

# ASSESSMENT and REPORTING POLICY

## Rationale

Assessment is a means of educational improvement. We assess to determine what the student has achieved and to inform the next stage of learning. This evidence guides teacher feedback, student self assessment and reflection. The reporting process uses assessment evidence to inform parents, students and teachers of what students know and can do, together with recommendations for their future learning.

## Aims

To

- Assess *for* learning, *as* learning and *of* learning to inform the teaching and learning program.
- Promote student engagement and recognise achievement.
- Inform teacher planning for learning programs that are matched to student learning goals.
- Guide students to develop knowledge, skills and behaviours, as they reflect on their learning and plan their future learning goals.
- Use achievement of student learning to develop reports for students, teachers and parents that indicate the progress the student has made and how well he/she is progressing against the standards.
- Provide parents and students with ongoing communication opportunities throughout the year including structured consultations and informal meetings.  
Meet the provisions of the Department of Education and Early Childhood Development (DEECD) advice on Assessment and Reporting.
- Underpin the Learning and Teaching Policy and all curriculum policies, as well as policies related to student wellbeing.

## Implementation:

1. The school uses collated achievement data to monitor student achievement and program effectiveness. In addition, DEECD uses student achievement data to account for the public expenditure within the school and the system.
2. The school provides students with ongoing evidence of achievement to continue and improve their learning by including: reference to current achievements, areas for future development, a plan to achieve these learning goals and specific advice on how parents can support and contribute to the learning.
  - (a) The Principal has the responsibility of advising School Council of reporting requirements and liaising with parents on the form and content of the reporting process. School Council and staff use the assessment information to monitor the achievement of the School Strategic Plan and the Annual Implementation targets.
  - (b) The Leadership Team is responsible for the comprehensive assessment schedule, interpretation of student achievement data and the support of staff in their use of this information.
  - (c) The Leadership Team is responsible for the ongoing monitoring of student progress and ensuring the assessments are moderated within each year level.
  - (d) The Leadership team will facilitate the implementation of the reporting schedule.
  - (e) Teachers have the responsibility of gathering evidence of student achievement, adhering to the school assessment schedule, preparing and issuing reports and student portfolios, and liaising with the parents of their students.
  - (f) Leaders will continually clarify learning goals and assist students to develop curriculum knowledge, skills and behavioural goals, which are both challenging and

achievable. Teachers, over time, will assist students to articulate their personal learning goals and achievements and engage in self-assessment.

- (g) Students have an increasing capacity over time to understand assessment criteria, keep personal charts and/or journals depicting growth, to reflect on their achievements and react positively to identify learning needs. Where possible, students will play a role in reporting meetings.
3. The school will issue twice yearly reports to parents that contain evidence based judgements of student progress against the Victorian Essential Learning Standards.
  4. Suppliers of testing instruments include Commonwealth Department of Education, DEECD, University of New South Wales and The Australian Council for Educational Research. are used.
  5. The School Council will monitor parent satisfaction with reports and overall school achievement in relation to the School Strategic Plan.

### **Evaluation**

This policy will be reviewed as part of the school strategic plan review.

This policy was last ratified by School Council in	<b>November 2009</b>
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