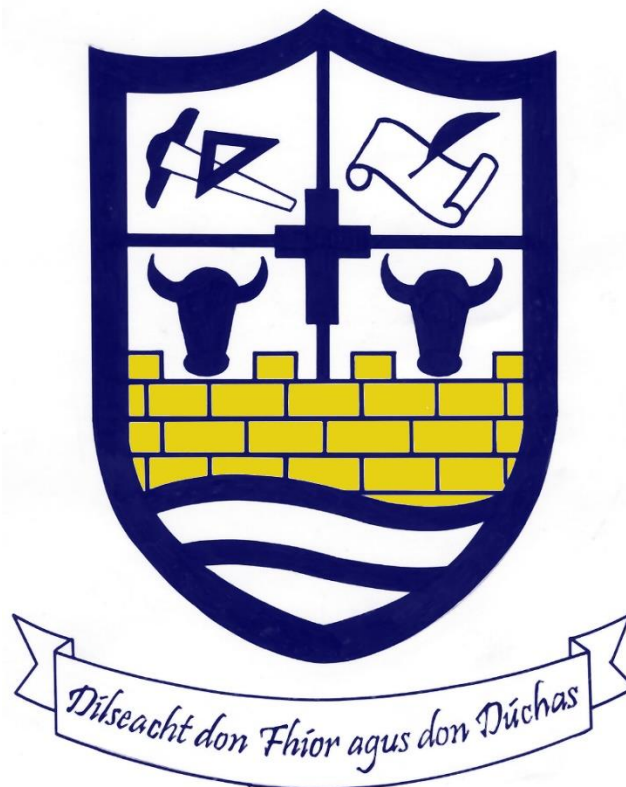




St. Ailbe's School

**Policy on Junior Cycle Classroom Based Assessment (CBA)
2019 - 2020**



Scoil Ailbhe Naofa

Policy Area	Schools
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Policy on Junior Cycle Classroom Based Assessment (CBA) procedures in St. Ailbe's School

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 artefact 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 Ailbe's School.

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.
- Students will complete two CBA's in each junior cycle subject.
- St Ailbe's School will endeavour to create a CBA timetable at the beginning of each school year.

Communication with Parents

- The CBA calendar will be placed on the school's website.

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).
- 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. Ailbe's School

- After each CBA and the relevant SLAR has been completed subject teachers should provide each student with the descriptor they have been awarded.
- CBA's can be used as a replacement of Christmas/Easter/Summer exams.

Appeals

- There is no facility for processing appeals.

Record Keeping

- Each subject teacher is responsible for recording CBA results using VS Ware.
- It is the responsibility of each student to sign a CBA submission form for each subject.
- Some pieces may be kept as exemplar material - Student's permission will be obtained for this purpose.
- 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. Ailbe's School 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 **11/05/20**.

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

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

Signed

This policy is due for review in September 2020

