



Standards
& Testing
Agency

Teacher assessment moderation: key stage 2

School requirements

December 2015

Key stage 2 moderation: essential requirements for schools

School requirements for teacher assessment

The headteacher (or delegate) is 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 the interim TA frameworks and the national exemplification materials.

Schools must follow the requirements below to ensure that moderation results in accurate TA judgements.

Essential requirements

- Schools must use the interim TA frameworks and national exemplification materials to ensure that their TA judgements are accurate.
- Schools must have a clear internal moderation process, which scrutinises TA in advance of any external moderation activity. This may include:
 - senior management of the school scrutinising evidence provided for TA judgements against the interim TA frameworks and national exemplification
 - inter-school moderation where teachers have an opportunity to scrutinise the evidence for judgements against each of the 'pupil can' statements within the standard awarded from the interim TA framework, using the national exemplification materials to support their judgements, with teachers from other schools

Suitable evidence for moderation

The local authority (LA) external moderator will scrutinise evidence produced during day-to-day teaching to validate the school's judgements. This will avoid creating any additional workload for teachers. The evidence must show that the pupil demonstrates attainment of all of the 'pupil can' statements within the standard and all the statements in the preceding standard(s).

Key stage 2 writing – essential requirements

- The LA external moderator will expect to see a range of writing that includes both fiction and non-fiction. The evidence can come from pupils' exercise books and other examples of written work for a range of purposes and audiences. Written work drawn from other subjects should also be used alongside any other evidence that the school considers relevant.
- LA external moderators must be satisfied as to the independent status of the evidence. The school must ensure that the evidence clearly identifies the amount of support a pupil has received.

School responsibilities during the external moderation visit

Schools may receive a LA external moderation visit in the summer term after the national TA data submission date. The selected schools will receive formal notice of a visit after the national TA data submission date.

National TA data submission date

- Key stage 2 deadline: 27 May 2016

If your school is notified that it will receive a moderation visit, the following actions must be taken.

Essential requirements

- The headteacher (or delegate) must permit the LA external moderator to enter the premises of the school at all reasonable times.
- The LA external moderator should have a quiet area to conduct the external moderation visit.
- The school must meet requests from the LA external moderator for samples of pupils' classwork or any other information reasonably required.
- There is no expectation that the school staff will need to be released for the whole visit; however, the LA external moderator may wish to speak to school staff regarding any aspect of the evidence presented.
- The LA external moderator should be able to validate the school's TA judgements from evidence that is normally available from day-to-day teaching and learning. They must have access to the pupils' evidence of ongoing learning and assessment (in whichever format it is routinely kept).
- The LA external moderator must meet with the headteacher (or delegate) at the end of the moderation visit to offer formal feedback and a written visit note which is signed by the headteacher (or delegate) and the LA external moderator.

Data submission

All headteachers (or delegate) must comply with the Standards and Testing Agency's (STA) and LA's requirements. Headteachers are responsible for the submission of accurate TA data.

Essential requirements

- The headteacher (or delegate) must submit TA judgements to either the LA or STA for KS2.
- The headteacher (or delegate) must ensure that all submitted TA data is accurate and submitted as per the national TA deadline so that national external moderation can take place. If a school cannot meet this deadline they must have discussed this with their LA and/or STA. Failure to do so could result in the matter being reported to the STA maladministration team.
- The headteacher (or delegate) must be fully aware of the statutory requirements regarding the process for submission of KS2 TA data and the legal requirement for accuracy of submitted pupil data.
- The school must not re-submit TA data after the deadline without authorisation from STA or the LA.

Appeals

The LA is required to have an appeals process and share it with schools.

Essential requirements

- The headteacher (or delegate) must be aware of the LA's appeals process before the LA moderation visit.
- The LA external moderator will refer to the appeals process during the moderation visit.
- The headteacher (or delegate) must have evidence to support any appeal before the appeal is processed (the evidence can only be based on that validated during the LA moderation visit).



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