

ADDENDUM TO THE GREEN BOOK

This addendum includes updated information that was unavailable when the Green Book was written.

Key Stage 2 moderation

Timeline

Date	Actions
Early in Term 5	Schools are informed if they are to attend the district moderation of writing.
20 th May (earliest)	Schools are informed if they are to receive a moderation visit.
25 th May – 17 th June	Moderation visits take place.
16 th – 24 th May	District moderation of writing
17 th June	Deadline for teachers assessment judgements to be reported to Management Information
20 th June	KS2 postal appeals meeting

Key Stage 2 Moderation Visits

Prior to the moderation visit

1. Emails are sent to schools informing them of a KS2 moderation visit, the name of their moderator and the date and time of the visit. The moderator will contact the school to introduce himself/herself and ensure that the date and time of the visit is agreeable with the school.
2. To ensure a smooth transition between KS2 and KS3, schools are asked to contact their feeder secondary schools to invite a Year 7 colleague to attend the moderation visit.
3. The email will also include a proforma for schools to complete, giving details of the children in the Year 6 cohort and their teacher assessment judgements. It will need to be emailed to the Assessment Team at assessment@kent.gov.uk as soon as possible after 20th May.
4. The Assessment Team will forward the details to the moderator who will then choose a sample to moderate during the visit.
5. The moderator will select a full range of attainment within the cohort and include children from all classes with Year 6 children.
6. The sample size is:

Cohort size	30 children or fewer	More than 30 children
Minimum sample	5	15% of the cohort

7. The moderator will notify the school of the chosen children in the sample size either on the working day before the visit, or on the day of the visit. The school may wish to add other children to the sample size.

During the moderation visit

- The main focus of the visit is to scrutinise and validate teacher assessment judgments in writing using the “pupil can” statements from the Interim Framework. The moderator will look at evidence of day-to-day work, children’s independent work.
- The STA states that independent work for writing is acceptable if:
 - The child has used classroom resources, such as dictionaries, independently.
 - The work “has been redrafted by the pupil [which] may be in response to self, peer or group evaluation or after discussion with the teacher.”
 - Work would not be independent if it “was modelled or heavily scaffolded, copied or paraphrased, or where the teacher has directed the pupil to change specific words or punctuation.”
- The moderator will talk to **all** Year 6 teachers about how they have reached their teacher assessment judgements including, where appropriate, the steps taken to ensure consistent assessments across parallel classes.
- The teacher needs to be confident that the child meets the “pupil can” statements in the preceding standards but will not be required to produce evidence for them. It is likely that the child’s work for the standard they have been awarded will also evidence the ‘pupil can’ statements of the preceding standard(s).
- Discussion with Year 7 teachers relating to consistency of judgements, and transition between the Key Stages.
- The moderator may ask to see additional evidence if s/he feels there is insufficient evidence available.

At the end of the moderation visit

- The moderator will give feedback to the Headteacher or member of SLT which will include the outcomes from the visit, points for development, strengths and any concerns.
- Where assessments are not in line with national standards, the moderator will inform the school of what needs to be done next.
- The moderator will provide the school with a completed “Record of Moderated Judgements”. **This needs to be signed by the Headteacher or member of SLT, the class teacher(s) and the moderator.**

Key Stage 2 District Moderation of Writing

Moderation Meetings

These will take place between 16th and 24th May 2016 at venues across the county. The meetings provide opportunities for discussions about consistency, standards and effective practice in assessment.

Each moderation session will take half a day and will run from 9.00 - 12.00, and from 1.00 – 4.00. Each Kent school with Key Stage 2 pupils will be requested to send **all** Year 6 teachers to attend the meeting. This is a recommendation from the Standards and Testing Agency. The LA feels that participation in the moderation process represents a valuable opportunity for continued professional development.

Secondary schools will be invited to send up to two Year 7 teachers to participate in the process and understand how Year 6 teachers have arrived at their judgements.

Format of the Moderation Meetings

During meetings, Years 6 and 7 teachers will work in small groups scrutinising the samples of children's work using the statements in the Interim Framework. If the groups agree on the assessments made by their colleagues, those assessments are confirmed. However, changes to the assessments are sometimes made by the groups and in cases where they cannot come to an agreement, the evidence will be passed to another table to act as an independent group to make and feedback a decision.

The Role of the Moderation Team

The Moderation Team for 2016 will consist of current KS2 practitioners, experienced KS2 moderators and primary school Headteachers. The LA may be monitored in its duties by STA personnel.

A moderator will sit at each table to facilitate the process and ensure consistency of moderation within the LA. A log will be kept of all evidence moderated by the table. The outcome is recorded as a means of quality assurance.

The moderator or Moderation Manager may request extra samples from schools where their judgement differs. Further samples may be requested from any school where concerns are raised on the consistency of the standards awarded.

The Moderation Manager will ensure that the Headteacher of the school is notified where there are changes made to the awarded standards as part of the moderation process.

The sample size

Below is the sample size to be brought to the district moderation of writing. Evidence must come from all Year 6 classes in the school and cover the full range of attainment:

Cohort size	30 children or fewer	More than 30 children
Minimum number	5	15% of the cohort

Endorsement

It is expected that the majority of schools will have their judgements validated at the end of the process; where this is the case, the Headteacher will receive a completed form from the moderation.

The school must report the moderated standards to Management Information; if a school does not agree with any decision, additional evidence must be submitted to the KS2 Postal Appeals meeting taking place on 20th June 2016.

Where there are more significant concerns raised that cannot be addressed at the moderation meeting the Moderation Manager will arrange with the Headteacher to visit the school and undertake a more detailed moderation of assessments. This is generally quite rare.

Evidence to bring to the moderation meeting

For each child in the sample all Year 6 teachers must bring evidence from September onwards that supports teacher assessments that is:

- **Independent** writing across a range of variety of work and curriculum areas

Evidence may include:

- A range of children's original extended independent writing; this must include draft as well as final work.
- Work from other lessons, such as topic work, science, RE, geography and history.
- Children's own reflections about their writing.
- Teachers' and additional adults' observations.
- **Photocopied work is not acceptable.**

Evidence that is not helpful:

- Homework tasks.
- Paired or group work
- Work aided by an adult (teacher or teaching assistant)
- Unmarked work
- Photocopied work

Updated CPD Information

Writing Moderation Workshop for teachers of Years 2 and 6 using the Interim Frameworks

Delegates will use the Interim Frameworks to assess writing at the end of the key stage.

Delegates are asked to bring:

~ A copy of the relevant Interim Framework for Key Stage 2

~ A copy of the Pre-Key Stage 1 or 2 Interim Framework

~Writing evidence, eg: books, cross-curricular work, from at least **10 children** across the range of attainment.

Time: 1.00-4.00

District	Date		Venue	Course code
East	03/05/2016	1.00-4.00	Aylesham Community Project	SCH 16/736
North	04/05/2016	1.00-4.00	Inn-on-the Lake, Gravesend	SCH 16/737
West	05/05/2016	1.00-4.00	The Mercure, Tunbridge Wells	SCH 16/738
South	06/05/2016	1.00-4.00	Conningbrook Hotel, Ashford	SCH 16/739

District Moderation of Writing

District	Date	Time	Venue	Course code
Maidstone	16/05/2016	9.00-12.00	Hadlow Manor Hotel, Tonbridge	SCH 16/226
Tonbridge & Malling	16/05/2016	1.00-4.00	Hadlow Manor Hotel, Tonbridge	SCH 16/232
Sevenoaks	17/05/2016	9.00-12.00	Salomons Conference Centre, Southborough	SCH 16/227
Tunbridge Wells	17/05/2016	1.00-4.00	Salomons Conference Centre, Southborough	SCH 16/233
Ashford	18/05/2016	9.00-12.00	Kent Invicta Chamber of Commerce, Ashford Business Point,	SCH 16/228
Shepway	18/05/2016	1.00-4.00	Kent Invicta Chamber of Commerce, Ashford Business Point	SCH 16/234
Dover	19/05/2016	9.00-12.00	St Augustine's Ltd, Westgate-On-Sea	SCH 16/229
Thanet	19/05/2016	1.00-4.00	St Augustine's Ltd, Westgate-On-Sea	SCH 16/235
Canterbury	23/05/2016	9.00-12.00	The Coniston Hotel & Restaurant, Sittingbourne	SCH 16/230
Swale	23/05/2016	1.00-4.00	The Coniston Hotel & Restaurant, Sittingbourne	SCH 16/236

Dartford	24/05/2016	9.00-12.00	Inn on the Lake, Gravesend	SCH 16/231
Gravesham	24/05/2016	1.00-4.00	Inn on the Lake, Gravesend	SCH 16/237