# Business Department Assessment Policy 2019/20

## The Importance of Feedback

Learning will not happen instantly and takes time; attending lessons is not enough, you also need to be working outside of class, to learn new information and consolidate learning. In the process, you will make mistakes but hopefully feedback will enable you to learn from these mistakes. Better to make a mistake during the year and correct it, than make your first mistake in the actual exam! Feedback is essential for your learning and will consist of written (teacher marking), peer (where you feedback on someone else’s work in the class) and self (where you assess yourself).

## Weekly Independent Tasks (Homework)

Homework does not necessarily need to be completed at home! You can use free periods during the day to complete these tasks outside of lessons. To keep a good work/life balance, you might like to treat College as an 0845 to 1615 day and use your free periods in the library completing tasks. This will minimise the work you need to complete at home and might make you more productive!!

Each week, you should be spending approximately 5 hours on independent tasks. Your teacher will set homework tasks and advise you of additional reading that you should undertake. If the homework set does not take the full 5 hours to complete, you should conduct further reading and research to consolidate learning. Homework tasks will consist of two main types:

*‘PREP WORK’:* Not all homework will be marked. It will be given a quick inspection in class and then will involve peer and self-assessment as part of a class exercise. This work will ‘prepare’ you for the lesson and could involve reading specific chapters in a text book or carrying out specific research.

*CONSOLIDATION EXERCISES:* These may take the form of revision worksheets, small case studies, or past paper questions/common works to be used for formal/self/peer assessment or discussions in lessons.

**Annual Review Grade (ARG)**

At the end of year 1, your teacher will decide what your ARG will be, based upon your benchmarks and other factors such as your ‘Approach to Learning’ (see below). You will have a 1-2-1 in the Summer, when your Lead Teacher will tell you what your ARG is. The ARG is your teacher’s honest decision on your grade performance in the first year of your course and therefore will be the chief determinant for your predicted grade, which is what is entered on your UCAS application forms. Universities will offer places on their courses based upon these grade predictions alongside other elements of the UCAS form including references and personal statements. Benchmark 3 and 4 would normally carry more weight than 1 and 2 but since they have been carried out remotely under the current Covid-19 scenario, although still valid, they will be taken into consideration alongside other factors like your ‘Approach to Learning’ before and after lockdown to signal your academic potential.

The ARG plays a key part in determining the context in which you progress to the second year. Students who receive an A\*-D grade are encouraged to continue with their studies into the 2nd year. However for students who receive a U or E Grade as their ARG, it suggests that for whatever reason they have struggled with the transition from Level 2 Courses (GCSE) to Level 3 Courses (A-level). This will be evidenced by poor performances throughout their benchmarks and an inconsistent or poor approach to learning in their student reviews and via formal Action Plans. Students who receive a U Grade we would not recommend to continue with the course and they would need to speak to a Senior Tutor about alternative pathways.

The College adopts a consistent and optimistic approach to predicting grades to ensure that they are both aspirational and achievable. A predicted grade is what we believe a student is likely to achieve by the conclusion of their course in positive circumstances.

The ARG is important in forming the basis for the predicted grade, but the predicted grade will also be aspirational for the students’ ambitions although it must remain realistic and cannot be based on the idea that only now will the student start to work harder in the second year.

**Approach to Learning (before 20th March 2020)**

How you were engaging in your learning, evidenced by attendance, punctuality, ability to meet weekly deadlines with quality work, how you sought out extra support via workshops and your overall communication with your teachers.

**Approach to Learning (after 20th March 2020)**

How you are engaging in your learning remotely, evidenced by the ability to meet weekly deadlines with quality work, attendance at any remote lessons (unless previously communicated to state your unavailability) and communication with your teachers via Email and/or Microsoft Teams.

## Benchmark Assessment Tasks

Throughout the course, you will be set benchmark assessments. These will consist of the type of questions that you would see in the exam and will cover the topics covered to date. How you perform in these assessments will be formally logged and will directly contribute towards your ARG, although in the current Covid-19 scenario they will be viewed alongside a much wider set of variables, such as your Approach to Learning. Benchmarks provide a valuable opportunity for feedback regarding your knowledge and understanding as well as an opportunity to develop your exam technique. Feedback can take the following forms:

* *WRITTEN TEACHER FEEDBACK:* Some benchmark assessments and home works will receive written feedback in the form of comments that relate directly to the assessment criteria of the exam board. Alongside this, comments and questions will be posed about how to improve.
* *VERBAL TEACHER FEEDBACK:* This may take place during lesson time however formal 1-2-1’s will also occur in November and March at which point progress with assessments can be discussed.
* *WRITTEN PEER FEEDBACK*: One some occasions, your teacher will ask you to formally mark and feedback on a classmate’s common work in lesson. This is valuable experience for you to not only learn from others but gain a better understanding of the assessment objectives and mark schemes.
* *REFLECTION AND TARGET SETTING:* After each assessment, students will be expected to reflect on the written/verbal feedback from their teacher and set themselves targets for improvement in the period in question.

Benchmarks and home works tasks are an ideal way to assess your knowledge and understanding and get valuable feedback.

## Other Considerations

* *LATE POLICY:* In line with the ‘College Assessment Policy’, the department are under no obligation to provide feedback to a student who does not meet the internal deadlines for weekly independent tasks, benchmark assessments or coursework drafts. Please be warned that a failure to meet the final coursework deadline is the equivalent to missing the exam and it will be recommended that the student should be removed from the course. Students who fail to prepare adequately for the lesson as requested maybe excluded for part of the lesson and asked to work independently at the back of the classroom. A continued failure to meet ‘PREP’ work requirements will result in a reference to the pastoral team and a phone call home to parents.
* *RETURNED WORK:* Work will be assessed and returned within 10 working days of it being submitted unless it is the final coursework submission. The exam board stipulates that no feedback or formal grade can be released to students by the teacher. The exam board reserve the right to inform you of the final grade in August with your results. Please do not ask the teacher for your final mark as they will be unable to provide it.
* *PLAGIARISIM:* Plagiarism is submitting another person’s written work as one’s own original work or using someone else’s idea without referencing the source or using pictorial work without permission or referencing the source. If there is a suspicion of plagiarism, the Head of Department and Senior Tutor will be informed and a meeting will take place. If a student is found guilty, they will be subject to disciplinary action by the College and the awarding body will be informed. Students should be aware that the College is subscribed to software designed to detect plagiarism.

I have read, understood and agree to this assessment policy.

Student Signature: Date:

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