



Hodge Hill Girls' School

Assessment, Recording, Reporting & Marking Policy: COVID-19 Addendum

Document Information	
Date document completed:	01.09.2020
Date of meeting/Discussion:	14.09.2020
Name of person authorising:	Chair of Governors
Name of person completing:	AHT – Enhancement, Monitoring and Evaluation
Documentation:	
Additional notes:	On-going in line with COVID-19

Assessment, Recording, Reporting and Marking Policy: Covid-19 Addendum

Covid-19 has resulted in a number of challenges in terms of the management of equipment, including exercise books and similar subject-specific items such as sketchbooks. As such, current arrangements for marking as per 'Marking Arrangements: A Guide for Parents' have been adjusted significantly.

The following points will be in place until further notice:

1. All pupils in school years 7-10 at the end of the summer term 2019-20 have been provided with learning packs; these feature learning materials for the most needed aspects of learning covered during the period from March 23rd – July 17th 2020. Pupils have also been given a maximum of 4 pages as an 'assessment' task linked to the learning which they have been asked to complete over the summer holiday period. Pupils have been asked to bring all of the assessment tasks back into school on their first day in the Autumn term; following pupil timetables, these will be taken in by class teachers, kept for 48 hours before teaching staff mark them. Teaching staff will then be able to use this information to inform early planning in the Autumn term; this will run alongside the 'Subject 'Success for All' Plan'.
2. Heads of Faculty and Heads of Subject have been informed that only in-class assessments as part of calendared assessment weeks should be marked; again, these will be collected in and kept for 48 hours before teaching staff mark them. This is to reduce the contacts with and 'sharing' of books etc.
3. Following the consultation process with school staff, some subject areas identified that they felt that there may be scope for some additional 'marking' of pupil work; this is to be determined on an individual subject by subject basis.
4. Parents have been informed of this adjustment to our approach through the 'Y7-11 Parent and Pupil Handbook; September 2020 Opening Version 1':

What will 'marking' look like?

In lessons, there will be an increased emphasis on self-checking and self-assessment; this has been a feature of much of our assessment previously. Depending on timetables and individual subject approaches, some teachers may be able to assess work completed both in lesson and homework time.

Please keep a close eye on the Parent Bulletin for details of Assessment Weeks; pupils will be aware of these as teaching staff will talk to them about when these are happening. All work completed in assessments during Assessment Weeks will be marked by the teacher.

We would like to remind parents and pupils that there are a number of ways to monitor pupil engagement with learning outside of the classroom; usage of Hegarty Maths, Tassomai and GCSE Pod is monitored on a weekly basis.

5. Calendared 'Work Reviews' may need to be adjusted.
6. Government guidance will be followed and adjustments made as and when is appropriate and necessary.