



Rt Hon Michael Gove MP
Secretary of State

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Dear Chris,

QCDA REVISED REMIT AND FUNDING FOR 2010-11

When I wrote to you in May announcing the closure of QCDA, I thanked you and your colleagues for the work that you have done in establishing the organisation. I want to reiterate my thanks and am grateful for the professional way in which your staff have worked over the past few months with my officials in planning for QCDA's closure. I recognise that the last few months have not been easy for QCDA and would like to reiterate that the proper and sensitive handling of QCDA staff remains a priority as we move forward.

I am now writing with a revised remit for QCDA covering the period between now and March 2011. As I explained previously, our vision for education reform means that some functions currently performed by QCDA should be discharged differently in the future, some will continue, and others will stop completely. This letter sets out the organisation's key priorities for this financial year, together with details of your funding which includes the savings we are expecting as part of the Government's programme to halve the deficit.

I should make clear that where an activity is continuing during this financial year, it should not be assumed that the activity will continue beyond March 2011 either at the QCDA or elsewhere. However, there are some activities that will need to continue up to the point of closure. Those continuing functions will be made clear as QCDA embarks upon the consultation process with the PCS and Staff.

Strategic context

The Coalition Government's education policies are guided by three principles: freedom, responsibility and fairness. We aim to give every child the best education, regardless of their background or their parents' income. There is a need to refocus the curriculum on core knowledge and content, reduce bureaucracy in schools so teachers can get on with teaching, and continue to offer parents more choice with the expansion of academies and the free school programme.

Our decision to close QCDA was guided by these principles and sought to contribute to our aims by ensuring that:

- improvements in standards are driven by school leaders and teachers;
- functions that need to be done at a national level should be properly accountable through Ministers – unless there are compelling reasons why they cannot be; and
- as much of the education budget as possible goes to schools.

Priorities from September 2010- March 2011

Your key priorities for this year will be

- preparing the closure of QCDA, in anticipation of its planned abolition, and working with my officials and other bodies to ensure the appropriate transition of functions; and
- the continuation of key business as set out in this revised remit letter and attached in greater detail at Annex B .

Both of these priorities will need to be achieved within the revised budget allocation for this financial year (set out in Annex A).

Since the announcement, I have been encouraged by the way you and your team have engaged with the Department to develop an effective programme for closure and I am confident that this will continue. A key part of QCDA's closure process will be the smooth transition of those functions which are to continue to its partners and other organisations. I should therefore be grateful if you would work with officials in DfE to support the transfer of functions for which the department will assume direct responsibility as well as to consider how best to engage with Ofqual, the Department for Business, Innovation and Skills and others to effect transfer of work to these organisations.

BUSINESS WHICH WILL CONTINUE

Your work on ensuring business continuity at a time of great change and transition is a key priority for us, particularly in the delivery of National Curriculum tests.

During the transitional period you should make arrangements to transfer, to Ofqual those functions which Ofqual identifies as appropriate to its role as a regulator. You should also continue to engage with Ofqual as the Regulator of Assessments. In addition, you should continue to support Ofqual in operating the legacy regulatory systems, WBA/NDAQ/QMIS, up to the planned implementation of the new RITS system, currently anticipated to be 25th October 2010, and to provide residual support, to be agreed, following implementation up to 31 December 2010.

For the work which will continue in year and in preparation for delivery in the next financial year, your underlying priorities will include:

Statutory Assessment 2011:

Supporting accuracy and consistency of Early Years Foundation Stage Profile results

Supporting accuracy and consistency of KS1 results

KS2 National Curriculum Tests delivery and procurement for future test delivery

KS2 Science Sample Tests delivery

Examinations Delivery:

Support for Diploma Awarding

Centre Support for General Qualifications and the Diploma

General Qualifications Logistics

General Qualifications Online Access Arrangements

Achievement and Attainment Tables

Research:

Continuation of research and evaluation functions and tools that will need to be transferred to other bodies.

Provision of up-to-date, authoritative and comparable international evidence on curriculum, assessment and qualifications.

This is supported by a list of performance measures which will continue to be monitored through joint DfE and QCDA arrangements. This list is attached at Annex B.

QCDA will also be expected to appropriately carry out its statutory functions until legislative changes are made. In addition, QCDA will be expected to continue to provide effective and timely support to Ministers in their accountability to Parliament and the public, including giving advice in areas of retained expertise.

The continuation of National KS3 Sampling, KS2 Science Sample Testing in 2012 and ongoing financial support for the Chartered Institute of Educational Assessors is still under consideration. By the end of September officials in DfE will confirm, in supplementary letters, the position on these.

FUNDING AND EFFICIENCIES FROM SEPTEMBER 2010- MARCH 2011

To deliver on all of the priorities set out in this letter, and as part of this Department's declared contribution towards the £6.2bn of savings this financial year, it has been agreed that QCDA's budget will be reduced by £20million. Consequently, you will be able to spend up to a total of £107.8m million resource, including receipts (See Annex A).

QCDA has already made some significant savings this year, including the 5% efficiency saving commitment. However, in line with what is expected of all Government Departments and their Arm's Length Bodies, I would expect QCDA to continue to look to make significant savings on administrative and programme costs in line with the closure process.

We look forward to working with QCDA over the remainder of this year.

I am copying this letter to Isabel Nisbet, Chief Executive of Ofqual, and Dr Vince Cable MP, Secretary of State for Business, Innovation and Skills.

With every good wish,
M.G.

MICHAEL GOVE

To deliver DfE's assessment and examinations delivery priorities, QCDA's revised resource budget for 2010-11 is £107.8 million. This is made up of

- Programme costs – £56.8 million
- Administrative costs – £51 million

including

- Own Capital costs- £0.5 million
- QCDA(E)Ltd. Receipts- £1 million

QCDA 10-11 REVISED PERFORMANCE MEASURES (Annex B))

Performance Measures continuing until at least March 2011	
No	Performance Measure
1	<p><u>EYFS EXEMPTIONS</u></p> <p>All applications for exemption from the EYFS learning and development requirements are handled within 12 weeks of receipt (as per the process agreed by future management arrangements) between DfE and QCDA up to March 2011.</p>
2	<p><u>EYFS PROFILES</u></p> <p>2011 Early Years Foundation Stage Profile (EYFSP) results are robust and reliable as a consequence of improved moderation by October 2011.</p>
3	<p><u>KS2 NCT DELIVERY & 2012 PROCUREMENT</u></p> <ol style="list-style-type: none"> 1. KS2 National Curriculum Tests are delivered successfully in May 2011 with 99.9% of results available to schools by the agreed date, and comparable levels of lost scripts and missing results to 2010. Quality of marking, as described within QCDA's self-assessment report to Ofqual, is at least as good as previous years. 2. Secure timely preparation and procurement of National Curriculum test contracts for 2012 delivery.
4	<p><u>OPTIONAL TEST DATA COLLECTION</u></p> <p>QCDA will make best endeavours to meet the targets for collecting Optional Test data, as set out in the ADSR.</p>
5	<p><u>KS1 MODERATION</u></p> <p>2011 Key Stage 1 (KS1) results are robust and reliable as a consequence of moderation by September 2011.</p>
7	<p><u>TEACHER ASSESSMENT</u></p> <p>Publish and disseminate guidance on statutory national assessment arrangements (Early Years Foundation Stage to Key Stage 3), provide a helpdesk to deal with enquiries and make appropriate arrangements to collect statutory teacher assessment data for Key Stages 2 and 3 with target rates of 99.7% in both phases by the end of July 2011.</p>
8	<p><u>2011 KS2 SCIENCE SAMPLE TEST</u></p> <p>A Science sample test, to monitor national standards at KS2 is implemented in 2011.</p>
9	<p><u>ASSESSING PUPILS' PROGRESS (EAL)</u></p> <p>QCDA to submit to DfE the completed filmed case-study materials together with any drafts of related text by end of November 2010.</p>
10	<p><u>EXEMPLIFICATION OF NATIONAL STANDARDS</u></p> <p>Produce exemplification of national standards at Levels 1 & 2 for KS3 National Curriculum foundation subjects by March 2011.</p>
11	<p><u>SECTION 96 CONSULTATION</u></p> <p>To carry out, if requested, one or more S96 consultations on such elements of the National Curriculum as the Secretary of State requires and to a timetable set out by the Secretary of State</p>
12	<p><u>KEEPING THE CURRICULUM UNDER REVIEW</u></p> <p>To provide DfE, by December 2010, with an agreed report that sets out the capability at local and regional levels to deliver a revised curriculum based on local authorities' approaches to curriculum development and a sample of how schools are clustering together to co-develop their curriculum, share materials and provide support to one another. The report would also provide DfE with a small sample of views from parents' groups of how they have been engaged in the development of curriculum within their schools or clusters."</p>

QCDA 10-11 REVISED PERFORMANCE MEASURES (Annex B))

Performance Measures continuing until at least March 2011	
No	Performance Measure
	<p>By December 2010, to provide to DfE an agreed report on examples of the actions schools have taken to meet the essential principles of the statutory inclusion statement since its appearance in the National Curriculum (The Education 'Reform' Act 2000). The report will look at aspects of curriculum development and delivery and:</p> <ul style="list-style-type: none"> Analyse progress of vulnerable groups Identify effective practice in schools Identify effective structures at local, regional and national level Identify the institutional barriers to meeting the essential inclusion principles. <p>To agree with the DfE a report to be published by December 2010, based on the CUREE evidence project of trends in curriculum 2008-2010.</p>
13	<p>CENTRE SUPPORT FOR GENERAL QUALIFICATIONS</p> <p>To improve the quality and timeliness of exams administration in centres by March 2011 for all GQs, including new GCSEs and Functional Skills.</p> <p>Specific measures:</p> <ul style="list-style-type: none"> 95% of new-to-role exams officers are engaged on QCDA's induction programme within their first term (and attempt to capture all within their second term) and their centre moved out of 'high risk' within 12 months. High risk centres to be maintained below 12% throughout the year (measurement at the end of each term). 95% of target centres receive a support visit and guidance re: the administration of unites GCSEs and Functional Skills. Deliver ongoing communications and support tools to all exams officers administering general qualifications: key updates and ongoing good practice, e.g. exams policy, late entry management <p>All centre support is now being treated as one project</p>
14	<p>GQ LOGISTICS CONTRACT</p> <p>Outcomes: To manage the logistics contract to meet the agreed KPIs of the GQ contract.</p> <p>Specific measures:</p> <p>Key KPIs:</p> <ol style="list-style-type: none"> A minimum of 3 attempts will be made to contact 100% of centres, to arrange a collection time window per series. Delivery of 98% of all packages must be attempted on day one after collection A maximum of 3% of packages lost due to vehicle theft and/or negligence. <p>Where there are any losses or service performance issues QCDA will recover costs/damages through Service Credits. In exceptional circumstances e.g. weather issues / Force Majeure KPIs may be suspended between QCDA and the supplier.</p> <p>To include script packages as part of the programme: (Functional Skills (externally assessed elements only) *</p>
15	<p>ACCESS ARRANGEMENTS ONLINE</p> <p>To deliver the modified papers additional to the Access Arrangements Online tool by September 2010. Liaison with unitary awarding bodies to ensure that the new functionality is accepted by them and incorporated into guidance.</p> <p>To support the ongoing delivery of AAO, modified papers and "quick win tools" functionality.</p> <p>Specific measures: 80% of modified papers applications are made using the AAO service by March 2011.</p>
16	<p>ACHIEVEMENT & ATTAINMENT TABLES</p> <p>To ensure that in maintaining and developing all matters relating to measuring, scoring and discounting qualifications in the Achievement and Attainment Tables until function is transferred all relevant annual deadlines (as agreed with DfE) are met to the appropriate quality standards. To be proactive in offering a range of methodological improvements, for consideration by the DfES, to address emerging issues and ensure succession planning is in place in the event of key staff leaving.</p>
17	<p>MATHEMATICS PATHWAYS PROJECT</p>

QCDA 10-11 REVISED PERFORMANCE MEASURES (Annex B)

Performance Measures continuing until at least March 2011	
No	Performance Measure
	<p>QCDA manage the mathematics pathways project to bring it to an effective conclusion by 31 December 2010 by:</p> <ul style="list-style-type: none"> • Providing DfE with a report which draws together the awarding bodies' evaluation reports and the independent evaluator's reports, in order to inform future policy development.
18	<p><u>QUALIFICATIONS REVIEW</u></p> <p>Up to 31 December 2010, carry out reviews of qualifications as agreed with Ofqual:</p> <ul style="list-style-type: none"> • To review awarding body submissions in relation to all qualifications as commissioned by Ofqual according to an agreed plan and providing appropriate and timely feedback in accordance with the commissioning briefs. • To review all qualifications for pre-16 use <p>Success is measured by Ofqual receiving information in accordance with the commissioning contracts to enable accreditation decisions to be made in accordance with its published timescales, by there being sufficient qualifications at all levels and in all subjects to meet the needs of learners</p>
19	<p><u>GCSE MATHS LINKED-PAIR PILOT</u></p> <p>To secure the smooth implementation of the GCSE mathematics linked pair pilot qualifications from September 2010 until this can be transferred to an appropriate organisation by a date to be agreed by:-</p> <ul style="list-style-type: none"> • Working with awarding bodies to ensure contractual terms are met • Managing the evaluation to secure effective outcomes
20	<p><u>EVALUATION OF THE GCSE MATHS LINKED PAIR PILOT</u></p> <p>To manage, until this work can be transferred to an appropriate organisation by a date to be agreed, the independent evaluation contract in respect of the implementation of the GCSE mathematics linked pair pilot as specified within the contract. Deliver reports which fall due under the contract before transfer of responsibility.</p>
21	<p><u>AWARDING BODY DATA ARCHIVE (ABDA)</u></p> <p>To continue to collect assessed student work and unit-level data from all GCE and GCSE awarding organisations in respect of identified qualifications to enable effective evaluation of the impact of changes to assessment model and introduction of A* in GCE.</p>
22	<p><u>DIPLOMA ASL CATALOGUE</u></p> <ol style="list-style-type: none"> 1. QCDA to manage the process to populate (and depopulate) the ASL catalogue in line with agreed policy decisions and secure the publication of the updated catalogues in September 2010 and February 2011. 2. QCDA to ensure the successful transfer of the ASL catalogue to the Office of Qualifications and Examinations Regulation (Ofqual) within an agreed timescale, but prior to April 2011.
23	<p><u>FUNCTIONAL SKILLS</u></p> <p>QCDA to provide DfE with a report by no later than Feb 2011 on the outcome of the development of Functional Skills qualifications through the national functional skills pilot project and associated recommendations for action; Continuing to evaluate the pilot:</p> <ul style="list-style-type: none"> • Independent evaluator provides reports to deadlines and quality standards as set out in the contract • 60% of centres provide monthly returns on time • 90% of Awarding Organisations (AOs) provide a final project closure report in Sept 2010 to quality standards as set out in their contracts • Lessons learnt and good practice to form part of final report in Feb 2010 with high level findings shared with DfE in September 2010 • Input provided on impact/benefits of FS as evidenced from AOs, centres and other stakeholders.
24	<p><u>SECURING DIPLOMA AWARDING</u></p> <ol style="list-style-type: none"> 1. Agree QCDA 2011 awarding deployment plan <ol style="list-style-type: none"> a. Work with the DfE to plan the most appropriate deployment of available QCDA resources in support of securing 2011 awarding. Target: Deployment plan agreed with DfE by September 30th 2010. 2. Support administration of the Diploma within schools and colleges. Support all active Diploma home centres to minimise the risk of them making administrative errors that could lead to failures in awarding. Target: 100% of active

QCDA 10-11 REVISED PERFORMANCE MEASURES (Annex B))

Performance Measures continuing until at least March 2011

Performance Measure

No

centres offered support by the end of December 2010.

- a. Build centre capability in the administrative processes required for successful awarding. Specifically, support active centres in assigning PPOs to learners in DAS and identifying the anticipated award date for each learner in DAS. Target: 75% of active learners have a PPOs assigned and an anticipated award date set in DAS by the end of December 2010; 90% by end of March 2011.
- b. Working with DfE, review all QCDA guidance documentation on Diploma administration to determine how it can be reduced by:
 - o Discontinuing non-essential pieces of guidance
 - o Transferring responsibility for guidance to awarding bodies, where appropriate
 - o Rationalising remaining guidance.

Target: tbc

3. Train Examinations Officers in administration of the Diploma

- a. Deliver Administering the Diploma training events for Wave 3 centres. Target: Training to be delivered and completed by end of October 2010. 100% of non-attendees be offered one-to-one training. 95% of offers accepted to be delivered by the end of December 2010.
- b. Wave 1 and Wave 2 Exam office staff receive updated information on the Diploma including the new lines of learning. Target: 100% completion by end of December 2010. NB: where the word 'active' has been used it refers to learners/centres actively engaged in 2011 Diploma awarding.

4. Close and/or transfer Diploma IT systems

- a. Commence preparation for the transfer of the Diploma Aggregation Service (DAS) to another organisation. Target: Plan agreed with DfE by March 2011.
- b. Maintain provision of the DAS Target. Achieve the service levels in the DAS/AB Testing & Operating Agreement and the DfE MI reporting arrangements
- c. Deliver the Diploma RITS interface project to secure Diploma awarding post-RITS implementation. Target: Deliver solution by January 2011.
- d. Ongoing provision of the Diploma Validator until its managed withdrawal from live service in March 2011. Target: 100% of centres are informed by February 2011 that the service will be withdrawn and that they should use DAS instead; service withdrawn by March 31st 2011 and contracts terminated.

5. Train awarding bodies in essential Diploma systems

- a. 'On-boarding' of prospective CABs to ensure their roles and responsibilities for successful 2011 awarding are understood, including use of the DAS. Target: 100% of prospective CABs successfully on-boarded i.e. can use the DAS.
- b. Ongoing support of 'CAB Community online' until its transfer, including support of existing CABs with respect to 2011 awarding. Target: transfer responsibility by March 2011.

FOUNDATION LEARNING (EXTENDED NETWORK)

QCDA to support and evaluate the final phase of the learning visits programme (pilot and extended network areas working with other LAs) until December 2010.

FOUNDATION LEARNING (QCF)

- To ensure QCF qualifications at Entry level and Level 1 are high quality, meet learners' needs and can be selected appropriately by schools/other providers - by:
 - maintaining and regularly updating the FL qualifications catalogue.
 - analysing qualification supply against demand and sharing analysis with delivery partners and AOs.
 - as required, providing technical advice on qualifications to DfE, YPLA and (up to 31 December 2010) Ofqual.

RESEARCH (REFERNET)

Maintain Refer Net in the UK as the leading VET policy reporting organisation and network in Europe with JIU and under contract to CEDEFOP – until such time as the function is transferred to suitable replacement body post- QCDA closure.

RESEARCH (INCA)

Provide up-to-date, authoritative and comparable on-demand international evidence, via a bespoke service, supporting evidence based decision making on curriculum and replacement body post- QCDA closure

FINANCIAL MANAGEMENT

QCDA manages its revised remit and operational business within the agreed budget set by DfE from 1 September 2010 – 31 March 2011. Within this budget QCDA meets agreed efficiency savings targets in the use of administrative costs during the same period.

SINGLE LEVEL TESTS (SLTs):

30

QCDA 10-11 REVISED PERFORMANCE MEASURES (Annex B))

Performance Measures continuing until at least March 2011

Performance Measure

No

QCDA to ensure:

- Successful completion of June 2010 single level test round, covering English reading, English writing and mathematics, with tests and associated processes reflecting evaluation and findings from earlier pilot rounds, secure marking standards, and high levels of school satisfaction with both process and content.
- June 2010 Mathematics SLTs to replace 2010 Key Stage 2 Mathematics National Curriculum tests for pilot schools, with all associated processes - including reviews service - successfully managed to completion.
- They deliver timely technical evaluation and advice on SLTs.
- That work under way on development of SLTs, which were previously planned to be delivered for December 2010 and June 2011, to be migrated to the NCT programme for appropriate conclusion.
- Completion of a lessons learned exercise.
- That they work with DfE to determine an approach on L6 tests, pending detailed Ministerial decisions.