

Assessment calendar 2017-2018

<u>Autumn Term 2017</u>	Assessment events
INSET DAYS September 2017	Presentation on assessment systems for this year to all teachers and instructors (info about data drops, target setting, wallpapers and PPMs) Accreditation expectations for 2017-18 for all staff involved in accreditation
21 st of September 2017 (Thursday)	Phase teams to present their current case studies with up to date info and to continue adding to the case studies for the rest of the year.
By 29 th of September 2017	Teachers and instructors would have met with Phase managers to set Autumn, Spring and end of year targets for all pupils
By October 6 th 2017	Teachers and Instructors to enter excellent and good targets for core and non core subjects on tracking sheets for every pupil.
12 th of October 2017 (Thursday)	Phase teams to present End of Key Stage judgments
19 th October 2017 (Thursday)	Work Scrutiny with Phase managers (focus on Marking with Pupils folder of work)
By 20 th of October 2017	Baselines to be completed for all new admissions (All new pupils). All new admissions to have spring and end of term targets set.
31 st October 2017	Parents Evening 4pm to 6pm
13 th November 2017 (Monday)	Upper school/FEC Moderation – focus is accreditation – Upper School/FEC Teachers/instructors and all Managers who teach in Upper School/FEC are required to attend
15 th of November 2017 (Wednesday)	Moderation – Lower and Middle School teachers/instructors and all Managers who teach in Lower and Middle School are required to attend
24 th November 2017	1 st Data Drop (Autumn Data Drop) deadline
From 27 th November to 1 st December 2017	TLRs to update spreadsheet, CK to insert interventions on the spreadsheet
From 4 th December to 7 th of December 2017	CK to analyse whole school to create data headlines
Week beginning 4/12/17	Accreditation Moderation led by VR
7 th December 2017 (Thursday)	CK to present whole school data headlines and instruct TLRs to begin to write their data packs.
<u>Spring Term 2018</u>	
4 th January 2018 (Thursday)	Phases to present data packs, CK to present whole school data and the next set of interventions are planned and set up
8 th of February 2018 (Thursday)	Work Scrutiny with Phase managers –in line with the updated marking and next steps guidance policy.
23 rd February 2018	2 nd Data Drop (Spring Data Drop)
From 26 th February to 2 nd March 2018	TLRs to update spreadsheet, CK to insert interventions on the spreadsheet
From 5 th March to 8 th March 2018	CK to analyse whole school to create data headlines
26 th of February 2018 (Monday)	Upper school/FEC Moderation – focus is accreditation – Upper School/FEC Teachers/instructors and all Managers who teach in Upper School/FEC are required to attend
28 th of February 2018 (Wednesday till 5pm)	Moderation with external SLD participants who attended the SLD 5 day course – Lower and Middle School teachers/instructors and all Managers who teach in Lower and Middle School are required to attend
8 th March 2018 (Thursday)	CK to present whole school data headlines and instruct

	TLRs to begin to write their data packs.
Friday 16 th March 2018 Deadline	Deadline for all accreditation work for all Year 11 and Year 14 pupils to be handed in.
19 th March 2018 (Monday)	Phases to present data packs, CK to present whole school data and the next set of interventions are planned and set up
Week beginning 19 th of March 2018	Accreditation is formally moderated
Summer Term 2018	
w/c 16 th April to 25 th May 2018	Teachers/ Instructors begin to prepare Annual End of year reports
25 th May 2018	3 rd Data Drop (Summer Data Drop)
4 th June 2018 (Monday)	Class list distributed to teachers/instructors along with room allocations and spending priorities
6 th June 2018 (Wednesday)	CK to present to all class teachers/instructors instructions for writing PLO objectives and handover details
8 th June 2018	Deadline for teachers/instructors to complete Individual Pupils End of year Tracking Sheets
From 4 th June to 8 th June 2018	TLRs to update spreadsheet, CK to insert interventions on the spreadsheet
From 11 th June to 14 th June 2018	CK to analyse whole school to create data headlines
w/c 11 th June 2018	Office to commence processing reports and inserting CASPA scores from Individual Pupils End of year Tracking Sheets
w/c 11 June to 6 th July 2018	Current class Teachers/Instructors to begin to write a PLO target for each strand for English and Maths (other subjects to be decided) for every pupil from N-Yr10 Class handover
14 th June 2018 (Thursday)	CK to present whole school data headlines and instruct TLRs to begin to write their data packs.
28 th June 2018 (Thursday)	Phases to present data packs, CK to present whole school data and the next set of interventions are planned and set up
2 nd July 2018 (Monday)	Reports to parents
3 rd July 2018 (Tuesday)	Parents Evening 4pm to 6pm
4 th July 2018 (Wednesday)	Timetables and TA allocation given out
5 th July 2018 (Thursday)	Initial data analysis 2017-18 presented at Full Governors meeting