

Policy and Procedure on Assessment Policy

Devon School

Policy Author / Reviewer	Matt Nicholls
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1. Monitoring and Review

The Proprietor will undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than three years from the date of approval shown above, , or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

- 1.1.** The local content of this document will be subject to continuous monitoring, refinement and audit by the Head of Service.

Signed:



Andrew Sutherland
Representative, Proprietor- Cambian Group
July 2025



Abbi Salisbury
Headteacher
September 2025

2. Terminology

- 2.1.** Our aim is to use consistent terminology throughout this policy and all supporting documentation as follows:

'Establishment' or 'Location'	this is a generic term which means the school. Devon School is a school.
Individual	means any child or young person under the age of 18 or young adult between the ages of 18 and 25. At Devon School we have children attending between the ages of 7-18.
Service Head / Head of Service	This is the senior person with overall responsibility for the Location. At Devon School this is the Headteacher who is Abbi Salisbury.
Key Worker	Members of staff that have special responsibility for Individuals residing at or attending the Establishment.
Parent, Carer, Guardian	means parent or person with Parental Responsibility
Regulatory Authority	Regulatory Authority is the generic term used in this policy to describe the independent regulatory body responsible for inspecting and regulating services. At Devon School this is Ofsted.
Social Worker	This means the worker allocated to the child/family. If there is no allocated worker, the Duty Social Worker or Team Manager is responsible.
Placing Authority	Placing Authority means the local authority/agency responsible for placing the child or commissioning the service
Staff	Means full or part-time employees of Cambian, agency workers, bank workers, contract workers and volunteers.

3. Legal Status:

- 3.1.** Regulatory Requirements, Part 1, paragraph 2(vii), Quality of Education Provided (curriculum) (teaching) of The Education (Independent School Standards Compliance Record) (England) (Amendment) Regulations.

4. Scope:

4.1. This policy applies to:

- the whole Establishment inclusive of activities outside of the normal Establishment hours;
- all staff (teaching and support staff), the proprietor and volunteers working in the Establishment.

4.2. This policy is made available to parents, carers, staff and pupils from the Establishment office and website.**5. Introduction****What is assessment?****5.1.** The word assessment comes from the Latin 'assidere', to sit beside. This gives a valuable guide to the concept of assessment as a partnership between Individual and teacher. Assessment refers to any situation in which some aspect of the Individual's education is in some way measured. This measurement could be by the teacher, an examiner (through standardised tests e.g. NFER) or by the Individual him or herself. Assessment occurs when judgements are made about achievement. It is an integral part of teaching and is primarily used in an on-going (formative way) to promote better learning. Assessment is an integral part of our curriculum planning and is inseparable from the teaching and learning process. It has a major role to play in increasing levels of achievement within our Establishment.**What is the purpose of assessment?****5.2.** We believe the key purpose of assessment is to move Individuals on in their learning. Continued monitoring of each Individual's progress gives a clear picture of what each Individual is doing. It is important that the teacher knows what information has been remembered, what skills have been acquired, and what concepts have been understood. This enables teachers to reflect on what Individuals are doing and informs future planning. The outcomes of our assessments will help Individuals become involved in raising their own expectations.**5.3.** Devon School's policy on assessment will guide practice in several areas:

- It will lead to successful personalisation, in that it will enable the school to build up a unique picture of each learner's strengths and areas for development, enabling the school to offer the right curriculum and the learner to make well informed choices.
- It will enrich classroom practice by ensuring that lessons, and the staff/learner interaction, are underpinned by a shared understanding of progression. It will support curriculum planning: in that awareness of what learners have achieved and are finding difficult should be the starting point for short- and medium-term plans; a broader sense of how learners are responding to what they are being taught should inform the way in which subject and curriculum leaders modify their longer-term plans.
- It will lead to sound pupil tracking, through which staff can form a view of both the general progress of individual learners, of their progress in relation to particular targets (for example in IEP), of their response to particular

interventions. This can in turn inform future planning for the individual, as well as reporting to parents, carers, other professionals and Local Authorities.

- It will provide an evidence base for school improvement, in that pupil progress in its widest sense should confirm the effectiveness of the curriculum, the impact of school improvement priorities, the contribution of a member of staff.

Principles for good practice

5.4. Good assessment practice:

- is based upon clear curriculum intentions;
- plays an integral part in classroom activities;
- is appropriate to the task;
- focuses on learning processes as well as learning outcomes;
- draws on a wide range of evidence;
- involves pupils in reflection and review;
- indicates strengths and identifies weaknesses;
- informs about individuals progress.

5.5. We will use its approach to assessment to:

- enable learners to understand their strengths and weaknesses, their achievements and their targets, and thus to be actively engaged in their own learning.
- enable staff to know their pupils well as learners, and to monitor progress and forward plan for both individual learners and groups.
- give staff the language they need to describe achievement and progress, and thus engage in a constructive dialogue with each other, with learners, and with parents and carers.
- give subject and whole-school theme leaders a framework within which they can monitor and evaluate the impact of their schemes of work, the effectiveness of individual teachers that they line manage and the progress made in their subjects and themes.
- give school leaders a comprehensive and accurate picture of achievement and progress across the school, which can inform curriculum planning, self-evaluation and performance management.

5.6. As an independent special school, we will also and particularly want our approach to assessment to:

- provide a transparent and evidence based picture of learner progress in relation to behaviour and personal development, which is often if not always the starting point for wider progress.
- describe comprehensively the “baseline” at which learners who join a school start, and based on this chart and report, to parents, carers and Local Authority, the progress made by each learner. This will take into account literacy, numeracy, emotional and cognitive development.
- help them to compare the progress of learners with their peers both within the school and across similar schools, and thus form a view on what represents good progress.
- gather together and triangulate the diverse evidence available of learner development; ranging from external examinations to in-class observations; from data on attendance and physical interventions to pupil self-evaluations about attitudes and achievement.
- inform the process and show progress in relation to the Education Health Care Plan.
- create coherence by drawing together the threads of pupil progress across the “academic” curriculum and the 24 hour curriculum, and by enabling all staff to see academic and personal progress in relation to each other.
- enable all staff who engage with pupils to contribute to the learning and assessment process; recognising the influential role of care workers, education support staff and therapy staff alongside teachers.

Rationale

- 5.7.** Assessment is an important link in the cycle of planned curricular experiences. Recording achievement is a positive way of identifying Individual's particular strengths and weaknesses through sensitive assessment. Sensitive assessment contributes towards a positive attitude, motivation and a desire to continue making progress. We believe that effective assessment provides information to improve teaching and learning. We give our Individuals regular feedback on their learning so that they understand what it is that they need to do better. This allows us to base our lesson plans on a detailed knowledge of each individual. We give parents regular reports on their Individual's progress so that teachers, students and parents are all working together in an ecosystem of happiness to raise standards for all our students.
- 5.8.** By concentrating on the individual the opportunity is taken to ensure that students experience success and can thereby build on their own self-esteem and motivation. Unless assessment is seen as an integral part of the teaching and learning process, it can easily become an appendage utilising only a fraction of the benefits to be gained. The purpose of this policy is to draw together the many aspects of good practice from both within and from outside of schhol in a coherent and practical framework. This will enable all assessment activities to have a direct impact on the foci of tracking progress, planning for improvement and raising attainment.

6. Aims and Objectives

Vision Statement

Our vision is to work collaboratively with students, families and the school community in order to create a respectful and compassionate school community that fosters a life long love of learning to empower everyone to be the best versions of themselves. We build the foundation for this learning through meaningful relationships, effective communication and engaging learning opportunities. We challenge ourselves and each other to be reflective individuals in order to equip our students with the skills they need to be proud of the contribution they make to their community. We strive to create an environment we have confident and self-aware students who feel valued, respect one another and have the strength to face

new challenges. We inspire our students to become ambitious learners and individuals, who have the confidence to take learning risks and recognise that every mistake is a learning curve that can lead us to the right path.

How the Assessment Policy links to the school vision

- 6.1.** Create a respectful and compassionate school community that fosters a life long love of learning to empower everyone to be the best versions of themselves;
 - support learning by identifying Individual's strengths and weaknesses and encouraging them to evaluate their progress and reach their highest possible levels of attainment;
 - 'close the gap' between pupils between potential and actual performance.
 - enable teachers to identify the needs of each individual including additional support if required;
 - allow teachers to plan work that accurately reflects the needs of each Individual.
- 6.2.** We build the foundation for this learning through meaningful relationships, effective communication and engaging learning opportunities;
- 6.3.**
- 6.4.** Provide a high quality learning environment with a happy, vibrant atmosphere, a sense of purpose and a climate of open, friendly communication built through mutual trust and respect;
 - to provide meaningful communication between school and parents, that provides them with information about their Individual's achievements and progress, on a regular basis;
 - to provide the Head of Service and SLT with information that allows judgements to be made about the effectiveness of the Establishment.

7. Principles of Assessment:

- 7.1.** In order to satisfy the above aims, the Assessment Policy is based on research-based guidelines for effective assessment.
 - formal, summative assessment that is planned and conducted on a frequent and consistent basis as a reflective process after completion of a task;
 - a shared understanding between Individuals and teachers of the criteria which will be used in the assessment of learning;
 - Individuals being involved in this process as part of taking responsibility for their own learning, e.g. in developing their ability to be properly self-critical or in setting realistic targets for their subsequent work;
 - teachers using the results of their assessment to set work which challenges and stretches their Individuals;
 - effective planning for teaching and learning which recognises the full range of achievements of all Individuals by focusing on how Individuals learn;
 - recognising assessment as central to classroom practice;
 - assessment being regarded as a key professional skill for teachers;
 - sensitive and constructive practices because any assessment has an emotional impact;
 - taking account of the importance of learner motivation;
 - promoting commitment to learning goals and a shared understanding of the criteria by which Individuals will be assessed;
 - providing constructive guidance for Individuals about how to improve;
 - developing the Individual's capacity for self-assessment and recognising their next steps and how to take them;

- formative assessment activities will be emphasised as part of Establishment routine; summative' activities will be undertaken termly in order to track progress.

8. Processes – What do we do and when do we do them?

Assessment – stage by stage, in relation to the learner's journey.

- 8.1.** On entry to the Establishment and within 4 weeks, a baseline is established which takes into account and/or tests for:
- Education, social, medical history –including prior learning (SATs etc.), attendance, exclusions, emotional and social background, any safeguarding issues, agency involvement.
 - Any Education, health and care plan
 - Current attainment
 - The learner's own perceptions of their strengths and the barriers they need to overcome

Targets and planning: once the baseline stage is complete...

- 8.2.** Realistic targets are set for progress across the curriculum phase.
- 8.3.** A provision map is established which identify priority development issues, sets targets for them and says how they will be addressed.
- 8.4.** All staff involved in teaching or support for a young person are made aware of the care and academic needs of that young person, and the targets set for them.

On an ongoing basis:

- 8.5.** There is planning for progress that is aligned to the young person's ability
- 8.6.** There are regular reviews of progress through timetabled tutor time, assemblies, and personal support meetings, in relation to targets set in terms of both behaviour and learning.
- 8.7.** All staff involved will be expected to contribute, these will lead to either routine updates of plans and targets and where necessary to further assessments and interventions
- 8.8.** A key principle for the ongoing assessment process will be the involvement of the young person.
- 8.9.** There is regular communication to parents and carers of both successes and difficulties

At key moments of transition (end year/ annual review, key stage)

- 8.10.** There is a review of progress against targets set and in relation to pupils' ability.
- 8.11.** The review will be comprehensive, covering both learning and behaviour and involving all key staff.
- 8.12.** There is reporting to parents/carers/LA in terms of achievement, behaviour, and what has contributed to or impeded these; together with discussion and agreement about next steps.

Assessment Strategies

- 8.13.** The type of assessment we choose to use depends very much on what we want to assess. Assessment will be most accurate where we use a range of approaches that allow us to "triangulate". Amongst the range at our disposal are:
- Observation of pupils engaged in a task
 - Pupil self-assessment or peer-assessment
 - One-to-one questioning of individual learners either during the course of an activity or at the end of a period of learning (e.g. end of a module).

- Questioning of the class during an activity
- Review of learning with a class or group – for example in a plenary session at the end of a lesson
- Marking of pupils' ongoing work.
- Periodic tests or examinations.
- Electronic tests including on-line.

8.14. For assessment as outlined above to be successful and worthwhile certain other features need to be in play.

8.15. These include:

- Effective tracking of progress through subjects and personal development (taking account of classroom behaviour, response, attendance and punctuality).
- Planned opportunities for moderation within and across subjects and with partner schools, based on systematically collected evidence.
- Long-term planning for the subject or aspect of learning will be clear about what we are assessing against: what strands of progression or assessment focuses are there; what are the steps of progression in relation to those strands of focuses.
- Short- and medium term planning will identify what aspects of learning are to be assessed in a particular lesson or group of lessons.
- Emotional, social and behavioural development will be a key focus, with a shared understanding of what this means. Teacher and Pupil Formative in-class assessment

Baseline Assessment Systems

8.16. We use various assessment systems as part of our process of assessment.

Progress Tests in English, Maths and Science

8.17. Devon School uses GL Assessment Progress Tests in English, Maths and Science at the start of the Academic Year for all students.

Literacy

8.18. All students complete termly progress tests in Literacy using schonell spelling assessment and the York single word reading assessment, the data from these assessments are used to inform provision maps and Literacy interventions.

Numeracy

8.19. All students complete a termly Numeracy baseline using the Sandwell Early Numeracy test, this data is used to inform provision maps and Numeracy interventions.

Assessing pupil progress

8.20. In Key Stages 2-3 we use iASEND to track pupil progress, iASEND breaks down the National curriculum into small objectives, with the depth of learning then assessed. For KS4 we use students qualification pathways to measure progress. Levels and GCSE grades show the level of attainment the pupil is currently achieving in each subject against

the grade or level descriptors. Predicted outcomes for the end of KS4 are generated from classroom assessments in conjunction with the classroom teachers. This data is analysed and pupils requiring extra support are identified.

9. Roles and responsibilities

9.1. The Head of Service and senior leadership will:

- Have overall responsibility for the monitoring and evaluation of pupil progress and achievement
- Monitor regularly the school processes for assessing pupil performance
- Ensure that judgements about assessment are regularly made, moderated and recorded, and that evidence of pupil achievement is kept both at the individual pupil and the subject level.
- Report regularly to Cambian Group Education Department on pupil performance
- Ensure that Local Authorities, parents and carers receive timely reports on pupil achievement
- Chair Annual Reviews

9.2. The SENCO (or senior leader with SENCo responsibilities) will:

- Carry out or arrange for an initial baseline assessment of all pupils, and for periodic objective assessments.
- based on that assessment and on subsequent reviews, work with staff to develop provision maps and other plans that inform classroom teaching and interventions
- For pupils who require additional support, produce, disseminate and monitor the impact of additional support
- Enable regular reviews against targets set in provision maps and other plans, which take into account the range of evidence available of academic and personal progress, and which engage teachers, support staff and care staff.
- Arrange for regular reports on pupil progress, feeding into the statutory annual review process. This should include a pupil contribution.

9.3. Subject leaders will:

- Ensure baseline assessments are in place for all pupils in their subject areas.
- Build assessment into their schemes of work. Build assessment into schemes of work
- Moderate teacher assessments where more than one member of staff is involved.
- Supervise the assessments of teachers (where more than one teacher is involved).
- Use subject assessments to inform their short-, medium- and long-term planning.
- Contribute to provision map reviews.
- Prepare an annual report on pupil progress across the subject

9.4. Class teachers will:

- Ensure assessment underpins all lessons, with transparent objectives, feedback to learners, and effective plenary review.
- Give pupils opportunities to reflect on their learning and understand what progression means in that subject.
- Offer regular written feedback which is positive, explicit about what has been achieved and about next steps.
- Monitor and evaluate pupil progress in their subject/class, using this as the basis for planning of future learning
- Monitor and evaluate pupil progress in the classes they are responsible for, working with subject leaders to use the findings to inform planning
- Be aware of and assess both academic and personal progress
- Report on pupil progress in their reviews or reports.

9.5. Support staff: will:

- Be aware of the learning plan for the lesson and their specific role within the lesson, e.g. working with a target group or specific individuals.

- Be aware of the assessment objectives for the group or individual that they are working with.
- Record pupil performance in the lessons, as directed by the teacher, for later discussion and planning for learning.
- Be aware of and assess both academic progress and personal progress (including progress in relation to behavioural targets).
- Contribute actively to periodic reviews of progress for learners.

9.6. The Curriculum Co-ordinator will:

- ensure a consistent and continuous school-wide focus on pupils' achievement, using data to monitor progress in pupil's learning
- be able to determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework;
- responsible for overseeing the collection and interpretation of assessment data;
- implement the school's policy for the recording and reporting of pupil progress, based on regular assessments and reports;
- report to the Head of Service the outcomes of assessment activities.

9.7. Pupils will:

- Be able to offer their own views of progress when they join the school and at reviews.
- Know what their own targets for development are and understand how they are going to work towards them.
- Play an active part in assessing themselves and each other during lessons and at the end of modules of work.
- Be ready to discuss with identified staff their achievements, difficulties and attitudes to learning.
- Make their statutory contribution to the annual review process.

9.8. Parents and Carers will:

- Respond to periodic reports provided by the school, sharing their perceptions of progress made and areas for development identified.
- Be aware of key targets for development set through the annual review process, and contribute as actively as possible.

9.9. Local Authorities should:

- Provide as much relevant information as possible of the learner's prior attainment, background, learning and behavioural difficulties, as they join the school
- Play an active part in periodic reviews of progress.
- Be ready to facilitate additional support (e.g. CAMHS) where this is called for by the review process.

10. Recording

- 10.1.** At our school we recognise that we are required to keep updated records of pupils' achievements. The primary purpose of record keeping is formative but it also provides the basis for report writing and parent consultation sessions.

Feedback to Pupils

- 10.2.** Our feedback to pupils tells them how well they have done and what they need to do next in order to improve their work. We give pupils verbal feedback on their work whenever possible. We do this when the pupils are working during the lesson although we sometimes give feedback on a particular lesson at the beginning of the next one. When lesson time does not allow for verbal feedback, we write comments on the pupils' work during marking. We give written comments to pupils of all ages.

- 10.3.** When we give written feedback to an individual, we relate this to the learning objective for the lesson. By so doing we make clear whether the objective has been met and we produce evidence to support the judgement. If we consider

that the objective has not been met, we make clear why this was the case. In both cases we identify what the individual needs to do next in order to improve future work.

Feedback Reporting to Parents/guardian

- 10.4.** We have a range of strategies that keep parents/guardian fully informed of their Individual's progress in Establishment which include:
- Termly Data reports
 - Annual Reports
 - Weekly phone calls home from key workers
 - Verbal comments to parents during mentoring day
- 10.5.** We encourage parents/guardian to contact the school if they have concerns about any aspect of their individual's work. Parents/guardian need to feel involved and informed about their pupils' progress and to feel confident about the procedures established by the school.

Written feedback to parents – outline of reporting procedures and how we report

- 10.6.** There is a formal written report from each subject teacher to inform parents of their child's progress based on continuous formative assessment. The report will comprise constructive feedback indicating strengths and the way forward for any recognised weaknesses. Written Reports are sent home at the end of the Summer Term.
- 10.7.** At the end of the Autumn and Spring term parents receive a termly report grading the following areas: Attitude to learning, Behaviour, Attendance in lessons, Progress and if the individual is working below, at or above National Expectations.

Special Educational Needs and Disabilities

- 10.8.** Pupils who experience challenges in accessing the taught curriculum may have the assessment modified to accommodate their need. This will not affect the outcome or marking procedure. Accommodations will vary and be at the discretion of the class teacher. Where the pupil has an educational psychologist's evaluation, the recommendations may be followed in whole or in part with the full agreement of parents.

11. Standard Forms, Relevant Documents, Letters & References

This Policy

Other Cambian Policy

- 11.1.** Personal, Social, Health and Economic (PSHE) education
- 11.2.** Curriculum Policy, Vocational Policy
- 11.3.** Gifted and Talented Policy
- 11.4.** Special educational Needs and Disability (SEND) Policy

