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Standards  
& Testing  
Agency

## Primary assessment

### Information: approved local authority moderators

In April, we confirmed that all moderators who have been approved to moderate the teacher assessment of English writing will be issued with a confirmation letter from STA.

Local authority (LA) moderators have had to demonstrate their ability to make consistently accurate judgements against the national standards before being approved to undertake moderation at KS1 and KS2 this year.

We have now issued letters to moderation managers confirming which of their moderators are approved for KS1. We will issue similar letters about moderators who are approved for KS2, by Friday 26 May.

## Key stage 2

### Action: package remaining test scripts for collection

If you have used an approved timetable variation, the test scripts for the rest of the cohort in that subject mustn't be sent for marking until the last pupil has taken the test.

Refer to the [Attendance register and test script dispatch instructions](#) which includes how to complete the headteacher's declaration form.

## Action: submit headteacher's declaration form by Friday 19 May

After all test scripts have been collected, please complete and submit the KS2 headteacher's declaration form (HDF) in [NCA tools](#) by Friday 19 May. Please note that you will need to allow pop-ups for this website to access the HDF page.

## Reminder: make notifications for access arrangements by Friday 19 May

If any pupils have used a scribe, word processor or other technical aid in the tests, or if you have made a transcript of their script, you must complete an online notification in the 'Access arrangements' section of [NCA tools](#) by Friday 19 May.

We've published [guidance](#) which includes how to make a notification.

## Reminder: submit special consideration applications by Friday 19 May

We may approve an application for special consideration if a pupil's performance in a key stage 2 test has been affected by extremely distressing circumstances. You should only make an application for a pupil who has taken all test papers for the subject.

You can apply for special consideration in the 'Access arrangements' section of [NCA tools](#) until Friday 19 May. Our [guidance](#) explains which pupils may be eligible and how to make an application.

## Information: 2017 test materials to be published on Monday 22 May

We will publish KS2 test materials, including mark schemes, on [GOV.UK](#) on Monday 22 May.

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