

LALOR EAST PRIMARY SCHOOL ASSESSMENT AND REPORTING POLICY

Rationale

Assessment is the ongoing process of gathering, analysing and reflecting on evidence to make informed and consistent judgements to improve future student learning. Assessment for improved student learning requires a range of assessment practices to be used with three purposes: **Assessment for learning** - teachers use inferences about student progress to inform their teaching, **Assessment as learning** - students reflect on and monitor their progress to inform their future learning goals and **Assessment of learning** - teachers use evidence of student learning to make judgements on student achievement against goals and standards.

Reporting is the process by which assessment information is communicated in ways that assist students, parents, teachers and the system in making decisions by providing information about what students know and can do, along with recommendations for their future learning.

Parents, grade and specialist teachers, students, the school administration and outside agencies [educational psychologists and speech therapists where appropriate] will be involved in the assessment process.

Broad Guidelines

Lalor East Primary staff will:

- follow the **Lalor East Primary School: Assessment Schedule** and use collected data to inform teaching
- regularly update data in the whole school assessment folder on the intranet in the Assessment folder to provide a cumulative record of each student's achievement
- moderate and triangulate data (for, as and of learning) to inform teaching of, and report against, current government standards
- identify students' strengths and weaknesses through assessment
- encourage students to reach achievable goals
- give students the opportunity to participate in goal setting and self assessment
- develop assessment strategies for each curriculum area through involvement in Professional Learning Teams
- report to parents through written reports and interviews at least twice yearly
- conduct interviews in a three way process where teachers, parents and students are involved
- write reports in simple, clear, precise and positive language following DET guidelines
- develop student portfolios containing student goals, self evaluation and progress across the year through work samples.

Implementation

Assessment:

Lalor East Primary Staff will:

- regularly monitor student progress (collective responsibility for year level group)
- follow a whole-school approach to communicating and reporting on evidence of student progress
- use the current government standards to assist in making accurate teacher judgements and systematically use data to report on student outcomes
- moderate student work samples to establish evidenced and uniform decisions of student achievement
- use a triangulation of data to ascertain an accurate assessment of student knowledge and progress
- communicate student progress to parents/caregivers, including ways they can support the student at home

- use feedback from parents, students and staff to support improved student learning outcomes
- complete pre and end of year literacy and numeracy testing as listed in Testing Requirements P-6 **Refer to whole school assessment schedule for testing requirements and dates**
- maintain student profiles with up to date and relevant information including Individual Learning Plans if relevant, referrals and copies of past reports
- maintain cumulative files on the LEPS Intranet Page and ensure they are ready to be passed on to the next teacher at the end of each year.

Reporting

Lalor East Primary Staff will:

- provide ongoing feedback to students by:
 - negotiating program and activity goals
 - communicating work expectations and ways to complete work requirements
 - achievements, strengths, weaknesses and where any action is required
- report to parents through:
 - parent/teacher/student interviews offered twice yearly
 - informal/formal meetings arranged as needed to discuss issues or progress
- conduct interview/information nights at least twice a year
- write reports and distribute twice a year
- encourage parents to take an active role in the reporting process sharing successes, issues and concerns during the interview process
- involve students in the reporting process through the student comment section of the report format and sharing their portfolios at student/parent/ teacher conferences
- organise interpreters to assist with interviews where possible.

Evaluation

The LEPS Assessment and Reporting Procedure will be analysed through:

- success of meeting the expected outcomes of the Annual Implementation Plan, School Strategic Plan, School Level Report Annual Report, English Online Interview, Mathematics Online Interview, NAPLAN and School Review
- feedback from parents, students and teachers
- moderation sessions and professional development for staff.

The Assessment and Reporting Policy will be reviewed as part of the school's three year cycle.

Approved at School Council: June 2015

Review Date: June 2018