



## School Assessment and Reporting Procedures

### 1. Aim

The aim of this Procedure is to ensure school compliance with Directive #7 which states; The principal, in consultation with teaching staff, must develop school-based assessment and reporting plans that:

1. Comply with system requirements for reporting in Religious Education;
2. Comply with the requirements of SCSA for students in Pre-primary to Year 10;

Sources of Authority	
CECWA Policy	Education Policy
Executive Directive	Curriculum Assessment and Reporting

### 2. Scope

This School Assessment and Reporting Procedure applies to all staff employed at Mel Maria Catholic Primary School, including relief and casual staff, as well as pre-service trainee teachers and volunteer teachers.

### 3. Procedure

#### 3.1 Standardised Assessment Schedule

Year	Test	Administered by
K	<ul style="list-style-type: none"> <li>• <b>Phonological Awareness Screening</b> (From PAST and/or SPAT test) Administered to all children.</li> </ul>	<ul style="list-style-type: none"> <li>• Support Teacher Term 4. (support teacher discretion)</li> </ul>
PP	<ul style="list-style-type: none"> <li>• <b>OLI</b></li> <li>• <b>Yopp-Singer Test of Phonemic Segmentation</b></li> <li>• <b>Burt Reading Test</b></li> <li>• <b>Alphabet Name/sounds (THRASS sheet)</b></li> <li>• <b>PAT-R Comprehension</b></li> <li>• <b>PAT-R Vocabulary</b></li> </ul>	<ul style="list-style-type: none"> <li>• Classroom Teacher (Term 1)</li> <li>• Support Teacher T4</li> <li>• Support Teacher</li> <li>• Support Teacher / Classroom Teacher T4</li> </ul>

YR 1	<ul style="list-style-type: none"> <li>• PAT –R Reading</li> <li>• YARC (reading and comp) to all children who scored stanine 4 or below in PAT comp</li> <li>• Mathematics Assessment Interview</li> <li>• SA Spelling</li> </ul>	<ul style="list-style-type: none"> <li>• <b>TERM</b> 4 Classroom Teacher (administer &amp; mark) By end of week 3</li> <li>• <b>TERM</b> 1 Classroom Teacher</li> <li>• <b>TERM</b> 4 (by end of week 5)</li> </ul>
YR 2	<ul style="list-style-type: none"> <li>• All students given the YARC (reading comp) in preparation for Year 3</li> <li>• Mathematics Assessment Interview</li> <li>• PAT–R Reading</li> <li>• PAT–R Spelling</li> <li>• PAT–R Vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>• <b>TERM Weeks</b> 4 Support teacher 1-3</li> <li>• <b>TERM</b> 1 Classroom Teacher</li> <li>• <b>TERM</b> 4 Classroom Teacher (administer &amp; mark) By end of week 5</li> </ul>
YRS 3-6	<ul style="list-style-type: none"> <li>• Pat – R Maths</li> <li>• YARC (reading and comp) for all children who scored stanine 4 and below in PAT Comp</li> <li>• PAT–R Reading</li> <li>• PAT –R Spelling</li> <li>• PAT–R Vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>• <b>TERM</b> 1 (Yr 3)</li> <li>• <b>TERM</b> 4 Classroom Teacher (administer &amp; mark)</li> <li>• <b>TERM</b> 4 Classroom Teacher (Administer &amp; mark)</li> <li>• Reading (end of week 3)</li> <li>• Spelling (end of week 5)</li> </ul>

## Reporting Schedule

Year	Element	Timeframe	Who
Kindy	Kindergarten teachers will hold formal interviews with all parents to communicate student progress and achievement	End of 1 <sup>st</sup> semester	Class teachers
PP – Year 6	Formal Academic Report	Issued at the end of 1 <sup>st</sup> semester	Class and specialist teachers
PP – Year 6	Interviews with parents may be requested during the course of 2 <sup>nd</sup> term, if the teacher has concerns about the level of growth or achievement of a particular student.	2 <sup>nd</sup> term	Teachers, parents/guardians
PP – Year 6	Formal Academic Report	Issued at the end of 2 <sup>nd</sup> semester	Class and specialist teachers
PP – Year 6	Interviews with parents may be requested during the course of 2 <sup>nd</sup> term, if the teacher has concerns about the level of growth or achievement of a particular student.	4 <sup>th</sup> term	Teachers, parents/guardians

Authorised by	Mr. Paul Hille	Signature:	
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