



## Rye College

### Policy on Assessment, Recording and Reporting of Students' Achievements

#### 1. Aim

At Rye College our goal is to establish a whole-school approach that will effectively communicate to students, parents, teachers and employers a clear understanding of what it is the student knows, understands and can do.

Through this we also establish a personal recognition of, and responsibility for, achievements by students.

#### 2. Assessment

##### Definition

Assessment involves a continuous, comprehensive examination of all aspects of a student's learning, drawing on a wide variety of evidence from many sources to arrive at a judgement of levels of attainment. Methods include:

- Marking assignments;
- Marking home or class work;
- Discussions with students;
- Observations of students' practical tests;
- Written tests and exams;
- Students' self-assessment;
- Oral questions to the class.

##### Formative Assessment

This takes place on a continuous basis as a normal part of classroom activity and private study at home. Its purpose is to:

- Provide the teacher with a profile of each student's skills, knowledge and understanding and to enable the teacher to modify his/her learning programme accordingly;
- Identify students with learning difficulties;
- Identify students who are under-achieving;
- Elicit an engaged response from the student.

##### Summative Assessment

This can take a number of different forms, but it always takes place at the end of a course or unit of work. Its purpose is to show what a student has learned while on the course. This information is used to:

- Assist in planning future programmes of study for a student;
- Identify students with learning difficulties & identify groups of students that might be achieving well or less well;
- Obtain certification (e.g. GCSEs);
- Enable selection for subject sets, jobs, places on courses, etc.;

- Report back to parents;
- Evaluate the effectiveness of courses;
- Evaluate the whole College efficacy.

For further information about assessment at Rye College, please see the website.

### **3. Recording Assessment information**

Teachers will maintain a record of work completed by each student. Curriculum Leaders should ensure that schemes of work are written in such a way that each unit or topic indicates clearly what skills are covered and how they are assessed.

- Identify and describe the progress and achievements of each student;
- Show the attainment of each student according to the relevant assessment criteria. (In most cases these are GCSE grades for all years).

### **4. Reporting**

Parents/carers are entitled to know at regular and frequent intervals what progress their child is making. Records of each student's progress will be issued to parents at least three times per year (data report). These will include a grade on non-academic aspects such as Behaviour, Growth Mind-set, Homework and Organisation.

### **5. Review**

Approved by Rye College Learning and Teaching Board: XXXX July 2016

Next Review: July 2017 or sooner if required

*The Rye Academy Trust holds ultimate responsibility for all decisions regarding the running of the individual schools. In accordance with this responsibility, where appropriate, Rye College may refer matters covered by this policy to the Rye Academy Trust for advice or decision.*