

<b>Bundoora Primary School Policy Manual</b>	<b>Assessment and Reporting</b>	<b>Date: 1<sup>st</sup> December, 2021</b>
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## PURPOSE

Assessment and reporting of students' academic growth and progress is an integral part of teaching and learning at Bundoora Primary School. Teachers use evidence gathered from a comprehensive range of assessments to plan teaching and learning programs, deliver instruction to students that meet their individual learning needs, and provide feedback to students about their performance. The school's reporting pro forma and processes are designed to facilitate the delivery of accurate and useful information to students and their parents regarding their academic achievements and future learning needs in relation to the Victorian Curriculum standards using a five-point reporting scale.

## OBJECTIVE

- To empower students to reflect upon and improve their learning and strive to reach their full potential.
- To enable teachers to evaluate, modify and improve their instruction, learning programs, and assessment practices.
- To provide parents with accurate and timely information about their children's academic, personal and social development, and progress.

## GUIDELINES

- A collaborative approach is taken in relation to all student-teacher-parent interactions, to facilitate the ongoing provision of:
  - Confirmation of students' achievements
  - Identification of areas for future learning,
  - Strategies to achieve learning goals, and
  - Specific advice on how parents can support their children
- Students are supported to develop the knowledge, skills, and behaviours to reflect on their learning in a variety of ways, including the development of learning goals and understanding of learning intentions and success criteria.
- The of learning intentions informs the students what they should know, understand, and be able to do, and the use of success criteria helps students and teachers to decide the degree to which the students have achieved the learning intention.
- Teachers are supported with the planning, implementing, and evaluating of assessments including the conducting of moderated assessments each term, across all year levels, to promote increasingly accurate and consistent teacher judgements. The school uses collated assessment and achievement data to monitor the effectiveness of a range of learning programs and to monitor the progress of individual and cohorts of students. The Department (DET) uses teacher-judged student achievement data and NAPLAN data to account for public expenditure decisions within the Victorian education system.
- The Department's Assessment Advice and Principles of Assessment are important references that inform the school's Assessment and Reporting Processes.

- The Victorian Curriculum and Assessment Authority's (VCAA) Victorian Curriculum F-10: Revised Curriculum Planning and Reporting Guidelines provide advice for our school on the effective reporting of students' learning achievements.

## IMPLEMENTATION

- The School Improvement Team is responsible for decisions made in relation to the development and implementation of comprehensive assessment programs.
- Bundoora Primary School's Whole School Assessment Schedule document determines the assessments that are required to be conducted throughout each year, at each year level, including the timing of each assessment.
- The School Improvement Team and Professional Learning Community Leaders are responsible for ensuring that all teachers have the capacity to conduct the required assessments for their year level, as articulated in the BPS Whole School Assessment Schedule
- The Whole School Assessment Schedule will be reviewed annually by the School Improvement Team.
- Teachers will be provided with ongoing professional learning and support to enhance their capacity to generate, interpret and respond to information contained in student assessment data.
- The principal is responsible for advising the School Council of the school's decisions relating to reporting requirements and liaising with parents in relation to the format and content of the reporting process.
- Teachers are responsible for preparing Student Reports in accordance with Bundoora Primary School's Report Writing Guidelines.
- Teachers are responsible for liaising parents and students by conducting Parent Teacher Meetings and Student Lead conferences, in accordance with the Student Reporting Schedule and related processes and protocols
- The school will issue formal written reports to parents each June and December that contain judgements of student progress referenced against the Victorian Curriculum and a five-point reporting scale.
- Teacher-judged, Victorian Curriculum student achievement data is sent electronically to DET at the conclusion of each semester. Each year, the VCAA is responsible for collecting the NAPLAN achievement data for all Victorian Students in years 3, 5, 7, and 9 and does so in accordance with the Privacy and Data Protection Act 2014.
- The School Improvement Team regularly analyses collated student achievement and assessment data and information throughout the year, for the purpose of monitoring student learning and the school's progress in relation to the goals, targets and achievement milestones linked to the Key Improvement Strategies that have been articulated in Bundoora Primary School's Strategic Plan and the Annual Implementation Plan.

## FURTHER INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library (PAL):

- Assessment of Student Achievement and Progress Foundation to 10 including EAL students  
<https://www2.education.vic.gov.au/pal/assessment-student-achievement/policy>
- Victorian Curriculum F-10  
<https://victoriancurriculum.vcaa.vic.edu.au/>
- Victorian Curriculum F-10 Revised Curriculum Planning and Reporting Guidelines  
<https://www.vcaa.vic.edu.au/Documents/viccurric/RevisedF-10CurriculumPlanningReportingGuidelines.pdf>
- DET Victoria – Assessment  
<https://www.education.vic.gov.au/school/teachers/teachingresources/practice/Pages/assessment.aspx>

## POLICY REVIEW AND APPROVAL

Policy last reviewed	1 December 2021
Approved by	Principal
Next scheduled review date	December 2022