

Ocean Road Primary School Assessment and Reporting Policy

PURPOSE

To provide valid and reliable information about student progress to all stakeholders.

DEFINITIONS

Assessment is the process of gathering and analysing information in order to make judgements about students' achievement of learning outcomes.

Assessment practices should reflect the Principles of Learning, Teaching and Assessment as described in the Curriculum Framework, ie. Valid, Educative, Explicit, Fair and Comprehensive.

Reporting is communicating the knowledge gained from assessing students' learning.

PRINCIPLES

- Parents should regularly be provided with specific, accurate information about their child's development and progress at school.
- Assessment and reporting practices should encourage a partnership between parents, teachers and students to improve learning.
- Students should be encouraged to undertake self-assessment throughout their schooling.

ASSESSMENT PROCEDURES

- All students will be provided with individual feedback
- All teachers will make judgements about student achievement in relation to expected standards
- Students in Years 3 and 5 will participate in NAPLAN testing
- Assessment information on student progress and achievement is used to plan future learning programs

REPORTING PROCEDURES

Term 1

- All classroom teachers will conduct informal interviews with parents/guardians in the period between Week 5, Term 1 and Week 5, Term 2.

Term 2

- Formal written report (system format) – Years P-6.

Term 3

- Open evening – All classrooms.

Term 4

- Formal written report (system format) – Years P-6
- Memories Book (Must include Literacy, Numeracy and highlights of the year) - Kindy

In addition to this, parents/caregivers should be kept informed if students are at risk of not achieving their potential. Interviews to discuss progress and/or concerns may be initiated by either parents or the class teacher at any time during the year should the need arise.

GUIDELINES FOR WRITTEN REPORT COMMENTS

Care needs to be taken to provide parents/caregivers with information that:

- is free of jargon and complex technical language;
- focuses on strengths and what the student has achieved in the learning period;
- concentrates on the student's learning or development;
- relates to clearly identified outcomes;
- informs them about the student's level of achievement; and
- is reliable, valid and comprehensible.