

Making the most of everyone

Assessment Policy

Policy Reviewed October 2022 Policy Valid until October 2024

Signed:

(Chair of Governors)

ASSESSMENT POLICY

Introduction

This policy has been rewritten in 2022, taking stock of the new guidance available with the role out of the new curriculum for Wales, 2022. Various government publications have helped shaped the changes to the new school policy for assessment in school:

- Curriculum for Wales Progression Code November 2021
- Assessment and the New Curriculum April 2019
- Assessment Arrangements for Wales January 2022

Purposes

At Ysgol Penmorfa we believe that effective assessment is at the heart of improving learning and teaching. Our use of Assessment for Learning is an integral strategy in our approach to implementing the Curriculum for Wales. Our aim is to enable pupils to be active in their own learning. We achieve this by:

- 1. Sharing learning goals and creating success criteria with our pupils.
- 2. Involving pupils in self-assessment.
- 3. Using effective questioning.
- 4. Providing oral and written feedback which leads to pupils recognising their next steps and how to take them.
- 5. Ensuring effective systems are in place to track pupil progress.
- 6. Having the confidence that all our pupils can improve.

Our policy and practice aim to foster 'Assessment for Learning' but we also recognise the need for summative assessment because it fulfills different, parallel purposes. We base our planning on a detailed knowledge of our pupils and provide regular reports on progress so that all stakeholders are all working together to improve learning and teaching across the school. We recognise that any assessment undertaken at Ysgol Penmorfa has a strong influence on the motivation and self-esteem of our pupils. It is our intention that this policy ensures entitlement for all pupils, More Able and Talented (MAT) pupils as well as pupils with Additional Learning Needs or English as an Additional Language.

The varying forms of assessment are evidenced in our Assessment Rationale which is also noted with the schools Curriculum Rationale and is sectioned into three areas:

- To support individual learners on an ongoing, daily basis
- To identify, capture and reflect on individual learner progress over time
- To understand group progress in order to reflect on practice

Assessment at Ysgol Penmorfa will be used first and foremost to improve the quality of learning and teaching to:

- obtain feedback so that future activities can be properly matched to individual learner's needs;
- support progression for each and every learner along the continuum of learning and towards the 4 purposes of the curriculum;
- motivate learners;
- involve the learners in their self- assessment;
- diagnose particular difficulties the learners are encountering;
- identify and track pupil progress;
- report progress and achievement to the ALNCo, parents, learners, colleagues and other interested parties;
- make judgements about the nature and quality of learners' work;
- monitor and evaluate the learning programme provided;
- appraise our own teaching performance;
- to provide the Headteacher and Governors with information about the teaching and learning standards in school.

Key features of classroom practice:

- the use of a wide range of knowledge of learners' achievement, underachievement and next steps;
- the sharing and building of learning objectives and success criteria with learners, and using these to give feedback and mark work;
- a reflective approach to learning and teaching;
- learners encouraged to take responsibility for their learning and creating next steps;
- assessed learning and pupil progress using tracking systems;
- the analysis of pupil performance in tests and using this information for future planning.

Roles and responsibilities in assessment:

- provide a supportive environment where assessment can be carried out without damaging self-esteem and motivation.
- clear planning and learning objectives shared with learners. Success criteria set between teacher and pupil.
- using assessment information to inform planning.
- on-going assessment.
- constructive feedback to learners with oral and/or written comments.

- reports to parents on learners' progress, attainment and next steps alongside learners, set individual targets for improvement.
- carry out statutory and school-based tests.
- note significant progress; above or below expectations.
- use the agreed range of assessment methods and techniques to gather and use information in line with school policies.
- ensure that information is transferred to the receiving teacher/school, in line with school policy.
- identify learners in need of extra support and liaise with the ALNCO and intervention officers to write support plans.

Feedback and Marking

We have an agreed whole school policy for feedback and marking – refer to the Feedback and Marking Policy.

Feedback and marking at Ysgol Penmorfa are effective when:

- practice is consistent and in line with the overall policy on assessment, recording and reporting throughout the school;
- feedback is provided for learners about their work promptly and regularly;
- oral and written feedback is provided where appropriate;
 - * marking may be in the form of a written comment or verbal feedback
 - * it focuses on response to the learning objective and success criteria
- we provide learners with opportunities to assess their own work and the work of their peers
- we ensure that learners understand their achievements and know what they need to do next in order to improve
- information gained is used to adjust future learning plans
- the policy is regularly reviewed and we make sure it is understood by all members of staff to ensure that our practice continues to reflect school policy.

Pupil self-evaluation

Pupil self-evaluation at Ysgol Penmorfa is effective when:

- the emphasis is on thinking and articulating
- self-evaluation questions are related to the learning objective/success criteria
- quality marking and feedback is given to learners
- it is an established feature of all lessons
- peer assessment is conducted on a regular basis

'Pit Stop' plenaries for pupil self-evaluation

Pupil self-evaluation does not happen by accident, learners need to be taught the skills and opportunities are provided in lessons. Pit Stop plenaries through the lesson are

ideal for this. Self-evaluation is easier to develop if marking and feedback enables learners to understand what they can do and what they need to do to improve.

Individual pupil target setting

Individual pupil target setting at Ysgol Penmorfa is effective when:

- targets are derived from a learner's actual achievement
- identified termly targets are related to what the learner is close to achieving
- the target setting process is teacher led, in partnership with the learner, providing appropriate advice and guidance when necessary
- there is a consistent whole school approach
- the system is manageable
- the target information is easily accessible to all pupils and staff. Either through the use of feedback targets or via their personalised target cards
- teacher targets for pupils are publicised in annual reports to parents where pupils and parents have the opportunity to express their views on pupil performance. These are also shared during parents' evenings.

Individual pupil target setting is the next logical step on from pupil self-evaluation and effective marking and feedback, as these are both crucial to the overall success of the process. We set targets that are derived from the pupils' current achievement, enabling the targets to be achievable, thus avoiding damage to motivation and self-esteem.

Recording

Recording is effective at Ysgol Penmorfa when we:

- keep records which are manageable and in line with school policy;
- use professional judgement in deciding what we need to record, what should be noted informally and which assessments should be used to plan the next steps in learning without recording;
- record learners' significant progress and achievements on the basis of agreed criteria,
- involve learners in reviewing their own work and recording progress;
- keep evidence for a clearly defined purpose from Nursery to Year 6
- use examples of learners' work to help them to understand their strengths and weaknesses and how they can improve;
- provide and pass records, which are clear and easy to interpret, and which other people understand and find useful.

Reporting of Learning

- Communications is made using a variety of methods and in a way that best suits the audience e.g. face-to-face, digital, written etc. Feedback includes:
 - the progress the learner is making in relation to the school/setting's curriculum,
 - the future progression needs,
 - how future progression needs can be supported at home,
 - as well as information on their general health and well-being.
- An interim written report is given to update parents and set targets.
- A summary of individual learner information is provided at the end of the academic year and focuses on progression, and the individual needs and support of the learner.
- Learners are also provided with opportunities to contribute to this communication process. Learners gather examples of their learning, articulate their own progress and achievements, and convey their aspirations and views on the next steps in their learning.

Parental Consultation Evenings

Parents are invited to attend parental consultation meetings twice annually during the autumn term and spring term, with a 'drop in' Parents Evening after reports are issued at the end of the year. Parents are encouraged to make an appointment to come into school to discuss the educational welfare of their children whenever they wish. In the event of a teacher or parent identifying a concern, or if a parent wishes to raise an issue, a meeting is arranged as soon as possible. Parents are encouraged to express any concerns they may have at any point over the year as opposed to waiting for a parental consultation evening appointment. Ways forward for pupils identified on the annual written report to parents from the previous year ensures continuity and progression between classes. We believe in the need to work in partnership with parents, keeping them informed of any concerns that their child may be encountering in order that reasons may be explored and strategies devised to overcome any problems. Views of parents on the effectiveness of the arrangements are sought regularly.

Analysis of Summative Tests

At Ysgol Penmorfa we believe that a learners' achievement is not directly influenced by their participation in testing procedures. Far more important, is the use to which the information gleaned is used to improve future learning and teaching for that individual through data on our school tracking system.

Analysis of summative test enables us to:

- identify trends in performance and indicate strengths and weaknesses in the standards achieved by learners and cohorts
- provide evidence for changes in subject themes, learning and organisational strategies in order to raise standards
- identify weaknesses in curriculum provision and in teaching strategies that need to be addressed
- compare the performance of different groups of learners

Analysis of summative tests enables us at whole school level to:

- set appropriate targets to aid school improvement
- share with parents decisions made by the school and to enable them to give informed support to children in their work
- compare results across subjects, identifying patterns in performance and look for changes and the reasons for them
- identify changes in policy and practice, reaffirm or revise their effects and lead to changes in the school development plan

Analysis of summative tests enables senior managers to:

- · use assessment information for future school development
- see assessment information as a positive contribution to the discussion on standards

We analyse our summative tests fully which leads to implications for learning and teaching for groups of pupils. This analysis is used to inform future learning and teaching.

Individual pupil tracking

At Ysgol Penmorfa pupils are tracked through:

- Whole School Tracking System
- progress made via the schools 'Brick Walls'
- sample work
- National Assessments
- White Rose End of Block Assessments
- Parallel Spelling Assessments
- 'Step to Success' folders.

'Brick Wall' performance meetings

This information is shared termly with the Deputy Headteacher and ALNCo to discuss individual progress. Pupils needed additional support are recorded with universal support and universal targeted support. Pupils identified as MAT are also discussed to ensure all pupils are being challenged appropriately.

Transfer of information

Throughout our school we have established curriculum liaison and cross phase trust. We have an agreed system of what needs to be passed on between classes. All agreed transfer information is passed to the receiving teacher at the end of the academic year. If a pupil leaves the school, it is the responsibility of the class teacher to liaise with the school secretary to forward the appropriate records to the receiving school. The information transferred will focus on aspects of learning and identify pupils' strengths and areas for development.

We have established transfer arrangements with receiving schools when our pupils transfer to Key Stage 3. We liaise regularly with receiving staff and aim to make the transfer as seamless as possible. An extensive timetable of visits exists to liaise with the Year 7 Head of Year and Transition Coordinator on a formal and informal basis.

Appendix i – Assessment Tracker



Appendix ii – Brick Walls

