



## Key stage 1 moderation: essential requirements and effective practice for schools

### School teacher assessment requirements

Headteachers and governing bodies are responsible for ensuring the accuracy of the teacher assessment (TA) judgements in their school.

The best way for a school to prepare for a moderation visit is to have robust internal assessment processes, based on teachers' strong understanding of national standards.

Schools must follow the requirements below to ensure that moderation of TA is an effective process.

Essential requirements	Additional effective practice
<ul style="list-style-type: none"><li>Teachers must use national curriculum level descriptions to ensure that their judgements are in line with national standards. This is so that internal moderation (including with other schools) will be valid and can be used as evidence for local authority (LA) external moderation.</li></ul>	<ul style="list-style-type: none"><li>The school has a clear internal moderation process which scrutinises TA in advance of any external moderation activity. This might include:<ul style="list-style-type: none"><li>teaching staff having an opportunity to standardise against national materials</li><li>senior management scrutinising TA judgements against national standards referring to evidence provided</li><li>inter-school moderation where teachers have an opportunity to share and moderate judgements with teachers from other schools</li></ul></li></ul>

## Suitable evidence for moderation

Your LA external moderator will review evidence produced during everyday teaching in year 2 to get a strong sense of pupils' attainment and the accuracy of teachers' assessment. This will avoid creating any additional workload for the year 2 teacher.

Essential requirements	Additional effective practice
<ul style="list-style-type: none"><li>• Teachers must provide examples of pupils' independent work for each moderated subject when justifying their TA. They must also provide examples of direct modelling, use of prompts and / or guided group work.</li><li>• Teachers must ensure that LA external moderators are clear about the amount of support a pupil has received in completing a particular piece of work.</li><li>• LA external moderator(s) will request to see the results of the statutory tasks and tests to identify how the levels have been used to inform your TA.</li></ul>	<ul style="list-style-type: none"><li>• Teachers supply evidence for moderation which has been clearly labelled with:<ul style="list-style-type: none"><li>• date of the work</li><li>• level of independence</li><li>• any support provided by classroom assistants</li></ul></li></ul>

## School responsibilities during the external moderation visit

Schools will receive an LA external moderation visit during the summer term. The visit will take place before the LA deadline for schools to submit their TA judgements. You will receive formal notice of a visit during the final week of the spring term. This is to avoid excessive preparation.

If you are notified that you will receive a moderation visit, you must take the following actions.

### Essential requirements

- The headteacher must permit the LA external moderator to enter the premises of the school at all reasonable times.
- In advance of the visit, the teacher must prepare a ranked list of year 2 pupils by class, together with their TA judgements and task and test outcomes where available.
- The LA external moderator and year 2 teachers should have a quiet area to conduct the external moderation visit.
- The teacher must meet requests from the LA external moderator for samples of pupils' classwork or any other information reasonably required.
- The headteacher must ensure there is adequate time for teachers to discuss their TA judgements with the LA external moderator.
- The year 2 teacher(s) must have a professional discussion with the LA external moderator to describe how the evidence supports their judgements.
- The year 2 teacher(s) should be able to justify their TA judgements from evidence that is normally available from day-to-day teaching and learning. They must have access to the year 2 pupils' evidence of ongoing learning and assessment (in whichever format it is routinely kept) for the external moderation visit.
- The headteacher (or delegate) and year 2 teacher(s) must meet with the LA external moderator at the end of the moderation visit for formal feedback.
- Schools must be fully aware of the statutory requirements regarding the submission of KS1 TA data and the legal requirement for accuracy of pupil data.
- Schools should be aware of the LA appeals process. Schools must have sufficient evidence to support any appeal.

## Data submission

Headteachers must comply with the Standards and Testing Agency's (STA) and the LA's requirements. They are responsible for the submission of accurate TA data which reflects any changes made as a result of an LA moderation visit. Schools not receiving a moderation visit are also required to submit accurate TA data.

### Essential requirements

- The headteacher must ensure that all submitted TA data is accurate and in line with national standards.
- You must be fully aware of the statutory requirements regarding the submission of KS1 TA data and the legal requirement for accuracy of pupil data.
- You must submit TA judgements directly to your LA. Data submissions must include any required changes to TA as a result of an LA external moderation visit.
- Moderated schools must inform the LA of their intention to amend any TA level before data submission.

Where submitted data differs from the moderated data, the LA must investigate the difference and refer the issue to STA if required.

## Appeals

Your LA is required to have an appeals process and share it with you. The LA external moderator should refer to it during the moderation visit.

### Essential requirements

- You must be aware of the LA appeals process before the LA moderation visit.
- You must have evidence to support any appeal claim before the appeal is processed. (The evidence can only be based on that viewed during the LA moderation visit.)