



BROOMWOOD

ASSESSMENT AND RECORDING POLICY

Policy Overview

It is an integral part of any teaching that a pupil's progress in a subject is continually being monitored and assessed. This occurs in a variety of ways listed below.

Across the Pre-Prep and Prep schools:

- All teachers at Broomwood regularly assess pupils in class and keep records of their grades or marks online, so that, at a glance, a teacher may be able to give a sound assessment, based on objective evidence, of the progress of any pupil being taught by that teacher for any subject.
- Summative assessments are carried out each term for every year group across the school. These can take the form of digital assessments (Quest, Atom, Century Tech or the GL suite) or paper-based assessments (Comprehensions, written assessments, White Rose maths papers, 11+ or 13+ papers).
- Written work is carefully monitored by teachers who give feedback accordingly.
- Children's progress is regularly discussed formally at staff meetings, pupil progress meetings and departmental meetings.
- Across Broomwood full reports are written once a year. In the Early Years all children are assessed against the Early Learning Goals throughout the year. In Y1-Y8 children are given Effort, Progress and Attainment Grades (EPA) termly. These reports cover all academic subjects, Art & DT, drama, music and sports. Accompanying this is a pastoral tutor report.
- Parents meet with their child's teachers twice a year and are always available for additional meetings when needed.
- Years 7 and 8 have termly written exams in English and maths that take place in the hall.

Pupil Data

Pupil data is compiled for every child in the school and his or her grades, exam marks and digital testing results are continually recorded on the assessment grids and some are on iSams, along with a note of any significant achievements and extra-curricular activities. Across all year groups the Cognitive Potential is shared with parents. At Broomwood Boys and Broomwood Girls all parents receive end-of-year data with some year groups' parents receiving termly data.

Access Arrangements

If a pupil requires adjustments to be made before assessments, these are put in place in accordance with JCQ guidelines and are based on evidence of needs and how a student normally works. Common types of access arrangements are extra time, rest breaks, assistive technology, human support, and/or alternative rooming.

Please read in conjunction with Broomwood's Teaching and Learning Policy

Monitoring: SLT

Updated: September 2026

Review date: September 2028

Prep Diaries – House Point Section

In the Girls school, each pupil has a section in their prep diary devoted to house points. They will collect both plus and minus house points in this section. The objective of this system is to maintain an ongoing record of a pupil's progress during the term. Once a week the house points are collected in by the house mistress or master, who discuss and record any pluses and minuses with the pupil concerned. Tutors monitor this closely as well. In the Boys School and in Year 7&8 at the Girls School, points are awarded, collected and managed through iSAMs and monitored by Form Tutors and Head of Years and Houses.

In the Pre-Prep, house points can be awarded for good work and good conduct; they are recorded in the classroom on a chart and added up weekly to make the half-termly totals. The weekly results are read out in assembly by the House Captains. No official tally for each child is recorded for house points.