



Trinity 2020

## ASSESSMENT POLICY

Assessment at St Helen's is an integral part of the learning process, it informs planning and teaching through regular and thorough marking to support student progress. The assessment schedule and nature of reporting is reviewed annually to ensure parents are able to judge their daughter's progress in the context of St Helen's. Parents receive at least one annual written report on their daughter's progress and attainment in each main subject area and at different points for each year group are invited in to school to discuss this with subject staff. Assessment outcomes are discussed with students to encourage them to take responsibility for their own learning as is appropriate for different age groups and to celebrate all aspects of achievement.

As part of the annual review of schemes of work Heads of Department (HODs) lead the subject review of assessment and methods for tracking progress to ensure all students make good progress. They organise the scrutiny of student work for discussion in department meetings to inform planning and teaching and to monitor the nature and quality of feedback given to students.

A range of assessments are used throughout the school to inform appropriate action to support progress and ensure different groups of students make good progress. The school database holds assessment (attainment and effort) and examination grades for all students. Marks for students' work are recorded in accordance with department systems. All reports are held and shared electronically with parents. We do not use the ranking of students in information shared with students and parents.

All staff have a responsibility to assess, monitor, record and report students' progress regularly. HODs are responsible for the review of subject assessment, student subject work scrutiny and monitoring the marking and recording of all members of their department. The Deputy Head is responsible for regular meetings with a sample of students in every year group to scrutinise their work. Heads of Section monitor students' progress across the curriculum and review the effectiveness of assessment information provided to parents. The Director of Staff will plan staff INSET provision to support best practice in assessing progress.

### Procedure:

the following assessments are used throughout the school:

- RS Standardised Assessments in reading and mathematics (Years 5 & 6)/MidYIS/ALIS/TDA baseline data and skill scores
- Special Educational Needs assessment (see SEN policy)
- Written comments on work
- Marking presentations or oral work
- Evaluation of work in class and participation in lessons
- Monitoring of effort and attainment, and subsequent discussion with form tutors and parents
- School reports written by subject staff and form tutors
- Predicted grades for iGCSE/GCSE and university grades for AS/A level
- School examinations and other tests
- Entry of students into local, county and national schemes and competitions
- Awarding of school colours, prizes, house points, merits and commendations



Term/Yr	Y5	Y6	Y7	Y8	Y9	Y10	Y11	L6	U6
<b>Lent 1<sup>st</sup> ½</b> Assessment date: Friday 5.2.21 Y8 4.10pm and U6 12 noon  To portal 11.2.21			P/M 12.1.21	Reports subject staff 300, tutor 300 no HOS (1 <sup>st</sup> rotation staff)	P/M 20.1.21		Mock exams begin 5.1.21 Mock results subject staff deadline: 25.1.21 To portal 1.2.21  P/M 2.2.21	Diagnostic assessment including all SKS subjects & working at grades. Comments if necessary. Share traffic lights with students but not comments. Nothing to parent portal. Deadline 10.2.21	Reports subject staff 500, tutor 500
½ term	Y5	Y6	Y7	Y8	Y9	Y10	Y11	L6	U6
<b>Lent 2<sup>nd</sup> ½</b> Assessment date: Wednesday 10.3.21 To HOS Y10 & L6 17.3.21 To portal Y10 & L6 25.3.21 Internal Y7 Y8 & Y9 = 24.3.21	P/M 3.3.21 (all staff)	P/M 11.3.21 (all staff)	Internal assessment in 24.3.21	Internal assessment in 24.3.21 (2 <sup>nd</sup> rotation staff)	Internal assessment in 24.3.21	Reports subject staff 500, tutor 500, HOS 500		Reports including all SKS subjects except EPQ, subject staff 500, tutor 500 HOS 500	Mock exams wk beg 22.2.21 Exam results subject staff deadline 9.3.21  Results to portal 16.3.21  P/M 18.3.21
Holiday	Y5	Y6	Y7	Y8	Y9	Y10	Y11	L6	U6
<b>Trinity 1<sup>st</sup> ½</b> Assessment date: Wednesday 13.5.21 (Y11 and U6 internal)			Exams 24.5.21 & 25.5.21	Exams 24.5.21 & 25.5.21	Exams 24.5.21 – 26.5.21	Exams begin 19.4.21 Exam results subject staff deadline 11.5.21 To portal 18.5.21	Predicted grades for internal use only – entry deadline 13.5.21  Study leave		Predicted grades for internal use only – entry deadline 13.5.21  Study leave

predicted grades only)						P/M 20.5.21			
½ term									
Term/Yr	Y5	Y6	Y7	Y8	Y9	Y10	Y11	L6	U6
<b>Trinity 2<sup>nd</sup> ½</b>	<p>Reports, subject staff 500, tutor 500 HOS 300</p> <p>Subject staff deadline 16.6.21</p> <p>To HOS (agree with Y5 teacher)</p> <p>To portal 24.6.21</p>	<p>Reports, subject staff 500, tutor 500</p> <p>Subject staff deadline 16.6.21</p> <p>To portal 24.6.21</p>	<p>Exam results in 11.6.21</p> <p>To portal 15.6.21</p> <p>Reports, subject staff 500, tutor 500, HOS 500</p> <p>Report schedule: subject staff deadline 23.6.21</p> <p>To HOS 28.6.21</p> <p>To portal 8.7.21</p>	<p>Exam results in 11.6.21</p> <p>To portal 15.6.21</p> <p>Reports, subject staff 500, tutor 500, HOS 500</p> <p>Report schedule: subject staff deadline 25.6.21</p> <p>To HOS 30.6.21</p> <p>To portal 8.7.21</p>	<p>Exam results in 11.6.21</p> <p>To portal 15.6.21</p> <p>Reports, subject staff 300, tutor 300 HOS 300</p> <p>Report schedule: subject staff deadline 28.6.21</p> <p>To HOS 5.7.21</p> <p>To portal 8.7.21</p>		<p>Study leave</p>	<p>Internal exams week beg 7.6.21</p> <p>Exam results subject staff deadline 18.6.21</p> <p>To portal 22.6.21</p> <p>P/M 23.6.21</p> <p>UCAS comments to tutors 30.6.21 - noon</p>	<p>Study leave</p>
<b>BES</b>	<b>Final</b>	<b>Internal</b>	1.7.20						

- Policy last reviewed ..... Trinity 2020
- Next review due ..... Trinity 2021
- Person responsible for review ..... Deputy Head
- Audience ..... Staff/Parents