
CURRICULUM

ASSESSMENT AND RECORDING AND RECORD KEEPING POLICY

Reviewed and updated by Leadership Team Members: February 2008

Next Review due: as required

Assessment

Pupils will be assessed throughout their time at the College and should at any time be aware of their level/grade and an appropriate method to improve.

All teachers must mark and assess the work of pupils in their classes and should follow the College Marking Policy at all times.

Some of the pupils work will be homework or classwork tasks. Pupils should be made aware of their progress and their strengths and weaknesses. Good assessment will go hand in hand with advice for improvement.

Certain aspects of pupils work will be under test conditions or form part of coursework or modular formal external examinations. Where the teacher is responsible for marking of such work, all marks must be recorded and made available to the individual pupils/students.

During the pupils time at the College, a number of tests will take place which are externally marked. These will include CATs, SATs and ALIS results which, along with IEPs, must be recorded by subject teachers. All these records and the resulting targets and essential achievements will be required for Performance Management Review.

It is clearly not enough to merely record such results. Full use must be made by teachers in using such bench-marks to set targets for future achievement and to select the most appropriate teaching programme for each individual. This will involve discussion with the individual pupil when setting agreed targets. Such marks will also be useful when considering which set a pupil should be placed in.

All pupils/students will need experience of examination conditions well before they take final examinations. In all years pupils will be given the opportunity to experience large examination rooms, examination conditions and mock examinations. Where pupils sit modular examinations, they will still need examination preparation and practice at completing such examinations or tests.

Reporting Procedures

The College is continually reviewing and changing its assessment of the Curriculum and development of Records of Achievement.

All pupils in Year 7-11 are involved in building up a personal Progress File which documents progress and achievements both inside and outside of school. For example, it contains copies of school reports, pupil's self-assessment of their own progress, records of attendance and punctuality, details of responsibilities held and activities/hobbies followed.

As their Progress Folders develop pupils will be asked to review regularly their progress and attitudes, and to plan for the future in the light of this reviewing procedure. To help each pupil to focus on his/her strengths and weaknesses a programme of one-to-one interviews takes place between the pupil and form teacher.

Parents of all pupils will be issued with a detailed report of their child's progress once during each academic year. The report will be in the form of a booklet, with each subject on a separate page. The reports for Years 10 and 11 will, in addition, give indications of achievement measured in GCSE terms.

The College calendar includes an examination period for each year group, but throughout the year many subjects hold regular assessments as well as their annual examinations as appropriate.

Now that the National Curriculum has been established throughout the College, it is a legal requirement that parents are informed at the end of each key stage of the scores achieved by their sons/daughters. Where possible these scores will be incorporated in the annual report, but where this report is issued earlier in the year parents can expect a separate communication in July.

Students in the Sixth Form are expected to take greater responsibility for their own progress and development and a programme of self evaluation and action planning is usual which builds on the good practice established in years 7 – 11.

Each year students update their Progress Files to keep abreast of their new qualifications and interests. Pupils use ICT to produce their final documents for the folder in Year 11.

Record Keeping

Staff are required to keep up to date records of their pupils. These should be retained for at least 5 years.

Records will vary according to each Faculty, but in general the following areas should be covered:

1. Attendance at each lesson.
2. Pupils' marks according to the agreed marking policy.
3. Test results including practice examinations and mock examinations.
4. Individual Education Plans for any pupils taught.
5. Record of homework completed and marks awarded.
6. SATs, CATs, results.
7. An agreed target grade for Years 10 and 11.
8. ALIS grades for Years 12 and 13.
9. Predicted grades for external examinations.
10. Results of all external examinations.
11. Identification of the Gifted and Talented Pupils.
12. Coursework marks and final grades.
13. Any other "benchmark" results for pupils.