

ASSESSMENT POLICY

Aims

- : to ensure assessment is an integral and constructive part of the learning process
- : to ensure assessment informs planning and guidance for progress
- : to recognise all aspects of achievement
- : to encourage students to take responsibility for their own learning
- : to work in partnership with parents to support effective learning
- : to provide staff training to support these aims
- : to provide time for staff to review and monitor assessment

Objectives

- : to plan and review assessment opportunities in schemes of work
- : to scrutinise students' work in all subjects and years, for effective review of assessment and progress
- : to give help, encouragement and positive feedback to students with clear guidance on how to improve
- : to monitor the individual needs and progress of all students; to keep records and indicate progression
- : to ensure different groups of students (SEN, EAL and most able) make appropriate progress
- : to provide regular information for parents about student progress
- : to plan a schedule for parents' meetings and report writing which includes time for discussion and review with students and amongst staff
- : to identify staff INSET needs and provide assessment training in school or by external INSET or a combination of both
- : to use whole school assessment information to inform appropriate action to support progress

Procedure

- : the following assessments are used throughout the school:
 - GLProgressTest/MidYIS/ALIS/TDA baseline date and skill scores
 - Special Educational Needs assessment (see SEN policy)
 - Written comments on work
 - Marking presentations or oral work
 - Evaluation of work in class and participation in lessons
 - Monitoring of effort and attainment, and subsequent discussion with form tutors and parents
 - School reports written by subject staff and form tutors
 - Predicted grades for IGCSE/GCSE and AS/A level
 - Records of Achievement
 - School examinations and other tests
 - Entry of students into local, county and national schemes and competitions
 - Awarding of school colours, prizes, house points, merits and commendations
- :in addition:
 - The school database holds assessment (attainment and effort) and examination grades and MidYIS and ALIS/TDA scores for all students.
 - Marks for students' work are recorded in individual teacher mark books.
 - Copies of school reports are held electronically.
 - IGCSE/GCSE, AS and A level grades are stored on the school database.
 - Student profiles for Years 5 and 6 are stored in the Junior Department office. Years 9 -11 Records of Achievement are stored in form rooms.
 - Destination of leavers (from 2007) is stored in the Higher Education Department.

:reporting to parents includes:

- reports are sent home electronically
- Parents' meetings. Students are invited to attend from year 7 upwards.
- School examination results are sent home to parents. These take place once a year for Years 7 – U6.
- Predicted A level grades will be sent home with internal examination results in June of L6.
- Predicted A level grades for UCAS are sent home in September of U6.
- Working at grades are sent home with mock A level results and predicted A level grades in March of U6 year.
- Presentation of awards in assembly and posting of awards e.g. in the school magazine.
- Prize-giving presentations and publications in school.
- League table results

: parents' meetings and reports take place for each year at appropriate points. This schedule is reviewed annually.

: all staff have a responsibility to regularly assess, record and report students' progress effectively

: Heads of Department are responsible for the review of schemes of work, student subject work scrutiny and the marking, recording and report writing of all members of the department

: the Deputy Head is responsible for an annual work scrutiny at the Heads of Department meeting and for regular meetings with students to scrutinise their work

: Heads of Section/Head of Junior Department are responsible for the monitoring of students' progress across the curriculum

: Heads of Section/Head of Junior Department are responsible for reviewing the effectiveness of assessment information provided to parents

: the Director of Staff will plan staff INSET provision to support effective assessment

Term/Yr	Y5	Y6	Y7	Y8	Y9	Y10	Y11	L6	U6
Trinity 1 st ½						Exams begin 23.4.18 P/M 17.5.18	Study leave	Internal exams week beg 21.5.18	Reports Study leave
½ term									
Trinity 2 nd ½	Reports	Reports	Exams 4.6.18 & 5.6.18 Reports and exam results	Exams 4.6.18 & 5.6.18 Reports and exam results	Exams 4.6.18 – 6.6.18 Reports and exams results		Study leave	Internal exam results P/M 13.6.18	Study leave
BES	FINAL	5.7.17							

- Policy last reviewedTrinity 2017
- Next review dueTrinity 2018
- Person responsible for review.....Deputy Head
- Audience..... Staff/Parents