

Policy Title: <b>Assessment Policy</b>	Effective Date:	November 2021
SMT Member Responsible: Alison Simpson	Review Date:	November 2024
Governors' Committee Responsible: Curriculum		

## 1. Rationale

- 1.1 Assessment forms an integral part of the whole process of education. Assessment allows pupils, teachers and parents to know if individual progression is at the appropriate level or useful to the pupils' long-term needs. Assessment acts as a tool for diagnosis to identify strengths and areas for improvement. All forms of assessment (summative, formative, formal, informal, marking of books, oral and written) will provide meaningful feedback and will help all parties track progress and standards of attainment.
- 1.2 Assessment contributes to the reporting programme for pupils, parents, tutors and other teachers. It also contributes to information for careers staff, employers, trainers, external education agencies and other schools during pupil transfer. An overview of assessment will inform the effectiveness of teaching and learning.

## 2. Objectives

- 2.1 Assessment outcomes will:
  - 2.1.1 Assist pupils in the learning process via meaningful oral and written feedback, celebrating success and highlighting targets for future development in applying knowledge and skills to maintain motivation.
  - 2.1.2 Assist staff in the teaching process by helping the teacher keep track of pupils' progress and standards of attainment and identify gaps in learning. It will inform learning outcomes, lesson planning to meet learning needs so that individual pupils fulfil their potential.
  - 2.1.3 Assist parents in the learning process by providing clear communication about their children's work and progress.
  - 2.1.4 Assist middle and senior managers to evaluate the effectiveness of the curriculum offer, schemes of learning and quality of teaching and learning.

## 3. Monitoring / Quality Assurance

- 3.1 Subject teachers are responsible for ensuring that pupils work is assessed and marked in line with whole school guidelines.
- 3.2 Faculty Heads are responsible for ensuring that faculty practice complies with the school guidelines and also for ensuring that appropriate recording is in place and used by all relevant staff.

Specific guidance for implementation of this policy can be found in the annual Sheldon School Staff Handbook and the Feedback and Marking booklet. The guidelines are subject to regular evaluation.