# Standards & Testing Agency

# Reception Baseline Assessment

## Reception Baseline Assessment (RBA) 2023-24 timeline

### SUMMER TERM

- Continue to upload and assess any new pupils who start reception and have not yet participated in the RBA.
- Check that you have stored all assessment materials securely ready for use in the next academic year. If you need any replacement resources, contact the RBA Helpline.
- Make a note of your school ID, Admin and Headteacher logins. These will be the same for 2023-24 but passwords will be reset.

  *Note: at the end of the academic year, 2022-23 pupil details will be removed and any school-created staff accounts will be deleted.*

### START OF AUTUMN TERM

- Emails containing BeP logins and new passwords will be sent to the headteacher and RBA lead details provided on the confirmation form.
- Ensure administrators are set up with 'practitioner' or 'adminpractitioner' permissions.

  *Note: the Admin account cannot administer assessments.*

- Upload 2023-24 reception cohort pupil data.
- Read the administration guide and preview the assessment.
- Watch the updated assessment training videos as needed.
- Disapply any pupils that cannot access the assessment.
- Start administering the assessment.

### BY OCTOBER HALF TERM

- Complete assessments within 6 weeks of pupils joining reception.
- Download pupil narrative reports.
- Complete the headteacher declaration form by 7th November 2023.

  *System update: if required, RBA leads (using the Admin account) will now be able to reset the headteacher's password via the BeP.*

### REST OF SCHOOL YEAR

- Continue to upload and assess, within 6 weeks, any new pupils who start reception and have not yet participated in the RBA.
- Download narrative reports for new pupils.
- Delete staff member BeP accounts if they leave.
- Continue to store all assessment materials securely.