

ASSESSMENT AND REPORTING POLICY

PURPOSE

Assessment and Reporting is an integral part of teaching and learning. Goonawarra Primary School conducts assessment and reporting that is timely, evidence based and taken from multiple sources.

The 'Practice principles for excellence in teaching and learning' developed by the Department of Education and Training (DET), present a theory of action indicating that when multiple forms of assessment and feedback inform teaching and learning practices, student engagement and achievement are enhanced.

An explanation of rigorous assessment practices and feedback that inform teaching is presented as follows;

'Professionals use assessments to better understand the presenting situation or problem, to identify starting points for action, to decide on appropriate evidence-based interventions, to monitor progress, and to evaluate the effectiveness of the decisions they make.' - Geoff Masters, 2013

GUIDELINES

- Assessment and Reporting practices of the school are transparent, fair and valid, and take account of an individual's right to privacy and confidentiality.
- Formal written reports are provided to students and their families on a whole-school basis at the conclusion of each semester.
- Reporting on student progress shall be constructive, positive and informative with an emphasis on student growth as they develop their skills, abilities and attitude to learning.
- Formative and Summative testing is supported by ongoing qualitative and quantitative assessment throughout a unit of teaching and learning.
- Students will receive frequent, constructive feedback that supports further learning.
- The teacher will make learning intentions and success criteria explicit, and where possible include student voice and input.
- Assessment practices of the school encourage self-reflection and facilitate individual goal setting when examining "Where to next?"
- The teacher triangulates evidence from assessments and student learning samples to inform planning, teaching and further learning.
- All students are assessed against the set of achievement standards set out in the eight learning areas and four capabilities of the Victorian Curriculum F-10, consistent with the whole school scope and sequence documentation.
 - Students for whom English is an additional language are assessed against standards of the Victorian Curriculum F-10 EAL standards.

- Students with additional learning needs, such as those students funded under the Program for Students with Disabilities (PSD) will receive assessment and reporting which is judged against their Individualised Education Plan (IEP). At the conclusion of each semester these students will receive a formal written report.
- The families of students on the PSD will be provided with the opportunity to attend a Student Support Group (SSG) Meeting each term. A handover meeting will also be held at the conclusion of each year.
- Koorie, Out of Home Care and students who are performing at least 12 months below or above the expected standard will be provided with an IEP. Assessment and reporting which is judged against their Individualised Education Plan (IEP) will be utilised to individualise the end of Semester reports. A SSG Meeting will be held for funded students with the student's family to determine personalised learning goals and appropriate levels of learning support required to achieve these goals.
- In accordance with DET Guidelines, The National Assessment Program- Literacy and Numeracy (NAPLAN) will be administered annually to students in Years 3 and Year 5.
- In accordance with DET Guidelines, the English Online Interview will be administered to all new foundations and year one students during the Term One assessment Period.
 - The 'Term One assessment period' is updated and communicated annually through the English Online Interview guidelines -
<https://www.education.vic.gov.au/school/teachers/teachingresources/discipline/english/assessment/pages/default.aspx>

IMPLEMENTATION

All 'Student Files' are to be archived in accordance with DET Guidelines and the Public Record Office of Victoria (PROV). These guidelines surrounding these records are based upon the life-spans that are determined by standards issued under the 'Public Records Act 1973'.

The Assessment Process

Assessment is an ongoing process of gathering, analysing and interpreting evidence of student achievement and progress, and reflecting on findings. Effective teachers use student assessment results to evaluate the impact of their teaching on student learning, and then adapt their practices to better meet the needs of all students.

Assessment for improved student learning and deep understanding requires a range of assessment practices to be used with three overarching purposes, being:

1. **Assessment FOR learning** - occurs when teachers use inferences about student progress to inform their teaching.
2. **Assessment AS learning** - occurs when students reflect on and monitor their progress to inform their future learning goals.

3. **Assessment OF learning** - occurs when teachers use evidence of student learning to make judgements on student achievement against goals and standards

Reference:

<https://www.education.vic.gov.au/school/teachers/teachingresources/practice/Pages/assessment.aspx>

Parent Teacher Interviews and End of Semester Reports

In addition to documented 'End of Semester' reports, families are offered two formal opportunities to meet with their child's teacher:

1. A 'Meet and Greet' meeting early in Term One; at which the child's preferred learning styles, areas of strengths and scope for improvement are discussed and documented.
2. A mid-year 'parent teacher interview' at the end of Term Two; at which parents, students and teachers celebrate growth and success. The family is also offered the opportunity to seek clarification and discuss progression points and written comments contained within their child's 'End of Semester Report'.

In addition to the above-mentioned formal meetings, teachers are available to meet with families as required throughout the year.

At the end of the year, an 'End of Semester' written report will be provided to the family via the student management program Compass.

Assessment and Reporting Timeline

Each year the leadership team will consult with staff to assure that the 'Assessment and Reporting Timeline' is relevant, up to date and meets the current teaching and learning needs of the school.

As part of the Assessment and Reporting Timeline, at least two sessions of whole-school moderation will occur each year in the domains of English and Mathematics.

RELATED LEGISLATION

'Public Records Act 1973'.

[http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/LTObject_Store/LTObjSt3.nsf/DDE300B846EED9C7CA257616000A3571/BD40624FF1104271CA257761002AAA5C/\\$FILE/73-8418a035.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/LTObject_Store/LTObjSt3.nsf/DDE300B846EED9C7CA257616000A3571/BD40624FF1104271CA257761002AAA5C/$FILE/73-8418a035.pdf)

DET Practice principles for excellence in teaching and learning

<https://www.education.vic.gov.au/school/teachers/teachingresources/practice/improve/Pages/principles/excellence.aspx#link63>

DET Assessment in Principle

<https://www.education.vic.gov.au/school/teachers/teachingresources/practice/Pages/insight-principle.aspx>

Records Management — School Records Policy

<https://www2.education.vic.gov.au/pal/records-management/policy>

DET Records and Archives Management

<https://www2.education.vic.gov.au/pal/records-management/policy>

English Online Interview Guidelines

<https://www.education.vic.gov.au/school/teachers/teachingresources/discipline/english/assessment/pages/default.aspx>

Victorian Curriculum

<https://victoriancurriculum.vcaa.vic.edu.au/>

[Victorian Curriculum F-10 EAL standards.](#)

Department of Education and Early Childhood Development (DET)

<https://www.education.vic.gov.au/Pages/default.aspx>

Victorian Curriculum and assessment Authority (VCAA)

<https://www.vcaa.vic.edu.au/Pages/HomePage.aspx>

Australian Curriculum and Assessment and Reporting Authority (ACARA)

<https://www.acara.edu.au/>

Council of International Schools (CIS)

<https://www.cois.org/>

RELATED POLICIES

Curriculum Policy

POLICY EVALUATION

Evaluation will be conducted every two years by the Data Literacy Vertical Team

POLICY REVIEW AND APPROVAL

Policy last reviewed	Jun 2023
Approved by	Dolores Giordimaina Principal
Next scheduled review date	Jun 2025