

## ASSESSMENT AND REPORTING POLICY

### PURPOSE

The purpose of this policy is to

- ensure all children at Officer Specialist School are assessed using the ABLES tool, have a Personalised Learning Plan based on this assessment and receive a progress report at mid year and end of year
- ensure students, staff and parents/carers have a shared understanding of the process and procedures for reporting and assessment for all students
- explain to school staff and parents the key practices and procedures Officer Specialist School has in place to
  - support, monitor and report student learning
  - record student progress throughout their school years at OSS.

### SCOPE

This policy applies to all students at Officer Specialist School

### DEFINITION

Assessment is the ongoing process of gathering, analysing and reflecting on evidence to make informed and consistent judgements about student progress to improve future learning.

Reporting communicates comprehensive information about student learning and achievement in different forms to a range of audiences for a variety of purposes.

Schools undertake a range of student assessment and reporting activities to inform and support student learning

Assessment and reporting are vital processes which provide information about what students know and can do, and to make recommendations for their future learning.

The Insight Assessment Platform (Insight), an Education State initiative, aimed at helping teachers assess the progress of all learners and support more targeted teaching practices. It provides a range of assessment tools.

Insight aims to enable high quality assessment and feedback that will inform teacher planning for the next steps in a student's learning as they continue to make progress along the learning continuum.

At Officer Specialist School reporting includes:

- Individual student report to parents/carers at mid year and end of year
- School reports: to the local community via the annual report, providing a concise summary of the school's achievements and progress
- System reports: state-wide and national reports, providing statistical and related information about Victorian educational outcomes



## POLICY

Each year the school will develop a schedule for assessment and reporting to promote a whole-school approach to student progress against the Victorian Curriculum.

Teachers will lead the class teams (teachers, therapists, education support staff) to collaborate throughout the process of assessment and reporting for each student. The teacher responsible for each learning area will write the learning plan and report (class teacher, specialist teacher)

## ASSESSMENT

The school will select from the range of assessment tools available on the Insight Assessment Platform.

- ABLES Assessment as our primary tool
- Other tools available on the platform that meet the needs of individual students (suit their developmental level)

The school will also use school based assessments to provide a more comprehensive picture of the student's learning needs. These include:

- Officer Specialist School Literacy Screener
- Sensory Assessments
- Numeracy Assessment (still in development)
- Social Skills Checklist (still in development)
- Communication Assessment

The school will provide students with tools and strategies that enable them to monitor and reflect upon their own learning.

The school will provide opportunities that allow individuals, groups or the whole class to give feedback at appropriate stages about what has been learnt.

## REPORTING

At Officer Specialist School we will create a Personalised Learning Plan for each student with personalised goals in

- English
- Maths
- Personal and Social Learning
- Health

Plans will also include a Learning Focus Topic for the student in:

- Science
- The Arts
- Physical Education
- Technologies
- The Humanities



Officer Specialist School will provide a comprehensive student report to parents/carers at mid year and end of year, based on the Personalised Learning Plan. These will be available through the COMPASS platform or in hard copy.

Officer Specialist School will schedule a minimum of two Student Support Group Meetings per year to discuss the personal goals for each student and their progress throughout the year. Teachers or parents/carers may also request a meeting at any time during the year. Through these meetings we aim to strengthen school/home partnerships by engaging teachers and families in regular and meaningful communication about students' learning needs and celebrate their achievements.

## REVIEW CYCLE AND EVALUATION

This policy was last updated in May 2019