



## **KEY STAGE 1 - DATA PROCESSING POLICY**

In respect of the data processing aspect of the Key Stage 1 Moderation, we will provide you with the following:-

- Teacher assessment spreadsheet for you to complete either electronically or long hand will be sent by email
- Processing of the results and dispatch to the DfE (unless requested otherwise).

The following forms will be sent by email – print as many copies as required:

- 1 copy of each individual pupil's results – in one file.
- 1 copy of the aggregated school results.
- 1 copy of the national results for 2010.
- 1 copy of the aggregated school results for 2011 compared with the national results for 2010.

The certificate will be sent by post

- A certificate indicating the successful application of the standards.  
(NOTE: certificate only issued if school has been moderated within the previous 4 years and results are to be sent to the DfE for inclusion in the national figures).

This data processing element is an integral part of the full moderation and is included in the total cost.