Assessment, Recording and Reporting (Senior School)

Name of Policy	Assessment, Recording and Reporting (Senior School)
ISSR	Part 1: Quality of Education; 3a
Reviewed by	SMT
Author/SMT	Dr T Durno, Deputy Head (Academic)
Date of school review	September 2024
Date of next school review	September 2025

Policy Overview

This policy applies to the Senior School.

Purpose of Assessment:

The main purpose of assessment carried out on a day-to-day basis at Alleyn's school is to support pupils in their learning. This is by monitoring where pupils are with respect to material that has been covered. Assessment should provide feedback to both teachers and pupils which is then used in order to modify teaching and learning.

Principles of Assessment:

While different subject areas will have their own requirements that will determine their specific marking and assessment policies, there are common principles and practices to which all departments and individual teachers will adhere.

1. Every member of the teaching staff is expected to regularly assess the progress of students in her/his care.
2. It is important that assessment is meaningful to pupils and offers constructive advice which will inform pupils how they can improve. At times it will be appropriate for this advice to be given in a class context, at other times it will be in comments written on a student's work.
3. Assessment should also be used by teaching staff to evaluate the effectiveness of their teaching and inform future teaching.

4. Appropriate assessment can be achieved through a variety of methods, both formal and informal and formative as well as summative. Examples of informal assessment in class are asking questions, regular interactions, observing pupil interactions and discussions, involving pupils in explaining their learning. More formal assessment will be marking of written work, both, class work and homework, as well as formal tests.

5. Formal assessments should be linked, wherever possible, to clear criteria which are shared with pupils before they embark on an assignment. This is particularly important in the context of extended pieces of work. For all self- and peer-assessment, recording verbal feedback and corrections, pupils have to use green pens or ink in green on their device (therefore marking should be done in any other colour).

Common Practice of Assessment:

1. Each teacher is required to keep a record of all marks/assessments for key pieces of work and for regular tests throughout the year. This information needs to be in an accessible form for both academic and pastoral monitoring. It will also form the basis for reporting back to parents about pupils' progress.

2. As formal assessment to pupils has to be formative as well as summative, there should be an appropriate balance of grades/marks and constructive comments that support both self-esteem and motivation. In the public examination years it can be useful to use feedback sheets for comments.

All staff are expected to use the reward systems as outlined in departmental and school policy.

1. Assessment arrangements within a subject are the responsibility of the Head of Department. They must ensure that suitable tasks are set, that work is regularly marked to an appropriate standard and that records of marks/assessments awarded are retained. The Head of Department is also responsible for seeing that work is set and returned in a suitable time frame.

2. All marks and grades given must be understood by pupils. Each department should explain their marking and grading system and this can be most easily done by issuing an explanatory sheet to be placed in books or files

3. As part of the assessment process, in Year 10 – 13, where used, notes in folders/files should be checked each half term as to organisation and completeness and a department timeframe set for completion. This process should also be used to encourage further independent work.

4. The Head of Department should ensure that a suitable track of marked work is available digitally in pupil folders on OneNote, accessible via the Class Team.

Whole school Assessment

There are formal internal examinations in all academic subjects at the end of each year in years 7 to 10 and for linear subjects in Year 12. The results of these are recorded and used to monitor the progress of individual students. In Years 10 and 11 these are also compared to pupils' attainment grades as well as MidYIS data and in Year 12 and they are compared to students' attainment grades as well as ALIS data – this forms part of the formal tracking system in the Middle and Upper Schools. For all year groups there is a review mechanism through tutors and section teams.

In order to involve pupils more in their own learning journey, target setting has been introduced to Years 10, 11, 12 and 13 where pupils discuss with their tutors during a twice-yearly Review & Reflect day, suitable subject-based personal targets linked to the exam grades they aspire to, which are called "Aim High Grades". The initial Aim High Grades based on their MidYIS/CAT4 and ALIS "predicted" and are discussed with subject teachers in December/November of Year 10 and 12 and reviewed and adjusted as appropriate. Year 7-9 also have a Review & Reflect day and discuss more general targets, both academic and personal.

There are regular mechanisms for feeding back on pupils' progress across the year, consisting of written reports, grade sheets and parents' evenings as is deemed most appropriate for each year group. Details can be found in the annually updated

schedule (appendix 1). The final report or grade sheet of the year details internal examination performance (for all but Years 7, 11 and 13). This includes a student's performance in each examination (as a percentage) and a grade (in all except Year 7) indicating whether this performance is in line with expectations for the subject/cohort.

Copies of the reports and grade cards for all year groups will stored on iSAMS for staff, so staff be able to access a student's previous reports and grades. Parents and pupils access reports and grade cards via the iSAMS Portals.

2024-25 Reporting Schedule
All deadlines are 8:30 am (unless otherwise stated)

Week		Date	Subject Teacher Deadline	GS/AR HoY/HoS comment	PR pupil deadline	PR Tutor/HoH deadline	Head's comment	Additional grades	Published	Other Key Dates
					ADVENT TERM					
1	A	02-Sep-24								New pupils/Y12
		03-Sep-24								Term begins
		04-Sep-24								
		05-Sep-24								
		06-Sep-24								
2	B	09-Sep-24								
		10-Sep-24								
		11-Sep-24								
		12-Sep-24								
		13-Sep-24								
3	A	16-Sep-24								
		17-Sep-24								
		18-Sep-24								
		19-Sep-24								
		20-Sep-24								
4	B	23-Sep-24								
		24-Sep-24								
		25-Sep-24								
		26-Sep-24								
		27-Sep-24								
5	A	30-Sep-24								
		01-Oct-24	GS 11, 13							
		02-Oct-24								
		03-Oct-24								
		04-Oct-24								
6	B	07-Oct-24		GS 11, 13						Y12 PE
		08-Oct-24	GS 9						GS 13	
		09-Oct-24								
		10-Oct-24							GS 11	
		11-Oct-24								
7	A	14-Oct-24		GS 9						Y7 PE (on site)
		15-Oct-24	DD 10,12						GS 9	
		16-Oct-24								
		17-Oct-24								
		18-Oct-24			Y12 [Pathway swap]					Field day
					HALF TERM					
10	B	04-Nov-24								
		05-Nov-24								
		06-Nov-24								
		07-Nov-24								
		08-Nov-24								
11	A	11-Nov-24								Y12 Assessment
		12-Nov-24								Y10 PE
		13-Nov-24								Y12 Assessment
		14-Nov-24								Y12 Assessment
		15-Nov-24								Y12 Assessment
12	B	18-Nov-24								Y12 Assessment
		19-Nov-24	DD 7, 8							Y12 Assessment
		20-Nov-24								Y12 Assessment
		21-Nov-24			PR HoH 11					Y12 Assessment
		22-Nov-24								Y12 Assessment
13	A	25-Nov-24								
		26-Nov-24	DD 11, 13		PR T 13	HoH 11				
		27-Nov-24								Y8 PE
		28-Nov-24			PR HOH 9				PR HoH 11	
		29-Nov-24				T 13	Y13 T			
14	B	02-Dec-24			Y11 [Prelim AL Opts]		Y13 T			
		03-Dec-24	GS 10, AR 12				Y13 T			
		04-Dec-24					Y13 Comment			
		05-Dec-24							PR T 13 (assembly)	
		06-Dec-24				HoH 9				
15	A	09-Dec-24		GS 10 AR 12						
		10-Dec-24							PR HoH 9, GS 10, AR 12	
		11-Dec-24								
		12-Dec-24								
		13-Dec-24								

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Week		Date	Subject Teacher Deadline	GS/AR HoY/HoS comment	PR pupil deadline	PR Tutor/HoH deadline	Head's comment	Additional grades	Published	Other Key Dates
					LENT TERM					
1	B	06-Jan-25								INSET
		07-Jan-25								INSET
		08-Jan-25								Y11 Mocks
		09-Jan-25								Y11 Mocks
		10-Jan-25								Y11 Mocks
2	A	13-Jan-25								Y11 Mocks
		14-Jan-25			PR T 10					Y11 Mocks
		15-Jan-25								Y11 Mocks
		16-Jan-25								Y11 Mocks
		17-Jan-25								Y11 Mocks
3	B	20-Jan-25								Y11 Mocks
		21-Jan-25			PR T 7, PR HoH 12	T 10	Y10 T			Y11 Mocks
		22-Jan-25					Y10 T			Y9 PE (on site)
		23-Jan-25					Y10 T			
		24-Jan-25								
4	A	27-Jan-25					Y10 Comment			
		28-Jan-25	DD 10, 11		PR T 8	T 7, HoH 12	Y7 T	Y11 Mocks	PR T 10	
		29-Jan-25			Y9 [GCSE options]		Y7 T		PR HoH 12	
		30-Jan-25					Y7 T			
		31-Jan-25								
5	B	03-Feb-25					Y7 Comment			
		04-Feb-25	AR 13			T 8	Y8 T		PR T 7	Y11 PE
		05-Feb-25			Y7 [Y8 Lang. opts]		Y8 T			
		06-Feb-25					Y8 T			
		07-Feb-25								
6	A	10-Feb-25		AR 13			Y8 Comment			
		11-Feb-25	DD 9, 12		Y11 [AL options]				PR T 8, AR 13	
		12-Feb-25								
		13-Feb-25								
		14-Feb-25								
					HALF TERM					
8	B	24-Feb-25								Y13 Mocks
		25-Feb-25								Y13 Mocks
		26-Feb-25			Y8 [Y9 options]					Y13 Mocks
		27-Feb-25								Y13 Mocks
		28-Feb-25								Y13 Mocks
9	A	03-Mar-24								Y13 Mocks
		04-Mar-25	AR 10							Y13 Mocks
		05-Mar-25								Y13 Mocks
		06-Mar-25								Y13 Mocks
		07-Mar-25								
10	B	10-Mar-25		AR 10						
		11-Mar-25	AR 7						AR 10	
		12-Mar-25								
		13-Mar-25	AR 11					Y13 Mock Results		
		14-Mar-25								
11	A	17-Mar-25		AR 7						
		18-Mar-25	GS 8,12						AR 7	Y13 PE
		19-Mar-25		AR 11						
		20-Mar-25							AR 11	
		21-Mar-25								Field day
12	B	24-Mar-25		GS 8, 12						
		25-Mar-25							GS 8, 12	
		26-Mar-25								
		27-Mar-25								
		28-Mar-25								

2024-25 Reporting Schedule
All deadlines are 8:30 am (unless otherwise stated)

Week		Date	Subject Teacher Deadline	GS/AR HoY/HoS comment	PR pupil deadline	PR Tutor/HoH deadline	Head's comment	Additional grades	Published	Other Key Dates
						TRINITY TERM				
1	A	21-Apr-25			Easter Monday					
		22-Apr-25								INSET
		23-Apr-25								Term begins
		24-Apr-25			PR T 11					
		25-Apr-25								
2	B	28-Apr-25				T 11	T11			
		29-Apr-25		AR 9			T11			
		30-Apr-25					T11			
		01-May-25			PR T 12		Y11 comment			
		02-May-25							PR T 11	
3	A	05-May-25			Bank Holiday					
		06-May-25		AR 9		T 12	T12			
		07-May-25					T12			
		08-May-25			PR HoH 10		T12		AR 9	
		09-May-25					Y12 comment			
4	B	12-May-25							PR T 12	Y7 PE
		13-May-25								
		14-May-25				HoH 10				
		15-May-25							PR HoH 10	
		16-May-25								Staff CPD
5	A	19-May-25								Y7, 8, 9, 10 exams
		20-May-25								Y7, 8, 9, 10 exams
		21-May-25								Y7, 8, 9, 10 exams
		22-May-25				T, HoH Valedictory				Y7, 8, 9, 10 exams
		23-May-25								Y 8, 9 10 exams
						HALF TERM				
7	A	02-Jun-25								Y 12 exams
		03-Jun-25								Y 12 exams
		04-Jun-25								Y 12 exams
		05-Jun-25								Y 12 e^{ms} | Y10 FD
		06-Jun-25		DD 10				Int Exams 9, 10		Y 12 e^{ms} | Y10 FD
8	B	09-Jun-25								
		10-Jun-25								
		11-Jun-25								Y10 PE
		12-Jun-25			PR T 9			Int exams 7, 8		
		13-Jun-25		AR 8						
9	A	16-Jun-25	DD 7, 12			T 9	T 9	Int e^{ms} 12, UCAS 12		
		17-Jun-25					T 9			
		18-Jun-25					T 9			Y12 PE
		19-Jun-25		AR 8						
		20-Jun-25					Y9 comment			
10	B	23-Jun-25								Activities week
		24-Jun-25					Valedictory			Activities week
		25-Jun-25								Activities week
		26-Jun-25								Activities week
		27-Jun-25							Valedictory comments	
11	A	30-Jun-25								Sports Day, R&R
		01-Jul-25							AR 8, PR T 9	
		02-Jul-25								
		03-Jul-25								Celebration Day
		04-Jul-25								

DD - Data Drop	
GS - Grade Sheet	
AR - Academic Report	
PR T - Pupil Reflection (Tutor Comment)	
PR HoH - Pupil Reflection (Head of House Comment)	
T - Tutor Comment/Meeting with JTL	
HoH - Head of House Comment	
Yx Comment - Head's Comment due	
Publication to pupils and parents	
PE - Parents' Evening	