



THE COLNE
COMMUNITY SCHOOL & COLLEGE

Reporting and Assessment Policy 2018 – 2019

This Document was originally approved:	2013
This Document was Last Reviewed:	October 2014
This Document is due for review:	2019

Interim Executive Head Teacher: [Neil Gallagher](#)
The Colne Community School and College, Church Road, Brightlingsea, Essex, CO7 0QL
Tel: 01206 303511 | Fax: 01206 302258 | Email: mail@colne.essex.sch.uk

colne.essex.sch.uk



The Sigma Trust, a company limited by guarantee registered in England and Wales
Registered Office: Walton Road, Clacton-on-Sea, Essex. CO15 6DZ Tel: 01255 424266
Company No 7926573



Assessment

Students will be set revision homework during the week prior to half-term and as a study task for the half-term holiday. The two weeks immediately after the half-term holiday will always be Assessment & Review Week during which progress is reviewed and tests/mock examinations and levelled assessments will take place. The school will continue to use the National Curriculum levels for assessments and reports during the Academic Year 2014-2015.

This procedure has the benefit of: -

- Developing regular revision/learning habits
- Ensuring that all students become accustomed to examination procedures, rules and expectations
- Providing staff with a clear and regular framework so that everyone knows when test/assessments take place
- Enabling staff two to three weeks after Assessment Week to mark the tests/exams and produce grades. Grades and comments will be transferred to Class Marksheets on SIMS and this will enable Reports to be printed ready for distribution at the end of the term.

In preparation for Assessment Week all subjects will produce an exam/test/assessment based on the work covered in the previous half-term or exam specification if it is a KS4 or KS5 group.

- KS3 reviews/assessments will take place during normal lesson times, in classrooms with subject teachers. The normal timetable will continue throughout the week.
- Year 10 assessments will take place during normal lesson times as for KS3.
- Year 11 students will have a mock examination week during November otherwise assessments will take place during normal lessons.
- KS5 assessments will take place during normal lesson times. The timetable is arranged in two hour blocks thus providing ample time for assessments.

Above all the aim is to establish a system that is clear, straight forward and workable; a system that instils good habits and becomes embedded in the school.

The Reporting System

Reports will be....

- Issued three times a year and will follow logically on from the October, February and May Assessment & Review Weeks.
- Available for students and tutors during the penultimate week of term to be used for target setting
- Emailed home to parents/carers during the final week of term.
- Accompanied by a Target Setting Sheet for students to record progress and targets, this will then be stapled into the Students' Personal Organiser

The Spring Term Report for Years 11, 12 and 13 will be their final report and include predicted grades.

The May Assessment week will be for Years 7 – 10 only as Years 11, 12, 13 will be involved in public examinations at this time.