



# Underley Garden

## Assessment, recording and reporting policy

<b>Created:</b>	September 2012
<b>Reviewed:</b>	May 2020
<b>To be reviewed:</b>	May 2021

## **Assessment, Recording & Reporting Policy**

### **Introduction**

**Assessment, recording and reporting of young people's progress are essential to ensure that they all make the best possible progress through studying an appropriately differentiated curriculum. Assessment, recording and reporting is central to informed curriculum planning for each young person and to ensuring that teaching and learning approaches build on young people's strengths and abilities and reduce any barriers to learning that they experience.**

This policy accepts that Underley Garden must actively seek to meet all statutory obligations with regard to assessment, recording and reporting. In addition, a variety of additional tools are used to ensure that the needs of individual young people are appropriately understood and planned for.

Available technology is used for assessment, monitoring, recording and reporting. This ensures that procedures are efficient, robust, flexible and powerful and allows data to be more easily accessed, stored, utilised, compared and transferred.

Various Underley Garden Subject Curriculum documents should be read in conjunction with this policy, as assessment, recording and reporting is integral to many facets of school life.

As a school we have a diverse number of young people and as outlines in our Curriculum Policy, we have created Pathways which outline different curriculums that our young people follow dependent on their needs. Below we have outlines how we assess the different curriculums and the resources we use to complete this, as well as the process we undertake to ensure teachers are tracking pupil's progress as well as striving to ensure they are challenged at the correct rate for their individual learning journeys.

### **Assessing the National Curriculum**

If our young people are following the Daisy or Sunflower pathway, they have some elements of the National Curriculum within their journey. We are tracking young people's progress using 'Rising Stars NC14 Progression Framework'. This provides a breakdown of the National Curriculum into smaller steps to show young people progress. This will cover all subjects, and uses the 'beginning, developing, secure and exceeding' terminology to demonstrate 'depth and breadth' of knowledge and understanding. The Progression Framework also provides 'what to look for' guidance linked to the assessment criteria to support robust teacher assessment judgements, moderation and evidence gathering.

For each young person, we have taken in to consideration all elements of the learning profiles in order to outline the amount of progress they should be making within a year- this is then tracked every term to ensure the young people are making adequate progress.

The Rising Stars NC14 Progression Framework model of progression offers learners, parents, carers, school staff, Local Authorities and Governors a clear picture of the skills, knowledge and understanding that are essential for progress and development.

We have found the 'Rising Stars' model of progression enables us to make sound "best fit" judgments, diagnose gaps and weaknesses and plan for activities that offer appropriate challenge in order to close the gap with peers in mainstream schools. Learners are motivated both by being able to see short but vital steps taken and understand what they need to do next and the significant long term progress they have made from their baseline.

At present a lot of our learners don't make the required progress to move at the average rate, this means our steps of progress are smaller on rising stars than the average; to conquer this, we have ensured we have assessed every young person's individual needs in order to outline what their progress should look

like throughout the year. This is then assessed by SLT in order to ensure our young people are reaching their full potential.

Sometimes our young people start to “flat line” on Rising Stars; this is flagged to SLT and we review the young person’s progress as a multidisciplinary team to decide the next steps for the young people.

### **Links to Curriculum Policy**

While independent school standards do not require National Curriculum coverage, our school is committed to covering the National Curriculum and its programmes of study wherever possible. This commitment must however be consistent with any Education Health Care Plan for any young person which may well prioritise particular subjects or key areas of learning.

We face a number of challenges around the curriculum and ensuring that the young people are placed in the best class to meet their needs. These include;

1. Many of our young people have missed significant amounts of their education and may well have missed important curriculum elements.
2. Our young people often need to be grouped with reference to their needs, rather than on their chronological age.

For both these reasons we may need to select elements of the curriculum from more than one year’s plan, and to find a ‘best fit’ for each young person and for the group.

### **Areas of responsibility**

Class teachers are responsible for:

- Assessing young peoples and referring to assessments completed by therapists and psychologists
- Using these assessment results to set and review appropriate learning targets for the young people in their class
- Maintaining the young people’s assessment records
- Coordinating the compilation of the termly report when requested
- Providing the relevant data to inform the EHCP reviews.
- Leading termly Progress Meetings

Subject Leaders are responsible for:

- Monitoring and evaluating teaching, learning and assessment practices within their subject
- Attending where possible subject moderation meetings
- Monitoring and evaluating young people’s progress and performance within the key stages
- Reviewing individual young people’s progress files

The Head of School and Lead Teachers are responsible for Curriculum and Assessment aims to ensure that the Assessment, Monitoring, Recording and Reporting policy is comprehensive, coherent, integrated and adhered to throughout the school.

## Purpose

- To establish a coherent approach to assessment across Underley Garden.
- To provide clear guidelines on the school's approach to assessment.
- To provide a system which is clear to young people, staff and stake holders.

## Aims

- To establish (baseline) young people's knowledge, skills and understanding upon intake, including strengths and areas of difficulty
- To inform teacher's planning and teaching approaches to ensure that the needs of individual young people are met
- To regularly monitor the knowledge, skills and understanding of individual young people
- To implement effective systems for recording assessment data
- To ensure the young people are being offered the correct pathway for their needs
- To appropriately report achievement and progress to young people, parents/ carers and local authority officers
- To evaluate performance against individual, cohort and whole school targets.
- To use the school's intervention approach to determine need and level of intervention

## How Assessment, Recording and Reporting works at UG

Throughout a young person's journey at UG they will experience Formative, Summative and Diagnostic assessment (*see appendix 1 for further assessment styles information*). These ongoing assessments will be influenced by:

- Policy
- Individual need
- Joint working with Local Authorities and parents

## The common 'Formal' assessment tools used are (National Curriculum):

Assessment tool	Outcome
• Classroom Monitor teacher assessment	✓ Subject National Curriculum
• Suffolk Single word spelling Assessment	✓ Spelling Age
• Neale Reading Analysis	✓ Reading & Comprehension Age
• Weschler Abbreviated Scale of Intelligence (WASI)	✓ Standardised psychometric test of intelligence: Verbal IQ/Performance IQ/ FullScale IQ
• British Ability Scales II (BASII)	✓ Standardised psychometric test of intelligence: Verbal IQ/Performance IQ/ FullScale IQ ✓ Word Reading age and percentile Spelling Age and percentile

### Assessment for Personalised Curriculum:

Quantitative assessment is collated using MAPP (Mapping and Assessing Personal Progress). MAPP is a suite of materials developed by The Dales School (a special school for children with severe and complex learning needs) to facilitate assessment and recording of progress in relation to personal learning intentions.

Progress toward learning intentions will be monitored and assessed using the Continuum of Skills development (CSD). This assesses for 4 aspects of skill development on a 10 point scale.

- Prompting- Increasing independence
- Fluency- Combining speed and accuracy
- Maintenance- becoming more consistent over time
- Generalisation- performing in different settings with different people

Assessment for personalised learning should be ongoing and dynamic, and learning intentions should be monitored and tracked intensively. Evidence to support learning and judgements made on the CSD should be backed up with Evidence of Achievements, with a combination observations and photographic evidence, video evidence uploaded to SeeSaw (our on line platform for sharing information with parents), and continual recording and reporting using a daily Marking and Feedback sheet.

Marking Codes for Work and Witnessed Evidence	
I-Independent S-Supported by an adult HH-Hand over hand VP-Verbal Prompts PP-Physical Prompts	1-No attempt made  2-Emerging with prompting  3- Achieved with minimal support  4-Achieved confidently/independently  5- Generalised

The CSD should be updated on a frequent basis to record accurate levels of progress. This can be then be used to generate a progress score across the target or curriculum area as a whole, and this information will be used in reports, to review progress and to develop and re-focus learning intentions.

Learning intentions and progress towards them will be considered during EHCP review meeting, and used to inform considering outcomes and aspirations for the young person.

### Marking and Feedback

Marking and Feedback are an essential part of the teaching and learning process. When used effectively marking and feedback can help young people become better learners by giving a clear picture of what they have done and what they need to develop, through the suggestion of individual strategies for improvement. An opportunity is also provided for recognition and praise for achievement. It is important

that there is a consistent approach across the school and the young people are given the opportunity to respond to the feedback given, where applicable.

Learners accessing a Personalised Curriculum will have consistent and frequent observation and feedback with specific focus on their learning intentions. Broad and well detailed feedback on skill development ensures appropriate target setting and flexibility in terms of moving away from a learning intention or into a new one.

The marking codes relating to the personalised learning curriculum utilises structured coding and numeral systems to allow qualitative and quantitative data collection.

### **Monitoring and Evaluation**

There is a termly Assessment, Recording and Reporting cycle. Within this cycle the following monitoring and evaluation occurs –

- Termly review of planning Files including assessment activities by SLT.
- Lesson Observations.
- Analysis of young person achievement by Head of School/Assessment Leader before progress meetings and annual reviews.
- End of term subject reports and assessment data checked by Form Tutor and Head of School.
- Assessment data included in annual review checked by Form Tutor and Head of School.
- Moderation carried out by Lead Teachers/Data and Assessment Co-ordinator to ensure teachers are making accurate judgements.
- Collation of moderated work and feedback given to teachers in order to support.
- Data and Assessment collation made by Lead Teacher in order to action any concerns and inform future assessment and planning.

### **Monitoring and Evaluation Cycle**

<b><u>Bluebell</u></b>	<b><u>Daisy</u></b>	<b><u>Snowdrop</u></b>	<b><u>Sunflower</u></b>
Termly Planning	Termly Planning	Termly Planning	Termly Planning
Internal Verification	Internal Verification	Internal Verification	Internal Verification
Assessment in line with personalised learning intentions	Assessment in line with Classroom Monitor targets	Assessment in line with Open Awards Criteria	Assessment in line with Classroom Monitor targets
	Assessment in line with personalised learning intentions	Assessment in line with personalised learning intentions	
Internal Verification	Internal Verification	Standardise Using Open Awards Criteria	Internal Verification
	External Verification where appropriate	External Verification where appropriate	External Verification

\* Personalised Curriculum Assessment (Continuum of skill development) - see Appendix Three

Monitoring and evaluation in terms of external verification of assessment activities also occurs through the accreditation systems set out by Awarding bodies including Open Awards, ABC Awards, WJEC, AQA.

*(See appendix 3 for specific Assessment, Recoding & Reporting cycle with responsibility identified).*

## Appendices

Appendix 1: Introduction to Assessment

Appendix 2: The Assessment, Recording & Reporting Cycle

Appendix 3: Personalised Curriculum Assessment (Continuum of skill development)

## Appendix 1:

### Introduction to assessment

There are two parts to assessment:

- *Assessment Of Learning* which is used to make judgments about attainment, it finds out what the young people know.
- *Assessment For Learning* finds out what the young people know/rate of progress and uses this to inform planning of their 'next steps'.

Styles of Assessment:

- A *formal assessment* is based on the results of standardised tests or other exams/tests that are administered often under regulated or controlled test-taking conditions. In the process of a formal assessment, data is collected on young people performance on the test or tests to determine the level of academic achievement or various other characteristics under analysis.
- An *informal assessment* is a method of measuring an individual's performance by casually watching their behavior or using other informal techniques i.e. questioning during starter and plenary activities. Informal assessments are different from formal assessments such as standardised tests or graded formal presentations because the graded individual is less aware of the assessment in progress.

Types of assessment

- *Summative* is Assessment Of Learning, and tends to use *formal* assessment methods. It is used mainly to measure performance and clearly identifies a standard of young people attainment. It is carried out at the end of a period of learning.

Examples

- External Examinations
  - Internal School/College Examinations
  - End of Topic/Unit Tests or tasks
  - End of Term Teacher assessments
- 
- *Formative* is Assessment For Learning and is ongoing, providing evidence of and for progression in learning. It supports learning through identifying difficulties, providing feedback and diagnosing future learning priorities.

Examples

- Class work
  - Home work
  - Questioning
  - Oral Discussion
  - Presentation
  - Short Recall Test
  - Practical Project
  - Research
- 
- DIAGNOSTIC is both Assessment For Learning & Assessment Of Learning and is a *Formal* assessment method. These can be one off tests or can be used as a Summative form of assessment. They identify areas of need for specific intervention.

Examples

- Spelling accuracy test
  - Reading & Comprehension tests
  - Specific therapeutic assessments administered by Educational Psychologist, SALT, OT etc
- 
- SELF ASSESSMENT is Assessment For Learning. It encourages young peoples to take responsibility for their own learning by: Evaluating their own achievement against shared learning outcomes;



Identifying their own strengths and areas for improvement; Encouraging individual learning goals and action plans for future progression; Fostering a self-reflective learning culture; Encouraging independence in learning

Examples

- Lesson Plenary sessions
- Progress File
- Progress Meetings

This policy will be reviewed annually

## UG Assessment, Recording & Reporting cycle

### Overview

Sunflower	Daisy / Snowdrop	Bluebell
<p><b>Upon entry – within first 8 weeks</b></p> <ul style="list-style-type: none"> <li>• Reading accuracy &amp; comprehension testing</li> <li>• Spelling accuracy testing</li> <li>• Diagnostic Psychometric &amp; Standardised Literacy &amp; Numeracy assessment</li> <li>• Speech &amp; Language assessment &amp; advice</li> <li>• Occupational Therapy assessment &amp; advice</li> <li>• Base lining of Knowledge against National Curriculum using Classroom Monitor</li> <li>• Setting of National Curriculum for End of Term &amp; Key Stage</li> <li>• Setting of Joint Targets</li> <li>• Initial Placement Review Meeting</li> </ul>	<p><b>Upon entry – within first 8 weeks</b></p>	<p><b>Upon entry – within first 8 weeks</b></p>
<p><b>Daily</b></p> <ul style="list-style-type: none"> <li>• Reviewing of progress in lessons against personalised session objectives through questioning and observing</li> <li>• Marking, photographing &amp; videoing of work/outcomes</li> <li>• Oral feedback to students</li> </ul>	<p><b>Daily</b></p>	<p><b>Daily</b></p>
<p><b>Termly</b></p> <ul style="list-style-type: none"> <li>• Reviewing &amp; resetting of Joint Targets</li> <li>• Accreditation through Open Awards Diploma, Award &amp; Certificate units at Entry Level 1 &amp; 3 and Levels 1 and 2</li> <li>• Progress Meetings during which general progress is reviewed</li> <li>• Maintaining &amp; updating Student Progress Files</li> <li>• Update marking on classroom Monitor as the young people achieve targets</li> <li>• Update evidence on Classroom Monitor for met targets</li> <li>• Personalised learning</li> </ul>	<p><b>Termly</b></p>	<p><b>Termly</b></p>
<p><b>End of each term</b></p> <ul style="list-style-type: none"> <li>• National Curriculum progress using Classroom Monitor</li> </ul>	<p><b>End of each term</b></p>	<p><b>End of each term</b></p>

<ul style="list-style-type: none"> <li>• Target setting &amp; recording of NC Levels</li> <li>• Term Report to young people, parents &amp; Referring Authority</li> <li>• Data and Assessment coordinator reports and reflects on progress made by all pupils</li> </ul>	
<p><b>Twice Annually</b></p> <ul style="list-style-type: none"> <li>• Reading accuracy &amp; comprehension testing</li> <li>• Spelling accuracy testing</li> </ul>	<p><b>Twice Annually</b></p>
<p><b>Annually</b></p> <ul style="list-style-type: none"> <li>• Statutory Annual Review Meetings</li> <li>• Accreditation through GSCE's, Entry Level Qualifications &amp; Open Awards Certificates and Diplomas</li> <li>• Analysis of Accreditation results against Key Stage targets</li> </ul>	<p><b>Annually</b></p>



**Termly Assessment, Recording & Reporting cycle**

Approximate timings over a 14 week term	Week 1	Week 2	Week 3	Week 4/5/6/7/8	Week 10	Week 11	Week 12	Week 13/14
Subject	Target Setting Day: Subject Teacher meets with young people re Subject Targets				Target setting meeting: Review and evidence. New targets set		School Report deadline	
Young People	Form Tutor meets YP re ILP targets	Progress Meeting: Review of Progress file & ILP				Progress Meeting: Review of Progress file & ILP		Report meeting with young people and parent: Feedback on progress with Progress file to support. Share new subject targets
Form Tutor	Form Tutor to set new ILP	(This is also facilitated before S.A.R for each young person)			Monitor quality of subject reports			

Monitoring & evaluation	Planning File Review: Verification of planning and Assessment activities	Analysis of Young People Achievement by Head of School	Lesson Observations		Lesson Observations	Analysis of Young People Achievement by Head of School	End of term reports checked by Head of School	
Assessment - (Ongoing Formative & Summative Assessment Throughout Term)					Standardisation Meetings	Assessment results added to school database		

### **Appendix 3:** **Personalised Curriculum Assessment (Continuum of Skill Development)**

Personalised Curriculum is different to most commonly used approaches to planning and assessment and utilises an assessment tool developed by The Dales School known as the Continuum of Skill Development (CSD).

At the broadest level Personalised Curriculum is made up of the five main areas of the EHCP and encourages and assesses progress at its smallest stages. Learning intentions are based around EHCP long term outcomes, and are developed by discussion and planning from a wide multi-disciplinary team surrounding the young person. The long term outcomes are fragmented to develop short term learning intentions that are set out using a SCRUFFY, as opposed to SMART target setting framework. A scaffolding approach is used for developing a curriculum to meet needs that center around communication and interaction, cognition and learning, social emotional and mental health, sensory and physical and preparing for adulthood.

The Continuum of Skill Development (CSD) is used to assess progress against learning intentions. The CSD facilitates the recording of lateral progression and allows qualitative data to be represented both graphically and numerically. The CSD is composed of a set of descriptors and a numerical rating scale. Measurable data can be produced and represented graphically. This gives a clear and detailed view of progress and this is used in setting new learning intentions or adjusting existing ones.

The CSD assesses the development of four aspects of a skill on a four-point scale. The four aspects are: prompting, fluency, maintenance and generalisation:

- Prompting is about increasing independence.
- Fluency is about combining speed and accuracy.
- Maintenance is about becoming more consistent over time.
- Generalisation is about performing in different settings with different people.

Personalised Curriculum is a person-centred, needs-led approach rather than a subject-based content-driven approach. The overall design addresses some key issues relating to appropriate learning approaches for young people with severe and profound learning difficulties:

- It recognises and tracks lateral progression - the development of the *same* skill or set of skills over time rather than the acquisition of new skills. It shows progress as young people work towards the acquisition of a skill, gradually gaining competence, rather than simply checking off when a skill has been achieved.
- It recognises and tracks learning of skills that are not susceptible to task analysis (e.g. sharing attention to task, showing consideration for others, the refinement of motor skills such as hitting a switch or forming a Makaton sign). All of these things can be developed through the use of resources, experiences and responsive teaching strategies but not through the chunking and chaining of a target.
- It acknowledges the differing strengths and needs of individuals and recognises the fact that some may need to spend far more time than others in a given area of learning and that for some individual's certain skills may remain always inaccessible and therefore need to be bypassed or replaced.
- A learning intention is defined not by referring to the next unchecked item on a list but because it relates to an important, relevant and realistic skill for that individual learner at that time.
- It enables teachers to focus on those things that will have an impact on young people's lives. Personalisation involves stripping away the less important areas of learning and focusing on the more important ones. This is critical to making the best of what is limited time in school.

There is more information on The Dales School website: [www.thedalesschool.org](http://www.thedalesschool.org)