

Derbyshire's External Moderation Plan

2021 – 2022

Key Stage 2 Writing

Local authority name:	Derbyshire
Local authority number:	830

LA management of the moderation process

Details of the KS2 LA moderation manager	
Name	Julie Parker
Job title	Teaching, Learning & Assessment Consultant
Telephone (office)	01629 532846
Email address	Julie.Parker@derbyshire.gov.uk
Is the KS2 moderation manager new to post for the 2021 to 2022 assessment cycle?	
Yes	

Who is strategically accountable for KS2 writing LA moderation in your authority?	
Name	Nicola Smith
Job title	Senior Adviser for School Improvement

Please note: If the LA moderation manager is contracted to the authority through a third party or as an independent consultant, you must detail an LA accountable officer. This person must be an LA employee.

How do you evaluate your moderation plan to support effective future planning?

Evaluation forms completed by LA moderators, scrutinised and action points identified from feedback.

KS1 and KS2 moderation leaders meet to compare how plans were executed and to identify areas for improvement.

School feedback welcomed via email, telephone or during LA visits.

Scrutiny of completed Records of Visits also inform future planning.

Moderation Managers and Lead Moderators attended annual STA training and disseminate good practice advice.

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

No STA visit in 2018-19.

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 6)

An electronic spreadsheet detailing every school and their date of moderation is kept centrally and maintained each subsequent year.

Schools are contacted in the autumn term to supply information regarding NQTs, New to Y6 and this is collated, and followed up if

necessary later in the Autumn term.

Moderation manager reviews previous school data in order to identify inconsistencies in progress and attainment. Senior Advisers for School Improvement advise the Moderation Manager regarding requests to moderate schools in Ofsted categories.

Moderation Manager conducts a data analysis – check consistent data submission to moderation ROV, three year trends at both EXS and GDS. Also consistency between Reading and GPaS test data. Moderated school data compared with unmoderated schools in the County.

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 headteachers and applications supported by their Chair of Governors.

All returning moderators have been interviewed for their post and have had an accompanied QA visit. New moderators are paired with experienced moderators during the Moderator Training day who acts as their mentor through the period of moderation.

All new moderators undertake a joint visit with LA moderators, or their mentor, for their first moderation visit in a school with a large cohort (who will be informed that two moderators will attend).

LA Consultants support all LA moderators to hold KS2 Writing Meet the Moderator events in their own schools, if required.

A programme of QA visits by the Moderation Manager, Lead Moderator and the Senior Adviser with responsibility for Assessment is undertaken during the Moderation window 6th June – 28th June 2022

Scrutiny of records of visit after completion by LA moderators.

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

Assessment update newsletter emailed to all schools

KS1 and KS2 Moderation Arrangements Handbook emailed 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 Y6 teachers on preparation for end KS2 assessment including LA moderation processes. These courses include new to Y6, moderation of Y6 teacher assessment in writing including STA standardisation exercises. Moving from expected to working at greater depth in writing.

This booklet will also be uploaded to the DCC website.

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 6th June – 28th June 2022.

Schools will be informed by secure email on the morning Friday 13th May 2022

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 6 teacher(s)
- full and accurate record of visit
- SLT sign off of moderated TA judgements
- Derbyshire 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 pupils' work and the organisational arrangements for LA moderators to follow (depending on the size / class arrangements within the school being visited).

Moderators will select a sample of pupils to be moderated, chosen from a list provided by the school.

Responding to requests from many of our schools, schools are offered the opportunity, should they feel this is beneficial and does not create additional workload for staff, to securely email an anonymised TA list to their moderator who will inform the school of the selected pupils no more than 24 hours before the moderation visit. This is however not a requirement. In schools where a no notice moderation takes place, moderators will inform the school of the sample on the day of the visit. The sample size will be 15% of the cohort or a minimum of five children, if possible.

The sample of pupils chosen by the LA moderator must include all standards awarded within the TA framework across the cohort. This does 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 (more than one Y6 class) exist, or where a new Moderator is to be supported by their mentor or there is a need for the LA Moderation Manager to QA a moderator. In all occasions, schools will be given the names of all LA moderators in attendance when the moderator contacts the school to arrange the moderation visit. We aim to accommodate the wishes of the schools to be moderated and will attempt to make alternative arrangements if there is good reason for only one moderator to attend.

Organisational arrangements to be shared with moderators

During the external moderation visit 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
- not dictate what schools' evidence should look like or how it is presented for an external moderation visit. In particular, LAs should not expect portfolios or checklists of evidence
- select a minimum sample of 15% of pupils from across the cohort or, in the case of a single class, a minimum of 5 pupils

- 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)
- hold a professional discussion with the year 6 teacher(s) to understand how the TA judgements have been reached and to discuss any gaps in evidence against the TA framework
- be satisfied that pupils' writing is independent by using the criteria in the KS2 Teacher Assessment Guidance, updated 2nd November 2021. If a pupil has received additional support, this should be clarified by the school. However, the provision of class learning aims and objectives does not constitute additional support
- request additional evidence and / or expand the sample if there is insufficient evidence or concern about the accuracy of a 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
- report the school to STA's maladministration team via the NCA helpline on 0300 303 3013, if unable to validate judgements due to a systematic lack of evidence
- refer to the KS2 exemplification materials if guidance is required when reviewing evidence
- If the school TA judgements are accepted in full by the LA external moderators, any pupils that the school and the LA external moderators agree demonstrate the potential to meet the next standard (before the data submission deadline) can have evidence internally moderated by the school without the need for a LA review
- If the school TA judgements are not fully accepted by the LA external moderators, any pupils that the school and the LA external moderators agree demonstrate the potential to meet the next standard (before the data submission deadline) must have evidence reviewed by the LA before final submission of the TA data.

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 to demonstrate each of the 'pupil can' statements within the standard awarded.

LA external moderators will, during their telephone call to arrange the moderation visit, strongly encourage schools to release Y6 teachers for all, or part of, the visit for a professional discussion of the evidence presented.

Wherever possible LA external moderators will initially ask the class teacher to conduct a joint moderation with them for a pupil

working at EXS and one pupil working at GDS from the selected sample and will conduct the first stages of the professional discussion during this time.

To confirm that a pupil within the sample has met the specified standards within the interim TA framework, the LA external moderator(s) will review the presented pupil's work and hold a professional discussion with the year 6 teacher(s)/SLT.

LA external moderators will ensure teachers are aware that pupil's work must show that they consistently demonstrate attainment in line with the wording of all the 'pupil can' statements within the standard they have been awarded, taking account of any qualifiers. They will clarify that this does not mean that the pupil must demonstrate the 'pupil can' statements 100% of the time. Teachers will be encouraged to discuss this with the LA external moderator(s), with reference to the pupil's work.

The teacher and LA external moderator(s) must be confident that the pupil meets all the 'pupil can' statements in the preceding standards, but there is no requirement to produce specific evidence for them. It is likely that the pupil's work for the standard they have been awarded will also evidence the 'pupil can' statements in the preceding standard(s).

LA external moderators may refer to the KS2 exemplification material if guidance is required when undertaking an external moderation visit. They are aware that if teachers are confident in their judgements, there is no requirement to refer to the exemplification material.

If there is insufficient evidence from pupils' work to support teachers' judgements, the LA external moderator(s) will request to see other examples and potentially expand the sample. Following this, if there is a systematic lack of evidence to support TA judgements, this must be reported to STA as maladministration by contacting the NCA helpline on 0300 303 3013.

LA external moderators will provide formal feedback to the headteacher or a representative of the senior leadership team. This feedback will include:

- Explanation of the process for how the LA will carry out any agreed re-moderation of pupil evidence
- a discussion of the completed LA record of the visit, which includes:
 - the agreed validated judgements for all moderated pupils
 - any revised judgements if the LA external moderator(s) judged that there was insufficient evidence for the standard awarded, 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)

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 (ROV) summarising their conclusions and noting agreement, or otherwise, by the moderated school staff.

Sufficient evidence for each child and the school's intention to appeal the decision will be recorded. This ROV will be signed and dated by the moderator and the Headteacher or member of the SLT. This ROV will then 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. This is then referred on to the Senior Advisor with responsibility for Assessment to follow up.

Data submission

LAs must have an established data validation process. Please detail how your LA will validate submitted TA data.

The Derbyshire Data Team provide a spreadsheet of the submitted data to the Moderation Manager. Data recorded on the Record of Visits is checked against the school submitted data, provided by the Derbyshire Data Team. Any anomalies noted are then discussed with the moderator and the Headteacher of the school.

Data is also reviewed at EXS and GDS standards over three years to establish any anomalies. Reading, Writing and GPaS data is also compared at both EXS and GDS standards for all schools.

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

The Moderation Manager will inform the Senior Advisor with responsibility for Assessment who reports to the Head of Service. Senior Advisor with responsibility for Assessment will share findings with the Senior Advisor for the region, who would follow up the matter with the headteacher of the school. Schools may also be included in moderation the following year as a result of this process.

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 KS2 writing 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.