

Slough Primary Assessment and Moderation Implementation Plan

2019/2020

(Including the Teacher assessment frameworks for

Key Stage 1 and Key Stage 2)

LA Number: 871

The action plan is a result of the comments made by leaders, teachers and moderators, the following action plan has been developed to meet the needs of all involved in the moderation process and administering tests for the forthcoming year.

2019/2020 Moderation Action plan for Slough

Focus	Strategies and actions	Success Criteria	Timeline	Those responsible	Costs incurred	Revision
Effectively communicate with the schools for training and updates of the moderation process and test monitoring	Newsletters each term and includes training. Training on LA website. LA handbook updated plus additional evidence on the Slough Link website. To be updated	All relevant school staff receive an electronic copy of the newsletter or collect via Links website All relevant training can be seen on the LA website so schools can access the appropriate training to attend. The website is updated with any changes required.	Autumn term -1 st newsletter December - 2 nd newsletter Spring 2020- 3 rd newsletter Summer 2020	Moderation manager. (MM) STA/DfE updates	Moderation manager to write the newsletter and get it formatted onto the website MM cost of a day for each newsletter.	The training dates for this year had a short turn around. Website updated 13 th November 2019. (thelink)
Identify those schools which should be moderated this year as monitored for SATs or phonics for 2020 cycle	Based on those on the 4 year cycle or have concerns about and those new academies and those with new senior leadership teams.	They are monitored during the moderation window. Good practice is seen throughout No maladministration required.	SATS – May 20 in the test week Moderations – June 2020 Phonics – June 2020 Possible MTC check	MM	MM time to monitor and possible additional time for another person should the school be large to check SATS	
Ensure at least 25% of maintained schools to be moderated for KS1 and 2(as required by 2019 external visit by the STA.	Identify at least 3 maintained schools to be moderated at KS1 and 2. Those schools with concerns last year are moderated again.	Schools who were less successful last year are stronger with their evidence this year.	June 2020	MM The schools- having sufficient evidence to meet TA framework criteria based on from information School, partners School effectiveness partner	Cost of moderators – a minimum of 2 as required by local agreement.	
Ensure at least 25% of academies are moderated for KS1 and 2 highlighted by STA external visit.	Identify at least 5 academies are moderated for KS1 and 2. Those schools with concerns last year are moderated again	All schools moderated have accurate assessments for each standard for each child There are less re-moderations There no appeals	June 2020	MM The schools having sufficient and robust evidence based from School partners School effectiveness partner	Cost of moderators which can be offset by cost from academy invoices. A minimum of two as required by local agreement.	
Charging Academies for moderation	Academies to be informed they are to be charged this year for moderation at KS1 and 2 – via letter	Local academies still want Slough to moderate their schools.	September 2018	School effectiveness lead and assessment manager	None except for the academies	Revision of costs. Letter has been sent to academies and free schools.

						Still need some schools to confirm locally that Slough is their preferred LA.
Opportunities for schools to cross moderate	Organize and arrange with some schools to be hosts for cross school moderation. Dates for each term and each Key stage Possible central location for all cross-moderation opportunities. Each session will have focus.	That the cross - moderation opportunities are well attended Some schools provide host sites for cross moderation opportunities	For Spring term 2020	Moderation manager	Possible cost of central venue for all cross moderation opportunities	
Ensure training meets the needs of most the schools	Training for teachers new to years 2 and 6 Training for teachers established in years 2 and 6	Schools understand the evidence that is required for the can statements in writing for KS2 KS1 schools understand the evidence required to meet the statements in reading, writing and mathematics	Updates in Autumn term for KS1 and 2 November training for KS2 for writing KS 1 for reading, mathematics and writing	Moderation manager and experienced lead moderators STA/DfE	Venue and trainers daily cost Cost incurred by schools who attend.	
Ensure moderation training is up to date and meet this year's requirements and previous years AOD.	KS1 and 2 Moderators to make sure spelling standard is adhered to Make sure moderator confirm right of appeal during visit	During monitoring visits code of conduct and expectations of what must be said is adhered to. Interpersonal skills are supportive of the professional discussion	Nov/Dec training May briefings for KS1 and 2 and additional May training.	Moderation manager	LA costs but some costs by those schools that attend training	
That lead moderators and assessment manager attends regional updates and training and does the standardization task in November	Invite local experienced lead moderators to attend the training with manager and the senior school effectiveness officer.	At least 1 KS1 lead and 1 KS2 leads + manager attends the training That those leads and manager successfully	October 2019 Pass exercise 1 in November – so they can deliver moderation training	Assessment manager STA – resources and standardization exercise	LA costs of their time to attend training	Took place in October 2019 along with the school effectiveness strategic lead.
Enhance update the moderation handbook to support the moderation process	Enhance the information Add relevant updates linked to current year	The handbook has all the relevant information to support the schools and moderators for the moderation process and changes for the next year. Make sure all the assessment grids are in line with national expectations	Handbook updates and available to schools and moderators by February 2020	Moderation manager	Manager time to adapt accordingly	
That the local agreement is clearly set out in hand book and that HT confirm they still want the agreement	Confirm the agreement at the Headteachers meetings. Write in the handbook Asked to bring agreement to moderation briefing for	HT agree the local agreement and adhere to it.	Letter sent to schools in May 2020 to be signed	Assessment manager	Manager time	

	schools to be moderated as of last year. Letter to schools to confirm they agree/disagree with agreement.					
Ensure there are opportunities for all schools to strengthen their moderation procedures.	External moderation in various schools across the borough for both KS1 and KS2	Schools attend training where schools share their understanding and come to some agreement for each 'can' statement at KS1 for reading, mathematics and writing and at KS2 writing. Schools have supported LA by providing a venue for KS1/2 cross school moderation	Termly moderation opportunity for Key Stage 1 and 2 from November 2019 and in Spring 2020	Moderation manager/moderators	Possible Arrangement of venue. Cost incurred by LA	
Increase and improve the number of moderators for 2019/20 with particular reference to Key stage 2	Advertise for new recruit Train new recruits Assess old experienced moderators Identify those who wish to continue Make sure all statements have clarification of evidence	All those who are interested attend the training and pass the standardization task. Those who are successful in passing the standardization task have a good understanding of their responsibilities e.g. <ul style="list-style-type: none"> The need to meet Y5/6 spelling criteria Make sure the appeals is mentioned at the onset of the visit. More KS2 moderators are recruited and pass the standardization exercise.	Ex 2 in December 2019 Ex 3 in January 2020	Moderation manager and experienced moderators STA resources to support training and standardization exercise. STA send each moderator receives an email to say the can moderate	Training venue and resources Costs incurred during moderations at schools I moderation window	
In case of being moderated by the STA – be prepared	Ensure all forms and paperwork are in place including any local agreements	We pass an external verification by the STA	Known by 2019 spring term.	LA and assessment manager and moderators follow the correct protocols.	N/A	
Disseminate and organize the appropriate details for those schools to be moderated in 2019	Write and arrange a timeline of moderation for those schools likely to be moderated. Identify the schools that may be moderated A briefing for those schools to be moderated prior to visit	Schools chosen through STA and DfE at risk information as well as local intelligence. Inform the STA of which schools are to be moderated Ensure GDPR is followed and that we have the local agreement in place for the data.- signed by HT's.	From December 2019 Termly updates of school performance	STA/DfE Local school improvement officers Moderation manager Slough data team	Moderation manager time	
Moderations costs	Inform moderators when they invoices for their time have to be in (EOT.) Invoice academies for	Moderators schools get the invoices in on time. Academies pay the LA for the moderator time.	July 2020	Admin/assessment manager	Moderation manager and business admin time	

	moderator time.					
Ensure schools have an opportunity to administer annual tests in both KS1 and KS2	Training put on for Phonics MTC and administering KS2 national tests	Resources are safely stored and secure Schools administer the tests correctly according to the guidance provided each year by the STA	Training provided in April/May 2020	MM	By those schools who attend	
Autumn update 2019	Lead moderators attended regional training in October 2019 in London Training arranged for moderators by November 2019					
Spring update 2020						
Summer update 2020						

Moderation manager	
Name	Jameel Hassan
Job title	Moderation manager
Telephone(mobile)	07899060205
Email(s)	Jameel.hassan@slough.gov.uk or jameehassan959@yahoo.com

LA Strategic Lead	
Name	Jo Curd
Job title	Senior School Effectiveness Officer
Telephone(mobile)	0759 000 1392
Email;	Jo.Curd@slough.gov.uk