

Quarterly Assessments Arrangements for Assessment Weeks and Reporting 2024-2025 Academic Year

Version 1.0 – last updated September 2024

Quarterly Assessment weeks and Reporting Deadlines

These dates and deadlines are common to all Trust schools

Q1	Mon 14 Oct 2024 – Fri 18 Oct 2024	Quarter 1 Assessment week (all year groups)
	Mon 21 Oct 2024 9.00am	Learning Habit grades due (all year groups)
	Thu 24 Oct 2024 9.00am	Current grades due (all year groups)
		<i>There are no written reports in Quarter 1</i>
Q2	Wed 4 Dec 2024 until end of term	Year 11 and 13 Quarter 2 Mock Exams
	Thu 5 Dec 2024 – Wed 11 Dec 2024	Quarter 2 Assessment week (Years 7 – 10 and 12)
	Wed 11 Dec 2024 9.00am	Learning Habit grades due (all year groups)
	Tue 17 Dec 2024 9.00am	Current grades due for Years 7, 8 and 9
	Wed 8 Jan 2025 9.00am	Current grades due for Years 10 – 13
	Wed 8 Jan 2025 9.00am	Year 11 and 13 Form Tutor report comments due
	Tue 14 Jan 2025 5.00pm	Year 13 Senior Teacher report comments due
	Tue 21 Jan 2025 5.00pm	Year 11 Senior Teacher report comments due
Q3	Friday 7 Mar 2025	Quarter 3 Assessments begin for Years 11 and 13 only
	Mon 10 Mar 2025 – Fri 14 Mar 2025	Quarter 3 Assessment week (all year groups)
	Mon 17 Mar 2025 9.00am	Learning Habit grades due (all year groups)
	Wed 2 Apr 2025 9.00am	Current grades due for Years 9-13
	Thu 24 Apr 2025 9.00am	Current grades due for Years 7-8
	Fri 25 Apr 2025 9.00am	Year 9 Form Tutor report comments due
	Wed 30 Apr 2025 9.00am	Year 9 Senior Teacher report comments due
Q4	Mon 16 Jun 2025 – Fri 20 Jun 2025	Quarter 4 Assessment week (Years 7-10 and 12)
	Fri 20 Jun 2025 9.00am	Learning Habit grades due (Years 7-10 and 12)
	Fri 20 Jun 2025 9.00am	Year 7 and 12 Form Tutor report comments due
	Fri 27 Jun 2025 5.00pm	Current grades due for Year 9 <i>To allow Year 9 into 10 options to be finalised</i>
	Mon 30 Jun 2025 5.00pm	Current grades due for Year 12 <i>To allow Year 12 resits to be arranged for students with E or U grades</i>
	Wed 2 Jul 2025 5.00pm	Current grades due for Years 7, 8 and 10
	Thu 10 Jul 2025 9.00am	Year 7 and 12 Senior Teacher report comments due

w/b Monday	Mon	Tue	Wed	Thu	Fri
26-Aug-24	Summer Holidays	Summer Holidays	INSET Day	INSET Day	INSET Day
02-Sep-24	INSET Day	7/12 Induction			
09-Sep-24					
16-Sep-24					
23-Sep-24					
30-Sep-24					
07-Oct-24					
14-Oct-24	Q1 Assessments	Q1 Assessments	Q1 Assessments	Q1 Assessments	Q1 Assessments
21-Oct-24	Learning Habit grades due (all)			Exam grades due (all)	
28-Oct-24	Half Term	Half Term	Half Term	Half Term	Half Term
04-Nov-24	Trust Conference				
11-Nov-24					
18-Nov-24					
25-Nov-24					
02-Dec-24			Q2 Mocks (Yr 11/13)	Q2 Assessments	Q2 Assessments
09-Dec-24	Q2 Assessments	Q2 Assessments	Q2 Assessments Learning Habit grades due (all)	Q2 Mocks (Yr 11/13)	Q2 Mocks (Yr 11/13)
16-Dec-24	Q2 Mocks (Yr 11/13)	Q2 Mocks (Yr 11/13) Yr 7-9 Exam grades due	Q2 Mocks (Yr 11/13)	Christmas Holidays	Christmas Holidays
23-Dec-24	Christmas Holidays	Christmas Holidays	Christmas Holidays	Christmas Holidays	Christmas Holidays
30-Dec-24	Christmas Holidays	Christmas Holidays	Christmas Holidays	Christmas Holidays	Christmas Holidays
06-Jan-25			Yr 10-13 Exam grades due Yr 11+13 Tutor Reports due		
13-Jan-25					
20-Jan-25					
27-Jan-25					
03-Feb-25					
10-Feb-25					INSET Day
17-Feb-25	Half Term	Half Term	Half Term	Half Term	Half Term

w/b Monday	Mon	Tue	Wed	Thu	Fri
24-Feb-25					
03-Mar-25					Q3 Mocks (Yr 11/13)
10-Mar-25	Q3 Assessments	Q3 Assessments	Q3 Assessments	Q3 Assessments	Q3 Assessments
17-Mar-25	Learning Habit grades due (all)				
24-Mar-25					
31-Mar-25			Exam grades due (Yr 9-13)		
07-Apr-25	Easter Holidays	Easter Holidays	Easter Holidays	Easter Holidays	Easter Holidays
14-Apr-25	Easter Holidays	Easter Holidays	Easter Holidays	Easter Holidays	Easter Holidays
21-Apr-25	Easter Holidays			Exam grades due (Yr 7-8)	Year 9 Tutor Reports due
28-Apr-25					
05-May-25	Bank Holiday				
12-May-25					
19-May-25					Sponsored Walk
26-May-25	Half Term	Half Term	Half Term	Half Term	Half Term
02-Jun-25	Trust Conference				
09-Jun-25					
16-Jun-25	Q4 Assessments	Q4 Assessments	Q4 Assessments	Q4 Assessments	Q4 Assessments Learning Habit grades due (all) Yr 7, 8, 10, 12 Tutor reports due
23-Jun-25					Year 9 Exam grades due
30-Jun-25	Year 12 Exam grades due		Year 7, 8, 10 Exam grades due		
07-Jul-25	Enrichment Week	Enrichment Week	Enrichment Week	Enrichment Week	Enrichment Week
14-Jul-25				Summer Holidays	Summer Holidays
21-Jul-25	Summer Holidays	Summer Holidays	Summer Holidays	Summer Holidays	Summer Holidays

Reporting

Each quarterly grade sheet contains this information.

One quarter each year, a form tutor and a senior teacher (HOY/AHOY/SLT) also write written comments.

Target grades based on prior attainment and expected progression rates

Current grades show results in recent assessments. For subjects with target grades, these are shaded depending whether the grade is 'On Track' or not at this stage of the year.

On Track? shows if the student is currently making the progress we expect in order to meet or exceed their target grade **by the end of the year**.

We only record On Track for subjects with target grades.

The colouring shows if the grade is On Track or not.

Purple	The current grade is on track and is currently above the end of year target	Green	The current grade is on track and is currently at or just below the end of year target (but in reach of it by the end of the year)
Yellow	The current grade is off track but is only 1 grade below on track	Red	The current grade is off track and is 2 or more grades below on track

Subject	Target Grade	Current Grade	On Track?	Classwork	Homework	Memorisation
Art	-	4+	-	1	2	1
English	5+	5-	Off	2	2	2
French	4	3+	On	1	1	1
Games	-	2	-	2	-	3
Geography	5	5+	On	1	1	1
History	5	4-	Off	2	2	2

SAMPLE DATA ONLY

Learning Habit grades are given for classwork, homework and memorisation.

- 1 = Consistently engaged
- 2 = Usually engaged
- 3 = Not engaged

Parents Evenings

Exact dates vary according to each school's calendar, but with this general pattern.

	Year Group		Focus
Half Term 1	All year groups		
Half Term 2	Year 7	Parents Evening	Settling in and adjustment to secondary school study
Half Term 3	Year 13	Parents Evening	Review of Q2 outcomes and focus for final months of study
	Year 11	Parents Evening	Review of Q2 outcomes and focus for final months of study
	Year 12	Parents Evening	Settling into A Level study and review of Q2 outcomes
Half Term 4	Year 9	Parents Evening	Year 9 into 10 Options process and look ahead to Q4
Half Term 5	Year 10	Parents Evening	Half-way point of GCSE courses, review Q3 outcomes and look ahead to Q4
	Year 8	Parents Evening	Year 8 into 9 Options process and look ahead to Q4
Half Term 6			

Assessment and Reporting at each quarter

For all assessments, students should be clear **in advance** what the focus of the assessment will be (in terms of content and skills) and the criteria on which they will be assessed. As well as providing report grades which feed into quarterly analysis, all assessments must be used formatively as part of the feedback loop for students with class teachers.

Quarter 2 and Quarter 4 are the most significant assessment points with formal assessment weeks with cumulative content assessed. All subjects assess in these weeks.

Quarter 1 and Quarter 3 are 'lighter touch' assessment points, particularly at KS3. The tables below give detail of which subjects assess in these quarters. Quarter 3 is a final mock exam for Year 11 and 13 ahead of their GCSE and A Level exams.

In most cases these formal assessments are marked and graded. The overall 'current grade' shows on the gradesheet. By comparing with their target grades, students can see if they are 'on track' or not to meet their end of year target.

There are some lighter touch assessments (eg. lower school humanities in Q1 and Q3) which given a mark only. We sometimes call these "**milestone markers**". The mark or percentage score shows on Go4Schools, but does not transfer to the gradesheet. As well as feedback and reflection tasks after the assessment, teachers should routinely share the context of these scores (eg. the max and min marks in their class, and the average score in their class).

Quarter 1

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
English, Maths, Science	Formal in-class assessment in Q1 assessment week. Marks and grades recorded on Go4Schools. Grade, On Track and learning habit grades show on Go4Schools and gradesheets.			All subjects assess in Q1 using a formal in-class assessment but on restricted content . (eg. a single essay in Year 12). Marks and grades recorded on Go4Schools. Grade, on track and learning habit grades show on Go4Schools gradesheets.			
Languages	As for Geog/Hist/RE		As for En/Ma/Sc				
Geography, History, RE	Formal assessment for Q1 but this may be an assessed homework, or MS Forms-based assessment, or completed in class. Marks entered onto Go4Schools. Learning habit grades only show on Go4Schools and gradesheets.						
Electives and Options subjects	No requirement for formal assessment. These subjects are not included in the Q1 gradesheets.						

Quarter 2

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
All subjects, including Core, EBacc and Elective	<p>Formal exams for all subjects based on cumulative content of the course covered to date.</p> <p>Marks and grades recorded on Go4Schools.</p> <p>Grade, on track and learning habit grades show on Go4Schools gradesheets/reports</p>						

Quarter 3

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
English, Maths, Science	<p>Formal in-class assessment in Q3 assessment week.</p> <p>Marks and grades recorded on Go4Schools.</p> <p>Grade, On Track and learning habit grades show on Go4Schools and gradesheets.</p>		<p>All subjects assess in Q3 using a formal in-class assessment with cumulative content assessed from the start of the course.</p> <p>Marks and grades recorded on Go4Schools.</p> <p>Grade, on track and learning habit grades show on Go4Schools gradesheets.</p>				
Geography, History, RE, Languages	<p>Formal assessment for Q3 but this may be an assessed homework, or MS Forms-based assessment, or completed in class.</p> <p>Marks entered onto Go4Schools.</p> <p>Learning habit grades only show on Go4Schools and gradesheets.</p>						
Electives and Options subjects	<p>Formal assessment for Q3 but this may be an assessed homework, or MS Forms-based assessment, or completed in class.</p> <p>Marks entered onto Go4Schools.</p>						

	Learning habit grades only show on Go4Schools and gradesheets.	
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Quarter 4

	Year 7	Year 8	Year 9	Year 10		Year 12	
All subjects, including Core, EBacc and Elective	<p>Formal exams for all subjects based on cumulative content of the course covered to date.</p> <p>Marks and grades recorded on Go4Schools.</p> <p>Grade, on track and learning habit grades show on Go4Schools gradesheets/reports</p>						

Minimum expectations of number of Standardised Assessments (recorded on Go4Schools)

English, Maths, Science

Year	Autumn Term – Half Term 1		Autumn Term – Half Term 2		Spring Term		Summer Term	
		Q1		Q2		Q3		Q4
Year 7-9		Quarterly Assessment (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades
Year 10	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades
Year 11	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades		

Modern Foreign Languages

All four skills are not assessed each quarter. (2) = 2 skills assessed, (4) = all 4 skills assessed.

Year	Autumn Term – Half Term 1		Autumn Term – Half Term 2		Spring Term		Summer Term	
		Q1		Q2		Q3		Q4
Year 7-8		Quarterly Assess. (2) (Milestone Marker) Learning Habit Grades	Standardised Assessment	Quarterly Assess. (4) (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assess. (2) (Milestone Marker) Learning Habit Grades	Standardised Assessment	Quarterly Assess. (4) (Graded) Learning Habit Grades
Year 9		Quarterly Assessment (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assess. (4) (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assess. (2) (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assess. (4) (Graded) Learning Habit Grades
Year 10	Standardised Assessment	Quarterly Assess. (2) (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assess. (4) (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assess. (2) (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assess. (4) (Graded) Learning Habit Grades
Year 11	Standardised Assessment	Quarterly Assess. (2) (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assess. (4) (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assess. (4) (Graded) Learning Habit Grades		

Geography, History and Religious Education

The Q1 Standardised Assessment in Years 7-9 should be set and recorded on Go4Schools by the Q1 deadline at October half term.

At Twyford, RE is sat in Year 10 so follows the pattern of Year 10-11 in Years 9-10.

	Autumn Term – Half Term 1		Autumn Term – Half Term 2		Spring Term		Summer Term	
Year		Q1		Q2		Q3		Q4
Year 7-8		Standardised Assessment (Milestone marker) Learning Habit Grades		Quarterly Assessment (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assessment (Milestone marker) Learning Habit Grades	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades
Year 9		Standardised Assessment (Milestone marker) Learning Habit Grades		Quarterly Assessment (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades
Year 10 <small>TWY RE: Year 9</small>		Quarterly Assessment (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades
Year 11 <small>TWY RE: Year 10</small>	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades		

Electives and Options Subjects

The Q1 Standardised Assessment in Year 9 should be set and recorded on Go4Schools by, or shortly after, October half term.

	Autumn Term – Half Term 1		Autumn Term – Half Term 2		Spring Term		Summer Term	
Year		Q1		Q2		Q3		Q4
Year 7-8				Quarterly Assessment (Graded) Learning Habit Grades		Quarterly Assessment (Milestone marker) Learning Habit Grades		Quarterly Assessment (Graded) Learning Habit Grades
Year 9		Standardised Assessment		Quarterly Assessment (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades
Year 10		Quarterly Assessment (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades
Year 11	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades		

All A Level subjects

The Sixth Form expectations for Standardised Assessment are no less than those for Year 11 – but are likely to be more frequent

Year	Autumn Term – Half Term 1		Autumn Term – Half Term 2		Spring Term		Summer Term	
		Q1		Q2		Q3		Q4
Year 12	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades
Year 13	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades	Standardised Assessment	Quarterly Assessment (Graded) Learning Habit Grades		

Reporting to Parents

All quarterly reports are published electronically via Go4Schools. Only some gradesheets are printed and posted home. These paper copies are issued by default, but parents can opt out of receiving paper copies of these (and are actively encouraged to do so).

Years 7 Reports

Results from major Q2 and Q4 assessment points issued on paper

Quarter 1	Quarter 2	Quarter 3	Quarter 4
English, Maths, Science, Languages, Humanities only	All subjects	All subjects	All subjects Tutor and Senior Teacher comments
Published electronically	Published electronically and posted home	Published electronically	Published electronically and posted home

Years 8 Reports

Results from major Q2 and Q4 assessment points issued on paper

Quarter 1	Quarter 2	Quarter 3	Quarter 4
English, Maths, Science, Languages, Humanities only	All subjects	All subjects	All subjects
Published electronically	Published electronically and posted home	Published electronically	Published electronically and posted home

There are no written tutor and senior teacher comments for Year 8.

Years 9 Reports

Results from major Q2 and Q4 assessment points issued on paper as well as Q3 results to inform options choice decisions

Quarter 1	Quarter 2	Quarter 3	Quarter 4
English, Maths, Science, Languages, Humanities only	All subjects	All subjects Tutor and Senior Teacher comments	All subjects
Published electronically	Published electronically and posted home	Published electronically and posted home	Published electronically and posted home

Years 10 Reports

Results from major Q2 and Q4 assessment points issued on paper

Quarter 1	Quarter 2	Quarter 3	Quarter 4
All subjects	All subjects	All subjects	All subjects
Published electronically	Published electronically and posted home	Published electronically	Published electronically and posted home

There are no written tutor and senior teacher comments for Year 10.

Years 11 Reports

Results from Q2 and Q3 mock exams issued on paper

Quarter 1	Quarter 2	Quarter 3
All subjects	All subjects Tutor and Senior Teacher comments	All subjects
Published electronically	Published electronically and posted home	Published electronically and posted home

Years 12 Reports

Results from major Q2 and Q4 assessment points issued on paper

Quarter 1	Quarter 2	Quarter 3	Quarter 4
All subjects	All subjects	All subjects	All subjects Tutor and Senior Teacher comments
Published electronically	Published electronically and posted home	Published electronically	Published electronically and posted home

Years 13 Reports

Results from Q2 and Q3 mock exams issued on paper

Quarter 1	Quarter 2	Quarter 3
All subjects	All subjects Tutor and Senior Teacher comments	All subjects
Published electronically	Published electronically and posted home	Published electronically and posted home

Conduct/Attendance/Punctuality summary sheets for Years 7-11 are emailed directly to parents at the end of each quarter. Electronic PDFs of these will be available on Copia for pastoral purposes.

Wider learning summaries for Years 7-11 are also produced and emailed home to parents. Electronic PDFs of these will be available on Copia for pastoral purposes.