered on school's chosen tracking system.  Report to Governors |

****Hyperlinks to key websites: [Standards & Testing Agency](https://www.gov.uk/government/organisations/standards-and-testing-agency) [Primary Assessment Gateway](https://www.primaryassessmentgateway.education.gov.uk/publicaccessproduction/selfservice/citizenportal/login.htm) [LANCS Assessment – Twitter](https://twitter.com/LancsAssessment?ref_src=twsrc%5Etfw%7Ctwcamp%5Eembeddedtimeline%7Ctwterm%5Eprofile%3ALancsAssessment%7Ctwgr%5EeyJ0ZndfZXhwZXJpbWVudHNfY29va2llX2V4cGlyYXRpb24iOnsiYnVja2V0IjoxMjA5NjAwLCJ2ZXJzaW9uIjpudWxsfSwidGZ3X2hvcml6b25fdHdlZXRfZW1iZWRfOTU1NSI6eyJidWNrZXQiOiJodGUiLCJ2ZXJzaW9uIjpudWxsfSwidGZ3X3NwYWNlX2NhcmQiOnsiYnVja2V0Ijoib2ZmIiwidmVyc2lvbiI6bnVsbH19&ref_url=https%3A%2F%2Fwww.lancsngfl.ac.uk%2Fcurriculum%2Fassessment%2F)