



Wollert
Primary School

Assessment and Reporting Policy





Assessment and Reporting Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact the Business Manager.

PURPOSE

The purpose of this policy is to outline expectations for the assessment, recording and monitoring of student performance at Wollert Primary School.

DEFINITIONS

Formative assessment is any assessment that is used to improve teaching and learning. It is timely and iterative. It can be immediate or planned. Best-practice formative assessment is where each step of the assessment process is deeply embedded in, and carefully considered as part of, the school's curriculum program and teachers' units of work/learning sequences. Formative assessment information enables teachers and students to answer questions like: How is learning progressing? What will be learned next?

Summative assessments usually occur at the end of a unit of work/learning sequence. They are often formal assessment items or tasks that provide evidence of students' knowledge, skills and understanding at a point in time. Summative assessments usually occur at the end of a unit of work/learning sequence. Summative assessments can also be used formatively since they can inform future planning for student learning.

POLICY

- Teachers at Wollert Primary School assess and monitor student learning and performance accurately and comprehensively against the Victorian Curriculum F-6 (inclusive of levels A-D) achievement standards and will be conducted within the specified timeframe at Wollert Primary School.
- Teachers at Wollert Primary School formally record assessment information for every student on COMPASS.
- Formative and summative assessments are used to improve student learning by accurately determining current performance, as well as areas of future need and development.
- Wollert Primary School ensures that there is continuous sharing of assessment information formally and informally with parents/carers throughout the school year, including through twice-annual formal reporting.
- Wollert Primary School ensures ongoing assessment of each student's performance, and that this assessment is embedded in the school's curriculum program



- This policy should be read in conjunction with Wollert Primary School's Assessment Schedule (Appendix 1)
- The English Online Interview (EOI) is mandated for all Prep and Year 1 students in Victorian government schools
- Wollert Primary School ensures that teachers, parent/carer(s) and students have access to accurate information about student performance.
- Wollert Primary School will provide two written reports to parents/guardians per year.

Wollert Primary School teachers accurately assess student achievement against Achievement Standards detailed within the Victorian Curriculum for students enrolled in F-6. A Whole School Victorian Curriculum Map has been developed and identifies the Learning Area/Subject across each band of schooling (2-year period) responsible for teaching and assessing the Victorian Curriculum Standards (F-6). Teaching and Learning Leaders review this document each year and adjust where necessary.

Wollert Primary School has an assessment schedule that outlines the compulsory assessment tasks to be completed by class teachers and the dates that the results of these tasks are due each term.

Students at Wollert Primary School will have multiple and varied opportunities to demonstrate learning and achievement. Teachers use assessment tasks that cover multiple curriculum levels to ensure that evidence of learning and growth is captured for every student.

A software app called Seesaw is used to provide links between classroom learning and home through a digital platform.

Within the Department's Framework for Improving Student Outcomes (FISO) 'Curriculum Planning and Assessment' is identified as one of six dimensions that lead to high-impact improvement in student learning outcomes. Wollert Primary School has aligned the design and delivery of school-based assessment to FISO.

Assessment Strategies

- Teachers at Wollert Primary School use a combination of formative assessment for learning (to focus feedback and guide future learning) and summative assessment of learning (to determine what the student has learned at the end of a sequence of learning), alongside peer assessment, student self-assessment and reflection.
- Assessment is used in an ongoing way, to guide future lessons and learning, as well as to keep students and parents informed of student progress.
- Teachers will use a variety of assessment strategies to gather evidence about student achievement. The agreed assessment processes and tasks are documented in the Subject Unit Designs and Learning Sequences. The assessments may include, but are not limited to, tests and assignments,



projects, portfolios, performances, discussions or student-teacher conferences.

- Assessment tasks are developed to support students to show their knowledge, skills and understandings and will include clear instructions, relevant supporting documents (scaffolds, planning documents, etc) and allow sufficient time for completion. Teachers will make modifications to the task to cater for students with additional learning needs.
- Wollert Primary School will develop Individual Education Plans (IEPs) for students who are part of Disability Inclusion (DI), Koorie students and students in 'Out of Home' care, in consultation with students, parents and where appropriate, with outside agencies.
- Individual Education Plans (IEPs) will be developed for any student identified as requiring support in meeting the expected standard in literacy and/or numeracy.
- The IEPs will identify key Literacy and Numeracy Goals, as well as Learning Behaviour Goals if relevant.
- Student progress towards the IEP Learning Goals is assessed by the classroom teacher/s at the end of each semester. The IEP report is completed and shared at the following Student Support Group (SSG) meeting for students who are part of the DI approach.
- Teachers will assess the achievements of students with disabilities and impairments in the context of the Victorian Curriculum and the 'Towards Foundation Level Victorian Curriculum' where applicable.
- The English language proficiency of English as Additional Language EAL students will be assessed using the Victorian Curriculum achievement standards.

Feedback on Assessment

Teachers use the online learning management system, COMPASS, to set up and communicate student learning tasks. Students and parents can view the details of the tasks, the assessment elements and rubric (if applicable) and the due date.

Throughout a unit of work and across a semester, students will receive feedback on their progress towards, and achievement of, the key knowledge, skills and understandings of the unit.

Students will receive feedback about their current learning and areas for future learning in a timely ongoing manner for all areas of learning and development. Students will be provided the opportunity to reflect on their individual goals, gather evidence to ascertain achievement and set new ones to drive future learning.



Modes of feedback include but are not limited to:

- one on one conferencing
- whole class discussion about common errors and misconceptions
- anecdotal 'on the spot' verbal feedback
- written comments
- completed assessment rubrics
- peer-assessment
- self-assessment.

Where possible, staff will participate in cross marking of assessment tasks (moderation) involving assessment rubrics and work samples so that staff can apply consistent judgements of student progress against Victorian Curriculum Standards across the school.

Reporting to Parents

Wollert Primary School ensures that there is continuous sharing of assessment information formally and informally with parents/carers throughout the term/semester, including through twice-annual formal reporting.

Wollert Primary School will provide two written reports to parents/carers per year.

The report will be in a written format easy for parents/carers to understand and will be accessible in digital form with the option to translate text from English to another language, to cater to our school community.

- Wollert Primary School will report directly against the Victorian Curriculum achievement standards, including the Victorian Curriculum EAL achievement standards.
- Both student achievement and progress will be included in the report.
- Achievement and progress will be shown along a continuum, including the students current teacher judgment (assigned as a score) for every curriculum area taught over the semester and progress will be shown from the last time that curriculum area was reported on.
- A five-point scale will be used when reporting on student achievement and progress.
- An age-related five-point scale, where the quality of a student's achievement against what is 'expected' for students of that year level at the time of reporting, will be used for reporting against the achievement standards in English, Mathematics and Science (where applicable).
- Wollert Primary School will use either a learning goals scale or a learning dimensions scale for other areas of the curriculum.
- Opportunities will be provided for parents/carers and students to discuss the school report with teachers and/or school leaders.
- Reports will be kept at the school for the time periods specified by the Department.



Parent-teacher interviews, conducted twice-yearly, enable the opportunity to discuss the students' progress and how they can continue to be supported at home. Interpreting services will be made available where required.

Informal opportunities for parents/carers to meet with teachers will occur after school with all teaching staff being present in their learning community between 3.15pm and 3.30pm on non-meeting nights.

The school community will be informed of student learning outcomes data via the Annual Report.

Additional reporting considerations for children with a disability and/or additional learning needs

Schools are required to report on the achievement of all students including those with a disability and/or additional learning needs. Wollert Primary School will customise the student reports for students with a disability and / or additional learning need, depending on the needs of the student.

When reporting the achievement and progress for students with a personalised learning and support plan, Wollert Primary School will:

- use the full student report format they have customised or components of it
- choose a different way of reporting progress that is better suited to the individual student's needs, ensuring that all curriculum areas taught are reported on.

For students with personalised learning and support planning, learning progress will be reported against curriculum area achievement standards and/or against documented learning expectations as identified in their plan.

For reporting advice relating to students with disabilities and additional learning needs with personalised learning and support planning, refer to the [VCAA Students with Disabilities Guidelines](#). Advice and support is available at [Abilities Based Learning and Education Support](#).

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- included in staff induction processes and staff training
- available publicly on our school's website
- included in staff handbook
- discussed at staff briefings/meetings as required
- discussed at parent information nights/sessions
- hard copy available from school administration upon request.



FURTHER INFORMATION AND RESOURCES

- Curriculum Programs Foundation to 10
- Framework for Improving Student Outcomes
- Reporting Student Achievement and Progress Foundation to 10
- Framework for Improving Student Outcomes (FISO) the Curriculum planning and assessment dimension
- Minimum standards and requirements for school registration
- Understanding, assessing and reporting on English language proficiency
- Victorian Curriculum F-10 EAL reporting resource
- Assessment of Student Achievement and Progress
- Abilities Based Learning and Education Support
- VCAA Students with Disabilities Guidelines

RELATED POLICIES AND RESOURCES

The following school policies are also relevant to this policy:

- Statement of Values and School Philosophy
- Curriculum Frameworks

POLICY REVIEW AND APPROVAL

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| Policy last reviewed | August 2023 |
| Approved by | Principal (Kaylene Kubeil on behalf of Leanne Tingwell) |
| Next scheduled review date | August 2026 |