

Halton LA



KS1 & KS2 Primary Moderation Information for Schools

Summer 2023

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STA Guidance Documents

Introduction

The Standards & Testing Agency (STA) is an executive agency within the Department for Education. It is responsible for the development and delivery of all statutory assessments from early years to the end of key stage 2.

STA documents explain statutory requirements and guidance for assessment and reporting arrangements, including external moderation.

For full details please refer to: [Standards and Testing Agency - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

ARA and moderation guidance documents:

2023 TEACHER ASSESSMENT FRAMEWORKS

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/740343/2018-19_teacher_assessment_frameworks_at_the_end_of_key_stage_1_WEBHO.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/740345/2018-19_teacher_assessment_frameworks_at_the_end_of_key_stage_2_WEBHO.pdf

2023 TEACHER ASSESSMENT GUIDANCE

<https://www.gov.uk/government/publications/key-stage-1-teacher-assessment-guidance/key-stage-1-teacher-assessment-guidance>

<https://www.gov.uk/government/publications/key-stage-2-teacher-assessment-guidance/key-stage-2-teacher-assessment-guidance>

2023 ASSESSMENT & REPORTING ARRANGEMENTS (ARA)

<https://www.gov.uk/government/publications/2022-key-stage-1-assessment-and-reporting-arrangements-ara>

<https://www.gov.uk/government/publications/2022-key-stage-2-assessment-and-reporting-arrangements-ara>

You are advised to use the online versions to ensure that you have the most up to date information.

The Moderation Process

Moderation is an integral part of assessment ensuring that standards of assessment in reading, English writing and mathematics at KS1, and English writing at KS2, are consistent among teachers, schools and LAs and that they are maintained from year to year. External moderation is only one part of the assessment process. It is important for schools to engage fully with each stage of the process to ensure that teacher assessment is accurate and in line with national standards. Moderation as a whole includes:

Component	Description
Ongoing assessment (formative)	Teachers make day-to-day professional judgements on children's progress and attainment to inform next steps in learning.
Standardisation	A professional development activity where teachers secure their understanding of national standards. Where there are differences, teachers must review their judgements and align them with national standards.
Teacher assessment	Following standardisation, teachers make informed judgements about children's summative attainment against national standards. Teachers must base their teacher assessment judgement on a broad range of evidence across the curriculum for each pupil.
School/cluster moderation	With colleagues, teachers use national standards and exemplification materials to review a selection of the judgements and supporting evidence to check their accuracy and consistency. Disagreement must be resolved to ensure that all judgements are in line with national standards and may require revisiting all previous teacher assessment judgements. The TA frameworks only cover key aspects of assessment within Y2 and Y6. These will be used for external moderation purposes. For other year groups, teachers will need to refer to national curriculum programmes of study.
External LA moderation	<p>Central LA external moderation is the process whereby teachers' judgements are reviewed across the range of attainment to ensure that teacher assessments are accurate and in line with national standards.</p> <p><i>If judgements are not validated by the external moderator, the moderator will explain what needs to be done to ensure the judgements are valid. Any changes to data will need to be resubmitted. The school must not resubmit TA data after the deadline without the authorisation from STA or the LA.</i></p>

KS1 Moderation

Please note that this moderation handbook does not replicate the statutory guidance for all schools outlined in the STA document 2023 Teacher Assessment Guidance: Key Stage 1 for schools and local authorities. This section needs to be read alongside this document.

Selecting schools for external moderation

Each year the LA selects at least 25% of its schools with Y2 pupils for an external moderation and may also choose a few more so that moderation is not predictable but remains within the statutory requirement.

Additional reasons where schools may be moderated more than once in four years may include, but not limited to: a teacher new to year Y2, an ECT in Y2, a new senior leadership team, unusual patterns of attainment, outcomes of the last external moderation, Ofsted or LA concern or concern relating to previous assessment cycles, including maladministration.

The headteacher (or representative) is responsible for ensuring the accuracy of the teacher assessment (TA) judgements in their school. The best way for a school to prepare for moderation is to have robust internal assessment processes, based on teachers' strong understanding of the TA frameworks (TAFs) and the national exemplification materials.

National TA data submission date:

Key Stage 1 deadline: Tuesday 27th June to the LA (unless LA external moderation is still ongoing for your school)

Notification of LA external moderation:

- Schools selected for an LA external moderation will be notified on **Friday 12th May 2023**.
- A (*non-statutory*) information meeting for schools selected for moderation will be held on **Tuesday 16th May (1:00-4:00 p.m.) at the DCBL Stadium, Widnes**.

Schools selected for LA external moderation are asked to ensure that on the days of LA external moderation, all year 2 teachers are available to meet with moderators at the **DCBL Stadium, Widnes** at the schools' allotted times.

The moderation team receives a list of pupil teacher assessment judgements (working towards, working at, and working at greater depth) by class for reading, English writing and mathematics in advance, the list should not include children's full names, only initials and date of birth.

During the external moderation

The purpose of the external moderation is to ensure that the school's summative TA judgements by all Y2 teachers are accurate and consistent with the national standards and Teacher Assessment Frameworks (TAFs).

- Moderation will usually take half a day.
- Schools will be advised which pupils have been selected for moderation - a minimum sample of 10% across the cohort or in the case of a single class, a minimum of three children for each of reading, English writing and mathematics. Different pupils must be selected for each subject, reading, English writing and mathematics. The sample will cover the full range of attainment in all classes (working towards, at the expected standard, at greater depth) - see table below:

Size of Cohort	Reading	English Writing	Mathematics	Total Sample
30	3 pupils	3 pupils	3 pupils	9 pupils
60	6 pupils	6 pupils	6 pupils	18 pupils
90	9 pupils	9 pupils	9 pupils	27 pupils

Schools will be informed which children's work will be sampled before the moderation.

- Moderators will review evidence for each pupil in the sample against the 'pupil can' statements from the TA framework within the standard awarded (including any preceding standards).
- The LA external moderator(s) will review the presented pupil's work and hold a professional discussion with the year 2 teacher(s). This professional discussion is a key part of the moderation process, enabling teachers to articulate and present evidence for their judgements.
- Reference must be made to the teacher assessment frameworks.
- Reference may also be made to the national exemplifications materials
- Moderators must be satisfied that pupils' writing is independent by using the criteria within the STA document.
- Where there is insufficient evidence or concerns about the accuracy of the teachers' judgements, moderators must request additional evidence.
- In addition, moderators will:
 - ~ evaluate whole school assessment processes
 - ~ consider outcomes of internal moderation
 - ~ establish how schools undertake internal and cross-school/cluster moderation processes

Suitable evidence for moderation

- The LA will not dictate what schools' evidence should look like or how it is presented for an external moderation. We do not expect portfolios or checklists of evidence.
- Moderators will look for evidence against the statements from the teacher assessment frameworks. They will record that they have seen evidence against all the statements from the frameworks on the moderation form (Form A). To achieve the standard evidence must show that the pupil demonstrates attainment of all of the 'pupil can' statements and all the statements in the preceding standard(s) (although there is no need to provide 'additional' evidence for these).
- Moderators will expect to see examples of children's independent work as well as work supported through direct modelling, use of prompts or guided group work.
- Evidence will clearly identify the degree of support a pupil has received.
- We encourage teachers to draw upon examples of pupils' work from across the curriculum to make their judgements.

Completion of Moderation

- The moderators will inform the headteacher or representative of the outcome of the external moderation, both verbally and in a written record including:
 - ~ whole school processes; where schools have an effective whole school approach to assessment, this will be recognised and reflected in feedback to the school
 - ~ where the assessment is not in line with national standards, the moderators will inform the school of the action to be taken.
- The completed LA record (Appendix 2: Forms A and B), detailing the teacher and moderator judgements, must be signed by the headteacher (or representative) and moderator, then be returned to the LA moderation manager and a copy kept in school.
- If the school and the LA external moderators agree some pupils have the potential to meet the proposed standard before the data submission deadline, this will be indicated on the moderation form. Note that:
 - 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 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.

In scenario (2), any additional evidence should be shared directly with the moderator for them to agree the final judgement at the centralised **Re-Moderation meeting at the**

DCBL Stadium, Widnes. The outcome will be then be confirmed. This process will not be used if the school is allowed to re-moderate without LA review, as in scenario (1).

- Moderators will ensure schools are aware of the LA appeals procedures. Please note that the moderation manager must be notified of the school's intention to appeal on the day of moderation.

Data submission

All headteachers (or representative) must comply with the Standards and Testing Agency's (STA) and LA's requirements.

Headteachers are responsible for the submission of accurate TA data.

Schools must submit teacher assessment judgements as set out in the 2023 Key Stage 1 ARA, available at

<https://www.gov.uk/government/publications/2022-key-stage-1-assessment-and-reporting-arrangements-ara>

by **Tuesday 27th June 2023**

Data is submitted via S2S. Any queries please email paul.moore@halton.gov.uk
(Education Data Analyst)

Appeals

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

- The Appeals procedure is outlined in Appendix 1.
- The KS1 Appeals panel will meet on **Wednesday 21st June 2023**

KS2 Moderation

Please note that this moderation handbook does not replicate the statutory guidance for all schools outlined in the STA document 2023 Teacher Assessment Guidance: Key Stage 2 for schools and local authorities. This section needs to be read alongside this document.

Selecting schools for external moderation

Each year the LA selects at least 25% of its schools with Y6 pupils for an external moderation and may also choose a few more so that moderation is not predictable but remains within the statutory requirement.

Additional reasons where schools may be moderated more than once in four years may include, but not limited to: a teacher new to year Y6, an ECT in Y6 teacher, a new senior leadership team, unusual patterns of attainment, outcomes of the last external moderation, Ofsted or LA concern or concern relating to previous assessment cycles, including maladministration.

The headteacher (or representative) 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 is to have robust internal assessment processes, based on teachers' strong understanding of the TA frameworks (TAFs) and the national exemplification materials.

National TA data submission date:

Key Stage 2 deadline: Friday 23rd June 2023 to the LA (unless LA external moderation is still ongoing for your school)

Notification of external moderation:

- Schools selected for an LA external moderation will be notified on **Friday 12th May 2023**.
- A (*non-statutory*) information meeting for schools selected for moderation will be held on **Tuesday 16th May (1:00-4:00 p.m.) at the DCBL Stadium, Widnes**.

Schools selected for an LA external moderation are asked to ensure that on the days of LA external moderation, all year 6 teachers are available to meet with moderators at the **DCBL Stadium, Widnes** at the schools' allotted times.

The moderation team receives a list of pupil teacher assessment judgements (working towards, working at, and working at greater depth) by class for reading, English writing and mathematics in advance, the list should not include children's full names, only initials and date of birth.

During the external moderation

The purpose of the external moderation is to ensure that the school's summative TA judgements by all Y6 teachers are accurate and consistent with the national standards and Teacher Assessment Frameworks (TAFs).

- Moderation will usually take half a day.

From the year 6 pupil list provided by the school, moderators will select a minimum sample of 15% across the cohort or in the case of a single class, a minimum of five children for writing. The sample will cover the full range of attainment (working towards, at the expected standard, at greater depth) but not pupils working at pre key stage standards.

- Schools will be advised which pupils have been selected for moderation - a minimum sample of 10% across the cohort or in the case of a single class, a minimum of five children. The sample will cover the full range of attainment in all classes (working towards, at the expected standard, at greater depth) - see table below:

Size of Cohort	Sample Size
30	5 pupils
60	9 pupils
90	14 pupils
120	18 pupils

Schools will be informed which children's work will be sampled before the moderation.

- Moderators will review evidence for each pupil in the sample against the 'pupil can' statements within the standard at which the pupil has been judged.
- The LA external moderator(s) will review the presented pupil's work and hold a professional discussion with the year 6 teacher(s). This professional discussion is a key part of the moderation process, enabling teachers to articulate and present evidence for their judgements.
- Reference must be made to the Teacher Assessment Framework (TAF).
- Reference may also be made to the national exemplification materials
- Moderators must be satisfied that pupils' writing is independent by using the criteria within the STA document.
- Where there is insufficient evidence or concerns about the accuracy of the teachers' judgements, moderators must request additional evidence or expand the sample.
- In addition, moderators will:
 - ~ evaluate whole school assessment processes
 - ~ consider outcomes of internal moderation
 - ~ establish how schools undertake internal and cross-school/cluster moderation processes

Suitable evidence for moderation

- The LA will not dictate what schools' evidence should look like or how it is presented for an external moderation. We do not expect portfolios or checklists of evidence.
- Moderators will look for evidence against the statements from the teacher assessment frameworks. They will record that they have seen evidence against all the statements from the frameworks on the moderation form (Form A). To achieve the standard evidence must show that the pupil demonstrates attainment of all of the 'pupil can' statements and all the statements in the preceding standard(s) (although there is no need to provide 'additional' evidence for these).
- Moderators will expect to see examples of children's independent work as well as work supported through direct modelling, use of prompts or guided group work.
- Evidence will clearly identify the degree of support a pupil has received.
- We encourage teachers to draw upon examples of pupils' work from across the curriculum to make their judgements.

Completion of external moderation

- The moderators will inform the headteacher or representative of the outcome of the external moderation, both verbally and in a written record including:
 - ~ whole school processes; where schools have an effective whole school approach to assessment, this will be recognised and reflected in feedback to the school
 - ~ where the assessment is not in line with national standards, the moderators will inform the school of the action to be taken.
- The completed LA record (Forms A and B), detailing the teacher and moderator judgements, must be signed by the headteacher (or representative) and moderator, then be returned to the LA moderation manager and a copy kept in school.
- If the school and the LA external moderators agree some pupils have the potential to meet the proposed standard before the data submission deadline, this will be indicated on the moderation form. Note that:
 - 1) 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 LA review of evidence.
 - 2) 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.

In scenario (2), any additional evidence should be shared directly with the moderator for them to agree the final judgement at the centralised **Re-Moderation meeting at the DCBL Stadium, Widnes**. The outcome will be then be confirmed. This process will not be used if the school is allowed to re-moderate without LA review, as in scenario (1).

- Moderators will ensure schools are aware of the LA appeals procedures. Please note that the moderation manager must be notified of the school's intention to appeal on the day of external moderation.

Data submission

All headteachers (or representative) must comply with the Standards and Testing Agency's (STA) and LA's requirements.

Headteachers are responsible for the submission of accurate TA data.

Schools must submit teacher assessment judgements as set out in the 2023 Key Stage 2 ARA, available at <https://www.gov.uk/government/publications/2022-key-stage-2-assessment-and-reporting-arrangements-ara> by **Friday 23rd June 2023**

Appeals

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

- The Appeals procedure is outlined in Appendix 1.
- The KS2 Appeals panel will meet on **Wednesday 21st June 2023**

Appendix 1

Halton LA - statutory responsibility for moderation 2023

Appeals and potential maladministration

(See STA Guidance for KS1/KS2 Teacher Assessment)

Appeals

If the teacher's judgements are considered by the moderators to be inconsistent with the requirements in the Teacher Assessment Framework, and the moderators and teacher cannot reach agreement about the judgements to be submitted, the headteacher may request an appeal which will follow the steps outlined below:

- The decision to make an appeal must be declared to the moderators before the completion of the external moderation.
- The moderators will request that a copy is made of all the evidence that the teacher has presented for consideration by the moderators. These copies, together with the relevant paperwork from the external moderation, will be collected by the moderators, sealed in an envelope and left for collection by the Moderation Manager who will be contacted by moderators during, or immediately after, the moderation session.
- As soon as possible after the moderation session, the evidence and judgements in dispute, as well as all other relevant materials (i.e. the sealed envelope) will be collected by the moderation manager who will undertake an independent review.
- If agreement isn't met, all the information will be passed to the partner authority so that a review of evidence can be completed.
- The outcome of the review will be communicated by the partner LA to the school and will be binding.

LAs must:

- make schools aware of the LA's appeals process
- ensure that LA external moderator(s) refer to the LA's appeals process during the external moderation process, 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, or a review of evidence in their appeals process
- not charge schools for any appeals submitted

Maladministration

In the event that a school does not accept the decision of the External LA, the case would be referred to the Standards and Testing Agency (STA) maladministration team.

If a school chooses not to go to appeal, and refuses to amend submitted data in line with the outcome of external moderation, the school would be referred to the STA maladministration team.

Appendix 2
Moderation form A

2023 Moderation Report

Name of School	
Headteacher	
Teacher(s)	

Key questions	Yes	No	Evidence
Have you moderated your judgements in school?			
Has the SMT been involved in moderating the work?			
Have you moderated your judgements with other schools?			

Summary of the recommendations made	
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Agreed Actions	Yes	No
Headteacher to ensure that any recommendations on judgements are followed up by the Year 2/6 teacher.		
The school wishes to appeal any of the recommendations made.		

Practitioner's judgements are accurate ; in line with the 2022-23 KS1/2 Teacher Assessment Framework	
Practitioner's judgements are not accurate ; in line with the 2022-23 KS1/2 Teacher Assessment Framework	

We declare that this report is an accurate summary of the KS1/2 moderation visit and the agreed actions will be carried out. The appeals process was discussed as part of this visit and a copy provided for the headteacher.		
Signatures:	Headteacher	
	Teacher(s)	
	Moderator(s)	

Moderation form B

2022 Moderation Sample			School:					
Pupil Number	Gender	Subject	Test Outcome	Independent Work	Range of Evidence	Teacher Judgement: WTS, EXS or GDS	Moderator Judgement: WTS, EXS or GDS	Comments
		RWM						
1								
2								
3								
4								
5								
Signed:						Signed:		
Headteacher:						Moderator(s):		
Teacher(s):								