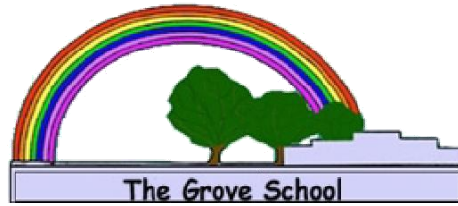


**NORTHUMBERLAND**

COUNTY

COUNCIL



# **The Grove School ASDAN Assessment Policy**

**Date Reviewed: September 2024**

**Next Review Date: September 2025**

# Our Assessment Policy

## Introduction

This policy sets our assessment process to meet ASDAN's principles of assessment and meet national standards.

## Access

Candidates and their parent and carers are made aware of the existence of this policy and have open access to it. It can be found in the policy file, situated in the front office.

All teaching staff are made aware of the contents and purpose of this policy.

This policy is reviewed annually and may be revised in response to feedback from candidates, teaching staff, parents and carers, governors and external organisations.

## General Assessment Principles

- Assessments must be VALID - the assessment must measure progress and achievement.
- Assessments must be RELIABLE - the assessment must show the same results over time.
- Assessments must PRACTICABLE - the assessment must be easy to construct, administer, mark and interpret.
- Assessments must be EQUITABLE and FAIR - the assessment must ensure equal opportunities for all and show no disadvantage to minority groups.

## Assessment Guideline Statement

- The Grove School staff will ensure they are familiar with the qualification units and their requirements in order to meet the success criteria.
- The relevant Grove School staff who teach, assess and moderate the different courses and programmes will work together to develop, write and apply written assessment plans as part of the teaching and learning process. Team planning will ensure a consistent and fair approach.
- The Grove School staff will ensure they understand the differences between levels and what they entail within each unit to ensure assessment plans will meet the required standard.
- The Grove School staff will consider and identify a variety of appropriate assessment opportunities for the different qualification units within the planning process.

- The Grove School staff will establish if they are assessing knowledge, performance or skills in the assessment plans.
- The Grove School staff will involve candidates in the assessment process when appropriate to the individual needs of the candidates.
- The Grove School staff will use the individual unit assessment templates to write the assessment plans on. Templates will be completed in full and signed by the relevant people with their job titles.
- The Grove School staff team will regularly review assessment plans for every unit in the relevant qualifications to ensure they remain for purpose and meet the needs of the current cohort.
- Assessment plans must be included within the external moderation sample for each pupil for each unit.
- As a previous action to moderation feedback, the Grove School will annotate all individual pieces of work to ensure external moderators have a good understanding of the level and type of support given, the types of resources used, access to the internet and any other relevant information needed.
- Internal moderation will be on-going throughout the course, with feedback being given to the assessors in relation to their assessments. There should be evidence of feedback being actioned where necessary.
- It is the responsibility of Grove School staff to participate in the assessment and moderation process by keeping the necessary records, attending relevant meetings and submitting marked candidate work as requested.
- It is essential that assessment decisions are in line with the qualification standards. The internal and external moderation process is in place to ensure that all assessments are applied consistently for all candidates and that the final judgement is accurate, reliable and recorded.
- Summative internal moderation must be carried out prior to candidates being entered for external moderation. Only those candidates who have fully met the standards can be entered for external moderation. Entering those who have not met the standards will jeopardise the success of those who have met the standards. If teaching staff are found to be entering candidates for moderation who have not met the standards, disciplinary procedures may be implemented.
- All assessment evidence, which has been internally moderated, must be kept onsite until after the external moderation. The work remains the property of the candidate and can be returned to the candidate according to the requirements of the relevant awarding body.

- All lead staff involved with the delivery, assessment and moderation of ASDAN programmes of study and qualifications will participate in ASDAN training and will also have access to support via our school co-ordinator and ASDAN online and telephone support services.

Penny Derries  
Headteacher

Bob Curry  
Chair of Governors

Next date for review:- September 2025

Minutes from Assessment Planning Meetings

Persons present:	Date:
Issues arising:	Action agreed / person(s) responsible
Date agreed for next meeting	