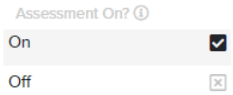
How to … Set Your Assessment Method

In this section we will look at how to customise the Assessment Method you want to use. This includes deciding whether you want to make judgements against age bands, how many judgement steps there are per year and whether you want to be able to record assessments against individual descriptors or statements within the curricuulum.

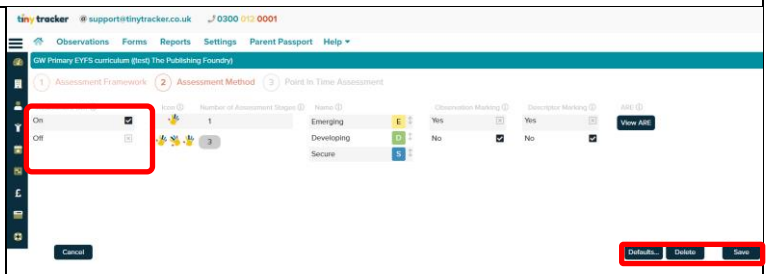
You can reset the assessment Method to the default at any time by clicking Defaults...

1. **Assessment On?**
If you want to be able to record judgements against the age bands/grades within the curriculum this needs to be turned **On**.



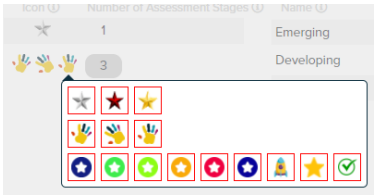
*If you do not want to use age band assessments and prefer to use a Point In Time Assessment Method, click **Off,** then save it and click **Next** to customise the PITA settings.*

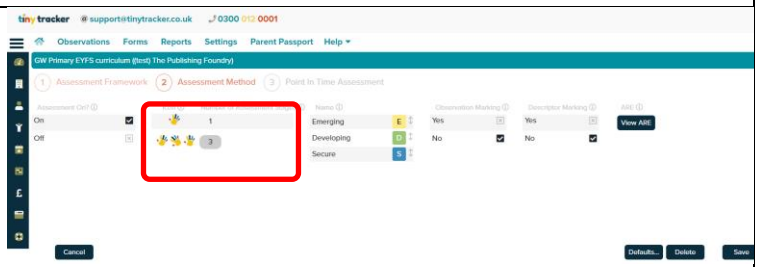
Save Previous Next



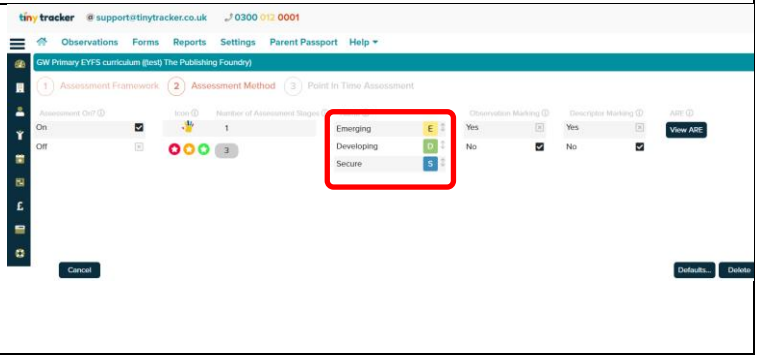
2. **Icon**
Choose whether you want 1 or 3 assessment steps per year.

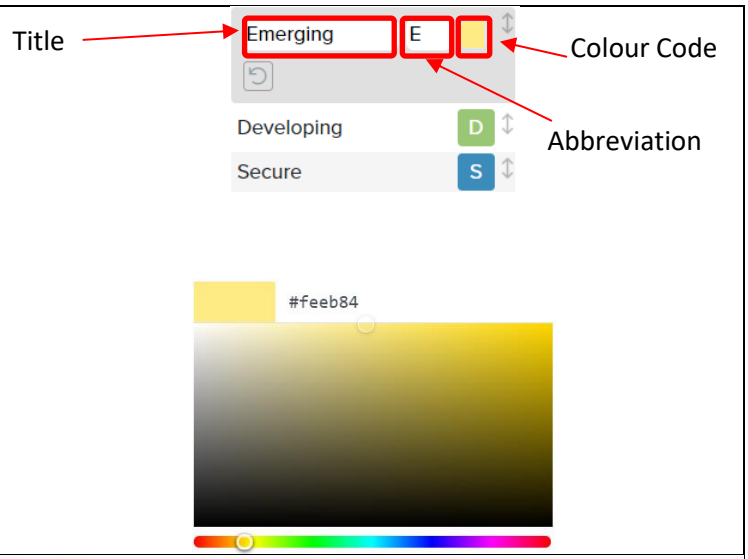
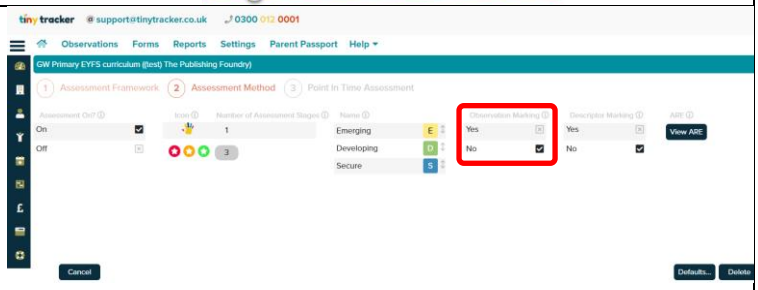
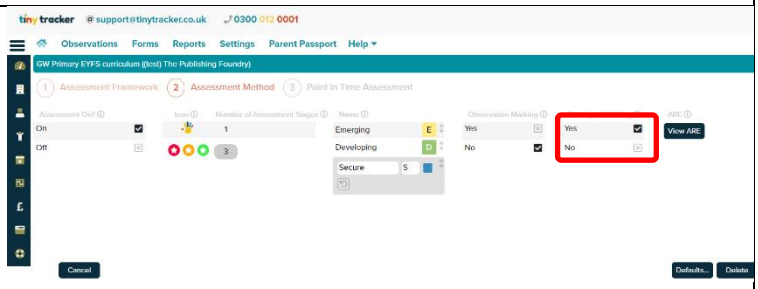
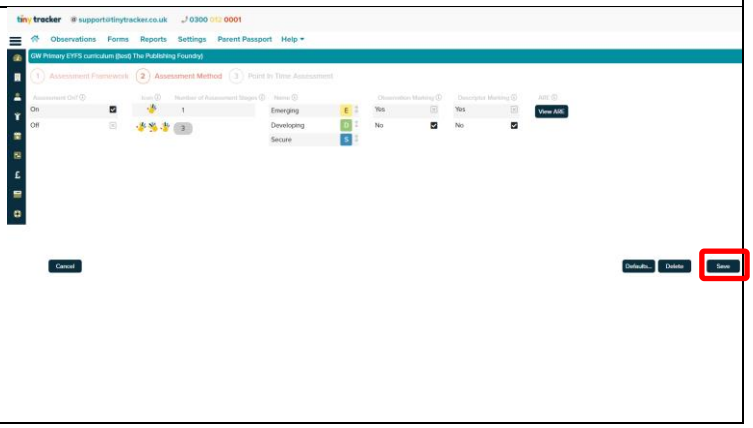
Click on each icon to the left of your chosen number to select which icon(s) you want to depict each assessment step.

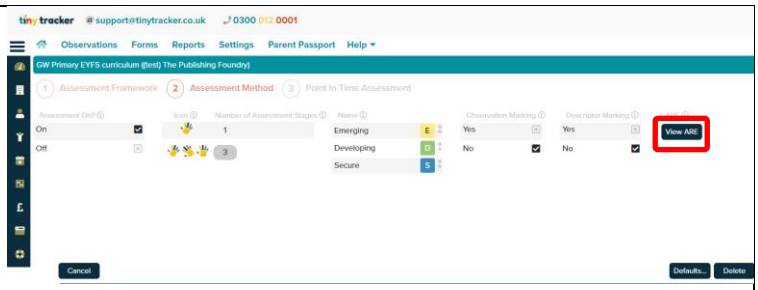
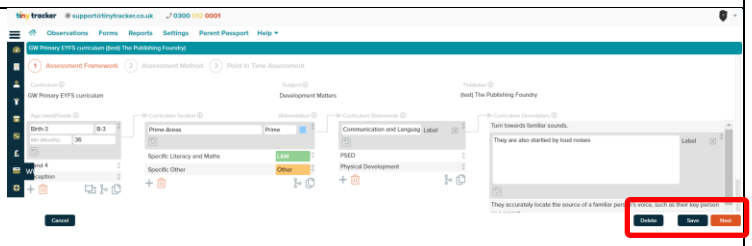




3. Now enter the name of each step, for example Emerging, Developing, Secure.



3 cont.	**Title:** the name of the strand or area. **Abbreviation:** how it will appear on certain screens and reports. **Colour code:** how it will be coded on the screen – *clicking on the box will open the colour picker screen.* will undo the last change. allows you to drag and change the order of the judgements.	
4.	**Observation Marking** Choose **Yes** to be able to record summative achievements against the age bands while uploading observations. Choose **No** if you only want to be able to record assessments against the descriptors/objectives while uploading observations.	
5.	**Descriptor Marking** Click **Yes** to be able to record formative assessments against the descriptors/objectives. If you choose **No,** the curriculum descriptors will not be visible to Tiny Tracker users. *If you want them to be visible, but do not wish to mark them, you should select **Yes** and leave them blank during the assessment process.*	
6.	When you have completed Step 5, click Save.	

7.	**Age Related Expectation** Finally, you need to identify which age band and judgement step is Age Related Expectation for each term. Click View ARE. The helpsheet on that page will help you.	
8.	Now your Assessment Method is complete, if you want to use a Point In Time Assessment (PITA) as well as assessing against the age bands/grades, click Next to continue. The **Setting Point In Time Assessment** help text will guide you through the next stage.