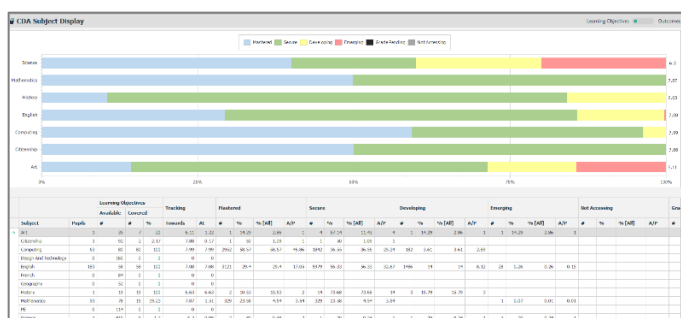


Above: Pupil Summary Reports



Above: The Subject Display

KS3 Curriculum Driven Assessment (CDA)

4Matrix provides a unique 'Curriculum Driven Assessment' system which meets all requirements of the *Commission for Assessment Without Levels* report available at <https://www.gov.uk/government/publications/commission-on-assessment-without-levels-final-report>.

This approach places the **focus on sound planning, formative assessment, and a Mastery approach** (i.e. Emerging, Developing, Secure, Mastered) to summarising progress. Teachers only need to **note how well pupils are learning** what they are taught, and the system will **plot forecasts**, diagnostic summaries and produce **end-of-key-stage certificates**.

There is a presentation on our approach to CDA at KS3, and how it avoids some common pitfalls, at <http://www.4matrix.org/Curriculum-Driven-Assessment.html>

Getting Started

You can Login to 4Matrix with the login details you have been given. If you are not prompted to login to 4Matrix this means that your system has been setup with Active Directory to use your Windows Login.

Click on CDA in the ribbon to access the CDA tools.

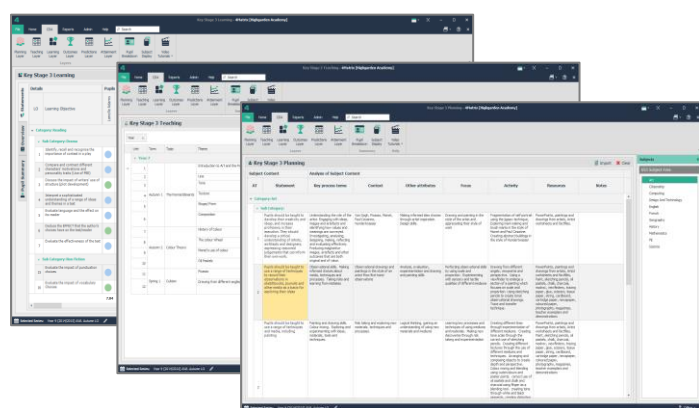
CDA Overview

There are eight CDA tools in total. These are designed to replicate each stage of curriculum planning, assessment, reporting and analysis.

The process is as follows:

- **Heads of Subjects identify what needs to be taught** and when using the Planning and Teaching Layers.
- After the pupils have been taught a topic, **Teachers assess them** and **enter mastery grades** for pupils (e.g. Emerging, Developing, Secure, Mastered) into the Learning and Outcomes Layers.
- The 4Matrix administrator turns the mastery grades into **summative 9-1 grades** using the Predictions Layer.

All staff can use the analytical tools and reports, including the Attainment Layer, Pupil Breakdown, Subject Display and KS4 (GCSE) tools.



Above: The CDA Layers



The optional Planning Layer allows Heads of Subjects to **analyse Subject Content statements** and **plan the curriculum**.

LOs are what it is intended that pupils will learn during a topic.

ATs are what it is intended that pupils will have learnt at the end of KS3. **The ATs which come as standard in 4Matrix are those published by DfE ([Link to DfE](#)).**

LOs and ATs can also be optionally grouped in categories and sub-categories.



After the school's 4Matrix administrator has imported the LOs and ATs for each subject, they will become available in all the other layers.

The Teaching Layer is where the **Schemes of Work** should be entered for each subject.

Using the Teaching Layer, **teachers can identify in which teaching periods LOs and ATs will be assessed** and which topic they relate to.

This layer is also optional but completing it will assist teachers when entering data into the Learning and Outcomes Layers.



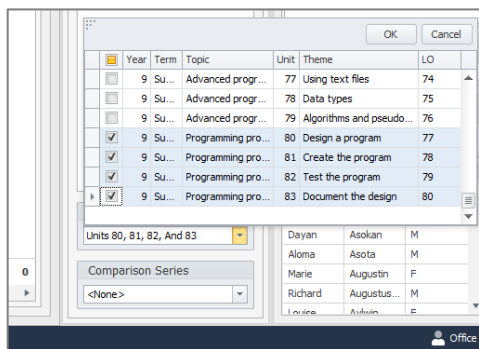
The Learning Layer is where **teachers assess pupils against the LOs. This is the CDA tool that will be used the most.**

For example, in English each student will be graded Emerging, Developing, Secure, Mastered for Learning Objective “Identify, recall and recognise the importance of context in play”.

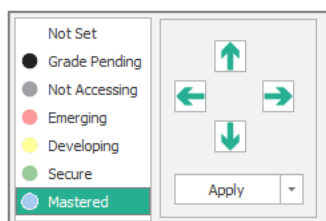
First, select the series that corresponds to the assessment period, this is usually the most current series.

The next step is to **select the subject** that data is to be entered for by highlighting it in the Subjects panel.

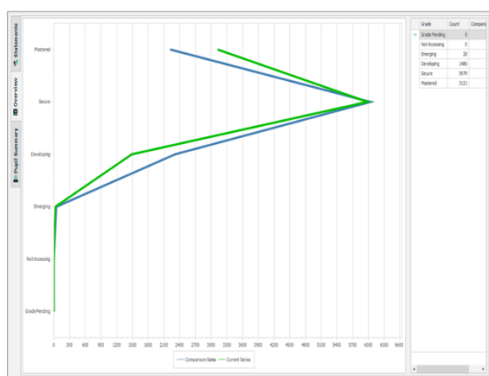
The data entry grid is arranged with all LOs for the subject displayed in rows and all pupils in the cohort displayed in columns.



Above: Using the Unit Filter option



Above: Entering Mastery Grades



Above: The Overview tab

Details		Emerging			Developing			Secure			Mastered			Total Points			Set			Average Points		
Forename	Surname	C	O	A+	C	O	A+	C	O	A+	C	O	A+	C	O	A+	C	O	A+	C	O	A+
Lenny	Adams													+17	474.75	429.75	+45.00	58	58	8.19	7.41	+0.78
Lenny	Adson			1	14	19	-5	39	34	+5	4	4		364.5	253.25	+111.25	58	58	6.28	6.09	+0.19	
Aaron	Armstrong				1	2	-1	18	33	-15	39	+15	+17	477	438.75	+38.25	58	58	8.22	7.56	+0.66	
Harriet	Armanouschka				13	22	-9	42	33	+9	3	3		389	246.75	+142.25	58	58	6.36	6.01	+0.35	
David	Askan							27	40	-13	31	38	+15	451.25	432	+19.25	58	58	7.55	7.45	+0.10	
Alma	Asota				2	3	-1	36	42	-6	20	+3		432	404	+28.00	58	58	7.46	7.14	+0.32	
Marie	Augustin	1	3	-2	21	28	-7	33	33	+0	2	+1	+1	346.5	306	+40.50	58	58	5.97	5.46	+0.51	
Richard	Augustus-Penn				10	25	-15	39	27	+12	9	6	+3	389.25	246.75	+142.50	58	58	6.71	6.01	+0.70	
Louise	Aulien				13	20	-7	42	36	+6	3	2	+1	389	251	+138.00	58	58	6.36	6.03	+0.33	
David	Asad	1	-1	13	20	-7	41	33	+8	4	4			371.25	351	+20.25	58	58	6.40	6.03	+0.37	
Ravi	Bahri				14	29	-15	41	27	+14	3	2	+1	366.75	330.75	+36.00	58	58	6.32	5.70	+0.62	
Artho	Balcy	2	-2	9	20	-11	44	31	+13	5	5			382.5	246.75	+135.75	58	58	6.59	6.01	+0.58	
Tommy	Balraj				1	-1	17	33	-16	41	24	+17	+17	483.75	443.25	+40.50	58	58	8.34	7.94	+0.40	
Charlotte	Baranad				14	24	-10	41	31	+10	3	3		366.75	244.25	+122.50	58	58	6.32	5.94	+0.38	
Teresa	Barrett	1	1	16	23	-7	37	31	+6	4	3	+1	+1	360	240	+120.00	58	58	6.21	5.90	+0.31	
Lorraine	Bastien	2	-2	21	25	-4	33	28	+5	3	3			348.75	323	+25.75	58	58	6.01	5.74	+0.27	
Aaron	Bealby				2	2		24	28	-4	13	17	+4	454.5	429.25	+25.25	58	58	7.84	7.33	+0.51	

Above: The Pupil Summary tab

Key Stage 3 Predictions													
These predictions are based on the values entered for statements on the <input checked="" type="radio"/> Learning Layer <input type="radio"/> Outcomes Layer See how these grades are calculated													
Forename	Surname	DOB	Gender	Art	Citizenship	Computing	Design and Technology	English	French	Geography	History	Mathematics	PE
Richard	Augustus	26/11/1994	Male	8+	7+	8+	8+	7+	8+	7+	8+	8+	8+
Tommy	Balraj	04/12/1994	Male	8+	8+	8+	8+	8+	8+	8+	8+	8+	8+
Chris	Colasanto	20/06/1995	Male	8	8	8	8	8	8	8	8	8	8
Francis	D Souza	23/03/1995	Male	8+	8	8+	8+	8	8+	8	8	8+	8+
Melton	Dujan	22/07/1995	Male	8	6	8	8	6	8	6	6	6	8
Louisa	Emordi	23/11/1994	Female	8	8	8	8	8	8	8	8	8+	8
Shula	Fadiora	18/06/1995	Male	7+	8+	7+	7+	8+	7+	8+	8+	8	7+
Marie	Gardner	13/04/1995	Female	8+	7+	8+	8+	7+	8+	7+	7+	8+	8+
Margaret	Goble	20/02/1995	Female	8	6+	8	8	6+	8	6+	6+	6	8
Marie	Goodwin	25/02/1995	Female	8	6+	8	8	6+	8	6+	6+	8	8

Above: The Predictions Layer

The Learning and Outcome Layers cont./

The pupils that are displayed can then be refined using the Filter panel. By default, the **Filter** option will be set to Class and all classes for the subject are shown. **Selecting a specific class will remove all pupils from view who are not in that class.** The pupils can also be filtered by their characteristics (e.g. Gender, SEN, PP) using this panel.

Use the **Unit Filter** to select the topic or term for which assessments are being made as defined in the Teaching Layer. **Only the relevant LOs will then be displayed.** If the LOs have been categorised, the arrows in the grid can be used to expand or contract sections.

Click on a cell to begin entering mastery grades. The same grade can be applied to all visible pupils or all visible LOs to speed up data entry. **Typing the first letter of the mastery grade will act as a shortcut key** – this can also be used to enter the grades quickly.

If a pupil has been reassessed for a particular LO **the grade can be overwritten.** The grades are date stamped by what series they are entered into and changes can be monitored over time.

Summary data can be viewed by selecting the **Overview** or **Pupil Summary** tabs to the left of the data entry table. **A comparison series can be selected** so that grades can be compared over time.

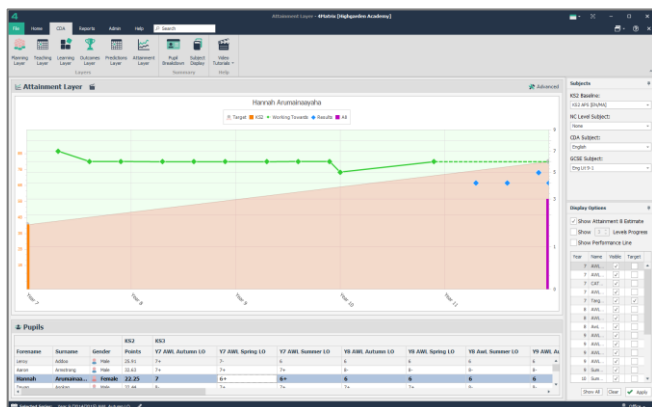
The **Outcomes Layer** works in the same way as the **Learning Layer** except that it is used with the end of KS3 Attainment Targets instead of Learning Objectives.

Detailed reports can be exported to Excel or printed to pdf from these tools through the **File** menu.

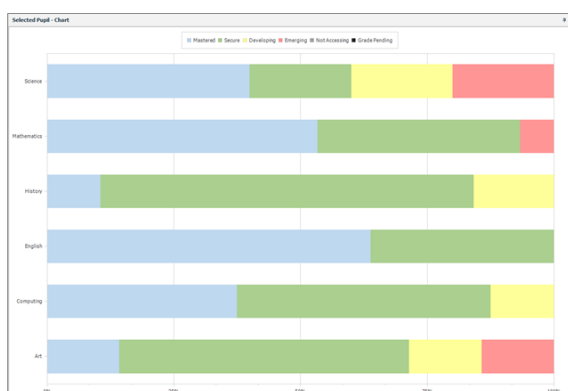
The Predictions Layer

Each formative **mastery grade** has a **points value of 9-1** assigned to it. The Predictions Layer is used to aggregate and average the mastery grades for each subject to produce a single 9-1 summative grade.

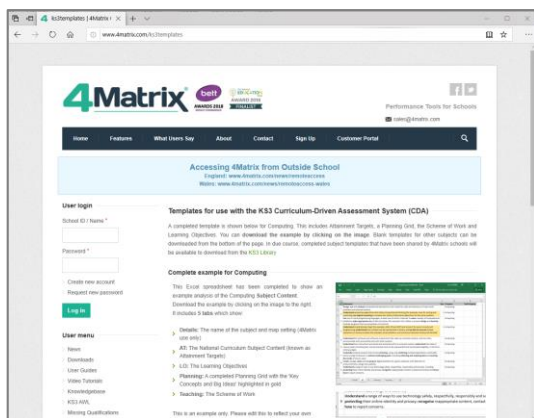
These **summative grades** can then be saved by the 4Matrix administrator **to be used with the KS4 (GCSE) tools** in 4Matrix.



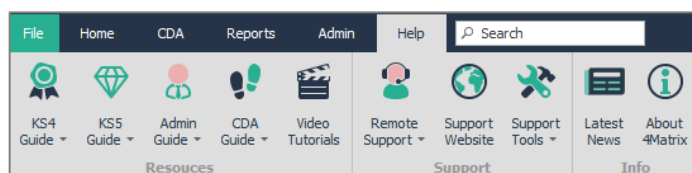
Above: The Attainment Layer



Above: The Pupil Breakdown chart



Above: The 4Matrix CDA webpages



Above: The Help tab

The Attainment Layer

This tool displays a graph showing the summative tracking grades of a selected pupil through KS3 and then into KS4. It can show different types of grades including Working Towards, Working At and Target grades.

There are options to show the A8 estimate and the Performance line - which bisects the 'Working At' points.

Summary Reports

The Pupil Breakdown and Subject Display tools show summary data at a pupil and subject level.

The Pupil Breakdown tool shows the mastery that a pupil has achieved in each of their subjects. The table shows the average summative grade for each pupil in each subject. Highlighting a pupil then displays the individual mastery grade breakdown in a graph.

The Subject Display shows the average summative grade and the percentage of pupils achieving each mastery grade for each subject, both in table and graph form.

In both tools, the data used can be toggled between LOs and ATs. Also, either report can be exported to Excel or printed to pdf format using the File menu.

CDA Resources

Schools have made their CDA templates available to view, download and import into 4Matrix if required. As these include Attainment Targets, Planning Grids, Schemes of Work and Learning Objectives they can save a lot of setup time or promote discussion about a school's own setup. The exemplars are available at the following link:
<https://www.4matrix.com/ks3templates>

Further Reading and Getting Help

This guide does not cover all tools available in 4Matrix. The Help tab in 4Matrix contains links to the full application guides, our support portal and News feed.

Website: www.4matrix.com

Support portal: www.help.4matrix.com

Facebook: www.facebook.com/groups/4matrixdata/

Twitter: <https://twitter.com/4matrix>

There are over two hours of video help built into 4Matrix - available wherever you see a small video icon. These explain how each feature works.

There are CDA specific videos in CDA > Video Tutorials which give an overview of the CDA process.