

Assessment and Reporting Policy

General Policy

Assessment is the process of identifying, gathering and interpreting information about a students' learning. The purpose of assessment is to provide information on student achievement and progress and set the direction for ongoing teaching and learning.

Reporting is the process of communicating information about student achievement and progress.

Responsibility

The role of teachers is to use assessment to:

- Support student learning
- Monitor student learning
- Diagnose student needs
- Evaluate the effectiveness of our programs
- Inform student/parents about progress, and
- Assist accountability

What is effective assessment practice?

- It is clear and directly linked to the outcomes
- It is integral to teaching and learning
- It is balanced, comprehensive and varied
- It is valid, fair and reliable
- It engages the learner
- It values teacher judgement
- It is time efficient and manageable
- It recognises individual achievement and progress
- It involves a whole school approach
- No more than 50% weighting of assessment tasks should be in the form of across the year formal exams
- Assessment and class placement will be based on a cumulative year assessment
- Students are given two weeks' notice of impending tasks.

Each KLA has an assessment policy that builds more specifically on this whole school policy. These policies also describe the processes used to determine class placement for different year groups.

Evans River K-12 School publishes Assessment Information Booklets for students in Year 7-12. These support the above beliefs. The booklets inform students and parents in general terms how each individual will be assessed in each subject, and how marks and grades are arrived at.

Evans River K-12 School has developed a pro-forma for advising students and parents about an upcoming assessment task or tasks. This pro-forma will include information such as dates, faculty, teacher, topic and task information, marking guidelines.

Evans River K-12 School is developing outcome based reporting that is completed by staff at the end of each semester. In 2005, Stage 1 and Year 7 will be reported on using this format. It is being developed as a whole-school approach. The outcomes are linked to the assessment schedules and are then reported on individually in the reports. The reports are expressed in plain English and through consultation with the community are constantly being reviewed in order to enable parents to know how their children are progressing. Reports will be semester based.

The task of students is to:

- Attempt all tasks to the best of their ability
- Be aware of the assessment schedule and seek assistance if needed
- Understand assessment requirements and rules

Parents and carers can help by:

- Understanding assessment processes
- Being aware of assessment booklets and requirements
- Attending parent /teacher information evenings
- Encouraging students to do their best
- Contacting the school when they need assistance

Non-Completion of Course Requirements

To be eligible for a RoSA, Preliminary HSC or HSC credential, principals must certify that all requirements have been met.

The satisfactory completion of course shows evidence that the student has;

- a) followed the course developed or endorsed by the Board; and

- b) applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- c) achieved some or all of the outcomes.

Where a student is in danger of not meeting the above requirements, they are issued with a warning letter that gives them the opportunity to redeem themselves. A minimum of two course specific warning letters must be issued prior to an “N” determination of a course being considered.

For Task 1 a warning letter is sent. It must specify the task, what is due and two weeks to be given a chance of redemption. If Task 1 is not submitted at the end of the two week period, a second warning letter on the Task 1 is issued. Faculties can send a third warning if they wish on Task 1. If the student fails to complete Task 2, a first warning is issued and the process is repeated. Each school has the decision making control over how the warnings are numbered.

An “N” determination is considered according to the data. The data must take into account the number of warning letters and the % of the assessment. Our assessment is focused on the success of students and we need to show the data that we have given the students every opportunity to succeed.

It is the responsibility of each class teacher to monitor these requirements. The Head Teacher will offer documentation weekly on students who may be at risk of not meeting requirements. This may be in the form of attendance data.

Warnings are completed on Sentral according to NESA guidelines. These will be under one of the following Sentral categories;

1. Non-completion of in-class tasks
2. Non-attempt at work
3. Non-serious effort.

The letters are given to the appropriate Deputy to sign within 24 hours and registered in a central file. These letters are given by the Deputy to the front office to copy; one for file, one to be sent in the mail, one for the teacher and one for Deputy.

In the event of a student not submitting an assessment task on the due date, they can approach the Deputy Principal and complete a Misadventure/Illness form. It is the student’s responsibility to collect and have this form completed within twenty-four hours and submitted to the Head Teacher of that subject. (see attachment). The Head Teacher of the Faculty makes the final decision based on the evidence in the appeal.

Illness/Misadventure Form

Student's Name _____ Year _____

Assessment Task Appealing _____

Subject _____

Head Teacher _____

Date task due _____ Weighting _____

Date task submitted _____

Date illness/misadventure submitted _____

For appeals based on illness, the following section will normally be completed by a doctor or other health professional. In the case of misadventure, it may be completed by another person, e.g. police officer, counsellor. This person should not be related to the student.

Evidence may be attached to this page e.g. Doctor's Certificate

Attention Health Professionals, Counsellors, etc:

For the circumstances of the student's appeal to be accurately assessed, the following information is required:

In the case of illness-

- *the date of the onset of the illness, plus any additional dates of consultation;*
- *a description of the student's symptoms;*
- *an indication of the duration of the condition;*
- *the likely impact of the condition on the student's assessment task.*

In case of misadventure-

- *The date and time of the occurrence, and subsequent events;*
- *A description of occurrence.*

Independent Evidence of Illness/Misadventure

Name ----- Profession -----

Address

Telephone Number -----

Signed ----- Date -----

Decision regarding the appeal

Head Teacher -----

Signed ----- Date -----