**** Derby City Local Authority**

**Moderation Appeals Procedure 2018 / 2019**

**KS1 and KS2**

Derby City Local Authority has a statutory duty to ensure teacher assessments are appropriate and consistent with national guidelines and exemplification. Head teachers are responsible for the submission of accurate teacher assessment data. Moderation takes place annually in a sample of schools. ‘External moderation is a collaborative process between the LA external and the school. Teachers should consider it a professional part of their professional development. It offers the opportunity to discuss judgements on pupil performance against requirements of the 2018 Teacher Assessment Frameworks ( noted in Teacher Assessment Guidance: Schools and Local Authorities, November 2018, page 4 KS1 and KS2,) As a result of this process, LAs may require schools to amend judgements for individual pupils if it is determined that judgements are not in line with national standards. Moderators will explain the reason in such circumstances.

Derby City has a clear appeals procedure. In the case that a moderator’s judgement of a teacher assessment differs from that of the school, the following procedures apply:

**Where issues arise during the moderation visit**

Every attempt will be made on the day of the moderation visit to reach a positive outcome. If the head teacher does not accept the judgement of the moderator, the moderator will discuss with the head teacher why the judgements are inaccurate. The moderator may recommend, through consultation with the KS Lead moderator, further support to assist the teacher(s) in making accurate assessments.

The moderator will explain the process for how the LA will carry out any agreed re-moderation of pupil evidence following discussion with LA Strategic Leader for teacher assessment. In most cases this will be a re-visit by the same moderator.

Arrangements will be made for the moderator to visit the school, no later than 27th June 2018, in order to re-moderate the samples of work for which agreement has not been reached.

**Formal Appeal Stage**

If following a visit by a moderator, agreement cannot be reached the headteacher may make a formal appeal. The following more formal appeals procedure should be followed:

* An appeal must be made in writing by the head teacher outlining in detail the reasons for the appeal using the attached form
* Evidence for the judgement(s) in question must be submitted.
* In line with STA guidance, evidence for the appeal can only be based on that viewed during the moderation visit.
* KS1 or KS2 formal written appeals must be received within 48 hours of the moderation visit.
* Appeals must be addressed to Maxine Bull, the LA lead for Statutory Assessment [maxine.bull@derby.gov.uk](mailto:maxine.bull@derby.gov.uk) and will be acknowledged on receipt.

**Administration of appeals**

* The appeal will be checked to ascertain which criteria have been judged not to have been met and the basis on which the judgement was made.
* The KS1 or KS2 moderation appeals panel will meet in person on Wednesday 26th June 2019 to consider the appeal.
* The moderation appeals panel will be chaired by the KS1 or KS2 Lead moderator, and consist of one local authority external moderator from an alternative authority and a Headteacher representative.
* The moderation appeals panel will offer the school an opportunity to present their case in person.

**The appeals panel**

* The chair of the moderation appeals panel must ensure that the panel is quorate and impartial.
* The chair must ensure that all information relevant to the appeal is presented to the panel.
* A report on the proceedings and outcome will be made and approved by the chair.
* Notification of the decision made will be sent to the school in writing within 3 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.

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).

In the event that 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 via NCA helpline on 0300 303 3013.

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**Derby City Moderation Appeals Meeting Report**

Headteacher reasons for appeal request (this section to be completed by headteacher and submitted within 48 hours of moderation visit)

Points arising from discussion during moderation visit with moderators (This section to be completed by headteacher)

Evidence to support moderators judgments to be taken from Record of Visit form and supporting documentation (Please enclose a copy of record of visit notes )

Accept appeal- teacher judgements are accurate

Reject appeal- original decision remains

Points to note ( to be completed by the appeals panel) that will be helpful to the school and moderators

Signed by Chair of panel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_