

## FOI 202400396851 – Appendices

Please find below all appendices relating to this FOI request, listed below for ease of reference:

- **Appendix A:** Standstill letter sent to ACER in relation to their unsuccessful bid for the phase 2 National Standardised Assessments for Scotland contract.
- **Appendix B:** An appendix to the above letter, detailing the scoring of ACER's bid in relation to the winning supplier.
- **Appendix C:** All email correspondence relating to data transfer as part of ACER's exit from their role as the SNSA platform supplier.
- **Appendix D:** Minutes from SG/ACER Exit management meeting, 7<sup>th</sup> Sept 2021, discussed in Appendix C.
- **Appendix E:** A copy of the asset deliverables discussed in emails in Appendix C.
- **Appendix F:** ACER's Exit plan, discussed in emails in Appendix C.

## FOI 202400396851 - Appendix A

Scottish Procurement and Property Directorate



Scottish Government  
Riaghaltas na h-Alba  
gov.scot

T: [redacted - section.38(1)(b) (personal information)]

E: [redacted - section.38(1)(b) (personal information)]@gov.scot

Dr Desmond Bermingham  
UK Chief Executive Officer  
ACER International (UK) Ltd  
13-15 Canfield Place  
London, NW6 3BT

By email: desmond.bermingham@acer.org

Our ref: Case Ref/488190

26 February 2021

### **National Standardised Assessments in Support of the National Improvement Framework (NIF)**

Dear Dr Bermingham,

Thank you for your tender dated 17 December 2020 for the above named contract opportunity. We have now completed our evaluation of all the tenders received for this contract and, on behalf of the Scottish Ministers I must inform you that on this occasion your tender has not been successful. The table(s) below shows the individual scores given against the published criteria in respect of your submission and those of the winning tenderer, AlphaPlus Consultancy Ltd.

**Table 1 – Quality Score**

Award Criteria	Section Weighting	Your Score	Winning Tenderer's Score
Assessments & Reporting	30%	25.28	20.18
Transition, Implementation and Business as Usual	10%	5.42	8.54
Technical	30%	24.19	24.94
Full Service Management Solution	15%	8.91	10.55
Security	8%	5.50	5.50
Climate Emergency	2%	1.00	1.67
Fair Working Practices	5%	4.17	4.17
<b>Overall Score</b>	<b>100%</b>	<b>74.45</b>	<b>75.53</b>

**Table 2 – Price Score**

Award Criteria	Weighting	Your Score	Winning Tenderer's Score
Price Score	25%	0%*	25%

\*As ACER International (UK) Limited failed to achieve a score of 2 for one of the mandatory questions, a commercial score of zero was awarded.

**Table 3 – Price/Quality Ratio Score**

Award Criteria	Weighting	Your Score	Winning Tenderer's Score
Quality	75%	55.84%	56.65%
Price	25%	0%	25%
<b>Total</b>	<b>100%</b>	<b>55.84%</b>	<b>81.65%</b>

Regulation 85(2) of the Public Contracts (Scotland) Regulations 2015 requires us to summarise the reasons why you were unsuccessful and to explain the characteristics and relative advantages of the successful tender. This information is included in the Appendices to this letter.

Regulation 86 also requires us to observe what is known as the 'standstill period' – during which we must refrain from entering into contract with the winning tenderer. For the purpose of this contract the standstill period shall run for a period of 10 days commencing the day after the date that this letter is despatched to you by email and is anticipated to end at midnight on **8 March 2021**.

The bringing of court proceedings against the Scottish Ministers during the standstill period will automatically continue the prohibition on entering into the contract until the court proceedings are determined, discontinued or disposed of, or the court, by interim order, brings to an end the prohibition (regulation 89(1) of the Public Contracts (Scotland) Regulations 2015). The remedies that may be awarded by the courts before the contract has been entered into include the setting aside of the decision to award the contract to the winning tenderer. The bringing of court proceedings against the Scottish Ministers after the contract has been entered into will not affect the contract unless grounds for ineffectiveness or shortening of the contract under the 2015 Regulations can be established. Otherwise, the remedies that may be awarded by the courts where the contract has been entered into are limited to the award of damages.

If you require further clarification, please contact us in writing.

May I take this opportunity to once again thank you for your interest in this contract and remind you that further contracting opportunities from the Scottish public sector can be found on the Public Contracts Scotland portal.

Yours sincerely

**[redacted - section.38(1)(b) (personal information)]**

## Appendix A: Summary of The Reason(s) Why Your Bid Was Un-Successful

Our Tender Evaluation Panel (TEP) undertook a detailed evaluation of all tenders received, in line with our previously published evaluation criteria.

The evaluation criteria required tenderers to achieve an average acceptable score of '2' or more for each of the mandatory technical questions. In the case of your tender, the TEP did not award an acceptable score to question Q-B1.

The reasons for failing to achieve an acceptable score on this question are contained in Appendix B.

Having failed to achieve an acceptable score for one or more of the mandatory technical questions, in line with our published evaluation criteria, your commercial offer was not taken forward to the final Price/Quality Ratio (PQR) scoring. As a result, the commercial element of your bid was awarded a score of 0 (zero).

To summarise the information above, your tender was un-successful for the following reasons:

1. failing to achieve an acceptable score for one of the mandatory technical evaluation criteria questions; and as a result
2. your tender being awarded a score of 0 (zero) in relation to the commercial score.

Further information relating to the scores awarded to your company and the relative merits and characteristics of the winning tender can be found at Appendix B.

Appendix B: Debrief of Your Bid & Relative Merits & Characteristics of The Winning Bid

**[partially redacted - section.33(1)(b) (commercial interests)] – provided as Annex B within this FOI response.**



**FOI 202400396851 - Appendix B**

<b>Question No</b>	<b>Your Score</b>	<b>Summary of Your Bid</b>	<b>Winning Bid Score</b>	<b>Relative Merits &amp; Characteristics of The Winning Bid</b>
A1	3.4	[redacted - section.33(1)(b) (commercial interests)]	2.2	[redacted - section.33(1)(b) (commercial interests)]
A2	3	[redacted - section.33(1)(b) (commercial interests)]	2.4	[redacted - section.33(1)(b) (commercial interests)]
A3 (M)	3.4	[redacted - section.33(1)(b) (commercial interests)]	2.6	[redacted - section.33(1)(b) (commercial interests)]
A4 (M)	3.2	[redacted - section.33(1)(b) (commercial interests)]	2.6	[redacted - section.33(1)(b) (commercial interests)]
A5	3.8	[redacted - section.33(1)(b) (commercial interests)]	2.6	[redacted - section.33(1)(b) (commercial interests)]
A6	3.2	[redacted - section.33(1)(b) (commercial interests)]	3.2	[redacted - section.33(1)(b) (commercial interests)]
B1 (M)	1	[redacted - section.33(1)(b) (commercial interests)]	3.5	[redacted - section.33(1)(b) (commercial interests)]
B2	3.33	[redacted - section.33(1)(b) (commercial interests)]	3.33	[redacted - section.33(1)(b) (commercial interests)]
C1	3	[redacted - section.33(1)(b) (commercial interests)]	3.66	[redacted - section.33(1)(b) (commercial interests)]
C2	3.5	[redacted - section.33(1)(b) (commercial interests)]	3.5	[redacted - section.33(1)(b) (commercial interests)]
C3	3	[redacted - section.33(1)(b) (commercial interests)]	3	[redacted - section.33(1)(b) (commercial interests)]
C4 (M)	3.5	[redacted - section.33(1)(b) (commercial interests)]	3.5	[redacted - section.33(1)(b) (commercial interests)]
C5 (M)	2.66	[redacted - section.33(1)(b) (commercial interests)]	3.33	[redacted - section.33(1)(b) (commercial interests)]
C6	2.66	[redacted - section.33(1)(b) (commercial interests)]	3	[redacted - section.33(1)(b) (commercial interests)]
C7 (M)	3.66	[redacted - section.33(1)(b) (commercial interests)]	2.66	[redacted - section.33(1)(b) (commercial interests)]
C8	3.33	[redacted - section.33(1)(b) (commercial interests)]	2.33	[redacted - section.33(1)(b) (commercial interests)]
C9	3.33	[redacted - section.33(1)(b) (commercial interests)]	3.66	[redacted - section.33(1)(b) (commercial interests)]
D1	2	[redacted - section.33(1)(b) (commercial interests)]	3.25	[redacted - section.33(1)(b) (commercial interests)]
D2	2.5	[redacted - section.33(1)(b) (commercial interests)]	2.5	[redacted - section.33(1)(b) (commercial interests)]
D4	2.5	[redacted - section.33(1)(b) (commercial interests)]	2.75	[redacted - section.33(1)(b) (commercial interests)]
E1	2.66	[redacted - section.33(1)(b) (commercial interests)]	2.66	[redacted - section.33(1)(b) (commercial interests)]
E2	3	[redacted - section.33(1)(b) (commercial interests)]	3	[redacted - section.33(1)(b) (commercial interests)]
F1	2	[redacted - section.33(1)(b) (commercial interests)]	3.33	[redacted - section.33(1)(b) (commercial interests)]
G1	N/S*	[redacted - section.33(1)(b) (commercial interests)]	N/S*	[redacted - section.33(1)(b) (commercial interests)]
H1	3.33	[redacted - section.33(1)(b) (commercial interests)]	3.33	[redacted - section.33(1)(b) (commercial interests)]

## FOI 202400396851 Appendix C – Data transfer correspondence

Below is a copy of all email correspondence between the Scottish Government and ACER in relation to contract completion and data management and transfer, and the unsuccessful bid for the Phase 2 National Standardised Assessments for Scotland contract.

Please note that a redacted version of the “Exit plan” document referred to throughout this correspondence is attached as Appendix F.

Email 1: June 8<sup>th</sup> 2021

**From:** [redacted - section.38(1)(b) (personal information)]@acer.org>  
**Sent:** Tuesday, June 8, 2021 10:41 AM  
**To:** [redacted - section.38(1)(b) (personal information)]@gov.scot  
**Cc:** [redacted - section.38(1)(b) (personal information)]@acer.org; [redacted - section.38(1)(b) (personal information)]@gov.scot; [redacted - section.38(1)(b) (personal information)]@gov.scot; Alison Taylor <[Alison.Taylor@gov.scot](mailto:Alison.Taylor@gov.scot)>; Carol Copstick <[Carol.Copstick@educationscotland.gov.scot](mailto:Carol.Copstick@educationscotland.gov.scot)>; Bermingham, Desmond <[Desmond.Bermingham@acer.org](mailto:Desmond.Bermingham@acer.org)>  
**Subject:** RE: SNSA: Termination Assistance Notice

Dear [redacted - section.38(1)(b) (personal information)],

Thank you for the formal notification to initiate the Termination Assistance Period for the SNSA and activate the Exit Plan with effect from 3<sup>rd</sup> June.

As per Desmond’s message I will be acting as the Exit Plan manager for ACER.

In response to the requests for the following points 1-6 to be ready for the end of June, unfortunately I cannot commit to the delivery of these.

1. [redacted – out of scope]
2. Anonymised full extracts of sitting data for 17/18, 18/19 in a format to be mutually agreed but including as a minimum for every sitting: name of assessment, learner’s stage (at point of sitting) and date of birth, learner’s demographic information, score for every item, adaptive path taken, date of completion, raw score, scale score and resultant band.
3. [redacted – out of scope]
4. EP-DA02 Sample Export – Dummy Data for Worked Examples (P1 Numeracy & P4 Writing)
5. EP-DA03 SNSA P1 Learner Data and Learner Sitting Data – JSON export sample (dummy data)

[redacted – out of scope]

Thanks & Kind Regards,  
[redacted - section.38(1)(b) (personal information)]

**From:** [redacted - section.38(1)(b) (personal information)]@gov.scot  
**Sent:** Thursday, June 03, 2021 8:49 AM  
**To:** Bermingham, Desmond <[Desmond.Bermingham@acer.org](mailto:Desmond.Bermingham@acer.org)>  
**Cc:** [redacted - section.38(1)(b) (personal information)]@acer.org; [redacted - section.38(1)(b) (personal information)]@acer.org; [redacted - section.38(1)(b) (personal information)]@gov.scot; [redacted - section.38(1)(b) (personal information)]@gov.scot Alison.Taylor@gov.scot; Carol.Copstick@educationscotland.gov.scot  
**Subject:** SNSA: Termination Assistance Notice

Dear Desmond,

[redacted – out of scope]

This notice hereby activates the Exit Plan steps and deliverables, of the signed Exit Plan, [redacted – out of scope]

1. [redacted – out of scope]
2. Anonymised full extracts of sitting data for 17/18, 18/19 in a format to be mutually agreed but including as a minimum for every sitting: name of assessment, learner's stage (at point of sitting) and date of birth, learner's demographic information, score for every item, adaptive path taken, date of completion, raw score, scale score and resultant band.
3. [redacted – out of scope]
4. To be provided by the end of June 2021 for the specified assets in the first instance, with a view to establishing an ongoing sign off/audit process for all assets as the established Objective Connect exit plan asset repository is populated; confirmation that the following assets held by SG are complete and up to date:
5. EP-DA02 Sample Export – Dummy Data for Worked Examples (P1 Numeracy & P4 Writing)
6. EP-DA03 SNSA P1 Learner Data and Learner Sitting Data – JSON export sample (dummy data)

[redacted – out of scope]

Many thanks,

[redacted - section.38(1)(b) (personal information)]

[Learning Directorate](#) | [Scottish Government](#) |  
[Area 2C North](#) | [Victoria Quay](#) | [Edinburgh](#) | [EH6 6QQ](#)



\*\*\*\*\*

Email 2: 22<sup>nd</sup> June 2021

**From:** [redacted - section.38(1)(b) (personal information)]@acer.org  
**Sent:** Tuesday, June 22, 2021 4:08 PM  
**To:** [redacted - section.38(1)(b) (personal information)]@gov.scot  
**Cc:** [redacted - section.38(1)(b) (personal information)]@acer.org;  
[redacted - section.38(1)(b) (personal information)]@gov.scot;  
[redacted - section.38(1)(b) (personal information)]@gov.scot  
**Subject:** SNSA: Termination Assistance Notice

Hi [redacted - section.38(1)(b) (personal information)],

Thank you for your patience. I am now in a position to clarify the ACER response to the Termination Assistance request for the following six points based on resource availability at ACER.

1. [redacted – out of scope]
2. Anonymised full extracts of sitting data for 17/18, 18/19 in a format to be mutually agreed but including as a minimum for every sitting: name of assessment, learner’s stage (at point of sitting) and date of birth, learner’s demographic information, score for every item, adaptive path taken, date of completion, raw score, scale score and resultant band.

Please can you confirm exactly what format you would like this in by 5 July 2021. Once confirmed we envisage having 18/19 ready in early August, with 17/18 to follow as soon as possible thereafter.

[redacted – out of scope]

3. EP-DA02 Sample Export – Dummy Data for Worked Examples (P1 Numeracy & P4 Writing).

A checked version will be available in Objective Connect in early July.

4. EP-DA03 SNSA P1 Learner Data and Learner Sitting Data – JSON export sample (dummy data)

A checked version will be available in Objective Connect in early July.

[redacted – out of scope]

Kind Regards,

**[redacted - section.38(1)(b) (personal information)]**

Email 3:

**From: [redacted - section.38(1)(b) (personal information)]@gov.scot**

**Sent:** 19 July 2021 11:15

**To: [redacted - section.38(1)(b) (personal information)]@acer.org**

**Cc: [redacted - section.38(1)(b) (personal information)]@acer.org;**

**[redacted - section.38(1)(b) (personal information)]@gov.scot;**

**[redacted - section.38(1)(b) (personal information)]@gov.scot**

**Subject:** RE: SNSA: Termination Assistance Notice

Hi **[redacted - section.38(1)(b) (personal information)]**,

**[redacted – out of scope]**

I know you are also having a helpful exchange with **[redacted - section.38(1)(b) (personal information)]** regarding the sample sitting data you shared, in which **[redacted - section.38(1)(b) (personal information)]** has indicated there might be a data extraction issue (while happy with the format provided). I understand this might better be referred to those involved in the data extraction, rather than the anonymization process itself. I realise this is something you've undertaken to explore for us, but if it would be helpful for **[redacted - section.38(1)(b) (personal information)]** to engage directly with those involved in the extraction work then do please let us know and we'll seek to prioritise availability. Thanks for offering and will confirm asap if required. The exchanges with **[redacted - section.38(1)(b) (personal information)]** have been very helpful.

Noting your welcome indication that you will hopefully be in a position to provide the full learning sitting dataset by early in August, would it be possible to aim for Wednesday 4<sup>th</sup> August as a completion point for this work? **[redacted - section.38(1)(b) (personal information)]** will be on leave the following week, and it would hugely helpful for us to have been able to review and confirm whether the submission meets our needs as anticipated, before he heads off. The process of data validation of the initial sample data set you and **[redacted - section.38(1)(b) (personal information)]** are currently working through should effectively serve to provide an iterative delivery of that full dataset in tranches, leading up to 4<sup>th</sup> August – would it seem practicable to have any issues with the 17/18 dataset ironed out and delivery of that element completed over the next week or so/by 28<sup>th</sup> July? That would work well for us, and again, provide early opportunity to identify and flag any issues – thereby preventing any wasted time on your side. I will have an internal call tomorrow or Wednesday pending all availability and also with the service desk to see what can be do to help with this, **so this is tbc.**

**[redacted – out of scope]**

Best wishes,

**[redacted - section.38(1)(b) (personal information)]**

Learning Directorate| Scottish Government |

Area 2C North| Victoria Quay| Edinburgh| EH6 6QQ

[redacted – out of scope]

**From:** [redacted - section.38(1)(b) (personal information)]@gov.scot

**Sent:** 07 July 2021 13:44

**To:** [redacted - section.38(1)(b) (personal information)]@acer.org

**Cc:** [redacted - section.38(1)(b) (personal information)]@acer.org;

[redacted - section.38(1)(b) (personal information)]@gov.scot;

[redacted - section.38(1)(b) (personal information)]@gov.scot

**Subject:** RE: SNSA: Termination Assistance Notice

Hi [redacted - section.38(1)(b) (personal information)],

Thanks very much for this. [redacted - section.38(1)(b) (personal information)] will come back to you next week on other points, but just to follow up on the data set requirements...

I don't think I have clear visibility of the LA Data Set format produced under the previous mechanism, other than a version from 2018 which pre-dates the long scale so some fields will have changed.

I'm working from the new data-on-demand mechanism, which I *do* have access to, but is presumably essentially the same.

For reference, attached is firstly a raw extract obtained using that mechanism (dummy data from UAT generated during the current 21/22 UAT process), then a second sheet (prefixed SUBSET) where I've removed the fields we don't need.

So, expected fields as follows:

Date of Birth

Gender

SIMD at the time of assessment

Additional Support Needs at the time of assessment

Looked after at time of assessment

Looked after and accommodated at the time of assessment

English as an additional language at the time of assessment

Free school meal entitlement at the time of assessment

Ethnicity

Stage at the time of assessment

Assessment name

Raw score

Scale score

Result (band)

Assessment Path

Date completed

Followed by each item response: columns headed SNAI-XXXX for reconciliation with other question information – 1 for correct answer, 0 for incorrect, NA for not attempted, blank if not presented.

Can we arrange a sample extract initially in order to make sure we have everything sorted out prior to the full export?

**[redacted - section.38(1)(b) (personal information)]**

**From: [redacted - section.38(1)(b) (personal information)]@acer.org**

**Sent: 06 July 2021 16:07**

**To: [redacted - section.38(1)(b) (personal information)]@gov.scot;**

**[redacted - section.38(1)(b) (personal information)]@gov.scot;**

**[redacted - section.38(1)(b) (personal information)]@gov.scot**

**Cc: [redacted - section.38(1)(b) (personal information)]@acer.org;**

**[redacted - section.38(1)(b) (personal information)]@acer.org**

**Subject: SNSA: Termination Assistance Notice**

Hi **[redacted - section.38(1)(b) (personal information)]**,

Thank you for the response.

I can confirm we will meet the concrete dates you have added below.

- **[redacted – out of scope]**
- EP-DA02 Sample Export – Dummy Data for Worked Examples (P1 Numeracy & P4 Writing). **By 9<sup>th</sup> July 2021** (we have inferred from your response that the version we hold is not the most current version: should that not be the case please confirm by return) – Available in Objective Connect
- EP-DA03 SNSA P1 Learner Data and Learner Sitting Data – JSON export sample (dummy data) **By 9<sup>th</sup> July 2021** (we have inferred from your response that the version we hold is not the most current version: should that not be the case please confirm by return) – Now available in Objective Connect

**[redacted – out of scope]**

As for:

- Anonymised full extracts of sitting data for 17/18, 18/19 in a format to be mutually agreed but including as a minimum for every sitting: name of assessment, learner's stage (at point of sitting) and date of birth, learner's demographic information, score for every item, adaptive path taken, date of completion, raw score, scale score and resultant band.

We can confirm that we will use the data extracts that we have used in previous years to create the LA data sets (prior to them going online). The Service Desk resource will be utilised for this purpose during July and the data will be anonymised. We can include the fields above. Please let us know by **9 July 2021** the finalised format you would like this in based on your knowledge of the LA data sets. This will be ready for you in early August.

[redacted – out of scope]

**From:** [redacted - section.38(1)(b) (personal information)]@gov.scot

**Sent:** 01 July 2021 19:27

**To:** [redacted - section.38(1)(b) (personal information)]@acer.org

**Cc:** [redacted - section.38(1)(b) (personal information)]@acer.org;

[redacted - section.38(1)(b) (personal information)]@gov.scot;

[redacted - section.38(1)(b) (personal information)]@gov.scot

**Subject:** RE: SNSA: Termination Assistance Notice

Hi [redacted - section.38(1)(b) (personal information)]

[redacted – out of scope]

For the purposes of our own planning, we have taken the liberty of attaching slightly more concrete dates to the indications you have provided, as follows:

- [redacted – out of scope]
- EP-DA02 Sample Export – Dummy Data for Worked Examples (P1 Numeracy & P4 Writing). **By 9<sup>th</sup> July 2021** (we have inferred from your response that the version we hold is not the most current version: should that not be the case please confirm by return)
- EP-DA03 SNSA P1 Learner Data and Learner Sitting Data – JSON export sample (dummy data) **By 9<sup>th</sup> July 2021**(we have inferred from your response that the version we hold is not the most current version: should that not be the case please confirm by return)

[redacted – out of scope]

With reference to your request for a specified format for sitting data; as we explained when we met on 27<sup>th</sup> May to discuss this request ahead of formalising the TAN, we are keen to minimise work for you and establish a pragmatic means of providing the data we require. At that meeting we suggested that the format you currently use for providing the local authority raw data sets – appropriately anonymised – might be a sensible approach (in that it pre-existed so would require far less input from you than would the full JSON format specified in the Exit Plan); and you took away an action to explore that with the relevant people and find out what might be doable. You will recall that at our subsequent Exit management meeting on 14<sup>th</sup> June, we discussed this option once again – suggesting that the Service Desk resource traditionally directed towards preparing the local authority data exports at this time of year might (in the absence of any indication that this project resource had otherwise been diverted onto alternative priorities) have the capacity to support this work.

As I'm sure you will appreciate, our intention to minimise unnecessary effort for your team, and our lack of visibility into your processes for data presentation mitigate against us dictating a format which might then prove not to be workable for you, Instead, could I reiterate our request – supported by what we believe to be a practical workaround approach, but by no means compelling that in the event you have a preferable approach – for you to suggest a format for the data specified under this element of our additional Termination Assistance request – i.e. “including as a minimum for every sitting: name of assessment, learner’s stage (at point of sitting) and date of birth, learner’s demographic information, score for every item, adaptive path taken, date of completion, raw score, scale score and resultant band.” As noted above, we believe this to be achievable as a subset of the local authority data set. If you were able to confirm that, then we could agree a specification based on our knowledge of that format.

**[redacted – out of scope]**

Many thanks,

**[redacted - section.38(1)(b) (personal information)]**

[Learning Directorate| Scottish Government |  
Area 2C North| Victoria Quay| Edinburgh| EH6 6QQ](#)

**[redacted - section.38(1)(b) (personal information)]**

---

**From: [redacted - section.38(1)(b) (personal information)]@acer.org**

**Sent: 22 June 2021 16:08**

**To: [redacted - section.38(1)(b) (personal information)]@gov.scot**

**Cc: [redacted - section.38(1)(b) (personal information)]@acer.org;**

**[redacted - section.38(1)(b) (personal information)]@gov.scot;**

**[redacted - section.38(1)(b) (personal information)]@gov.scot**

**Subject: SNSA: Termination Assistance Notice**

Hi **[redacted - section.38(1)(b) (personal information)]**,

Thank you for your patience. I am now in a position to clarify the ACER response to the Termination Assistance request **[redacted – out of scope]**

Anonymised full extracts of sitting data for 17/18, 18/19 in a format to be mutually agreed but including as a minimum for every sitting: name of assessment, learner’s stage (at point of sitting) and date of birth, learner’s demographic information, score for every item, adaptive path taken, date of completion, raw score, scale score and resultant band.

Please can you confirm exactly what format you would like this in by 5 July 2021. Once confirmed we envisage having 18/19 ready in early August, with 17/18 to follow as soon as possible thereafter.

**[redacted – out of scope]**

1. EP-DA02 Sample Export – Dummy Data for Worked Examples (P1 Numeracy & P4 Writing).

A checked version will be available in Objective Connect in early July.

2. EP-DA03 SNSA P1 Learner Data and Learner Sitting Data – JSON export sample (dummy data)

A checked version will be available in Objective Connect in early July.

[redacted – out of scope]

Kind Regards,

[redacted - section.38(1)(b) (personal information)]

---

Email 4:

**From:** [redacted - section.38(1)(b) (personal information)]@gov.scot

**Sent:** 30 July 2021 14:34

**To:** [redacted - section.38(1)(b) (personal information)]@acer.org;

[redacted - section.38(1)(b) (personal information)]@acer.org

**Cc:** [redacted - section.38(1)(b) (personal information)]@gov.scot;

[redacted - section.38(1)(b) (personal information)]@gov.scot;

[redacted - section.38(1)(b) (personal information)]@gov.scot;

[redacted - section.38(1)(b) (personal information)]@gov.scot

**Subject:** RE: Exit management meeting notes - 26/07/21

Hi [redacted - section.38(1)(b) (personal information)]

Thanks very much for the update. Maybe worth capturing that point around the data correction as a dependency in the upcoming exit plan revision?

If I'm reading things correctly then, the sample that we received for 17/18 (bearing in mind the N/A caveat and the accepted issue around absence of DOB in some cases) does represent the full set for P1 and P4 of that year, so it's only P7 and S3 that are outstanding?

[redacted – out of scope]

cheers

[redacted - section.38(1)(b) (personal information)]

**From:** [redacted - section.38(1)(b) (personal information)]@acer.org

**Sent:** 30 July 2021 11:12

**To:** [redacted - section.38(1)(b) (personal information)]@gov.scot



**[redacted - section.38(1)(b) (personal information)]@acer.org**  
**Cc: [redacted - section.38(1)(b) (personal information)]@gov.scot;**  
**[redacted - section.38(1)(b) (personal information)]@gov.scot;**  
**[redacted - section.38(1)(b) (personal information)]@gov.scot;**  
**[redacted - section.38(1)(b) (personal information)]@gov.scot**  
**Subject: RE: Exit management meeting notes - 26/07/21**

Hi **[redacted - section.38(1)(b) (personal information)]**,

I hope your week has been good.

I did follow this up with the development team in Melbourne.

They have advised that for 17/18 the NA's should definitely be No's. Also further down the line they will prepare a script to correct the data before handing the raw json data over.

**[redacted – out of scope]**

Many thanks.

**[redacted - section.38(1)(b) (personal information)]**

**From: [redacted - section.38(1)(b) (personal information)]@gov.scot**  
**Sent: 29 July 2021 14:46**  
**To: [redacted - section.38(1)(b) (personal information)]@acer.org;**  
**[redacted - section.38(1)(b) (personal information)]@acer.org**  
**Cc: [redacted - section.38(1)(b) (personal information)]@gov.scot;**  
**[redacted - section.38(1)(b) (personal information)]@gov.scot;**  
**[redacted - section.38(1)(b) (personal information)]@gov.scot;**  
**[redacted - section.38(1)(b) (personal information)]@gov.scot**  
**Subject: RE: Exit management meeting notes - 26/07/21**

Hello folks

Just wondering where we are on a couple of the points contained therein, specifically **[redacted – out of scope]** and on the ongoing investigation of the 17/18 demographic field issue?

**[redacted - section.38(1)(b) (personal information)]**

Email 5:

**From: [redacted - section.38(1)(b) (personal information)]@acer.org**



**Sent:** Monday, August 2, 2021 12:57 PM

**To:** [redacted - section.38(1)(b) (personal information)]@gov.scot;

[redacted - section.38(1)(b) (personal information)]@acer.org

**Cc:** [redacted - section.38(1)(b) (personal information)]@gov.scot;

[redacted - section.38(1)(b) (personal information)]@gov.scot;

[redacted - section.38(1)(b) (personal information)]@gov.scot;

[redacted - section.38(1)(b) (personal information)]@gov.scot

**Subject:** RE: Exit management meeting notes - 26/07/21

Hi [redacted - section.38(1)(b) (personal information)],

For the Sitting data:

Both full extracts for 17/18 & 18/19 have now been uploaded into OwnCloud and can be accessed via this link (**hyperlink no longer functional**).

Please use the passwords which I sent to you separately via text to access them.

Hope this helps to move things forward.

Thanks,

[redacted - section.38(1)(b) (personal information)]

[out of scope]

Email 6: (relates to Appendix D)

**From:** [redacted - section.38(1)(b) (personal information)]@acer.org

**Sent:** Friday, September 17, 2021 11:51 AM

**To:** [redacted - section.38(1)(b) (personal information)]@gov.scot;

[redacted - section.38(1)(b) (personal information)]@acer.org

**Cc:** [redacted - section.38(1)(b) (personal information)]@acer.org;

[redacted - section.38(1)(b) (personal information)]@gov.scot;

[redacted - section.38(1)(b) (personal information)]@gov.scot;

[redacted - section.38(1)(b) (personal information)]@gov.scot;

[redacted - section.38(1)(b) (personal information)]@gov.scot

**Subject:** RE: Meeting notes - 07/09/21

Hi [redacted - section.38(1)(b) (personal information)],

I hope you have had a good week.

Just a few minor amendments within one paragraph attached, highlighted in **BOLD**.

Have a good weekend.

Thanks,

[redacted - section.38(1)(b) (personal information)]

**From:** [redacted - section.38(1)(b) (personal information)]@gov.scot  
**Sent:** 10 September 2021 16:48  
**To:** [redacted - section.38(1)(b) (personal information)]@acer.org;  
[redacted - section.38(1)(b) (personal information)]@acer.org  
**Cc:** [redacted - section.38(1)(b) (personal information)]@acer.org;  
[redacted - section.38(1)(b) (personal information)]@gov.scot;  
[redacted - section.38(1)(b) (personal information)]@gov.scot;  
[redacted - section.38(1)(b) (personal information)]@gov.scot;  
[redacted - section.38(1)(b) (personal information)]@gov.scot;  
[redacted - section.38(1)(b) (personal information)]@gov.scot;  
**Subject:** Meeting notes - 07/09/21

Good afternoon [redacted - section.38(1)(b) (personal information)] and [redacted - section.38(1)(b) (personal information)],

With apologies for the slight delay in sharing these, please find attached the notes from our call earlier this week. As always, please do let me know if any clarification is required.

I will also now send out the invite for our next exit management call as agreed. Have a lovely weekend.

Thanks and best regards,  
[redacted - section.38(1)(b) (personal information)]  
[Learning Directorate](#) | [Scottish Government](#) |  
[Area 2C North](#) | [Victoria Quay](#) | [Edinburgh](#) | [EH6 6QQ](#)  
[redacted - section.38(1)(b) (personal information)]

\*\*\*\*\*

Email 7: (relates to Appendix E)

**From:** [redacted - section.38(1)(b) (personal information)]@acer.org  
**Sent:** Friday, September 17, 2021 9:53 AM  
**To:** [redacted - section.38(1)(b) (personal information)]@gov.scot;  
[redacted - section.38(1)(b) (personal information)]@gov.scot;  
[redacted - section.38(1)(b) (personal information)]@gov.scot;  
[redacted - section.38(1)(b) (personal information)]@gov.scot;  
[redacted - section.38(1)(b) (personal information)]@gov.scot  
**Cc:** [redacted - section.38(1)(b) (personal information)]@gov.scot;  
[redacted - section.38(1)(b) (personal information)]@acer.org;  
[redacted - section.38(1)(b) (personal information)]@acer.org  
**Subject:** Asset deliverables update

Hi [redacted - section.38(1)(b) (personal information)],  
[redacted – out of scope]

I am emailing today to send confirmation of all assets as noted in the attached table has been delivered via Objective Connect or Owncloud this week as part of the Mid-September timeline for deliverables for:-

- **[redacted – out of scope]**
- Platform – Reporting – EP-AR02; AR03; AR09; AR10 (with AR01 to follow 24/9/2021) (Via Objective Connect)

**[redacted – out of scope]**

Kind Regards,

**[redacted - section.38(1)(b) (personal information)]**

ACER International United Kingdom Ltd  
13–15 Canfield Place, London NW6 3BT

Email 8:

**From: [redacted - section.38(1)(b) (personal information)]@gov.scot**

**Sent: 21 August 2021 11:27**

**To: [redacted - section.38(1)(b) (personal information)]@acer.org;**

**[redacted - section.38(1)(b) (personal information)]@acer.org**

**Cc: [redacted - section.38(1)(b) (personal information)]@acer.org;**

**[redacted - section.38(1)(b) (personal information)]@gov.scot;**

**[redacted - section.38(1)(b) (personal information)]@gov.scot;**

**[redacted - section.38(1)(b) (personal information)]@gov.scot**

**Subject: RE: Exit management meeting notes - 17/08/21**

Hi **[redacted - section.38(1)(b) (personal information)]** and **[redacted - section.38(1)(b) (personal information)]**,

With thanks again for submission, yesterday, of the content screenshots (to be picked up and confirmed by SG next week), I provide below, a note of the actions we captured **[redacted – out of scope]** from our Exit Management meeting on Tuesday 17<sup>th</sup>:

**[redacted – out of scope]**

In addition, our comments on the timeline are as follows:

- **[redacted – out of scope]**

- Row 113 – secure destruction of data: need to insert a new row here making clear deletion should only be carried out at the written instruction of the Authority.
- **[redacted – out of scope]**

Best wishes,

**[redacted - section.38(1)(b) (personal information)]**

Learning Directorate| Scottish Government |  
Area 2C North| Victoria Quay| Edinburgh| EH6 6QQ

**[redacted - section.38(1)(b) (personal information)]**

Email 9:

**From:** [Alison.Taylor@gov.scot](mailto:Alison.Taylor@gov.scot) [<mailto:Alison.Taylor@gov.scot>]

**Sent:** 14 June 2022 17:18

**To:** Desmond Bermingham <[Desmond.Bermingham@acer.org](mailto:Desmond.Bermingham@acer.org)>

**Cc:** **[redacted - section.38(1)(b) (personal information)]@gov.scot;**

**[redacted - section.38(1)(b) (personal information)]@gov.scot;**

**[redacted - section.38(1)(b) (personal information)]@gov.scot;**

**[redacted - section.38(1)(b) (personal information)]@gov.scot;**

**[redacted - section.38(1)(b) (personal information)]@gov.scot**

**Subject:** RE: SNA handover

Dear Desmond

Many thanks for getting back to me on Friday with your thoughts on the Exit obligations we discussed earlier in the week.

You have indicated you can export the first four years of SNSA data to AlphaPlus by 27<sup>th</sup> June, which is much appreciated, and which we will now factor into our timeline. It is also helpful to receive confirmation that the 2021/22 data will be provided by 11<sup>th</sup> July. This will help considerably in enabling prompt identification by AlphaPlus of any inconsistencies, discrepancies or incompatibilities which were not evident within the sample dataset provided earlier this year as part of the ongoing “collaboration and testing” requirement identified within the Exit Plan, to precede the final export. We will of course, impress upon AlphaPlus the value of highlighting any issues emerging from the 27<sup>th</sup> June dataset as quickly as possible, so that any required action can also be factored into the final export. We further note that, given the sample dataset was based on a 2021/22 extract, the chances of any serious obstacle emerging at the point of the final export are probably confined to some corruption in the transfer rather than any discrepancy in format or deficiency in integrity.

While I would certainly agree that this timeline reduces the risk of any data validation and, if necessary, remediation and re-export process having to extend beyond the duration of the services contract and ACER's current Termination Assistance Period, it does not seem to me at this stage that we could entirely rule out any such scenario. **[redacted – out of scope]**

**[redacted - section.33(1)(b) (commercial interests)]**

**[redacted – out of scope]**

Regards  
Alison

**Alison Taylor**

Deputy Director: Improvement, Attainment and Wellbeing | Learning Directorate | Scottish Government

**From:** Desmond Bermingham <[Desmond.Bermingham@acer.org](mailto:Desmond.Bermingham@acer.org)>

**Sent:** 10 June 2022 08:37

**To:** Taylor A (Alison) <[Alison.Taylor@gov.scot](mailto:Alison.Taylor@gov.scot)>

**Subject:** SNA handover

Hi Alison,

**[redacted – out of scope]**

**Data export from ACER to AlphaPlus:**

You may not be aware but we have already provided two 'early cuts' of the SNSA data to allow AlphaPlus to try out the integration of the data into their system and identify any problems. This was not included in the exit plan requirements but we thought it would be a sensible measure to ensure a smooth transition. A full sample of the assessment data as at February 2022 for 21/22 was provided directly to AlphaPlus in February. There was just one query from AlphaPlus in relation to the sample sent which was answered immediately. Based on this we have assumed AlphaPlus have managed to successfully test and integrate this data into their systems. It would be helpful to have confirmation of this. We also provided a further early cut of the learner data in May. We offered to provide a full size sample of learner data, but **[redacted - section.38(1)(b) (personal information)]** requested a smaller sample size which was provided directly to AlphaPlus on **23<sup>rd</sup> May 2022** (we have not heard anything back on this as yet. The review end date is 23<sup>rd</sup> June).

**[redacted – out of scope]**

Best,

Desmond

---

Email 10:

**From:** [redacted - section.38(1)(b) (personal information)]@acer.org  
**Sent:** Friday, May 20, 2022 1:53 PM  
**To:** [redacted - section.38(1)(b) (personal information)]@gov.scot;  
[redacted - section.38(1)(b) (personal information)]@gov.scot;  
[redacted - section.38(1)(b) (personal information)]@gov.scot;  
[redacted - section.38(1)(b) (personal information)]@gov.scot  
**Cc:** [redacted - section.38(1)(b) (personal information)]@acer.org;  
[redacted - section.38(1)(b) (personal information)]@acer.org;  
[redacted - section.38(1)(b) (personal information)]@acer.org  
**Subject:** RE: Exit call minutes 20/04/22

Hi [redacted - section.38(1)(b) (personal information)],

Just a note to confirm that the learner sample was uploaded successfully this morning, then followed up with me calling [redacted - section.38(1)(b) (personal information)] with the passphrase to access the file.

I did ask him to let me know if he experiences any issues.

Cheers,

[redacted - section.38(1)(b) (personal information)]

**From:** [redacted - section.38(1)(b) (personal information)]@acer.org  
**Sent:** 19 May 2022 14:31  
**To:** [redacted - section.38(1)(b) (personal information)]@gov.scot;  
[redacted - section.38(1)(b) (personal information)]@gov.scot;  
[redacted - section.38(1)(b) (personal information)]@gov.scot;  
[redacted - section.38(1)(b) (personal information)]@gov.scot  
**Cc:** [redacted - section.38(1)(b) (personal information)]@acer.org;  
[redacted - section.38(1)(b) (personal information)]@acer.org;  
[redacted - section.38(1)(b) (personal information)]@acer.org  
**Subject:** RE: Exit call minutes 20/04/22

Hi [redacted - section.38(1)(b) (personal information)],

Ref the learner data sample, can you please liaise with [redacted - section.38(1)(b) (personal information)] at AlphaPlus to see if I can contact him either tomorrow morning or next Monday or Tuesday to have the sample (which is not the full extract) sent across using the agreed secure method.

Thanks,

[redacted - section.38(1)(b) (personal information)]

Email 11:

**From:** [redacted - section.38(1)(b) (personal information)]@acer.org

**Sent:** 05 July 2022 10:39

**To:** [redacted - section.38(1)(b) (personal information)]@gov.scot

**Cc:** [redacted - section.38(1)(b) (personal information)]@gov.scot;

[redacted - section.38(1)(b) (personal information)]@gov.scot;

[redacted - section.38(1)(b) (personal information)]@acer.org

**Subject:** RE: Exit Plan - Sitting data

Hi [redacted - section.38(1)(b) (personal information)],

Just to confirm, I've spoken to [redacted - section.38(1)(b) (personal information)] this morning and provided the passphrase to access the folder/file which he was able to do without any issue.

Cheers,

[redacted - section.38(1)(b) (personal information)]

**From:** [redacted - section.38(1)(b) (personal information)]@gov.scot

**Sent:** 04 July 2022 13:45

**To:** [redacted - section.38(1)(b) (personal information)]@acer.org;

**Cc:** [redacted - section.38(1)(b) (personal information)]@gov.scot;

[redacted - section.38(1)(b) (personal information)]@gov.scot

**Subject:** RE: Exit Plan - Sitting data

Hi [redacted - section.38(1)(b) (personal information)],

[redacted - section.38(1)(b) (personal information)] could do after 3pm today, or before 2pm tomorrow for the re-transmit of the data

cheers

[redacted - section.38(1)(b) (personal information)]

**From:** [redacted - section.38(1)(b) (personal information)]@acer.org

**Sent:** 04 July 2022 12:01

**To:** [redacted - section.38(1)(b) (personal information)]@gov.scot

**Cc:** [redacted - section.38(1)(b) (personal information)]@gov.scot;

[redacted - section.38(1)(b) (personal information)]

**Subject:** RE: Exit Plan - Sitting data

Hi [redacted - section.38(1)(b) (personal information)],



It is for the entirety of the 17/18 dataset, I've also noted the filename minor issue for the re-send and clarification queries to be sent on a JIRA ticket.

Thanks,

**[redacted - section.38(1)(b) (personal information)]**

**From: [redacted - section.38(1)(b) (personal information)]@gov.scot**

**Sent:** 04 July 2022 11:33

**To: [redacted - section.38(1)(b) (personal information)]@acer.org**

**Cc: [redacted - section.38(1)(b) (personal information)]@gov.scot;**

**[redacted - section.38(1)(b) (personal information)]@gov.scot**

**Subject:** RE: Exit Plan - Sitting data

Hi **[redacted - section.38(1)(b) (personal information)]**

Can you confirm if this is confined to just one assessment or the entirety of the 17/18 dataset? Ideally I think we would only re-transmit as much as is necessary.

A+ have come across a minor issue which I think just related to one filename being named contrary to the convention of the rest of them. This was confined to 17/18 S3 Reading for West Dunbartonshire – the filename being sittings-export-wd-secondary-3-reading-2017-18-response (2).csv. And it's the (2) there that caused the problem. So, A+ have renamed the file, ie removed the (2), and that's sorted things, but if there's any 17/18 data being re-sent then that would be worth checking.

I've got a couple of other queries, which I don't think entail any need to modify or re-send data, just looking for clarification on how some decisions are arrived at in the population of the data. I'll stick them on the jira ticket.

**[redacted - section.38(1)(b) (personal information)]**

**From: [redacted - section.38(1)(b) (personal information)]@acer.org**

**Sent:** 04 July 2022 11:08

**To: [redacted - section.38(1)(b) (personal information)]@gov.scot**

**Subject:** FW: Exit Plan - Sitting data

Hi **[redacted - section.38(1)(b) (personal information)]**,

I hope you had a good relaxing weekend.

In our effort to get the data sent across to you earlier than planned, the file for 17/18 has one of the values displaying NA which really means No. I'm not sure if you recall our discussion around this last year when we originally sent sample data across.

We have corrected this and can resend the data to **[redacted - section.38(1)(b) (personal information)]** this week, pending availability. If you could let me know when is convenient would be great.



Many thanks,

[redacted - section.38(1)(b) (personal information)]

---

**From:** [redacted - section.38(1)(b) (personal information)]@acer.org

**Sent:** 22 June 2022 13:59

**To:** [redacted - section.38(1)(b) (personal information)]@gov.scot;

[redacted - section.38(1)(b) (personal information)]@gov.scot;

[redacted - section.38(1)(b) (personal information)]@gov.scot

**Cc:** [redacted - section.38(1)(b) (personal information)]@acer.org;

[redacted - section.38(1)(b) (personal information)]@gov.scot

**Subject:** Exit Plan - Sitting data

Hi [redacted - section.38(1)(b) (personal information)] & [redacted - section.38(1)(b) (personal information)],

I hope you are both having very good weeks.

Good news today - in that the teams have worked very hard to be able to send across securely direct to [redacted - section.38(1)(b) (personal information)] @Alpha Plus the previous years assessment sitting data. I have provided the passphrase to [redacted - section.38(1)(b) (personal information)] @Alpha Plus to access the OwnCloud folder and stayed on the call to ensure he could test open 1 file – which he did.

Hopefully the early delivery of this today will give ample time to raise any queries they may have.

Kind Regards,

[redacted - section.38(1)(b) (personal information)]

ACER International United Kingdom Ltd

13–15 Canfield Place, London NW6 3BT

[redacted - section.38(1)(b) (personal information)]



Australian Council for Educational Research

Email 12:

**From:** [redacted - section.38(1)(b) (personal information)]@acer.org

**Sent:** Tuesday, July 19, 2022 4:21 PM

**To:** [redacted - section.38(1)(b) (personal information)]@gov.scot;

[redacted - section.38(1)(b) (personal information)]@gov.scot;

[redacted - section.38(1)(b) (personal information)]@gov.scot

**Cc:** [redacted - section.38(1)(b) (personal information)]@acer.org;

**[redacted - section.38(1)(b) (personal information)]@acer.org**  
**Subject:** RE: Learner Feedback

Hi **[redacted - section.38(1)(b) (personal information)]**,

Just to confirm, I've just spoken to **[redacted - section.38(1)(b) (personal information)]** @A+ and provided the secure details for him to access the Learner Feedback files within the secure location.

All went according to plan and I stayed on just to ensure there was not any problem with him testing opening one of the files.

Cheers,

**[redacted - section.38(1)(b) (personal information)]**

**From:** **[redacted - section.38(1)(b) (personal information)]@acer.org**

**Sent:** 14 July 2022 15:05

**To:** **[redacted - section.38(1)(b) (personal information)]@gov.scot;**

**[redacted - section.38(1)(b) (personal information)]@gov.scot;**

**[redacted - section.38(1)(b) (personal information)]@gov.scot**

**Cc:** **[redacted - section.38(1)(b) (personal information)]@acer.org;**

**[redacted - section.38(1)(b) (personal information)]@acer.org**

**Subject:** Learner Feedback

Hi **[redacted - section.38(1)(b) (personal information)]**,

We are looking at transferring the Learner Feedback detail to A+ next Tuesday 19<sup>th</sup>, if you can kindly check **[redacted - section.38(1)(b) (personal information)]**'s availability for then would be helpful, then I will follow the secure process for sending that data to him.

Many thanks,

**[redacted - section.38(1)(b) (personal information)]**

ACER International United Kingdom Ltd  
13–15 Canfield Place, London NW6 3BT

**[redacted - section.38(1)(b) (personal information)]**



Australian Council for Educational Research

FOI 202400396851 - Appendix D

ACER Exit Management Meeting – 7<sup>th</sup> Sept 2021

SG attendees – [redacted - section.38(1)(b) (personal information)]

ACER attendees – [redacted - section.38(1)(b) (personal information)]

***Points of discussion***

- [redacted – out of scope]

- ACER opened discussion around the review period of transferred assets. SG identified that there is a need for distinction between where there are errors or issues with shared assets compared to simple clarifications. It was jointly agreed that a pragmatic approach to this would be needed on both sides, with timeline for this to be mutually agreeable.

As a starting point for routine clarifications, SG suggested a review period of 4 working weeks from 07/09/21 for the initially shared assets, with 4 **working** weeks from the date of sharing for future tranches. ACER would then have 5 working days to respond to any issues raised. ACER accepted the 4 **working weeks** window for raising queries, but asked to extend the response time to 10 **working** days where needed to allow for internal issues such as leave, with the aim to respond within one working week as far as possible. This was accepted as a starting position by SG, with the potential to review should arrangements prove unworkable for either party.

- [redacted – out of scope]

- ACER shared the Exit Plan on 6<sup>th</sup> Sept, which is now ready for SG review. SG queried the identification in side comment of ACER's consideration of the timeline for data deletion, which had otherwise been accepted in Appendix 2 . ACER will hold internal discussion around this in the coming week and get back to SG as soon as possible. [redacted – out of scope]

- ACER confirmed that the next tranche of assets will be shared by mid-September with all previously agreed assets on track. ACER also committed to provide a table showing which assets are to be transferred when for better shared understanding of the timeline. [redacted – out of scope]

***Agreed actions***

- [redacted – out of scope]

- SG to fully review updated Exit plan, shared 6<sup>th</sup> Sept by ACER and provide feedback

- [redacted – out of scope]

- ACER to share table outlining which assets are to be shared, in which format, and when

- [redacted – out of scope]

**FOI 202400396851 - Appendix E**

Preparation, testing and transfer of Exit Plan assets	Assets	Date to be shared	Owncloud/OC	Team/person responsible	Assets to be updated	Assets to Follow
Preparation and testing of assets held in SP systems/secure storage [6]						
[redacted – out of scope]						
Preparation, testing and transfer of assets held in Authority Exit Plan folders						
3. Platform – Reporting: Business rules, worked examples , test data and test scripts	EP-AR01:002;AR02;AR03; AR09, AR10	17/09/2021	OC	UK TD/SM		AR01:001
[redacted – out of scope]						

**FOI 202400396851 - Appendix F**

# Document Title: Exit Plan

## DOCUMENT CONTROL

PRODUCT TITLE	Exit Plan
PRODUCT CODE	MG01
DOCUMENT No.	MG01-08
DATE OF NEXT REVIEW	January 2022

[redacted – out of scope]

## Contents

1	Introduction .....	3
2	Scope of Deliverables .....	4
3	Map of Transferable Services .....	5
4	Management and Review of the Exit Plan.....	6
5	Exit Management Timeline.....	<b>Error! Bookmark not defined.</b>
6	Implementation of the Exit Plan.....	7
7	Appendices.....	9

## 1 Introduction

### 1.1 Overview

This Exit Plan sets out the Service Provider's proposed methodology for achieving an orderly transition of the Services from the Service Provider to the Authority and/or its Replacement Service Provider on the expiry or termination of the Contract (defined below), in accordance with the requirements of paragraph 5.3 of Schedule 5 of the Contract. There are two overriding objectives: 1) to ensure the historical value of the educational assessment data is maintained for pupils moving to any potential new supplier, providing longitudinal value; and 2) to ensure the experience and value of the assessments is maintained.

### 1.2 Definitions

**[redacted – out of scope]**

1.4 For the purposes of the General Data Protection Regulation (GDPR) and/or any successor legislation, the Service Provider will execute this Exit Plan as a sub-processor under the direction of the Authority acting as the processor for the Scottish National Standardised Assessments.

**[redacted – out of scope]**

1.7 The following appendices provide information complimentary to the Exit Plan:

- Appendix 1: Summary of Register of Service Provider Assets
- Appendix 2: Process for Secure Data Destruction
- **[redacted – out of scope]**

## 2 Scope of Deliverables

### 2.1 Inclusions

2.1.1 There are two overriding objectives: 1) to ensure the historical value of the educational assessment data is maintained for pupils moving to any potential replacement service provider, providing longitudinal value; and 2) to ensure the experience and value of the assessments is maintained for teachers, pupils and local authorities.

2.1.2 In execution of this Exit Plan the Service Provider will deliver to the Authority and/or a Replacement Service Provider the following assets:

- a) Licenced Transferring Assets (as defined at Appendix 1);
- b) Learner details and learner scores – An export of learner data, and learner response data (including raw and scaled scores), held on the Service Provider Assessment system database;
- c) **[redacted – out of scope]**

2.1.3 A comprehensive list of assets is provided at Appendix 1: Summary of Register of Service Provider Assets.

2.1.4 The Service Provider will ensure that the exit plan and associated registers are continuously updated to allow for re-tender of the services.

### 2.2 Exclusions

**[redacted – out of scope]**

### 2.3 Transfer of assets for verification

2.3.1 The transferable assets listed in Appendix 1: Summary of Register of Service Provider Assets will be provided to the Authority and/or a Replacement Service Provider for testing and verification in advance of, or following, service closure, as described in that Appendix.

2.3.2 Further detail of process and format for the transfer of assets is given in Section 6 Implementation of the Exit Plan.



### 3 Map of Transferable Services

#### 3.1 [redacted – section.33(1)(b) – commercial sensitivity]

## 4 Management and Review of the Exit Plan

**[redacted – out of scope]**

## 5 Implementation of the Exit Plan

**[redacted – out of scope]**

### 6.2 Transfer of services

6.2.1 Sections 6.2 to 6.10 of the Exit Plan describe how the Service Provider will assist with the orderly cessation and/or transfer of the Services.

6.2.2 Transfer of services describes the process for planning and managing the orderly transfer of services to any Replacement Service Provider.

6.2.3 The timing of this will depend on decisions made by the Authority, and the scope of transfer could include either transfer to the Authority and/or a Replacement Service Provider or transfer to archiving services in the event of a cessation of school assessments in their current SNSA form.

6.2.4 The following steps will be required as detailed in the SNSA Exit Management Timeline (MG01-39):

**[redacted – out of scope]**

- a) Preparation, testing and transfer of Exit Plan assets
- b) **[redacted – out of scope]**
- c) Release and verification of assets
- d) Secure destruction of data.

6.2.5 A description of these steps, with the exception of b) and c), is given in paragraphs 6.3 to 6.10 below. Detail of steps b) and c) is as per the Contract.

### 6.3 Notification of Service transfer

**[redacted – section.33(1)(b) – commercial sensitivity]**

### 6.5 Clarification of asset queries

6.5 The Authority will coordinate and share clarification questions from the Replacement Service Provider in relation to the information contained within the assets, this will be undertaken via a Jira Board maintained by the service provider.

**[redacted – out of scope]**

### 6.10 Secure transfer of assets exported on termination

**[redacted – section.33(1)(b) – commercial sensitivity]**

### 6.11 Secure destruction of data

6.11.1 The Services Provider's assessment delivery platform database uses a structure that supports data removal at the end of the Contract.

## SCOTTISH NATIONAL STANDARDISED ASSESSMENTS

---

6.11.2 After the Service Provider has provided the response data set to the Authority, and within 30 Working Days of contract exit, or conclusion of the Termination Assistance period, whichever is the later should the dates not align. The Service Provider will following written instruction from the Authority, decommission all infrastructure required for delivery of the Services.

6.11.3 The Service Provider will provide evidence of destruction **[redacted – section.33(1)(b) – commercial sensitivity]**

6.11.4 Detail of the process for the secure destruction of data are included at Appendix 2.

## 7 Appendices

Appendix 1: Summary of Register of Service Provider Assets

Appendix 2: Process for Secure Data Destruction

**[redacted – out of scope]**

## Appendix 1: Summary of Register of Service Provider Assets

### Overview

This Appendix:

- summarises the contents of the Register of Service Provider Assets, which provides the definitive list of transferable assets that are within the scope of the Contract and this Exit Plan (Section 2: Scope of Deliverables). The full Register is maintained as a separate document (MG01-34\_SNSA Exit Plan Asset Register) in Excel format; and
- the Parties agree and acknowledge, that where the terms of this Appendix 1 conflict with the following terms of the Contract, the terms of this Appendix 1 shall prevail:
  - paragraphs 9.3, 9.4 and 9.5 of Schedule 5 of the Contract; and

The Asset Register presents transferable assets as a series of lists on separate tabs. The Asset Register provides for each asset, as applicable: **[redacted – section.33(1)(b) – commercial sensitivity]**

**h)** Asset export format, transfer method, and the actual or proposed transfer date, where available.

**[redacted – out of scope]**

### Asset transfer

The standard method of transfer will be via the Authority's Objective Connect document management site. Assets requiring an extra level of security will be transferred to the Authority using the Service Provider's established secure OwnCloud software. Assets containing personal information, such as the export of staff and learner details, learner response data, will be transferred via a secure method, such as OwnCloud, directly to a Replacement Service Provider, and in compliance with data protection legislation. File encryption and a checksum will be used, where appropriate, to verify receipt. Such transfers will be performed by nominated staff under the instruction of the ACER IT Security Manager.

### Asset configuration

The Asset Register includes a spreadsheet list of worked examples and source documents used to illustrate Service Configuration (Tab 10).

### Asset Register Contents

The Asset Register structure and contents are set out below:

#### 1. Platform – Learner Data

- EP-DA01 Learner Data and Learner Sitting Data – Final Exports

## SCOTTISH NATIONAL STANDARDISED ASSESSMENTS

---

- EP-DA02 Sample Export – Dummy Data for Worked Examples (P1 Numeracy & P4 Writing)
- EP-DA03 SNSA P1 Learner Data and Learner Sitting Data – JSON export sample (dummy data)
- **[redacted – out of scope]**
- EP-DA05 SNSA Training Datasets for Testing
- EP-DA06 SNSA Final Data Export Test Plan
- EP-DA07 Exit Plan System Data Asset Descriptions
- **[redacted – out of scope]**

### 2. Platform - Assessment Content

**[redacted – out of scope]**

## Appendix 2: Process for Secure Data Destruction

Following written instruction from the Authority, and on contract exit, or conclusion of the Termination Assistance period, whichever is the later should the dates not align, the following process will be used to sanitise data in line with paragraph 6.11 of this Exit Plan;

1. Unmount volumes to be erased and mount to the data erasing host.
2. Delete all files on the mounted volumes.
3. Rekey the volumes to be erased.
4. **[redacted – section.33(1)(b) – commercial sensitivity]**
5. Destroy the volume in AWS.

**[redacted – section.33(1)(b) – commercial sensitivity]**. A report with the results will be made available to the Authority.



### Appendix 3: Register of Sub-Contracts

[redacted – out of scope]