

	EYFS	Phonics	Optional end of KS1 Tests and Teacher Assessment	Y4 MTC	End of KS2 Tests and Teacher Assessment	Teacher Assessment Optional testing Other Assessment & Analysis Tools PAQ	Tracking & Target Setting
Sep	RBA completed within 6 weeks of pupils starting EYFS.  18/09 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 <a href="#">assessment update</a> and on <a href="#">GOV.UK</a> ." STA KS1 & KS2 ARA	School to populate with their own procedures and times	EYFS School-based baseline assessments  Renew LANCs Tracker subscription.  Targets set if appropriate & used
Oct		Phonics ARA published. 16/10 – forms available on PAG for schools with no pupils working to the standard to decline phonics screening check materials. 16/10 – Forms available on PAG to: submit holiday dates. 16/10 - Academies not using their geographical LA for monitoring notify STA.	KS1 Optional Access Arrangements, Optional Test guidance & Non-statutory TA Guidance published online.  16/10 – 17/11 Forms available for: maintained schools and academies to decline optional test papers if they do not wish to receive paper copies; maintained schools and academies to order modified versions of the tests; Special schools, PRUs and secure units to order standard and modified versions of the optional tests for pupils working at the standard of the tests and able to access them.		KS2 ARA, Access Arrangements online  16/10 Forms available on PAG to: submit holiday dates; place test orders, order modified tests.  16/10 - Academies and independent schools notify STA of chosen LA for monitoring and moderation.	Pupil progress meetings?	Report to Govs
Nov	<b>07/11 Deadline</b> – submit RBA Headteacher Declaration Form on BeP	<b>17/11 Deadline</b> – decline phonics screening test materials <b>IF</b> no pupils working at the standard of the screening test. <b>17/11 Deadline</b> – submit 2022/23 holiday dates on PAG.	<b>17/11 Deadline</b> – submit 2023/24 holiday dates on PAG. <b>17/11 Deadline</b> – decline paper copies of optional test materials. <b>17/11 Deadline</b> - order modified tests. <b>17/11 Deadline</b> – PRUs, special schools & secure units order tests if pupils are working at the standard of the tests and can access them.	06/11 MTC IT guidance published.	Y6 teacher attends training + Dec/Jan.  <b>17/11 Deadline</b> – order modified tests. <b>17/11 Deadline</b> – submit 2023/24 holiday dates on Primary Gateway <b>17/11 Deadline</b> – PRUs, special schools & secure units order tests if pupils are working at the standards and can access them. <b>17/11 Deadline</b> – Participating independent school to order standard and modified KS2 tests.		
Dec					8/12 – Deadline for participating independent schools to report to STA on PAG that they have a written agreement in place with a LA to monitor their end of KS2 tests and complete external moderation if submitting.	End of term optional / tests & TA. Pupil Progress meetings?	Data entered on school's chosen tracking system
Jan		<b>12/01 Deadline</b> - Academies to have written agreement in place with their chosen LA for monitoring phonics. <b>12/01 Deadline</b> – Academies <b>NOT</b> using geographical LA for phonics screening test monitoring to inform STA on PAG.			<b>12/01 Deadline</b> - Academies to have written agreement in place with their chosen LA for monitoring / moderation. <b>12/01 Deadline</b> – Academies <b>NOT</b> using geographical LA for KS2 monitoring / moderation to inform STA on PAG	Sign up for Pupil Attitude Questionnaire (PAQ)	
Feb					12/02 Forms available on PAG for pupil registration. 12/02 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 – <b>if collecting bi-annually</b> . Report to Govs
Mar		Phonics screening check administration guidance published.	Optional KS1 test administration guidance published.		KS2 Test Administration Guidance published.  <b>08/03 Deadline</b> – complete pupil registration for KS2 tests <b>08/03 Deadline</b> - submit requests for early opening.	End of term optional / tests & TA. Pupil progress meeting?	Data entered on school's chosen tracking system
Apr		<b>23/04 Deadline</b> – order braille version of phonics test from NCA helpline 0300 303 3013  Attend training for phonics screening check if required.	22/04 - 26/04 Schools receive optional KS1 test materials including modified test orders. Check and store securely.	08/04 Schools can access the MTC service via DfE sign-in.  08/04 MTC guidance published.	08/04 Notification of outcomes for early opening applications on PAG  <b>22/04 Deadline</b> – submit applications for additional time. <b>24/04 Deadline</b> – submit applications for compensatory marks (spelling).  29/04 – 03/05 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.  20/05 - 24/05 Schools receive phonics screening materials.	May – STA recommended optional KS1 test administration window.  01/05 optional KS1 Test materials & mark scheme (incl. optional GPS) available.  16/05 KS1 Raw score to scaled score conversion tables and compensatory marks for spelling available to download from PAG.		13/05 – 16/05 KS2 test week. 13/05 GPS Paper 1 and Paper 2. 14/05 English reading Test. 15/05 Maths Paper 1 and Paper 2 16/05 Maths Paper 3.  Complete online attendance register. Package scripts for collection.  13/05 Aid notification form available on PAG.  16/05 Headteacher Declaration Form available from 5:00pm on PAG. 16/05 Pupil cheating forms available on PAG. 16/05 Special Consideration application form available on PAG.  17/05 LA begins to inform schools of external moderation visit for KS2 TA writing.  20/05 TA submission form available on Primary Gateway.  <b>23/05 Deadline</b> – submit application for timetable variation.  <b>24/05 Deadline</b> – submit notification for: scribe; transcript; word processor or electronic / technical aid. <b>24/05 Deadline</b> – submit KS2 Headteacher Declaration Form. <b>24/05 Deadline</b> - submit applications for special consideration. 24/05 Test materials & mark schemes on GOV.UK  <b>31/05 Deadline</b> – notify STA of a pupil cheating in KS2 test.		
Jun	<b>16/06 Deadline</b> – complete RBA confirmation form  <b>25/06 Soft Deadline</b> – submit EYFS profile data to LA.  <b>28/06 Deadline</b> - submit EYFS profile data to LA.	10/06 Phonics screening check materials & HDF available on PAG. 10/06 – 14/06 Administer phonics check. 17/06 - 21/06 Phonics timetable variation week for absent pupils.  <b>25/06 Soft Deadline</b> – submit phonics check to LA.  24/06 Phonics screening check materials & threshold mark published on GOV.UK.  <b>28/06 HARD Deadline</b> – submit phonics check data to LA	03/06 – optional KS1 test materials and raw score to scaled score conversion tables available on GOV.UK.  <b>05/07 Deadline</b> - submit optional KS1 TA results to LA.	03/06 -14/06 MTC administration period 03/06 – MTC HDF available on the MTC service. 17/06-21/06 schools administer MTC to any absent pupils or any pupils delayed by technical difficulties.  <b>21/06 Deadline</b> – ensure pupils have completed MTC or recorded as not taking. <b>21/06 Deadline</b> – submit MTC Headteacher Declaration Form on MTC service by 5:00pm  24/06 MTC results available on MTC service for schools submitting HDF.	03/06 – 28/06 KS2 external moderation of writing TA.  <b>25/06 Soft Deadline</b> – submit KS2 teacher assessment on PAG.  <b>28/06 HARD Deadline</b> – submit KS2 teacher assessment on PAG.	Pupil progress meetings?	
Jul	Report to parents.	<b>01/07 Deadline</b> Headteacher Declaration Form on PAG.  Report phonics results to parents.	Report TA results to parents.		09/07 KS2 test results and marked script images available on PAG.  09/07 KS2 raw score to scaled score conversion tables available on GOV.UK. Check test papers for marking errors.  <b>19/07 Deadline</b> – submit marking review applications by 11:59pm  Report KS2 tests & TA results to parents.  11/09 Review outcomes returned to schools.	End of term optional / tests & TA. Pupil Progress meetings? Deadline - Summer sign-up for PAQ deadline Report to parents for all pupils.	Data entered on school's chosen tracking system.  Report to Governors

