



Kesteven and Sleaford High School

A Robert Carre Trust School

Assessment, Recording, Reporting Policy, including Marking and Feedback Policy

AIMS OF ASSESSMENT, RECORDING AND REPORTING

- Raise the achievement of all students
- Enable students to become confident and effective learners who understand how they can develop and who take responsibility for their own learning;
- Provide opportunities for students to retrieve their knowledge and apply it in relevant contexts;
- Ensure that students, staff, parents and Governors are informed of the academic progress of all students.

Assessment is an integral part of the learning process. Teachers use assessment to:

- provide opportunities for improving specific skills through deliberate practice and retrieving knowledge so that it becomes stored in students' long-term memory;
- encourage a dialogue between teachers and students which aids learners to develop their work and ideas further;
- direct future planning and learning whilst fostering an environment where learners are motivated in class, confident in the tasks they undertake and resilient with challenging tasks.

ASSESSMENT

Types of Assessment which will be undertaken:

Formative (*This is assessment for learning*) - used frequently, either formally or informally, to determine what a student can do. This evidence will be used to adapt teaching to meet the students' needs. Formative assessment can take place as an on-going process and may, or may not, leave any written record. Formative assessment should encourage students to become reflective learners and help teachers respond to students' learning needs. Peer and Self-assessment should be encouraged alongside teacher/student dialogue which focuses on WWW (What Went Well) and EBI (Even Better If). Formative assessment places students at the centre of assessment.

Summative (*This is assessment of learning*) – used to draw conclusions at key points in time, or at the end of a unit of work. This will include formal internal and external examinations. This will be a major factor in (i) making decisions about Current Working grades and (ii) Target Setting. The data will be used to inform student groupings and to make judgements on attainment in relation to Learning Pathways and targets.

Methods of assessment

Assessment may be as a result of formal or informal means. It will occur in day-to-day situations, as a result of homework, class work or through formal tests and examinations. A variety of methods may be employed to ascertain a student's progress, including:

- Observations obtained by teacher-led discussion, question and engagement techniques;



- Practical assessments;
- Verbal responses in class;
- Homework;
- Student self-assessment and peer assessment, which is only possible when they have a sufficiently clear picture of the targets that their learning is meant to attain;
- Low stakes/ high impact 'quizzes' to identify misconceptions, understanding and knowledge and then guide future learning;
- Written tests and exams marked by the teacher.

The method to be employed, in any particular circumstance, will depend on the purpose of the assessment and the decisions to be taken in the light of the results that are obtained from it.

There is an annual formal assessment period (usually a week for KS3 and two weeks for KS4/5) for each year group and departments are expected to set an examination which determines a student's progress over time against their learning path (KS3) or grades (KS4/KS5) and helps students prepare for external examinations.

MARKING AND FEEDBACK

AIMS OF MARKING AND FEEDBACK

- To ensure all students are provided with, and act upon, regular feedback to help them reach their full academic potential, demonstrate their progress and move learning forward;
- To establish a consistent approach to the way we feedback on students' work so that students feel their work is valued and have a clear understanding of how well they are doing;
- Develop self-assessment of learning;
- Close the gap between current and desired performance;
- Encourage positive motivation and self-esteem;
- Maintain high standards of literacy, numeracy and oracy.

The more immediate the feedback the greater the impact. Each subject area has an Assessment, Marking and Feedback protocol which provides consistency in their subject area and allows for individual subject needs.

Methods of Marking and Feedback

Teachers are encouraged to make use of:

- Department templates which direct the feedback and suggest next steps for learning;
- Time-saving, clear subject specific marking proforma;
- Time-saving marking tools used across departments e.g. the highlighted 'pink' box containing 'next-step' activities or instructions for students to complete.

We are all teachers of literacy, and numeracy and oracy. The quality of both students' and teachers' language use are significant determinants of progress, Teachers should use language with purpose. Spelling, punctuation and grammar errors should be highlighted in key identified sections of text and, where possible, subsequently corrected by the student. Subject teachers should take responsibility for teaching the meaning, use and spelling of key subject vocabulary and look to correct or promote its use.

The use of the literacy marking key is expected for work in the English Language (the French and German departments have adapted versions of this):

- ✓ Correct
- ✓ ✓ Excellent

S Spelling
P Punctuation
^ Missed word needs inserting
/ New line
// New paragraph
? Sense or meaning not clear
RTQ Read the Question
U Missing or wrong units

Numeracy misconceptions should be anticipated and errors corrected.

HOW WE SET TARGETS, AND MEASURE AND REPORT PROGRESS

Students in Year 7 will undertake Cognitive Ability Tests (CATS) on entry to the school to identify areas for further challenge or support. Learning Paths are set at whole school level using national data sources: FFT Aspire targets, a student's Key Stage 2 result (where it exists) and the CATS results. Art, Drama, PE and Music undertake their own benchmarking of students in the first term to determine Learning Paths.

Students in Year 8 and Year 9 continue on their Learning Pathway from Year 7 and progress is monitored in line with this.

Departments may raise the Learning Pathway assigned to each student at any point in the academic year.

Students in Year 10 and Year 11 are set target grades using FFT Aspire intelligent target setting as a baseline. These are department specific and aim to ensure targets are realistic but challenging. This year all departments set targets at FFT 20.

Students in Year 12 and Year 13 are set targets using ALPS target setting which measures progress using their GCSE average points score as their starting point.

The whole school assessment, recording and reporting schedule indicates when each Year groups' progress will be monitored against these learning paths and targets. There are commonly 3 data collection points per academic year. SISRA will be used to monitor key findings/trends. The data from SISRA will be used in student progress meetings (teacher level), QA meetings (Subject leader level) and Leadership Meetings.

In practice this means...

Subject Teachers will:

- Monitor each student's progress against a learning pathway or target grade;
- Increase learning pathways/target grades as necessary to maintain challenge and aspirations;
- Conduct Formative and Summative assessment to enable learning progress and reporting;
- Keep records of all tests and assessments (in a mark book or by other appropriate means) to enable tracking, identification and reporting of progress and attainments for groups and individuals;
- Input results/levels and grades into Bromcom at tracking points throughout the year;
- Input effort grades and concern codes at the same time. Effort grades allow parents, tutors, Heads of Year and the senior team to monitor students' focus, participation and commitment to their learning;
- Use appropriate intervention when a student's progress falls below expectations;
- Recognise levels of progress in a lesson and use school systems to reward and celebrate that progress;
- Encourage students to show resilience in their work and use bi-weekly Growth mindset nominations to reward those who learn from their mistakes, step out of their comfort zone and persevere;

- Prepare for and attend pupil progress meetings as per the meeting calendar to discuss the progress of students against their expected grades and target grades;
- Attend parents' evenings, to give parents the opportunity to discuss their child's progress;
- provide verbal and written feedback regarding progress against the expected levels and targets using whole school assessment systems (and avoiding the use of any alternative non whole-school assessment scales/codes or attainment/effort grades).
 - Key Stage 3: Learning Pathways
 - Key Stages 4&5: GCSE and A level grades
 - All Key Stages: Effort grades in line with reporting values

Subject Leaders will:

- Monitor the progress of students, classes and key groups of students within their department conducting student progress meetings to aid this, and keep central records of key assessment tasks;
- Maintain records of Transitional Assessments to identify trends and patterns in department attainment and achievement;
- Meet regularly with their leadership links to discuss progress of pupils, recent tracking data and the intervention in place within the department;
- Meet at least once a year with the Head of School and Leadership link to discuss the results of external examinations;
- Check marking of student work is completed in line with the agreed departmental protocol, by conducting department work scrutiny:
 - by looking at students' work during lesson observations
 - during other department quality assurance activities.
 Templates are available to help collect this information in each subject's QA workbook.
- Ensure that the department has a coherent and consistent approach to marking and feedback and that it is applied by all department members;
- Create planned opportunities to moderate and standardise key assessments to ensure departmental consistency;
- Ensure the whole school marking and assessment protocol and policy are fully implemented, and address any issues where necessary.

Tutors will:

- Discuss current progress and targets with each pupil at least one a year.

Heads of Year will:

- Ensure the Assessment, Recording and Reporting Policy is implemented with their year group;
- Monitor student progress and issue praise/concern letters to parents.

Senior Leadership will:

- Meet regularly with subject leaders as part of the QA process to discuss the progress of students, recent tracking and the interventions in place;
- Keep up to date with their link departments' results in external examinations;
- Take a role in the Quality Assurance/ deep dive schedule;
- Sample books and/or folders as per the school Quality Assurance programme;
- Provide support and further monitoring for those departments not meeting the required standard;
- Review tracking data as a leadership team.

The Assistant Headteacher (Curriculum) will:

- Use the KS2 results, CATS results and National Data sources as a basis for establishing the baseline in all subjects;
- Oversee the running of CATS testing in Year 7;
- Generate Learning Pathways for Year 7-9;
- Oversee the use of FFT Aspire by staff for target setting in Year 10 ensuring that targets are sufficiently challenging;

- Ensure the data at each tracking point is entered into SISRA and that subject leaders have sufficient training on its use;
- Oversee the tracking system in Bromcom reporting to the rest of the senior leadership as necessary;
- Run staff training (as necessary) on the reporting process;
- Keep the Local Governing Body informed of outcomes of transitional assessments and external examinations;
- Ensure the Assessment, Recording and Reporting Policy is up-to-date each year;
- Generate the timetable for assessments, tracking, Parents' evenings each year for the school calendar;
- Analyse in school data to ensure groups of students (disadvantaged/ EAL/ Service children) are making appropriate progress;
- Produce an analysis of external assessments for publication on the school website and in the school prospectus.

The Assistant Headteacher (Teaching and Learning) will:

- Ensure the marking and feedback element of the Assessment, Recording and Reporting Policy is up to date each year;
- Keep themselves appraised of evidence-based research on best practice marking and feedback;
- Plan, schedule and oversee delivery of training for staff of all levels of experience on marking and feedback best practice;
- Support departments in the construction of their marking and feedback policies and their reviews;
- Use student voice activities to ascertain the effectiveness of the school policy and departmental protocols.

The Local Governing Body will:

- Monitor standards within the school;
- Invite subject leaders to attend Local Governing Body meetings discuss standards within departments.

Agreed by SLT February 2022

Next Review date: March 2023 (Annually)