



## 2024 key stage 1 and 2 technical pre-test key dates

Date	Activity
17 to 22 January	NFER informs local authorities and MATs (with more than 5 schools) which of their schools have been selected to participate in technical pre-tests (TPT).
23 to 26 January	<p>NFER writes to schools to inform them of selection for a TPT. The letter contains:</p> <ul style="list-style-type: none"> <li>• log-in details for the NFER School Portal</li> <li>• letter from STA confirming statutory nature of trialling.</li> </ul>
23 January to 07 February	<p>The school portal opens enabling schools to log-in to the system to:</p> <ul style="list-style-type: none"> <li>• access additional information regarding the trialling process</li> <li>• confirm receipt of their notification letter</li> <li>• provide a school contact name and email address</li> <li>• enter dates unsuitable for testing, including school holiday dates</li> <li>• Give NFER details of their year 2 or year 6 classes.</li> </ul>
24 January to 23 February	<p>School receives email confirmation from school portal which includes:</p> <ul style="list-style-type: none"> <li>• confirmation of the selected class and number of pupils</li> <li>• request and instructions for school to log in to portal to check the pupil data.</li> </ul> <p><i>The school will also receive an email with a new password.</i></p>
24 January to 23 February	<p>School contact should log on to the school portal to</p> <ul style="list-style-type: none"> <li>• confirm the pupil data for the selected class</li> <li>• add details of any new pupils</li> <li>• request enlarged and coloured scripts for pupils.</li> </ul>
11 March	<p>NFER sends confirmation of testing date, test administrator name and request to check the selected pupil data. The school should:</p> <ul style="list-style-type: none"> <li>• check that the testing date is convenient</li> <li>• check the pupil details are correct</li> <li>• note test administrator name</li> </ul>

<p>14 March to 28 March</p>	<p>Schools can expect test administrators to contact them to discuss:</p> <ul style="list-style-type: none"> <li>• testing arrangements for the day including room layout</li> <li>• role of the school contact in assisting the administration</li> <li>• requirements to keep test materials safe and secure</li> <li>• modifications to tests that have been requested</li> <li>• access arrangements (additional time, test separately, scribes, readers etc.).</li> </ul>
<p>Monday 15 to Friday 26 April* *Monday 15 to Friday 19 April for KS2 anchor combinations</p>	<p>The trialling period will involve:</p> <ul style="list-style-type: none"> <li>• the TA will administer the tests on the agreed day supported by school staff as agreed</li> <li>• schools to provide appropriate staff to support the TA during the administration of the tests.</li> <li>• the TA will collect feedback on the tests from school staff and where appropriate, the pupils</li> <li>• the tests will be checked and sealed in the school to ensure the security of the tests</li> <li>• the TA will give out personalised certificates and pencils to all children</li> </ul>

The team at NFER are here to help you at any time.

Telephone: 01753 637136 **(Mon to Fri, 8am to 6pm)**

Email: [TPTtrials@nfer.ac.uk](mailto:TPTtrials@nfer.ac.uk)