

KEY STAGE 4 ASSESSMENT

As your daughter progresses through Key Stage 4 at Holly Lodge, it is important for us to take the right opportunities to gauge how she is progressing and report these to you. This will allow us to celebrate her successes, as well as identify any areas where she needs either additional support or further challenge in her lessons.

At Holly Lodge, this happens at points we call **Progress Checks**. These are calendared throughout the year and timed to ensure they are at the most appropriate point in the curriculum. The Key Stage 4 Progress Check calendar for 2023-24 is detailed below:

Year 10 Calendar 2024-25:

Year 10 Progress Checks:

- w/c: 16th September 2024 – Year 10 Attitude to Learning Check 1
- w/c: 2nd December 2024 – Year 10 Attitude to Learning Check 2 and KS4 prediction grades (Progress Check 1)
- w/c: 16th June 2025 – Year 10 End of Year Exams week 1 (Progress Check 2)
- w/c: 23rd June 2025 – Year 10 End of Year Exams week 2 (Progress Check 2)

Year 10 is the start of GCSE and other Key Stage 4 qualifications. To enable teachers to cover the content in such courses we limit the amount of formal assessments which take place in this year. Some subject may feel the need to assess during the year and set your daughter shorter assessments to gauge her progress. These will be communicated by individual subjects as required.

Year 10 Reporting:

- w/c: 30th September 2024 – Year 10 Attitude to Learning check 1
- w/c: 9th December 2024 – report 1
- w/c: 14th July 2025 – report 2

Year 10 Parents Evenings:

- Tuesday 10th December 2024 – Y10 Parents Evening. This is a virtual parental meeting that will be conducted in the SchoolCloud app

Year 10 BTEC subjects:

Students who complete Key Stage 4 BTEC qualification complete Pearson Set Assignments (PSAs) and need to hand these in for formal assessments at key points in Year 10 and Year 11. To support students to the greatest success in BTEC subjects, we include an intervention and support week. This is:

- w/c: 22nd April 2025: BTEC intervention week

Year 11 Calendar 2024-25:

Year 11 Progress Checks:

- w/c: 14th October 2024 – Year 11 Attitude to Learning check 1 and predicted grade (Progress Check 1)
- w/c: 2nd December 2024 – Year 11 Mock Exams week 1 (Progress Check 2)
- w/c: 9th December 2024 – Year 11 Mock Exams week 2 (Progress Check 2)
- w/c: 16th December 2024 – Year 11 Mock Exams week 3 (Progress Check 2)
- w/c: 13th January 2025 – Mock French Speaking Examinations
- w/c 1st April 2025 – Year 11 Assessment week (Progress Check 3)

Year 11 Reporting:

- w/c: 4th November - Attitude to Learning report
- Wednesday 15th January 2025 – report 1*
- w/c: 5th May – report 2

Year 11 Parents Evenings:

- Wednesday 15th January 2025 – Year 11 Mock Exam Results Parents Evening*

* The Year 11 report 1 is provided to students and their parents/carers at the Parents Evening hosted on 15th January. This is a key Year 11 event, as it is at this point we will reveal to students their performance in their mock examinations. Mocks exams are the closest experience to the summer exam series that Year 11 will experience ahead of this time and the mock exams themselves are assessed externally just as their final examinations will be. Receiving results in this way is an important milestone and Year 11 teachers will be on hand to discuss results with students and their parents, to celebrate their successes and to plan with them the best way to maximise their results in August.

Year 11 BTEC subjects:

Students who complete Key Stage 4 BTEC qualification complete Pearson Set Assignments (PSAs) and need to hand these in for formal assessments at key points in Year 10 and Year 11. To support students to the greatest success in BTEC subjects, we include an intervention and support week. This is:

- w/c: 4th November 2024: BTEC intervention week

Year 11 Examinations:

- w/c: 28th April 2025: GCSE French Speaking Examinations (all week)
- Thursday 8th May 2025: Exam series begins (provisional)
- Tuesday 17th June 2025: Exam series ends (provisional)
- Wednesday 25th June 2025: External exam contingency day (provisional) – all students are required to be available until this date.

Please note: That during the summer exam series, students will be provided with significant, subject specific revision opportunities in school before each exam. This will mean there is considerable change to their school timetable and these changes will be communicated in advance to both students and parents). However, we believe these interventions are crucial to the success of students each summer.

In addition, there is no longer a period of 'study leave' where students are not to be in school other than their exams. Full attendance is required until the final examination is completed.

Assessment procedures

At Holly Lodge, assessments are not a surprise for students, instead they are part of a carefully constructed series of events. These are:

Week 1: Study Skills week – students are shown a range of techniques which will help them to prepare for their assessments. This work is conducted in form time.

Week 2: Revision week – lessons are used to revise key knowledge and concepts ahead of the assessments

Week 3 and 4: Assessments. Students are provided with a timetable of when the various assessments are to take place. This will also be uploaded to Google Classroom to be reviewed as necessary.

Week 5 (2 weeks after the 2nd assessment week): DIRT (Directed Improvement and Reflection Time). This vital week is used to review any issues from the assessments, support students with any misconceptions and challenge students further where appropriate.

Assessment content and feedback:

Progress Checks are conducted on the elements of the qualification delivered to date. They are designed to understand how much of this content students have fully understood, retained and can apply into new contexts. in an examination setting. Teachers will use this information to plan their future curriculum and feedback will focus on students further developing students understanding and knowledge.

Reporting assessments to parents and carers:


At calendared points in the year (see above), the class teacher reviews the performance of each student throughout the year as well as during the Progress Checks that each student has completed and reports to parents.

The following information will be provided for the majority of subjects:

- **Student attendance** up to the point the report was compiled. Poor attendance to school will likely slow student progress, as they are missing key content and teacher support. At Holly Lodge a minimum of 97% attendance is expected.
- An **Attitude to Learning** grade – This is a judgement of how well each student has approached the subject and the effort they have given to their studies. 3 potential grades are available to teachers; Excellent, Good and Requires Improvement. Where a Requires Improvement judgement is given, this will be further explained as to the reason this has been provided i.e. behavior standards or the effort made in lessons.

Example Year 10 report:

This area of the report will show your daughters current attendance and how this is having an impact on her progress

		Holly Lodge Girls' College Headteacher: Mr A Keen BSc (Hons) NPOH 140 Mill Lane, Liverpool L12 7LE Tel: 0151 228 3772 Fax: 0151 228 0161 www.hollylodge.liverpool.sch.uk twitter.com/HollyLodgeLiver facebook.com/HollyLodgeGirlsCollege Email: hollylodge@hollylodge.liverpool.sch.uk		Year 10 Progress Check July 2023		
HAttendance	Target Attendance: 97% Actual Attendance: 93.7	Your attendance and progress				
		97% and over	Your attendance is excellent – if you work hard, you should cover all that you need to meet your target grade or predictions.			
		90% to 97%	Your attendance is good but needs to improve so that there are fewer gaps in your knowledge from work you have missed.			
		Less than 90%	You are making your life in school difficult because of the amount of work you are missing. You will need to work very hard to catch up or you will struggle to maintain your grades at the level they are at now.			
Subject	Attitude to Learning	KS4 Minimum Expected Grade	PC1 Prediction	PC2 Assessment	PC2 Prediction	
English Literature	Excellent	7	7	6 =	8	
English Language		7	7	8 -	8	
French	Good	7	6	4 - (H)	5	
History	Excellent	7	7	6 -	6	
Computing /lmedia	Good	L2D	D	L2P1	L2M	
Maths	Good	7	7	7 =	7	
Double Science	Excellent	7 7	88	77	77	
Statistics	Good	7			6	

Current Attitude to Learning the teacher feels your daughter is demonstrating in the subject


Minimum Expected Grade (MEG). This is the lowest grade we would expect a student to achieve in the course they are studying. This is not a limit to our ambition for her and many students go well beyond these

Predicted grades provided in December. The grade the teacher thinks the student is most likely to achieve at the end of the course

End of Y10 exam and prediction grade. Provided in April after completing assessments. Once again, predicted grades may be revised from earlier in the year and can go up or down

Example Year 11 Report:

This area of the report will show your daughters current attendance and how this is having an impact on her progress

		Holly Lodge Girls' College Headteacher: Mr A Keen BSc (Hons) NPOH 140 Mill Lane, Liverpool L12 7LE Tel: 0151 228 3772 Fax: 0151 228 0161 www.hollylodge.liverpool.sch.uk twitter.com/HollyLodgeLiver facebook.com/HollyLodgeGirlsCollege Email: hollylodge@hollylodge.liverpool.sch.uk		Year 11 Progress Check January 2023			
Attendance	Target Attendance: 97% Actual Attendance: 95.1	Your attendance and progress					
		97% and over			Your attendance is excellent – if you work hard, you should cover all that you need to meet your target grade or predictions.		
		90% to 97%			Your attendance is good but needs to improve so that there are fewer gaps in your knowledge from work you have missed.		
		Less than 90%			You are making your life in school difficult because of the amount of work you are missing. You will need to work very hard to catch up or you will struggle to meet your goals at the level you are at now.		
Subject	Attitude to Learning	Minimum Expected Grade	PC1 Prediction	PC2 Mock Exam Result	PC2 Mock Exam Prediction	PC3 Assessment	PC3 Prediction
Biology	Excellent	5	5	7 =	7		
Chemistry	Excellent	5	5	4 +	5		
English Language	Excellent	6	5	6 -	6		
English Literature	Excellent	6	6	6 +	7		
French	Excellent	5	5	3 +	5		
Geography	Excellent	5	6	7 =	7		
Maths	Good	5	5	4 +	5		
Physics	Excellent	5	5	5 +	6		

Current Attitude to Learning the teacher feels your daughter is demonstrating in the subject

Minimum Expected Grade (MEG). This is the lowest grade we would expect a student to achieve in the course they are studying. This is not a limit to our ambition for her and many students go well beyond these

Predicted grades provided in November. The grade the teacher thinks the student is most likely to achieve at the end of the course

Mock exam and prediction grade. Provided in January after completing Mock exams in December. These new predicted grades may be revised from earlier in the year and can go up or down.

Progress Check 3 assessment and prediction grade. Provided in January after completing Mock exams in December. These new predicted grades may be revised from earlier in the year and can go up or down.

Passport to Prom information:

During Year 1 we run the Passport to Prom scheme which sets minimum expectations for both attendance and Attitude to Learning, which must be achieved for students to be eligible to attend the end of year Prom celebration (further details on how the scheme runs will be provided by letter home in the autumn term). Students who achieve these criteria well are rewarded with money off their prom ticket.

Year 11 reports include an update on how each student is progressing and how likely they are to be able to attend the prom.

Passport to Prom		
Average Attitude to Learning	Attendance in Prom Qualification period	Eligibility for Year 11 Prom
1.25	96%	Silver

Disruption to school exams:

If for any reason there is disruption which causes an exam series to be unable to run as planned (as last happened in 2020 & 2021 due to the Covid-19 pandemic), the Office of Qualifications and Examinations Regulation (Ofqual) have released guidance on how school assessment should support student.

- Schools and colleges should not usually have to change their assessment plans. Most schools and colleges do some form of formal mock exam already.
- Students should only be assessed on content they have been taught.
- The assessments should take place in exam conditions as much as possible (i.e. students should not know the questions in advance, assessments should be timed, students should be supervised, and should work independently, etc).
- Where students would normally have access arrangements or adaptations in an exam due to disability, these should be in place.
- Students should be told that in the unlikely event of exams being cancelled, these assessments may form part of a Teacher Assessed Grade (TAG).
- Students may be told their grade on a mock exam but teachers must be clear that this is not necessarily their TAG in the unlikely event that exams are cancelled.
- The assessments should be retained physically or electronically, although students can see comments and marks for formative purposes.
- Schools should mark against the awarding organisation's (AO's) published mark schemes and use pre-pandemic grading or grading from 2023 onwards

We believe that all Key Stage 4 assessment arrangements at Holly Lodge adhere to these guidelines and in the exceptional circumstances of an exam series needing to be cancelled, we would be well placed to support our students to be awarded a Teacher Assessed Grade.