



D1 Assessment and Recording Policy

Assessment

The purposes of regular assessment of pupils' work are to:

- a. Highlight individual pupil's strengths and weaknesses so that corrective measures may be taken and targets set, so that staff and pupils may plan the next stages of learning.
- b. Support the monitoring of pupil progress and study and allow teachers to comply with the school's monitoring procedures.
- c. Highlight whole group weaknesses so that teaching staff may review their teaching techniques and strategies.
- d. Provide a cumulative record of pupil achievement against National Curriculum/GCSE criteria (where these exist).
- e. Provide a summative record of a pupil or group of pupils at a particular point in time.
- f. Make judgements on pupils' suitability to courses, sets and/or examinations.
- g. Provide feedback to parents and to school management.

All departments must have a clear policy on assessment. This policy must be clearly laid out in the department's documentation along with practical advice to the members of the department on how and when this will be carried out. Departments must also have a policy on marking and recording, in accordance with school policy (see on).

Departmental assessment policies must be in line with the following whole school framework:

Regular monitoring will take place for all years at times to be specified in the school diary. In the Sixth Form this will include an assessment of current achievement expressed as a GCE grade. The monitoring will identify commendations and causes for concern. There will be a summative assessment for each pupil in every subject, which will be reported to parents (see Guidance on Writing Reports).

All staff will receive entry information when available, which will include KS2 results, CAT scores and reading/spelling ages. End of Key Stage teacher assessments will be made at KS3 in all subjects: departments should develop departmental portfolios to assist in this process. Target GCSE grades will be required on Years 10 and 11 reports. Departments will be provided with value-added data for pupils in KS4 and these will form the basis of individual pupil targets.

School examinations are taken annually in all subjects in all years. Wherever possible these examinations should cover, at a minimum, the work done during the course of the year so that long-term retention can be assessed.



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Internal examination results are reviewed by the Learning Coordinator, who reports to the Leadership Group when the year group's reports are reviewed.

Pupils work will be assessed against N.C. /G.C.S.E. criteria (where these exist) at regular intervals during the course of each year (e.g. half-termly) or at the end of each unit of work. This can be in the form of written work, oral work, investigative project or extended project. These assessments should supplement the results of examinations. Structured time will be provided for the moderation of assessment – see 'Work Scrutiny' on school calendar

Departments must ensure, wherever it is reasonably possible, that assessment is consistent, i.e. assessment should be regularly moderated within the department.

Staff must be satisfied that work produced for this assessment is the pupil's own work.

Wherever possible work produced by the pupil for this assessment should be kept as evidence.

The results of these assessments should be retained (see recording).

Pupils must have an opportunity to evaluate their work.

Marking

There is a clear, whole school policy on Marking.

Departments should have their own policies in accordance with school policy.

Recording

All departments must have a clear policy on record keeping which has been agreed by all members of the department and is laid out in departmental documentation. Such a policy must be in line with the following whole school policy -

- Grades/marks awarded by staff after routine marking must be recorded by staff along with the date on which the work was set. These records must be retained for at least the academic year in which the pupil is working.
- Details of homework set (e.g. text book, page number, title, etc.) must be recorded by staff.

Review

Governor Committee: School Improvement Committee

Date of review: November 2018

Next Review Date: November 2021