

ASSESSMENT AND REPORTING POLICY

PURPOSE

The continuous assessment and reporting of students' academic growth and progress is an integral part of teaching and learning at Mount Waverley North Primary School. Teachers use evidence gathered from a comprehensive range of assessments to plan teaching and learning programs, deliver instruction to students that meet their particular learning needs and provide feedback to students about their performance. The school's reporting pro forma and processes are designed to facilitate the delivery of accurate and useful information to students and their parents in regards to their academic achievements and future learning needs in relation to the *Victorian Curriculum* standards.

OBJECTIVE

- To empower students to reflect upon and improve their learning, and strive to reach their full potential.
- To enable teachers to evaluate, modify and improve their instruction, learning programs and assessment practices.
- To provide parents with accurate and timely information about their children's academic, personal and social development and progress.

GUIDELINES

- A collaborative approach is taken in relation to all student–teacher–parent interactions, to facilitate the ongoing provision of; confirmation of students' achievements, identification of areas for future learning, strategies to achieve learning goals and specific advice on how parents can support their children
- Students are supported to develop the knowledge, skills and behaviours to reflect on their learning in a variety of ways, including the development of *learning goals* and an understanding of *learning intentions* and *success criteria*
- The use of *learning intentions* informs the students what they should know, understand and be able to do, and the use of *success criteria* helps students and teachers to decide the degree to which the students have achieved the learning intention
- Teachers are supported with the planning, implementing and evaluating of assessments including the conducting of moderated assessments each term, across all year levels, to promote increasingly accurate and consistent teacher judgements
- The school uses collated assessment and achievement data to monitor the effectiveness of a range of learning programs and to monitor the progress of individual and cohorts of students. The Department (DET) uses teacher-judged student achievement data and

Policy Approved by:	Education Committee – School Council
Effective Date:	August 2018
Review by Date:	November 2022

NAPLAN data to account for public expenditure decisions within the Victorian education system

- The Department's (DET's) *Assessment Advice* and *Principles of Assessment* are important references that inform the school's Assessment and Reporting processes
- The Victorian Curriculum and Assessment Authority's (VCAA) *Victorian Curriculum F-10: Revised Curriculum Planning and Reporting Guidelines* provide advice for our school on the effective reporting of students' learning achievements

IMPLEMENTATION

- The *Leadership Team* is responsible for decisions made in relation to the development and implementation of comprehensive assessment programs.
- Mount Waverley North Primary School's *Whole School Assessment Schedule (WSAS)* document determines the assessments that are required to be conducted throughout each year, at each year level, including the timing of each assessment.
- The *Leadership Team* and Professional Learning Team (PLT) Leaders are responsible for ensuring that all teachers have the capacity to conduct the required assessments for their year level, as articulated in the WSAS.
- Teachers are responsible for conducting the required assessments for their class each year, according to the WSAS.
- The WSAS will be reviewed annually by the *Leadership Team*.
- Teachers will be provided with ongoing professional learning and support to enhance their capacity to generate, interpret and respond to information contained in student assessment data.
- The *Principal* is responsible for advising the School Council of the school's decisions relating to reporting requirements and liaising with parents in relation to the format and content of the reporting process.
- Teachers are responsible for preparing Student Reports and Student Portfolios, in accordance with Mount Waverley North Primary School's *Report Writing Guidelines* and Portfolio Schedule.
- Teachers are responsible for liaising with the parents and students by conducting Parent Teacher Meetings, and Student Led Conferences, in accordance with the *Student Reporting Schedule* and their related processes and protocols.
- The school will issue formal written reports to parents each June and December that contain judgements of student progress referenced against the *Victorian Curriculum*.
- Teacher- judged, *Victorian Curriculum* student achievement data is sent electronically to DET at the conclusion of each semester. Each year, the VCAA is responsible for collecting the NAPLAN achievement data of all Victorian students in Years 3, 5, 7 and 9 and does so in accordance with the *Privacy and Data Protection Act 2014*.
- The Leadership Team regularly analyses collated student achievement and assessment data and information throughout the year, for the purpose of monitoring student learning and the school's progress in relation to the goals, targets and achievement milestones linked to the Key Improvement Strategies that have been articulated in Mount Waverley North Primary School's *School Strategic Plan* and the *Annual Implementation Plan*.

Policy Approved by:	Education Committee – School Council
Effective Date:	August 2018
Review by Date:	November 2022

EVALUATION

This policy will be reviewed in line with the school's Evaluation of Policies Timetable.

REFERENCES

Victorian Curriculum F- 10

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

Victorian Curriculum F-10 Revised Curriculum Planning and Reporting Guidelines

<http://www.vcaa.vic.edu.au/Documents/viccurric/RevisedF-10CurriculumPlanningReportingGuidelines.pdf>

DET Victoria – Assessment Advice

<http://www.education.vic.gov.au/school/teachers/support/Pages/advice.aspx>

Policy Approved by:	Education Committee – School Council
Effective Date:	August 2018
Review by Date:	November 2022