



Department Assessment and Feedback policy

Seaford Head School

The key principles of assessment and feedback at SHS:

The purpose of feedback is for students to secure the best possible understanding of the knowledge and skills of each subject's curriculum. According to the Education Endowment Foundation (EEF), feedback is an area which can have very high impact with minimal cost, based on extensive research. The EEF have estimated that effective feedback will give an additional 6 months of progress for students.

<https://educationendowmentfoundation.org.uk/education-evidence/teaching-learning-toolkit/feedback>



Principles of effective feedback:

- Feedback is about the task, or learning process (metacognition)
- It should be specific, accurate, clear and manageable
- It needs to be provided to students at appropriate times within the curriculum
- It can be in a variety of forms; whole class, individual, verbal, written, peer, self...
- Students should act on feedback through a response and to be seen in future work where required and should do so within an effective timescale on receiving the feedback
- Teachers should act on feedback through adapting future lessons to support learning

Feedback styles:

Effective marking may include feedback codes along with traditional written feedback.

Strategies:

- All student responses are in green pen
- Peer and self-assessment is undertaken with specific criteria/scaffolding and is evident within exercise books/One Note pages
- Whole class feedback provides modelling and scaffolding to support learning – potential of using visualisers etc
- Verbal feedback requires evidence of student/teacher acknowledgement of support provided
- Feedback in the form of AI via digital platforms such as SPARX, Bedrock and Seneca

Feedback is a vital part of the teaching and learning process and will happen when determined by the subject curriculum. It will be used to identify gaps or misconceptions in knowledge or skills. Feedback will be used to inform teacher planning so that an opportunity is provided for students to close the gaps in knowledge or skills. Formative assessment

We agree with the EIF that:

“Teachers and leaders use assessment well, for example to help learners embed knowledge and use knowledge fluently or to check understanding and inform teaching. Leaders understand the limitations of assessment and do not use it in a way that creates unnecessary burdens for staff or learners. “

Year 7 and Year 8 will have 1 calendared exam during the academic year with Year 8 having a second calendared assessment for Maths, English and Science. Year 9 - 13 will have 2 calendared exams during the academic year. These will be blended in nature, moderated by staff and used to provide a snapshot of students understanding of the curriculum at that

time. After these assessments, students will have the opportunity to complete a Dedicated Improvement Task (DIT), which will facilitate them regarding how they could have improved their response.

Summative assessment will take place at the end of Key Stage 4 and 5 against nationally recognised benchmarks e.g. GCSE or A-Level grades.

Reports

The school operates two reporting points after each year group exam period.

Key responsibilities:

SLT will:

- Quality assure the year group exams and effectiveness of feedback in lessons via line management with HOD's and learning walks

Heads of Department will:

- Ensure that departmental assessment and feedback maps the expectations within feedback policy
- Ensure that teachers give feedback in line with the departmental feedback policy
- Use evidence from learning walks and work scrutiny

Teachers will:

- Give feedback in line with the key principles of the SHS Feedback policy and enable students to undertake self and peer feedback

Students will:

- Be receptive and respond in a positive manner to feedback and undertake peer assessment and feedback where appropriate

Monitoring of the assessment cycle

Monitoring and sampling of the assessment cycle is in place to quality assure the process at all levels. Most importantly, this will support a continual process of reflection and self-improvement in all colleague's professional practice. This will contribute to the evaluation of the policy at the end of the academic year.

Monitoring will take place by:

1. Line management meetings between SLT and Heads of Department
2. Learning walks carried out by SLT and Heads of Department during the academic year
3. Work scrutiny during learning walks, subject reviews and a termly work scrutiny programme
4. Department meetings in which time will be devoted to preparing effective assessment and carrying out moderation after year group exams.

Department assessment plan for 2025-2026

1. Complete the table below for your department:

Year Group	Term 1 Feedback	Term 2 Feedback	Term 3 Feedback	Term 4 Feedback	Term 5 Feedback	Term 6 Feedback
7						
8						
9	Unit R057 Topic Area 1 Powerpoint 6a- exam question on conception- peer marked	Unit R057 TA 1-End of Unit Assignment. End of Unit Test. Marking & feedback	Unit R057 Topic Area 2 Powerpoint 13.- exam question on home/hospital birth –peer marked Powerpoint 14- exam question on the birth process –peer marked	Unit R057 TA 2-End of unit Assignment End of U it test. Marking & feedback	Unit R057 Topic Area 3 Powerpoint 23 – exam question on benefits of routines- peer marked. TA3-End of Unit Assignment. Exam Week Exam in place of End of Unit Test Marking & feedback and DIT	Unit R057 Topic Area 4. TA4-End of Unit Assignment. End of Unit test. Marking & feedback
10 Unit R057 TA4 Unit R058	Exam Week TA4-End of Unit Assignment	R058 NEA- Topic area 1 (Nursery safety)	R058 NEA – Topic Area 2 (Nursery equipment)	R058 NEA – Topic area 4 (Plan & prepare a feed/meal)	R058 NEA task 4-practical food making task – teacher marked.	Exam Week Y10 Exams

	End of Unit test. Marking & feedback. Yr 10 Exams 2x45 min exams over 2 lessons. (-teacher assessed and feedback.) R058 NEA- Topic area 1 (Nursery safety) marking & feedback	marking & feedback R058 NEA – Topic Area 2 (Nursery equipment) marking & feedback	marking & feedback R058 NEA Topic area 3&4 R058 NEA- Topic Area 3 (Nutrition) Marking & feedback	Practical Exam (March) NEA task 4- practical food making task – teacher marked	Respond to feedback and complete all R058 NEA for submission in May	2x45 min exams over 2 lessons. (-teacher assessed and feedback.) R059 Topic Area 1- (Development Norms) R059 NEA Topic area 1 - Norms – marking and feedback.
11	R059 NEA Topic area 1 - Norms – marking and feedback. R059 Topic Area 2-(Play – Stages, types) NEA topic area 2 – play. Marking and feedback.	Exam Week Mock exam 1h15 hour written paper marking and feedback. R059 Topic area 3- (Observing and recording) NEA topic area 3 –observe &record a child. – marking and feedback.	R059 Topic area 4 -(Plan & Evaluate play activities) NEA topic area 4 – marking and feedback	Exam Week R059 Topic area 4 -(Plan & Evaluate play activities)- marking and feedback. Exam- 1h15 hour written paper R059 NEA – Final deadline marking and feedback	R059 – complete NEA for May submission of R059	Revision and Exams

Frequency:

Key Stage 3: at least once a term with opportunities for the development of self/peer assessment/feedback

Key Stage 4: twice a term but one should be peer / self-assessment or a group feedback sheet that individuals can benefit from

Key Stage 5: ongoing regular in class assessments throughout the year (at least once a term)

2. How is formative assessment carried out in lessons to monitor student understanding of the curriculum and check for misconceptions? E.G. Do Now activities, low stakes tests, use of mini whiteboards, exit tickets etc