

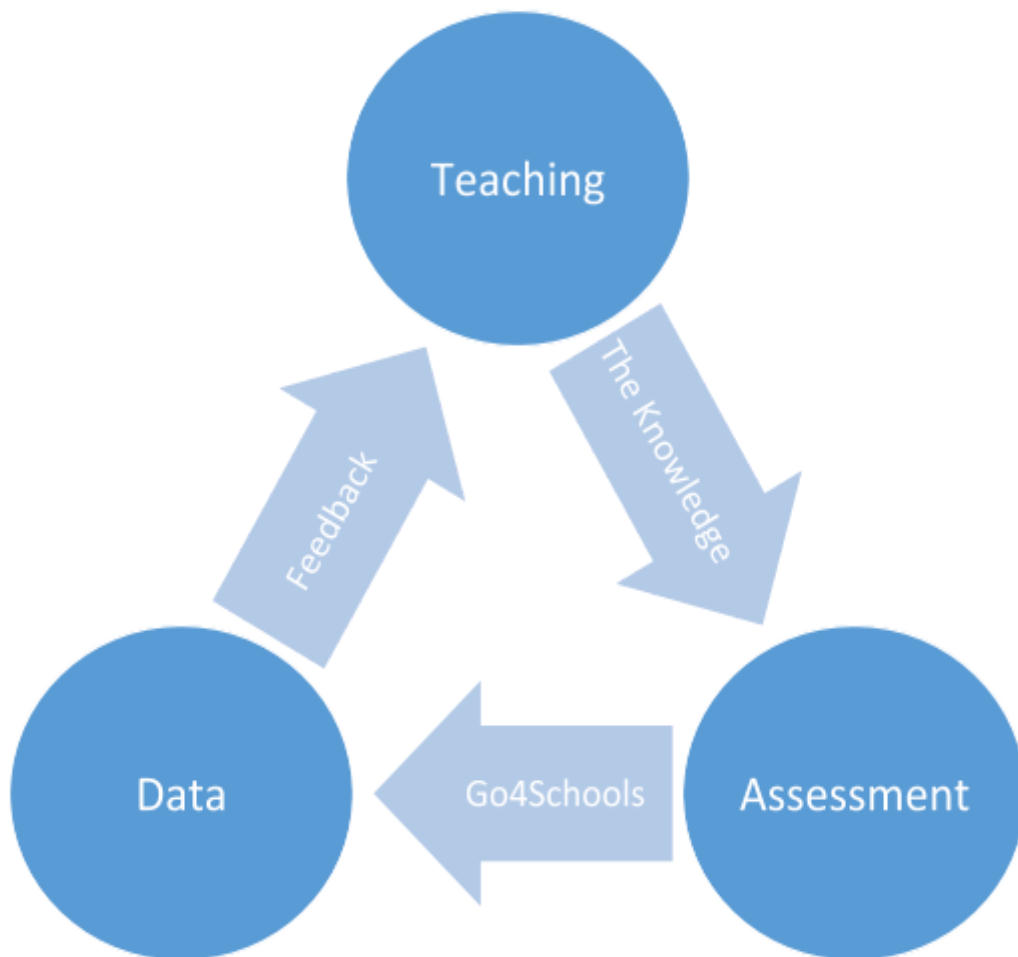
# **Hertswood Academy**

## **Curriculum and Assessment Handbook 2019-20**

## Key terms

- **Target grade** – the grade a student is working towards at the end of Year 11 (for students in Years 7 – 11) or 13 (for students in Sixth Form)
- **Current grade** – the grade a student would be expected to achieve if they took the final exam for their course tomorrow
- **Assessment result** – the grade achieved in the assessment sat during an assessment week
- **W scale** – the W scale is used in Years 7 and 8. W stands for working towards full GCSE grades. Grades are from W1(lowest) to W3(highest). From Year 9 the W scale is no longer used as students should be achieving GCSE grades in assessments and in current grades.

## The Hertswood Assessment Cycle



# Assessment Structures

The following applies to all year groups from Years 7 – 11

## When will assessments take place and what form will they take?

- Formal assessments take place twice each term:
  - 1 teacher assessed GCSE or A Level style assessment
  - 1 peer or self-assessed GCSE or A Level style assessment
- Students in Years 9 to 13 will be assessed in full exams in an exam hall at least once per year
- Additional assessments may be set and assessed particularly towards terminal assessments in Years 11 and 13
- Subjects with Controlled Assessments will update these grades when students have completed Controlled Assessments or practice Controlled Assessments
- Assessment policies for BTEC courses are laid out on separately
- All assessments marked using appropriate grading schemes:
  - W scale / 1-9 grades for Years 7 and 8
  - 1-9 grades for Years 9 – 11
  - A\*-E grades for Years 12 and 13
  - Pass, Merit, Distinction, Distinction\* for BTEC courses in Years 9 - 13

## When and how will the results of assessments be made available?

- Assessment results will be fed back to students in lessons and on Go4schools approximately 3 weeks after the assessment takes place
- Dates for the publication of results will be made available to parents at the beginning of each year (see appendix)
- Assessment results will include:
  - The grade a student achieved in the assessment
  - The current grade
  - An effort grade
  - A homework grade

# **Go4schools**

## **What is Go4schools?**

Go4schools is an electronic markbook giving staff, students and parents access to live information relating to:

- Assessment
- Attendance
- Homework
- Behaviour

## **How is Go4schools structured?**

Clicking on particular assessments will give more detail about how students have achieved in particular elements of the assessment.

## **What information will be added to markbooks after each assessment week?**

- The marks achieved in the assessment
- The marks achieved in each unit
- Effort grades
- Homework grades
- Additional work completed including BTEC units and controlled assessments

This information will be shared with students and parents in a termly report on Go4schools.

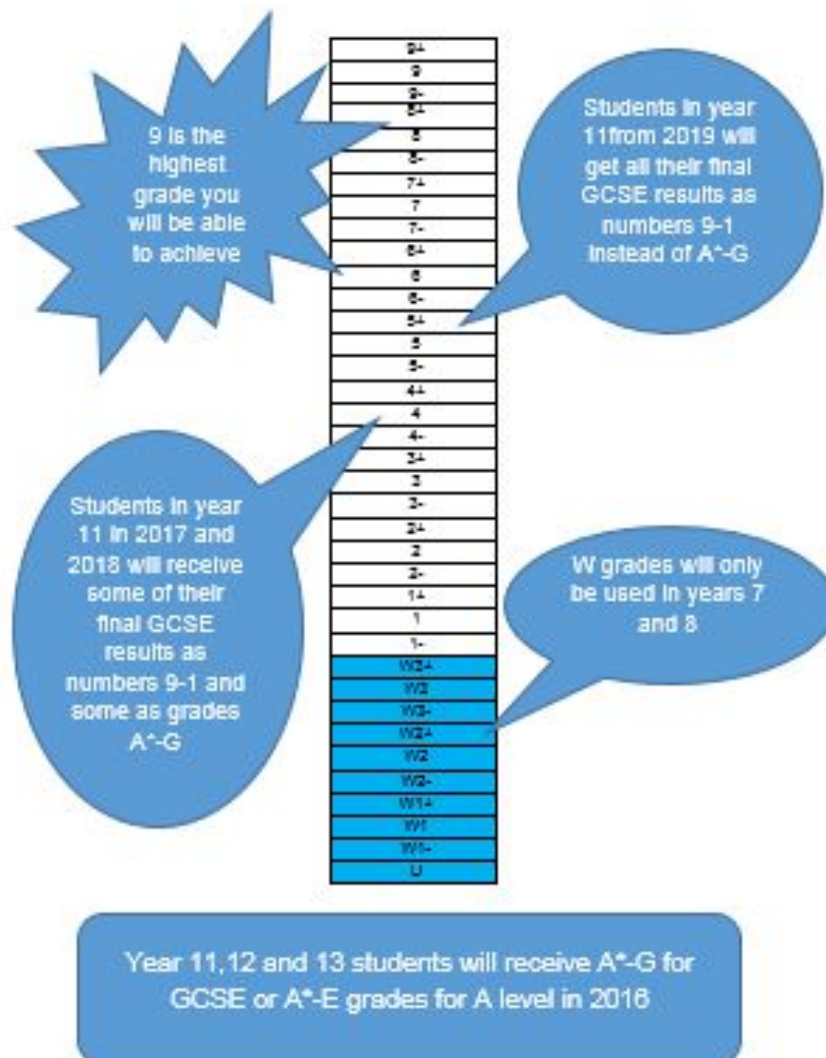
## The Knowledge / Quizlet

## Assessment Grades

The scale is displayed below and on the next page the equivalent grades for the A\*-G grading system are displayed. In the new system:

- A grade 5 is a 'strong pass'
- A grade 4 in maths and English is a pass. It is the minimum entry grade for most college and university courses and apprenticeships. Some are higher.
- The entry criteria for Hertswood Academy Sixth Form is grade 4 in maths and English for BTEC courses and grade 6 in maths and English for A Level courses. Students should also achieve a grade 5 (BTEC) and grade 6 (A level) in the courses they wish to study in Sixth Form
- All students who do not achieve a grade 4 in maths and English (nationally) have to continue to study maths and English in the Sixth Form until they achieve a grade 4
- There will be no changes to Level 3 BTEC or A Level grades in the Sixth Form
- Students in Years 7 and 8 are assessed using the W scale as well as the 1-9 scale. W stands for working towards, the scale runs from W1 (lowest) to W3 (highest)
- Within the Academy all grades are sub-divided 3 sub-levels e.g. 4-, 4, 4+ to indicate current position. The final grade is reported as a single figure.

### Assessment Grades from September 2015







## Set Changes

Most lessons are taught in sets. Students may change sets following assessments:

- Set changes take place only after assessments
- Students only move sets based on their performance in assessments
- Set changes take place in all year groups at the start of each term
- Any concerns parents have with set changes should be addressed to the head of the relevant faculty

## The Knowledge

Most marks in GCSE exams are awarded for the application and evaluation of knowledge. The Knowledge has been developed as a revision resource to ensure that students know the facts they need in order to access more challenging examination questions.

The Knowledge has been developed in all subjects:

- Students will be notified at the start of each term / unit which elements are relevant to what they are studying that term
- It is available on Quizlet for all subjects
- It is available on the school website and on paper if requested
- It should be set as homework every week to enable students to revise content

Students should focus on memorising the contents of The Knowledge so that they are able to use their knowledge in lessons and assessments. A thorough knowledge of this content will enable rapid progress in all subjects.

# Assessment and Feedback

Student work will be recorded, assessed and fed back via :

- Exercise books
- Assessment folders
- Pieces of Controlled Assessment / coursework /NEAs

## **Assessment folders**

All formal assessments (both teacher and peer and self-assessments) will be stored in assessment folders. This will include:

- Marked work
- Feedback on work completed
- Targets for improvement in subsequent pieces of work
- Work showing response to feedback

Assessment folders will be stored in the classroom where the class is taught but made available to students in lessons and to parents at Parents' Evenings

## **Exercise books**

Where exercise books are marked (see individual policies), this is maintenance marked, using live marking with a particular focus on:

- Presentation
- Literacy
- Numeracy

## **Non Examination Assessments**

These will be assessed in line with the expectations laid down by the relevant exam board and fed back to students as appropriate.

## Homework

Homework should be set weekly to include:

- weekly revision tasks based on The Knowledge
- tasks based on faculty policies for the setting of additional homework
- All homework should be set on Go4schools to ensure that students and parents have easy access to homework, resources and deadlines
- Sixth Form teachers will set homework on Google classroom

## Enhanced Curriculum Policy

### **Aims**

The enhanced curriculum is any provision offered to students other than between 8.45am and 3.00pm Monday to Friday. This policy aims to ensure that the enhanced curriculum enables extra-curricular activities and the promotion of enhanced student progress in a structured, safe, secure environment.

The enhanced curriculum includes:

- Activities and teaching before 8.45am – EC1
- Activities and teaching after 3.00pm – EC2
- Activities offered in holidays and at weekends

Staffed study facilities are available every day until 5.00pm. Students should always work in these rooms there is an organised session being run by a member of staff elsewhere. Students will be registered either by the teacher leading the activity they are taking part in or by the academic mentor responsible for the area in which they are studying. Mobile phones should not be used in school during enhanced curriculum activities. They can be collected from the academic mentor team or the front office before students leave for home.

# Appendices

## 2019-20 Assessment Calendar

### Autumn term

Year Group	Revision week	Assessment Week	Peer and Self-Assessment Week	Go4schools deadline	Data released to parents and students
7	4 November	11 November	21 October	4 December	11 December
8	4 November	11 November	21 October	4 December	11 December
9	7 October	14 October	21 October	27 November	4 December
10	30 September	7 October	18 November	6 November	13 November
11		Ongoing	Ongoing	30 October	6 November
11 core	21 October	30 September 4 November			
11	25 November	2 December	7 October	8 January	15 January
12 / 13	4 November	23 September 11 November	21 October	2 October 4 December	9 October 11 December

### Spring term

Year Group	Revision week	Assessment Week	Peer and Self-Assessment Week	Go4schools deadline	Data released to parents and students
7	2 March	9 March	27 January	18 March	25 March
8	2 March	9 March	27 January	18 March	25 March
9	20 January	27 January	9 March	26 February	4 March
10	24 February	2 March (formal exams in hall)	20 January	18 March	25 March
11		Ongoing	Ongoing	18 March	25 March
11 core	20 January	27 January			
12 / 13	10 February	24 February	13 January	4 March	11 March

### Summer term

Year Group	Revision week	Assessment Week	Peer and Self-Assessment Week	Go4schools deadline	Data released to parents and students
7	18 May	1 June	20 April	17 June	24 June
8	18 May	1 June	20 April	17 June	24 June
9	15 June	1 June (formal exams in hall)	5 May	9 July	16 July
10	15 June	22 June	27 April	1 July	8 July

11				17 April FINAL Grade	23 April
		20 April			
12	22 June	29 June	5 May	8 July	15 July