

BEECHWORTH PRIMARY SCHOOL



No. 1560

Believe - Persist - Succeed

Beechworth Primary School

Assessment, Reporting and Evaluation Policy

Purpose

Assessment, reporting and evaluation practice is part of effective teaching and learning, and school operation. A comprehensive approach to assessment, reporting and evaluation, promotes improvement in student learning opportunities and learning outcomes, improves teaching direction and better informs parents/guardians.

Procedures

1. Students will receive clear expectations and regular feedback regarding their learning progress.
2. Teaching staff will implement the school's assessment schedule.
3. Teaching staff will include a variety of assessment methods (summative and formative) in teaching programs to provide multiple sources of information about student achievement, and to assist in evaluating programs.
4. Statements in written reports will be based on information obtained in the assessment process.
5. Written reports will be issued to parents/guardians towards the end of Semester 1 and Semester 2 each year.
6. Written reports will include student progress towards the expected standards in relation to the Victorian Curriculum in all key learning areas, what the student has achieved, areas for future learning, work habits, classroom behaviour, specialist comments and school attendance.
7. Using a collaborative moderation process and different sources of data, teaching staff will make balanced judgments about student progress and achievement.
8. An informal meet and greet, between parent/guardian, teacher & student, will occur in Semester 1 to exchange information. A parent/guardian or teacher may request a formal interview to discuss the student's schooling at any time during the year.
9. Individual Learning Plans (for students who are working 12 months or more above or below the expected levels of achievement and students with challenging behaviours) will be devised in consultation with parent/guardian and other specialized personal, where appropriate. Where appropriate, Student Support Groups will be implemented for students with Individual Learning Plans.
10. Years 3 and 5 students will be involved in National testing in English and Mathematics (NAPLAN). Parents/guardians of students will receive a copy of the results.
11. Teaching staff will receive professional development training in best practice assessment strategies and assessment programs.
12. Students will be encouraged to assess their own performance in relation to learning activities.

13. A student folder will be maintained for all students. These records will be either forwarded to the next class at the end of a school year or school, if the student transfers.
14. Staff will maintain and update the Beechworth Primary Student Data Tracker at the end of Semester 1 and the end of Semester 2. These documents will be saved in a class folder on the staff drive and transferred to a (the) new class each year.
15. A range of formal and informal methods of communication will operate between parents/guardians and teaching staff, throughout the year to promote a partnership between home and school.
16. As required, the school will report annually to DET the standards of learning achieved by students.
17. *Compass* will be used for recording, monitoring and reporting of student achievement.
18. Program reviews in all domains/dimensions will occur once a year to examine the progress and effectiveness of programs.

Relevant accountability documents

- Whole school assessment schedule
- Student data tracker

Related school policies

- Teaching and Learning Policy
- Curriculum Policy
- English Policy
- Mathematics Policy

Monitoring and review

This policy will be reviewed every 2 years.

Endorsed by school council:

Date: 18th October 2017

Next review date: October 2019