

CARRICKFERGUS COLLEGE

School Assessment Policy 2008/9

‘Assessment for Learning is 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’. (Assessment Reform Group, 2002)

Within Carrickfergus College assessment forms a vital part of effective learning and teaching, enabling teachers in the College to know what the pupils have learned and helping them to adjust their teaching to pupil needs.

Assessment is carried out in many ways both formal and informal – formative and summative – in all subjects. The nature of assessment depends upon what is being assessed as well as the time which has been devoted to the work. A variety of assessment tasks are used including homeworks, classwork, class tests, practical/investigative tasks, oral/aural work and projects. The outcomes of these assessments are regularly reported to the pupils.

Carrickfergus College acknowledges that the pupil is able to determine how much they learn by their approach to the opportunities provided for them. The College will work with parents and pupils in trying to maximise these opportunities for learning and consequently the chances to succeed. A partnership between home and school is promoted from the start of Year 8 in order that parents are aware of what is being assessed and how it is to be assessed. Parents will be made aware of where their children are academically when put into context alongside their peers. It is hoped that parents will support the College in ensuring that pupils work diligently at all work set both in school and at home.

Progress reports with grades are issued at Christmas for Years 8 – 11, 13 + 14 and in January for Year 12. Formal reports are issued in June for Years 8–11+ 13. The Christmas report is based on topic tests, homeworks and classwork while the report in June is based on both formal school exams and pupils’ work throughout the year. In keeping with the requirements of the ‘new’ curriculum, pupils in Year 8A will be part of a pilot group who will receive a Pupil Profile style of report in June. The pupil profile will focus on Subject Areas, Cross Curricular Skills and other skills such as Thinking Skills and Personal Capabilities. The Year 12 report in January is based on Mock GCSE exams.

Homeworks are set in accordance with a Homework Policy and help to reinforce and consolidate classroom learning. Not all work will be assessed in

the same depth. However over the course of a term there will be a breadth and depth of items assessed to give as accurate a profile of the pupils work as possible.

As part of their scheme of work each department will have an Assessment Policy that is linked to the College Assessment Policy but tailored to their individual needs. These departmental policies will be reviewed on an annual basis and copies submitted to the Curriculum Co-ordinator for monitoring purposes.

Records of assessments carried out are to be kept in a manner that is developed by each teacher in accordance with their Department Policy and will be centrally stored within the department at the end of a school year for reference purposes. These records will be kept for a Key Stage and when superseded by the end of Key Stage results, GCSE's, AVCE's or A Levels will then be disposed of. **All external exam results can be accessed through the school office.** These records will be open and transparent and available for the following purposes: -

- A reference source for both formal and informal reports
- specific to individual pupils
- to meet the needs of external agencies e.g. examination bodies – predicted grades
- to keep a record of pupils' ability and progress
- appropriate to their subject.

Pupils are given the opportunity to self assess their work in all subjects in years 8, 9 & 10. It is hoped by carrying out these self-assessments that pupils will learn where their strengths lie and which aspects of their performance they need to improve. Opportunities are also provided in a range of subjects in other years.

Guidance for Teachers

- 1 Method of Assessment – These should be varied to suit different styles of learning.
- 2 (a) Quality of work: -Quality of all classwork books, files, coursework should be checked regularly to ensure that work is up to date and of a good standard.
(b) Frequency of assessment for learning: - Teachers should also engage in detailed assessment for learning in line with their department assessment policy.
- 3 All departments must formulate a programme of planned assessments for inclusion in their schemes of work and also give a copy to the Curriculum Co-ordinator.

- 4 A formal/summative assessment must take place at least once per year – usually in the summer term for years 8 – 11 + 13 and earlier for years 12 + 14.
- 5 Record keeping must be in accordance with department/school policy and available to others in the event of your absence.
- 6 Folders of exemplar material will be kept within each department for reference for any interested party e.g. – student teachers, BT's, long term substitute staff etc.
- 7 To facilitate the collection of these exemplar materials departments should plan a programme of moderation sessions for each year group during department meetings.

This policy will be reviewed on an annual basis