

Saffron Walden County High School



Assessment and Reporting Policy

SWCHS ASSESSMENT AND REPORTING POLICY

Updated July 2019

This policy is based upon three purposes of assessment:

- To assist pupils in the process of learning
- To assist teachers in planning and personalising learning
- To provide information for parents on students' progress and learning

1. Assessment for Learning – see also our Marking policy
2. Target-Setting at Key Stage 4 & 5
3. Assessment and Reporting at Key Stage 3
4. Reporting to parents

1. Assessment for Learning (AfL)

AfL has been identified as the process of seeking and interpreting evidence for use by learners and their teachers to decide where the learners are in their learning, where they need to go and how best to get there.

SWCHS principles for AfL

- 1.1 AfL forms part of effective planning and assessment opportunities will be integrated into all Schemes of Work.
- 1.2 Teachers will consider prior attainment of all pupils when planning lessons.
- 1.3 Teachers will generally share learning objectives with pupils.
- 1.4 Teachers will share success criteria with pupils.
- 1.5 Work will be marked regularly.
- 1.6 Formative feedback will be sensitive and constructive, reflecting what the pupil has done well and what they need to do to improve.
- 1.7 Feedback will be responded to using 'Closing the Gap'-type activities
- 1.8 Pupils will be involved in assessment procedures via:
 - Clear understanding of learning objectives and success criteria
 - High quality feedback and discussion as well as time for reflection and improvement
 - Self and peer assessment activities

2. Target Setting at Key Stage 4 and 5

The purpose of target setting:

- To use sources of information (including FFT estimates, CAT and SAT scores) to recognise students' potential
- To ensure pupils' prior attainment and achievement is built upon throughout their time at SWCHS.
- To ensure pupils are clear about what they should be aiming to achieve and enable them to have high aspirations.
- To be able to track achievement against these targets and thereby identify underperformance and intervene to address this.

Target setting is a joint process involving both the subject teacher and the pupil. This process takes place during year 10. Targets are reviewed at the beginning of Y11.

When pupils are involved in the process of target setting they have a much clearer understanding of their targets and are motivated by the increased ownership and choice, whilst remaining realistic about their capabilities. Therefore, pupil input into the target setting process is vital for future impact on raising achievement.

Target levels and grades should be aspirational. They should be informed by a range of data, including FFT estimates, KS2 results and CAT data.

During the course of the key stage, there will be opportunities to review the targets that have been set and, potentially, to adjust them.

In KS5, the agreed target setting process takes place in the Spring term of Y12. These targets are then reviewed at the beginning of Y13 (to match the Progression/UCAS grade).

3. Assessment and Reporting at KS3

The SWCHS end of Year Expected Standard

For years 7 and 8, each subject has determined a set of criteria that constitutes the end of year Expected Standard for that subject. Although this is not an exact forecast of likely GCSE performance, to say that a student is on track to 'meet' the end of year 8 Standard is to indicate that they have the potential to achieve a 'strong pass' (i.e. a GCSE grade 5) in that subject.

Target Attainment Band

As part of this Spring Progress Check, teachers indicate the Attainment Band each student should be aiming to achieve by the end of the year. This target is informed by their KS2 performance and the work they have been producing in key stage 3. It shows whether they have the potential to be in one of these Bands:

Working Towards the Expected Standard

Working Towards +

Meeting the Expected Standard

Above the Expected Standard

Well Above the Expected Standard

Attainment Band Achieved

In the Summer Progress Check, teachers will indicate which Attainment Band each student actually achieved that year. Parents can therefore easily compare this with their child's Target to see if they reached their potential. For instance, if their target was to be 'Above the Expected Y8 Standard' and they achieved the 'Above' band, this shows they achieved their target. If, however, their Target was to be 'Above' but they only achieved the 'Meeting' band, then they did not achieve their target.

4. Reporting to parents

Mindful of teacher workload, in the autumn term of 2014 the school decided to no longer produce full written reports. Instead parents are provided with information about students' progress termly via Go4schools. This provides much more up to date information about students' progress. This more efficient process also allows teachers more time to do a number of things: to provide regular and effective written feedback to students; to intervene to address underperformance more quickly and effectively; and to contact parents when students have done particularly well or when there are concerns about their progress.

KS5 (please see the 6th form handbook for further details on reporting in Key Stage 5).

Key Stage 3

The following will be reported to parents:

Year 7 Autumn Settling in check: Learner Score, Improvement Codes and Praise Comments. In addition, there will be a Parents' Evening this term.

Year 7 Spring Progress Check: Learner Score and Improvement Codes. Teachers will also input 'Target Attainment Bands'.

Year 7 Summer Progress Check: In addition to Learner Score and Improvement Codes, each subject will report where students are in relation to the SWCHS end of Year 7 Expected Standard for that subject i.e. whether students are Well above/Above/Meeting/Working towards that Standard.

Year 8 Autumn Progress Check: Learner Score, Improvement Codes and Praise Comments.

Year 8 Spring Progress Check: In addition to Learner Score and Improvement Codes, each subject will set a Target Attainment Band and will forecast where students are likely to be by the end of the year in relation to the SWCHS end of Year 8 Expected Standard for that subject. They will forecast whether students are on track to be Well above/Above/Meeting/Working towards that Standard by the end of the year. In addition, there will be a Parents' Evening this term.

Year 8 Summer Progress Check: In addition to Learner Score and Improvement Codes, each subject will report where students are in relation to the SWCHS end of Year 8 Expected Standard for that subject i.e. whether students are Well above/Above/Meeting/Working towards that Standard.

For Year 9, in the Autumn term, staff will provide Learner Score, Improvement Codes and Praise Comments. In the Spring term, in addition to Learner Score and Improvement Codes, staff will report whether students are making 'Good' or 'Excellent' progress or whether they are 'Not yet making good progress' or if there are 'serious concerns' about their progress. There is a Parents' Evening in the summer term. NB we do not share any GCSE grade information with students or parents (either in relation to targets or forecasts) in Y9.

For Year 10, parents will receive a progress check each term that will include the following for each subject: a learner score (and associated improvement codes), the end of year 11 target grade (the grade that the student should aim to achieve) and the end of year 11 forecast grade (the grade that teachers believe, based on their current work, students are likely to achieve). The year 10 Parents Evening is in the summer term.

For Year 11, in the Autumn and the Spring terms, parents will receive a progress check that will include the following for each subject: a learner score (and associated improvement codes), the end of year 11 target grade (the grade that the student should aim to achieve) and the end of year 11 forecast grade (the grade that teachers believe, based on their current work, students are likely to achieve). The Progress Check in the Spring term will also include students' mock results. There is also a Parents Evening in the Spring term.

Parental Access to progress information

These progress checks and the annual report are accessed via the school's Go4schools website. Apart from those without computer access, no paper copies are sent home. This electronic system allows parents to have more immediate and on-going access to progress and attendance information.

The Progress Checks outlined above provide a "snapshot" of student achievement. Go4schools provides "live" access to students' achievement: teachers may make changes to forecast levels/grades (eg in light of performance in particular assessments) during the year and parents will be able to see these changes.

Parents can also view student progress information in the student planners. Students will record progress information and complete a reflection activity following each progress check.