



# Assessment and Reporting Agreed Practice

## Rationale

At Saint John the Apostle we believe in meaningful and authentic assessment. Authentic assessment informs the teacher, the student and parents of the learner's current academic progress and creates opportunities to further guide teaching and learning.

Learning is assessed using content descriptors from the Australian Curriculum and is diagnostic, formative and summative in its nature. GRASP tasks are used to allow all students every opportunity for success with feedback conferences taking place to ensure students are aware of their successes and challenges.

- **Diagnostic Assessment:** Information gained from student assessment will be used in conjunction with other information to diagnose areas of need for individual students and to determine students' future goals
- **Formative Assessment:** This includes the practice of building a cumulative profile of student achievement. This usually takes place during the day-to-day classroom activities and involves interaction and observation of the student.
- **Summative Assessment:** This is the practice of making judgments about student achievement at certain points during the teaching of a program. Formal assessment activities such as GRASP tasks, tests or presentations.
- GRASP (goal, role, audience, situation and product)

## Aims

The St John the Apostle Assessment and Reporting Agreed Practice aims to:

- Assess school and student performance accurately and comprehensively.
- Improve student learning by accurately determining areas of future need, as well as areas of current exemplary performance

## Agreed Practice- Assessment

At St John the Apostle a variety of formal and informal assessment strategies will be utilised to gather and analyse information about student achievements.

Some of these strategies are

- observation of students
- work samples
- teacher/student conferences
- peer assessment
- self assessment
- anecdotal records
- oral and written reports
- cloze exercises
- checklists
- oral presentations
- co-operative group tasks
- partner testing
- tests: teacher designed, standardised, criterion referenced or diagnostic
- running records
- student reflection
- questionnaires
- concept mapping
- contracts
- research
- collage
- Acceptable use of ICT and specific tasks
- creative responses
- NAPLAN testing (Years 3 & 5)
- ePart data

### **Agreed Practice- Reporting to Parents**

At St John the Apostle teachers report to parents in a variety of ways. These include:

#### **Parent Information Evening**

This evening is held early in Term 1 and commences with prayer and a talk by the Principal, this is followed by class visits where parents have the opportunity to be informed of Year Level expectations and the academic program for the term is provided. Parents are able to ask any further questions during class visits.

#### **Progress Report**

At the end of Week 5 in Term 1 an Interim Progress Report is sent home to parents/caregivers of children in Year 1-6. This indicates to parents how their child has settled into the new school year. (See Appendix A). Parents and teachers have an opportunity to request an interview.

## Semester Reports

These reports are sent home at the end of semester one and semester two (terms two and four), it provides parents an appraisal of their child's academic progress for all Key Learning Areas. This report also includes a written comment and grade (A-E) for the key learning areas of Religious Education, English, Mathematics, and a general comment.

## Parent Teacher Interviews

This is a formal interview that provides parents and teachers with an opportunity to meet and discuss students' progress.

Parents are encouraged to contact their child's teacher to arrange an interview at any stage throughout the year. Parents can arrange an appointment by phoning or emailing their child's class teacher. Similarly teachers may request interviews with parents as the need arises.

<b>Terms</b>	<b>Overview of Reporting Timetable</b>
<b>Term 1</b>	
Week 3	Parent Information Night
Week 5	Progress Report
Week 10	Parent Teacher Interviews
<b>Term 2</b>	
Week 9	Semester 1 (Mid Year Reports)
<b>Term 4</b>	
Week 9	Semester 2 (End of Semester Reports)

## Student Files Agreed Practice

Student files are kept in the school and handed onto classroom teachers each year. A student file should contain a plastic sleeve for each year with the following work samples enclosed:

- Running Records twice a term
- A writing sample completed by each student at the beginning and end of the year.
- Copies of any reports written throughout the year.
- Relevant assessment pieces especially in numeracy and literacy

## NAPLAN Results

All Years 3 and 5 NAPLAN results are to be filed in the Office.

### Resources

CEO Assessment Policy-

<http://www.ceo.cg.catholic.edu.au/policies/assessment.htm>

## Review

The St John the Apostle Agreed Practice is reviewed at least once each five years in line with current Registration practices. It may also be reviewed more often according to the need and educational trends.

<b>Reviewed by:</b>	Philippa Brearley and Anthony Ganley
<b>Revision date:</b>	5 May 2015
<b>Approved by:</b>	Tracy Donnellan
<b>Implementation date:</b>	2015



UNITED IN LOVE, TRUTH  
AND COURAGE

# ST JOHN THE APOSTLE PRIMARY SCHOOL

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**Name:** \_\_\_\_\_

PERSONAL ATTITUDES	SATISFACTORY	NEEDS ATTENTION
Settled into class	<input type="checkbox"/>	<input type="checkbox"/>
Respects others	<input type="checkbox"/>	<input type="checkbox"/>
Playground behaviours	<input type="checkbox"/>	<input type="checkbox"/>
Cares for school environment	<input type="checkbox"/>	<input type="checkbox"/>

WORK ATTITUDES	SATISFACTORY	NEEDS ATTENTION
Concentrating on task	<input type="checkbox"/>	<input type="checkbox"/>
Listening to directions	<input type="checkbox"/>	<input type="checkbox"/>
Responding to questions	<input type="checkbox"/>	<input type="checkbox"/>
Showing interest and enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>
Completion of written work	<input type="checkbox"/>	<input type="checkbox"/>
Completion of homework	<input type="checkbox"/>	<input type="checkbox"/>
Pride in presentation of work	<input type="checkbox"/>	<input type="checkbox"/>
Seeks help when necessary	<input type="checkbox"/>	<input type="checkbox"/>

Teacher/s: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return** Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Parent requests an interview

Teacher requests an interview

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_