



Primary Analysis Terms and Conditions

We like to keep things simple. If you have any queries on the below, please contact us at info@primaryanalysis.co.uk.

1) Service

- a. PrimaryAnalysis will mark all tests.
- b. PrimaryAnalysis will return all tests securely by post on completion.
- c. PrimaryAnalysis will input data into the **Test Analysis** spreadsheets.
- d. PrimaryAnalysis will send the **Test Analysis** electronically to the school.

2) Ordering

- a. **The initial order:** Orders are placed through the form [found here](#). An **order confirmation** will be sent back electronically. This will include an approximate estimate of the final fee and an approximate estimate of the timescales.

3) Carriage

- a. The school is responsible for packaging and sending the tests to PrimaryAnalysis and ensuring that they arrive in a good condition ready to mark. Tracked delivery is recommended.
- b. If tests fail to arrive, the school will not be charged for marking and analysis, but will still need to pay the **administration fee**.
- c. PrimaryAnalysis will return the tests by tracked delivery on completion.
- d. International orders will incur additional **administration fees** due to higher carriage costs. This will be stated in the **order confirmation** after the **initial order** is placed.

4) Analysis

- a. The school will provide the required pupil characteristics. A template spreadsheet will be sent to schools when an order is placed.
- b. The **Test Analysis** will be returned electronically on completion.
- c. The school will need access to Excel 2010 or later to make full use of the **Test Analysis**.

5) Marking Judgements

- a. Tests are marked by an experienced and trained National Curriculum Tests marker. In the event there is a disagreement/error on the marking, or error in the data input, there is no system for appealing. However, amendments may be made to the **Test Analysis** by the school.

6) Fees

- a. All orders are subject to a non-refundable single **administration fee**. Currently this is £70.
- b. The remainder of the fee depends on the type of test and the quantity. Current fees can be found at the website [here](#).
- c. A **purchase order number** must be provided when ordering.
- d. All fees are payable on completion.
- e. Invoices will be sent with the return of the tests and electronically with the **Test Analysis**.
- f. Payment is expected within 14 days of the invoice being sent.
- g. Payment can be made by cheque (to Martin Green c/o PrimaryAnalysis), or by BACS. Details can be found in the invoice.
- h. Discounts are available from time to time and will be advertised on the website. This will be stated in the **order confirmation** after the **initial order** is placed.

7) Timescales

- a. Other than school holiday times, PrimaryAnalysis will aim to return tests and **Test Analysis** within 5 working days from the day they are received.
- b. For marking and analysis during the school holidays, tests and **Test Analysis** will be returned soon after term time has recommenced.
- c. International orders will take longer to be returned, but we will still aim to mark and analyse the tests with 5 working days.
- d. Adjustments to the timescales may be needed to be made during periods of high demand. You will be informed of this in the **order confirmation**.

8) Cancellation

- a. If the school has been sent the **order confirmation** but then wishes to cancel the order, the **administration fee** will still need to be paid. Marking and analysis fees will be cancelled.
- b. In the unlikely event that PrimaryAnalysis cancels the order, then no fees are payable and any tests received will be returned at the expense of PrimaryAnalysis.

9) Confidentiality and Copyright

- a. PrimaryAnalysis will not pass data to any third party without written permission from the school, and will decline any third party requests.
- b. PrimaryAnalysis will comply with the Data Protection Act 1998.
- c. School contact information may be used by The Primary Collection (of which PrimaryAnalysis is a part) to inform them of updates and service changes. Please inform us at info@primaryanalysis.co.uk if you do not wish to receive this information.
- d. The **Test Analysis** tool may **not** be shared outside of the school or put online, and is copyrighted under PrimaryTools.co.uk.
- e. Requests to unlock the **Test Analysis** tool will be declined in order to protect the copyright and the functionality of the system.