



Standards
& Testing
Agency

RBA quality monitoring visits guidance

June 2021

Contents

Introduction	3
Preparing for a visit	4
Carrying out a visit	4
Administration of the RBA	5
Completing the quality monitoring form	5
Meeting with the headteacher	5
After the quality monitoring visit	5
How to complete the quality monitoring visit form	6
2021 RBA quality monitoring visit form	7

Introduction

This document provides guidance for quality monitors about monitoring visits for the Reception Baseline Assessment (RBA). It contains a copy of the RBA quality monitoring visit form and instructions to complete it.

The purpose of a RBA quality monitoring visit (QMV) is to help ensure that all staff administering the assessment have had access to the training materials and guidance, that the assessments are administered correctly and consistently, and that the resource pack and access to the online system are handled securely. The legal basis for this activity is set out in terms of article 3 (as amended) of The Early Years Foundation Stage (Miscellaneous Amendments) and Childcare Fees (Amendment) Regulations 2021 ([legislation.gov.uk](https://www.legislation.gov.uk))¹. These Regulations are made by the Secretary of State under powers provided for by section 42 of the Childcare Act 2006².

¹ www.legislation.gov.uk/uksi/2021/432/contents/made

² www.legislation.gov.uk/ukpga/2006/21/section/42

Preparing for a visit

To carry out a QMV correctly and effectively, you should ensure you have read and understood this guidance.

You must also be familiar with the following guidance sent to schools:

- Administration guidance
- [2021 Reception baseline assessment: assessment and reporting arrangements \(ARA\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/2021-reception-baseline-assessment-assessment-and-reporting-arrangements-ara)³

Prior to the visit, you should contact the school and agree, with the headteacher or delegated member of staff, a day and time for your visit. You should give a brief overview of what the visit will entail as outlined in your training. You should ensure that you comply at all times with the school's policies on safeguarding and on preventing transmission of coronavirus (COVID-19). In order to allow adequate time for you to make any necessary arrangements, you should ask for these during your initial telephone call with the school.

Carrying out a visit

Upon arrival, report to the headteacher, or delegated member of staff, to begin your visit and be shown to the location where you will observe the administration of the RBA. You should also agree a time to meet the headteacher, or delegated member of staff, to discuss your findings.

At the end of the visit, you will need to meet with the headteacher again, or delegated member of staff, to discuss your findings and leave a copy of the QMV form.

³ www.gov.uk/government/publications/2021-reception-baseline-assessment-assessment-and-reporting-arrangements-ara

Administration of the RBA

During your observation, check that the assessment is carried out in accordance with the administration guidance.

Completing the quality monitoring form

You must complete the QMV form (see following section for further instructions) for each school you visit. If you answer 'no' to any of the 3 questions, you must also complete the 'record of feedback' box.

On the back of the QMV form, there is a table to help you keep track of what you see during your observations. The notes you make in this table will help you feed back to the school, if necessary, on how their administration of the RBA can be more in line with the guidance. This information will also help STA monitor how the RBA is being administered and whether any improvements can be made to the guidance for schools.

Meeting with the headteacher

Before you leave the school, you should meet with the headteacher, or delegated member of staff, to discuss your findings from your visit. If you have selected 'no' for any of the 3 questions on the QMV form, you should advise on how the school should make changes to its RBA administration procedures for any future assessments.

If you did not identify any significant divergence from the guidance, make this clear in your verbal feedback. This does not need to be noted on the form as the absence of any text in the 'record of feedback' box signifies good practice.

Both you and the headteacher, or delegated member of staff, should sign the QMV form. This is to confirm that the visit took place and that you have given any feedback about the administration of the RBA to the school.

You should leave a signed copy of the QMV form with the headteacher, or delegated member of staff. You must not add any additional detail or make changes to the QMV form after this point.

After the quality monitoring visit

After you have completed your quality monitoring visits, all forms should be returned securely to NFER in accordance with instructions provided, so that they can be transferred to STA.

How to complete the quality monitoring visit form

If you identify any significant divergence from the criteria listed below, you should select 'no' against the relevant question on the QMV form.

Criteria for question 1

The assessment resources should be stored securely in a locked cupboard when not in use.

Log in details for use of the Baseline ePortal (BeP) should be treated as confidential by all account holders.

Criteria for question 2

All staff administering the assessment should familiarise themselves with the administration guide, preview assessment and assessment training videos before administering the RBA.

Criteria for question 3

The assessment should be carried out in a suitable, quiet environment.

The administrator should use the wording given in the instructions for each task.

Instructions and other scripted speech are read aloud clearly and at a pace that allows time for the pupil to process the information and consider their responses.

If a pupil changes their answer, the final answer given is accepted.

Instructions are only repeated once, unless stated otherwise.

The assessment should be carried out in English.

Resources are used as described for each task and, where stated, in the specified layout.

2021 Reception Baseline Assessment

Quality monitoring visit form

School name	
School DfE number	
Date of visit	
Name of headteacher or delegated member of staff	
Name of quality monitor	
Number of Literacy, Communication and Language (LCL) observations	
Number of mathematics observations	

	Yes	No
Q1. Are RBA materials and log in details being appropriately stored?	<input type="checkbox"/>	<input type="checkbox"/>
Q2. Have all the staff administering the assessment familiarised themselves with the training materials?	<input type="checkbox"/>	<input type="checkbox"/>
Q3. Were the assessments observed carried out without significant divergence from the administration guide?	<input type="checkbox"/>	<input type="checkbox"/>

Record of feedback (if provided)

Signature of headteacher / delegated member of staff

Signature of quality monitor



Standards
& Testing
Agency

© Crown copyright 2021

This publication (not including logos) is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. Where we have identified any third-party copyright information you will need to obtain permission from the copyright holders concerned.

To view this licence:

visit www.nationalarchives.gov.uk/doc/open-government-licence/version/3

email psi@nationalarchives.gsi.gov.uk

write to Information Policy Team, The National Archives, Kew, London, TW9 4DU

About this publication:

enquiries www.education.gov.uk/contactus

download www.gov.uk/government/publications

Reference: STA/21/8613/e

ISBN: 978-1-78957-592-7

Follow us on

Twitter: [@educationgovuk](https://twitter.com/educationgovuk)



Like us on Facebook:

facebook.com/educationgovuk