

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 make good 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

We do not use the ranking of students in information shared with students and parents.

: 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 work scrutinies at Heads of Department meetings and for regular meetings with students to scrutinise their work

: Heads of Section are responsible for the monitoring of students' progress across the curriculum

: Heads of Section 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

Governor scrutiny of implementation:

This takes place through the Deputy Head's report to the Governing Body and the annual review of this policy.

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| Lent 2 nd ½ | P/M 28.2.19 | P/M & P/M 6.3.19 & 14.3.19 | | P/M 7.3.19 | | Reports to portal 27.3.19 | | Reports (except EPQ) to portal 27.3.19 | Mock exams wk beg 25.2.19 Exam results to portal 19.3.19 P/M 21.3.19 |
| Holiday | | | | | | | | | |
| Trinity 1st ½ | | | Exams 20.5.19 & 21.5.19 | Exams 20.5.19 & 21.5.19 | Exams 20.5.19 – 22.5.19 | Exams begin 23.4.19 Exam results to portal 14.5.19 P/M 16.5.19 | Study leave | | Study leave |
| ½ term | | | | | | | | | |
| Term/Yr | Y5 | Y6 | Y7 | Y8 | Y9 | Y10 | Y11 | L6 | U6 |
| Trinity 2 nd ½ | Reports to portal 20.6.19 | Reports to portal 20.6.19 | Exam results to portal 11.6.19. Reports to portal 3.7.19 | Exam results to portal 11.6.19. Reports to portal 3.7.19 | Exam to portal 11.6.19. Reports to portal 3.7.19 | | Study leave | Internal exams week beg 3.6.19 Results to portal 18.6.19 P/M 19.6.19 | Study leave |
| BES | Final | version | 27.6.18 | | | | | | |

- Policy last reviewed Trinity 2018
- Next review due Trinity 2019
- Person responsible for review..... Deputy Head
- Audience Staff/Parents