



## 2024/25 Statutory Assessment and Moderation

*Please share this document with your school Assessment Leads*

### Overview

2024/25 Statutory Assessment and Moderation will follow the usual timetable for KS2 only. Unannounced monitoring visits for KS2 tests and KS1 phonics testing will continue as usual.

| Actions Required  | By Date                        |
|---|--------------------------------|
| Assessment Leads to sign up to STA alerts   | asap                           |
| Teachers to sign up to moderation training detailed below   | asap                           |
| Check <a href="#">Key stage 2 teacher assessment guidance</a>   | ongoing                        |
| Teachers to complete <a href="#">LA Moderator Application Form 2024-25</a>  | 22 <sup>nd</sup> November 2024 |
| <b>All</b> academy schools must select their LA moderation partner <a href="#">HERE</a> (including if opting out) | 10 <sup>th</sup> January 2025  |

### 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 issue regular updates to all schools and Assessment Leads should [sign up here](#) to receive these alerts directly.

The links below will lead you to the updated guidance when uploaded by the STA. At the time of writing this briefing, some of the guidance is still for last year.

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

### Key Dates

#### KS2 SATS

Monday 12<sup>th</sup> May – Thursday 15<sup>th</sup> May 2025.

#### Multiplication Tables Check

Schools must administer the MTC to all eligible Year 4 pupils between Monday 2<sup>nd</sup> June and Friday 13<sup>th</sup> June 2025. Please follow this guidance: [Multiplication tables check - GOV.UK \(www.gov.uk\)](#).

## Phonics Screening Check

Phonics screening check will be administered as normal during 9<sup>th</sup> – 13<sup>th</sup> June 2025 following this guidance: [Phonics screening check administration](#).

## Unannounced Monitoring of KS2 Tests and 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 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 16<sup>th</sup> May 2025
- Moderation visits will run from Monday 2<sup>nd</sup> June to Friday 27<sup>th</sup> June 2025
- The data submission deadline to the STA is Friday 27<sup>th</sup> June 2025

## Academy Schools Selecting the LA as Moderation Partner

As you will know, all academy schools are responsible for confirming to the STA which LA they have an agreement for assessment monitoring and moderation by Friday 10<sup>th</sup> January 2025. If your academy school would like to use the London Borough of Hillingdon as your moderation and assessment partner, you must confirm this via [this form](#) (including if opting out) by Friday 10<sup>th</sup> January 2025. If your academy school plans to use a different local authority for moderation and assessment services this must also be confirmed on the form, to register that you have opted out.

Recharging costs will be **£250** 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 and Year 1 Phonics Screening). A visit will be undertaken within 4 years as a minimum.
- Inclusion within the London Borough of Hillingdon's cycle of statutory assessment moderation visits (KS2 teacher assessment). A visit will be undertaken within 4 years as a minimum.
- Access to LA Assessment and Moderation briefing papers
- Opportunities for teachers to attend LA training sessions as detailed below

The requirement to take part in assessment arrangements is included in your funding agreement and is detailed in the 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 2024-25 KS2 assessments may lead to suppression of results.

## Training

Teachers from Hillingdon's Maintained schools are invited to attend the following funded LA training sessions. Academies can join if they have purchased Hillingdon's moderation partner offer detailed above.

### New to Year 6 Moderation Briefing Session (online)

- Thursday 7<sup>th</sup> November 2024
- 12 – 1 pm
- Via MS Teams

**Suitable for:** Teachers that have recently joined Year 6 and those wanting a refresher

**Content:** Introduction to assessment and moderation requirements

**Preparation:** Have access to a copy of the [KS2 TAF](#)

**LEAP:** Please [have this link open](#) to access resources which will be uploaded before the session

Register to attend [HERE](#) by 31<sup>st</sup> October 2024

### LA Assessment and Moderation Briefing Session 1 (online)

- Thursday 28<sup>th</sup> November 2024
- 1.30 - 3 pm
- Via MS Teams

**Suitable for:** Year 6 teachers

**Content:** STA guidance and requirements for KS2 writing

**Preparation:** Have access to a copy of the [KS2 TAF](#)

**LEAP:** Please [have this link open](#) to access resources which will be uploaded before the session

Register to attend [HERE](#) by 21<sup>st</sup> November 2024

### LA Assessment and Moderation Briefing Session 2 (online)

- Thursday 13<sup>th</sup> February 2025
- 1.30 - 3 pm
- Via MS Teams

**Suitable for:** Year 6 teachers

**Content:** Refresher on STA guidance and requirements for KS2 writing. This second briefing session will be similar to Briefing Session 1 and teachers are welcome to attend both sessions to embed their understanding. Teachers do not need to have attended the first session to attend the second session.

**Preparation:** Have access to a copy of the [KS2 TAF](#)

**LEAP:** [have this link open](#) to access resources which will be uploaded before the session

Please register to attend [HERE](#) by 6<sup>th</sup> February 2025

### LA Writing Moderation Cluster Session (in person)

- Thursday 6<sup>th</sup> March 2025
- 9 am – 12.30 pm
- Committee Room 5, Civic Centre, Uxbridge UB8 1UW

**Suitable for:** Year 6 teachers

**Content:** Cluster session to provide teachers with the opportunity to work together with colleagues to explore standards and expectations in KS2 writing.

**Preparation:** Please bring evidence of writing from 3 pupils in your class working at WTS, EXS and high EXS/potential GDS.

**LEAP:** [have this link open](#) to access resources which will be uploaded before the session

Please register to attend [HERE](#) by 27<sup>th</sup> February 2025

*We understand that the training session dates and times are not always suitable for all. These are scheduled based on resource availability. For teachers that cannot attend, the presentation slides used during the sessions will be shared after the event on [LEAP](#).*

## LA Moderators' Recruitment - Free CPD Opportunity

The LA is recruiting KS2 teachers to become moderators for the 2025 cycle of tests. We welcome applications from both new and experienced moderators. Full training is provided, and new moderators will be paired with experienced moderators to ensure they are fully supported. To apply, teachers should meet the STA requirements detailed below:

All LA moderators must be qualified teachers with recent and relevant experience of KS2 English writing assessment and internal or external moderation.

All LA moderators must be able to:

- Successfully complete the LA soft skills and STA standardisation process for moderation of KS2 writing (training 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 Headteacher.
- Be fully released from school duties to attend training 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 will be shared 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 visits in June at £100 per day. 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 as this is treated as funded CPD.

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.

Teachers who are interested in applying to be a LA Moderator should seek permission from the Headteacher and submit their [LA Moderator Application Form 2024-25](#) by 22nd November 2024. Applicants will be contacted early December to discuss next steps.

## LA Support

If you have any queries or require further support, you can email the Moderation Team at [schoolimprovementadmin@hillingdon.gov.uk](mailto:schoolimprovementadmin@hillingdon.gov.uk).

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