

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

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Our ref: LSES/MT/EW/JB/CM

Date: 09 January 2025

Dear Colleague,

Assessment Update: January 2025

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 brief update in relation to Assessment for 2024/2025.

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:

- 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](#)

Deadline for Academies

For 2024/2025 academies can choose the Local Authority that they wish to use for their monitoring and moderation. If this applies to you then please inform the LA and STA by **10th January 2025**. If you have not yet chosen your local authority and wish to choose Lancashire, then please email pst@lancashire.gov.uk.

Access Arrangements 2024/25

The Standards and Testing Agency (STA) released the Access and Arrangements Guidance for KS2 in October 2024. 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.

KS2 Access Arrangements can be found here:

[2025 key stage 2 access arrangements guidance - GOV.UK \(www.gov.uk\)](#)

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

[Key stage 2 tests: varying the test timetable - 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 2025:

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 2025

Breakfast Briefings for Experienced Headteachers:

Access Arrangements Breakfast Briefings

These sessions are 1 ½ -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 or Elaine Williams Elaine.Williams@lancashire.gov.uk or by calling 07977367408 if you want to discuss specific scenarios.



Statutory Participation in Trialling of national assessments.

STA have released details about statutory trialling of national tests. A selection of schools are chosen for this every year as part of the test development process. It is mandatory to participate if chosen. Approximate timings for KS1 and KS2 are April to June and Reception Baseline is September and October. Further details are available here: [Statutory participation in trialling of national curriculum assessments - GOV.UK](#)

KS1

KS1 teacher assessment and tests are now optional however STA have produced the full range of tests and guidance materials as in previous years. Schools no longer need to choose whether to receive the test papers as they are not being sent as hard copies to schools. Schools will be able to download the papers from 1st May on the Primary Assessment Gateway. The guidance documents can be accessed using these links.

[Key stage 1 non-statutory teacher assessment guidance - GOV.UK \(www.gov.uk\)](#)

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

[2025 optional key stage 1 tests guidance](#)

Schools may now choose when and how to assess children at the end of Key Stage 1 and to conduct any assessments in the way that best suits their needs. The Teacher Assessment Guidance states that moderation remains best practice and where possible to moderate wider than in school. To facilitate this, we have put together a range of moderation sessions to support Key Stage 1 teachers throughout the year.

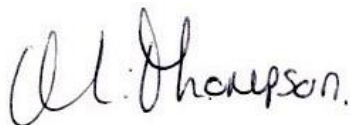
The first of these are half day moderation sessions which are available throughout March. The focus will be on bringing children's writing from your school and identifying the next steps to support them moving on. [KS1 Supporting teacher judgements through effective moderation](#)

We will also be offering full day sessions in June where there will be the opportunity to moderate and discuss writing [KS1 end of year writing moderation half day sessions.](#)

Finally, there will also be full day sessions in May and June where there will be the opportunity to moderate reading, writing and maths. [Year 2 Making and Moderating sessions.](#)

If you have any general queries, please do not hesitate to contact the Professional Support Team Helpdesk on 01772 531555 or pst@lancashire.gov.uk Alternatively, email me at Mike.Thompson@Lancashire.gov.uk or Elaine Williams at Elaine.Williams@Lancashire.gov.uk

Yours sincerely



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