

KEY STAGE
3

YEARS
7-9

National Curriculum assessments

Teacher assessment and reporting arrangements

Key Stage 3

2012

**Standards and
Testing Agency**

An executive agency of the
Department for Education

The *Teacher assessment and reporting arrangements* (TARA) contains provisions made pursuant to Article 12(1) of the Education (National Curriculum) (Key Stage 3 Assessment Arrangements) (England) Order 2003, SI 2003/1039 (as amended by SI 2008/3081, SI 2009/1585, SI 2010/677 and SI 2011/2392). This Order is made under section 87(3) of the Education Act 2002.

The TARA gives full effect to, or otherwise supplements, the provisions made in the Order and as such has effect as if made by the Order. The TARA contains additional guidance and information on National Curriculum assessments and their administration.

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1. Introduction

1.1 Key dates

April 2012	Guidance on submission of teacher assessment and P scale data published on the Department for Education website at www.education.gov.uk/assessment .
Friday 4 May 2012	Teacher assessment and P scale data can be submitted from this date.
Friday 13 July 2012*	The Standards and Testing Agency's (STA) deadline for submission of teacher assessment and P scale data.

* Wednesday 11 July 2012 is the statutory deadline for submitting teacher assessment and P scale data, however STA will accept submissions until Friday 13 July 2012.

1.2 What is the TARA?

The *Teacher assessment and reporting arrangements* (TARA) explains the statutory requirements for the National Curriculum assessment and reporting arrangements at Key Stage 3 in 2012.

The term 'parent' is used in the 2012 Key Stage 3 TARA as defined in section 576 of the Education Act 1996 as:

- parents of a child;
- any person who is not a parent of a child but who has parental responsibility for the child; and
- any person who has care of the child.

All information, including dates, is correct at the time of publication and subject to change. Any changes will be communicated to schools and local authorities.

1.3 Legal status of the TARA

The 2012 Key Stage 3 TARA contains provisions made pursuant to Article 12 of The Education (National Curriculum) (Key Stage 3 Assessment Arrangements) (England) Order 2003, SI 2003/1038 (as amended by SI 2009/1585, SI 2010/290, SI 2010/677 and SI 2011/2392). This Order is made under section 87(3) of the Education Act 2002. The TARA gives full effect to, or otherwise supplements, the provisions made in the Order and as such has effect as if made by the Order. The TARA also contains information that does not form part of the law.

1.4 Who needs to use the TARA?

All those responsible for teacher assessment and reporting in Key Stage 3 should refer to the TARA.

1.5 The Standards and Testing Agency (STA)

The Secretary of State for Education announced on 5 November 2010 that a new executive agency was to be established within the Department for Education, accountable to him for the secure delivery of statutory assessment and reporting arrangements.

STA was launched on 1 October 2011 and responsibility for delivery of the relevant functions has now passed from the Qualifications and Curriculum Development Agency (QCDA) to STA.

STA has responsibility for the development and delivery of all statutory assessments at Key Stages 1, 2 and 3, and the Early Years Foundation Stage Profile. The Office of Qualifications and Examinations Regulation (Ofqual) will continue to have an important regulatory role in ensuring the integrity and impartiality of statutory assessment and testing.

STA's framework document, providing further information on its operation, is available from the Department's website at www.education.gov.uk.

1.6 Responsibilities

The TARA sets out the statutory responsibilities of maintained schools for teacher assessment and reporting in Key Stage 3. Academies (including Free Schools) must also follow the guidance within the TARA if their funding agreement states that they must comply with the Secretary of State's guidance for assessments and teacher assessments of pupils' performance. Schools must submit their teacher assessment, including overall attainment levels, to STA on the Teacher assessment section of the NCA tools website by Friday 13 July 2012.

Headteachers

Headteachers of maintained schools have a duty to make sure that the National Curriculum and associated assessment arrangements are implemented at their school. This duty does not normally apply to hospital schools.

Headteachers should:

- ensure teachers and other staff comply with the teacher assessment and reporting arrangements;
- ensure teacher assessment levels for the attainment targets in the core subjects are recorded for all pupils;
- ensure the overall subject levels, based on teacher assessment levels in the attainment targets in the core subjects, are calculated and recorded for all pupils;
- ensure the overall subject teacher assessment levels in the core subjects for each eligible pupil are reported to STA (as outlined in section 4.1); and

- provide parents with written reports on their child's progress free of charge, and provide the opportunity for discussion at least once in each school year.

Governing bodies

Governing bodies of maintained schools have a duty to do all they can to ensure that the National Curriculum and the assessment arrangements are implemented in their school.

If the headteacher is temporarily or permanently absent, the governing body should ensure the deputy headteacher or delegated senior member of staff carries out the headteacher's duties as specified in this TARA.

An Academy or Free School's funding agreement requires that the Academy Trust (the body that runs the Academy) complies with any guidance issued by the Secretary of State to ensure that children take part in assessments and teacher assessments of pupil's performance, as they apply to maintained schools. This TARA is that guidance and so the governing body of the Academy must comply with it.

Local authorities and other recognised bodies

Local authorities have a duty to ensure maintained schools and Academies under their responsibility carry out teacher assessments and reporting arrangements appropriately.

They should ensure their schools understand and follow the statutory requirements. To do this, local authorities should offer schools and appropriate Academies training and advice on all aspects of assessment at Key Stage 3.

Independent schools in England

Independent schools may choose to carry out the Key Stage 3 teacher assessment and reporting arrangements, although they are not required to do so.

Academies (including Free Schools) in England

Academies (including Free Schools) must comply with Key Stage 3 National Curriculum assessment arrangements if this is a requirement of their funding agreement. Academies (including Free Schools) must also follow the guidance in this TARA if their funding agreement states that they must comply with the Secretary of State's guidance for assessments and teacher assessments of pupils' performance.

Academies (including Free Schools) are no longer required to teach the National Curriculum programmes of study in English, mathematics and science but they must teach these subjects as part of a broad and balanced curriculum. Key Stage 3 arrangements only apply to those Academies (including Free Schools) that provide education to pupils at these stages of learning.

Funding agreements for all Academies (including Free Schools) are available on the Department's website at www.education.gov.uk.

Pupil referral units, hospital schools and pupils educated at home

For pupils still on the register at a maintained school or Academy, but studying at a pupil referral unit (PRU) or hospital school, there is a requirement for the maintained school or Academy (including Free Schools) to submit teacher assessment data and report results. PRUs and hospital schools are not required to submit teacher assessment data for any other pupils on their registers.

For pupils who are educated at home, there is no requirement to submit teacher assessment unless the pupils are on the register of a maintained school, Academy or independent school participating in the assessment arrangements.

Overseas schools

Service Children's Education schools have a duty to implement the National Curriculum and must ensure they comply with all aspects of the 2012 Key Stage 3 TARA.

1.7 Concerns and complaints

Concerns and complaints should be raised with STA by writing to the Stakeholder relations team at STA, 53–55 Butts Road, Earlsdon Park, Coventry, CV1 3BH, or by emailing assessments@education.gov.uk.

Where schools feel that their concerns have not been fully addressed by STA in line with the published procedures, regulatory concerns can be raised with Ofqual. Enquiries and concerns can be sent to Ofqual, Spring Place, Coventry Business Park, Herald Avenue, Coventry CV5 6UB, or by email to info@ofqual.gov.uk.

2. Optional tests for Years 7, 8 and 9

Optional tests are available for Years 7, 8 and 9 English and mathematics, and for Year 9 science.

Optional tests can be ordered from the Test orders section of the NCA tools website www.education.gov.uk/nca_tools. Materials will be delivered to schools during March 2012.

Schools should have placed their orders by 30 November 2011 to ensure delivery in March 2012.

3. Teacher assessment at the end of Key Stage 3

3.1 What is teacher assessment?

Teacher assessment is essential to National Curriculum assessment and reporting arrangements and is carried out as part of teaching and learning. Teacher assessment covers the full range and scope of the programmes of study. It takes into account evidence of attainment in a variety of contexts, including discussion and observation.

3.2 What do teachers have to assess?

At the end of Key Stage 3, teachers must summarise their judgements on the attainment of each eligible pupil, taking into account the pupil's progress and performance throughout the key stage.

Teachers need to determine:

- a level for each attainment target in English, mathematics, science and modern foreign languages; and
- an overall subject level in each of the core and non-core subjects.

Teachers should base their judgements on the level descriptions in the National Curriculum. They should use their knowledge of a pupil's work over time to judge which level description is closest to the pupil's performance, taking into account written, practical and oral work, as well as classroom work, homework and the evidence from any tasks or tests.

Teacher assessment provides a rounded judgement that:

- is based on knowledge of how the pupil has performed over time and in a variety of contexts; and
- takes into account strengths and weaknesses of the pupil's performance.

3.3 Calculating overall subject levels

To calculate an overall subject level, teachers have to aggregate the assessment levels they have awarded for each attainment target according to weightings and arrive at a teacher assessment. Teachers then need to enter this information into their school management information system. For further information and guidance on calculating overall subject levels, please visit the Department's website at www.education.gov.uk/assessment.

3.4 Pupils for whom the school is unable to make a teacher assessment

For a very small number of pupils, schools will be unable to record and report a teacher assessment. Where a teacher assessment judgement cannot be made because of long periods of absence, for example because of a prolonged illness, the pupil should be recorded as 'A' (absent).

If a pupil has recently arrived in the school and it is not possible to establish the level that the pupil is working at before submitting teacher assessment, the pupil should be recorded as 'A' (absent). A pupil who does not speak English should be recorded as 'W' (working towards level 1) for reading, writing, and speaking and listening, and 'A' (absent) for mathematics and science. If a pupil has been disapplied from all or part of the National Curriculum, they should be recorded as 'D' for the statutory assessment arrangements that are included in the disapplication.

3.5 Pupils who reach the end of a Key Stage 3 programme of study early

Where a pupil has completed the Key Stage 3 programme of study in any core subject early, schools must report the teacher assessment level in that subject in the school year in which it was completed. For example, if a pupil completes the Key Stage 3 programme of study for mathematics in Year 8 instead of Year 9, the teacher assessment should be submitted for mathematics at the end of Year 8. The remaining subjects should be reported as 'F' (to indicate that the pupil will reach the end of the programme of study in the future). Schools should report the teacher assessment levels for these subjects at a later date, when the pupil has completed the programme of study.

Where a pupil has completed the Key Stage 3 programme of study in any core subjects in a previous year, those subjects should be reported as 'P' to indicate that the pupil was assessed in a previous year. For further details, see the teacher assessment codes table on page 10.

If schools choose to complete the Key Stage 3 programmes of study in two years and a pupil transfers at the start of Year 9 from a school which operates a three-year Key Stage 3 programme of study, the receiving school should submit a teacher assessment level for that pupil at the end of Year 9 – regardless of whether the pupil has moved onto a different programme of study. Schools should make a judgement based on the level descriptors in the National Curriculum.

3.6 What records do schools have to keep?

Schools must keep curricular and educational records on every pupil, and ensure that these records are maintained, as noted in The Education (Pupil Information) (England) Regulations 2005, SI 2005/1437 (as amended by SI 2008/3081, SI 2009/1585, SI 2010/677 and SI 2011/2392).

When keeping educational and curricular records, schools should consider the implications of the Data Protection Act 1998 (DPA) under which they are required to notify the Information Commissioner's Office (ICO) that they are data controllers. For advice on this, contact the ICO on 01625 545 745 or refer to their website at www.ico.gov.uk.

Maintained schools are subject to the Freedom of Information Act 2000 and the Data Protection Act 1998. However, information that is recorded by a pupil during a test or examination is exempt from disclosure. Further details are available on the ICO's website at www.ico.gov.uk.

4. Reporting and using results

4.1 Reporting teacher assessment

Schools have a statutory responsibility to report the overall subject teacher assessment levels in the core subjects for each eligible pupil to STA. Schools must submit their teacher assessment, including overall attainment levels, to STA on the Teacher assessment section of NCA tools website at www.education.gov.uk/ncatools. STA's final deadline for submitting teacher assessment is Friday 13 July 2012*.

There is no requirement to report teacher assessment data for non-core subjects (such as citizenship) to the Department. The publication of national, regional and local authority statistics for non-core subjects ended in 2008.

P scales

P scale data for pupils with special educational needs (SEN) who are on the school's Special Needs Register and working towards level 1 should be submitted with teacher assessment by Friday 13 July 2012*. P scales must not be used to assess pupils with English as an additional language (EAL) at any age unless they also have SEN.

Teacher assessment codes	Description
1–8	Curriculum level achieved.
E	Exceptional performance.
A	Absent, or not enough information available to calculate a teacher assessment level.
D	Disapplied – used when a pupil has been disapplied from the National Curriculum, including statutory assessment requirements.
L	Pupil has left the school.
W	Working towards level 1.
F	Pupil will reach the end of the programme of study in the future.
P	Pupil has already completed the programme of study and a teacher assessment result has been reported in the past.
P scales	Visit www.education.gov.uk/assessment for more information.

* Wednesday 11 July 2012 is the statutory deadline for submitting teacher assessment and P scale data, however STA will accept submissions until Friday 13 July 2012.

4.2 Reporting pupils' achievements to parents

Headteachers are responsible for preparing and providing a copy of the headteacher's annual report to parents noting their child's achievements at least once during each school year. The headteacher also needs to make arrangements to give the recipient of the report an opportunity to discuss its content with the child's teacher, if they so wish.

The minimum information that must be reported to parents in the headteacher's annual report to parents and adult pupils is noted in the Education (Pupil Information) (England) Regulations 2005 (SI 2005/1437).

What must be reported to parents?

The following information must be reported to parents each year during Key Stage 3:

- brief details of achievements in all subjects and other activities forming part of the school curriculum;
- comments on general progress;
- results of any public examinations taken (by subject and grade) and details of any vocational qualifications and credit towards such qualifications obtained by the pupil;
- attendance record, providing the number of possible attendances and, of those, the percentage of unauthorised absences; and
- arrangements for discussing the report.

In addition to the above, the following information must be reported to parents at the end of Key Stage 3:

- Teacher assessment levels for English, mathematics, science, design and technology, geography, history, ICT, modern foreign languages, art and design, music and physical education.
- Comparative information about the National Curriculum levels of attainment for pupils of the same age in the school.
- Comparative information about the National Curriculum levels of attainment for pupils of the same age nationally. Comparative information will comprise a national average from the previous academic year for each core subject at each level. National results tables can be found on the Pupil Results section of the Department's website at www.education.gov.uk.
- A statement confirming the National Curriculum levels of attainment have been awarded in accordance with the statutory arrangements.
- Details of any National Curriculum attainment targets or subjects from which the pupil is exempt.
- A brief account of what the teacher assessment shows about the pupil's progress individually and in relation to other pupils in the same year, drawing attention to any particular strengths and weaknesses.
- Parents must be given an opportunity to discuss the report. Details of how to arrange this must be included in the report.

Reporting religious education

Religious education is a statutory subject for all pupils except those withdrawn by their parents under section 71 of the School Standards and Framework Act 1998. It is not a subject within the National Curriculum and there are no national statutory programmes of study or assessment requirements. Schools are not required to send data to the Department.

It is a general requirement that schools report pupils' progress in religious education to their parents, but there is no required format for national reporting.

4.3 Pupils who transfer to a new school

There is a statutory requirement on schools to transfer a pupil's common transfer file and educational record to any new school to which the pupil transfers in England, Wales, Scotland and Northern Ireland. The means of transfer to a school outside England must be in line with the arrangements for transfer between schools in England.

The information must be sent within 15 school days of the pupil ceasing to be registered at the old school, or within 15 school days of any request from the pupil's new school.

If the new school is not known, the previous school should attempt to contact the pupil's parents by telephone or, if their address is known, by writing to them to find out details regarding the pupil's new school.

If the previous school is still unable to discover the pupil's new school, then they should send the common transfer file to a special area for secure file transfer. This area is provided on the Department's website and forms a database of 'missing' pupils, i.e. with an unknown destination. Similarly, schools that do not receive common transfer files for new pupils can ask their local authority to search this database for the files.

Further guidance on the content and sending of common transfer files can be found on the Department's website at www.education.gov.uk/schools/adminandfinance.

Pupils that have left a school must be marked as 'L' (left the school) for their teacher assessment by the old school.

How should the information be sent to the new school?

The common transfer file must be sent to the new school either:

- through the secure file transfer service on the Department's website at www.education.gov.uk/schools/adminandfinance; or
- over a secure network that can only be accessed by the local authority, or the governing body or a teacher at any school within that local authority.

However, if either school does not have the facilities to send or receive information in this format, then local authorities may provide the file where there are agreed local arrangements to that effect.

5. Contact details

Please make sure you have your seven-digit DfE number before you call, for example 123/4567.

<p>National Curriculum assessments helpline For general enquiries about National Curriculum assessments</p>	<p>Tel: 0300 303 3013 Email: assessments@education.gov.uk Websites: www.education.gov.uk/assessment www.education.gov.uk/ks3</p>	<p>53–55 Butts Road Earlsdon Park Coventry CV1 3BH</p>
<p>STA Orderline To order STA publications and previous years' statutory test materials</p>	<p>Tel: 0300 303 3015 Fax: 01603 696487 Website: http://orderline.education.gov.uk</p>	<p>STA Orderline PO Box 29 Norwich NR3 1GN</p>
<p>STA modified test helpline For guidance on ordering modified test materials</p>	<p>Tel: 0300 303 3019 Email: schooltests@rnib.org.uk</p>	
<p>STA distribution helpline For enquiries about deliveries of all tasks, tests and reading booklets</p>	<p>Tel: 0800 169 4195</p>	<p>53–55 Butts Road Earlsdon Park Coventry CV1 3BH</p>
<p>Ofqual Office of Qualifications and Examinations Regulation</p>	<p>Tel: 0300 303 3346 Fax: 0300 303 3348 Email: info@ofqual.gov.uk Website: www.ofqual.gov.uk</p>	<p>Spring Place Coventry Business Park Herald Avenue Coventry CV5 6UB</p>
<p>DfE national enquiry line For enquiries about the statutory requirements for assessment, national results, achievement and attainment tables and reporting to parents</p>	<p>Tel: 0370 000 2288 Fax: 01928 738 248 Website: www.education.gov.uk/contactus</p>	<p>Castle View House East Lane Runcorn Cheshire WA7 2GJ</p>
<p>DfE publications helpline To order single copies of DfE materials and circulars</p>	<p>Tel: 0845 602 2260 Fax: 0845 603 3360 Website: www.education.gov.uk/publications</p>	<p>PO Box 5050 Annesley Nottingham NG15 0DJ</p>
<p>Information Commissioner's Office For enquiries about the Data Protection Act 1998</p>	<p>Tel: 01625 545 745 Email: mail@ico.gsi.gov.uk Website: www.ico.gov.uk</p>	<p>Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF</p>

About this publication

Who is it for?

All those responsible for assessment and reporting in Key Stage 3, in particular headteachers, governing bodies and local authority assessment coordinators.

What is it for?

The Key Stage 3 TARA sets out statutory arrangements and provides information and guidance on the National Curriculum assessment arrangements for Key Stage 3 in 2012.

What does it cover?

- Statutory assessment and reporting requirements for Key Stage 3.
- Information about moderation of Key Stage 3 teacher assessments.

Related materials

2012 EYFS <i>Assessment and reporting arrangements</i>	STA/12/5569
2012 Key Stage 1 <i>Assessment and reporting arrangements</i>	STA/12/5570
2012 Key Stage 2 <i>Assessment and reporting arrangements</i>	STA/12/5571

For more copies

Printed copies of this TARA are not available. The Key Stage 3 TARA can be accessed on the STA Orderline at <http://orderline.education.gov.uk>. Search using the PDF product code reference STA/12/5572/p.