

Leicestershire County Council Local Agreement

Item	Statutory duty	Leicestershire response
Local agreement	<i>“External moderation arrangements communicated to schools by LAs outside of this document are by local agreement only and must be clearly stated as non-statutory.”</i>	An Assessment Reference Group with representation from Leicestershire schools has previously been established.
Communication with LA		Email: moderation@leics.gov.uk Phone: 0116 305 3365
Notifying schools of an external moderation visit	<i>The LA must tell their schools in if they are going to be moderated. LAs must give at least 48 hours’ notice for an external moderation visit and let the school know who will be attending.</i>	Emails will be sent to schools both confirming selection or non-selection for Moderation. Meet the Moderator events for KS2 will take place after schools have been informed that they will be moderated. There will be no charge for these events.
Moderation window	<i>Visits will take place in the first three weeks after the summer half term.</i>	Moderation visits will take place in the first three weeks after summer half term. This allocated period for the moderation window allows time for re-moderation: Additionally, all evidence queries will be resolved in advance of the externally set submission date for data, to enable all schools to submit results on time.
Appeals	<i>“Make schools aware of the LA’s appeals process prior to, and at the beginning of the visit; Ensure that LA external moderator(s) directly refer to the LA’s appeals process during the external moderation visit if any judgements have been amended; Include details of an independent review by the LA and arrangements for a different LA to conduct either a second</i>	Leicestershire has an appeal process to ensure a fair outcome for pupils and schools, and to maintain a robust and reliable data set for submission to the DfE. A copy of the appeals process document will be sent to all schools with notification of a moderation visit / posted on LTS. Moderators will carry a copy of the appeals process to the moderation visit and will present this to the school at the time of the visit.

	<i>external moderation visit or a review of evidence in their appeals process.” “Schools must provide evidence to the LA to support any claim before it is processed. The evidence can only be based on that seen by the external moderator during the LA external moderation visit.”</i>	<p>Appeals will be made on the day of the moderation visit, or in exceptional circumstances (for example if the HT is called away on an urgent safeguarding matter), within 24 hours.</p> <p>LA will not accept data unless validated by LA external moderators and agreed.</p>
Submission of data	<i>“STA does not require LAs to ask schools for pupil data in advance of an external moderation visit.”</i>	Leicestershire does not ask schools to submit their information in advance of a moderation visit. The focus at the visit will be on evidence of the learning of the children as provided by the school.
Number of moderators	<i>“In most cases, we would expect only one LA external moderator per visit. If the school has a large cohort, for example, or the LA external moderator is being quality assured, we would expect additional LA external moderators to take part in the visit. Where applicable, the school must be made aware of this in advance of the visit by the LA.”</i>	<p>Schools will meet their moderator(s) face to face at the meet the moderator events and will find out if their school is being moderated by one or two moderators at that time. Or if any other visitors will be in attendance.</p> <p>Leicestershire will send two or more moderators if:</p> <ul style="list-style-type: none"> • The cohort is two form entry or more; • The moderator is newly recruited, in which case shadow and paired visits will form part of their induction training. • All moderators will have a quality assurance visit. These will be allocated by the moderation manager after the meet the moderator events. If this applies to your school, the moderator will telephone you to communicate this prior to the visit. • On occasion there may be a wider learning opportunity for more experienced moderators which may mean there is more than one moderator in attendance.
Selection of moderation sample	<i>“The sample of pupils chosen by the LA must include all standards awarded within the TA frameworks across the cohort. This does not include pupils working within the pre-key stage standards.”</i>	The sample of pupils to be moderated will be selected by the moderator on the day of the visit.

Exemplification	<i>"LAs may refer to the exemplification materials if guidance is required when undertaking an external moderation visit."</i>	Leicestershire LA moderators will refer to national exemplification during visits. This supports consistency of judgements.
Re-moderation and additional evidence	<i>At the time of the external moderation visit, there may be pupils who haven't met a small number of the 'pupil can' statements. If the school and the LA external moderators agree that these pupils will be able to consistently demonstrate the relevant knowledge or skills after the external moderation visit, but before the data submission deadline, the LA can agree to accept additional evidence for the pupils to validate the proposed standard.</i>	<p>The decision to accept additional evidence will be agreed between the moderator and school, and will take into account:</p> <ul style="list-style-type: none"> • the ability of the pupil • the difficulty of the 'pupil can' statement • the time of the visit in the moderation window <p>All additional evidence which is being re-moderated by the LA must be received by the moderation manager. Time must be allowed for discussion and submission of the data by the school to meet the deadline.</p>