

# Assessment and Reporting Procedures

## Our Lady of the Pines Catholic Primary School



Our Lady of the Pines Catholic 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), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

**This section sets out the steps that are taken at Our Lady of the Pines Catholic Primary School to adhere to the rules of the policy and achieve the policy purpose.**

Assessment and Reporting practices are fair and valid and take account of an individual's right to privacy and confidentiality.

- Assessment processes are aligned with the Victorian Curriculum and Our Lady of the Pines Data Plan
- Students complete the assessments outlined in the school's assessment schedule.
- Assessments are formal or informal and they may be formative or summative.
- Teachers pre and post test throughout the term, and formal assessment occurs twice a year.
- Students with additional learning needs are given further support and assessed in small group sessions.
- Students in Year 3 and Year 5 participate in a national testing program for Literacy and Numeracy - NAPLAN
- Assessment practices and processes are reviewed continuously. The OLOP Data Plan and OLOP Assessment Schedule is updated annually.
- The Data Plan and Assessment Schedule covers the areas of student data, identification of data, collection of data.
- Staff participate in the collection of student achievement data and have input into school decisions resulting from interpretation of the data.
- The Assessment Waterfall Chart depicts all components of assessment for, as and of learning.



**The Assessment Waterfall Chart - Lyn Sharratt**

- Formal written reports are provided to students and their families at the end of each semester.
- Teachers, parents and students discuss progress at Teacher/Parent/Student conferences each term.
- Data is used to feedback to parents
- Students with additional needs have a PSG each term.
- Personalised Learning Plans are created for those students who require a range of support with their education. It describes the adjustments, goals and strategies to meet a student's academic, social or emotional needs.
- The NCCD is an annual collection of information about Australian school students with disabilities. The NCCD enables schools, education authorities and governments to better understand the needs of students with disabilities and how they can be best supported at school.
- The Data Collection Model is used to determine whether a student needs to be included in the data collection.

#### **Data collection model**

(Complete the steps to see whether a student needs to be included in the data collection).

1. STEP 1 - Is there an adjustment?

Do you have evidence?

2. STEP 2 - What is the level of adjustment?

3. STEP 3 - What is the category of disability?

4. STEP 4 - Record and submit the data