



ICT Solutions

Tel: 0845 3033003

PHOENIX GOLD TRAINING

******* NEW COURSE FOR 2002/2003 *******

ASSESSMENT MANAGER – PUPIL TRACKING

As a follow-on from the two established assessment courses, and in response to queries/requests from schools, this course will cover the creation of tracking reports for children showing their tests results for comparison over a number of years. This will use information already held in Phoenix linked to Microsoft Word or Excel

Who should Attend ? Assessment Co-ordinators and School Secretaries

Aim of Course To be able to produce pupil tracking reports linked to either Microsoft Word or Excel

Pre-Requste Candidates should have attended the First course or be experienced in the use of the Assessment Module including creating their own tests. An understanding of the principles of merge reports would be an advantage.

Venues and Dates **Professional & Development Centre - Kings Lynn** , 29th October and 1st November 2002
Science & Technology Centre - Norwich 14th, 16th(am only), 18th(am only) and 7th November

Duration 3 Hours

Session Times 9.15 – 12.15 or 1.30 – 4.30

Materials Required None

Fee £55 per person per session



Phoenix Assessment Training - Tracking

Name _____ School _____

First Choice : venue, date, time

Second Choice : venue, date, time

Please return this form to **Mrs A Knowles, ICT Solutions, c/o EFS Room 063, County Hall, Norwich**. Please do not include payment with your booking, an invoice will be sent after the session
Or book on-line via the ICT Solutions Web Site