

## **ABBEY COLLEGE**

### **ASSESSMENT POLICY**

Upon arrival at the college all students complete an English test, and if appropriate, a maths test. These results are discussed and the student is counseled onto the correct course. Sometimes, if a student's level of English is below the required level the student may be counseled on to an intensive English course.

Emphasis is placed on continuous assessment in all subjects. The school's assessment policy aims to provide guidelines for students to recognize how well they are doing in each subject, where their strengths and weaknesses lay, and what they need to do in the future to make better progress. This is particularly true in courses which culminate in public examination.

The students' work is continually assessed, this includes

- Written work completed in class
- Answering verbal questions in class
- Written work completed outside of class
- Tests completed in class
- Weekend tests (arranged if requested by the subject teacher)
- End of term exams

#### **Communicating Progress to Students and Parents**

This is done both formally and informally and involves class teachers, personal tutors and frequently the Vice Principal and Principal.

Informal methods are perhaps the most frequently used as a result of the relatively small class sizes.

Four times per year subject teachers complete individual student reports. Grades are given, as follows:

Excellent = consistently meets expectations  
Good = often meets expectations  
Satisfactory = often does not meet expectations  
Unsatisfactory = rarely meets expectations  
Poor = very rarely meets expectations

Subject teachers also specify short and long term goals. Students discuss these reports with their personal tutor and they are monitored throughout the term.

## **Examinations**

All students complete end of term examinations in all of their subjects (with the exception of study skills, art and PSHE). These exams take place in the preceding week before the end of these exams.

After these exams students attend feedback sessions with their subject teachers before the end of each term in order to go over their examination paper, see what they did well in, and also become aware of areas they need to focus on during the end of term break.

At the end of the second term AS and G2 students sit full mock examinations.

## **Progression Between Intensive EAY and an Academic Course**

Students who have been counseled onto an intensive English course due to a low language level are encouraged to work hard in order to progress as quickly as possible. When their teachers feel they are ready to progress onto an academic course the student is asked to attend some academic classes as an 'observer' during which the academic teachers can assess their language level. The final decision made about the change in courses is made during a whole teaching faculty meeting.

## **Students Meetings**

All students sitting public examinations have meetings with their head of year and the Principal to discuss their predicted grades and their progress on the course.

## **Communication Between Departments**

Staff informally discuss the progress of students both in the staff room and the dining room. If a member of staff has a concern about a student they should formally mention it in either a department or whole teaching faculty meeting.

## **English Language Tests**

The majority of Abbey College students sit an EFL examination before the end of the academic year. For the G1, and some EAY students, this exam is usually the PET exam for which we are a centre. The AS students usually sit the FCE (for which we are a centre). All A2 and Foundation students require at least a 6.5 grade in the IELTS exam. Several exams are held in Aston University throughout the year, the college arranges transport and supervision for this.

