

## **Assessment & Reporting Policy**

**Approval Date – May 2016**

**Review Date – May 2019**

It is the policy of the Governors of Westfield Academy that teachers monitor the progress made by students in all subjects. Summative assessment will give a “snapshot view” of students’ attainment. Formative assessment will enable students and their parents to know what they have to do to improve the standard of their work. Assessment will also allow the school to identify students making insufficient progress and enable it to intervene and support those students. The school will formally report to parents 3 times a year. Each of the first 2 reports will be data based, the third will be data based but will also include a comprehensive report summarising achievement, the extent to which a student takes responsibility for their own learning and setting targets which will help refine a student’s learning. An annual parent/teacher evening is a further opportunity for the school to report and for teachers and parents to set targets for improvement. The reporting system is also used by tutors/mentors in IAG sessions at which targets may be set.

### **Roles and Responsibilities**

The Governing Body will:

- Seek the advice of the SLT on this policy, keep it up to date and make it available to parents.
- Monitor the effectiveness of this policy.

The Principal will:

- Ensure the content of this policy is understood and acted on by all teachers.
- Ensure Middle Leaders carry out moderation procedures in order that there is consistency between teachers and against nationally agreed standards.

The Vice Principal will:

- Ensure a timescale for the assessment and reporting cycle is created, published in the school calendar and known and understood by all teachers.
- Ensure that support staff collect and collate data, then produce and send reports to parents.
- Provide a template for the content of data reports and tutor reports.
- Carry out quality assurance checking to ensure that the content of reports is accurate and meets suitable and professional standards.

Teachers will:

- Carry out agreed baseline assessment and report the results to their Middle leader / Senior Leader as appropriate.
- Carry out assessments; mark them and feedback to students the grade attained and suitable improvement comments.
- Report the results of assessments to their Middle leader / Senior Leader as appropriate.
- Use assessments when providing attainment data as part of the school-wide system for reporting progress against target in all subjects.
- As a tutor, complete a tutor report. This will be a comprehensive report summarising achievement and the extent to which a student takes responsibility for their own learning. Targets will be set which will help refine a student’s learning.

Middle Leaders / Senior Leaders will:

- Ensure teachers carry out baseline assessments and at least 3 assessments throughout the academic year.
- Ensure teachers carry out moderation activities in order that there is standardisation across the faculty and against nationally agreed standards.
- Ensure that teachers meet school-wide deadlines for the submission of data for reports.

Senior Leadership Team:

- Proof read tutor reports to ensure the content meets professional standards.

### **Principles**

- Student's progress in each subject will be compared to national data by utilising FFT 50, 20 and 5.
- Each subject will also carry out subject-specific baseline assessment in terms 1 or 2 of Year 7. This will help inform predicted outcomes, especially in non-core subjects.
- Each subject will carry out a minimum of 3 formal assessments per year.
- Each subject will complete "Best Predicted" grades for KS4 on a half termly basis.
- Subjects will be responsible for moderation of assessments, to ensure standardisation between different teachers and against national standards.
- These formal assessments will be the basis for reports
- Data-based reports will be sent to parents at the end of terms 2 and 4.
- The third report will be data-based but also include a comprehensive report summarising achievement. This will be a comprehensive report summarising achievement and the extent to which a student takes responsibility for their own learning. Targets will be set which will help refine a student's learning. This will be completed by the student's tutor.

### **Related Documents**

- Data report template.
- Tutor report template.
- Marking Policy.

### **Monitoring**

This policy is monitored by the Governors' Learning & Teaching Sub-Committee by using the following evidence:

- Overarching data analysis
- A selection of (anonymous) tutor reports.
- Presentations from Middle leaders detailing assessment and moderation carried out by their subject.

### **Responsible**

- The Vice Principal (Simon Dallimore)