

## Slough summer assessment and moderation newsletter for local schools.



Welcome to a hectic summer ahead. Some of you, no doubt, are looking forward in being moderated for teacher assessment, being monitored for phonics and the Key Stage 2 SATs. (I think not!). In this newsletter it is important to be aware of some additional cross school moderation opportunities at both key stage 1 and 2. On top of that there is some information about the unannounced visits to schools for phonics and Key stage 2 tests. Please be prepared for them.

Just to make you all feel better. The LA will have an external moderation visit, by the STA, for key stage 2 teacher assessment. If your school is to be used for the visit, please be aware they are checking the local authority procedures and arrangements and not looking at the school's procedures. Fingers crossed!

The phonics guidance for this year should be out in April. However, it has not yet materialised. By the time this newsletter is on the website, I suspect it will have been published.

As most of you are well aware local authorities (LAs) have a statutory responsibility to monitor the administration of key stage 2 (KS2) national curriculum tests and the phonics screening check. The monitoring visits help the local authority to ensure that:

- the security and confidentiality of test and check materials are maintained

- KS2 tests and the phonics screening check are administered correctly and consistently

Monitoring visits also give headteachers an opportunity to demonstrate how their school is administering KS2 tests and the phonics screening check.

During KS2 monitoring visits, monitoring visitors will also be asked to review the security of key stage 1 (KS1) test materials, where applicable. We are not expected to observe the actual administration of the KS1 tests.

Academies will also be checked by the local authority of their choice to undertake assessment and monitoring activities.

### Key stage 2 monitoring visits

LAs must undertake monitoring visits to at least 10% of their schools. This includes:

- LA maintained schools
- participating pupil referral units or special schools
- academies that have chosen to be monitored by the LA
- independent schools that have chosen to be monitored by the LA
- a sample of schools which we will identify

We (the LA) will not arrange more than one visit to an individual school unless the STA have raised specific concerns. We will visit:

- at least 10% of the required number of schools during the week beginning 6<sup>th</sup> May
- 80% of the required number of schools during the test period from Monday 13<sup>th</sup> May to Thursday 16<sup>th</sup> May
- 10% of the required number of schools immediately after the test period, from Friday 17<sup>th</sup> May

## Key stage 2 test guidance

Please read all the guidance materials that are available to ensure each test is administered accurately for all children.

This includes all the access arrangements, the special consideration arrangements and notes for readers in the English grammar, punctuation and spelling test questions.

Do not forget section 7 of the 2019 KS2 ARA.



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<https://www.gov.uk/government/publications/key-stage-2-tests-special-consideration-guidance/key-stage-2-tests-special-consideration-guidance>

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Please make sure all staff administering the tests read the administration guidance. This also includes the modification guidance should it be required



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## Keeping your test papers secure

For all tests:

- check your delivery promptly to ensure it contains the correct subject and number of test or check packs—do not open the test packs or check packs
- put the unopened materials back into the original delivery box and reseal the box
- two members of staff should be involved when checking the delivery
- store the boxes in a secure, locked cupboard
- do not store test or check materials in a room where IT equipment is also kept, as this equipment is often targeted during burglaries
- limit access to the location of the materials
- allocate responsibility for the cupboard key to a nominated member of staff and ensure keys are kept secure at all times
- check the boxes regularly to make sure they have not been tampered with
- keep a chart on the door of the storeroom or cupboard to record instances of access to the materials and to record regular security checks
- plan a reporting procedure in the event of a problem, such as if keys are lost or stolen

For KS1 tests:

- check individual test packs have not been opened before the test administration window begins on Wednesday 1 May

- keep test materials secure and treat them as confidential until Monday 3 June—this includes electronic versions of the tests downloaded from NCA tools, and any materials subsequently printed in hard copy

For KS2 tests:

- check individual test packs have not been opened before the test date (unless the school has an approved early opening application)
- where an early opening application is approved to allow a school to make modifications to test materials, the original test pack must be resealed and all test materials kept securely
- keep test materials secure and treat them as confidential until Friday 24 May

- for a small number of schools during the week commencing 3<sup>rd</sup> June
- for the large majority of schools during the phonics screening check period from Monday 10<sup>th</sup> June to Friday 14<sup>th</sup> June
- for a small number of schools immediately after the phonics screening check period, from Monday 17<sup>th</sup> June

Remember please follow the instructions guidance to deliver both KS1 and KS2 tests as well as assessing the children accurately. For key stage 1 this will be each standard in reading writing and mathematics. For key stage 2 this will be for each standard in writing.

### What is maladministration?

Examples of maladministration of the tests may include:

- incorrect opening of test papers
- pupils resitting a test (or check)
- pupils being over-aided (cheating, pupils being told the answers, test administrators indicating an answer is correct / incorrect)
- changes being made to pupils' test papers outside of test conditions
- incorrect reporting of pupils' check scores
- pupils cheating

Examples of maladministration of teacher assessment can include:

- inflation or deflation of teacher assessment judgements of pupils' work to influence school assessment outcomes
- submission of different data to that agreed following local authority (LA) moderation
- submitting evidence as independent work which has been heavily supported by an adult (scaffolding evidence) that is used to justify teacher assessment standards

### Phonics screening check monitoring visits

Part of the monitoring visit will include keeping the check materials safe.

- check the packs have not been opened before Monday 10 June
- keep check materials secure and treat them as confidential until Monday 24 June—this includes electronic versions downloaded from NCA tools, and any materials subsequently printed in hard copy

At least 10% of schools administering the phonics screening check will receive a visit. This includes:

- participating pupil referral units or special schools
- academies that have chosen to be monitored by the LA
- maintained nursery schools with registered pupils who will reach the age of 6 before the end of the school year

Visits will take place:

- over-aiding in tests that are used as evidence to justify teacher assessment standards

### Remember

If you suspect or experience a breach of security, you must report the incident immediately to the national curriculum assessments helpline on 0300 303 3013. If you do not follow the correct procedures, your school may be subject to a maladministration investigation.

### Moderation calendar for this summer

Activity	Dates
Notification of visit	Friday 17 <sup>th</sup> May. The LA contacts schools by phone. There is a follow up email with relevant documentation attached
Cross school moderation opportunities	<p><b>KS1</b>  <b>Date:</b> Wednesday 15<sup>th</sup> May.  <b>Focus:</b> Literacy - English reading and writing.  <b>Venue:</b> St Ethelberts Catholic Primary School.</p> <p><b>KS2</b>  <b>Date:</b> Wednesday 8<sup>th</sup> May.  <b>Focus:</b> Greater depth in English reading and writing.  <b>Venue:</b> Khalsa Primary School.</p>
Briefings and additional training for moderators	<b>KS1</b> 4pm - 5.30pm on Wednesday 1 <sup>st</sup> May at Crippenham Infant School.

	<p><b>KS1</b> 4pm - 5.30pm on Monday 20<sup>th</sup> May at Crippenham Infant School</p> <p><b>KS2</b> 4pm - 5.30pm on Thursday 9<sup>th</sup> May</p> <p><b>KS2</b> 4pm - 5.30pm on Tuesday 21<sup>st</sup> May at Khalsa Primary</p>
Briefing for schools	<p>KS1 at one part of the morning of 22<sup>nd</sup> May at Beechwood Training Centre</p> <p>KS2 at one part of the afternoon of 22<sup>nd</sup> May at Beechwood Training Centre</p>
Moderation window for KS1 and 2	5 <sup>th</sup> June to 22 <sup>nd</sup> June
External Re moderation and appeals	25 <sup>th</sup> , 26 <sup>th</sup> and 27 <sup>th</sup> June
Schools to Submit data via NCA tools website	28 <sup>th</sup> June

### Courses for this term

Date: Friday 21st June 2019

Audience: Key Stage 1 Year 2 teachers.

Time: 9.30 - 12.30 (Registration and refreshments 9.00am)

A final opportunity, which will help with verification of standards, for schools who have not been moderated. Trained moderators will be available to talk to members of staff about their pupils' written, reading and mathematical work and whether they are assessing accurately.

Please bring a sample of your writing/reading and mathematical evidence. Please make sure they are different children for reading, writing and mathematics and that they are reflective of your cohorts' ability (a mixture of working towards, expected and working at greater depth - 10% of your cohort).

**Facilitator:** Jamie Hassan + moderator(s)

**Venue:** Beechwood Training Centre

**Cost:** £95

**Key stage 2 - writing work scrutiny for moderation purposes**

Course code: **CPD**

**Date:** Wednesday 26th June 2019

**Time:** 9.30am - 12.30pm (Registration and refreshments from 9.00am)

**Audience:** Key Stage 2 Year 6 teachers.

**Facilitator:** Jamie Hassan and Key stage 2 moderator(s)

Moderation support for schools who have not been moderated. Trained moderators will be available to talk to members of staff about their pupils' written work and whether they are assessing accurately. An opportunity which will help verification before the data is sent to the DfE. Please bring a sample of your children's writing (15% of your cohort) and that they are reflective of your cohort's ability (a mixture of working towards, expected and working at

**Cost:** £95

Finally, good luck to you all this term and have a well - deserved summer break at the end of it.