

Preparing for a LA KS1 or KS2 moderation visit 2016

The purpose of the moderation visit is to ensure that, when Y2 or Y6 teacher assessments are summarised, teacher judgements are accurate and consistent with national standards.

<p>Headteacher preparation in readiness for the visit</p>	<ul style="list-style-type: none"> • Ensure that a quiet area will be available for the moderator during the visit. • Make arrangements so that the Y2 or Y6 teacher/s can be available to meet the moderator at the beginning of the day and answer any questions that may arise during the moderation session. • Arrange a time to meet the moderator for feedback at the end of the visit.
<p>Class teacher(s) preparation in readiness for the visit</p>	<ul style="list-style-type: none"> • Prepare a list of Y2 or Y6 pupils, together with their teacher assessment judgements (KS1 reading, writing and mathematics and KS2 writing). • There is no requirement or need to put together a separate portfolio of evidence for each child solely for the purpose of moderation. Moderators will ask to see pupil books. • Ensure evidence is available from a variety of sources e.g. pupil books from across the curriculum, teacher plans and records, home school records, annotated photographs, observation notes, marking and feedback, and editing and improvement. KS1 tests must be available for KS1 moderation visits.
<p>Class teacher(s) on the day of the visit</p>	<ul style="list-style-type: none"> • Meet the moderator on arrival. • Have a list of Y2 or Y6 pupils (for each class), together with teacher assessment judgements available. The moderator will select the sample to moderate in line with STA guidance. • Provide the moderator with contextual evidence at the beginning of the day. • Be available for a professional discussion with the moderator if required, to explain the reasons for judgements made against the interim teacher assessment frameworks. This will provide opportunity to indicate where evidence can be found or to provide additional evidence if necessary.
<p>Headteacher on the day of the visit</p>	<ul style="list-style-type: none"> • Meet the moderator on arrival & confirm arrangements for receiving feedback at the end of the visit. • Discuss the record of visit with the moderator at the end of the moderation visit. Sign and photocopy the record of visit.