

BASIC BELIEF:

That the college has a responsibility to carry out continuous assessment of each student's performance in relation to the objective of subject courses and to report the result of that assessment to parents and students at regular intervals.

GUIDELINES:

For students engaged in mainstream curriculum subjects the following will apply:

Grade Point Average Reports

- There will be 6 GPA cycles during the year. Students will be assessed across 5 performance areas:
 1. Achievement
 2. Productive use of class time
 3. Effort and attitude
 4. Managing personal learning
 5. Homework, Study, Revision
- Students will receive a GPA for individual subjects as well as an average of all subjects
- GPA is designed to ensure all students can achieve success
- Student Performance:
 - The highest a student can achieve is 4.0
 - It is expected that every student can achieve a minimum of 3.0 as a GPA, regardless of academic ability
 - Any student who receives 2.5 or below is considered at risk
 - 2.0 is deemed satisfactory

Satisfactory Completion

The decision to award an S for the unit/subject is distinct from and is not determined by assessment tasks (including SACs). The S is defined in the Semester Report Templates table below.

Students and their parent/guardians have the right to be notified in advance if they are at risk of not achieving a satisfactory completion for a semester unit. As such, a subject teacher cannot give a student an 'N' without having sent at least 1 Early Warning Notice.

To ensure consistent and clear communication of requirements in keeping with the VCAA guidelines, the Satisfactory Completion Requirements Form is to be prepared for each subject and provided to students in hard copy each semester.

Late Enrolments

It is the responsibility of the subject teacher to ensure students who enrol after the start of the semester unit are able to achieve an 'S' for outcomes partially or fully completed by the class prior to the student starting. If there are concerns that the student may not achieve an 'S', the subject teacher must speak with their Learning Area Coordinator and House Leader within the first few weeks of the student's start date. The student cannot be given an 'N' for Unit 1 or 2 outcomes completed by the class prior to their start date unless this process has taken place.

EARLY WARNING NOTICES:

Early warning is provided twice a semester as part of the GPA reporting cycle. Teachers must indicate when a student is at risk of failing a subject. Students who are in danger of not meeting the requirements of the coursework can be issued with a written Early Warning Notice early enough for them to redress the situation.

Examinations

Please refer to the 607 Exams policy

Distinctions and Diligence Awards

Please refer to the 735 Awards policy

Parent Teacher Meetings – These are called Student Progress Interviews

For students engaged in mainstream curriculum subjects the following will apply:

- Student Progress Interviews will be held four times a year spaced appropriately in relation to report cycles.
- Parents will be notified in advance and given the opportunity to make bookings via an online system

Students engaged in the Flexible Learning Centre curriculum program will have the opportunity to engage in a minimum of two parent teacher meetings to discuss student progress and achievement each year.

Timing of Report Cycles will vary slightly each year according to term length. However there is approximately 5-6 weeks between GPA reports.

Learning Area Leaders and Teachers will receive instructions and advice from the Leading Teacher Student Outcomes, to enable the completion of all reports in a timely manner.

Distribution

All reports will be available on the Student and Family Portal which can be printed at any time.

Data for the Department and VCAA

- Year 10 subjects will record student achievement against the Victorian Curriculum Standards (as appropriate) in a manner that is consistent with Department guidelines
- Unit 1 English, English Language, Literature, General Maths, Foundation Maths, Methods, Biology, Environmental Science, Chemistry, Physics teachers will record student achievement against the Victorian Curriculum Standards in a manner that is consistent with Department guidelines
- Unit 1 to 4 VET, VCAL and VCE subjects will record student achievement against the VCAA Outcomes and/or Competencies and complete assessments in line with Department requirements
- Summary data for pupil achievement of Victorian Curriculum Standards, VET, VCAL and VCE will be published in the College Council Annual Report.

Policy Changes

Department guidelines and community expectations in relation to assessment and reporting are constantly changing. This policy should therefore be reviewed and updated on an annual basis. Minor revisions should be undertaken by the AP Curriculum. Major revisions should be approved by College Council. The views of all stakeholders should be obtained and taken into account when making significant changes to this policy.