

## Assessment and Reporting Policy and Procedure

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### 1. Scope

This Policy and Procedure apply 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 are 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

#### Curriculum and Assessment Guide

- 4.1 The Head of School is responsible for preparing and distributing a Curriculum and Assessment Guide 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 noticeboard 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, distribution of paper and collection for examinations.

#### **Student Performance Monitoring**

- 4.11 Teachers maintain 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 Head of School 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 on student progress are written for Term 1 & 3 respectively.
  - b. Semester Reports for VCE/VCE Vocational Major (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. Copies are sent to parents/care providers for all students. Copies of reports are also sent to the students' agents in the case of overseas students. All students receive a copy as well.
  - d. Parents/guardians, agents and/or students are invited to make an appointment to discuss the report.

#### **VET Component of VCE Vocational Major**

- 4.18 The teacher and student meet 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.

### VCE/VCE Vocational Major Completion

4.24 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

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

### Records Management

4.26 The school looks to ensure the accuracy of all student results across its various reporting avenues that include the following processes:

- a. On the completion of both Progress and Semester Reports, both the Principal and Head of School review and proof all assessment tasks, examination results and unit outcomes.
- b. All VCE teachers per subject are provided a Unit Results Report. On receipt of these reports the Head of School will review and seek confirmation from teachers before finalising.
- c. All Year 12 VCE teachers are provided with 'Graded Assessment Results By Class Report' per subject to enter School Assessed Course Work. On receipt of these reports the Head of School will review and seek confirmation from teachers before finalising.
- d. The VASS administrator (Head of School) will enter all Unit and School Assessed Coursework results as per the VCAA submission schedule after review from the Principal.
- e. All formal reports are retained within the School Database and saved into each student's E-File.
- f. The process of recording with accuracy, all unit results and scored assessment, demonstrates integrity reflecting both an analysis and levels of student participation in accordance with the requirements of the awarding body – the Victorian Curriculum Assessment Authority.

### Annual Report

As per the requirement of the VRQA the school makes publicly available information related to the monitoring of student participation, completion rates and student outcomes. This also covers results analysis.

### Version Control and Accountable Officers

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

<b>Responsible Officer</b>	School Principal
<b>Implementation Officers</b>	Head of School
<b>Review Date</b>	February 2029
<b>Approved by</b>	
	School Council
<b>Associated Documents</b>	

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	<ul style="list-style-type: none"> <li>• Desktop Audit – Self Assessment Tool</li> </ul>	08/04/2011	08/04/2011
1	<ul style="list-style-type: none"> <li>• Desktop Audit – Self Assessment Tool</li> </ul>	17/04/2015	17/04/2015
2	<ul style="list-style-type: none"> <li>• Statement reflecting how school meets Commonwealth Government requirements</li> <li>• Identify and implementing strategies for students at risk</li> </ul>	12/08/2021	12/08/2021
3	<ul style="list-style-type: none"> <li>• Removing VCAL references to VCE Vocational Major</li> </ul>	06/11/2023	06/11/2023
4	<ul style="list-style-type: none"> <li>• 4.1 Change in description of booklet</li> <li>• 4.26 Inclusion of Records Management</li> <li>• Inclusion of Annual Report section</li> </ul>	February 2026	February 2026