



ASSESSMENT and REPORTING POLICY

Rationale:

Accurate and comprehensive assessment and reporting of College and student performance aids in establishing open communication, helps to improve student learning, assists in establishing future direction, and helps to identify areas of exemplary performance, as well as those in need of support and assistance.

Definitions

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

Reporting refers to the summative assessment of where a student is on a learning continuum at the end of a specified period of schooling, and where this places them in relation to their own learning goals and/or the learning of their peers. This determination is made available to the student, their parents and teachers.

Summative Feedback refers to assessment feedback provided to students at the completion of a performance (assessment) task.

Formative Feedback refers to assessment feedback provided to students during the completion of classwork and performance (assessment) tasks.

Differentiation refers to alterations made to a teaching and learning sequence to accommodate the needs of individual students. Differentiation can occur with the content, the process, or the product within a teaching and learning sequence.

Online Reporting System refers to a web-based system of continuous reporting to allow accurate, timely and progressive summative and formative feedback to be provided to students and their parents.

Aims:

All Kyabram P-12 College students, and their families, will be provided with accurate, comprehensive and progressive information about student learning progress. Assessment and Reporting is underpinned by the following aims:

1. To assess and report the performance of individuals and groups within the school community accurately and comprehensively.
2. To improve student learning through accurate determination of areas of future need, as well as areas of current exemplary performance.
3. To highlight student progress through regular and ongoing feedback to students and parents, in order to provide direction for their future learning.
4. To empower students to reflect on and improve their learning.

5. To provide parents with information about students' strengths and areas for improvement in their future learning focus and how parents can support student learning initiatives at home.
6. To utilise an online reporting system to facilitate accurate, timely and progressive feedback to students and parents.

Implementation:

RESPONSIBILITIES

The Principal

- has overall responsibility for the implementation of this policy and the allocated procedures.
- will ensure that teaching and support staff are familiar with the policy and guidelines in this area.
- will ensure the provision of an appropriate online reporting system.

College Council

- has a responsibility to provide adequate resources which accord with the vision and the strategic plan of the school.

Teaching and Learning Leading Teacher

- will oversee the implementation of the assessment and reporting policy within the College.
- will ensure administrative processes are conducted efficiently to support staff in their implementation of the policy.
- will maintain own professional knowledge in the areas of assessment and reporting and relevant legislative requirements, and provide this information to staff as required.
- will communicate timelines and information to staff, and provide additional support as required.

Curriculum Leadership Team (Learning Community Leaders, Collaborative Team Leaders and relevant Education Support Officers)

- will ensure that assessment is consistent across classes.
- will manage the progressive feedback cycle.
- will provide support to their relevant teams to implement assessment and reporting programs.
- will co-ordinate assessment and reporting administration within their domain and/or team/s.

ICT Team (including Reporting Manager)

- will co-ordinate and manage the online reporting system
- will provide professional development to staff in the technical aspects of implementation of the policy.
- Will provide and maintain relevant software and hardware.

Teaching staff

- Will be familiar with the policy and the requirements for its implementation
- Will be aware of, and follow, assessment and reporting schedules.
- Will utilise formative and summative assessment practices in class/es.
- Will differentiate assessment and reporting to support individual student needs.
- Will provide written feedback according to the Style Manuals provided.

Education Subcommittee

- will actively represent the College community
- will review and develop policies as appropriate
- will make resource recommendations to the College Council and College Leadership

Learners

- will regularly access feedback and reports on the Online Reporting System
- will use feedback to reflect on learning

Parents/carers

- will regularly access feedback and reports on the Online Reporting System
- will attend parent-teacher interviews
- will discuss feedback with their child
- will support their child to reflect and act on feedback provided
- will communicate with teachers regarding their child's progress

ASSOCIATED DOCUMENTS

Relevant documentation includes but is not limited to:

- [F-10 curriculum planning and reporting guidelines](#)
- [VCE and VCAL Administrative Handbook](#)
- [Program for Students with Disabilities – guidelines for schools](#)
- [Victorian Curriculum](#)
- [VCE Study Designs](#)
- [Department of Education and Early Childhood Development](#)
- [Australian Qualifications Framework \(AQF\)](#)

OTHER RELEVANT POLICIES

- Curriculum
- Homework
- Teaching and Learning

Evaluation:

The following data will be used in order to assess whether the policy has achieved its purpose:

- NAPLAN, OnDemand, Essential Assessment and VASS data
- Parent use of Online Reporting System
- Student use of Online Reporting System
- Teacher use of Online Reporting System

Review:

This policy was reviewed in 2019 and will be reviewed every three years.

RATIFIED BY COLLEGE COUNCIL

_____ Date: ___/___/___
College Council President

Review Date: September 2022