



# Enfield Primary Assessment and Moderation Plan 2024/25

Beatrix Simpson  
Moderation Manager

LBE

2024/25



## **Background**

The Moderation process is overseen by the Head of School and Early Years Improvement as the senior accountable manager. The process is led and managed by Beatrix Simpson, moderation manager and Senior School Improvement Adviser.

At the present time, the LA has a statutory duty to facilitate and monitor the moderation process on behalf of the Standards and Testing Agency (STA) for KS2.

In Enfield, arrangements for moderation at KS2 are as follows:

### Recruitment, training and QA of moderators

All KS2 moderators are required to undertake and pass a mandatory standardisation exercise before they are able to become moderators and undertake moderation of work in schools. There are 2 opportunities to undergo these mandatory standardisation exercises. These are facilitated by the LA. The QA of moderators is also undertaken by the LA

### Delivery of moderation and re-moderation

The LA is obliged to put in place a process for statutory external moderation of at least 25% of schools, 25% of academies and independent schools every year, which means that every school can expect to be moderated on at least a four-year cycle, although this can be more frequent if certain STA triggers are hit. The LA selects schools for moderation based on strict guidance from the STA and notifies these schools that they will be subject to moderation



A system of re-moderation is also in place for schools who, following a moderation visit, are asked to provide additional evidence.

**Remoderation will take place on Wednesday 25<sup>th</sup> June at the Civic Centre.**

#### Organisation of the appeals process for moderation and re-moderation

The appeals process for moderation and re-moderation is in place.

The LA is subject to a cycle of STA monitoring, to ensure that all processes and procedures are followed. The LA received its last STA monitoring visit for KS1 in 2016 and KS2 in 2019.

#### Selection of schools for external moderation visits

Schools are selected for an external moderation visit based on the recommended triggers outlined in the Teacher Assessment Guidance (TAG).

At least 25% of Enfield schools and 25% of Academies and Independent schools are externally moderated based on a maximum four-year cycle, and risk assessment triggers such as new HT/SLT/teaching staff, non-attendance at LA moderation events, concerns from LA senior advisers, OFSTED or STA.

LBE ensures all schools we are responsible for are moderated at least once every 4 years (excluding 2020 and 2021), or more frequently if required. Where an additional moderation visit takes place within the 4-year cycle, this visit will be counted as additional and should not impact the school's 4-year cycle.



Moderating participating independent schools in the first year they opt-in and then at least once every 4 years.

A comprehensive spreadsheet records the years that moderation and monitoring visits have been carried out for all Enfield schools.

#### Informing schools of external moderation visits

Letters will be sent via email to schools notifying them of an external moderation visit on or just after Friday 16th May 2024.

Letters contain full details of the moderation visit, including the number and role of each moderator.

Letters are followed up with a phone call from the lead moderator to answer any questions the school might have.

Teachers and leaders are also invited to a familiarisation meeting in May in which teachers are briefed about the process of moderation and can ask any questions they might have.

Moderation visits will take place between **Monday 2nd June 2024 and Tuesday 24th June 2024.**

#### Monitoring visits

On behalf of and reporting to the STA, members of the SEYIS team conduct unannounced SATs monitoring visits.

At KS1, this takes the form of formal phonics screening monitoring visits to at least 10% of schools and 10% academies.



At KS2, this takes the form of SATs monitoring visits to ensure schools have the correct procedures in place for administering the tests, including how unopened and completed papers are stored.

### Independent schools

Independent schools must choose which local authority is responsible for monitoring their end of KS2 tests. They must have a written agreement in place with their chosen local authority and should inform STA of their choice by Friday 8 December on the PAG. This can be their closest geographic local authority or another of their choosing

Academies must have a written agreement with the LA.

[Key stage 2 teacher assessment guidance 2024 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/key-stage-2-teacher-assessment-guidance-2024)

[Key stage 2 tests and phonics screening check: monitoring visits - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/key-stage-2-tests-and-phonics-screening-check-monitoring-visits)

### **Action Plan**

<b>Statutory/Core</b>	<b>KS2</b>
<b>Moderator recruitment, training and deployment</b>	Recruit moderators to conduct external moderation visits Mandatory training and standardisation exercise (x2) for moderators to become approved moderators.

	<p>Training for moderators to undertake external moderation visits Recruit and train moderators for LA QA of external moderation</p>
<b>Delivery of moderation</b>	<ul style="list-style-type: none"> <li>• Selection and notification of schools to be moderated in the year’s moderation cycle</li> <li>• Carrying out an external moderation visit for selected schools for Year 6 cohort</li> <li>• Organisation of re-moderation session for identified schools</li> <li>• Organising appeals</li> <li>• LA QA in place</li> <li>• QA data submissions from schools</li> </ul>
<b>External moderation visits</b>	<ul style="list-style-type: none"> <li>• We ask a senior leader to be present for professional discussion and welcome other members of staff if schools wish to release them (e.g. subject leaders, teaching assistants).</li> <li>• Moderators do not visit schools where there may be a potential conflict of interest.</li> <li>• For QA purposes we send more than one moderator to schools. Headteachers are informed and asked to sign the agreement or refuse to accept more than two moderators</li> </ul>

Validating teacher assessment judgements

- The focus of the visit is to validate the judgements against the “pupils can” statements in the TAF. The outcomes of each discussion are recorded on the visit summary form.

Suitable evidence

- Evidence provided of independent work must be from day-to-day teaching. Evidence would be considered independent if it arose from pupils’ own ideas and choices or it was redrafted by the child in response to self or peer evaluation or teacher discussion.
- Work would NOT be considered to be independent if it was modelled, heavily scaffolded, copied or paraphrased, or supported by over-detailed success criteria or where the teacher has directed the pupil to change specific words or punctuation, or calculations.
- The HT or representative of the SLT and moderator both sign off the agreed summary.
- Headteachers are reminded about the appeals should they want to use it.



<b>Appeals</b>	<p>Organisation of the appeals process for moderation and re-moderation</p> <p>It is referred to on moderation visits before HT/SLT sign off.</p> <p>Moderators will be asked to record details on the moderation visit summary form and copy the moderated evidence for this at the time of the visit.</p> <p>The appeals panel – Cross LA panel dates TBC</p> <p>In 2023-24 a cross LA panel was in place</p>
<b>Monitoring visits</b>	<p>KS2 SATs monitoring visits for selected schools</p> <p>PSC visits for selected schools</p>
<b>Non-statutory/Additional</b>	<b>KS2</b>
<b>Delivery of moderation</b>	<ul style="list-style-type: none"> <li>● Production of a moderation handbook outlining the Enfield process and statutory guidance</li> </ul>





	<ul style="list-style-type: none"> <li>● 2 rounds of external moderation workshops/briefings.</li> <li>● Y6 Writing Assessment training – Free to all schools. 3 sessions</li> <li>● A briefing session for all selected schools in the cycle</li> <li>● One moderator plus another minimum for the purpose of QA</li> </ul>
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**2023/2024 Moderation Action plan for Enfield**

<b>Focus</b>	<b>Strategies and actions</b>	<b>Success Criteria</b>	<b>Timeline</b>	<b>Those responsible</b>	<b>Cost</b>	<b>Evaluation</b>
Effectively communicate with the schools training and updates of the moderation process and test	<p>Hub updates each term including training.</p> <p>LA handbook updated plus additional evidence on the Hub.</p>	<p>All interested are signposted to the Hub and receive emails.</p> <p>All relevant training can be seen on the LBE website, so schools can access the</p>	Termly	Moderation manager. (STA/DfE updates.		The training dates for last year had a short

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monitoring.		appropriate training to attend.		Admin team.		turnarou nd.
Identify those schools which should be moderated this year.	Based on those on the 4-year cycle or have concerns about and those new academies and those with new senior leadership teams.	They are monitored during the moderation window. A good practice is seen throughout  No maladministration required.	March internal selection	MM	MM time to monitor and possibly additional time for another person.	



Ensure at least 25% of maintained schools to be moderated (as required by the STA).	Identified maintained schools are moderated at KS2. Those schools with concerns/RI to be moderated.	Schools that were less successful previously are stronger with their evidence this year.	April 25	MM The schools- having sufficient evidence to meet TA framework criteria based on informatio n.	No cost moderato rs- 1FE-2 moderato rs 2FE-3 3FE+-4+	

				SIA's		
Ensure at least 25% of academies and participating Independent Schools are moderated.	Identified schools are moderated for KS2. Those schools with concerns previously are to be moderated again.	All schools moderated have accurate assessments for each standard for each child.  There are fewer re-moderations There are no appeals.	April 25	MM  The schools- having sufficient evidence to meet TA framework k criteria based on informatio n.  SIA's	As above	<u>KS2</u> 1FE £450 ( 2 moderat ors) 2FE £500 (3) 3FE £550(4) 4FE £600 (4) 25%disc ount if they have moderat ors Monitorin g visits - free

Charging Academies and participating Independent schools for moderation.	Schools are to be informed they are to be charged this year for moderation via letter. Agreement to moderate.	Local academies want LBE to moderate their schools.	October/November	MM	None except for the academies	Letter has been sent to academies, Free and Independent schools
Opportunities for schools to cross moderate KS2	Organise and arrange with schools to host cross-school moderation. Lead moderators lead the sessions. They are supported by the manager at times and the external consultant.	That the cross-moderation opportunities are well attended. Some schools provide host sites for cross-moderation opportunities.	Jan March/April	MM	No cost to schools	Judgements verified Opportunities for dialogue with other schools

						<p>Secure judgements by the end of the academic year 2024-25</p> <p><i>23-24 cross schools' moderation was very well received. About 350 teachers attended two sessions</i></p>
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<p>Ensure training meets the needs of most schools.</p>	<p>Training for Y6 teachers</p>	<p>Schools understand the evidence that is required for the can statements in writing for KS2. Teachers are supported and able to set SMART targets for pupils for the end of the academic year.</p>	<p>Spring 1 KS2 WTS  Spring 2 EXS/GDS Both key stages</p>	<p>Moderation manager and experienced lead moderators</p>	<p>On teams No cost to maintained schools</p>	<p>Academies training free  <i>2024 training was well received In response to requests Autumn 2 session was added.</i></p>
<p>Ensure moderation training is up to date and</p>	<p>KS 2 moderators to make sure spelling standard is adhered to. Make sure moderators</p>	<p>During moderation visits code of conduct and expectations of what must be said is adhered to.</p>	<p>March/April Training for moderators</p>	<p>MM and H.P-consultant</p>		



meets this year's requirements.	confirm the right of appeal during the visit.	Interpersonal skills are supportive of the professional discussion				
Lead moderators attend training and do the standardisation task in November/January/March	<p>Invite local experienced lead moderators to attend the training.</p> <p>There is a team of 30 at least lead and pool moderators who are all qualified teachers with recent and relevant experience in KS2.</p>	<p>KS2 leads, pool + manager attend the training.</p> <p>Pass exercise 1 in November or January – so they can deliver moderation training.</p>	By March	STA – resources and standardisation exercise	<p>LA costs of their time to attend training</p> <p>Consultant H.P cost</p>	
Quality assurance	New moderators are quality assured through discussions with consultant, mentors and the moderation pairs	<p>A good practice is seen throughout</p> <p>No maladministration required.</p>	June	MM	HP Cost 2 days	Consultancy cost max 2 days





	<p>quality assure each other on visits. The LA moderation manager also scrutinises written feedback from schools to quality assure the process as well as drop in on moderation visits.</p>	<p>Comments from records scrutiny included in moderators' training for 2025</p>				
<p>Enhance, and update the moderation handbook and all statutory documents to support the moderation process. Appeals Policy LA agreement</p>	<p>Enhance the information. Add relevant updates linked to the current year.</p>	<p>The handbook has all the relevant information to support the schools and moderators for the moderation process and changes.</p>	<p>Handbook updates and available to schools and moderators by the end of November</p>	<p>MM</p>	<p>Manager time to adapt accordingly</p>	

Moderation visit notes						
Ensure there are opportunities for all schools to strengthen their moderation procedures.	Training dates for schools to be moderated	Schools attend training where schools share their understanding and come to some agreement for each 'can' statement at KS2 writing.  Schools have previously supported LA by providing a venue for KS1/2 cross-school moderation. Zoom meeting possible	Termly moderation opportunity for Key Stage 2	Moderation manager/moderators	In schools	
Increase the number of moderators for 2025	Advertise for new recruits.	Attend the training and pass the standardisation task in the Autumn Term/Spring		Moderation manager and	Teams	



				experienc ed moderato rs		
<p>In case of being moderated by the STA – be prepared</p> <p>STA will no longer visit a sample of LAs during the moderation period to monitor their moderation processes and procedures. 2022</p>	<p>Ensure all forms and paperwork are in place including any local agreements.</p>	<p>LBE passes an external verification by the STA</p>	.	<p>LA moderatio n manager and moderato rs follow the correct protocols.</p>	<p>No cost</p>	

Guidance						
Disseminate and organise the appropriate details for those schools to be moderated in 2025.	Write and arrange a timeline of moderation for those schools likely to be moderated. Identify the schools that may be moderated. A briefing for those schools to be moderated prior to the visit.	Schools chosen through STA and DfE at risk information as well as local intelligence. Ensure GDPR is followed and that we have the local agreement in place -signed by HT's.		STA/DfE SIAs, Moderation manager, data team	Moderation manager time	
Monitoring visits KS2 SATS	KS2 Tests security papers monitoring	List of schools agreed by the end of March 2025.  All procedures are in place. All test materials, including English reading booklets, must be stored securely.		MM, SIAs Gov Services, EYFS team	MM and SIAs internal cost	



Monitoring visits - Phonics	Make unannounced monitoring visits to a sample of schools participating in the June phonics check.	<p>If any test papers from an opened pack are unused, they must be stored securely and may be used for any subsequent administration of the test.</p> <p>Any school behaviour that leads to test materials being shared before the deadline could lead to a maladministration investigation.</p>				
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Autumn 2024 update	Moderators nominated
Spring 2025 update	<p>Training and test in January</p> <p><u>Change made:</u></p>



Summer 2025 update	All agreements with schools and Academies in place Face to face training for moderators to take place in May

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### Costings

Costings for moderation at KS1 and KS2 are as follows:

<b>Personnel</b>	<b>Number of days</b>	<b>Cost</b>
Moderation Manager	35 days	No cost
Consultant Lead Moderators	6 (2 x 3 days) TBC	£500 per day
Administrative support (Business Support Team)	12	No cost
Statutory LA monitoring visits for key stage 2 moderation and key stage 1 phonics checks	5 days TBC	No cost
Head of Schools	3 days TBC	£1650 (day rate £550 x 3)
Hire of moderation training venues (offset against charges to schools)	TBC	
		<b>Total TBC</b>



## Charges

Charges for moderation are as follows:

Institution	Charge	Income
LA maintained schools	N/A	Assuming all primary schools attend the moderation sessions 40 primary schools as follows:
Academies	<u>KS1 and KS2 moderation workshop</u>  KS1 Spring Summer - no cost to schools  KS2 Spring Summer – no cost to schools	





		<b>Total charges:</b>
Academies	<u>Moderation visits</u> <u>KS2</u> 1FE £450 ( 2 moderators minimum as per signed agreement) 2FE £500 (3) 3FE £550(4) 4FE £600 (4) 25%discount if they have moderators Monitoring visits -£150	This depends on which academies fall into the moderation cycle – but the principle is that these pay for themselves when they occur.
Academies	<u>Monitoring visits</u> Statutory Test Administration Check Phonics Monitoring Pre-Post Monitoring Visit Test	This depends on which academies fall into the moderation cycle. In 2022 introduced charges were £150 per visit. This continues in 2025