2018 KEY STAGE 2 WRITING
TEACHER ASSESSMENT
MODERATION PLAN

GLOUCESTERSHIRE LOCAL AUTHORITY

LOCAL AUTHORITY NUMBER: 916

The Standards and Testing Agency (STA) oversees the moderation of KS2 writing teacher assessment (TA).

This moderation plan outlines how the local authority’s 2018 KS2 writing TA moderation practice meets statutory requirements as set out in:

- 2018 KS2 Assessment and Reporting Arrangements (ARA); and
- 2018 KS2 teacher assessment guidance (for schools and local authorities).
LOCAL AUTHORITY MANAGEMENT OF THE MODERATION PROCESS

### KS2 Moderation Manager

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### Evaluation of moderation plan to support effective future planning?

- STA KS2 writing external moderation (June 2016).
- Annual review meeting with LA officers (July/August).
- Evidence from local authority (LA) quality assurance visits (June).
- Review meeting with LA external moderators (July).
- Written feedback of moderation process from headteachers of moderated schools.
- Discussions with moderation managers from other LAs.
- Appraisal cycle of LA moderation manager.

### Identification of schools requiring a moderation visit

- LA internal records for each primary/junior setting (updated monthly) and ‘roundtable’ forums (LA strategic leads, performance advisers and other LA teams).
- Records kept of most recent external moderation visit for each infant/primary school to comply with minimum 25% sample requirement (as detailed in section 7.7 of the 2018 KS2 ARA and section 8.1 of 2018 KS2 teacher assessment guidance);
- Spreadsheet maintained, and updated monthly, with each of the identified ‘triggers’ for external moderation (2018 KS2 teacher assessment guidance, section 11.1), enhanced with other LA information, directives from STA and requests from headteachers.
## RECRUITMENT OF LA MODERATORS

### Programme of training for LA moderators

The LA complies with the requirements of moderator recruitment as set out in section 11.2 of the *2018 KS2 teacher assessment guidance*. The programme of training for LA external moderators has two main aims:

- To provide guidance, advice and support so that statutory duties in relation to the moderation of KS2 writing TA are met (as set out in the *2018 KS2 ARA* and the *2018 KS2 teacher assessment guidance*).
- To ensure the LA carries out consistent, robust and accurate moderation of TA judgements in English writing against all standards awarded within the 2018 KS2 TA frameworks (*2018 KS2 teacher assessment guidance*, section 8.3).

### Meetings (dates) for LA external moderators

- KS2 assessment and moderation network meetings (January 2017; full day, x3);
- KS2 writing moderator CPD (Friday 2 February);
- KS2 writing moderator standardisation task (Thursday 8 February);
- Mentor arrangements for each new moderator;
- Ongoing support from LA officers (via email/phone or face-to-face, if required);
- Review meeting *(date to be confirmed)* following completion of KS2 writing external moderation visits.

### Quality assurance process of LA moderators throughout the academic year

The LA advertises the role of external moderator during the autumn term. Applicants are shortlisted and interviewed by a panel of three, comprising two LA officers and a serving primary/junior headteacher. The interview includes questions that probe an understanding of the moderator’s role and the process of external moderation.

The LA quality assures a number of external moderation visits to ensure consistency and standards of moderation across the county.

Performance advisers, who have been trained successfully by STA, undertake quality assurance visits. The entire moderation visit is quality assured.

Headteachers of schools that are included in the external moderation sample provide written feedback to the LA after the school visit. This includes an evaluation of the moderation process (before, during and after). The moderation manager reads all notes of visit and completed ‘Agreed outcomes’ forms to check and quality assures for consistency.

### IN ADVANCE OF AN EXTERNAL MODERATION VISIT

#### Notification to schools selected for external moderation in 2018

- LA external moderation will take place between Monday 4 and Thursday 28 June 2018.
- Schools selected for external moderation will be contacted, via email (or phone) on, or after, Friday 18 May 2018.
- Moderators will provide schools with, at least, two days’ notice of an external moderation visit.

This follows statutory guidance as set out in *2018 KS2 ARA*, section 7.7 and *2018 KS2 teacher assessment guidance*, section 8.3.
Communication to all schools of 2018 LA moderation processes

- KS2 assessment and moderation network meetings (January 2018);
- Local authority briefings for headteachers/chairs of governors (Autumn 2017/Spring 2018);
- GCC website: statutory requirements for assessment, local support, including LA moderation plan and LA appeals process;
- HeadsUp online bulletin for HTs (fortnightly);
- Gloucestershire Association of Primary Headteachers (GAPH) ‘curriculum and school improvement’ committee meetings;
- Primary subject leader network meetings (English, mathematics and science): x3 per academic year;
- ‘Meet the moderator’ network meeting (week beginning Monday 21 May).

External moderation visits follow the model as set out in 2018 KS2 ARA, section 7.7 and 2018 KS2 teacher assessment guidance, section 8.3.

DURING THE EXTERNAL MODERATION VISIT

LA process for selection of the sample of pupils’ work and the organisational arrangements for LA moderators to follow

- LA external moderators will not request schools to provide TA judgements in advance of the moderation visit.
- In most cases, there will be only one external moderator per school visit. Exceptions may include mentoring support for new moderators, quality assurance visits by LA officers, or due to the size of the Y6 cohort. Schools will be made aware of such ‘exceptions’ in advance of the visit.
- Prior to the school visit, LA external moderators will confirm arrangements with the school for moderation to take place in a quiet, and sufficiently spacious, area of the school.
- LA external moderators will request that Y6 teacher(s) are released for part/all of the school visit.
- LA external moderators will ensure that each school is aware of the LA appeals process at the start of a moderation visit.
- On the day of the visit, the school will be asked to provide TA judgements in English writing for pupils assessed as either ‘working towards the expected standard’ (WTS), ‘working at the expected standard’ (EXS) or ‘working at greater depth within the expected standard’ (GDS).

This complies with section 8.3 of the 2018 KS2 teacher assessment guidance: ‘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 interim pre-key stage standards.’

- From the pupil list, the LA external moderator will select a minimum sample of 15% of pupils from across the cohort or, in the case of a single class, a minimum of five pupils.
- The LA external moderator will review evidence for each pupil in the sample against the ‘pupil can’ statements from the TA frameworks within the standard they have met.
- The LA external moderator will facilitate a professional discussion with the Y6 teacher(s) to understand how TA judgements were reached. Any gaps in evidence against the TA frameworks will be discussed and, where necessary, additional evidence may be requested.
- The LA external moderator may refer to the KS2 writing national exemplification materials when reviewing evidence but will not expect the school to use them as part of professional discussions.
- The LA external moderator must be satisfied that pupils’ evidence is independent by referring to sections 5 and 6 of the 2018 KS2 teacher assessment guidance.
If the external moderator believes there is insufficient evidence or has concerns about the accuracy of a TA judgement, she/he may request additional evidence and/or expand the sample. The sample may be expanded to include the whole cohort. If a systematic lack of evidence results in the LA external moderator being unable to validate TA judgements, she/he will confirm this with the headteacher and the moderation visit will be concluded. The external LA moderator will communicate this at the earliest possible opportunity to the LA moderation manager who will, in turn, report the school to the STA maladministration team.

### Professional discussion between teachers and LA external moderators to ensure judgements are in line with national standards

- The moderation manager ensures there is regular communication with headteachers of all settings throughout the academic year to ensure transparency of the moderation process (see section Communication to all schools of 2018 LA moderation processes).
- Prior to the school visit, the ‘Meet the moderator’ network provides clarity to schools about the moderation process and emphasises that ‘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.’ (2018 KS2 teacher assessment guidance, section 8.1)
- The LA external moderator will request that the Y6 teacher(s) is (are) released for part/all of the visit in order to ensure teachers engage fully with professional discussions.
- As outlined in section 8.4 of the 2018 KS2 teacher assessment guidance, ‘[T]he 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’. Section 5.4 states that ‘[S]chools may choose to use the published exemplification of pupils’ work to support teachers making TA judgements or to validate judgements across the school. If teachers are confident in their judgements, there is no requirement to refer to the exemplification materials.’
- The LA external moderator will reassure a school that ‘evidence of pupil performance should be derived from normal classroom practice across the curriculum.’ (2018 KS2 teacher assessment guidance, section 8.4)
- The LA external moderator will ‘NOT dictate what schools’ evidence should look like or how it is presented.’ (2018 KS2 teacher assessment guidance, sections 8.4/8.5)
- ‘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.’ (2018 KS2 teacher assessment guidance, section 8.6)
- As a result, the external moderation visit should include the following aspects:
  - supportive, challenging professional dialogue with teachers taking an equal part in discussions … the moderator acting as facilitator;
  - professional conduct throughout;
  - consistent, accurate assessment and moderation;
  - a rich opportunity of CPD for the school;
  - an opportunity to celebrate pupils’ learning;
  - discussion that identifies next steps for pupils, the school and the LA moderation team.
- The LA moderator will encourage the active involvement of the headteacher/senior leaders in the external moderation process. This supports the wider responsibilities of headteachers for TA and moderation as set out in section 7 of the 2018 KS2 ARA.
END OF AN EXTERNAL MODERATION VISIT

LA process for recording outcomes of the external moderation visit

- The LA external moderator will 'provide formal feedback to the headteacher or a representative of the senior leadership team' and 'explain how the LA will carry out any agreed re-moderation of evidence.' (2018 KS2 teacher assessment guidance, section 8.8)
- Any decision regarding re-moderation will comply with section 8.7 of the 2018 KS2 teacher assessment guidance.

The LA external moderator will complete an 'Agreed outcomes' form for English writing. The form records the details of each pupil in the sample and will refer to the following:
  - 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). (2018 KS2 teacher assessment guidance, section 8.8)
- The form is signed by the LA external moderator and the headteacher (or representative).

After the school visit, the LA external moderator will complete also a 'note of visit'. This records:
  - structure of the moderation visit;
  - systems that are in place for recording pupils' progress over time;
  - range of evidence used to support TA judgements;
  - summary of TA judgements in English writing for the entire Y6 cohort;
  - feedback from the school and agreed next steps.

DATA SUBMISSION

LA TA data validation process

MAINTAINED SCHOOLS AND ACADEMIES/FREE SCHOOLS SUBMIT TA DATA TO THE DFE VIA NCA TOOLS.

- As outlined in section 8.8 of the 2018 KS2 teacher assessment guidance, schools must ‘ensure that any changes to TA judgements as a result of an external moderation visit are accurately reflected in their submitted TA data.’
- As set out in section 7.8 of the 2018 KS2 ARA, schools must submit TA judgements in English reading, English writing, mathematics and science to the STA (via the ‘Teacher assessment’ section of NCA tools) by Thursday 28 June. TA data that is submitted late will not be included in the DfE performance tables data checking exercise.

- Writing TA data for schools, moderated by the LA, is checked and reconciled by the LA moderation manager/strategic lead using the NCA tools database against assessment information in the ‘agreed outcomes’ form and the ‘note of visit’. Any inconsistency is followed up directly with the headteacher and, when necessary, the STA.
### LA investigation of unusual/unexpected TA data from schools?

- The LA moderation manager works closely with the LA data management team. The LA moderation manager conducts a check for anomalies, such as unusual patterns of results and mistakes in TA submissions of moderated schools.
- For any unusual/unexpected TA data, the LA will contact the headteacher of the school in question at the earliest opportunity.
- Further to this, as set out in section 10 of the 2018 KS2 teacher assessment guidance, the LA will ‘escalate any concerns about the integrity of the assessment to STA’s maladministration team via the NCA helpline on 0300 303 3013.’

### APPEALS

The LA has a written appeals process for maintained school and academies/free schools ‘which, after escalation within the LA, includes a second external moderation visit or review by a different LA.’ (2018 KS2 teacher assessment guidance, section 9)

The LA ensures that schools are aware of the LA appeals process before, and during, the external moderation visit. ‘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.’ (2018 KS2 teacher assessment guidance, section 9)