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Standards  
& Testing  
Agency

## Key stage 1

### Information: moderation materials from standardisation training

Your local authority can now share examples of pupils' writing and other materials provided during the recent key stage 1 (KS1) standardisation training for moderation. This will help to support your understanding of writing teacher assessment.

## Key stage 2

### Reminder: refer to the key stage 2 test administration guidance this week

Key stage 2 (KS2) test week began yesterday. Instructions for school staff involved in the administration of the tests is included in the [KS2 test administration guidance](#).

The [Attendance register and test script dispatch instructions](#) and accompanying video demonstrate how to complete your registers, package scripts and complete the headteacher's declaration form. To aid the online marking process, please treat your school's scripts with care, as crumpled or folded scripts are difficult to scan.

The stationery pack includes 4 inner bags for the return of completed test scripts with additional or modified elements. The bags have a green panel on the front to distinguish them from bags used for returning standard scripts. You should pack any transcripts together with the pupil's original test script in one of the

inner bags with a green panel.

The test materials must be stored securely and treated as confidential until Friday 19 May.

## **Action: check applications for timetable variations**

Please check the outcome of any applications you have made for timetable variations in the 'Access arrangements' section of [NCA tools](#). We may have asked you to provide further information in order to consider your application.

Before making an application, please read the guidance on [how to apply for a timetable variation](#).

## **Action: 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.

## **Action: submit special consideration applications by Friday 19 May**

You can apply for special consideration in the 'Access arrangements' section of [NCA tools](#) from Thursday 11 May until Friday 19 May. Our guidance on [how to apply for special consideration](#) explains which pupils may be eligible and how to make an application.

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

Complete and submit your KS2 headteacher's declaration form (HDF) in [NCA tools](#) from Thursday 11 May until Friday 19 May. Please take care when completing the HDF, as it can't be amended once submitted.

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