

Assessment & Reporting Policy - July 2023



Help for non-English speakers

If you need help to understand the information in this policy please contact the school.

Rationale

All forms of assessment and reporting used aim to promote a positive attitude towards learning, encourages the pursuit of excellence and contributes to the success of all students. Reporting to students and parents will clearly communicate the achievements of students and will provide recommendations which assist the student's future learning. The school's assessment and reporting practices will be based on cooperation, open communication and collaborative decision making involving students, teachers and parents.

Aims

- To develop a sense of partnership in learning among parents, teachers and students.
- To provide diagnostic information to students, parents and teachers.
- To provide information about levels of achievement to students, parents and teachers.
- To enable students, parents and teachers to ascertain students' progress in learning.
- To provide feedback that allows students to confirm what they have learned and focus on areas where improvement is required.
- To support teachers to plan for teaching, differentiate the curriculum and to meet the educational needs of all students.
- Students for whom English is an Additional Language (EAL), will have their progress in English reported against EAL companion to the Victorian Curriculum.

Guidelines

- The school will ensure that there is ongoing assessment, monitoring and recording of each student's performance and provide each student and parent with access to accurate information about the student's performance
- Assessment and reporting information about all student achievement will be guided by the Victorian Curriculum documents
- School required assessments will be documented in an annual assessment schedule that outlines the required task and the expected completion time.
- Results from required school assessments need to be recorded centrally (eg: Compass, Google Drive or other means) to allow for aggregation of cohort and school wide data and monitoring against school improvement goals and targets.
- Parents will receive ongoing reporting throughout each term through the use of learning tasks. Parents will receive tasks for reading, writing and mathematics every term and will rotate through science, geography, history, health, digital technology and personal and social capabilities
- Parents will receive ongoing reporting throughout the term through the use of learning tasks for all 3 specialist areas: Art, Physical Education and Music and Spanish. Parents will receive 1 task, each term for each area
- Assessment and reporting practices will take account of diversity (e.g. gender perspective, Koorie, students at risk, gifted students, EAL learners, and students with disabilities and impairments.)
- A variety of assessment strategies will be utilised over time to provide accurate records
- Two semester reports will be provided to families, one at the end of semester 1 and the other at the end of semester 2. These reports will include: curriculum overviews, a collection of semester learning tasks, achievement standards [progression points] and specialist learning tasks.

- Students who are identified as requiring an Individual Learning Plan will have this incorporated into their semester report.
- The school will provide interviews twice a year for parents to attend, one during semester 1 and one during semester 2
- Cumulative files of student assessment & work samples will be added to each year for teacher use which will be located in the data boxes
- Aggregate data for Numeracy and Literacy developed from the variety of assessment strategies will be provided for the Annual Report
- The National Assessment Program - Literacy and Numeracy (NAPLAN) will provide parents and teachers of participating students with reports in the relevant Australian Curriculum learning areas in both Years 3 and 5

Policy Status and Review

This policy is a local school policy. It will be reviewed every three years as part of the school policy review cycle, following changes to Departmental legislation and guidelines or at times that the Principal forms the opinion that the policy warrants

Approval

Created date	1 March 2023
Consultation	Data & Assessment Team (DAT), School Staff, School Council
Endorsed by	School Council Linda Richards, Principal
Endorsed on	18 July 2023
Next review date	July 2026

