



ASSESSMENT POLICY

Policy Revised	Sept 2018
Next Review	Feb 2020

PRIMARY DEPARTMENT

Rationale

At Jebel Ali School we believe that effective assessment provides information to improve teaching and learning. Assessment is used as a tool for teachers to plan each step of learning. To do this in our school we undertake two different but complementary types of assessment: assessment *for* learning and assessment *of* learning.

Assessment *for* learning (formative assessment) involves the use of assessment in the classroom to raise pupil achievement. It is based on the idea that pupils will improve most if they understand the aim of their learning, where they are in relation to this aim, and how they can achieve this aim (i.e. to close the gap in their knowledge).

Assessment of learning (summative assessment) involves judging pupils' performance against national standards. Teachers may make these judgements at the end of a unit of work, of a year, or of a key stage. Test results, too, describe pupil performance, in terms of levels.

We give our children regular feedback on their learning so that they understand what it is that they need to do to improve. Research has shown that their involvement in the review process raises standards, and that it empowers pupils to take action towards improving their performance.

In our Foundation Stage, baseline assessment takes place in the first term. This is assessed using the Foundation Stage steps in all 7 areas of learning. Children are tracked and monitored throughout the Foundation Stage in each area of learning and regular observations and assessments are carried out. Where children are not meeting the expectation, strategies and support are put into place within the classroom setting.

We assess children formally each term in all core subjects in Year 1 to 6. We also use external standardised tests for English, maths and science to ensure our standards of attainment are benchmarked against independent, international standards. We administer the national assessments for England as per the national assessment schedule. These are normally taken at the end of KS1 and KS2.

Objectives

The objectives of assessment in our school are:

- to enable our children to demonstrate what they know, understand and can do in their work;
- to help our children recognise the standards to aim for, and to understand what they need to do next to improve their work;
- to allow teachers to plan work that accurately reflects the needs of each child;
- to provide regular information for parents that enables them to support their child's learning;
- to provide the head teacher and governors with information that allows them to make judgements about the effectiveness of the school and to make international comparison.

Planning for assessment

To guide our planning, we use the learning objectives from the National Curriculum for England. In our planning, we set out the aims, objectives and give details of what is to

be taught to each year group. In our school curriculum plan we also identify opportunities for assessment within each broad unit of work.

We plan our lessons with clear learning objectives. We base these upon the teacher's detailed knowledge of each child. We strive to ensure that all tasks set are appropriate to each child's ability and differentiate accordingly. Our lesson plans make clear the expected outcomes for each lesson.

Teachers always share the lesson's learning intention with the children as the lesson begins. They also indicate the way in which the activity is linked to the learning objective, the Steps-2-Success and the criteria against which the work will be judged.

Teachers ask well-phrased 'open' questions and analyse pupils' responses to find out what they know, understand and can do, and to reveal their misconceptions.

We make a note of those individual children who do not achieve at the expected level for the lesson, and we use this information when planning for the next lesson.

Target-setting

We identify specific targets for writing and maths based on the last piece of assessed work. This target is discussed and agreed with each individual child. Children are involved in setting individual targets for improvement set against specific criteria. We set a class PSHE target.

Recording

We recognise various methods of assessing a child's learning. The type of assessment that we make varies from subject to subject. We find it unnecessary to keep a formal record of all these assessments; we record only the information that affects future learning.

Teacher Assessment

We use our observations of the children's learning during our teaching sessions, the on-going recorded work in the classroom, the children's success at achieving their targets, our marking ladders, our maths passports, our progress sheets and our formal assessments to derive a teacher assessment for English, maths, science, Arabic and Islamic Education at the end of the academic year. Summative assessment is only a small part of deriving the teacher assessment; formative assessment carries a far heavier weighting.

Reporting to parents

We have a range of strategies that keep parents fully informed of their child's progress in school. We encourage parents to contact the school if they have concerns about any aspect of their child's work.

In Terms 1 and 2, we offer parents the opportunity to meet their child's teacher. We discuss the child's progress with the parents and explain the next steps in order to move the child's learning forward.

In Term 3 we give all parents a written report on their child's progress and achievements for the year and identify target areas for the next school year. We write individual comments on all core subjects of the English National Curriculum and on Arabic and Islamic Education.

Feedback to pupils

We believe that feedback to pupils is very important, as it tells them how well they have done, and what they need to do next in order to improve their work. We have an agreed code for marking, as this ensures that we all mark in the same way, and the children learn to understand it.

We give children verbal feedback on their work whenever possible. We usually do this when the children are working during the lesson, although we sometimes give feedback on a particular lesson at the beginning of the next one. When lesson time does not allow for verbal feedback, we write comments on the children's work during marking. We give written comments to children of all ages. We do not always aim these comments at the children; quite often we write something that is useful to both parents and teachers.

When we give written feedback to a child, we relate this to the learning intention for the lesson. We make clear whether the objective has been met, and we produce evidence to support our judgement. If we consider that the objective has not been met, we make clear why we think so. In either case, we identify what the child needs to do in order to produce (even) better work in the future.

We analyse data and use this information to feedback to the children after each maths and writing assessment and discuss strengths and weaknesses and how this information can be used to move learning forward.

Self Assessment and Peer Assessment

All teaching staff involve children in peer and self assessment to evaluate their own and each others' work and to identify the next steps; this is approached in a variety of ways and shared with staff through the assessment folder on the server.

Marking Ladders are used after each English unit has been taught and both teacher and child mark the piece of writing against the criteria set in the marking ladder. In maths we use a traffic light system after each lesson for children to record how they found the lesson.

Consistency

All Year Group Leaders study examples of children's work through monitoring children's books and moderation is carried out within their year group team. By doing this we ensure that we make consistent judgements about standards in the school. The SLT monitors planning and books on a regular basis to ensure continuity and consistency across the school.

Learning Reviews

Each Year Group uses termly assessment data to analyse and monitor results across the cohort to ensure continuous and appropriate progress for all children. These learning reviews are shared with senior leaders and learning support staff to ensure comprehensive analysis of progress and accurate effective planning of next steps.

SECONDARY DEPARTMENT

Rationale

Assessment is the process of identifying, gathering and interpreting information about continual progress in students learning. The fundamental purpose of assessment is to help students learn.

Purposes

The aim of assessment within Jebel Ali School is to provide a supportive and positive mechanism that helps students to improve their learning, teachers to improve their teaching and parents to understand their child's progress.

Principles of Assessment

The combined tools of assessment should

- Provide information about how students learn.
- Determine what students know and understand.
- Ascertain the skills that students have acquired.
- Diagnose learning problems and student needs.
- Monitor standards.
- Contribute to the efficiency of the programme.
- Drive and reflect the curriculum and be an integral part of teaching and learning at all levels-inclusive practice.
- Check teaching objectives against learning outcomes.
- Act as a feedback mechanism for curriculum development.
- Motivate both teachers and learners
- Inculcate the values of academic honesty

If teachers are aware of what students know and can do, then teaching becomes more effective. Thus, assessment may take place at the start of teaching units (pre-assessment), carry on through units, and/or take place at the end (post-assessment). Students should be involved in assessing themselves and be allowed to identify personal targets, thus motivating them to learn as these targets are achieved. Teachers are not therefore concerned with just end-of-course tests but more with curriculum-integrated assessment, which provides a platform on which students can perform to the best of their ability.

Effective assessments allow the student to

- Have subject and component criteria that are known and understood in advance.
- Analyse their learning and understand what needs to be improved.
- Develop a positive self- image and a feeling of success from constructive feedback.
- Synthesise and apply their learning in addition to recalling facts.
- Highlight their strengths and demonstrate mastery and expertise.
- Learn in ways that the teacher did not foresee.
- Be reflective and partake in self and peer evaluation.
- Express different points of view and interpretations.
- Be encouraged to be responsible for their learning.
- Experience successful learning.
- Perform at a higher level when challenged.
- To be personally valued and know that they would be expected and helped to do their best.

- Clarity of aims and expected outcomes is discussed at the outset.
- Shown a collaborative approach to learning, with a strong emphasis on analysis and discussion.
- Be given opportunities for divergent thinking in an atmosphere that ensures students do not feel discouraged if they make mistakes.

Throughout the Secondary curriculum at Jebel Ali School, assessment is an integral part of the learning process; its purpose has as much to do with providing information to the student and the teacher as with forming the basis for the award of grades/levels or a process of reporting. Consequently, learning at Jebel Ali School should be well supported. Students should be aware of what they are trying to achieve in particular pieces of work, and through reflective marking they can gain clear insight into what they have achieved and where they can improve. The school should know it is important that marking should have a positive impact on students' attitude, motivation and self-esteem, and that students have the opportunity to respond to assessment through reflection. The teachers should use their assessments to set work which is well matched to their students' capabilities. Students should be involved in the process of assessment, taking responsibility for their own learning, developing their ability to be self critical, and setting targets for subsequent work.

Assessment Expectations

Students at Jebel Ali School should

- Have a clear idea of the knowledge and/or skills that are being assessed.
- Be aware of the weighting of each assessment in the overall assessment pattern.
- Receive clear feedback regarding the mark/grade/level/comment that has been awarded.
- Be able to see each marked assignment.
- Be provided with the opportunity to have their performance assessed qualitatively.
- Have access to all criteria being used in the assessment.
- Not expect that every piece of work completed will be formally assessed.
- Be given advance warning of any assessment for which preparation is necessary and be clear about the date of the assessment.
- Be aware that failure to meet set deadlines could result in reduced effort and achievement marks.
- Be given opportunities to assess themselves and also their peers' work at regular intervals.
- Ensure they are academically honest with regards the work they produce and submit.

Teachers at Jebel Ali School should

- Monitor each student's progress and support an effective formative and summative system of recording, assessment and reporting.
- Raise student expectations of themselves at all times, with a strong emphasis on achievement.
- Agree to deadlines in the light of the students' other workload and give adequate time for the completion of out-of-class assessments.
- Clearly define common assessment tasks within departments/subjects for each year level.
- Use student performance as a feedback mechanism to initiate refinements to, or changes in, the curriculum and its delivery.

- Use a variety of assessment tools but within a common framework which all members of a department understand and commonly apply.
- Provide a wide range of learning opportunities and styles of learning including ICT opportunities and allow students to engage in a learning preference which suits the individual.
- Use oral as well as written feedback for all informal class work or homework and ensure that homework has a clear purpose, focuses on appropriate tasks and the application of knowledge.
- Teach students how to set their own individual targets and raise achievement levels.
- Ensure that students have the opportunity to raise issues regarding written comments on their work either at the end of a lesson/break time or lunch period, as and when is convenient, to discuss individual issues in order to support any student with their work.
- Ensure Subject Assessment Criteria is clearly understood by students.
- Ensure that there is appropriate differentiation within all schemes of work.
- Reward students through either student planner, certificates in assemblies, house points or other ways to celebrate success e.g. Postcards home and Student of the Month.
- Inculcate the values and need for academic honesty and offer instruction on how to ensure this is the case.

Pastoral tutors at Jebel Ali School should

- Support an effective system that reviews progress throughout the academic year and sets new and clear targets for the future.
- Support students in the use of their personal planner and help individuals with strategies to aid their management of time and general organisation.
- Act on any student who is underachieving and may require monitoring and to equally identify any student who may be gifted and talented. (Liaise with appropriate Head of Year and Study Support).
- To assess students' attainment across an academic year over which progress is being monitored and has been recorded and reported through reports. Target Review Days set within the calendar are used for dialogue to take place.
- Reinforce the need for academic honesty.

Parents of students at Jebel Ali School should

- Support all policies of Jebel Ali School particularly those that relate to learning.
- Participate in their child's learning and agree to any individual learning plans that have been set and work in partnership with the school.
- Support student adherence to set deadlines for work and support the use of the student planner.
- Help motivate their child(ren) and take an active interest in their child's development.
- Create a suitable home learning environment that is to the benefit of their child.
- Attend specific parents evenings throughout the school calendar where there is an opportunity to discuss their child's current attainment and to agree future targets.
- Use other communication channels when attending an event on the calendar is not possible, such as student planner or appointments.
- Support student adherence to the rules governing academic honesty.

Jebel Ali School should

- Provide parents with clear information to enable them to have an understanding as to how they can support their child's learning within the home.
- Produce examination/test timetables with enough notice for students and teachers to formulate a revision programme.
- Archive records of achievement.
- Produce printed reports on a regular basis throughout the academic year that are clearly understood by both students and parents.
- Provide effective past and current data such as MidYis systems to predict potential performance and place within the school management system.
- Set clear targets within their School Development Plans in raising student achievement and monitor performance regularly through critical reflection and through analysis of past performance.
- Continue to set high expectations as to what their student body can and should achieve.
- Provide adequate professional development where the focus is on exemplifying productive approaches to the day-to-day use of assessment in teaching.
- Provide adequate instruction on how to be academically honest.

The Tools of Assessment

The following methods of assessment have been identified as suitable for implementation within Jebel Ali School. It is essential that they be seen as a package since they have been selected in order to provide a range of approaches. This allows students with different learning styles an opportunity to demonstrate progress and therefore provides a balanced view of each child.

End-of-Year Examination

- Held in a controlled environment under standard examination conditions in accordance with external examination procedures.
- Aimed at measuring student performance over the whole course taught to date.

Jebel Ali School teachers will

- Generate JAS specific coversheet to present clear instruction for the examination.
- Generate, where feasible, examinations from own material in alignment with relevant curriculum.

(a) Unit Test

- A formalised, in-class and controlled activity where students have been given notice of at least three school days
- There should be reasonable intervals between tests and where a topic is summatively assessed.
- They should measure student performance on work that has been taught in previous weeks.
- Work should be limited to a defined unit of work that students are aware of as being a unit, although there may be several topics covered within the unit.
- Duration of the test should be no more than 45 mins in duration.

(b) Quiz

- A formative piece of assessment on a small part of a unit, or through an informal class activity, given after the completion of a particular topic.

(c) Lesson Review

- Short verbal or written questions to assess student understanding of a given lesson.
- All material reviewed should have been taught.

(d) Investigation

- A piece of structured work not necessarily linked to specific course content.
- Problems are often “open-ended” with students achieving results through investigative work.

(e) Formal Essay

- Extended piece of independent student work.
- Can reflect a student generated title, a teacher-set title, be open or closed in nature and may have guiding questions.
- As students progress in age, this activity will move from descriptive to analytical or evaluative and increasingly have a formal structure dependent upon the subject area.

(f) Research Project

- Involves both teacher guided and/or independent student work done both in class and/or as homework.
- Requires appropriate referencing of research particularly when using the internet.
- The product may be in any defined medium: oral presentation, written work, video, computer presentation or appropriate combinations.

(g) Journal Writing

- A continuous-assessment activity, which can be part of class work or homework.
- Criteria, guiding how student performance will be determined, should be made available prior to the beginning of the activity.

(h) Field Work

- Off-site data collection for analysis and interpretation.

(i) Practical/Experimental Work

- Involves both teacher guided and/or independent work.
- This activity is usually in a lab or specialist room involving specialist equipment.
- Clear criteria, stating how student performance will be measured should be available prior to the activity.

(j) Performance/Presentation

- Part of a continuous activity.
- Clear criteria, stating how student performance will be measured, should be available prior to the activity.

(k) Group Work/Class Activities

- Part of a continuous activity or a part of other assessment tools.
- Individual student performance must be acknowledged as well as the group performance.

(l) Course Work or Portfolio

- A collection of different activities done in class or as homework.
- Clearly defined criteria are required.

(m) Homework

- Work done at home, although it may be begun in class, in a non-controlled environment.
- Should take the nature of set reading, set writing, reviewing work, revising work or consolidating work that has already been taught.
- May allow continued work on research projects or other projects.
- Should be set in accordance with the Jebel Ali School Homework Policy.

Reporting

Interim Reports and Full reports are prepared and sent home within the academic calendar, celebrating the students' individual achievement and effort against their starting points and acknowledges the next step in their learning.

Oral Reports at Parent/Teacher Evenings

Parent Teacher Evenings are held at certain points within the academic year although individual meetings may take place at any time with a teacher, by appointment, to discuss student performance and progress.

Internal Moderation

Jebel Ali School recognises that internal moderation and standardisation improves assessment due to it being:

- Systemic and structured, thus ensuring that individual teacher decisions are made with increased confidence.
- A reliable, valid and fair process whereby achievement decisions are defensible.
- A means for generating dependable and recordable information that can be used for a variety of teaching, learning and reporting purposes.
- A means for producing reliable and valid information when comparing cohort data with Jebel Ali School historical information.

Engagement

Internal Moderation and Standardisation engages us in:

- (a) Learning conversations:
 - Teachers and students discuss their interpretations of success criteria using evidence.
 - Teachers and students compare samples of work with exemplars.
 - Teachers and students clarify current skills, knowledge and understanding, past improvements and future learning targets.

- Students receive dependable information for target setting.
- (b) Teaching conversations:
- Teachers learn from each other so curriculum and pedagogical content knowledge improves.
 - Professional learning needs can be identified when analysing the achievement data or through the moderation process.
 - Classroom teaching and learning programmes can be adjusted to meet student learning needs.
 - Individual and collective student achievement trends become clearer.
- (c) Community conversations:
- Evidence of learning can be confidently shared.
 - Reliable information is used to make teaching and learning decisions, which helps when communicating with external professional agencies.
 - Dependable information can be discussed with students and parents
 - Dependable achievement information influences strategic directions, including cross-phase curriculum and professional development planning.

Planning

Before the Standardisation Process, Subject Leaders are expected to consider the following:

- The role of a leader (either themselves or a member of their team) to oversee the standardisation process. This person could also be responsible for gathering samples of student work and guiding the group through discussions.
- Begin the standardisation process at the planning stage of the teaching unit, with all relevant teachers involved.
- Before teaching, provide opportunity for all teachers to share their understandings, expectations and interpretations of criteria and how the criteria have been clarified for the task.

Teachers are also expected to reflect on the quality of the task and whether students were able to access all criteria level descriptors. These discussions provide opportunities for biases and prejudices to be aired and discussed, and shared expectations to be developed about how to arrive at final grades.

- Teachers could gather several sets of evidence on which to base final criteria levels, focusing on difficult sets such as those they consider near the border between judgments, or with a high level of inconsistency between different sources of evidence.
- It is a good idea for teachers to make judgments collaboratively about a sample of student work before assessing their own class's work.
- It is recognised that moderators will change over time but the same criteria and associated references will remain and continue to guide decisions.

After the teaching and learning process, teachers

- Make final judgments of criteria levels of their own students' achievement.
- Collate samples for the standardisation process and provide copies to other teachers.
- Meet to discuss their judgments of a sampling of students' achievement based on the evidence they have.
- Through discussion and clarification, come to an 'agreed' judgment of each student's achievement in relation to criteria. This may not always be achieved, but the aim is to reach a greater level of consensus over time.

- Should ensure they have identified and reported any issues of malpractice which may affect the award of a grade.

It is pertinent to ask

- How high was the level of comparability across teachers?
- Was the overall teacher judgment of the top, middle and bottom student sample consistent and fair?

Student Role:

- Participating in the standardisation process benefits students by supporting teaching and learning goals.
- Students can actively participate in selecting evidence (e.g. samples of their work) that best demonstrate the intended learning outcomes. The process develops students' understanding of the desired outcomes and success criteria, and is closely linked to developing and using the skills of self and peer-assessment.

Teacher Role:

- Within the classroom setting, teachers should provide opportunities for students to participate in the standardisation process.
- All teachers participate in the standardisation process.
- A standardisation leader should be identified as this is a crucial role requiring particular skills, knowledge and recognition.
- Willingness to engage in critical debate and the ability to use evidence to challenge viewpoints should be encouraged and valued.
- The process of standardisation can build teachers' content knowledge through these professional exchanges.
- Teachers share their expectations and interpretations in order to clarify their understandings about what students have achieved and where their next learning steps are situated.

School Role:

- The school's assessment cycles should incorporate regular standardisation.
- The school should provide regular opportunities for teachers to share their interpretations and understandings of criteria.
- School leaders should to actively support the standardisation process.
- The school should ensure their assessment practices and standardisation processes are recorded in sufficient detail.
- The school should develop consistent and cohesive policies and procedures for standardisation, and ensure sustainability of practice.

Signed _____

Date _____

Review Date _____