



- Key assessment and reporting dates are shared with staff at the beginning of the academic year through the school's staff calendar, as well as the start of every term via a 'Key Assessment Dates' document shared by the Data Manager.

- Staff conduct interim, end of topic and other summative assessments according to their subject's scheme of learning.
- The assessments are marked and the results are shared with the students.
 - Students receiving the 'Booster' intervention cycle may undertake a diagnostic, or 'baseline', assessment as well as a post-intervention assessment*

- Staff record the the students' results in their Go 4 Schools (electronic) class markbooks as they follow the scheme of learning and conduct the prescribed assessments.
 - The markbooks are subject specific and broadly follow the schemes of learning. Some interim and all end of topic/summative assessments are included as individual columns in the class markbooks.*
 - An attitude to learning score should also be recorded, together with any collection specific data (such as a mock or projected grades).*
- The Data Manager sends email notifications to the staff when the data collection, or 'Progress Check', windows open and close.
 - A 'Progress Check' window is the final week in which staff can record their assessment marks for year group, before the data is captured for reporting purposes.*
- The Data Manager will liase with subject leaders throughout the 'progress check' window to ensure that the data entry for every class is completed as fully as possible.
- Once the progress check has closed, the Data Manager will extract the assessment data as grades or percentage scores, from the Go 4 Schools markbooks.
- The grade/scores data is then:
 - Uploaded to SISRA Analytics for use by SLT and subject leaders.
 - used to populate the cohort master tracker , so SLT can direct the strategic 'Booster' interventions
 - imported into the subject/class analysis templates.