



## HIGHVIEW COLLEGE STAFF ASSESSMENT AND REPORTING POLICY

Person Responsible – Director of Professional Practice

(Reviewed in even years)

### Rationale

Highview College must 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 and feedback about student performance.

Highview College provides on-line, continuous, progressive reporting via SEQTA Engage.

### Aims

To implement ongoing assessment and feedback of student performance. These assessment practices should include:

- formative and summative assessments
- common assessment tasks
- cross marking
- rubrics and criteria which clearly indicate the skills being assessed
- clear and goal-related feedback
- advice on ways to improve
- opportunities for student reflection and feedback

### Implementation

Teachers are expected to provide **progress indicators** (results/scores) and **written feedback** on reportable (Summative) assessments, in their SEQTA Marksbook. This needs to occur **at least twice a term** per study.

The frequency expectation for summative assessments at VCE however, is linked directly to the number of SACs per study. VCE studies may have less than four reportable tasks per semester.

Teachers are also encouraged to provide further feedback on formative tasks, at their own discretion.

To ensure feedback is provided in a **timely** manner, teachers are expected to provide results and feedback on SEQTA **within 2 weeks** of the completion of each reportable task.

This process is monitored and reviewed by Head of Departments (HODs) by conducting SEQTA audits every Term. These audits are embedded into the School Calendar to ensure transparency and accountability within each faculty.

HODs are responsible for identifying any concerns regarding reduced frequency and/or poor timing of results and feedback. Management of these concerns follow a 3 step protocol – beginning with the HOD, progressing to involvement with the DPP, should the concern not be rectified. The third step involves the Principal seeking a resolution to the continued lack of co-operation evidenced. Unless extenuating circumstances are noted, a written warning may be issued. Further recommendations are at the discretion of the Principal, acting in the best interests of the school.

## **Reports**

Reports are compiled as coursework is completed and skills are demonstrated.

At the end of each semester a summary of reportable results will be compiled as a means of summarising progress. This can be accessed on SEQTA.

All grading scales are explained in detail on the Semester Summary Report pages.

In Years 7-11 these will be represented in a 10 point scale A+ - E.

In Year 12 progress will be indicated by the 5 point scale VHA - VLA. (Very High Academic – Very Low Academic)

For Modified Reports, progress is indicated by a 5 point scale EP (Excellent Progress) – MP (Minimal Progress)

For ALL Semester Summary Reports, 2 further indicators are included –

NA (Not Assessed due to absences or other factors) and

UG (Unable to Assess due to a lack of evidence).

By the end of Term 3, all teachers of VCE Unit 3 & 4 studies, are also required to complete an Academic Progress Report in SEQTA. This provides timely performance feedback and exam preparation advice as students reflect on their progress and prepare for the upcoming VCAA external examinations. This is separate from, and in addition to the Marksbook reporting requirements for all studies for years 7-12.

## **Parent/Student/Teacher meetings**

Formal Parent/Student/Teacher meetings will be held twice a year, at the end of Terms 1 and 3. Students are encouraged to seek more specific progress feedback from their teachers throughout the year. Parents are able to seek more specific feedback from teachers throughout the year via Highview emails and/or directly through SEQTA engage messages.

Policy developed by J Christie – 2010  
Updated by Melinda Scash – 2016  
Policy updated by Wendy Hare – 2018  
Due for Review – March 2020