

# Assessment, Marking & Target Setting Policy



## *Sandwell Home and Hospital Tuition Service*

Signed by Chair of Governors:



Date ratified by Governing Body: 13.10.2021

Date of Review: 13.10.2024



## Feedback and Marking

### What are the books for?

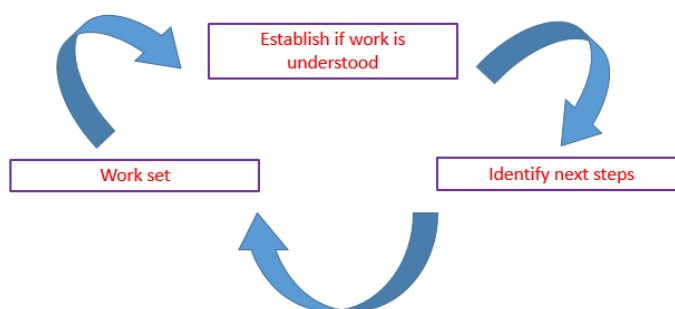
The books are designed to:

- Inform planning
- Show progress
- Demonstrate understanding
- Reflect personalised learning
- Provide evidence which supports other data

### What do we need them to show?

They are a record of the progress that pupils are making, both in quality and depth of understanding and quantity of skills

They are evidence of personalised learning, with both planned and responsive tasks that demonstrate that staff plan differentiated lessons and respond in a timely manner to knowledge gaps, areas of weakness and misconceptions



As we move to more **responsive teaching** we should be more regularly moving through the flow diagram

### What should this look like?

#### Feedback

- Regular feedback if work is correct, done by circulating through the lesson, question and answers with instant feedback, low stakes/high reward tests
- Regular feedback on SPAG from circulating in the lesson, with an immediate action and practise response
- Work classified as **S** – supported, **P** – prompted or **I** – independent, throughout the lesson

## **Books**

- Students complete checkpoint slips to highlight areas in which they now feel confident and also areas where they feel more work is needed.

## **Why?**

- Live marking is apparent in books
- Pupils are correcting work in a timely manner to shorten the review process
- Pupils books clearly show progress – they complete work and staff quickly manage misconceptions or move them on
- Pupils show progression through S/P/I
- Staff have regular discussions with pupils about how to move forward, and students are engaged in the process, they take ownership of their work and know what they need to do to improve
- Staff address misconceptions quickly and their responses to support pupils are evident with differentiated starters or activities
- Differentiation is clearly evident through personalised responses and activities.
- There is a significant shift towards the designing and teaching of lessons that immediately respond to pupils learning

**We see clear progress**

**We see clear differentiation**

**We see pupils engaged in making choices about their learning**

# Assessment

## Definition

Assessment is the process of obtaining, analysing and interpreting evidence for use by both students and teachers to enable the review, planning and improvement of learning. It is fully integrated with the delivery of the curriculum and is an essential component of effective classroom practice.

## Types of Assessment

### **SUMMATIVE is Assessment OF Learning.**

It is used mainly to measure performance and clearly identifies a standard of pupil attainment. It is carried out at the end of a period of learning.

#### Examples

- External Examinations
- Internal School Examinations
- End of Topic/Unit Tests
- Standardised Tests

### **FORMATIVE is Assessment FOR Learning.**

It is ongoing and provides evidence of and for progression in learning. It supports learning through identifying difficulties, providing feedback and diagnosing future learning priorities.

#### Examples

- Class work
- Homework
- Questioning
- Oral Discussion
- Presentation
- Short Recall Test
- Practical Project

**SELF ASSESSMENT** encourages students to take responsibility for their own learning by:

- Evaluating their own achievement against shared learning outcomes;
- Identifying their own strengths and areas for improvement;
- Encouraging individual learning goals and action plans for future progression;

- Fostering a self-reflective learning culture;
- Encouraging independence in learning.

### **Recording**

Consistent record keeping by all teachers allows the effective monitoring of pupil progress and the regular evaluation of teaching content/styles/methods. Good practice may include:

- Assessment marks recorded in Teacher Mark Books/spreadsheets
- Homework marks recorded in Teacher Mark Books/spreadsheets
- Internal Exams/Tests recorded in Teacher Mark Books/spreadsheets

Teacher records can then be used to inform reporting, both formal and informal, to students, parents, Heads of Department and the Senior Leadership Team.

### **Target Setting**

**Centre** and **home tuition** students are set either academic or SEMH targets based on baseline assessments set by subject teachers. Targets are regularly monitored, reviewed and where necessary adjusted to ensure the correct level of challenge.

Centre students in KS3 and year 10 are targeted in each subject to make 2 sublevels of progress per academic year (three terms) e.g. where a student has a baseline of 2+ at the start of the year they will be set an end of year target of a 3. Should a student achieve their target during the first two terms they will be set a 'challenge target'.

Students who remain at Albright to progress into the next year in KS3 will be set a target for the following year based on their final summer level.

Students who start Albright in KS4 or progress from KS3 to Year 10 will be given a baseline assessment that assigns them a sub level within a GCSE grade.

On entering year 11 students are set a target grade that is a full grade above their working at grade so as to set an ambitious and challenging target.

All students on home tuition are monitored using SEMH targets where appropriate academic tracking will also be used.

When students join the centre from home tuition their progress is reviewed and where necessary targets may be set or adjusted accordingly.

For students who are taught in the **hospital**, staff will liaise with the mainstream school regarding the level that each pupil is working at and set work appropriately. Where this is not possible, staff will use a basic literacy/numeracy test to enable work to be pitched at the correct level.

In KS3 centre students' progress is measured either academically or by progress toward an SEMH target. Subjects that measure academic progress are:

English

Maths

Science

Art

ICT

Within these subjects skills and knowledge are organised into clear, progressive steps which students are continually monitored against. Staff will monitor students' progress on their own mark books and spreadsheets throughout the year ensuring the objectives are secure through formative assessment, interleaving, low stakes unit tests and more formal assessments.

In KS4 students will be tracked using GCSE grades and their progress will be monitored using methods suited to the subject including; formative assessment, low stakes unit tests, formal assessments and mocks.

There are three data drops throughout the year, at the end of each term. Following each full term data drop teachers are required to analysis their students' progress and highlight where students are not making sufficient progress or are performing at a level beyond their initial target. Teachers then make a plan of action to support the identified students to either improve their rate of progress or ensure the student is being appropriately stretched in lessons and record this provision map. These interventions can include but are not limited to;

- Seating plan change
- Support frames or knowledge mats available in lessons
- Homework tasks
- Memory and recall support
- Additional support in or out of lesson from staff
- Speech & Language support