



FORTIS
Academy

ENRICHING LIVES

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ASSESSMENT POLICY

Applies to:	Fortis Academy
Staff member responsible:	Assistant Head (Achievement)
Website?	On public website
Approval by:	The Academy Council
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1. Aims

This policy aims to:

- Provide clear guidelines on our approach to formative and summative assessment
- Establish a consistent and coherent approach to recording summative assessment outcomes and reporting to parents
- Clearly set out how and when assessment practice will be monitored and evaluated

2. Legislation and guidance

Since the removal of National Curriculum levels in 2014, schools have been free to develop their own approaches to assessment.

This policy refers to the recommendations in the Final Report of the Commission on Assessment without Levels.

It also refers to statutory reporting requirements set out in the Education (Student Information) (England) Regulations 2005: schedule 1.

3. Principles of assessment

Assessments form an integral part of teaching and learning at Fortis Academy. The outcomes of assessments provide us with information on the learning and progress of students supporting us to identify intervention needs. For teachers this informs teaching practice and for students and parents it provides valuable insight into areas of strength and weakness.

All students are given target grades on the 9 to 1 scale in the individual subjects that they study. Target grades are generated based on a students' performance in their KS2 SAT examinations and are forward estimates of how a student may perform in their future GCSE examinations compared to national performance on entry. We also set a challenge target grade and we encourage all students to strive to reach these goals. Some students do not have KS2 results (for example those students from overseas or those who attended an independent school) and where this is the case we use baseline assessments to inform this process. Progress is measured against a student's target grade in a given subject.

4. Assessment approaches

At Fortis Academy we see assessment as an integral part of teaching and learning, and it is inextricably linked to our curriculum.

We use three broad overarching forms of assessment: day-to-day in-school formative assessment, in-school summative assessment and nationally standardised summative assessment.

4.1 In-school formative assessment

Effective in-school formative assessment enables:

- Teachers to identify how students are performing on a continuing basis and to use this information to provide appropriate support or extension, evaluate teaching and plan future lessons
- Students to measure their knowledge and understanding against learning objectives, and identify areas in which they need to improve
- Parents to gain a broad picture of where their child's strengths and weaknesses lie, and what they need to do to improve

Teachers at Fortis Academy use on-going formative assessment to identify short term intervention needs and to ensure that students are confident in all aspects of the curriculum. They use this method of assessment to identify gaps and misconceptions all of which are used to support learning. Students are involved in formative assessment through the 'green pen' marking process and EBI or WWW statements will be seen in student books to inform their learning. Please refer to the Marking/Feedback Policy for further details.

4.2 In-school summative assessment

Effective in-school summative assessment enables:

- School leaders to monitor the performance of student cohorts, identify where interventions may be required, and work with teachers to ensure students are supported to achieve sufficient progress and attainment
- Teachers to evaluate learning at the end of a unit or period and the impact of their own teaching
- Students to understand how well they have learned and understood a topic or course of work taught over a period of time. It should be used to provide feedback on how they can improve
- Parents to stay informed about the achievement, progress and wider outcomes of their child across a period

Summative assessments are carried out 3 times during the academic year for formal reporting purposes. In the Autumn and Spring term they will be milestone pieces or end of topic examinations and in the Summer term students will sit formal examinations in one of the examination halls. The results of summative assessments will be used to place students in the appropriate set and set changes may take place at one of three points during the academic year following assessment data analysis.

After each summative assessment there will be a data entry and teachers will enter the following information for each student

- WAG: this is the current 'working at' grade and is informed by examination results, milestone pieces and the quality of classwork.
- PRED: this is the predicted grade:
 - For years 10 and 11 this is the grade that a student is predicted to achieve in their GCSE examination

- For years 7, 8 and 9 this is the grade the student would be expected to achieve at the end of the academic year and is informed by age related expectations for progress given the students starting point on entry to the school.
- For years 12 and 13 this is the grade that the student is predicted to achieve at the end of their academic (AS or A-level) course or vocational (BTEC) course
- **Effort:** this is informed by effort in class, contribution to discussion, contribution to the subject in the wider context e.g. subject clubs and effort in relation to home learning. It is awarded on a 1 to 4 scale (1: outstanding; 2 good; 3 requires improvement; 4 unsatisfactory). Where effort is a grade 3 or 4 teachers will be expected to provide a reason which is published in the report.
- **LEGO descriptor:** this describes the progress that a student is making and further information on the LEGO model can be found in the linked document “Your child’s future success.....Education is changing”

Summative assessments are moderated within departments to ensure that the grades entered reflect national standards. All grades such as the WAG and PRED are entered on the 9 to 1 scale at KS3 and 4 and A* to E at KS5. A -/=/+ will be used to describe grade security; ‘-’ is an insecure grade and a ‘+’ is a fully secure grade.

4.3 Nationally standardised summative assessment

Nationally standardised summative assessment enables:

- **School leaders** to monitor the performance of student cohorts, identify where interventions may be required, and work with teachers to ensure students are supported to achieve sufficient progress and attainment
- **Teachers** to understand national expectations and assess their own performance in the broader national context
- **Students and parents** to understand how students are performing in comparison to students nationally

Nationally standardised summative assessments take the form of GCSEs and vocational qualifications at the end of Key Stage 4, and AS levels, A-levels and other post-16 qualifications in Key Stage 5.

5. Collecting and using data

After each data drop staff have a short window to enter the information listed above in line with the school assessment calendar. This data is quality assured by subject leaders over a two day period and then analysed by the data manager.

Data information packs are produced for senior leaders, subject leaders and progress leaders. All of these show summary data on the attainment and progress of key cohorts as well as all students and are used to monitor progress over time. Summary data is provided for all teaching groups. Student level data is provided in an accessible form to allow deeper analysis.

All subject leaders are expected to complete a data dashboard overview after each data drop and for each year group (7 to 13) summarising key areas of strength, intervention focuses, summary and action points and then at the next data drop they will complete the impact column. An overview

data dashboard is also completed by the Assistant Headteacher (Achievement) for each year group after each data drop.

All teachers must use the data to inform their TIPS and update both their seating plans and teacher files to ensure that these contain the most up to date data on the students and that this is used to inform teaching and learning.

6. Reporting to parents

Reporting to parents takes place through paper based reporting, parents' evenings and parent information evenings. Reports are produced three times during the academic year and are sent home to parents.

All reports contain information on WAG, PRED, progress towards target grades (reported on the LEGO scale) and effort. Attendance and the number of lates is also reported. Further information on the LEGO scale can be found in the linked document 'Your child's future success.....Education is changing'.

All students are issued with a Student Progress Card after each assessment point. This is a wallet size card that has all of the information on in a given subject: WAG, PRED, target grade. It shows the progress information and also an average progress score (measured across all subjects) and progress rank in the year group, an average effort score and effort rank in the year group along with attendance and behaviour data. Students are expected to carry their data card on them at all times.

7. Inclusion

The principles of this assessment policy apply to all students, including those with special educational needs or disabilities.

Assessment will be used diagnostically to contribute to the early and accurate identification of students' special educational needs and any requirements for support and intervention.

We will use meaningful ways of measuring all aspects of progress, including communication, social skills, physical development, resilience and independence. We will have the same high expectations of all students. However, this should account for the amount of effort the student puts in as well as the outcomes achieved.

For students working below the national expected level of attainment, our assessment arrangements will consider progress relative to student starting points, and take this into account alongside the nature of students' learning difficulties.

8. Training

All staff receive training on the school data process at induction and training is scheduled during INSET days at key points during the academic year.

Any new changes in policy or key information updates is done through email and staff briefing.

All middle leaders are trained in the data analysis process through FORUM and this is enhanced in the RAG meetings.

9. Roles and responsibilities

Academy Councillors are responsible for:

- Being familiar with statutory assessment systems as well as how the school's own system of non-statutory assessment captures the attainment and progress of all students
- Holding school leaders to account for improving student and staff performance by rigorously analysing assessment data

Headteacher

The Assistant Headteacher (Achievement) reports directly to the Headteacher, supporting the Headteacher with responsibility for:

- Ensuring that the policy is adhered to
- Monitoring standards across KS3, KS4 and KS5
- Analysing student progress and attainment, including individual students and specific groups
- Prioritising key actions to address underachievement
- Reporting to governors on all key aspects of student progress and attainment, including current standards and trends over previous years

Leadership Group

- To provide Director of Subject with the information, support and guidance they need through the line management process to best support and maximise the performance of all students
- To monitor Department processes and procedures in order to ensure completion of summative assessments

Progress Leaders

- To use data to inform progress and punctuality intervention in liaison with the pastoral manager and use this to focus 'progress walks'
- To identify students and action intervention; 'horizontal' underperformance across subjects in all year groups to include progress and effort data along with attendance and punctuality
- To complete a dashboard for all years as appropriate
- To drive a positive culture and ethos and ensure that the progress and effort leagues are updated and on display in the HUB after each data drop
- To drive the rewards process (effort and progress along with improvements in both areas) through displays and assemblies
- To oversee student progress cards

- To engage parents of those students who are progress concerns and meet with the parents of progress concerns at parent meetings and workshops

Directors of Subject

- To ensure that members of the department are aware of assessment procedures
- To develop appropriate assessments, that enable assessment across all ability groups
- To undertake appropriate departmental standardisation of assessments
- To ensure that moderation of assessments takes place within the department, and where appropriate across departments throughout the Trust
- To undertake analysis of the outcomes of the assessment, and take action as appropriate via intervention and TIPS
- To complete the data dashboard and to ensure that the impact column is completed to assess strategies evidenced by the data.

Subject Teachers

- Teachers are responsible for following the assessment procedures outlined in this policy
- To ensure assessments are completed
- To mark the common assessments, and provide feedback to students
- To log data within BROMCOM before the given deadline
- To participate in departmental standardisation as appropriate
- To ensure that results of assessments are acted upon and visible and that TIPS and seating plans are updated accordingly in teacher files

Form tutor

- To issue Progress cards as soon as they are provided by the Progress Leader
- To issue student reports as soon as they are provided by the Progress Leader
- To use form time as an opportunity to discuss key progress concerns with students

Data Manager

- To ensure BROMCOM is prepared and available for assessment results collection in goodtime
- To support the data lead in ensuring that all data is submitted in a timely fashion
- To prepare data and reports for senior leaders, subject leaders and progress leaders
- To prepare student reports for issue to parents
- To prepare Progress Cards
- To prepare teacher data sheets (classes and form tutor)

Administration team

- To print and distribute progress cards and reports to Progress leaders
- To print and distribute class and form tutor data sheets
- To print data packs

Parents

- To use the reports to discuss progress with their child
- To use the report to highlight any concerns they may have
- To attend parents evenings and workshops as an opportunity to discuss reports with the class teacher

Students

- To use the reports to self-assess, and for discussion about progress with their teacher
- To carry their Progress Card at all times and act upon advice given to improve achievement outcomes

10. Monitoring

This policy will be reviewed annually by the Achievement Committee. At every review, the policy will be shared with the Academy Council

All teaching staff are expected to read and follow this policy.

Senior leaders will monitor the effectiveness of assessment practices across the school, through the line management process using: moderation, lesson observations, book scrutinies, student progress meetings, learning walks and RAG meetings.

11. Links with other policies

This assessment policy is linked to:

- Curriculum policy
- marking/feedback policy
- SEN policy
- Examination policy
- Your child's future success.....Education is changing
- T&L and joint CPD policy
- Attendance policy

Data Processing Flow Chart

