



# Coder Recruitment Information Pack

2025 Key Stage 2 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 2 technical pre-test (KS2 TPT) anchor in English reading, GPS and mathematics

Key Stage 2 technical pre-test (KS2 TPT) main in English reading and GPS

The KS2 TPT coding exercises will be onscreen and home-based, following a day of residential training.

All pre-coding for both KS2 TPT will be onscreen.

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>
KS2 TPT Anchor	English reading	1	1	5
KS2 TPT Anchor	GPS	1	1	4
KS2 TPT Anchor	Mathematics	3	3	24
KS2 TPT Main	English reading	3	6	9
KS2 TPT Main	GPS	3	3	6

\*or equivalent to allow for flexible allocation(s)

## 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 KS2 TPT (including anchor)

#### 5.1.1. Basic criteria for all KS2 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 KS2 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 KS2	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 KS2		at least one year
Previous experience of live marking for national curriculum tests		since 2019
Experience of coding in the relevant KS2 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 KS2 subject	✓	
<b>Deputy lead coders only</b> - Previous experience in lead or deputy lead marker/coder role in the relevant KS2 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 KS2 TPT

#### 6.1.1. KS2 TPT coders

	Coder training	Coding period
<b>KS2 TPT Anchor</b>	06 May 2025 9am – 5.30pm Venue to be confirmed	07 May to 16 May 2025 Home-based onscreen coding (approx. 2- 4 hours per day). You will be required to code each day in the coding period to meet completion targets.  We expect coding to be completed by 15 May and some additional allocations and quality assurance (QA) by 16 May.
<b>KS2 TPT Main</b>	7 July 2025 9am – 5.30pm Venue to be confirmed	08 to 18 July 2025 Home-based onscreen coding (approx. 2- 4 hours per day). You will be required to code each day in the coding period in order to meet completion targets.  We expect coding to be completed by 17 July and some additional allocations and QA by 18 July.

### 6.1.2. KS2 TPT supervisory coders

	Pre-coding meetings (PCM)	Coder training	Coding period
<b>KS2 TPT anchor English reading</b>	14 April 2025 9am – 5.30pm Remote meeting Preparation (at home) approx. 1 day prior to PCM1 and 0.5 days prior to coder training	6 May 2025 9am – 5.30pm Venue to be confirmed	07-16 May 2025 Home-based onscreen coding
<b>KS2 TPT Main English reading</b>	PCM1: 13 May 2025 Venue to be confirmed  PCM2: 16 - 20 June 2025 Both 9am – 5.30pm Remote meeting  Preparation (at home) approx. 1 day prior to PCM1, 5 days prior to PCM2 and 0.5 days prior to coder training	7 July 2025 9am – 5.30pm Venue to be confirmed	08 - 18 July 2025 Home-based onscreen coding
<b>KS2 TPT anchor GPS</b>	14 April 2025 9am – 5.30pm Remote meeting  Preparation (at home) approx. 1 day prior to PCM1 and 0.5 days prior to coder training	6 - May 2025 9am – 5.30pm Venue to be confirmed	08 – 16 May 2025 Home-based onscreen coding
<b>KS2 TPT Main GPS</b>	PCM1: 13 May 2025 Venue to be confirmed  PCM2: 16 to 19 June 2025 Both 9am – 5.30pm Remote meeting  Preparation (at home) approx. 1 day prior to PCM1 5 days prior to PCM2 and	7 - July 2025 9am – 5.30pm  Venue to be confirmed	08 - 18 July 2025 Home-based onscreen coding

	0.5 days prior to coder training		
<b>KS2 TPT anchor mathematics</b>	<p>14 April 2025 9am – 5.30pm Remote meeting</p> <p>Preparation (at home) approx. 1 day prior to PCM1 and 0.5 days prior to coder training</p>	<p>6 - May 2025 9am – 5.30pm Venue to be confirmed</p>	<p>7 – 16 May 2025 Home-based onscreen coding</p>

## 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

Trial	Activity	Payment rate
<b>KS2 TPT anchor</b>	<b>Coder training</b>	All subjects - £150 (1 day, 9am – 5.30pm)
	<b>Coding</b> (average rate, based on easy, medium and hard rates)	English reading - £2.75 per script equivalent GPS - £2.50 per script equivalent Mathematics - £1.60 per script equivalent
<b>KS2 TPT main</b>	<b>Coder training</b>	English Reading - £150 (1 day, 9am – 5.30pm) GPS - £150 (1 day, 9am – 5.30pm) Mathematics anchor team - £120 (1 day, 9am – 3pm)
	<b>Coding</b> (average rate, based on easy, medium and hard rates)	English reading - £2.75 per script equivalent GPS (anchor) - £1.60 per script equivalent

## 7.2. Supervisory coder payment rates

Trial	Activity	Lead coder	Deputy lead coder
<b>KS2 TPT anchor</b>	Pre-coding fee (including associated home working)	English reading: £520 GPS/Maths: £520	English reading: £380 GPS/Maths: £380
	Preparation for training	£130	£95
	Training fee	£260	£190
	Report writing fee (flat fee)	English reading: £315 GPS/Maths: £105	English reading: £315 GPS/Maths: £105
	Coding responsibility fee (flat fee) includes QA of scripts	£330	£165
	Team management fee (per direct report)	£120	£120
	Coding (per script)	English reading: £2.75 per script equivalent GPS: £2.50 per script equivalent Maths: £1.60 per script equivalent	English reading: £2.75 per script equivalent GPS: £2.50 per script equivalent Maths: £1.60 per script equivalent
<b>KS2 TPT main</b>	Pre-coding fee (including associated home working)	English reading: £260 per day equivalent GPS: £260 per day	English reading: £190 per day equivalent GPS: £190 per day
	Preparation for training (home working)	£130	£95
	Training fee	English reading: £260 GPS: £260	English reading: £190 GPS: £190
	Script selection and training materials responsibility fee (flat fee)	£260	£260
	Report writing fee (flat fee)	English reading: £315 GPS: £105	English reading: £315 GPS: £105
	Coding responsibility fee (flat fee)	£330	£165
	Team management fee (per direct report)	£120	£120
	Coding/QA (per script)	English reading: £2.75 per script equivalent GPS £2.50 per script	English reading: £2.75 per script equivalent GPS: £2.50 per script equivalent

## 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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