



North Lakes | STATE COLLEGE

2022

Assessment Policy

Prep - Year 6

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ROLES AND RESPONSIBILITIES

Assessment plays an important role in the learning and reporting processes in the primary years. The College communicates with primary parents each term, about their child's progress. In Term 1 and Term 3, parents are invited to attend parent / teacher interviews to discuss their child's progress. In Term 2 and Term 4, parents receive a written report card.

The College acknowledges the Roles and Responsibilities the community plays in assessment processes. The Roles and Responsibilities of Students, Parents and Staff are below:

	STUDENT IT IS THE RESPONSIBILITY OF THE STUDENT	PARENTS IT IS THE RESPONSIBILITY OF PARENTS TO:	TEACHERS IT IS THE RESPONSIBILITY OF TEACHERS TO:	(HOD) HEAD OF DEPARTMENT / ADMINISTRATION IT IS THE RESPONSIBILITY OF THE HOD/ ADMIN TO:
PROGRAM OF INSTRUCTION & ASSESSMENT	<ul style="list-style-type: none"> • Be prepared to work hard • Give everything a go • Ask for help • Be ready to learn 	<ul style="list-style-type: none"> • Ensure students are prepared for learning • Contact the school if there are any concerns regarding progress and/or learning. • Support (but not complete) students' in completion of assessment items at home by motivating and encouraging them. • Discuss absences with the classroom teacher so that necessary arrangements can be made to support student. 	<ul style="list-style-type: none"> • Ensure students are prepared for any assessment. • Provide school time for completion of tasks. Some home time may be required for school set tasks. • Ensure clear instructions and requirements are provided for the student. • Scaffold set tasks. • Follow school and faculty guidelines for the submission and storage of student responses. • Maintain accurate records of student achievement including profiling and anecdotal reports. • Monitor student work and ensure support provisions are provided. 	<ul style="list-style-type: none"> • Establish faculty guidelines for the submission and storage of student responses and student results. • Monitor program of instruction and assessment process. • Monitor student work and ensure support provisions are provided.
REPORTING	<ul style="list-style-type: none"> • Seek feedback and use feedback to improve learning. 	<ul style="list-style-type: none"> • Read reports and support student to make improvements identified. • Contact the school if there are any concerns regarding progress and/or learning. 	<ul style="list-style-type: none"> • Meet school timelines for assessment, monitoring and reporting. • Provide appropriate and timely feedback to students based on the assessment standards • Inform students and parents of student progress. 	<ul style="list-style-type: none"> • Support staff to meet timelines for assessment and reporting.

WHAT IS ASSESSMENT?

At North Lakes State College, the purpose of data collection centres around teaching and learning with a focus on: maximise student outcomes, develop learning and differentiation plans which acknowledge the diverse learners in our community; and inform our strategic planning around key priority areas. Assessing and collecting information about student achievement and performance is an ongoing cyclical process. Students' learning is constantly monitored to determine strategies for further improvement and growth on an individual, cohort and whole school basis. Monitoring refers to a series of consistent assessments made over time in order to keep track of developments in students' learning.

At North Lakes State College, we use a range of assessment types, including:

OBSERVATION/CHECKLISTS/BOOKWORK

In the early years, students will often be assessed through observations recorded on a checklist. In this case teachers are seeking evidence of proficiency in some skills.

TESTS

Students will undertake tests in subjects.

ASSIGNMENTS/PROJECTS

Students will undertake assignments/projects in various subjects.

In this process:

- Students will learn how to undertake a planning process which includes understanding the task, planning where to get information from, writing a draft in their own words and then producing a final copy without errors.
- Students are encouraged to research information as part of an investigation process.
- Students are expected to write assignments in their own words and not copy sentences or paragraphs from the internet or other sources.

ORAL PRESENTATIONS

Students undertake oral presentations in various subjects.

- Delivery of presentations may be practised at home.

PLAGIARISM

- Students are required to produce original work when submitting assignments.
- Quotations and references to other authors or other resources (including websites) should be referenced.
- Drafting in class and seeking feedback is the best way for students to improve their work. This is the foundation of students learning to edit their own work.

ABSENCES

Parents need to be aware that in the Primary years of school, Prep to Year 6, assessment is ongoing and frequent absences from school means that their child will miss vital, explicit teaching of important concepts. As a consequence, their child may not perform their best at summative (report card) assessment time.