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Standards
& Testing
Agency

Key stage 1

Action: administer KS1 tests by Wednesday 31 May

Schools must administer the key stage 1 (KS1) tests between Tuesday 2 May and Wednesday 31 May.

All staff who will be involved in the administration or marking of KS1 tests should read the [test administration guidance](#).

You should have received your KS1 test materials at the end of March. All test materials must be kept secure until Wednesday 31 May to maintain the confidentiality and integrity of the tests.

Additional KS1 materials, including the optional English grammar, punctuation and spelling test, are now available to download from the 'Test materials' section of [NCA tools](#).

To avoid potential allegations of maladministration, we recommend you don't print KS1 mark schemes until all eligible pupils in your school have taken the tests.

Publication: reporting KS1 teacher assessment (TA) guidance

We have published guidance for [reporting KS1 teacher assessment data](#). These instructions explain how schools submit TA data to local authorities and the codes to use.

Key stage 2

Action: prepare to administer KS2 tests next week

Schools must administer the KS2 tests on the days specified in section 3.3 of the [2017 KS2 assessment and reporting arrangements](#) (ARA).

You should use the [test administration guidance](#) to prepare school staff who will be involved in administering KS2 tests.

[Modified test administration guidance](#) includes instructions for administering modified large print or braille versions of the KS2 tests, and for administering standard versions to pupils with a hearing impairment.

Reminder: submit timetable variation applications by Thursday 18 May

To administer a test up to 5 school days after the published test date, you must apply for a [timetable variation](#). If a pupil is ill, you should wait until they return to school before making the application.

Applications can be made in the 'Access arrangements' section of [NCA tools](#) until Thursday 18 May. We have also published a [video](#) showing how to make an application.

Reminder: submit special consideration applications by Friday 19 May

Special consideration may apply if a pupil's performance in a KS2 test has been affected by extremely distressing circumstances that occurred at the time of the tests. We won't approve special consideration applications if a pupil was ill or distressed while taking the test(s) and wasn't fit to take them. In these circumstances, schools should consider using a [timetable variation](#) to administer the test(s) at a more appropriate time.

Schools must submit applications for [special consideration](#) in the 'Access arrangements' section of NCA tools from Thursday 11 May until Friday 19 May.

Reminder: monitoring visits guidance

Your school may receive a monitoring visit before, during or after test week.

KS2 [monitoring visits guidance](#) supports local authorities in their arrangements for monitoring visits and informs schools about what to expect if they receive one.

Publication: KS2 teacher assessment (TA) submission guidance

We have published guidance for [submitting KS2 teacher assessment data](#). These instructions explain how to submit TA on [NCA tools](#) and the codes to use.

Primary assessment

Reminder: respond to spring term survey by Friday 5 May

Thanks to all who have responded so far to our [spring term survey](#).

For those schools yet to respond, please complete it by Friday 5 May. It should take no longer than 15 minutes to complete and will help us to plan for next year's test cycle.

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