



Primary Assessment and Moderation Briefing 1- 2022/23

3rd October 2022

Please forward this on to school assessment leads

Overview

Statutory assessment and moderation will follow the usual timetable for 2022/23.

EYFS moderation is no longer statutory however the team will run briefing sessions, and these will be advertised shortly. If you have any queries in the meantime, please contact the EYFS team for more information: earlyyears@hillingsdon.gov.uk.

Actions required	Date
Check STA website for 2022/23 updated guidance	Monday 17 th October 2022
All academies must select their LA moderation partner via this form (including if opting out)	Friday 18 th November 2022
Teachers to complete Moderator Application Form	Friday 18 th November 2022
Add moderation training dates and joining instructions to your diaries	Friday 18 th November 2022
Assessment leads to sign up to receive STA alerts directly	Monday 17 th October 2022

STA guidance

Schools should follow the [STA guidance](#) to ensure compliance with the requirements. The current guidance is listed below, and further guidance will be released in phases. The STA issues regular updates to all schools and Assessment Leads should [sign up here](#) to receive these alerts directly.

2023 guidance is usually updated by the STA by mid-October and the links below will lead you to the updated guidance when uploaded by the STA. At the time of writing, the guidance is still for last year (2021/22) therefore assessment leads should check these links in a few weeks.

- [KS1](#) & [KS2](#) Assessment and Reporting Arrangements
- [KS1](#) & [KS2](#) Access Arrangements and [Timetable Variation](#) guidance
- [KS1](#) & [KS2](#) English writing frameworks (same as 2018/19)
- [The engagement model \(replaces P-scales\)](#)
- [Phonics screening check: administration](#)
- [Investigating allegations of maladministration](#)
- [KS1](#) & [KS2](#) Teacher Assessment Guidance

Training (virtual)

Teachers from Hillingdon maintained schools are invited to attend the following funded virtual LA briefing sessions. Academies can join if they have purchased Hillingdon's moderation offer. These sessions will be undertaken via MS Teams.

New to Year 2 / Year 6 teachers' joint briefing sessions

- Friday 11th November 2022
- 12:30 - 13:30 - New to Year 2 and Year 6 teachers 'joint briefing session

Suitable for: teachers that have recently joined Year 2 or Year 6.

Content: introduction to assessment and moderation requirements.

Preparation: have access to a copy of the [KS1 TAF](#) or [KS2 TAF](#).

LEAP Portal: [have this link open](#) to access resources which will be uploaded on the day of the session.

MS Teams Link: [Click here to join the meeting.](#)

No need to pre-register, however, ensure that your name and school name appear when joining as your display name).

KS1 LA Assessment and Moderation Briefing Session 1

- Monday 28th November 2022
- 11:00 –12:30 - KS1 writing briefing session for all Y2 teachers
- MS Teams Link: [Click here to join the meeting](#)

KS2 LA Assessment and Moderation Briefing Session 1

- Monday 28th November 2022
- 13:30 –15:00 - KS2 writing briefing session for all Y6 teachers
- MS Teams Link: [Click here to join the meeting](#)

Suitable for: all Year 2 and Year 6 teachers.

Content: STA guidance and requirements for writing.

Preparation: have access to a copy of the [KS1 TAF](#) or [KS2 TAF](#).

LEAP Portal: [have this link open](#) to access resources which will be uploaded on the day of the session. Please test that your device can open LEAP in advance to avoid disruption during the session. If you can't then you will not be able to participate in the session and documents will be emailed to you afterwards.

Display name: No need to pre-register, however, ensure that your name and school name appear when joining as your display name).

Please mute before joining.

KS1 LA Assessment and Moderation Briefing Session 2

- Thursday 23rd February 2023
- 11:00 –12:30 - KS1 writing briefing session for all Y2 teachers
- MS Teams Link: [Click here to join the meeting](#)

KS2 LA Assessment and Moderation Briefing Session 2

- Thursday 23rd February 2023

- 13:30 –15:00 - KS2 writing briefing session for all Y6 teachers
- MS Teams Link: [Click here to join the meeting](#)

Suitable for: all Year 2 and Year 6 teachers.

Content: refresher STA guidance and requirements for writing. This second briefing session will be similar to the first one and teachers are welcome to attend both sessions to embed their understanding. Teachers don't need to attend the first session in order to attend the second session.

Preparation: have access to a copy of the [KS1 TAF](#) or [KS2 TAF](#).

LEAP Portal: [have this link open](#) to access resources which will be uploaded on the day of the session. Please test that your device can open LEAP in advance to avoid disruption during the session. If you can't then you will not be able to participate in the session and documents will be emailed to you afterwards.

Display name: No need to pre-register, however, ensure that your name and school name appear when joining as your display name).

Please mute before joining.

We understand that the briefing session dates and times are not always suitable for some teachers however these are scheduled based on external resource availability. For teachers that cannot attend, the presentation used at the sessions will be shared after the event via [LEAP](#).

Key dates

SATS

KS1 – During the month of May 2023 (final year before becoming non-statutory).

KS2 – Monday 8th May – Thursday 11th May 2023.

Multiplication tables check

Schools must administer the MTC to all eligible Year 4 pupils between Monday **5th June and Friday 23rd June 2023**. Schools are strongly encouraged to administer the check within the first 2 weeks of the check window. Please follow this guidance: [Multiplication tables check - GOV.UK \(www.gov.uk\)](http://www.gov.uk). The LA is not required to monitor the MTC.

Phonics screening check

Phonics screening check will be administered as normal during **12th-16th June 2023** following this 2020 guidance - [Phonics screening check administration](#). The LA is required to undertake the usual 10% monitoring checks.

Science sampling tests

Science sampling tests are no longer required. Teacher assessments will be requested for submission for in KS1 and KS2. This is not monitored by the LA.

Moderators' Recruitment - free CPD opportunity

The LA is recruiting local KS1 and KS2 teachers to become moderators for the 2023 cycle of tests. We welcome applications from both **new** and experienced moderators,

as full training is provided and all new moderators will be paired with experienced moderators to ensure that they are fully supported throughout the process.

In order to apply, teachers should meet the STA requirements detailed below:

All LA external moderators must:

- Be qualified teachers with **recent and relevant experience** of KS2 English writing assessment and internal or external moderation (KS2 moderators only).
- Be qualified teachers with **recent and relevant experience** of KS1 assessment and internal or external moderation (KS1 moderators only).

All LA external moderators must be able to:

- Successfully complete the LA soft skills and STA standardisation process for moderation of KS1/KS2 writing (training sessions will be provided).
- Systematically review evidence against the TA frameworks and adhere to STA guidance.
- Manage a professional discussion with teachers about the evidence presented and how a pupil's work meets the standard.
- Where appropriate, discuss and explain why a school's TA judgements cannot be validated.
- Provide accurate written and verbal feedback to the teacher(s) and Head teacher.
- Be fully released from school duties to attend two training sessions and a limited number of briefing sessions during the year.
- Potential LA moderators must be **available** to moderate other schools for the whole of the moderation window (June) but will only be used for approximately 4 days during this period - actual dates known in May therefore flexibility with availability is essential. If you have other commitments, such as trips or need to cover in school then please do not apply this year.

Schools that provide teachers to the LA Moderation Team will be **reimbursed for releasing teachers to undertake moderation visits in June at £100 per day**. External training for this role will be provided and funded by the LA. Please note that reimbursement will not be provided for the release of teachers attending moderation training and briefing activities, as this is treated as funded CPD.

External moderation training can be an excellent opportunity for staff professional development and Headteachers are encouraged to share this information with all teachers who may wish to apply for consideration. Teachers who are interested in applying to be a LA Moderator should seek permission from the Headteacher and submit their short [Application Form](#) by **Friday 18th November 2022**.

Applicants will be contacted by the end of November to discuss next steps.

Unannounced Monitoring of KS2 tests and the KS1 Phonics screening check

The LA has a statutory duty to undertake unannounced monitoring visits for at least 10% of schools. These unannounced visits can take place before, during or after the tests. Information regarding the areas of school practice that are scrutinised during these unannounced visits can be found in the ARA for each key stage.

Moderation dates

25% of all schools will be moderated following a 3-4 year cycle, or earlier if a school has been targeted as 'at risk' by the STA or LA (further information will be provided).

- Notification of moderation visits will take place on or after Friday 12th May (TBC by the STA)
- Moderation visits will run from Monday 5th June to Tuesday 27th June (TBC by the STA)
- The data submission deadline to the STA is Tuesday 27th June (TBC by the STA)

Academy schools selecting the LA as their moderation partner

The LA will be recharging costs for statutory assessment monitoring and moderation to primary academy schools for the academic year of 2022-23. This recharge is in-line with the STA and ESFA funding provided to academy schools directly.

As you will know, all academy schools are responsible for confirming to the STA the LA with which they have an agreement for assessment monitoring and moderation by 18th November.

If your academy school would like to use the London Borough of Hillingdon as your moderation and assessment provider for KS1 and / or KS2 in 2022-23, you must confirm this via [this form](#) by **18th November 2022**.

If your academy school plans to use a different local authority for moderation and assessment services then please note that this must also be confirmed by email, in order to register that you have opted out.

Recharging costs will be charged accordingly to schools with a Year 2 and Year 6 cohort in place this academic year.

- For a school with **Year 2 and Year 6** the recharge is **£300** per academic year
- For a school with only **Year 2** the recharge is **£100** per academic year
- For a school with only **Year 6** the recharge is **£200** per academic year

This recharge includes the following services:

- Inclusion within the London Borough of Hillingdon's cycle of statutory assessment monitoring visits (KS2 tests, KS1 if linked to the school, and Year 1 Phonics Screening). An external visit will be undertaken within 4 years as a minimum.
- Inclusion within the London Borough of Hillingdon's cycle of statutory assessment moderation visits (KS1 and KS2 teacher assessment). An external visit will be undertaken within 4 years as a minimum.
- Access to local authority Assessment and Moderation briefing papers.
- Invitations to New to Year 2 and Year 6 Teacher briefing sessions.

- Invitations to phase specific moderation training.

The requirement to take part in assessment arrangements is included in your funding agreement and is detailed in the KS1 and KS2 national Assessment and Reporting Arrangements. This requirement is in place to ensure that the progress and attainment measures for schools and pupils is accurate for school accountability.

Please be aware that failure by an academy school to put in place an agreement with a local authority for the 2022-23 KS1 and KS2 assessments may lead to suppression of results.

LA Support

If you have any queries regarding assessment and moderation or require further support, please email schoolimprovementadmin@hillington.gov.uk who will redirect your email to the appropriate lead officer in the assessment and moderation team.

Please keep up to date via [LEAP](#) where new information will be uploaded at each training point.

Thank you.

Kind regards,

Rani Dady

Education Manager
Education Improvement and Partnerships
Education and SEND
London Borough of Hillingdon