

Revised Assessment Policy

This policy incorporates elements of the previous policies Assessment and Recording, and also Assessment and Reporting. Our policy had been revised in accordance with Circular 0056/2011 which was published by Dept. of Education and Skills.

Approach to assessment

School assessment policy is based on the following two approaches as outlined in NCCA guidelines:

- Assessment for Learning takes place when the teacher shares information about the child's learning with the child and when the teacher uses this information to plan the next steps in their teaching and in the student's learning. Our school will also use feedback from assessment in assisting with development of school improvement plans and school policy.
- Assessment of Learning is used to provide a summary of what the student has achieved at fixed points, such as at the end of a period of study, or when a unit of work is completed, or at the end of an academic year. Information from assessment of learning can be used to report to others, such as parents and other teachers.

It is the policy of this school to assess pupils' progress in curricular areas on a continuous basis. **Continuous Assessment** includes the following:

- Teacher observation
- Teacher designed tasks and tests
- Pupil projects and portfolios
- Self-Assessment by pupils
- Samples of pupils work
- Standardised Testing

Formal Testing

- Standardised tests will be given annually during the month of May.
- Sigma-T and Micra-T standardised tests will be given to 1st - 6th inclusive.
- The M.I.S.T (Middle Infant Screening Test) will be given to Senior Infants annually.
- The Belfield Infant Assessment will be administered to children who appear to present with learning difficulties.
- The N.R.I.T (Non Reading Intelligence Test) will be administered to 1st-6th classes

Students may be excluded from standardised testing if in the view of the school principal and S.E.N team they have a learning or physical disability which would prevent them from attempting the tests or, in the case of migrant students, where the level of English required in the test would make attempting the test inappropriate. These pupils will be tested separately by the S.E.N team. Class teachers may refer children who present with possible learning difficulties to the S.E.N team who may administer screening tests.

Recording

- Assessment records will be stored carefully throughout the school.
- All assessment data gathered will be stored for that academic year by relevant teacher.
- Standardised test scores will be recorded annually in pupil profiles which are stored securely by classroom teachers.
- These standardised tests scores will also be recorded digitally on relevant data spread-sheets and computer programmes.

Storage and maintenance of records

- Standardised test score booklets will be stored by LS teacher for one year.
- Standardised test scores are to be all recorded in pupil profile booklet. This data will be stored securely until the pupil reaches the age of 21 when it will be destroyed.
- For students in the selected classes (2nd,4th,6th), the results of the standardised tests will be maintained carefully by the school and will be available for inspection by Department officials.

Reporting

Reporting to parents

We wish to acknowledge that parents play a critical role in supporting their children's learning. St.Brendan's PS aim to strengthen the capacity of parents to support their children in this way by sharing meaningful information with parents about the progress that children are achieving in the education system.

School will report to parents formally **twice** every school year in the form of:

Formal Parent-Teacher meeting

- These will usually take place in November each year.
- All parents will be given an invitation to attend.
- Teachers will communicate with parents to arrange suitable time.
- In some circumstances, teachers may hold formal meetings after Christmas based on their limited time with the class.

Written report at end of school year

- This report will take the format of one of the NCCA report templates which all schools must use as outlined in Circular 0056/2011.
- The results standardised test administered by the school for 2nd, 4th and 6th classes will be included in the report card template.
- The results of these standardised tests will be recorded in a separate section of the child's report card as a STEN score.
- Parents will also be issued with copies of the NCCA explanatory leaflet when issued results of standardised scores.
- St.Brendan's PS recognises that under the Data Protection Act (1998 & 2003), parents are entitled to the results for their children of any standardised tests that a school has administered.
- Parents will be issued with the end of year written report one week before the closure of the school for the summer vacation to allow parents a reasonable opportunity to seek meetings with the principal and/or teacher(s) to discuss the written report if necessary.
- Parents will be issued notification that reports are to be sent home on given day and acknowledgment slip will be sent with reports to verify that parents receive report.

Reporting to Board of Management

- The Principal teacher will report annually aggregated assessment data from standardised tests to the board of management of their school.
- The report will comprise the aggregated results of standardised tests administered in accordance with Circular0056/2011.

Reporting assessment results to other schools

- The principal will send a copy of the end-of-year report card (including the information from standardised tests) to the primary or second-level school to which a student transfers.
- This information will only be provided after enrolment in the primary or second-level school has been accepted
- Legislative arrangements have been made to provide for sharing information on progress, including the results of standardised tests, where students transfer from one school to another. The Education (Welfare) Act 2000 (Section 28) and the (Prescribed Bodies) Regulations 2005 allow schools to share relevant information concerning a child transferring between recognised schools without breaching data protection law.

Reporting standardised test results to the Department of Education and Skills

- Primary schools will be required to report aggregate standardised test results to the Department of Education and Skills once annually
- The aggregate results for each class should be recorded following completion of standardised assessments of reading and mathematics in second, fourth and sixth classes in May of each year.
- The template for reporting to boards of management will be used to collect the data.
- The Department will not collect assessment information on individual students from schools
- The Department will consult with the relevant partners on the most manageable methods by which the data may be collected and schools will be informed of the administrative arrangements for the collection of the data before June 2012

Participation in national and international assessments

- In order to ensure that the national and international assessments are based on scientifically selected samples of pupils and schools, schools will be required to cooperate with such national and international testing where requested to do so by the Minister for Education and Skills with effect from December 2011 (Circular 0056/2011).

Reporting to Outside Agencies on Individual Pupils

- All requests should be notified to the Principal. When the report is complete, it should be sent to the Principal for forwarding to the Outside Agency. The staff member should keep a copy of the report and a copy should be kept in the school records. A copy of the request should also be kept on file and the reason why the report was sought. The Principal will have the discretion to bring any sensitive reports or requests to the Board of Management for their attention, advice or direction.

Ratified by Board of Management on _____ Date

Signed _____
Chairperson, Board of Management