



Standards  
& Testing  
Agency

# **Key stage 2 assessment and reporting arrangements**

**October 2023**

# Contents

1 Summary	5
1.1 About this guidance	5
1.2 Who is this guidance for?	5
1.3 Legal status	5
2 Changes for 2023/24	7
2.1 Modified large print format	7
3 Important dates	8
3.1 Important dates for 2023	8
3.2 Important dates for 2024	9
3.3 Key stage 2 test timetable for 2024	11
4 Responsibilities	12
4.1 Headteachers' responsibilities	12
4.2 Local authorities' responsibilities	15
4.3 School responsibilities	17
4.4 Governing bodies' responsibilities	17
4.5 Academy trusts' responsibilities	17
5 2024 national curriculum tests	18
5.1 Overview of tests	18
5.2 Scaled scores	18
5.3 Practice materials	19
5.4 Test frameworks	19
5.5 Test orders	19
5.6 Modified test materials	20
5.7 Delivery of test materials	21
5.8 Security of test materials	22
6 Test participation	23
6.1 Participating pupils	23
6.2 Registering pupils for the tests	24
6.3 Pupils with English as an additional language (EAL)	26
6.4 Access arrangements	26
6.5 Timetable variations	27

7 Test administration	28
7.1 Administering the tests	28
7.2 When to administer tests	28
7.3 Monitoring the tests	28
8 Teacher assessment	30
9 Marking and test results	31
9.1 Marking of the tests	31
9.2 Return of results	31
9.3 Return of test scripts to schools	31
9.4 Reviews of marking	32
9.5 How end of KS2 results will be used	32
10 Multiplication tables check	34
10.1 Overview of the multiplication tables check	34
10.2 Check participation	35
10.3 Results	35
11 Maladministration	37
11.1 Maladministration of teacher assessment	37
12 Reporting to parents	38
12.1 Annual reports	38
12.2 What reports must cover	38
13 Keeping and maintaining records	41
13.1 Pupils' educational records	41
13.2 Disclosure of educational records	41
13.3 Transferring records to a pupil's new school	42
14 Legal requirements and responsibilities	44
14.1 How the arrangements apply to different types of school	44
14.2 Special educational provision and reasonable adjustments	45
14.3 Regulatory concerns	46
15 Further information	47
15.1 Useful websites and links	47
15.2 Additional resources	48
15.3 General enquiries	48



# 1 Summary

## 1.1 About this guidance

This guidance sets out the statutory requirements for key stage 2 (KS2) national curriculum assessment and reporting for the academic year 2023 to 2024. It is produced by the [Standards and Testing Agency \(STA\)](#)<sup>1</sup>, an executive agency of the Department for Education (DfE) and is relevant until the end of the academic year 2023 to 2024.

The assessment and reporting arrangements (ARA) apply to:

- maintained schools
- academies (including free schools)
- special schools (including maintained special schools and special academies)
- [alternative provision \(AP\)](#)<sup>2</sup> (including pupil referral units (PRUs), AP academies and AP free schools)
- secure units
- Ministry of Defence (MoD) schools
- participating independent schools with KS2 pupils

## 1.2 Who is this guidance for?

This guidance is for:

- all staff responsible for the multiplication tables check (MTC), end of KS2 tests and teacher assessment (TA)
- headteachers and senior leadership teams
- governors and trustees
- local authority assessment co-ordinators

## 1.3 Legal status

This document (the ARA) contains provisions made in terms of Article 11 (as amended) of [The Education \(National Curriculum\) \(Key Stage 2 Assessment Arrangements\) \(England\) Order 2003](#)<sup>3</sup>. The 2003 Order is made by the Secretary of State under powers

---

<sup>1</sup> [www.gov.uk/sta](http://www.gov.uk/sta)

<sup>2</sup> [www.gov.uk/government/publications/alternative-provision](http://www.gov.uk/government/publications/alternative-provision)

<sup>3</sup> [www.legislation.gov.uk/ukSI/2003/1038/made](http://www.legislation.gov.uk/ukSI/2003/1038/made)

provided for by [section 87 of the Education Act 2002](#)<sup>4</sup>. This ARA document gives full effect to the provisions in the 2003 Order concerning assessment during KS2 and has effect as if made by the 2003 Order. The ARA also contains guidance that does not form part of the law. Section 14 contains further information on legal requirements and responsibilities.

---

<sup>4</sup> [www.legislation.gov.uk/ukpga/2002/32/section/87](http://www.legislation.gov.uk/ukpga/2002/32/section/87)

## 2 Changes for 2023/24

### 2.1 Modified large print format

Following research into the accessibility and adaptability of the key stage 2 modified large print (MLP) test papers, we are changing the format from B4 18-point to A4 24-point. This is in response to feedback that the font size was not large enough. It also means the papers are more adaptable – automatically increasing to 36-point when enlarged onto A3.

Past MLP papers have been adapted to this format and are available in the collection of [practice materials](#) if you wish to familiarise pupils with the papers.

Please note the past papers adapted to the new format have not been through the usual rigorous modification and checking process but have been made available to help to give pupils an indication of what to expect in May 2024.

### 3 Important dates

These dates are subject to change. If any changes are needed due to circumstances beyond STA's control, schools will be informed at the appropriate time, via the [assessment update](#)<sup>5</sup> and on [GOV.UK](#)<sup>6</sup>.

#### 3.1 Important dates for 2023

Date	Action
Monday 4 September	<a href="#">TA guidance</a> <sup>7</sup> published
October	<a href="#">Access arrangements guidance</a> <sup>8</sup> published
Monday 2 October	Online TA moderator training on English writing available to download from the <a href="#">Primary Assessment Gateway (PAG)</a> <sup>9</sup>
Monday 16 October	Forms available on the PAG for schools to: <ul style="list-style-type: none"> <li>• submit holiday dates</li> <li>• place test orders (if required)</li> <li>• order modified tests (if required)</li> <li>• notify STA of the local authority selected for monitoring and moderation ,applicable to               <ul style="list-style-type: none"> <li>• academies not using their geographic local authority</li> <li>• participating independent schools</li> </ul> </li> </ul>
November to March	Local authority moderators complete TA moderation standardisation exercises in English writing
Monday 6 November	<a href="#">MTC IT guidance</a> <sup>10</sup> published
Friday 17 November	Deadline for the following activities on the PAG: <ul style="list-style-type: none"> <li>• maintained schools and academies to order modified versions of the KS2 tests (see section 5.6)</li> <li>• participating independent schools to order standard and modified versions of the KS2 tests</li> <li>• special schools, PRUs and secure units to place KS2 test orders for pupils working at the standard of the tests and able to access them</li> <li>• schools to submit their holiday dates</li> </ul>

<sup>5</sup> [www.us17.list-manage.com/subscribe?u=8088a92c9c7454749d4a06114&id=56fc8c15ed](http://www.us17.list-manage.com/subscribe?u=8088a92c9c7454749d4a06114&id=56fc8c15ed)

<sup>6</sup> [www.gov.uk/government/organisations/standards-and-testing-agency](http://www.gov.uk/government/organisations/standards-and-testing-agency)

<sup>7</sup> [www.gov.uk/government/publications/key-stage-2-teacher-assessment-guidance](http://www.gov.uk/government/publications/key-stage-2-teacher-assessment-guidance)

<sup>8</sup> [www.gov.uk/government/publications/key-stage-2-tests-access-arrangements](http://www.gov.uk/government/publications/key-stage-2-tests-access-arrangements)

<sup>9</sup> [www.primaryassessmentgateway.education.gov.uk](http://www.primaryassessmentgateway.education.gov.uk)

<sup>10</sup> [www.gov.uk/guidance/multiplication-tables-check-it-guidance](http://www.gov.uk/guidance/multiplication-tables-check-it-guidance)



Friday 8 December	Deadline for participating independent schools to report to STA, on the PAG, that they have a written agreement in place with a local authority to monitor their end of KS2 tests and complete external moderation of TA, if submitting
-------------------	---

### 3.2 Important dates for 2024

Date	Action
Friday 12 January	Deadline for: <ul style="list-style-type: none"> <li>academies to have a written agreement in place with their chosen local authority for monitoring the end of KS2 tests and external moderation of their KS2 English writing TA</li> <li>academies not using their geographic local authority for monitoring the end of KS2 tests and external moderation of their KS2 English writing TA to have reported this information to STA, on the PAG</li> </ul>
Monday 12 February	Pupil registration form available on the PAG for all schools (including special schools) to complete for the end of KS2 tests (see section 6.2) Forms available on the PAG for schools to make applications for: <ul style="list-style-type: none"> <li>early opening</li> <li>compensatory marks for spelling</li> <li>additional time</li> <li>timetable variations</li> </ul>
March	<u>KS2 test administration guidance</u> <sup>11</sup> published
Friday 8 March	Deadline for all schools (including special schools) to complete pupil registration for the end of KS2 tests and if applicable submit applications for early opening
Monday 8 April	Deadline for schools to be notified of early opening application outcomes on the PAG
Monday 8 April	Schools can access the MTC service via <u>DfE Sign-in</u> <sup>12</sup> and <u>MTC guidance</u> <sup>13</sup> published
Monday 22 April	Deadline for schools to: <ul style="list-style-type: none"> <li>submit applications for additional time for the end of KS2 tests</li> </ul>

<sup>11</sup> [www.gov.uk/government/collections/national-curriculum-assessments-key-stage-2-tests](http://www.gov.uk/government/collections/national-curriculum-assessments-key-stage-2-tests)

<sup>12</sup> <https://services.signin.education.gov.uk>

<sup>13</sup> [www.gov.uk/government/publications/multiplication-tables-check-administration-guidance](http://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance)

	<ul style="list-style-type: none"> <li>submit applications for compensatory marks for spelling</li> </ul>
Monday 29 April to Friday 3 May	Schools receive all KS2 test materials and stationery items
Monday 13 May to Thursday 16 May	Schools administer the KS2 tests (see section 3.3)
Monday 13 May	Aid notification forms available on the PAG
Thursday 16 May	Available on the PAG: <ul style="list-style-type: none"> <li>pupil cheating forms</li> <li>end of KS2 headteacher's declaration form (HDF) available to schools</li> <li>special consideration application form</li> </ul>
Friday 17 May	Local authorities begin informing schools if they will receive an external moderation visit for English writing TA
Monday 20 May	'Submit teacher assessment data' form available on the PAG
Thursday 23 May	Deadline for schools to submit applications for a timetable variation
Friday 24 May	Deadline for schools to: <ul style="list-style-type: none"> <li>submit notifications if pupils used a scribe, transcript, word processor or electronic or technical aid in an end of KS2 test</li> <li>submit the KS2 HDF</li> <li>submit applications for special consideration</li> </ul> Test materials and mark schemes available to download from GOV.UK
Friday 31 May	Deadline for schools to notify STA, on the PAG, of a pupil cheating in an end of KS2 test
Monday 3 June to Friday 14 June	MTC administration period MTC HDF available to schools on the MTC service
Monday 3 June to Friday 28 June	Local authorities undertake external moderation of KS2 English writing TA
Monday 17 June to Friday 21 June	Schools administer the MTC to any absent pupils or where administration has been delayed due to technical difficulties
Friday 21 June	Deadline for schools to ensure pupils have completed the MTC or have been recorded as not taking the check and submit their MTC HDF on the MTC service by 5pm

Monday 24 June	MTC results available on the MTC service for schools who have submitted their HDF
Friday 28 June	Deadline to submit KS2 TA data on the PAG
Tuesday 9 July	KS2 test results and marked script images available for KS2 schools and local authorities on the PAG Raw score to scaled score conversion tables available on GOV.UK
Wednesday 10 July	KS2 test results available on the PAG for key stage 3 schools with a year 7 intake
Friday 19 July	Deadline for schools to submit marking review applications on the PAG, by 11:59pm
Wednesday 11 September	Review outcomes returned to schools on the PAG

### 3.3 Key stage 2 test timetable for 2024

The tests must be taken on the scheduled day, and in order, unless an application for a timetable variation has been approved by STA (see section 6.5).

Date	Tests
Monday 13 May	English grammar, punctuation and spelling: <ul style="list-style-type: none"> <li>• Paper 1: questions</li> <li>• Paper 2: spelling</li> </ul>
Tuesday 14 May	English reading
Wednesday 15 May	Mathematics: <ul style="list-style-type: none"> <li>• Paper 1: arithmetic</li> <li>• Paper 2: reasoning</li> </ul>
Thursday 16 May	Mathematics Paper 3: reasoning

## 4 Responsibilities

### 4.1 Headteachers' responsibilities

All references to headteachers include acting headteachers or anyone with delegated authority in the absence of the headteacher.

Headteachers of participating schools have a duty to ensure that:

- the requirements in the ARA are implemented in their school
- teachers and other staff comply with the ARA
- the deadlines in the ARA are met
- the needs of all pupils are considered, and suitable access arrangements are put in place to enable them to take part in the tests, where possible (see section 6.4)
- parents are issued with a privacy notice that explains how pupils' personal data is processed

### End of key stage 2 tests

Headteachers of maintained schools, academies (including free schools), special schools (including maintained special schools and special academies) and participating independent schools must:

- identify which pupils will take end of KS2 tests
- consider whether any pupils will need modified versions of the tests and, if so, place a test order on the PAG by Friday 17 November (see section 5.6)
- ensure all pupils are registered for the tests on the PAG by Friday 8 March (including pupils who will not participate in the tests (see section 6.2)) and check that each pupil's details are accurate (including any pupils who are registered at their school, but are attending an AP school – including PRUs)
- register new pupils for the tests if they arrive in school after Friday 8 March until Thursday 23 May

Headteachers of academies (including free schools) must have a written agreement in place with their chosen local authority for monitoring the end of KS2 tests by Friday 12 January.

Headteachers of participating independent schools that wish to receive test materials must also:

- have issued a privacy notice to the parents of any pupils taking the tests, and received approval for their child's participation, before placing a test order by Friday 17 November
- place orders for standard and modified tests on the PAG by Friday 17 November
- have a written agreement in place with their chosen local authority for monitoring their end of KS2 tests (and moderating their KS2 English writing TA, if submitting to STA) and have reported this information to STA on the PAG by Friday 8 December
- register eligible pupils for the tests by Friday 8 March

If an independent school fails to meet any of these deadlines, they will not be able to participate in the tests.

## **Key stage 2 headteacher's declaration form**

After all test scripts have been collected for marking, headteachers must complete and submit the 'KS2 headteacher's declaration form' on the PAG, as detailed in article 5(4) of [The Education \(National Curriculum\) \(Key Stage 2 Assessment Arrangements\) \(England\) Order 2003](#)<sup>14</sup>. This requirement applies to all maintained schools, academies (including free schools), special schools (including maintained special schools and special academies) and participating independent schools, even if all pupils are working below the standard of the KS2 tests or are unable to access them.

The HDF confirms that the tests have been administered according to the published guidance or that any issues have been reported to STA. The form will be available on Thursday 16 May and must be submitted by 5pm Friday 24 May.

If you cannot complete the HDF or make any errors in your submission, contact the national curriculum assessments helpline on 0300 303 3013 or email [assessments@education.gov.uk](mailto:assessments@education.gov.uk).

---

<sup>14</sup> [www.legislation.gov.uk/ukxi/2003/1038/contents/made](http://www.legislation.gov.uk/ukxi/2003/1038/contents/made)

## Multiplication tables check

Headteachers of maintained schools and academies (including free schools), special schools (including maintained special schools and special academies) must:

- ensure that suitable IT equipment is available to administer the check (as detailed in the [MTC IT guidance](#)<sup>15</sup>)
- ensure all year 4 pupils are registered for the check using the MTC service - including pupils who may not take the check
- consider whether any pupils will need access arrangements, and where appropriate, allow them to practise using the try it out check
- administer the check to all participating pupils within the check window from Monday 3 June to Friday 14 June
- administer the check to any pupils who were absent during the first 2 weeks or where check administration has been delayed due to technical difficulties from Monday 17 June to Friday 21 June. Headteachers should make any decisions regarding administering the check to pupils in week 3 and schools do not require permission from STA for this
- ensure all pupils who participated in the check have a 'complete' check status or are recorded with a reason for not taking the check in the MTC service by Friday 21 June
- submit the MTC HDF in the MTC service by 5pm on Friday 21 June

Schools can access the MTC service via [DfE Sign-in](#)<sup>16</sup> from Monday 8 April.

Independent schools cannot participate in the MTC.

## Teacher assessment and moderation

Headteachers of maintained schools, academies (including free schools) and special schools (including maintained special schools and special academies) and participating independent schools must:

- use funds available within the school's overall resources to give those carrying out teacher assessment sufficient opportunity to become familiar with:
  - the TA frameworks
  - the pre-key stage standards

---

<sup>15</sup> [www.gov.uk/guidance/multiplication-tables-check-it-guidance](http://www.gov.uk/guidance/multiplication-tables-check-it-guidance)

<sup>16</sup> <https://services.signin.education.gov.uk>

- the engagement model
- ensure TA guidance is reviewed and followed
- ensure the relevant framework or guidance is used to make each pupil's TA judgements
- ensure TA judgements are an accurate assessment of pupils' attainment
- submit TA data to STA on the PAG, for all pupils at the end of KS2, by Friday 28 June
- notify STA of any issues that may have affected the integrity of the TA by emailing the teacher assessment team on [TAMOD.DATA@education.gov.uk](mailto:TAMOD.DATA@education.gov.uk)

Academy headteachers must choose which local authority is responsible for external moderation of their KS2 TA. They must have a written agreement in place with their chosen local authority and should inform STA on the PAG if they intend to use a non-geographic local authority, by Friday 12 January. If academies do not respond by the deadline, they will no longer be able to choose non-geographic local authorities and must put an agreement in place with their geographic local authority. STA will record academies without a non-geographic local authority agreement in place by this date as being moderated by the geographic local authority.

Headteachers of participating independent schools that wish to compare their TA in English writing with local or national data must also have a written agreement in place with their chosen local authority for external moderation of their KS2 TA. They must report this information to STA, on the PAG, by Friday 8 December.

## 4.2 Local authorities' responsibilities

Local authorities must take reasonable steps to ensure that participating schools follow the guidance in this ARA. This also applies to academies and participating independent schools that have an agreement in place with the local authority.

Local authorities should ensure that participating schools:

- understand and follow the statutory requirements set out in this ARA, as well as any funding agreement requirements
- are offered support on all aspects of assessment at KS2
- are aware of the need to store all assessment materials securely
- are aware of their deadline to submit TA data on the PAG

- meet the requirements for transferring records between schools, including the completion of the [common transfer file \(CTF\)](#)<sup>17</sup> as noted in the [Education \(Pupil Information\) \(England\) Regulations 2005](#)<sup>18</sup>

## Key stage 2 tests

Responsibilities include:

- ensuring training and advice is available to schools on all aspects of the KS2 tests
- viewing reports of their schools' applications for early opening, additional time and timetable variations to help inform monitoring visits
- making unannounced monitoring visits to a sample of schools before, during and after the KS2 test period (see section 7.3)
- informing STA of any irregularities that could affect the integrity, security or confidentiality of the national curriculum assessments or could lead to results that do not reflect pupils' unaided work

## Teacher assessment and moderation

Responsibilities include:

- arranging a robust programme of moderation to ensure that all schools they are responsible for are moderated at least once every 4 years (excluding 2020 and 2021), or more frequently, to validate English writing TA judgements
- collecting, quality assuring and submitting TA data to STA on the PAG, by Friday 28 June, for schools that have arranged for the local authority to submit on their behalf
- informing STA of irregularities within any school's submitted TA data and discussing next steps to take
- moderating participating independent schools in the first year they opt in and then at least once every 4 years
- ensuring standardisation is delivered as part of the moderator recruitment process. Standardisation training materials and exercises will be made available by STA
- ensuring [TA guidance](#)<sup>19</sup> is reviewed and followed

---

<sup>17</sup> [www.gov.uk/government/collections/common-transfer-file](http://www.gov.uk/government/collections/common-transfer-file)

<sup>18</sup> [www.legislation.gov.uk/uksi/2005/1437/made](http://www.legislation.gov.uk/uksi/2005/1437/made)

<sup>19</sup> [www.gov.uk/government/publications/key-stage-2-teacher-assessment-guidance](http://www.gov.uk/government/publications/key-stage-2-teacher-assessment-guidance)



### **4.3 School responsibilities**

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

### **4.4 Governing bodies' responsibilities**

Governing bodies of maintained schools and proprietors of participating independent schools must carry out their functions to ensure that the KS2 national curriculum assessments are administered in their school according to this ARA.

### **4.5 Academy trusts' responsibilities**

An academy's funding agreement will usually require the academy trust to ensure that the KS2 national curriculum assessments are administered in the school according to this ARA.

## 5 2024 national curriculum tests

### 5.1 Overview of tests

The KS2 tests consist of:

- English grammar, punctuation and spelling Paper 1: questions
- English grammar, punctuation and spelling Paper 2: spelling
- English reading
- Mathematics Paper 1: arithmetic
- Mathematics Paper 2: reasoning
- Mathematics Paper 3: reasoning

#### English grammar, punctuation and spelling test

The English grammar, punctuation and spelling test focuses on the relevant elements of the [English programmes of study](#)<sup>20</sup>.

#### English reading test

The English reading test focuses on the comprehension elements of the English programmes of study and includes a mixture of text types. The test is designed so that the texts are presented in increasing level of difficulty.

#### Mathematics test

The mathematics test focuses on the assessable elements of the [mathematics programmes of study](#)<sup>21</sup> and comprises of 2 components, arithmetic and reasoning, presented to pupils as 3 test papers.

### 5.2 Scaled scores

[Scaled scores](#)<sup>22</sup> are used to report national curriculum test outcomes.

---

<sup>20</sup> [www.gov.uk/government/publications/national-curriculum-in-england-english-programmes-of-study](http://www.gov.uk/government/publications/national-curriculum-in-england-english-programmes-of-study)

<sup>21</sup> [www.gov.uk/government/publications/national-curriculum-in-england-mathematics-programmes-of-study](http://www.gov.uk/government/publications/national-curriculum-in-england-mathematics-programmes-of-study)

<sup>22</sup> [www.gov.uk/guidance/scaled-scores-at-key-stage-2](http://www.gov.uk/guidance/scaled-scores-at-key-stage-2)

## 5.3 Practice materials

[Practice materials](#)<sup>23</sup> are available to help teachers prepare for the 2024 tests. These include past versions of KS2 national curriculum assessments, mark schemes and test administration instructions. Modified large print and transcripts of the braille papers are also available.

## 5.4 Test frameworks

[Test frameworks](#)<sup>24</sup> are available for each test. Although written for test developers, these may also be of interest to schools. Teachers should not use the test frameworks to guide teaching and learning. They do not provide information on how schools should teach the national curriculum.

## 5.5 Test orders

Schools should submit their holiday dates for the academic year 2023 to 2024 on the PAG by Friday 17 November. STA will use this information when planning deliveries of test materials.

### Maintained schools and academies (including free schools)

Maintained schools and academies do not need to place a test order for standard versions of the KS2 tests. STA will calculate the quantities they require based on their census and pupil registration data. Modified tests should be ordered by Friday 17 November on the PAG, if required (see section 5.6).

### Independent schools

Independent schools choosing to participate in the KS2 assessments for one or more subjects must have issued a privacy notice to the parents of any pupils taking the tests, and received approval for their child's participation, before placing a test order on the PAG by Friday 17 November.

For independent schools to receive KS2 test materials, they must have an agreement in place with a local authority to monitor the tests and have reported this information to STA, on the PAG, by Friday 8 December. Independent schools that do not report which local authority they have an agreement with will not be able to complete pupil registration and may not receive test materials.

---

<sup>23</sup> [www.gov.uk/government/collections/national-curriculum-assessments-practice-materials](http://www.gov.uk/government/collections/national-curriculum-assessments-practice-materials)

<sup>24</sup> [www.gov.uk/government/collections/national-curriculum-assessments-test-frameworks](http://www.gov.uk/government/collections/national-curriculum-assessments-test-frameworks)

Participating independent schools must complete [pupil registration](#)<sup>25</sup> uploading details of the pupils who will take the tests on the PAG by Friday 8 March.

## Special schools, pupil referral units and secure units

Special schools, PRUs and secure units should place test orders on the PAG by Friday 17 November if any pupils are working at the standard of the tests and are able to access them (see section 5.5). Otherwise, STA will assume their pupils are not taking the tests and will not send test materials. If schools believe their pupils may reach the standard of the tests by May 2024, they should order test materials for them.

Special schools, PRUs and secure units must complete [pupil registration](#)<sup>26</sup>, even if no pupils will take the tests.

## 5.6 Modified test materials

Please note the MLP papers produced for 2024 are not in the same format in which they were administered in previous years.

Standard booklets are A4 (297mm x 210mm) in 12pt with multi-tonal diagrams and illustrations. STA also develops modified versions of the tests which are primarily designed for pupils with significant visual impairments, although they may be suitable for pupils with other needs. A pupil is not required to have an identified special educational need or disability to use modified tests.

The modified tests available are:

- enlarged print versions, which are produced in a larger format booklet (364mm x 257mm) in 15pt – all text, pictures and non-scaled diagrams are larger than the standard versions
- modified large print versions are in an A4 format (297 x 210mm), using a larger bold 24pt Arial font - diagrams are substituted for a high contrast design or require the use of physical models. (Please note: following research into the accessibility and adaptability of the KS2 MLP test papers, the A4 format is a change from previous years, from B4 18-point (364 x 257mm) to A4 24-point (297 x 210mm) in 2024.)
- braille versions, available in contracted (Grade 2) Unified English Braille (UEB) (297mm X 275mm) for English Reading, GPS and mathematics. Diagrams are produced in tactile formats or as physical models

---

<sup>25</sup> [www.gov.uk/guidance/key-stage-2-tests-guide-to-registering-pupils-for-the-tests](http://www.gov.uk/guidance/key-stage-2-tests-guide-to-registering-pupils-for-the-tests)

<sup>26</sup> [www.gov.uk/guidance/key-stage-2-tests-guide-to-registering-pupils-for-the-tests](http://www.gov.uk/guidance/key-stage-2-tests-guide-to-registering-pupils-for-the-tests)

- a braille version, available in uncontracted (Grade 1) UEB for KS2 English Reading only. Uncontracted braille is suitable for pupils who have not learnt to read contracted braille

All schools can order modified versions of the tests, in enlarged print, modified large print, contracted and uncontracted braille, using the modified test order form on the PAG, until Friday 17 November.

Schools can contact the national curriculum assessments helpline on 0300 303 3013 or email [MTH@iwanttoconnect.co.uk](mailto:MTH@iwanttoconnect.co.uk) to:

- make late orders after Friday 17 November (for example where a pupil arrives in school after this date or if a pupil's needs change)
- ask for further advice about which modified materials may be suitable
- request hard copies of the braille tests from previous years

## 5.7 Delivery of test materials

Schools will receive test materials, including any modified test orders and script despatch stationery, in the week beginning Monday 29 April. STA will calculate the quantities of standard test materials and stationery each school requires using the pupil registration data available after the Friday 8 March deadline (see section 6.2). Modified test quantities will be calculated from the test orders data available at the same date. Schools will not be sent KS2 mark schemes as they will be published on GOV.UK on Friday 24 May.

Materials are delivered to school addresses taken from [get information about schools \(GIAS\)](#)<sup>27</sup>. Schools must ensure their details are up to date and log in to GIAS via [DfE Sign-in](#)<sup>28</sup> to make changes.

If test materials have not arrived by Friday 3 May or they arrive unsealed or damaged, schools should contact the national curriculum assessments helpline on 0300 303 3013.

### Additional test materials

STA will check for changes to the pupil registration data and modified test orders made after Friday 8 March. If required, STA will dispatch additional test materials daily from Tuesday 1 May up to the day of each test.

---

<sup>27</sup> [www.get-information-schools.service.gov.uk](http://www.get-information-schools.service.gov.uk)

<sup>28</sup> <https://services.signin.education.gov.uk>

In the event a school requires additional KS2 test materials on the day of a test, they should contact the national curriculum assessments helpline on 0300 303 3013 as soon as possible to discuss options including a same day delivery.

## 5.8 Security of test materials

Headteachers must ensure the integrity of the tests is maintained so that no pupil has an advantage. Schools must follow the guidance on keeping materials secure in the [test administration guidance](#)<sup>29</sup> and treat all test materials as confidential from when they are received until Friday 24 May (after the timetable variation period has ended).

---

<sup>29</sup> [www.gov.uk/government/collections/national-curriculum-assessments-key-stage-2-tests](http://www.gov.uk/government/collections/national-curriculum-assessments-key-stage-2-tests)

## 6 Test participation

### 6.1 Participating pupils

Most pupils taking the KS2 tests will be in year 6, will reach the age of 11 by the end of the academic year and will be moving on to KS3.

Teachers should use their knowledge of each pupil when considering whether to administer the tests to them. They may also use practice materials (see section 5.3) to inform these decisions.

#### Pupils who should not take the tests

Pupils should not take the tests if any of the following apply:

- they have not completed the relevant KS2 programme of study
- they are working at the [pre-key stage 2 standards](#)<sup>30</sup> or being assessed using the [engagement model](#)<sup>31</sup>
- they are working at the standard of the KS2 tests but are unable to participate, even when using suitable access arrangements
- they are not in a fit physical or mental state at the time of the tests

If the 2024 tests are incorrectly administered to pupils who should not have participated, their test scripts must be sent for marking. This includes if a pupil starts a test and is unable to complete it. Pupils will be awarded test outcomes based on their achievements in those tests and their results must be reported to parents (see section 12).

#### Decisions on participation in the tests

Headteachers make the final decision about whether it is appropriate for a pupil to take the tests. In instances where a headteacher has cause to consider whether a pupil should participate in the tests, they should:

- discuss the pupil's circumstances and needs with their parents and teachers
- consult, if appropriate, with their Special Educational Needs Coordinator (SENCO), educational psychologist, medical professional or other specialist staff to consider access arrangements that might be appropriate to enable pupils to demonstrate their full abilities

---

<sup>30</sup> [www.gov.uk/government/publications/pre-key-stage-2-standards](http://www.gov.uk/government/publications/pre-key-stage-2-standards)

<sup>31</sup> [www.gov.uk/government/publications/the-engagement-model](http://www.gov.uk/government/publications/the-engagement-model)

If a headteacher decides a pupil should not take one or more of the tests, they should report this decision to the pupil's parents.

## 6.2 Registering pupils for the tests

All pupils enrolled at maintained schools, academies and special schools (including maintained special schools and special academies) who will complete the KS2 programmes of study in the academic year 2023 to 2024 must be [registered for the tests](#)<sup>32</sup>. This includes pupils who are working below the overall standard of the tests, and ultimately will not take them, and pupils who are working at the overall standard of the tests but cannot access them.

Schools must register pupils on the PAG between Monday 12 February and Friday 8 March. Any pupils who arrive in school after this date (up to Thursday 23 May) must also be added to pupil registration.

Independent schools that have placed a test order must complete pupil registration by Friday 8 March to participate in the 2024 tests.

### Pupils who are dual registered

Pupils in their final year of KS2 who attend an AP school (including PRUs) but are still on the register of a maintained school or academy must also participate in the tests. The headteacher at the school where the pupil is registered is responsible for ensuring the tests are administered, this includes the delivery and collection of the test scripts to and from the AP.

### Pupils younger or older than 11 at the end of key stage 2

Pupils must only be entered for the tests before the academic year in which they are 11 if they have completed the relevant KS2 programme of study and the headteacher considers they are working at the overall standard of the tests. When registering these pupils, you must register as 'future' for test subjects they will take in a future year.

Pupils older than 11 who have not yet taken the tests as they are learning outside their chronological year group must be entered to take them at the end of the academic year in which they complete the relevant KS2 programme of study. This is only applicable if the headteacher considers the pupil to be working at the overall standard of the tests.

---

<sup>32</sup> [www.gov.uk/guidance/key-stage-2-tests-guide-to-registering-pupils-for-the-tests](http://www.gov.uk/guidance/key-stage-2-tests-guide-to-registering-pupils-for-the-tests)



## **Pupils working below the overall standard of the tests (code 'B')**

Pupils who are assessed as working below the overall standard of the KS2 tests should be registered as below the standard during pupil registration. This includes pupils who are not expected to reach this standard by May 2024. Should you change your assessment of the pupil then please update their pupil registration record, even if this is on the day of the test. Pupils who do not take a test because they are working below the standard of the test must also be marked as 'B' on the Attendance Register.

In English grammar, punctuation and spelling and mathematics, where there is more than one test paper, pupils must take all components to be awarded an overall test outcome. Pupils cannot take one component of the test and then be registered as below the standard for another. For example, a pupil cannot take Paper 1 of the English grammar, punctuation and spelling test and be marked as 'B' on the attendance register for Paper 2. In this scenario, STA would correct the pupil's status to 'A' (absent for Paper 2).

If a school decides not to enter a pupil for the reading and mathematics test because they are working below the overall standard, they should use one of the following to provide a TA outcome for the pupil in that subject (see section 8):

- pre-key stage standard (for pupils engaged in subject-specific study)
- engagement model (for pupils not engaged in subject-specific study)

## **Pupils working at the standard of the tests but who are unable to access them (code 'U')**

Schools should consider using access arrangements (see section 6.4) to enable all pupils who are working at the overall standard of the tests to take them. If a pupil is working at the standard of the tests but is unable to access them, even with appropriate access arrangements, they must be registered on the PAG but should not take the test. They should then be marked as 'U' (unable to access) on the test attendance register.

Some examples of pupils who may fit this category are:

- pupils who have a disability
- pupils with specific medical needs or who have spent time in hospital towards the end of the key stage
- pupils who have been absent from school for an extended period, perhaps due to being educated at home or excluded from school, and need time to adjust to regular school life
- pupils who are experiencing or have recently experienced severe emotional problems

## **Pupils whose performance cannot be established because they have just arrived in school (code 'J')**

Schools may not have enough time before the tests to determine a pupil's abilities and whether they are working at the overall standard of the tests. Where this is the case, the pupil must be registered on the PAG but should not take the test. They should be marked as 'J' (just arrived) on the test attendance register.

Examples of pupils who may fit this category include:

- pupils who have arrived in school during the weeks immediately before the tests
- pupils who have recently come from a different education system

Where a school has been able to determine a pupil's abilities prior to the tests and has determined that they are not working at the standard of the tests in a subject, that pupil should be assessed using the pre-key stage standards or the engagement model, as appropriate.

If a test is administered to a pupil who has just arrived in school, the pupil should be marked as '✓' (attended) and their test script must be returned for marking.

## **6.3 Pupils with English as an additional language (EAL)**

Pupils with EAL must be registered for the KS2 tests, even if the pupils will not take them.

### **English tests**

If pupils cannot communicate in English, they will be working below the overall standard of the English tests and should not take them. To make a TA judgement for English reading and writing, these pupils should be assessed using the pre-key stage standards, providing they are engaged in subject-specific study.

### **Mathematics tests**

To establish a pupil's abilities in mathematics, teachers and language support staff could work together to translate national curriculum work into the pupil's preferred language.

If a pupil is working at the standard of the mathematics tests, the school should consider using access arrangements to enable the pupil to take the tests. Further information on using written or oral translations is in the access arrangements guidance.

## **6.4 Access arrangements**

KS2 tests are intended to assess pupils' abilities in a fair and comparable way. They are designed so that most pupils with special educational needs or disabilities (SEND) can

participate using the standard versions. However, a small number of pupils may need additional arrangements. [Access arrangements](#)<sup>33</sup> are adjustments that schools can make to support specific pupils.

## 6.5 Timetable variations

If any pupils cannot take the tests on the days specified in the statutory timetable, the school may apply for a timetable variation on the PAG. The application must be approved by STA before the pupil takes the tests. An approved timetable variation allows an individual pupil, group of pupils or whole cohort to take the test up to 5 school days after the scheduled test day.

The [timetable variations guidance](#)<sup>34</sup> includes acceptable reasons and the headteacher's responsibilities.

---

<sup>33</sup> [www.gov.uk/government/publications/key-stage-2-tests-access-arrangements](http://www.gov.uk/government/publications/key-stage-2-tests-access-arrangements)

<sup>34</sup> [www.gov.uk/guidance/key-stage-2-tests-how-to-apply-for-a-timetable-variation](http://www.gov.uk/guidance/key-stage-2-tests-how-to-apply-for-a-timetable-variation)

## 7 Test administration

### 7.1 Administering the tests

Schools must follow the [test administration guidance](#)<sup>35</sup>, which will be published on Monday 11 March. STA will also provide test administration instructions with the KS2 tests. They may contain test-specific content so must only be accessed immediately before the administration of each test.

### 7.2 When to administer tests

Schools must administer the KS2 tests on the days specified in the statutory timetable (see section 3.3). Headteachers are responsible for deciding the start time of the tests, and all pupils should take each test at the same time, where possible. Tests must never be taken before the day specified in the statutory timetable and must be taken in the order specified unless there are exceptional circumstances, for example a start time variation or an approved timetable variation.

If necessary, schools can administer a test in multiple sittings on the scheduled day of the tests for their pupils, for example, if a pupil arrives late or the school has a large cohort and not enough staff to administer the tests to all pupils at the same time. Schools do not need to notify STA but should be prepared to explain the arrangements if they receive a monitoring visit or a request from STA's maladministration team.

### 7.3 Monitoring the tests

Local authorities have a statutory duty to make monitoring visits to at least 10% of maintained schools that are administering the tests. Local authorities are also expected to monitor at least 10% of academies and participating independent schools that have selected the local authority for monitoring. STA may identify schools for local authorities to include in their samples.

For further information, schools and local authorities should refer to the [guidance on monitoring visits](#)<sup>36</sup>, which will be updated in March 2024.

## Academies

Academies must choose which local authority is responsible for monitoring their end of KS2 tests and must have a written agreement in place with their chosen local authority.

---

<sup>35</sup> [www.gov.uk/government/collections/national-curriculum-assessments-key-stage-2-tests](http://www.gov.uk/government/collections/national-curriculum-assessments-key-stage-2-tests)

<sup>36</sup> [www.gov.uk/guidance/key-stage-2-tests-and-phonics-screening-check-monitoring-visits](http://www.gov.uk/guidance/key-stage-2-tests-and-phonics-screening-check-monitoring-visits)

Academies will be presumed to be working with their geographic local authority and should inform STA by Friday 12 January, on the PAG, if they choose an alternate local authority.

If a school becomes an academy on or after Saturday 2 September 2023, they will be part of their geographic local authority arrangements for monitoring the 2024 tests and will be unable to select an alternate local authority until the academic year 2024 to 2025.

Failure to have an agreement in place with a local authority may lead to non-compliance action being taken.

## **Independent schools**

Independent schools must choose which local authority is responsible for monitoring their end of KS2 tests. They must have a written agreement in place with their chosen local authority and should inform STA of their choice by Friday 8 December on the PAG. This can be their closest geographic local authority or another of their choosing.

## 8 Teacher assessment

TA processes for schools and local authorities is documented in the [KS2 TA guidance](#)<sup>37</sup>. This statutory guidance sets out the requirements of the standardisation and moderation processes. It also provides guidance for schools when carrying out TA judgements.

---

<sup>37</sup> [www.gov.uk/government/publications/key-stage-2-teacher-assessment-guidance](http://www.gov.uk/government/publications/key-stage-2-teacher-assessment-guidance)

## 9 Marking and test results

### 9.1 Marking of the tests

The KS2 tests are marked according to the published mark schemes by markers recruited and trained by STA's marking supplier. Mark schemes for the 2024 tests will be published on [GOV.UK](#)<sup>38</sup> on Friday 24 May.

The 2024 tests will be marked according to the same published marking principles as in 2023. These principles are detailed in the general guidance on marking in the 2023 KS2 mark schemes for [English reading](#)<sup>39</sup>, [English grammar, punctuation and spelling](#)<sup>40</sup> and [mathematics](#)<sup>41</sup>. STA works with the marking supplier to ensure tests are marked fairly and consistently.

### 9.2 Return of results

[Test results](#)<sup>42</sup> will be available for schools and local authorities to view and download on the PAG at 07:30am on Tuesday 9 July. Each pupil registered for the tests will receive:

- a raw score (the number of marks awarded)
- a scaled score
- confirmation of whether they met the expected standard

Conversion tables for the 2024 tests will be published on GOV.UK on Tuesday 9 July, so schools can understand how pupils' scaled scores are derived from their raw scores.

Results will also be available on the PAG from Wednesday 10 July for key stage 3 schools with a year 7 intake; these schools will need to use unique pupil numbers (UPNs) to access the results of pupils joining their school.

### 9.3 Return of test scripts to schools

Test scripts that have been marked on screen can be accessed on the PAG on Tuesday 9 July.

---

<sup>38</sup> [www.gov.uk/government/collections/national-curriculum-assessments-practice-materials](http://www.gov.uk/government/collections/national-curriculum-assessments-practice-materials)

<sup>39</sup> [www.gov.uk/government/publications/key-stage-2-tests-2023-english-reading-test-materials](http://www.gov.uk/government/publications/key-stage-2-tests-2023-english-reading-test-materials)

<sup>40</sup> [www.gov.uk/government/publications/key-stage-2-tests-2023-english-grammar-punctuation-and-spelling-test-materials](http://www.gov.uk/government/publications/key-stage-2-tests-2023-english-grammar-punctuation-and-spelling-test-materials)

<sup>41</sup> [www.gov.uk/government/publications/key-stage-2-tests-2023-mathematics-test-materials](http://www.gov.uk/government/publications/key-stage-2-tests-2023-mathematics-test-materials)

<sup>42</sup> [www.gov.uk/guidance/key-stage-2-tests-how-to-access-results-and-test-scripts](http://www.gov.uk/guidance/key-stage-2-tests-how-to-access-results-and-test-scripts)

Test scripts marked on paper, including braille versions of the tests and school-modified or photocopied papers, are returned to schools in hard copy. Schools should check the PAG to ensure they know which scripts were marked on paper. These test scripts will be returned to schools by Tuesday 9 July.

Schools must report any concerns about returned test scripts as soon as possible to the national curriculum assessments helpline on 0300 303 3013.

## 9.4 Reviews of marking

Schools can apply for a [review of marking](#)<sup>43</sup> on the PAG, if they believe there is evidence that the mark scheme has not been applied correctly or a clerical error has occurred. The deadline for applications is 11:59pm on Friday 19 July.

Most reviews will be undertaken on screen using the original scans of the pupil's test scripts. Test scripts marked on paper must be returned by the school for the review to take place. The marking supplier will arrange collection directly with the school.

Schools will be informed of the outcome of review applications on the PAG on Wednesday 11 September. All test scripts reviewed on screen will be available on the PAG. Any test scripts reviewed on paper will be returned to schools by this date.

## 9.5 How end of KS2 results will be used

DfE will publish school level results of primary school tests and assessments on the [KS2 performance measures website](#)<sup>44</sup> for the academic year 2023 to 2024. They will also produce and share securely KS2 school-level results with primary schools, academy trusts, DfE regional teams, local authorities and Ofsted for school improvement purposes and to inform inspection. Primary schools will be able to access their own performance data via the schools checking exercise and [Analyse School Performance](#)<sup>45</sup>.

National, regional, local authority and school level KS2 performance data will be published in 2024, including by pupil and school characteristics.

KS2 results from 2023/24 will also be used to calculate Progress 8 baselines for future institution-level progress measures.

Aggregated data may be used by the DfE to inform future policy and direct support and resource where it is needed. This may include setting criteria to allocate additional

---

<sup>43</sup> [www.gov.uk/key-stage-2-tests-how-to-apply-for-a-review-of-key-stage-2-results](http://www.gov.uk/key-stage-2-tests-how-to-apply-for-a-review-of-key-stage-2-results)

<sup>44</sup> [www.compare-school-performance.service.gov.uk/find-a-school-in-england](http://www.compare-school-performance.service.gov.uk/find-a-school-in-england)

<sup>45</sup> [www.analyse-school-performance.service.gov.uk](http://www.analyse-school-performance.service.gov.uk)



funding, for example for teaching schools, English and maths hubs, and free school applications.

# 10 Multiplication tables check

## 10.1 Overview of the multiplication tables check

The [multiplication tables check](#)<sup>46</sup> (MTC) is an online assessment, designed to determine whether pupils can fluently recall their multiplication tables up to 12, through a set of 25 timed questions. It will identify pupils who have not yet mastered this mathematical skill so schools can give them additional support.

Schools can access the MTC service via [DfE Sign-in](#)<sup>47</sup> from Monday 8 April to review their pupil register and use the 'try it out' check to familiarise pupils with the process and format of the check.

A range of access arrangements will be available to support pupils. Schools do not need to request permission from STA to use access arrangements for the MTC, however the support given must not advantage or disadvantage individual pupils. Pupils should familiarise themselves with access arrangements using the 'try it out' check to ensure the arrangements meet their needs before taking the official check.

The check window opens on Monday 3 June for a 2-week period. All participating pupils must complete the check in this 2-week period. Schools must administer the check from Monday 17 June to Friday 21 June to pupils who were absent during the first 2 weeks or in case of any delays due to technical difficulties.

Headteachers or anyone with delegated authority in the absence of the headteacher must submit the HDF using the MTC service, once all pupils have completed the check or been recorded as not taking the check, by 5pm on Friday 21 June.

[MTC IT guidance](#)<sup>48</sup> will be available from Monday 6 November to help IT support staff who manage the school's ICT network prepare for the check administration.

Further information to support schools administer the check will be available in the [MTC administration guidance](#)<sup>49</sup> published on Monday 8 April.

---

<sup>46</sup> [www.gov.uk/government/collections/multiplication-tables-check](http://www.gov.uk/government/collections/multiplication-tables-check)

<sup>47</sup> <https://services.signin.education.gov.uk>

<sup>48</sup> [www.gov.uk/guidance/multiplication-tables-check-it-guidance](http://www.gov.uk/guidance/multiplication-tables-check-it-guidance)

<sup>49</sup> [www.gov.uk/government/publications/multiplication-tables-check-administration-guidance](http://www.gov.uk/government/publications/multiplication-tables-check-administration-guidance)

## 10.2 Check participation

Participation in the check is statutory for all year 4 pupils registered at maintained schools, academies (including free schools), special schools (including maintained special schools and special academies).

Schools must administer the check to all pupils in year 4, unless the headteacher decides it would not be appropriate for a pupil to take the check. If the headteacher decides a pupil should not take the check, they must record the reason on the MTC service.

Pupils should not take the check if they:

- are absent during the entire 3-week check period
- are unable to access the check, even when using access arrangements
- are working below expectation for [year 2 in multiplication tables](#)<sup>50</sup> and are considered unable to answer the easiest questions
- have just arrived in school during the check window, with EAL, and there is not enough time to establish the standard at which they are working
- have been incorrectly registered for the check

### Decisions on participation in the check

The headteacher's decision regarding participation is final. When a pupil is not entered for the check, schools must inform the pupil's parents and should explain the decision to the pupil's parents. If appropriate, they should provide parents with documentary evidence to support the decision. Where the decision has been made not to administer the check to a pupil, schools should also explain how they are helping the pupil to learn their multiplication tables.

## 10.3 Results

Schools can access results on the MTC service, from Monday 24 June, providing all pupils have completed the check or been recorded as not taking the check and the HDF has been submitted.

DfE will not publish school-level results for the MTC. There will be a statistical publication at national and local authority level. Pupil and school-level results will be made available in [Analyse School Performance](#)<sup>51</sup>. Pupil level data will also be released in [Get Information about Pupils](#)<sup>52</sup>. The DfE will also produce and share securely MTC results

---

<sup>50</sup> [www.gov.uk/government/publications/national-curriculum-in-england-mathematics-programmes-of-study](http://www.gov.uk/government/publications/national-curriculum-in-england-mathematics-programmes-of-study)

<sup>51</sup> [www.analyse-school-performance.service.gov.uk](http://www.analyse-school-performance.service.gov.uk)

<sup>52</sup> <https://interactions.signin.education.gov.uk>

with academy trusts, DfE regional teams, local authorities and Ofsted for school improvement purposes and to inform inspection.

Aggregated data may be used by the DfE to inform future policy and direct support and resource where it is needed. This may include setting criteria to allocate additional funding, for example for teaching schools, English and maths hubs, and free school applications.

# 11 Maladministration

The term 'maladministration' refers to any act that:

- affects the integrity, security or confidentiality of the national curriculum assessments
- could lead to results that do not reflect pupils' unaided work

STA has a statutory duty to investigate any matter brought to its attention relating to the accuracy or correctness of any pupil's test results. The [maladministration investigation procedures](#)<sup>53</sup> explain how STA processes allegations, as well as roles and responsibilities for school visits. This is supported by [guidance for local authorities](#)<sup>54</sup> carrying out visits on behalf of STA.

If headteachers, teachers, test administrators and other staff do not comply with the provisions of this ARA, and other published guidance, this could result in the school being investigated for maladministration.

## 11.1 Maladministration of teacher assessment

If there is doubt that a school has not followed the [KS2 TA guidance](#)<sup>55</sup>, this could be investigated as maladministration.

For any allegations of maladministration please email [STA.maladministration@education.gov.uk](mailto:STA.maladministration@education.gov.uk).

---

<sup>53</sup> [www.gov.uk/government/publications/key-stage-1-and-2-maladministration-investigation-procedures](http://www.gov.uk/government/publications/key-stage-1-and-2-maladministration-investigation-procedures)

<sup>54</sup> [www.gov.uk/guidance/key-stage-1-and-2-school-visits-following-an-allegation-of-maladministration](http://www.gov.uk/guidance/key-stage-1-and-2-school-visits-following-an-allegation-of-maladministration)

<sup>55</sup> [www.gov.uk/government/publications/key-stage-2-teacher-assessment-guidance](http://www.gov.uk/government/publications/key-stage-2-teacher-assessment-guidance)

## 12 Reporting to parents

### 12.1 Annual reports

Headteachers of maintained schools, including maintained special schools, must prepare annual reports for every pupil's parents. Headteachers must arrange for parents to discuss the report with their child's teacher.

The term 'parent' is defined in section 576 of the [Education Act 1996](#)<sup>56</sup> as:

- a parent 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 a pupil

Academies' requirements are set out in their funding agreements.

### 12.2 What reports must cover

The report must start from the day after the last report was given, or the date of the pupil's admission to the school, if later. It must be available to parents before the end of the summer term.

The report must cover the pupil's:

- achievements
- general progress
- attendance record

For pupils in year 4, headteachers must report to parents by the end of the summer term either:

- their child's MTC score (including pupils who have since left the school)
- or the reason their child did not participate in the check, or the reason why they have not received a result (for example, results are affected by maladministration)

At the end of KS2, it must also include:

- a brief account of what the teacher assessments and national curriculum tests results show about the pupil's progress individually, and in relation to other pupils

---

<sup>56</sup> [www.legislation.gov.uk/ukpga/1996/56](http://www.legislation.gov.uk/ukpga/1996/56)

in the same year, drawing attention to any of the pupil's particular strengths and weaknesses

- the results of any national curriculum tests taken, including the pupil's scaled score and whether they met the expected standard (or a statement explaining why TA was not completed or tests were not undertaken)
- the outcomes of statutory national curriculum TA in English writing and science
- the pre-key stage standards achieved by the pupil, for pupils working below the standard of the national curriculum and engaged in subject-specific study
- a qualitative narrative commentary of the pupil's achievements and progress in the areas of the engagement identified in the engagement model, for pupils working below the standard of the national curriculum and not engaged in subject-specific study
- comparative information about the attainment of pupils of the same age in the school
- comparative information about the attainment in the core subjects of pupils of the same age nationally, which will be published in the National curriculum assessment: key stage 2, 2024 (interim) statistics publication on [Explore Education Statistics](#)<sup>57</sup>

If a national curriculum test result is not received by a headteacher before the end of the summer term, it must be provided to parents within 15 school days of the headteacher receiving it.

For maintained schools, it is a requirement that reports cover pupils' general progress in statutory subjects. This includes subjects within the KS2 national curriculum as well as religious education unless a child has been withdrawn from this subject by their parents (under section 71 of the [School Standards and Framework Act 1998](#)<sup>58</sup>). These content requirements are based on Schedule 1 of the [Education \(Pupil Information\) \(England\) Regulations 2005](#)<sup>59</sup>.

## **Pupils not participating in the tests**

If a headteacher decides that a pupil should not take one or more of the end of KS2 tests, they should explain this decision to the pupil's parents before the test period. They should also write a report that:

---

<sup>57</sup> <https://explore-education-statistics.service.gov.uk/find-statistics>

<sup>58</sup> [www.legislation.gov.uk/ukpga/1998/31/contents](http://www.legislation.gov.uk/ukpga/1998/31/contents)

<sup>59</sup> [www.legislation.gov.uk/uksi/2005/1437/made](http://www.legislation.gov.uk/uksi/2005/1437/made)

- refers to any action the school has already taken, or special support the pupil has been offered
- identifies any procedures used by the school to analyse and monitor the pupil's needs, and indicates where the information is recorded
- identifies whether these circumstances are likely to be long or short term

The report should be sent to the chair of the governing body and a copy placed on the pupil's educational record.

Details of the parents' right to appeal the decision should be included with the report. If a headteacher believes that a parent may have difficulty understanding the report, they should offer appropriate assistance.

## **Pupils who change schools**

If a pupil changes school before the end of the academic year, the headteacher of the receiving school should ensure an annual report is written for the pupil. The report should draw upon information transferred from the pupil's previous school (see section 13.3). This should be issued to the pupil's parents. The parents should have the opportunity to discuss the report with their child's teacher.

## **Pupils registered at more than one school**

Regulation 9 of the [Education \(Pupil Registration\) \(England\) Regulations 2006](#)<sup>60</sup> allows the dual registration of families that travel for occupational purposes. Regulations 9(3) and 9(4) define which school would be the base school (school of ordinary attendance). Regulation 9(1) applies to a pupil who:

- has no fixed abode because their parent is engaged in a trade or business that requires them to travel from place to place
- is at the time registered as a pupil at 2 or more schools

If a pupil is registered at more than one school, each headteacher should write an annual report for parents. Each headteacher should also arrange for parents to discuss the report with their child's teacher (if the parent wishes).

---

<sup>60</sup> [www.legislation.gov.uk/ukxi/2006/1751/made](http://www.legislation.gov.uk/ukxi/2006/1751/made)



## 13 Keeping and maintaining records

### 13.1 Pupils' educational records

Maintained schools and non-maintained special schools must ensure that educational records are maintained and disclosed to parents on request, as prescribed in the [Education \(Pupil Information\) \(England\) Regulations 2005](#)<sup>61</sup>. Educational records include information about pupils (and former pupils):

- processed by, or on behalf of, the governing body or a teacher
- originating from, or supplied by, local authority employees
- originating from, or supplied by, teachers or other employees of the school

Information processed by a teacher solely for the teacher's own use is excluded from the definition of educational records.

Maintained schools and non-maintained special schools must also keep curricular records on every pupil. Curricular records form a 'subset' of a pupil's educational record. They are a formal record of a pupil's academic achievements, skills, abilities and the progress they make at a school. These records must be updated at least once every academic year.

Schools are data controllers and are therefore required to comply with data protection legislation including the [UK General Data Protection Regulation \(UK GDPR\)](#)<sup>62</sup> and the [Data Protection Act 2018 \(DPA\)](#)<sup>63</sup>. This means schools are responsible for ensuring that any processing of personal data (the collection, retention, storage and security of all personal information they hold) meets the provisions of the Act complies with data protection legislation. This includes:

- personal information appearing in a pupil's educational record
- any other information they hold which identifies individuals, including pupils, staff and parents

### 13.2 Disclosure of educational records

There are several pieces of legislation under which information may be accessed from public organisations, including schools. These include the UK GDPR, the DPA 2018 and

---

<sup>61</sup> [www.legislation.gov.uk/uksi/2005/1437/made](http://www.legislation.gov.uk/uksi/2005/1437/made)

<sup>62</sup> [www.legislation.gov.uk/eur/2016/679/contents](http://www.legislation.gov.uk/eur/2016/679/contents)

<sup>63</sup> [www.legislation.gov.uk/ukpga/2018/12/contents](http://www.legislation.gov.uk/ukpga/2018/12/contents)

the [Freedom of Information Act 2000](#)<sup>64</sup>. Access to a pupil's educational record held by a maintained school or non-maintained special school is covered by a parent's right of access under the Education (Pupil Information) (England) Regulations 2005.

Under the 2005 Regulations, a maintained school's governing body must ensure that a pupil's educational record is made available for parents to see, free of charge, within 15 school days of receipt of the parent's written request. If a parent makes a written request for a copy of the record, this must also be provided within 15 school days of receipt of the request. Governing bodies can charge a fee for these copies, but this must not be more than the cost of supply. The Information Commissioner's Office (ICO) provides further information on [charges](#)<sup>65</sup>.

The 2005 Regulations describe the material that is exempt from disclosure to parents. This relates to information that the pupil could not lawfully be given under data protection legislation. It also relates to information that they would not have a right of access to. This includes material that may cause serious harm to the physical or mental health or condition of the pupil or someone else. A school may not fulfil a parent's request for these records if there is a court order in place which limits a parent's exercise of parental responsibility. This affects the parent's entitlement to receive such information.

The [ICO](#)<sup>66</sup> can provide further advice.

### 13.3 Transferring records to a pupil's new school

Headteachers of 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 CTF. This requirement is set out in the [Education \(Pupil Information\) \(England\) Regulations 2005](#)<sup>67</sup>, as amended.

If a pupil moves to another school in England, Wales, Scotland or Northern Ireland, the pupil's CTF and educational records must be passed to the new school. Academies are not subject to this requirement but are expected to adhere to the following protocols as a matter of good practice.

Schools should arrange to exchange data by another secure method if transferring information to a school outside England, where [school to school \(S2S\)](#)<sup>68</sup> is not available.

---

<sup>64</sup> [www.legislation.gov.uk/ukpga/2000/36/contents](http://www.legislation.gov.uk/ukpga/2000/36/contents)

<sup>65</sup> [www.ico.org.uk/for-the-public/schools/pupils-info](http://www.ico.org.uk/for-the-public/schools/pupils-info)

<sup>66</sup> [www.ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access](http://www.ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access)

<sup>67</sup> [www.legislation.gov.uk/uksi/2005/1437/contents/made](http://www.legislation.gov.uk/uksi/2005/1437/contents/made)

<sup>68</sup> [www.gov.uk/school-to-school-service-how-to-transfer-information](http://www.gov.uk/school-to-school-service-how-to-transfer-information)

Information must be transferred within 15 school days of the pupil ceasing to be registered at their previous school.

The pupil's CTF should be sent to the new school either:

- through the S2S secure file transfer system
- over a secure network that can only be accessed by the local authority, the governing body or a teacher at any school within that local authority

If either school is unable to send or receive information in this way, local authorities may provide the file. However, there must be agreed and secure local arrangements in place.

If the new school is unknown, DfE recommends that the school should still complete the CTF and load it onto S2S. If a school does not receive CTFs for a new pupil, they can ask their local authority to search for the files on S2S.

Schools can refer to the CTF and S2S guides for details on:

- what information CTFs should contain
- handling records for pupils where their destination is not known
- sending CTFs between schools

[Schedule 2 to the Education \(Pupil Information\) \(England\) Regulations 2005](#)<sup>69</sup>, as amended, explains more about the content of CTFs.

---

<sup>69</sup> [www.legislation.gov.uk/uksi/2005/1437/contents/made](http://www.legislation.gov.uk/uksi/2005/1437/contents/made)

## 14 Legal requirements and responsibilities

### 14.1 How the arrangements apply to different types of school

#### Maintained schools (including special schools)

Maintained schools, including maintained special schools, with pupils in KS2 must administer statutory assessments.

#### Academies (including free schools, special academies and AP academies)

All references to academies include free schools as, in law, they are academies. The following information also applies to AP academies.

An academy's funding agreement may say that they will follow guidance issued by the Secretary of State for Education in relation to assessments of pupils' performance. If so, they must comply with the ARA and take part in statutory assessments on the same basis as maintained schools. The KS2 ARA is only applicable if the academy provides education to pupils at this stage.

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

Academies must choose which local authority is responsible for monitoring their end of KS2 tests and moderating their TA. They must have a written agreement in place with their chosen local authority, and if this will not be their geographic local authority, they should inform STA of their choice by Friday 12 January. Academy trusts must ensure their academies have complied with the external moderation, monitoring and data submission requirements in this publication.

#### Independent schools

Independent schools in England may choose to take part in the assessments for one or more subjects at the end of KS2, although they are not required to do so. Participating independent schools must follow the guidance in this ARA. Independent schools cannot participate in the MTC.

#### Pupil referral units

Pupils studying at a PRU, but who are on the register of a maintained school or academy, are expected to take the statutory assessments. Their results should be reported by the school where the pupil is registered. It is the responsibility of maintained schools and academies to register such pupils for the KS2 tests.

Pupils not on the register of a maintained school or academy, but who attend a PRU, are expected to receive a comparable education to a pupil in a mainstream school. Therefore, it is recommended that KS2 tests form part of their educational provision, where appropriate.

## **Ministry of Defence schools**

MoD schools take part in national curriculum assessments in line with the administration in England. This includes administering the MTC and KS2 tests and submitting TA data.

## **Overseas schools**

Overseas schools that are not MoD schools cannot formally participate in the KS2 assessments. They will be able to download the 2024 KS2 materials from GOV.UK from Friday 24 May, after the test administration period. The MTC is not available to download.

## **Non-maintained special schools**

Non-maintained special schools may take part in the KS2 assessments including the MTC, although they are not required to do so. If they choose to participate, they should follow the arrangements in this ARA.

Non-maintained special schools that choose to participate in the KS2 tests must place a test order on the PAG by Friday 17 November and complete pupil registration by Friday 8 March.

## **Home-educated pupils**

Pupils who are elective home education (EHE) cannot take part in the KS2 assessments unless they are on the register of a maintained school, academy or, for KS2 tests, a participating independent school.

## **14.2 Special educational provision and reasonable adjustments**

Mainstream schools must use their best endeavours to ensure that special educational provision is made for those pupils who need it.

All schools must make reasonable adjustments, including the provision of auxiliary aids and services, to ensure that any disadvantage to disabled pupils, compared to their peers, is minimised. See sections 6.4 and 6.5 for information about the adjustments available for the KS2 tests.

## 14.3 Regulatory concerns

If you have any regulatory concerns that have not been fully addressed by STA in line with the published procedures, you can raise them with the [Office of Qualifications and Examinations Regulation \(Ofqual\)](#)<sup>70</sup>. Ofqual regulates qualifications, examinations, and assessments in England.

---

<sup>70</sup> [www.gov.uk/government/organisations/ofqual](http://www.gov.uk/government/organisations/ofqual)

## 15 Further information

### 15.1 Useful websites and links

- Primary Assessment Gateway  
[www.primaryassessmentgateway.education.gov.uk](http://www.primaryassessmentgateway.education.gov.uk)
- Using the Primary Assessment Gateway  
[www.gov.uk/guidance/using-the-primary-assessment-gateway](http://www.gov.uk/guidance/using-the-primary-assessment-gateway)
- Get Information about Schools  
[www.get-information-schools.service.gov.uk](http://www.get-information-schools.service.gov.uk)

### Key stage 2 tests

Collection available at [www.gov.uk/government/collections/national-curriculum-assessments-key-stage-2-tests](http://www.gov.uk/government/collections/national-curriculum-assessments-key-stage-2-tests), including information on:

- Test administration
- Access arrangements
- Maladministration
- Results
- Multiplication tables check

### Teacher assessment

Collection available at [www.gov.uk/government/collections/key-stage-2-teacher-assessment](http://www.gov.uk/government/collections/key-stage-2-teacher-assessment), including:

- TA frameworks
- Exemplification material
- TA guidance
- Instructions for submitting TA data using the PAG

### Multiplication tables check

Collection available at [www.gov.uk/government/collections/multiplication-tables-check](http://www.gov.uk/government/collections/multiplication-tables-check), including:

- IT guidance
- Information for parents

- Check administration guidance
- Privacy notice
- Assessment framework

## National curriculum tests: practice materials

Collection available at [www.gov.uk/government/collections/national-curriculum-assessments-practice-materials](http://www.gov.uk/government/collections/national-curriculum-assessments-practice-materials), including:

- Past papers and mark schemes
- Scaled score conversion tables

## Guidance for local authorities

Collection available at [www.gov.uk/government/collections/national-curriculum-assessments-guidance-for-local-authorities](http://www.gov.uk/government/collections/national-curriculum-assessments-guidance-for-local-authorities), including information on:

- Data collection
- Monitoring visits and maladministration
- TA guidance

## 15.2 Additional resources

- End of KS2 information for parents

[www.gov.uk/government/collections/national-curriculum-assessments-information-for-parents](http://www.gov.uk/government/collections/national-curriculum-assessments-information-for-parents)

- STA's playlist on YouTube

[www.youtube.com/user/educationgovuk](http://www.youtube.com/user/educationgovuk)

## 15.3 General enquiries

For general enquiries about the assessment and reporting arrangements at KS2, contact the national curriculum assessments helpline on 0300 303 3013 or email [assessments@education.gov.uk](mailto:assessments@education.gov.uk).



## 15.4 Message us

For enquiries relating to KS2 access arrangements to meet a pupil's specific needs, schools can use the 'Message us – access arrangements' form which can be found on the [PAG](#)<sup>71</sup>.



Standards  
& Testing  
Agency

---

<sup>71</sup> [www.primaryassessmentgateway.education.gov.uk](http://www.primaryassessmentgateway.education.gov.uk)

© Crown copyright 2023

The 'Assessment and Reporting Arrangements' (ARA) contains provisions made pursuant to Article 11 of [The Education \(National Curriculum\) \(Key Stage 2 Assessment Arrangements\) \(England\) Order 2003](#), as amended. This Order is made under section 87(3)(c) of the [Education Act 2002](#).

The ARA gives full effect to or otherwise supplements the provisions made in the 2003 Order under section 87(12) of the Education Act 2002 and as such has effect as if made by the 2003 Order. The ARA provides information and guidance on national curriculum assessments and their administration.

Please discard and recycle previous printed versions of this guidance.

This publication (not including logos) is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. Where we have identified any third-party copyright information you will need to obtain permission from the copyright holders concerned. To view this licence:

Visit [www.nationalarchives.gov.uk/doc/open-government-licence/version/3](http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3)  
or email [psi@nationalarchives.gov.uk](mailto:psi@nationalarchives.gov.uk).

This document is available for download from [www.gov.uk/government/publications](http://www.gov.uk/government/publications).

Reference: STA/24/8682/e      ISBN: 978-1-78957-889-8