



Department
for Education

Standards
& Testing
Agency

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Statutory guidance

Teacher assessment

Updated 22 January 2015

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1.

Summary

Headteachers must report teacher assessment (TA) judgements to the Standards and Testing Agency (STA) for pupils who are at the end of key stage 2 (KS2). Judgements must be reported for English, mathematics and science. This includes component attainment targets.

TA for KS2 English writing is subject to statutory external moderation. This must take place before the school submits its data.

Data must be submitted to us via the 'Teacher assessment' section of the [NCA tools website](#) by Friday 26 June 2015.

TA provides a rounded judgement that:

- is based on knowledge of how the pupil has performed over time and in a variety of contexts
- takes into account strengths and weaknesses of the pupil's performance

The Department for Education (DfE) uses TA data in the [performance tables](#), [RAISEonline](#) and [floor standards](#). Data submitted late will not be used in the [performance tables data checking exercise](#), or the RAISEonline release of unvalidated data.

Schools can apply for pupils who are recently arrived from overseas to be discounted from these calculations. To be discounted, a pupil must meet all 3 of the following criteria:

- they were admitted to an English school for the first time during the 2013/14 or 2014/15 school year
- they arrived from overseas before their admission
- English is not an official language of the country they came from

The DfE's performance tables data checking exercise takes place in September each year. If you have queries about this or the performance tables contact the [DfE's national enquiry line](#).

2.

What teachers must assess

At the end of KS2, you must summarise your judgements for each eligible pupil, taking into account the pupil's progress and performance throughout the key stage. You need to determine:

- a TA for each [attainment target](#) in English, mathematics and science
- an overall TA in each of these subjects

You must only base your judgements on the [level descriptions in the national curriculum](#). You must use your knowledge of a pupil's work over time and across a range of evidence to judge which level description is closest to the pupil's performance. Take into account the pupil's:

- written, practical and oral classwork
- results of informally administered tests taken in class
- homework

You should consider the level descriptions of the attainment targets immediately above and below the level awarded to confirm which level is the closest match to the pupil's performance. There is no requirement to determine a sub-level.

There may be pupils that you can't make a full TA judgement for, eg because of lengthy periods of absence. You should still report a [TA code](#) when you submit your TA data.

2.1 Attainment targets which require a TA

You need to determine and submit a TA for each of these attainment targets.

English:

- speaking and listening
- reading
- writing

Mathematics:

- using and applying mathematics
- number and algebra
- shape, space and measures
- handling data

Science:

- scientific enquiry
- life processes and living things
- materials and their properties
- physical processes

3.

Pupils working below level 1 of the national curriculum

The use of [P scales](#) is statutory for pupils with special educational needs (SEN) who are working below level 1 of the national curriculum. In this context, SEN is defined by section 20 of the Children and Families Act 2014 by reference to a child who has a 'significantly greater difficulty in learning than the majority of others of the same age'.

You need to use P scales to record and report the achievements of pupils with SEN in English, mathematics and science.

Pupils working towards level 1 of the national curriculum who do not have a special educational need should be reported to us as 'W' (Working below the level). This includes pupils who are working towards level 1 solely because they have English as an additional language. You should use the code 'NOTSEN' to explain why a pupil working towards level 1 does not have P scales reported.

4.

Pupils who move schools

TA judgements must be submitted by Friday 26 June (the statutory deadline for submission of TA data).

The school where the pupil was registered during the KS2 test week must submit TA data to us. If a pupil moves before test week, the receiving school must submit TA data. If a pupil moves during test week, the school where they sat each test should submit the data. For example if the pupil sat English reading at one school and mathematics at another, each school must submit data for the relevant test(s).

5.

Calculating overall TA

Teachers have to use weightings to [calculate an overall teacher assessment](#) for each pupil for each subject. These must be entered into your school management information system.

6.

Moderating end of KS2 writing TA

External moderation is statutory. It gives confidence that schools' TA judgements are accurate and consistent with national standards.

All maintained schools and academies will be moderated by their local authority (LA) at least once every 4 years. The statutory [guidance for key stage 2 teacher assessment moderation](#) includes details of the moderation process and how visits are carried out. Headteachers and LA moderators should be familiar with this guidance. The following information gives an overview.

6.1 Local authorities

LAs are responsible for moderating TA judgements in at least 25% of their maintained schools. They must also moderate any academies that have chosen to be part of their arrangements. LAs must provide an appeals process.

We are responsible for monitoring the LA moderation process. We scrutinise all LAs to make sure their processes are robust and meet the [statutory national requirements](#).

6.2 Headteachers

Headteachers are responsible for:

- ensuring that the required national processes are followed
- ensuring that their school's ^{TA} judgements are accurate
- submitting accurate ^{TA} data

You must make sure that those carrying out TA have enough opportunity to become familiar with national assessment standards, using funds available within the school's overall resources.

If there is evidence that a school has not followed national processes, this may be investigated as [maladministration](#).

If you receive a moderation visit you must:

- ensure TA has been internally moderated and challenged by the school leadership
- provide your LA with a ranked list of pupils by class with their TA
- allow the moderator to enter your school at all reasonable times

During the visit you must:

- meet the moderator's requests for samples of pupils' classwork or any other information reasonably required
- make time for the moderator to discuss the assessments with year 6 teachers

Your LA moderator will make a record of the visit. This will confirm:

- any TA judgements where the LA will consider additional evidence for a higher level
- any TA which the moderator has asked you to reconsider

You must submit accurate TA data which reflects any changes made as a result of an LA moderation visit. If you wish to submit TA that is different from that agreed during the visit you must contact your LA. You will need to give evidence to justify your changes and reach agreement on final data. There could be a maladministration investigation of your school's TA if you submit changed data without your LA's consent.

6.3 Academies

Academies can't opt out of external moderation requirements.

Academies created before 1 September 2014 must choose their LA moderation supplier. This can be your geographical LA or another LA. We will ask you to confirm your choice in the autumn term, 2014.

If you became an academy after 1 September 2014 you will be part of your geographical LA's

arrangements for the 2014-2015 moderation cycle.

6.4 Independent schools

Independent schools may submit their results to the DfE for inclusion in the national summary of results. If you wish to do so, your school must be moderated in the first year it participates and then at least once in every 4 year cycle. You must use an LA to process and verify your teacher assessments each year of the 4 year statutory moderation cycle.

Your school can only claim that its results are comparable with national or local results if it has taken part in the moderation process at least once in a 4 year cycle.

7.

Submitting TA data

TA data is submitted to us via the 'Teacher assessment' section of the [NCA tools website](#).

The deadline for submissions is Friday 26 June. You should refer to the [guidance on submitting data](#) for instructions and codes.

7.1 Maintained schools, including special schools

You must submit TA judgements in English, mathematics and science, including component attainment targets. You must do this by either submitting your data:

- using NCA tools
- via your LA, where the LA has agreed to submit on your behalf

Your school's submission must include TA data for every pupil:



- that your school registered to sit a national curriculum test
- registered as working below the level of the tests

7.2 Academies

You must comply with the KS2 assessment arrangements in relation to reporting which are set out in your funding agreement.

7.3 Independent schools and non-maintained special schools

If your school is participating in the assessment and reporting arrangements, you must submit TA judgements for the subjects you have registered pupils for.

8.

Maladministration

It is our statutory duty to investigate any matter brought to our attention relating to the accuracy or correctness of a pupil's TA. Our maladministration team will work closely with LAs to investigate any allegations of maladministration. The [maladministration investigation procedures](#) explain how we process allegations, as well as roles and responsibilities for school visits. This is supported by [guidance for LAs](#) carrying out visits on our behalf.

Once an investigation has finished we are responsible for deciding whether the school's TA is accurate. We may void the school's TA judgements if we conclude that there is doubt about the accuracy of pupils' assessments.

'Maladministration' refers to any act that:

- affects the integrity, security or confidentiality of national curriculum assessments
- could lead to results that do not reflect pupils' actual ability or unaided work

You should use the contact details below to report any issue with TA and/or any allegations of maladministration.

9.

Getting help

Standards and Testing Agency

53-55 Butts Road
Earlsdon Park

Coventry
CV1 3BH

Email

assessments@education.gov.uk

National curriculum assessments
helpline
0300 303 3013

DfE enquiries

Central newsdesk
020 7783 8300

General enquiries
0370 000 2288

Maladministration team

Email

testadmin.STA@education.gsi.gov.uk

For reporting concerns about the national
curriculum assessments

National curriculum assessments
helpline
0300 303 3013

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