**Kent’s appeals process for Key Stage 2 in 2016**

*Taken from ‘Key Stage 2 Assessment Arrangements 2015 – Guidance to Kent Schools’ (Green Book)*

**Appeals**

Schools wishing to appeal against **any** decision must submit to the KS2 Postal Appeals meeting, which will be held on 20th June 2016. They can either:

* resubmit their evidence by post or
* inform the Assessment and Moderation Team at [assessment@kent.gov.uk](mailto:assessment@kent.gov.uk) of their intention to attend in person and arrange a suitable time.

All original evidence must be received by Thursday 16th June 2016 at the latest. For further information regarding the KS2 Postal Appeals meeting, please contact the Assessment and Moderation Support Team by emailing [assessment@kent.gov.uk](mailto:assessment@kent.gov.uk).

***Where schools have presented samples for reconsideration:***

* Any member of the Moderation Team present at the original moderation will not moderate any work for that school.
* The judgement agreed by the Moderation Team will be the final judgement set for that pupil by the LA.
* Each school will receive relevant written feedback where there is a difference between the school assessed judgement and the judgement decided by the team.
* The school will be notified promptly after the meeting, by telephone, of the outcome of all appeals.

***Where schools present additional evidence at the request of the Moderation Manager:***

This additional evidence will form part of the postal moderation/appeals meeting. Additional samples may be required where the sample submitted during the original process is deemed inappropriate or insufficient for assessment.

* The samples will be assessed by members of the Moderation Team.
* Schools will receive written feedback detailing outcomes where the Team’s assessment is different from the school’s assessment.
* The school will be notified promptly after the meeting, by telephone, of the outcome of all appeals.

***Where schools were not present at their original moderation meeting:***

* Samples will be moderated by the team in the same way as they would have been at any district-based moderation session.
* Individual schools will receive written feedback of the outcome of the postal moderation.
* The school will be notified promptly after the meeting, by telephone, of the outcome of an appeal.

**Quality Assurance**

The Moderation Manager will take some of these scripts to the South East Regional Appeals and Standardisation Meeting on **7th July 2016**. This meeting includes representatives from a large number of LAs in the South East. The purpose of the meeting is to moderate each LA’s decisions and to ensure consistent standards. The meeting is also attended by representatives from STA.

Schools will be notified promptly after the meeting, by telephone, of the outcome of an appeal.

**The judgements agreed at this meeting must be reported to Management Information by 8th July 2016.**

All evidence submitted to the Postal Appeals meeting will be returned by the Schools’ Courier service. School should contact the Assessment Team at [assessment@kent.gov.uk](mailto:assessment@kent.gov.uk) if they would like to collect their evidence in person.

**Data Collection**

**Schools must report the final judgements agreed during a moderation visit, or following a District Moderation of Writing session, to Management Information. It is important that the LA is aware of all changes to judgements agreed at moderation.**

The results can only be submitted when the school's results have been formally endorsed by the Moderation Manager. As last year, at the request of STA, the LA will undertake a data check of submitted assessments to Management Information, to ensure that the judgements agreed at moderation are reported correctly.

**It may be identified as potential maladministration if there is a difference in the pupil’s judgement reported to Management Information without the LA being notified prior to submission.**

Management Information will process endorsed pupil’s results on behalf of all schools and submit them to the DfE as part of the national data collection.

Please complete the relevant form below, and post along with your evidence to:

**Assessment and Moderation Support Team**

**c/o Jane Austin**

**KS2 Postal Appeals**

**The Shepway Centre (Via EIS)**

**Oxford Road**

**Maidstone**

**ME15 8AW**

**KS2 Postal Appeals forms 2016**

**Moderation visit**

**KS2 Submission of Additional Evidence to Postal**

**Moderation on 20th June 2016**

|  |
| --- |
| **School:** |
| **District:** |
| **Date of Moderation visit: / / 2016** |

**As a result of today’s moderation visit, I would like to submit additional evidence for the child/ren listed below to the Postal Moderation meeting.**

**It must arrive at the address below by 16th June at the latest.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Name of pupil(s)** | | **Judgement before visit** | **Judgement after visit** | **Reasons for appeal** |
| **UPN** | **Surname** | **First name** |
|  |  |  |  |  |  |

**Please post the completed form and evidence to:**

**Jane Austin**

**Assessment & Moderation-KS2 Postal Appeals**

**KCC – Education & Young People’s Services**

**C/O EIS Kent**

**The Shepway Centre**

**Oxford Road**

**Maidstone**

**ME15 8AW**

**District Moderation of Writing**

**KS2 Submission of Additional Evidence to Postal**

**Moderation on 20th June 2016**

|  |  |
| --- | --- |
| **School:** | |
| **District:** | |
| **Date of Moderation attended** | **/ / 2016** |
| **Venue of Moderation attended** |  |

**As a result of today’s moderation meeting, I would like to submit additional evidence for the child/ren listed below to the Postal Moderation meeting.**

**It must arrive at the address below by 16th June at the latest.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Name of pupil(s)** | | **Judgement before moderation** | **Judgement after moderation** | **Reasons for appeal** |
| **UPN** | **Surname** | **First name** |
|  |  |  |  |  |  |

|  |
| --- |
| **Signed:**  **LA Moderation Manager** |

**Jane Austin**

**Assessment & Moderation-KS2 Postal Appeals**

**KCC – Education & Young People’s Services**

**C/O EIS Kent**

**The Shepway Centre**

**Oxford Road**

**Maidstone**

**ME15 8AW**