



Department  
for Education

Standards  
& Testing  
Agency

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Statutory guidance

# Introduction

Updated 22 January 2015

## Contents

1. The 'Assessment and reporting arrangements'
2. Legal status of the ARA
3. How the ARA applies to different types of schools
4. Responsibilities
5. Getting help

## The 'Assessment and reporting arrangements'

# 1.

The Standards and Testing Agency (STA) and the Department for Education have updated the 'Assessment and reporting arrangements' (ARA) for the 2014 to 2015 academic year. If you are responsible for assessing and reporting key stage 2 (KS2) you need to refer to this document. Please make sure you have read the Changes section.

The ARA explains the statutory requirements for KS2 national curriculum assessment and reporting. It includes links to further guidance.

If schools have any regulatory concerns that have not been fully addressed by STA in line with the published procedures, these can be raised with the [Office of Qualifications and Examinations Regulation](#) .

All information is correct at the time of publishing.

# 2.

## Legal status of the ARA

This statutory guidance contains provisions made pursuant to Article 11 of The Education (National Curriculum) (Key Stage 2 Assessment Arrangements) (England) Order 2003, SI 2003/1038 (as amended). This Order is made under section 87(3) of the Education Act 2002.

This statutory guidance gives full effect to, or otherwise supplements, the provisions made in the Order. As such it has effect as if made by the Order. You can view the original Order on the government's [legislation archive](#) .

The ARA also contains guidance and information that does not form part of the law.

## How the ARA applies to different types of

# 3.

## **schools**

### **3.1 Maintained schools**

The ARA applies to maintained schools, including maintained special schools, with pupils in KS2. There are different arrangements for [maintained hospital schools](#).

Maintained schools have a statutory duty to ensure that provision is made to meet the special educational needs of their pupils. The [access arrangements guidance](#) gives detailed information about the adjustments available for the KS2 tests and how to apply.

### **3.2 Academies and free schools in England**

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

Your funding agreement may say that you will follow guidance issued by the Secretary of State in relation to assessments and teacher assessments of pupils' performance. If so, you must comply with the ARA. KS2 arrangements are only applicable if you provide education to pupils at this stage of learning.

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

Your funding agreement means that you must comply with statutory assessments on the same basis as maintained schools.

You must make provision to meet the special educational needs of your pupils, according to the requirements set out in your funding agreement. The [access arrangements guidance](#) gives detailed information about the adjustments available for the KS2 tests and how to apply.

Your academy trust must make sure you have complied with the moderation, monitoring and data submission requirements in this publication. All references to academies include free schools, as in law they are academies.

### **3.3 Independent schools in England (not including academies)**

Independent schools in England may take part in the assessment and reporting arrangements for 1 or more subjects at the end of KS2, although they are not required to do so. Your results will not be reported in the performance tables.

Participating independent schools must follow the arrangements in this ARA.

### **3.4 Pupil referral units and maintained hospital schools**

Pupils who are on a maintained school or academy's register but who are studying at a pupil referral unit (PRU) or hospital school are required to take the KS2 tests.

It is the responsibility of maintained schools and academies to register the pupils for the KS2 tests and report their results.

Children not on the register of a maintained school or academy that attend a PRU 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 KS2 assessments form part of their educational provision where appropriate.

## 3.5 Overseas schools

Service Children's Education schools take part in the national curriculum assessment and reporting arrangements in line with the arrangements for administration in England.

Other overseas schools can't formally participate in the KS2 assessment and reporting arrangements. They will be able to download the [2015 test materials](#) once the test administration window has closed.

## 3.6 Non-maintained special schools

Non-maintained special schools may take part in the assessment and reporting arrangements at the end of KS2, although they are not required to do so. If you choose to participate you should follow the arrangements in this ARA.

## 3.7 Home-educated pupils

Pupils who are educated at home can only take the tests if they are registered with a maintained school, academy or other independent school that is participating in the tests.

# 4.

## Responsibilities

## 4.1 Headteachers

All headteachers at participating schools have a duty to ensure that:

- the requirements in the <sup>ARA</sup> are implemented in their school
- teachers and other staff comply with the assessment and reporting arrangements
- the deadlines in the <sup>ARA</sup> are met
- pupils who have reached the end of <sup>KS2</sup> are identified

These requirements are summarised below. Please refer to the relevant sections of the ARA for further detail.

### KS2 tests

All headteachers must:

- keep the test materials secure and treat them as confidential before, during and after the test period
- be able to give an accurate account of everyone with access to test materials before, during and after the test period
- ensure that their test administrators are appropriately trained, and that they administer the tests according to the published procedures
- carry out all tests according to the published timetable, unless <sup>STA</sup> has approved a timetable variation
- complete and submit the headteacher's declaration form on the [NCA tools website](#) after all test scripts have been collected for marking
- co-operate with any monitoring visit requests, including visits by <sup>STA</sup> or local authority (<sup>LA</sup>) representatives

Headteachers of maintained schools, independent schools and academies must also note specific, additional responsibilities below.

Headteachers at maintained schools and academies must also:

- consider whether any pupils will need modified versions of the tests and place a test order by Friday 28 November
- ensure all pupils are registered for the levels 3-5 tests on the 'Pupil registration' section of [NCA tools](#) by Friday 20 March
- consider whether pupils may be working above level 5 for possible participation in a level 6 test
- register any pupils who they wish to take the level 6 tests on the 'Pupil registration' section of NCA tools by Friday 20 March
- register pupils for the levels 3-5 tests if they arrive at the school after Friday 20 March

You must also ensure any pupils who are registered at your school but are attending a PRU or hospital school are registered for the tests.

Pupils who are not registered for the level 6 tests by Friday 20 March will not be able to formally take part in those tests.

Independent school headteachers must also:



- issue a privacy notice to the [parents](#) of any pupil participating in 1 or more of the tests and receive approval before placing a test order
- place orders for standard and modified levels 3-5 tests on the 'Test orders' section of [NCA tools](#) by Friday 28 November
- register all eligible pupils for the levels 3-5 tests, and any pupils who will be participating in the level 6 tests, by Friday 20 March
- ensure the tests are only administered to pupils that have been registered

If you miss the test orders or pupil registration deadlines your school will not be allowed to participate.

### Teacher assessment



All headteachers must:

- submit data to <sup>STA</sup> which gives overall levels and individual levels for each attainment target in the core subjects of English, mathematics and science for all pupils at the end of

KS2 by Friday 26 June

- comply with the [guidance on the external moderation of English writing TA](#), including visits by LA or STA representatives
- ensure their school has an appropriate system to record and submit data to STA by the deadline date
- ensure the data reflects any changes made as a result of LA moderation

LAs should notify STA if submitted data differs from the moderated data. This will be investigated as possible maladministration.

Headteachers at participating independent schools must make sure they submit data to STA for the tests their pupils took part in.

### **Reporting to parents**

Headteachers at maintained schools, including maintained special schools, must provide parents with written reports on their child's progress at least once in each school year. They must give parents an opportunity to discuss the report. This is noted in the Education (Pupil Information) (England) Regulations 2005, SI 2005/1437.

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 the pupil

### **Keeping and maintaining records**

Headteachers at 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 common transfer file. This is noted in the Education (Pupil Information) (England) Regulations 2005, SI 2005/1437.



## 4.2 Teachers of pupils in KS2

Teachers must comply with the provisions of this ARA when carrying out assessment and reporting functions.

## 4.3 Governing bodies

Governing bodies of maintained schools must carry out their functions so that the requirements in the ARA are implemented in their school.

If the headteacher is temporarily or permanently absent, the governing body must ensure a nominated representative carries out the [headteacher's duties](#) specified above.

## 4.4 Academy trusts

An academy's funding agreement will usually require the academy trust (the body that runs the academy) to comply with any guidance to ensure that pupils take part in assessments and in teacher assessments of pupils' performance as they apply to maintained schools. This ARA is that guidance.

## 4.5 Local authorities

LAs must make sure their maintained schools understand and complete their statutory assessment and reporting arrangements correctly.

LAs must also ensure any academies which have asked to be part of their assessment arrangements are included in their monitoring and moderation activity.

LAs will:

- offer training and advice on all aspects of assessment at <sup>KS2</sup>
- view their schools' applications for early opening of the tests or additional time
- make unannounced <sup>KS2</sup> monitoring visits to at least 10% of their schools before, during and after the test period
- inform <sup>STA</sup> of any irregularities in the test administration process or within any school's submitted TA data and discuss steps to take
- moderate English writing <sup>TA</sup> in a sample of schools
- ensure schools meet the requirements for transferring records between schools, including the completion of the common transfer file as noted in the Education (Pupil Information) (England) Regulations 2005, where this has been agreed between a governing body and authority

If a school submits TA levels which are different from the agreed LA moderated data, the LA will notify STA and investigate this as possible maladministration.

# 5.

## 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

### DfE enquiries

Central newsdesk  
020 7783 8300

General enquiries

0370 000 2288

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