



Presentation College Athenry Assessment Instruments Policy 2019

Purpose of this Policy:

This policy sets out the rationale for the administration of the assessment instruments used by the Careers and Guidance Department in Presentation College Athenry.

Definition of Assessment Instruments for the purposes of the policy:

The Careers and Guidance Department administer three tests:

1. The CAT4 ability test is used to assess incoming 1st Year Students (Published by GL Assessments) in the April prior to school entry.
2. The PASS attitudinal test is used to assess incoming 1st Year Students (Published by GL Assessments) in the September of First Year.
3. The EirQuest Interest assessment test used to assess and match the Careers interests of Transition Year Students (Published by Cambridge Occupational Analysts) in the September of Transition Year.

Staff roles and responsibilities in relation to this policy:

All tests are administered by qualified Guidance and SEN staff.

Purpose of assessment instrument with respect to results usage.

1. The CAT4 ability test used to assess incoming 1st Year Students (Published by GL Assessments)

The results of the CAT4 are used:

- to ensure the creation of mixed ability forms in First Year.
- to identify students who may be in need of learning support or who may be presenting as gifted and talented.
- as an indicator of suitable subjects for students choosing their subjects for the Junior Cycle in the spring of First Year.
- as a reference point for teachers to consider in planning for a student's needs as necessary.

Feedback of the assessment results will be provided as 'standardised age scores' to all students in report form as part of an 'SPHE' 3 Lesson Career Guidance Module beginning in September of Term 1.

2. The PASS attitudinal test used to assess incoming 1st Year Students (Published by GL Assessments)

The results of the PASS are used to:



- Understand the root causes of why a pupil is disengaging.
- Predict accurately which pupils are most likely to stop attending school, up to 12 months in advance.
- Find out if your pupils are struggling with the study skills they need to access the curriculum.
- Gauge learner's self-worth, which could be affecting academic potential.
- Identify 'invisible' groups such as fragile learners.

Feedback of the assessment results will be provided to students as required in the form of a 1:1 Career Guidance meeting with a guidance counsellor in November of Term 1.

3. The EirQuest Interest assessment test used to assess and match the Careers interests of Transition Year Students.

The results of the EirQuest Interest Assessment are used:

- To identify the stronger occupational interests and personal qualities of the student

Feedback of the assessment results will be provided as to all students in report form as part of the Transition Year Career Guidance Module in week four of the first term. Each student receives a comprehensive individualised paper based written report.

Consent

Parental consent for the administration of assessment instruments is on an 'opt out' basis. If you do not give consent for your son/daughter to participate in Guidance related assessments then please notify the school. An FAQ Information sheet is provided in Appendix I. The FAQ Information sheet details the range of assessment instruments that could potentially be administered by the Careers and Guidance Department to a student for the purposes of supporting their students's learning and development. Parents are advised that they will be informed of the results of all tests administered.

Staff involved in Administering Assessment Instruments

All tests are administered by qualified Guidance Counsellors and SEN staff.

The interpretation of scores and the associated provision of scores for all tests is the sole responsibility of qualified Guidance Counsellors.

Administration to students with SEN/EAL

Parents/guardians of children, with Special Educational Needs (SEN) or children who take English as an Additional Language (EAL), who have disclosed this information to the school, can decide whether or not their child take the assessment tests on offer. This recognises that, based on an individual student's needs, that it may not be necessary or



appropriate for a child to take a particular assessment.

Access to Data

Assessment instrument results are available for viewing to the Principal, Vice Principals, Year Head, Academic Monitor, Learning Support, Guidance Counsellors and to teachers of the student. This is to ensure that key personnel are informed as further in relation to helping their students better learn and achieve.

Data Storage & Retention

All assessment instruments related data is stored on the internal Careers and Guidance Department password protected database situated on a server located with Letshost Digital Media Internet Services Ltd. The server is located in Dublin, Ireland.

All results will be retained on the Careers and Guidance Department database for a period of 7 years after the student has left the school. This is in line with data protection requirements.

Date policy approved by BOM: March 2018

Date for review of policy: March 2019



Appendix I

FAQ Information Sheet for Parents/Guardians

Who will be involved in the administration of assessment instruments?

Administration of assessment instruments will be undertaken by appropriately qualified school staff only, which in some instances will involve the school guidance counsellor and/or the learning support teacher (depending on the nature of the test).

How will the information be protected?

The school will ensure that the information, in line with data protection requirements, is kept secure with access confined to designated school staff. In the case of electronic information this will be kept secure through password protection. Only designated school staff will have access to this password.

Who will be able to access the information and results?

In order to ensure that your son/daughter receives an education that best supports his/her development, the information and results may be shared with your son/daughter's teachers in accordance with established test practice. This is to ensure that teaching approaches can be adapted to accommodate the different learning needs and styles of students. In addition, the guidance counsellor, the principal, vice principal, academic monitor, year head and the learning support teacher will have access to the information.

How long with the school retain the information?

The school will retain the information until seven years after your son/daughter has left school. This is in line with data protection requirements.

Will we be informed of the results?

All parents/guardians will be informed of the test scores achieved by their sons/daughters. The information will be presented in accordance with established test practice and in a format that is easily understood.

Students will also receive feedback on how they did. This feedback will be delivered to them via their guidance counsellor.

My child has a Special Educational Needs (SEN) or takes English as an Additional Language (EAL), is further testing appropriate?

In the event that your child has been identified as having a SEN or is an EAL student, and you have disclosed this information to the school, it may not be necessary or appropriate for your child to take a specific test. Please notify the Careers and Guidance Department if you have any concerns prior to the administration of a test.

Can I find out further information about the Assessment Instruments?



You can find out further information about our use of assessment instruments by downloading the Assessments Instruments Policy from <http://presathenry.ie/download-policies.html> or from <http://presathenry.ie/download-policies.html>.