



ASSESSMENT, RECORDING AND REPORTING POLICY

POLICY INTENDED FOR:	Students
CATEGORY:	Monitoring, Assessment, Evaluation and Marking
PUBLISHED:	Server, Policy Folders at College and Students Accommodations, Staff Handbook
POLICY IMPLEMENTED BY:	Principal, Chief Education Officer
POLICY MONITORED BY:	Principal, Deputy Principals, Examinations Officer
REVIEWED BY:	Principal
REVIEWED DATE:	August 2020
CONSULTATION WITH:	Senior Leadership Team (SLT)
RECORD OF CHANGES & ADDITIONS:	None
NEXT REVIEW:	August 2021

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SETTING AND MARKING WORK

Tutors set homework and regular 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 and assessments are set for all students and taken on Saturdays under supervised conditions during term time.

Work is marked for each student on a regular basis, recorded by tutors for their own records and on the iSAMS System.

MOCK EXAMINATIONS

Mock examinations are held in December and April for all students. There are also midterm reviews. The Examinations Officer will request scripts for mock examinations and midterm reviews from tutors approximately one month before they begin.

Tutors report marks and grades for mock exams, midterm reviews and Saturday tests on the iSAMS System for recording and they are also used to inform the end of term reports in December and April and sent to parents. A parental portal is also available, and this information may also be accessed from [here](#).

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 and are available via the parent portal after each mock.

- Areas reported on include:
- Attendance / Lateness
- General tutor comments
- Comments on marked work and grades
- Mock Examination and Saturday tests results and comments

Interim reports may be requested by parents/agents and completed with the input from the appropriate tutors.

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

PUBLIC EXAMINATIONS

Public examinations are held in May and 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 and Chief Education 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 examinations 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.

FURTHER INFORMATION

For further information about Assessment, Recording and Reporting at OIC please speak with Kim Terrar.

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Principal

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