

**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. |
| **Resources** | Small post-it notes  Large 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? |
| 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

