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Standards  
& Testing  
Agency

## Key stage 1

### **Action: order braille versions of the phonics screening check by the end of the week**

The deadline for schools to order braille versions of the phonics screening check is Friday 11 May. To place an order, you should contact the modified test agency on 0300 303 3019.

## Key stage 2

### **Action: prepare to administer KS2 tests next week**

Schools should use the [test administration guidance](#) to prepare all staff who will be involved in administering key stage 2 (KS2) tests next week.

[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.

### **Action: submit notifications of start-time variations by 17 May**

If you're planning to administer a test to an individual pupil, or group of pupils, on the scheduled date, but at a different time from the rest of the cohort, you must notify us of a [start-time variation](#). Pupils taking a test at a different time must not mix with pupils who have already taken it.

The 'Notification of a start-time variation' form is available in the 'Access arrangements' section of [NCA tools](#) until Thursday 17 May. We've published a short [video](#) showing how to complete the form.

## Action: submit applications for timetable variations by 24 May

If a pupil, a group of pupils, or the whole cohort is absent on the scheduled test date, you may be able to move a test to a different day. This can be up to 5 school days later, subject to meeting the strict [criteria](#).

Schools can make applications for timetable variations in the 'Access arrangements' section of [NCA tools](#) until Thursday 24 May. We've also published a [video](#) showing how to apply.

Unlike start-time variations, timetable variations must be approved by STA.

If a pupil is ill, you should not administer the test to them. You should wait until they have returned to school and are in a fit state to take the test before making a timetable variation application.

## Reminder: change to the order of the 2018 KS2 tests

You must administer the KS2 tests on the days specified in the 2018 test timetable below.

Please remember that the order of the KS2 tests in the 2018 test timetable is different to previous years. The English grammar, punctuation and spelling test will take place on Monday 14 May and the English reading test is on Tuesday 15 May.

Date	Subject	Test paper
Monday 14 May	English grammar, punctuation and spelling	Paper 1: questions and Paper 2: spelling
Tuesday 15 May	English reading	English reading
Wednesday 16 May	Mathematics	Paper 1: arithmetic and Paper 2: reasoning
Thursday 17 May	Mathematics	Paper 3: reasoning

## Reminder: guidance for returning KS2 test scripts for marking

School staff involved in returning test scripts for marking should refer to the [Attendance register and test script dispatch instructions](#). A hard copy is included in your school's stationery pack. Section 2.4 contains a list of attendance register codes.

We've also published short videos demonstrating how to complete a [test attendance register](#) and [packing scripts](#) to return for marking.

## Reminder: monitoring visits guidance

Your school may receive a monitoring visit before, during or after KS2 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.

## Primary assessment

### Information: handling malicious communications

In March and April a small, but significant, number of schools received emails threatening an imminent attack. These emails were designed to cause disruption to education and, in some cases, were successful in causing schools to close unnecessarily. There have been further such communications with schools this week. Anyone receiving such an email should contact their local police.

Schools will already have contingency arrangements in place to deal with serious disruption. As we are now in test season, we encourage you to incorporate this [guidance](#) on handling bomb threats into those arrangements. The guidance includes advice about jointly assessing with the police the proportionate action to take in response to the receipt of malicious communications.

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