
Technical pre-tests of key stage 1 phonics screening check

Information sheet for schools

1 I have received notification my school has been selected – what do I have to do now?

Once you have been notified of your selection you will be required to complete the online reply form as soon as possible. Details of how to do this will have been included in your notification of selection letter and email.

The information we gather in the reply form is:

- confirmation we hold the correct school details
- nomination of school contact person that we will communicate with regarding the trial moving forwards
- any dates you are unavailable for testing within the testing window

Once we have received your completed reply form, we will ask you to confirm the details of the pupils in Year 1. We also collect details about any modifications you may require in order for pupils to access the checks (more details on this can be found below).

2 What does participation in the trial involve?

Your school will be asked to trial test materials for the key stage 1 phonics screening check technical pre-test (PSC).

We will arrange for a representative from NFER to come to your school to support the member of staff administering the check to a sample of Year 1 pupils.

The date of the trialling will be arranged at your convenience within the below testing periods:

Test trial	Testing period
key stage 1 PSC TPT	16 – 27 June 2025

To help you keep track of the important dates in the trial we have provided a '**key dates**' document which can be downloaded from the main project information page.

During the administration, a member of school staff, with experience in the PSC, is required to administer the checks. At the end of the administration, they will be asked to complete a short questionnaire.

We have provided a '**Trial Information**' document that can be downloaded from the main project information page.

3 How are the checks administered?

Your school will be allocated to someone from a pool of highly trained NFER test administrators (TA), all of whom have a background in teaching and will be able to ensure pupils are put at ease during the testing and to ensure the security of the test materials.

A member of school staff should administer the check with the help of the TA.

Each TA will hold an up-to-date DBS check certificate and will carry a NFER ID badge with them when they visit the school so they will be easily identifiable. We will write to you ahead of administration to confirm the name of the TA we expect to visit your school. Changes may still be made in the case of illness or a change of availability, but we will endeavour to keep you up to date if this does happen.

Your allocated TA(s) will contact you ahead of trialling in mid to late May. During this call they will:

- make arrangements for any set up required including:
 - checking suitable room availability
 - confirm arrival date and time
- check any modifications requested so they can check these against received materials
- check the name of the sampled pupils
- inform you of any support they will need on the day

The TA will bring all test materials along with them on the day and will take them away with them at the end of the administration, there will be no marking required of school staff. As these are highly confidential, the test packs will be sealed before leaving school and it is important that no test materials are photocopied or taken away from the TA. All members of school staff who are in contact with the test materials will be required to sign a statement of confidentiality that the TA will bring with them.

4 What if my pupils require modifications to access the materials?

We try to emulate the live national curriculum checks in these trials where possible, however, for trialling we are only able to offer enlarged (A3) and coloured copies of PSC materials as modifications. You will have the chance to inform us of any pupils that require modifications and which modifications they need when we inform you of which pupils have been selected to participate.

5 What if pupils require access arrangements?

The following access arrangements and reasonable adjustments can be used in trialling if the pupil would usually have these:

- Additional time
- Rest breaks

We aim to cover as many access arrangements as possible within the constraints of trialling and our TAs are experienced in accommodating these arrangements within the administration. To fulfil our obligations towards test security, our TAs are required to remain with all materials while in the school and will need to be present for all testing sessions.

We are able to supply modified enlarged, or coloured copies of the pupil materials only and these will need to be requested when you check your list of selected pupils. Test materials cannot be photocopied within school on coloured or larger size paper.

6 How will NFER collect data about pupils from my school?

Under a data sharing agreement STA will provide NFER with the autumn 2024 census data containing a list of pupils in the participating year group.

After we have received your reply, we will upload the pupil census data for your Year 1 cohort to our secure school portal and ask you to indicate which Year 1 pupils are eligible to participate in the trial.

We will also ask you to check and, if required, update the background data. You will also be asked to add names and background data for any new pupils. Once we have shared your list of selected pupils you will be able to indicate if they require any of the enlarged or different coloured modified materials.

The background data we need about the pupils will be:

- name
- date of birth
- gender
- UPN
- SEN provision
- language provision

Full details of how to provide this information will be available to download on the school portal. You will be given another opportunity to check this data ahead of the trial to ensure it is accurate and we have collected all pupil details and all modified material needs.

This data will be used to provide personalised test materials to all pupils. This ensures that the data used in analysis is accurate and we can be confident the correct pupils use the correct test materials.

Once the trial is complete NFER will provide STA with the updated pupil data, the scores derived from the checks, as well as the scanned images of the test materials completed by your pupils.

The privacy notice that covers collection of pupil data can be found at the following address: [Privacy information: early years foundation stage to key stage 3 - GOV.UK](#)