

## Assessment Sheet Guidance

This collection of assessment sheets has been put together by the Cumbrian Advisory Teachers to accompany the QCA/DFEE schemes of work.

The assessment sheets can be used to

- Record formative assessment
- At the end of the unit record summative assessment
- Show how assessment informs planning

The sheets conform to the guidance given in the DFEE/QCA Schemes teachers' booklets and the Keeping track publication from QCA (QCA/ 99/382)

Each unit of work has one assessment sheet. On the first side the learning outcomes for each of the possible activities is listed. The outcomes may form part of a lesson, a whole lesson, or cover a series of lessons.

Against each outcome you can record the names of children who have not achieved or those who have exceeded expectations. Finally you can record the actions you will take for these children ie. additional teaching to be provided or opportunities for those who have exceeded the objective, to broaden their understanding.

On the second side space is provided to record the class list. Against this, the key objectives which state what most children will achieve in the unit are listed.

One way of using the summative sheet would be to highlight those children who do not achieve the key objectives in one colour and those who exceed the objectives in another.

This makes it possible to see at a glance the performance of all the children.

The final space on this side can be used to record any implications for future teaching for this group of children. This information is important as some units build upon others in future years.

The assessment sheets are examples from each of the schemes of work. Complete sets of the sheets are available on CLEO so that they can be downloaded and amended to suit the school.

The sheets will be updated with any new publications.

We hope you will find these sheets useful