

## **CBA POLICY**

### **Introduction**

Our Lady of Mercy College is a Catholic, all girls, voluntary secondary school which caters for students of all religions and backgrounds in accordance with current equal status legislation.

### **Mission Statement**

The school's Code of Behaviour acknowledges this and aims to promote a culture of respect throughout the school. It recognises that good discipline enables good teaching and allows good learning to take place.

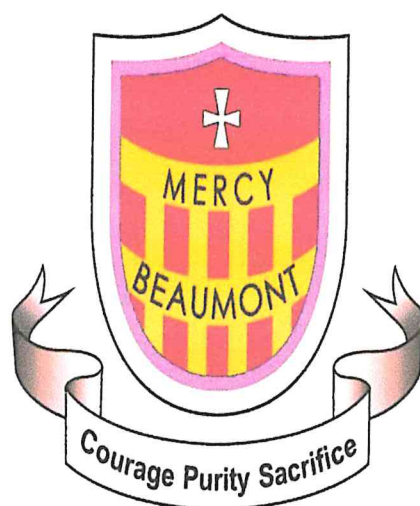
Our Lady of Mercy College is under CEIST Trusteeship. The core values of CEIST are intended to support and nourish the lives of the people at the heart of our school: students, staff and parent. Its key principles focus on:

- Promoting spiritual and human development.
- Achieving quality in teaching and learning.
- Showing respect for every person.
- Creating community.
- Being just and responsible

Inspired by the vision of Catherine McAuley, Our Lady of Mercy College provides the conditions and experiences which will promote the development of the full potential of each person including the spiritual, moral, physical, social, aesthetic, intellectual and vocational development.

We strive to ensure that every member of the school community is held in very high regard and their dignity, worth and individuality is respected. We aim to build a sense of community based on Christian values.

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### Policy on Junior Cycle Classroom Based Assessment (CBA) procedures in Our Lady of Mercy College

#### What are CBAs?

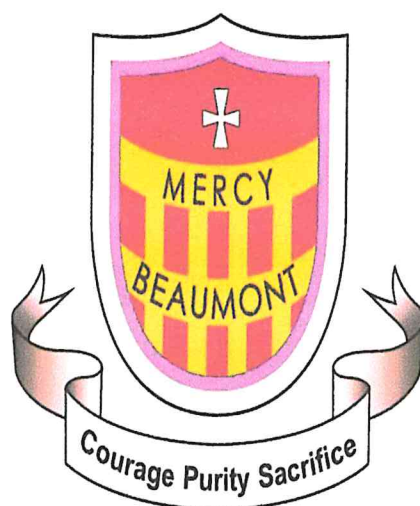
● Classroom-Based Assessments (CBAs) provide students with opportunities to demonstrate their learning and skills in ways not possible in traditional terminal examinations. The assessments associated with CBAs will cover a broad range of activities including oral tasks in language subjects, written work of different types, scientific experiments, practical or designing and making tasks, artistic performances, projects, presentations, 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 Our Lady of Mercy 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.
- Students will complete two CBA's in each junior cycle subject unless otherwise specified by the Department of Education.
- Our Lady of Mercy College will endeavour to create a CBA timetable at the beginning of each school year.

#### Communication with Parents

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- 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. 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?

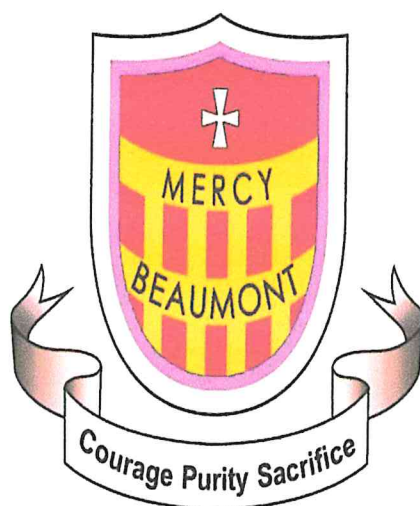
- The students' CBAs are assessed by their teachers using nationally agreed features of quality designed by the National Council for Curriculum and Assessment (NCCA). • The assessment process is supported by the SLAR (Subject Learning and Assessment Review) process. This is where subject teachers meet in a formal manner to discuss the students work based on success criteria • The CBA results will be reported in the Junior Cycle Profile of Achievement (JCPA) using the following descriptors: •Exceptional o 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 AEN In line with department recommendations all AEN 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 session

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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 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 Our Lady of Mercy College • 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 may be used as a component /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 Our Lady of Mercy 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.

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### Policy Adoption

This policy was adopted by the Board of Management on the 20<sup>th</sup> September 2024

### 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 20th September 2024

This policy is up for review September 2026

Classroom Based Assessments Our Lady of Mercy College.

Preparing for Classroom Based Assessments (CBA's) in Our Lady of Mercy College

Student:	Teacher	Parent
<p>Be aware of the CBA dates and format (subject teacher).</p> <p>Be in attendance for each class, where possible, the same as every other school day. If you are going to be absent for any reason it is your responsibility to inform your teacher in advance, if possible, and up to you to catch up on work missed.</p> <p>CBA deadlines cannot be extended to accommodate any classes that were missed as a result of your absence. You must use the feedback your teachers have given you to help develop the necessary knowledge and skills to complete your CBA.</p> <p>You must make sure you are fully aware of the features of quality and the format before you begin your CBA. If unsure please clarify with your subject teacher. You must meet all CBA deadlines and work submitted must be your own</p>	<p>From First Year plan collaboratively with your department colleagues to provide opportunities for students to engage with the relevant skills and knowledge that will be required for CBA's.</p> <p>Be aware of the CBA windows and inform your students of same. Discuss the features of quality with your department colleagues and translate them into language that is accessible to all students taking part in the CBA.</p> <p>Communicate same with your students before they begin their CBA. Discuss the format of the CBA with your colleagues and students prior to commencing the CBA. This information can be found in your Assessment Guidelines.</p> <p>Provide students with ongoing feedback throughout the CBA window to compliment the feedback they have already received in their prior units of learning. Set a deadline that is common across the subject department.</p>	<p>Be aware of the CBA dates (school app/subject teacher/school website/calendar).</p> <p>Make sure your daughter attends each class, as normal. Make yourself aware of the title, format and deadline of the CBA.</p> <p>Encourage your daughter to take responsibility for her own work and learning throughout all of her units of learning, and during the CBA's. Discuss with your daughter how you can best support her in developing the Junior Cycle Key Skills, listed in her homework journal (2019/2 and in particular the key skill of 'managing myself' and 'working with others'.</p>

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During Classroom based Assessments

Student	Teacher	Parent/Guardian
<p>Attend all classes. Work to the best of your ability. Use teacher feedback to guide you through the CBA.</p> <p>Use the features of quality to complete your CBA.</p> <p>Communicate with your subject teacher and other students (if working as part of a group).</p> <p>Submit your own work by the deadline advised by the subject teacher.</p>	<p>Provide ongoing formative feedback to students.</p> <p>Collaborate with colleagues. Adhere to deadlines set by the subject department.</p> <p>Make local arrangements to accommodate students as required.</p>	<p>Ensure your daughter's full attendance and clarify any absence.</p> <p>Encourage your daughter to work independently and produce their own work.</p>

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After Classroom Based Assessments

Student	Teacher	Parent
<p>Continue to use formative feedback to improve knowledge and skills in the subject area.</p>	<p>Correct CBA work in accordance with the features of quality and award provisional descriptors. Show evidence of correction/feedback on the students work, where applicable.</p> <p>Submit material for the SLAR meeting as requested by the facilitator.</p> <p>Adhere to deadline dates in relation to samples of work, SLAR meeting and date for awarding final descriptor. Attend the SLAR meeting, collaborate with colleagues and award final descriptors.</p> <p>Collate exemplar material for continued professional development and collaboration within subject departments.</p> <p>Report the descriptor and feedback to parents, students and management. Return CBA's to students with appropriate feedback.</p>	<p>Discuss the descriptor awarded and formative feedback with your daughter.</p> <p>Encourage your daughter to use the feedback to help move her learning forward.</p>







