
Ratified by B.O.T. **Date: 27 July 2020**

Review Date: 27 July 2023

Signed Chairman:

POLICY TITLE: Student Assessment

POLICY NUMBER: 25

NAG'S REF: 2 (ii) and (iii)

PURPOSE: Providing a means of reviewing progress and achievement and reporting to parents, students and the community.

OBJECTIVES: Through a range of assessment practices the school will gather information that is sufficiently comprehensive to enable the progress and achievement of students to be evaluated and reported on. Good quality assessment information is needed to identify students and groups of students who are not achieving, who are at risk of not achieving, and/or who have special needs, as well as aspects of the curriculum which require particular attention. Effective assessment and evaluation should lead to improvement in both learning and teaching

The review process will:

- Monitor students' progress.
- Recognise areas of effort and achievement.
- Identify learning needs.
- Encourage each student to value their learning and consistently do their best.
- Provide transitional information when a student moves to the next stage of learning either within the school or from one school to another.
- Improve the quality of learning both for individuals and throughout the school.
- Provide information for internal or external reviews and reports.

The school will track and record progress by:

1. Testing all students upon entry in order to accurately diagnose their ability and level of achievement.
2. Testing for mastery of material in the ACE curriculum at the conclusion of each unit of work.
3. Maintaining Running Records for students.
4. Assessing students against the objectives of the New Zealand curriculum.
5. Using norm referenced testing, such as PAT and STAR at least annually.

The school will manage records in the following ways;

- 1. Teacher Records.** The teacher will maintain an assessment record as an ongoing process for collecting, recording and assessing data as part of the teaching / learning process of a student.
- 2. Student Reports.** Teachers will compile student reports. These are completed from records and observations and are a reporting to parents of student achievement. At the end of each term parents will receive a report of student progress within the ACE curriculum. In terms 2 and 4 parents will receive reports in plain English, noting student progress against the expectations of the New Zealand Curriculum. All parents will be given the opportunity for an interview with staff once reports are received at home. Parent input is used to assist with providing for individual student needs. Parents will also be encouraged to contact their child's supervisor to discuss their child's progress throughout the year. From time to time teachers may request an interview with parents to discuss specific concerns related to individual students.
- 3. Student Files.** The school will maintain student records. Cumulative records will be created using a Student Management System (currently MUSAC Edge) and a Virtual Progress Card. Records of standardise tests; progress against the objectives of the NZC and behavioural records will be kept in the SMS. Supervisor Cards and the VPC will be used to record PACE test results. The SMS and VPC records will be used to produce a school profile showing school wide progress and achievement by classes and ages.
- 4.** To protect the school's accreditation and ability to offer NZ Ace Certificate's the school will follow the procedures of the LTCS ACE Quality Management System for all students who are working a level 1085 or higher in their PACEs.
- 5.** For those students who are enrolled in courses leading to qualifications gained through the NZQA the procedures outlined in the Assessment and Moderation Policy (#35) must be followed

CONCLUSION

Self review and Assessment is an integral part of the learning process. It shall be a planned part of daily teaching and instruction and will provide clear and relevant feedback for future learning and reporting on student progress.