

Subject:**RECORDING AND REPORTING
INDIVIDUAL PUPILS' ACHIEVEMENTS****Circular Number:****1998/3****Date of Issue:**

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Target Audience:

- Principals and Boards of Governors of all grant-aided schools;
- Education and Library Boards;
- Council for Catholic Maintained Schools;
- Council for the Curriculum, Examinations and Assessment.

Summary of Contents:

This Circular explains the requirements of the Education (Pupil Records) Regulations (Northern Ireland) 1998 and the Education (Individual Pupils' Achievements) Regulations (Northern Ireland) 1998

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Governor Awareness:

Essential

Status of Contents:Advice
Information for schools**Related Documents:**

SR1998 No.11 and SR1998 No.12

Superseded Documents:

DENI Circulars 1990/44, 1995/23,
and 1997/10, SR 1990 No.287,
SR 1995 No.323, SR1997 No.232

Expiry Date:

Not applicable

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1. INTRODUCTION

1.1 This Circular explains the requirements on schools in relation to the keeping, disclosure and transfer of pupil records, the content of the reports which principals must send to parents at least once in each school year, and the content of the Record of Achievement which must be provided for a pupil at the end of the second and fourth key stages and where a pupil is leaving the sixth form. It covers the provisions of the Education (Pupil Records) Regulations (Northern Ireland) 1998 (“the Pupil Records Regulations”) and the Education (Individual Pupils’ Achievements) Regulations (Northern Ireland) 1998 (“the Individual Pupils’ Achievements Regulations”) which came into operation on 19 February 1998.

1.2 The new Regulations bring together the requirements of earlier Regulations and their subsequent amendments, all of which have been revoked:

a. the Education (Pupil Records) Regulations (Northern Ireland) 1990 (S.R. 1990 No. 287), which were amended by the Education (Individual Pupils’ Achievements) (Information) Regulations (Northern Ireland) 1995 (S.R. 1995 No. 323);

b. the Education (Individual Pupils’ Achievements) (Information) Regulations (Northern Ireland) 1995 (S.R. 1995 No. 323), which were amended by the Education (Individual Pupils’ Achievements) (Information) (Amendment) Regulations (Northern Ireland) 1997 (S.R. 1997 No. 232).

1.3 In addition to re-enacting the earlier provisions, the new Regulations introduce revised requirements:

Pupil Records Regulations

- where a pupil transfers to another school at the end of Key Stage 2, specified information about his/her academic achievement is to be transferred, in a specified form, to the receiving school;
- in the case of a pupil in the final year of Key Stage 2, the requirement to disclose the pupil’s formative record of progress and achievement to a school which is considering that pupil for admission will no longer apply.

Individual Pupils’ Achievements Regulations

- the annual report to the parents of a pupil in the final year of Key Stage 2 must be provided in a specified format and must show the outcomes of statutory assessment at attainment target level;
- the requirement for every pupil to receive a summative Record of Achievement at the end of Key Stage 2 (the Primary Record of Achievement) is extended to apply whether or not he or she is transferring to another school;
- the academic components of the Primary Record of Achievement must be provided in a specified format.

1.4 The Circular is arranged as follows:

a.a summary of the recording and reporting requirements;

b.details of the Pupil Records Regulations, including the duties of Boards of

Governors;

c.details of the Individual Pupils' Achievements Regulations, including the duties of Principals;

d. Appendix. **

1.5 The first section is intended as a general guide to the requirements in relation to recording and reporting, while the second and third give detailed coverage of the two sets of Regulations: the Appendix contains copies of the formats in which certain information must be presented. **

1.6 The guidance in this Circular does not constitute an authoritative legal interpretation: that is exclusively a matter for the Courts.

1.7 Circulars 1990/44 (The Keeping, Disclosure and Transfer of Pupil Records), 1995/23 (Recording and Reporting Individual Pupils' Records) and 1997/10 (Education (Individual Pupils' Achievements) (Information) (Amendment) Regulations (Northern Ireland) 1997) are cancelled.

SUMMARY OF THE RECORDING AND REPORTING REQUIREMENTS

2. RECORD-KEEPING

2.1 Schools must:

- keep a formal record of a pupil's academic achievements, his/her other skills, talents and achievements and his/her educational progress (a "formative record of progress and achievement");
- update that record once a year;
- disclose the contents, on request, to the pupil or his/her parents (as appropriate);
- transfer a summary of the information to a secondary school by 30 June when a pupil transfers at the end of Key Stage 2: this information must be provided in a specified manner; and
- if requested to do so, transfer the whole record to the receiving school: when a pupil transfers to another school at any other time, the formal record of progress and achievement must be transferred to the receiving school, and any other records held since 1 September 1990 must be transferred if requested.

3. REPORTING

Reports to Parents

3.1 Schools must send at least one written **report to the parents** of a pupil by 30 June in every school year. The report must include information about:

- the pupil's progress in every subject or activity which forms part of his/her curriculum;
- where relevant, his/her statutory assessment results and summary information about the assessment results of other pupils in the same year group in the school; and
- the results of any public examinations taken by the pupil.

Records of Achievement

3.2 Pupils at the end of Key Stages 2 and 4, and those leaving school from the sixth form must be provided with a **summative Record of Achievement**. This must include:

- the results of any public examinations taken by the pupil;
- where appropriate, his/her statutory assessment results;
- his/her progress in every other subject or activity which forms part of his/her curriculum;

- any qualification, award or certificate which he/she has obtained; and
- information about his/her involvement in extra-curricular activities at the school.

3.3 For the convenience of primary schools, the information on academic achievement which must be provided in the report to parents at the end of Key Stage 2 and in the Primary Record of Achievement has been harmonised with the summary information which must be transferred to a receiving secondary school. The format for the provision of information for these purposes is specified in the Regulations but schools are at liberty to continue to use existing report forms or, indeed, to devise new ones, provided they include all the information specified.

3.4 The tables below summarise the information which must be provided in reports to parents in each year group.

INFORMATION WHICH MUST BE REPORTED TO PARENTS

<i>Requirement</i>	<i>Year</i>													
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i>	<i>14</i>
Brief particulars of all subjects or activities of the curriculum	✓	✓	✓		✓	✓		✓	✓		✓			
Public examination results (if applicable)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Statutory assessment results ^❶ and a statement that levels have been assessed				✓			✓			✓				
Particulars of subjects not statutorily assessed or in which public examinations were not taken				✓			✓			✓		✓	✓	✓
Comparative information about performance of pupils in the same year group in the school				✓			✓			✓				

❶ See table below for details

PRIMARY SCHOOLS: Details of information to be reported to parents on the results of statutory assessment in Key Stages 1 and 2

Subject	English Speaking Schools			Irish Speaking Schools		
	Year 4 (end of KS1)	Year 7 (end of KS2)	Summary Data for all pupils	Year 4 (end of KS1)	Year 7 (end of KS2)	Summary Data for all pupils
English:						
Subject level	✓	✓	✓		✓	✓
Attainment target level	○	✓			✓	
Irish:						
Subject level				✓	✓	
Attainment target level				○	✓	
Mathematics:						
Subject level	✓	✓	✓	✓	✓	✓
Attainment target level	○	✓		○	✓	

✓ *Information must be provided*

○ *Information may be provided, but must be provided at the request of parents*

POST-PRIMARY SCHOOLS: Details of information to be reported to parents on the results of statutory assessment in Key Stage 3

Subject	Individual Pupils	Summary Data for all Pupils
English:		
Subject level: test	✓	✓
Subject level: teacher assessment	✓	✓
Attainment target levels: teacher assessment	O	
Mathematics:		
Subject level: test	✓	✓
Subject level: teacher assessment	✓	✓
Attainment target levels: teacher assessment	O	
Science:		
Subject level: test	✓	✓
Subject level: teacher assessment	✓	✓
Attainment target levels: teacher assessment	O	
✓	<i>Information must be provided</i>	
O	<i>Information may be provided, but must be provided at the request of parents</i>	

THE PUPIL RECORDS REGULATIONS

4.1 The Education (Pupil Records) Regulations (Northern Ireland) 1998 (the Pupil Records Regulations) apply to pupils in all grant-aided schools, but the requirement to keep a formative record of progress and achievement does not apply to pupils in nursery schools or pupils in primary or special schools who are below compulsory school age.

4.2 This section summarises the duties of Boards of Governors and provides further advice and guidance on the detail of the Regulations and their operation.

THE DUTIES OF BOARDS OF GOVERNORS

4.3 The Pupil Records Regulations place duties on Boards of Governors in relation to the keeping, disclosure and transfer of pupil records. Boards of Governors must make arrangements to ensure that the school:

- keeps a formal record of a pupil's academic achievements, his/her other skills, talents and achievements and his/her educational progress (a "formative record of progress and achievement");
- updates that record once a year;
- subject to certain exemptions, discloses the contents, on request, to the pupil or his/her parent, as appropriate, or for a fee, which is no more than the cost, provide a copy within 15 days of the request;
- transfers a summary of information to a secondary school by 30 June when a pupil transfers at the end of Key Stage 2 (this information must be provided in a specified format) and, if requested to do so, transfers the pupil's formal record of progress and achievement to the receiving school; where the pupil transfers to another school at any other time, the whole record must be transferred; and
- amends, or corrects, inaccuracies in the record as a result of a written notice from the parents or the pupil, or if not satisfied that the record is inaccurate attaches the written notice to the record.

The above requirements do not apply to nursery schools or in respect of pupils in primary or special schools who have not reached compulsory school age.

4.4 The Governors must also make arrangements to:

- disclose to the pupil, his/her parent or a school to which the pupil transfers, or may transfer (except at the end of Key Stage 2), any other educational records if requested in writing to do so;
- keep available for inspection at the school a statement of the arrangements to fulfil their obligations under the Regulations.

4.5 These arrangements must also provide for an appeal to the Board of Governors against decisions taken by teachers who refuse access to or refuse to disclose or transfer a copy of a pupils educational record.

4.6 Certain types of information do not have to be disclosed:

- information supplied by anyone other than a teacher, an education and library board employee, the pupil or his/her parent;
- information which would allow the identity of a third party to be revealed;
- information which could be harmful to the physical or mental health or emotional condition of anyone;
- information relating to whether a child has been the subject of or may be at risk of harm;
- a reference given by a teacher to a potential employer, a student admission body or any educational or training establishment;
- records which are data for the purposes of the Data Protection Act;
- statements of special educational needs;
- reports for proceedings under the Magistrates Courts (Children and Young Persons) Rules;
- the name, address or occupation of the pupil's parent or the religious denomination of the child.

4.7 The results of an individual pupil's assessment may only be revealed to the pupil, the pupil's parent and, in certain circumstances, the Board of Governors of a school to which the pupil transfers or has applied for admission.

What is a Pupil's Record?

4.8 A "record" comprises any information about a pupil which is passed on, either orally or in writing, from one teacher to another. In addition to information about educational progress it may include administrative information, for example on attendance. It may also include material on a pupil's emotional development and home background.

Keeping of Records

4.9 The Pupil Records Regulations require schools to maintain a formative record of progress and achievement for each pupil. This is a record of his/her academic achievements, other skills, abilities and talents and educational progress. Schools may continue to keep other educational records, such as information on pupils' behaviour, attendance or home circumstances but they are not required to do so under the Regulations.

Disclosure of Records

4.10 Subject to certain exemptions, described in paragraphs 4.15 and 4.16, any material in a pupil's record which originates from, or has been supplied by:

- a teacher at the school (or at any other school which the pupil has attended),
- an employee of an education and library board,
- the pupil or a parent of the pupil

is subject to disclosure. A school does not have to disclose material supplied by anyone else.

Who has right of access?

4.11 In all cases, the parent of the pupil has right of access, on request, to all of the material which the school is required to disclose. In relation to the formative record of progress and achievement, this right extends also to the pupil when he/she is in a secondary school or is in a special school and is aged 11 or over. (The pupil only has right of access to other educational records when he/she is aged 16 and above.) The principal or proprietor of an independent school, and principal or the Board of Governors of any other school also have access, on request, to the information, if the pupil is being considered for admission to the school (except at the end of Key Stage 2). All those who have right of access may also request copies of records: the school may make a charge for this, not exceeding the cost of supply.

Can records be corrected?

4.12 Boards of Governors must make arrangements to give parents (and, where appropriate, pupils) the opportunity to ask to have a record corrected if they think it is inaccurate. The request must be made in writing. The arrangements must provide that, if the school agrees that the record is inaccurate, it is removed or corrected. If the school does not agree, the request for amendment must be attached to the record.

4.13 For the purposes of the Regulations, "inaccurate" means factually inaccurate or misleading. It is not intended that the provision for correction of a record should allow for a challenge to the professional judgement of a teacher in relation to the grades or marks awarded to a pupil.

Appeals

4.14 The Board of Governors of a school may delegate day-to-day responsibility for arrangements in relation to pupils' records to the principal and other teachers of the school. They must, however, consider appeals against any decision by a principal or teacher with delegated authority to refuse to disclose, transfer, copy or amend a pupil's record.

Information Exempt from Disclosure

4.15 The Regulations do not authorise or require the disclosure of the following categories of information:

- **Information received from third parties**

Information provided by or on behalf of a third party. A third party is any person other than an employee of an education and library board, a teacher at the school (or at any school which the pupil has attended), the pupil or a parent of the pupil. Any material which might allow a third party to be identified as the source of the material is also exempted from disclosure.

- **Information about another pupil**

Information about a third party. The most likely instance of this would be where the record included reference to another pupil or pupils. In that situation, the names of the other pupils should be deleted before the record is disclosed.

- **Information which might cause serious harm**

Information which, if disclosed, might cause serious harm to the physical or mental health or emotional condition of the pupil, or of any other person. It is a matter for a school to decide what constitutes such information.

- **Information about harm**

Information relating to actual, alleged or suspected harm, or material concerning pupils judged to be at risk of harm. Harm is defined in the Children (Northern Ireland) Order 1995 as follows:

“harm” means ill-treatment or the impairment of health or development...”.

- **Information for reference purposes**

A reference provided to a potential employer, the Universities Central Admissions Service, any other central student admissions body, any other school (including an independent school), an institution of further education, a college of education or any other educational or training institution.

- **Individual pupils' assessment results**

A pupil's assessment results may only be disclosed to another school where this is necessary for the performance of the statutory functions of that school's Board of Governors.

- **Information recorded prior to 1 September 1990**

The Regulations do not require the disclosure to another school of any records made before 1 September 1990. Schools may, of course, decide to give access to earlier records if they wish.

4.16 In addition, the Regulations prevent the disclosure of certain records:

- **Computer records**

The disclosure and transfer of pupil records held on computer are not covered by these Regulations. Such records are covered by the provisions of the Data Protection Act 1984. Under this Act, schools holding information on computer are required to register as Data Users. Guidelines are published by the Data Protection Registrar to help those who process personal data to understand their obligations under the Act. Copies of the Guidelines may be obtained from the Office of the Data Protection Registrar, Springfield House, Water Lane, Wilmslow, Cheshire SK9 5AX.

- **Special Education**

Statements of special educational needs and any advice or information collected in the assessment of the pupil's special educational needs do not fall within the scope of these Regulations.

- **Reports to Juvenile Courts**

Boards of Governors are not authorised by these Regulations to disclose or transfer reports prepared on any pupil for a court hearing in which the pupil is a defendant. Magistrates have discretion to disclose such reports to the parents and pupils concerned.

- **Personal information**

Information about the name, address or occupation of the pupil's parents, or about his/her religion may only be disclosed to the parent or, if appropriate, the pupil. Such information may not be transferred.

Transfer of information

4.17 When a pupil transfers to another school at the end of Key Stage 2, information about his/her level of attainment in each subject which has been statutorily assessed, and in each attainment target of each such subject, and brief particulars of achievements in any other subject or activity which forms part of his/her curriculum, must be sent, by 30 June, to the school to which the pupil is transferring. *The Regulations prescribe the form in which the information must be transferred.*

4.18 When a pupil transfers to another school at any other time, his/her formative record of achievement must be transferred to the receiving school. Other educational records about the pupil must also be transferred if the receiving school requests them. These requirements apply to any school transfer, from primary school to primary school or from secondary school to secondary school as well as when a pupil moves from an infant school to a primary school or from a junior high school to a senior high school or a secondary school.

In all cases, it is the responsibility of the school from which the pupil transfers to supply the appropriate records to the school to which the pupil transfers.

THE INDIVIDUAL PUPILS' ACHIEVEMENTS REGULATIONS

5.1 The Education (Individual Pupils' Achievements) (Northern Ireland) Regulations 1998 apply to all grant-aided schools except nursery schools. They do not apply to pupils in nursery classes in primary schools nor to those pupils in primary or special schools who are below compulsory school age.

THE DUTIES OF PRINCIPALS

5.2 Under these Regulations a principal must:

Reports to parents

- send a written report to the parents of each pupil at least once in each school year and not later than 30 June in that year;
- include in that report the information set out in paragraphs 5.7 to 5.14 below as a minimum;
- in the case of a pupil in the final year of Key Stage 2, provide parts of the information in a specified format;
- send any examination results received after 30 June to the parents as soon as practicable;
- on request, provide parents with information about their child's level of attainment in each attainment target in each subject which has been statutorily assessed.

Summative Records of Achievement

- provide each pupil at the end of Key Stage 2, with the information described in paragraph 5.22 below as a minimum;
- provide each pupil at the end of Key Stage 4, or who is leaving the school from the sixth form, with the information described in paragraph 5.24 below as a minimum.

Some of the information in Records of Achievement must be provided in a specified format, a copy of which is included in the Appendix to this Circular. **

REPORTS TO PARENTS

5.3 The Regulations set out the mandatory requirements on schools in relation to the time and manner of providing information to parents. These represent only the minimum information which must be provided at each Key Stage and it is recognised that many schools already provide more information in their reports to parents. Although the Regulations do not require schools to include in their reports any narrative commentary on pupils' performance, most schools already provide parents with some written comments on progress. Through their recording systems, schools accumulate a wide range of evidence on performance and progress

which may lend itself to the production of fuller, more explanatory commentary and it is expected that, as a matter of good practice, schools will wish to continue to amplify their reports in this way. The Department does not wish to impose any single format for the reports to parents and schools are free to devise their own formats provided they include the information required by the Regulations.

5.4 The Regulations introduce a new requirement that, at the end of Key Stage 2, the information to be transferred to a receiving secondary school, and certain elements of the report to parents and the Primary Record of Achievement must be provided in the same format. A sample form is included in the Appendix to this Circular: in keeping with paragraph 5.3, it includes space for comment on each subject. **

Frequency of Reporting

5.5 The Regulations require schools to report annually to parents on their children's progress not later than 30 June. It is recognised that many schools already report more frequently to parents and, in addition, have other arrangements for keeping parents informed about their children's progress. The annual reporting requirements in this Circular should be regarded as complementary to, and supportive of, good practice.

What must be reported to parents each year?

5.6 The extent of the information which must be provided to parents depends on whether the pupil is in the final year of a key stage.

Pupils in the final year of Key Stages 1, 2 or 3

5.7 Where the pupil is in the final year of the first, second or third key stage (ie in Years 4, 7 or 10) the information consists of:

- a. **assessment outcomes**
 - i. the pupil's level of attainment in each subject in which he or she has been assessed under the statutory arrangements;
 - ii. a statement that the level of attainment has been statutorily assessed;
 - iii. if the pupil has been exempted from all or part of a programme of study, a note of the part exempted.
- b. **summary information about the performance, in the statutory assessments, of pupils in the same year group within the school.** This should consist of the percentage of pupils:
 - i. attaining each level in each subject;
 - ii. working towards level one in each subject;
 - iii. exempted from assessment in each subject.

c. **the results of any public examinations** for which the pupil was prepared by the school in that school year.

d. **brief particulars of achievement in any other subject or activity which forms part of the pupil's curriculum.**

5.8 In the case of a pupil **in the final year of Key Stage 3**, the results of teacher assessment and of external tests must be shown separately, both for the individual pupil and in the summary information.

Attainment target levels in the final year of Key Stage 2

5.9 Assessment results must be shown at attainment target level. The information about the pupil's assessment results and the brief particulars of his/her achievements in other areas of the curriculum must be presented in a specified form or a form to the like effect, which is the same as that for the Primary Record of Achievement and for the transfer of information to the secondary school: a copy of the format is included in the Appendix to this Circular. **

Attainment target levels in the final year of Key Stages 1 and 3

5.10 A school must also provide assessment results at attainment target level to the parents of a pupil at the end of the first or third key stage, if the parents request that information.

Pupils with special educational needs

5.11 Where a pupil has a statement of special educational needs his/her assessment results must be shown at attainment target level. (A statemented pupil who has been assessed as having severe learning difficulties is exempt from assessment.)

Pupils in the final year of Key Stage 4

5.12 Where a pupil is in the final year of Key Stage 4, the information consists of:

a. public examination results:

- by
- i. the names of any GCSE subjects entered and the grades obtained in each;
 - ii. the names of any GNVQ (including Part 1) vocational areas in which a full qualification was obtained and the level at which the qualification was obtained;
 - iii. the result of any other public examination for which the pupil was prepared the school in that school year: this should include any credit towards a qualification where the pupil did not obtain a full qualification;

b. **if the pupil has been exempted from all or part of a programme of study in that school year, a statement to that effect;**

c. **brief particulars of achievement in any other subject or activity which forms part of the pupil's curriculum.**

Pupils in the sixth form

5.13 Where a pupil is in the sixth form, the information consists of:

a. public examination results

- i. the names of any GCE AS and A level subjects entered and the grade obtained in each;
- ii. the names of any GCSE subjects entered and the grade obtained in each;
- iii. the names of any GNVQ vocational areas in which the pupil obtained a full qualification and the level at which the qualification was obtained;
- iv. the result of any other public examination for which the pupil was prepared by the school in that school year: this should include any credit towards a qualification where the pupil did not obtain a full qualification.

b. brief particulars of achievement in any other subject or activity which forms part of the pupil's curriculum

Pupils in any other year

5.14 Schools must also make a written report to parents on pupils' achievements in other years. The extent of this report is left to schools' discretion, save that it must cover:

- a. **brief particulars of achievement in any subject or activity which forms part of the pupil's curriculum;**
- b. **the results of any public examinations for which the pupil was prepared by the school.**

Schools may, for example, choose to report in terms of the levels of attainment, or of the results of end of year examinations. If using levels of attainment, schools must indicate clearly that the numbered levels used have not been confirmed by statutory assessment procedures. The model report format would be suitable for reports in these years and makes provision for schools to indicate that levels are not the result of statutory assessment. Schools are encouraged, regardless of the method of reporting, to include in the report some written comment on the pupil's performance.

Timing of Reports

5.15 The Regulations require schools to send reports to parents by 30 June. This is, however, the final date for issue of reports and schools may, if they wish, decide to do so earlier. Where a pupil has undertaken public examinations, the results of which are not available before the end of June, the principal must send the results to the parents as soon as possible after they become available.

RECORDS OF ACHIEVEMENT

5.16 Under the Regulations all pupils have the right to receive documentary evidence of their achievements and accomplishments, both curricular and non-curricular, during that phase of their school career. This information must be compiled in a single document, the summative Record of Achievement and must be provided:

- a. at the end of the second key stage;**
- b. at the end of the fourth key stage;**
- c. when the pupil leaves school from the sixth form.**

5.17 At the end of the second key stage the summative Record must be given to the parents of the pupil whereas in secondary schools summative Records are sent to the pupils themselves.

5.18 It should be noted that a summative Record of Achievement must be provided at the end of the second and fourth key stages **whether or not the pupil is leaving the school**. It will apply not only to pupils transferring to another school but also to:

- pupils transferring from the preparatory departments of grammar schools to the secondary department;
- pupils in special schools who remain in the same school at age 11; and
- pupils who intend returning to a school's sixth form.

The Records of Achievement Process

5.19 The Regulations set out the minimum information which must be included in a pupil's summative Record of Achievement at each stage. They do not, however, prescribe the processes involved in the maintenance and production of Records of Achievement. That is for a school to determine, as best suits its own style and in response to its pupils' needs and wishes. One element, nevertheless, which is generally regarded as fundamental to the process is the involvement of the pupil in the compilation of the Record. Although the Regulations do not impose any requirement to involve the pupil in the process many schools, both in Northern Ireland and elsewhere, which have introduced such involvement voluntarily have found it to be significantly beneficial.

Accreditation and Validation

5.20 CCEA has a responsibility to ensure consistency of standards and to monitor the production of Records of Achievement. The Council has established arrangements to accredit the process of producing and maintaining the formative record of progress and achievement in each school, and their accreditation may appear on the school's summative documents. The Council will not, however, validate the summative documents themselves.

Content of the Record of Achievement

5.21 The information to be included in the pupil's summative Record of Achievement varies according to the age of the pupil.

Pupils at the end of Key Stage 2

5.22 Where a pupil is at the end of the second key stage, the summative Record should include:

- his/her level of attainment, at both subject level and attainment target level, in each subject which has been statutorily assessed (ie English and Mathematics in an English speaking school, Irish, English and Mathematics in an Irish-speaking school), with a statement that the subject has been statutorily assessed;
- brief particulars of the pupil's achievements in any other subject or activity which forms part of his/her curriculum;
- the name of any qualification, award or certificate gained by the pupil, for which he/she was prepared by the school or by another primary school, (whether or not this was part of his/her studies), the highest grade obtained (if applicable) and the year in which it was obtained;
- brief particulars of any school societies, clubs or activities in which the pupil took part while at primary school, whether as part of his/her studies or otherwise; and
- particulars of any position of responsibility which the pupil held at the school or in any of the societies, clubs or activities mentioned above.

5.23 The information about the pupil's level of attainment in English (and Irish, if in an Irish-medium school) and Mathematics must be provided in a specified format, which is the same as that for the end of Key Stage 2 report to parents and for the transfer of information to the secondary school: a copy of the format is included in the Appendix to this Circular. **

Pupils at the end of Key Stage 4

5.24 Where the pupil is at the end of the fourth key stage, the information should include:

- the names of any GCSE subjects for which the pupil entered, the year in which they were entered and the grades obtained;
- the names of any GNVQ (including Part 1) vocational areas in which the pupil obtained a full qualification, the level of the qualification and the year in which it was obtained;
- the result of any other public examination for which the pupil was prepared by the school and the year in which it was taken; this should include any credit towards a qualification where the pupil did not obtain the full qualification;
- brief particulars of the pupil's achievements in any other subject or activity which formed part of his/her curriculum at secondary school;

- the name of any other qualification, award or certificate gained by the pupil, for which he/she was prepared by the school or by another secondary school, (whether or not this was part of his/her studies), the highest grade obtained (if applicable) and the year in which it was obtained;
- brief particulars of any school societies, clubs or activities in which the pupil took part while at secondary school, whether as part of his/her studies or otherwise; and
- particulars of any position of responsibility which the pupil held at school or in any of the societies, clubs or activities mentioned above.

5.25 The information must be provided in a specified format which is consistent with that in the National Record of Achievement (NRA): copies of the relevant pages are included in the Appendix to this Circular. ** The information about examination performance must be shown under the heading “Qualifications and Credits”, achievements in other subjects and activities must be shown under “Achievements in Education”, and the rest under “Achievements and Experiences”. CCEA provides copies of the NRA free of charge to all secondary-level schools.

Where the pupil is in the sixth form

5.26 Where the pupil is leaving school from the sixth form, the information should include:

- the names of any GCE AS or A level subjects for which the pupil entered, the year in which they were entered and the grade obtained in each;
- the names of any GNVQ vocational areas in which the pupil obtained a full qualification, the level of the qualification and the year in which it was obtained;
- the names of any GCSE subjects for which the pupil entered, the year in which they were entered and the grades obtained;
- the result of any other public examination for which the pupil was prepared by the school and the year in which it was taken; this should include any credit towards a qualification where the pupil did not obtain the full qualification;
- brief particulars of the pupil’s achievements in any other subject or activity which formed part of his/her curriculum at secondary school;
- the name of any other qualification, award or certificate gained by the pupil, for which he/she was prepared by the school or by another secondary school, (whether or not this was part of his/her studies), the highest grade obtained (if applicable) and the year in which it was obtained;
- brief particulars of any school societies, clubs or activities in which the pupil took part while at secondary school, whether as part of his/her studies or otherwise; and
- particulars of any position of responsibility which the pupil held at school or in any of the societies, clubs or activities mentioned above.

5.27 As at the end of Key Stage 4, the information must be provided in a specified format which is consistent with that in the National Record of Achievement (NRA): copies of the relevant pages are included in the Appendix to this Circular.** The information about examination performance must be shown under the heading “Qualifications and Credits”, achievements in other subjects and activities must be shown under “Achievements in Education”, and the rest under “Achievements and Experiences”. CCEA provides copies of the NRA free of charge to all secondary-level schools.

JUNE INGRAM (MRS)
Assessment and Examinations Branch

** The Appendix has not been included in the Electronic Version of this Circular. Copies of Model Formats are available with Departmental letter “Reporting Individual Pupils’ Achievements : Model Report Formats ” dated 16 June 1999.