

## **OKAIHAU POLICY: ASSESSMENT**

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### ***Rationale***

We expect staff will assess all students. We wish to ensure that there is a regular and purposeful assessment of achievements in subjects and that parents/caregivers are aware of progress.

### ***Purposes***

1. To ascertain the degree to which the objectives stated in Units of Work are being met.
2. To ensure we are working towards national and/or local curriculum guidelines.
3. To help class teachers identify students having difficulty and attempt to assist them. Teachers planning to accommodate the range of abilities within the class.
4. To ascertain the effectiveness of programmes and attempt to improve on those which do not appear to be achieving the anticipated results.
5. To assess for national and/or local qualifications.
6. To provide feedback to students, parents and caregivers.

### ***Guidelines***

1. Not all work needs to be formally assessed.
2. There is a need for informal or diagnostic assessment.
3. There must be a formal assessment programme.
4. Teachers must decide which knowledge and skills are required and what standard it is hoped will be achieved.
5. Schemes should outline assessment requirements for the course or subject. Where appropriate this should include self-assessment by students.
6. Longer-term assessment projects, such as a research assignment, should be monitored regularly to check for progress.
7. Where appropriate a formal marking and testing programme should provide a regular check on both skill retention and the development of new skills. Practice is important.
8. HODs must ensure that all teachers in the Department are following an assessment programme and provide guidance where required. Regular in-service training should be available.
9. Teachers will keep full records of each student's results, both on paper and electronically and will be reported in a timely manner. These are confidential.
10. The school should ensure that the budget makes provision for this policy.
11. Students with special needs will be identified as in the Policy on Learning Support and appropriate assistance will be provided to ensure fair assessment eg reader writer, time allowance etc.
12. Assessment should be transparent; juniors unit by unit assessment programme, seniors yearly assessment hand-out at beginning of year.