BGE Staff Assessment Sheet

PERSONAL / REFLECTIVE WRITING



	Level 2	
Indicators of SOMEONE DEVELOPING at this level:	Indicators of someone COMPETENT at this level:	Indicators of SOMEONE SKILLED at this level:
• May rely on more than a basic level of support from	With support can create a plan.	• Is able to work on the task, in the main, independently.
the teacher.	• Ideas, though at times simplistic, are starting to be developed	• Starting to show signs of creating an appropriate setting.
• Very basic and simplistic in general, either with	more consistently.	• Can, on a couple of occasions, go beyond describing basic
ideas, language features or expressing thoughts and	Can describe and communicate several different basic thoughts	thoughts and feelings.
feelings.	and feelings.	
	Can use basic language features to communicate meaning.	
	Tone and vocabulary are appropriate to purpose.	
	• Reviews and corrects writing to ensure it makes sense, is technically	
	accurate and meets its purpose.	
	Level 3	
Indicators of SOMEONE DEVELOPING at this level:	Indicators of someone COMPETENT at this level:	Indicators of SOMEONE SKILLED at this level:
May ask for more than basic support on one or two	• Is able to plan largely independently .	Will be able to work independently on the task.
occasions.	Ideas generally well developed.	 Might be quite good use of language at times to
Aspects of the work may not be quite as convincing	• Can describe and is able to articulate more than basic thoughts	communicate feelings and atmosphere.
as others.	and feelings on a number of occasions.	
	• Is starting to show an awareness of one or two more complex	
	language features to communicate meaning,	
	• Is consciously trying to use, but not always accurately, a limited	
	range of more complex punctuation (such as lists, repetition and minor sentences) to communicate effect.	
	 Tone and vocabulary are appropriate to purpose. 	
	 Reviews and corrects writing to ensure it makes sense, is technically 	
	accurate and meets its purpose.	
	Level 4	
Indicators of SOMEONE DEVELOPING at this level:	Indicators of someone COMPETENT at this level:	Indicators of SOMEONE SKILLED at this level:
Will be trying to use some more complex	Is able to plan independently.	Some of the language features being used may show signs of
punctuation but doesn't always get it right.	Ideas consistently well developed.	sophistication.
• Some aspects of the writing may not be just quite as	• Can, generally, exploit a wide range of more complex language	• A good, original idea.
convincing at times.	features to communicate meaning, tone and atmosphere clearly.	• A very engaging piece of work.
	• Can engage the reader and start to articulate a number of	5 6 6 61
	complex thoughts and feelings.	
	• Can accurately use a limited range of more complex punctuation	
	(such as lists, repetition and minor sentences) to communicate effect.	
	• Tone and vocabulary are appropriate to purpose.	
	• Reviews and corrects writing to ensure it makes sense, is technically	
	accurate and meets its purpose.	

Judge against COMPETENT criteria initially and look to indicators of DEVELOPING or SKILLED if required.