



**Nottinghamshire
County Council**

Education Improvement Service

Moderation Handbook

January 2025



Moderation handbook 2025

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Introduction

The Standards & Testing Agency (STA) is an executive agency within the Department for Education. It is responsible for the development and delivery of assessments between reception and the end of key stage 2. STA documents explain statutory requirements and guidance for assessment and reporting arrangements, including external moderation.

For full details please refer to <https://www.gov.uk/government/organisations/standards-and-testing-agency>

2025 ARA and moderation guidance documents:

EYFS Profile Handbook (There is no longer statutory moderation for EYFS)
[Early years foundation stage profile handbook \(publishing.service.gov.uk\)](https://www.gov.uk/government/publications/early-years-foundation-stage-profile-handbook)

Key Stage 1 Teacher Assessment Frameworks (There is no longer statutory moderation for KS1) (in 2025 the frameworks published in 2018-2019 will be used)
<https://www.gov.uk/government/publications/teacher-assessment-frameworks-at-the-end-of-key-stage-1>

Pre-Key Stage 1 Standards

<https://www.gov.uk/government/publications/pre-key-stage-1-standards>

2025 Key Stage 1 Non-Statutory Teacher Assessment Guidance
[Key stage 1 teacher assessment guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/key-stage-1-teacher-assessment-guidance)

2025 Key Stage 2 ARA

[key stage 2: assessment and reporting arrangements \(ARA\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/key-stage-2-assessment-and-reporting-arrangements-ara)

Key Stage 2 Teacher Assessment Frameworks (in 2025 the frameworks published in 2018-2019 will continue to be used)

<https://www.gov.uk/government/publications/teacher-assessment-frameworks-at-the-end-of-key-stage-2>

Pre-Key Stage 2 Standards

<https://www.gov.uk/government/publications/pre-key-stage-2-standards>

2025 Key Stage 2 Teacher Assessment Guidance

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

Engagement Model

[The engagement model - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/the-engagement-model)

You are advised to use the online versions to ensure that you have the most up to date information.

See appendix 3 Key documents for related guidance and information.

The moderation process

Moderation is an integral part of assessment ensuring that standards of assessment in writing at KS2, are consistent among teachers, schools and LAs and that they are maintained from year to year. External moderation visits are only one part of the assessment process. It is important for schools to engage fully with each stage of the process to ensure that their teacher assessment is accurate and in line with national standards.

Moderation as a whole includes:

Component	Description
Ongoing assessment (formative)	Teachers make day-to-day professional judgements on children's progress and attainment to inform next steps in learning.

Standardisation	A professional development activity where teachers secure their understanding of national standards. Where there are differences, teachers must review their judgements and align them with national standards.
Teacher assessment	Following standardisation, teachers make informed judgements about children's summative attainment against national standards. Teachers must base their teacher assessment judgement on a broad range of evidence across the curriculum for each pupil.
School/cluster moderation	With colleagues, teachers use national standards and exemplification materials to review a selection of the judgements and supporting evidence to check their accuracy and consistency. Disagreement must be resolved to ensure that all judgements are in line with national standards and may require revisiting all previous teacher assessment judgements. The TA frameworks only cover key aspects of assessment within Y6. These will be used for external moderation purposes. For other year groups, teachers will need to refer to national curriculum programmes of study.
External LA moderation	Visits by LA external moderators to review teachers' judgements across the range of attainment to ensure that teacher assessments are accurate and in line with national standards. <i>If judgements are not validated by the external moderator, the moderator will explain what needs to be done to ensure the judgements are valid. Any changes to data will need to be resubmitted. The school must not resubmit TA data after the deadline without the authorisation from STA or the LA.</i>

EYFS

In the revised EYFS Framework 2021 this is no longer a statutory requirement to moderate in EYFSP judgements. We recognise that colleagues value the importance of professional discussions to quality assure their data especially in a year of new standards. To support colleagues with this process we will be offering moderation activities at the summer term EYFS networks which can be booked through our sold service.

Data submission

Schools must submit practitioner assessment judgements as set out in the EYFS Profile Handbook, available at

<https://www.gov.uk/government/publications/early-years-foundation-stage-profile-handbook>

EYFS submit to LA: 27 June 2025

KS1 the statutory moderation of KS1 will no longer continue

From 2024, Key Stage 1 SATs are no longer compulsory national tests. However, KS1 SATs have been 'replaced' by optional KS1 SATs tests and it is recommended that the key stage 1 tests are administered during May 2025. These optional SATs tests will continue to be authored, published, printed and distributed by

the STA.

Phonics Screening Check

PSC to be administered and monitored week commencing Monday 9 June 2025.

KS2 (Please note that this moderation handbook does not replicate the statutory guidance for all schools outlined in the STA document 2025 KS2 teacher assessment guidance.' This section needs to be read alongside this document)

Selecting schools for moderation visit

The LA selects at least 25% of schools and academies with Y6 pupils for an external moderation visit. Schools and academies should expect a visit at least once every 4 years excluding 2020, 2021. Additionally, other schools will be selected for moderation out of the four year cycle to ensure that moderation is not predictable but remains within the statutory requirement. Schools with a teacher new to Y6 or a new Headteacher in the academic year 2024-2025 will be selected for moderation. Other reason where schools may be moderated more than once in four years may include: a new senior leadership team, schools with KS2 1 cohort for the first time, Ofsted, LA concern.

National TA data submission date

Key stage 2 deadline: 27 June 2025

Notification of visits

- Schools selected for an LA external moderation visit will be notified on 16 May 2025
- KS2 moderation briefing meetings will be held:

Edwinstowe House	20/05/2025	3.45 – 4.45pm
Bestwood Lodge	21/05/2025	3.45 – 4.45pm

- Moderators will contact schools to make arrangements for visits
- In Nottinghamshire we aim to complete all visits between the 2 and the 20 June 2025 (see local agreement appendix 1).

Schools selected for an LA external moderation visit are asked to ensure that:

- All year 6 teachers attend the moderation briefing.
- On the day of the visit all year 6 teachers are available in school to meet with moderators. Whilst there is no expectation that the school staff will need to be released for the whole visit the LA external moderator may wish to speak to school staff regarding any aspect of the evidence presented.
- The moderator receives a list of pupil teacher assessment judgements (working towards, working at, and working at greater depth) by class in advance of their visit. The list should not include children's full names, just initials and date of birth. **This is not a statutory requirement**, if a school chooses not to provide this information in advance the children for moderation will be selected on the day of the visit. These judgements should be subject to internal moderation prior to the LA external visit.

During the external moderation visit

The purpose of the visit is to ensure that the school's summative TA judgements for writing by all Y6 teachers are accurate and consistent with the Teacher Assessment Frameworks (TAFs).

- Visits will usually take half a day.
- From the year 6 pupil list provided by the school, moderators will select a minimum sample of 15% across the cohort or in the case of a single class, a minimum of five children for writing. The sample will cover the full range of attainment (working towards, at the expected standard, at greater depth) but not pupils working at pre key stage standards.

Size of cohort	Sample size
30	5 pupils
60	9 pupils
90	14 pupils
120	18 pupils

If the school has provided a list of judgements in advance of the visit the moderator will inform the school of the sample children the day before the visit, if not, the sample will be chosen on the day.

- Moderators will review evidence for each pupil in the sample against the 'pupil can' statements within the standard at which the pupil has been judged.
- The LA external moderator(s) will review the presented pupil's work and hold a professional discussion with the year 6 teacher(s). This professional discussion is a key part of the moderation process, enabling teachers to articulate and present evidence for their judgements.
- Moderators must be satisfied that pupils' writing is independent by using the criteria within the STA document.
- LA external moderators may refer to the exemplification materials during the visit. Schools may choose to use the KS2 exemplification material to support teachers making TA judgements or to validate judgements across the school.
- If teachers are confident in their judgements, there is no requirement to refer to the exemplification materials.
- Where there is insufficient evidence or concerns about the accuracy of the teachers' judgements, moderators must request additional evidence or expand the sample.
- In addition, moderators will:
 - evaluate whole school assessment processes
 - consider outcomes of internal moderation
 - establish how schools undertake internal and cross-school/cluster moderation processes.

Suitable evidence for moderation

- The LA will not dictate what schools' evidence should look like or how it is presented for an external moderation visit. We do not expect portfolios or checklists of evidence.
- Moderators will look for evidence against the statements from the teacher assessment frameworks. They will record that they have seen evidence against all the statements from the frameworks on the moderation form (Form A). To achieve the standard evidence must show that the pupil demonstrates attainment of all the 'pupil can' statements. Pupils' work that meets the standard is sufficient to show that they are working above the preceding standards.
- Moderators will expect to see examples of children's independent work as well as work supported through direct modelling, use of prompts or guided group work.
- Evidence will clearly identify the degree of support a pupil has received.

Completion of visit:

- The moderators will provide formal feedback to the headteacher or representative of the outcome of the external moderation visit, both verbally and in a written visit record including:

- ~ whole school processes: where schools have an effective whole school approach to assessment, this will be recognised and reflected in feedback to the school
- ~ where the assessment is not in line with national standards, the moderators will inform the school of the action to be taken
- The completed LA visit record (Forms A and B), detailing the teacher and moderator judgements, which must be signed by the headteacher (or representative) and moderator, will be returned to the LA moderation manager and a copy left in school.
- If the school and the LA external moderators agree some pupils have the potential to meet the proposed standard before the data submission deadline, this will be indicated on the moderation visit form.

1. *If a school's TA judgements are accepted in full by the LA moderator, any pupils who the school and the moderator agree will be re-moderated can have evidence internally moderated by the school without the need for an LA review of evidence. This also applies to pupils outside of the representative sample.*
2. *If the school's TA judgements are not fully accepted by the LA moderator, any pupils who the school and the LA moderator agree will be re-moderated, must have evidence reviewed by the LA before submission of the TA data. This also applies to pupils outside of the representative sample*

- In scenario (2), any additional evidence should be presented to LA moderators at the re-moderation event so that a LA moderator can agree the final judgement. The outcome will be confirmed on Form C. This process will not be used if the school is allowed to re-moderate without LA review, as in scenario (1).
- Moderators will ensure schools are aware of the LA appeals procedures. Please note that the moderation manager must be notified of the school's intention to appeal on the day of the visit.

KS2 Re-moderation event will take place:

24 June 2025 – Edwinstowe House

Data submission

- Schools must submit teacher assessment judgements as set out in the 2025 key stage 2 ARA, available at
[2025 Key stage 2: assessment and reporting arrangements \(ARA\)](#)
by 27 June 2025
- The LA makes checks on data submission for moderated and non-moderated schools.

Appeals

The LA is required to have an appeals process and share it with schools:

- The Appeals procedure is outlined in appendix 2.

The KS2 Appeals panel will meet on 25 June 2025



Appendix 1

Nottinghamshire's Local Agreement for Moderation 2025

Request for pupil data

When moderating schools we normally ask for a list of judgements for all pupils (initials and DOB) in the cohort be sent to the moderator in advance of the visit.

STA guidance states that LAs cannot ask schools for judgements in advance of the moderation visit. We feel that in doing so the moderation process runs more smoothly by enabling the moderator to inform the school of the sample children the day before the visit.

By agreeing to this local agreement you are giving permission for us to ask you for judgements in advance of the visit. If you choose not to provide the information in advance of the visit, the sample will be chosen on the day of visit.

This arrangement is communicated as non-statutory.

Briefings

We hold moderation briefings for schools who have been selected for moderation. The briefings will be held for KS2 on May 20 2025 3.45 - 4.45pm at Edwinstowe House or May 21 2025 3.45 - 4.45pm at Bestwood Lodge. Though it is a non-statutory requirement to attend the briefings we feel that they are useful in preparing staff for the moderation visit.

Procedure for re-moderating work

STA moderation guidance states

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 27 June, then re-moderation can be undertaken. The LA's record of the visit should clearly set out the next steps for these pupils.

If a school's TA judgements are accepted in full by the LA moderator, any pupils who the school and the moderator agree will be re-moderated can have evidence internally moderated by the school without the need for an LA review of evidence. This also applies to pupils outside of the representative sample.

If the school's TA judgements are not fully accepted by the LA moderator, any pupils who the school and the LA moderator agree will be re-moderated, must have evidence reviewed by the LA before submission of the TA data. This also applies to pupils outside of the representative sample

Re-moderation event for KS2 will take place at Edwinstowe House on **24 June 2025**

Number of moderators

STA guidance states that, in the majority of cases, they would expect only one LA external moderator per visit. However, if the school has a large cohort, or the LA external moderator is being quality assured, or if the visit forms part of moderator induction, there may be additional LA external moderators conducting the visit. Should this be the case, we will notify the school before the visit.

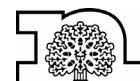
Notice of visit

The date of the moderation visit will be agreed between the moderator after the moderation briefings and before the 23 May 2025. The moderation window is the 2 - 27 June 2025. The LA will endeavour to complete all visits by the 20 June to allow time for re-moderation, if required.

Name of school -

I accept the local agreement for moderation 2025

Headteacher..... signed



Appendix 2

Nottinghamshire LA - statutory responsibility for moderation 2025

Appeals and potential maladministration (STA Guidance for KS2 Teacher Assessment)

Appeals

LAs must:

- make schools aware of the LA's appeals process
- ensure that LA external moderator(s) 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 external moderation visit, or a review of evidence in their appeals process
- not charge schools for any appeals submitted, as these costs are covered by funding received by LAs for moderation activities

Schools must:

- provide evidence to the LA to support any appeal before it is processed. The evidence can only be based on that seen by the external moderator during the LA external moderation visit

Appeals procedure in Nottinghamshire 2025

Every attempt will be made on the day of the visit to reach a positive outcome.

Stage 1

- Moderators will work closely with teachers through discussion and scrutiny of evidence to reach a consensus on the accuracy of assessments.
- The school will be given the opportunity to provide additional evidence and/or expand the sample.

If a consensus on the accuracy of assessments cannot be reached, the moderator:

- Will inform the headteacher of their judgement relating to the teacher assessment(s) in question.
- Will discuss with the headteacher why the judgements are inaccurate.
- Will aim to reach agreement with the headteacher through further discussion.
- Will record the outcome on the moderation note of visit.
- Will request that the school changes some or all its teacher assessment judgements. These will be clearly indicated on the moderation note of visit.

Stage 2

If following this process, agreement cannot be reached, the school has a right to appeal.

The following formal appeals procedure should be followed:

- The moderation manager must be notified of the school's intention to appeal on the day of the visit.
- The appeal must be made in writing by the headteacher outlining in detail the reasons for the appeal.
- All appeals must be addressed to Bryony Charnock-Walmsley (bryony.charnock-walmsley@nottscce.gov.uk) and received no later than **4pm on Monday 23 June 2025**. Appeals will be acknowledged on receipt. The moderation appeals panel will meet in person on Wednesday 25 June 2025 to consider the appeal.
- Evidence for the 'pupil can statement(s)' in question must be presented to the panel.
- In line with STA guidance, schools must have evidence to support any appeal before the appeal is processed. The appeal can only be based on evidence shown to the LA external moderator during the LA moderation visit.

The Appeals panel

- The moderation appeals panel will consist of local authority external moderators who have not been involved in the initial moderation and a moderation manager/moderator from another LA.
- The chair of the moderation appeals panel will ensure that the panel is quorate and impartial.
- The appeal will be checked to ascertain which 'pupil can statement(s)' have been judged not to have been met and the basis on which the judgement was made.
- The moderation appeals panel will offer the school an opportunity to present their case in person. The school will be invited to send two representatives, one of whom must be the teacher, to present and discuss the evidence to the appeals panel and to clearly state why they have reached their judgements.
- The panel will listen and review the evidence.
- The panel will make a final decision before giving their feedback to the school.
- Notification of the decision made will be sent to the school in writing within 2 working days of the meeting of the appeals panel.

Actions available to the panel

- **Reject the appeal** – where the panel feels that the appeal is unjustified, and the original decision remains; or
- **Accept the appeal** and confirm that the teacher judgements are accurate.

Maladministration

In the event that a school does not accept the decision of the panel, the case would be referred to the Standards and Testing Agency (STA) maladministration team.

If a school chooses not to go to appeal and refuses to amend submitted data in line with the outcome of a moderation visit, the school would be referred to the STA maladministration team.

Reviewed January 2025

Appendix 3

Key Documents

General

STA Standards and Testing Agency

<https://www.gov.uk/government/organisations/standards-and-testing-agency>

National curriculum assessments: practice materials

<https://www.gov.uk/government/collections/national-curriculum-assessments-practice-materials>

EYFS

2024 EYFS Profile Handbook (There is no longer statutory moderation for EYFS)

[Early years foundation stage profile handbook 2024 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/early-years-foundation-stage-profile-handbook-2024)

[Early Years Foundation Stage: Exemplification materials - Case Study 1 - YouTube](#)

[Early Years Foundation Stage: Exemplification materials - Case Study 2 - YouTube](#)

[Early Years Foundation Stage: Exemplification materials - Case Study 3 - YouTube](#)

[Early Years Foundation Stage: Exemplification materials - Case Study 4 - YouTube](#)

[Early Years Foundation Stage: Exemplification materials - Case Study 5 - YouTube](#)

[Early Years Foundation Stage: Exemplification materials - Case Study 6 - YouTube](#)

[Early Years Foundation Stage: Exemplification materials - Case Study 7 - YouTube](#)

KS1

KS1 Teacher assessment frameworks

[Teacher assessment frameworks at the end of key stage 1 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/teacher-assessment-frameworks-at-the-end-of-key-stage-1)

Pre KS1 standards

[Pre-key stage 1 standards - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/pre-key-stage-1-standards)

KS1 non-statutory teacher assessment guidance

<https://www.gov.uk/government/publications/key-stage-1-teacher-assessment-guidance>

Phonics Screening Check

[Phonics screening check: administration - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/phonics-screening-check-administration)

Teacher assessment exemplification: KS1 English writing

[Teacher assessment exemplification: KS1 English writing - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/teacher-assessment-exemplification-ks1-english-writing)

Teacher assessment exemplification: KS1 mathematics

[Teacher assessment exemplification: KS1 mathematics - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/teacher-assessment-exemplification-ks1-mathematics)

Teacher assessment exemplification: KS1 English reading

[Teacher assessment exemplification: KS1 English reading - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/teacher-assessment-exemplification-ks1-english-reading)

Teacher assessment exemplification: KS1 science

[Teacher assessment exemplification: KS1 science - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/teacher-assessment-exemplification-ks1-science)

Teacher assessment exemplification: pre key stage English language

[Pre-key stage English language comprehension and reading exemplification - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/pre-key-stage-english-language-comprehension-and-reading-exemplification)

KS2

ARA arrangements

<https://www.gov.uk/government/publications/2025-key-stage-2-assessment-and-reporting-arrangements-ara>

KS2 Teacher assessment frameworks

<https://www.gov.uk/government/publications/teacher-assessment-frameworks-at-the-end-of-key-stage-2>

Pre KS2 standards

<https://www.gov.uk/government/publications/pre-key-stage-2-standards>

2025 Key Stage 2 Teacher Assessment Guidance

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

KS2 tests: How to use access arrangements

[key stage 2 access arrangements guidance \(publishing.service.gov.uk\)](https://www.gov.uk/government/publications/key-stage-2-access-arrangements-guidance)

Teacher assessment exemplification: KS2 English writing

<https://www.gov.uk/government/publications/2018-teacher-assessment-exemplification-ks2-english-writing>

Teacher assessment exemplification: KS2 science

<https://www.gov.uk/government/publications/teacher-assessment-exemplification-ks2-science>

KS2: submitting teacher assessment data

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

Appendix 4

Key Dates

<u>EYFS</u>						
EYFS Network	5 June 2025	9.30pm - 12.00pm	Edwinstowe House			
EYFS Network	10 June 2025	9.30pm - 12.00pm	Bestwood Lodge			
EYFS Data Submission deadline	27 June 2025					
<u>KS2</u>						
Schools notified of LA external moderation visit 16 May 2025						
KS2 Moderation Briefing	20 May 2025 21 May 2025	3.45pm - 4.45pm 3.45pm - 4.45pm	Edwinstowe House Bestwood Lodge			
KS2 Moderation Window	2 June 2025 - 20 June 2025					
KS2 Data Submission	27 June 2025					