

Assessment and Reporting: Guidelines for BOCH Data Entry (November 2015).

Please note that a rating of 5 should only be used in exceptional circumstances.

	Behaviour	Organisation	Classwork	Homework
5	Always arrives in class ready to learn and maintains an exemplary attitude to learning throughout the lesson. Is able to work independently and requires minimum direction from the teacher. Is a role model for other pupils in terms of behaviour for learning.	Always has all of the equipment that is needed for the lesson, including exercise books and textbooks as well as ruler, pens and pencils. Always has the specialist equipment necessary for specific lessons – calculator, ingredients, portfolio etc.	Always puts in 100% effort and is never distracted from the tasks that have been set. Work is always set out well following the guidelines on margins, underlining etc. Shows a thirst for knowledge and an aspirational drive to achieve the highest possible standards. Shows independence when solving problems rather than relying on teacher as port of first call.	Homework is always completed and handed in on time and has been done to the highest standard . Takes time to go beyond the work that has been set and to take an active part in increasing knowledge out of class.
4	Always arrives in class ready to learn and maintains a good attitude to learning throughout the lesson. Is able to work independently when required and needs minimum direction from the teacher.	Always has all of the equipment that is needed for the lesson, including exercise books and textbooks as well as ruler, pens and pencils.	Always puts in 100% effort and is never distracted from the tasks that have been set. Work is always set out well following the guidelines on margins, underlining etc. Has aspirations to gain the best possible results.	Homework is always completed and handed in on time . It is done well and to the satisfaction of the teacher.
3	Usually arrives in class ready to learn and maintains a good attitude to learning throughout the lesson. Rarely needs teacher intervention to keep the focus on learning.	Usually has all of the equipment that is needed for the lesson, including exercise books and textbooks as well as ruler, pens and pencils. May occasionally forget pen or exercise book.	Usually puts in a good effort and is rarely distracted from the tasks that have been set. Work is usually set out well following the guidelines on margins, underlining etc. Has a willingness to make good progress.	Homework is always completed and handed in on time . Although it is completed it may often just meet the minimum expectation of the teacher.
2	Usually arrives in class ready to learn and maintains a reasonable attitude to learning throughout the lesson, but sometimes requires regular teacher intervention to keep the focus on learning.	Regularly has all of the equipment that is needed for the lesson, including exercise books and textbooks as well as ruler, pens and pencils. Sometimes needs to ask to borrow basic equipment from the teacher.	Usually puts in an acceptable effort , but can be distracted from the tasks that have been set. Work can sometimes fall short of the guidelines on margins, underlining etc. Requires occasional teacher intervention to keep focus on achieving results.	Homework is usually completed and handed in on time , but can sometimes be late . When it is completed it may not always be done to the standard that was expected and may appear rushed and lacking care in its presentation.

1	Needs to concentrate more on basic behaviour for learning including punctuality and quickly settling down ready to start. Often looks for displacement activities rather than focusing on the task. Requires regular teacher intervention to keep the focus on learning.	Regularly has to ask for even the most basic equipment from teachers. Forgets to bring textbook or exercise book and often has to work on paper .	Can often lose focus in class and can distract other pupils , particularly when finding the work challenging. Work is often below the expected standard in terms of using rulers, underlining and presentation. Regularly has unfinished work in exercise book due to lack of effort. Needs frequent teacher intervention to complete the minimum amount of work.	Homework is often late or missing and when it is completed it is usually not done to the standard that was expected and appears rushed and lacking care in its presentation.
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