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## Autumn term 2016

### Monday 31 October

- Information for all: 'Test orders' section of [NCA tools](#) opens.
- Action for maintained schools, academies and free schools: Order modified versions of KS2 tests, including enlarged print, modified large print and braille, by Friday 25 November, if required.
- Action for independent schools: Independent schools choosing to take part in KS2 tests must place test orders for both standard and modified versions by Friday 25 November, and issue privacy notices to parents.
- Action for academies: Choose which LA will undertake monitoring of KS2 tests and external moderation of teacher assessment (TA). Report this information to STA by the end of the autumn term.
- Action for independent schools: Independent schools choosing to take part in KS2 tests should enter into an agreement with the LA that will complete external moderation of their TA.

## Friday 25 November

- Information for all: 'Test orders' section of [NCA tools](#) closes.
- Reminder for maintained schools, academies and free schools: Deadline to order modified versions of the KS2 tests.
- Reminder for independent schools: Deadline for independent schools choosing to take part in KS2 tests to order standard and modified versions, and issue privacy notices to parents.

## End of autumn term

- Reminder for academies: Deadline to have chosen which LA will undertake monitoring of KS2 tests and external moderation of TA. Report this information to STA.

## Spring term 2017

### Monday 30 January

- Information for all: 'Access arrangements' section of NCA tools opens for additional time, early opening, compensatory marks and timetable variation applications.

### Monday 20 February

- Action for schools: Register pupils in the 'Pupil registration' section of NCA tools by Friday 17 March.

### Monday 27 February

- Reminder for schools: Deadline to submit applications for early opening and compensatory marks.

## March

- Information for all: KS2 test administration guidance, including the 'Test administrators'

guide', published.

## **Friday 17 March**

- Reminder for schools: Deadline to complete pupil registration.

## **Monday 10 April**

- Action for schools: Check NCA tools for the outcome of any early opening or compensatory mark applications.

# **Summer term 2017**

## **Monday 24 April**

- Reminder for schools: Deadline to submit applications for additional time.

## **w/c Monday 24 April**

- Information for all: Schools receive all KS2 test materials (standard and modified versions) and stationery items.

## **Monday 8 May to Thursday 11 May**

- Action for schools: Administer KS2 tests on their scheduled days.

## **Thursday 11 May**

- Information for all: 'Access arrangements' section of NCA tools opens for special consideration applications.
- Action for schools: Complete and submit the KS2 headteacher's declaration form (HDF) on NCA tools from 5pm until Friday 19 May.

## **Thursday 18 May**

- Reminder for schools: Deadline to apply for timetable variations on NCA tools.

## Friday 19 May

- Reminder for schools: Deadline to submit notifications that pupils have used a scribe, transcript, word processor or electronic or technical aid in a test.
- Reminder for schools: Deadline to submit notifications that tests were administered at another location or to notify STA of a pupil cheating.
- Reminder for schools: Deadline to submit special consideration applications.
- Reminder for schools: Deadline to submit the KS2 HDF on NCA tools.
- Action for local authorities: Inform schools on, or after, this date if they are going to receive an external TA moderation visit.

## Monday 22 May

- Information for all: Test materials and mark schemes available to download from GOV.UK.
- Action for all: Submit TA data in the 'Teacher assessment' section of NCA tools by Thursday 29 June.

## Monday 5 June

- Action for local authorities: Undertake external TA moderation until Thursday 29 June.

## Thursday 29 June

- Reminder for all: Deadline to submit TA data on NCA tools.

## Tuesday 4 July

- Action for all: Review KS2 test results (including raw scores and scaled scores) and marked script images on NCA tools.
- Information for all: Raw score to scaled score conversion tables available on GOV.UK.

## Friday 14 July

- Action for schools: Deadline to submit review of marking applications.

## End of summer term

- Action for schools: Report to parents.

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