



ASSESSMENT AND REPORTING

1.0 Purpose

- 1.1 To promote a positive attitude to learning, encourage the pursuit of excellence and contribute to all students' sense of achievement and success
- 1.2 To communicate to parents the progress and achievements of students
- 1.3 To monitor and record student progress

2.0 Guidelines

- 2.1 A range of assessment strategies should be used
- 2.2 Assessment should be regular and ongoing
- 2.3 Assessment should be constructive and assist with the diagnosis of student strengths and weaknesses
- 2.4 Assessment should be a continuous part of the learning process which provides ongoing feedback to students
- 2.5 Assessment should be based on clearly defined criteria
- 2.6 Assessment should be an instrument for teachers to evaluate the effectiveness of their programs
- 2.7 Assessment should be flexible and allow in genuine cases for individual difference and extenuating circumstances
- 2.8 Assessment should be consistent across a year level within the area of learning
- 2.9 Assessment should be based on clearly achievable goals which are a part of a well defined program and which cover the areas of knowledge, accuracy of expression, skills and values of acquisition
- 2.10 Reports should indicate clearly student achievement during the reporting period, including strengths and weaknesses
- 2.11 Reports should include recommendations for future learning
- 2.12 Reports should provide positive feedback for both parents and students
- 2.13 All reports should be accurate and contain language that is clear, concise and specific to the program
- 2.14 Assessment practices in the College should support the College attendance policy

3.0 Implementation

- 3.1 Interim reports will be completed for all students at the end of Term 1 and Term 3
- 3.2 Detailed reports, including semester results, will be completed at the end of Term 2 and Term 4
- 3.3 Interim reports will be mailed home to parents / guardians
- 3.4 Semester reports will be sent home to parents / guardians with students
- 3.5 Parents along with students will be encouraged to attend parent / teacher interviews which will follow the distribution of the interim reports
- 3.6 Reports will have the format for all Key Learning Areas
- 3.7 At Years 7 – 10, assessment tasks will be graded and an overall result will be given
- 3.8 At Years 7 – 10 student achievement of CSF outcomes will be reported on except for individual cases where alternative assessment is used
- 3.9 At VCE, Unit 1 and Unit 2 subjects will contain graded assessment tasks
- 3.10 At VCE, Unit 3 the School Assessed Coursework will either indicate a completed or not completed
- 3.11 There will be avenues throughout the year for informal reporting to parents on student progress
- 3.12 Student reports will be a private communication between parents, teachers and students
- 3.13 Student reports will contain precise information about student attendance

4.0 Evaluation

- 4.1 The policy will undergo cyclic minor and major evaluation
- 4.2 Both minor and major evaluations will follow the evaluation procedures outline in the College Policy