



NATHALIA SECONDARY COLLEGE

Assessment + Reporting Policy

1. PURPOSE:

- 1.1 To evaluate student performance in terms of clearly defined goals.
- 1.2 To report on student performance to students and parents in a way that aids the learning process and in such a way that students are encouraged to reach their potential.
- 1.3 To report on student achievement to parents against the CSF modes and strands that comprise the school's curriculum.

2. GUIDELINES:

- 2.1 Goals based work requirements should be clearly defined and understood by students.
- 2.2 Work requirements should be varied and consist of tasks that form an essential part of the learning process.
- 2.3 Assessment should be varied, recognising that individuals perform differently, employ a variety of appropriate strategies and take into account all modes of learning.
- 2.4 Assessment and reporting should assist students in evaluating their performances and in the diagnosis of strengths and weaknesses, as well as suggesting strategies for improvement.
- 2.5 Assessment should enable recognition of achievements of excellence and the reports should make specific mention of these.
- 2.6 Numeracy and literacy profiles should be built into the assessment and reporting process.
- 2.7 CSF levels and measurement of student achievement against the CSF modes and strands should be clearly understood.

3. IMPLEMENTATION:

- 3.1 Teachers will establish, through unit descriptions and negotiations with students, clear and varied work requirements and assessment processes.
- 3.2 Teachers will continually assess students and report strengths and weaknesses, clearly indicating whether a task has been satisfactorily completed or not, in a way that will facilitate improved performance.
- 3.3 The interim reporting process will consist of brief written reports and the opportunity for more detailed information at parent/teacher interviews.
- 3.4 Teachers will provide clear and comprehensive written reports at the end of units.
- 3.5 Teachers will indicate to students that satisfactory completion of all work requirements is necessary to complete the unit.
- 3.6 As part of the reporting process, teachers will clearly indicate what action is necessary to enhance student learning.
- 3.7 Teachers will report on specifics as well as overall achievements of excellence.
- 3.8 Teachers will establish a network of communication between classroom teachers, homeroom teachers, Student Welfare Coordinator, parents, students and other appropriate people to ensure that difficulties are dealt with efficiently and effectively.
- 3.9 Teachers will refer to the work requirements and assessment processes, (communicated to students at the beginning of each unit), on the formal, end of unit report.
- 3.10 Teachers will make on-balance judgments against the CSF modes and strands that comprise the school's curriculum, when reporting to parents against the levels of the CSF.

C

Caring

L

Learning

E

Excellence

A

Accountability

R

Respect