***Possible timeline for gathering Literacy / Numeracy evidence across whole school***

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| **August** | Share plan to gather evidence across school. Each department identifies an outcome in their course which can be used to generate Literacy or Numeracy evidence; they should avoid contriving something new and use existing outcomes. Make it clear that this evidence will be moderated together in May. |
| **Rest of session** | Regular reminders – via emails, staff meetings, etc. – to ensure the evidence is being gathered over time.  |
| **May** | Identify eight pupils. Each department contributes their Literacy / Numeracy outcomes / assessment for these pupils and as a whole school the body of work is moderated against the benchmarks. Staff could be split into cross-subject groups, with one Literacy (eg. English) or Numeracy (eg. Maths) specialist in each group. |
| **June** | All staff then contribute a level judgement (perhaps in a spreadsheet) for the NIF data collection. English and Maths staff (or another appropriate subject teachers) can then use these judgements along with their own professional judgement to assign levels.  |