

EXTERNAL MODERATION at the end of KEY STAGE 2, 2025

Appeals Process for resolving disagreements between moderators and schools

Hertfordshire Local Authority

Hertfordshire County Council has commissioned **HFL Education** to carry out its statutory teacher assessment moderation duties at Key Stage 2.

The DfE requires all Local Authorities to have a written procedure with regard to the procedure for resolving moderation disagreements. This document states the procedure for Key Stage 2.

Moderation visits will all take place between 2nd and 20th June 2025.

At the end of a moderation visit, the moderator will feed back to the Headteacher (or other senior leader if the Headteacher is unavailable). They will discuss their findings, explaining if they have found that any of the standards awarded to particular pupils needed to be adjusted.

The Headteacher will be asked to sign the moderation form. If the Headteacher does not agree with the moderator's findings, this will be recorded on the form and the moderator will contact the Moderation Manager (Sophie MacNeill). The moderator will need to take away photocopies, scans or photographs of the evidence looked at for the children whose outcome is being appealed*.

If the Headteacher has initially agreed with the outcomes of the external moderation, but subsequently decides to appeal, this appeal must be lodged within 2 working days of the moderation visit, by contacting the Moderation Manager. The pupil's work will need to be sent to the Moderation Manager* (either electronically or on paper) and must have been received by the Moderation Manager by 10am, 23rd June at the latest.

The following process will then occur.

Appeal Stage 1:

- Moderator will take away the evidence of attainment to share with the Moderation Manager and a panel of other experienced moderators. This panel will meet on 23rd June to scrutinise the evidence and reach a decision about the standard of attainment.
- Moderation Manager will contact the Headteacher of the school by telephone to discuss the outcome.

If there is still disagreement about the standard of attainment, the appeal will be escalated as follows.

Appeal Stage 2:

- Moderation Manager informs District School Effectiveness Adviser (DSEA).
- Moderation Manager will send the evidence of attainment to Moderation Managers from two other Local Authorities. (We have agreements in place with Central Bedfordshire, Suffolk and Essex for this purpose.)

- When the evidence has been scrutinised by the two neighbouring LAs, in addition to having been scrutinised by ourselves in Hertfordshire, the majority decision of the three LAs will be adopted as the final outcome.
- Moderation Manager will communicate the final decision to the school and to the DSEA.
- At this point the decision is final. The school must submit the finally agreed moderated standards by the deadline set by the STA (27th June).

*** Please note, as stated by the Standards and Testing Agency, where a school appeals against the moderator's decision, the Appeals Process must only look at the same evidence as that which was presented to the moderator. Additional evidence may not be supplied.**

Contact Details

KS2 Moderation Manager & Lead Moderator – Sophie MacNeill,
sophie.macneill@hfleducation.org, 07580 787239

Assessment Team administrative support: hfl.assessment@hfleducation.org