Primary Assessment and Moderation Implementation 2018/2019

**The interim standards -**

**Key Stage 1 and Key Stage 2**

As 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 for the forthcoming year.

**2018/2019 Moderation Action plan for Slough**

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| **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 | Newsletters each term and includes training.  Training on LA website.  LA handbook 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. | Autumn term -1st newsletter  December - 2nd newsletter  Spring 2018- 3rd newsletter | Moderation manager.(MM)  STA/DfE updates | Moderation manager to write the newsletter and get it formatted to send to schools | Newsletters to be more frequent and include updates for the monitoring of SATS  2 sent out this year and another one to be sent in April form the summer term |
| Identify those schools which should be moderated this year as monitored for SATs or phonics | Based on those 4 cycle or have concerns about and those new academies and those with new senior leadership teams. | They are monitored and good practice is seen throughout  No maladministration required. | SATS – May 19  Moderations – April 19  Phonics – June 19 | MM | MM time to monitor and possible additional time for another person should the school be large. |  |
| 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 | Possible revision of costs.  Taken place and also schools reminded in the Spring term by JK  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 | That the cross - moderation opportunities are well attended  Some schools provide host sites for cross moderation opportunities | Organize in July and September  KS1 and KS 2 in November | Moderation manager | None except refreshments | Use new schools for this if other sin the past cannot or do not want to be hosts. Review the numbers that attend. All well attended so far for this year |
| 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  KS1 schools understand the evidence that is required to meet the new statements in reading 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. | Training of moderators in spring term for KS1 and 2.  Initial training given but more to be given in May/April 2019. Some have attended the cross-moderation opportunities throughout the year to support schools and get to know them. |
| 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 | At least 1 kS1 lead and 2 KS2 leads + manager attends the training  That those leads and manager successfully | October 2018  Pass exercise in November – pool 1 | Assessment manager  STA – resources and standardization exercise | LA costs of their time to attend training | If some don’t pass the standardization exercise ,then there will be a need to recruit someone else |
| 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 2019 | Moderation manager | Manager time to adapt accordingly | Changing moderation handbook for KS1 and 2 early January to include new guidance on appeals, and new grids for can statements. |
| 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 schools to be moderated as of last year. | HT agree the local agreement and adhere to it. | May 2019 at the latest and | Assessment manager | Manager time |  |
| 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 2017 and in Spring 2018 | Moderation manager/moderators | Arrangement of venue.  Cost incurred by schools | Opportunities to set dates for school for KS1 and 2 moderations between schools. Some schools have developed their own cross moderation opportunities with other schools. |
| Increase and improve the number of moderators for 2018/19 | Advertise for new recruit  Train new recruits  Assess old experienced moderators  Identify those who wish to continue | All those who are interested attend the training and pass the standardization task.  Those who are successful in passing the standardization task will moderate schools. | Pool 2 in November 2018  Pool 3 in January 2019 | 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 | May have to recruit more if some do not pass the standardization tasks.  Fewer KS2 moderators this year. |
| 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 | Feedback to be used as part of next year’s action plans |
| 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 | 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 2017  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 moderator time. | Moderators schools get the invoices in on time.  Academies pay the LA for the moderator time. | July 2019 | Admin/assessment manager | Moderation manager and business admin time |  |
| **Autumn update**  **2018** | Most moderators should be trained and pass the standardization exercise by the end of the term  Cross moderation dates for KS1 and 2 in the diary and in different schools across Slough – Cippenham Infants/Marish and Willow. Dates have been confirmed –  All sold out and well attended.  Many schools attended the update KS1 and KS2 training – all sold out – maximum 30 for each one. We had to offer another session as KS1 because we did not have enough spaces and an additional one was arranged and 4 schools attended. | | | | | |
| **Spring update**  **2019** | Cross moderation taken place in 3 settings with at least 10 schools from KS1 and 2 attending. They have been sold out for all 3 sessions across Slough. They took place at Cippenham Infant, St Ethelberts and Marish. KS1 focus Mathematics. KS2 focus Expected standard and dialogue. 19 KS1 moderators and 6 KS2 moderators successfully met the STA standardization exercise for 2019.  *There will be more cross moderation opportunities in the summer term focusing: KS2 greater depth KS1 Literacy: reading and writing.* | | | | | |
| **Summer update**  **2019** |  | | | | | |

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