

**Pedagogical Manual :** MFL Department

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| **Section** | **Foundations**  |
| **Resource**  | F8: Creating a joint T&L and Assessment Calendar  |
| **Objective**  | *To create a joint T&L and Assessment calendar to inform your departmental planning, to inform stakeholders and school management*  |
| **Outcomes** | * To create a list of themes/outcomes/objectives taught during each term
* To create a list of assessments for the year, both internal and external
* To create a list of assessment preparation points
* To recognise where there are pressure points during the year and how you can address them.
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| **Resources** | Small post-it notesLarge calendar written out or printed on a large piece of paper  |
| **Time**  | 40 minutes  |



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| Part 1: *Create a calendar template* | 5 mins | Create a calendar like the one included in the template where you have each of the months in the academic year and a number of paths for year class in your school. See the template for the layout.  |
| Part 2: Placing the key assessment points  | 20 mins | 1. Start by creating a list of external assessment points e.g. LC exams, Oral Exams, JC exams. Write them separately on post-it notes and place them on the calendar.
2. Now create a post-it for each of the Internal assessment points for external reporting e.g. opening of the 7th January CBA1 window, CBA2, and place these on the calendar, SLAR
3. Now write out a post-it for any internal assessments that you have for each class and place these on the calendar.
4. 4. Now add any other post-its that explain when processes need to start in order to undertake assessments.

e.g. design assessment, photocopy assessment, internal SLAR, Reporting etc.  |
| Part 3: Reflection of Pressure Points  | 10 mins | Look at where the pressure points are on your calendar. * Are there dates that need adjusting?
* Is there anyway that tasks at this point can be delegated to ensure that the load is shared around?
* Are there ways where you can remove difficulties and combine tasks to make things easier?
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| Part 4: Create a shared document  | 10 mins | Take a picture of your calendar and share it with colleagues. Word process your calendar and put it in a shared area or on your notice board. Share your assessment calendar with your school and colleagues. Could a simplified version be created and disseminated to parents via a newsletter?  |

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Assessment Calendar Model

