

# OUR LADY HELP OF CHRISTIANS

## Assessment and Reporting Policy



### Rationale

At Our Lady Help of Christians Primary School, we believe that assessment is integral to all learning and teaching. It is an ongoing process of gathering, analysing and reflecting on data/evidence/information about student performance and achievement. Assessment informs and guides our teaching.

The ongoing assessment process includes:

- Formative assessment to provide teachers and students with information about how the learning is developing. Formative assessment provides opportunities for personalising learning to the needs of each child.
- Summative assessment of learning to determine what the student has achieved in a learning cycle. Summative assessment can inform us about the growth made by each student.
- Standardised assessment to provide information about student achievement against set criteria and standards.

Reporting of student performance and achievement is a critical element in the effective communication between school and home so that parents are informed about what each child knows, understands and can do.

### Aims

To ensure:

- Regular and ongoing assessment of student achievement and progress
- Comprehensive records of student achievement and progress are maintained
- A range of assessment strategies are utilised
- Assessment informs future teaching
- Consistency of assessment data collection, analysis and reflection across the school
- Assessment is cumulative, formative, summative and based on the learning standards of the Victorian Curriculum
- Assessment of learning, assessment for learning and assessment as learning
- Reporting to parents is clear, individualised and accurate in informing of student progress related to curriculum outcomes
- Reporting identifies areas of strength and next stages of learning for each student
- Reporting processes comply with Government regulations

## **Implementation**

- Formal assessment tasks will be conducted according to our Assessment/Data Gathering Plan
- Informal assessment strategies to be implemented include:
  - Pre-testing (formative assessment)
  - Post-testing (summative assessment)
  - Observations
  - Teacher-student conferencing
  - Open ended tasks
  - Moderation of work samples
- Assessment tools to be implemented include:
  - Use of rubrics
  - Use of checklists
  - Anecdotal records
- Professional Learning Team meetings will be used to analyse student assessment data to inform future teaching
- Formal written reports are provided in June and December each year, with parent-teacher conferences taking place after the June report is sent home.
- A formal parent-teacher conversation is also conducted in February when parents have an opportunity to discuss their child with the class teacher.
- Our Lady Help of Christians complies with the Government reporting guidelines by:
  - Providing twice yearly reports and parent-teacher meetings
  - Including assessment against achievement levels defined at the state level on a scale of A to E
  - Providing students' achievement relative to the achievement of the student's peer group at state-wide level
  - Reporting against the Victorian Curriculum standards

## **Evaluation**

The application of this policy will be monitored regularly. The policy will be reviewed as part of the school review cycle to ensure effective delivery and outcomes.

**Last Reviewed 2021**