



## Senior Leader Briefings: statutory assessment - responsibilities, reporting and monitoring

These briefings will equip Headteachers, Senior Leaders and Assessment Leads operationally responsible for assessment in their setting with a clear understanding of their responsibilities regarding statutory assessment throughout the primary phase for 2023-24. The briefing will comprise teacher assessment requirements, LA moderation processes and school moderation requirements, testing, access arrangements, and requirements for reporting to LA and to parents.

**Briefing 1:** For those operationally responsible for leading statutory assessment in their school. Focusing on responsibilities regarding statutory teacher assessment, checks and testing throughout the primary age range. Colleagues will be taken through the resources available to them to support effective planning of in-school processes, including checklists for statutory test administration and planning robust moderation within and between schools.

**Briefing 2:** For those operationally responsible for leading statutory assessment in their school. Focusing on final preparation for statutory teacher assessment, checks and testing throughout the primary age range, including data submission, school delegated access arrangements across the tests and checks, and the LA statutory moderation process. Colleagues will be taken through the resources available to them to support effective in-school processes.

**Electronic documents:** a pack of statutory guidance documents, calendars and other useful documentation and resources will be available to colleagues via a Padlet link.

The briefings will take place on Microsoft Teams and the link will be sent to the email address which is stored on Norfolk Services for Schools [site](#). There is a choice of two sessions for each briefing and for those of you who are not able to make the sessions, a recording will be available on the Padlet.

**Senior Leader Briefings - Option A**  
**17th January from 1.30 pm – 2.30 pm**  
**18th April from 4.00 pm – 5.00 pm**  
 Book you place [here](#)

**Senior Leader Briefings - Option B**  
**18th January from 4.00 pm – 5.00 pm**  
**17th April from 1.30 pm – 2.30 pm**  
 Book you place [here](#)

These briefings are fully funded for all maintained Norfolk schools and for academies who subscribe to Norfolk Statutory Assessment Monitoring Services. Academies who do not subscribe are welcome to book places and will be charged the full cost of £90 per session, per delegate.