ST. DAMIAN'S RC SCIENCE COLLEGE



Internal Assessment Policy

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Intent: The Principles & Aims of Assessment at St. Damian's RC Science College

Assessment at St. Damian's:

- is inextricably linked to the curriculum and is used diagnostically to evaluate the effectiveness of teaching and learning, growth in pupils' deeper learning, breadth and depth of knowledge, understanding and skills
- places an emphasis on the specific curriculum knowledge pupils should acquire by the end of each year and each key stage, referred to as curricular goals
- focuses needs on high-quality, in-depth teaching of the curriculum, supported by in-class high quality formative assessment.
- provides pupils with feedback which clarifies those aspects of the curriculum where their knowledge and understanding is secure and those areas where there are gaps.
- fosters in pupils' a sense of responsibility for their own learning within the schools' curriculum
- promotes meaningful dialogue between pupil and teacher
- engages with parents & carers to clarify what learners know and understand, and what they need
 to do to improve as well as what they, as parents, can do, to support their child's continued
 progression
- is used by teachers to inform teaching, lesson planning and the next steps in curriculum learning
- enables teachers to grow professionally and make effective use of their time, knowledge and skills in the classroom to implement the planned curriculum
- ensures that recording, tracking and monitoring does not contribute unnecessarily to teachers' workload
- raises standards by enriching curriculum learning and pupil motivation
- is used by school leaders to evaluate impact of the curriculum and to ensure that the full curriculum is being delivered effectively and is being accessed by all pupils
- promotes improved pupil outcomes

A Mastery Approach to Curriculum & Assessment

- 'Mastery' is used to denote a high level of performance against curriculum expectations
- Ensures that all learners have grasped fundamental, necessary content
- Is about deep, secure learning which enables content to be recalled over time and allows for the extension of able students
- Learners undertake formative assessment that shows what they have learned well and what they still need to work on and identifies specific 'corrective' activities to help them do this

A Fully Inclusive Approach to Assessment - Pupils with SEND

- This policy has due regard to all relevant guidance including, but not limited to the following:
 - o Equality Act 2010
 - o DfE (2015) 'Special educational needs and disability code of practice: 0-25 years'
- Prior attainment is taken into account; however, the emphasis is on providing the opportunity for all pupils to succeed if taught and assessed effectively
- The principles of assessment include pupils with SEND and is inclusive of all abilities
- High expectations apply equally to pupils with SEN and disabilities as to all other pupils
- It is used diagnostically to contribute to the early and accurate identification of children and young people's special educational needs and any requirements for support and intervention
- For pupils with recognised SEN and disabilities, assessment considers long-term wider outcomes such as higher education, employment and independent living
- The school considers a range of meaningful ways of measuring all aspects of progress including communication, social skills, physical development, resilience and independence.
- Assessment methods may need to be adapted for some pupils with SEN and disabilities, for example by using visual stimuli and alternative means of communication

Roles & Responsibilities

Leaders & Teachers:

- understand fully what is expected to be mastered by pupils at any given stage
- ensure that assessment is inclusive of all pupils including PP & SEND
- view assessment as a 'powerful learning event'
- are clear why pupils are being assessed
- conduct assessment, confidently and competently
- know what the assessment is intended to achieve
- implement high quality diagnostic assessment
- use assessment for the effective monitoring of pupil progress
- know how the assessment information will be used

Subject Teachers:

- ensure that pupils have a clear understanding of the curriculum objectives and assessment criteria at KS3, GCSE & Vocational courses
- provide opportunities for ongoing formative assessment in all lessons to ensure pupils meet curriculum objectives including PP & SEND
- regularly assess and mark pupils' work according to the subject marking and feedback policy and employ a range of assessment styles to ensure effective delivery of the curriculum
- ensure pupils are confident and well prepared to engage in summative assessment
- use the results of all assessments to evaluate the effective implementation of the curriculum,
 monitor progress and plan future learning tasks which match pupil capabilities
- motivate pupils by giving them a clear picture of their level of performance, what they have done well and what they need to do better next time in to secure their curriculum knowledge
- plan for independent reflection time in lessons to enable pupils to reflect on the next steps of their learning and improve their work
- gain the necessary expertise and knowledge about data analysis, curriculum and assessment through training

Subject Leaders:

- support subject colleagues in the implementation of the Assessment Policy
- ensure that their Assessment Policy is regularly reviewed and updated and aligned with curriculum developments
- plan assessment opportunities into their schemes of work and regularly use assessment to evaluate the effectiveness of the subject curriculum
- establish agreed subject criteria for assessment and marking which meet school expectations
- monitor the consistency of assessment and marking
- ensure that required assessment information is systematically recorded and appropriate accurate information is provided in SIMS for Progress Checks and Progress Check Analysis
- analyse performance data, monitor progress of pupils towards their curriculum objectives throughout the year and put in place appropriate interventions to address identified underachievement. This includes PP & SEND
- carry out detailed self-evaluation by analysis of the impact of the curriculum through pupil attainment at KS3 & KS4 (including examination analyses)
- Complete Curriculum Action Plan (CAPs) and Achievement Action Plans (AAPs) following data drops
- use assessment information appropriately for the setting pupils
- identify and address the INSET needs of their team in relation to assessment
- maintain a portfolio of assessed work at KS3 & KS4 to ensure consistency of standards

- attend regular line management meetings with SLT to discuss, monitor, evaluate curriculum impact and focus on the achievement of individuals, groups, year cohorts and across the key stage and to coordinate and evaluate the impact of interventions
- ensure that their Subject meets the report deadlines and standards
- ensure that curriculum end points are assessed through assessments and that there is at least
 25% retrieval in all KS3 assessment

Heads of Year

- Use Progress Checks to evaluate the impact of the curriculum on micro groups including SEND
 / PP and all individual learners within their Year Group through the RAP documentation
- Use assessment outcomes to help inform pastoral care decisions, make referrals to the SENCO or external agencies
- Use the ASPIRE system to praise and reward pupils who have achieved well across the curriculum
- Delegate key pupils to form tutors for daily monitoring
- Identify pupils causing concern with ATL / HWK and ensure behaviour intervention / Study club support
- Contact parents as needed
- Use assessment outcomes to move pupils up/down in Teaching Groups (Y7-9)

Senior Leaders:

- strategically analyse, monitor and evaluate key assessment data (internal and external) including identified micro groups including PP & SEND to assess the impact of subject curricula
- lead and support staff in implementing whole school interventions to raise achievement and attainment and address gaps in curriculum knowledge
- support and monitor subjects in the implementation of assessment, recording and reporting practices
- ensure that there is a coherent strategy for the effective management of performance data
- monitor pupil progress towards their curriculum targets
- ensure staff receive training on the interpretation and use of data to inform their planning
- make use of ASP, IDSR and other sources of data to assist with self-evaluation and analysis of the curriculum and plan the next steps at a strategic level

Engagement of Parents/Carers

Parents/carers should:

- use the Curriculum Overview to review the topics and assessments their child has completed in school
- discuss feedback given to their child via formative assessment and their child's response to the feedback
- monitor their child's completion of homework and independent learning using the school planner
- read Progress Checks and School Reports and discuss them with their child
- support their child in the lead up to formal assessments and examinations
- contact the school for assistance if they are concerned about their child's progress

Types of Assessment used at St. Damian's

- 1. Formative Assessment
- 2. Summative Assessment
- 3. Nationally Standardised Summative Assessments

[1] FORMATIVE ASSESSMENT

Types of Activities

- Clarifying, sharing and understanding learning intentions and criteria for success.
- Questioning and Discussion [open ended / closed questioning, one to one / group]
- Engineering effective classroom discussions, activities and learning tasks that elicit evidence of learning
- Marking and scrutiny of pupils' work
- Observational assessment
- Retrieval practice
- Providing feedback that moves the learning forward
- Activating learners as instructional resources for one another
- · Activating learners as owners of their own learning

Benefits of Formative Assessment

Formative Assessment is used to assess curriculum knowledge, skills and understanding, and to identify gaps and misconceptions.

Pupils:

- can measure their curriculum knowledge and understanding against learning objectives and wider outcomes
- can identify where they need to target their efforts to improve
- can correct mistakes and change misconceptions

Parents / Carers:

- can see the broader picture of where their children's strengths and weaknesses lie within curriculum areas and what they need to do to improve
- can strengthen their partnership with school by supporting their child's education and further development
- Can promote home learning and learner independence

Teachers:

- define and re-define curriculum content so that there are clear opportunities to stretch and challenge, re-enforce the learning and deepen understanding
- can ensure that assessment is an integral part of teaching and learning
- can understand pupil performance on a day-to-day basis
- can identify when pupils are struggling, when they have consolidated learning and when they are ready to progress.
- can provide appropriate support or extension, as necessary.
- can evaluate their own teaching of topics or concepts and to plan future lessons and tailor teaching accordingly.

School leaders:

- can ensure that staff carrying out effective formative assessment identify problems at an individual level
- can ensure that every child will be appropriately supported to make progress and meet curriculum expectations

Marking for Learning

- Marking informs future planning and learning
- Pupils act on their feedback and make progress over time
- Pupils learn to value hard work and the quality of work they produce
- Marking is meaningful, manageable and motivating
- Careless mistakes are marked differently to errors resulting in misunderstanding
- Time is set aside for pupils to respond to marking
- Focus on quality rather than quantity
- All subjects have their own marking policies that must be followed

Feedback

- Justifies to students how their mark/grade was derived
- Identifies and rewards specific qualities in pupils' work
- Promotes a dialogue between staff and pupils
- Guides pupils to adapt and adjust their learning strategies
- Guides teachers to adapt and adjust teaching to accommodate pupils' learning needs
- Motivates pupils to improve and be self-driven
- Has a high impact on pupils' learning and progress
- Guides pupils to move forward
- Feedback is constructive, so that students feel encouraged and motivated to improve

CPD to ensure best practice in Assessment

- Staff training sessions on; whiteboard fi, kahoot, quizlet, TEAMS, Seneca Learning etc throughout the year
- Teaching and Learning bulletins shared with staff to share best practice
- Opportunities provided throughout the year for staff to collaborate and watch each other teach, with a specific focus on assessment
- Twitter used to share current research
- Research groups set up to develop staff on a range of areas within teaching- including assessment

[2] SUMMATIVE ASSESSMENT

Types of Activities

- End of year exams
- Formal Assessment Weeks
- Short end of topic or unit tests
- Reviews for pupils with SEN and disabilities

Benefits of Summative Assessment

Summative Assessment information produced is based on a variety of evidence of curriculum knowledge, understanding and skills, is targeted, and appropriate for informing teaching and learning.

Pupils:

- receive information about how well they have learned and understood a curriculum area taught over time
- can respond to feedback provided on how they can continue to improve.

Parents:

• are informed about the achievement, progress and wider outcomes of their children in a range of curriculum areas

Teachers:

- can evaluate both pupil learning at the end of a curriculum area (based on pupil-level outcomes) and the impact of their own teaching (based on class-level outcomes)
- can plan for subsequent teaching and learning to ensure an even deeper understanding of the curriculum

School leaders:

- can monitor the performance of pupil cohorts and the impact of curriculum implementation
- identify where interventions may be required
- work with teachers to ensure pupils are supported to achieve sufficient progress and expected attainment across the curriculum

[3] KS4 NATIONALLY STANDARDISED SUMMATIVE ASSESSMENTS – KS4

- are nationally standardised summative assessments are used by the government to hold the school to account
- are used to measure pupil progress from KS2-KS4 and value added across curriculum areas
- provide information on how pupils are performing in comparison to pupils nationally and locally across the curriculum
- help inform parents' choice of schools for their children
- help teachers understand national expectations and assess their own performance in subject implementation and impact in the broader national context
- help school leaders make judgements about the school's effectiveness, curriculum and the quality of education

The school complies with the relevant awarding body's statutory assessment requirements.

- JCQ 'Instructions for conducting examinations'
- JCQ 'General Regulations for Approved Centres'

This policy operates in conjunction with the following school policies:

- Examinations Policy
- Non-Examination Assessment Policy
- Exam Appeals Policy
- Exam Contingency Plan
- Safeguarding Policy

The Progress Check Report/ Reporting to Parents

Reports to Parents

- All parents receive two individual report for their child each academic year (Year 7-10). Year 11 parents receive there reports
- Information includes attendance, achievement points and behaviour points
- Progress data includes targets, assessment outcomes and predicted grades for Year 10 and 11
- Progress data includes class averages, assessment scores and next steps for years 7-9
- There is a Standards Checkpoint for years 7-10 in the Autumn Term that reports home effort, independent learning and behaviour in lessons
- The Form Tutor Report highlights key contributions to the school community [Personal qualities, assemblies, charity work, attendance, punctuality, conduct, ASPIRE, uniform, extracurricular]

Below is an example of a Progress Check Report for KS3. Parents will be informed of the most recent class assessment (%), the class average (%), next steps, attitude to learning, behaviour/achievement points and attendance.



St Damian's RC Science College

In omnibus Fidelis – in all things faithful

Year 9 Spring Progress Report XXXXXX 9XXX

Possible Attendance [half days] 96 Unauthorised Absence [half days] 0 Achievement Points 540											
Percentage Attendance					orised Absence [half days]			4	Behaviour Points	30	
Subject	Assessment Outcome %	Class Average %		Tries their best in lessons		Tries their best on homework/ independent learning	Behaves well in class	To improve I need to			
RE [Micc Bury]	47	60		Sometimes		Sometimes	Often	Link scripture to my answers to show understanding.			nding.
English (Mrs Butterworth)	62	62		Often		Often	Always	Examine the effects of the writer's methods on the reader.			the reader.
Mathematics [Mr Greenall]	34	70		Rarely		Rarely	Rarely	Re-arrange complex formulae.			
Solence [Dr O'Boyle]	50	65		Sometimes		Sometimes	Sometimes	Explain	Explain how environmental variation is caused.		
Art & Design [Miss Walker]	74	70		Alw	ays	Always	Always	Practise	Practise drawing from observation.		
Computing [Mr Nyarko]	80	80		Alw	ays	Always	Always		Be able to combine different programming constructs write a basic program.		
Drama [Ms Brookes]	58	65		Oft	en	Often	Sometimes	Contribute my ideas in the rehearsals.			
French [Mrs Sutton]	62	70		Always Often Often Deduce meaning and understand the key include three tenses, justified opinions and n							
Geography [Mr 8toneley]	30	50		Some	times	Rarely	Sometimes	Develop your explanations using connectives.			
History (Mr MoHugh)	90	90		Alw	ays	Always	Always	Give a detailed explanation of events which may involve conclusion.			nay involve a
Musio (Mr MoArdie)	50	50		Oft	en	Often	Often	Work on confidence. This will come from recognising that you can do the work and showing progress through assessment and performance. Taking your time and no rushing will also help you improve with this.			ess through
PE [Mr Burtles]	67	80		Some	times	Sometimes	Often	Develop the precision and fluency of skills when performing			n performing.
Spanish [Micc Stoneley]	40	60		Sometimes		Sometimes	Sometimes	Understand short passages which include opinions with basic reasons, details and tenses.			pinions with
Technology [Miss D'Rozario]	70	67		Alw	Always Always Put more detail into your theory work.						
FORM TUTOR	I										

Planning an Assessment Point - Key Steps



1. Plan the Assessment

- Which components & composites of Curriculum Knowledge need to be assessed? Use the Curriculum Overview & SOW to determine this
- Which of these elements are linear and test knowledge over time
- •Which skills do you want to assess?
- What knowledge is essential for each curriculum pathway?
- •Is the assessment inclusive of all abilities?
- •is Retreival built into the assessment- minimum 25%



2. Prepare the Pupils

- Generic revision list
- Share the success criteria
- •Ensure pupils know the best revision techniques



3. Set up the Assessment with Staff

- •Ensure staff are confident with the assessment criteria
- •Share the subject mark-scheme
- •Set up SIMS tracking
- •Staff enter raw marks by a given deadline
- •Raw marks are converted to percentages
- Percentages will be used to rank pupil performance in the assessment



4. Mark the Assessment

- •How do you know that the assessment criteria & mark-scheme have been applied accurately across the cohort?
- Have you seen samples of pupil work?
- Have you reviewed the raw marks entered? Is the data reliable?
- Is the assessment data representative of the expected outcomes?
- •Have you challenged any anomalies?



5. Moderation & Standardisation

- Have standards been applied consistently across all groups?
- Are any adjustments needed to the guidance for current performance in relation to the Assessment
- •What are the strengths & weaknesses of the assessment set?
- •What needs to be reviewed in the future?



6. The Assessment Portfolio

- •Use the Assessment Portfolio to define key attainment benchmarks
- •Include examples of pupil work for HA, MA and LA
- •Include examples of work from each year group
- •Use it as an essential tool for induction & training of staff
- Update at each Assessment Point



7. Review the Feedback on the Curriculum

- •What did the pupils know and remember? How is success being recognised?
- •In which areas of the curriculum did you identify pupils' strengths?
- •In which areas of the curriculum was there underachievement? In which pupil groups? Why?
- •What were the most common misconceptions?
- What intervention is being pupil in place? How will it be monitored? What will be the impact?
- •What curriculum changes need to be made?



8. Next Steps in Teaching & Learning

- How will feedback be given to pupils?
- •What did pupils do well?
- •What do pupils need to do to improve?
- •When will they do it? How will they do it? How will pupil response to feedback be monitored?
- •What teaching strategies will change?

Assessment Calendar

- The Assessment Calendar is published in September each academic year & outlines the
 assessment schedule for formal assessment weeks, internal examinations, data collection,
 Progress Checks, Achievement Action Plans (AAPs) Curriculum Action Plans (CAPS) & Parents'
 Evenings
- It builds in moderation & standardisation & Subject Leader QA of data
- It is reviewed annually by SLT and involves consultation with Subject leaders
- There are two assessment points for years 7-10. One is based in the classroom (CSA-Classroom Based Summative Assessment) and one as a formal exam week. The exam weeks take place in the Hall. There are three assessment points for Year 11. One of which takes place in he Hall (The MOCKS)

	St Damian's Assessment Calendar 2023-24								
<u>wk</u>	Y7	Y8	Y9	Y10	Y11				
28th Aug									
4th Sept	Maths/English tests								
11 th Sept									
18th Sept									
25th Sept					CSA				
2 nd Oct		Standards CP Deadline		Standards CP Deadline					
9 th Oct	Standards CP Deadline		Standards CP Deadline		Data Entry				
16th Oct									
30° Oct	I	I	Half Term	I	Faculty Y11 AAP				
6th Nov	Parents Evening- Y7 FT				ruculty 121 AAT				
13th Nov	Parents Evening-17 P1				Y11 Parents Evening				
22 nd Nov				CSA	TIT FOREIGN EVENING				
27 th Nov		Y8 CSA			MOCK EXAMS				
4 th Dec	Y7 CSA	T Se Saler		Data Entry	MOCK EXAMS				
11th Dec	T P Seaters	Data Entry		Data Entry	THE SECTION AND THE				
		Data Entry	Christmas						
1 ^d Jan					Data Entry -FT report				
8th Jan	Data Entry	Faculty Y8 CAP	Y9 Exams	Faculty Y10 AAP					
15th Jan		Y8 Parents Evening			Faculty Y11 AAP				
22 nd Jan	Faculty Y7 CAP		Data Entry- FT report						
29th Jan									
S th Feb			Faculty Y9 CAP	Y10 Parents Evening	CSA				
			Half term						
19 th Feb			Parents Evening		CSA				
26 th Feb					Data Entry				
4th Mar									
	Parents Evening								
11 th Mar	Parents Evening				Faculty Y11 AAP				
18th Mar	Parents Evening								
	Parents Evening				Faculty Y11 AAP				
18th Mar	Parents Evening	Y8 EXAM	Easter		Faculty Y11 AAP				
18th Mar 25th Mar		MAX3 8Y	Easter		Faculty Y11 AAP				
18th Mar 25th Mar 15th Apr	Parents Evening Y7 EXAM		Easter	Y10 Exam week	Faculty Y11 AAP				
18th Mar 25th Mar 15th Apr 22nd Apr	Y7 EXAM	Y8 EXAM Data Entry (FT)	Easter	Y10 Exam week Y10 Exam week	Faculty Y11 AAP				
18 th Mar 25 th Mar 15 th Apr 22 th Apr 29 th Apr		Data Entry (FT)	Easter	Y10 Exam week Y10 Exam week	Faculty Y11 AAP				
18 th Mar 25 th Mar 15 th Apr 22 th Apr 29 th Apr 6 th May	Y7 EXAM Data Entry (FT)		Easter	Y10 Exam week	Faculty Y11 AAP Parents Evening GCSES				
18 th Mar 25 th Mar 15 th Apr 22 th Apr 29 th Apr 6 th May 13 th May 20 th May	Y7 EXAM	Data Entry (FT)	Easter Half term		Faculty Y11 AAP Parents Evening				
18th Mar 25th Mar 15th Apr 22th Apr 29th Apr 6th May 13th May 20th May	Y7 EXAM Data Entry (FT)	Data Entry (FT)		Y10 Exam week Data Entry- FT report	Faculty Y11 AAP Parents Evening GCSES				
18 th Mar 25 th Mar 15 th Apr 22 th Apr 29 th Apr 6 th May 13 th May 20 th May 3 th Jun 10 th Jun	Y7 EXAM Data Entry (FT)	Data Entry (FT)	Half term Y9 CSA	Y10 Exam week	Faculty Y11 AAP Parents Evening GCSES GCSES GCSES GCSES				
18th Mar 25th Mar 15th Apr 22th Apr 22th Apr 6th May 13th May 20th May 3rd Jun 10th Jun 17th Jun	Y7 EXAM Data Entry (FT)	Data Entry (FT)	Half term	Y10 Exam week Data Entry- FT report	GCSES GCSES GCSES GCSES GCSES GCSES				
18 th Mar 25 th Mar 15 th Apr 22 th Apr 29 th Apr 6 th May 13 th May 20 th May 3 th Jun 10 th Jun 24 th Jun	Y7 EXAM Data Entry (FT)	Data Entry (FT)	Hulf term Y9 CSA Data Entry	Y10 Exam week Data Entry- FT report	GCSES GCSES GCSES GCSES GCSES GCSES GCSES GCSES GCSES				
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18 th Mar 25 th Mar 15 th Apr 22 th Apr 29 th Apr 6 th May 13 th May 20 th May 3 th Jun 10 th Jun 24 th Jun	Y7 EXAM Data Entry (FT)	Data Entry (FT)	Hulf term Y9 CSA Data Entry	Y10 Exam week Data Entry- FT report	GCSES GCSES GCSES GCSES GCSES GCSES GCSES GCSES				

ASSESSMENT OVERVIEW 2023-24								
	HT1	HT2	HT3	HT4	HT5	HT6		
Y7	Standards checkpoint	CSA FT Parents		Parents Evening	EXAMS			
		Evening						
Y8	Standards checkpoint	CSA	Parents Evening		EXAM			
Y9	Standards checkpoint		EXAMS	Parents Evening	CSA			
Y10	Standards checkpoint	CSA	Parents Evening		EXAMS			
Y11	CSA	MOCK Examinations Parents Evening	CSA	Parents Evening	GCSES	GCSES		

Assessment Weeks

- Assessment tasks provide teachers with meaningful, useful insight into a child's knowledge
 and understanding of the curriculum content and the ability to apply their learning and skills
 to a broad range of contexts
- A test or examination focuses on what matters in the curriculum, rather than simply what is easy to measure
- Pupils are given advance notice of a summative assessment and are provided with a revision list and key materials
- Pupils are not 'taught to the test' as this produces inaccurate information about what a pupil knows and can remember over time
- Retrieval forms up to 25% of all assessments
- AHT meets with SEND and exams officer to ensure that SEND access arrangements are provided for all exam weeks.

Validity & Reliability of Assessment

In the context of assessment:

- Validity is understood as the degree to which an assessment measures that which it
 intends to measure, and the suitability of the data generated for the interpretations
 intended to be drawn from them
- Reliability is understood as the consistency with which an assessment performs its function
- Moderation is necessary to help ensure consistency and accuracy of assessment judgements
- Effective moderation & standardisation is used to do the following:
 - o Ensure that the results given back to students are accurate and fair
 - o Give the data we report to students, parents and staff greater integrity
 - o Diagnose issues/areas on underachievement, informing forward planning
 - Provide feedback on the quality of assessments and the quality of curriculum planning
 - Develops teachers sharpening their understanding of relevant assessment criteria

- Use of Benchmark information from Examination Boards
 - Subject Leaders use feedback from Moderators' Reports, Results plus and external examinations to work collaboratively with subject teachers to ensure a more refined knowledge of assessment criteria at GCSE and in Vocational courses
 - o Teachers who mark for examination boards share good practice with other colleagues
- Guidance given to Staff for Assessment Points
 - 1. Assessment Portfolio to be updated & used to bench-mark grades
 - 2. Plan for linear –include learning & skills from previous terms and the previous year
 - 3. Provide a generic revision list for the subject area
 - 4. Encourage pupils to do ongoing revision so linear is cumulative
 - 5. No 'pre-teaching' for the assessment unless it is agreed at subject level
 - 6. In large departments, assessments where possible are kept confidential until the Assessment Week
 - 7. Marking done and outcomes entered into SIMS tracking
 - 8. Grade boundaries & mastery stages agreed BEFORE work is given back to pupils
 - 9. Feedback & pupil response
 - 10. Adapt future teaching to address weaknesses

Assessment Portfolios

- Each subject area maintains an assessment portfolio which benchmarks agreed standards in pupil curriculum knowledge after each assessment point
- The pupil work is used to develop and evidence the robustness of subject assessments
- Work demonstrates the performance of the higher, middle and lower prior attaining students and key groups
- Assessment scripts are included in the Assessment Portfolio that typify students in each of the groups described above

Collection of Assessment Data

- SIMS is used for whole school data entry and subject tracking
- The Progress Check deadlines are outlined in the Assessment Calendar
- Staff will input an assessment mark and a description of effort, behaviour and homework
- Subject leaders have internal tracking in SIMS pertinent to their subject
- Subject leaders will oversee the completion of the Achievement Action Plan

Use of Assessment Data

- Assessment data is shared with:
 - o pupils to aid their understanding of what they need to do to progress.
 - o subject leaders, heads of year and senior leaders for self-evaluation
 - parents/carers to inform them about their child's progress and attainment
- Statutory information is sent to the LA / Diocese / Exam Boards on request
- Some data may be used for evaluating teacher appraisal objectives and school performance

QA of Assessment Processes

- Subject Leaders are responsible for the QA of formative assessment in the classroom through learning walks, work scrutiny, pupil voice activities
- The AHT i/c of Teaching & Learning oversees the QA processes of Subject Leaders for formative assessment via T&L subject reviews
- Subject Leaders are responsible for the QA of the implementation of summative assessment through moderation & standardisation meetings built into the Assessment Calendar as well as the QA of data entry for Progress Checks and accuracy of Subject Reports
- The SLT line managers are responsible for the QA processes of Subject Leaders regarding summative assessment and data entry

Monitoring & Evaluation

- The Assessment Policy is reviewed, evaluated and updated annually by the AHT and approved by the HT & Governors
- Monitoring & evaluation includes regular review of classroom practice, pupil voice, teacher voice and pupil work scrutiny & scrutiny of pupil progress check data, reports, Progress Check Analysis
- Ongoing monitoring & evaluation is carried out by Middle Leaders and SLT Line Managers

Target Setting

- Targets are not set for pupils in KS3. The curriculum is the driver of Progress.
- KS4 targets are set in year 10 using KS2 starting points and assessment scores/classwork throughout KS3

References

- The Assessment Policy is informed by key publications: Commission on Assessment Without Levels: Final Report, Sept 2015 and educational research: 'Assessment without Levels: Qualitative Research' DFE Dec 2018
- The policy is guided by the requirements of the National Curriculum set out in the programmes
 of study for all core and foundation subjects at KS3 (National Curriculum 2014) and the exam
 syllabus requirements of GCSEs and Vocational courses