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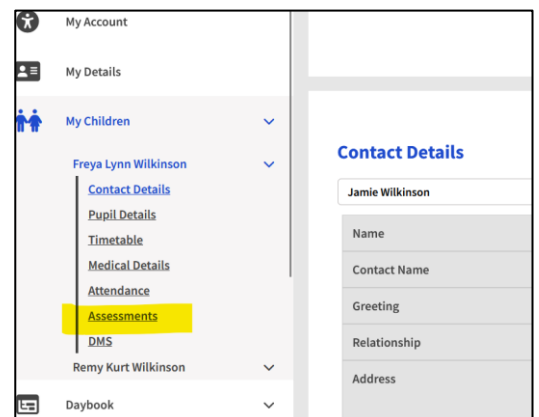
Leipzig, 11 October 2023

**Subject: Engage gradebook access**
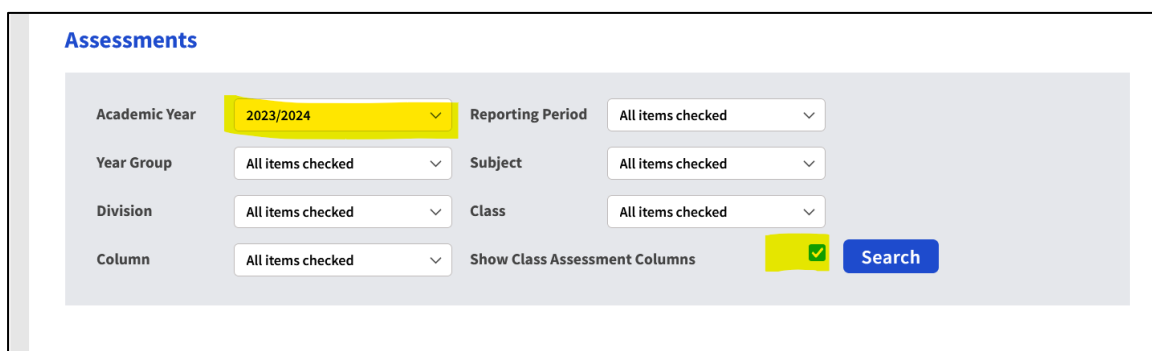
Dear Parents and Guardians,

I hope this finds you well.

As many of you will know from last year, as well as Neil's presentation at the back-to-school night, it is around this time of year when your child's scores for Common Assessment Tasks start to appear on Engage for you to access. The Engage gradebook is a live document that allows you to see your child's scores on key assessments, contextualised with written feedback that has been shared with your child already.

To access these scores, please click the Assessments tab on the left-hand column of your child's Engage portal, as shown here:

Then select the correct academic year (as last year's scores will still be available too), make sure All Items Checked is showing in the various fields, and tick 'Show Class Assessment Columns', as below:

Here you can select a single subject to look at in the Subject box, or see all classes with 'All Items Checked'. Just hit search and you will see assessment scores and feedback starting to appear.

The process, and philosophy, behind our use and sharing of assessment data has not changed since last year, but as a reminder of how we use assessment for learning, please bear in mind the following:

- The Engage gradebook notifications are designed to give you a snapshot of your child's learning in each subject at semi-regular intervals through the year.

- The gradebook will display scores in 6 to 10 Common Assessment Tasks (CATs) a year per subject. Each will contain a grade and a version of the feedback that has been shared with your child, designed to offer constructive 'next steps' in your child's learning.

- These are, of course, not the only assessments being undertaken in class; we are regularly assessing students formatively to diagnose their level and provide feedback for learning. These formative assessments are feedback-, rather than grade-, focused and so are not shared with parents via Engage. The learning conferences are an ideal forum to discuss this strand of classroom learning.

- The winter and summer report grades are comprised of the shared Common Assessment Tasks that you will have seen on Engage plus a good deal of teacher judgement, informed by class performance and the formative class tasks outlined above. That is, we don't average these CAT scores for the winter or summer report but look for the most consistent final level at the time of reporting (or the most consistent end-of-unit level in the subjects with more discrete topics). Our aim is to reward progress, rather than let a poor score or two misrepresent a student's more consistent attainment level.

- Our students care greatly about their CAT scores, so we hope that sharing them via the Engage gradebook will offer lots of opportunity for supportive discussion about your child's performance on that given assessment, the importance of incorporating the feedback in the next task and appropriate goals for the next CAT and end of semester report.

As ever, many thanks for your support in contextualising these grades for your child and using them to encourage progress and growth. Should you have any questions, please don't hesitate to get in touch.

With best wishes,

Jamie Wilkinson

Assistant Principal for Learning