

Key Stage 1 and Key Stage 2 moderation Policy and Procedure

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1. Background

- 1.1 Every school is required to nominate a Local Authority (LA) to moderate their Key Stage 1 and Key Stage 2 teacher assessments. Dorset Schools who are LA maintained will default to Dorset Council as their moderating LA. However, Dorset Council have outsourced this process to Hampshire County Council to fulfil on Dorset's behalf. This service includes a contract specifying that data is to be shared to support this moderation work.
- 1.2 Academies can select an LA to moderate for them; this can differ from their geographical LA. Of those, the LAs who are moderating need to select 20% of those schools to look at in detail. Where schools have been moderated, the moderating LA will need to check that the data is a correct reflection of the moderation process. This requires Dorset LA to share the submitted data with the moderating LA for that school.

2. Data to share

2.1 When a moderating school request data from Dorset for a school they are moderating, Dorset will:

- Check the DFE moderation list to confirm the school appears on the list against that LA.
 - If a school does not appear on the list as being moderated by the requesting LA, request a copy of the agreement to confirm the moderating LA had a right to request the data.
 - If the school appears on the list, continue to next step.
- As per usual process, once school files have been received and loaded successfully, export the individual school file at child level (from KEYPAS for Key Stage 1 and from Primary Assessment Gateway for Key Stage 2).
- Filter the file to get the following summary to show the number of results in each category.

For Key Stage 1:

School Name (DFE No)

| | HNM | PK1 | PK2 | PK3 | PK4 | WTS | EXS | GDS | Total |
|---------|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| Reading | | | | | | | | | |
| Writing | | | | | | | | | |
| Maths | | | | | | | | | |
| Science | | | | | | | | | |

For Key Stage 2:

| Writing TA | A | EM | EXS | GDS | L | PK1 | PK2 | PK3 | PK4 | PK5 | PK6 | WTS | Total |
|----------------------|---|----|-----|-----|---|-----|-----|-----|-----|-----|-----|-----|-------|
| School Name (DFE No) | | | | | | | | | | | | | |

Send the file to the requesting LA in an Excel spreadsheet to the named email address.

2.2 If the moderating LA finds a discrepancy between moderation results and those submitted, they will request a copy of the child level data. In this event, a list will be created, to only include the first name and initial of surname of the child and their results.

The file must be password protected.

The file should be sent as confidential to the named email.

The password should be sent in a separate email.

2.3 If there are any exceptions of data requests to the above, these should be checked on an individual basis with the Strategic Education Information Lead or their manager.

Appendix 1

Supporting guidance:

Extracts from the Key Stage 1 and Key Stage 2 guidance detailing LAs responsibilities regarding moderation:

Key Stage 1:

LAs must:

- have a defined data validation process, using local intelligence to investigate any unexpected patterns of attainment
- have a process which ensures that all pupil evidence provided for re-moderation is reviewed by the LA and that only the LA can confirm the final TA judgement for that pupil
- have a process to analyse submitted TA data to check that it matches external moderation decisions – this should be in partnership with any nominated non-geographic LA (this process is not to be used if the school is allowed to re-moderate without LA review)
- not shorten the moderation window by requesting TA data prior to midday on Tuesday 27 June
- escalate any concerns about the integrity of the assessment to STA via the maladministration team (sta.maladministration@education.gov.uk).
- submit TA data on the [PAG](#) by Friday 30 June if they are submitting on behalf of their schools

Key Stage 2:

LAs must:

- have a defined data validation process, using local intelligence to investigate any unexpected patterns of attainment
- have a process which ensures that all pupil evidence provided for re-moderation is reviewed by the LA and that only the LA can confirm the final TA judgement for that pupil
- have a process to analyse submitted TA data to check that it matches external moderation decisions – this should be in partnership with any nominated non-geographic LA
- not shorten the moderation window by requesting TA data prior to midday on Tuesday 27 June
- escalate any concerns about the integrity of the assessment to STA via the maladministration team: sta.maladministration@education.gov.uk
- submit KS1 TA data to DfE by Friday 21 July via COLLECT