



Department  
for Education

Standards  
& Testing  
Agency

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Statutory guidance

# Tasks and tests

Updated 2 February 2015

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# 1.

## Overview of the tasks and tests

In this section, all references to ‘tests’ include ‘tasks and tests’.

The key stage 1 (KS1) tests are designed to test pupil’s knowledge and understanding of the KS1 programmes of study in English and mathematics. Teachers must administer the tests to help make a secure judgement for their final teacher assessment at the end of KS1.

As a minimum, you must administer tests in reading, writing and mathematics for each pupil. The tests make up 1 piece of evidence for your overall teacher assessment.

This is the final year that schools will use the 2007 and 2009 versions of the tests. These will be replaced by a new suite of materials when the new national curriculum is assessed for the first time in May 2016.

# 2.

## Schools that should participate in the tests

### 2.1 Maintained schools

All maintained schools and maintained special schools must participate.

## **2.2 Academies in England**

Academies and free schools must participate in the tests where it forms part of their funding agreement.

## **2.3 Pupil referral units and maintained hospitals**

If you have pupils who are on the register at a maintained school or academy they are required to take the tests.

Children not on the register of a maintained school or academy that attend a pupil referral unit or hospital school are not required to take the tests. They are expected to receive a comparable education to a pupil in a mainstream school. Therefore it is recommended that KS1 assessments form part of their educational provision where appropriate.

## **2.4 Overseas schools**

Service Children's Education schools are required to participate.

## **2.5 Non-maintained special schools**

Non-maintained special schools may participate, although they are not required to do so. If you choose to participate you must follow the arrangements described here.

## 2.6 Independent schools in England

Independent schools may participate, although they are not required to. If you choose to participate you must follow the arrangements described here.

To participate you must:

- confirm your intent to issue a privacy notice to the [parents](#) of pupils who are going to participate in any tests
- receive approval from the parents of each participating pupil before placing a test order
- complete test orders by Friday 28 November

# 3.

## Pupils that should take the tests

Pupils must take the KS1 tests if they:

- have completed the programme of study for KS1
- are considered to be working at level 1 or above

The tests are designed to be used with all pupils at the appropriate level. Teachers should decide which level of the tests each pupil should take. You should use your knowledge of the level at which each pupil is working to make a decision.

# 4.

## Pupils that shouldn't take the tests

Teachers shouldn't use the tests with pupils who:

- they judge are working below level 1
- are unable to participate in the tests using suitable [access arrangements](#)

Teachers are responsible for making arrangements to determine whether a pupil will be able to participate in some or all of the tests, however the [headteacher's decision](#) is final.

If pupils can't access the tests you should make a teacher assessment at the end of KS1 based on the work they complete in class throughout the year.

## 4.1 Headteacher's responsibilities

You are responsible for making the final decisions on whether a particular pupil should take the tests. Your decision regarding participation is final.

You don't need permission from your local authority (LA) but you should discuss any proposed arrangements with them before making your decision.

As part of decision-making you should:

- discuss the pupil's circumstances and needs with their [parents](#) and teachers
- if appropriate, consult with educational psychologists, medical officers or other specialist staff

If you decide a pupil shouldn't take 1 or more of the tests you should explain your decision to the parents. You should also write a report which:

- explains why the pupil can't take some or all of the tests
- refers to any action the school has already taken or special support the pupil has been offered

- identifies any procedures that you've used to analyse and monitor the pupil's needs and indicate where the information is recorded
- identifies whether these circumstances are likely to be long-term or short-term

A copy of the report must be sent to the:

- pupil's parents
- chair of the governing body
- LA

Details of the parents' right to appeal the decision should be included with the report. If you believe that a parent may have difficulty in understanding the report, you must offer appropriate assistance.

A copy of the report should be placed on the pupil's educational record.

# 5.

## **When to administer the tests**

The tests can be administered at any time during the year. Pupils must not be tested more than once during the year in each subject or attainment target.

Teachers must not use the content of the tests to prepare pupils for the assessments. This could lead to inaccurate results that do not represent the pupils' unaided abilities.

## **How to administer the tests**

# 6.

It's the headteacher's responsibility to ensure that anyone who is involved in administering and marking the tests reads and follows the guidance in the teacher's handbooks and guides. You are responsible for making sure:

- pupils have the correct test materials and equipment
- the tests are introduced and administered according to the guidance given in the teacher's handbooks or teacher's guides
- pupils are aware of what they are required to do and the time they will be given to complete the task or test
- no additional support, information or help is given to pupils with the content of the tests

If any pupil's response to a test doesn't represent their own independent work, the headteacher should be informed. The headteacher may then contact their LA for guidance on what action should be taken.

# 7.

## Access arrangements

The tests are intended to assess pupil's ability in a fair and comparable way, with as many pupils as possible able to access them. They are designed so that most pupils with a special educational need (SEN) or disability can participate in the standard format. However, teachers may need to use access arrangements to adapt the administration of the tests for some pupils so that they can demonstrate their abilities.

Using access arrangements during the tests should be based primarily on normal classroom practice for particular needs. They should neither advantage nor disadvantage individual pupils.

You should decide whether any access arrangements are appropriate by carefully considering the assessment needs of individual pupils. The teacher's handbooks and guides describe access arrangements that can be used to support pupils:

- with hearing impairments
- with visual impairments
- who use sign language

Access arrangements may be appropriate for a pupil:

- with a statement of SEN or an Education Health and Care Plan as described in the [SEN Code of Practice](#)
- who has a local agreement such as an individual pupil resourcing agreement
- for whom provision is being made in school using the SEN Support system or the School Action or School Action Plus aspect of the SEN code of practice and whose learning difficulty or disability significantly affects their ability to access the tests
- who requires alternative access arrangements because of a disability (which may or may not give rise to a special educational need)
- who is unable to sit and work for a long period because of a disability or because of behavioural, emotional or social difficulties
- with English as an additional language and who has limited fluency in English

# 8.

## Materials for the tests

You must ensure that you have sufficient copies of the 2007 and/or 2009 KS1 national curriculum test materials.

You may:

- re-use any tests you have from previous years
- order tests from the [NCA tools website](#)

The deadline for placing test orders is Friday 28 November. You won't be able to order hard copies of the materials after this. PDF versions are available for maintained schools and academies to download and print from NCA tools. PDF versions are not available to independent schools.

## 8.1 Modified versions of the test materials

You can order modified large print and braille versions of the tests. Please read the [guidance about materials for pupils with a visual impairment](#) and carefully consider your pupils' needs before placing an order. Our [modified test helpline](#) can also offer advice. Orders must be placed by Friday 28 November.

## 8.2 Test deliveries

You will receive test materials, including modified materials, in the week commencing 2 February.

Materials will be delivered to your school's registered address taken from [EduBase](#). Please make sure your details are up to date.

Headteachers must check their delivery against the delivery note to ensure that the correct number and type of test materials have been received. You must delegate a senior member of staff if you're not available. If a delivery is incomplete you should contact the [national curriculum assessments helpline](#).

Teachers can open the test materials when they arrive in order to decide which tests to use with each eligible pupil. You should familiarise yourself with the procedures and content of the tests. However, you should not use your knowledge of the content of the tests to prepare pupils for the assessments.

# 9.

## Reporting task and test results

Schools are not required to report test results to their LA or the next school when a pupil moves. However, where the school has recorded this data it can choose whether to include these results in any data provided to the LA or next school. LAs do not give task and test results to the Department for Education.

Schools are not obliged to report test results to [parents](#). However, parents must be allowed access to their child's results on request.

# 10.

## 'Parent' - a definition

The term 'parent' is used here as defined in section 576 of the Education Act 1996 as:

- parents 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

# 11.

## Getting help

### Standards and Testing Agency

53-55 Butts Road  
Earlsdon Park

Coventry  
CV1 3BH

Email

[assessments@education.gov.uk](mailto:assessments@education.gov.uk)

National curriculum assessments  
helpline  
0300 303 3013

### Standards and Testing Agency

Email

[schooltests@rnib.org.uk](mailto:schooltests@rnib.org.uk)

STA modified test helpline  
0300 303 3019

For guidance on ordering modified test materials.

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