

Statutory Assessment Service

*Local Authority Maintained
Schools*



2023-24



Table of Content

- Introduction
- Meet our Team
- Statutory Assessment Service
- LA Statutory Responsibilities
- Support to Schools
- Training Calendar
- Resources and Testimonials
- Statutory Assessment Service Form Link

Welcome Message

Keystone Academy Trust are the contracted providers for monitoring and moderation of statutory processes for primary assessment on behalf of Lincolnshire County Council. This strong and well established partnership includes the delivery of these statutory requirements to all Lincolnshire Maintained Schools. Academies, Free Schools and Independent Schools can select Keystone Academy Trust, on an annual basis, to be included in the LA's statutory processes to comply with the guidance as set out by the Standards and Testing Agency (STA).

As part of the agreement Keystone Academy Trust has with Lincolnshire County Council, statutory monitoring is provided, free of charge, for local authority maintained schools. This includes the monitoring of teacher assessment at the end of Key Stage 2, in the form of writing moderation visits as well as test security visits for the KS1 Phonics Screening Check and the KS2 National Curriculum Tests.

In addition to undertaking statutory moderation and monitoring services, Keystone Academy Trust can provide support, guidance, training and resources for primary schools to best prepare them for the requirements of statutory assessment in KS1 and KS2 through our LA maintained school Statutory Assessment Service offer. We also have an exciting range of CPD courses for all schools to purchase through our traded service as well as an expanding range of non-statutory moderation events and visits for all year groups - more details are available in this brochure.

It is our intention to support you in making the assessment year as smooth and successful as possible, and if you have anything you wish to discuss with us, please contact us.

Thank you for selecting and working with Keystone Academy Trust - Primary Assessment Specialists.



Meet Our Moderation Team



Paul Singleton

Paul is the Strategic Assessment Lead for Lincolnshire whereby he has overall responsibility for ensuring that the Local Authority meets all its statutory requirements for moderation and monitoring at KS1 and KS2. In this role, Paul is also the LA Moderation Manager, an approved STA moderator, and provides training and bespoke support to schools across Lincolnshire in all areas of assessment and moderation.



Helen Ackrill

Helen is the Senior Lead Moderator for Lincolnshire LA and an approved STA KS1 and KS2 moderator. Through her varied role at Keystone Academy Trust, she has many years of experience supporting teachers to raise standards at the end of Key Stage 2, with particular expertise in writing and mathematics, as well as a real passion for teaching Year 6! Helen also provides training and bespoke support to schools across Lincolnshire.



Dr Jeannie Bulman

Jeannie is a highly respected Educational Consultant who works with schools across Lincolnshire and beyond. She is passionate about innovative teaching and learning, across all areas of the primary English Curriculum, and also works as part of the Moderation Team as Senior Lead Moderator. In this role, she is an approved STA moderator and she leads a number of training sessions including our popular Y6 Lincoln Moderation Workshop.



Gill Arnold

Gill is the Moderation Project Manager and takes responsibility for all the administration involved in statutory moderation and monitoring. Over the years, she has gained a wealth of knowledge in this area and is often the first port of call for schools when they contact us. Each year, she organises the Keystone Assessment Conference and recently undertook her Project Management training enabling her to run significant projects.



Statutory Assessment Service

LA Maintained Schools:

For LA maintained schools who wish to access additional training, resources and enhanced support from the Lincolnshire Moderation Team, they must also purchase the Statutory Assessment Service for the academic year 2023-24. This offer has been specially constructed to help maintained schools feel well informed and supported through end of year statutory assessment. Keystone Academy Trust provides this service on behalf of Lincolnshire County Council. Please note that all Lincolnshire maintained schools will continue to receive all their statutory moderation and monitoring visits at no cost to them.

The Statutory Assessment Service includes:

- Unlimited and enhanced email and telephone access to the Lincolnshire Moderation Team who can give advice relating to teacher assessment and statutory and non-statutory testing across the year.
- Access to the Moderation Team's Secure Platform (replacing Paul's Assessment Padlet).
- Access to Assessment Resources: assessment calendar, assessment deadlines, governor monitoring documentation, moderation grids (including non-statutory year groups).
- Half-termly Assessment Newsletters.
- SATs Bulletin.
- Updated Test Administration PowerPoints to support training of test administrators.
- Free virtual training on: Access Arrangements and SATs security.
- Free virtual training on preparing for Key Stage 2 testing (Reading and Maths).

How to Select us



To select the Statutory Assessment Service for LA maintained schools, please do the following:

- Complete the form: Statutory Assessment Service Order Form 23-24 (LA maintained schools) - **[CLICK HERE](#)** to complete the online order form. If you have any queries about this, please contact us at Paul.Singleton@keystonemat.org. **Please note, even if you elect to be part of this process this year, it does not mean you will automatically be selected for monitoring or moderation.** However, schools wishing to have moderation visits as part of their validation arrangements, can contact Paul Singleton, Lincolnshire Strategic Assessment Lead, who will be able to assist in organising this support.
- 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.
- All actions must be complete by **Friday 20 October 2023.**

Once the agreement is signed (by school and LA), it remains in place for the current academic year.

Subscription tariff for LA Maintained Schools

Type of LA Maintained School	Annual Fee
All through Primary	£150
Small School (less than 100 pupils)	£125
Infant Schools	£50
Junior Schools and Special Schools	£100
Federations - 2 schools	£275
Federations - 3 schools	£400

LA Statutory Responsibilities



Moderation

External moderation is used to confirm that KS2 English writing TA judgements are accurate and consistent with national standards. This ensures that schools are assessing accurately, and the system is fair to all pupils.

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.

During a moderation visit, a moderator or moderators (depending on school size) will visit the school for a half day to ensure that the school is making writing judgements that are consistent with national standards - full details can be found in the Moderation Handbook.

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

'Thank you for being so professional and thorough. We greatly appreciate your expertise and praise for our staff, children and work. You are a brilliant team'
Lincolnshire CEO 2023

'The process was supportive and collaborative; made to feel professionally at ease. A pleasure to work with such a knowledgeable team.'
Lincolnshire HT 2023

'Process was very well organised. The process today was collaborative and respectful. The professional challenge will really support us moving forward.'
Lincolnshire DHT 2023

'A really positive experience. All teachers felt at ease throughout the process. Lovely professional conversations were had. It has been a pleasure.'
Headteacher feedback to 2023 moderation visit.



LA Statutory Responsibilities

Test Security Monitoring

LAs have a statutory duty to make monitoring visits to at least 10% of their schools for the Phonics Screening Check and KS2 National Curriculum Tests (SATs). 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 evidence to show that pupils using access arrangements are doing so in accordance with STA guidance, and see copies of correspondence and other documents sent to, and received from, the LA or STA about the administration of the check.

Data Collection

LCC School Performance Service will arrange for Phonics Screening Check data to be collected from all schools. If you have any queries relating to the data collection process, then Performance Services can be contacted on: schoolperformancedata@lincolnshire.gov.uk

LCC Schools Performance Service do not collect end of KS2 teacher assessment data as schools submit this directly via the Primary Assessment Gateway. KS2 data should be submitted by **Friday 28 June 2024** for this academic year. Please remember, only teacher assessments for writing and science will be required (unless Pre-Key Stage or Engagement Model) for Key Stage 2 pupils.

It is the Local Authority's intention to continue collecting the majority of this information directly from all schools, including Academies, Free Schools and participating Independent Schools. The exception to this is the KS2 Teacher Assessment data collection, which schools should continue to send directly to the Standards and Testing Agency (STA) via the Primary Assessment Gateway. Our current data sharing agreements allow for the exchange of this information.

To summarise:

- KS1 Phonics should be submitted to the LA via Perspective Lite - (<https://perspective.angelsolutions.co.uk/perspective/login.aspx>). Schools will receive all guidance and information via email, as usual, and will also be available in the following folder location on Perspective > LA Documents > Performance Services > Statutory Returns > 2023-24 > Data Collections 2024 > Data Collections 2024.
- KS2 Teacher Assessments should be submitted to the Standards and Testing Agency, via the Primary Assessment Gateway. Further information on using the PAG can be found on the following website - <https://www.gov.uk/guidance/using-the-primary-assessment-gateway>.

Support for Schools

Mid-Year Assessment Visits

A mid-year assessment visit is an opportunity for schools to receive a half-day or full-day visit from a STA approved moderator during the Spring Term. This bespoke visit allows children's current learning to be reviewed against the Teacher Assessment Framework and advice given to aid teachers in planning next steps for the remaining part of the year. This will all be collated onto a personalised report provided to the school at the end of the visit.

Mid-year assessment visits are available for teachers in Year 2 and Year 6.

Cost: £250 (half day) or £500 (full day)



Non-Statutory Moderation Visits for Year 2

A Year 2 moderation visit is an opportunity for schools to receive a half-day visit from a Lincolnshire approved moderator during June 2024. During the visit, a moderator or moderators (depending on school size) will work with Y2 staff to moderate judgements ensuring they are consistent with national standards while also helping schools understand where pupils may need additional support as they transition into KS2.

Non-Statutory Moderation Visits are available for teachers in Year 2.

Cost: £250 (1 form entry) £450 (2 form entry) £650 (3 form entry) - this is based on the number of moderators required to conduct these visits.





Support for Schools

Individual School Based Assessment Visits

Individual School Based Assessment Visits are an opportunity for schools to receive a half-day or full day visit from a STA/Lincolnshire approved moderator to work with teachers in Years 1, 3, 4 or 5 to review work children have completed to ascertain the next steps for pupils in preparation for the move into the next year group. These visits will take place during July.

ISBA visits are available for teachers in Years 1, 3, 4 and 5.

Cost: £250 (half day) or £500 (full day)

Bespoke Assessment Support

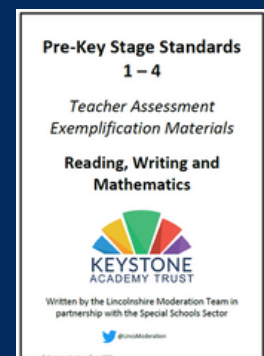
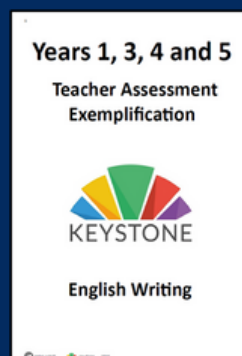
The Lincolnshire Moderation Team can provide bespoke training and support to schools on all areas around statutory and non-statutory assessment at KS1 and KS2. The support can be personalised to meet the school's needs and can include support for senior leaders, subject leaders, teachers and ECTs as well as staff meetings and facilitation of moderation events within and between schools.

Contact Paul.Singleton@keystonemat.org to discuss costings for bespoke support provided by the Lincolnshire Moderation Team.

Moderation Resources

Exemplification Materials are available for Years 1, 3, 4 and 5 in Writing as well the Pre-Key Stage Standards 1-4 in Reading, Writing and Maths. Each book costs £100 and digital copies are available for schools and/or multi-academy trusts.

For more information and an order form, contact:
Gill.Arnold@keystonemat.org



Lincolnshire Moderation Training Calendar 2023-24

Date	Times	Event	Location	Cost
2.10.23	3:45 - 5:30	Effective Moderation Practices	Virtual	£40
17.10.23	9:15 - 3:00	New to Year 6	Keystone Training Room, Bourne	£99
18.10.23	9:15 - 3:00	New to Year 6	The Showroom, Lincoln	£99
1.11.23	9:15 - 3:00	New to Year 2	Keystone Training Room, Bourne	£99
2.11.23	9:15 - 3:00	New to Year 2	The Showroom, Lincoln	£99
7.11.23	1:15 - 4:15	Year 6 Moderation Workshops	Keystone Training Room, Bourne	£70
9.11.23	1:15 - 4:15	Year 6 Moderation Workshops	The Regatta, Lincoln	£70
14.11.23	9:15 - 3:00	Year 2 Moderation Workshops	Keystone Training Room, Bourne	£99
16.11.23	9:15 - 3:00	Year 2 Moderation Workshops	The Regatta, Lincoln	£99
21.11.23	3:45 - 5:30	Access Arrangements	Virtual	FREE*
24.11.23	8:30 - 3:30	Keystone Assessment Conference	Greetham Valley	£195
1.12.23 + 10.1.24	9:15 - 12:15	Y2 Planning for Progression in Fiction and Non-Fiction Writing - Repeat	Virtual	£40 each or £75 for both
5.12.23	9:15 - 12:15	Pre-Key Stage Standards	Long Sutton Primary School	£125
8.12.23 + 11.1.24	9:15 - 12:15	Y6 Planning for Progression in Fiction and Non-Fiction Writing - Repeat	Virtual	£40 each or £75 for both
16.1.24	9:15 - 3:00	Digging Deeper into Y6 Assessment	Tower Road Academy, Boston	£99
17.1.24 + 29.1.24	3:45 - 5:30	Preparing for Y6 Testing in Maths and Reading	Virtual	FREE*
23.1.24	9:15 - 12:15	New to Year 6 for January Starters	Virtual	£40
24.1.24	9:15 - 12:15	Administering the Phonics Screening Check	Virtual	£40
7.2.24	9:15 - 12:15	Understanding and Teaching Cohesive Writing - Repeat	Virtual	£40
20.2.24	9:15 - 3:00	Year 2 Moderation Workshop	Tower Road Academy, Boston	£99
23.2.24	9:15 - 3:00	Year 2 Moderation Workshop	The Showroom, Lincoln	£99
27.2.24	1:15 - 4:15	Year 6 Moderation Workshop	Tower Road Academy, Boston	£70
29.2.24	1:15 - 4:15	Year 6 Moderation Workshop	The Regatta, Lincoln	£70
5.3.24	9:15 - 12:15	Pre-Key Stage Moderation	Learn Teaching Centre	£70
12.3.24	9:15 - 12:15	Achieving GDS in Writing at Year 6	Virtual	£50
19.3.24	9:15 - 12:15	Year 1 Writing Moderation Workshop	New Life Centre, Sleaford	£70
19.3.24	1.15 - 4:15	Year 3 Writing Moderation Workshop	New Life Centre, Sleaford	£70
20.3.24	9:15 - 12:15	Year 4 Writing Moderation Workshop	New Life Centre, Sleaford	£70
20.3.24	9:15 - 12:15	Year 5 Writing Moderation Workshop	New Life Centre, Sleaford	£70
18.4.24	3:45 - 5:30	SATs Administration	Virtual	FREE*
24.4.24	3:45 - 5:30	Preparing for the Y4 Multiplication Check	Virtual	£40
22.5.24	8:45 - 12:15	Year 2 Moderation Workshops	Keystone Training Room, Bourne	£70
22.5.24	1:15 - 4:15	Year 6 Moderation Workshops	Keystone Training Room, Bourne	£70
23.5.24	8:45 - 12:15	Year 2 Moderation Workshops	The Regatta, Lincoln	£70
23.5.24	1:15 - 4:15	Year 6 Moderation Workshops	The Regatta, Lincoln	£70



Statutory Assessment Service Order Form 2023-24

Click [here](#) to complete the order form.

Paul Singleton - Lincolnshire Strategic Assessment Lead & LA Moderation Manager	Paul.Singleton@keystonemat.org
Helen Ackrill - Senior Lead Moderator	Helen.Ackrill@keystonemat.org
Dr Jeannie Bulman - Senior Lead Moderator	Jeannie.Bulman@keystonemat.org
Gill Arnold - Office Manager	Gill.Arnold@keystonemat.org

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 @LincsModeration