



ST BEES SCHOOL

WHERE WEST MEETS EAST

ASSESSMENT, RECORDING AND REPORTING POLICY

2021 - 2022

Author: Headmaster

Review by: Assistant Head

Next review due: October 2022

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ASSESSMENT AND REPORTING

AIMS

The key aims of the system are:

- to assess effectively a student's academic and developmental progress through appropriate testing, assessment and review;
- to generate a report on academic and developmental progress for parents and student records;
- to communicate assessment test results and teacher comments;
- to decide upon remedial action where necessary and to establish who is responsible for implementing that action;
- to ensure that progress is tracked, monitored and optimised through our mentoring programme.

ASSESSMENT TESTS

There is a wide range of diverse learning and teaching strategies and teachers are encouraged to embrace a variety of approaches in their teaching. However, it is the school's philosophy that Assessment Tests, Mocks and feedback are central to effective assessment, learning and ultimately examination performance. It is imperative therefore that they are implemented appropriately and the school's policy is that:

- all students should be regularly and rigorously exposed to appropriate examination material;
- all students should experience formative assessment and engage in the mentoring process with their Tutor to empower attainment through rigorous self-assessment.

These strategies aim to provide:

- a reliable indicator of their likely performance in the public exams and
- a target-setting mentality aimed at boosting attainment and achievement.

Therefore, teaching plans and schemes of work ensure that sufficient time is allocated to testing and feedback. The precise details of an effective test will obviously vary between subjects. However, it is the responsibility of subject department teachers to set tests or assignments which most effectively assess their subject according to the statement above. Some essential requirements are outlined below:

Frequency: Students benefit from having smaller tests more frequently. Relative to the given subject formal appraisal of a students' work can realistically be required every 5-6 weeks and is recorded on student reports. This normally comprises one Assessment Test every 5 or 6-week period per subject.

Duration: Between 30 to 90 minutes. Usually 30 to 45 minutes though it may be appropriate for a test to be up to 90 minutes to deliver a whole unit paper.



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WHOLE SCHOOL EXAMINATIONS

Formal whole school examinations take place at the end of the Autumn Term for all students and at the end of the Summer Term for all students not in examination year groups.

All subjects are examined centrally, in dedicated exam rooms and under exam conditions and invigilation. A three-day exam period replaces the normal timetable. All examinations consist of 90 minute papers, which are submitted to the Exams Officer in advance of the exam period.

Exams are marked by subject teachers. Results are in the form of a raw percentage and a grade (A*-F). Exam results form part of the end of term reports.

COMPOSITION

Exam-board questions not previously 'seen' by students (for IGCSE or Yr12 it may be necessary for non-exam questions to be used as appropriate). The intention is that the test will give the opportunity for assessing:

- Factual recall
- Conceptual understanding
- Interpretation/Application of theory
- Varied exam/question techniques

CONDITIONS

Assessment Tests are to be taken during lesson time under exam conditions.

Marking: To be marked by the teacher, according to exam board mark schemes/guidelines.

Feedback: To be carried out within seven days. Feedback should offer a detailed breakdown of where/how marks are awarded and a rigorous analysis of where students are failing/losing marks. Effective feedback is likely to take the equivalent of the duration of the assessment test.

Missed Assessment Tests: It is the joint responsibility of the teacher and student to arrange an appropriate time for the test to be taken in the study under invigilation. If it is suspected that the student may already have had access to that test, then it is the teacher's responsibility to ensure that a new test is set. Assessment Tests should not be done by students at home.

REMEDIAL ACTION

Under-achievement in Assessment Tests: If a given student underachieves in an assessment test it is the teacher's responsibility to engage in remedial action to address the shortfall.

No student should be permitted to underachieve without positive remedial action to redress the knowledge gap.



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The teacher makes the decision as to whether that student would benefit from retaking the same or a different test. This could also apply to a student who has passed but is underachieving significantly. In all cases a repeat test should be given.

Please remember that assessment test results do form the basis of important decisions which affect the student's future and therefore they must be reliable. In particular, assessment test results are used for:

- Grade Predictions
- Reports
- UCAS References
- Assessment of a student's suitability to sit final exams
- Communication home.

RECORDING RESULTS

The results of Assessment Tests are to be recorded manually in the blue paper mark books.

REPORTING TO PARENTS

Reporting to parents and recording of agreed targets arising from assessments and examinations is a fundamental part of the dialogue between home and school. All reports should be clear, concise and focused on the individual.

Length does not equate to quality. The best reports capture the character of student and identify clear areas of strength and areas for development. All reports should be written with consideration for the capacity of parent to understand the language they use.

Progress Grades and Character Development grids are produced at the end of every half term.

Written reports are produced at the end of the Autumn and Summer Terms. Students in examination year groups (11 & 13) will receive full reports at the end of Term 2 to ensure that parents receive the best possible overview of work required in advance of the examinations.



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PARENTS' EVENINGS

Parents will have the opportunity to meet with Personal Tutor and Subject Teachers at least once in each academic year according to the following schedule.

	Snapshot Consultation	Term 1 Consultation	Term 2 Consultation	Term 3 Consultation
Year 7	Term 1 Week 2	Term 1 Week 8/9	Term 2 Week 8/9	Term 3 Week 6
Year 8				Term 3 Week 6
Year 9				Term 3 Week 2
Year 10				Term 3 Week 2
Year 11				Term 3 Week 2
Year 12				Term 3 Week 2
Year 13				Term 3 Week 2

Parents are encouraged to visit at any time to meet with the Personal Tutor.

CONCERNS AND COMPLAINTS

Parents who have any concerns about any aspects of the curriculum should discuss these in the first instance with the relevant subject department teacher. If the issue is not resolved parents should contact the Assistant Head. The School's Complaints Procedure is available on request.

SCHEDULE OF ASSESSMENT AND REPORTING

This can be seen for 2021-22 below:



Week 12										Reports due in Thu 9 Dec	
										Issue home	

SPRING												
	Welcome Evening Yr 7	Progress Grades	Character Development	Parent Consultations			Exams			End of Term Report	Tutor Calls Throughout	
				Yr 7	Yr 8-9	Yr 10-13	Yr 7-10	Pre-A	Yr 12-13	Yr 7-13	Yr 7	Yr 8-13
Week 1												
Week 2												
Week 3												
Week 4												
Week 5												
Week 6		Thu 10 Feb	Thu 10 Feb									
Week 7												
Week 8				TEAMS Wed 2 Mar 6pm - 7.30pm		TEAMS Thu 3 Mar 6pm - 7.30pm						
Week 9					TEAMS Tue 8 Mar 6pm - 7.30pm							
Week 10												
Week 11												



Week 12										Reports due in Thu 31 Mar	
										Issue home	

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SUMMER												
	Welcome Evening Yr 7	Progress Grades	Character Development	Parent Consultations			Exams			Reports Yr 7-13	Tutor Calls	
				Yr 7-8	Yr 9	Yr 10-13	Yr 7-10	Yr 12	Pre-A + Yr 13		Yr 7	Yr 8-13
Week 1												
Week 2					IGCSE options	A Level options (Pre-A)						
Week 3									Public exams			
Week 4												
Week 5												
Week 6		Thu 26 May	Thu 26 May									
Week 7												
Week 8												
Week 9												
Week 10												
Week 11										Reports due in Thu 7 July		
										issue home		