**Role of the Chair**

Lead moderation meetings ensuring:

- suitable technology is available, where appropriate e.g. laptop, visualiser, projector and speakers;

- there is a clear understanding by all attendees of the purposes of the moderation meeting;

- relevant, focused and unambiguous discussion is at the heart of debate on levels of attainment seen in the learner profiles;

- all participants understand the concept and application of ‘best-fit’ judgements;

- NC level descriptions are the ONLY reference used when deciding on best-fit levels;

- appropriate time is dedicated to moderating all attainment targets for each learner profile;

- learner profiles from every cluster school are moderated in each of the core subjects - *a feedback pro-forma is completed for each school in the cluster (Appendix B)*

- key messages from the cluster moderation are recorded and sent to all cluster schools - *complete cluster moderation report (Appendix E)*