

A guide to learner's reports

Tracking and Reporting:

The tracking of learner progress consists of;

- The setting of an initial **Target Level**
- The recording of a **Working Level**
- A measure of **Progress** towards their target during specific tracking periods.
- **Achieved Level** will be entered once at the end of the year. This is the final level of attainment that is achieved by the pupil.

Target Level – Entered at the start of the school year. This is based on teacher judgement and is a prediction of what the teacher thinks a learner will achieve by the end of the year. The **Target Level** entered will range from 0.1 through to 4.3. The **Target Level** can be raised if a pupil exceeds expectations but should not be lowered.

Working Level - Teachers will assess children's progress and achievement within each level **at the time of reporting** and give each child a **Working Level** which ranges from 0.1 through to 4.3.

For **Target Level** and **Working Level** the number to the left of the decimal point denotes the level a child is working towards. The number on the right hand side of the decimal point denotes their achievement through the level and is defined using the criteria set out in the table below:

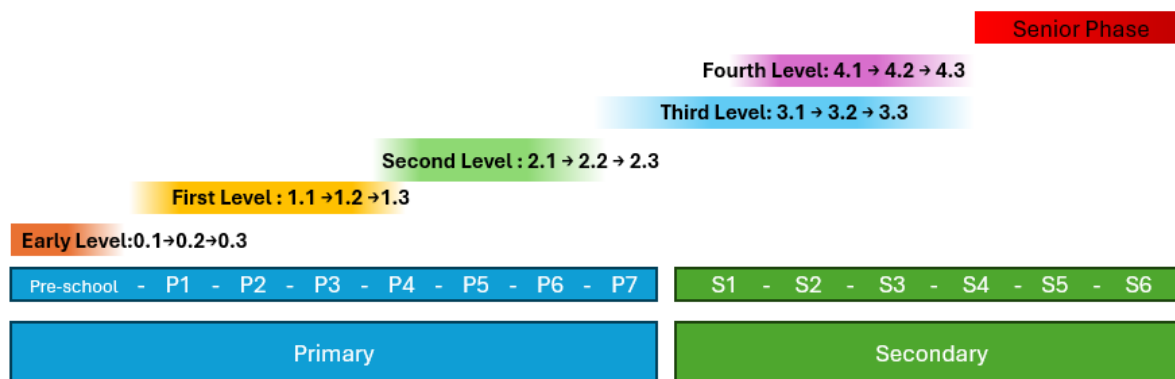
The three stages of achievement through a level	What this means
.1	A learner has started to or has ACHIEVED against a few of the BENCHMARKS within that level .
.2	A learner has ACHIEVED against some or less than half of the BENCHMARKS within that level.
.3	A learner has ACHIEVED against the majority of the BENCHMARKS within that level.

For example;

- 0.3 would indicate that a child is working towards achieving Early level and has achieved against the majority of the benchmarks within that level, or
- 3.2 would indicate that a child is working towards achieving Third level and has achieved some of the benchmarks within that level.

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Learner's progress through levels of attainment



Progress is decided based on the rate of progress a child has made towards their target during the tracking period and is described as:-

Progress Statement	What this means
Exceeding Expectations	Indicates that a child is exceeding the rate of progress expected and should reach their target.
Meeting Expectations	Indicates that a child should meet their target grade at the end of the academic year
Not Yet Meeting Expectations	Indicates that a child is not on track to meet their target grade based on the amount of progress made during the last tracking period

Achieved Level is entered at the end of the year. This is the final level of attainment that is achieved by the learner. This is the measure that CEC will extract when looking at final ACCEL levels for learners in each school.