

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

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Your ref:
Our ref: LSIS/MT/PB/CM/JB
Date: 18 September 2025

Dear Colleague,

I hope that you are well and that the start to the term has been good. I am writing with some updates to the websites that you will need to use throughout the school year to administer statutory assessments in 2025/2026.

The Test Operations Service is the independent company that supports national curriculum assessments. From September 2025 this contract has moved from Capita to Pearson, who will provide the services moving forward. This means there are some changes to the helplines and some actions that schools need to take.

From Friday 19th September the National Curriculum helpline will have two different options depending on your query. For queries related to last year's test cycle callers can continue to speak to Capita, or for queries related to this year's cycle callers will need to choose the option to speak to Pearson. The phone number remains the same at 0300 303 3013.

The Primary Assessment Gateway (PAG) is being phased out through the autumn term and after Friday 19th December the PAG will no longer be available. All statutory procedures that were on the PAG will now move to the National Curriculum Assessments Portal (NCA Portal)

The NCA Portal is a secure website that supports the administration of the phonics screening check, optional KS1 assessments and statutory KS2 tests and teacher assessment. Schools will need to use this portal to access many services linked to statutory assessments including:

- place test orders
- download phonics screening check and optional KS1 test materials
- register pupils for KS2 tests
- apply for KS2 access arrangements
- submit online attendance registers
- submit headteacher's declaration forms

- download teacher assessment standardisation training materials
- submit KS2 teacher assessment data
- view KS2 test results and marked test scripts

Schools will need to register users on the NCA Portal in order to be able to access these services.

On Monday 22nd September all users who were previously registered on the PAG will receive an invitation containing a secure link and instructions to access the NCA Portal. This invitation will arrive between 9am and 4pm. The NCA Portal then goes live on Tuesday 23rd September. Once users with manager rights access the portal they can then set up and manage additional user accounts for other staff members in school.

Full guidance on how to access the NCA Portal and useful information on navigating the site can be found here: [How to access the National Curriculum Assessments Portal - GOV.UK](#)

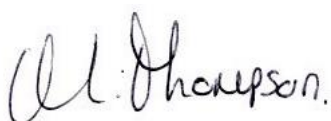
Statutory Assessment in 2025/2026

I am pleased to also include details of short webinars for Headteachers to explain the requirements for statutory assessments this academic year. Each session is one hour long and aims to provide a succinct overview of the assessment requirements, including time frames and ways to manage the year. Dates are available throughout October and can be booked by clicking on the link below.

[Bitesize Primary Assessment: As a Headteacher what I need to know and do?](#)

I wish you all the best for the remainder of the term.

Yours sincerely



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