

	EYFS	Phonics	Optional end of KS1 Tests and Teacher Assessment	Y4 MTC	End of KS2 Tests and Teacher Assessment	Teacher Assessment Optional testing Other Assessment & Analysis Tools PAQ	Tracking & Target Setting
Sep	RBA completed within 6 weeks of pupils starting EYFS.  Start of autumn term onwards – schools receive narrative reports				"If any changes are needed due to circumstances beyond STA's control, schools will be informed at the appropriate time, via the <a href="#">assessment update</a> and on <a href="#">GOV.UK</a> ." STA KS1 & KS2 ARA	School to populate with their own procedures and times	EYFS School-based baseline assessments  Renew LANCs Tracker subscription.  Targets set if appropriate & used
Oct		Phonics ARA published. 14/10 – forms available on PAG for schools with no pupils working to the standard to decline phonics screening check materials. 14/10 – Forms available on PAG to: submit holiday dates. 14/10 - Academies not using their geographical LA for monitoring notify STA.	KS1 Optional Test guidance & Non-statutory TA Guidance published online.  14/10 Form available on PAG for schools to order modified versions of the optional tests.		October - TA Guidance, KS2 ARA and Access Arrangements published online  14/10 Forms available on PAG to: submit holiday dates; place test orders, order modified tests. 14/10 – Forms available on PAG for academies and independent schools to notify STA of chosen LA for monitoring and moderation if not using geographic LA	Pupil progress meetings?	Report to Govs
Nov	05/11 Deadline – submit RBA Headteacher Declaration Form on BeP	15/11 Deadline – decline phonics screening test materials IF no pupils working at the standard of the screening test. 15/11 Deadline – submit 2024/25 holiday dates on PAG.	15/11 Deadline order modified tests	04/11 MTC IT guidance published.	Y6 teacher attends training + Dec/Jan. <a href="#">LPDS course Year 6 effective preparation for SATS</a>  15/11 Deadline – order modified tests. 15/11 Deadline – submit 2024/25 holiday dates on Primary Gateway 15/11 Deadline – PRUs, special schools & secure units order tests if pupils are working at the standards and can access them. 15/11 Deadline – Participating independent school to order standard and modified KS2 tests.		
Dec					06/12 Deadline for participating independent schools to report to STA on PAG that they have a written agreement in place with a LA to monitor their end of KS2 tests and complete external moderation if submitting.	End of term optional / tests & TA. Pupil Progress meetings?	Data entered on school's chosen tracking system
Jan		10/01 Deadline - Academies to have written agreement in place with their chosen LA for monitoring phonics. 10/01 Deadline – Academies NOT using geographical LA for phonics screening test monitoring to inform STA on PAG.			January - Registering pupils for the tests guidance released 10/01 Deadline - Academies to have written agreement in place with their chosen LA for monitoring / moderation. 10/01 Deadline – Academies NOT using geographical LA for KS2 monitoring / moderation to inform STA on PAG		
Feb					10/02 Forms available on PAG for pupil registration. 10/02 Forms available on PAG for: additional time; compensatory marks (spelling); timetable variations; early opening.	Pupil progress meetings?	Data entered on school's chosen tracking system – <b>if collecting bi-annually.</b> Report to Govs
Mar		Phonics screening check administration guidance published.	Optional KS1 test administration guidance published. 24/3-28/3 – Schools receive optional KS1 modified test materials		KS2 Test Administration and Special Consideration Guidance published.  07/03 Deadline – complete pupil registration for KS2 tests 07/03 Deadline - submit requests for early opening.	End of term optional / tests & TA. Pupil progress meeting?	Data entered on school's chosen tracking system
Apr		22/04 Deadline – order braille version of phonics test from NCA helpline 0300 303 3013  Attend training for phonics screening check if required. <a href="#">LPDS Phonics course details</a>		28/04 Schools can access the MTC service via DfE sign-in.  28/04 MTC guidance published.	17/04 Deadline – submit applications for additional time. 17/04 Deadline – submit applications for compensatory marks (spelling).  28/04 – 02/05 KS2 test materials and stationery items delivered. Check number of packs & store securely. Keep delivery note.  Plan access arrangements & train teachers/support staff.	Deadline - Spring sign-up for PAQ	
May	Schools receive RBA confirmation form via email requesting updated contact details for RBA - TBC	Attend training for phonics screening check if required. <a href="#">LPDS Phonics course details</a>  Receive & return LA pro-forma for phonics check start times.  19/05 - 23/05 Schools receive phonics screening materials.	May – STA recommended optional KS1 test administration window.  01/05 optional KS1 Test materials & mark scheme available to download from PAG  15/05 KS1 Raw score to scaled score conversion tables available to download from PAG.		12/05 – 15/05 KS2 test week. 12/05 GPS Paper 1 and Paper 2. 13/05 English reading Test. 14/05 Maths Paper 1 and Paper 2 15/05 Maths Paper 3. Complete online attendance register. Package scripts for collection.  12/05 Aid notification form available on PAG (from 7am)  15/05 Headteacher Declaration Form available on PAG. 15/05 Pupil cheating forms available on PAG. 15/05 Special Consideration application form available on PAG.  16/05 LA begins to inform schools of external moderation visit for KS2 TA writing. 19/05 TA submission form available on Primary Gateway.  22/05 Deadline – submit application for timetable variation and whole cohort special consideration.  23/05 Deadline – submit notification for: scribe; transcript; word processor or electronic / technical aid. 23/05 Deadline - submit applications for individual pupil special consideration. 23/05 Test materials & mark schemes on GOV.UK 30/05 Deadline – submit KS2 Headteacher Declaration Form. 30/05 Deadline – notify STA of a pupil cheating in KS2 test.		
Jun	16/06 Deadline – complete RBA confirmation form TBC  30/06 Deadline - submit EYFS profile data to LA.	09/06 Phonics screening check materials & HDF available on PAG. 09/06 – 13/06 Administer phonics check.  16/06 - 20/06 Phonics timetable variation week for absent pupils. 23/06 Phonics screening check materials & threshold mark published on GOV.UK.  24/06 Soft Deadline – submit phonics check data to LA  27/06 HARD Deadline – submit phonics check data to LA  30/06 Deadline Headteacher Declaration Form on PAG.	02/06 – optional KS1 test materials and raw score to scaled score conversion tables available on GOV.UK.	02/06 -13/06 MTC administration period 02/06 – MTC HDF available on the MTC service. 16/06-20/06 schools administer MTC to any absent pupils or any pupils delayed by technical difficulties.  20/06 Deadline – ensure pupils have completed MTC or recorded as not taking. 20/06 Deadline – submit MTC Headteacher Declaration Form on MTC service by 5:00pm  23/06 MTC results available on MTC service for schools submitted HDF.	02/06 – 27/06 KS2 external moderation of writing TA.  24/06 Soft deadline – submit KS2 teacher assessment on PAG  27/06 HARD Deadline – submit KS2 teacher assessment on PAG.	Pupil progress meetings?	
Jul	Report EYFSP to parents.	Report phonics results to parents.	4 <sup>th</sup> July – optional KS1 data collection		08/07 KS2 test results and marked script images available on PAG.  08/07 KS2 raw score to scaled score conversion tables available on GOV.UK. Check test papers for marking errors. 18/07 Deadline – submit marking review applications by 11:59pm  Report KS2 tests & TA results to parents. 10/09 Review outcomes returned to schools.	End of term optional / tests & TA. Pupil Progress meetings? Report to parents for all pupils.	Data entered on school's chosen tracking system.  Report to Governors

