



TAVERHAM HALL

Preparatory School

Recording Policy

Recording of assessment data is an essential process enabling the school to maintain a record on every pupil's academic progress.

Practice

Every teacher should:

Keep an up to date record of any assessment carried out in their manual or electronic mark book. These may include: examination results, modular core assessments, formative assessments carried out during lessons and the formulation of effort and attainment grades.

Record Effort and Attainment grades and examination marks into PASS (software used for centralisation of core data).

Record examination marks onto Excel spreadsheets so that variance between year groups and individuals may be noted and any necessary action taken.

Use the traffic light system to record individual progress in key attainment targets or learning objectives; inform their planning accordingly.

The Director of Studies and the Assistant Director of Studies will:

Keep records of NFER test results and produce an analysis of the school's academic profile.

Feedback to tutors NFER standardised results for communication to parents.

Recording should:

- . maintain an accurate account of pupils' attainments
- . be used to track the progress of individual pupils
- . be used to monitor progress and compare performance across year groups and subjects
- . be used to inform teaching and modify short term planning
- . establish trends and inform curriculum planning
- . inform grouping, setting and examination level entry

. inform reports to parents and transfer proceedings to other schools

Monitoring

Heads of Department and ultimately the Director of Studies will monitor the recording of key assessment data. The Headmaster and the Senior Management team will take an overview of all internal examination results and NFER standardised tests.

September 2010