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# **Teacher assessment moderation: key stage 2 writing**

**School requirements in 2016**

**Revised March 2016**

## Updated version March 2016

Updates reflect the information contained in, [Clarification: key stage 1 and 2 teacher assessment and moderation guidance](#) published on 8 March 2016, at [www.gov.uk/sta](http://www.gov.uk/sta).

If you are already familiar with this guidance, you do not need to re-read it but should refer to the updated sections below:

- introduction and clarification about the external moderation process added
- school responsibilities during the external moderation visit: page 6 - table updated
- change of date for submission of TA data: page 7
- clarification of appeals process: page 8

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## Introduction

If you are responsible for key stage 2 (KS2) teacher assessment (TA) in a school, you must comply with this guidance to ensure that moderation processes provide valid and accurate TA judgements. It must be used in conjunction with the 2016 KS2 [‘Assessment and reporting arrangements’](#) (ARA).

KS2 TA will form part of schools’ published accountability data. Schools must ensure that it is robust and credible.

External moderation is statutory and confirms that TA judgements for KS2 are accurate and consistent with national standards.

We have produced additional [guidance](#) about the TA moderation process at KS2 for local authorities (LAs) and details about moderation for schools and LAs at the [end of key stage 1](#) (KS1).

## School requirements for teacher assessment

The headteacher (or delegate) is responsible for ensuring the accuracy of the 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’ understanding of the interim TA frameworks.

Schools must follow the essential requirements below to ensure that moderation leads to accurate TA judgements.

## The external moderation process

LA external moderation is a supportive process, with the LA moderator reviewing the work from a sample of pupils from the cohort and holding a professional dialogue with teachers to confirm that TA standards are being applied appropriately. As a result of this process, LAs may require schools to amend teacher judgements for individual pupils if it is determined that judgements are not in line with national standards.

Your LA will tell your school on or after 20 May 2016 if you are going to be moderated. LAs will carry out moderation visits from 23 May to 30 June 2016. Schools will receive adequate notice of the visit. There is no requirement from the Standards and Testing Agency (STA) for the school to submit TA judgements to their LA in advance of any external moderation visit.

External moderation is to ascertain whether schools are assessing to the correct standard. It may be that there are pupils who have not met a small number of the 'pupil can' statements, or the LA does not consider the evidence presented to be sufficient,

such that the pupils have not been awarded a particular standard. If the school believes that these pupils will acquire the relevant knowledge or skills after the moderation visit, but before the deadline for TA submission of 30 June, the LA can agree to re-moderate the pupils.

The professional dialogue between the year 6 teachers and the LA external moderator is essential. This allows the teacher to talk through their judgements using the necessary evidence to support their TA.

Evidence will consist of:

- examples of pupils' work
- teachers' knowledge of their pupils.

If teachers are confident in their judgements, they do not need to refer to the exemplification materials. Schools may wish to use the exemplification materials as guidance to support teachers in making their own TA judgements and to validate judgements across the school.

LAs may refer to the exemplification materials if guidance is required when undertaking an external moderation visit.

There is no requirement to provide tick sheets for an LA external moderation visit.

If there is insufficient evidence to support teachers' judgements, the LA external moderator will request to see other examples and potentially expand the sample.

## Essential requirements for schools

### Key stage 2 writing – essential requirements

- The LA external moderator will expect to see evidence produced during day-to-day teaching in year 6 to obtain a strong sense of pupils' attainment and to validate the accuracy of TA judgements. This will avoid creating any additional workload for the year 6 teacher.
- The evidence must show that the pupil demonstrates attainment of all the 'pupil can' statements within the standard they have been awarded.
- The teacher must be confident the pupil meets the 'pupil can' statements in the preceding standards but there is no requirement to produce specific evidence for them. It is likely that the pupil's work for the standard they have been awarded will also evidence the 'pupil can' statements of the preceding standard(s).
- LA external moderators must be satisfied that the work was completed independently. If the work was not independent, the school must ensure that the evidence clearly identifies the amount of support a pupil has received.
- Specific advice on independent work for writing:
  - if writing evidence has been redrafted by the pupil, this is acceptable as independent work. The redrafted work may be in response to self, peer or group evaluation, or after discussion with the teacher
  - pupils can also independently use classroom resources, such as dictionaries
  - it would not be independent if the work was modelled or heavily scaffolded, copied or paraphrased, or where the teacher has directed the pupil to change specific words or punctuation.

## School responsibilities during the external moderation visit

Schools may receive an LA external moderation visit in the summer term. If your school is notified that it will receive a moderation visit, the following actions must be taken.

### Key stage 2 writing – 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 school staff will need to be released for the entirety of the visit.
- The LA external moderator should be able to moderate 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.
- Where TA judgements can't be validated, the LA external moderator will explain clearly how the school must review and change its TA judgements before submitting data. This ensures that the reported data accurately reflects the outcomes of the moderation visit. If the LA external moderator is unable to validate judgements due to a systematic lack of evidence they must refer the school to STA.

## Data submission

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

### **Submission deadline**

The deadline for the submission of teacher assessment data is 30 June 2016.

### **Key stage 2 reading, writing, mathematics and science – essential requirements**

- The headteacher (or delegate) must submit TA judgements via NCA tools or to their LA (if agreed) for KS2.
- The headteacher (or delegate) must ensure that all submitted TA data is accurate and submitted by 30 June 2016. 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 30 June 2016 without authorisation from STA or the LA.

## Appeals

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

### Key stage 2 writing – 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 appeal can only be based on evidence shown to the LA external moderator during the LA moderation visit.



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