**Headteachers’ responsibilities (from p13-16 ARA)**

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

**KS2 tests**

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

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| * identify which pupils will take the KS2 tests |  |
| * consider whether any pupils will need modified versions of the tests and, if so, place a test order on Primary Assessment Gateway (PAG) by Friday 18th November |  |
| * ensure all pupils are registered for the tests in the PAG ‘by Friday 10th March (including pupils who will not participate in the tests see 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 10th March until Thursday 18th May |  |
| * keep test materials secure and treat them as confidential before, during and after the test period until Friday 19th May |  |
| * be able to give an accurate account of everyone with access to test materials from the point they arrive in school until Friday 19th May |  |
| * ensure specific content from test materials is not used to prepare pupils |  |
| * explain to all staff, participating pupils and their parents, how the tests will be administered |  |
| * ensure sufficient staff are available to administer the tests |  |
| * ensure test administrators are appropriately trained |  |
| * ensure all the tests are administered according to the published guidance |  |
| * ensure all tests are administered according to the published timetable, unless STA has approved a timetable variation |  |
| * ensure pupils have the correct test materials and equipment |  |
| * ensure the correct use of access arrangements |  |
| * notify STA of any incident that may have affected the integrity, security or confidentiality of the tests |  |
| * co-operate with any monitoring visit requests, including visits by STA or LA representatives |  |
| * submit aid notifications, and notifications of pupil cheating via PAG, if required |  |
| * submit the KS2 HDF on the PAG after all test scripts have been collected for marking and by Friday 19th May |  |

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| **Headteachers at academies (including free schools) must also:** |  |
| * have a written agreement in place with their chosen LA for monitoring the KS2 tests by Friday 18th November |  |

**Teacher assessment and moderation**

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| * use funds available within the school’s overall resources to give those carrying out TA sufficient opportunity to become familiar with:   + the TA frameworks   + the pre-key stage standards   + the engagement model |  |
| * ensure the TA guidance is reviewed and followed |  |
| * ensure the relevant framework or guidance is used to make each pupils’ TA judgements |  |
| * ensure TA judgements are an accurate assessment of pupils’ attainment |  |
| * submit TA data to STA, for all registered pupils at the end of KS2, by Tuesday 27th June |  |
| * notify STA of any issues that may have affected the integrity of the TA |  |
| **Headteachers at academies must also:** |  |
| * have a written agreement in place with their chosen LA for external moderation of their KS2 data, and if they have selected a non-geographical LA, they must report this information to STA via PAG by Friday 18th November. |  |

**Multiplication tables check**

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| * ensure that suitable IT equipment is available to administer the check |  |
| * ensure that all Y4 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 practice in the ‘try it out’ check |  |
| * administer the check to all eligible pupils within the check window starting Monday 5th June to Friday 16th 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 19th June to Friday 23rd June (Headteachers should make any decisions regarding administering the check to pupils in week 3 and do not require permission from STA) |  |
| * ensure all pupils who participated in the check have a ‘complete’ check status in the MTC service and any pupils not taking the check have a reason recorded in the MTC service by Friday 23rd June. |  |
| * Submit the MTC HDF in the MTC service |  |