FOI request – 18/00343

Any emails/reports/plans that relate to providing alternatives to the online tests for pupils

<mark>**Document 1 – Offline Solution Help Content and Overview**</mark> **(DRAFT)**

DOCUMENT CONTROL

THEME	Assessment System Configuration
PRODUCT TITLE	Off-line solution
PRODUCT CODE	AS07A
DOCUMENT No.	04

VERSION HISTORY

Date	Version	Comments	Author	Approved by	Date Approved
03/11/17	0.1	Draft	[redacted] [redacted]		
18/01/18	0.2	Minor edits	[redacted] [redacted]		

Contents

1   Content for online Help section (CMS)

1.1   Text currently in the SNSA Help section

The SNSA Help section currently includes a reference to an offline solution, under 'Help with SNSA Administration', https://schools.standardisedassessment.gov.scot/help/snsa-assessment-guidance/help-snsa-administration.

1.1.1   Current reference to offline assessment application

Offline assessment criteria

An offline solution for the SNSA is being developed. Schools requiring the offline solution should contact the SNSA service desk.

1.2   Proposed replacement text

ACER would recommend replacing this with some more detailed information for schools once the offline solution is available. Text is included below. ACER would appreciate input on whether this should be displayed anywhere other than on the 'Help with SNSA Administration' page.

1.2.1   Proposed new reference to offline assessment application

Offline assessment

Schools with very limited or no Internet connectivity are able to administer the SNSA via an offline application.

The offline application enables learners to log in and complete assessments which are identical to those in the online SNSA system.

Before the assessments can be reported on, results from the offline application will need to be imported into the online SNSA platform.

Certain criteria must be met in order to access the offline application. Schools that have significant difficulty administering the SNSA to learners online should submit a request for access to the offline application via the SNSA Service Desk.

2.   Text to be used by Service Desk on first contact

As outlined in AS07A-03_Offline App Distribution workflow_v0.2, schools will be required to lodge a request for the SNSA offline application via the SNSA Service Desk. The Service Desk will then gather information from the user to enable the ACER UK Online Service Manager (OSM) to determine whether the school is eligible to receive the offline solution.

Recommended text for use by the SNSA Service Desk upon receiving an enquiry about the offline application is included in 2.1 below.

The service desk will only escalate a request to the OSM when all the evidence requested below has been provided.

The ACER UK SM will then contact the nominated staff member to arrange access after assessing the criteria and deeming they pass access to the offline solution.

If they fail the request, the ACER SM informs the Service Desk who can advise the school on how they can actually access the online solution by staggering logins to overcome limited bandwidth issues.

2.1   Reply to offline app user enquiry

Dear xx,

Thank you for your enquiry.

The offline application enables learners to log in and complete assessments which are identical to those in the online SNSA system.
Before the assessments can be reported on, results from the offline application will need to be imported into the online SNSA platform.
To access the SNSA offline application, certain criteria must be met. To determine whether your school is eligible, please provide the Service Desk with the following:

- a screenshot of the <u>technical browser exam</u> showing that your school has failed to meet network capabilities for online delivery
- a description of the infrastructure, computers, devices and software currently in use at your school
- an SNSA offline application access request letter from your Local Authority or IT support for access to the offline application
- a named contact at your school who will take on the role of Offline Assessment Manager. This person will be provided with additional permissions on the SNSA system enabling them to import results. This staff member will be responsible for ensuring the security of the assessment content.

Note: the following minimum technical requirements must be met to run the offline application and report on completed assessments.

SNSA offline application – requirements for children and young people sitting the assessments:
- PC – Windows 7 and later (64 bit)
- Minimum screen resolution of 1024x768

Reporting – requirements for the Offline Assessment Manager:
- Mac or Windows PC
- Internet connection of minimum 56 bit/s

Kind regards, The SNSA team

3 'Read me' for inclusion in offline solution delivery

The following sections present draft text for the 'Read me' document contained in the offline solution delivery zip. Once content has been finalised, this text will be formatted to include SNSA design features and submitted as a PDF.

3.1 Overview

The Scottish National Standardised Assessments (SNSA) offline delivery solution is a desktop application that enables children and young people to take the SNSA without Internet connectivity.

The software accompanying this instructions document is pre-configured with assessments for you. The application can be delivered via a local network or USB, and results are written to a folder in the software directory.

Users are created when the application is launched by an administrator. The administrator should enter the learner's username, as the username is the unique identifier for the assessment results, and the administrator password.

After logging in, the first screen a learner sees is their dashboard. From here, they can start the relevant assessment. Once the assessment is launched, the experience of the child or young person is exactly the same as that of a learner taking the assessment online.

On completion of an assessment, a record is saved to a separate folder in the software directory (the responses folder). This results file can then be uploaded to the SNSA system where it will be automatically marked. Following this, reports can be generated using the standard procedure.

Step-by-step instructions for launching the application and uploading results are included later in this document.

3.2 Technical requirements

Offline Application
- PC – Windows 7 and later (64 bit)
- Minimum screen resolution of 1024x768

Administration and Reporting
- Mac or Windows PC
- Internet connection of minimum 56 bit/s

Notes: Assessments completed offline rely on the computer's internal clock for calculating the date an assessment is started and completed. If the internal clock on the computer isn't accurate, incorrect times may be recorded.

3.3 Step-by-step instructions

3.3.1 Login details

To log learners in to the offline application, a username and password are required:
- Password: this is the administrator password provided to you by the ACER UK Online Service Manager. If you did not receive this password, or if you have forgotten it, please contact the SNSA Service Desk.
- Username: this should be unique to the learner, and we recommend using the SNSA username. If you do not use the SNSA username, a duplicate user will be created in your SNSA system that will not be linked to SEEMiS. To access the SNSA usernames, follow the steps below.

To generate a list of login details from within your SNSA account:

1. Go to the Learners page and select the relevant learners
2. Select **Login Details**. A pop-up will open and display a list of usernames for the selected children or young people.
3. If required, you can download or print the login details from the Learner login details pop-up by clicking **Download login details** and saving the Excel spreadsheet.

Note that you do not need the learner passwords for the offline app; only the Administrator password is required.

3.3.2   Sitting assessments

1. Launch the application
2. You will be presented with a login screen. Fill in the learner's unique username in the 'ID' field and the administrator password provided by the OSM in the 'Admin Password' field.
3. Select 'Login'.
4. You will be taken to the learner's dashboard, where you will see a list of assessments for all year groups. Please ensure that the child or young person selects the appropriate assessment.
5. To start an assessment, simply click on its name and the learner is ready to go.

If you need to close the assessment for any reason before the assessment has been completed by the learner, please use the administrator shutdown procedure: [redacted]. *You will be given the option of either logging out, or closing the application.*

3.3.3   After the assessment

Please make sure that the learner selects the 'Finish' button after the last page to submit their assessment.

When a learner has completed an assessment and has no more assessments to complete in the session, the administrator can close the application or log the learner out to allow another learner to log in.

To open the dialogue box to enable a logout or to close the application, press the following keys at once: [redacted]. Choose 'Logout' or 'Close application'.

3.3.4   Uploading results

Once the children or young people have finished their assessments and you have closed the application, you can copy the completed results files to a computer with Internet connectivity and upload them to the SNSA System.

The completed assessment sittings are located in the [redacted] folder. Once copied to a computer (Windows or OSX) with Internet access, the Offline Assessment Manager can log in to the SNSA system and upload the files.

If you have multiple files from one learner, you can zip them together using your operating system's zip utility. The files are named with the username that was entered prior to launching the assessment.

To upload:

1. Log in to your SNSA account
2. Navigate to the Learners page
3. Select Manage > Import ZIP/JSON Results. Use the form to upload your file(s).

The records are now stored in the SNSA system and are immediately available to report on. Please see the online Help and Training material for more information about using the SNSA system, including information on generating reports.

Should you require any further information, please refer to the Help section in your SNSA account or contact the SNSA Service Desk at servicedesk@snsa.org.uk or by phoning 0330 403 0041.

Document 2 – Note on Exclusion of In-Test Trialling from Offline Solution from ACER

exemption applied S.33 (1)(b) - withheld

Document 3 - Offline Solution FR NFR from ACER – 19 February 2018 (DRAFT)

DOCUMENT TITLE: **Offline Solution - Functional and Non-Functional Requirements**

DOCUMENT CONTROL

PRODUCT TITLE	Offline Solution
PRODUCT CODE	AS07A
DOCUMENT No.	AS07A-02

VERSION HISTORY

Date	Version	Comments	Author	Approved By	Date
14/09/2017	0.1	Initial draft	[redacted] [redacted]		
19/09/2017	0.2	Revised	[redacted] [redacted]	[redacted]	20/09/2017
20/09/2017	0.3	Revised	[redacted] [redacted]	[redacted]	20/09/2017
19/01/2018	0.4	Revised	[redacted] [redacted]	[redacted]	23/01/2018
	0.5	Revised	[redacted] [redacted]		
12/02/2018	0.6	Revised	[redacted] [redacted]	[redacted]	12/02/2018

BR (SoR)	Ref	Requirement	Comments
5.6 The primary methodology for accessing the Assessments will be via a secure internet site. If a school is unable to support an on-line assessment for whatever reason, alternative output formats will be made available.			
		Functional Requirement	
	OSFR01	An offline solution **will** be provided	
	OSFR02	The offline solution **will** support windows 7	
	OSFR03	The offline solution **will** support windows 10	
	OSFR04	The offline solution **will** be launched by the end user	
	OSFR05	The offline solution **will** support assessment delivery functionality	
	OSFR06	The offline solution **will** deliver the same assessments as the online solution (noting the exception within OSNFR07)	
	OSFR07	Only the account manager **will** have access to the uploaded responses feature.	
	OSFR08	Assessments completed offline **will** be reported in the same way as assessments completed online	
	OSFR09	Only one current version of the offline solution **will** be maintained which contains all assessment forms	
	OSFR10	Only one current version of the offline solution **will** be available to each Learner	
	OSFR11	Offline solution users **will** be identified by username only	
	OSFR12	The offline solution **will not** support application based authentication	
	OSFR13	User IDs **will** be validated on response upload	
	OSFR14	The online solution **will** support response data upload	
	OSFR15	The response upload feature **will** only be available to the account manager	

	OSFR16	The application **will** run in kiosk mode and lock down other functions so nother programs can be launched	
	OSFR17	A status page **will** allow teachers to confirm upload status	Out of scope for initial delivery
	OSFR18	The system **will** add a property against an offline sitting	Out of scope for initial delivery
	OSFR19	The monthly sittings **will** include properties added against offline sittings in export used for billing purposes	Out of scope for initial delivery
	OSFR20	The system **will** verify upload files against file type and expected contents	Out of scope for initial delivery
		Non-functional Requirement	
	OSNFR01	The ACER Service Manager **will** distribute the offline solution according to elegibility criteria	
	OSNFR02	The staff member **will** be responsible for collating and uploading the assessment response files	
	OSNFR03	ACER **will** provide usage instructions for eligible end users	
	OSNFR04	The offline solution **will** be compliant to WCAG AA accessibility standards	
	OSNFR05	Offline solution response data **will** be uploaded via a TLS1.1 or TLS1.2 connection	
	OSNFR06	The offline solution **will** encrypt assessment from data to AES256	
	OSNFR07	The offline solution **will** not offer in-test trial items at the end of any assessments	
	OSNFR08	The offline solution **will** work with both SEEMiS and Non-SEEMiS schools	

Document 4 – Offline App Distribution Workflow

(attached to email response)

Document 5 – Email chain between officials and ACER

From: [redacted] [redacted]
Sent: 10 November 2017 11:11
To: [redacted]; [redacted]
Cc: [redacted
Subject: FW: Offline Version

Hi [redacted], [redacted],

I've been doing a bit of digging to try and work out where we are with the offline solution. In doing so I found an email from [redacted] from a fortnight or so ago. Is this perhaps the fixed version, referenced in yesterday's SG-Horizon meeting, that was produced following [redacted] visit? Or were there subsequent developments?

I'm also compiling the Milestone 4 Summary and was wondering if we could get an update on AS07A-02 Offline Solution FR NFR? For M4, we are required to confirm the *approach* for the offline solution. I was under the impression the approach itself had been confirmed and we were at the testing phase, but the AS07A-02 document not being signed off suggests otherwise.

Thanks,
[redacted]

From: [redacted]
Sent: 24 October 2017 17:20
To: [redacted]; [redacted]
Cc: [redacted]; [redacted]; [redacted]; [redacted]; [redacted]
Subject: RE: Offline Version

Hi [redacted],

I've uploaded a new build (32bit) of the 'offline solution' to the ownCloud folder. Please note that we have provided access this version of the app to support SG signoff of the FRs and NFRs for the offline solution. As previously advised, this version of the app will not be distributed to end users. We would welcome signoff of these requirements so that we can progress a final version of the offline solution for your UAT.

The new version can be found in the original (**build-snsa-client 32Bit**) folder under a new folder (**Updated 32Bit**).
https://transfer.aceruk.org/index.php/s/3eBDd9D0PSAYrps

If you have any questions about the FRs and NFRs please contact [redacted]or [redacted]. If you have any technical queries please let me know.

[redacted]

From: [redacted]
Sent: Monday, 23 October 2017 4:51 PM
To: [redacted]; [redacted]

Cc: [redacted]; [redacted]; [redacted]; [redacted]; [redacted]
Subject: RE: Offline Version

Hi [redacted],

I've uploaded the same files that had been removed to the cloud folders again (**build-snsa-client 32Bit**). I've also sent you some instructions on how to successfully extract the files in a separate email.

I've previously installed the 64bit version of the 'offline solution' myself and have not encountered the same problem. Having installed the version I have just uploaded the (32bit) I have discovered the same problem as you. Will ask the Horizon team to export another version for us that will land the user back to the dashboard. We are hoping to have this version with you by tomorrow.

[redacted]

From: [redacted]
Sent: Monday, 23 October 2017 3:08 PM
To: [redacted]; [redacted]
Cc: [redacted]; [redacted]; [redacted]; [redacted]; [redacted]
Subject: RE: Offline Version

Also,
The offline solution folders on the cloud are currently empty.

Thanks,
[redacted]

From: [redacted]
Sent: 23 October 2017 15:06
To: [redacted]; [redacted]
Cc: [redacted]; [redacted]; [redacted]; [redacted]; [redacted]
Subject: RE: Offline Version

Hi [redacted],

I already have the 32-bit version installed.

The problem is that this is a faulty version of the Offline solution, as when the user finishes an assessment, there is no option to view again the list of the assessments. The user has to close the program and open it again to access another assessment.

[redacted] told me that you informed him that the 32-bit version would have been replaced last week, with a fully functioning one.

Any updates on that?

Thanks,
[redacted]
From: [redacted]
Sent: 23 October 2017 14:16
To: [redacted]; [redacted]
Cc: [redacted]; [redacted]; [redacted]; [redacted]; [redacted]
Subject: RE: Offline Version

Hi [redacted],

We've since uploaded a 32Bit version on ownCloud and shared this with [redacted], I've also sent him a password to this cloud storage area. Perhaps he could pass this version on to you. Or I can text you the password to your mobile phone number.

https://transfer.aceruk.org/index.php/s/3eBDd9D0PSAYrps

[redacted]

From: [redacted] [redacted]
Sent: 23 October 2017 12:32
To: [redacted]
Cc: [redacted]; [redacted]
Subject: Offline Version

Hi [redacted],

Could you please let me know when you will upload the fixed 32bit offline version?

The one that we already have, cannot start an assessment after completing one without closing the whole application.

It was supposed to be uploaded the previous week.

Thanks,
[redacted]

Document 6 – E-mail chain between officials and ACER

From: [redacted] [redacted]
Sent: 13 February 2018 11:37
To: [redacted]; [redacted]; [redacted]
Cc: [redacted]; [redacted] [redacted]
Subject: RE: AS07A-02 Offline Solution FRs & NFRs

Hi [redacted],

That response to comment 1 now in the Document Feedback Log.

Thanks,
[redacted]

From: [redacted]
Sent: 12 February 2018 16:59
To: [redacted]; [redacted]; [redacted]
Cc: [redacted]; [redacted]; [redacted]
Subject: RE: AS07A-02 Offline Solution FRs & NFRs

Hi [redacted],

I'm aiming to get a response to comment 1 overnight.

I believe all other points have either been spoken to directly or indirectly. There's a small bit of duplication on some items (security, validation), which I hope are all covered in the responses I added. I've tidied up the references now to make it clearer.

Thanks,
[redacted]

From: [redacted]
Sent: 12 February 2018 15:53
To: [redacted]; [redacted]; [redacted]
Cc: [redacted]; [redacted]; [redacted]
Subject: RE: AS07A-02 Offline Solution FRs & NFRs

Hi [redacted] – Thanks for this, but what is the plan to give feedback on the outstanding points? As you note, not all of our queries have responses.

[redacted]
[redacted]
[redacted]
[redacted]: [redacted]

[redacted]
[redacted]
[redacted]
[redacted]*,* [redacted]
[redacted]*,* [redacted]

From: [redacted]]
Sent: 12 February 2018 15:20
To: [redacted]; [redacted]; [redacted]
Cc: [redacted]; [redacted]; [redacted]
Subject: RE: AS07A-02 Offline Solution FRs & NFRs

Hi [redacted], [redacted], [redacted],

Version 0.6 of the Offline Solution FRs/NFRs has been uploaded to sharePoint for your review, with comments accompanying in the feedback log. Most of your points have been spoken to in this version.

AS07A-02_Offline solution FR NFR_v0.6 can be found in the AS07A-02 section of the *Assessment System Configuration (AS)* library.

Thanks,
[redacted]

From: [redacted]
Sent: 09 February 2018 17:14
To: [redacted]
Cc: [redacted]
Subject: RE: AS07A-02 Offline Solution FRs & NFRs

Hi [redacted],

Thanks for clarifying, that makes sense.

[redacted]

From: [redacted]
Sent: 09 February 2018 15:13
To: [redacted]
Cc: [redacted]
Subject: RE: AS07A-02 Offline Solution FRs & NFRs

Hi [redacted]

I mention this as NFR07 contradicts FR06.

So if you changed the text of NFR06 to be something like I've added in red…

The offline solution **will** deliver the same assessments as the online solution (noting the exception within OSNFR07)

Then that would cover it.

[redacted]
[redacted]
[redacted]
[redacted]

[redacted]
[redacted]
[redacted]
[redacted], [redacted]
[redacted], [redacted]

From: [redacted]
Sent: 09 February 2018 15:06
To: [redacted]
Cc: [redacted]
Subject: RE: AS07A-02 Offline Solution FRs & NFRs

Hi [redacted],

Would you mind clarifying what you mean by your comment ==highlighted== below?

3	OSFR06	Perhaps caveat with absence of replenishment questions, as per AS07a-01	[redacted] 30/01/18 – ==Within the FR/NFR doc, *this item* should refer to OSNFR07==

For reference:

OSFR06   The offline solution **will** deliver the same assessments as the online solution
OSNFR07   The offline solution **will not** offer in-test trial items at the end of any assessments

Specifically, does the ==*this item*== refer to your initial feedback, or to OSFR06 in general? I'm not 100% if you're looking for OSFR06 and OSNFR to be combined?

Thanks,

[redacted]

From: [redacted]
Sent: 09 February 2018 12:24
To: [redacted] ; [redacted]; [redacted]
Cc: [redacted]; [redacted]; [redacted]
Subject: RE: AS07A-02 Offline Solution FRs & NFRs

Hi [redacted],

Thanks for looking over that so promptly. I'll do what I can this afternoon and send over to [redacted] with the aim of getting v0.6 with you by the start of next week.

[redacted]

From: [redacted]
Sent: 09 February 2018 10:32
To: [redacted]; [redacted]; [redacted]
Cc: [redacted]; [redacted]; [redacted]
Subject: RE: AS07A-02 Offline Solution FRs & NFRs

[redacted] – I've closed off what I can. In relation to comment 6, please see feedback log. When are you planning to come back with a complete set of responses to the other points?

Also, I mentioned in the meeting that I had another item to add. When I thought about this, it was actually more related to the non-SEEMiS solution and I've now raised a JIRA ticket for this.

[redacted]
[redacted]
[redacted]
[redacted]

[redacted]

[redacted]
[redacted]
[redacted], [redacted]
[redacted], [redacted]

From: [redacted]]
Sent: 07 February 2018 17:37
To: [redacted]; [redacted]; [redacted]
Cc: [redacted]; [redacted]; [redacted]
Subject: RE: AS07A-02 Offline Solution FRs & NFRs

Hi [redacted], [redacted], [redacted],

Version 0.5 uploaded with minor changes: OSFR07 and OSNFR02.

Feedback also add to the Document Feedback Log against these two above and a response from [redacted] to comment 6.

Thanks,

[redacted]

From: [redacted]
Sent: 06 February 2018 19:46
To: [redacted]; [redacted]; [redacted]
Cc: [redacted]; [redacted]; [redacted]
Subject: RE: AS07A-02 Offline Solution FRs & NFRs

Hi [redacted],

Apologies for the delayed response on this one.

To update, your feedback is with Australian colleagues and v0.5 is being prepared.

Thanks,
[redacted]

From: [redacted]
Sent: 31 January 2018 07:47
To: [redacted]; [redacted]; [redacted]
Cc: [redacted]; [redacted]; [redacted]

Subject: RE: AS07A-02 Offline Solution FRs & NFRs

[redacted]

Thanks for this. [redacted]and I have reviewed and I've updated the feedback log. [redacted] is on a course this week, so may add comment later.

Generally speaking most of the points have been answered, but the clarifications need to be added to FR/NFR document. Please see the log for more details.

[redacted]
[redacted]
[redacted]
[redacted]

[redacted]

[redacted]
[redacted]
[redacted]*,* [redacted]
[redacted]*,* [redacted]

From: [redacted]
Sent: 25 January 2018 14:17
To: [redacted]; [redacted]; [redacted]
Cc: [redacted]; [redacted]; [redacted]; [redacted]
Subject: RE: AS07A-02 Offline Solution FRs & NFRs

Hi [redacted], [redacted],

Thanks for your email. We have uploaded one new version, one new document, and updated the Document Feedback Log.

New version/document:

- · AS07A-02 Offline Solution FR NFR v0.4
    - o New version incorporating your feedback from v0.3
- · AS07A-04 Offline Solution Help Content and Overview v0.2
    - o This is the first time you will see this document. It should address many of the comments you made in the feedback log about the Offline Sol FRs/NFRs.

Once the AS07A-02 is signed off we will schedule the Offline Solution for an upcoming release.

Thanks,
[redacted]

From: [redacted]
Sent: 11 January 2018 10:42
To: [redacted]; [redacted]; [redacted]
Cc: [redacted]; [redacted]; [redacted]
Subject: RE: AS07A-02 Offline Solution FRs & NFRs

Hi [redacted]

Before we respond in any detail, it might be best if we can resolve a few points first:

As a general point we would expect to be reviewing this feedback in conjunction with an updated FR/NFR document, ie where we have suggested amendment/addition of requirements (eg point 12 concerning OSNFR03), while the point may have been responded to, unless we can see evidence that it's now reflected in the requirements then it's only partially resolved.

The strikethrough which was on the first three points was, we suspect, a consequence of the corruption of the feedback log that happened in December, so we've removed the strikethrough and would like these points to be addressed please.

Where points 6, 8 and 14 address validation of a user (in particular, upload of completed assessments) it would perhaps be useful if the detail of this aspect could be teased out separately so that we understand better how it is proposed that it works. Obviously this is likely to be documented subsequently via user stories but as things stand we're maybe not confident that we clearly understand how this would work, and therefore whether the currently stated requirements are sufficient.

[redacted]

From: [redacted]
Sent: 08 January 2018 16:24
To: [redacted]; [redacted]; [redacted]
Cc: [redacted]; [redacted]; [redacted]
Subject: AS07A-02 Offline Solution FRs & NFRs

Dear All,

Responses have been added to the AS07A-02 tab of the Document Feedback Log relating to the Offline Solution FRs and NFRs.

Kind regards,
[redacted]

[redacted]
[redacted]
[redacted]
[redacted], [redacted] [redacted]

<mark>Document 7 – E-mail chain between officials and ACER</mark>

From: [redacted]
Sent: 31 January 2017 16:22
To: [redacted]
Cc: [redacted]; [redacted]; [redacted]; [redacted]
Subject: RE: Horizon offline product - setup/testing/training etc

Hi [redacted]

Just to update you:

I have forwarded your question to [redacted] (copied), who may wish to comment. Your question will be a topic for substantive discussion at the User Testing Meeting tomorrow at 4.00pm with [redacted], [redacted], [redacted] and [redacted].

We are continuing to add detail to the live version of the GANTT chart, including detail that will come out of the User Testing Meeting tomorrow.

At tomorrow's weekly project meeting, we want to discuss our planning process with you – and to propose a way to provide you with greater visibility on progress.

Hope this is helpful.

Thanks

[redacted]
[redacted]
[redacted]
[redacted]
[redacted]
[redacted]

t: [redacted]
m: [redacted]
e: [redacted]
www.aceruk.org

From: [redacted]
Sent: Tuesday, 31 January 2017 9:01 AM
To: [redacted]
Cc: [redacted]
Subject: RE: Horizon offline product - setup/testing/training etc

Thanks [redacted] – what line is it on the plan? I'm looking at the version in SharePoint dated 20/1/17 23:37

[redacted]
[redacted]
[redacted]
[redacted]

[redacted]

[redacted]
[redacted]
[redacted]
[redacted]
[redacted]

From: [redacted]
Sent: 30 January 2017 17:35
To: [redacted]
Cc: [redacted]
Subject: RE: Horizon offline product - setup/testing/training etc

Hi [redacted]

I can confirm offline set-up/testing/training is included in the plan at high level with detail progressively to be added. I suggest we discuss at the Weekly Project Team Meeting ensure we understand your requirements.

Thanks

[redacted]

[redacted]
[redacted]
[redacted]
[redacted]

t: [redacted]
m: [redacted]
e: [redacted]
www.aceruk.org

From: [redacted]
Sent: Monday, 30 January 2017 2:30 PM
To: [redacted]
Cc: [redacted]
Subject: Horizon offline product - setup/testing/training etc

Hi [redacted] – Just noticed that this is not included in the current plan, or if it is I can't see it. Could you confirm please if I've missed it somewhere or that it will be incorporated at some stage?

[redacted]
[redacted]
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[redacted]

<mark>**Document 8 – E-mail chain between officials and ACER**</mark>

From: [redacted]
Sent: 21 September 2017 08:20
To: [redacted]; [redacted]
Cc: [redacted]; [redacted]; [redacted]; [redacted]; [redacted]; [redacted]; [redacted]; [redacted]; [redacted]; [redacted]; [redacted]
Subject: RE: New Document: AS07A-02 Offline Solution - Functional and Non-Functional Requirements

Good morning [redacted],

I hope you don't mind me responding on [redacted] behalf.

Please find attached our proposed distribution workflow.

Regarding access to the offline solution, please note that it is currently in internal UAT. We hope to be able to make it available to you next week, pending sign off of the attached distribution process.

Many thanks,
[redacted]

From: [redacted]
Sent: Thursday, 21 September 2017 5:09 PM
To: [redacted]; [redacted]
Cc: [redacted], [redacted]; [redacted] ; [redacted]; [redacted]; [redacted]; [redacted]; [redacted]; [redacted]; [redacted]
Subject: RE: New Document: AS07A-02 Offline Solution - Functional and Non-Functional Requirements

Hi [redacted]

Thanks for this. A couple of points to raise on this:-

- As we discussed, the process around distribution and upload is very important – is a draft available for us to review? Failing that, could the process be described at a high level for us while we await a draft please?
- Ref item 1 below - When can we expect version for our review?

[redacted]
[redacted]
[redacted]
[redacted]

[redacted]
[redacted]
[redacted]

[redacted]

From: [redacted]
Sent: 20 September 2017 19:37
To: [redacted] [redacted] [redacted]
Cc: [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted]
Subject: New Document: AS07A-02 Offline Solution - Functional and Non-Functional Requirements

Dear All

I have uploaded AS07A-02_Offline Solution FR NFR_v0.3 to the Assessment System Configuration/Offline Solution folder in SharePoint.

Please note the comments below:

1. SG will have a non-uploading version of the offline solution to assist in the sign-off of the requirements.
2. The offline solution will not be completed until the requirements are signed off.

I would be grateful if these comments could be added to Trello.

Kind regards

[redacted]

[redacted]
[redacted]
[redacted]
[redacted]
t : [redacted]
e : [redacted]
w : www.aceruk.org

Document 9 – E-mail chain between officials and ACER

From: [redacted]
Sent: 23 November 2017 19:14
To: [redacted] [redacted]
Cc: [redacted] [redacted] [redacted]
Subject: RE: Offline solution FR & NFR

[redacted], thanks.

We will notify [redacted] and [redacted].

[redacted]

[redacted]
[redacted]
[redacted]
[redacted]

t **:** [redacted]

e : [redacted]
w : www.aceruk.org

From: [redacted]
Sent: 23 November 2017 15:43
To: [redacted] [redacted]
Cc: [redacted] [redacted]
Subject: RE: Offline solution FR & NFR

For info – now incorporating [redacted] input, which has only actually resulted in one new comment although [redacted] has similar questions to us around method of delivery etc, which is where his thoughts on security assurance are likely to be focused.

From: [redacted]
Sent: 21 November 2017 11:46
To: [redacted]
Cc: [redacted] [redacted] [redacted]
Subject: Offline solution FR & NFR

[redacted]

As discussed yesterday, [redacted] & I have now added comments to the feedback log. Trello card moved to ACER

[redacted]
[redacted]
[redacted]
[redacted]

[redacted]

[redacted]
[redacted]
[redacted]
[redacted]

Document 10 – Anticipated spend on development and delivery costs

			Notes applicable
SNSA development costs	Main suppliers development and implementation fee	£ 1,115,000	1
	Specialist third parties (Legal, Technical)	£ 52,850	2
		£ 1,167,850	3
SNSA forecasted delivery costs (17/18)	Main suppliers management fee	£ 908,193	4
	Forecasted assessment fee	£ 2,529,632	5
		£ 3,437,825	3

Notes

1 Development and implementation fee consists of - Initial service implementation; Local Authority implementation testing; Full service implementation; Satisfactory completion

2 Specialist third party costs include SEEMiS & Glow integration; Purchase of web domains; Security testing; Legal advice

3 Total excludes VAT. Some costs are VAT exempt

4 Management fee consists of - Admin & Contract Management; Office/Overheads; Training; Support; Annual update/review; Travel and subsistence. Fee covers 17/18 school year

5 Forecasted assessment fee consists of costs for the anticipated number of completed assessments within the 17/18 school year