



# Assessment and Moderation Policy

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Last review date – October 2019

Next review date – July 2021

Reviewed by – The Laurus Trust

## **Assessment and Moderation Policy**

### **Aims and values**

Altius Alliance SCITT is committed to ensuring that Associate Teachers are assessed fairly against clear and transparent criteria in all aspects of the training. We have a responsibility to provide honest and constructive feedback in our role as training provider. Our aim is to ensure that our written tasks support Associate Teachers' progress towards achieving the Teachers' Standards for Qualified Teacher Status and also support our institutional objective of developing reflective practitioners who are highly effective classroom teachers. In assessing Associate Teachers through observation, we recognise that they develop at different rates and, therefore, our feedback must be clear and specific, as well as being supportive and developmental.

### **Leadership and Management**

Altius Alliance SCITT Strategic Board is responsible for:

- Ensuring quality and consistency of assessment
- Ensuring that the policy is working in practice
- Directing the business of the working groups to ensure quality

The Head of Programme is responsible for:

- The assessment of Associate Teachers
- Design of the school based tasks
- Production of the guidance for Associate Teachers contained within the documentation
- Ensuring effective internal moderation of assessed work

The Quality Assurance Board is responsible for:

- Ensuring that moderation has been carried out
- Ensuring that assessments are fair

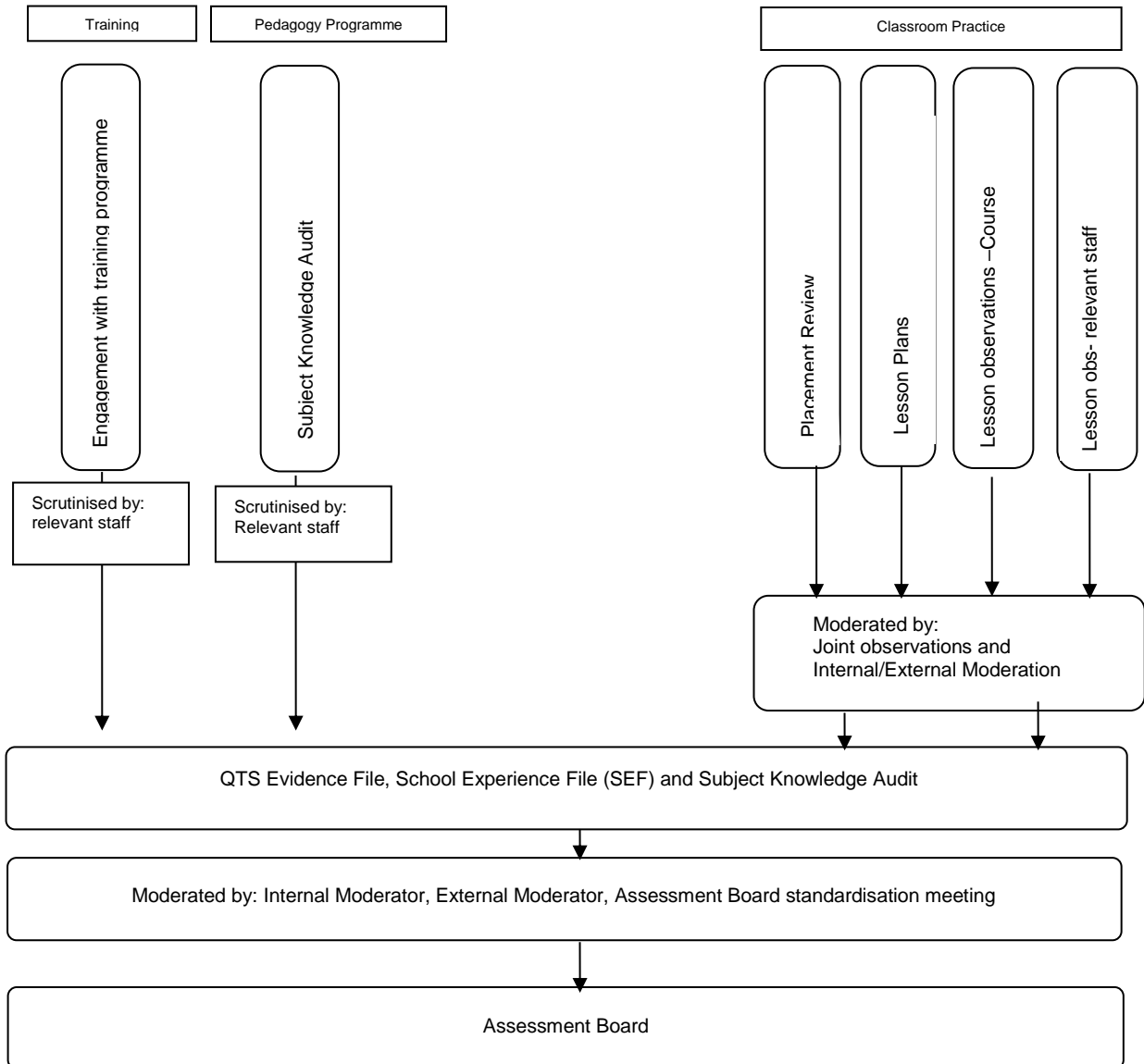
The SLE/Subject Leads are responsible for:

- Monitoring and reviewing Associate Teachers' files
- Providing formative feedback to Associate Teachers as specified
- Liaising with the Head of Programme over any aspect of the training programme
- Design and delivery of the pedagogy programme

## Assessment Procedures

The diagram below summarises how Associate Teachers will be assessed and how those assessments are moderated to ensure that judgements made are accurate and fair.

Fig 1



### *Assessment of classroom practice:*

Coordination of weekly subject mentor meetings and lesson observation feedback will be the responsibility of the Subject/Class Mentor within the placement school. This information will be used to give formative feedback to the Associate Teacher on progress towards the Teachers' Standards.

The end of Placement Review will be completed jointly by the relevant staff. The relevant staff will form judgements based upon the evidence provided by the Subject/Class Mentor including the subject mentor meeting record, lesson observation feedback form and his/her own observations. Guidance for completion of the reviews is provided at the training sessions and in the Programme Handbook. The reports will be shared with the Associate Teacher and a copy returned to the Head of Programme. The Head of Programme will retain responsibility for assessing overall progress of the Associate Teacher on the teaching placement based upon all the evidence presented.

If an Associate Teacher is identified as being “cause for concern” reference should be made to the **“Policy for supporting Associate Teachers who have been identified as cause for concern”**.

## **Internal Moderation and External Moderator Procedures**

### **External Moderator**

#### *Overall Objective*

An External Moderator will be appointed by the Strategic Board. He/she will jointly observe a range of Associate Teachers with the SCITT leadership and relevant staff, scrutinise files and written tasks and report to the final meeting of the Assessment Board. The overall objective of the External Moderator is to ensure that the Associate Teachers who are recommended for the award of Qualified Teacher Status have reached the required standards.

#### *Role*

- To moderate the fairness of assessment procedures employed by Altius Alliance SCITT
- To review and reflect upon the effectiveness of the assessment procedures employed by Altius Alliance SCITT
- To make recommendations and suggest improvements to the assessment procedures

#### *Specific Responsibilities*

- To observe a minimum of 10% of Associate Teachers teaching on placement and report on the quality of the teaching against the Teachers’ Standards for Qualified Teacher Status.
- To review the teaching and evidence files of those Associate Teachers observed and report on the quality of the evidence contained therein
- To moderate the overall assessment procedures and to report on the consistency and fairness of judgements made
- To attend the final meeting of the Assessment Board
- To report to the Head of Programme on the effectiveness of the assessment procedures in place
- Where appropriate, make recommendations to the Head of Programme on the assessment procedures
- To complete the standard report form issued by Altius Alliance SCITT and submit it to the Head of Programme by the agreed deadline

#### *Time allocation*

The time allocation for the above tasks is 4 days which should be allocated as follows:

- 2 days observing and reviewing Associate Teachers’ teaching
- 0.5 day reviewing Associate Teachers’ evidence portfolios
- 0.5 day reviewing Associate Teachers’ written work
- 0.5 day writing the report
- 0.5 day attending the final Assessment Board meeting

### *The report*

A standard pro-forma is provided for the External Moderator's report.

- The External Moderator's report will be shared with the SCITT Strategic Board, Assessment Board and Committees
- The External Moderator should complete and submit the report following review of all the evidence following the final Assessment Board meeting
- The Head of Programme will take responsibility for ensuring that any matters of concern are addressed
- The Strategic Board will take responsibility for ensuring that appropriate actions are taken to address matters of concern

## **Internal Moderation**

### *Overall objective*

All aspects of assessment are subject to internal moderation. The relevant staff and the Head of Programme will have responsibility for moderating the Subject Knowledge Audit. SCITT Leaders will jointly observe all Associate Teachers with relevant staff to moderate judgements made.

An independent Internal Moderator will observe a sample of Associate Teachers and review a selection of files as part of the internal moderation process. The Internal Moderator will support the Head of Programme in gaining evidence to answer the question: "Do Associate Teachers meet the Standards?"

### *Specific responsibilities of the Internal Moderator*

- To observe a minimum of 10% of the Associate Teachers over the course of the training year and report on the quality of the teaching against the Teachers' Standards for Qualified Teacher Status.
- To review the teaching and evidence files of those Associate Teachers observed and report on the quality of the evidence contained therein
- To attend the Assessment Board Meetings.

### *Reporting*

The Internal Moderator will use the pro-forma provided by the Head of Programme. The pro-forma will be shared with the Associate Teachers and the External Moderator.

## **Monitoring**

Altius Alliance SCITT will monitor the implementation of the policy as follows:

- The Strategic Board will monitor implementation of the policy through a yearly report from Head of Programme
- The Programme Leadership Board will survey Associate Teacher perceptions and present findings to the Strategic Board. Minutes of the Programme Leadership Board and the Strategic Board will be available.
- The Quality Assurance Board will monitor the procedures, particularly those relating to internal moderation, as part of the QA cycle

## **Development and Training**

All relevant staff will attend training on the procedures for supporting Associate Teacher progress. Assessment criteria for placement reports will be discussed and agreed at the annual training for Subject/ClassMentors.

Outcomes from moderation will be documented and presented to the Assessment Board.

The Strategic Board will direct the Quality Assurance Board to address any issues arising from failure in policy or procedures and propose solutions.

## **Publishing policy**

This Policy will be available through the Altius Alliance SCITT website and our documentation. A copy is available from the SCITT office.

## **Review date for the policy**

Policy Review Group and presented to the Quality Assurance Board as part of the 2020-21 meetings cycle.