PREAMBLE:

The Assessment Policy of Parade College, is central to the curriculum of the school. In accordance with the Mission Statement, it should meet the needs of all students, parents and teachers, and nurture a desire for self improvement and achievement. Assessment provides regular information about students’ progress and leads to communication between students, parents and teachers. The ways in which teachers assess student progress have a profound influence on student learning. Effective teaching involves a mixture of formative and summative assessment. Assessment forms the basis for the promotion of students. This policy should be read in conjunction with the College Promotion Policy.

PRINCIPLES

ASSESSMENT:

1. Assessment is to be continuous, free of bias and standards based. The standards must be in accordance with Government requirements, eg VELS, VCE and VCAA.

2. Assessment is to be in accordance with course objectives. Students will be informed in advance about what is to be assessed, and how, and when, it will be assessed.

3. Assessment will use a variety of assessment methods which gives all students the opportunity to succeed.

4. Assessment will assist and encourage students to reach their full potential.

5. The Assessment will recognise and affirm individual achievement and progressively build upon that achievement.

6. The Assessment will acknowledge the status of all subjects through consistent assessment procedures across Years 7 - 10. Years 11 and 12 assessment will comply with procedures outlined by VCAA for VCE/VET/VCAL.

7. Assessment procedures will accommodate students with special needs.

8. Formal assessment for reporting will be based on Graded Assessment tasks.

9. Teachers are to keep detailed, cumulative records on each student to enable effective teaching and reporting. These records must clearly show progression through VELS standards for Years 7 to 10.

GUIDELINES

1. The student’s reported level of performance will be measured through Graded Assessment Tasks which are administered throughout units of work.

2. Each Graded Assessment Task will be accompanied by a clearly defined set of criteria, supplied to students prior to the assessment that the student is required to meet.

3. A variety of Graded Assessment Tasks is to be used, e.g. written, oral, individual/group tasks. Not all Graded Assessment Tasks are to be under test/examination conditions, however there will be a time allocated at the end of each semester for formal testing in each unit. There will be a VCE Trial exam in each Year 12 subject during the third term break.

4. The number of Graded Assessment Tasks (To a maximum of six, including the exam is to be at the discretion of the Learning Area Leader in conjunction with the Staff.)
Levels of performance are to be indicated by means of letters in the range of A+ to E.

Assessment tasks that are below an "E" standard and did not reach an "E" standard on resubmission will be awarded a ‘UG’ for “Ungraded”

Where a student receives a ‘UG’, this is to be resubmitted according to set procedures

"L" is awarded to an assessment task that is not submitted by the due date, but is submitted to a satisfactory standard within the agreed late submission time.

"NS", Not submitted, is awarded to any work not submitted by the late submission date.

"R" Resubmitted is awarded to an assessment task that was initially assessed as a "UG" but has been re-submitted to a satisfactory standard.

"X" is awarded to an assessment task, including examinations, that could not be completed due to special circumstances.

An overall Graded Assessment Task evaluation is not to be indicated on the report.

Reporting to parents will include a mixture of Interim reports, Semester reports, student self assessments and Parent/Teacher communication. The report includes an indication of the student’s strengths and weaknesses, as well as goals for future improvement.

To undertake a subject at VCE level an average Grade of “C+” or above is required in the equivalent Year 10 study.

Levels of performance are to be indicated by means of letters in the range of A+ to UG. These levels have the following general descriptions:

A An excellent level of performance
B A very good level of performance.
C A satisfactory level of performance.
D A basic level of performance.
E A minimal level of performance.
UG Totally unacceptable level of performance: the task must be redone.

Technology related excuses are never accepted as reason to complete/submit work. It is the student’s responsibility to keep all work backed up to allow for unforeseen events such as these.

**IMPLEMENTATION**

1. It is a College expectation that all assessment tasks be undertaken.

2. At the beginning of each Unit of work, the student will know the number and type of Graded assessment Tasks which are to be administered.

3. In the event of illness, a student would be required to complete the Graded Assessment Task on his return to the College. Illness for students in Years 7 to 10 should be evidenced by a parental letter, whereas for VCE students, a doctor’s certificate is required.

4. All work should be submitted on time. Extensions may be sought for legitimate reasons as long as it is before the due date. There may also be other reasons for which special consideration will be granted.

5. Provision is made for resubmission of work if it does not meet minimum requirements on the first submission. This must be done within one week.
Teaching & Learning Policy:

VCE Outcomes (Units 1 - 4)

Notice of set date(s) for test/
Outcome given by teacher

Preparation & revision activities

Outcome completed on set date(s)?

NO

Medical Certificate supplied?
Parental notice of family bereavement?
Officially recognised school function?

YES

New date set by teacher

YES

Meets minimum standard?

NO

Teaching & Learning
Detention issued,
& Progress Interview with parents

Teaching & Learning
Detention issued,
& Progress Interview with parents

YES

Task re-set in next Wed afternoon or
Saturday morning & meets minimum standard

Task set in next Wed afternoon or
Saturday morning

FAILURE TO RE-SET TASK

FAILURE TO ATTEND

NO

Grade: A - E
VCE Outcome: S

Grade: R
VCE Outcome: S

Grade: UG
VCE Outcome: N

Grade: L
VCE Outcome: S

Grade: NS
VCE Outcome: N