

Assessment & Reporting Policy and Procedure – Grammar School

1. Scope

This Policy and Procedure applies to all students enrolled in Holmes Grammar School and all the staff involved in the assessment and reporting process.

2. Purpose

- 2.1 This Policy and Procedure is in place to ensure that Holmes Grammar School have the structured processes to support its students to progress towards and achieve the expected learning outcomes, and for the school to continually achieve improvements in those learning outcomes.
- 2.2 This Policy and Procedure also ensures that Holmes Grammar School maintains the integrity of assessment, accuracy of records of monitoring student participation, progress and student outcomes.

3. Policy Principles

- 3.1 There is ongoing assessment, monitoring and recording of each student's performance.
- 3.2 Assessment of each student's progress is to be conducted regularly with valid and reliable testing.
- 3.3 Each student's progress and achievement is to be reported clearly and in a positive manner giving each parent ready access to accurate information about the student's performance at the school.
- 3.4 Assessment and reporting practices are to be reviewed regularly with the aim of improving the quality of service.

4. Procedure Principles

Program Assessment Booklet

- 4.1 The Head of School is responsible for preparing and distributing an Assessment Booklet to students and teachers at the commencement of their course. Normally, students will receive a copy at their orientation.

Examinations

- 4.2 Students studying Year 12 VCE will undertake Government Examinations as coordinated by the Victorian Curriculum Assessment. Authority.
- 4.3 Security arrangements directed by the external assessing body for holding and distributing examination papers are to be followed.
- 4.4 Throughout the year there are internal examinations for students undertaking Year 11 VCE units.
- 4.5 The Head of School is responsible for organizing the timetables, supervision and the conduct of the examinations.
- 4.6 All internally set examinations are to follow, as far as possible, the format of the externally set examinations as coordinated by the VCAA.

- 4.7 Students are to be notified in writing of the date and arrangements for an examination well in advance of the scheduled date. Reminders are to be given and notification, including seating arrangements, is also to be displayed on a prominent notice-board well in advance.
- 4.8 Staff members are to be notified in writing of their supervision allotments.
- 4.9 Rules of student conduct are to be given to students in advance of the examination.
- 4.10 The Head of School is responsible for organizing seating, paper distribution and collection for examinations.

Student Performance Monitoring

- 4.11 Teachers maintains records of all students' assessments.
- 4.12 Grades are to be given for all assessment tasks.
- 4.13 The Head of School advises teachers on the standard range of grades to be used at the commencement of the academic year.
- 4.14 The Head of School monitors these records and identifies students "at risk" with their studies at the end of each reporting period. Students need to satisfactorily complete all units within each reporting period, otherwise they will be identified as 'at risk'.
- 4.15 The Homeroom teacher interviews any student "at risk" and informs the student of the danger. The Principal is also notified through this process. Extra assistance in problem areas is to be arranged. The student may need to attend extra sessions.
- 4.16 If a student's performance continues to be below standard, the Program Coordinator ensures that the student is advised and encouraged to continue with his/her efforts so that the Unit/Course is satisfactorily completed. The strategy of placing a student on an *Academic Monitoring Card* is implemented as a means of assisting the student in attaining the required level.

Student Reports

- 4.17 The school adheres to the Commonwealth Government student reporting requirements through the following reporting schedule and process:
 - a. Reports of student progress are written for Term 1 & 3 respectively.
 - b. Semester Reports for VCE (Term 2 & 4) contain a written comment for each Unit together with a performance grade and an indicator of work completion (S or U).
 - c. Term Reports for VCAL contain a Subject Overview and Task Progress Report.
 - d. Copies are sent to parents/care providers for students under 18 years of age. Copies of reports are also sent to the students' agents in the case of overseas students. All students receive a copy as well.
 - e. Parents/guardians, agents and/or students are invited to make an appointment to discuss the report.

VET Component of VCAL (Business Communications & Technology)

- 4.18 The teacher and student (in this case, of BCT) meet together to devise a grid detailing tasks and outcomes to be covered.
- 4.19 Tasks are to be varied and ensure that all requirements of the Units of Competency are met.
- 4.20 A Workbook is to be devised to detail all tasks that a student is to complete.
- 4.21 As work is submitted the teacher makes a judgment regarding the assessment of competency.
- 4.22 Regular meetings between the teacher and student will take place.

4.23 A checklist of tasks and competencies completed for each student is to be maintained by the teacher.

VCAL Senior Completion

4.24 When the teacher of a VCAL or VET unit is satisfied that a student has submitted all work and completed all the requirements for assessment, the teacher dates and signs of on the student's VCAL Unit Completion Statement.

4.25 The student takes the VCAL Unit Completion Statement to the Principal.

4.26 The teacher places the student's assessed work into the student's file in storage together with the Outcome Assessment Record for the Student.

4.27 The VASS administrator enters the result into VASS (Victorian Assessment Student System)

4.28 When the student satisfactorily completes all units, then Administration runs a VASS Eligibility Report of the student's results in a statement that indicates satisfactory completion of the Senior Certificate. A copy of the statement is given to the student and a copy is placed in the student's academic file. At this stage, the student's personal file is added to exited student's storage.

4.29 The student's name is entered on the successfully completed VCAL honour roll.

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Responsible Officer	School Principal		
Implementation Officers	Head of School		
Review Date	12/08/2021		
Approved by			
School Council			
Associated Documents			
Teaching & Learning Policy Holmes Grammar School Staff Manual Procedures to Support Students to Undertake a course best suited to their abilities			
Version	Brief Description of the Changes	Date Approved	Effective Date
1	New Policy	01/01/2005	01/01/2005
1	• Desktop Audit – Self Assessment Tool	08/04/2011	08/04/2011
1	• Desktop Audit – Self Assessment Tool	17/04/2015	17/04/2015
2	• Statement reflecting how school meets Commonwealth Government requirements • Identify and implementing strategies for students at risk	12/08/2021	12/08/2021