

2019

St. Colman's Community College, Midleton. CBA Policy



Policy on Junior Cycle Classroom Based Assessment (CBA) procedures in St. Colman's Community College.

Classroom Based Assessments (CBAs)

What are CBAs?

- Classroom-Based Assessments (CBAs) provide students with opportunities to demonstrate their learning and skills in ways not possible in traditional terminal examinations. The assessments associated with CBAs will cover a broad range of activities including oral tasks, written work of different types, scientific experiments, practical or designing and making tasks, artistic performances, projects, creating an artifact or other suitable tasks depending on the subject in question.
- CBAs will be undertaken in subjects and short courses in the new Junior Cycle and will be facilitated by the subject departments within St Colman's Community College.

What is involved in completing a CBA?

- This involves students completing assignments under the guidance of their subject teacher within a specified timeframe.
- Subject teachers should consult Appendix : Checklist for subject Department/Teacher

When will the CBAs be held?

- CBAs will be undertaken during a defined time period within school contact time under the stewardship of the relevant Junior Cycle coordinator.
- Students will complete usually one CBA in Second Year and usually one in Third Year in each Junior Cycle subject
- St Colman's Community College will endeavour to create a CBA timetable at the beginning of each school year.

Communication with Parents

- Parents of Junior Cycle students should be notified in writing of upcoming CBAs, approximately one month in advance of their first CBA. This letter should contain relevant information regarding all CBAs being undertaken during the year. This will include the timetable for all CBA's for the relevant year group.
- The following methods could be used as a means to disseminate the pertinent information:
 - (a) CBA calendar to be placed on the school's website.
 - (b) A page is provided in the journal for students to record their CBA's.
 - (c) CBA timetable emailed to each student in advance of their first CBA.
 - (d) Letter to parents/guardians - given to students, detailing CBAs,
 - (e) Text to parents
- The text message system should be used as a reminder in the week preceding each CBA. It is the **responsibility of the subject teacher** to arrange this with the administration staff.
- Subject Teachers are responsible for disseminating any further information, such as what the CBA entails and the relevant dates for blocks if applicable.

Audio Visual Recordings

- In CBAs, where audio visual / audio recording is required, it is the school policy that all students are recorded. These audio visual recordings should be saved securely until after all descriptors have been finalised.
- These recordings are to be made on school devices only.
- If a teacher wishes to use a student's CBA audio-visual / audio recording as an exemplar for other students, then written permission must be sought from the parent and the student in question. A letter template which can be adapted as necessary and is available from the JC Coordinator(s). This permission letter should then be put in the student file.
- After this, all other audio-visual recordings relating to CBAs should be deleted.

How are CBAs assessed?

- The students' CBAs are assessed by their teachers using nationally agreed features of quality designed by the National Council for Curriculum and Assessment (NCCA).

- Here at St. Colman's Community College, it is recommended as best practice that teachers assess students in pairs.
- The assessment process is supported by the SLAR (Subject Learning and Assessment Review) process.
- The CBA results will be reported in the Junior Cycle Profile of Achievement (JCPA) using the following descriptors:
 - Exceptional
 - Above Expectations
 - In Line with Expectations
 - Yet to Meet Expectations
 - Not Reported

Please consult JCT.ie for the features of quality pertaining to your subject.

Students with SEN

In line with department recommendations all SEN students will have access to any resources/support they would have access to in their regular day to day school experience. This may include the use of a laptop, resource support, access to an SNA etc.

Absentee Students

All CBAs are compulsory. This will be made clear in communication with parents. A serious medical condition certified by a doctor is the only valid reason for not completing a CBA. Absentee students may be accommodated during one mop up session arranged by each subject department up to and including the school day prior to the SLAR meeting where possible.

Any student who does not complete a CBA will have the comment 'Not Reported' recorded on their Junior Cycle Profile of Achievement.

SLAR (Subject Learning and Assessment Review)

Purpose of the SLAR: The purpose of the SLAR is to establish that standards across the department are in line with national guidelines ensuring the fairness and integrity of the CBA.

- Each department will nominate a SLAR coordinator. This position should rotate.

- The SLAR facilitator is entitled to 2 hours planning time for each SLAR meeting (One meeting for each CBA), which is held soon after the completion of the CBA(a timeframe will be set down by JC)
- The SLAR coordinator should then submit a record of the SLAR to the Principal.

Reporting on CBAs

How are CBAs reported on nationally?

- The results of all completed CBAs will be reported on in the Junior Cycle Profile of Achievement (JCPA), which is issued in the school year following completion of the Junior Cycle Programme.

How are CBAs reported in St. Colman's Community College

- After each CBA and the relevant SLAR has been completed subject teachers should provide each student with the descriptor they have been awarded and feedback on their CBA.
- A sticker stating the descriptor awarded should also be placed in the designated page of the student journal. This should be signed by parents.
- Note: Both of the above should happen within one week of the SLAR.
- CBAs may be included as an element of Christmas/Summer exams.
- Moving forward it is anticipated that CBAs will be reported on using VS Ware.

Appeals

- There is no facility for processing appeals.

Record Keeping

- Each subject teacher should maintain a record of descriptors awarded until after the JCPA (Junior Cert Profile of Achievement) has been awarded.
- An electronic version of these results should be forwarded to the SLAR coordinator using Google docs.
- A Google Sheet is generated for each CBA in a particular subject by the JC Coordinator. This is shared with the relevant teachers at the end of their CBA period. The shared sheet is generated from VSware. Subject teachers are solely responsible for the entry of the descriptor award for their students.

- The Google Form is stored in the JC Implementation folder which is accessible by the JC Coordinator(s) and Management.
- CBA material should be returned to students with descriptors. Some pieces may be kept as exemplar material - Student's permission will be obtained for this purpose using the *permission to use CBA material letter*.
- Practical subjects will continue to operate the processes they have done in the past with regards to exam material.

The Management and Staff at St. Colman's Community College would like to thank the Board of Management and parents for their continued support and cooperation. Please do not hesitate to contact the school, if you require further information or clarification on this policy.

Policy Adoption

This policy was adopted by the Board of Management on 11/06/19

Dissemination and Publication

This policy has been made available to school personnel, published on the school website or is otherwise available to parents and students on request. A copy will be provided to the Parents' Association and made available to parents if requested.

Review

This policy and its implementation will be reviewed by the Board of Management once in every school year. Written notification that the review has been completed will be made available to school personnel, published on the school website or is otherwise available to parents and pupils on request. This review will also be provided to the Parents' Association. A record of the review and its outcome will be made available.

Ratification and Communication

This policy has been ratified by the Board of Management.

Implementation Date 11th June 2019

This policy is in effect after being signed by the Board of Management

Signed Francis O Rourke Date 11/06/19 Chairperson of Board of Management

This policy is due for review in September 2020

