

Assessment & Recording Policy

Aims

In line with the College's aim of high academic standards, we expect all students will

- understand the assessment process
- grasp clearly how their work may be improved
- acquire the skill of constructive self-assessment necessary to become independent learners

Assessment

Although criteria for assessment will vary from subject to subject it is college policy that:

- criteria are defined and clearly enunciated to tutors via the subject Scheme of Work and to students via a handout
- grades or marks are clearly related to the criteria
- except when marking for summative assessment the emphasis is on constructive comment, warmly phrased, even when pointing out errors/areas for improvement
- each subject/department's policy on the allocation of grades or marks is adhered to by all staff teaching that subject
- the HOD/teacher i/c of the subject is responsible for monitoring the implementation of the policy, assessment of the subject and regularly reviewing methods of assessment

Recording

Individual tutors are responsible for keeping succinct records of attendance at lessons and grades/marks for each group of students taught. A note of the date set and (very brief) nature of the work accompanies each set of marks/grades. Absence for the work set or late handing in is recorded. Tutors also note any salient points about a student's progress/needs/abilities.

The HOD/Tutor/C subject is responsible for collating subject/departmental records, comprising:

- records of external examination predictions, results and analysis
- any records of individual students/groups provided by department colleagues