



St. Mary's Grammar School, Belfast

ASSESSMENT & REPORTING
POLICY

December 2017



Rationale

Assessment is a process by which we come to know our pupils, their aptitudes, understanding and skills. We believe that assessment is integral to effective teaching and learning, and is most effective when undertaken in collaboration with the pupil and combined with meaningful feedback. Assessment and Reporting constitute vital communication channels for members of the school community and parents.

Overall Aims

- To fully understand the potential and progression of pupils across all subjects.
- To evaluate the effectiveness of the learning and teaching process and to facilitate continuing improvement;
- To provide constructive feedback to pupils on their progress which is clear, informative, timely and relevant to students, helping them identify areas of their work which they find challenging;
- To intervene and support pupils who are underachieving in one subject or across several subjects.
- To provide feedback to teachers and parents on pupils' progress;
- To provide data from which reports can be written on pupils' progress and achievements;
- To improve the quality of current curricular provision.

Assessment Recording Points (ARPs)

There are four Assessment Recording Points (ARPs) highlighted in the school calendar. An ARP is a day in the school calendar on which teaching staff will record a score/grade for a pupil in each of their classes.

Year Group	ARP1	ARP2	ARP3	ARP4
8-10	October	January	April	End June
11				
12-14				

ARP1 & 3 - Assessment(s) conducted by each department (these may include Controlled Assessment tasks for Year 11-14 pupils). These may be conducted at any stage before the ARP recording date.

ARP2 - Christmas Exams for Year 8-11 pupils and GCSE, AS & A2 Mock Exams for Year 12-14 pupils.

ARP4 - Year 8-11 in-house examinations. Year 11 pupils sitting GCSE units in June will be exempt from in-house exams in those subjects and so scores for ARP4 are not recorded for these pupils. Similarly, there are no ARP4 grades for Year 12-14 pupils as they are sitting public exams at this time.

Percentage Target Score

In advance of each ARP, subject teachers record a percentage target score for each pupil. Historical/baseline data is used to help to inform the target score. Pupil progression is measured against percentage target scores.

A 'traffic light' system is used to reflect a pupil's achievement in a given ARP against a baseline target score - Red: below target/ Green: above target/ Amber: on target.

Follow up with Pupils

After each ARP data analysis and pupil follow up are completed (a) across all subjects and (b) within specific subjects.

(a) Follow up across all subjects

Pupils are identified in 3 groups:

1. Pupils passing all subjects
2. Pupils failing 4+ subjects
3. Pupils failing 6+ subjects

- Year Heads and Form Teachers speak with those pupils in Group 2.
- Members of the Senior Leadership Team interview on an individual basis pupils from Group 3. Parents will be present and specific targets are agreed and reached during these meetings. These targets are sent to the Year Head, Head of Department and Subject Teacher for follow up review.
- Pupils in Group 1 who pass all their subjects are recognised in an area on the school web page celebrating the success of top achieving pupils.

(b) Follow up specifically within departments

- Heads of Departments are supplied with data which highlights pupils who are failing/underachieving in their subject and will adopt strategies to support these pupils, for example, senior students to assist with weaker pupils in class, different teaching strategies, additional support for pupils after school etc.

Reporting

Reports based on Assessment Grades are completed as follows:

October

- Grade only reports for all Year 8-14 classes.

January

- Full Year 10, 12, 13 & 14 reports (ARP 1 & ARP2 average) plus comment/Form Teacher report.
- Year 8, 9 & 11 cumulative grade only report - ARP1 & ARP2.

April

- Full Year 8, 9 & 11 reports (ARP1, ARP2 & ARP3 average) plus comment/Form Teacher report.
- Year 10, 12, 13 & 14 cumulative grade only report - ARP1, ARP2 & ARP3.

June

- Year 8, 9, 10 & 11 cumulative grade only report - ARP1, ARP2, ARP3 & ARP4 with selected subjects for Year 11.

Approvals

- Signatures:

Principal

Chair of Governors

- Date of approval by Governors:

___ / ___ / _____

- Date of next annual review:

___ / ___ / _____