Assessment & Marking Policy

Last Updated: September 2020

To Be Reviewed: September 2021

Introduction

Regular assessment of students' work is a necessary element of effective teaching and learning. Students have the right to have their work assessed on a regular basis, and parents to receiving regular reports on their children's attainment. In order to protect these rights, the school has the following policy on the assessment of students' work.

The school recognises that feedback / feedforward is the one of the most effective methods of helping children progress. This has its basis in numerous studies such as the study carried out by 'The Education Endowment Foundation'.

The School has adopted a school wide strategy to improve the effectiveness of assessment of children's work. The strategy began on 09/11/2015:

1. Book Assessment

Teachers will:

- Assess (mark) books every half term. At least one important piece of work will be assessed 'thoroughly' (see examples).
- Teachers will use 'Feedback' and 'Feedforward' stamps to identify the marked piece of work.
- 'Feedback' will tell students 'what went well' with their work. Praise for effort and the quality of work will also be used.
- 'Feed forward' will identify the 'next steps' that students need to take in order to make further progress. The 'feed forward' comment will not tell students the answer but will help them reflect on their work.
- Teachers will ensure that 'feed forward' comments are reflected upon by students with the use of a 'Self-Assessment' comment written in Green Pen below the teacher 'feed forward' next steps.
- Whenever possible; ensure literacy is being targeted for improvement (see literacy school policy).
- Merits will be awarded based on the quality of work and also the effort students have put into their work. These will be stuck in on the merit sheets in every student book.

An example of school policy assessment/marking in action:

✓ **3** **FEEDBACK:** Well- tried.You showed that you know 3 key points and you were able to organise these into well- written sentences.

FEED FORWARD: There are another 2 key points that you'll need to identify in your self- assessment. Why didn't I give you the mark for your use of English?

<u>Self Assessment</u>: I needed to say that teachers need to give regular feedback, both orally and through regular feedback, and through accurate marking, encouraging students to respond to feedback. Additionally, I should have said that teachers need to assess grammar, punctuation and presentation.

Students will

Students' Class books will be extensively assessed through 'Self- Assessment' & 'Peer Assessment'.

- For Self- Assessment students will use: Green Pen
- For Peer- Assessment students will use: Purple Pen

- Students will write reflective comments that go beyond 'good' or 'well- done' but actually reflect meaningfully upon their work. Students will be expected to say what they did well and for improvement areas- a specific statement will be required: 'I need to show…' See example below:

Example (using History):

Self- Assessment

My work could have been improved if I had ensured that my conclusion didn't just contain points which I had previously mentioned. I understand that this should be the 'firework' comment – the comment that I think answers best the question. In this question, I would have said that the Weimar Republic was not doomed from the start as it actually recovered after the Great Depression. Unemployment was reducing and economically the Republic was getting back on track. Hitler was forced into using events such as the Reichstag Fire in order to turn the country into a full dictatorship with the help of a weak President.

- Teachers will train students in making use of both self and peer assessment. A starting point will be bringing students back to the Gold Standard or lesson criteria in order to confirm that the work has fully met the standards set.

- Teachers will be expected to monitor homework and assessment comments (by students). Teachers will also need to award merits for quality work and effort.

2. Student Folders

- Each subject teacher will maintain a folder of student work. The folder will 'travel' with the child until the end of Y11 and will be a complete record of their progress upon leaving the school.

- Each term one piece of student work will be added and both will be teacher assessed and also self- assessed by students.

- A cover sheet will be attached to the work. The cover sheet is Appendix 1. The cover sheet has a place for the student's name; title of work; teacher feedback and student self-reflection. The student self- reflection will be carried out in Green Pen.

- Whenever possible; ensure literacy is being targeted for improvement (see literacy school policy).

Students' learning will also be assessed in a number of ways:

- Attainment should be monitored continuously during lessons to insure that learning objectives result in pre-specified learning outcomes. This may be effectively assessed through the use of verbal feedback & written feedback. Information on student progress and attainment should be used to inform planning.

- Students should be made aware of and understand the criteria by which their work is assessed. Teachers are aware of the need to implement the use of 'Gold Standards' (criteria) before students attempt their first piece of work. Students will be given feedback on their first attempt and then will be able to show their improvement in their second and third attempts.

- Students must be extensively prepared for their final GCSE tests through the use of regular testing, making use of past papers when appropriate.

Monitoring

Department Heads / Subject leaders will monitor that all Department colleagues are adhering to the school's assessment policy by ensuring:

- Exercise books have been effectively peer assessed and self- assessed.
- Colleagues are in- line with this policy by assessing regarding teacher assessment of exercise books.
- The school rewards system is being consistently employed by department colleagues.
- At least one piece of work has been assessed and added to the corresponding student folder each half term and assessment is in- line with this policy.
- Heads of Department and Subject leaders will use the exact same feedback sheet as the Standards Officer and Head teacher (Appendix 2).

Further Monitoring

- The Assessment Officer and the Head teacher will ask for or a random sample every half term from Heads of Department. The Head teacher will give the Department Head written feedback using the form (Appendix 2)
- Heads / Subject Leaders will have the quality of their feedback to their colleagues assessed by the Standards Officer and Head teacher as CPD. This may involve the re- checking of exercise books and assessment folders of the department colleague (s).

CPD

CPD needs to be given to teachers and especially new or unqualified teachers in the following areas:

1. Why do we assess students?
2. What are the most effective methods of assessing students?
3. How do we ensure we assess students' work so children can make progress?
4. How do we train students to self- reflect and peer- assess?
5. What are the Teacher Standards regarding assessment, feedback and progress?

Further Information:

Staff can find assessment materials on the school intranet:

Staff Share + Assessments + Assessment Materials

Not all Subjects will be expected to assess work according to the criteria in this policy.

Exceptions:

1. Computer Science: Exercise Book and Folder Work is exempted. However; assessment will take place digitally.

2. PSHE: Not assessed. None tested Subject. Assessed through verbal feedback/ feed forward.

Notes:

In April 2018, this policy was updated to reflect the reduction of Folder Assessment to once per term. In place of the Folder Assessment – it was agreed by staff and SLT that each Department would enact an All Students' Needs Plan.

All Students' Needs Plans can be found in Subject Department Folders.

Full Name: Salman Nur   **Year Group: 11B**

Subject: PSHE   **Date: Summer Term 2018**

Write the title of the work to be assessed here:

To create a budget for a UK teacher, earning average pay: £36,000 per annum.

After all taxes and expenses, how long would it take for the teacher to take his family on a 7 day trip to Spain?

Teacher Feedback: You have made a very solid first attempt, Salman. You have all the key ingredients of what a budget needs (income, ongoings, deductions). You have presented your figures clearly and your budget is easy to follow. Although, you haven't included all the figures, you have answered the question.

Teacher Feedforward

The main improvement point here is your pie chart. While you have attempted to be accurate, you were probably doing a bit of guesswork here. You need to calculate your percentages (as a whole) first, then get out your protractor and measure the angles you need carefully. If you had done this, you might have avoided the 'Entertainment and Other' category! But, good work. 2 Merits awarded.

Self Assessment

Assessment Folder /Exercise Book Feedback

Subject:		Teacher:		Date:	

Basis of the Scrutiny:	• *Ensure Assessment Folders have been updated with one piece of assessed work.* • *Ensure all Exercise Books contain one piece of assessed work.* • *Ensure that teacher feedback is meaningful and aids student*
School Improvement Plan Priority:	*Ensure high quality regular marking and feedback, which is consistent across individual departments & the school as a whole.*

	Feedback
Marking • Have all folders been updated with one piece of thoroughly assessed work?	

Student Future actions based on teacher feedback (student to complete):

• Do all exercise books contain at least one piece of thoroughly assessed work?	
• Does teacher feedback help students understand what they need to do to make further progress?	
• Does the teacher identify positive attributes of the assessed work.	

Response • Does the presentation reflect pupil's effort?	
• Are the tasks completed?	
Literacy: • Is there evidence that literacy is being targeted and corrections done?	
• Is there clear evidence of meaningful use of self / peer assessment?	

Feedback (Also, feedback on the use of rewards)
Feed Forward
Next Step Targets