



MERCHANT  
TAYLORS'  
SCHOOLS

For Boys and Girls  
aged 4 to 18 years

# ASSESSMENT, RECORDING AND REPORTING POLICY

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## ASSESSMENT, RECORDING, AND REPORTING POLICY

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### Purpose

Assessment is an integral and valuable element of the learning process, in order to diagnose difficulties and monitor progress. It should help all pupils to become better learners and more confident persons.

We need to recognise the whole range of pupils' achievements and experiences, and to have accurate and comprehensive records of them. Where appropriate pupils should contribute to the assessment of their own work and progress, and become aware of the criteria against which their work will be judged.

Pupils need to understand what is expected of them.

The outcomes should (i) inform subsequent work

(ii) be constructive and helpful to pupils, teachers and parents.

### Guidelines

1. All Year 7 girls will be assessed upon entry into the school using MidYis.
2. There can be no one prescribed method of recording pupils' achievements as different departments work in different ways. It is the Head of Department's responsibility to ensure that a common policy for recording exists and is understood and acceptable to all the teachers working within that department.
3. Assessment should support learning and improve standards. Heads of Department should ensure that assessment and marking are consistent across their department. Cross marking is advised where appropriate, particularly in the assessment of work for external examinations.
4. Formal examinations will take place at least once a year for all pupils. The results of these examinations will be kept on record in school and will be issued to parents. The results will be analysed to inform the Form Tutor, Assistant Headteachers, Deputy Head and Headmistress in order to monitor the progress and standards of individual pupils. This will provide guidance about what action is needed for further progress to be made. Pupils may be interviewed to discuss their progress and / or parents informed.
5. Parents will receive full written reports from individual subject staff and Form Tutors twice a year, except in Years 10, 11 and 12 & 13 when only three will be issued over a two year period. These reports will indicate both attainment and effort. They will be summative, indicating progress over time and formative, providing ongoing information. Subject profiles are issued to Sixth Form students as appropriate.
6. Meetings will be held annually for parents to discuss their daughter's progress with subject staff. Meetings to discuss an individual girl's progress can also be arranged at the request of either the school or the parent.
7. See also the School Marking Policy.
8. Assessment is used to place pupils in divisions in Mathematics.
9. Assessment of personal qualities and social skills are undertaken through the compilation of Form Tutor reports and reference material.
10. A-Level results will be analysed using ALIS and the data discussed with Heads of Department.