



North

Yorkshire County Council

Children and Young People's Service

National curriculum assessment
KS1/KS2 Moderation 2016

Guidance for moderators 2016 – school visits

Before the visit	
Get dates for moderation visits at moderator training day. Book supply cover for your own class.	It is anticipated that visits will last for half a day. Your school will receive supply cover for the full day to allow for safe travel time.
Check that you can access your Fronter room before 20 th May 2016	If you have any problems with Fronter, please contact Lindsay Miller or David Nicholson directly.
Check Fronter room on 23 rd /24 th May for letters that have been sent to schools.	Phone the school on the 25 th , 26 th or 27 th May to confirm your visit and offer to speak with the class teacher in case they would like any additional information or clarification. All schools will have been sent the 2016 moderation pack after Easter. A duplicate pack will be sent with the letter on the 23 rd or 24 th May 2016. During the phone call, find out the number of classes in the year group and the number of pupils in the cohort.
During the visit	
Arrive at school by 8:30 am at the latest Choose sample Professional discussion	The first 20-30 minutes of the visit needs to be spent meeting the staff, choosing the sample, ensuring that the evidence is easily available to you (including additional pupils in case you need to expand the sample) and discussing the context of the evidence and pupils with the class teacher/s. The class teacher may point out where some evidence can be found.
90mins/2 hours Review the evidence	Ensure that you have time on your own to review the evidence provided against the interim teacher assessment framework statements for each pupil. You will record if you need to have a professional discussion with the class teacher regarding evidence for any of the bullet points.
10:30/11:00 am Professional discussion	If there are any gaps in evidence then focused professional discussion will need to take place with the class teacher/s in order that you can validate that the pupil has evidence of every bullet point within a standard. For example, a teacher might show you where in a book to see evidence that you could not find. If more evidence is still needed after this discussion, a record will be left with the school.
30 mins Write the ROV	Ensure that you have time on your own to hand write the record of visit.
15 mins Meet with HT	Meet with the head teacher (or delegate) to talk through the record of visit. Both parties must sign the record of visit.
15 mins Administration	Ask the school to photocopy the handwritten record of visit and they keep the original. You keep the photocopy.
After the visit	
Scan and upload ROV	Scan the handwritten ROV and upload it to your Fronter room within 5 working days of the visit. Email the moderation manager to let her know that the ROV has been uploaded.
Delete and shred ROV	On receipt of confirmation from the moderation manager, delete the scanned version, empty your recycle bin and shred the handwritten version of the ROV.
Dealing with concerns	
If you have any concerns at all, please contact Lindsay Miller (01609 535291 or 07970 051825) or Kirsty Hallett (01609 798635 or 07969 103801) immediately.	