

Cairnlea Park Primary School	600 Curriculum General	Page 1:2
Policy Manual	650 Assessment & Reporting	Date: June 2015

Rationale:

Assessment is the ongoing process of gathering, analysing and reflecting on evidence to make informed and consistent judgements to improve future student learning.

Reporting is the process by which assessment information is communicated in ways that assist students, parents, teachers and the system in making decisions by providing information about what students know and can do, along with recommendations for their future learning

Aims:

- To have effective assessment practices involving a range of measures, providing students with opportunities to display their knowledge, skills, understandings and attitudes.
- To improve student learning by having the reporting process an integral part of teaching and learning.

Implementation:

Assessment

- Schools are responsible for accurately assessing student achievement, as well as whole school performance in a variety of areas.
- Assessment will be used to identify future learning opportunities and directions, rather than simply a prelude to reporting achievement.
- Teachers will include a variety of assessment strategies in teaching programs to provide multiple sources of information about student achievement. These may include tests and assignments, projects, portfolios, performance observations, discussions and involvement in statewide standardised testing processes such as NAPLAN and online assessment tests.
- Teachers will develop a manageable system of keeping records that can provide a rich mixture of observations of student learning.
- Teachers will enter the data they collect on to the school's Student Management and Reporting Tool (SMaRT) to make judgments about, and report on, student achievement in relation to the AusVELS as well as inform teaching and learning programs.
- Assessment will be performed in the areas of Numeracy and Literacy in accordance with the whole school assessment schedules.

Reporting

- Schools are responsible for reporting on student achievement to students, parents, other teachers and schools, and to the school council through the annual report.
- Each year our school will provide parents with at least two written reports on student achievement, indicating progress against AusVELS in the three strands.
- In reporting to parents, teachers will communicate information on a student's achievement and provide plans for the student's future learning as well as clear advice on how parents can assist their child's learning.
- Moderation will form an integral part of the report writing process enabling consistency across all grade levels.
- We will provide two formal parent/teacher interviews per year-an introductory interview in term one, with one Parent/Teacher conference after the mid year written reports are distributed, with end of year interviews being available upon request.
- Our school will develop individual learning plans for students who require additional assistance in consultation with parents and, where appropriate, with others with specific expertise.

- We will participate in the National Assessment Program-Literacy and Numeracy (NAPLAN) so as to gain information for staff, parents and students on students' progress in relation to AusVELS.
- Staff Professional Development will be provided about the use of SMaRT as an assessment and reporting tool and will be revisited each year as new staff members arrive.

Evaluation:

- This policy will be reviewed as part of the school's 4-year review cycle.

This policy was last ratified by school council in June 2015