



## NENDRUM COLLEGE

Comber

Assessment, Recording and Reporting Policy.



Date of Board Of Governors Meeting	
Signature of Chair of Governors	

## **ASSESSING RECORDING AND REPORTING PUPILS' ACHIEVEMENTS**

### **Formal Summative Assessment**

It is the policy of this school to issue reports to parents at the following times:

Year Eight	December and June
Year Nine	December and June
Year Ten	December and June
Year Eleven	December and June
Year Twelve	February

Reports will record, by grade or mark as appropriate, the academic attainment of the pupil as well as a grade for effort. Departments will decide the weighting to be given to the various forms of assessment used in arriving at the grade/mark for reporting purposes and will decide the appropriate forms of assessment which are to be used relevant to their subject.

Years 8 - 11 reports will also contain a record of their place in class.

The format for reporting to parents is constantly under review and the format for reporting altered due to the COVID-19 Pandemic and in line with DENI advice.

It is a requirement that evidence is maintained within departments to support the achievement levels of pupils. The nature of this evidence is a matter for each department to determine in the light of experience, INSET, and current regulations.

Reports will cover all Areas of Study along with the development of Thinking Skills and Personal Capabilities and take into account statutory requirements laid down by DENI. Individual departments will report on the designated TS/PC however all departments have a statutory duty to deliver TS/PCs across the Key Stage.

Year 12 will have a Mock GCSE examination in January/February each academic year and reports are issued following the Mocks.

The need to maintain an academic record on each pupil within each department is part of the overall requirement contained within DENI Circular 1991/39. The formative record of progress, attitude and achievement will, by its very nature, give an all-round summary of a pupil's development, both academically and non-academically.

Pupils engage in self-evaluation of their progress as part of the two formal reports to parents. Areas of Study also use self-evaluation as part of their end of unit assessment. Pupils are regularly encouraged to set goals for future improvement through the use of TI (To Improve) and on the summative formal report.

It is the intention of this school to continue its tradition of using assessment in its wider form and not to confine it to purely academic progress.

All reports will be held centrally in pupils' files in the School Office and as with electronic data, are subject to GDPR Regulations as noted in the Data Protection Policy.

## **Tracking**

Extensive use is now made of procedures which target and track the progress of individual pupils from Year 8 – Year 12. Intervention strategies are devised and implemented so that a pupil's progress is monitored and evaluated. Any areas of concern are addressed at subject department and Head of Junior and Senior School/Year Head/Form Teacher level to ensure that all pupils are able to succeed in their educational attainment at an appropriate level. Tracking reports are provided for parents of Year 8 and Year 11 in October and to parents of Year 12 in December in preparation for the Learning Guidance Forum. Tracking reports are also available for Year 11 as part of the Learning Guidance Forum in January.

## **Recording**

It is the policy of this school to maintain the academic results of its pupils through subject teachers' records, departmental records and centrally as previously detailed.

Each pupil will have a folder from their date of entry to the school. Copies of reports, awards and achievements will be stored in these folders and also be available for perusal by any party who has legally permitted access. Pupil folders are stored centrally in the school office.

It is the practice of the college to make time available, within the strictures of the timetable, to Form Teachers, Year Heads, PSD and Careers Staff so that the pupils can be assisted in reflecting upon recent achievements and setting goals for the future

Academic/Pastoral and behavioural information is stored on SIMs and is subject to GDPR regulations.

Where possible it remains the policy of the College to give an opportunity to each pupil to record his/her achievements, extra-curricular activities and out of school activities alongside the academic comments of staff on each report. Parents will be asked to sign and return an acknowledgement slip at the bottom of the report which will verify the pupil information contained in the report. This is under review due to the COVID-19 Pandemic and government advice.

Parental Consultation are arranged each academic year as follows:

Year Eight	September and January
Year Nine	February
Year Ten	March
Year Eleven	April
Year Twelve	February after Mock GCSE Examinations

However due to the COVID-19 Pandemic parental afternoons have taken place via schoolcloud for Year 10 and Year 12 and by phone calls for Year 8. These year groups were prioritised due to transfer to post primary, Options choices and External Examinations. All classes have had regular contact through telephone calls during remote learning which have been logged on Teams.

Notwithstanding these arrangements, parents will continue to be encouraged to contact the school at any time convenient to both parties should they wish to discuss their child's progress.

