



**SMITHDON HIGH SCHOOL**

**POLICY AND PROCEDURES ON  
ASSESSMENT**

**April 2009  
Revised January 2011  
Re-adopted February 2013  
Re-adopted October 2014  
Re-adopted October 2015**

## 1. Introduction

An accurate assessment policy implemented effectively is essential to motivate all students and staff to monitor progress and provide accurate data to inform staffing and curriculum decisions.

## 2. Aims

- To maintain regular and accurate records of individual student attainment.
- To use assessment data in the following ways:
  - motivate and enthuse all students and staff
  - provide accurate progress reports for all students, parents and staff
  - set realistic and challenging targets for students, staff and departments
  - identify individual targets for students and class areas for improvement
  - identify staff training needs.

## 3. Roles and Responsibilities

### Class Teacher

- Inform students of their individual targets.
- Assist, motivate and enthuse the students in order to achieve target grades.
- Keep accurate assessment records and ensure these are available for parents, Heads of Department and students when requested.
- Monitor and evaluate progress within their own classes and inform the Head of Department of any issues.
- Assess accurately to the guidelines set by the awarding authority.

### Head of Department

- Monitor and analyse target and achieved grades across the whole department.
- Use the assessment data to devise action plans for individual students, classes and cohorts of students.
- Monitor and evaluate progress within their department.
- Ensure all teachers within their department fulfil their role and responsibilities.

### Head of Year

- Monitor the use of assessment across the year group.
- Use assessment data to evaluate progress and identify issues across the year group.

**Data Administrator**

- Keep accurate assessment data.
- Make assessment data available for all staff in a format that is useful and easy to analyse.

**Form Tutor**

- Disseminate assessment data to students and advise as appropriate.

**Senior Leader in charge of Assessment**

- Monitor, evaluate and implement all systems to ensure assessment data is used effectively.
- Ensure relevant and effective staff training takes place – reporting, tracking, assessment system.
- Provide staff training to make assessment more accessible and friendly in order to maximise its use.
- Implementation of reporting system to parents.

**Headteacher**

- Report to governors on a timetable of assessments and effectiveness of the Assessment Policy.

**Where there is any evidence of malpractice by teaching staff, this will be dealt with in accordance with the school's Staff Disciplinary Policy.**