

ASSESSMENT AND REPORTING POLICY



Help for non-English speakers: If you need help to understand the information in this policy please contact the school on 98398800 / 97363650.

PURPOSE

To ensure that there is ongoing assessment, monitoring and recording of each student's performance and provide each student and parent with access to accurate information about the student's learning.

SCOPE

This policy applies to students in all year levels and staff responsible for setting and reporting on assessment at Yarra Hills Secondary College.

RATIONALE

Accurate and comprehensive assessment and reporting of student performance against state-wide standards supports establishing clear communication, guides continual improvement in student learning, establishes future direction and is the key to identifying exemplary performance, and where support and assistance is required.

DEFINITIONS & ABBREVIATIONS

CAT: Common Assessment Task. These are administered at Years 7-10 to assess student achievement against the Victorian Curriculum

SAC: School Assessed Coursework: Assessments at Units 3 & 4

SAT: School Assessed Task: Practical Assessments (in subjects including Studio Arts and Systems Engineering) at Unit 3 & 4

Assessment Task: Summative task used at Units 1 & 2 to determine/help determine satisfactory outcome.

NAPLAN: National Assessment Program – Literacy and Numeracy: a series of tests delivered across all government schools at Years 7 and 9.

POLICY

- Assessment and reporting practices will include both formative and summative assessment
- Yarra Hills Secondary College teachers will assess school and student performance accurately and comprehensively against the Victorian Curriculum (7-10), VCE/VET and VCAL¹.
- Formative assessment is used to improve student learning by accurately determining current performance as well as areas of future need and development.

¹ From 2023, Victoria is moving to a new integrated senior secondary certificate. A vocational specialisation stream will replace the existing VCAL at Intermediate and Senior levels.

- Yarra Hills Secondary College provides formative assessment feedback continuously within the classroom program
- Summative Assessment is used to assess student achievement at the end of a unit of learning or topic. These are delivered through CATs at Years 7-10, and SACs/SATs at a VCE level.
- Yarra Hills Secondary College reports school and student performance accurately and comprehensively.
- The College provides two Interim reports (Term 1 & Term 3), as well as full written report to parents per Semester. *Year 12 students and families do NOT receive an end of year (Semester 2) report.*
- Yarra Hills Secondary College may provide an adjusted curriculum, with assessments modified to cater for a student's point of learning need. Students will be identified as requiring an Adjusted Curriculum where they are eligible under
 - Program for Students with Disabilities (PSD)
 - Students with identified language learning barriers
 - Other grounds as identified by the college.

Students in Years 7-10 with an adjusted curriculum will be identified in Semester-based reports and may not be assessed against the Victorian Curriculum. There is no adjustment at a VCE level.

COLLEGE REPORTING PROCEDURES

- Yarra Hills Secondary College staff accurately assesses student achievement against achievement standards detailed within Victorian Curriculum and the learning outcomes in Victorian Certificate of Education (VCE), the Victorian Certificate of Applied Learning (VCAL¹) and Vocational Education and Training (VET) packages.
- Assessment requires a mix of summative assessment of learning to determine and report on what the student has learned, formative assessment to guide future learning, and ongoing assessment to focus teacher feedback alongside student self-assessment and reflection.
- Assessment from staff will also entail a range of whole-school specific assessment tools and strategies that include:
 - Regular PAT testing (Progressive Achievement Tests) (7-10) online
 - Using a range of assessment tools (including tests and assignments, projects, portfolios, peer and self-assessment)
 - NAPLAN
 - School entry assessments (PAT, Primary School Assessments)
 - Consistent college-wide exams for Year 9-10 students in English, Mathematics, Science and Humanities
 - Consistent college-wide subject specific semester-based exams for Year 11 students
- Yarra Hills Secondary College has a system of keeping assessment records (Moodle and Compass) and a range of assessment Data and Interim and Semester-based reports (Compass).
- Teachers use the data they collect to make judgements about, and report on, student achievement in Victorian Curriculum, VCE, VET and VCAL¹.

- Teachers and relevant support staff, participate in Learning Area specific as well as cross-curricular moderation of student work and progress against state-wide achievement standards.
- The college develops Individual Learning Plans (ILPs) for students identified as needing additional learning support or an Adjusted Curriculum in consultation with students, parents/guardians and where appropriate with others having specific expertise. This may include accommodation and/or modification of work.
- Staff develop, in consultation with School Support staff, Individual Education Plans (IEPs) for PSD funded and identified students in consultation with students, parents/guardians and where appropriate with others having specific expertise. This may include accommodation and/or modification of work.
- Staff develop, in consultation with the EAL coordinator, specific targets/goals for EAL students in consultation with students, parents/guardians and where appropriate with others having specific expertise. This may include accommodation and/or modification of work.
- Students for whom English is an additional language have their progress in English reported against the English as an Additional Language (EAL) achievement standards in line with the DET Victorian Curriculum F-10 EAL Reporting Policy.
- Self-assessments by students against individual learning goals is a component of the College assessment regime.
- Analysis of NAPLAN results will focus both individual and cohort future learning.
- Yarra Hills Secondary College accurately reports student achievement against the standards outlined in the Victorian Curriculum, VCE, VCAL¹ and VET to the students themselves, to parents, other teachers and schools, to College Council, and to the Department of Education.
- Where necessary, translations into other languages can be provided for most reports.
- Yarra Hills Secondary College provides each year:
 - Two formal student/parent/teacher interview (end of Term 1 and 3)
 - 'Ready to Learn' interview at the beginning of the year
 - Continuous feedback from teachers and Year Level Coordinators throughout the year
- Yarra Hills Secondary College participates in NAPLAN so as to gain information for staff, parents and students on students' progress in relation to the Victorian Curriculum levels.
- Yarra Hills Secondary College provides all required performance data to the Department of Education (DET) and the community by means of an annual report, as well as an Executive Summary of performance data to all families via the College website

SUPPORT FOR STUDENTS AND PARENTS/CARERS

Yarra Hills Secondary College formally report on student achievement and progress twice per year. Reports released will be

- in a digital format via the Compass portal (print copies can be requested)
- in an accessible form
- written in an easy format for families/carers to understand.

Translations of reports into other languages can be provided when requested.

RELATED POLICIES AND RESOURCES

- Assessment of Student Achievement and Progress Foundation to 10 (including EAL Students – click [here](#))
- Reporting Student Achievement and Progress Foundation to 10 – click [here](#)
- VCE and VCAL Administrative Handbook – click [here](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2022
Consultation	Key leaders and staff stakeholders All staff School council
Approved by	Principal
Next scheduled review date	By May 2025