

## Assessment Checklist for Schools and Colleges

The revised Ofsted Inspection Framework has quite rightly raised the profile and centrality of the curriculum.

**Are you confident that your curriculum intent, implementation and impact are fit for purpose? How do you know?** This is where the CIEA can help.



### Our Curriculum - When we plan our curriculum, are all staff clear about:

- the key knowledge, understanding and skills we want learners to develop?
- what learning progress looks like within each year group and across year groups?
- how we are going to measure learners' progress against what we expect?
- whether our expectations are in line with those in other local schools and nationally?



### Our Teaching and Learning - Does the teaching and learning approach we follow actively encourage staff to:

- use a range of formative and summative assessment techniques to inform teaching and learning and gauge attainment?
- check the impact of their teaching and develop learners' understanding of key knowledge, understanding and skills?
- use information that arises from formative and summative assessments to inform their teaching and learning strategies?



### Our staff - Are all members of staff:

- clear who has responsibility for assessment processes in the school, and therefore whom they should ask for advice and guidance on assessment issues?
- familiar with our assessment policies and following them consistently?
- confident in the use of a range of formative and summative assessment techniques in their teaching?
- providing feedback (written and oral) to learners in positive ways that will provide early detection of misconceptions and inspire pupils to develop and improve their knowledge.



### Our reporting processes - Are the assessment reporting processes we use:

- manageable for classroom teachers to use in terms of workload and administration, and not adversely impacting on teaching and learning?
- giving learners and parents transparent and meaningful information about progress and achievement?
- providing senior leaders, governors and other stakeholders with valid and accurate information that they require to be confident about learners' progress and achievement?
- regularly reviewed to ensure they are clear, relevant and have a positive effect on learning?

All CIEA courses can be adapted to suit your needs.

## How the CIEA can help

The questions in our Assessment Checklist should help staff in schools to understand the basics of their current position, and by doing so give them clear pointers as to the areas they feel need to be improved or developed.

The CIEA offers a range of professional development opportunities that can equip schools and individual members of staff with the expertise they need to develop their assessment practice and improve teaching and learning.

Does your centre/institution need an Assessment Lead? Our **CEA qualification** will enable you to develop both your assessment and leadership skills as the Lead Assessor in your centre.

## CIEA Framework of Support

The CIEA gives staff access to a framework of support which benefits both the organisation and the individual and includes:



### Assessment Checklist

This 'Assessment Checklist' is designed to help you reflect on your current assessment practices and procedures and work out your 'next steps' to drive improvements.



### CIEA support

We offer consultancy to support the CIEA Health Check which can include curriculum and assessment development, policy writing, benchmarking, target setting and progress reporting, writing and marking assessments.



### Excellence in Assessment Accreditation

This is an external validation and diagnostic view of assessment practices and procedures and systems. It tests the school's policy, processes and procedures against a rigorous framework and recognises the school's commitment to best assessment practices and staff development.



### Continuing Professional Development and Qualifications

Foundations and Principles of Educational Assessment  
Certificate in Educational Assessment  
Chartered Educational Assessor  
Governor Assessment training  
Oral Language Modifier training

*The CIEA is a charity, incorporated by Royal Charter, promoting excellence in all aspects of educational assessment.*

**CONTACT US:** CIEA, School of Education, University of Hertfordshire,  
Hatfield AL10 9AB  
email [administratorciea@herts.ac.uk](mailto:administratorciea@herts.ac.uk) Website [www.herts.ac.uk/ciea](http://www.herts.ac.uk/ciea)