



St. Mary's Secondary School, Charleville

Our Community, Learning Together

St Mary's Secondary School, Charleville, Co. Cork Assessment Policy

1. Purpose of the Policy The overarching purpose of this assessment policy is to clearly outline all aspects involved in the administration of psychometric assessment at St Mary's Secondary School. This policy serves to enhance communication regarding assessment practices for all stakeholders, ensuring clarity and transparency.

2. Staff Roles and Responsibilities The following staff members are responsible for the development, implementation, and review of assessment instruments within the school:

- **Guidance Counsellor:** Anna Marie O'Keeffe
- **Special Educational Needs Coordinators (SENCOs):** Lillian Waters and Colette Kelleher
- **Board of Management:** Responsible for the formal approval and periodic review of this policy.

3. Definition of Assessment Instruments In accordance with **Circular 0058/2019**, St Mary's Secondary School utilises the following categories of assessment:

- **Standardised Ability Assessments:** These measure potential and what a student is capable of knowing, rather than what they currently know. They are designed to be curriculum-independent.
- **Diagnostic Assessments:** These are administered to provide a detailed view of a student's learning strengths and needs.
- **Attainment/Achievement Assessments:** These measure what a student knows and determine progress in areas such as literacy and numeracy.

4. Selection and Administration of Instruments St Mary's Secondary School administers specific assessments to distinct cohorts of students for defined educational purposes.

A. Cognitive Ability Tests (CAT4)

- **Administrator:** Anna Marie O'Keeffe (Guidance Counsellor).
- **Cohort:** Incoming First Year students and senior cycle entrants
- **Rationale:** To measure cognitive potential and ability, assisting in the identification of student strengths and needs as they transition into post-primary education.
- **When** - The CAT4 is done prior to entry to first year. The results are discussed with parents at the induction meetings in the spring term before entry. It is repeated after junior cycle to help inform student subject choice

B. Diagnostic and Achievement Testing

- **Administrators:** Lillian Waters and Colette Kelleher (SENCOs).
- **Instruments:** WIAT (Wechsler Individual Achievement Test), PPADE, Word Reading, Dash, and other tests as required.
- **Rationale:** These tests are administered on a needs basis to:
 - Support students on the continuum of support.
 - Process applications for Irish exemptions.
 - Provide evidence for Reasonable Accommodations at Certificate Examinations (RACE).

5. Administration Procedures Assessment instruments are administered by the appropriately qualified school staff listed above.

- **Consent:** The purpose of the assessment is clearly outlined to parents and students. Written consent is obtained prior to administration.
- **Conditions:** Assessments are conducted in a suitable environment to ensure the validity and reliability of the results.

6. Provision of Feedback Feedback is a critical component of the assessment process and is provided by qualified professionals.

- **Incoming First Years:** Feedback on the CAT4 assessment is provided by the Guidance Counsellor, Anna Marie O'Keeffe, during the **induction meetings** for incoming first-year students.
- **Diagnostic/SEN Support:** Feedback regarding the WIAT, PPADE, and other diagnostic tests is provided to parents and students by the SENCOs to inform learning support plans and applications (e.g., RACE, Irish Exemptions).
- **Limitations:** Parents and students are reminded that assessment results are only one element of the student's profile and should be viewed alongside other factors such as interests, talents, and classroom performance.

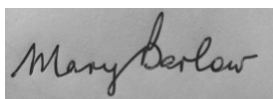
7. Data Protection and Storage St Mary's Secondary School is committed to protecting the privacy of student data in line with **GDPR** regulations.

- **Storage:** Assessment data is stored securely. Access is strictly limited to designated professionals (Guidance Counsellor and SENCOs) and relevant school management.
- **Retention:** In line with data protection requirements and best practice guidelines, assessment information is retained until **seven years after the student has left the school**.

8. Information Sharing Results may be shared with relevant teaching staff to assist in planning for the educational and wellbeing needs of the student. Information may also be shared with external agencies, such as the National Educational Psychological Service (NEPS) or the State Examinations Commission (SEC) for RACE applications, where appropriate and with consent.

9. Ratification and Review

- **Date policy ratified by BOM:**



- **Chairperson:**



- **Secretary:**