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**PMGHS Assessing Work and Feedback Policy**

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| **Approved by:** | Headteacher |  |
| **Last reviewed on:** | November 2021 | |
| **Next review due by:** | November 2023 | |

**PMGHS Assessing Work and Feedback Policy**

**Aim**

To provide a considered and planned approach to assessment which is meaningful, manageable and motivating and which provides pupils and teachers, with appropriate performance indicators.

**Objective**

To ensure that teachers plan and interleave assessments as part of curriculum delivery.

To ensure that diagnostic marking identifies where pupils are in their learning and enables them to understand the steps needed to make progress.

To ensure that literacy is checked across all subjects using core literacy symbols.

To ensure that questioning and oral feedback allow students the opportunity for self-reflection and have impact on their progress.

To use relevant assessment strategies (such as live marking, self and peer assessment, formative and summative feedback) deemed appropriate by Heads of Faculty and Subject Leads, for the aims and objectives of the units of study.

**Rationale**

Assessment and feedback, both written and oral, are essential elements of assessing student progress and this is recognised at PMGHS as an integral part of teaching and learning.

Assessing work helps to provide a picture of a student’s progress and achievements and identify their next steps in learning. Effective assessment, in a range of forms, leads to better progression.

**Expectations**

**Key stage 3**

Two assessments will take place each half term. For example, from September to October half term, there will be two assessments.

Every ***end*** of half term assessment will be diagnostically assessed, and this will be centrally collated. Diagnostic assessment will provide quality feedback which is linked to learning outcomes and success criteria.

The nature of mid half term assessment will be decided by Heads of Faculty and Subject Leads and will be planned as part of the curriculum delivery in order to allow students to make progress by identifying the next steps in their learning.

The assessment of work will be carefully monitored by the Head of Faculty each mid half term and each end of half term.

Summer 6 assessments are end of year tests, designed to assess student progress across the entire year.

**Key stage 4**

Four assessments will take place each term. For example, from September to December there will be two assessed pieces of work (classwork and/or homework) and two end of unit assessments – one for each half term.

Every assessment will be diagnostically assessed, and this will be centrally collated. Diagnostic assessment will provide quality feedback which is linked to learning outcomes and success criteria.

**Literacy Marking**

Literacy is the responsibility of all staff within school.

All staff should use the basic codes, shown below, in their marking of pupil work.

Spelling = Sp

Capital letter = Cap

Punctuation = P

Expression = Exp

New paragraph = Np

Grammar = Gr