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Cranbourne West Primary School No. 5189  
**STUDENT ASSESSMENT AND REPORTING POLICY**  
[To be read in conjunction with Report Comment Requirements]

**RATIONALE:**

Government policy requires all schools to undertake a cyclical process of assessment, reporting and evaluation in order to improve student learning. This process also provides information which will be used in the school's accountability to its community.

**GENERAL STATEMENT:**

This policy outlines areas and responsibilities involved in long term planning, which will be supplemented by a yearly school evaluation action guide listing specific details for the current year. Teachers and the school will develop assessment programs based on the AusVELS and the school's Learn by Design documents.

Teachers will make consistent and valid judgements about student achievement across AusVELS levels.

Teachers will accurately identify students' levels of achievement, and plan appropriate teaching and learning strategies to assist student progress. This judgement and planning will be based on a continual process of assessment 'for', 'as' and 'of' learning by teachers.

Teachers will report student progress to students, staff and parents on a regular basis.

Whole school moderation documents will be used to ensure consistency in teacher judgements.

**IMPLEMENTATION GUIDELINES:**

Assessment Strategies:

- Anecdotal records
- Formal assessments
- Moderated work samples
- Learning Journals
- Early Years Numeracy Interviews
- School Based Assessment
- On demand testing [Computer based]
- Checklists
- Running records
- On line Literacy/Numeracy interview
- Observation Survey
- National Assessment - NAPLAN

Reporting Procedures:

- Formal written reports to be sent home for June and December
- Whole School interviews to be held in early March and the last week in Term 2 each year.
- Other individual interviews by request from parent/s, Class Teacher or other when required
- Student Learning Journals to be discussed at 3 way interviews in June and taken home at the end of the year.
- Individual learning plans:
  - \* For students eligible for Disabilities and Impairments funding

- \* Advisable for students deemed at risk
- \* Desirable for students requiring extension
- \* For students with special needs other than above

### Record Keeping

#### 1. Data Manager:

The Data Manager is responsible for the collaboration and dissemination of relevant test results throughout the school. This information is added to a workable spread sheet to assist classroom and specialist teachers to identify a student's starting point in each area of the curriculum. This data can also be used to arrange groupings within each area of the school including year levels. The information contained in this database includes the students' AusVELS levels [teacher judgements] and the On-Demand testing results.

#### 2. Parent Teacher Interviews:

\*short interviews record date, personnel attending interview and brief details written into Personal File on Record of Parent/Teacher Interview Sheet.

\*long interviews to be recorded into separate Parent Teacher Interview sheet detailing concerns, actions, next proposed meeting when appropriate and relevant personnel [that copies were sent to] recorded. Copy of report to be placed in student's personal file.

#### 3. Student's Personal File:

At the end of the year the class teacher must ensure that the following documentation is placed in the Student's Personal File before passing on to the next year level teacher.

- Separate Parent Teacher Interview sheets
- Copy of June and December Reports
- Individual Learning Plans
- Other relevant documentation

#### 4. Pupil Profile Form [in teacher vertical file]

- \* Form must be updated with abbreviated notes under the stated headings
- \* Important medical information
- \* Academic Strengths/Weaknesses
- \* Social Development
- \* Referral dates and to whom the student was referred
- \* Participation in Special Programs eg. SPA

See student file guidelines

#### 5. Student Learning Journals

See student file guidelines

Any documentation that is sent home to parents needs to be viewed by the Area Leader and or appropriate personnel prior to being sent home.

### **EVALUATION:**

On a cyclic basis