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## Assessment Policy

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Assessment is a continuous process integral to learning and teaching. It is how teachers gain knowledge of their pupils' needs, achievements and abilities, enabling planning and delivery to be more effective, thereby raising attainment for every child.

Principles of assessment are:-

- to provide information to support progression in learning through planning
- to provide information for target setting for individuals, groups and cohorts
- to share learning goals with children
- to involve children with self assessment
- to help pupils know and recognise the standards they are aiming for
- to raise standards of learning
- to identify children for intervention
- to inform parents and other interested parties of children's progress
- to complete a critical self evaluation of the school

### **Assessment for Learning**

Assessment for learning are opportunities which are a natural part of teaching and learning; are constantly taking place in the classroom through discussion, listening and analysis of work. It is essential that teachers know how well a child has progressed and that pupils understand how well they are doing and what they must learn to help them improve.

To achieve this at Madani Academy we will:

- Evaluate pupils learning to identify those pupils with particular needs (including those who are able) so that any issues can be addressed in subsequent lessons.
- Adjust plans to meet the needs of the pupils, differentiating objectives where appropriate.
- Ensure pupils are aware of the learning objective and encourage them to evaluate their progress so that they understand the next steps they need to make.
- Set individual, challenging targets in numeracy and literacy on a regular basis and discuss these with the pupils so that they are involved in the process.
- Regularly share these targets with parents to include them in supporting their child's learning.
- Encourage pupils to evaluate their own work against success criteria based upon specific, key learning objectives.
- Mark and give feedback for pupils work so that it is constructive and informative in accordance with the marking feedback guidelines.
- Incorporate both formative and summative assessment opportunities in medium- and short-term planning.

- Assess reading, writing and maths subjects termly and complete tracking database so that they can make relevant comments about pupils progress, especially those working below or above the national average.
- Pass on assessment files to the next class teacher so children can be tracked as they progress through the school.

Use Assessment for learning strategies such as:

- Working walls
- Targets
- Sharing success criteria
- Self and peer evaluation
- Discussion, talk and modelling
- Conditions for learning – display
- Learning journey – children know what is next

### **Formal Assessment Cycle**

Formal assessment is a systematic part of our school's work which will be used to track each cohort in the school. It is through an effective tracking system that the needs of every pupil can be met and that the school develops a clear understanding of how to raise standards.

The Assessment cycle at Madani Academy will include data from:

- Tracking database in-line with age-related expectations (KPI) for KS1 and KS2 for maths, reading, and writing. This will be regularly updated with evidence from teacher assessments (formative and summative). Baseline and 3 data entry points during each academic year.
- Summative assessments in January and at the end of the academic year for writing, reading and maths.
- Continuous formative assessment during lessons to gain evidence for tracking database.

We are currently not entering for standardized tests in KS1 in May, KS2 in May and the Year 1 phonic checks but it our aim to do this in the future. These tests are used as end of year tests for Years 2 and 6.

The regular reviewing of tracking data will give teachers the opportunity to revise and refine targets for all of their class. It is in recognizing the individual abilities of pupils, that the school can make finely, tuned adjustments for target setting for each cohort. The discipline of regularly analyzing pupils' attainment will ensure that every pupil has challenging and realistic targets set for them and that the path of reaching those targets is determined through effective classroom organization; setting learning groups and careful planning.

To achieve this at Madani Academy we will:-

- Do continuous formative assessment to update the tracking database on a regular basis with termly data capture points.
- Use information to identify percentages of children working at the different standards within a cohort. Review tracking database to assess if pupils are at expected levels and making good progress. This will identify any pupils that are a cause for concern and targeted intervention can be initiated.

- Analyse the data and review targets for individuals and use the information to identify intervention groups, including those pupils who are gifted and able and those with special educational needs
- Set cohort targets for numeracy and literacy and share information with headteacher, subject leaders and governors.
- Work with colleagues to moderate and level writing every term in book monitoring activities.
- Analyse data at the end of academic year to track progress made and compare to previous years outcomes.
- Pass cohort data and analysis to next teacher.

### Girls Secondary

#### 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: • 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 • Research

### **Reporting**

Reporting to parents / carers provides the opportunity for communication about their child's achievements, abilities and future targets. The end of year reports will be written so that they have a positive effect on pupils' attitudes, motivation and self esteem.

At Madani Academy we will:-

- Provide opportunities for two parent consultation days so that parents can discuss how well their child has settled and be involved in target setting process; have opportunities for a mid-year progress report and have a final end of year report.
- Provide end of year written report which include results of any statutory tests and assessments and gives information relating to progress and attainment.
- Discuss pupil progress at the request of parent by appointment.

The assessment co-ordinator will:

- Formulate the school's assessment policy in consultation with the headteacher, staff and governors.
- Review the policy regularly in the light of statutory requirements and the needs of the school.
- Provide support and guidance with assessment and keep up to date with current information.

- Resource school with relevant tests and update assessment cycle.
- Maintain the 'tracking file' and consult with all staff about the targets set.
- Highlight pupils who have made no progress or are working below expectations.
- Analyse results to identify attainment and progress made by pupils and for groups of pupils such as those on free school meals, gender, vulnerable children and children from an ethnic background.
- Report to governors regarding the policy, statutory test results and cohort targets.

### Secondary

Reporting can take many different forms including:

- Formal Reports – Years 8 to 11. Single page computer generated reports given to parents at the end of the winter term. These reports will have a percentage mark for each subject/year average/descriptors for Homework, Attitude to Work/Personal Organisation and Behaviour. There will be an overview comment by the Head Teacher, Year Teacher and a comment on Attendance and Punctuality
- Years 8 to 11. Full computer generated reports given to parents at the end of the summer term. These reports will have a percentage mark for each subject/year average/descriptors for exam performance and progress
- Parents Meetings – Each year group will have one annual Parents' Meeting. Subject teachers have the opportunity to discuss with parents the pupil's progress/achievement/homework/class work/effort/attitude/targets for improvement

### **Moderation**

Moderation is important to ensure a consistent approach in assessment throughout the school. It is important that when teacher assessments are carried out, there is evidence recorded to justify judgements made.

At Madani Academy we will:

- Meet regularly to moderate writing progress of pupils.
- Moderate work through planning and book scrutiny's, feeding findings back to members of staff
- Collate evidence to support teacher assessments, such as through book scrutiny's.
- Termly review tracking database to discuss how pupils are meeting expected standards in the I can statement tracking sheets. Evidence collected by teacher will be discussed and moderated by teachers/Teaching and Learning Lead.
- Attend moderation activities at the Portsmouth Teaching alliance for writing. This will moderate our writing at the end of KS1 and KS2 by comparing our standards with local schools.

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