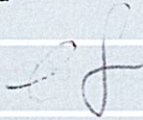




# Assessment Policy

<b>Approved by:</b> Governing Board	<b>Date:</b> 11-12-23
<b>Signed by:</b> Cathy Smith 	<b>Position:</b> Chair
<b>Last reviewed:</b> December 2023	<b>Next review due:</b> December 2024



Monitoring arrangements:

This policy will be reviewed annually but may be reviewed earlier if deemed appropriate by the Chief Executive or Trustee board.

Author: MG	Title: IC Head	Ref:	Date: 11-12-23
Inclusion Education is the working name of Inclusion Hampshire CIO registered number 1162711			

## 1. Introduction

### 1.1 Purpose

The purpose of this policy is to provide guidelines and procedures for the assessment of students at Inclusion College. It aims to ensure that assessments are fair, reliable, and valid, and that they support student learning and progress.

### 1.2 Scope

This policy applies to all students, staff, parents, and the wider school community involved in the assessment process within Inclusion College.

### 1.3 Legislation This policy adheres to the following UK government legislation:

Education Act 2002

The Special Educational Needs and Disability Code of Practice: 0 to 25 years (2015)

We ensure that the assessment policy reflects the unique characteristics and aspirations of our students by conducting regular and comprehensive needs analysis to identify the specific requirements and challenges.

### 1.4 Principles of Assessment:

- Assessment for learning: Using assessment to support student progress and growth.
- Fairness and equity: Ensuring that assessments are unbiased and accessible to all students.
- Validity and reliability: Ensuring that assessments accurately measure what they intend to measure.
- Transparency: Communicating assessment expectations and criteria clearly to students and parents.

## 2. Roles and Responsibilities

### 2.1 School Leaders

- Develop and implement the assessment policy.
- Ensure compliance with legislation and best practices.

Author: MG	Title: IC Head	Ref:	Date: 11-12-23
Inclusion Education is the working name of Inclusion Hampshire CIO registered number 1162711			

- Provide training and support to staff.
- Monitor the effectiveness of the policy.
- Provide Staff training on the implementation of the assessment policy and a comprehensive training program that covers the key principles and practices of the assessment policy.
- Provide opportunities for staff to engage in collaborative discussions, share best practices, and receive ongoing support and feedback.
- Ensure that all staff members feel confident and competent in implementing the assessment policy effectively.

## 2.2 Teachers and tutors

- Administer assessments in accordance with the policy.
- Provide timely and constructive feedback to students.
- Use assessment data to inform teaching and learning strategies.
- Collaborate with colleagues to ensure consistency in assessment practices.

## 2.3 Students

- Actively engage in assessments.
- Seek clarification when necessary.
- Reflect on feedback to improve their learning.

## 2.4 Parents and carers

- Support their child's engagement in assessments.
- Communicate with staff regarding their child's progress.
- Attend reviews and meetings to discuss assessment outcomes.
- Assessment Procedures.

## 3. **Assessments**

### 3.1 Types of Assessments

- Formative assessments: ongoing, informal assessments used to monitor student progress and provide feedback for improvement.
- Summative assessments: formal assessments used to evaluate student learning at the end of a unit, term, or academic year.

### 3.2 Assessment Methods

Author: MG	Title: IC Head	Ref:	Date: 11-12-23
------------	----------------	------	----------------

- Written tests/exams
- Oral presentations
- Practical demonstrations
- Projects
- Portfolios
- Observations.

### 3.3 Assessment Criteria

- Clear and specific criteria should be provided to students before assessments.
- Criteria should align with learning objectives and outcomes.

### 3.4 Marking and Grading

- Marking should be fair, consistent, and transparent.
- Grading should be based on predetermined criteria and communicated to students and parents.
- We ensure consistency in assessment practices across by establishing clear and consistent guidelines for assessment practices and encourage regular collaboration and moderation among staff to align expectations and ensure a shared understanding of assessment standards.

### 3.5 Feedback

- Feedback should be timely, constructive, and specific.
- Feedback should highlight strengths and areas for improvement.
- Feedback should be given in a variety of formats (written, verbal, etc.).

Author: MG	Title: IC Head	Ref:	Date: 11-12-23
Inclusion Education is the working name of Inclusion Hampshire CIO registered number 1162711			

## 4. Implementation Strategies

### 4.1 Assessment Calendar

- Assessments are spread evenly throughout the year.
- We will consider the workload and stress levels of students when scheduling assessments.

### 4.2 Using assessment data to inform teaching and learning strategies:

- Inclusion College has a systematic process for analysing assessment data, identifying trends, and using this information to inform instructional decisions.

### 4.3 Training and Professional Development

- Provide training to teachers on effective assessment practices.
- We provide professional development opportunities for teachers to enhance their data analysis skills and support them in translating assessment data into actionable strategies.
- Offer opportunities for teachers to collaborate and share best practices.

### 4.4 Communication

- Communicate the assessment policy and procedures to all stakeholders.
- Provide regular updates on assessment schedules and outcomes to parents.

## 5. Review Mechanisms

### 5.1 Evaluation

- Regularly evaluate the effectiveness of the assessment policy.
- Gather feedback from students, staff, and parents to inform improvements, including an annual curriculum review and weekly pre-verification of resources across the curriculum.

Author: MG	Title: IC Head	Ref:	Date: 11-12-23
Inclusion Education is the working name of Inclusion Hampshire CIO registered number 1162711			

## 5.2 Monitoring

- Monitor the implementation of the policy to ensure compliance and identify areas for improvement.

## 5.3 Review Cycle

- Inclusion College has established a review cycle for the assessment policy, ensuring it is kept up-to-date with changes in legislation and best practices.

Author: MG	Title: IC Head	Ref:	Date: 11-12-23
Inclusion Education is the working name of Inclusion Hampshire CIO registered number 1162711			