



## Assessment and Reporting

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### Introduction

Sacred Heart College recognises that consistent and fair assessment and reporting has a profound influence on student learning. Therefore, accurate assessment and reporting at Sacred Heart College intend to clearly and effectively identify students' academic accomplishments and areas for improvement as a means for planning, learning, goal setting and nurturing a desire for self-improvement and achievement. Furthermore, reporting promotes transparent communication about each student's learning progress with their parents/guardians/carers about learning progress and areas for improvement. In accordance with the VCEA and VCAA guidelines, Sacred Heart College is committed to providing regular and meaningful feedback on student's achievements throughout the academic year to ensure learning is personalised and appropriately challenging.

### Purpose

This policy ensures the College satisfies the requirements stipulated by VCEA, VET, VCE, VCE VM and VPC regarding assessment and reporting whilst also informing the development of processes and procedures that enable teaching staff to assess and report appropriately and effectively on the learning in their classrooms.

### Definitions

- VCEA – Victorian Catholic Education Authority
- VCAA – Victorian Certificate Assessment Authority
- VCE - Victoria Certificate of Education
- VCE VM - Victoria Certificate of Education Vocational Major
- VET - Vocational Education and Training
- VPC - Victorian Pathways Certificate

### Policy Coverage

This policy is relevant to all senior management, teaching staff and those responsible for the assessment and reporting of student outcomes within the school.

### Policy Statement

- Methods of assessment and reporting are continuous and ongoing, recognising and engendering a feeling of self-worth in all students. The College must provide opportunities for all students to experience success in a variety of areas including subject-specific content, work habits and capabilities. Assessment and reporting must reflect all these areas.
- The assessment and reporting process at Sacred Heart College must accept and foster the talents of each individual and must, therefore, cater for individual needs and differences. This includes special provisions for assessment tasks as stated by Learning Support at the College.
- Where modifications are made to assessments, teachers must communicate clearly and transparently with parents/guardians/carers about the nature of the modifications made and acknowledge modifications on SIMON.
- Assessment tasks must be developed in collaboration with colleagues to ensure tasks are consistent across a cohort.
- Opportunities for moderation should take place within teaching teams, to ensure the consistency of marks across a subject.

- Results should be published on SIMON within two working weeks of the assessment tasks completion to allow timely feedback to students and parents/guardians/carers on academic progress.
- Students should be encouraged to reflect on assessment task feedback and develop improvement strategies.
- Students must be provided with revision time and revision material alongside adequate notification of upcoming assessment tasks, ideally two weeks prior.
- Students and their parents must be provided with a realistic appraisal of student progress.
- Assessment and reporting at Years 7 – 10 is based on the Victorian Curriculum Standards.
- Assessment and reporting for VCE, VCE VM, VPC and VET classes is based on the relevant VCAA Study Advice and Study Designs.
- Reporting follows the Guidelines for Catholic Schools from VCEA.
- Interim reports must be offered each semester to provide a snapshot of work habits.
- Student Progress Interviews (SPI) must be offered once a semester as an opportunity to discuss student progress.
- Examination procedures and expectations should be universal across the school.

### Related Documents

VCEA - [Victorian Catholic Education Authority](#)

VCAA - <https://www.vcaa.vic.edu.au/Pages/HomePage.aspx>

Version	Comments	Date Released	Next Review	Author	Approved
1		Oct 19	Sept 20	DP Learning & Teaching	CLT
2		Jan 25	Jan 27	DP Learning & Teaching	CLT