



**RGS**  
DODDERHILL

## **Assessment, Reporting and Recording (AR&R) Policy Incorporating Marking**

This Policy sets out the process for constructing and publishing attainment and effort grades. It is to be used by all departments in calculating such grades although there is room for departmental interpretation as some of our subjects differ so much from others. Subject specific grade descriptors are in all department handbooks and a copy of these are either in each pupils' book or folder and/or displayed on the classroom wall. Generic attainment and effort descriptors are attached to the reports that are published to parents for their reference. Subject specific AR&R and Marking Policies are also available in department handbooks.

This Policy will be reviewed annually; feedback from staff is welcome and should be addressed on paper or via e-mail to the Head or Deputy Head for consideration.

### **Assessment in the Early Years Foundation Stage**

On entry to the school children will be informally assessed. Results are used to inform planning, set targets and aid early identification of special needs. Children will be assessed regularly to ensure that the next steps in learning are appropriately planned in order to help children make progress. Assessments in the following areas:

The prime areas of learning:

- Communication and language
- Physical development
- Personal, social and emotional development

The specific areas of learning

- Literacy
- Mathematics
- Understanding of the world
- Expressive arts and design

Characteristics of effective learning (reported on in the summer term)

- Playing and exploring
- Active learning
- Creating and thinking critically

Each child's developments and achievements are recorded centrally.

For each Early Learning Goal (ELG), practitioners must judge whether a child is meeting the level of development expected at the end of Reception year (expected), exceeding this level (exceeding) or not yet reaching this level (emerging).

## **Whole School Assessment, Tracking and Reporting**

Assessment is a continuous process integral to learning and teaching. It is how teachers gain knowledge of their pupils' needs, achievements and abilities, enabling planning and delivery to be more effective, thereby raising attainment for every child.

Assessment should be incorporated systematically into teaching strategies in order to assess progress and diagnose any needed developments whether on an individual, group, class or whole school basis.

Principles of assessment are:

- to provide information to support progression in learning through planning
- to provide information for target setting for individuals, groups and cohorts
- to involve children with self-assessment
- to provide feedback which leads to pupils recognising the next steps in their learning
- to raise standards of learning
- to identify children for intervention
- to inform parents and other interested parties of children's progress
- to complete a critical self-evaluation of the school and set appropriate targets at whole-school, class and individual pupil levels

## **Types of Assessment**

### **Formative**

This is the ongoing assessment carried out by teachers both formally and informally during a unit of work. The results of formative assessments have a direct impact on the teaching materials and strategies employed immediately following the assessment.

### **Summative**

- We use the standardised assessment tests; PUMA (Progress in Understanding Mathematics Assessments), PiRA (Progress in Reading Assessment) and GAPS (Grammar and Punctuation and Spelling) from Hodder to identify individual and class gaps in learning that feed directly into the next steps, individual targets and planning. By using these assessments from Hodder education it will provide a wider range of standardised information and assessment.
- These outcomes are communicated to both pupils and parents at parents evening.
- Heads of Department for Maths and English will use the whole school outcomes to identify patterns and analyse the data to inform whole school or phase training.
- The Academic Deputy Head will carry out comparative data comparisons to ensure that the school is on track to meet the national expectations (or beyond).

### **Assessment for Learning (AfL)**

Assessment for learning are opportunities which are a natural part of teaching and learning; are constantly taking place in the classroom through discussion, listening and analysis of work. It is essential that teachers know how well a child has progressed and that pupils understand how well they are doing and what they must learn to help them improve. These opportunities include:

- Mini whiteboard work
- Targeted questioning
- Marking that links to learning objectives and success criteria
- Children's comments both written and oral about their progress
- Adjusting plans to meet the needs of pupils, differentiating objectives where appropriate
- Ensure that pupils are aware of the learning objective and encourage them to evaluate their progress
- Set individual challenging targets in Maths and English
- Communicate targets to both pupils and parents

Marking plays an important role in this area of AfL and the whole school policy can be seen below (*Please read in conjunction with the Prep Marking policy*):

- Marking across the school follows the same framework but some subjects will, where appropriate, mark in a more conducive way according to the nature of their subject.
- Written work is marked regularly and with a green pen using neat legible handwriting.
- Verbal feedback is given as pupils are working and (for Prep pupils) this can be recorded using a stamp next to the work.
- Feedback is relevant and positive to give clear indication where improvements can be made and are comment only.
- Work being completed as part of the Assessment process may be marked using Grades according to reported grades for each section of the school. (Prep will be graded using language such as “Emerging, Secure or Exceeding” and Senior pupils will have target grades associated with GCSE marking expectations)
- Work submitted electronically is marked via Showbie using handwritten, typed or voice recorded comments.
- Pupils are given regular time, both in class and at home, to read the comments and reflect on their progress and learning as well as their next steps.

The policy of marking subject specific pupils' work is included in each department handbook in the section “Assessment and Marking policy”. The department policy is shared with pupils by the inclusion of an explanatory sheet in the front of exercise books, creative portfolio and/or prominently in each department.

## **Reporting**

Reporting to parents/carers provides the opportunity for communication about their child's achievements, abilities and future targets. All pupils in Year 1-3 receive a short report card at the end of the Autumn Term detailing progress in Maths, English and a general comment by the class teacher. They receive a full school report at the end of the Summer Term.

All pupils from Year 4 to Year 11 receive a full report once a Year to inform parents of their Effort, Progress, Attainment and next steps.

## **Prep and Senior Assessment, Tracking and Reporting (Year Four to Eleven)**

### **The Attainment Grade**

From Year Four to Year Nine attainment grades are added to end of term reports. Attainment grades are given in all subjects on grade cards but only Maths, English and Science are assessed using standardised assessments. Other subjects are graded according to Teacher Assessment.

The grades given to pupils and reported to parents are:

- Exceeding
- Secure
- Expected
- Emerging
- Emerging with Support

Pupils meeting 'secure' expectations are deemed to be making a good level of expected progress for their age.

Grade cards are issued in October (Years 4 to 11), December (all Years) and March (Years 4 to 11). EYFS to Year 6 have their first Parents Evening in the Michaelmas Term. All year groups have a Parents Evening in the Lent term. Other less formal events happen throughout the school year and we have a 'pop-up' parents evening in the Trinity term following end of year exams.

Throughout the year, each girl in Years 7 to 11 is tracked on six key pieces of work. These might be tests, essays or projects. These tracked pieces of work are recorded by all teachers on iSAMS and are then compared to their Midyis (Years 7 to 9) or Yellis (Years 10 and 11) so that any girls that are significantly underperforming are highlighted and strategies are put in place to support them. This is discussed by all teaching staff in academic meetings.

For Years 10 to 11, Attainment Grades will be set using numerical levels from 9 to 1, in line with GCSE reporting/grading criteria. It should be noted that this is not a predicted grade. Pupils will be awarded a “working at” grade. This means that, for that particular stage in the academic year, the pupil is working at an academic standard that means he/she is likely to achieve this grade at GCSE, i.e. if the pupil continues to work in this vain, this is what they could attain.

For pupils in those year groups, these grades should be the outcome of a range of assessments designed to test all the relevant assessment objectives as defined in departmental handbooks/schemes of work in the proportion required by any specific subject specifications. They should normally be based on at least three assessments and not on a multiple of the same assessment objective.

### **Attainment Grade Descriptors**

The attainment grade girls receive on their report is based on Teacher Assessments, classwork and homework and is in line with attainment grade descriptors as shown below.

- 8/9 Is working towards achieving the top two grades at GCSE
- 6/7 Is working towards achieving a high grade at GCSE
- 4/5 Is working towards achieving a pass or good pass at GCSE
- 2/3 Is currently working below the level expected to achieve a pass at GCSE
- 1 Is currently working well below the level expected to achieve a pass at GCSE

### **The Effort Grade**

For Years 4 to 11 Effort Grades will be set using letters from A to D. The generic description of each is shown below. Some departments have amended these slightly if they felt key subject skills were missing and these can be found in department handbooks.

### **Effort Grade Descriptors**

- A Excellent. Has consistently shown exemplary levels of concentration, application and behaviour. Is committed, shows initiative and is working to the best of their ability in every lesson. Homework is always completed on time and is of exceptional quality.
- B Good. Works hard in lessons, contributes and follows instructions. Is always ready to learn, completes homework on time and has good levels of concentration, application and behaviour.
- C Needs improvement. Engages in the lesson but needs reminding to stay on task and participate in discussions. Concentration and application are inconsistent. Homework is not always completed or handed in on time and/or can be rushed. Behaviour may disrupt others.
- D Unacceptable. Makes little effort to engage with the lesson and needs constant reminders to stay on task. Homework is rarely completed. Takes little or no responsibility for own and others' learning or behaviour.

### **Appendix A: AR&R Timetable**

<b>Year</b>	<b>Grade Cards</b>	<b>Full Reports</b>	<b>Parents' Meetings</b>
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EY		2 year old checks	MT
R	ML	T (EYFSP-End of Reception)	ML
1	ML	T	ML
2	ML	T	ML
3	ML	T	ML
4	ML	T	ML
5	ML	T	ML
6	ML	T	ML
7	MML	T	L / T*
8	MML	T	L/T*
9	MML	T	L/T*
10	MML	T	L/T*
11	MM	L	L

M=Michaelmas                      L=Lent                      T=Trinity

\* 'Pop-up' parents evening

Tracking is throughout the year. Academic/tracking meetings are held every term.

Sponsor: Academic Deputy Head

Endorsed by the Chair of the Education Committee: September 2019

Reviewed and updated - Academic Deputy Head: September 2021

Reviewed: October 2022

Reviewed: August 2023