

# **Derbyshire's External Moderation Plan**

## **2021 – 2022**

### **Key Stage 1**

PUBLIC

*The Education Improvement Service*

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<b>Local authority name:</b>	Derbyshire
<b>Local authority number:</b>	830

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### LA management of the moderation process

<b>Is the KS1 moderation manager new to post for the 2021 to 2022 assessment cycle?</b>
Yes

<b>Who is strategically accountable for KS1 LA moderation in your authority?</b>	
Name	Nicola Smith
Job title	Senior Adviser for School Improvement
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Email address	Nicola Joanne Smith@derbyshire.gov.uk
<b>Please note:</b> If the LA moderation manager is contracted to the authority through a third party or as an independent consultant, you <u>must</u> detail an LA accountable officer. This person must be an LA employee.	

<b>How do you evaluate your moderation plan to support effective future planning?</b>
<p>Evaluation forms completed by LA moderators, scrutinised and action points identified from feedback</p> <p>KS1 and KS2 moderation leads meet to compare how plans were executed and identifying areas for improvement</p> <p>Schools feedback welcomed via email, telephone or during LA visits</p> <p>The Record of Visit completed by moderators informs priorities for future development of quality and quantity of evidence required for effective moderation of teacher assessment</p>

**Please detail how any action points identified in the STA 2018 to 2019 feedback letter have been addressed.**

Not applicable

**How do you ensure that you have current records to support identification of schools requiring a moderation visit? (for example, Ofsted category or inconsistencies in progress and attainment, NQTs, new to year 2)**

An electronic spreadsheet detailing every school, their date of moderation and criteria for selection is kept centrally and maintained each subsequent year

Schools are contacted in the autumn term to supply information regarding NQTs, or teachers new to Y2 and this is collated and followed up, if necessary.

Previous school performance data is reviewed to identify any inconsistencies in progress and attainment

Senior Advisers for School Improvement advise moderation managers regarding requests to moderate schools in Ofsted categories

List of academies kept and regularly updated so that 25% of academies and 25% LA maintained schools are identified for moderation

**What measures are in place to agree KS1 standards between infant and junior schools?**

LA proactive in promoting formal collaboration and federation between infant and junior schools

LA promotes and facilitates cluster moderation through TLA Consultants and Assessment Lead Teachers

Every maintained school in Derbyshire has a link adviser and they facilitate joint working across infant and junior schools and primary schools

Y3 teachers invited to Y2 moderation CPD

Y3 teachers invited to new to Y2 CPD

**Recruitment of LA moderators****Please detail the programme of training for LA moderators. You should include meetings, the training focus and dates.**

Recruitment of moderators through rigorous and transparent selection process which includes application, interview, a moderation / standardisation activity, and moderation visit scenarios – Autumn 2021

Standardisation activity for lead LA moderators 02.12.2021

Remote Moderator training day. Programme led by STA guidance, dissemination of national training materials, Derbyshire QA and

appeals processes shared – 25.01.2022

Standardisation activity for all LA moderators 26.01.2022

Moderator team meeting and further training. Confirmation of moderation processes, FAQ session, focus on contacting schools selected for moderation – 12.05.2022

**Please detail the quality assurance process of LA moderators throughout the academic year. This should be with specific reference to school visits.**

All moderators are initially quality assured by their own head teachers – evidenced through letter of support for moderator from Headteacher and Chair of Governors

All returning moderators have been interviewed for their post in line with the job description and person specification requirements and have had an accompanied QA visit

All moderators have completed an annual agreement for the undertaking of the role

New moderators are paired with experienced moderators during the Moderator Training day (12.05.2022) who can, where appropriate, act as their mentor through the period of moderation

All new moderators undertake a joint visit with a LA moderator or moderation manager for their first visit and/or in a school with a large cohort

Where possible moderators support KS1 moderation manager with delivery of LA courses held throughout the LA for Y2 teachers

on moderation of teacher assessment enabling moderation manager to QA moderator knowledge and delivery of national standards and exemplifications

A programme of QA visits by Moderation Manager, LA consultants

Scrutiny of Records of Visits

### **In advance of an external moderation visit**

#### **When does LA moderation take place? When and how will you inform selected schools that you are undertaking an external moderation visit in 2022**

LA moderation will take place between Monday 6<sup>th</sup> June and Tuesday 28<sup>th</sup> June 2022

Schools will be informed by email (secure section) on the morning Friday 13<sup>th</sup> May 2022

#### **How do you make schools aware of LA moderation processes for 2021 to 2022?**

Assessment update newsletter emailed to all schools

KS1 and KS2 Moderation Arrangements Handbook sent to all schools (Spring term 2022)

Locality and / or area headteacher meetings

Teaching, learning, and assessment briefings containing updated information regarding assessment (and moderation if appropriate)

School and cluster moderation activities led by TLA consultants and LA moderators (bespoke offer)

LA courses for Y2 teachers on preparation for end KS1 assessment including LA moderation processes. These courses include new to Y2, moderation of Y2 teacher assessment in reading, writing and maths and including STA standardisation exercises. Moving from expected to working at greater depth in reading, writing, maths.

**If moderation differs from the ‘school visit’ model (for example, cluster/warehouse moderation approach), how do you ensure the following essential requirements are met, and are effective:**

- appropriate selection of the sample of pupils’ work
- expansion of the sample as required
- professional discussion between moderator and year 2 teacher(s)
- full and accurate record of visit
- SLT sign off on moderated TA judgements

**Derbyshire’s Moderation does not differ from the “school visit” model**

## During the external moderation visit

**Please detail the LA process for selection of the sample of children's work and the organisational arrangements for LA moderators to follow (depending on the size / class arrangements within the school being visited).**

### **Selection of sample of children's work**

Moderators will select a minimum sample of 10% of pupils from across the cohort or, in the case of a single class, a minimum of 3 pupils per subject. Different pupils will be selected for each subject (reading, writing and maths) to allow the sample to cover as many different pupils as possible.

The sample of pupils chosen by the LA will include all standards awarded within the Teacher Assessment Frameworks across the cohort but will not include pupils working within the pre-key stage standards or the Engagement Model.

Schools will be allocated one LA moderator except where large cohorts exist or for quality assurance and training purposes where there would be two moderators.

All schools to be moderated will be informed on Friday 13th May. The moderator will then contact the school to pass on their details and arrange the visit.

Moderators will hold "Meet the Moderator" meetings between 17<sup>th</sup> -26<sup>th</sup> May. During these meetings the moderator will clarify the process for selection of samples of pupils work and the organisational arrangements for moderators and schools to follow.

### **Organisational arrangements**

**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 if there is more than one LA external moderator
- ensure that a clear timetable is agreed for the visit, including when teachers are required and when they can be released
- select an initial sample of 10% of pupils from across the cohort or, in the case of a single class, a minimum of 3 pupils per subject
- different pupils must be selected for each subject (R,W,M) to allow the sample to cover as many pupils as possible
- review evidence for each pupil in the sample against the "pupil can" statements from the Teacher Assessment Frameworks within the standard they have met
- hold a professional dialogue with the Y2 teacher(s) to understand how the TA judgements have been reached and to discuss any gaps in evidence against the Teacher Assessment frameworks
- be satisfied that pupils' evidence is independent by using the criteria within the Teacher Assessment Guidance KS1 for schools and local authorities updated on 2<sup>nd</sup> November 2021
- request additional evidence and/or expand the sample if there is insufficient evidence or concern about the accuracy of the judgement. In certain cases, the sample may be expanded to include the whole cohort
- ensure that the school is aware of the LA appeals process
- not dictate what schools' evidence should look like or how it is presented for an external moderation visit. Moderators should not

expect portfolios or checklists of evidence

- At the end of the external moderation visit moderators must provide formal feedback to the Headteacher or member of the senior leadership team, explain the process for how the LA will carry out any agreed re-moderation of pupil evidence, provide the school with a complete record of visit which will be signed by the Headteacher(or SLT) and LA external moderator
- Report the school to STAs maladministration team via the NCA helpline (0300 303 3013) if unable to validate judgements due to systematic lack of evidence

**Moderation requires a professional discussion between teachers and moderator(s) to establish whether the teachers' judgements are in line with national standards. How do you ensure that schools fully engage with this element of the moderation process? How does this fit with the other statutory requirements of the school moderation visit?**

Schools will be asked to provide a quiet area to conduct the external moderation visit. They will be asked to provide samples of pupils' day-to-day classwork or any other information reasonably required, including the pupils' KS1 test papers.

Schools will ensure that the evidence presented demonstrates each of the "pupil can" statements within the standard awarded.

Moderators will, during their telephone call to arrange the moderation visit, strongly encourage schools to release Y2 teachers for all, or part of, the visit for a professional discussion of the evidence presented

Teachers will be encouraged to draw upon examples of pupils' work from across the curriculum to make their judgements, although

work in the subject being assessed alone may produce the depth of evidence required

Teachers will be asked to clarify the degree of support a pupil has received and identify independent work

## End of an external moderation visit

### **What is the LA process for recording the outcomes of the visit and any future actions? What is the sign off process for the visit?**

All LA external moderators will complete a written Record of Visit summarising their conclusions in a Record of Visit (ROV). The ROV includes the agreed, validated judgements for all moderated pupils, any revised judgements, any decisions that the school intends to appeal and any concerns that require further action by the school or LA.

The ROV will be signed and dated by the moderator and Headteacher or member of the SLT. The ROV will be photocopied with the original returned to the LA and a copy left with the moderated school. The moderator will then send the completed ROV to the LA moderation manager.

The LA external moderator is required to inform the LA moderation manager if there are any issues/future actions arising from each individual moderation visit. The moderation manager will inform the schools link adviser of any issues/actions.

## Data submission

### **LAs must have an established data validation process. Please detail how your LA will:**

- validate TA data before submitting it to the Department for Education
  - use the recorded pupil identifiers to validate submitted TA data
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- Check data on Record of Visit and any anomalies are discussed with the moderator and the school
  - Data report sent to Moderation Manager from LA data team
  - Data is scrutinised to check that moderated standards have been submitted as agreed

### **How will the LA investigate unusual / unexpected TA data from schools?**

- Investigate through conversation with head teacher. Follow up may include moderation by TLA consultant or Assessment Lead Teacher, Moderation Manager and/or link adviser
- If follow up required, action such as moderation led by TLA may take place
- School may be asked to re-submit moderated teacher assessment
- School will be included in future LA external moderation

## Appeals

**LAs must have a written appeals process that they provide to schools before they are moderated. The final appeal should include input from a separate LA.**

The Derbyshire LA KS1 moderation appeals process is attached separately to this document. The appeals document is also published on Derbyshire SchoolsNet and is taken to each moderation visit by all moderators and is emailed to each school on notification of their moderation.