Sixth Form Report - Key Descriptors

Engagement Descriptors

Engagement 1

- All work submitted by deadlines and completed to an exceptional standard for that student
- Does not miss lessons unnecessarily and is on time to all lessons
- Has excellent concentration and makes a positive contribution to lessons
- Is highly organised and has effective time management and planning
- Has highly organised books/ folders.
- Works independently outside of lessons to further understanding, seeking help and guidance where necessary
- Always acts upon feedback given

Engagement 2

- All work submitted by deadlines and completed to a good standard for that student
- Is on time and present in nearly all lessons.
- Has good concentration, and makes a good contribution to lessons
- Is well organised and has demonstrated sound planning in scheduling work
- Has a well-kept set of notes
- Completes work out of lessons with evidence of some independent study/research
- Mostly acts on feedback given

Engagement 3

- Inconsistent in completing work and meeting deadlines
- Attendance and/or punctuality is a concern
- Sporadic contributions to lessons and concentration at times can be poor
- Level of planning and organisation is a concern
- Has somewhat disorganised notes, and there may be incomplete/ inaccurate sections.
- Concern about the level of independent study undertaken away from lessons
- Rarely seeks advice and guidance
- Rarely acts on feedback given

Engagement 4

- Majority of pieces of work are not submitted or are regularly submitted late
- Misses lessons
- Frequently late
- Has poor concentration, and fails to makes a positive contribution to lessons
- Displays little/no organisation or planning
- Notes are disorganised/incomplete and often not brought to lessons
- There is little/no evidence of independent study
- Does not seek guidance and fails to act upon advice.

How to enter your grades using CMIS

The instructions below explain how to enter Year 12 Progress Data on CMIS and should be viewed with the information explaining what is required and the effort level descriptors.

- Log onto CMIS as normal
- From the Home Page select **Year 12 Subject Grades** from the Assessment Results menu on the bottom right
- Select the group you wish to enter results for and select Enter results

- **SAVING YOUR DATA –** saving your data is **not automatic** you must click on the **Submit** button. It is exactly the same as SAVE in any other application and you should do it as you go along and not leave it to the very end.
- **Keep a copy –** select either of the icons below

PDF Document Link   Excel Document Link
Right click the link above and choose "Save As..." to save the file to your computer,
OR click the link if you have a suitable Acrobat PDF Reader plugin or a suitable Excel Reader plugin
OR hold SHIFT and click the link to view in a new window.