

St. Mary's Primary School

Assessment and Reporting Procedures



St. Mary's Primary School 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 St Mary's primary School adhere to the Assessment and Reporting Policy.

St. Mary's Assessment and Reporting Procedures

	School procedures
1. Methods used to assess student learning progress and achievement	
1.1 Formative assessment	<i>Adaptive online assessments</i>
1.2 Summative assessment	<i>Unit of work pre-tests</i>
1.3 Students with additional learning needs	<i>Work samples</i>
	<i>Anecdotal notes</i>
	<i>Formal Assessments</i>
	<i>External Assessments</i>
2. Process for developing assessment tasks	<i>Professional Learning Teams, Learning Diversity Team, Level Team Planning</i>
3. Cycle of review and assessment practices	
3.1 Student data	<i>Professional Learning Teams, Learning Diversity Team, Level Team Planning, Intervention Framework Processes</i>
3.2 Identification of data	
3.3 Collection of data (cycle, methods, storage)	
3.4 Analysis of data	
3.5 Interpretation of data	
3.6 Use of data to inform teaching and assessment practices	

4. Reporting practices	
4.1 Formative assessment	<i>Adaptive online assessments</i> <i>Unit of work pre-tests</i> <i>Work samples</i> <i>Anecdotal notes</i>
4.2 Summative assessment	<i>Adaptive online assessments</i> <i>Unit of work pre-tests</i> <i>Work samples</i> <i>Anecdotal notes</i>
4.3 Written reports	<i>June (Semester One) and December (Semester Two)</i>
4.4 Student/teacher/parent conferences	<i>Twice-yearly Parent teacher Interviews (February and June)</i>
	<i>Program Support Group Meetings</i> <i>Transition Meetings</i>
5. Students with additional learning needs	
5.1 Personalised Learning Plans	<i>For students requiring supplementary, substantial or extensive learning adjustments; reviewed termly.</i>
5.2 NCCD data	<i>NCCD Data collection August annually</i>
6. Participation in national testing programs such as NAPLAN, PISA	<i>NAPALN Year 3 and Year 5 annually</i>