POLICIES OF SAINT ANNE LANGUAGE CENTER

Assessment, Monitoring and Reporting Policy

1. General Provisions

Saint Anne Language Center is committed to providing education of the highest quality.

Assessment, moderation, monitoring, tracking and reporting are an integral part of teaching and learning. They:

- provide feedback
- show progress
- measure achievement
- support teaching

Assessment is key to:

- determining the student's level
- deciding how students are placed in groups
- adapting the curriculum

The purpose of moderation is to ensure that assessment is:

- fair
- valid
- reliable
- consistent
- practicable

Moderation supports the evaluation of the learning process and provides the necessary support, guidance and advice.

Student reporting is the communication about students' progress to:

- parents
- the center's community
- other stakeholders

It covers:

- achievement
- progress

2. Principles of Assessment

- Assessment is at the heart of learning
- It helps us understand how students learn
- Every student is unique
- Teachers must be skilled in assessment
- Assessment must be:
  - objective
  - constructive
  - accurate
- Assessment should motivate students
- Progress and effort are emphasised
- It supports goal setting
- It involves partnership with parents

3. Forms of Assessment

3.1. Formative assessment

A continuous process that includes:

- conversations with students
- questioning
- pair work
- problem solving
- presentations
- feedback
- rubrics
- projects

3.2. Summative assessment

Measures knowledge at the end of a period:

- end-of-lesson/unit tests
- Jet Set level tests
- annual exams
- external exams (Cambridge IGCSE, Hippo Competition)

4. Assessment by Stage

- observation of development
- individual approach
- tracking of progress

- final assessment (EYFS Profile)
- continuous assessment
- use of standards
- creating assessment plans
- parent meetings

5. Tracking Progress

Progress is tracked:

- after each assessment cycle
- against the annual targets

The analysis is carried out at three levels:

- below the expected level
- at the expected level
- above the expected level

Teachers:

- analyse the results
- identify students who need support
- apply strategies for improvement

Conclusion

Saint Anne Language Center uses a systematic and structured approach to assessment, which supports:

- effective learning
- student development
- high academic achievement