

More information about Key Stage 2 writing moderation visit.

The main thing to do before your moderation visit is to assess each pupil using the current Teacher Assessment Framework (TAF). The year 6 teacher needs to be available for the visit so they can discuss their pupils and explain how the writing evidence confirms the judgements made by the school. The headteacher or their delegate may wish to take part in the discussion as well. At the end of the visit there will be feedback to the headteacher (or their delegate) and they will be asked to sign the visit form.

The school should have a range of independent writing that can be used as the basis of the moderation discussion. Prior to the moderation visit the school should make sure there is evidence that the pupil can do all the statements in the standard they judge the pupil to be working at. There is no need to photocopy the work. Moderators will expect to see drafts as well as completed pieces of work. The writing used from moderation can come from any curriculum area.

The moderation is a professional dialogue between the teacher who knows the pupil well and the moderator. The school shows the moderator the range of writing the school has used to make the judgement for the pupil. The moderator will use the TAF and the exemplification to confirm the judgements.

Before the visit, the school will need to make a list of all the pupils in year 6 and the standard the school has agreed for each pupil and intends to report to the Department for Education (DfE).

On the day of the visit, show the list to your moderator. The moderator will select a sample of pupils to be discussed. The moderator will choose a sample of 15% of the cohort with a minimum of five pupils.

Moderators will choose a mixture of girls and boys. If there is more than one class they will choose pupils from each class.

Once the sample of pupils has been identified, the school will be asked to share and discuss the work the school has used to make the teacher assessments. The evidence should come from normal classroom work and there is no need to present it any differently for moderation. The main requirement is that the school can show evidence for the 'pupil can' statements in the Teacher Assessment Framework.

If any of the pupils selected by the moderator has a particular weakness (as described in the TAF) that the school has taken into account when making the judgement about the pupil this can be discussed during the visit. Sometimes there is a pupil or group of pupils where the school would welcome the chance to discuss the assessment. Moderators are happy to do this if asked and if there is time. Moderators have been asked to make sure they moderate their sample of pupils first so that the L.A. statutory duty is fulfilled.

The moderator will explain what to do if any additional evidence is needed before the data collection deadlines.

At the end of the visit the moderator will record the number of pupils agreed to be at each standard and unless any potential changes are agreed at the moderation visit, the standards agreed during the visit should be those submitted to the DfE.

There is an appeals process. This is available on 'Suffolk Learning' and the moderator will give the school a copy.

All Suffolk moderators have been approved to moderate by the STA and have a confirmation letter.