






Christ The King Sixth Form College

Assessment and Feedback Policy

Mission Statement

We are a Catholic College dedicated to the education and development of the whole person, so that all students can realise their full potential.

To achieve this as a community we will:

-  Provide the highest standards of teaching and learning.
-  Expect students to show commitment to their studies and the Christian values of the College.
-  Provide equality of opportunity, with mutual respect and positive encouragement.
-  Build and further develop a partnership with parents, schools, parishes, higher education and the local community.
-  Value staff and support their professional development.

In doing this we will reflect Christ's teaching in the life and work of the whole College.

1 Introduction

- 1.1 Christ The King College recognises the importance of clear, accurate and regular assessment and feedback in supporting the education and personal development of students.
- 1.2 At Christ The College all assessment and feedback activity takes place within the context of the mission statement and helps to give effect to the ethos of the college.
- 1.3 Assessment is defined as the process of evaluating students' work against clear relevant criteria so that an informed judgement can be made regarding progress.
- 1.4 Feedback is defined as the process of communicating the outcomes of assessment activity, showing how the level of work compares with the relevant criteria and what needs to be done to improve.

2 Purpose of the Policy

- 2.1 The assessment and feedback policy aims to provide an overarching framework within which all assessment and feedback activity at the college takes place.

2.2 The framework for assessment and feedback includes:

- ✚ The place that assessment and feedback activity has on all courses at the college.
- ✚ The manner in which assessment and feedback takes place.
- ✚ The regularity with which assessment and feedback occurs.
- ✚ The need to keep accurate and complete records of assessment activity.
- ✚ The process by which assessment decisions can be appealed.

2.3 All teaching departments are required to create and implement departmental assessment and feedback policies that are consistent with the overarching framework and address each of the areas outlined in 2.2.

3.3 **The importance of assessment and feedback**

3.1 Assessment and feedback are regarded as essential elements of all courses at the college.

3.2 Students' work subject to assessment and feedback includes classwork, homework, coursework and examination work.

3.3 Course schemes and materials refer to the assessment activity that takes place on programmes and this provides clarity for both staff and students.

3.4 Upon enrolling on a course students agree to undertake all assessment activities to the best of their ability and to meet the required deadlines. Students also agree to use feedback received on assessments to help improve performance.

3.5 Teaching staff on courses are responsible for ensuring that assessment activities take place to agreed schedules (where appropriate) and that students are informed of the criteria that will be used for that assessment. Teaching staff are also responsible for providing clear, accurate and constructive feedback on assessment activity so as to encourage improved performance by students.

3.6 Appropriate and regular use of baseline and target grades is an important aspect of assessment and feedback at the college. All departmental assessment and feedback policies are required to reflect this.

4 **The assessment and feedback process**

4.1 All assessment takes place in a transparent, fair and consistent manner. Appropriate notification is given of assessment requirements and opportunities and students are given appropriate time in which to complete assessments.

4.2 With regard to coursework required for external accreditation/recognition the following applies (subject to awarding body requirements):

- ✚ Draft outlines/coursework is submitted for initial assessment and feedback as to how it can be improved.
 - ✚ Clear instructions are given to students regarding the criteria for assessment, along with deadlines for further and/or final submission of the work.
 - ✚ Failure to submit final versions of coursework may result in the work not being assessed and/or withdrawal from the external accreditation/examination. Once final versions of work have been assessed and moderated there will be no further opportunities to revisit the coursework.
 - ✚ Coursework is assessed and internally moderated as required by the relevant Awarding Body. Each department ensures that there are clear and comprehensive internal moderation procedures in place and that these are described in the departmental assessment and feedback policy.
- 4.3 With regard to class and homework the following applies:
- ✚ Guidelines included in course handbooks provide clear details of the purpose, rationale and criteria for ongoing assessment.
 - ✚ All class and homework required for assessment should be submitted on time. Persistent failure to do so will result in performance monitoring procedures being instigated in and may result in work not being marked and/or withdrawal from the subject.
 - ✚ Work will be marked according to departmental policy and feedback provided on how to improve.
- 4.4 With regard to tests the following applies:
- ✚ Guidelines included in course handbooks provide clear details of the purpose, rationale and criteria for assessment.
 - ✚ Students prepare thoroughly and complete the test to the best of their ability.
 - ✚ Students arrive for the test in good time. Any students who is unable to be present needs to provide documentary evidence of their reasons, which meets the approval of the subject teacher. All students who miss a test take it at later date, as instructed by the teacher.
- 4.5 Feedback given to students on assessments that have taken place is constructive, accurate and promotes positive encouragement.
- 4.6 Feedback provides clear guidance as to how work can be improved and refers to performance in relation to baseline and/or target grades.

- 4.7 Feedback given is consistent with the requirements outlined in the Standards for Teaching and Learning.

5 **Regularity of assessment and feedback**

- 5.1 Assessment opportunities arise at regular, appropriate times throughout a course. Specific details of assessment schedules are contained in departmental policies and/or course documents given to students.
- 5.2 It is recognised that the regularity of assessment opportunities varies across different courses due to the nature of the subjects studied, however, there is a college expectation that all students are assessed and receive feedback on their performance at appropriate intervals throughout their time on a course.
- 5.3 The time taken to assess and provide feedback on students' work will vary from course to course and will depend upon the size/length of the piece of work submitted. However, all work should be assessed and feedback given within agreed departmental timescales. This will usually be within two weeks from the date of submission, except for large pieces of coursework where the time taken will be longer.

6 **Records of assessment outcomes**

- 6.1 There is a college requirement that all teaching staff maintain an accurate, current record of assessment outcomes for the students in their group/s.
- 6.2 Records of assessment outcomes need to be located for ease of access within each teaching department.

7 **Appeals**

- 7.1 All assessed work should help students to improve. However, if a student believes that work has not been fairly assessed, he or she can appeal. Initially the appeal should be discussed with the teacher and Head of Department. If the appeal is not resolved it can be put in writing to the Vice Principal. The Vice Principal will consider the case and respond in accordance with the complaints policy procedures.
- 7.2 For external coursework, students have the right to appeal as described by the relevant Awarding Body. Procedures for these appeals should be explained in the Department Assessment and Feedback Policy.