

Wodonga Senior Secondary College Policy Manual	600 TEACHING & LEARNING 608 Reporting & Assessment Policy	Page: 1 of 2 Date: Nov 2009 Reviewed Feb 2012 Reviewed Jan 2013
Associated Processes:	Making Consistent Judgements	Associated Documents:

ASSESSMENT AND REPORTING POLICY

BASIC BELIEF:

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

GUIDELINES:

Grade Point Average Reports

- There will be 6 GPA cycles during the year Pupils 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
- Pupils will receive a GPA for individual subjects as well as an average of all subjects.
- GPA is designed to ensure all pupils can achieve success.
- Pupil Performance:
 - It is expected that every pupil can achieve a minimum of 4 as a GPA, regardless of academic ability.
 - Any pupil who receives 3.5 or below is considered at risk.

Detailed Semester Reports

- At the end of Term 2, detailed written reports will be provided for Year 10–12 pupils enrolled for more than 4 weeks. These will be accompanied with the GPA 3 report.
- At the end of Term 4, detailed written reports will be provided for Year 10–11 pupils enrolled for more than 4 weeks. These will be accompanied with the GPA 6 report.
- The reports will include graded assessments as appropriate in all subjects for all pupils in Year 10– 11
- There will be Report Writing Time for Staff during the exam periods.
- Semester report formats will be developed in line with department guideline, and reflect College policy.
- Refer **Timing of Report Cycles**, below.

Reports for Year 10 Subjects will include:

1. Overall Result

This is reported as Satisfactory or Unsatisfactory
This means that all SAC's are assessed as above N,
and that attendance requirements have been met.

2. Victorian Essential Learning Standards

These are reported using the following ratings:

- A. Well above the standard expected
- B. Above the standard expected
- C. At the standard expected**
- D. Below the standard expected
- E. Well below the standard expected

3. Assessment Tasks

These are reported as

- A/A+
- B/B+
- C/C+
- D/D+
- E/E+
- N
- NA

4. A Written Comment

Reports for VCE subjects will include:

Unit ½

1. Description

2. Unit Result

This is reported as Satisfactory or Unsatisfactory
This means that all SAC's are assessed as above N, and
that attendance requirements have been met.

3. Assessment Tasks

These are reported as

- A/A+
- B/B+
- C/C+
- D/D+
- E/E+
- N
- NA

4. A Written Comment

Unit ¾

1. Description

2. Unit Result, as defined above

3. A Written Comment

Reports for AVID, VET and VCAL subjects will include:

1. Unit Description

2. Competencies

These are reported as

- Competent
- In Progress
- Not Yet Competent
- Semester II Study
- Work Overdue

3. A Written Comment

Notes

- i. NA (not assessed) should only be used to indicate that a pupil has not participated in sufficient classes to enable a meaningful assessment to be made. The symbol should only be used after consultation with Year Level Coordinators.
- ii. Coordinators of new or restructured courses who feel that their subjects cannot be meaningfully graded should present a case to the AP Teaching and Learning? Committee for discussion and possible approval in Term 1 of that year
- iii. The coordinators of subjects running a number of parallel classes at the one year level should ensure that sufficient moderation takes place to ensure consistent judgements are made by teachers
- iv. Letter grades will reflect percentages as follows:

A+	90% - 100%
A	80% - 90%
B+	75% - 79%
B	70% - 74%
C+	65% - 69%
C	60% - 64%
D+	55% - 59%
D	50% - 54%
E+	45% - 49%
E	40% - 44%
N	0% - 39%
NA	an assessment has not been made, see Note i, above

Examinations

Minor examinations

- Minor examinations will be set for all Year 10 Semester 1, VCE Unit 1 and VET Unit 1 subjects at the end of Term 1, and end of Semester 1.
 - Results of these examinations must be reported to parents, and will be reported in the comment section (ie. NOT as Assessment Tasks). Letter grades should NOT be used for this purpose.
 - The Term 1 minor examination will assess work completed during Headstart and Term 1.
 - The Semester 1 minor examination will assess work completed during Semester 1. It is appropriate that an emphasis is placed on Term 2 work for this examination.
 - These examinations will be conducted in classes, during class time, during Exam/Assessment periods as identified on the College Calendar.
- Minor examinations will be set for all Year 10 Semester 2, VCE Unit 2 and VET Unit 2 subjects at the end of Term 3.
 - Results of these examinations must be reported to parents, and will be reported in the comment section (ie. NOT as Assessment Tasks). Letter grades should NOT be used for this purpose.
 - The Term 3 minor examination will assess work completed during Term 3.
 - These examinations will be conducted in classes, during class time, during Exam/Assessment periods as identified on the College Calendar.

Formal examinations

- Formal examinations will be set for all Year 10 Semester 2, VCE Unit 2 and VET Unit 2 at the end of each academic year.
 - Results of these examinations must be reported to parents, and will be reported as an Assessment task.
 - The Formal examination will assess work completed throughout the year, for all subjects which have a two semester sequence.
 - The Formal examination will assess work completed during Semester 2, for all subjects which are offered for one semester only.
 - Formal examinations will be conducted during a designated Examination week, following a timetable constructed for this purpose.
 - Where possible VCE and VET Formal examinations should follow the structure, including duration, of VCE Unit $\frac{3}{4}$ examinations.
 - Where pupils have “broken” a two semester sequence, a modified examination is appropriate.

Examinations and Unit $\frac{3}{4}$ subjects

- These guidelines apply to VCE and VET scored assessment Unit $\frac{3}{4}$ subjects
- Minor examinations should be conducted, during Term 1, 2 and 3 Exam/Assessment periods as identified on the College Calendar.
- Results of these examinations may be commented on in written comments to parents.
- These examinations may be used for the purpose of SACs.
- Formal practice examinations will be conducted during the first week of Term 4, following as closely as possible the structure, including duration, of VCE and VET scored assessment Unit $\frac{3}{4}$ examinations.

Notes

- i. There are no guidelines regarding Minor or Formal examinations for AVID, VCAL or VET scored assessment Unit $\frac{3}{4}$ subjects.
- ii. Exemptions from, or any other variations to these guidelines, must be sought from the AP, Teaching and Learning.

Descriptive Comments:

- This section is highly valued by parents. The descriptive element of reports should be written in language which can be understood by pupils and their parents/guardians (i.e. not teacher speak).
- Through consultation with faculty staff it is the responsibility of the Learning Culture Team Coordinator to: establish the objectives for each course of study, devise any additional work habits peculiar to the LCT to be reported on, and determine LCT policy in relation to homework in accordance with college policy and state-wide guidelines.

- Descriptive comments should advise on strengths and weaknesses. They should include a suggested course of action to improve the pupil’s achievement of learning outcomes.
- Ensure comments refer to the individual pupil and not the class.
- Where appropriate pupils will receive a “DISTINCTION Award.” Eligibility is defined as a pupil having received a grade of A+ or A for all Assessment tasks, excluding Formal examinations.
- Distinctions are awarded at the end of each Semester of study.
- Where appropriate teachers should award pupils with a “DILIGENCE Award.” Eligibility is defined as a pupil having demonstrated an exemplary attitude towards all tasks, without having achieved a Distinction Award.
 - It may be appropriate to base this award on GPA items other than Achievement.
- Diligence awards are awarded at the end of each Semester of study.
- Distinction and Diligence awards do not apply to Unit ¾ courses of study.
- Students will NOT receive Distinction and Diligence awards for the same subject in any given Semester.

Parent Teacher Meetings

- Parent Teacher Interviews will be held three times a year one within the first three weeks of Term 1, then following the GPA 1 and GPA 4 report cycles.
- An opportunity for meetings by appointment will be created, following the distribution of Semester reports.
- Graduate Program Teachers are required to allocate individual appointments for all pupils in their Graduate Program class using the appointment sheet attached.
- Graduate Program Teachers are expected to make contact with parents of pupils at risk to arrange a suitable appointment time.
- Classroom teachers may make individual appointments with pupils in their classes.
- During the Parent Teacher interviews, Graduate program teachers may refer parents and pupils to their classroom teacher for further discussion.
- Parent/Teacher interviews will not be scheduled at the end of semester I and II, however if parents are concerned about aspects of their child’s semester reports, meetings with teachers may be organised at a mutually agreed time - teachers may also initiate such meetings with parents.

Timing of Report Cycles

Term	Week	Date	Time	Report
1	2		4 to 8.00 pm	Parent/pathways teacher interviews
1	7		9 am	GPA 1 Report
1	8		4 to 8.00 pm	Parent Teacher Interviews
2	3		9 am	GPA 2 Report
2	9		4 pm	GPA 3 and Semester I Reports
3	3		9 am	GPA 4 Report
3	4		4 to 8.00 pm	Parent Teacher Interviews
3	10		9 am	GPA 5 Report
4	8		9 am	GPA 6 and Semester II Reports
4	11		By appointment	Parent/classroom teacher

Learning Culture Team Coordinators and Teachers will receive instructions and advice from the Coordinator of Assessment and Reporting, to enable the completion of all reports in a timely manner.

Distribution

- All Grade Point Average Reports will be distributed in Graduate Program classes with the exceptions of GPAs 1 and 4. Reports which have not been collected will be posted home.
- GPA reports will be distributed to parents at GPA interviews for GPAs 1 and 4.

Data for Annual Reports

- In all Learning Culture Areas teachers of Year 10 classes will record pupil achievement of VELs in a manner that is consistent with DEECD guidelines.

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- Teachers of VET, VCAL and VCE studies will complete assessments for pupils in line with DEECD requirements and make these available to Year Level Coordinators before published deadlines for the recording of results.
- Summary data for pupil achievement of VELS, VET, VCAL and VCE will be published in the College Council Annual Report.

Policy Changes

DEECD 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 Teaching and Learning. 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.