



Rockhampton Girls Grammar School

Est 1892

PRIMARY SCHOOL ASSESSMENT POLICY

Purpose of the Policy

The purpose of this policy is to outline the Rockhampton Girls Grammar School guidelines for collecting evidence of student achievement from Prep to Year 6.

Who must comply with this Policy?

- Students
- Teachers
- Parents/Carers

Scope of this Policy

The policy applies to all school assessments in all subjects for all students. It outlines formal and informal assessment expectations, data collection and entry along with the creation of assessment items.

Responsibilities

Responsibilities of Students

- Students are expected to complete all assessment items as outlined by their classroom teacher
- When at a suitable developmental age, students may contribute to criteria set for assessment items
- Students are to be reflective and make honest self-assessments about their own learning

Responsibilities of Teachers

- Teachers must collect a variety of data and work samples as evidence to support a students' level of achievement
- A teachers' judgement of whether a student is below, at, or above their relevant Achievement Standard must be supported by evidence
- The Prep to 6 Primary Assessment Schedule must be completed by all teachers (Appendix A)
- All assessment data must be collated and entered into the School network in a timely manner to inform future student learning and planning
- Teachers must inform students of assessment expectations, deadlines and criteria to best equip them to complete assessments
- Teachers must develop assessment items using the Assessment Template, which include the Student Achievement Standards, highlight what is being assessed
- Students will receive feedback about their learning and progress throughout the year
- Teachers must make assessments available to students who are absent. However, if the absence is for an extended period, teachers will contact parents to inform them of the impact upon grades

Responsibilities of Parents and Carers

If students are known to be absent for extended time during assessment periods, it is important parents and carers speak with teachers to discuss alternative arrangements for assessment.

Assessment in the Primary School is intended to be part of normal curriculum without added anxiety. It is important that students have adequate sleep and nutrition and are supported by parents and carers during these times.

Procedures

Submission of Assessment (Upper Primary)

Teachers will set submission deadlines to students when an assignment is first assigned.

Post-deadline Requests for Extensions to Deadlines (Upper Primary)

Students in Years 4, 5 or 6 who miss an assessment task due to sudden illness or injury must have this communicated to the school by a parent or carer.

If a student wishes to apply for an extension for an assignment must do at least a week in advance by speaking directly to the teacher. It is up to the teacher's discretion to grant any extension.

Late or Non Submission of Assessment

If a student does not submit an assessment item by the due date (or an approved extension date) teacher judgement will be made using evidence available on or before the due date. Contact with the parents/carers from the classroom teacher will be required. In the instance of incomplete assessment a student's overall level of achievement will be decided upon in accordance with the existing evidence in the student folio. No penalty for lateness will apply. An 'E' response cannot be awarded for work not submitted as there is no evidence to support such a level of achievement. If insufficient evidence exists to allow a grade to be assigned at the due date, a grade of 'Unable to Assess' (UA) will be applied.

POLICY RELEASE DETAILS

Date of Policy: September 2015

Reviewed by: RGGGS Executive

Review Date: As required

Access Public Availability: Girls Grammar Website

RELATED POLICIES AND DOCUMENTS

Girls Grammar Parent and Student Handbook

Girls Grammar Student Planner

Girls Grammar Staff Handbook

Girls Grammar Values Statement

Girls Grammar Confirmation of Enrolment Contract

Appendix A:

Prep to Year 6 Assessment Schedule 2015

Year	Term 1	Term 2	Term 3	Term 4
Prep Formative	DRA – Reading Assessment	Writing Sample	DRA – Reading Assessment	SWST Spelling Test Writing Sample
Summative				
Year 1 /2 Formative	SWST Spelling Test PM Reading Benchmarks DRA – Reading Assessment	Writing Sample PAT Maths	PM Reading Benchmarks DRA – Reading Assessment	SWST Spelling Test Writing Sample PAT Maths
Summative		ICAS – Selected Students (Yr 2)		
Year 3 Formative	SWST Spelling Test Writing Sample DRA – Reading Assessment	Writing Sample PAT Maths	Writing Sample DRA – Reading Assessment	SWST Spelling Test PAT Maths
Summative		NAPLAN ICAS – Selected Students		
Year 4 Formative	SWST Spelling Test Writing Sample DRA – Reading Assessment	Writing Sample PAT Maths	Writing Sample DRA – Reading Assessment	SWST Spelling Test Writing Sample PAT Maths
Summative		NAPLAN ICAS – Selected Students		
Year 5 Formative	SWST Spelling Test Writing Sample DRA – Reading Assessment	Writing Sample PAT Maths	Writing Sample DRA – Reading Assessment	SWST Spelling Test Writing Sample PAT Maths
Summative		Nelson Maths Assessment A NAPLAN ICAS – Selected Students		Nelson Maths Assessment B
Year 6 Formative	SWST Spelling Test Writing Sample DRA – Reading Assessment	Writing Sample PAT Maths	Writing Sample DRA – Reading Assessment	SWST Spelling Test Writing Sample PAT Maths
Summative		NAPLAN ICAS – Selected Students		