

# ASSESSMENT AND REPORTING POLICY

## Mitcham Primary School

### PURPOSE

The purposes of assessment, monitoring, recording and reporting at Mitcham Primary School are to:

- Direct future learning and teaching programs.
- Demonstrate progress in learning by monitoring assessment.
- Ensure learning is targeted.
- Follow the FISO framework.
- Celebrate achievement.
- Contribute to the school's evaluation processes.
- Provide information for students, parents and teachers.
- Fulfil statutory requirements.

### OBJECTIVE

We believe that assessment is integral to effective teaching and learning, and is most effective when undertaken as an ongoing process considering different learning styles and approaches. Assessment, monitoring, recording and reporting together constitute vital communication channels between members of the school community.

### SCOPE

This policy applies to:

- All staff
- All students

### POLICY

- Student files are kept and maintained by classroom teachers throughout the child's schooling at Mitcham Primary School.
- Term planning will incorporate an Assessment Schedule demonstrating the types of activities to be used.
- Students develop self-evaluations and set goals throughout the year.
- Portfolios are constructed by students and reflect achievements and celebrations throughout the year.
- Two formal 3-way conference discussions are scheduled during the year. The first meeting should give the teacher the opportunity to get to know the child and their parent, and the students' goals and expectations for the year ahead. The second meeting is to highlight the child's achievements to date and their progress towards

the goals and expectations that have been set by the teacher, parent and student throughout the year.

- Students will receive a written report on student performance twice a year.
- Interpreters will be provided for parents of Non-English Speaking Background students.
- Teachers including Specialists will provide formal written reports and access to interviews for parents according to DET Guidelines
- Moderation of Literacy and Numeracy will take place each Term as per the Assessment Schedule using the Victorian Curriculum Developmental Continuum to provide guidance for benchmarking and Progression Points.
- Formal recording of assessment data.
- Every student has a profile of personal achievement.
- Assessment opportunities are built into schemes of work and shown in teacher planning.
- We use assessments to plan future learning activities, as far as possible in conjunction with the student.
- The student keeps manageable up-to-date portfolios to support Victorian Curriculum assessment.
- There are opportunities throughout the year for meetings between parents and class teachers regarding student progress and assessment.
- Plans will be developed to enhance student learning.

## FURTHER INFORMATION AND RESOURCES

- VCAA Victorian Curriculum (<http://victoriancurriculum.vcaa.vic.edu.au/>)
- Mitcham Primary School Curriculum Scope and Sequences
- Yearly Overviews
- DET Assessment and Reporting Guidelines (<https://www.education.vic.gov.au/school/teachers/teachingresources/practice/Pages/assessment.aspx?Redirect=1>)
- School Policy and Advisory Guide (<https://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx>)
- Assessment and Reporting Coordinator will plan timeline and oversee the Assessment and Reporting process
- Mitcham Primary School Assessment Schedule

## REVIEW CYCLE AND EVALUATION

This policy was last updated on May 2021 and is scheduled for review in May 2024.

This policy was ratified by the School Council on: 8/6/2021