



THE SYDENHAM & FOREST HILL 6TH FORM

**ASSESSMENT:
MONITORING PROGRESS AND
REPORTING ACHIEVEMENT**

MONITORING AND REPORTING

Aims

The aims guiding our policy on assessment, monitoring progress and reporting achievement are as follows:

- to maximise attainment and progression.
- to give students and their parents clear information about what is expected of them, the importance of attendance and deadlines and how decisions about them will be made.
- to ensure that there is a regular flow of feedback to students and parents about progress.
- to set out clear guidelines and criteria for public examination entry.

For all students and their parents/carers minimum attendance and work requirements are spelt out in the Learning Agreement signed at the start of Year 12. Students undertake to attend, be punctual, complete work on time, come to lessons with the correct equipment and abide by the rules of conduct. Good habits should be developed during the six week transition period at the beginning of Year 12.

Assessment

At Key Stage Five we use Fine Grades (1,2,3) for A Level and Vocational Qualifications

Eg A1 - implies completely secure at grade A

A2 - secure at this grade A

A3 - borderline, not safe, will require intervention to secure the grade A

Each subject uses a range of assessments informed by our A Level, BTEC and CTEC specifications to identify their progress and next steps. We recognise that learning is often not linear and therefore students may vary in their rates of progress over time and across different subjects.

We expect teachers to provide adequate time for deliberate and retrieval practice to embed the students' knowledge, understanding and skills securely. Teachers introduce subject content carefully and progressively and constantly demand more of students.

Progress is tracked carefully using both day to day class assessment as well as the assessment points identified in the calendar. Where a student appears to be underachieving a range of support and intervention strategies both in class and outside may be deployed.

Target Setting

Students' **target grades** are set using ALPS which provides aspirational targets based on students achieving in the top 25% nationally. These grades are calculated using each students GCSE outcomes.

We also ask students, in discussion with teachers and tutors, to have an **aspirational target grade** i.e. a grade that they aspire to achieve with hard work and application. This grade is usually one grade higher than the baseline grade, but not too unrealistic.

SFH6 Mock Exams

Mocks are an important part of the way we monitor student progress and they also inform our reports to parents. They should have a very high profile among students.

The key points are as follows:

- Mock examinations should be taken twice a year in all subjects during the identified period in the calendar.
- Preparation for Mock exams should be included in Schemes of Work
- Mock exams should be taken from past examination questions or the nearest practical equivalent in subjects like Art. A copy of the test plus the mark scheme should be given to the Head of Faculty/Curriculum Leader and Head of Sixth Form.
- To make tracking analysis effective teachers of a subject will review the outcome of Mock exams and will provide **one fine grade per student**, per subject just as in the final examination (e.g. C1, C2, C3)
- Each student should receive a grade in line with the marking system used at the end of the course. For example, an A Level student's work should be graded from A-U while a BTEC, CTEC or Level 2 student should be given a Distinction, Merit, pass or Fail.(D1, D2, D3 etc)
- Mock exam marks are entered electronically onto SIMS together with a Teacher Predicted Grade. The Teacher Predicted Grade is very important for us to predict likely overall and class performance at the end of the year and helps the Sixth Form to provide appropriate advice and guidance about progression after Sixth Form
- It is important that the relevant Curriculum Leaders/Subject Leaders/ Heads of Faculty ensure that Mock Exams in their area of responsibility are administrated consistently and the deadlines for the submission of marks are met.
- The Heads of Sixth will sample Mock exams and relevant mark schemes.

Mock exam results will be used for the following purposes:

- To report to parents/carers about the progress of students.
- By Curriculum Leaders/Heads of Faculty and the Academic Board for monitoring/intervention and action.
- By Tutors/ Heads of Sixth/Curriculum Leaders and subject teachers to intervene if students are not meeting their aspirational grades and to encourage students doing well.
- To provide analysis about the performance of individual classes, year groups, gender or ethnic groups etc. To make predictions about likely final results.
- To determine final examination entries
- To make progression recommendations

SFH6 Assessment Calendar 2020-21		
September		
Day/Date		
Mon	21	Year 13 Practice Exam Week (All Week)
Fri	25	Year 12 Transition Data
Thu	8	Year 13 Progress Point 1

Thur	22	Year 13 Parents' Evening
November		
Day/Date		
Mon	2	Year 12 Assessment Week (All Week)
Fri	13	Year 12 Progress Point 1
January		
Day/Date		
Thu	14	Year 12 Parents' Evening
Mon	25	Year 13 Mock Week 2 (All Week)
February		
Day/Date		
Mon	8	Year 12 Assessment Week (All Week)
Thu	11	Year 13 PP3 deadline
Wed	24	Year 12 PP2 deadline
Thu	18	Year 13 PP3 deadline
May		
Day/Date		
Wed	26	Year 12 End of Year Exams begin (until 11 th June)
June		
Day/Date		
Mon	7	Year 12 End of Year Exams Continue this week
Wed	23	Year 12 PP3 deadline
July		
Day/Date		
Thu	1	Year 12 UCAS Subject Statement deadline