



ASSESSMENT, RECORDING AND REPORTING

POLICY

- ❖ The processes used to assess record and report pupil progress to meet statutory obligations.
- ❖ The processes used, are free of bias (in relation to the school's Equality of Opportunity policy)
- ❖ The arrangements for assessment, recording and reporting to provide all parents and pupils with a full and understandable picture of progress

PRACTICE

- ❖ Learning objectives to be stated and shared with the class so that the pupils know what they are aiming to achieve at the end of every lesson.
- ❖ All assessments to be explained to the pupils, so that they understand their level and can prepare accordingly.
- ❖ All subject areas to have available exemplar material to help pupils' work.
- ❖ All teachers to include both Assessment of Learning (tests, exams) and Assessment for Learning (marking and feedback to pupils and parents) in their assessment policy, planning and practice.
- ❖ Assessment data to be kept, through the school's results file, to inform all staff on prior performance.
- ❖ School reports to be written clearly in simple English.
- ❖ School reports and parents' evenings to have clear indication on what has been done, well or otherwise, specific suggestions on how that pupil can improve.
- ❖ All staff to complete the assessment trackers at the end of each half term.
- ❖ All staff to use the widest possible range of assessment opportunities.
- ❖ All subject areas to apply monitoring to their assessment processes, including classroom observation, reviews of planning (schemes of work, modules and individual lesson plans), monitoring the quality of pupils' work, monitoring marking.
- ❖ Subject Trackers to be used for all subjects

MONITORING

The responsibility for monitoring this policy lies with: -

- Headteacher
- Form Tutors
- Subject Teachers