



Standards
& Testing
Agency

Key stage 2 assessment and reporting arrangements

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1 Summary

1.1 About this guidance

This guidance sets out the statutory requirements for key stage 2 (KS2) national curriculum assessment and reporting for the 2022/23 academic year. It is produced by the [Standards and Testing Agency \(STA\)](#)¹, an executive agency of the Department for Education (DfE) and is relevant until the end of the 2022/23 academic year.

The assessment and reporting arrangements (ARA) apply to:

- maintained schools
- academies (including free schools)
- special schools (including maintained special schools and special academies)
- alternative provision (AP) (including pupil referral units (PRUs), AP academies and AP free schools)
- secure units
- Ministry of Defence (MoD) schools
- participating independent schools with KS2 pupils

1.2 Who is this guidance for?

This guidance is for:

- all staff responsible for the multiplication tables check (MTC) end of KS2 tests and teacher assessment (TA)
- headteachers and senior leadership teams
- governors and trustees
- local authority (LA) assessment co-ordinators

1.3 Legal status

The ARA contains provisions made in terms of Article 11 (as amended) of [The Education \(National Curriculum\) \(Key Stage 2 Assessment Arrangements\) \(England\) Order 2003](#)². The 2003 Order is made by the Secretary of State under powers provided for by [section 87 of the Education Act 2002](#)³. This document gives full effect to the provisions made in

¹ www.gov.uk/sta

² www.legislation.gov.uk/uksi/2003/1038/made

³ www.legislation.gov.uk/ukpga/2002/32/section/87

the 2003 Order concerning KS2 assessment and has effect as if made by the 2003 Order. The ARA also contains guidance that does not form part of the law. Section 14 contains further information on legal requirements and responsibilities.

2 Changes for 2022/23

2.1 Date changes to accommodate the King's coronation additional bank holiday

KS2 tests have all been moved one day to accommodate the additional bank holiday and will now take place in the same order but from Tuesday 9 May to Friday 12 May, for 2023 only. The date test results will be returned to schools has moved by one week to Tuesday 11 July, again for 2023 only (see section 3.3 for the updated KS2 test timetable for 2023).

2.2 Publication of school level performance measures for 2022/23

For the 2021/22 academic year, school level data from the KS2 national curriculum assessments was not published in performance tables. This was a transitional arrangement for the first year in which primary assessments returned following the COVID-19 pandemic. In the 2022/23 academic year, school level data from the end of KS2 national curriculum assessments will be published on the [KS2 performance measures website](#)⁴.

2.3 Science sampling

Ministers have decided not to undertake any further science sampling tests at KS2, and consequently we do not have any plans to undertake science sampling tests in 2022/23 or subsequent years. In 2022/23, schools will still submit teacher assessment data for science at both KS1 and KS2.

2.4 Academies selecting a non-geographic LA

Academies must choose which LA is responsible for external moderation of their KS2 TA. They must have a written agreement in place with their chosen LA and should inform STA on the [Primary Assessment Gateway \(PAG\)](#)⁵ if they intend to use a non-geographic LA, by Friday 18 November. If academies do not respond by the deadline, they will no longer be able to choose non-geographic LAs and must put an agreement in place with their geographic LA. STA will record academies without a non-geographic LA agreement in place by this date as being moderated by the geographic LA.

⁴ www.compare-school-performance.service.gov.uk/find-a-school-in-england

⁵ www.primaryassessmentgateway.education.gov.uk

2.5 Standardisation and approval to moderate

This year, following LA feedback, STA will be making changes to the standardisation exercises to support delivery of moderation and ensure standardisation can be delivered effectively. These changes are as follows:

- there will be three standardisation exercises open for all moderators (moderation managers, lead moderators and pool moderators)
- a maximum of two attempts will be allowed. This can be a combination of any two exercises

Further information can be found in section 16.3 of the [teacher assessment guidance](#)⁶.

2.6 Multiplication tables check key dates

This year, the check administration guidance will be published on Thursday 13 April and schools can access the MTC service from Monday 17 April. This is a change from 2021/22 academic year when the service opened in March. Opening the service later in the year means STA can pre-populate the school pupil register with the most up-to-date Spring census data.

The check administration window for the June 2023 check is 2 weeks from Monday 5 June to Friday 16 June. Schools can use the following week, Monday 19 June to Friday 23 June to administer the check to any pupils who were absent during the first 2 weeks or in case of any delays to the administration of the check due to technical difficulties.

Headteachers should make any decisions about administering the check to pupils in week 3 and schools do not require permission from STA for this.

⁶ www.gov.uk/government/publications/key-stage-2-teacher-assessment-guidance

3 Important dates

These dates are subject to change. If any changes are needed due to circumstances beyond STA's control, schools will be informed at the appropriate time, via the [assessment update](#)⁷ and on [GOV.UK](#)⁸.

3.1 Important dates for 2022

Date	Action
Monday 10 October	Access arrangements guidance ⁹ published Online TA moderator training on English writing available to download from the PAG TA guidance ¹⁰ published
Monday 24 October	Forms available on the PAG ¹¹ for schools to: <ul style="list-style-type: none">• submit holiday dates• place test orders (if required)• order modified tests (if required)• notify STA of the LA selected for monitoring and moderation, applicable to:<ul style="list-style-type: none">• academies not using their geographic LA• participating independent schools
November to March	LA moderators complete TA moderation standardisation exercises in English writing
Monday 7 November	MTC IT guidance ¹² published
Friday 18 November	Deadline for the following activities on the PAG: <ul style="list-style-type: none">• maintained schools and academies to order modified versions of the KS2 tests (see section 5.6)• participating independent schools to order standard and modified versions of the KS2 tests and issue privacy notices to parents

⁷ www.us17.list-manage.com/subscribe?u=8088a92c9c7454749d4a06114&id=56fc8c15ed

⁸ www.gov.uk/government/organisations/standards-and-testing-agency

⁹ www.gov.uk/government/publications/key-stage-2-tests-access-arrangements

¹⁰ www.gov.uk/government/publications/key-stage-2-teacher-assessment-guidance

¹¹ www.primaryassessmentgateway.education.gov.uk

¹² www.gov.uk/guidance/multiplication-tables-check-it-guidance

	<ul style="list-style-type: none"> • special schools, PRUs and secure units to place KS2 test orders for pupils working at the standard of the tests and able to access them • schools to submit their holiday dates • academies to have a written agreement in place with their chosen LA (for monitoring the end of KS2 tests and external moderation of their KS2 English writing TA) • academies not using their geographic LA (for monitoring the end of KS2 tests and external moderation of their KS2 English writing TA) to have reported this information to STA
Friday 9 December	Deadline for participating independent schools to report to STA, on the PAG, that they have a written agreement in place with an LA to monitor their end of KS2 tests (and complete external moderation of TA, if submitting)

3.2 Important dates for 2023

Date	Action
Monday 13 February	<p>Pupil registration form available on the PAG for all schools (including special schools) to complete for the end of KS2 tests (see section 6.2)</p> <p>Forms available on the PAG for schools to make applications for:</p> <ul style="list-style-type: none"> • early opening • compensatory marks for spelling • additional time • timetable variations
Friday 10 March	Deadline for all schools (including special schools) to complete pupil registration for the end of KS2 tests and if applicable submit applications for early opening
Monday 13 March	KS2 test administration guidance ¹³ published
Monday 10 April	Deadline for schools to be notified of early opening application outcomes on the PAG
Thursday 13 April	MTC guidance ¹⁴ published

¹³ www.gov.uk/government/collections/national-curriculum-assessments-key-stage-2-tests

¹⁴ www.gov.uk/government/publications/multiplication-tables-check-administration-guidance

Monday 17 April	Schools can access the MTC service via DfE Sign-in ¹⁵
Monday 24 April	Deadline for schools to: <ul style="list-style-type: none"> • submit applications for additional time for the end of KS2 tests • submit applications for compensatory marks for spelling
Monday 24 April to Friday 28 April	Schools receive all KS2 test materials and stationery items
Tuesday 9 May to Friday 12 May	Schools administer the KS2 tests (see section 3.3)
Tuesday 9 May	Aid notification forms available on the PAG
Friday 12 May	Available on the PAG: <ul style="list-style-type: none"> • pupil cheating form • end of KS2 headteacher's declaration form (HDF) available to schools • special consideration application form LAs begin informing schools if they will receive an external moderation visit for English writing TA
Monday 15 May	'Submit teacher assessment' form available on the PAG
Friday 19 May	Deadline for schools to submit applications for a timetable variation
Monday 22 May	Deadline for schools to: <ul style="list-style-type: none"> • submit notifications if pupils used a scribe, transcript, word processor or electronic or technical aid in an end of KS2 test • submit the KS2 HDF • submit applications for special consideration Test materials and mark schemes available to download from GOV.UK
Friday 26 May	Deadline for schools to notify STA of a pupil cheating in an end of KS2 test

¹⁵ <https://services.signin.education.gov.uk>

Monday 5 June	MTC HDF available to schools on the MTC service
Monday 5 June to Friday 16 June	MTC administration period
Monday 5 June to Friday 30 June	LAs undertake external moderation of KS2 English writing TA
Monday 19 June to Friday 23 June	Schools administer the MTC to any absent pupils or where administration has been delayed due to technical difficulties
Friday 23 June	Deadline for schools to ensure pupils have completed the MTC or have been recorded as not taking the check and submit their MTC HDF on the MTC service by 5pm
Monday 26 June	MTC results available on the MTC service
Friday 30 June	Deadline to submit KS2 TA data on the PAG
Tuesday 11 July	KS2 test results and marked script images available on the PAG Raw score to scaled score conversion tables available on GOV.UK
Friday 21 July	Deadline for schools to submit marking review applications by 11:59pm
Wednesday 13 September	Review outcomes returned to schools

3.3 Key stage 2 test timetable for 2023

The tests must be taken on the scheduled day, and in order, unless an application for a timetable variation has been approved by STA (see section 7.3).

Date	Tests
Tuesday 9 May	English grammar, punctuation and spelling: <ul style="list-style-type: none"> • Paper 1: questions • Paper 2: spelling
Wednesday 10 May	English reading
Thursday 11 May	Mathematics: <ul style="list-style-type: none"> • Paper 1: arithmetic • Paper 2: reasoning
Friday 12 May	Mathematics Paper 3: reasoning

4 Responsibilities

4.1 Headteachers' responsibilities

All references to headteachers include acting headteachers or anyone with delegated authority in the absence of the headteacher.

Headteachers of participating schools have a duty to ensure that:

- the requirements in the ARA are implemented in their school
- teachers and other staff comply with the ARA
- the deadlines in the ARA are met
- the needs of all pupils are considered, and suitable access arrangements are put in place to enable them to take part in the tests, where possible (see section 6.3)
- parents are issued with a [privacy notice](#)¹⁶ that explains how pupils' personal data is processed

End of key stage 2 tests

Headteachers of maintained schools, academies (including free schools), special schools (including maintained special schools and special academies) and participating independent schools must:

- identify which pupils will take end of KS2 tests
- consider whether any pupils will need modified versions of the tests and, if so, place a test order on the PAG by Friday 18 November (see section 5.6)
- ensure all pupils are registered for the tests on the PAG by Friday 10 March (including pupils who will not participate in the tests (see section 6.2) and check that each pupil's details are accurate (including any pupils who are registered at their school, but are attending an AP school – including PRUs)
- register new pupils for the tests if they arrive in school after Friday 10 March until Friday 19 May
- keep all test materials secure and treat them as confidential before, during and after the test period until Monday 22 May (after the timetable variation period has ended)
- be able to give an accurate account of everyone with access to test materials from the point materials arrive in school until Monday 22 May

¹⁶ www.gov.uk/government/publications/data-protection-and-privacy-privacy-notice

- ensure specific content from test materials is not used to prepare pupils
- explain to all staff, participating pupils and their parents, how the tests will be administered
- ensure sufficient staff are available to administer tests
- ensure test administrators are appropriately trained
- ensure the tests are administered according to the published guidance
- ensure all tests are administered according to the published timetable, unless STA has approved a timetable variation
- ensure pupils have the correct test materials and equipment for the tests
- ensure the correct use of access arrangements
- notify STA of any issues that may have affected the integrity, security or confidentiality of the tests
- co-operate with any monitoring visit requests, including visits by STA or LA representatives
- submit aid notifications and notifications of pupils identified as having cheated on the PAG (if required)
- submit the KS2 HDF on the PAG after all test scripts have been collected for marking and by Monday 22 May

Headteachers of academies (including free schools) must have a written agreement in place with their chosen LA for monitoring the end of KS2 tests by Friday 18 November.

Headteachers of participating independent schools that wish to receive test materials must also:

- have issued a privacy notice to the parents of any pupils taking the tests, and received approval for their child's participation, before placing a test order by Friday 18 November
- place orders for standard and modified tests on the PAG by Friday 18 November
- have a written agreement in place with their chosen LA for monitoring their end of KS2 tests (and moderating their KS2 English writing TA, if submitting to STA) and have reported this information to STA on the PAG by Friday 9 December
- register eligible pupils for the tests by Friday 10 March

If an independent school fails to meet any of these deadlines, they will not be able to participate in the tests.

Key stage 2 headteacher's declaration form

After all test scripts have been collected for marking, headteachers must complete and submit the 'KS2 headteacher's declaration form' on the PAG, as detailed in article 5(4) of [The Education \(National Curriculum\) \(Key Stage 2 Assessment Arrangements\) \(England\) Order 2003](#)¹⁷. This requirement applies to all maintained schools, academies (including free schools), special schools (including maintained special schools and special academies) and participating independent schools, even if all pupils are working below the standard of the KS2 tests or are unable to access them.

The HDF confirms that the tests have been administered according to the published guidance or that any issues have been reported to STA. The form will be available from 5pm on Friday 12 May and must be submitted by Monday 22 May.

If you cannot complete the HDF, or make any errors in your submission, you should notify the national curriculum assessments helpline on 0300 303 3013.

Multiplication tables check

Headteachers of maintained schools and academies (including free schools), special schools (including maintained special schools and special academies) must:

- ensure that suitable IT equipment is available to administer the check (as detailed in the [MTC IT guidance](#)¹⁸)
- ensure all year 4 pupils are registered for the check using the MTC service- including pupils who may not take the check
- consider whether any pupils will need access arrangements, and where appropriate, allow them to practise using the try it out check
- administer the check to all participating pupils within the check window from Monday 5 June to Friday 16 June
- administer the check to any pupils who were absent during the first 2 weeks or where check administration has been delayed due to technical difficulties from Monday 19 June to Friday 23 June (Headteachers should make any decisions regarding administering the check to pupils in week 3 and schools do not require permission from STA for this)
- ensure all pupils who participated in the check have a 'complete' check status in the MTC service and any pupils not taking the check have a reason recorded in the MTC service by Friday 23 June

¹⁷ www.legislation.gov.uk/ukxi/2003/1038/contents/made

¹⁸ www.gov.uk/guidance/multiplication-tables-check-it-guidance

- submit the MTC HDF in the MTC service

Schools can access the MTC service via [DfE Sign-in](#)¹⁹ from Monday 17 April.

Independent schools cannot participate in the MTC.

Teacher assessment and moderation

Headteachers of maintained schools, academies (including free schools), special schools (including maintained special schools and special academies) and participating independent schools must:

- use funds available within the school's overall resources to give those carrying out teacher assessment sufficient opportunity to become familiar with:
 - the TA frameworks
 - the pre-key stage standards
 - the engagement model
- ensure TA guidance is reviewed and followed
- ensure the relevant framework or guidance is used to make each pupil's TA judgements (see section 8.2)
- ensure TA judgements are an accurate assessment of pupils' attainment
- submit TA data to STA on the PAG, for all pupils at the end of KS2, by Friday 30 June
- notify STA of any issues that may have affected the integrity of the TA

Academy headteachers must choose which LA is responsible for external moderation of their KS2 TA. They must have a written agreement in place with their chosen LA and should inform STA on the PAG if they intend to use a non-geographic LA, by Friday 18 November. If academies do not respond by the deadline, they will no longer be able to choose non-geographic LAs and must put an agreement in place with their geographic LA. STA will record academies without a non-geographic LA agreement in place by this date as being moderated by the geographic LA.

Headteachers of participating independent schools that wish to compare their TA in English writing with local or national data must also have a written agreement in place with their chosen LA for external moderation of their KS2 TA. They must report this information to STA, on the PAG, by Friday 9 December.

¹⁹ <https://services.signin.education.gov.uk>

4.2 Local authorities' responsibilities

LAs must take reasonable steps to ensure that participating schools follow the guidance in this ARA. This also applies to academies and participating independent schools that have an agreement in place with the LA.

LAs should ensure that participating schools:

- understand and follow the statutory requirements set out in this ARA, as well as any funding agreement requirements
- are offered support on all aspects of assessment at KS2
- are aware of the need to store all assessment materials securely
- are aware of their deadline to submit TA data on the PAG
- meet the requirements for transferring records between schools, including the completion of the [common transfer file \(CTF\)](#)²⁰ as noted in the [Education \(Pupil Information\) \(England\) Regulations 2005](#)²¹

Key stage 2 tests

Responsibilities include:

- ensuring training and advice is available to schools on all aspects of the KS2 tests
- viewing reports of their schools' applications for early opening, additional time and timetable variations to help inform monitoring visits
- making unannounced monitoring visits to a sample of schools before, during and after the KS2 test period (see section 7.7)
- informing STA of any irregularities, which could affect the security or confidentiality of the national curriculum assessments or could lead to results that do not reflect pupils' unaided work

²⁰ www.gov.uk/government/collections/common-transfer-file

²¹ www.legislation.gov.uk/uksi/2005/1437/made

Teacher assessment and moderation

Responsibilities include:

- arranging a robust programme of moderation to ensure that all schools they are responsible for are moderated at least once every 4 years (excluding 2020 and 2021), or more frequently, to validate English writing TA judgements
- collecting, quality assuring and submitting TA data to STA on the PAG, by Friday 30 June, for schools that have arranged for the LA to submit on their behalf
- informing STA of irregularities within any school's submitted TA data and discussing next steps to take
- moderating participating independent schools in the first year they opt in and then at least once every 4 years
- ensuring standardisation is delivered as part of the moderator recruitment process. Standardisation training materials and exercises will be made available by STA
- ensure [TA guidance](#)²² is reviewed and followed

4.3 School responsibilities

Teachers must comply with the provisions of this ARA when carrying out assessment and reporting functions. If teachers, test administrators and other staff do not comply with the provisions of this ARA, this could result in the school being investigated for maladministration.

4.4 Governing bodies' responsibilities

Governing bodies of maintained schools and proprietors of participating independent schools must carry out their functions to ensure that the KS2 national curriculum assessments are administered in their school according to this ARA.

4.5 Academy trusts' responsibilities

An academy's funding agreement will usually require the academy trust to ensure that the KS2 national curriculum assessments are administered in the school according to this ARA.

²² www.gov.uk/government/publications/key-stage-2-teacher-assessment-guidance

5 2023 national curriculum tests

5.1 Overview of tests

The KS2 tests consist of:

- English grammar, punctuation and spelling Paper 1: questions
- English grammar, punctuation and spelling Paper 2: spelling
- English reading
- Mathematics Paper 1: arithmetic
- Mathematics Paper 2: reasoning
- Mathematics Paper 3: reasoning

English grammar, punctuation and spelling test

The English grammar, punctuation and spelling test focuses on the relevant elements of the [English programmes of study](#)²³.

Paper 1: questions is a combined question and answer booklet. Pupils will have 45 minutes to answer the questions, which are worth 50 marks in total.

Paper 2: spelling consists of a test transcript to be read by the test administrator and an answer booklet in which pupils write 20 spellings. The paper takes approximately 15 minutes but is not strictly timed. The spellings are worth 20 marks in total.

English reading test

The English reading test focuses on the comprehension elements of the English programmes of study and includes a mixture of text types. The test is designed so that the texts are presented in increasing level of difficulty.

The test consists of a reading booklet and a separate answer booklet. Pupils will have one hour to read the 3 texts in the reading booklet and complete the questions, which are worth 50 marks in total.

²³ www.gov.uk/government/publications/national-curriculum-in-england-english-programmes-of-study

Mathematics test

The mathematics test focuses on the assessable elements of the [mathematics programmes of study](#)²⁴ and comprises of 2 components, arithmetic and reasoning, presented to pupils as 3 test papers.

Paper 1 assesses arithmetic. Pupils will have 30 minutes to answer the questions, which are worth 40 marks in total.

Papers 2 and 3 assess reasoning. For each paper, pupils will have 40 minutes to answer the questions, which are worth 35 marks per paper.

5.2 Scaled scores

[Scaled scores](#)²⁵ are used to report national curriculum test outcomes.

5.3 Practice test materials

[Practice test materials](#)²⁶ are available to help teachers prepare for the 2023 tests. These include past versions of KS2 national curriculum tests, mark schemes and test administration instructions.

5.4 Test frameworks

[Test frameworks](#)²⁷ are available for each test. Although written for test developers, these may also be of interest to schools. Each framework sets out:

- what is assessed in the test
- how each element of the subject is assessed
- the structure of the tests
- a performance descriptor that describes the standard a pupil is expected to achieve on the test in each subject

Teachers should not use the test frameworks to guide teaching and learning. They do not provide information on how schools should teach the national curriculum.

²⁴ www.gov.uk/government/publications/national-curriculum-in-england-mathematics-programmes-of-study

²⁵ www.gov.uk/guidance/scaled-scores-at-key-stage-2

²⁶ www.gov.uk/government/collections/national-curriculum-assessments-practice-materials

²⁷ www.gov.uk/government/collections/national-curriculum-assessments-test-frameworks

5.5 Test orders

Schools should submit their holiday dates for the 2022/23 academic year on the PAG by Friday 18 November. STA will use this information when planning deliveries of test materials.

Maintained schools and academies (including free schools)

Maintained schools and academies do not need to place a test order for standard versions of the KS2 tests. STA will calculate the quantities they require based on their census and pupil registration data. Modified tests should be ordered by Friday 18 November on the PAG, if required (see section 5.6).

Independent schools

Independent schools choosing to participate in the KS2 assessments for one or more subjects must have issued a privacy notice to the parents of any pupils taking the tests, and received approval for their child's participation, before placing a test order on the PAG by Friday 18 November. For independent schools to receive KS2 test materials, they must have an agreement in place with an LA to monitor the tests and have reported this information to STA, on the PAG, by Friday 9 December. Independent schools that do not report which LA they have an agreement with, will not be able to complete pupil registration and may not receive test materials.

Participating independent schools must complete pupil registration by uploading details of the pupils who will take the tests on the PAG by Friday 10 March.

Special schools, pupil referral units and secure units

Special schools, PRUs and secure units should place test orders on the PAG by Friday 18 November if any pupils are working at the standard of the tests and are able to access them (see section 5.6). Otherwise, STA will assume their pupils are not taking the tests and will not send test materials. If schools believe their pupils may reach the standard of the tests by May 2023, they should order test materials for them.

Special schools, PRUs and secure units are still required to complete [pupil registration](#)²⁸, even if no pupils will take the tests.

²⁸ www.gov.uk/guidance/key-stage-2-tests-guide-to-registering-pupils-for-the-tests

5.6 Modified test materials

Standard booklets are A4 (297mm x 210mm) with multi-tonal diagrams and illustrations. STA also develops modified versions of the tests which are primarily designed for pupils with significant visual impairments, although they may be suitable for pupils with other needs. A pupil is not required to have an identified special educational need or disability to use modified tests.

The modified tests available are:

- enlarged print versions, which are produced in a larger format booklet (364mm x 257mm) – all text, pictures and non-scaled diagrams are larger than the standard versions
- modified large print versions, which are in the larger format (364mm x 257mm), but more white space is present – some diagrams are substituted for a high contrast design or require the use of physical models
- braille versions, available in contracted (Grade 2) Unified English Braille (UEB) (297mm X 275mm) for English Reading, GPS and mathematics. These are suitable for pupils with extremely limited or no vision – diagrams are produced in tactile formats or as physical models
- braille versions, available in uncontracted (Grade 1) UEB for KS2 English Reading only. Uncontracted braille is suitable for pupils who have not learnt to read contracted braille

All schools can order modified versions of the tests, in enlarged print, modified large print, contracted and uncontracted braille, using the modified test order form on the PAG, until Friday 18 November.

Past versions of the modified tests (excluding braille) are available in the practice test materials collection (see section 5.3).

Schools can contact the national curriculum assessments helpline on 0300 303 3013 to:

- make late orders after Friday 18 November (for example where a pupil arrives in school after this date or if a pupil's needs change)
- ask for further advice about which modified materials may be suitable
- request hard copies of the modified large print and braille tests from previous years

5.7 Delivery of test materials

Schools will receive test materials, including any modified test orders and script despatch stationery, in the week beginning Monday 24 April. STA will calculate the quantities of

standard test materials and stationery each school requires using the pupil registration data available after the Friday 10 March deadline (see section 6.2). Modified test quantities will be calculated from the test orders data available at the same date. Schools will not be sent KS2 mark schemes as they will be published on GOV.UK on Monday 22 May.

Materials are delivered to school addresses taken from [Get information about schools \(GIAS\)](#)²⁹. Therefore, schools must ensure their details are up to date and log in to GIAS via [DfE Sign-in](#)³⁰ to make changes. Further information about updating records is provided in the help menu on the GIAS website.

If test materials have not arrived by Friday 28 April, or they arrive unsealed or damaged, schools should contact the national curriculum assessments helpline on 0300 303 3013.

Additional test materials

STA will check for changes to the pupil registration data and modified test orders made after Friday 10 March. If required, STA will dispatch additional test materials daily from Tuesday 2 May up to the day of each test.

In the event a school requires additional KS2 test materials on the day of a test, they should contact the national curriculum assessments helpline on 0300 303 3013 as soon as possible to discuss options including a same day delivery.

5.8 Security of test materials

Headteachers must ensure the integrity of the tests is maintained so that no pupil has an advantage. Schools must follow the guidance on keeping materials secure in the [test administration guidance](#)³¹ and treat all test materials as confidential from when they are received until Monday 22 May (after the timetable variation period has ended).

All test materials, including English reading booklets, must be stored securely until Monday 22 May. If any test papers from an opened pack are unused, they must be stored securely and may be used for any subsequent administration of the test, for example an approved [timetable variation](#)³².

²⁹ www.get-information-schools.service.gov.uk

³⁰ <https://services.signin.education.gov.uk>

³¹ www.gov.uk/government/collections/national-curriculum-assessments-key-stage-2-tests

³² www.gov.uk/guidance/key-stage-2-tests-varying-the-test-timetable

6 Test participation

6.1 Participating pupils

Most pupils taking the KS2 tests will be in year 6, will reach the age of 11 by the end of the academic year and will be moving on to KS3.

Teachers should use their knowledge of each pupil when considering whether to administer the tests to them. They may also use practice materials (see section 5.3) to inform these decisions.

Pupils who should not take the tests

Pupils should not take the tests if any of the following apply:

- they have not completed the relevant KS2 programme of study
- they are working at the [pre-key stage 2 standards](#)³³ or being assessed using the [engagement model](#)³⁴
- they are working at the standard of the KS2 tests but are unable to participate, even when using suitable access arrangements
- they are not in a fit physical or mental state at the time of the tests

If the 2023 tests are incorrectly administered to pupils who should not have participated, their test scripts must be sent for marking. This includes if a pupil starts a test and is unable to complete it. Pupils will be awarded test outcomes based on their achievements in those tests and their results must be reported to parents (see section 12.2).

Decisions on participation in the tests

Headteachers make the final decision about whether it is appropriate for a pupil to take the tests. In instances where a headteacher has cause to consider whether a pupil should participate in the tests, they should:

- discuss the pupil's circumstances and needs with their parents and teachers
- consult, if appropriate, with their Special Educational Needs Coordinator (SENCO), educational psychologist, medical professional or other specialist staff to consider access arrangements that might be appropriate to enable pupils to demonstrate their full abilities

³³ www.gov.uk/government/publications/pre-key-stage-2-standards

³⁴ www.gov.uk/government/publications/the-engagement-model

If a headteacher decides a pupil should not take one or more of the tests, they should report this decision to the pupil's parents.

6.2 Registering pupils for the tests

All pupils enrolled at maintained schools, academies and special schools (including maintained special schools and special academies) who will complete the KS2 programmes of study in the 2022/23 academic year must be [registered for the tests](#)³⁵. This includes pupils who are working below the overall standard of the tests, and ultimately will not take them, and pupils who are working at the overall standard of the tests but cannot access them.

Schools must register pupils on the PAG between Monday 13 February and Friday 10 March. Any pupils who arrive in school after this date (up to Friday 19 May), must also be added to pupil registration.

Pupils in their final year of KS2 who attend an AP school (including PRUs) but are still on the register of a maintained school or academy, must also participate in the tests. The headteacher at the school where the pupil is registered is responsible for ensuring the tests are administered.

Independent schools that have placed a test order must complete pupil registration by Friday 10 March to participate in the 2023 tests.

Pupils younger or older than 11 at the end of key stage 2

Pupils must only be entered for the tests before the academic year in which they are 11 if they have completed the relevant KS2 programme of study and the headteacher considers they are working at the overall standard of the tests. When registering these pupils, you must register as 'future' for test subjects they will take in a future year.

Pupils older than 11, who have not yet taken the tests as they are learning outside their chronological year group, must be entered to take them at the end of the academic year in which they complete the relevant KS2 programme of study. This is only applicable if the headteacher considers the pupil to be working at the overall standard of the tests.

Pupils working below the overall standard of the tests (code 'B')

Pupils who are assessed as working below the overall standard of the KS2 tests should be registered as below the standard during pupil registration. This includes pupils who are not expected to reach this standard by May 2023. Should you change your

³⁵ www.gov.uk/guidance/key-stage-2-tests-guide-to-registering-pupils-for-the-tests

assessment of the pupil then please update their pupil registration record even if this is on the day of the test. Pupils who do not take a test because they are working below the standard of the test must also be marked as 'B' on the Attendance Register.

In English grammar, punctuation and spelling and mathematics, where there is more than one test paper, pupils must take all components to be awarded an overall test outcome. Pupils cannot take one component of the test and then be registered as below the standard for another. For example, a pupil cannot take Paper 1 of the English grammar, punctuation and spelling test and be marked as 'B' on the attendance register for Paper 2. In this scenario, STA would correct the pupil's status to 'A' (absent for paper 2) and the pupil would be recorded as 'A' overall.

If a school decides not to enter a pupil for a test because they are working below the overall standard, they should use one of the following to provide a TA outcome for the pupil in that subject (see section 8.4 and 8.5):

- pre-key stage standard (for pupils engaged in subject-specific study)
- engagement model (for pupils not engaged in subject-specific study)

Pupils working at the standard of the tests but who are unable to access them (code 'U')

Schools should consider using access arrangements (see section 6.3) to enable all pupils who are working at the overall standard of the tests to take them. If a pupil is working at the standard of the tests but is unable to access them, even with appropriate access arrangements, they must be registered on the PAG but should not take the test. They should then be marked as 'U' (unable to access) on the test attendance register.

Some examples of pupils who may fit this category are:

- pupils who have a disability
- pupils with specific medical needs or who have spent time in hospital towards the end of the key stage
- pupils who have been absent from school for an extended period, perhaps due to being educated at home or excluded from school, and need time to adjust to regular school life
- pupils who are experiencing, or have recently experienced, severe emotional problems

Pupils whose performance cannot be established because they have just arrived in school (code 'J')

Schools may not have enough time before the tests to determine a pupil's abilities and whether they are working at the overall standard of the tests. Where this is the case, the

pupil must be registered on the PAG but should not take the test. They should be marked as 'J' (just arrived) on the test attendance register.

Examples of pupils who may fit this category include:

- pupils who have arrived in school during the weeks immediately before the tests
- pupils who have recently come from a different education system

Where a school has been able to determine a pupil's abilities prior to the tests and has determined that they are not working at the standard of the tests in a subject, that pupil should be assessed using the pre-key standards or the engagement model, as appropriate.

If a test is administered to a pupil who has just arrived in school, the pupil should be marked as '✓' (attended) and their test script must be returned for marking.

6.3 Access arrangements

KS2 tests are intended to assess pupils' abilities in a fair and comparable way. They are designed so that most pupils with special educational needs or disabilities (SEND) can participate using the standard versions. However, a small number of pupils may need additional arrangements. [Access arrangements](#)³⁶ are adjustments that schools can make to support specific pupils.

Access arrangements may be appropriate for pupils:

- with an education, health and care (EHC) plan
- for whom provision is being made in school using the SEN Support system
- whose learning difficulty or disability significantly affects their ability to access the tests
- who have behavioural, emotional or social difficulties
- with English as an additional language (EAL) and who have limited fluency in English

The support given during the tests must never advantage or disadvantage individual pupils. The school must have evidence that the support provided is based on normal classroom practice.

³⁶ www.gov.uk/government/publications/key-stage-2-tests-access-arrangements

6.4 Compensatory marks for the spelling paper

Pupils with a profound hearing impairment, and who do not use lip reading or a signing system, or can only use finger spelling, may not be able to participate in the spelling paper of the English grammar, punctuation and spelling test, even with the full range of access arrangements. Schools can apply for [compensatory marks](#)³⁷ to allow these pupils to receive an overall test outcome. Applications must be made on the PAG by Monday 24 April.

6.5 Pupils with English as an additional language

Pupils with EAL must be registered for the KS2 tests, even if the pupils will not take them.

English tests

If pupils cannot communicate in English, they will be working below the overall standard of the English tests and should not take them. To make a TA judgement, these pupils should be assessed using the pre-key stage standards providing they are engaged in subject-specific study (see section 8.4).

Mathematics tests

To establish a pupil's abilities in mathematics, teachers and language support staff could work together to translate national curriculum work into the pupil's preferred language.

If a pupil is working at the standard of the mathematics tests, the school should consider using access arrangements to enable the pupil to take the tests. Further information on using written or oral translations is in the access arrangements guidance.

³⁷ www.gov.uk/government/publications/key-stage-2-tests-access-arrangements

7 Test administration

7.1 Administering the tests

Schools must follow the [test administration guidance](#)³⁸, which will be published on Monday 13 March. STA will also provide test administration instructions with the KS2 tests. They may contain test-specific content so must only be accessed immediately before the administration of each test.

7.2 When to administer tests

Schools must administer the KS2 tests on the days specified in the statutory timetable (see section 3.3). Headteachers are responsible for deciding the start time of the tests, and all pupils should take each test at the same time, where possible. Tests must never be taken before the day specified in the statutory timetable and must be taken in the order specified unless there are exceptional circumstances, for example a start time variation or an approved timetable variation.

If necessary, schools can administer a test in multiple sittings on the scheduled day of the tests for their pupils, for example, if a pupil arrives late or the school has a large cohort and not enough staff to administer the tests to all pupils at the same time. Schools do not need to notify STA but should be prepared to explain the arrangements if they receive a monitoring visit.

7.3 Timetable variations

If any pupils cannot take the tests on the days specified in the statutory timetable, the school may apply for a timetable variation on the PAG. The application must be approved by STA before the pupil takes the tests. An approved timetable variation allows an individual pupil, group of pupils or whole cohort, to take the test up to 5 school days after the scheduled test day.

The [timetable variations guidance](#)³⁹ includes acceptable reasons and the headteacher's responsibilities.

³⁸ www.gov.uk/government/collections/national-curriculum-assessments-key-stage-2-tests

³⁹ www.gov.uk/guidance/key-stage-2-tests-how-to-apply-for-a-timetable-variation

7.4 Absence during the test period

If a pupil is absent and does not return within 5 school days of the scheduled test date, or an application for a timetable variation is rejected, they should be recorded as 'A' (absent) on the test attendance register.

Pupils who do not take all test papers for a subject will receive a score for the papers they have completed but will not receive a scaled score. The overall outcome for a pupil who does not complete all test papers for a subject will be 'A' (absent).

7.5 Making modifications to tests

Before deciding to modify test materials, schools should consider whether modified tests provided by STA would meet the needs of the pupil (see section 5.6).

Schools should consider how much time they will need to make modifications. Schools can open test materials up to one hour before the administration of the tests if they need to make minor modifications to the papers such as copying onto coloured paper or enlarging the test. Headteachers must ensure that the confidentiality of the tests is maintained while any modifications are being made.

If schools need more than one hour before the test start time for more complex modifications, they must make an application for early opening on the PAG by Friday 10 March. Further information is available in the access arrangements guidance.

7.6 Packing and collection of scripts

Headteachers are responsible for making sure every participating pupil's completed test script is accounted for and despatched for marking along with the attendance register for each test paper. Scripts must be packaged and available for collection at the earliest opportunity, considering any approved timetable variations that should be returned alongside the test papers taken on the scheduled day. Modified test scripts should be returned for marking in the green inner bag. Full guidance on [returning test scripts](#)⁴⁰, including how to package modified test scripts, will be published in March 2023.

Collections during test week will take place on Tuesday 9 May and Thursday 11 May for approximately half of schools and on Wednesday 10 May and Friday 12 May for the remainder. The courier will revisit any school with packages remaining on Monday 15 May. STA will arrange collections throughout the week commencing Monday 15 May for schools with timetable variations.

⁴⁰ www.gov.uk/government/publications/key-stage-2-tests-returning-test-scripts

7.7 Monitoring the tests

LAs have a statutory duty to make monitoring visits to at least 10% of maintained schools that are administering the tests. LAs are also expected to monitor at least 10% of academies and participating independent schools that have selected the LA for monitoring. STA may identify schools for LAs to include in their samples.

Monitoring visitors, on behalf of the LA, will make unannounced visits to schools administering the tests before, during and after the test period. Monitoring visitors will follow the latest government advice and [UK Health Security Agency guidance](#)⁴¹, when carrying out their visit. They will check if the school is following the published guidance on:

- keeping test materials secure and administering the tests
- returning scripts

If a school receives a monitoring visit, they must allow visitors to:

- see all key stage 1 (KS1) and KS2 test materials, and relevant delivery notes
- observe any KS2 tests being administered
- see evidence to show that pupils using access arrangements, for example prompters, scribes or readers, are doing so in accordance with the access arrangements guidance
- see copies of correspondence and other documents sent to, and received from, the LA or STA about the administration of the KS2 tests

STA may carry out a maladministration investigation if a monitoring visit identifies concerns with:

- the security and confidentiality of assessment materials
- administration of the assessments

For further information, schools and LAs should refer to the [guidance on monitoring visits](#)⁴², which will be updated in April 2023.

Academies

Academies must choose which LA is responsible for monitoring their end of KS2 tests and must have a written agreement in place with their chosen LA. Academies will be

⁴¹ www.gov.uk/government/organisations/uk-health-security-agency

⁴² www.gov.uk/guidance/key-stage-2-tests-and-phonics-screening-check-monitoring-visits

presumed to be working with their geographic LA and should inform STA by Friday 18 November, on the PAG, if they choose an alternate LA.

If a school became an academy on, or after, 2 September 2022 they will be part of their geographic LA's arrangements for monitoring the 2023 tests and will be unable to select an alternate LA until the 2023/24 academic year.

Failure to have an agreement in place with an LA may lead to non-compliance action being taken.

Independent schools

Independent schools must choose which LA is responsible for monitoring their end of KS2 tests. They must have a written agreement in place with their chosen LA and should inform STA of their choice by Friday 9 December on the PAG. This can be their closest geographic LA or another of their choosing.

8 Teacher assessment

TA processes for schools and LAs is documented in the [KS2 TA guidance](#)⁴³. This guidance sets out the requirements of the standardisation and moderation processes. It also provides guidance for schools when carrying out TA judgements.

8.1 Overview of teacher assessment

TA is based on a broad range of evidence from across the curriculum and knowledge of how a pupil has performed over time and in a variety of contexts. It is carried out as part of teaching and learning. Teachers must consider the pupil's written, practical and oral classwork.

For further information on TA please refer to section 5.1 of the TA guidance.

8.2 What teachers must assess

Teachers must make their TA judgements using the:

- [TA framework](#)⁴⁴ in English writing and science – for pupils who have completed the KS2 programme of study and are working at the standard of national curriculum assessments for that subject
- [Pre-key stage standards](#)⁴⁵ in English reading, English writing and mathematics – for pupils who are working below the standard of national curriculum assessments and are engaged in subject-specific study, or who have not completed the relevant programme of study for that subject
- [The engagement model](#)⁴⁶ if a pupil is working below the standard of national curriculum assessments and is not yet engaged in subject-specific study

For further information on what a teacher must assess please refer to section 5.2 of the TA guidance.

8.3 Teacher assessment frameworks

The TA frameworks must be used to assess pupils who have completed the KS2 programmes of study in English writing and science and are working at the standard of the national curriculum assessments for that subject.

⁴³ www.gov.uk/government/publications/key-stage-2-teacher-assessment-guidance

⁴⁴ www.gov.uk/government/publications/teacher-assessment-frameworks-at-the-end-of-key-stage-2

⁴⁵ www.gov.uk/government/publications/pre-key-stage-2-standards

⁴⁶ www.gov.uk/government/publications/the-engagement-model

The frameworks contain ‘pupil can’ statements. Teachers should follow the specific guidance for each subject in the frameworks when making their judgements.

For further information on TA frameworks please refer to section 5.3 of the TA guidance.

8.4 External moderation of teacher assessment

External moderation is statutory. It gives confidence that schools’ TA judgements are accurate and consistent with national standards, as specified in the TA frameworks and exemplification materials.

LAs will inform schools on, or after, Friday 12 May if they are going to receive an external moderation visit. LAs will carry out moderation visits from Monday 5 June to Friday 30 June.

Headteachers and LAs must refer to the TA guidance to ensure that the essential requirements are met and that robust moderation processes are followed.

Local authorities

LAs are required, on behalf of the Secretary of State for Education, to validate a sample of KS2 TA judgements in English writing. External moderation is used to confirm that KS2 English writing TA judgements are accurate and consistent with national standards. This ensures that schools are assessing accurately, and the system is fair to all pupils.

LAs are required to externally moderate at least 25% of maintained schools, academies and participating independent schools that opt into the LA’s external moderation provision. LAs must ensure all schools they are responsible for are moderated at least once every 4 years (excluding 2020 and 2021), or more frequently if required.

Academies (including free schools)

Academies must choose which LA is responsible for external moderation of their KS2 English writing TA. They must have a written agreement in place with their chosen LA and should inform STA on the PAG if they intend to use a non-geographic LA, by Friday 18 November. If academies do not respond by the deadline, they will no longer be able to choose non-geographic LAs and must put an agreement in place with their geographic LA. STA will record academies without a non-geographic LA agreement in place by this date as being moderated by the geographic LA.

Independent schools

Participating independent schools that wish to compare their KS2 TA in English writing with local or national data will need an agreement in place with their chosen LA to

undertake external moderation of TA and must report this information to STA on the PAG by Friday 9 December.

An independent school can only claim that its results are comparable with national or local results if it has taken part in the LA external moderation process and has been moderated in the first year of participation. Participating independent schools must also follow the same STA guidance, quality assurance and processes as maintained schools and academies if they wish to make these comparisons.

Funding for external moderation

Each LA receives direct funding from DfE for moderating maintained schools. Academies receive direct funding from DfE for KS2 statutory external moderation.

LAs should factor in the costs of re-moderation activities at the beginning of the year as part of the funding that they retain centrally for maintained schools. They should not place additional charges on schools for appeals or re-moderation of TA judgements.

For further information on external moderation please refer to section 9 of the TA guidance.

8.5 Submitting teacher assessment

Maintained schools, academies, special schools and participating independent schools must submit TA data for all pupils at the end of KS2 (including pre-key stage and the engagement model) by Friday 30 June.

Schools must submit TA data, either:

- on the PAG
- to their LA, where the LA has agreed to submit on the PAG on their behalf
- schools must not submit their data until after the external moderation visit has taken place (if selected)
- schools must only re-submit data after Friday 30 June when required to do so by STA or the LA – if authorisation is not provided, it will be investigated as maladministration

Further information is available in the [submitting teacher assessment guidance](#)⁴⁷.

⁴⁷ www.gov.uk/government/publications/key-stage-2-submitting-teacher-assessment-data

8.6 Pupils who change schools

If a pupil changes school:

- before test week – the receiving school must submit TA data for them
- during test week – the school where the pupil was registered at the beginning of test week must submit TA data for them
- after test week – the school where the pupil was registered during test week must submit TA data for them

If a pupil arrives during test week from a non-participating school or having been electively home educated (EHE), the receiving school must submit TA data for them. If the pupil arrives after test week, they can no longer be registered for the tests, so data will not be expected.

8.7 Standardisation and approval to moderate for local authorities

Standardisation exercises are used to gain STA approval to moderate and are undertaken annually. Moderators must successfully complete a standardisation exercise to be added to the list of approved moderators for this year.

The LA must ensure that they have a robust recruitment, training and quality assurance process to support all moderators.

For further information on standardisation please refer to section 16.3 of the TA guidance.

9 Marking and test results

9.1 Marking of the tests

The KS2 tests are marked according to the published mark schemes by markers recruited and trained by STA's marking supplier. Mark schemes for the 2023 tests will be published on [GOV.UK](https://www.gov.uk)⁴⁸ on Monday 22 May.

The 2023 tests will be marked according to the same published marking principles as in 2022. These principles are detailed in the general guidance on marking in the 2022 KS2 mark schemes for [English reading](#)⁴⁹, [English grammar, punctuation and spelling](#)⁵⁰ and [mathematics](#)⁵¹. STA works with the marking supplier to ensure tests are marked fairly and consistently.

9.2 Return of results

Test results will be available on the PAG on Tuesday 11 July - timings will be confirmed at the start of the summer term. Each pupil registered for the tests will receive:

- a raw score (the number of marks awarded)
- a scaled score
- confirmation of whether they met the expected standard

Conversion tables for the 2023 tests will be published on GOV.UK on Tuesday 11 July, so schools can understand how pupils' scaled scores are derived from their raw scores.

Results will also be available on the PAG for key stage 3 schools with a year 7 intake; these schools will need to use unique pupil numbers (UPNs) to access the results of pupils joining their school.

9.3 Return of test scripts to schools

Test scripts that have been marked on screen can be accessed on the PAG on Tuesday 11 July.

Test scripts marked on paper, including braille versions of the tests and school-modified or photocopied papers, are returned to schools in hard copy. Schools should check the

⁴⁸ www.gov.uk/government/collections/national-curriculum-assessments-practice-materials

⁴⁹ www.gov.uk/government/publications/key-stage-2-tests-2022-english-reading-test-materials

⁵⁰ www.gov.uk/government/publications/key-stage-2-tests-2022-english-grammar-punctuation-and-spelling-test-materials

⁵¹ www.gov.uk/government/publications/key-stage-2-tests-2022-mathematics-test-materials

PAG to ensure they know which scripts were marked on paper. These test scripts will be returned to schools by Tuesday 11 July.

Schools must report any concerns about returned test scripts as soon as possible to the national curriculum assessments helpline on 0300 303 3013.

9.4 Reviews of marking

Schools can apply for a [review of marking](#)⁵² if they believe there is evidence that the mark scheme has not been applied correctly or a clerical error has occurred. The deadline for applications is Friday 21 July at 11:59pm.

Most reviews will be undertaken on screen using the original scans of the pupil's test scripts. Test scripts marked on paper must be returned by the school for the review to take place. The marking supplier will arrange collection directly with the school.

Schools will be informed of the outcome of review applications on the PAG on Wednesday 13 September. All test scripts reviewed on screen will be available on the PAG. Any test scripts reviewed on paper will be returned to schools by this date.

9.5 How end of KS2 results will be used

DfE will publish school level results of primary school tests and assessments on the [KS2 performance measures website](#)⁵³ for the 2022/23 academic year. They will also produce and share securely, KS2 school-level results with primary schools, academy trusts, LAs and Ofsted for school improvement purposes and to inform inspection. Primary schools will be able to access their own performance data via the schools checking exercise and [Analyse School Performance](#)⁵⁴.

National, regional, LA and school level KS2 performance data will be published in 2023, including by pupil and school characteristics.

KS2 results from 2022/23 will also be used to calculate Progress 8 baselines for future institution-level progress measures.

⁵² www.gov.uk/key-stage-2-tests-how-to-apply-for-a-review-of-key-stage-2-results

⁵³ www.compare-school-performance.service.gov.uk/find-a-school-in-england

⁵⁴ www.analyse-school-performance.service.gov.uk

10 Multiplication tables check

10.1 Overview of the multiplication tables check

The [multiplication tables check \(MTC\)](#)⁵⁵ is an online assessment, designed to determine whether pupils can fluently recall their multiplication tables up to 12, through a set of 25 timed questions. It will identify pupils who have not yet mastered this mathematical skill so schools can give them additional support.

Schools can access the MTC service via [DfE Sign-in](#)⁵⁶ from Monday 17 April, alongside the [multiplication tables check guidance](#)⁵⁷, which will be published on Thursday 13 April. This will allow schools to review their pupil register and use the try it out check to familiarise pupils with the process and format of the check.

Schools must administer the check within the 2-week administration window between Monday 5 June and Friday 16 June. If required, schools can also use the following week from Monday 19 June to Friday 23 June to administer the check to pupils who were absent during the first 2 weeks or in case of any delays due to technical difficulties.

[MTC IT guidance](#)⁵⁸ will be available on Monday 7 November to help IT support staff who manage the school's ICT network prepare for the check administration.

10.2 Check participation

Participation in the check is statutory for all year 4 pupils registered at maintained schools, academies (including free schools), special schools (including maintained special schools and special academies).

Schools should administer the check to all pupils in year 4, unless the headteacher decides it would not be appropriate for a pupil to take the check. If the headteacher decides a pupil should not take the check, they must record the reason on the MTC service.

Pupils should not take the check if they:

- are absent during the entire 3-week check period
- are unable to access the check, even when using access arrangements
- are working below expectation for [year 2 in multiplication tables](#)⁵⁹ and are

⁵⁵ www.gov.uk/government/collections/multiplication-tables-check

⁵⁶ <https://services.signin.education.gov.uk>

⁵⁷ www.gov.uk/government/publications/multiplication-tables-check-administration-guidance

⁵⁸ www.gov.uk/guidance/multiplication-tables-check-it-guidance

⁵⁹ www.gov.uk/government/publications/national-curriculum-in-england-mathematics-programmes-of-study

considered unable to answer the easiest questions

- have just arrived in school during the check window, with EAL, and there is not enough time to establish the standard at which they are working
- have been incorrectly registered for the check

Access arrangements

A range of access arrangements will be available to support pupils. Further information will be published in the MTC guidance. Schools do not need to request permission from STA to use access arrangements for the MTC, however the support given must not advantage or disadvantage individual pupils. Pupils should familiarise themselves with access arrangements using the try it out check to ensure the arrangements meet their needs before taking the official check.

Decisions on participation in the check

The headteacher's decision regarding participation is final. When a pupil is not entered for the check, schools must explain the decision to the pupil's parents. If appropriate, they should provide parents with documentary evidence to support the decision. Where the decision has been made not to administer the check to a pupil, schools should also explain how they are helping the pupil to learn their multiplication tables.

10.3 Administering the check

Headteachers should decide their own schedule for administering the check within the 2-week check window. The check may be administered to individuals, small groups or a whole class. Schools can administer the check to their pupils on the same day or over multiple days. A school password and pupil PINs will need to be generated for each day that pupils are taking the check.

Schools should ensure they check the 'See how many pupils have completed the check' page to confirm that participating pupils check status has updated to 'Check completed'.

If there are technical issues with a pupil's check, the 'See how many pupils have completed the official check' page will advise on the next steps to take, which may involve the pupil restarting the check.

10.4 Headteacher's declaration form

Headteachers should submit the HDF using the MTC service, once all pupils have completed the check or been recorded as not taking the check, and by no later than 5pm on Friday 23 June.

10.5 Results

Schools can access results on the MTC service, from Monday 26 June, providing all pupils have completed the check or been recorded as not taking the check and the HDF has been submitted.

10.6 How results will be used

DfE will not publish school-level results for the MTC. There will be a statistical publication at national and LA level and results will be available in [Analyse School Performance](#)⁶⁰ in the 2023 autumn term.

⁶⁰ www.analyse-school-performance.service.gov.uk

11 Maladministration

The term 'maladministration' refers to any act that:

- affects the security or confidentiality of the national curriculum assessments
- could lead to results that do not reflect pupils' unaided work

STA has a statutory duty to investigate any matter brought to its attention relating to the accuracy or correctness of any pupil's test results. The [maladministration investigation procedures](#)⁶¹ explain how STA processes allegations, as well as roles and responsibilities for school visits. This is supported by [guidance for local authorities](#)⁶² carrying out visits on behalf of STA.

If headteachers, teachers, test administrators and other staff do not comply with the provisions of this ARA, and other published guidance, this could result in the school being investigated for maladministration.

Allegations of maladministration can come from misunderstandings about correct check or test administration. To help avoid this, all staff, pupils and parents involved should understand how and when the assessments will be administered.

Examples of maladministration include:

- unauthorised additional time or timetable variation
- providing additional support during the tests
- changes to TA judgements by school staff to influence school assessment outcomes

Anybody with concerns about the administration of the MTC, KS2 tests, the accuracy of TA judgements, or any allegations of maladministration (which could include cheating) should report them by contacting the national curriculum assessments helpline on 0300 303 3013.

11.1 Maladministration of teacher assessment

If there is doubt that a school has not followed the published guidance, this could be investigated as maladministration.

Examples of maladministration include:

- lack of independent work

⁶¹ www.gov.uk/government/publications/key-stage-1-and-2-maladministration-investigation-procedures

⁶² www.gov.uk/guidance/key-stage-1-and-2-school-visits-following-an-allegation-of-maladministration

- changes to TA judgements by school staff to influence school assessment outcomes

STA, working closely with LAs, is responsible for deciding whether the school's TA is accurate. A school's TA judgements will be annulled or amended if there is doubt about the accuracy of TA data.

12 Reporting to parents

12.1 Annual reports

Headteachers of maintained schools, including maintained special schools, must prepare annual reports for every pupil's parents. Headteachers must arrange for parents to discuss the report with their child's teacher.

The term 'parent' is defined in section 576 of the [Education Act 1996](#)⁶³ as:

- a parent of a pupil
- any person who is not a parent of a pupil, but who has parental responsibility for the pupil
- any person who has care of a pupil

Academies' requirements are set out in their funding agreements.

12.2 What reports must cover

The report must start from the day after the last report was given, or the date of the pupil's admission to the school, if later. It must be available to parents before the end of the summer term.

The report must cover the pupil's:

- achievements
- general progress
- attendance record

For pupils in year 4, headteachers must report to parents by the end of the summer term either:

- their child's MTC score (including pupils who have since left the school)
- or the reason their child did not participate in the check, or whose results are affected by maladministration

At the end of KS2, it must also include:

- a brief account of what the teacher assessments and national curriculum tests results show about the pupil's progress individually, and in relation to other pupils in the same year, drawing attention to any of the pupil's particular strengths and weaknesses

⁶³ www.legislation.gov.uk/ukpga/1996/56

- the results of any national curriculum tests taken, including the pupil's scaled score and whether they met the expected standard (or a statement explaining why any TA has not been completed)
- the outcomes of statutory national curriculum TA in English writing and science
- the pre-key stage standards achieved by the pupil, for pupils working below the standard of the national curriculum and engaged in subject-specific study
- a qualitative narrative commentary of the pupils' achievements and progress in the areas of the engagement identified in the engagement model, for pupils working below the standard of the national curriculum and not engaged in subject-specific study
- comparative information about the attainment of pupils of the same age in the school
- comparative information about the attainment in the core subjects of pupils of the same age nationally, which will be published in the National curriculum assessment: key stage 2, 2023 (interim) statistics publication on [Explore Education Statistics](#)⁶⁴

If a national curriculum test result is not received by a headteacher before the end of the summer term, it must be provided to parents within 15 school days of the headteacher receiving it.

For maintained schools, it is a requirement that reports cover pupils' general progress in statutory subjects. This includes subjects within the KS2 national curriculum as well as religious education unless a child has been withdrawn from this subject by their parents (under section 71 of the [School Standards and Framework Act 1998](#)⁶⁵). These content requirements are based on Schedule 1 of the [Education \(Pupil Information\) \(England\) Regulations 2005](#)⁶⁶.

Pupils not participating in the tests

If a headteacher decides that a pupil should not take one or more of the end of KS2 tests, they should explain this decision to the pupil's parents before the test period. They should also write a report that:

- refers to any action the school has already taken, or special support the pupil has been offered

⁶⁴ <https://explore-education-statistics.service.gov.uk/find-statistics>

⁶⁵ www.legislation.gov.uk/ukpga/1998/31/contents

⁶⁶ www.legislation.gov.uk/uksi/2005/1437/made

- identifies any procedures used by the school to analyse and monitor the pupil's needs, and indicates where the information is recorded
- identifies whether these circumstances are likely to be long or short term

The report should be sent to the chair of the governing body and a copy placed on the pupil's educational record.

Details of the parents' right to appeal the decision should be included with the report. If a headteacher believes that a parent may have difficulty understanding the report, they should offer appropriate assistance.

Pupils who change schools

If a pupil changes school before the end of the academic year, the headteacher of the receiving school should ensure an annual report is written for the pupil. The report should draw upon information transferred from the pupil's previous school (see section 13.3). This should be issued to the pupil's parents. The parents should have the opportunity to discuss the report with their child's teacher.

Pupils registered at more than one school

Regulation 9 of the [Education \(Pupil Registration\) \(England\) Regulations 2006](#)⁶⁷ allows the dual registration of families that travel for occupational purposes. Regulations 9(3) and 9(4) define which school would be the base school (school of ordinary attendance). Regulation 9(1) applies to a pupil who:

- has no fixed abode because their parent is engaged in a trade or business that requires them to travel from place to place
- is at the time registered as a pupil at 2 or more schools

If a pupil is registered at more than one school, each headteacher should write an annual report for parents. Each headteacher should also arrange for parents to discuss the report with their child's teacher (if the parent wishes).

⁶⁷ www.legislation.gov.uk/ukxi/2006/1751/made

13 Keeping and maintaining records

13.1 Pupils' educational records

Maintained schools and non-maintained special schools must ensure that educational records are maintained and disclosed to parents on request, as prescribed in the [Education \(Pupil Information\) \(England\) Regulations 2005](#)⁶⁸. Educational records include information about pupils (and former pupils):

- processed by, or on behalf of, the governing body or a teacher
- originating from, or supplied by, LA employees
- originating from, or supplied by, teachers or other employees of the school

Information processed by a teacher solely for the teacher's own use is excluded from the definition of educational records.

Maintained schools and non-maintained special schools must also keep curricular records on every pupil. Curricular records form a 'subset' of a pupil's educational record. They are a formal record of a pupil's academic achievements, skills, abilities and the progress they make at a school. These records must be updated at least once every academic year.

Under the [General Data Protection Regulation \(GDPR\)](#)⁶⁹ and the [Data Protection Act 2018 \(DPA\)](#)⁷⁰, schools are responsible for ensuring that the collation, retention, storage and security of all personal information they produce, and hold meets the provisions of the Act. This includes:

- personal information appearing in a pupil's educational record
- any other information they hold which identifies individuals, including pupils, staff and parents

Schools must consider the implications of the DPA, under which they are required to [register](#)⁷¹ as a data controller with the [Information Commissioner's Office \(ICO\)](#)⁷². Many schools consult their legal advisers for guidance on their responsibilities under the DPA and advice on developing their data policies. DfE provides suggested text for [school privacy notices](#)⁷³.

⁶⁸ www.legislation.gov.uk/uksi/2005/1437/made

⁶⁹ www.legislation.gov.uk/eur/2016/679/contents

⁷⁰ www.legislation.gov.uk/ukpga/2018/12/contents

⁷¹ www.legislation.gov.uk/uksi/2018/480/contents/made

⁷² www.ico.org.uk

⁷³ www.gov.uk/government/publications/data-protection-and-privacy-privacy-notice

13.2 Disclosure of educational records

There are several pieces of legislation under which information may be accessed from public organisations, including schools. These include the GDPR, the DPA and the [Freedom of Information Act 2000](#)⁷⁴. Access to a pupil's educational record held by a maintained school or non-maintained special school is covered by a parent's right of access under the Education (Pupil Information) (England) Regulations 2005.

Under the 2005 Regulations, a maintained school's governing body must ensure that a pupil's educational record is made available for parents to see, free of charge, within 15 school days of receipt of the parent's written request. If a parent makes a written request for a copy of the record, this must also be provided within 15 school days of receipt of the request. Governing bodies can charge a fee for these copies, but this must not be more than the cost of supply. The ICO provides further information on [charges](#)⁷⁵.

The 2005 Regulations describe the material that is exempt from disclosure to parents. This relates to information that the pupil could not lawfully be given under the DPA. It also relates to information that they would not have a right of access to under the DPA, by virtue of paragraph 18 in Schedule 1 or paragraph 16 in Schedule 2 to the Act. This includes material that may cause serious harm to the physical or mental health or condition of the pupil or someone else. A school may not fulfil a parent's request for these records if there is a court order in place which limits a parent's exercise of parental responsibility. This affects the parent's entitlement to receive such information.

The [ICO](#)⁷⁶ can provide further advice.

13.3 Transferring records to a pupil's new school

Headteachers of maintained schools, including maintained special schools, must ensure the statutory requirements for the transfer of records between schools are fulfilled, including the completion of the CTF. This requirement is set out in the [Education \(Pupil Information\) \(England\) Regulations 2005](#)⁷⁷, as amended.

If a pupil moves to another school in England, Wales, Scotland or Northern Ireland, the pupil's CTF and educational records must be passed to the new school. Academies are not subject to this requirement but are expected to adhere to the following protocols as a matter of good practice.

⁷⁴ www.legislation.gov.uk/ukpga/2000/36/contents

⁷⁵ www.ico.org.uk/for-the-public/schools/pupils-info

⁷⁶ www.ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access

⁷⁷ www.legislation.gov.uk/uksi/2005/1437/contents/made

Schools should arrange to exchange data by another secure method if transferring information to a school outside England, where [school to school \(SCS\)](#)⁷⁸ is not available. Information must be transferred within 15 school days of the pupil ceasing to be registered at their previous school.

The pupil's CTF should be sent to the new school either:

- through the S2S secure file transfer system
- over a secure network that can only be accessed by the LA, the governing body or a teacher at any school within that LA

If either school is unable to send or receive information in this way, LAs may provide the file. However, there must be agreed and secure local arrangements in place.

If the new school is unknown, DfE recommends that the school should still complete the CTF and load it onto S2S. If a school does not receive CTFs for a new pupil, they can ask their LA to search for the files on S2S.

Schools can refer to the CTF and S2S guides for details on:

- what information CTFs should contain
- handling records for pupils where their destination is not known
- sending CTFs between schools

[Schedule 2 of the Education \(Pupil Information\) \(England\) Regulations 2005](#)⁷⁹, as amended, explains more about the content of CTFs.

⁷⁸ www.gov.uk/school-to-school-service-how-to-transfer-information

⁷⁹ www.legislation.gov.uk/uksi/2005/1437/contents/made

14 Legal requirements and responsibilities

14.1 How the arrangements apply to different types of school

Maintained schools (including special schools)

Maintained schools, including maintained special schools, with pupils in KS2 must administer statutory assessments.

Academies (including free schools and special academies)

All references to academies include free schools as, in law, they are academies. The following information also applies to [alternative provision \(AP\)](#)⁸⁰ academies.

An academy's funding agreement may say that they will follow guidance issued by the Secretary of State for Education in relation to assessments of pupils' performance. If so, they must comply with the ARA and take part in statutory assessments on the same basis as maintained schools. The KS2 ARA is only applicable if the academy provides education to pupils at this stage.

Academies are not required to follow the national curriculum. They need to teach a broad and balanced curriculum which, as a term of their funding agreement, includes English, mathematics and science. For AP academies, this only includes English and mathematics.

Academies must choose which LA is responsible for monitoring their end of KS2 tests and moderating their TA. They must have a written agreement in place with their chosen LA, and if this will not be their geographic LA, they should inform STA of their choice by Friday 18 November. Academy trusts must ensure their academies have complied with the external moderation, monitoring and data submission requirements in this publication.

Independent schools

Independent schools in England may choose to take part in the assessments for one or more subjects at the end of KS2, although they are not required to do so. Participating independent schools must follow the guidance in this ARA. Independent schools cannot participate in the multiplication tables check.

Pupil referral units

Pupils studying at a PRU, but who are on the register of a maintained school or academy, are expected to take the statutory assessments. Their results should be

⁸⁰ www.gov.uk/government/publications/alternative-provision

reported by the school where the pupil is registered. It is the responsibility of maintained schools and academies to register such pupils for the KS2 tests.

Pupils not on the register of a maintained school or academy, but who attend a PRU, are expected to receive a comparable education to a pupil in a mainstream school. Therefore, it is recommended that KS2 tests form part of their educational provision, where appropriate.

Ministry of Defence schools

MoD schools take part in national curriculum assessments in line with the administration in England. This includes administering the MTC and KS2 tests and submitting TA data.

Overseas schools

Overseas schools that are not MoD schools cannot formally participate in the KS2 assessments. They will be able to download the 2023 KS2 materials from GOV.UK from Monday 22 May, after the test administration period. The MTC is not available to download.

Non-maintained special schools

Non-maintained special schools may take part in the KS2 assessments including the MTC, although they are not required to do so. If they choose to participate, they should follow the arrangements in this ARA.

Non-maintained special schools that choose to participate in the KS2 tests must place a test order on the PAG by Friday 18 November and complete pupil registration by Friday 10 March.

Home-educated pupils

Pupils who are EHE cannot take part in the KS2 assessments unless they are on the register of a maintained school, academy or, for KS2 tests, a participating independent school.

14.2 Special educational provision

Mainstream schools must use their best endeavours to ensure that special educational provision is made for those pupils who need it. Schools must make reasonable adjustments, including the provision of auxiliary aids and services, to ensure that any disadvantage to disabled pupils, compared to their peers, is minimised. See sections 6.3 and 6.4 for information about the adjustments available for the KS2 tests.

14.3 Regulatory concerns

If you have any regulatory concerns that have not been fully addressed by STA in line with the published procedures, you can raise them with the Office of Qualifications and

Examinations Regulation (Ofqual). Ofqual regulates qualifications, examinations, and assessments in England.

15 Further information

15.1 Useful websites and links

- Primary Assessment Gateway
www.primaryassessmentgateway.education.gov.uk
- Get information about schools
www.get-information-schools.service.gov.uk

Key stage 2 tests

Collection available at www.gov.uk/government/collections/national-curriculum-assessments-key-stage-2-tests, including information on:

- Test administration
- Access arrangements
- Maladministration
- Results
- Multiplication tables check

Teacher assessment

Collection available at www.gov.uk/government/collections/key-stage-2-teacher-assessment, including:

- TA frameworks
- Exemplification material
- TA guidance
- Instructions for submitting TA data using the PAG

Multiplication tables check

Collection available at www.gov.uk/government/collections/multiplication-tables-check, including:

- IT guidance
- Information for parents
- Check administration guidance
- Privacy notice

- Assessment framework

National curriculum tests: practice materials

Collection available at www.gov.uk/government/collections/national-curriculum-assessments-practice-materials, including:

- Past papers and mark schemes
- Scaled score conversion tables

Guidance for local authorities

Collection available at www.gov.uk/government/collections/national-curriculum-assessments-guidance-for-local-authorities, including information on:

- Data collection
- Monitoring visits and maladministration
- TA guidance

15.2 Additional resources

- End of KS2 information for parents

www.gov.uk/government/collections/national-curriculum-assessments-information-for-parents

- STA's playlist on YouTube

www.youtube.com/user/educationgovuk

15.3 General enquiries

For general enquiries about the assessment and reporting arrangements at KS2, contact the national curriculum assessments helpline on 0300 303 3013 or email assessments@education.gov.uk.

15.4 Message us

For enquiries relating to KS2 access arrangements to meet a pupil's specific needs, schools can use the 'Message us – access arrangements' form which can be found on the [PAG](#)⁸¹.

15.5 Modified tests

Schools can discuss the suitability of, and order, braille, enlarged print and MLP versions of the KS2 tests by contacting the national curriculum assessments helpline on 0300 303 3013 or emailing MTH@iwanttoconnect.co.uk.

⁸¹ www.primaryassessmentgateway.education.gov.uk



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The 'Assessment and Reporting Arrangements' (ARA) contains provisions made pursuant to Article 11 of [The Education \(National Curriculum\) \(Key Stage 2 Assessment Arrangements\) \(England\) Order 2003](#), as amended. This Order is made under section 87(3)(c) of the [Education Act 2002](#).

The ARA gives full effect to or otherwise supplements the provisions made in the 2003 Order under section 87(12) of the Education Act 2002 and as such has effect as if made by the 2003 Order. The ARA provides information and guidance on national curriculum assessments and their administration.

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