



Norfolk Local Authority (LA) Statutory Assessment Monitoring Services 2023/2024



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Introduction

Norfolk Statutory Assessment Monitoring Services provides monitoring, training and briefings for academies, free schools and independent schools who choose our services, and all Norfolk maintained schools. Monitoring is provided for KS2 teacher assessment in the form of moderation, and test security visits for the phonics screening check and the KS2 National Curriculum tests. We also provide briefings for senior leaders, and training for all teachers in Y6 relating to statutory assessment. Each year we provide a growing bank of resources to support colleagues in implementing and embedding effective statutory assessment systems, from a calendar of important deadlines to checklists for test administration and training resources for use in staff meetings. It is our intention to support you in making the assessment year as smooth and successful as possible.

Norfolk Moderation Process

We use a 'warehouse' model for our moderation of KS2 teacher assessment. It is so-called as meetings take place at venues around the county rather than as a school visit. This year we are using two large venues - one to the north of Norwich and one near Kings Lynn, both with good transport links and plenty of parking.

A typical moderation would run as follows:

1. The school is informed of their moderation venue, date and time on the Friday of KS2 test week (as per STA guidance). We have already set the dates for these appointments and they will take place on **4th June, 5th June 6th June, 10th June, 11th June, 12th June and 13th June.**
2. If the appointment is not suitable for any reason, the school would contact the assessment team and we would arrange an alternative.
3. Teachers submit interim data by a given date, close to the moderation appointment. This interim data set is used to select pupils for moderation.
4. One week prior to the moderation appointment, the school is informed of the number of moderators assigned to them and the names of those present at the venue on the day. This is to enable schools to declare any potential conflicts of interest.
5. On the morning of the day prior to the moderation appointment, the school will receive the names of the pupils who make up the sample for moderation. Teachers can then gather the evidence bases they need to enable them to discuss the judgements made, in preparation for the moderation appointment the following day.
6. Teachers attend the venue at the time given for the appointment and a moderation conversation takes place around that evidence base, with the moderator(s) assigned to the school.

7. Paperwork is completed via Sharepoint and headteachers are sent an electronic copy as soon as the moderation is complete. Headteachers are more than welcome to attend the appointment with their teachers.
8. Prior to being sent, the paperwork is read by the teachers and they are asked to sign an agreement that it is a true reflection of the moderation conversation that has taken place.
9. Headteachers (if not in attendance) are asked to return an electronic agreement form, stating that they agree with the moderation outcome.

Warehouse Model

We operate a warehouse model for a number of reasons:

- We feel that it enables a professional conversation to take place between teacher and moderator, free from any distraction.
- We understand that it can be difficult to find a space within school that is not being used for teaching or meetings. We provide the space so that schools do not have to.
- Every moderation appointment is quality assured by a lead moderator, present on the day. Their role is to support discussions and to ensure consistency and a fair process for all.

Typically, 9 or 10 school moderation appointments take place within the same room at the same time. Care is taken to ensure that there is space between the tables to allow those in attendance to have a private conversation with their moderator(s).

Local Agreement

Due to our moderation model operating in an alternative way than is described in the statutory guidance, we have a local agreement in place. This outlines the aspects that differ from the guidance and you have the option to agree or disagree with this. Where there is disagreement, we discuss an alternative arrangement that meets your needs.

The non-statutory aspects we usually ask for agreement with are:

- Schools will submit interim data in advance of the meeting which is used to select the pupil sample. This is then communicated to the school 24 hours before that appointment
- Teachers are required to be released from their teaching commitment for half a day

Selecting Norfolk Local Authority (LA) Monitoring Services 2023/24

Academies are required to have a **written agreement** in place with their chosen local authority (LA) **by Friday 12th January 2024**, for external moderation of KS2 teacher assessment; monitoring of the phonics screening check; and monitoring of the KS2 National Curriculum tests.

If your academy has selected a **non-geographical** LA, you must report this information to STA via the Primary Assessment Gateway, **by this date, also**.

If a school became an academy on or after 2 September 2023, they will be part of their geographical LA's arrangements for monitoring and will be unable to select an alternative LA until the 2023/24 academic year. They will not be charged for monitoring services during the 2022/23 academic year.

To select Norfolk LA as your statutory assessment monitoring provider, each school must do the following:

- Complete this Microsoft Form: [Norfolk Statutory Monitoring Services Subscription \(Microsoft Form\)](#). The subscription amounts refer to cohorts in Y6. If you have any queries about this, please contact us at assessment@norfolk.gov.uk
- An invoice for the amount selected will be sent to the school following the action above. If you have added a PO number to the form, that number will be used.
- If you are selecting us as a non-geographical LA, you must also inform the Standards and Testing Agency of your decision, via the [Primary Assessment Gateway](#)
- All actions must be complete **by Friday 12th January 2024**
- **Please note:** You have also been sent a local agreement form that must also be completed.

LA subscription tariff for academies:

Please note that our pricing below is based on the number of classes rather than number of pupils as we need to moderate each class teacher’s assessment judgements and monitor the administration of KS2 tests in each class.

| Infant Schools | |
|----------------------------|-------------|
| Flat rate of £60 | |
| Junior Schools | |
| 1 year 6 class | £170 |
| 2 year 6 classes | £220 |
| 3 year 6 classes | £270 |
| 4 year 6 classes | £320 |
| Primary Schools | |
| 1 year 6 class | £230 |
| 2 year 6 classes | £280 |
| 3 year 6 classes | £330 |
| 4 year 6 classes and above | £380 |

The LA subscription includes the following services relating to statutory assessment and data submission:

- Statutory moderation of KS2 teacher assessment
- Statutory monitoring of phonics screening check and KS2 National Curriculum tests
- Norfolk Schools statutory testing and assessment webpage and data support pages [Statutory teacher assessment and testing - Schools \(norfolk.gov.uk\)](http://norfolk.gov.uk/statutory-teacher-assessment-and-testing-schools)
- Attendance at any of the statutory assessment training programmes and briefings provided by Norfolk LA :
 - Senior Leader Briefings x 2
 - Phonics Screening briefing x 1
 - Access to KS1 Padlet offering guidance and support in facilitating KS1 Assessment sessions in your local area
 - Multiplication Table Check briefing x1
 - Fully funded Moderator-Led Assessment Networks to support accurate assessment across WTS, EXS and GDS at KS2
 - Administering KS2 Tests briefing sessions
- Data checking support for early years data, phonics submissions and KS2 teacher assessment submissions for writing.
- Support over the phone and via email for assessment and data queries and access to facilitated sessions to discuss EYFS assessment.

| | Named person | Email |
|-------------------|---------------------|------------------------------|
| Assessment | Sara Matthews | assessment@norfolk.gov.uk |
| Data | Simon Porritt | cs.schooldata@norfolk.gov.uk |

LA Statutory Monitoring Responsibilities

Test Security Monitoring Visits – Phonics Screening Check and KS2 National Curriculum Tests

LAs have a statutory duty to make monitoring visits to at least 10% of their schools. This includes:

- participating PRUs or special schools
- academies that have chosen to be monitored by the LA
- a sample of schools that STA will identify

If schools receive a monitoring visit, they must allow visitors to:

- see all materials and any relevant delivery notes
- observe any checks/tests being administered
- see copies of correspondence and other documents sent to, and received from, the LA or STA about the administration of the check

STA will carry out a full investigation if a monitoring visitor reports:

- administrative irregularities
- potential maladministration

These investigations are used to make decisions about the accuracy or correctness of pupils' results. Schools should refer to the guidance on monitoring visits, which will be updated in March 2023, for further information.

Phonics Screening Check

Monitoring visitors, on behalf of the LA or STA, will make unannounced visits to schools that are participating in the check. They will look for evidence that the school is following the published guidance on:

- keeping check materials secure
- administering and scoring the check

These visits may take place (*the week*) before, during and after the check/test period.

KS2 National Curriculum Tests

Monitoring visitors, on behalf of the LA, will make unannounced visits to schools administering the tests (*the week*) before, during and after the test period. They will check if the school is following the published test administration guidance on:

- keeping the test materials secure
- administering the tests
- returning the scripts

If a school receives a monitoring visit, they must allow visitors to:

- see all KS2 test materials, and any relevant delivery notes
- observe any KS2 tests being administered
- see evidence to show that pupils using access arrangements, for example prompters, scribes or readers, are doing so in accordance with the access arrangements guidance
- see copies of correspondence and other documents sent to, and received from, the LA or STA about the administration of the KS2 tests

Moderation of KS2 teacher assessment*

KS2

LAs are required to externally moderate at least 25% of maintained schools. They are also required to externally moderate at least 25% of academies and participating independent schools that opt into the LA's external moderation provision. The purpose of this moderation is to validate TA judgements in English writing. LAs must ensure all schools they are responsible for are moderated at least once every 4 years, or more frequently if required.

STA assumes academies are being moderated by their geographical LA, unless informed otherwise.

The teacher assessment guidance* includes details of the external moderation process and the procedures LAs should follow. They must refer to the guidance to ensure the requirements are met and that robust moderation processes are followed.

Funding

Funding for monitoring activities is paid directly to the geographical LA in the first year following conversion to an academy. **Subsequent payments are made directly to the academy every 4 years.** If a school became an academy on, or after, 2 September 2023 they will be part of their geographical LA's arrangements for monitoring and will be unable to select an alternate LA until the 2024/25 academic year. They will not be charged for monitoring services during the 2023/24 academic year.

Academies should ensure costs, including potential re-moderation, are agreed with the LA in advance. If selecting a non-geographical LA, academies must give them a copy of their most recent external moderation visit record and the outcome.

***Please note that the above references to the Teacher Assessment Guidance refers to the guidance that was produced on 20th September 2023. We will highlight any changes to this guidance in the senior leader briefings in January and at the first Moderator-Led Assessment Network that is taking place in November.**