

# Swanwick School and Sports College



## Assessment Policy

<b>Initial Date</b>	<b>Reviewed</b>	<b>Next Review</b>
September 2023	May 2024	September 2024

### **Assessment:**

This is the process of collecting evidence of pupil attainment either in terms of grades or levels. It should not normally be based on a single test or assessment piece, but be a judgement based on an accumulation of evidence over a period of time.

At Swanwick School and Sports College (SSSC) each subject area has its own criteria for assessment and will apply these consistently and in a way that can be communicated to pupils, staff, parents/carers and other professionals as required.

This policy will:

- Promote reliable assessment of the progress made by pupils.
- Make it clear when assessments are due and how they will be used to measure progress.

At the start of each academic year an 'Assessment Diary' with key dates for the year is shared with staff. This includes information and important dates around exam entries, data collection and moderation events.

At SSSC there are two separate curriculum Pathways; Cognition Pathway and Nurture Pathway. These two Pathways allow us at SSSC to offer a tailored curriculum for our pupils. For more information on these Pathways please see the school website. Below shows how we assess our pupils at SSSC within these Pathways.

## **SOLAR Assessment System**

At SSSC pupils are assessed using the SOLAR assessment system, which is an adapted assessment system for our curriculum at SSSC.

### **SOLAR Fundamentals**

- SOLAR is a secure online assessment tool tracker specifically designed for Special Schools and Primary Schools.
- The SLT will set up new users onto SOLAR. (See Appendix 1, Logging in and out of SOLAR)
- The SLT will set up classes and add/remove pupils as appropriate.
- Staff will have permissions allocated for each class as required (e.g. as a teacher or Subject Lead)

### **Assessment Frameworks:**

#### **SOLAR Steps**

At SSSC all pupils are assessed against each area of the curriculum using SSSC Steps. These steps range from Step 1 to Step 15 or Step 17 (this is at the discretion of the SLT and Subject Leads). Below shows the Steps and provides an indication of each Step; in relation to School Year/Age.

Steps 1 - 6				
Pre-Key Stage 1				
5 years and under				

Step 7	Step 8	Step 9	Step 10	Step 11
Year 1	Year 2	Year 3	Year 4	Year 5
5-6 years	6-7 years	7-8 years	8-9 years	9-10 years

Step 12	Step 13	Step 14	Step 15
Year 6	Year 7	Year 8	Year 9
10-11 years	11 – 12 years	12 - 13 years	13-14 years

Steps 16 - 17			
Year 10 and Year 11			
14 years+			

### **Steps Statements and Stars**

Each Step has a series of assessment criteria and Statements for pupils to work towards before completing the Step. These Statements are created from SOLAR along with the SLT and Subject Leaders.

In order to ensure consistency of approach across the school, pupils are assessed on SOLAR using a Star approach. These stars represent if a child is Emerging, Developing or Secure using the following criteria:

<p style="text-align: center;">Emerging</p> <p style="text-align: center;">★</p>	<p>Signifies that the objective has been taught and pupils require a lot of adult support and scaffolding to complete relevant work/tasks.</p>
<p style="text-align: center;">Developing</p> <p style="text-align: center;">★</p>	<p>The pupil has grasped the concept of the objective but will need reminders and support prior to completing independently.</p>
<p style="text-align: center;">Secure</p> <p style="text-align: center;">★</p>	<p>The pupil is secure and confident with the objective and can return at a later date and still achieve the objective independently.</p>

SOLAR is a live assessment system that should be used regularly to monitor and track progress and support in planning lessons to ensure all pupils are able to make progress.

### Additional Assessment Frameworks

At SSSC there are additional assessment frameworks for pupils in Key Stage 4 including Functional Skills and GCSE. These are allocated accordingly and pupils progress is recorded against these statements as appropriate.

### Target Setting:

Where possible SSSC will use the inbuilt target setting tool that can then be adapted using professional judgment as required.

### Progress:

Solar automatically calculates progress made. The assessment screen is colour coded (Blue, Green, Amber and Red), so that you can see at a glance how a pupil is doing against their target.

The screenshot displays the SOLAR assessment system interface for a pupil named Adam Aadel. The main area shows a list of 12 objectives with progress indicators (stars) for Emerging, Developing, and Secure levels. A sidebar on the left shows a list of pupils with their current progress percentages. A right-hand panel displays summary statistics for Adam Aadel, including a progress bar (47/60), a star chart, and target information.

Objective	Emerging	Developing	Secure
1. Notice auditory stimuli e.g. startle to loud music KPI	★	★	★
2. Notice visual stimuli e.g. response to lights	★	★	★
3. Notices tactile stimuli e.g. responding to touch xxx	★	★	★
4. Notice olfactory stimuli e.g. responding to smell	★	★	★
5. Notices vestibular e.g. movement such as rocking	★	★	★
6. Obvious reaction to close contact with familiar adult	★	★	★
7. Responds to obvious stimuli (3)	★	★	★
8. Distress reduced by physical contact	★	★	★
9. Distress calmed by calming voice	★	★	★
10. Reduces activity in response to touch or voice	★	★	★
11. Demonstrates a range of unintentional vocalisation when content	★	★	★
12. Demonstrates a range of unintentional	★	★	★

**Pupil Progress Summary:**

- Adam Aadel:** 78% (47/60)
- Alyana Moissette:** 72%
- Ali Moirans:** 63%
- Alye Heaney:** 72%
- Caitlan Mustard:** 74%
- Dudley Armstrong:** 43%
- Jane Jones:** 50%
- Joanna Luntley:** 72%

**Adam Aadel Progress Details:**

- Progress: 47/60 (78%)
- Term: P1(i) + 3%
- Year: P1(i) + 3%
- Key: NOT SET

At SSSC all of our pupils are recorded as having a 'Spiky Profile' (Appendix 2). For SSSC pupils the percentage of Progress is calculated as a total of all assessment completed across various levels.

All pupils at SSSC will be baselined at the start of the academic year and progress data will be collected three times a year and reported to parents for Mid-Year Reports and End of Year Reports.

**Evidence:**

SOLAR has an inbuilt feature where evidence to support a Star(s) can be uploaded. This can include documents, photographs and or videos. These can be uploaded using either a Tablet/Computer.

All evidence uploaded should either be marked or a clear brief description provided.

When referring to a pupil's 'current attainment window', this relates to the Step that pupils are predominately working on, as well as the previous Step and the following Step, due to their 'Spiky Profile'.

In English pupils should have at least one piece of quality work uploaded (within their current attainment window) for each unit of work (minimum 2 a half term).

In Maths pupils should have at least two pieces of quality work uploaded (within their current attainment window) uploaded for two separate strands within each half term.

In other Subject areas pupils should have at least one piece of quality work uploaded (within their current attainment window) each half term.

See Appendix 3 for information on how to upload evidence for a statement and/or multiply statements.

**Nurture Pathway Assessment**

Within our Nurture Pathway we assess each pupil in Reading, Writing, Maths, Personal, Social & Emotional Development (PS&ED), Physical Development (PD), Understanding The World (UTW) and Expressive Arts & Design (EA&D).

SOLAR Steps will be assessed and progress will be calculated and reported within these strands.

<b>Curriculum Strands</b>	<b>National Curriculum Subjects</b>
Personal, Social & Emotional Development	PSHE, Careers and Life Skills
Physical Development	PE and Occupational Therapy (OT)
Understanding the World	Geography, History, ICT, RE, Science and MFL
Expressive Arts & Design	Art, Music and Drama

## **Additional Types of Assessment at SSSC:**

### **Reading Age:**

Reading ages at Swanwick School & Sports College are currently assessed using the New Group Reading test (NGRT)

### **Year 1 Phonics:**

If appropriate Year 1 pupils will complete a phonics test in June each year

### **Year 2 SAT's:**

If appropriate, during the Summer term (May-June) Year 2 pupils will be formally assessed through a range of tests and tasks to inform a Teacher Assessment result.

### **Year 4 MTC:**

If appropriate pupils in Year 4 will complete the national online multiplication tables check (MTC) during June.

### **Year 6 SAT's:**

If appropriate, during the Summer term (May-June) Year 6 pupils will be formally assessed through a range of tests and tasks to inform a Teacher Assessment result.

### **KS4 Qualifications:**

Each pupil in Key Stage 4 participates in a tailored curriculum to suit individual needs. This enables the students to gain a selection of different qualifications to enhance the possibilities for their future career. A wide variety of subjects and qualifications are offered at SSSC. The different levels and grades are very complicated but here is a brief explanation: -

### **GCSE:**

Where appropriate we enable our students to access GCSE qualifications.

### **OCR Entry Level:**

OCR Entry Levels are nationally recognised qualifications that sit just below the GCSE qualification. At SSSC we teach OCR at Entry Level 3, Entry Level 2 and Entry Level 1.

### **FUNCTIONAL SKILLS:**

Functional Skills qualifications are provided in Maths, English and IT at Entry Level 3, Entry Level 2, Entry Level 1 and Level 1.

### **PRINCE'S TRUST**

Prince's Trust offer qualifications that support a pupil's 'Personal Development and Employability'. Pupils may complete a minimum of 2 units to gain a qualification. The Qualification is offered at Entry 3 or Level 1.

### **ASDAN Challenge Awards:**

Lifeskills Challenge is a bank of challenges for learners working at all levels. This programme enables SSSC to meet individual needs by providing a personalised curriculum for young people with SEND or those facing barriers to learning.

Lifeskills Challenge comes with the option of ASDAN certification, offering recognition for small steps of achievement.

The levels of this qualification delivered at SSSC are Entry 3, Entry 2, Entry 1 and Working Towards Entry Level 1.

### **Standardisation / Moderation**

The process of moderation is an essential part of the assessment system. Teachers are involved in the moderation process to ensure agreement on criteria for levels in the following ways:

- With colleagues in school
- With colleagues from other schools within the locality
- By using exemplification materials

### **Reporting to parents/carers**

Reporting to parents and carers is a fundamental part of our assessment practices at SSSC to encourage, engage, motivate and improving future learning. Assessment data is reported to our parents in the form of both consultation evenings and written Mid Term and end of year reports. This may also be done as part of the EHCP Annual Review Process.

### **Related School Policies**

- Marking and Feedback Policy
- Behaviour and Attitude to Learning Policy
- Appraisal Policy
- GDPR

### **Monitoring and Review of this Policy**

Subject Leaders will monitor through observations and Book Looks.

The Senior Leadership Team will be responsible for the implementation of this policy

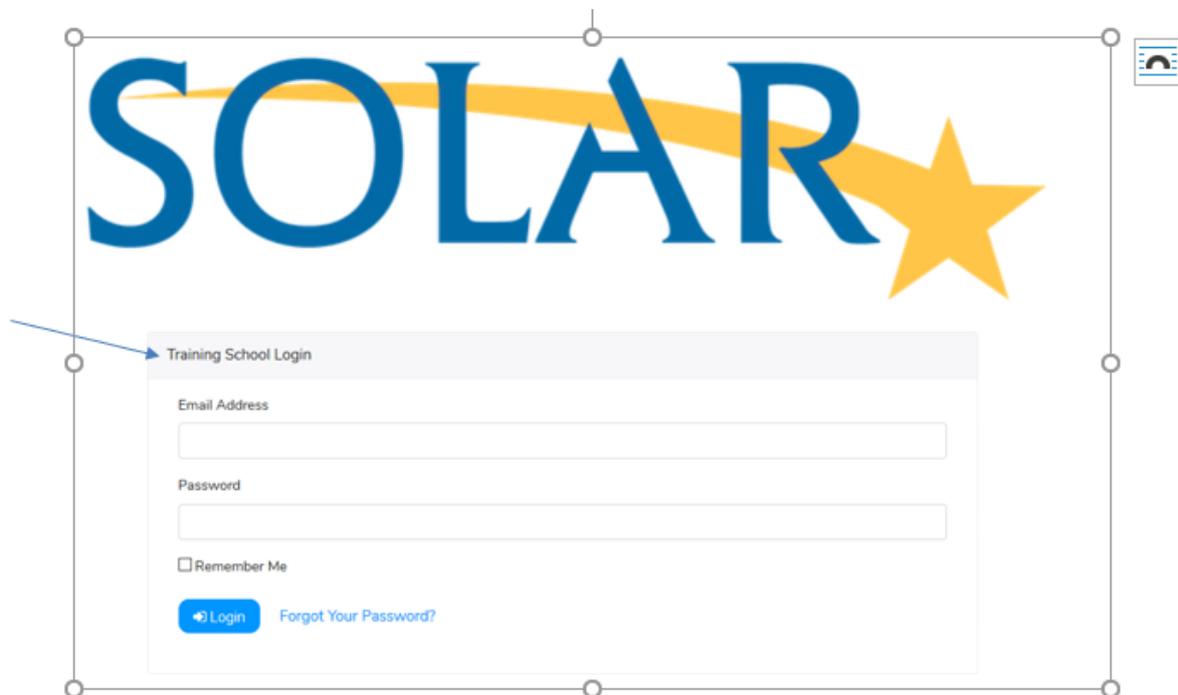
## Appendix 1

### Logging in and out of SOLAR

SOLAR is an online system and access is via a web browser. You can use any web browser **except** Internet Explorer which is not compatible with SOLAR.

The URL to access SOLAR is ***https://swanwick.solarforschools.org.uk***

You must check that you are on your schools SOLAR. The name of the school is found just above the e-mail address field.



The image shows a screenshot of the SOLAR login interface. At the top, the word "SOLAR" is written in large, bold, blue capital letters, followed by a yellow five-pointed star. Below this is a white login form titled "Training School Login". The form contains two input fields: "Email Address" and "Password". Below the "Password" field is a checkbox labeled "Remember Me". At the bottom of the form are two buttons: a blue "Login" button with a right-pointing arrow, and a text link "Forgot Your Password?". A blue arrow points from the left side of the page to the "Email Address" input field. The entire screenshot is framed by a thin grey border with small circles at the corners, suggesting it was captured from a presentation or document.

If you are a new user to SOLAR who has had their access set up by their SOLAR Administrator but have not yet logged into SOLAR or a current user who has forgotten their password click: -

Fill in your e-mail address and click the **Send Password Reset Link** button: -

Reset Password

Email Address

[Send Password Reset Link](#) [Go Back To Login](#)

SOLAR will send you the following e-mail: -



You are receiving this email because we received a password reset request for your account.

[Reset Password](#)

If you did not request a password reset, please contact your SOLAR administrator.

When you select the reset password link in the e-mail you will be taken to a page to enter your e-mail address and your new password twice. Please note the password reset e-mail has a time expiry on it and so you should take action within 10 minutes of its receipt.

***SOLAR works within Data Protection Act Principles and so it is highly recommended that every user of SOLAR has their own individual login.***

**Note** – if the e-mail generated by SOLAR goes into your SPAM folder you should move it into your in-box or the link will not work.

When you have finished using SOLAR click the logout link at the top right-hand side of the page. Please note SOLAR has a “time out” security feature. If you do not click Logout SOLAR will automatically log you out after 20 minutes of inactivity.

## Appendix 2

### Spiky Profiles

Spiky Profiles were designed specifically with special needs children in mind. As I'm sure you are aware many children with special education needs may never be able to complete an entire level and therefore would not show any progression. The pupil may however, be able to complete small portions of many other levels.

This feature adds all the stars across levels and calculates the overall level for the pupil allowing them to show progression without the need to complete whole levels.

If a pupil is on a Spiky Profile a spike symbol will display beside their name on the assessment screen.

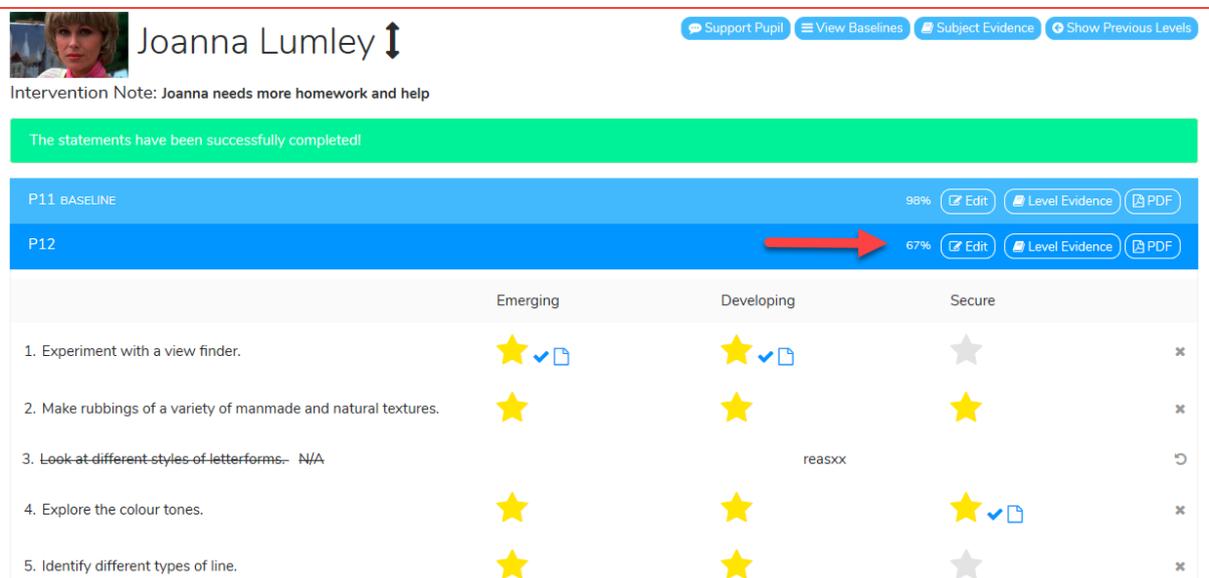


Joanna Lumley ⚡

Intervention Note: Joanna needs more homework and help

Support Pupil View Baselines Subject Evidence Show Previous Levels

On the assessment screen you will also see that the star in the centre remains the same showing the current level's percentage.



Joanna Lumley ⚡

Intervention Note: Joanna needs more homework and help

Support Pupil View Baselines Subject Evidence Show Previous Levels

The statements have been successfully completed!

	Emerging	Developing	Secure	
P11 BASELINE			98%	Edit Level Evidence PDF
P12			67%	Edit Level Evidence PDF
1. Experiment with a view finder.	★ ✓	★ ✓	★	×
2. Make rubbings of a variety of manmade and natural textures.	★	★	★	×
3. Look at different styles of letterforms. N/A		reasxx		↻
4. Explore the colour tones.	★	★	★ ✓	×
5. Identify different types of line.	★	★	★	×

this student has completed assessment across levels.

As



Joanna Lumley ↑

Support Pupil View Baselines Subject Evidence Show Previous Levels

Intervention Note: Joanna needs more homework and help

The statements have been successfully completed!

P11 BASELINE	98%	Edit	Level Evidence	PDF
P12	67%	Edit	Level Evidence	PDF
P13 CURRENT	5%	Edit	Level Evidence	PDF
P14	15%	Edit	Level Evidence	PDF
P15		Edit	Level Evidence	PDF
P16		Edit	Level Evidence	PDF
P17		Edit	Level Evidence	PDF
P18		Edit	Level Evidence	PDF

The percentage displayed on the left hand side and the right hand side will be a total of all assessment completed across various levels.

Logged In as Peter Ananicz | Log Out

Joanna Lumley ↑

Intervention Note: Joanna needs more homework and help

The statements have been successfully completed!

P11 BASELINE	98%	Edit	Level Evidence	PDF
P12	67%	Edit	Level Evidence	PDF
P13 CURRENT	5%	Edit	Level Evidence	PDF
P14	15%	Edit	Level Evidence	PDF
P15		Edit	Level Evidence	PDF
P16		Edit	Level Evidence	PDF
P17		Edit	Level Evidence	PDF

Joanna Lumley P12 = 7%

Progress: 3/60

Star Chart: P12 7% P13

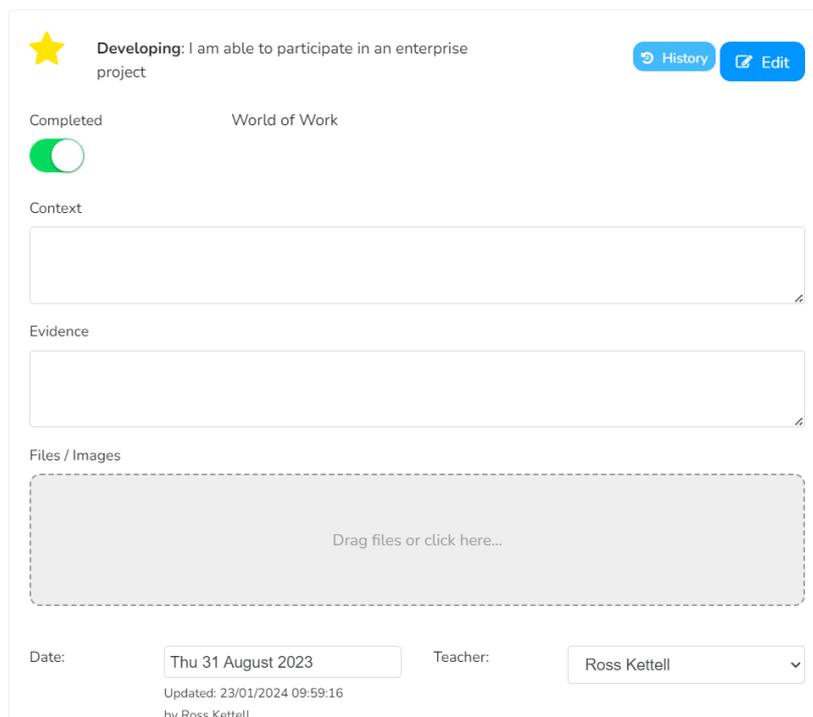
Targets: Term: P11 + 67%, Year: P11 + 70%, Key Stage: NOT SET

Set Targets

Star Chart

### **Appendix 3** **Uploading Evidence:**

To upload evidence for a pupil, click on the Star for the desired statement. The following box will appear. Then in evidence, write a brief description of the evidence. Then click 'Files/Images' and select the location and upload the evidence. Then click 'Save'.



The screenshot shows a user interface for uploading evidence. At the top left, there is a yellow star icon next to the text "Developing: I am able to participate in an enterprise project". To the right of this text are two blue buttons: "History" and "Edit". Below the star, there is a "Completed" section with a green toggle switch and the text "World of Work". Underneath is a "Context" section with a large empty text box. Below that is an "Evidence" section with another large empty text box. The "Files / Images" section features a dashed border and the text "Drag files or click here...". At the bottom, there are fields for "Date:" (containing "Thu 31 August 2023") and "Teacher:" (containing "Ross Kettell" with a dropdown arrow). Below these fields, it says "Updated: 23/01/2024 09:59:16 by Ross Kettell".

### **Uploading Evidence to multiple stars:**

On the assessment screen use the right button on your mouse to highlight the stars. A button will then appear that says 'add evidence'

Jannie Cruickshank

Support Pupil View Baselines Subject Evidence Show Previous Levels

Search for a pupil...

P10 BASELINE 100% Edit Level Evidence PDF

P11 CURRENT Complete Stars for 09/08/2022 Add Evidence x Cancel 8% Edit Level Evidence PDF

	Emerging	Developing	Secure	
1. Can make a simple collection of objects related to a topic.	★	★	★	×
2. Use a mirror to create a reflection.	★	★	★	×
3. Use a colour wash	★	★	★	×
4. Look at the work of illustrators.	★	★	★	×

When you click 'add evidence' a star card will open. When you have added your text/pictures/videos etc and clicked 'save' this evidence will be copied into all the stars you selected.

If you change your mind the simply press the 'Cancel'.

Jannie Cruickshank

Support Pupil View Baselines Subject Evidence Show Previous Levels

Search for a pupil...

P10 BASELINE 100% Edit Level Evidence PDF

P11 CURRENT Complete Stars for 09/08/2022 Add Evidence x Cancel 8% Edit Level Evidence PDF

	Emerging	Developing	Secure	
1. Can make a simple collection of objects related to a topic.	★	★	★	×
2. Use a mirror to create a reflection.	★	★	★	×
3. Use a colour wash	★	★	★	×
4. Look at the work of illustrators.	★	★	★	×