

## Overview:

The Primary Tools Decimal Assessment System has been designed first and foremost with children’s needs at heart, integrating the voice of pupils, their peers, parents and teachers. Some of the next steps (assessment criteria) are taken from the appendices for the National Curriculum introduced in 2014 and the Assessment Frameworks. The Standard Bookmarks use the language directly from these documents although some amendments have been made to the text to aid clarity, and some next steps removed that are not explicitly easy to show evidence for. The Child Friendly Bookmarks have been rewritten to be more understandable by children.

The bookmarks are intended to be used along side the Assessment Sheets, although they can be used independently. The guidance below relates to the Assessment Sheets and the ‘The Decimal System Process’:

- 1) Use the correct assessment sheet for the year group (a):

- Yellow is Year 1, Orange is Year 2 and so on with Blue being Year 6.

- 2) Check that the **Initial Requirements/Key Next Steps** have been met (b):

- For example, if a pupil is in Year 3 (Pink Sheet), and they have met the **Initial Requirements** for Year 1 and 2 (Yellow and Orange), then they are ready for the Year 3 Pink Sheet.
- If the **Initial Requirements** have not been met, then you will need to use the relevant sheet from a lower year group. Once they have met the **Initial Requirements**, they can move back to the Pink Year 3 sheet (they do not need to meet all the other **Next Steps** of earlier year groups, just the **Key Next Steps**).
- **Key Next Steps/Initial Requirements** are in red font (c).

- 3) Tick or date the **Expected Next Steps** that have been met (d):

- As a general rule, the pupil must show at least 80% confidence (“few errors”) for it to be ticked/dated although this depends on the **Next Step** itself. For guidance, ‘Most’ indicates generally correct with occasional errors, ‘Some’ indicates occasionally correct.
- **Key Next Steps** (in red font) should be almost 100% consistently met to be ticked/dated.
- **Key Next Steps** (in red font) should also be the first **Next Steps** set for a pupil as they form the **Initial Requirements** for higher year groups.
- **Next Steps** underlined and in bold are found in the **Interim Assessment Framework**

- 4) **Exceeding Next Steps** (e):

- If all **Expected Next Steps** have been consistently met with no errors, then use the **Exceeding Next Steps**. The **Exceeding Next Steps** are the same as the **Key Next Steps** for the next year group.

- 5) Turn the number of steps met into a decimal score (f):

- The first number represents the year group, with the second number showing the finer stage within that year group.
- For example: A score of 3.0 to 3.3 shows the pupil is Emerging against the Year 3 Expectations. 3.4 to 3.6 shows the pupil is Expected against the Year 3 Expectations. 3.7 and higher means they are Exceeding.
- Generally speaking, a pupil should not be moved to a higher year group’s sheet, but should deepen, broaden and apply their knowledge in varying ways.
- This can then be input into the tracking system freely available from the PrimaryTools.co.uk website.

Name: \_\_\_\_\_ T1 : \_\_\_\_\_ T2 : \_\_\_\_\_ T3 : \_\_\_\_\_ T4 : \_\_\_\_\_ T5 : \_\_\_\_\_ T6 : \_\_\_\_\_

**a) Year Group**  
(Pink = Year 3)

The Primary Tools Decimal System: Writing Assessment Sheet

Year Group	Initial Requirements	Expected Next Steps	Exceeding Next Steps
Year 1	Begin to punctuate sentences using a capital letter and a full stop. Question mark or exclamation mark. Separate sentences to form short narratives (maximum of 8 sentences). Use simple sentence forms. <b>Use capital letters correctly. Use full stops correctly. Use question marks and exclamation marks.</b>		
Year 2	Write expanded noun phrases to describe and identify (for example, the little butterfly). Use full stops correctly. Use capital letters correctly. <b>Use full stops correctly. Use capital letters correctly.</b>		
Year 3		<p><b>P1</b> Form nouns using a range of prefixes [for example super-, anti-, auto-]</p> <p><b>P2</b> Use of the forms a or an according to whether the next word begins with a consonant or a vowel [for example, a rock, an open box]</p> <p><b>P3</b> Show understanding of word families based on common words, showing how words are related in form and meaning [for example, solve, solution, solver, dissolve, insoluble]</p> <p><b>P4</b> Spell most homophones correctly</p> <p><b>P5</b> <u>Expressing time, place and cause using conjunctions [for example, when, before, after, while, so, because]</u></p> <p><b>P6</b> <u>Expressing time, place and cause using adverbs [for example, then, next, soon, therefore]</u></p> <p><b>P7</b> <u>Expressing time, place and cause using prepositions [for example, before, after, during, in, because of]</u></p> <p><b>P8</b> Use the present perfect form of verbs instead of the simple past [for example, He has gone out to play contrasted with He went out to play]</p> <p><b>P9</b> Begin to use inverted commas to punctuate direct speech</p> <p><b>P10</b> In narratives, creating settings, characters and plot</p> <p><b>P11</b> In non-narrative material, using simple organisational devices [for example, headings and sub-headings]</p> <p><b>P12</b> Begin to use paragraphs as a way to group related material</p> <p><b>P13</b> Plan by discussing and recording ideas</p> <p><b>P14</b> Use the diagonal and horizontal strokes that are needed to join letters and understand which letters, when adjacent to one another, are best left unjoined</p> <p><b>P15</b> Assess the effectiveness of their own and others’ writing and suggesting improvements</p> <p><b>P16</b> Propose changes to grammar and vocabulary to improve consistency, including the accurate use of pronouns in sentences</p> <p><b>P17</b> Proof-read for spelling and punctuation errors</p> <p><b>P18</b> Read aloud their own writing, to a group or the whole class, using appropriate intonation and controlling the tone and volume so that the meaning is clear</p>	
Year 4			<p><b>P19</b> Noun phrases expanded by the addition of modifying adjectives, nouns and preposition phrases (e.g. the teacher expanded to: the strict maths teacher with curly hair)</p> <p><b>P20</b> Use of inverted commas and other punctuation to indicate direct speech [for example, a comma after the reporting clause; end punctuation within inverted commas: The conductor shouted, “Sit down!”]</p> <p><b>P21</b> Organise paragraphs around a theme</p>

**b) Initial Requirements**

**c) Key Next Steps**  
(Forms Initial Requirements for higher year groups and Exceeding Next Steps for lower year groups)

**d) Tick/Date Boxes**

**e) Exceeding Next Steps**

Emerging			Expected			Exceeding		
3.0	100% of expected criteria understood and applied with few errors	3.4	75-100% of expected criteria understood and applied with few errors	3.7	All expected criteria understood and applied with no errors plus 10% of exceeding criteria			
3.1	50-74% of expected criteria understood and applied with few errors	3.5	50-74% of expected criteria understood and applied with few errors	3.8	All expected criteria understood and applied with no errors plus 10% of exceeding criteria			
3.2	25-49% of expected criteria understood and applied with few errors	3.6	25-49% of expected criteria understood and applied with no errors	3.9	All expected criteria understood and applied with no errors plus 10% of exceeding criteria			
3.3	0-24% of expected criteria understood and applied with few errors	3.3	100% of expected criteria understood and applied with no errors	4.0	All expected criteria understood and applied with no errors plus 10% of exceeding criteria (use next sheet)			

**f) Decimal Score Conversion Table**

## Other Notes and Recommendations:


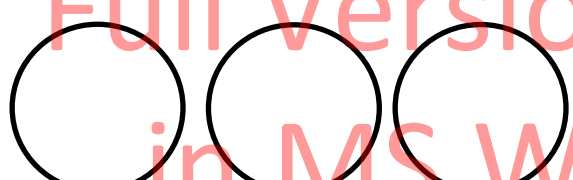
Awards: Bronze: 33% of next steps, Silver: 67% of next steps, Gold: 100% of next steps



S = Self-Assessment P = Peer or Parent-Assessment T = Teacher-Assessment

### Next Steps in bold relate to the Assessment Frameworks for Writing

Yellow - Year 1	Orange - Year 2	Pink - Year 3	Red - Year 4	Green - Year 5	Blue - Year 6
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**Editing Notes:** When opening this document in MS Word 2010 or later, parts of this document are protected for copyright reasons. This is mainly the first page and headers/footers. The rest of the document is editable. Editable sections may be highlighted in a cream colour. To turn off this highlighting so you have a cleaner look of the pages for when they will be printed, go to ‘Review’ (on the ribbon), ‘Restrict Editing’ and then uncheck the box that says ‘Highlight the regions I can edit’ (this is usually on the right-hand side of the screen).

Name:				 www.PrimaryTools.co.uk
<b>Writing Next Steps Bookmark - Pink</b>				
S	P	T	<b>Transcription</b>	
P1			Form nouns using a range of prefixes <i>[for example super-, anti-, auto-]</i>	
P2			Use of the forms a or an according to whether the next word begins with a consonant or a vowel <i>[for example, a rock, an open box]</i>	
P3			Show understanding of word families based on common words, showing how words are related in form and meaning <i>[for example, solve, solution, solver, dissolve, insoluble]</i>	
P4			Spell most homophones correctly	
<b>Grammar, Punctuation and Vocabulary</b>				
P5			Express time, place and cause using conjunctions <i>[for example, when, before, after, while, so, because]</i>	
P6			Express time, place and cause using adverbs <i>[for example, then, next, soon, therefore]</i>	
P7			Express time, place and cause using prepositions <i>[for example, before, after, during, in, because of]</i>	
P8			Use the present perfect form of verbs instead of the simple past <i>[for example, He has gone out to play contrasted with He went out to play]</i>	
P9			Some use of inverted commas to punctuate direct speech	
<b>Text and Structure</b>				
P10			In narratives, creating settings, characters and plot	
P11			In non-narrative material, using simple organisational devices <i>[for example, headings and sub-headings]</i>	
P12			Begin to use paragraphs as a way to group related material	
P13			Plan by discussing and recording ideas	
<b>Presentation, Evaluation and Improvement</b>				
P14			Use the diagonal and horizontal strokes that are needed to join letters and understand which letters, when adjacent to one another, are best left unjoined	
P15			Assess the effectiveness of their own and others' writing and suggesting improvements	
P16			Propose changes to grammar and vocabulary to improve consistency, including the accurate use of pronouns in sentences	
P17			Proof-read for spelling and punctuation errors	
P18			Read aloud their own writing, to a group or the whole class, using appropriate intonation and controlling the tone and volume so that the meaning is clear	
<b>☆☆☆ Exceeding ☆☆☆</b>				
P19			Noun phrases expanded by the addition of modifying adjectives, nouns and preposition phrases <i>(e.g. the teacher expanded to: the strict maths teacher with curly hair)</i>	
P20			<b>Mostly use inverted commas and other punctuation to indicate direct speech correctly</b> <i>[for example, a comma after the reporting clause; end punctuation within inverted commas: The conductor shouted, "Sit down!"]</i>	
P21			Organise paragraphs around a theme	
				
Bronze		Silver		Gold

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