

Secondary Assessment Part One.

Training Agenda



Target Audience

The **Secondary Assessment Part One** training is recommended for delivery to the following people from your school:

- ✓ Assessment Team
- ✓ Deputy Headteacher

Objectives of Session

By the end of this session, attendees will be able to:

- ✓ Understand how teachers access, enter and save assessment data using Teachers' Assessment Sheets.
- ✓ Configure assessment settings, comment banks, autosave options and relevant staff groups.
- ✓ Create and maintain assessment components, templates and marksheets, and manage assessment data.

Agenda Overview

- ✓ **Assessment Data Entry (Teachers)**
 - Accessing Teachers' Assessment Sheets
 - Entering Assessment Tracking Data
 - Useful Functions and Options
 - Saving and Closing Sheets
- ✓ **Configurations**
 - Assessment Configurations
 - Comment Banks
 - My Account
 - Autosave Marksheets
 - Groups
 - Setting up Heads of Subject/Department/Year
- ✓ **Setting Up Assessment**
 - User Defined Assessment Management
 - Definition, Creation and Maintenance of Basic Components
 - Grade Sets and Marksets
 - Terms
 - Assessment Types
 - Template Creation and Maintenance
 - Creating/Editing Tracking Templates (inc. Assessment Overview Template)
 - Adding different column types
 - Assigning groups and distributing marksheets
 - Data Management
 - View/Amend Assessment Data
 - Bulk Delete (inc. use of filters)
 - Import Assessment Data

Next Steps

Book **Secondary Assessment Part Two** – The second part of the Secondary Assessment training covers Assessment Webmerge, Assessment Analysis and setting up the Key Stage 4 Dashboard.