



# Coder Recruitment Information Pack

2025 Key Stage 1 Technical Pre-Test

V1

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## 2. Introduction

In 2025, AlphaPlus will be coordinating the delivery of two separate coding exercises on behalf of exercises on behalf of the Standards and Testing Agency (STA):

Key Stage 1 technical pre-test (KS1 TPT) in English grammar, punctuation and spelling (GPS)

Key Stage 1 technical pre-test (KS1 TPT) in mathematics

The KS1 TPT coding exercises will be in person at a venue to be confirmed.

All pre-coding for KS1 TPT will be on paper.

This document outlines:

- team structures for 2025 trials
- coding models
- roles and responsibilities
- coder selection criteria
- coding activity dates
- payment rates

### 3. Team structures for 2025 trials

For each coding exercise, the following positions are available:

<b>Trial</b>	<b>Subject</b>	<b>Leads</b>	<b>Deputies</b>	<b>Coders</b>
KS1 TPT	GPS	10	10	30
KS1 TPT	Mathematics	5	5	20

## 4. Roles and responsibilities

The key roles and responsibilities can be found below. A more detailed job specification will be provided when contracted.

### 4.1. Coder roles and responsibilities

- Be available for all required dates, as specified
- Adhere to security requirements
- Professional conduct at all times and in a manner suitable to represent STA, DfE and AlphaPlus
- Adhere to the AlphaPlus Code of Conduct (including Values and Behaviours for Associates)
- Ensure clear and consistent verbal and written communication with AlphaPlus and supervisory coder prior to and throughout the coding period
- Maintain regular contact with supervisory coder during coding period
- Adhere to deadlines set by AlphaPlus
- Accurately apply coding frames to test question responses
- Actively engage in discussions with team members, team leaders, AlphaPlus and STA
- Undertake training and clarify any areas of uncertainty
- Complete a standardisation exercise prior to starting coding and seeding during coding
- Seek and implement feedback on coding performance, ensuring quality is maintained
- Engage in verbal evaluations of test question and coding frame performance with team leaders and STA
- Raise appropriate exemplars
- On completion of coding, provide feedback on the coding exercise

## 4.2. Supervisory coder (Lead and Deputy) roles and responsibilities

- Be available for all required dates, as specified
- Adhere to security requirements
- Professional conduct at all times and in a manner suitable to represent STA, DfE and AlphaPlus
- Adhere to the AlphaPlus Code of Conduct (including Values and Behaviours for Associates)
- Ensure clear and consistent verbal and written communication with STA and AlphaPlus throughout the coding period
- Maintain regular contact with the team of coders during coding period
- Critically assess coding frames and test questions
- Construct training and quality assurance materials
- Lead a coding team and provide high quality training
- Implement quality assurance processes
- Accurately apply coding frames to test question responses for given allocation
- Support coding team and resolve queries, escalating where appropriate, including any clarification of coding points
- Take responsibility for driving progress and ensuring deadlines are met
- Provide regular verbal and written reports on the performance of the coding team throughout the coding period, and immediately report concerns around under performance
- Ensure completion of quality assurance documentation each day as appropriate
- Evaluate the performance of test questions and coding frames in written reports
- Assist STA Test Development Researchers (TDRs) in the continuing development of coding frames
- Gather exemplars as determined by TDRs
- Work with other supervisory coders to ensure consistency of training for the same/similar item types
- Complete item level feedback report
- Feedback on the performance of the coding team
- Adhere to deadlines set by AlphaPlus

## 5. Coder selection criteria

Please find below details of the criteria against which coders and supervisory coders will be selected.

We recommend that you review these criteria carefully before applying. We will not be able to offer positions to applicants who do not meet the required criteria.

Any applicants who have not coded or marked for AlphaPlus or STA within the last three years will be required to provide two satisfactory references (essential) from senior colleagues in coding, marking or teaching.

Any coders who have not previously held a supervisory coder position and are being considered for a deputy lead coder role (or reserve) will also be required to provide two references, from senior colleagues in coding, marking or teaching. At least one reference must be from a supervisory coder.

Any previous coder performance will be taken into account when considering applications for the roles. We will consider your application against the criteria stated as well as our experience of working with you on Assignments for AlphaPlus. This will include observations relating to behaviour, collaborative working, adherence to guidelines, policies and instructions and competence in using the AlphaPlus onscreen coding system.

If you have not worked for AlphaPlus before we will also refer to the information provided by your referees.

### 5.1. Selection criteria for the KS1 TPT

#### 5.1.1. Basic criteria for all KS1 roles

Criteria	Essential	Desirable
Availability for the training event and coding period and access to a secure and reliable broadband internet connection	✓	
Qualified Teacher Status	✓	
Relevant previously held curriculum coordinator role (e.g., literacy coordinator)		at least one year
Previous experience of coding trialling papers at either KS1 or KS2 in the relevant subject		from 2023 - 2024 (anchor coding experience is desirable for anchor teams)
Previous experience of live marking for KS1 national curriculum tests in the relevant subject		✓

### 5.1.2. Coder criteria

In addition to the criteria above, all coders must also demonstrate the following:

Criteria	Essential	Desirable
Current or recent (2019 – 2024) experience of teaching the relevant subject at KS1	at least one year	more than one year

### 5.1.3. Supervisory coder criteria

In addition to the basic criteria above, all supervisory coders must also demonstrate the following:

Criteria	Essential	Desirable
Availability for the pre-coding dates	✓	
Current or recent (2019 – 2024) experience of teaching the relevant subject at KS1		at least one year
Previous experience of live marking for national curriculum tests		since 2019
Experience of coding in the relevant KS1 subject	at least 3 years	including 2023 and/or 2024
Ability to demonstrate key skills and aptitude to undertake supervisory role	✓	
<b>Lead coders only</b> - Previous experience in lead or deputy lead marker/coder role in the relevant KS1 subject	✓	
<b>Deputy lead coders only</b> - Previous experience in lead or deputy lead marker/coder role in the relevant KS1 subject		✓



## 6. Coding activity dates

To be appointed, coders must be available for all the required dates applicable to the trial and role.

Unless otherwise specified, AlphaPlus will make all accommodation arrangements for all events.

### 6.1. Coding activity dates for the KS1 TPT

#### 6.1.1. KS1 TPT coders

	Coder training	Coding period
<b>KS1 TPT GPS</b>	23 June 2025 9am – 5.30pm Venue to be confirmed	24 June to 26 June 2025 9am - 5.30pm You will be required to attend an in-person coding meeting each day in the coding period to meet completion targets.
<b>KS1 TPT Maths</b>	23 June 2025 9am – 5.30pm Venue to be confirmed	24 June to 27 June 2025 9am - 5.30pm You will be required to attend an in-person coding meeting each day in the coding period to meet completion targets.

### 6.1.2. KS1 TPT supervisory coders

	Pre-coding meetings (PCM)	Coder training	Coding period
<b>KS1 TPT GPS</b>	<p><b>PCM1:</b> 14 May 2025 9am – 5.30pm Venue to be confirmed</p> <p><b>PCM2:</b> 02 to 06 June 2025 9am – 5.30pm Venue to be confirmed</p> <p>Preparation (at home) approx. 0.5 days prior to PCM1 4 days between PCM1 and PCM2 and 1 day prior to coder training</p>	<p>23 June 2025 9am – 5.30pm Venue to be confirmed</p>	<p>24 June to 26 June 2025</p> <p>You will be required to attend an in-person coding meeting each day in the coding period to meet completion targets.</p>

<b>KS1 TPT Maths</b>	<p><b>PCM1:</b> 14 May 2025 9am – 5.30pm Venue to be confirmed</p> <p><b>PCM2:</b> 02 to 06 June 2025 9am – 5.30pm Venue to be confirmed</p> <p>Preparation (at home) approx. 0.5 days prior to PCM1 4 days between PCM1 and PCM2 and 1 day prior to coder training</p>	<p>23 June 2025 9am – 5.30pm Venue to be confirmed</p>	<p>24 June to 27 June 2025</p> <p>You will be required to attend an in-person coding meeting each day in the coding period to meet completion targets.</p>
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## 7. Payment rates

The tables below indicate the payment rates for the various roles. These will be confirmed at contract stage.

If required, you may claim teacher supply cover at the rate of £190 per day in lieu of the attendance component of your fee for each day claimed. Please be aware that you can claim either supply cover or attendance fee, but not both.

Travel and subsistence expenses will be reimbursed in line with AlphaPlus's expenses policy. For all in person-based activities, accommodation will be booked on your behalf by AlphaPlus.

### 7.1. Coder payment rates

<b>Trial</b>	<b>Activity</b>	<b>Payment rate</b>
<b>KS1 TPT</b>	<b>Coder training</b>	All subjects - £150 (1 day, 9am – 5.30pm)
	<b>Coding</b> (average rate per day)	GPS - £2.50 per script equivalent Mathematics - £1.60 per script equivalent

## 7.2. Supervisory coder payment rates

Trial	Activity	Lead coder	Deputy lead coder
<b>KS1 TPT</b>	Pre-coding fee (including associated home working)	£260 per day equivalent	£190 per day equivalent
	Preparation for training (home working)	£130 per day equivalent	£95
	Training fee	£260 per day equivalent	£190
	Script selection and training materials responsibility fee (flat fee)	£260	£260
	Report writing fee if applicable (flat fee)	£105	£105
	Coding responsibility fee (flat fee)	£330	£165
	Team management fee (per direct report)	£120	£120
	Coding/QA (per script where outside of the in-person meeting)	GPS: £2.50 per script Maths: £1.60 per script	GPS: £2.50 per script Maths: £1.60

## 8. Code of Conduct

Please be aware that on appointment, we will ask you to sign a Code of Conduct (including Values and Behaviours for Associates). This will clearly outline our expectations relating to behaviour and ways of working with your colleagues, AlphaPlus and STA.

## 9. Applications

If you have received an email notification regarding these vacancies from AlphaPlus, please follow the link in your email to the online application form.

## 10. Appointment

Please be advised that AlphaPlus is under no obligation to offer you this work. There is no obligation for you to apply for projects, and please only apply for those you can undertake.

We are committed to maintaining a fair and thorough selection process to ensure that the most suitable applicants are selected for these increasingly competitive roles. We have fewer coding roles available this year compared to previous years.

Please be aware that the decision to offer a coding role is made at the discretion of AlphaPlus, and unfortunately, we may not be able to offer a role to every qualified applicant due to the competitive nature of these roles.

We understand the importance of feedback in the application process. However, due to the high volume of applications we anticipate receiving, we will be unable to provide personalised feedback to all unsuccessful applicants.

Our selection process is designed to be transparent and fair. Every application will be thoroughly reviewed, and decisions will be made based on the alignment of skills, experience, and qualifications with the requirements of the position.

We appreciate your understanding and patience as we work through the application review process.



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