

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 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 Deputy Head will plan staff INSET provision to support best practice in assessing progress.

Procedure:

the following assessments are used throughout the school:

- NTS 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 commendation

½ term	Y5	Y6	Y7	Y8	Y9	Y10	Y11	L6	U6
Lent 2 nd ½	Parents' meeting 1.3.22	Parents' meetings 9.3.22 and 17.3.22		Parents' meeting 3.3.22		Reports to parent portal 31.3.22 4.10pm		Reports to parent portal 31.3.22 4.10pm	Mock exams wk beg 28.2.22 Exam results to parent portal 22.3.22 4.10pm Parents' meeting 24.3.22
Holiday	Y5	Y6	Y7	Y8	Y9	Y10	Y11	L6	U6
Trinity 1st ½			Exams 23.5.22 & 24.5.22	Exams 23.5.22 & 24.5.22	Exams 23.5.22 – 25.5.22	Exams begin 25.4.22 Exam results to parent portal 17.5.22 4.10pm Parents' meeting 19.5.22	Study leave		Study leave
½ term	Y5	Y6	Y7	Y8	Y9	Y10	Y11	L6	U6
Trinity 2nd ½	Reports to parent portal 23.6.22 4.10pm.	Reports to parent portal 23.6.22 4.10pm	Exam results to parent portal 14.6.22 4.10pm Reports to parent portal 7.7.22 4.10pm	Exam results to parent portal 14.6.22 4.10pm Reports to parent portal 7.7.22 4.10pm	Exam results to parent portal 14.6.22 4.10pm Reports to parent portal 7.7.22 4.10pm		Study leave	Internal exams week beg 6.6.22 Exam results to parent portal 21.6.22 4.10pm Parents' meeting 22.6.22	Study leave
BES	Final	External	25.5.21						

- Policy last reviewed Trinity 2021
- Next review due Trinity 2022
- Person responsible for review Deputy Head
- Audience Staff/Parents