



Assessment, Recording and Reporting Policy (Part 1)

Policy intended for:	Students
Category:	Monitoring, Assessment, Evaluation and Marking
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Policy implemented by:	Proprietor, Principal
Policy monitored by:	Principal, Deputy Principals, Examinations Officer
Reviewed by/when:	Principal, January 2018
Consultation with:	Senior Leadership Team (SLT)
Record of changes and additions:	



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1. Setting and Marking Work

Tutors set regular homework and progress tests for students to consolidate the material taught, to provide an on-going assessment of each student's progress and to inform teaching. Timed tests can be set for students and taken in the Study Room under supervised conditions during term time. Many students have allocated supervised study time on their timetables and the study room can be used by all students between tutorials. Regular standardised tests are completed by students every Saturday.

Work is marked for each student on a regular basis, recorded by tutors for their own records and on Engage /MIS System (see below).

2. Mock Examinations

Mock examinations are held in November/December and April for all students. The Examinations Officer will request scripts for mock examinations from tutors approximately one month before they begin. Tutors are paid to mark mock examinations by the College in accordance with the marking schemes and assessment criteria published by the examination boards and to produce an overall mark and grade.

Tutors report marks and grades for mock exams on the Engage/MIS System for recording and they are also used to inform the end of term reports in December and April and sent to parents.

3. End of Term and Interim Reports

Academic reports are submitted by each tutor and sent to parents at the end of each mock examination electronically after each mock.

Areas reported on include:

- Punctuality
- Effort
- Attitude
- General tutor comments
- Comments on marked work and grades
- Mock Exam results and comments

Interim reports may be requested by parents/agents and completed with the input from the appropriate tutors. Reports are filed with each student's College record in the office.

Informal reporting by means of a telephone conversation or email exchange with the Principal can be offered as an alternative to parents who prefer this means of communication.



4. Public Examinations

Public examinations are held in November, January, March and May/June. It is part of the tutor's responsibility to advise on which exams a student needs to sit in order to complete their chosen qualifications. The Examinations Officer liaises with tutors about the entry of public examinations to ensure that students are entered for the correct exams. For more information and procedures for external exams please refer to the College's Exam Policy.

The Director of Studies and Examinations Officer will remain up to date with changes to both the rubric of public examinations and resit policies.