
Assessment and Reporting

Objective

This policy describes how assessment and reporting of student learning will be conducted at Cire Community School.

Scope

The School recognises the human rights of all people to seek equal access to education, offers equal opportunity to all people who seek to enrol in the school, and does not discriminate against any person under any circumstances.

Policy

At Cire Community School we aim to support all students in achieving their own individual learning and wellbeing goals.

- We will do this by supporting students to complete their desired qualifications and transition successfully into further education or employment.
- All assessment and reporting procedures will be focussed on achieving this aim.
- All assessments will utilise the methods outlined in the Curriculum Framework, Curriculum Policy and be informed by relevant VCAA requirements.
- The conduct of assessments, including assessment criteria and practices, will be consistent and fair across all classrooms.

Cire Community School will ensure that it adheres to all VCAA guidelines related to senior secondary assessment, administration of records and monitoring and analysis of results to meet the requirements of a senior secondary standard.

Our Educators are responsible for keeping up to date student records relating to all student progress, include Victorian Pathways Certificate(VPC) and VCE – Vocational Major(VCE-VM) units. Standardised templates are provided for collating data and VASS records are updated at regular intervals throughout the school year.

The Campus Principal is responsible for reviewing students' completion data and applying decisions regarding the delay of satisfactory completion where appropriate. Students enrolled at Cire Community School may compete a level of VPC or VCE-VM over an extended period where barriers to participation and engagement prevent this occurring in a discrete calendar year.

Plagiarism

Any student who is found to have been cheating and/or plagiarised materials will be required to meet with the Executive Manager, Education to discuss the process. If necessary, investigation into the plagiarism will be held and may require amendment or cancellation of adjustments if proven to be factual.

De-identified student completion and participation results will be made available to the public annually in the Cire Community School Annual Report. The annual report is published on the school's website.

Students will receive two formal school academic reports every year.

- Reports will be provided to parents/guardians/carers of students under 18 years of age.
- Students 18 years of age or older or who are deemed to be mature minors under the Mature Minors Policy will be provided with reports directly.

- Reports will be issued at the end of each semester.
- Reports will be in a readily understandable and accessible format.
- Reports will clearly outline how the student is progressing towards their current qualification or year level learning outcomes.
- Reports will contain information on student's academic and non-academic learning, including attendance data.
- Academic results will be based on transparent and accurate assessments, according to the Curriculum Framework Policy and informed by relevant VCAA and VET requirements.

Following the issuing of reports, students and parents/guardians/carers will have the opportunity to meet with their student's teacher, classroom learning assistant and Wellbeing Support person if appropriate to discuss all aspects of the report.

Cire Community School recognises that some students may have a strained relationship with their parent/guardian/carer. We will take all reasonable care to ensure that communication does not adversely affect the relationship between a student and their parent/guardian/carer.

Definitions

The following definitions apply to this document:

VPC – Victorian Pathways Certificate

VCE-VM – Victorian Certificate of Education – Vocational Major

VCAA - Victorian Curriculum and Assessment Authority

VET - Vocational Education and Training

Related Legislation

- Education and Training Reform Act 2006 (Vic)
- Australian Education Act 2013 (Cth)

Organisational Area

Cire Community School

Approved by

The Board

Signature:



Date: November 2023

Operative Date

November 2023

Review Date

November 2025