**Cluster Moderation Timeline**

**General Key Messages**

* Dedicate time – three years really to embed
* Needs to be in the Working Time Agreement – mix of long and short meetings, informal dialogue, etc.
* Needs to be school’s main priority
* About working together and establishing supportive, collegiate relationships
* Should lead to reduced workload over time
* Use what exists already
* Documentation on moderation itself not required – the “evidence” is the work (ie plans, LI, etc.) produced

**Developing Project**

1. Pick a focus for project (something specific and contained)
	* a skill pupils struggle with?
	* one that isn’t explored as much as it could be?
	* consult with all staff to decide
2. Pick relevant bundle of Es and Os
	* best to stick to a small number
3. Have first meeting together to:
	* identify Learning Intentions
	* identify pre and post questionnaire questions to gauge pupil and teacher confidence
	* discuss ideas for pre and post assessment
	* pick context for learning – ideally wide so that schools can access it through topics best suited to learners
4. Go back to learners to:
	* devise Success Criteria and discuss assessment ideas with pupils
5. Have second meeting together to:
	* moderate LI, SC and assessment ideas
	* finalise pre and post assessments
	* agree evidence to be gathered
6. Go back to learners to:
	* complete pre assessment task
	* afterwards, you may wish to share sample responses and identify areas to focus on
7. Everyone works through project with pupils
8. At end
* carry out post questionnaires and assessments with pupils to measure impact
1. Have final meeting together to:
* moderate whole project, pupil evidence and feedback
* share some examples of highly successful learning