

Ss Peter & Paul's

Assessment and Reporting Procedures



Ss Peter & Paul's is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

This section sets out the steps that are taken at Ss Peter & Paul's to adhere to the rules of the policy and achieve the policy purpose.

1. Methods used to assess student learning progress and achievement
 - 1.1. Formative assessment
 - Pre – unit/topic assessment tasks
 - Ongoing anecdotal records
 - 1.2. Summative assessment
 - Literacy Data Collection Schedule including Running Records, Observational Survey
 - ACER PAT Assessment – Reading & Mathematics
 - NAPLAN
 - Mathematics Data Collection Schedule
 - Rich Assessment Tasks in Inquiry
 - Other curriculum areas – in class learning tasks
 - 1.3. Students with additional learning needs
 - Tier 2 Assessments according to identified need
2. Process for developing assessment tasks
 - Collaborative Planning Meetings – as part of the Learning & Teaching Cycle in Mathematics and English
 - Case Management Meetings
3. Cycle of review of assessment practices and processes
 - 3.1. Student data - Termly
 - 3.2. Identification of data - Termly
 - 3.3. Collection of data – cycle, methods, storage, dissemination - Yearly
 - 3.4. Analysis of data- Weekly
 - 3.5. Interpretation of data - Weekly
 - 3.6. Use of data to inform teaching and assessment practices - Daily
4. Reporting practices
 - 4.1. Formative assessment
 - Staff record results of pre-unit/topic assessments in Mathematics in school approved spreadsheets, grids and/or graphic organisers
 - Staff record results of Teacher Focus Group instruction on school approved Focus Sheets
 - Staff record results of other curriculum areas in school approved record keeping methods
 - 4.2. Summative assessment

Literacy Data Collection results are recorded in school approved spreadsheets

Mathematics Data Collection results are recorded in school approved spreadsheets

4.3. Written reports

Written Reports are provided to parents and carers at the conclusion of each semester. Written Reports are formulated through a school approved reporting system and comply with governing authority requirements.

4.4. Student/teacher/parent conferences

Student/teacher/parent conferences are conducted twice a year. A “Meet the Teacher” interview takes place at the beginning of the school year. For student transferring to Ss Peter & Paul’s throughout the year, meetings with families and teachers occur with the beginning of weeks of the transfer.

Student/teacher/parent conferences are conducted at the conclusion of Semester 1 each year.

4.5. Students with additional learning needs

Parent Support Group Meetings are held termly for students with additional learning needs.

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5. Personalised Learning Plans

5.1. NCCD data

Ss Peter & Paul’s complies with all governing body requirements for the collection, communication and recording for the Nationally Consistent Collection of Data for identified students.

5.2. Participation in national testing programs – NAPLAN

At Ss Peter & Paul’s, students in Years 3 & 5 participate in the National Assessment Program in Literacy & Numeracy each year.