



Standards
& Testing
Agency

Key stage 2 teacher assessment guidance

For schools and local authorities

November 2018

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1. Summary

This statutory guidance has been produced to help schools and local authorities (LAs) understand the statutory requirements for teacher assessment (TA) in summer 2019. It also provides non-statutory guidance to support assessment processes that are both rigorous and proportionate.

1.1 Review date

This guidance will be reviewed before October 2019.

1.2 Who is this publication for?

This guidance is for:

- headteachers, teachers, school staff and governing bodies in maintained schools, academies and free schools, and participating independent schools
- LAs

This document supports schools in making statutory TA judgements at the end of key stage 2 (KS2), and schools and LAs in undertaking statutory moderation of these judgements.

It also provides information about changes that have been made to the TA frameworks and the pre-key stage standards for the 2018/19 academic year.

2. Changes for 2018/19

2.1 Teacher assessment

English reading and mathematics

Schools are no longer required to make statutory TA judgements in English reading and mathematics at KS2. This is to reduce assessment burdens in schools, as set out in the government response to the consultation on [Primary assessment in England](#)¹. Test results for English reading and mathematics will continue to be used in school performance measures.

Science

We have updated the science frameworks for use from the 2018/19 academic year onwards. The 'pupil can' statements have been refined for clarity, based on feedback from teachers and other educational experts.

2.2 Pre-key stage standards

We have published revised pre-key stage standards for assessing pupils engaged in subject-specific study, who are working below the standard of national curriculum assessments. We have revised the 'pupil can' statements to ensure they appropriately represent the key aspects of each subject, allow for progression towards the national curriculum, and better reflect classroom practice. The changes apply from the 2018/19 academic year onwards. P scales 1 to 4 should continue to be used to assess pupils not engaged in subject-specific study at the end of KS2, for the 2018/19 academic year. P scales 5 to 8 are no longer used for statutory assessment.

¹ www.gov.uk/government/consultations/primary-assessment-in-england

3. Important dates for 2018/19

Date	Activity
October 2018	Moderation training in English writing for LAs, provided by the Standards and Testing Agency (STA).
Monday 5 November to Friday 9 November 2018	LA standardisation exercise for moderation managers and lead moderators.
Friday 14 December 2018	Deadline for all academies to have a written agreement in place with their chosen LA. If academies wish to use a non-geographical LA, they must notify STA which LA this will be, through NCA tools ² .
Friday 14 December 2018	Deadline for participating independent schools to have a written agreement in place with the LA that will complete external moderation of their KS2 TA, and to have reported this information to STA via NCA tools. If this deadline is not met, independent schools will not receive test materials.
Friday 14 December 2018	Deadline for LAs to confirm that have completed an internal plan detailing how they intend to meet statutory assessment duties.
Friday 14 December 2018	Deadline for LAs to confirm details of their moderation manager and strategic lead to STA.
Monday 10 December to Friday 14 December 2018	LA standardisation exercise for LA pool moderators.
Monday 14 January to Friday 18 January 2019	LA standardisation exercise for LA pool moderators who were previously unsuccessful.
Monday 25 February 2019	LAs informed by STA if they are going to receive an external moderation visit on, or shortly after, this date.
Friday 15 March 2019	If selected for external moderation by STA, deadline for LAs to submit their internal moderation plan to STA.
Friday 17 May 2019	Schools informed by the LA if they are going to receive an external moderation visit on, or after, this date.
Monday 20 May 2019	'Teacher assessment' section of NCA tools opens.
Tuesday 4 June to Thursday 27 June 2019	LAs undertake external moderation of KS2 TA.
Thursday 27 June 2019	Deadline for schools to submit TA data in 'Teacher

² <https://ncatools.education.gov.uk/>

	assessment' section of NCA tools. Data submitted late will not be used in DfE's performance tables.
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4. The purposes of assessment

4.1 Different forms of assessment

Schools should develop their own approach to assessment, which meets the needs of their pupils, parents, staff and curriculum. Statutory TA at the end of the key stage is just one part of the broader assessments that teachers make. There are 3 main forms of assessment in schools:

1. Day-to-day formative assessment – to inform teaching on an ongoing basis
2. In-school summative assessment – to understand pupil performance at the end of a period of teaching
3. National statutory summative assessment – to understand pupil performance in relation and comparison to national expectations

In the context of statutory TA, it is a school's own assessment policy that forms the basis of a teacher's judgements about what pupils know and can do. This will provide the evidence, upon which teachers make a judgement against the statutory TA frameworks, which are designed only to report an outcome to government at the end of the key stage.

Statutory TA, as one measure of pupil performance, helps teachers and parents to understand broadly what a pupil can do in relation to national expectations, and allows the government to hold schools to account for the education they provide to their pupils. However, pupils will have a wider range of knowledge and skills than that covered by statutory assessment. This may be evident through other forms of assessment that take place at school, which should be reported to parents.

Further information about the principles and purposes of assessment can be found in the [Final report of the Commission on Assessment Without Levels](#)³.

4.2 Data and teacher workload

Evidence to inform statutory TA should come from the teaching of the knowledge and skills specified in the national curriculum. Teachers should not track or record evidence solely to show that pupils have achieved the statements within the frameworks.

³ www.gov.uk/government/publications/commission-on-assessment-without-levels-final-report

A school's assessment policy should outline when it is necessary to record assessment data. In developing their policies, schools should consider minimising teacher workload so that teachers can focus their efforts on teaching.

When data does need to be recorded, this should follow the principles and practices outlined in [Eliminating unnecessary workload associated with data management](#)⁴.

⁴ www.gov.uk/government/publications/reducing-teacher-workload-data-management-review-group-report

5. Making statutory teacher assessment judgements

5.1 Statutory teacher assessment

The [TA frameworks](#)⁵ are for pupils who have completed the KS2 curriculum and must be used to make statutory judgements in English writing and science. The frameworks focus on important aspects of these core subjects for the purpose of statutory end-of-key stage assessment. They do not cover the full content of the national curriculum.

The [pre-key stage standards](#)⁶ are for pupils who are working below the standard of national curriculum assessments and engaged in subject-specific study. This means they will be working below the lowest standard in the relevant framework for TA. The pre-key stage standards are used to make statutory judgements in English reading, English writing and mathematics for pupils who have reached the end of year 6, when an outcome must be reported for school accountability, but who have not completed the relevant KS2 programme of study. They are designed to assess and record attainment in these subjects, but do not cover the full breadth of knowledge and skills.

If a pupil is working below the pre-key stage standards, is not engaged in subject-specific study and has special educational needs, their statutory outcome should be reported using P scales 1 to 4 when they have reached the end of year 6, or at the end of the academic year in which they turn 11 years old.

5.2 ‘Pupil can’ statements

‘Pupil can’ statements are performance indicators to give a snapshot of a pupil’s attainment at the end of the key stage. Each statement describes what a pupil working at that standard should be able to do. Teachers should follow the specific guidance set out for each subject in the frameworks and pre-key stage standards to reach their judgements about whether a pupil has met a standard.

Qualifiers are used in some statements to indicate the extent to which pupils demonstrate the required knowledge or skill. Where qualifiers are used, they have consistent meaning. ‘Most’ indicates that the statement is generally met with only occasional errors. ‘Many’ indicates that the statement is met frequently, but not yet consistently. ‘Some’ indicates that the knowledge or skill is starting to be acquired and is demonstrated correctly on occasion, but is not yet consistent or frequent.

⁵ <https://www.gov.uk/government/publications/teacher-assessment-frameworks-at-the-end-of-key-stage-2>

⁶ <https://www.gov.uk/government/publications/pre-key-stage-2-standards>

Examples are also used in some of the statements to clarify the required knowledge or skill. They do not dictate the required evidence, but only show how that statement might be met. Teachers should refer to the national curriculum to exemplify the statements and can use STA's exemplification materials to support them in this if they choose.

5.3 Evidence

While the teacher's knowledge of pupils can inform judgements, these must be based on sound and demonstrable evidence. This ensures that judgements are as objective as possible, and consistent between classes and schools. Specific evidence does not need to be produced. What pupils can do should be evident in their work.

Evidence should come from day-to-day work in the classroom and can be drawn from a variety of sources. The only requirement is that evidence supports the judgement being made. The type of evidence will vary from school to school, class to class, and even pupil to pupil. A pupil's work in books will often have all the evidence a teacher needs, but evidence might come from a number of potential additional sources, such as projects, assessment notes, classroom tests and assessments.

The form of evidence supporting a teacher's judgement is entirely up to the teacher, provided that it meets the requirements of the frameworks.

Teachers should avoid excessive evidence gathering. The frameworks make it clear that:

- a pupil's work in the subject being assessed may provide sufficient evidence to support the judgement, although evidence should ideally include work in other curriculum subjects
- teachers may consider a single example of a pupil's work to provide evidence for multiple statements – a teacher will, of course, see multiple statements evidenced across a collection of work. However, depending on the statements and the nature of the evidence, sometimes one example will be enough
- in English writing, it may be the case that a single, comprehensive example of writing is sufficient to show that a pupil can, for example, 'describe settings, characters and atmosphere and integrate dialogue to convey character and advance the action'
- in science, one piece of work might show that a pupil can 'name, locate and describe the functions of the main parts of plants, while using the observable features of plants, animals and microorganisms to group, classify and identify them into broad groups, using keys or in other ways'

- pupils' work that demonstrates they have met a standard is sufficient to show that they are working above preceding standards – teachers should be confident that pupils have met the standards preceding the one at which they judge them to be working, but they are not required to have specific evidence for that judgement
- in science, there is no requirement to have evidence from the classroom that pupils have met statements relating to science content taught before the final year of the key stage:
 - year 6 teachers will not be expected to reassess the science content taught in years 3, 4 and 5 of the national curriculum
 - where possible, teachers should draw on assessment judgements that were made by year 3, 4 and 5 teachers in determining whether the pupil has grasped that science content
 - this does not apply to the 'working scientifically' statements
- tests can be used as a useful indicator of a pupil's overall attainment – a pupil's answers to specific questions in any tests are acceptable forms of evidence for certain statements, although it might not be sufficient on its own (depending on the subject and statement):
 - for science, a single test question may be sufficient to show that a pupil has grasped the knowledge or skill – for example, a pupil's answer in a science test might show that they can 'take accurate and precise measurements'
 - for English writing, discrete test questions will only supplement evidence that pupils have met statements – for example, a spelling test or handwriting exercise can provide additional evidence for these statements in English writing, and if pupils do not use any of the words from the statutory lists in their day-to-day writing, evidence from these tests and exercises alone is sufficient

5.4 Exemplification

Exemplification exists to assist teachers when they are using the statutory TA frameworks to make judgements. Schools can use the published exemplification of pupils' work to support teachers in making TA judgements or to validate judgements across the school. If teachers are confident in their judgements, there is no requirement for them to refer to the exemplification materials.

Exemplification materials illustrate only how 'pupil can' statements in the frameworks might be met. They do not dictate a particular method of teaching, or the evidence expected from the classroom, which will vary from school to school.

LAs may find it useful to refer to exemplification materials to support external moderation visits. The materials show what meeting the 'pupil can' statements might look like, but moderators should not expect or require teachers to provide specific evidence similar to the examples in those documents.

5.5 Moderation

Moderation is a crucial part of TA. It allows teachers to benchmark judgements, while ensuring consistent standards and reliable outcomes. In the context of statutory TA, there are 2 forms of moderation:

- Internal moderation is a non-statutory but vital process conducted by schools internally and, where possible, with other schools. Moderation should be a collaborative process with colleagues across key stages and undertaken throughout the academic year. This supports the quality assurance of TA judgements and provides a valuable opportunity for professional development.
- External moderation – LAs are required to externally moderate at least 25% of schools every year. At least 25% of schools have a sample of their English writing outcomes moderated by LAs. This is to validate judgements and ensure that they are consistent with national standards. It is a collaborative process between schools and LA moderators. Section 8 provides more details about this process.

6. Guidance for English writing

6.1 A more flexible approach

The approach to TA of English writing differs from that in other subjects. This difference recognises and reflects the nature of the subject and that a degree of subjectivity is needed to assess it. Teachers are therefore given more flexibility in reaching a rounded judgement about a pupil's overall attainment in writing.

A teacher must still assess a pupil against all of the 'pupil can' statements within the standard at which they are judged to be working. While a pupil's writing should meet all the statements within that standard (since they represent the key elements of English writing within the national curriculum), teachers can use their discretion to ensure that a particular weakness does not prevent an accurate judgement of a pupil's overall attainment. A teacher's professional judgement about whether a pupil has met the standard overall takes precedence over the need for the pupil to meet all 'pupil can' statements if the pupil is judged to have a particular weakness. This does not mean that a teacher's professional judgement takes precedence over that of a moderator and teachers must be able to justify their decisions during moderation.

When a teacher deems that a pupil meets a standard despite a particular weakness, they must have good reason to judge that this is the most accurate standard to describe the pupil's overall attainment. The reason for this is likely to vary from pupil to pupil but, in all instances, teachers must be confident that the weakness is an exception in terms of the pupil's overall attainment.

A particular weakness can relate to a part or the whole of a statement (or statements). Teachers should consider whether it prevents an accurate judgement from being made overall. A particular weakness may relate to a learning difficulty, but it is not limited to this. Similarly, a learning difficulty does not automatically constitute a particular weakness that would prevent an accurate judgement. The same overall standard must be applied equally to all pupils. This approach applies to English writing only.

6.2 Independent writing

Pupils' writing, on which teachers base their judgements, must be produced independently by the pupil.

Teachers should keep in mind that the national curriculum states writing can also be produced through discussion with the teacher and peers. A piece of independent writing may therefore provide evidence of a pupil demonstrating some 'pupil can' statements independently, but not others. For example, a pupil may produce an independent piece of

writing that meets many of the statements relating to composition and the use of grammar, but does not demonstrate independent spelling because the teacher has provided the pupil with domain-specific words or corrected their spelling. This does not mean that the entire piece is not independent.

Teachers can use success criteria in lessons to help pupils understand what they have learnt and help them to judge whether a pupil has met the objectives for a piece of writing. Using success criteria does not mean that a pupil's writing is not independent. Teachers would simply need to avoid modelling or over scaffolding the expected outcome. Furthermore, using detailed success criteria as a teaching tool for one aspect of writing could still provide independent evidence of other 'pupil can' statements which have not been mentioned.

Writing is likely to be independent if it:

- emerges from a text, topic, visit, or curriculum experience in which pupils have had opportunities to discuss and rehearse what is to be written about
- enables pupils to use their own ideas and provides them with an element of choice – for example, writing from the perspective of a character they have chosen themselves
- has been edited, if required, by the pupil without the support of the teacher, although this may be in response to self, peer, or group evaluation
- is produced by pupils who have, if required, sought out classroom resources, such as dictionaries or thesauruses, without being prompted to do so by the teacher

Writing is not independent if it has been:

- modelled or heavily scaffolded
- copied or paraphrased
- edited as a result of direct intervention by a teacher or other adult – for example, when the pupil has been directed to change specific words for greater impact, where incorrect or omitted punctuation has been indicated, or when incorrectly spelt words have been identified by an adult for the pupil to correct
- produced with the support of electronic aids that automatically provide correct spelling, synonyms, punctuation, or predictive text
- supported by detailed success criteria that specifically direct pupils as to what to include, or where to include it, in their writing – such as directing them to include specific vocabulary, grammatical features, or punctuation

6.3 Spelling

A pupil's standard in spelling should be evident throughout their writing. However, a school's spelling tests can provide additional evidence of pupils' independent spelling.

The frameworks refer to the word lists within the spelling appendix to the national curriculum (English Appendix 1) to exemplify the words that pupils should be able to spell. At KS2, the lists for years 3, 4, 5 and 6 are statutory within the national curriculum. These are a mixture of words pupils frequently use in their writing and words they often spell incorrectly. As these form part of the curriculum, and should be assessed on an ongoing basis, they should generally be evident in pupils' writing. However, if pupils do not use any of the words from the statutory lists in their day-to-day writing, evidence from tests and exercises alone is sufficient.

6.4 Handwriting

A pupil's standard of handwriting should be evident throughout their writing. When assessing it, teachers should consider evidence in a pupil's independent writing to judge whether the statements have been met. Handwriting books or handwriting exercises can provide additional evidence, but would not be sufficient on their own.

Pupils who are physically unable to write may use a word processor. Pupils who are physically able to write may also choose to word process some of their writing, where appropriate. When pupils are using a word processor, the spelling and grammar check functions should be disabled, so that the teacher can verify that pupils are meeting the relevant 'pupil can' statements independently.

7. Assessing pupils with disabilities

All schools are required to make reasonable adjustments for pupils with disabilities. Disability is defined, in the Equality Act 2010, as a physical or mental impairment that has a substantial and long term adverse effect on their ability to carry out normal day-to-day activities. The [Special educational needs and disability code of practice: 0 to 25 years](#)⁷ includes a reminder of the breadth of the definition of disability. Teachers should also recognise the progress of individual pupils, setting targets that reference agreed outcomes within the code of practice where appropriate.

When teachers assess pupils against the ‘pupil can’ statements, they should base their judgements on what disabled pupils can do when reasonable adjustments are in place (for example, reducing anxiety by providing a quiet area, or allowing more time to process instructions).

If a pupil has a disability that prevents them from demonstrating attainment in the way described in a ‘pupil can’ statement, their individual method of communication or learning is applicable – for example, using a visual phonics system for a pupil with a hearing impairment, or using a computer for a pupil with vision impairment because they cannot read back their handwriting.

Teachers should ensure that all pupils have the opportunity to demonstrate attainment with reasonable adjustments in place, but the standards of the assessment should not be compromised and must be met in an equivalent way.

If a pupil has a disability that physically prevents them from demonstrating a ‘pupil can’ statement altogether, even with reasonable adjustments in place, these statements can be excluded from the TA judgement – for example, for handwriting if the pupil is physically restricted when writing, or for phonics if a pupil is deaf and unable to make use of a visual phonics system. Teachers should use their professional discretion in making such judgements for each pupil and be able to justify these during moderation.

⁷ www.gov.uk/government/publications/send-code-of-practice-0-to-25

8. External moderation

8.1 Overview

External moderation is a collaborative process between the LA external moderator(s) and the school. Teachers should consider it a positive part of their professional development. It offers the opportunity to discuss judgements on pupils' performance against the requirements of the TA frameworks.

KS2 TA for English writing forms part of schools' published accountability data. Statutory external moderation helps quality assure these judgements. It is used to confirm that English writing TA judgements for KS2 are accurate and consistent with national standards, as stated in The Education (National Curriculum) (Key Stage 2 Assessment Arrangements) (England) Order 2003. This ensures that schools are assessing accurately against national standards and the system is fair to all pupils.

Anyone responsible for English writing KS2 TA in a school or LA, must comply with the following guidance to ensure that the external moderation process results in valid and accurate TA judgements. It should be used alongside the [KS2 assessment and reporting arrangements](#)⁸ (ARA).

LAs are required, on behalf of the Secretary of State for Education, to validate a sample of KS2 TA judgements in English writing. Every year, LAs are required to moderate a sample of at least 25% of LA maintained schools, plus 25% of academies and participating independent schools that opt to be included in the LA's external moderation provision. LAs must ensure that all schools they are responsible for are moderated once every 4 years, or more frequently if required. Participating independent schools should be moderated by the LA in the first year that they opt in and then every 4 years thereafter.

Those academies using a non-geographical LA and all participating independent schools are responsible for confirming their choice of LA external moderation provider (for external moderation of their KS2 TA) to STA by Friday 14 December 2018. If this deadline is not met, independent schools will not receive test materials. Academies and participating independent schools are treated in the same way as maintained schools in the external moderation process.

⁸ www.gov.uk/government/publications/2019-key-stage-2-assessment-and-reporting-arrangements-ara

8.2 Local agreements

External moderation arrangements, that are communicated to schools by LAs and that lie outside the scope of this document, are by local agreement only and must be clearly stated as non-statutory. Local agreements are in addition to and do not replace statutory guidance.

Local agreements should be drawn up in consultation with, and with the agreement of, all stakeholders and revised annually. A local agreement should be signed by both the LA and school. Schools do not have to sign a local agreement and can instead ask the LA to revert back to the statutory moderation arrangements. All schools with a local agreement with the LA should have a written copy of this agreement.

LAs should not charge maintained schools an additional fee for any appeals submitted by the school, following changes to judgements during an external moderation visit. These costs are included as part of funding paid to LAs for statutory moderation activities.

For appeals submitted by academies and independent schools that opt into TA, these costs should be agreed as part of the initial agreement between the school and LA.

8.3 Process

LAs must tell schools on, or after, Friday 17 May 2019 if they are going to be moderated. LAs must give at least 2 school days' notice of an external moderation visit and let the school know who will be attending. No visit should involve any teachers working outside normal school hours. Visits will take place between Tuesday 4 June and Thursday 27 June 2019.

STA does not require LAs to ask schools for pupil data in advance of an external moderation visit.

In the majority of cases, STA would expect only one LA external moderator per visit. However, if the school has a large cohort, or the LA external moderator is being quality assured, or if the visit forms part of moderator induction, there may be additional LA external moderators conducting the visit. The school must be made aware of this in advance of the visit. No visit should involve any teachers working outside of normal hours.

The LA external moderator(s) will visit the school to review work from a sample of pupils from the cohort. The sample chosen by the LA must include pupils assessed at all of the standards within the TA frameworks across the cohort. This does not include pupils working within the pre-key stage standards.

To confirm that a pupil within the sample has met the specified standards within the TA frameworks, the LA external moderator(s) must review the presented pupil's work and hold a professional discussion with the year 6 teacher(s).

The pupil's work must show that they consistently demonstrate attainment in line with the wording of the 'pupil can' statements within the standard they have met, taking account of any qualifiers. This does not mean that the pupil must demonstrate the 'pupil can' statement 100% of the time. Pupils are likely to have improved over the course of the year and may make occasional mistakes with something that the teacher knows they are actually secure in.

When making a decision that a pupil consistently demonstrates the 'pupil can' statements within a standard, teachers are expected to exercise their professional judgement. They should be prepared to discuss this with the LA external moderator(s), with reference to the pupil's work.

In English writing, while teachers must assess their pupils against all aspects of the frameworks, they can exercise professional judgement to determine that a pupil has met a standard overall, despite a particular weakness, which might relate to a part or whole of a statement or statements. Such judgements about a pupil's overall attainment will be borne out in their classroom work, and the teacher should be able to use this to justify their decision during moderation.

The teacher and LA external moderator(s) must be confident that the pupil meets all the 'pupil can' statements in the preceding standard(s), but there is no requirement to produce specific evidence for this. Pupils' work that demonstrates that they meet a standard is sufficient to show that they are working above any preceding standard(s).

LAs should refer to the KS2 exemplification materials if guidance is required when undertaking an external moderation visit.

If the evidence from pupils' work is insufficient to support teachers' judgements, the LA external moderator(s) will request to see other examples and, potentially, will expand the sample. Following this, if the lack of evidence to support TA judgements is systematic, the LA moderator(s) must report this to STA as maladministration by contacting the national curriculum assessments (NCA) helpline on 0300 303 3013.

8.4 Preparing for an external moderation visit

The best way for a school to prepare for an external moderation visit is to have robust internal assessment processes, based on teachers' understanding of the TA frameworks and collaboration with other schools.

Evidence of pupil performance should be derived from normal classroom practice across the curriculum. LAs must not dictate what schools' evidence should look like or how it is presented for an external moderation visit. Teachers should not set specific tasks to generate evidence for moderation or produce portfolios of pupils' work in preparation for an LA external moderation visit.

LAs must:

- confirm arrangements with schools regarding the process and location (if held at a venue other than the school)
- ensure visits take place within school working hours
- ensure that, where external moderation takes place at a venue other than the school, all statutory requirements for a school visit are in place
- give schools at least 2 school days' notice of an external moderation visit
- decide how many LA external moderators are appropriate for each visit, depending on the size of cohort, quality assurance, training processes and resources available
- clearly communicate with the school the number of LA external moderators that will be attending, who they are, and their role in the external moderation process (the school must be aware of this at least 2 school days in advance of the meeting)
- ensure that any additional LA arrangements are communicated as non-statutory, in the form of a written local agreement
- ensure that the school is aware of the appeals process

Schools must ensure that:

- judgements against the TA frameworks are available for external moderation, and should also subject them to internal moderation prior to an LA external moderation visit
- evidence of pupils' work is available for external moderation in order to demonstrate attainment of the 'pupil can' statements at the standard the pupil has been judged to have met; this should be in the form of day-to-day work

8.5 During an external moderation visit

LA external moderator(s) must:

- ensure that all individuals present at the external moderation visit are aware of each other's roles and responsibilities, especially when more than one LA external moderator is present
- ensure that a clear timetable is agreed before the visit, including when teachers are required and when they can be released
- select an initial sample of 15% of pupils from across the cohort or, in the case of a single class, a minimum of 5 pupils
- review evidence for each pupil in the sample against the 'pupil can' statements from the TA frameworks within the standard they have met
- hold a professional discussion with the year 6 teacher(s) to understand how the TA judgements have been reached and to discuss any gaps in evidence against the TA frameworks
- provide the opportunity for year 6 teacher(s) to articulate their understanding of the standards as set out in the TA frameworks
- be satisfied that pupils' work is independent by using the criteria in this document (see sections 5 and 6). If a pupil has received additional support, this should be clarified by the school
- request additional evidence and/or expand the sample if there is insufficient evidence or concern about the accuracy of a judgement. In certain cases, the sample may be expanded to include the whole cohort
- ensure that LA external moderator(s) refer to the LA's appeals process if any judgements have been amended
- report the school to STA's maladministration team via the NCA helpline on 0300 303 3013, if they are unable to validate judgements due to a systematic lack of evidence
- not dictate what schools' evidence should look like or how it is presented for an external moderation visit; in particular, LAs should not expect portfolios or checklists of evidence

LAs should refer to the KS2 exemplification materials if guidance is required when reviewing evidence.

Schools must:

- ensure that the LA external moderator(s) have a quiet area to conduct the external moderation visit
- meet requests from the LA external moderator(s) for samples of pupils' day-to-day classwork or any other information reasonably required
- ensure that evidence demonstrates each of the 'pupil can' statements within the standard at which pupils have been judged
- ensure that year 6 teachers are released for all, or part, of the visit for a professional discussion of the evidence presented
- encourage teachers to draw upon examples of pupils' work from across the curriculum to support their judgements, although work in the subject being assessed alone may produce the depth of evidence required
- identify independent work, and clarify the degree of support a pupil has received

8.6 The professional discussion

The professional discussion between the year 6 teachers and LA external moderators is essential and should be central to the process. This allows the teacher to talk through their judgements, using evidence to support their decisions, and to articulate their understanding of the standards.

It should provide a shared understanding of how judgements have been reached and the opportunity to discuss any gaps in evidence against the TA frameworks.

Evidence will consist of:

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

English writing

When a teacher deems that a pupil meets a standard in English writing, despite a particular weakness, the moderator(s) should scrutinise whether there was good reason to reach this judgement. That simply means that, through a professional discussion, it is clear that the pupil's weakness is an exception to their overall attainment, and that the standard at which they are being judged has been convincingly met.

8.7 Re-moderation

Re-moderation may apply where pupils have the potential to meet the next standard before the deadline for data submission. It is not a method of further moderation to avoid appeals, nor is it part of the appeals process. At the time of the external moderation visit, there may be pupils who have not yet demonstrated a small number of the 'pupil can' statements. If the school and the LA external moderator(s) agree that these pupils will be able to consistently demonstrate the relevant knowledge or skills after the external moderation visit, but before the deadline for TA data submission of Thursday 27 June 2019, the LA can agree to accept additional evidence for the pupils in order to validate the proposed standard. The re-moderation process only refers to pupils with the potential to meet the next standard before the deadline for data submission. The LA's record of the visit should clearly set out the next steps for these pupils.

If all of the schools' TA judgements were accepted in full by LA external moderators, any pupils that the school and the LA external moderators agree will be re-moderated can have evidence internally moderated by the school without the need for a LA review of evidence.

If the schools' TA judgements were not fully accepted by the LA external moderator(s), any pupils that the school and the LA external moderator(s) agree will be re-moderated, must have evidence reviewed by the LA before final submission of the TA data.

Re-moderation dates also need planning in advance by LAs: most moderators are teachers, and teachers may need to be involved in any re-moderation. Schools need to be aware in advance of what these dates are so that they can make plans if teachers need to be out of school.

8.8 End of an external moderation visit

LA external moderator(s) must:

- provide formal feedback to the headteacher or a representative of the senior leadership team
- explain how the LA will carry out any agreed re-moderation of evidence

They must provide the school with the LA's completed record of the visit, which includes:

- the agreed, validated judgements for all moderated pupils
- any revised judgements if the LA external moderator(s) deems that evidence for the standard a pupil was judged to have met was insufficient, or if the LA external

moderator(s) considered the pupil to be working at a higher standard

- any decisions that the school intends to appeal
- any concerns that require further action by the school or LA – such as a re-visit
- any details of next steps for those pupils the school and LA have agreed have the potential to meet the next standard before the TA data submission deadline – for example, whether the additional evidence will be internally moderated by the school or whether the evidence will be reviewed by the LA.

The record of the visit must be signed by the headteacher (or representative) and the LA external moderator(s).

At the end of the moderation visit, schools must:

- ensure that the headteacher or representative is available to meet with the LA external moderator(s) to receive formal feedback and to sign the written record of the visit
- ensure that any changes to TA judgements as a result of an external moderation visit are accurately reflected in their submitted TA data

8.9 Pupils outside the moderation sample

When moderating, the focus is on pupils who are part of the moderation sample. However, since moderation is about ensuring the accuracy of the teacher's judgements and their understanding of the standards, the judgements made for the pupils in the moderation sample will always have implications for similar judgements made for pupils outside that sample.

Where issues are identified in application of the standards, and the moderator(s) make changes to standards awarded to pupils in the sample, the moderator(s) and teacher will need to have discussed – but not necessarily reviewed in detail – the evidence for any similar pupils in the cohort.

Any potential changes to judgements between the moderation visit and the TA data submission (including re-moderation as outlined in paragraph 8.7), must be recorded on the LA record of visit. If this only affects a small number of pupils, each pupil's unique pupil number (UPN) can be recorded, but when there is a larger number, the moderator(s) could simply record the number of pupils where a change might be made. This is so that the LA data checks of submitted data against moderation decisions can take into account any agreed potential changes.

9. Appeals

Each LA must have an appeals process for schools which, after escalation within the LA, includes a second external moderation visit or review by a different LA.

LAs must:

- make schools aware of the LA's appeals process prior to, and at the end of, the visit
- ensure that LA external moderator(s) refer to the LA's appeals process during the external moderation visit, if any judgements have been amended
- include details of an independent review by the LA and arrangements for a different LA to conduct either a second external moderation visit, or a review of evidence in their appeals process
- not charge schools for any appeals submitted, as these costs are covered by funding received by LAs for moderation activities

Schools must:

- provide evidence to the LA to support any appeal claim before it is processed. The evidence can only be based on that seen by the external moderator during the LA external moderation visit

10. Data submission

Schools must:

- submit accurate TA data via NCA tools by Thursday 27 June 2019
- if selected for external moderation, not submit their data until after the visit has taken place
- only re-submit data after Thursday 27 June 2019 when required to do so by STA or the LA. If authorisation is not provided, it will be investigated as maladministration. STA should be informed via the NCA helpline on 0300 303 3013

LAs must:

- have a defined data validation process, using local intelligence to investigate any unexpected pattern of attainment for any school
- have a process which ensures that all pupil evidence provided for re-moderation is reviewed by the LA and that only the LA can confirm the final TA judgement for that pupil. This process is not to be used if the school is allowed to re-moderate without LA review
- have a process to analyse submitted TA data to check that it matches external moderation decisions
- not shorten the moderation window by requesting TA data prior to midday on Monday 24 June 2019
- escalate any concerns about the integrity of the assessment to STA's maladministration team via the NCA helpline on 0300 303 3013
- submit TA data by Thursday 27 June 2019, if they are submitting on behalf of their schools

If the school is appealing against the LA's decision, the escalation to STA must include details of the appeal.

11. LA management of the external moderation process

11.1 Local authority responsibilities

LAs must:

- be accountable to STA (on behalf of the Secretary of State for Education) for delivery of their statutory duties in relation to external moderation of KS2 English writing TA and, if chosen for the 2018/19 academic year, comply with requirements for an STA external moderation visit
- have a named, accountable LA officer who is strategically responsible for planning, implementing and quality assuring external moderation of KS2 English writing TA
- provide STA with the contact details for the accountable officer and external moderation manager and make sure STA is updated with any changes. If the roles are held by the same individual, details of a senior LA manager or director must be provided to STA
- complete a short survey by Friday 14 December 2018, detailing the names of the moderation manager and strategic lead, and confirming that they have an internal moderation plan in place
- have a full internal plan that details how the LA will deliver its statutory duties for external moderation of KS2 English writing TA. The plan must address any concerns that arose from the 2018 external moderation process. If selected for external moderation, this must be submitted to STA no later than Friday 15 March 2019
- base their sample of schools for external moderation on their own local intelligence

Although LAs should be mindful of schools being selected repeatedly, triggers for external moderation may include:

- new teaching staff
- new senior leadership team
- schools with a year 6 cohort for the first time
- Ofsted concern
- unusual patterns of attainment

- date and/or outcome of last external moderation visit
- concern relating to the 2017/18 assessment cycle, including maladministration

LAs must also:

- ensure academies and participating independent schools that have opted into their externally moderated provision are included at least once every 4 years, or more frequently if required. Any academy changing their previously chosen LA provider must give the new provider a copy of the outcomes of their most recent external moderation visit
- maintain an accurate record of external moderation visits, including the reasons for each visit
- ensure their external moderators do not visit schools where they have a potential or perceived conflict of interest

11.2 Recruitment of local authority moderators

LAs must recruit an external moderation team with appropriate and recent experience of KS2 English writing. They must also train and quality assure LA external moderators so that external moderation is delivered consistently and accurately against the standards within the TA frameworks. Moderation visits must be conducted impartially and any conflict of interest must be managed. Anyone responsible for managing or carrying out school visits should not have a potential or perceived conflict of interest with the school or any member of school staff.

All LA external moderators must:

- be qualified teachers, with recent and relevant experience of KS2 English writing assessment and internal or external moderation
- successfully complete the STA standardisation process for moderation of KS2 writing

be able to:

- systematically review evidence against the TA frameworks and adhere to STA guidance
- manage a professional discussion with teachers about the evidence presented and how a pupil's work meets the standard
- where appropriate, discuss and explain why a school's TA judgements cannot be

validated

- provide accurate written and verbal feedback to the teacher(s) and headteacher

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