

Coventry LA Statutory KS2 moderation guidance 2024/25

This booklet clarifies the LA arrangements for external moderation of KS2 Teacher Assessment. Coventry's moderation model complies with all statutory guidance. It aims to be a supportive process and an essential element of teachers' professional development. Information in this booklet is consistent with the Standard & Testing Agency's guidance:

<https://www.gov.uk/government/publications/key-stage-2-teacher-assessment-guidance/key-stage-2-teacher-assessment-guidance>

It should be read in conjunction with the following document:

<https://www.gov.uk/government/publications/key-stage-2-assessment-and-reporting-arrangements-ara>

Statutory Responsibility

Each year, local authorities are required to externally moderate at least 25% of maintained schools and 25% of academies and participating independent schools that opt into local authorities' external moderation provisions. However, this may fluctuate year by year depending on a number of factors, including planned revisits, revisits requested by STA, or late notice school closures impacting scheduled moderation. Local authorities must also ensure that all schools they are responsible for are moderated at least once every 4 years (excluding 2020 and 2021), or more frequently if required.

Recruitment of LA Moderators

All LA moderators, having attended training and successfully completed a standardisation exercise, meet STA recruitment requirements and are therefore approved by the STA to be able to establish and validate the accuracy of teacher assessments in line with the teacher assessment frameworks. All moderators are accredited annually.

Coventry LA will continue to work in partnership with its schools through supporting network moderation and assessment by:

- training teachers to become external local authority moderators (accredited by STA, see above)
- training moderators and providing additional materials to enable them to deliver training in their networks, supporting teacher confidence and expertise.



- facilitating moderation meetings to allow teachers to work with colleagues from across the city.

Local Agreement

Moderation is a crucial part of the teacher assessment. It enables schools to have their judgements validated to ensure that they are consistent with national standards. It is a collaborative process between schools and LA moderators.

As stated in the Teacher Assessment Guidance 2025: External moderation arrangements that are communicated to schools by LAs and that lie outside the scope of this document are by local agreement only and must be clearly stated as non-statutory. Local agreements are in addition to, and do not replace, statutory guidance.

Local agreements should be drawn up in consultation with, and with the agreement of, all stakeholders and revised annually. A local agreement should be signed by both the LA and school. Schools that do not want to enter into a local agreement can instead ask the LA to revert to the statutory moderation arrangements. All schools with a local agreement should have a written copy of this agreement from the LA.

The LA works under the assumption that all schools have signed the agreement unless informed otherwise.

The Coventry Local agreement

Data and teacher workload - allowing schools to send TA data to moderators prior to moderation.

To ease workload of teachers, schools still have the opportunity, if they wish, to send data (TA judgements) to the moderator prior to their visit, so the moderator can select the sample to be moderated and inform the teachers one day prior to moderation. It is still important to remember that moderators must have access to all children's books in case the sample needs to be widened.

Sending TA data to the moderator remains the school's choice.

External Central Moderation

Schools will be informed on or after Friday 16th May if they are going to receive an



external moderation visit. Moderation will take place at Friargate in the week beginning Monday 16th June. Holding the moderation meeting towards the end of June allows schools the full amount of teaching time possible prior to data submission at the end of June.

Meet the Moderator session prior to external moderation
Wednesday 21st May 3.30pm

Moderators will:

- introduce themselves to staff of the school being moderated
- explain and outline the purpose of the central moderation session, including the paperwork and how the visit will conclude
- talk through the moderation process
- share email addresses and agree dates for data sharing
- ensure that the school is aware of the LA remoderation and appeals process
- answer any questions staff may have.

Prior to External Moderation

Moderators will:

- select an initial sample of 15% of pupils from across the cohort or, in the case of a single class, a minimum of 5 pupils per subject
- confirm which pupils are included in the sample for moderation the day before the central moderation session
- ensure the sample includes a selection of pupils assessed at all standards within the TA frameworks. It will not include pupils working within the pre-key stage standards, or pupils assessed using the engagement model.

Schools should:

- submit TA judgements to the moderator on an agreed date (as per the local agreement)
- make judgements against the TA framework and subject them to internal moderation.

External Moderation

Year 6 teachers:

- are required to bring evidence of 'day to day' written work for the children selected for moderation, and that of other children in the class, should the moderator require the sample to be widened. LA will not dictate what schools' evidence should look like or how it is presented. LA should not expect portfolios or checklists of evidence
- should present the evidence against the Teacher Assessment Framework standards, holding a professional discussion with moderators to explain how TA judgements have been reached, and to discuss any gaps in evidence. Moderators will review evidence for each pupil in the sample against the 'pupil can' statements from the TA frameworks within the standard they have met and confirm TA judgements against national standards using TA framework, referring to exemplification materials.
- are provided with the opportunity to articulate their understanding of the standards as set out in the TA frameworks.

The Moderation Manager and Standards and Performance Lead will be in attendance to oversee the process and consistency of judgements and offer expert advice and support.

Head Teachers / senior leaders are invited to attend the end of the meeting to countersign the paperwork. If the head teacher or senior leader is unable to attend the 'signing off' at the end of the meeting, the Record of Moderation will be scanned to the head teacher for signing. School outcomes **cannot be verified** until the sign off has been completed. Schools must ensure that any changes to TA judgements because of an external moderation session are accurately reflected in their submitted TA data.

The moderation manager, Standards and Performance lead and Coventry's data team will undertake checks of submitted data against the Record of Moderation.

Re-Moderation

Re-moderation only applies where pupils have the potential to meet the next standard before the deadline for data submission. It is not a method of further moderation to avoid appeals, nor is it part of the appeals process. At the time of the external

moderation visit, there may be pupils who have not yet demonstrated a small number of the 'pupil can' statements for the next standard and have the potential to meet it. If the school and the LA moderator agree that these pupils will be able to consistently demonstrate the relevant knowledge or skills after the external moderation visit, but before the deadline for TA data submission of Friday 27th June, then re-moderation can be undertaken. The Record of Moderation will clearly set out the next steps for these pupils.



Coventry Appeals Process end of Key Stage 2

Local authorities have the statutory responsibility to ensure teacher assessments are accurate and consistent with national standards and the 'pupil can' statements in the teacher assessment frameworks (2018/19 onwards).

Moderators will endeavour to validate teacher assessment judgments. However, there will be occasions when it is not possible for moderators to do so because:

1. Moderators consider that the teacher assessment judgments are not accurate against national standards
2. There is insufficient evidence for a standard to be awarded.

Moderators will complete the Record of Moderation and feed back to the head teachers the reasons they have been unable to validate the school judgements. If a school disagrees with the validated judgement and feedback, then they must formally appeal against the moderator's decision by the end of the external moderation session. If a school submits different data from that agreed, as a result of LA moderation, it is viewed as maladministration, (Assessment and reporting arrangements 2025). Head teachers are responsible for the submission of accurate teacher assessment data. If a school does not agree with the changes that moderators have made to their original teacher assessment judgment, then the following appeals procedures apply:

Stage 1 Coventry LA moderator panel

If the school intends to appeal, they must make this clear during the final verification meeting at the end of the moderation visit, and this should be noted on the Record of Moderation paperwork. The school must also signal their intention to appeal to the KS2 Moderation Manager and agree a time and date when the teachers are available to present/ send their evidence to LA moderators at the Reviewing Additional Evidence meeting (week beginning 22nd June). The pupil work collated for the appeals panel can **only** include evidence that was submitted and moderated **during the original external moderation session**. The evidence must not be dated as completed after the moderation visit. This evidence needs to be referenced against 'pupil can statements' in the Teacher Assessment Framework to support their appeal request.

A panel of LA moderators will either agree with the school appeal or uphold the judgements of the original moderators who conducted the initial moderation.

If the school does not agree with the LA appeal panel, they can choose to present evidence/submit evidence to an external appeal panel comprising of moderators from Warwickshire LA.

Stage 2 Warwickshire LA moderator panel

Teachers present or send evidence to be reviewed by a Warwickshire LA moderator panel

An appeals panel will be convened and chaired by the moderation manager (Warwickshire LA) who will ensure that the judgments made by the appeals panel are fair and impartial.

Coventry and Warwickshire reviewing evidence process and appeals procedures for KS2 teacher assessment

Concern	LA	School	Action:
Accuracy of judgements by school: expand the sample	Request to expand the sample if there is concern about the accuracy of a judgement. In certain cases, the sample may be expanded to include the whole cohort. The Record of Moderation should record the next steps in terms of expansion of sample.	Respond to a request to expand the sample by providing collections of other pupils' work. The moderator may not need to assess other collections if changed judgements are agreed by the school.	A second moderation appointment would be arranged prior to data submission.
Insufficient evidence - additional evidence required to secure the standard: remoderation	The school and the LA external moderators agree some pupils have the potential to meet the proposed standard before the deadline of the data submission. The Record of Moderation should record the pupil names and the next steps, in terms of the additional evidence needed.	Where additional evidence is required, schools should apply internal moderation processes before submitting final teacher assessment judgements, to ensure standards take account of external moderation. Teachers scan additional evidence to moderators by agreed date or agree to attend a review meeting.	Moderators attend a review of additional evidence meeting. Moderators confirm standards with the school prior to data submission.
Appeals The moderators are not able to verify teacher assessment judgments. Teachers do not accept moderators' views that, even with extra time to produce additional evidence, the pupil would not demonstrate sufficient and sustained evidence of the standard assessed by the school.	LA moderators will explain the LA's appeals process prior to the moderation session and directly refer to the appeals process during the moderation visit if any judgements have been amended. Moderators will include details of an independent review by different LA moderators and arrangements for a different LA to review evidence in their appeals process.	If the school does not accept the moderator's judgements based on the original evidence presented, then this becomes an appeal. In these circumstances, the evidence can only be based on that seen by the moderator during the LA moderation visit. The school must decide to appeal before the moderation session ends. A copy of the original disputed evidence presented must then be given to the Moderation Manager.	Teachers will have the opportunity to present evidence to an appeals panel with other LA moderators (Stage 1) and then from another LA (Stage 2) in June, prior to data submission. The appeals panel will consider the evidence and decide to uphold or refuse the appeal.