

February 2016

## Purpose:

To ensure that the achievement data collected in school has been subjected to robust quality assurance procedures and is therefore reliable.

### Responsibility of the class teacher:

- To assess pupils regularly and to track pupil progress;
- To use the data collected through qualitative and summative assessment to inform planning, teaching and intervention;
- To enter a progress judgment of “On Target”, “Below Target” and “Above Target” in SIMS based on a blend of summative and qualitative data;
- To make this progress judgment against a target grade/grade range which is set based on KS2 data;
- To enter this progress judgment **three** times per academic year: in the Autumn, Spring and Summer Terms.

### Responsibility of the Director of Study:

- To ensure that, on entry, pupils sit a baseline test to ascertain where they are in their learning;
- To ensure that pupils across the department are assessed regularly and that skill and knowledge acquisition is effectively tracked;
- To ensure that the assessment materials used in departments are sufficiently robust and have a clear success criteria;
- To ensure that assessment materials link to either new KS3 Programmes of Study or GCSE/GCE/BTEC criteria;
- To ensure that the marking of key assessment pieces is standardised across the department e.g. all members of the team know what a grade 3 piece of work looks like from a grade 4;
- To ensure that teaching staff enter judgments into SIMS on time and that what is entered is based on both summative and qualitative data;
- To evaluate the accuracy of the departmental data entered into SIMS by following the school’s data quality assurance procedures (outlined below): in the Autumn, Spring and Summer Terms ;
- To adjust grades/progress judgments accordingly.

### Responsibility of the Senior Leader/Data Lead:

- To ensure that data entry procedures are clear and that all staff understand the importance of entering accurate assessment data on time;
- To work with Directors of Study to ensure that data entered into SIMS is accurate;
- To review existing quality assurance practices and to make them more robust;
- To ensure that what has been entered into SIMS is analysed and given back to departments in order that quality intervention can take place and that improvement plans can be adjusted;
- To assist Directors of Study in building links with departments in other schools to help with standardisation.

## Data Input and Quality Assurance Procedures at Fazakerley High School:

This procedure **must** be followed before and after every data upload: i.e. 3 times per year: in the Autumn, Spring and Summer Terms:



