

## Key Stage 2 moderation plan – 2023/24

Moderation manager: Nikki Tilson - Senior Advisor (Assessment)

Contact: 07908 – 256018 [nikki.tilson@southwark.gov.uk](mailto:nikki.tilson@southwark.gov.uk)

Strategic Accountability: Principal Advisor, Learning and Achievement

This **moderation plan** sets out how we meet the statutory requirements in relation to moderation of KS2 teacher assessment. It is evaluated through consultation with moderators, advisers and consultants after the moderation window and through feedback from senior leaders and teachers on the moderation visit forms.

**Action points from STA feedback:** No action points to address

### Communication with stakeholders

- Details about moderation cycle, visits, mid-year meetings, support, data collection are communicated through half termly assessment briefing powerpoints.
- Information is also published on the Learning and Achievement Team website, including the moderation plan, which is accessed by a wide range of stakeholders including teachers and senior leaders.
- All teachers are required to attend an LA run moderation session in the Spring term.
- Schools receiving a moderation visit are provided with additional written information about the moderation process and are offered an information sharing briefing in May.
- Moderation arrangements and aspects of the moderation plan are communicated through the local area agreement and are also included at assessment training events for teachers.
- The data collection team attend briefings for school administration officers to communicate key data submission messages as well as communicating through regular emails.

### Moderators

#### Recruitment

- There is a team of 12 lead and pool moderators in the Y6 moderation team who are all qualified teachers with recent and relevant experience in KS2.

- Lead moderators are consultants who have passed the STA standardisation exercise who then train the team of pool moderators.
- Pool moderators (school teachers/leaders) must also pass the STA standardisation exercise and then attend further moderation training in April.
- Teachers who wish to join the moderation teams are invited to write an expression of interest to become a moderator based on the TAG criteria following a senior advisor recommendation (e.g. from a lesson observation or from a previous moderation visit).

### **Training**

- Moderators attend a half day training session in both January and April, and are also asked to participate in LA central moderation events for schools in the Spring term.
- The training in January is centred around STA standardisation training and task. In April, training includes discussion of the moderation visit process, as well as moderation of children's work using the teacher assessment frameworks and STA exemplification materials.

### **Induction**

- New moderators are paired with experienced moderators who will act as their mentor.
- We have a Local Area Agreement which details our rationale for maintaining a paired moderation model.

### **Quality Assurance**

- New moderators are quality assured through discussions with consultant mentors and the moderation pairs quality assure each other on visits.
- The LA moderation managers also scrutinise written feedback from schools to quality assure the process as well as drop in on moderation visits.

## **Planning and Preparation of the moderation cycle**

### **Training and Moderation Agreement Meetings**

- We offer statutory assessment training in the Autumn term for year 6 teachers.
- We also run LA moderation agreement meetings throughout the Spring term that all teachers should attend. The focus of these meetings is to identify gaps in evidence towards meeting "pupils can" statements.
- Schools are encouraged and facilitated to moderate in clusters with other schools throughout the year for year groups 2, 4 and 6.

### **Selection of schools of external moderation visits**

- Schools are selected for an external moderation visit based on the recommended triggers outlined in the Teacher Assessment Guidance (TAG).
- At least 25% of Southwark schools (balance of maintained and academies) are externally moderated every year based on a four year cycle, excluding 2020 and 2021, and risk assessment triggers such as new HT/SLT/teaching staff or non-attendance at LA moderation events, concerns from LA, OFSTED or STA.
- Data anomalies are generally addressed in the year in which results are submitted through quality assurance processes but are a trigger for a visit if not.
- A comprehensive spreadsheet records the years that moderation and monitoring visits have been carried out for all Southwark schools. This is coded to record reasons for visits.
- ECTs are supported at Spring term LA moderation agreement meetings.

### **Informing schools of external moderation visits**

- Emailed letters and packs will be sent to schools notifying them of an external moderation visit on or just after Friday 17<sup>th</sup> May 2024.
- Letters contain full details of the moderation visit, including the number and role of each moderator.
- Letters are followed up with a phone call from the lead moderator to answer any questions the school might have.
- Teachers are also invited to a familiarisation meeting in May in which teachers are briefed about the process of moderation and can ask any questions they might have.
- The KS2 external moderation visit window will run from Tuesday 4<sup>th</sup> June to Friday 21<sup>st</sup> June and visits will take place within the school day.

### **External moderation visits**

- We ask a senior leader to be present for professional discussion and welcome other members of staff if schools wish to release them (e.g. subject leaders, teaching assistants).
- Moderators do not visit schools where there may be a potential conflict of interest.

### **Selecting the sample to be moderated**

- Schools must provide details of all pupils in each class, categorised by the standard awarded.

- In KS2, the moderators select at least 15% of pupils in a cohort or a minimum of 5 pupils in the case of a single class across the attainment range for writing from class assessments at the start of the moderation visit.
- Moderators can and do ask to see more samples of work and different pupils if they consider it appropriate to gain a more comprehensive view of a school's accuracy. This is recorded with due regard to teacher assessment guidance.

### **Validating teacher assessment judgements**

- The focus of the visit is to validate the judgements against the "pupils can" statements in the TAF through evidence based professional discussion with teachers.
- Moderators and teachers discuss the evidence for each of the selected children. This usually takes about an hour per teacher.
- They use the "pupil can" statements from the teacher assessment framework and refer to STA exemplification if relevant to validate each moderation judgement.
- Although teachers are not required to provide additional information on statements from any preceding standards, the moderators must be assured that they have also been met.
- Moderators reserve the right to request further evidence or expand the sample of children if needed.
- Outcomes of each discussion are recorded on the visit summary form.

### **Suitable evidence**

- Evidence must be independent work from day-to-day teaching.
- The nature of support a pupil has received should be clearly identified (e.g. use of classroom resources, frameworks, sentence starters etc.).
- Evidence is considered to be independent if it arises from pupils' own ideas and choices or it is redrafted by the child in response to self, peer or group evaluation.
- Work is NOT be considered to be independent if it is modelled, heavily scaffolded, copied or paraphrased, or supported by over detailed success criteria or where the teacher has directed the pupil to change specific words or punctuation.
- Teachers are encouraged to talk from a broad range of evidence which may include samples from other curriculum areas.

### **Signing off**

- The moderation visit summary form records participation in training, internal and external moderation, and records pre-validated TA data, the agreed validated judgements with reasons for

any revisions, any moderation decisions the school intends to appeal and any concerns that require further action.

- Changes expected for pupils outside the moderation sample are also recorded.
- If moderators and teachers agree that a child may be able to consistently demonstrate meeting the criteria in next standard before data submission, additional evidence can be scrutinised by a re-moderation panel on 25<sup>th</sup> June. Schools should be aware that re-moderation does not automatically mean that the standard is met, even with further evidence.
- If a school's judgements were accepted in full, they can internally re-moderate additional evidence and inform the LA of changes to the moderated data.
- If awarded judgements cannot be validated due to insufficient evidence or inaccurate judgement, the moderator will record this and the reason for it on the visit summary form.
- If judgements cannot be validated on the arranged day of the visit, a further visit may have to be arranged.
- If a school's judgements cannot be validated due to a systemic lack of evidence, the school will be referred to STA.
- The HT or representative of the SLT and moderator agree and sign off the moderation summary.
- Headteachers are reminded about the appeals policy should they want to use it.

### **Appeals**

- There is an appeals policy which is updated annually and is sent to all schools receiving a moderation visit. It is also on the Learning and Achievement Team website.
- It is referred to on moderation visits before HT/SLT sign off. Schools wishing to appeal a validated moderation decision will be asked to record details on the moderation visit summary form and copy the moderated evidence for this at the time of the visit.
- The appeals panels for KS2 are on Tuesday 25<sup>th</sup> June 2024.

### **Data submission and quality assurance**

- The moderation manager has regular meetings with the LA data team to plan for end of year data collection, moderation and validation.
- Headteachers are asked to sign a headteacher's declaration form for all submitted data.
- There are very good links between the data collection team and moderation manager and a rigorous two stage data validation process has been established.
- Firstly, the data collection team will check incoming data for input error and anomalies.

- The LA moderation manager checks all submitted and resubmitted data against agreed moderation decisions and recommendations made on the moderation visit forms.
- Where submitted data differs from the moderated data, the LA will investigate this and report to STA where appropriate.
- The senior advisor team check for any unexpected pattern of attainment (e.g. anomalies across classes, three year trend, local area comparisons and knowledge of school).
- If data anomalies are found and issues cannot be resolved on the phone, a moderation visit may be made to the school.
- Schools will not be able to re-submit data after 28<sup>th</sup> June unless the LA or STA have requested them to do so.

2024

## Statutory Moderation Appeals Process 2024

The moderator will give a copy of this policy to the headteacher at each external moderation visit. In the event that a school disagrees with a moderation decision:

1. The school will be asked whether they intend to appeal any validated decisions, and on what grounds, at the time of the visit. This will be recorded on the visit summary form.
2. Evidence for any appeal claim can only be based on the evidence that is validated during the LA moderation visit. This will be copied and taken away on the day of the visit.
3. Evidence will be scrutinised by a different panel of moderators.
4. If consensus is still not agreed, the evidence will be reviewed by moderators from a neighbouring LA.
5. The outcome will be reported to the school on that day and the decision will be final.

Which moderation judgement would you like to appeal? Please give details including name of child, pre-validated and validated judgement, and ground for appeal.

NB Sources of evidence for the appeal panel must be those discussed and photocopied at the moderation visit as new evidence cannot be introduced after the moderation visit.