



ASSESSMENT, MARKING AND REPORTING POLICY

(Senior School)

(This policy is available on the school website or on request)

Aims

The school aims to assess pupil's progress regularly and to report progress clearly to parents. Pupils' progress is assessed formally by marking work, testing and end of year examinations; reporting of progress takes place at Parents' Evenings, through written reports and through regular grading of achievement and effort.

Assessment

There are many ways to assess a pupil's work and practice will vary from subject to subject. Pupils' work should be assessed formally on a regular basis and marks/grades awarded in a way which enables a pupil to understand his achievement and to be clear about how to improve. The regular assessment of work will inform the award of grades in Years 7-11 and in the sixth form assessments. Teachers will use assessment to evaluate learning and to inform future teaching.

Marking

Pupils' work will be marked regularly and as a guiding principle teachers will aim to mark each pupil's work each week in Years 7-11. In the sixth form a regular pattern of marking should be established, which will vary from subject to subject, though should involve some assessment most weeks. The award of marks/grades for individual pieces of work will be in accordance with Departmental marking policy and departments will sample and coordinate marking to ensure consistency between teachers.

Teachers will indicate errors of fact, understanding, spelling, punctuation and grammar (see Literacy Policy) and will comment (as encouragingly as possible) on achievement and how improvement can be made.

Pastoral staff will discuss grades with pupils and take any action deemed necessary.

Reporting

Grades will be awarded according to the criteria established by the school and in approximate proportion as advised by the Head of Assessments. Sixth Form assessment is measured against the Minimum Target Grades published for each pupil. All grades and assessments will be sent home.

Written reports, produced electronically, will be full and frank, highlighting achievement and suggesting ways to improve. Specific guidance on producing reports is distributed to teachers (Appendix A)

A Parents Evening (pupils attend from Year 9 upwards) is an opportunity to report orally. Teachers should be positive but not hesitate to mention weaknesses or the need to improve.

Appendices

Appendix A: *Guidelines for producing reports* - Available from the Head of Assessments

Appendix B: *Schedule of reporting* – Available from the Assistant Director of Studies

Appendix C: *Information on grading in years 7-11* - Available from the Head of Assessments

Appendix D: *Explanation of Minimum Target Grades*– Available from the Head of Assessments

Reviewed
03/11