

## **Appeals (All Key Stages)**

### **Suffolk Appeals Process 2020**

#### **What to do in the event of a disagreement between the school and the moderator.**

This process applies to EYFSP moderation, KS 1 moderation and KS 2 writing moderation.

Moderation meetings and visits focus on professional discussion between the teacher/practitioner and the moderator. If a disagreement arises this can usually be resolved during the meeting by looking at evidence and the national exemplification. The moderator can ask for additional evidence or the school can choose to find extra evidence during the visit.

If a disagreement cannot be resolved during the meeting the moderator or the Headteacher should note this on the form. The moderator should contact the moderation manager by telephone or email to make sure she is aware.

If the school feels an appeal should be made some time after the moderation meeting the school should contact the moderation manager.

If an appeal is made the moderation manager will arrange for a second visit to take place conducted by a different member of the moderation team. The moderation manager or representative may also attend. It should be noted that at this second visit, the moderation can only be based on the evidence used during the initial moderation visit.

In the case of the issue persisting, the moderation manager will ask for representative evidence to be submitted and a group of the most experienced members of the moderation team will consider this material and feed back to the school.

In the event of the school remaining dissatisfied, the material will be submitted to the moderation manager in a neighbouring authority for their professional opinion and the outcomes will be sent to the school. Agreements are in place with neighbouring authorities in case this happens. The outcome at this point is final.

The aim of this process is to ensure that in the unlikely event of a disagreement, it can be resolved quickly and in a way which is fair to all concerned. Our priority will always be to ensure accurate assessments for the pupil so that the pupil, their parents and the teacher in the next Key Stage have reliable information.

**The moderation manager is Jacqui Cant. Email:  
jacqueline.cant@suffolk.gov.uk  
Tel. 077 130 92755**