RBA quality monitoring visits guidance

Contents

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 an 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](#)[1]. These Regulations are made by the Secretary of State under powers provided for by [section 42 of the Childcare Act 2006](#)[2].

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[1] https://www.legislation.gov.uk/uksi/2021/432/contents/made
[2] https://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:

- Reception baseline assessment administration guidance (you will have received a hard copy of this)
- [2023 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.

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 at the end of your visit to meet the headteacher or delegated member of staff. At this second meeting you will discuss your observations and ensure the school retains a signed copy of the front page of the QMV form.

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[3] www.gov.uk/government/publications/2023-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 QMV form

You must complete the QMV form 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 for personal notes 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.

You can find more information in the [How to complete the QWV form](#) section.

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 the National Foundation for Educational Research (NFER) in accordance with instructions they provided, so that the forms can be transferred to the Standards and Testing Agency (STA).

How to complete the QMV 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 guidance, 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.

2023 reception baseline assessment (RBA)

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?		
Q2. Have all the staff administering the assessment familiarised themselves with the training materials?		
Q3. Were the assessments observed carried out without significant divergence from the administration guide?		

Record of feedback (if provided)

Signature of headteacher or delegated staff member   ………………………………….....

Signature of quality monitor   ………………………………….....

Observation notes (for use by Quality Monitor – see administration guide for full guidance)

	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Task 8	Task 9	General
Suitable environment										
Appropriate wording										
Appropriate pace										
Final answer recorded										
Repetition										
Delivery in English										
Use of resources										