Training Course Agenda.

Primary Assessment

Introduction

Target Audience

The **Primary Assessment** training is recommended for delivery to the following people from your school:

- ✔ Assessment Team (Members of Staff responsible for Assessment)
- ✔ Deputy Headteacher/Senior Teacher

Facilities/Requirements

For **Onsite Training**:
Using the means provided by the establishment for example a whiteboard or projector, the trainer will deliver a session for the module being trained on. An internet connection will be required.

In some instances, attendees will be able to login to follow along with the session, this will be arranged beforehand and in this case login information will be supplied.

For **Webinar Training**:
This session will be delivered via an internet connection, you will be sent a link and login details in an e-mail. We ask that you test the link before the session to make sure you have access, if you do not your IT support should be able to help you with this. If you still cannot connect please let us know as soon as you can, we will try to help or arrange an alternative method to deliver the training.

Objectives of Session & Timings

The Attendees will work together with their trainer to learn about the host of features within the module being trained and how best they can take advantage of these.

These sessions will teach you how to operate and manage your Bromcom MIS on a day-to-day basis.

Agenda Overview

Part One: Setting Up Assessment

- ✓ Setup Wizards (inc setup of Grades, ARE's, Subjects, Groups)
    - o Summative Assessment Sheets
    - o Summative Target Setter
    - o Formative Assessment Sheets
    - o Standardised Tests Assessment Sheets (inc Mark Thresholds, Questions, Topics)
    - o Early Years Assessment Sheets

Part Two: Data Entry (Teachers)

- ✓ Assessment Sheets List
- ✓ Choose Fields
- ✓ Individual/Bulk Data Input
- ✓ Marksheet Functions:
    - o Bring Forward Earlier Marksheet Data
    - o Export
    - o Colour
    - o Adding Additional Columns
    - o Switch View
- ✓ Attaching Evidence

Part Three: Analysis

- ✓ Primary Tracker Reports
    - o Attainment Overview
    - o Depth of Knowledge
    - o Diminishing the Difference
    - o EYFS GLD Analysis
    - o Primary Overview
    - o Prior Attainment Map
    - o Subject Triangulation

- ✓ KS2 Performance Dashboard
    - o Setup and Use

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