Context:

This policy explains the assessment and reporting guidelines within Horsham College. This policy has been created with reference to the more general Department of Education and Training (DET) and Victorian Curriculum Assessment Authority (VCAA).

Background:

Horsham College is committed to ensuring that students and parents have frequent and accurate assessments of their progress. Assessment and Reporting is one of the key roles undertaken by teachers.

General Principle:

The guidelines in this policy spell out the roles of teachers, learning area heads and the report coordinator and key members of the school leadership team in the assessment and reporting process. Teachers are required to give regular, high quality, common assessment to their students, and deliver accurate and evidence based reports. Other positions of responsibility in the school associated with assessment and reporting should support classroom teachers in this role.

Implementation:

Horsham College will provide parents and students with:

- A brief report on their behaviour and academic skillset once a term
- A report providing information on their academic level measured against the Victorian Curriculum twice a year
- For Years 7-10 subjects, marks and feedback on at least one Common Assessment Task per semester for every period a subject is taught in an event free week to a maximum of 4 (e.g. 4 Common Assessment Tasks for English, 2 Common Assessment Tasks for Digital Technology)
- For VCE and VCAL subjects, marks and feedback for assessment tasks as required by the Study Design
- Opportunities for two parent teacher interviews per year

A Common Assessment Task (CAT) is an assessment that is:

- Reported on to parents
- Scheduled in advance
- Common across all classes of a given subject
- Representative of the skills and knowledge covered in a particular topic.

Guidelines:

Teachers

In regards to assessment, teachers are required to:

- Create and conduct one Common Assessment Task per Semester for every period a subject is taught in a typical week to a maximum of four Common Assessment Tasks.
- Be able to justify their marking of assessment
- Upload marks and feedback for all Common Assessment Tasks onto SEQTA within two weeks of conducting the assessment

In regards to reporting, teachers are required to:
- Provide interim reports on students' academic and behavioural progress (Good Learner Skillset) once a term
- Provide marks and feedback for all Common Assessment Tasks
- Write accurate reports in the school determined timeline
- Report in a manner consistent with the Victorian Curriculum
- Report according to guidelines supplied by the Reports Coordinator

Learning Area Heads
In regards to assessment, Learning Area Heads are required to:
- Ensure staff have access to and conduct Common Assessment Tasks
- Ensure staff abide by the guidelines of this policy

In regards to reporting, Learning Area Heads are required to:
- Ensure report descriptors are up to date and appropriate
- Ensure teachers report on the basis of evidence and assessment
- Ensure teachers are reporting the outcomes of Common Assessment Tasks in a timely manner

Reports Coordinator
In regards to reporting, the Reports Coordinator is required to:
- Ensure the reporting program is available to teachers at least four weeks prior to the due date for reports
- Update reports with new descriptors in a timely fashion
- Publicise a timeline for the reporting process
- Print and archive hard copies of reports
- Ensure all parents are able to access reports

Leading Teacher: Curriculum
In regards to assessment, the Leading Teacher: Curriculum is required to:
- Ensure that Learning Area Heads abide by the guidelines of this policy
- Provide Learning Area Heads with the resources and training required to help their learning areas develop high quality assessment.

Leading Teacher: Data and eLearning
In regards to reporting, the Leading Teacher: Data and eLearning is required to:
- Support the Reports Coordinator to set up SEQTA for reporting
- Ensure all staff are familiar enough with SEQTA to fulfil their reporting requirements
- Collate and distribute analysis of Progress reports to Leadership, Form Group Teachers and Year Level Coordinators

Principal
In regards to reports, the principal is required to:
- Manage any changes to reports
- Providing accountability to staff who do not abide by the guidelines in this policy