



# Assessment and Reporting Policy

## 1. Scope of Responsibility

- College community (staff, students, parents.)
- College Council

## 2. Preamble

Assessment and reporting are integral to planned approaches to teaching and learning. Effective assessment and reporting programs monitor the achievement of students in terms of their participation and learning within a program and their achievement against the Victorian Curriculum.

Assessment is a process to provide feedback and evidence for making judgements about students' learning in relation to defined goals. An effective reporting program will use a variety of approaches to communicate information on student achievement to a range of audiences.

Schools are responsible for accurately assessing and reporting students' achievement against standards outlined in the Victorian Curriculum, to parents/carers, other teachers and the DET.

## 3. Purpose

Assessment is designed to:

- gather information for reporting to students and parents,
- enable students and teachers to ascertain students' progress in learning,
- help teachers to plan, develop and review teaching programs,
- assist transitions within and between schools,
- adhere to Department of Education and Teaching (DET) accountability.

Reporting is designed to:

- provide feedback to parents/careers and students on a consistent and regular basis,
- provide information on:
  - student progress and achievement in class,
  - achievements in relation to the Victorian Curriculum,
  - student participation and work habits.

## 4. Implementation

Macleod College adopts a number of different methods (both formal and informal) to assess and report on student performance. The Intensive English Language Centre (IELC) program runs for 20 weeks and as such the assessment schedule and some tasks have been modified ([see A&R Handbook](#)).

### Continuous Assessment

Provides students and parents with timely information regarding student skill acquisition, learning and growth.

- Staff set and assess Learning Tasks via the Compass portal,
- Progress is regularly and more closely monitored and provides immediate additional learning opportunities for students to master challenges as they arise,
- Assessment and reporting strategies may be modified to reflect the individual learning needs of students such as those students identified as Program for Students with Disability (PSD), Wellbeing and English as an Additional Language (EAL),
- Student progress will be monitored and reviewed by the KLA, subject teacher and Student Manager as part of the meeting schedule for the current year. This discussion will include Learning Tasks, NAPLAN and On Demand data.

### Learning Tasks ([see A&R Handbook](#))

At Macleod College we have two different types of Learning Tasks that provide feedback to students and families:

- **Progress Tasks (formative)**
  - Should be formative assessments that portray a student's progress through the curriculum,
  - These will not appear on the End of Semester Summary Report,
  - These tasks can be graded using the **S/N** or the **%** grading components.
- **Assessment Tasks (summative)**
  - Summative tasks that represent a student's achievements within the Victorian Curriculum Achievement Standards and Capabilities,

- These are tasks developed by KLAs and stored within the KLA folders in Compass School Resources. These will be included on the End of Semester Summary Report,
- All work submitted will receive a % score or **Worded Grade** (F-6, Instrumental Music and VCAL) with the following exceptions:
  - **Not Assessed** (NA) grade (student absent due to medical reasons OR long-term absence; medical certificate provided OR parent/guardian verified),
  - **Absent** (ABS) grade (student absent and not covered by NA, and no attempt to submit/complete task),
  - **Not Submitted** (NS) grade (student present but did not submit work),

### **Progress Reports**

- Progress Reports (Work Habits) are completed towards the end of Term 1 and the end of Term 3 for Years F-12. These provide families with an indication of student progress and attitude separate to their graded achievements in Learning Tasks.

### **End of Semester Summary Reports** (see A&R Handbook)

- Provides a summary of achievement for each of the Assessment Tasks/SACs/SATs/Outcomes along with teacher judgement of Work Habits; *effort, organisation, classroom behaviour, work submitted and seeks assistance*; attendance and Victorian Curriculum levels.

### **General Achievement Test (GAT)**

- All students in Years 9-10 will complete a modified practice GAT,
- All students in Years 11-12 will complete a practice GAT,
- All students undertaking a Unit 3 and Unit 4 subject will complete the GAT.

### **National Assessment Program - Literacy and Numeracy (NAPLAN)**

- Students in Years 3, 5, 7 and 9 will complete the NAPLAN test in school as prescribed by the VCAA,
- Students in Years 3, 5, 7, 9 and Intensive English Language Centre (IELC) will complete a Practice NAPLAN test during school hours. To be scheduled two weeks prior to NAPLAN test,
- Students can only be exempt from NAPLAN with parental/carers permission or via advice from the College Principal.

### **VCAA On Demand Testing**

- Students in Years 3-10 will complete the VCAA On Demand Testing twice a year, in December and June. This testing will occur during scheduled English and Mathematics classes and will be on the Assessment and Reporting Compass Calendar.
- Pre and Post Tests are conducted in:
  - Literacy – Reading, Language Skills, Word Building
  - Numeracy – Number & Algebra, Measurement & Geometry, Probability & Statistics

### **Parent, Student and Teacher Conferences (PST Conferences)**

- PST Conferences are held twice a year,
- Students are required to attend with a parent/guardian,
- Appointments to be made by parents/carers via the Parent Compass Portal.

### **End of Semester Exams** (see Macleod College Exam Policy)

- Year 10 - All students undertaking a Year 10 subject that leads into a VCE area of study will complete end of semester exams, as determined by the Leadership Team,
- Units 1 and 2 - All students undertaking a Unit 1 and 2 subject will complete end of semester exams,
- Units 3 and 4 - All students undertaking a Unit 3 and 4 subject will have a mid-year practice exam during the mid-year exam period and an end of year practice exam during the term 3 holidays.

## **5. Related Documents and Resources**

- Victorian Curriculum
- Staff will be provided with detailed instructions in the form of the Assessment and Reporting Handbook and any necessary professional learning to assist with the reporting process.

## **6. Policy Evaluation**

The effectiveness of this policy will be evaluated using feedback from staff, parents and students. The College Assessment and Reporting team will conduct an annual evaluation of this policy and direct any outcomes and recommendations to the College Council.

## **7. Endorsement Date**

College Council endorsement: June 2018