CTI Clonmel

Raheen College &
Gaelcholáiste Chéitinn

Classroom Based Assessment Policy

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CTI Clonmel Mission Statement

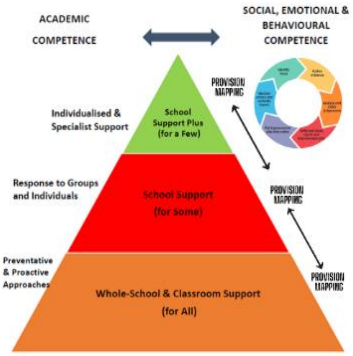
The role of our school is to facilitate the students of Clonmel and its environs in the acquisition of general and specialised education. CTI Clonmel is under the patronage of Tipperary Education and Training Board. ETB schools are state, co-educational, multidenominational schools underpinned by the core values of:

- Excellence
- Care
- Equality
- Community
- Respect

CTI Clonmel provides students with equal opportunities for enrolment in line with the Education (Admissions to School) Act 2018. Once enrolled, our school strives to provide all students with equal opportunities to engage with the curriculum and school life. We strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our school

- provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society
- promotes a fully inclusive education that recognises the plurality of identities, beliefs and values held by students, parents and staff
- prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values
- treats equally students of all religions and beliefs. The school environment and activities do not privilege any group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs.

In CTI, SSE/DEIS planning underpins how we identify needs, meet those needs and monitor and record student outcomes, in conjunction with the continuum of student support (diagram on the right).



All policies are formulated around Child Protection & Safeguarding procedures using the school's Student Safeguarding Statement, the Child Protection Procedures for Primary and Post-Primary Schools (revised 2025), the Children First Act 2015 and the Teaching Council's Code of Conduct (2016).

Assessment is spread throughout the three years of Junior Cycle giving students an opportunity to demonstrate their learning away from an examination setting. All Junior Cycle courses incorporate two new elements to the assessment of students:

- Classroom Based Assessments
- Assessment Tasks

The focus of this policy is on Classroom Based Assessments

Classroom Based Assessments (CBAs)

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
- CBAs are designed to allow students develop the key skills of Junior Cycle (Appendix 1)
- CBAs cover a broad range of activities including oral tasks, different forms of written work, scientific experiments, designing and making tasks, artistic performances, projects, creating an artifact or other suitable tasks depending on the subject in question.
- CBAs will be undertaken in all subjects and short courses in Junior Cycle and will be facilitated by the subject departments within CTI Clonmel.
- Students complete all assignments under the guidance of their subject teacher within a specified timeframe.

When will CBAs be held?

- In CTI, students complete one CBA in second year and one in third year in each junior cycle subject.
- Students complete one CBA in each short course they undertake.
- CBAs will be undertaken during a defined timeframe within school contact time. A CBA timetable will be available for both 2nd and 3rd year students at the beginning of each school year.

Communication with Parents

- Parents of junior cycle students will be notified of the CBA calendar at the start of each academic year.
- The CBA calendar will be given to all 2nd and 3rd year students at the beginning of each academic year.
- The CBA calendar will also be available on the school website.

Audio Visual Recordings

- In CBAs, where audio-visual / audio recording is required, it is school policy that all students are recorded. These audio-visual recordings are 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. This written permission is available as Appendix 2.
- Please note that while consent may be received from an individual student to use their assessment and their personal data, this consent does not extend to any personal data/identifying information of any other individual(s) that may be contained within the same assessment.

How are CBAs assessed?

- The students' CBAs are initially assessed by their teachers using nationally agreed features of quality designed by the National Council for Curriculum and Assessment (NCCA).
- Once the CBAs have been corrected by the class teacher, all junior cycle teachers in that subject department will meet in a process called a SLAR (Subject Learning and Assessment Review) meeting.

- 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

- Any written material completed by students as part of their CBA work, may be used as exemplars of good practice for other students. In this case, written permission must be sought from the parent and the student in question.

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. A medical condition certified by a doctor is the only valid reason for not completing a CBA.
- Where possible, students who were absent for their CBA may be accommodated in each subject department up to and including the school day prior to the SLAR meeting.
- CBAs generally take place over 3 weeks. Therefore, all students should have adequate time to complete and report on their CBA.
- 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)

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
- The SLAR facilitator is entitled to 2 hours planning time for each SLAR meeting (One meeting for each CBA), which is held within 7 days after the completion of the CBA
- The SLAR coordinator will then submit a record of the SLAR to the Principal.

Reporting on CBAs

- After each CBA and the relevant SLAR has been completed, subject teachers should provide each student with the descriptor they have been awarded and feedback on their CBA.
- CBAs may be included as an element of Christmas/Summer exams.
- CBA results are recorded on the school management system, and parents will have access to those results.
- The results of all completed CBAs will be reported in the Junior Cycle Profile of Achievement (JCPA), which is issued by the school to each student during the academic year following completion of the junior cycle programme.

Appeals

- There is no facility for processing appeals.

Record Keeping

- Each subject teacher will maintain a record of descriptors awarded until after the JCPA (Junior Cert Profile of Achievement) has been awarded.

- CBA results are recorded on the school management system, and parents will have access to those results. Subject teachers are responsible for the entry of the descriptor award for their students.
- The junior cycle coordinator forwards these results to the Department of Education and Youth portal where they can be combined with the results of the junior cycle examinations to create the JCPA for each individual student.
- A copy of the CBA results is also downloaded and stored in a password encrypted location by the junior cycle coordinator.
- In CTI, all CBA material is stored until after results and appeals of all junior cycle examinations are concluded.
- All CBA material can then be returned to students.

Please do not hesitate to contact the school if you require further information or clarification on this policy.

Addendum to policy:

The Junior Cycle assessment adjustments in place since 2022 in relation to Classroom Based Assessment are still in operation. This means that each student cohort will be required to complete a minimum of one Classroom-Based Assessment rather than the usual two.

Either CBA can be completed in a subject but with the following exceptions:

- CBA 1 must be completed in MFL
- CBA 2 must be completed in Gaeilge, Visual Art, Home Economics, Music, Applied Technology, Engineering, Graphics & Wood Technology

This policy was adopted by the Board of Management on the **11 June 2026.**



Appendix 1 – Key skills of Junior Cycle

(Framework for Junior Cycle, 2015)



Appendix 2 – Parental permission to use audio-visual / audio recording as an exemplar

Dear Parent / Guardian,

On occasion, our students hand up work as part of their Classroom Based Assessments that is of an extremely high standard. In this case, class teachers may wish to use this work as an example of good practice to future classes, during the CBA process.

CBAs can be handed up by the student in the following formats:

- Written form
- Audio recording
- Audio visual presentation.

If you agree to allow your son/daughters Classroom Based Assessment work to be used as an exemplar of good practice in the school with all future classes, please complete the following permission form. This means that your son/daughters name or image may be available to these students.

Please note, you can withdraw this consent at any time by contacting the Junior Cycle coordinator in the school and the assessment(s) will not be used from this date forward.

I, _____ parent / guardian of _____ agree to allow his/her work be shown as an exemplar of good work to other students.

Signed: _____ (Parent / Guardian)

Date: _____

Signed: _____ (Student)

Date: _____

Signed: _____ (JC Coordinator)

Date: _____