February 2022

Dear Head Teacher,

Notification of Local Agreement

Thank you for your support in completing our recent survey to collect school contextual data. This helps us to identify schools for the moderation sample and to allocate moderators accordingly as well as giving you an opportunity to consider and respond to key aspects of our moderation process.

Whilst the STA guidance around the process of external moderation continues to state that schools are not required to submit data to the Local Authority in advance of a moderation visit, many schools have stated a preference to provide this in order to know the children whose work will be moderated the day before the visit, so that they can be organised when the moderator arrives**.** STA has stated that although **this is not a statutory requirement,** this can happen, but **only by local agreement with each head teacher.**

Should you be chosen for moderation this year, you will be asked to indicate whether your school would like to submit your teacher assessment judgements, categorised by standard, in advance of the visit or whether you would wish to have the teacher assessments for every pupil available in hard copy, on the day of moderation. Should you not wish to submit your data in advance the moderator would expect to select their sample at the beginning of the visit. Should you wish to submit your data early, we would request it one week ahead of the visit for receipt no later than 3 full working days in advance. This should ensure that our undertaking to give you 24 hours notice of the moderation sample can be delivered. In order to accommodate this commitment no moderation visits where data will be provided in advance, will be undertaken on a Monday. I feel that I must stress that there is no expectation from the Local Authority or STA that the school will choose to submit their data early and it will not affect the outcomes of any moderation visit.

You will be asked to confirm your intention re the submission of data via the portal as outlined in your moderation notification letter. This will serve as an electronic signature and as such meet the requirements as set out in the Teacher Assessment Guidance documents.

Kind regards

Denise Harris

Moderation Manager